

# MINUTES



## Ordinary Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Monday 27 April 2020

The Agenda for the Ordinary Meeting of Council, 27 April 2020, forms part of these minutes and is attached in full at the end of the Minutes.

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

## Order of Business

1	Apologies And Requests For Leave Of Absence.....	5
2	Declarations Of Conflict Of Interest.....	5
3	Confirmation Of Minutes.....	5
4	Petitions And Memorials .....	5
6.2	Report of Planning Applications Decided Under Delegation - 1 March to 31 March 2020 ...	7
6.6	Audit Committee - Independent Member Reappointment.....	8
6.7	Renewable Energy Power Purchase Agreement.....	9
6.9	Comensura Contract.....	10
6.10	ICT Governance Committee - Councillor Appointment .....	11
9.3	Minor Grants Program 2019-20 - Monthly Report - April.....	12
11	Items For Information.....	14
11.1	ICT Capital Works Report.....	14
11.2	Assemblies of Councillors .....	15
11.3	Capital Works Program Works Report as at 6 April 2020 .....	16
6.1	Draft Amenity Local Law 2020 - public submissions.....	17
5	Reports By Councillors.....	19
5.1	Committees and Delegates.....	19
5.2	Ward Issues.....	20
6	City Development Officers' Reports For Consideration.....	21
6.3	Proposed Budget 2020-21 .....	22
6.4	Payment Assistance Policy.....	26
6.5	Small Business Friendly Council Initiative .....	27
6.8	Environment Advisory Committee Annual Report 2019.....	28
7	Public Question Time .....	29
8	Engineering & Infrastructure Officers' Reports For Consideration.....	31
8.1	Woodside Drive Rowville - Street tree renewal concerns .....	31
9	Community Services Officers' Reports For Consideration .....	33
9.1	Family Violence Statement of Commitment .....	33
9.2	Minor Grants Policy Review .....	34
10	Corporate Services Officers' Reports For Consideration .....	35

- 12 Motions For Which Notice Has Previously Been Given .....35
- 13 Supplementary Items.....35
- 14 Urgent Business .....35
  - 14.1 Urgent Business .....35
  - 14.2 Call Up Items .....35
- 15 Questions Without Notice .....35
- 16 Confidential Items.....36
  - 16.1 Aged Care Reform CHSP .....36

The meeting commenced at 7:05 pm.

**PRESENT:**

<i>Cr N Seymour (Mayor)</i>	<i>Tirhatuan Ward</i>
<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr J Mortimore (Arrived 7.17pm)</i>	<i>Chandler Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr J Keogh</i>	<i>Dobson Ward</i>
<i>Cr A Gill</i>	<i>Dinsdale Ward</i>
<i>Cr T Holland</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Mr T Doyle</i>	<i>Chief Executive Officer</i>
<i>Mr M Hanrahan (Online)</i>	<i>Acting Director – Engineering &amp; Infrastructure</i>
<i>Mr M Kelleher (Online)</i>	<i>Director - City Development</i>
<i>Ms T Scicluna (Online)</i>	<i>Director – Community Services</i>
<i>Samantha Mazer (Online)</i>	<i>Director Knox Central</i>
<i>Sam Stanton (Online)</i>	<i>Executive Manager, Strategy People and Culture</i>
<i>Mr P McQue</i>	<i>Manager, Governance</i>

**THE MEETING OPENED WITH A PRAYER, STATEMENT OF ACKNOWLEDGEMENT AND A STATEMENT OF COMMITMENT**

***“Knox City Council acknowledges we are on the traditional land of the Wurundjeri and Bunurong people and pay our respects to elders both past and present.”***

1 Apologies and Requests for Leave of Absence

Nil.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

**RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

**Confirmation of Minutes of Ordinary Meeting of Council held on Monday 30 March 2020**

**CARRIED**

4 Petitions and Memorials

**Councillor Seymour referred to the marking of ANZAC Day by the community with social media posts and reports indicating Australians have found ways to reflect on the sacrifices made by those who have served. Councillor Seymour noted it was delightful to see many people observe remembrance in their driveways, including the Councillors. Councillor Seymour asked for and observed a moment of silence.**

**Councillor Seymour marked the passing of the four Police Officers tragically killed in a routine traffic stop on the Eastern Freeway. Councillor Seymour noted that families and colleagues of the Officers are in our thoughts and Prayers, as are the first responders and members of Knox police station.**

**RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

1. That the following items be moved en bloc as per the officer's recommendations outlined in the agenda:
  - 6.2 Report of Planning Applications Decided Under Delegation - 1 March to 31 March 2020
  - 6.6 Audit Committee - Independent Member Reappointment
  - 6.7 Renewable Energy Power Purchase Agreement
  - 6.9 Comensura Contract
  - 6.10 ICT Governance Committee - Councillor Appointment
  - 9.3 Minor Grants Program 2019-20 - Monthly Report - April
  - 11.1 ICT Capital Works Report
  - 11.2 Assemblies of Councillors
  - 11.3 Capital Works Program Works Report as at 6 April 2020
2. To proceed immediately to Item 6.1 Draft Amenity Local Law 2020 - public submissions, and thereafter consider remaining items outstanding on the agenda in the order circulated on the agenda.

**CARRIED**

## 6.2 Report of Planning Applications Decided Under Delegation - 1 March to 31 March 2020

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

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

### **RECOMMENDATION**

That the planning applications decided under delegation reports (between 1 March and 31 March 2020) be noted

### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

**That the planning applications decided under delegation reports (between 1 March and 31 March 2020) be noted**

### **CARRIED**

## 6.6 Audit Committee - Independent Member Reappointment

**SUMMARY:** Manager Governance, Phil McQue

**Knox City Council Audit Committee Terms of Reference provide that its membership shall comprise three Councillors and three independent members.**

**Lisa Tripodi's term as an independent member on the Audit Committee is due to conclude 31 May 2020. This report recommends that Ms Tripodi be reappointed as an independent member to the Audit Committee for a further three-year term.**

### **RECOMMENDATION**

That Council reappoint Ms Lisa Tripodi to the Audit Committee as an independent member for a three-year term, 1 June 2020 to 31 May 2023.

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

**That Council reappoint Ms Lisa Tripodi to the Audit Committee as an independent member for a three-year term, 1 June 2020 to 31 May 2023.**

### **CARRIED**



## 6.7 Renewable Energy Power Purchase Agreement

**SUMMARY: Senior Program Lead – Sustainability, Sam Sampanthar**

**This report considers and recommends the appointment of tender for the supply of retail electricity through a long term renewable energy Power Purchase Agreement for all of Knox's streetlights until 30 June 2030.**

### **RECOMMENDATION**

That Council:

1. Accept the tender submitted by Alinta Energy Retail Sales Pty Ltd, via the Procurement Australia Contract No. 3006/0637, for the supply of electricity (street lights) and associated services for a period of nine years, commencing 1 July 2021;
2. Authorise the Chief Executive Officer to sign the formal energy supply agreements with Alinta Energy Retail Sales Pty Ltd; and
3. Advice Procurement Australia, as the tendering agent, accordingly.

### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

That Council:

1. **Accept the tender submitted by Alinta Energy Retail Sales Pty Ltd, via the Procurement Australia Contract No. 3006/0637, for the supply of electricity (street lights) and associated services for a period of nine years, commencing 1 July 2021;**
2. **Authorise the Chief Executive Officer to sign the formal energy supply agreements with Alinta Energy Retail Sales Pty Ltd; and**
3. **Advice Procurement Australia, as the tendering agent, accordingly.**

### **CARRIED**

## 6.9 Comensura Contract

**SUMMARY:** Lucinda Taylor, People Experience Lead

**Knox City Council (Council) engaged Comensura Pty Limited (Comensura) for the provision of supply of temporary labour hire service through MAV Contract RS8017-2015NV - Recruitment Neutral Vendor Managed Services.**

**Local Government Legislation, *Section 186(A) 1989*, requires Councils to tender for all services exceeding \$150,000, (incl. GST). The estimated expenditure of the services facilitated by Comensura is anticipated to cost \$7,000,000 per annum incl. GST .**

**Council is seeking to formally award Comensura Pty Limited under the MAV Contract RS8017-2015NV - Neutral Vendor Managed Services for an initial contract term of 7 months, to fall into line with MAV contract cycle, with a possible extension of two years at Council's discretion.**

### **RECOMMENDATION**

That Council:

1. Award Contract 2598 to Comensura Pty Limited under the MAV Contract RS8017-2015NV - Neutral Vendor Managed Services for an initial contract term of 7 months with possible contract extension of two years.
2. Authorise the Chief Executive Officer (or such person nominated on their behalf) to execute the contract agreements with Comensura Pty Limited.
3. Authorise the Chief Executive Officer (or such person nominated on their behalf) to negotiate and execute an extension of up to two years' maximum to Contract 2598 with Comensura Pty Limited.

### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

That Council:

1. Award Contract 2598 to Comensura Pty Limited under the MAV Contract RS8017-2015NV - Neutral Vendor Managed Services for an initial contract term of 7 months with possible contract extension of two years.
2. Authorise the Chief Executive Officer (or such person nominated on their behalf) to execute the contract agreements with Comensura Pty Limited.
3. Authorise the Chief Executive Officer (or such person nominated on their behalf) to negotiate and execute an extension of up to two years' maximum to Contract 2598 with Comensura Pty Limited.

### **CARRIED**

## 6.10 ICT Governance Committee - Councillor Appointment

**SUMMARY:** Manager Governance, Phil McQue

**This report recommends that Council appoint Councillor Lockwood to the ICT Governance Committee for the remainder of the 2019-20 period.**

### **RECOMMENDATION**

That Council appoint Councillor Lockwood to the ICT Governance Committee for the remainder of the 2019-20 period.

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

**That Council appoint Councillor Lockwood to the ICT Governance Committee for the remainder of the 2019-20 period.**

### **CARRIED**

### 9.3 Minor Grants Program 2019-20 - Monthly Report - April

**SUMMARY: Community Resourcing Officer, Deb Robert**

**This report summarises the grant application recommended for approval in April 2020 for the Minor Grants Program. The application has been assessed against the criteria set out in the Minor Grants Program Policy.**

**Applications under the Minor Grants Policy are limited to a maximum of \$3,000, which has been the current limit since the commencement of the 2019-2020 financial year.**

#### **RECOMMENDATION**

That Council:

1. Approve two applications for a total of \$6,000 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Windermere Reserve Pre-School Inc.	Upgrade of Preschool Library, Art Equipment and Educational equipment	\$3,000	\$3,000
Foothills Community Care Inc	Foothills Community Meals	\$3000	\$3000
<b>TOTAL</b>			<b>\$6,000</b>

2. Note that inclusive of the above recommended grants, which total \$6000, a total of \$113,054 has been awarded to date under the 2019-2020 Minor Grants Program to support 60 community-based organisations and their programs.

#### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

That Council:

1. Approve two applications for a total of \$6,000 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Windermere Reserve Pre-School Inc.	Upgrade of Preschool Library, Art Equipment and Educational equipment	\$3,000	\$3,000
Foothills Community Care Inc	Foothills Community Meals	\$3000	\$3000
<b>TOTAL</b>			<b>\$6,000</b>

2. **Note that inclusive of the above recommended grants, which total \$6000, a total of \$113,054 has been awarded to date under the 2019-2020 Minor Grants Program to support 60 community-based organisations and their programs.**

**CARRIED**

## 11 Items for Information

### 11.1 ICT Capital Works Report

**SUMMARY: Acting Manager Information Technology, Paul Barrett**

**The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 16 April 2020.**

#### **RECOMMENDATION**

That Council receive and note the ICT Capital Works Report, as at 16 April 2020.

#### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

**That Council receive and note the ICT Capital Works Report, as at 16 April 2020.**

#### **CARRIED**

## 11.2 Assemblies of Councillors

**SUMMARY: Manager Governance, Phil McQue**

**This report provides details of Assembly of Councillors as required under section 80A(2) of the Local Government Act.**

### **RECOMMENDATION**

That Council:

1. Note the written record of Assemblies of Councillors as attached to this report; and
2. Incorporate the records of the Assemblies into the minutes of the meeting.

### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

That Council:

1. Note the written record of Assemblies of Councillors as attached to this report; and
2. Incorporate the records of the Assemblies into the minutes of the meeting.

### **CARRIED**

### 11.3 Capital Works Program Works Report as at 6 April 2020

**SUMMARY: Coordinator, Capital Works, Gene Chiron**

**The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 6 April 2020.**

#### **RECOMMENDATION**

That Council receive and note the Works Report, as at 6 April 2020.

#### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

That Council receive and note the Works Report, as at 6 April 2020.

#### **CARRIED**



## 6 City Development Officers' Reports for consideration

### 6.1 Draft Amenity Local Law 2020 - public submissions

**SUMMARY:** Coordinator Projects and Improvement, Janet Simmonds

To receive and hear public submissions on the *draft Knox City Council Amenity Local Law 2020* in accordance with the requirements of sections 119 and 223 of the *Local Government Act 1989*.

#### **RECOMMENDATION**

That Council:

1. Notes that pursuant to Council's resolution, made at its Ordinary Meeting of Council on 24 February 2020, the *draft Amenity Local Law 2020* ('draft Local Law') has been on public exhibition inviting written submissions as per the requirements of sections 119 and 223 of the Act for at least 28 days;
2. Receives, hears and gives consideration to the public submissions made regarding the draft Local Law; and
3. Notes that a further report on the proposed Local Law will be presented at an Ordinary Meeting of Council before the expiry of the current Local Law (*General Provisions Local Law 2010*) on 25 May 2020.

*Council heard a verbal submission from Jenni Vertigan in support of her written submission under Section 223 of the Local Government Act 1989.*

*The written submission of Sabine Allnutt was read by the Mayor in lieu of a verbal submission in support of her written submission under Section 223 of the Local Government Act 1989.*

#### **RESOLUTION**

**MOVED:** Councillor Keogh

**SECONDED:** Councillor Holland

That Council:

1. Notes that pursuant to Council's resolution, made at its Ordinary Meeting of Council on 24 February 2020, the *draft Amenity Local Law 2020* ('draft Local Law') has been on public exhibition inviting written submissions as per the requirements of sections 119 and 223 of the Act for at least 28 days;
2. Receives, hears and gives consideration to the public submissions made regarding the draft Local Law; and
3. Notes that a further report on the proposed Local Law will be presented at an Ordinary Meeting of Council before the expiry of the current Local Law (*General Provisions Local Law 2010*) on 25 May 2020.

#### **CARRIED**

Councillor Mortimore entered the chamber at 7:17 pm before the vote on Item 6.1

## 5 Reports by Councillors

### 5.1 Committees and Delegates

#### 5.1.1 Councillor Pearce

Councillor Pearce attended the following

- Heany Park Scout Group Meeting

#### 5.1.2 Councillor Gill

Councillor Gill attended the following

- Meeting with Knox City Tennis Club Coach regarding a physical assault which occurred in the car park between Knox City Tennis Club and Orana Neighbourhood House. Councillor Gill noted the matter is currently being investigated by Police and requested officers investigate the possibility of lighting upgrades in the area.

#### 5.1.3 Councillor Timmers-Leitch

Councillor Timmers-Leitch attended the following

- Youth Advisory Committee Meetings
- Eastern Group of Councils Meeting

#### 5.1.4 Councillor Lockwood

Councillor Lockwood attended the following

- Eastern Transport Coalition Meeting

#### 5.1.5 Councillor Mortimore

Councillor Mortimore attended the following

- Domestic Violence Discussion
- Metropolitan Waste Forum

### **5.1.6 Councillor Seymour**

Councillor Seymour attended the following

- Eastern Group of Councils Meeting
- Rowville-Lysterfield Rotary Club ANZAC Day Ceremony on Zoom

## **5.2 Ward Issues**

### **5.2.1 Councillor Timmers-Leitch (COLLIER WARD)**

- Recognised the different strategies used by families when approaching schooling from home within the Ward.
- Acknowledged that three adjoining properties within the Ward which have previously been occupied by squatters have now been demolished and secured.

### **5.2.2 Councillor Keogh (DOBSON WARD)**

- Recognised the work of Foothills Community Care who have been preparing meals for those in need.

### **5.2.3 Councillor Cooper (SCOTT WARD)**

- Recognised the amount of meals prepared for vulnerable people in the community by Foothills Community Care.
- Praised the work of Knox Council staff who have been working hard with not for profit groups and refunding some license agreement payments.
- Also outlined the productivity of the Knox Council's Active Ageing team, Youth Services Program, Young Parents Group and Maternal Child Health team as they adapt to new methods of providing services to the community.
- Acknowledged the work of City Life Community Care who have been distributing food packages for those in need, including victims of domestic violence.

### **5.2.4 Councillor Gill (DINSDALE WARD)**

- Informed the Chamber that works at Studfield Shopping Centre have begun and are progressing quickly. Councillor Gill urged the community to continue to support local businesses during the construction period.

### **5.2.5 Councillor Pearce (TAYLOR WARD)**

- Noted the high level of exercising within the community and praised the ability of local businesses to adapt to social distancing requirements.

### **5.2.6 Councillor Seymour (TIRHATUAN WARD)**

- Praised the level of exercise undertaken by residents.
- Noted the resilience of the Knox community and local businesses to adapt to social distancing requirements.
- Expressed her disappointment at needing to issue a media release addressing some anti-social and violent behaviour within the community.
- Noted people were expressing their frustration at the lack of maintenance of certain road reserves such as weeds. Councillor Seymour outlined this was predominantly an issue on VicRoads roads where Council was not responsible for maintenance and noted Council's ongoing advocacy to address this issue.
- Highlighted the increase in people failing to pick up dog manure.
- Received feedback regarding the increased number of trucks driving down Wellington Road at an unsafe speed and running the traffic lights.

Councillor Gill left the meeting at 7:44 pm during discussion on item 5.2

Councillor Gill returned to the meeting at 7:46 pm during discussion on item 5.2

## 6.3 Proposed Budget 2020-21

**SUMMARY:** Acting Manager, Business & Financial Services, Dennis Bastas

The Proposed Budget 2020-21 is presented to Council for consideration. It includes the Operating Budget, Capital Works Program, Fees and Charges Schedule, Strategic Resource Plan and the Annual Plan. The Proposed Budget has carefully and prudently focused on the impacts of COVID-19 and includes initiatives to combat the impacts and help the local economy recover when the pandemic passes.

The Budget has been prepared in accordance with *Australian Accounting Standards*, the *Local Government Act 1989* and the *Local Government (Planning and Reporting Regulations) Regulations 2014*. To assist Council and the community in analysing this Budget, the following commentary is provided:

- The Budget is part of Council's financial sustainability framework and represents the first year of Council's proposed Strategic Resource Plan. The four-year outlook provides for a sustainable financial position. The Budget ensures Knox can plan in a sustainable way whilst maintaining high levels of service delivery.
- A Budget deficit will occur in 2020-21. The Budget deficit is largely a result of the transfer of Knox Regional Sports Precinct to the Victorian Government and a financial contribution from Council to further develop the facility for community use. The Budget will return to surplus in 2021-22.
- In preparing this Budget, Councillors and officers held several meetings to identify the key areas for focus and delivery for 2020-21, with significant investment driven by the COVID-19 impacts to the community. This Budget extends a range of relief measures to lessen the impacts of COVID-19 on the community and local business, and provides resources to commence recovery while still delivering on the longer-term goals of the Community and Council Plan.
- The Capital Works Program (commitment for construction and improvement of new and existing assets/infrastructure) proposed for 2020-21 is \$113.912 million. This will be critical for the recovery of the local economy. It includes \$39.180 million for asset renewal which maintains existing infrastructure to community expectations.
- Borrowings will increase to \$71.278 million in 2020-21. Prudent financial management ensures the debt will be repaid quickly over the long-term financial forecast. Liquidity remains at an appropriate level, ensuring Knox can respond to any future unforeseen events.
- The Budget proposes a rate increase of 2.0% in accordance with rate cap requirements of the Victorian Government as per Section 185A to 185G of the *Local Government Act 1989*.

### RECOMMENDATION

That Council:

- Adopt the Proposed Budget 2020-21 as per Attachment 1 as its Proposed Budget for the 2019-20 financial year as required by the *Local Government Act 1989* (the 'Act').
- Authorise the Chief Executive Officer to:
  - a. Give public notice of the preparation of the Proposed Budget 2020-21 in accordance with the Act; and

- b. Make available for public inspection the information required by Regulation 9 of the *Local Government (Planning and Reporting) Regulations 2014* and invite submissions under Section 223 of the Act.
- Appoint a committee comprising all Councillors to hear any submissions in relation to the Proposed Budget that might arise in accordance with Section 223 of the Act and the Committee meet on 1 June 2020 from 6.30pm to hear such submissions at the Council Offices, 511 Burwood Highway, Wantirna South.

*The Mayor noted a supplementary agenda was published on 23 April 2020 – with amendments to the Draft budget on pages 37, 66 & 70 advising the amended resulted in the land and building component of the Capital Works Program being consolidated; but did not alter the financial position with the draft 2020-21 Budget.*

## **RESOLUTION**

**MOVED:** Councillor Keogh

**SECONDED:** Councillor Gill

That Council:

1. Due to a lower than expected inflation increase anticipated for the next financial year and the current economic crisis faced by many due to COVID-19, not increase rates for the financial year 2020/21, by amending the draft Budget to reflect a 0% rate increase.
2. Amend all figures within the Budget to reflect a 0% rate increase.
3. Adopt the Proposed Budget 2020-21 (as per Attachment 1 as amended by Resolutions 1 and 2 above) as its Proposed Budget for the 2019-20 financial year as required by the *Local Government Act 1989* (the 'Act').
4. Authorise the Chief Executive Officer to:
  - a. Give public notice of the preparation of the Proposed Budget 2020-21 in accordance with the Act; and
  - b. Make available for public inspection the information required by Regulation 9 of the *Local Government (Planning and Reporting) Regulations 2014* and invite submissions under Section 223 of the Act.
5. Appoint a committee comprising all Councillors to hear any submissions in relation to the Proposed Budget that might arise in accordance with Section 223 of the Act and the Committee meet on 1 June 2020 from 6.30pm to hear such submissions at the Council Offices, 511 Burwood Highway, Wantirna South.

## **LOST**

A Division was called by Councillor Keogh

For the motion: Councillor Keogh, Councillor Gill

Against the motion: Councillor Cooper, Councillor Holland, Councillor Lockwood,  
Councillor Mortimore, Councillor Pearce, Councillor Seymour,  
Councillor Timmers-Leitch

Abstention: nil

LOST 2:7

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

That Council:

1. Adopt the Proposed Budget 2020-21 as per Attachment 1 as its Proposed Budget for the 2019-20 financial year as required by the *Local Government Act 1989* (the 'Act').
2. Authorise the Chief Executive Officer to:
  - a. Give public notice of the preparation of the Proposed Budget 2020-21 in accordance with the Act; and
  - b. Make available for public inspection the information required by Regulation 9 of the *Local Government (Planning and Reporting) Regulations 2014* and invite submissions under Section 223 of the Act.
3. Appoint a committee comprising all Councillors to hear any submissions in relation to the Proposed Budget that might arise in accordance with Section 223 of the Act and the Committee meet on 1 June 2020 from 6.30pm to hear such submissions at the Council Offices, 511 Burwood Highway, Wantirna South.

### **PROCEDURAL MOTION**

**MOVED:** Councillor Mortimore

**SECONDED:** Councillor Cooper

That Councillor Pearce be permitted an extension of time to speak under Clause 47 of the Meeting Procedure and Use of Common Seal Local Law 2018.

**CARRIED**

**THE SUBSTANTIVE MOTION WAS PUT AND CARRIED**



A Division was called by Councillor Holland

For the motion: Councillor Cooper, Councillor Holland, Councillor Gill, Councillor Lockwood,  
Councillor Mortimore, Councillor Pearce, Councillor Seymour,  
Councillor Timmers-Leitch

Against the motion: nil

Abstention: Councillor Keogh

**CARRIED 8:0**

Councillor Holland left the meeting at 8:13 pm before the vote on item 6.3

Councillor Holland returned to the meeting at 8:14 pm before the vote on item 6.3

## 6.4 Payment Assistance Policy

**SUMMARY:** Acting Manager Business & Financial Services, Dennis Bastas

**Council's Payment Assistance Policy has been reviewed and is presented to Council for adoption.**

### **RECOMMENDATION**

That Council adopt the Payment Assistance Policy addendum COVID-19 Pandemic Payment Relief incorporating the revisions as set out in Attachment 1 to this report.

### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Pearce

**That Council adopt the Payment Assistance Policy addendum COVID-19 Pandemic Payment Relief incorporating the revisions as set out in Attachment 1 to this report.**

### **CARRIED**

## 6.5 Small Business Friendly Council Initiative

**SUMMARY:** Executive Officer City Futures, Trish Winterling

**Knox City Council has been invited to participate in the Victorian Small Business Commission – Small Business Friendly Council initiative. This report outlines what would be expected of Knox City Council should it decide to participate in this state-wide initiative.**

### **RECOMMENDATION**

That Council:

1. Accept the invitation to participate in the Victorian Small Business Commission - Small Business Friendly Council initiative.
2. Authorise the Mayor and Chief Executive Officer to execute the Small Business Friendly Charter on behalf of Council.

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Timmers-Leitch

That Council:

1. **Accept the invitation to participate in the Victorian Small Business Commission - Small Business Friendly Council initiative.**
2. **Authorise the Mayor and Chief Executive Officer to execute the Small Business Friendly Charter on behalf of Council.**

### **CARRIED**

Councillor Holland left the meeting at 8:50 pm before the vote on item 6.5

Councillor Holland returned to the meeting at 8:52 pm before the vote on item 6.5

## 6.8 Environment Advisory Committee Annual Report 2019

**SUMMARY:** Executive Officer City Futures, Trish Winterling

**The Knox Environment Advisory Committee (EAC) current Terms of Reference (ToR) require an annual report be submitted to Council on the Committee's activities and achievements in accordance with the objectives stated in the ToR. This report provides the annual report of EAC activities and achievements for 2019.**

### **RECOMMENDATION**

That Council notes the report on the activities undertaken by the Environment Advisory Committee (EAC) between January and December 2019.

### **RESOLUTION**

**MOVED:** Councillor Mortimore

**SECONDED:** Councillor Holland

**That Council notes the report on the activities undertaken by the Environment Advisory Committee (EAC) between January and December 2019.**

### **CARRIED**

Councillor Lockwood left the meeting at 8:53 pm before the vote on item 6.8

Councillor Lockwood returned to the meeting at 8:55 pm before the vote on item 6.8

## 7 Public Question Time

Following the completion of business relating to Item 6, City Development, the business before the Council Meeting was deferred to consider questions submitted by the public.

Question Time commenced at 8:57 pm.

The following questions were raised with Council:

<p>Question 1- Name requested to be withheld from Minutes</p>	<p>Fifteen wide rumble strips have been installed by Council on Rosehill Street, Scoresby without prior consultation with residents. The strips are right in front of houses and thumping sounds made by passing vehicles can be heard in the bedrooms and living areas, day and night. In March 2020, Council undertook modification works to the edges of the strips to attempt to reduce noise levels. Unfortunately, the modification works have resulted in even higher noise levels and thumps made by passing buses and some vehicles can also rattle the windows and doors of houses. The noise problem has resulted in high levels of stress and anxiety, with sleep, rest, work and studies being affected. Residents are often awoken in the middle of the night or early morning, and mental and physical health is suffering.</p> <p>Seeing that over a month has passed since the modification works which made the noise level even more unbearable, when can Council remove the rumble strips and solve the problem?</p>
<p>Answer</p>	<p>The CEO responded advising:</p> <ul style="list-style-type: none"> <li>• Council’s engineers advise that they have been examining the issues you raised.</li> <li>• Council installed rumble strips in late January to raise motorist’s awareness of the speed environment along Rosehill St, adjacent to Benedikt Reserve.</li> <li>• Upon installation, we received complaints from residents regarding noise emanating from the newly installed treatments.</li> <li>• Sound tests were carried out to determine the extent of the noise from the rumble strip installation.</li> <li>• Additional works were undertaken to see if they would lessen the impact of the noise</li> <li>• Further noise tests following these modifications have only recently been completed. These tests showed the additional works did not significantly reduce the level of noise.</li> <li>• As such, investigations will be carried out to determine the most appropriate method of removing the strips.</li> <li>• It is expected it may take up to a month before removal works can be carried out.</li> <li>• Council will continue to monitor the traffic speed environment and may consider alternate speed mitigation treatments available into the future.</li> </ul>

<p>Question 2- Keith Baker</p>	<p>Council's Social Media policy currently provides for council to block people from interacting with its Social Media accounts. Further this block has no noted minimum or maximum duration, explicit criteria or process for appeal. Blocking, by its action, prevents not only commenting but also following of posts made by council. Recently, on social media, Council encouraged residents of Knox to follow the Council Facebook page to stay up to date and informed on important COVID-19 information as it related to the local area - an action unable to be done by any person currently blocked.</p> <p>1. I ask of council, whether a review has been conducted on the Social Media policy to ensure a fair and just system is in place and if it has, when an update may be likely to be published?</p> <p>2. How many accounts are currently blocked from the Knox Council Facebook pages?</p>
<p>Answer</p>	<p>The CEO responded advising:</p> <ul style="list-style-type: none"><li>• Council's Social Media Policy is governed by the House rules on Council's Facebook page.</li><li>• Council's Social Media Policy is currently under review and an update expected by 30 June 2020.</li><li>• Only one account is currently blocked from Council's Facebook page.</li><li>• Accounts are only ever blocked after at least one written warning has been issued.</li><li>• A blocked party can seek a review at any time by putting a request in writing to the Chief Executive Officer.</li></ul>

Question Time Concluded at 9:03pm.

## 8 Engineering & Infrastructure Officers' Reports for consideration

### 8.1 Woodside Drive Rowville - Street tree renewal concerns

**SUMMARY: Coordinator - Trees, Contracts and Reactive Parks Services Sustainability, Lara Wilson**

This report responds to a petition presented by the Ward Councillor – Taylor Ward at the Ordinary Council meeting on 20 February 2020. The petition requested that the streetscape in Woodside Drive, Rowville be changed to a deciduous theme and that all remaining gums trees in Woodside Drive be removed. The petition was referred to the Director – Engineering and Infrastructure for provision of a report to be presented at the Ordinary Meeting of Council in April in response to the petition. Due to similar concerns having been raised from Telfer Court residents (which intersects with Woodside Drive), Telfer Court is also considered as a candidate for inclusion in the 2020/21 renewal program within the report.

#### **RECOMMENDATION**

That Council:

1. Support a staged tree removal methodology for Eucalyptus species in Woodside Dve, Rowville that aligns with Council's Green Streets Policy (6.2.5);
2. In progressing the staged street tree removal in Woodside Dve, officers prioritise the removal of Eucalyptus scoparia, adopting a risk based assessment methodology in line with best practice tree management, having regard to the health of the trees, risk to property, infrastructure and community;
3. Adopt the species selection for tree planting replacement in Woodside Dve to be Pyrus nivalis (Snow Pear);
4. As part of the proposed works for Woodside Dve, undertake an equivalent assessment for street tree removal within Telfer Court and provide a survey to allow for resident input on tree selection in the 2020/21 replacement program; and
5. Respond to the lead petitioner accordingly.

#### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Holland**

That Council:

1. Remove, as a matter of priority, all existing tree species (including Eucalyptus species) in Woodside Drive, noting the need to coordinate tree removal and subsequent replacement planting to coincide with seasonal requirements;

- 2. Adopt the species selection for tree planting replacement along the length of Woodside Drive to be *Pyrus nivalis* (Snow Pear) to provide a uniform streetscape;**
- 3. As part of the proposed works for Woodside Drive, conduct a survey for residents of Telfer Court, seeking input on replacement tree species selection, and subsequent to the survey, remove all *Eucalyptus* species within Telfer Court and initiate tree planting replacement in consideration of species availability;**
- 4. Respond to the lead petitioner accordingly.**

**CARRIED**



## 9 Community Services Officers' Reports for consideration

### 9.1 Family Violence Statement of Commitment

**SUMMARY:** Coordinator Municipal Strategic Social Planning, Rosie Tuck and Manager Community Wellbeing, Petrina Dodds Buckley

Family violence is a serious and preventable issue. Knox has had the highest rate of reported family violence in Melbourne's Outer East for over 20 years. Ending family violence is the cornerstone of the Victorian Government's social reform to create a society where family violence is no longer tolerated.

During recent years Knox City Council has demonstrated a strong commitment to preventing family violence through advocacy, capacity building and leadership. This, along with the significant leadership of the many local community organisations responding to and addressing family violence within Knox, provides a solid foundation on which to launch Council's Family Violence Statement of Commitment. It is proposed that Council continue the provision of an integrated response both within Council, and support for partnerships and collaborative activities across the community to address family violence response and prevention initiatives.

#### **RECOMMENDATION**

That Council adopt the draft Family Violence Statement of Commitment and include new and/or continuing family violence prevention initiatives in the new Council Plan and Community Plan (2021-2025).

#### **RESOLUTION**

**MOVED:** Councillor Lockwood

**SECONDED:** Councillor Mortimore

That Council adopt the draft Family Violence Statement of Commitment and include new and/or continuing family violence prevention initiatives in the new Council Plan and Community Plan (2021-2025).

#### **CARRIED**

## 9.2 Minor Grants Policy Review

**SUMMARY:** Community Partnerships Officer, Deb Robert

**This report presents a review of the Minor Grants Program Policy to address inconsistencies in the previous Policy and update the Policy in line with current circumstances.**

**The updated Minor Grants Program Policy improves consistency with other Council policies, including alignment with the Electronic Gaming Machine Policy, clarifies definitions and eligibility criteria, and incorporates a provision for the allocation of minor grants to allow for current and future emergency situations.**

### **RECOMMENDATION**

That Council adopt the updated Minor Grants Program Policy in Attachment 1, which includes the introduction of a new Crisis Response Provision providing capacity for Council, in the event of emergency or exceptional circumstances affecting the municipality, to waive any necessary clauses to enable appropriate support to community organisations in urgent need.

### **RESOLUTION**

**MOVED:** Councillor Lockwood

**SECONDED:** Councillor Timmers-Leitch

**That Council:**

- 1. Adopt the updated Minor Grants Program Policy in Attachment 1, which includes the introduction of a new Crisis Response Provision providing capacity for Council, in the event of emergency or exceptional circumstances affecting the municipality, to waive any necessary clauses to enable appropriate support to community organisations in urgent need.**
- 2. Schedule a Councillor review of this Policy at the next available Issues Briefing.**

**CARRIED**

10 Corporate Services Officers' Reports for consideration

Nil

12 Motions for Which Notice has Previously Been Given

Nil.

13 Supplementary Items

Nil.

14 Urgent Business

14.1 Urgent Business

Nil.

14.2 Call Up Items

Nil.

15 Questions Without Notice

Councillor Cooper referred to discussion earlier in the meeting regarding Council's capacity to waive rates and noted Section 171A of the Local Government Act 1989 includes provisions for waivers and requested information be provided to Councillors to provide clarity regarding the operation of these provisions.

The Mayor advised the question would be taken on notice and information provided to Councillors in due course.

16 Confidential Items

16.1 Aged Care Reform CHSP

**PROCEDURAL MOTION**

**CLOSURE OF MEETING**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Holland

That Council resolve to close the meeting in accordance with Section 89(2)(a), (c) and (d) of the Local Government Act 1989 in order to consider Item 16.1 Aged Care Reform CHSP because it relates to personnel matters; industrial matters; and contractual matters.

**CARRIED**

**THE MEETING WAS CLOSED TO THE PUBLIC AT 9:33 pm**

**MEETING CLOSED AT 10:07 pm**

Minutes of Meeting confirmed at the  
Ordinary Meeting of Council  
held on Monday, 25 May 2020

.....  
Chairperson

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

# AGENDA

Ordinary Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 27 April 2020 at 7:00 pm

## **NOVEL CORONAVIRUS (COVID-19) INFORMATION**

Livestreaming of Council Meetings is now available at [www.knox.vic.gov.au](http://www.knox.vic.gov.au)

We are urging people not to physically attend Council meetings, and to view the meeting from your home given concerns with COVID-19.

Should you wish to submit a question to Council, it should be submitted via our website and may be read out at the meeting and a response provided without you having to be in attendance.



**Order of Business**

- 1 Apologies And Requests For Leave Of Absence.....5
- 2 Declarations Of Conflict Of Interest.....5
- 3 Confirmation Of Minutes.....5
- 4 Petitions And Memorials .....5
- 5 Reports By Councillors .....6
  - 5.1 Committees and Delegates.....6
  - 5.2 Ward Issues.....6
- 6 City Development Officers’ Reports For Consideration.....7
  - 6.1 Draft Amenity Local Law 2020 - public submissions.....7
  - 6.2 Report of Planning Applications Decided Under Delegation - 1 March to 31 March 2020 .20
  - 6.3 Proposed Budget 2020-21 .....26
  - 6.4 Payment Assistance Policy.....133
  - 6.5 Small Business Friendly Council Initiative .....145
  - 6.6 Audit Committee - Independent Member Reappointment.....154
  - 6.7 Renewable Energy Power Purchase Agreement.....156
  - 6.8 Environment Advisory Committee Annual Report 2019.....161

- 6.9 Comensura Contract .....167
- 6.10 ICT Governance Committee - Councillor Appointment .....171
- 7 Public Question Time .....173
- 8 Engineering & Infrastructure Officers’ Reports For Consideration .....174
  - 8.1 Woodside Drive Rowville - Street tree renewal concerns .....174
- 9 Community Services Officers’ Reports For Consideration .....182
  - 9.1 Family Violence Statement of Commitment .....182
  - 9.2 Minor Grants Policy Review .....191
  - 9.3 Minor Grants Program 2019-20 - Monthly Report - April.....207
- 10 Corporate Services Officers’ Reports For Consideration .....210
- 11 Items For Information.....211
  - 11.1 ICT Capital Works Report .....211
  - 11.2 Assemblies of Councillors .....217
  - 11.3 Capital Works Program Works Report as at 6 April 2020 .....225
- 12 Motions For Which Notice Has Previously Been Given .....247
- 13 Supplementary Items.....247

14 Urgent Business .....247

    14.1 Urgent Business .....247

    14.2 Call Up Items .....247

15 Questions Without Notice .....247

16 Confidential Items.....247

    16.1 Aged Care Reform CHSP .....247

Tony Doyle  
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 Ordinary Meeting of Council held on Monday 30 March 2020

**4 Petitions and Memorials**

## 5 Reports by Councillors

### 5.1 Committees and Delegates

### 5.2 Ward Issues

## 6 City Development Officers' Reports for consideration

### 6.1 Draft Amenity Local Law 2020 - public submissions

**SUMMARY:** Coordinator Projects and Improvement, Janet Simmonds

To receive and hear public submissions on the *draft Knox City Council Amenity Local Law 2020* in accordance with the requirements of sections 119 and 223 of the *Local Government Act 1989*.

#### RECOMMENDATION

That Council:

1. Notes that pursuant to Council's resolution, made at its Ordinary Meeting of Council on 24 February 2020, the *draft Amenity Local Law 2020* ('draft Local Law') has been on public exhibition inviting written submissions as per the requirements of sections 119 and 223 of the Act for at least 28 days;
2. Receives, hears and gives consideration to the public submissions made regarding the draft Local Law; and
3. Notes that a further report on the proposed Local Law will be presented at an Ordinary Meeting of Council before the expiry of the current Local Law (*General Provisions Local Law 2010*) on 25 May 2020.

#### 1. INTRODUCTION

At the Ordinary Meeting of Council on 24 February 2020, Council endorsed the *draft Amenity Local Law 2020* and its supporting associated documents, for public exhibition and the receiving of submissions from 3 March to 5 April 2020. During the 34 days of public exhibition and consultation period, which was in excess of the required 28 days, Council received seven written submissions. Council is required to receive, hear and give consideration to any submissions ahead of adopting the proposed Local Law.

#### 2. DISCUSSION

Section 223 of the *Local Government Act 1989* ('the Act') outlines the requirements Council is required to undertake regarding receiving, hearing and considering submissions made in regards to making a Local Law. The Act provides that any person who makes a written submission may elect to appear in person before Council, to speak in support of their submission. Council resolved at its Ordinary Meeting of Council on 24 February 2020 that submissions made on the draft Local Law be heard at the Ordinary Meeting of Council on 27 April 2020, with submitters provided a maximum of five minutes to speak in support of their submission.

During the 34 day public exhibition and consultation period, there were 609 visits to the dedicated webpage on the draft Local Law ([knox.mysocialpinpoint.com.au/knox-council-local-laws-review](http://knox.mysocialpinpoint.com.au/knox-council-local-laws-review)). By the close of the consultation period on Sunday 5<sup>th</sup> April 2020, seven written submissions had been received. The seven submissions received during the public consultation period, together with the officer's response to each matter raised, are detailed in Attachment 1. For privacy reasons, some personal details have been omitted from this report. All seven submissions were

made online through the dedicated Council webpage, with no submissions received through the two alternate submission methods, being via email or by post (reply paid at no cost to the sender). No late submissions were received in regards to the draft Local Law.

Three of the submissions received included a request to be heard or represented in-person at the Council meeting, in support of their submissions on the draft Local Law. Given the exceptional circumstances and mandated social distancing due to COVID-19, alternate arrangements were offered to these three submitters. The alternate arrangements included options of appearing via video conferencing methods or providing further written information that could be presented in lieu of in-person attendance at the Council meeting. Consultation with these submitters resulted in:

- one submitter requested to have their submission read aloud to Council
- one submitter elected to not speak to their submission, and
- one submitter elected to appear in person at the April Ordinary Meeting of Council in support of their submission. Arrangements have been made with this person to ensure social distancing and to limit the time the submitter is required to attend this Council meeting in the interest of health and personal safety for all attendees.

The issues/ topics raised in the seven submissions received included waste collection matters, the keeping and licencing of animals, residential noise issues, public transport and road matters, use of Council's reserves, the boundaries that apply to the Fire Services Property levy, and the administration of penalties that apply to unsightly properties in the municipality. Attachment 1 details each submission received, together with the officer's response to each matter raised, and an assessment of the required changes to the *draft Amenity Local Law 2020* to accommodate the issues raised in the submission. All submitters have received confirmation of the receipt of their submission, and provided an overview of the next steps regarding Council's consideration of the matters raised in their submission.

Following consideration of the submissions received in relation to the *draft Amenity Local Law 2020*, and the proposed Local Law remains unaltered or with limited alterations that do not require a further notification and submission process, Council, acting in accordance with sections 119(2) and 223 of the Act, may, at a Council meeting, resolve to adopt the proposed *Amenity Local Law 2020*.

A further report will be prepared for consideration by Council, in relation to the adoption of the proposed *Amenity Local Law 2020*, before the expiry of the current *General Provisions Local Law 2010* on 30 June 2020. It is proposed to bring this report to the Ordinary Meeting of Council to be held 25 May 2020.

After the proposed *Amenity Local Law 2020* has been made, Council must continue the statutory process in Part 5 of the Act by giving a notice in the Victorian Government Gazette and a public notice specifying:

- a) The title of the Local Law; and
- b) The purpose and general purport of the Local Law; and
- c) That a copy of the Local Law may be inspected at the Council office.

Council must then send a copy of the adopted Local Law to the Victorian Minister for Local Government. A written response will be provided to all those who provided a submission to Council under section 223 of the Act, which will outline Council's decision in regards to any required amendment to the *Amenity Local Law 2020*.

### 3. CONSULTATION

In accordance with the requirements of the Act, the draft Local Laws, incorporated documents and the Community Impact Statement were released for exhibition on 3<sup>rd</sup> March 2020, and public submissions were invited by formal notices published as per Table 1 below:

**Table 1: Notice of proposed Local Laws and public submissions**

<b>Publication</b>	<b>Date of Publication</b>
Victorian Government Gazette	27 February 2020
Leader newspaper (Knox edition)	3 March 2020
Council's website	2 March 2020

In addition to the statutory notification requirements, a community engagement plan for the Local Law review was developed and delivered in partnership with Council's Communications department. The plan utilises a range of communication channels including online, social media and print media, to maximise the distribution and awareness of the draft Local Law, and to invite residents and businesses to have a say in this once-in-a-decade review of Council's Local Law.

A dedicated webpage was created on Council's website for the draft Local Law public consultation, which was promoted throughout the campaign period on Council's website homepage and through Council's 'Have Your Say' webpage. The site contained:

- A short animated video (1 minute duration) that provided a brief explanation and encouraged engagement and participation in the Local Law review
- A document library containing both the current and proposed Local Law, Community Impact Statement and incorporated documents to the draft Local Law;
- Details about the three planned drop-in community information sessions;
- An option to register your contact details, to keep informed about the Local Law review;
- An online submission form;
- Frequently Asked Questions (FAQ) and an outline of the project phases.

Printed copies of the draft Local Law were made available at Council's Civic Centre, as well as at Council's five public library services located in Bayswater, Boronia, Ferntree Gully, Rowville and at Knox City. The period these copies were accessible was adversely impacted due to the closure of these facilities on 20<sup>th</sup> March 2020, to limit the spread of COVID-19 in the community.

Three drop-in community information sessions were planned and advertised to be held on the 23<sup>rd</sup> and 24<sup>th</sup> March at the Knox Civic Centre. The closure of the building due to COVID-19 required an amendment to these arrangements, to alternatively offer consultation by telephone. Council did not receive any requests to discuss the draft Local Law during the consultation period.

An advertisement promoting the consultation on the draft Amenity Local Law was placed in the Knox Leader newspaper editions on the 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup> March, which is distributed to in excess of 118,000 households per week. The timing of the consultation period did not align with the publication cycle for the community newspapers distributed in the municipality, which limited the print media to the Knox Leader newspaper only. An article promoting the draft Local Law and consultation period also was included in the Autumn 2020 edition of Council's Knox News publication – which is delivered to in excess of 60,000 households in the municipality. An article was also included in the March e-Newsletter edition of the Knox News, which is delivered to 2,293 subscribers, and was the third most viewed item in that edition.

Council's social media channels were also utilised to promote the consultation of the draft Local Law with four dedicated Facebook posts, and a Tweet to Council's 5,287 Twitter followers. The consultation was also promoted on Council's telephone on-hold messaging service (i.e. Pre-recorded message played when customers are on-hold when they call Council), as well as promoted on the digital screens in Council's Customer Service Centre, Community hubs and library services (until the closure of these facilities due to COVID-19 on 20 March 2020).

Despite the impact of the COVID-19 pandemic during the consultation period on the draft Amenity Local Law, the communication campaign generated the following results:

- the video was viewed 15,396 times and reached 14,262 people
- the dedicated consultation website was visited 609 times by 249 unique visitors
- 30 people registered interest in the Local Law review, and were emailed on three occasions during the consultation period; and
- seven written submissions were received, including one submission to be heard in person before Council at the April Ordinary meeting on 27<sup>th</sup> April 2020.

#### **4. ENVIRONMENTAL/AMENITY ISSUES**

The purpose of the Local Law is to address environmental and amenity issues within the community. The *Local Government Act 1989* limits the making of Local Laws for matters that Council has both a function and power, and is not dealt with by an existing Act or subordinate legislation. Accordingly, many of the issues raised in the submissions on the draft Local Law relate to matters that are legislated under existing State Government legislation or regulated by an authority other than Council – and cannot be included in the Local Law.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The costs associated with the preparation, review and consultation of the *draft Amenity Local Law 2020* have been resourced and funded from the 2019-2020 budget.

If adopted by Council, the introduction of some of the proposed changes to the Local Law is anticipated to have some impact on staff resources to administer Council's regulatory services, with only minimal cost recovery expected through new permit fees and charges.

#### **6. SOCIAL IMPLICATIONS**

The Local Law is expected to provide a positive social response through improved safety and amenity within the municipality.

#### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

##### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

## **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Coordinator Projects and Improvement, Janet Simmonds - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

It is proposed that Council:

- Receives the submissions on the *draft Amenity Local Law 2020* in accordance with sections 119 and 223 of the Local Government Act 1989;
- Hears any person who wishes to be heard in support of their submission; and
- Notes that proposed amendments and matters arising from the submission process will be referred for consideration and decision by Council at a further meeting of Council.

## **10. CONFIDENTIALITY**

Personal contact details provided in the seven written submissions have been omitted from this report for privacy reasons. There are no other items of a confidential nature in this report.

**Report Prepared By:** Coordinator Projects and Improvement, Janet Simmonds

**Report Authorised By:** Director, City Development, Matt Kelleher

## **Attachments**

### **Attachment 1: Public submissions – Draft Amenity Local Law 2020**

1. Attachment 1 - Public submissions on the draft Amenity Local Law 2020 [6.1.1 - 8 pages]

**Section 223 Public Submissions – Draft Amenity Local Law 2020**

<b>TO BE HEARD IN PERSON</b>				
<b>No.</b>	<b>Name</b>	<b>Submission</b>	<b>Request to be Heard</b>	<b>Officer Comment</b>
1.	Jenni Vertigan Underwood Road Ferntree Gully	Living opposite a hall, for over 20 years not many have done the right thing by turning down the volume on music after 11, because they have the hire til 1 it normally goes on. But because this only happens weeks or even a month apart your hands are tied, now is the time where you can change local law to enforce the volume reduction after 11 for all venues near residential areas. With fines if not followed.	Yes	<p><b>Response:</b> The issue of noise and the regulations and guidelines that deal with residential noise are the responsibility of EPA Victoria – which is a State Government agency. EPA Victoria establish the times and conditions that apply to noise consistently in every municipality in Victoria, and is governed by the <i>Environment Protection Act 1970</i>. As this issue is dealt with under existing State legislation, Council is not permitted to create a local law for residential or commercial noise regulation.</p> <p>Council officers will investigate complaints regarding breaches of noise guidelines under the <i>Public Health and Wellbeing Act</i> and the <i>Environment Protection Act</i>, whilst Victoria Police will respond to after-hours noise complaints. In July 2019, Victoria Police introduced a new 24-hour police assistance phone line (131 444) and online reporting service for the community to report non-urgent crimes and events – which includes noise complaints.</p> <p>Council officers are aware of the hall in question (which is owned the State Public Transport Corporation and operated by the Girl Guides Association of Victoria). In response to the last noise complaint in June 2019 regarding this venue, Council’s Environmental Health officer spoke to the person in charge of the hall hire, who said they would ensure all those who hired the hall are to comply with the EPA noise control guidelines.</p> <p>Liaison with the Public Transport Corporation should be considered if this concern warrants further action by Council in this matter.</p> <p><b>Officer Recommendation:</b> No change required to the <i>draft Amenity Local Law 2020</i>.</p>



<b>TO BE READ ALOUD AT THE COUNCIL MEETING</b>				
<b>No.</b>	<b>Name</b>	<b>Submission</b>	<b>Request to be Heard</b>	<b>Officer Comment</b>
2.	Sabine Allnutt Narcissus Avenue Boronia	<p>Scoresby Road is a highly dangerous road and needs better public transport and pedestrian options. It needs better options to cross the road, slower and less traffic going down it. We need more greener options for getting around, buses are the pits when traveling on them, and are the last resort.</p> <p>Boronia – maybe could have a morning market/ car boot sale in Boronia Village.</p> <p>More trees and green spaces are needed and not so many ugly apartments that are cheap and nasty.</p> <p>Pets – everyone should have a licence to own a dog or cat and inspections should be mandatory to ensure they are in good care.</p> <p>* The submitter initially indicated they wanted to be represented by someone in regards to their submission. Contact was made on 8 April 2020, with the submitter confirming they would like their submission to be read at the Council meeting, in lieu of attending or a person representing them at this meeting.</p>	No *	<p><b>Response:</b> The Department of Transport (DoT) are responsible for the maintenance and management of Scoresby Road and any issues relating to pedestrian crossing options, traffic volume or speed on this road should be referred to them for consideration. DoT are also responsible for the management of the bus routes around the municipality and Council continues to advocate and work with DoT to improve bus services where feasible.</p> <p>Council does not hold or host any community markets, with those currently taking place in Knox being organised by community based organisations. Some of these include:</p> <ul style="list-style-type: none"> <li>• Bayswater Makers Market</li> <li>• Seed of Life Farmers Market</li> <li>• Wantirna Trash &amp; Treasure</li> <li>• Wantirna Farmers &amp; Markets Market</li> </ul> <p>Often these markets are organised by the stallholders themselves. To arrange a market in Boronia Village, you contact an existing market organiser to suggest the Boronia location. Alternatively, you could contact a local community group that may have the capacity to organise one (i.e.. Some markets are organised by Rotary for example).</p> <p>Issues regarding the creation of open spaces and approval for the building of apartments is governed under the Knox Planning Scheme, and Council is not permitted to create a local law for any matter dealt with under the Planning Scheme.</p> <p>The licencing of cats and dogs over 3 months of age with the local Council is a requirement under State legislation (<i>Domestic Animals Act 1994</i>). The State Government (through the Department of Agriculture) manage and regulate the welfare and treatment of animals, under which both Council and the RSPCA are authorised to investigate any complaints regarding the prevention of cruelty to animals. As these requirements are dealt with under existing State legislation, Council is not permitted to create a local law for such matter.</p> <p><b>Officer Recommendation:</b> No change required to the <i>draft Amenity Local Law 2020</i>.</p>

TO BE CONSIDERED				
No.	Name	Submission	Request to be Heard	Officer Comment
3.	Teodora Mustac Wantirna South	<p>No extra waste bins &amp; no increases to recycling levy. Request from the Governor in Council to alter the boundary to a MFD (Metropolitan Fire District) so Knox rate payer do not pay the extra fire services levy on top of the standard FSL. This is from a letter from the State Treasurer of Victoria as a reply to me in regards to moving to MFD area. Do it now. Croydon has done it so why isn't Knox. Do your jobs on just road, rubbish &amp; recycling all other green, gender or aboriginal activism should be banned from Council. Why are we as Knox rate payers not getting a voucher for at least 2 mulch pick ups &amp; drop of green waste for free?</p> <p>** The submitter initially indicated they wanted to be heard in support of their submission. Contact was made on 12 April 2020, with the submitter confirming they did not want to speak at the Council meeting in regards to this submission.</p>	No **	<p><b>Response:</b> The Fire Services Property Levy (FSPL) boundaries are set by the State Government in accordance with the <i>Fire Services Property Levy Act 2012</i>, and provide for fire services by the Metropolitan Fire Brigade (MFB) and the Country Fire Authority (CFA). All properties in the municipality are covered by the CFA and thus levied the applicable rate of FSPL. The levy is collected as part of Council's property rates, and is not part of the <i>draft Amenity Local Law 2020</i>. As this issue is dealt with under existing State legislation, Council is not permitted to create a local law for this.</p> <p>The comments regarding waste bins and the garbage levy should be considered in line with the Victorian Governments announced new Policy <i>Recycling Victoria: a new economy</i> which sets out the expectation for a separate bin for glass and food waste services. The detail is yet to be known however Council will consider what is best for the community of Knox in consultation with residents. There are, however, aspects that may be mandated by the Victorian Government, and as such Council may have no option but to implement.</p> <p>The garbage levy is how waste and recycling services are funded by Council, and is directly impacted by contract costs and other actual costs. Costs have been increasing due to industry changes and contract costs and is also set to increase due to increases in the State Governments Landfill Levy. This increase is beyond Councils control and any concerns should be addressed to the Victorian Government.</p> <p>Knox City Council has an obligation and responsibility as a Local Government Authority to consider the diverse needs of the local community, as well as responsibilities under the <i>Charter of Human Rights and Responsibilities Act 2006</i> regarding basic rights, freedoms and responsibilities of all Victorians. Knox Council's Community Access and Equity Implementation Plan guides Council actions and outlines Council's commitment and vision for addressing access and equity issues in Knox as well as promoting diversity, access and inclusion. The Plan provides clarity of Council's role in supporting and addressing social equity issues affecting the City and ensures diversity, access and inclusion are front and centre when planning and engaging with marginalised and disadvantaged population groups.</p> <p>Comments regarding green waste collections - Knox City Council offer a free fortnightly waste pickup from the kerbside in the bundled branch and own container service. This is in addition to the green waste service which is a user pays service and taken up by more than 70% of the community.</p>

				<p>As an incorporated document to the <i>draft Amenity Local Law 2020</i>, Council has created the <i>draft Use of Waste Collection Services policy</i>. This policy will be amended in the coming years as required to reflect changes to the waste collection services for the Knox municipality.</p> <p><b>Officer Recommendation:</b> No change required to the <i>draft Amenity Local Law 2020</i> or the <i>draft Use of Waste Collection Services policy</i> at this time.</p>
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TO BE CONSIDERED				
No.	Name	Submission	Request to be Heard	Officer Comment
4.	Lachlan Rodgers Chiswick Street Rowville	Hello Knox Council, Regarding Peregrine Reserve park. Please can you do another master plan of what you did in 2018, which was like a pump track for our bikes and a wetlands area and the new play area. I believe it would be used a lot and it would get kids outside having fun instead of stuck inside. Thanks	No	<p><b>Response:</b> The Masterplan for the Peregrine Reserve is not dealt with under Council's current Local Law or <i>the draft Amenity Local Law 2020</i>, but is an exciting development of one of Council's reserves.</p> <p>The vision for Peregrine Reserve, Rowville is to retain the large open grassy parkland character, whilst enhancing key existing elements of the reserve, including the natural bushland area, active recreation and play opportunities for the local community.</p> <p>The draft Masterplan for the Peregrine Reserve was released for community feedback in late 2017, and this feedback informed the final Masterplan approved by Council in 2018. The open space works within Peregrine Reserve are currently being designed and delivered in accordance with the Council endorsed Masterplan, which is delivering:</p> <p>2018/19 - new play space was completed 2019/20 – new basketball/soccer multi-purpose court, picnic shelter, drinking fountain , BBQ, seating, etc. is currently in construction and should be completed by end of May 2020.</p> <p>The Masterplan also provides for the following components, with the delivery subject to budget approval by Council, being: 2020/21 – design and construction of the bike pump track &amp; design of wetland 2021 – construction of the wetland.</p> <p><b>Officer Recommendation:</b> No change required to the <i>draft Amenity Local Law 2020</i>.</p>

TO BE CONSIDERED				
No.	Name	Submission	Request to be Heard	Officer Comment
5.	Ingrid Duffy Finney Court Ferntree Gully	What is needed is a Organic Waste collection (kitchen scraps). This is available in Canada & Europe and works beautifully great for composting.	No	<p><b>Response:</b> Council has been working for some years with the Eastern Region Councils and Metropolitan Waste and Resource Recovery Group to secure organic processing facilities for the region. This is the first step to provide a collection service for this type of material. These facilities will allow food waste to be collected along with green waste and processed into compost.</p> <p>The Victorian Government recently released <i>Recycling Victoria</i> Policy which includes a household recycling reform for households to have access to four core waste and recycling services. Included within these four core services is combined food and garden organics, which is mandated for all Victorians to have access to a bin or service by 2030. As the detail of the Policy is worked through, Council will begin planning in consultation with residents for a combined food and garden organics collection service.</p> <p>As an incorporated document to the <i>draft Amenity Local Law 2020</i>, Council has created the <i>draft Use of Waste Collection Services policy</i>. This policy will be amended in the coming years as required to reflect changes to the waste collection services for the Knox municipality, including the changes to the bin and organics collection services once these are introduced.</p> <p><b>Officer Recommendation:</b> No change required to the <i>draft Amenity Local Law 2020</i> or the <i>draft Use of Waste Collection Services policy</i> at this time.</p>

TO BE CONSIDERED				
No.	Name	Submission	Request to be Heard	Officer Comment
6.	*Details withheld upon request" Wantirna	<p>1. Dogs to be on a leash and muzzled at all times in public spaces.</p> <p>2. Clear access to footpaths especially around building sites.</p> <p>3. Trees and shrubs to be pruned near bus shelters.</p> <p>I do not wish for my details to be made public. Thank you.</p>	No	<p><b>Response:</b> The State Government (through the Department of Agriculture) manage and regulate the legislation regarding dogs being on a leash and the circumstances and/or what types of dogs need to wear muzzles (primarily those declared dangerous and guard dogs). Council can determine which areas dogs must be kept on leash in accordance with Council's authority under the <i>Domestic Animal Act 1994</i>. As these matters are dealt with under existing State legislation, Council is not permitted to create a local law for such matters.</p> <p>The <i>draft Amenity Local Law 2020</i> includes several new clauses in relation to building sites, that specifically relate to providing clear access to footpaths around building sites. Clause 9.7 requires a person in charge of the building work to undertake all the works within the building site; store all material within the building site; not allow any sediment, mud or pollutants to run-off or leave the site; and to ensure that building work on the building site does not render pedestrian or vehicular traffic in the immediate area unsafe.</p> <p>As most footpaths in Knox are a Council asset, there are new provisions in the <i>draft Amenity Local Law 2020</i> regarding the inspection of Council assets (Part 9) that require a permit from Council and inspection of the asset (i.e. Footpath) to ensure no damage to Council's asset, and to ensure any damage is immediately rectified. The <i>draft Amenity Local Law 2020</i> also includes several clauses that are intended to ensure footpaths are clear from any obstruction – whether it be from a private property, overhanging vegetation or from a sign/ banner or other item.</p> <p>Trees and shrubs around the bus shelters in the municipality are pruned on a biennial pruning schedule by Council's reactive maintenance service, to achieve road clearance requirements for vehicle passage. Council will also respond to requests for pruning from both the public as well as from bus drivers, bus companies or the Department of Transport. However, these requests are very infrequent due to the scheduled pruning program. The <i>draft Amenity Local Law 2020</i> contains provisions regarding vegetation or other items not permitted to encroach onto Council land and roads – which includes footpaths.</p> <p><b>Officer Recommendation:</b> No change required to the <i>draft Amenity Local Law 2020</i>.</p>

TO BE CONSIDERED				
No.	Name	Submission	Request to be Heard	Officer Comment
7.	Neil Veitch Filmer Crt Rowville	Hi in the past I have reported unkept gardens with overhanging trees over the footpath, overgrown empty blocks of land and houses that stack rubbish in the front yard or nature strip for weeks or months at a time. The council is very responsive but when it happens the next time I have to call and report it and again the council officer asks them to clean up and the cycle continues. For myself or any other resident who has had to do this reporting it is a nuisance. For the council inspector all they do is waste their time following this up and issuing a directive and for the offender they just wait for the direction to clean up and do it before being fined. Part of the reason they don't slash their blocks etc is to avoid cost to themselves so only do it when they are directed. For these offenders if council has had to warn them more than once, a fine should be given to the offender on the second or subsequent occurrence to change their behaviour so not to let their blocks become unsightly. This avoids more reports to council and allows the council staff not to waste time on these recurring issues. Council are happy to fine people straight away for parking fines or no dog registration but not for re offending for overgrown or unsightly properties. Council staff have told me in the past that the bylaws and policy did not allow for this and the only option is to keep waiting for ratepayer reports and then the council hand out another notice to clean up. I can understand once but if they offend then a fine system needs to be available which is issued each time after the first occurrence or warning. I hope you will seriously consider this to keep properties clean and maintained.	No	<p><b>Response:</b> In 2019, Council actioned over 760 reports about long grass and/or the unsightly condition of private properties, and a further 464 reports about trees or vegetation overhanging a footpath. These reports are received both direct from the community, as well as matters identified by Council. To keep our footpaths safe for use, Council inspect the municipality local footpath network every two years as part of Council's Road Management Plan.</p> <p>The <i>draft Amenity Local Law 2020</i> requires a minimum clearance of 2.5 metres from the ground up from the edge of the property boundary, to ensure any vegetation or item does not cause an obstruction. Should Council find that there is an issue with overhang or foliage that has overgrown across the footpath, the resident will be notified via a notification card which will be left in the letterbox. Council will require branches or foliage to be pruned generally within two weeks. If compliance with the direction is followed, a fine is not warranted and not issued.</p> <p>The <i>draft Amenity Local Law 2020</i> provides Council with the ability to obtain compliance by various methods including: (a) an official warning; (b) an infringement/ fine; (c) a written Notice of Comply; and (d) direct prosecution of the matter in a Victorian Court. Council's authorised officer will determine which approach is appropriate depending on the circumstance including seriousness of the breach, repeat offending, etc. Council may also specify requirements in the written Notice to Comply that include the requirement for a property owner to maintain grass below 20 centimetres in length for a period of 12 months, where non-compliance will result in an infringement.</p> <p>The <i>draft Amenity Local Law 2020</i> (if adopted by Council) will provide Council's authorised officers with the tools to deal with issues, including unsightly properties, with consideration to the individual circumstances of the breach accordingly.</p> <p><b>Officer Recommendation:</b> No change required to the <i>draft Amenity Local Law 2020</i>.</p>

## 6.2 Report of Planning Applications Decided Under Delegation - 1 March to 31 March 2020

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

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

### **RECOMMENDATION**

**That the planning applications decided under delegation reports (between 1 March and 31 March 2020) be noted**

### **1.REPORT**

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

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	4
Other	4
Subdivision	11
Units	12
Tree Removal / Pruning	18
Single Dwelling	1
Dependant Person Unit	1
Change of Use	2
End S173 Agreement	1
Signage	2
<b>TOTAL</b>	<b>56</b>

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

**Report Authorised By: Director, City Development, Matt Kelleher**

### **Attachments**

Nil



## Knox City Council

### Planning Applications Decided by Responsible Officer

**1 March 2020 and 31 March 2020**

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2019/7427	32 Narcissus Avenue BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling (Total three (3) dwellings)	13/03/2020 Notice of Decision
Baird	2020/6012	15 Loretto Avenue FERNTREE GULLY VIC 3156	The development of the land for construction of two (2) dwellings	27/03/2020 Approved
Baird	2020/6124	201 Scoresby Road BORONIA VIC 3155	Buildings and Works – (changes to front façade) and advertising signage	24/03/2020 Approved
Chandler	2020/9015	28 Casuarina Avenue BORONIA VIC 3155	Removal of one (1) <i>Hesperocyparis lusitanica</i>	2/03/2020 Approved
Chandler	2020/6054	87 Claremont Avenue THE BASIN VIC 3154	Buildings and Works (Additional garage, bedroom, ensuite, walk in robe, living room, relocating kitchen and laundry)	3/03/2020 Approved
Chandler	2020/6074	79 Albert Avenue BORONIA VIC 3155	Removal of three (3) <i>Eucalyptus bicostata</i> .	2/03/2020 Approved
Chandler	2020/9029	3/8 Rosella Avenue BORONIA VIC 3155	Habitat pruning of one (1) <i>Eucalyptus dives</i>	3/03/2020 Approved
Chandler	2020/6089	1232 Mountain Highway THE BASIN VIC 3154	Buildings and works (Extension to existing house to the rear of dwelling) and removal of vegetation	18/03/2020 Approved
Chandler	2020/6115	6 Madge Street BORONIA VIC 3155	Building and works (new single dwelling)	17/03/2020 Approved
Chandler	2020/6071	3 Morley Court BORONIA VIC 3155	The Removal of one (1) <i>Cedrus deodara</i> and the Pruning of one (1) <i>Alnus jorullensis</i>	5/03/2020 Approved
Chandler	2020/6132	15 Bradman Court BORONIA VIC 3155	removal of a dying conifer	24/03/2020 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2020/9040	2 Camelia Crescent THE BASIN VIC 3154	Two Lot Subdivision (Approved Unit Site)	27/03/2020 Approved
Chandler	2019/7419	7 Rawdon Court BORONIA VIC 3155	Buildings and works (dependant persons unit)	24/03/2020 Notice of Decision
Chandler	2019/7475	1 Cleve Avenue THE BASIN VIC 3154	Buildings and Works (Extension to existing double storey weatherboard dwelling)	31/03/2020 Approved
Chandler	2020/6075	10 Fern Street THE BASIN VIC 3154	Buildings and Works - Construction of a detached verandah	18/03/2020 Approved
Chandler	2020/6014	276 Dorset Road BORONIA VIC 3155	Use of Land for Leisure and Recreation (Body Fit Gym) and Installation of Advertising Signage	27/03/2020 Approved
Chandler	2020/6140	3 Thelma Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua	27/03/2020 Approved
Collier	2019/7478	17 Crestdale Road WANTIRNA VIC 3152	Use of the land for a food and drink premises (cafe) and display of advertising signage (including internally illuminated signage)	5/03/2020 Approved
Collier	2019/7375	57 Birchfield Crescent WANTIRNA VIC 3152	Development of the land for two (2) double storey and one (1) single storey dwelling (total three dwellings)	10/03/2020 Notice of Decision
Collier	2019/7491	493 Mountain Highway BAYSWATER VIC 3153	41 lot subdivision (Approved Industrial Development Site)	18/03/2020 Approved
Dinsdale	2019/7330	13 Gidgee Court WANTIRNA SOUTH VIC 3152	The development of the land for the construction of three double and one single storey dwelling (total four dwellings) on land within a Special Building Overlay	2/03/2020 Refused
Dinsdale	2019/7165	658 Mountain Highway BAYSWATER VIC 3153	Twenty-Four (24) lot subdivision (approved development site)	5/03/2020 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dinsdale	2019/7363	9 Ozone Road BAYSWATER VIC 3153	Development of the land for two (2) double storey and one (1) single storey dwelling (total three dwellings)	4/03/2020 Notice of Decision
Dinsdale	2019/7384	4 Grieve Street BAYSWATER VIC 3153	Construction of single storey dwelling at the rear of the existing dwelling	27/03/2020 Approved
Dinsdale	2020/6041	6 Maple Street BAYSWATER VIC 3153	Three Lot Subdivision (Approved Unit Site)	19/03/2020 Approved
Dinsdale	2020/6125	71 Gertonia Avenue BORONIA VIC 3155	2 lot subdivision (approved unit site)	19/03/2020 Approved
Dinsdale	2019/7514	609-621 Burwood Highway KNOXFIELD VIC 3180	Use and development of the land for the purpose of a Victorian State Emergency Service (VICSES) and alterations of the access to a Category 1 Road	27/03/2020 Approved
Dinsdale	2019/7393	15 Wadhurst Drive BORONIA VIC 3155	Buildings and Works (alterations and additions to a warehouse) and dispensation of car parking	30/03/2020 Approved
Dobson	2020/6094	2/8 Hillcrest Avenue FERNTREE GULLY VIC 3156	Removal of one Eucalyptus obliqua	16/03/2020 Approved
Dobson	2020/6135	4 Fern Road UPPER FERNTREE GULLY VIC 3156	Pruning of two Cypress Pine trees on the boundary of the property. Involves one branch from each tree.	25/03/2020 Approved
Dobson	2020/6083	2 Walbundry Avenue FERNTREE GULLY VIC 3156	Removal of dangerous trees	25/03/2020 Approved
Dobson	2020/6126	33 Station Street FERNTREE GULLY VIC 3156	Tree removal for boundary realignment between 33 and 35 Station St	25/03/2020 Approved
Dobson	2019/7472	13 Eva Place LYSTERFIELD VIC 3156	End Section 173 Agreement AR041404A	30/03/2020 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2020/9039	2/54 Old Belgrave Road UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus rubida	18/03/2020 Approved
Dobson	2020/6080	9 Glenfern Road FERNTREE GULLY VIC 3156	Mitigation pruning of two (2) Eucalyptus botryoides and one (1) Eucalyptus rubida	19/03/2020 Approved
Dobson	2020/6130	14 Kia-Ora Parade FERNTREE GULLY VIC 3156	Tree Removal	25/03/2020 Approved
Dobson	2020/6117	1/3 Williamson Road FERNTREE GULLY VIC 3156	Mitigation pruning of two (2) Eucalyptus saligna	20/03/2020 Approved
Dobson	2020/6117	4/3 Williamson Road FERNTREE GULLY VIC 3156	Mitigation pruning of two (2) Eucalyptus saligna	20/03/2020 Approved
Friberg	2020/6033	6 Ashton Road FERNTREE GULLY VIC 3156	Three lot subdivision (Approved Unit Site)	16/03/2020 Approved
Friberg	2019/7347	6 Yarana Street FERNTREE GULLY VIC 3156	Development of one double storey dwelling to the rear of the existing	13/03/2020 Notice of Decision
Friberg	2019/7437	12 Leyland Road FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	13/03/2020 Approved
Friberg	2020/6064	28 Coromandel Crescent South KNOXFIELD VIC 3180	3 Lot Subdivision (Approved Unit Site)	19/03/2020 Approved
Scott	2020/9035	51 King Parade KNOXFIELD VIC 3180	Three lot subdivision (Approved Unit Site)	5/03/2020 Approved
Scott	2020/6058	73 David Street North KNOXFIELD VIC 3180	3 lot subdivision (Approved Unit Site)	16/03/2020 Approved
Scott	2019/7324	8 Bunnett Road KNOXFIELD VIC 3180	Development of a double storey dwelling to the rear of the existing dwelling	11/03/2020 Notice of Decision
Scott	2020/6131	94 David Street North KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus botryoides	26/03/2020 Approved
Scott	2019/7456	31 Blind Creek Lane WANTIRNA SOUTH VIC 3152	Development of two (2) double storey dwellings	27/03/2020 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Scott	2019/7222	42 Sylphide Way WANTIRNA SOUTH VIC 3152	Development of the land for a double storey dwelling to the rear of the existing dwelling	24/03/2020 Approved
Taylor	2019/7517	1 Magdalena Place ROWVILLE VIC 3178	5 Lot Subdivision (Approved Unit Site)	3/03/2020 Approved
Taylor	2020/6034	Lot 1 Police Road ROWVILLE VIC 3178	Removal of six (6) Eucalyptus botryoides (Southern Mahogany), one (1) Acacia mearnsii (Black Wattle), one (1) Eucalyptus leucoxylon (Yellow Gum), one (1) Eucalyptus radiata (Narrow leaved Peppermint) and one (1) Leptospermum laevigatum (Coast Tea-tree)	10/03/2020 Notice of Decision
Taylor	2019/7494	215 Dandelion Drive ROWVILLE VIC 3178	Development of a double storey dwelling to the rear of the existing dwelling	20/03/2020 Approved
Tirhatuan	2019/7527	56 Waradgery Drive ROWVILLE VIC 3178	Construction of a second dwelling to the side of an existing dwelling	3/03/2020 Approved
Tirhatuan	2020/9020	74 Emmeline Row ROWVILLE VIC 3178	Two (2) lot subdivision (Approved Unit Site)	5/03/2020 Approved
Tirhatuan	2020/6082	9/28 Enterprise Drive ROWVILLE VIC 3178	Buildings and works associated with an extension to a mezzanine (internal works only)	10/03/2020 Approved
Tirhatuan	2020/6086	Stud Park SC 1101 Stud Road ROWVILLE VIC 3178	Buildings and Works and the erection of advertising signage	11/03/2020 Approved
Tirhatuan	2019/7515	758 Stud Road SCORESBY VIC 3179	The display of a pole mounted Electronic and Illuminated Major Promotional Sky Sign	13/03/2020 Refused
Tirhatuan	2020/6078	159 Seebeck Road ROWVILLE VIC 3178	Pruning of one (1) Eucalyptus melliodora (Yellow Box)	27/03/2020 Approved

## 6.3 Proposed Budget 2020-21

**SUMMARY:** Acting Manager, Business & Financial Services, Dennis Bastas

The Proposed Budget 2020-21 is presented to Council for consideration. It includes the Operating Budget, Capital Works Program, Fees and Charges Schedule, Strategic Resource Plan and the Annual Plan. The Proposed Budget has carefully and prudently focused on the impacts of COVID-19 and includes initiatives to combat the impacts and help the local economy recover when the pandemic passes.

The Budget has been prepared in accordance with *Australian Accounting Standards*, the *Local Government Act 1989* and the *Local Government (Planning and Reporting Regulations) Regulations 2014*. To assist Council and the community in analysing this Budget, the following commentary is provided:

- The Budget is part of Council's financial sustainability framework and represents the first year of Council's proposed Strategic Resource Plan. The four-year outlook provides for a sustainable financial position. The Budget ensures Knox can plan in a sustainable way whilst maintaining high levels of service delivery.
- A Budget deficit will occur in 2020-21. The Budget deficit is largely a result of the transfer of Knox Regional Sports Precinct to the Victorian Government and a financial contribution from Council to further develop the facility for community use. The Budget will return to surplus in 2021-22.
- In preparing this Budget, Councillors and officers held several meetings to identify the key areas for focus and delivery for 2020-21, with significant investment driven by the COVID-19 impacts to the community. This Budget extends a range of relief measures to lessen the impacts of COVID-19 on the community and local business, and provides resources to commence recovery while still delivering on the longer-term goals of the Community and Council Plan.
- The Capital Works Program (commitment for construction and improvement of new and existing assets/infrastructure) proposed for 2020-21 is \$113.912 million. This will be critical for the recovery of the local economy. It includes \$39.180 million for asset renewal which maintains existing infrastructure to community expectations.
- Borrowings will increase to \$71.278 million in 2020-21. Prudent financial management ensures the debt will be repaid quickly over the long-term financial forecast. Liquidity remains at an appropriate level, ensuring Knox can respond to any future unforeseen events.
- The Budget proposes a rate increase of 2.0% in accordance with rate cap requirements of the Victorian Government as per Section 185A to 185G of the *Local Government Act 1989*.

### RECOMMENDATION

That Council:

1. Adopt the Proposed Budget 2020-21 as per Attachment 1 as its Proposed Budget for the 2019-20 financial year as required by the *Local Government Act 1989* (the 'Act').
2. Authorise the Chief Executive Officer to:
  - a. Give public notice of the preparation of the Proposed Budget 2020-21 in accordance with the Act; and

- b. Make available for public inspection the information required by Regulation 9 of the *Local Government (Planning and Reporting) Regulations 2014* and invite submissions under Section 223 of the Act.**
- 3. Appoint a committee comprising all Councillors to hear any submissions in relation to the Proposed Budget that might arise in accordance with Section 223 of the Act and the Committee meet on 1 June 2020 from 6.30pm to hear such submissions at the Council Offices, 511 Burwood Highway, Wantirna South.**

## **1. INTRODUCTION**

Council is required to produce a Budget for each financial year and to have that Budget adopted by Council. The Act requires Council to prepare a Proposed Budget and make it available for public comment. Following this initial preparation by Council, prescribed advertising needs to occur disclosing information about the Proposed Budget and providing an opportunity for submissions to be received and considered by Council. A minimum period of twenty-eight (28) days is prescribed for this process.

As submissions are invited under Section 223 of the Act, any person making a written submission is entitled to request to be heard by Council or a Committee appointed by Council. Submitters requesting to be heard in support of their submission or have someone represent them at the public submission hearing must indicate this in their submission. Upon consideration of the report from the Committee, Council may then adopt the 2020-21 Budget with or without any adjustments that might have arisen from the submissions or other relevant information provided by the Chief Executive Officer. A further advertisement advising the public of the Budget's final adoption is required.

The Proposed Budget 2020-21 is included as Attachment 1 to this report.

## **2. DISCUSSION**

The Proposed Budget 2020-21, outlining all external influences including economic conditions, is attached to this report (Attachment 1).

The Proposed 2020-21 Annual Budget is focused on short- and medium-term community needs to lessen the impacts of COVID-19 and help the community and local economy recover.

It includes a capital works program of \$113.912 million, which will be critical to stimulate the local economy. Highlights of the capital works program include:

- \$20.55m on sporting upgrades including a \$12.5m towards new basketball courts at Knox Regional Sports Park.
- \$16.4m on transport infrastructure including \$10 million road and footpath renewals across the municipality.
- \$19m to improve parks and reserves including playground and public toilet upgrades.
- \$9.78m to refurbish community buildings including Carrington Park Senior Citizens Centre and a number of Early Years facilities across the municipality.
- \$4.61m for flood mitigation works including creating wetlands within Egan Lee Reserve and the Koolunga Reserve catchment.

The Proposed Budget seeks to balance the competing demands for Council services and infrastructure and the community's capacity to pay, using prudent financial management principles to ensure financial sustainability.

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The Budget proposes a rate increase of 2.0 per cent. This is in line with the Fair Go Rates System (FGRS), which has capped rate increases by Victorian councils. The additional pensioner rebate of \$100 will be maintained.

The Budget proposes an increase in the Residential Garbage Charge from \$190 to \$241, a 26.84% increase. This charge has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy. These costs include a substantial increase in the State Government Landfill Levy from \$66 per tonne to \$86 per tonne, which will rise to \$126 per tonne over the next three years. Additional costs are also attributed to the new EPA Act 2018, which takes effect 1 July 2020, as well as the increasing costs of processing recyclable materials.

The Proposed Budget 2021-20 has been developed through a comprehensive review process. Councillors, together with staff, rigorously analysed available information and financial data to ensure the Budget delivers Council's objectives and financial plans.

The Budget sets clear directions for the delivery of Council programs and builds upon the main financial and operational strategies previously established. The exhaustive analysis of the information provided, and the review process undertaken to establish the Budget for 2020-21 have produced a financially responsible Budget that will continue to ensure Council's long-term financial strength.

The Budget is a major component in ensuring the accountability of Council's operations and in line with good governance it forms part of the public accountability process and reporting that includes:

- The Community and Council Plan 2017-21
- The Strategic Resource Plan
- The Annual Budget
- Internal and External Audit
- Annual Report

The Budget meets the objectives of Council's Long-Term Financial Forecast and Rating Strategy, which are:

- Maintaining the provision of operational services that respond to the needs of a growing Knox community.
- Funding of all legislative obligations.
- The provision of annual funding for new operational initiatives to progress implementation of the Knox Community and Council Plan 2017-21, and to provide for service growth.
- An increased ability to fund asset renewal requirements.
- An enhanced funding level for capital works in general.
- Progressing Council towards a position of long-term financial sustainability.
- Rate and fee increase that are both manageable and sustainable.

### **3. CONSULTATION**

The 2020-21 Annual Budget process involves publicly advertising the Proposed Budget and inviting the community to make written submissions. Documents will be available for inspection on Council's website. Submissions can be made online via Council's website or by written submission sent by mail addressed to the Chief Executive Officer. The final date for receipt of submissions is 5.00pm, Tuesday 26 May 2020 with a hearing date of submissions on Monday 1 June 2020 commencing at 6.30pm if required.



Submitters wishing to be heard in support of their submission or have someone represent them at the public submission hearing must indicate this in their submission.

#### **4. ENVIRONMENTAL/AMENITY ISSUES**

The Proposed 2020-21 Annual Budget recognises the leadership role Council has within the community to actively address the impacts of sustainability and to facilitate other levels of government and the community to act in a similar vein.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The Proposed 2020-21 Annual Budget closely accords with the financial framework established by Council in its Long-Term Financial Forecast and Rating Strategy and continues to address infrastructure renewal challenges.

The Proposed 2020-21 Annual Budget has been impacted by COVID-19. An initial amount of \$3 million has been allocated to support well-being relief and economic development recovery. It is likely that further relief may be required, and some income streams are likely to be affected during 2020-21. Knox City Council's sound financial management position will ensure the organisation can react and help the community recover.

#### **6. SOCIAL IMPLICATIONS**

The Proposed 2020-21 Annual Budget contains financial resourcing for a wide range of programs that deliver important community services to the Knox community. The 2020-21 Annual Budget aims to provide relief where it is needed most and stimulate recovery as well as maintain service levels with some minor increase in service demand from people experiencing hardship.

#### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

##### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations.

#### **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Acting Manager, Business & Financial Services, Dennis Bastas - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Interim Finance and Governance Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The Proposed 2020-21 Annual Budget forms an integral part of Council's overall strategic planning framework and endeavours to resource the directions that have been established in the Knox Community and Council Plan 2017-21. Council has established its four-year strategic direction in the Community and Council Plan and has developed actions to implement these directions which flow directly through to this Budget. The Proposed 2020-21 Knox City Council Budget is submitted for the consideration of Council.

## **10. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

**Report Prepared By:            Acting Manager, Business & Financial Services, Dennis Bastas**

**Report Authorised By:        Director, City Development, Matt Kelleher**

## **Attachments**

1. Proposed Budget 2020-21 [6.3.1 - 102 pages]

**KNOX**  
your city



## Proposed Budget 2020-21

Please note that the draft 2020-21 Budget has been amended on pages 37, 66 and 70.

The amendments have resulted in the land and building component of the Capital Works Program being consolidated.

The amendments do not alter the financial position with the draft 2020-21 Budget.

## Contents

2

Mayor and CEO's Introduction

4

Link to the Community & Council Plan 2017-21

7

Services and Service Performance Indicators

32

Financial Statements

39

Notes on Financial Statements

71

Financial Performance Indicators

74

Schedule of Fees and Charges

## Mayor & CEO's Introduction

On behalf of Knox City Council, we are pleased to present the proposed Annual Budget for 2020-21.

Along with the rest of the world, the Knox community is facing a complex and unpredictable challenge. This budget has been prepared during what are still very uncertain times. While the full extent of the crisis remains unknown, we do know there will be a long recovery ahead.

This budget provides for immediate relief and ongoing assistance to support the recovery of the local community and economy.

Our strong record of responsible financial management sees Council well-positioned to respond where support is needed most while still being able to deliver on our community's aspirations for the future.

Following on from the initial immediate relief package announced in March 2020, the 2020-21 budget proposes a further \$3 million in focused initiatives to lessen the impacts of the pandemic and drive recovery.

This includes extending fee waivers for community organisations and businesses, providing services for people in need, initiatives to stimulate local industry and new grants streams to facilitate business and community led recovery activities.

The proposed capital works program of \$113.912 million for construction and improvement of local community infrastructure will be a critical stimulus for the recovery of the local economy.

Some of the major projects funded in this year's budget include:

- \$20.55 million on sporting upgrades including \$12.5 million towards new basketball courts at Knox Regional Sports Park
- \$16.4 million on transport infrastructure including \$10 million on road and footpath renewals
- \$19 million to improve parks and reserves including playground and public toilet upgrades
- \$9.78 million to refurbish community buildings including Carrington Park Senior Citizens Centre and a number of Early Years facilities across the municipality
- \$4.61 million for flood mitigation works including creating wetlands within Egan Lee Reserve and the Koolunga Reserve catchment

The \$108 million redevelopment of the Knox Regional Sports Park will see that asset transfer to the Victorian Government and a non-cash write down of its value, resulting in a one-off budget deficit in 2020-21 with the budget projected to return to surplus in 2021-22.

This budget required Council to carefully consider our usual activities as well as the important role we play in managing and responding to COVID-19. It proposes a rate increase of 2.00 per cent to fund the relief and recovery measures and continue to deliver on the long term aspirations of the community captured in the Knox Community and Council Plan 2017-21.

The emergency response and ongoing delivery of essential services to support community health and wellbeing is being prioritised, and we will continue to assess our response as the situation evolves.

As we begin to plan for life after the pandemic this budget acknowledges the need to shift our focus towards implementing stimulus projects and driving community recovery, all with an eye to a healthy, safe and prosperous long term outlook for the Knox community.

We invite and encourage you to participate in the budget process. This can be done by making a public submission until 5pm Tuesday 26 May 2020. There will also be an opportunity to be heard at the public submissions hearing on Monday 1 June 2020 at 6.30pm.

**Cr Nicole Seymour**  
**Mayor**

**Tony Doyle**  
**Chief Executive Officer**

# 1. Link to the Community & Council Plan 2017-21

This section describes how the Annual Budget links to the achievement of Knox’s Community and Council Plan within an overall planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Vision), medium term (Goals) and short term (Annual Budget) and then holding itself accountable (Annual Report).

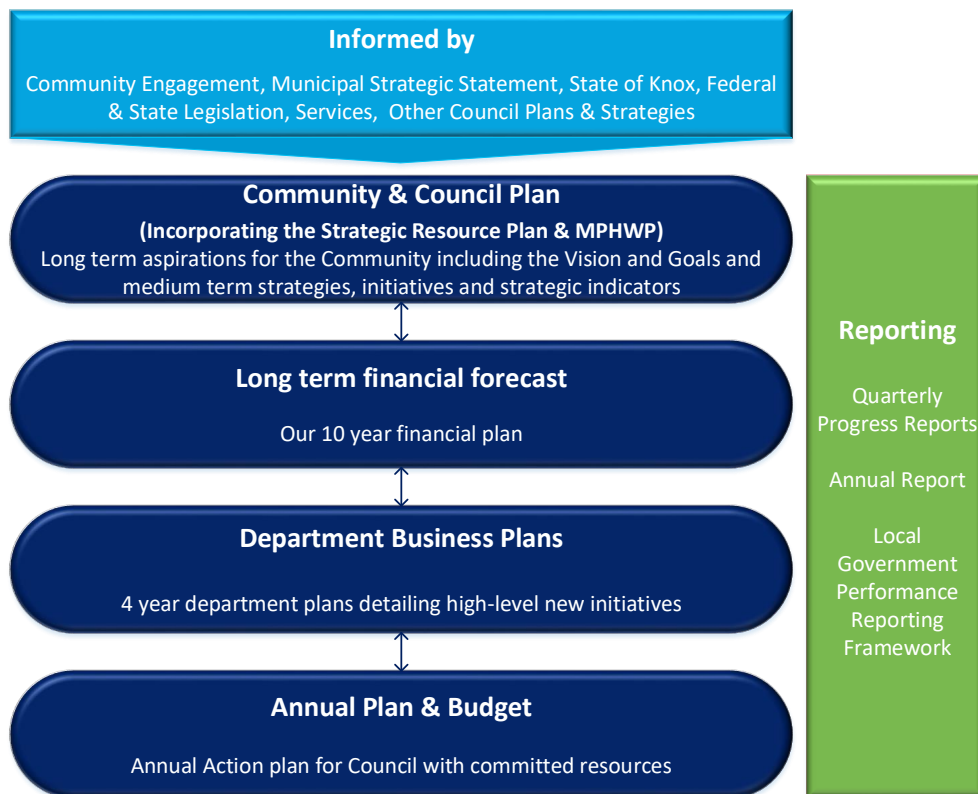
## Planning and Accountability Framework

The *Community and Council Plan 2017-21* outlines the goals and strategies developed that are shared between Council and other stakeholders. It also describes Council’s role and focus, targets and measures and initiatives for the four years.

The Strategic Resource Plan, which forms part of and is prepared in conjunction with the Community and Council Plan, is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the goals.

The Annual Budget is framed within the Strategic Resource Plan, taking into account the services and initiatives, which contribute to the goals being achieved specified in the Community and Council Plan. The diagram below depicts the planning framework that applies to Knox City Council.

Council will report on the progress of the *Community and Council Plan 2017-21* through quarterly Annual Plan Progress Reports and the Annual Report.



## Our Purpose

### Our Vision

Knox has a long-term vision statement included in the *Community and Council Plan 2017-21*. Our Vision 2035 is:

*Nestled between the foothills of the Dandenong Ranges and the wetlands of the Dandenong Creek Valley, Knox has a rich natural environment and picturesque landscape, highly valued by residents and visitors alike. Knox encompasses the best of city and suburban living. From the thriving modern city vibe of Knox Central at its heart, plentiful public open spaces, outstanding civic facilities and diverse residential offerings to its leafy suburban centres with abundant space, clean air, excellent schools and good transport links, Knox is the preferred place to live, work and play today and for generations to come.*

### Our Role and Focus

Council has a critical role in delivery of the Community and Council Plan, yet it recognises it cannot do this alone. Under each of the shared goals Council has identified a number of roles that it will specifically undertake. These roles are defined in the below table:

<b>Advocate</b>	Raising awareness in state and federal governments and other stakeholders of the issues and needs of Knox residents and businesses, as well as initiating or supporting campaigns for positive change.
<b>Partner</b>	Developing trusting formal and informal relationships and alliances and working with others to achieve common goals.
<b>Provide</b>	Offering a range of services and support, preventative interventions, infrastructure and facilities to individuals and groups.
<b>Fund</b>	Providing grants, funding and/or subsidies to local groups and agencies to progress and develop services and infrastructure for individuals and groups.
<b>Educate</b>	Sharing information, raising awareness, and developing knowledge and skills to empower individuals and groups.
<b>Plan</b>	Proactively planning for services and infrastructure, which respond to current and future needs and requirements.
<b>Regulate</b>	Providing governance and regulatory controls such as local laws and health and building controls.
<b>Research</b>	Undertaking the collection, analysis and dissemination of quantitative and qualitative data to inform evidence-based planning, priority setting, decision-making and evaluation.





## Goals

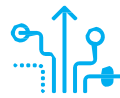
Together with the community, Council identified eight key goals, with associated strategies, as the framework for progressing towards achievement of the vision:



**Goal1**  
We value our natural and built environment



**Goal2**  
We have housing to meet our changing needs



**Goal3**  
We can move around easily



**Goal4**  
We are safe and secure



**Goal5**  
We have a strong regional economy, local employment and learning opportunities



**Goal6**  
We are happy, healthy and well



**Goal7**  
We are inclusive, feel a sense of belonging and value our identity

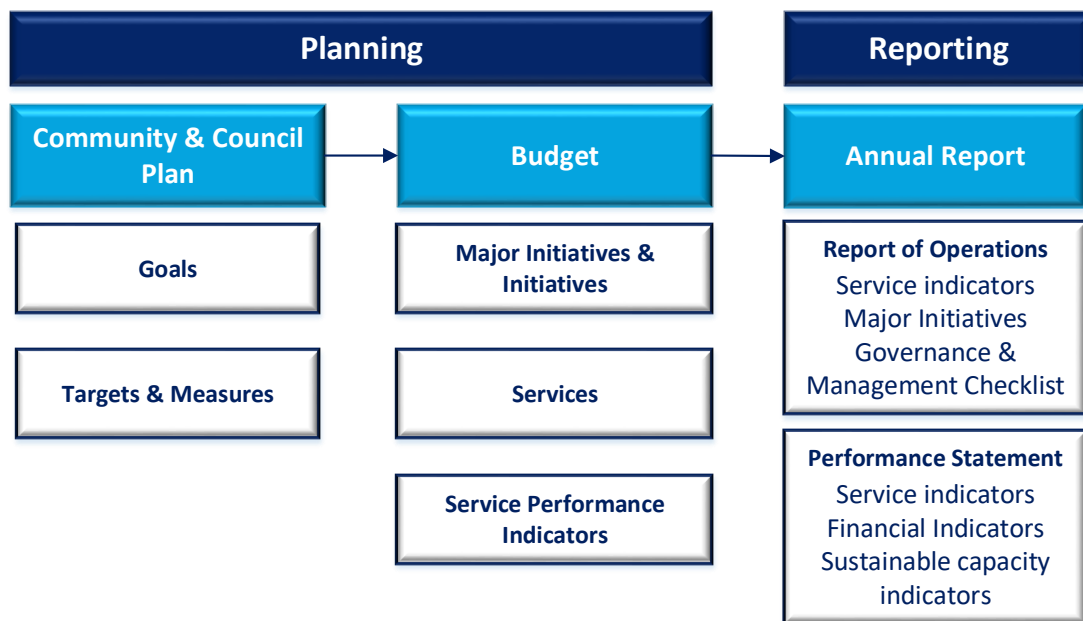


**Goal8**  
We have confidence in decision-making

## 2. Services and Service Performance Indicators

This section of the Annual Budget provides a description of the services and initiatives to be funded in the Budget for the 2020-21 year and how these will contribute to achieving the goals outlined in Knox’s Community and Council Plan.

It also describes a number of major initiatives, initiatives and service performance outcome indicators for key areas of Council’s operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in the Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Community and Council Plan, the Budget and the Annual Report is shown below:



## Goal 1: We value our natural and built environment

### Strategies

The strategies we will undertake to achieve our goal are:

<b>Strategy 1.1</b>	<b>Protect and enhance our natural environment</b>
<b>Strategy 1.2</b>	<b>Create a greener city with more large trees, indigenous flora and fauna</b>
<b>Strategy 1.3</b>	<b>Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure</b>

### Services

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

Service and Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Asset Management</b>				
The Asset Management service provides strategic direction for asset management incorporating the development of processes and systems to maintain and regularly update Council's asset register and management system, collection of asset condition data and the development and implementation of strategic asset management plans for all asset categories. The service also provides asset preservation and protection functions in areas associated with subdivision, private developments; Council capital infrastructure projects and works undertaken by service authorities; contractors and government agencies. The service also manages the coordination, planning, development and monitoring of the delivery of Council's Capital Works Program.	<b>Exp</b>	1,390	1,782	1,707
	<b>Rev</b>	48	0	0
	<b>NET</b>	1,342	1,782	1,707
<b>Biodiversity</b>				
Biodiversity provides for the conservation, enhancement and celebration of local biodiversity within the City of Knox. The service provides bushland management to protect and enhance over 40 Council bushland reserves, over 120 sites of biological significance as well as education/awareness programs in order to increase the appreciation and understanding of the values of biodiversity within the broader community. This includes encouraging and supporting active participation by members of the community in the conservation and enhancement of remnant vegetation on public and private land.	<b>Exp</b>	1,107	1,480	1,284
	<b>Rev</b>	230	61	65
	<b>NET</b>	877	1,419	1,219

Service and Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Building</b>				
Council's Building service provides for building assessment and regulatory services in accordance with the Building Act 1993 and other relevant legislation. The service issues Building Permits, performs building inspections, responds to complaints with inspections; and performs swimming pool inspections.	<b>Exp</b>	1,078	1,231	1,353
	<b>Rev</b>	655	1,252	1,171
	<b>NET</b>	423	(21)	182
<b>Facilities</b>				
Facilities provides building services, including capital construction, programmed and reactive maintenance and ancillary services (e.g. graffiti control, security, essential safety measures) for all Council buildings; internal architectural advice and building management services on land where Council has an interest.	<b>Exp</b>	2,701	2,630	2,537
	<b>Rev</b>	24	34	15
	<b>NET</b>	2,677	2,596	2,522
<b>Integrated Water Management</b>				
The Integrated Water Management service provides technical and strategic advice and drainage advice/ services related to developer and resident enquiries and the provision of integrated water management. The service aims to safeguard the community against flooding, provide a municipal drainage system that is safe and fit for purpose, ensure that stormwater is a valued and well used resource and maintain clean waterways.	<b>Exp</b>	3,370	3,521	2,305
	<b>Rev</b>	72	56	40
	<b>NET</b>	3,298	3,577	2,265
<b>Major Initiatives</b>				
The Major Initiatives Unit provides for the delivery of major projects supplementing the full program of capital projects being delivered by the various delivery teams across Council. The Unit utilises a combination of internal and specialist skills – and include architectural, quantity surveying, project management, construction management, specialist engineering and site supervision services.	<b>Exp</b>	331	255	260
	<b>Rev</b>	0	0	0
	<b>NET</b>	331	255	260
<b>Open Space Management</b>				
Open Space Management provides planning, design, consultation and implementation of enhanced passive open space. The service also includes the development of policy and provision of planning and landscape architectural design expertise for other areas of Council.	<b>Exp</b>	9,535	10,912	11,090
	<b>Rev</b>	277	251	175
	<b>NET</b>	9,258	10,661	10,915

Service and Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Operations</b>				
Operations is responsible for the management and delivery of maintenance services and delivery of new, renewed and upgraded Council infrastructure assets. This includes Parks Services, Works Services, Construction, and Fleet Management. The service provides well maintained infrastructure assets that meet present day and future needs of the community, in compliance with various Acts and regulations and Council policies.	<b>Exp</b>	3,245	3,831	3,426
	<b>Rev</b>	358	126	241
	<b>NET</b>	2,887	3,705	3,185
<b>Research and Mapping</b>				
Research and Mapping supports an evidence-based approach to policy development and decision-making by undertaking specialist research and mapping activities. The service also provides advice, builds organisational capacity and develops and implements new tools and applications in the area of research and mapping. The service is responsible for the maintenance of Council's GIS system, spatial database and on-line data resources.	<b>Exp</b>	58	70	76
	<b>Rev</b>	0	0	0
	<b>NET</b>	58	70	76
<b>Social and Community Infrastructure</b>				
The Social and Community Infrastructure service supports the organisation through an integrated approach to the development of community infrastructure plans relevant to the needs of local communities and the broader municipality. The service also manages the development, monitoring, compliance and review of all Community Wellbeing community facility licences and leases.	<b>Exp</b>	252	323	430
	<b>Rev</b>	12	45	46
	<b>NET</b>	240	278	384
<b>Sustainable Futures</b>				
Sustainable Futures provides for environmental planning, community engagement in sustainability, policy development and project implementation. The service provides a range of learning and engagement programs that focus on supporting Council and the community to move towards environmental, social and economic sustainability.	<b>Exp</b>	586	542	357
	<b>Rev</b>	110	101	0
	<b>NET</b>	476	441	357
<b>Waste Management</b>				
The Waste Management service aims to minimise waste and provides <b>waste collection</b> and disposal services for the Knox community.	<b>Exp</b>	17,789	18,717	21,317
	<b>Rev</b>	190	717	154
	<b>NET</b>	17,599	18,000	21,163
<b>Total</b>	<b>Exp</b>	<b>41,442</b>	<b>45,294</b>	<b>46,142</b>
	<b>Rev</b>	<b>1,976</b>	<b>2,531</b>	<b>1,907</b>
	<b>NET</b>	<b>39,466</b>	<b>42,763</b>	<b>44,235</b>

## Initiatives

Major Initiative	1.1.9 Develop and implement a strategic pest animal plan.
Initiatives	1.1.3 Continue to implement initiatives to achieve resource efficiency, water and energy reduction.
	1.1.5 Continue Council's waste and recycling education program.
	1.1.7 Increase the volume of hard waste recycled.
	1.1.10 Phase in hybrid and electric vehicles into the Council vehicle fleet.
	1.2.1 Revegetate priority sites as per the recommendations from the Knox Revegetation Plan 2012.
	1.2.2 Implement the Knox Locally Threatened Species Management Plan 2010.
	1.2.3 Conserve, protect and enhance sites of biological significance and increase connectivity between current sites.
	1.2.4 Strategic acquisition of sites of biological significance when they arise.
	1.2.5 Continue to grow and support the Knox Gardens for Wildlife Program and Bushland Reserve Friends Groups and associated activities.
	1.2.6 Plant a net gain of street trees annually.
	1.3.1 Continue to address Council's Asset Renewal backlog.
	1.3.2 Complete an At Risk Building Assessment and develop a program of works for inclusion in Council's capital works program.

## Service Performance Indicators

Service	Indicator	2018-19 Actual	2019-20 Forecast	2020-21 Budget
Waste Collection*	Waste Diversion	51.10%	51.00%	51.00%

\*Refer to table at end of section 2 for information on the calculation of Service Performance Indicators

## Goal 2: We have housing to meet our changing needs

### Strategies

The strategies we will undertake to achieve our goal are:

<b>Strategy 2.1</b>	<b>Plan for a diversity of housing in appropriate locations</b>
<b>Strategy 2.2</b>	<b>Encourage high quality sustainable design</b>
<b>Strategy 2.3</b>	<b>Support and delivery of a range of housing that addresses housing and living affordability</b>

### Services

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

Service	Description	2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000	
<b>Municipal Strategic Social Planning</b>					
	The Municipal Strategic Social Planning service supports the planning and implementation of the Community and Council Plan and related Council strategic plans and enables Council and community partners to make informed, effective decisions. The service conducts research, strategic planning, analysis and community consultation to identify relevant data to inform the development of evidence-based social policy and strategic planning responses and strategies for Council. This Service supports and advises on service planning and community facility development within Knox service and facility proposals.	<b>Exp</b>	550	586	526
		<b>Rev</b>	235	78	75
		<b>NET</b>	315	511	451
<b>Strategic Land Use Planning</b>					
	The Strategic Land Use Planning Service undertakes research to inform planning policies and decisions. It also proactively updates the Knox Planning Scheme to reflect the Community and Council Plan. This includes the preparation and assessment of planning scheme amendments, internal referral responses to planning applications, provision of general strategic land use planning advice to internal and external customers, and a statutory requirement to review the Knox Planning Scheme every four years. Community engagement and consultation is a core part of this service.	<b>Exp</b>	1,876	2,050	2,437
		<b>Rev</b>	135	128	139
		<b>NET</b>	1,741	1,922	2,298

Service	Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Planning Approvals</b>					
The Planning Approvals service provides for <b>statutory planning</b> assessment and enforcement and regulatory services under of the Planning and Environment Act and related Acts and Regulations.	<b>Exp</b>		3,423	3,350	3,595
	<b>Rev</b>		1,724	1,662	1,810
	<b>NET</b>		1,699	1,688	1,785
<b>Total</b>	<b>Exp</b>		<b>5,849</b>	<b>5,986</b>	<b>6,558</b>
	<b>Rev</b>		<b>2,094</b>	<b>1,865</b>	<b>2,024</b>
	<b>NET</b>		<b>3,755</b>	<b>4,121</b>	<b>4,534</b>

## Initiatives

<b>Major Initiative</b>	<b>2.1.2 Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.</b>
<b>Initiatives</b>	2.3.1 Implement the Affordable Housing Action Plan including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.

## Service Performance Indicators

Service	Indicator	2018-19 Actual	2019-20 Forecast	2020-21 Budget
<b>Statutory Planning</b>	Decision Making	33.33%	40.00%	<b>40.00%</b>



## Goal 3: We can move around easily

### Strategies

The strategies we will undertake to achieve our goal are:

<b>Strategy 3.1</b>	<b>Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure</b>
<b>Strategy 3.2</b>	<b>Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places</b>

### Services

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

Service	Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Community Transport</b>					
	Council's Community Transport service offers residents who are older, who have a disability and/or are in other ways disadvantaged, to be engaged in community life through the provision of transport. The buses in operation enable people to do activities such as shopping, participate in senior citizen clubs or go to the library. The Community Transport Service is also used to transport residents to attend Council events, for the Council induction program and other Council activities.	<b>Exp</b>	278	317	339
		<b>Rev</b>	32	36	37
		<b>NET</b>	246	281	302
<b>Traffic and Transport</b>					
	Traffic and Transport provides local traffic management (on <u>roads</u> , footpaths, shared paths, etc.), advice and advocacy for broad transport choices for a range of traffic and transport services as provided by Council and others.	<b>Exp</b>	3,596	3,703	3,644
		<b>Rev</b>	115	23	20
		<b>NET</b>	3,481	3,680	3,624
<b>Total</b>		<b>Exp</b>	<b>3,874</b>	<b>4,020</b>	<b>3,983</b>
		<b>Rev</b>	<b>147</b>	<b>59</b>	<b>57</b>
		<b>NET</b>	<b>3,727</b>	<b>3,961</b>	<b>3,926</b>

## Initiatives

<b>Major Initiative</b>	<b>3.1.5 Advocate to State and Federal Governments for improved sustainable transport infrastructure and services.</b>
	3.1.3 Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.
<b>Initiatives</b>	3.2.1 Reduce the backlog of missing footpaths in Knox.
	3.2.3 Continue to progress implementation of the Mobility Implementation Plan.

## Service Performance Indicators

<b>Service</b>	<b>Indicator</b>	<b>2018-19 Actual</b>	<b>2019-20 Forecast</b>	<b>2020-21 Budget</b>
<b>Roads</b>	Satisfaction	73.00	73.00	<b>74.00</b>

## Goal 4: We are safe and secure

### Strategies

The strategies we will undertake to achieve our goal are:

<b>Strategy 4.1</b>	<b>Encourage and support the community to take responsibility for their own safety and the safety of others</b>
<b>Strategy 4.2</b>	<b>Enhance community connectedness opportunities to improve perceptions of safety</b>
<b>Strategy 4.3</b>	<b>Maintain and manage the safety of the natural and built environment</b>
<b>Strategy 4.4</b>	<b>Protect and promote public health, safety and amenity</b>
<b>Strategy 4.5</b>	<b>Support the provision of emergency services</b>

### Services

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

Service	Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Community Safety</b>					
This service provides advice, support and programs to strengthen community safety in order that neighbourhood amenity is protected, people feel safe and enjoy public spaces and individual rights are preserved.	<b>Exp</b>		2,044	2,030	2,288
	<b>Rev</b>		864	922	855
	<b>NET</b>		1,180	1,108	1,433
<b>Emergency Management</b>					
Emergency Management coordinates and delivers Council's legislative and community focused responsibilities for emergency and fire management. It includes services to mitigate risk to people and property, preparedness/ planning through to response and recovery.	<b>Exp</b>		440	510	563
	<b>Rev</b>		77	8	8
	<b>NET</b>		363	502	555
<b>Local Laws</b>					
This service provides local law and parking enforcement, school crossing supervision, and <u>animal management</u> programs to the community.	<b>Exp</b>		4,099	4,340	4,595
	<b>Rev</b>		3,279	3,417	3,257
	<b>NET</b>		820	923	1,338
<b>Total</b>	<b>Exp</b>		<b>6,583</b>	<b>6,880</b>	<b>7,446</b>
	<b>Rev</b>		<b>4,220</b>	<b>4,347</b>	<b>4,120</b>
	<b>NET</b>		<b>2,363</b>	<b>2,533</b>	<b>3,326</b>

## Initiatives

<b>Major Initiative</b>	<b>4.4.1 Ensure Council's Emergency Management Plans and Sub-Plans meet legislative requirements.</b>
<b>Initiatives</b>	4.3.1 Implement a community safety program and build community connections to improve perceptions of safety within key locations across the municipality (including Boronia Activity Centre).
	4.4.2 Inform residents and conduct inspections of all properties within the Bushfire Management Overlay areas to ensure compliance with relevant legislation.
	4.5.1 Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality.

## Service Performance Indicators

<b>Service</b>	<b>Indicator</b>	<b>2018-19 Actual</b>	<b>2019-20 Forecast</b>	<b>2020-21 Budget</b>
<b>Animal Management</b>	Service Standard	9.00	9.00	<b>9.00</b>

## Goal 5: We have a strong regional economy, local employment and learning opportunities

### Strategies

The strategies we will undertake to achieve our goal are:

<b>Strategy 5.1</b>	<b>Attract new investment in Knox and support the development of existing local businesses, with a particular focus on Advanced Manufacturing, Health, Ageing and Business Services Sector</b>
<b>Strategy 5.2</b>	<b>Plan for a range of key strategic centers that provide a diversity of employment, services and amenities to support the changing needs of the community</b>
<b>Strategy 5.3</b>	<b>Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business</b>
<b>Strategy 5.4</b>	<b>Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community</b>

### Services

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

Service	Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Economic Development</b>					
The Economic Development service aims to realise Knox's potential as a prosperous, sustainable economy. It provides an integrated approach to information, advice and action to generate local employment opportunities, encourage and attract new investment, and position the municipality as a leading vibrant and diverse place of business. The services focuses on initiatives and projects around business support, partnerships and alliances, investment facilitation and research. The service contributes to the overall health and wellbeing of the Knox Community.	<b>Exp</b>		1,056	1,770	4,660
	<b>Rev</b>		22	13	13
	<b>NET</b>		1,034	1,757	4,647
<b>Investment and Partnerships</b>					
This service creates the projects and implementation frameworks required to help Council activate its priorities from the Community and Council Plan. The service employs a venture planning and partnership building approach to align people, capital and ambition to create a sustainable and resilient City.	<b>Exp</b>		409	451	462
	<b>Rev</b>		0	0	0
	<b>NET</b>		409	451	462
<b>Total</b>			<b>1,465</b>	<b>2,221</b>	<b>5,122</b>
			<b>22</b>	<b>13</b>	<b>13</b>
			<b>1,443</b>	<b>2,208</b>	<b>5,109</b>

## Initiatives

<b>Major Initiative</b>	<b>5.2.2 Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.</b>
	5.1.1 Develop and implement a Strategic Asset and Investment Strategy to best achieve community and Council outcomes through the implementation of targeted investment strategies.
	5.3.1 Participate and collaborate regionally to plan for improved infrastructure in and between key priority employment precincts, activity centres and residential areas.
<b>Initiatives</b>	5.4.1 Explore as part of the People Strategy opportunities for Knox City Council to provide employment opportunities for disadvantaged groups.
	5.4.4 Advance the next stage of the collaborative Strategic Investment and Development Program in partnership with Maroondah and Yarra Ranges Council and the State Government for the Bayswater Industrial/Employment Precinct with a focus on business networks, precinct amenity, streamlining assessment and new investment.

## Goal 6: We are healthy, happy and well

### Strategies

The strategies we will undertake to achieve our goal are:

<b>Strategy 6.1</b>	<b>Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition</b>
<b>Strategy 6.2</b>	<b>Support the community to enable positive physical and mental health</b>

### Services

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

Service	Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Active Communities</b>					
Active Communities works to encourage Knox residents as they get older to socialise and participate in activities that will enable them to have greater independence and live active and healthy lives in the community. This is achieved by promoting active ageing and by providing events and programs, support to 11 Senior Citizens Clubs and other older person's support groups within the municipality. Food Services provides meals that are nutritionally balanced, and can cater for people with special dietary needs or allergies.	<b>Exp</b>		1,021	1,097	955
	<b>Rev</b>		811	354	256
	<b>NET</b>		210	743	699
<b>Active Living</b>					
Active Living provides a range of Commonwealth Home Support Programme (CHSP) services that support over 2,500 frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.	<b>Exp</b>		6,420	6,503	6,522
	<b>Rev</b>		6,093	5,628	5,484
	<b>NET</b>		327	875	1,038
<b>Business Performance (Active Ageing &amp; Disability Services)</b>					
Business Performance provides Home Maintenance and Home Modification services through the Commonwealth Home Support Programme (CHSP) and supports frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.	<b>Exp</b>		275	359	385
	<b>Rev</b>		0	0	0
	<b>NET</b>		275	359	385

Service	Description	2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Integrated Services (Family and Children's Services)</b>				
Integrated Services provides high quality, integrated early years and family support services including: <ul style="list-style-type: none"> <li>• Integrated early years hubs (where Council's centre-based early education and care services are located and integrated with Maternal and Child Health, playgroup and funded kindergarten (preschool))</li> <li>• Maternal and Child Health</li> <li>• Community and supported playgroups</li> <li>• State Government funded kindergarten (preschool) – Council is an Early Years Management Organisation</li> <li>• Additional support (including the Preschool Field Officer Program)</li> <li>• Coordination and support for early years service operations and facility management</li> </ul>	<b>Exp</b>	16,135	16,598	17,155
	<b>Rev</b>	11,468	14,879	13,876
	<b>NET</b>	4,667	1,719	3,279
<b>Leisure Services</b>				
Leisure Services provides strategic advice and management for Council's leisure facilities to enable the provision of sport, leisure, recreation and wellbeing to the Knox municipality. Attracting over 1.9 million annual visitations across the major leisure facilities, the strategic management provided by Leisure Services to community organisations contributes to the positive physical and mental health outcomes for the community. This service includes the management, operation and/or support for Council's leisure facilities including 2 Council managed leisure centres (including <b>aquatic facilities</b> ).	<b>Exp</b>	2,691	3,538	3,717
	<b>Rev</b>	1,854	2,159	3,059
	<b>NET</b>	837	1,379	658
<b>Occupational Therapy</b>				
Occupational Therapy provides a service that aims to maximise the safety and independence of frail older people, people who have a disability and their carers in their home. This is achieved by providing education about alternate ways of completing tasks and the use of aides and equipment. The Occupational Therapist (OT) can also make recommendations for the home modifications service and/or referrals to other useful local services, such as a podiatrist.	<b>Exp</b>	187	176	189
	<b>Rev</b>	172	154	157
	<b>NET</b>	15	22	32



Service	Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Strategy, Learning and Evaluation (Family and Children's Services)</b>					
	Strategy, Learning and Evaluation provides:	<b>Exp</b>	2,606	3,612	3,621
	<ul style="list-style-type: none"> <li>Strategic planning for children and families in the municipality, including Council's early years services and infrastructure.</li> </ul>	<b>Rev</b>	1,231	21	4
	<ul style="list-style-type: none"> <li>Strategic policy development, research, monitoring, and evaluation for projects and matters impacting children and families in the Knox community.</li> </ul>	<b>NET</b>	1,375	3,591	3,617
	<ul style="list-style-type: none"> <li>Support for Council's Early Years Advisory Committee.</li> <li>Partnerships between Council and non-Council early years services and community managed programs.</li> <li>Coordinated professional development, quality assurance and policy development for Council's early years services.</li> </ul>				
<b>Youth Services</b>					
	Youth Services promotes, develops and encourages physical, social and mental wellbeing of young people by providing, facilitating, planning, funding and advocating for the needs of young people, their families and their community. Youth Services includes delivery of youth counselling and referral, youth leadership development, parenting programs, and partnerships with schools in Knox.	<b>Exp</b>	1,207	1,299	1,175
		<b>Rev</b>	297	267	229
		<b>NET</b>	910	1,032	946
		<b>Exp</b>	<b>30,542</b>	<b>33,182</b>	<b>33,719</b>
		<b>Rev</b>	<b>21,926</b>	<b>23,462</b>	<b>23,065</b>
		<b>NET</b>	<b>8,616</b>	<b>9,720</b>	<b>10,654</b>
<b>Total</b>					

## Initiatives

<b>Major Initiative</b>	<b>6.2.6 Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People.</b>
	6.1.2 Continue to implement Council's Health Promoting Organisation initiative in partnership with community organisations to positively affect organisational and community health outcomes.
<b>Initiatives</b>	6.1.1 Deliver health promotion and harm minimisation programs including: <ul style="list-style-type: none"> <li>Education /capacity building programs with sporting clubs focused on cultural change</li> <li>Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol outlets within places or locations.</li> </ul>

## Service Performance Indicators

<b>Service</b>	<b>Indicator</b>	<b>2018-19 Actual</b>	<b>2019-20 Forecast</b>	<b>2020-21 Budget</b>
<b>Aquatic Facilities</b>	Utilisation	2.48%	2.00%	<b>2.50%</b>
<b>Food Safety</b>	Health & Safety	100%	100%	<b>100%</b>
<b>Maternal and Child Health</b>	Participation	79.12%	80.00%	<b>81.00%</b>
	Participation by Aboriginal children	77.78%	78.00%	<b>79.00%</b>

## Goal 7: We are inclusive, feel a sense of belonging and value our identity

### Strategies

The strategies we will undertake to achieve our goal are:

<b>Strategy 7.1</b>	<b>Protect and preserve our local cultural heritage</b>
<b>Strategy 7.2</b>	<b>Celebrate our diverse community</b>
<b>Strategy 7.3</b>	<b>Strengthen community connections</b>
<b>Strategy 7.4</b>	<b>Promote and celebrate the contribution of our volunteers</b>

### Services

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

Service	Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Arts &amp; Cultural Services</b>					
Arts and Cultural Services delivers and engages the local community in a range of arts and cultural services and programs, including performing arts, events, festivals, arts courses, performances and public art projects.	<b>Exp</b>		1,926	2,155	2,131
	<b>Rev</b>		391	299	266
	<b>NET</b>		1,535	1,856	1,865
<b>Community Access, Equity and Safety</b>					
The Community Access, Equity and Safety service supports and advocates for the disadvantaged and marginalised communities and fosters an accessible, inclusive, safe and supportive Council and community.	<b>Exp</b>		814	905	819
	<b>Rev</b>		132	90	0
	<b>NET</b>		682	815	819
<b>Community Partnerships</b>					
Community Partnerships supports and strengthens local not-for-profit groups to be active, sustainable and resilient. This service also supports the development of new community organisations and community mobilisation and activity, as appropriate, in response to changing community needs and dynamics.	<b>Exp</b>		1,802	1,919	1,856
	<b>Rev</b>		198	0	0
	<b>NET</b>		1,604	1,919	1,856

Service	Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Libraries</b>					
The <b>Libraries</b> service provides resources and programs and a variety of media for education, information, leisure and personal development. There are currently five branch libraries in Knox and one library service bus. The service is managed by the Eastern Regional Library Corporation, a formal partnership between Maroondah, Yarra Ranges and Knox Councils.	<b>Exp</b>		4,836	4,822	5,033
	<b>Rev</b>		0	0	0
	<b>NET</b>		4,836	4,822	5,033
<b>Total</b>	<b>Exp</b>		<b>9,378</b>	<b>9,801</b>	<b>9,839</b>
	<b>Rev</b>		<b>721</b>	<b>389</b>	<b>266</b>
	<b>NET</b>		<b>8,657</b>	<b>9,412</b>	<b>9,573</b>

## Initiatives

<b>Major Initiative</b>	<b>7.3.4 Design, develop and implement an integrated facility and service advocacy and management approach across the organisation to ensure a consistent approach and improve efficiencies with the management of Council's buildings.</b>
<b>Initiative</b>	7.1.2 Develop a plan for the ongoing protection and management of Indigenous and post European settlement heritage resources related to Knox.

## Service Performance Indicators

Service	Indicator	2018-19 Actual	2019-20 Forecast	2020-21 Budget
<b>Libraries</b>	Participation	N/A (new measure)	12.00%	<b>12.00%</b>

## Goal 8: We have confidence in decision-making

### Strategies

The strategies we will undertake to achieve our goal are:

<b>Strategy 8.1</b>	<b>Build, strengthen and promote good governance practices across government and community organisations</b>
<b>Strategy 8.2</b>	<b>Enable the community to participate in a wide range of engagement activities</b>

### Services

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

Service	Description	2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000	
<b>Communications</b>					
	Communications is responsible for organisational communications and promotions, leadership and advice in communications and marketing, the production and management of corporate publications (including brand development and integrity), media connections, staff communications and the development of community information.	<b>Exp</b>	1,542	1,875	1,842
		<b>Rev</b>	0	0	100
		<b>NET</b>	1,542	1,875	1,742
<b>Customer Service</b>					
	Council's Customer Service is designed to support the delivery of a range of programs and services to the community via telephone and counter contact centres. The service supports the organisation to provide personalised, responsive customer service via all Council's contact channels, including online. The team provides guidance and support for all customer interactions and exists to support information and connection between Council and the community.	<b>Exp</b>	1,702	1,703	1,903
		<b>Rev</b>	0	20	0
		<b>NET</b>	1,702	1,683	1,903
<b>Financial Services</b>					
	Financial Services provides the strategic thinking, leadership, service delivery and management of all matters relating to financial management. The service is responsible for leading the processes for budgeting and forecasting, regular financial reporting, Annual Financial Accounts preparation, rating services and management of the debtors and creditors and provides oversight of Council's property management obligations. The service works closely with Governance to develop and support the organisational financial compliance frameworks and works across the organisation educating and supporting stakeholders.	<b>Exp</b>	3,495	3,602	3,293
		<b>Rev</b>	1,293	1,053	925
		<b>NET</b>	2,202	2,549	2,368

Service	Description		2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Governance</b>					
	The <b>Governance</b> service provides key internal and external services to Councillors, staff and the community to facilitate a well governed organisation. The service has overall responsibility for legislative compliance, Councillor support and development, Council meetings and the maintenance of the Civic Centre meeting rooms. The service is responsible for Council's integrity framework, including the Audit Committee, fraud and corruption prevention, privacy compliance and Freedom of Information.	<b>Exp</b>	3,605	3,514	4,751
		<b>Rev</b>	82	46	173
		<b>NET</b>	3,523	3,468	4,578
<b>Human Resources</b>					
	The Human Resources service provides strategic and operational leadership, services and programs for all aspects of human resource management. These include industrial and employee relations, recruitment, induction, corporate learning and development, leadership development, organisational culture, performance management workforce planning, remuneration and employee safety, health and wellbeing. This service works across the organisation, developing and implementing programs, and works with stakeholders to educate and build capability and continuously develop their teams. This service also includes Council's risk management systems, insurances and the front line support to customers and residents for insurance related issues.	<b>Exp</b>	5,044	6,376	6,079
		<b>Rev</b>	229	433	145
		<b>NET</b>	4,815	5,943	5,934
<b>Information Technology</b>					
	Information technology incorporates provision of information technology services and IT support for the organisation. This encompasses hardware and software support as well as internal and external telecommunications. This service is a key foundation platform for efficient service delivery for the community and the organisation.	<b>Exp</b>	5,941	5,616	6,814
		<b>Rev</b>	1	1	0
		<b>NET</b>	5,940	5,615	6,814
<b>Innovation</b>					
	The Innovation service is responsible for the development and deployment of strategies to support the organisation transforming to a customer centric, innovative, continuous improvement capable organisation. The service is responsible for the development, deployment and support of Knox LEAN and other innovation methods as developed and assessed suitable for Council. The team tracks and reports the organisational activity and benefits associated with the programs.	<b>Exp</b>	794	770	649
		<b>Rev</b>	0	0	0
		<b>NET</b>	794	770	649

Service	Description	2018-19 Actual \$'000	2019-20 Forecast \$'000	2020-21 Budget \$'000
<b>Strategy and Business Intelligence</b>				
The Strategy and Business Intelligence team is an integrated suite of functions designed to enhance business insights, strategic planning and engagement to shape decision-making. The team leads the organisation in the development and implementation of Councils Strategic Planning Framework, including the Community and Council plans and aims to improve outcomes for the Knox community through developing and sharing crucial insights.	<b>Exp</b>	104	748	901
	<b>Rev</b>	0	0	0
	<b>NET</b>	104	748	901
<b>Total</b>	<b>Exp</b>	<b>22,227</b>	<b>24,204</b>	<b>26,232</b>
	<b>Rev</b>	<b>1,605</b>	<b>1,553</b>	<b>1,343</b>
	<b>NET</b>	<b>20,622</b>	<b>22,651</b>	<b>24,889</b>

## Initiatives

<b>Major Initiative</b>	<b>8.1.8 Conduct the 2020 General Election and implement a comprehensive induction program for the elected members.</b>
	8.1.2 Continue to implement the Community Group Training Program through community organisations and by Council.
<b>Initiatives</b>	8.2.1 Review and implement Council's updated Community Engagement approach.
	8.2.3 Finalise and implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Council's objectives.

## Service Performance Indicators

Service	Indicator	2018-19 Actual	2019-20 Forecast	2020-21 Budget
Governance	Satisfaction	60.00	60.00	61.00

## Service Performance Indicators

Service	Indicator	Performance Measures	Computation
<b>Animal Management</b>	Health and Safety	<b>Animal management prosecutions</b> (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
<b>Aquatic Facilities</b>	Utilisation	<b>Utilisation of aquatic facilities</b> (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / municipal population
<b>Food Safety</b>	Health & Safety	<b>Critical and major non-compliance outcome notifications</b>	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed-up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
<b>Governance</b>	Satisfaction	<b>Satisfaction with Council decisions</b> (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community
<b>Libraries</b>	Participation	<b>Active library borrowers in the municipality</b> (The percentage of the municipal population that are active library borrowers)	[The sum of the number of active library borrowers in the last 3 financial years / The sum of the population in the last 3 financial years] x100
<b>Maternal and Child Health</b>	Participation	<b>Participation in the MCH service</b> (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100
<b>Maternal and Child Health</b>	Participation by Aboriginal children	<b>Participation in MCH service by Aboriginal children</b> (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100



Service	Indicator	Performance Measures	Computation
<b>Roads</b>	Satisfaction	<b>Satisfaction with sealed local roads</b> (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads
<b>Statutory Planning</b>	Decision Making	<b>Council planning decisions upheld at VCAT</b> (Percentage of planning application decisions subject to review by VCAT and that were not set aside)	[Number of VCAT decisions that did not set aside Council's decision in relation to a planning application/ Number of VCAT decisions in relation to planning applications] x100
<b>Waste Collection</b>	Waste Diversion	<b>Kerbside collection waste diverted from landfill</b> (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

## Reconciliation with Budgeted Operating Result

Goals	Income \$'000	Expenditure \$'000	Net Cost \$'000
We value our built and natural environment	1,907	46,142	44,235
We have housing to meet our changing needs	2,024	6,558	4,534
We can move around easily	57	3,983	3,926
We are safe and secure	4,120	7,446	3,326
We have a strong regional economy, local employment and learning opportunities	13	5,122	5,109
We are healthy, happy and well	23,065	33,719	10,654
We are inclusive, feel a sense of belonging and value our identity	266	9,839	9,573
We have confidence in our decision making	1,343	26,232	24,889
<b>Total Net Cost of Activities and Initiatives</b>	<b>32,795</b>	<b>139,041</b>	<b>106,246</b>
<b>Non Attributable Expenditure</b>			
Effective corporate governance			3,012
Depreciation			24,604
Amortisation - intangible assets			892
Amortisation - right of use assets			992
Capital projects - operational expenses			15,715
Borrowing costs			1,187
Finance costs - leases			41
<b>Total Non Attributable Expenditure</b>			<b>46,443</b>
<b>Deficit before Funding Sources</b>			<b>152,689</b>
<b>Funding Sources</b>			
Rates and charges			106,232
Garbage charges			22,353
Victoria Grants Commission (VGC) - grants - operating - recurrent			6,458
Interest			850
Developers' contributions			6,000
Grants - capital			3,335
Contributions and donations - capital			1,155
Contributions - non monetary assets			2,000
Net loss on disposal of property, infrastructure, plant & equipment			(32,229)
<b>Total Funding Sources</b>			<b>116,154</b>
<b>Surplus / (Deficit) for the Year</b>			<b>(36,535)</b>

### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2019-20 has been supplemented with projections to 2022-23 extracted from the Strategic Resource Plan.

This section includes the following financial statements in accordance with the *Local Government Act 1989*, the *Local Government Planning and Reporting Regulations 2014*, and the Local Government Model Financial Report:

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

#### Pending Accounting Standards

The 2020-21 budget has been prepared based on the accounting standards applicable at the date of preparation. It has been updated to include the impact of *AASB 16 Leases*, *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Not-for-Profit Entities*, but pending accounting standards that will be in effect from the 2020-21 financial year have not been considered in the development of the budget.

Standards that are likely to impact on the 2020-21 financial statements, not considered in the preparation of the budget include:

*AASB 1059 Service Concession Arrangements: Grantors*

### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>INCOME</b>						
Rates and charges	4.1.1	117,569	122,613	129,240	135,458	142,173
User fees	4.1.2	16,494	17,478	18,693	19,330	19,984
Statutory fees and fines	4.1.3	3,622	3,295	3,738	3,814	3,860
Grants - operating	4.1.4	24,124	22,808	23,340	23,736	24,246
Grants - capital	4.1.4	4,731	3,335	10,911	1,922	2,504
Contributions - monetary	4.1.5	8,934	7,887	9,256	18,685	8,370
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,000	2,000
Other income	4.1.6	2,184	1,764	1,857	1,889	1,935
<b>TOTAL INCOME</b>		<b>179,658</b>	<b>181,180</b>	<b>199,035</b>	<b>206,834</b>	<b>205,072</b>
<b>EXPENSES</b>						
Employee costs	4.1.7	72,564	75,212	74,527	75,810	77,361
Materials and services	4.1.8	68,022	76,176	73,743	70,979	72,365
Contributions and donations	4.1.9	5,975	5,681	5,786	5,837	5,895
Depreciation	4.1.10	23,223	24,604	25,638	26,841	27,915
Amortisation - intangible assets	4.1.11	892	892	892	892	892
Amortisation - right of use assets	4.1.12	870	992	1,360	1,367	1,367
Borrowing costs		0	1,187	2,064	2,884	3,018
Finance costs - leases		40	41	61	82	53
Bad and doubtful debts		66	67	67	68	69
Net loss (gain) on disposal of property, infrastructure, plant and equipment		(5,742)	32,229	13,449	(3,280)	(4,880)
Other expense	4.1.13	619	634	653	663	677
<b>TOTAL EXPENSES</b>		<b>166,529</b>	<b>217,715</b>	<b>198,240</b>	<b>182,143</b>	<b>184,732</b>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>		<b>13,129</b>	<b>(36,535)</b>	<b>795</b>	<b>24,691</b>	<b>20,340</b>
<b>TOTAL COMPREHENSIVE RESULT</b>		<b>13,129</b>	<b>(36,535)</b>	<b>795</b>	<b>24,691</b>	<b>20,340</b>

## 3.2 Balance Sheet

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>CURRENT ASSETS</b>						
Cash and cash equivalents		69,665	37,327	27,124	30,997	32,774
Other financial assets		4,300	0	0	0	0
Trade and other receivables		13,646	14,212	14,880	15,548	16,262
Other assets		1,133	1,156	1,182	1,211	1,241
Inventories		9	9	9	9	9
<b>TOTAL CURRENT ASSETS</b>	4.2.1	<b>88,753</b>	<b>52,704</b>	<b>43,195</b>	<b>47,765</b>	<b>50,286</b>
<b>NON CURRENT ASSETS</b>						
Investments in associates		4,604	4,604	4,604	4,604	4,604
Property, infrastructure, plant and equipment		2,085,331	2,115,886	2,155,591	2,183,684	2,200,881
Right-of-use assets	4.2.4	2,270	3,730	2,370	2,835	1,467
Intangible assets		934	934	934	934	934
<b>TOTAL NON CURRENT ASSETS</b>	4.2.1	<b>2,093,139</b>	<b>2,125,154</b>	<b>2,163,499</b>	<b>2,192,057</b>	<b>2,207,886</b>
<b>TOTAL ASSETS</b>		<b>2,181,892</b>	<b>2,177,858</b>	<b>2,206,694</b>	<b>2,239,822</b>	<b>2,258,172</b>
<b>CURRENT LIABILITIES</b>						
Trade and other payables		14,314	14,600	14,930	15,303	15,687
Trust funds and deposits		2,076	2,118	2,165	2,219	2,275
Provisions		16,258	16,604	17,023	17,453	17,894
Interest-bearing loans and borrowings	4.2.3	3,563	6,626	7,872	11,491	12,711
Lease liabilities	4.2.4	910	1,331	741	1,402	1,168
<b>TOTAL CURRENT LIABILITIES</b>	4.2.2	<b>37,121</b>	<b>41,279</b>	<b>42,731</b>	<b>47,868</b>	<b>49,735</b>
<b>NON CURRENT LIABILITIES</b>						
Provisions		5,931	5,949	5,971	5,993	6,016
Interest-bearing loans and borrowings	4.2.3	37,343	64,652	91,960	95,394	92,683
Lease liabilities	4.2.4	1,479	2,495	1,754	1,598	430
<b>TOTAL NON CURRENT LIABILITIES</b>	4.2.2	<b>44,753</b>	<b>73,096</b>	<b>99,685</b>	<b>102,985</b>	<b>99,129</b>
<b>TOTAL LIABILITIES</b>		<b>81,874</b>	<b>114,375</b>	<b>142,416</b>	<b>150,853</b>	<b>148,864</b>
<b>NET ASSETS</b>		<b>2,100,018</b>	<b>2,063,483</b>	<b>2,064,278</b>	<b>2,088,969</b>	<b>2,109,309</b>
<b>EQUITY</b>						
Accumulated surplus		708,459	687,552	688,396	714,442	736,065
Reserves		1,391,559	1,375,931	1,375,882	1,374,527	1,373,244
<b>TOTAL EQUITY</b>		<b>2,100,018</b>	<b>2,063,483</b>	<b>2,064,278</b>	<b>2,088,969</b>	<b>2,109,309</b>

### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2024

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2020 FORECAST</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,086,889</b>	<b>683,276</b>	<b>1,360,570</b>	<b>43,043</b>
Surplus/(deficit) for the year		13,129	13,129	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(5,658)	0	5,658
Transfer from other reserves		0	17,712	0	(17,712)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,100,018</b>	<b>708,459</b>	<b>1,360,570</b>	<b>30,989</b>
<b>2021 BUDGET</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,100,018</b>	<b>708,459</b>	<b>1,360,570</b>	<b>30,989</b>
Surplus/(deficit) for the year		(36,535)	(36,535)	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves	4.3.1	0	(6,159)	0	6,159
Transfer from other reserves	4.3.1	0	21,787	0	(21,787)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	4.3.2	<b>2,063,483</b>	<b>687,552</b>	<b>1,360,570</b>	<b>15,361</b>
<b>2022</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,063,483</b>	<b>687,552</b>	<b>1,360,570</b>	<b>15,361</b>
Surplus/(deficit) for the year		795	795	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(6,960)	0	6,960
Transfer from other reserves		0	7,009	0	(7,009)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,064,278</b>	<b>688,396</b>	<b>1,360,570</b>	<b>15,312</b>
<b>2023</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,064,278</b>	<b>688,396</b>	<b>1,360,570</b>	<b>15,312</b>
Surplus/(deficit) for the year		24,691	24,691	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,162)	0	7,162
Transfer from other reserves		0	8,517	0	(8,517)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,088,969</b>	<b>714,442</b>	<b>1,360,570</b>	<b>13,957</b>
<b>2024</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,088,969</b>	<b>714,442</b>	<b>1,360,570</b>	<b>13,957</b>
Surplus/(deficit) for the year		20,340	20,340	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,234)	0	7,234
Transfer from other reserves		0	8,517	0	(8,517)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,109,309</b>	<b>736,065</b>	<b>1,360,570</b>	<b>12,674</b>

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2019-20	2020-21	2021-22	2022-23	2023-24
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	<b>Inflows (Outflows)</b>	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>						
Rates and charges		117,326	122,225	128,758	134,985	141,662
User fees		19,230	17,354	18,564	19,194	19,842
Statutory fees and fines		4,794	3,242	3,682	3,756	3,799
Grants - operating		24,124	22,808	23,340	23,736	24,246
Grants - capital		4,731	3,335	10,911	1,922	2,504
Contributions - monetary		8,934	7,887	9,256	18,685	8,370
Interest received		517	850	864	884	919
Other receipts		1,667	914	993	1,005	1,016
Net movement in trust deposits		41	42	48	54	55
Employee costs		(72,200)	(74,848)	(74,086)	(75,357)	(76,897)
Materials and services		(69,287)	(75,979)	(73,507)	(70,703)	(72,082)
Contributions and donations		(5,975)	(5,681)	(5,786)	(5,837)	(5,895)
Short-term, low value and variable lease payments		(7)	(8)	(8)	(8)	(8)
Other payments		(612)	(626)	(645)	(655)	(668)
<b>NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES</b>	4.4.1	<b>33,283</b>	<b>21,513</b>	<b>42,383</b>	<b>51,659</b>	<b>46,864</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>						
Proceeds from sale of property, infrastructure, plant and equipment		13,896	11,917	4,182	14,067	15,667
Payments for property, infrastructure, plant and equipment		(69,574)	(98,197)	(81,866)	(64,613)	(54,791)
Payments for investments		(4,300)	0	0	0	0
Proceeds from sale of investments		23,100	4,300	0	0	0
<b>NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES</b>	4.4.2	<b>(36,878)</b>	<b>(81,980)</b>	<b>(77,684)</b>	<b>(50,546)</b>	<b>(39,124)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>						
Finance costs		0	(1,187)	(2,064)	(2,884)	(3,018)
Proceeds from borrowings		40,906	33,935	35,180	14,926	10,000
Repayment of borrowings		0	(3,563)	(6,626)	(7,873)	(11,491)
Interest paid - lease liability		(40)	(41)	(61)	(82)	(53)
Repayment of lease liabilities		(751)	(1,015)	(1,331)	(1,327)	(1,402)
<b>NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES</b>	4.4.3	<b>40,115</b>	<b>28,129</b>	<b>25,098</b>	<b>2,760</b>	<b>(5,964)</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>		<b>36,520</b>	<b>(32,338)</b>	<b>(10,202)</b>	<b>3,873</b>	<b>1,777</b>
Cash and cash equivalents at the beginning of the financial year		33,145	69,665	37,327	27,124	30,997
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>		<b>69,665</b>	<b>37,327</b>	<b>27,124</b>	<b>30,997</b>	<b>32,774</b>

## 3.5 Statement of Capital Works

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan Projections		
		2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>PROPERTY</b>						
Land and Buildings		32,335	59,583	51,664	34,833	26,214
<b>TOTAL PROPERTY</b>		<b>32,335</b>	<b>59,583</b>	<b>51,664</b>	<b>34,833</b>	<b>26,214</b>
<b>PLANT AND EQUIPMENT</b>						
Plant, machinery and equipment		2,463	2,391	2,135	2,457	2,011
Computers and telecommunications		5,811	12,981	6,452	4,809	4,805
Artworks		222	80	122	123	124
<b>TOTAL PLANT AND EQUIPMENT</b>		<b>8,496</b>	<b>15,452</b>	<b>8,709</b>	<b>7,389</b>	<b>6,940</b>
<b>INFRASTRUCTURE</b>						
Roads		9,184	10,133	8,728	9,804	10,494
Bridges		4,529	1,625	545	467	425
Footpaths and cycleways		5,042	4,691	4,898	5,422	5,491
Drainage		4,024	4,265	4,410	5,015	4,084
Recreational, leisure and community facilities		16,803	16,695	12,122	9,475	8,324
Off street car parks		778	1,075	1,535	1,140	721
Other infrastructure		704	393	2,197	352	359
<b>TOTAL INFRASTRUCTURE</b>		<b>41,064</b>	<b>38,877</b>	<b>34,435</b>	<b>31,675</b>	<b>29,898</b>
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	4.5.1	<b>81,895</b>	<b>113,912</b>	<b>94,808</b>	<b>73,897</b>	<b>63,053</b>
<b>REPRESENTED BY</b>						
Asset renewal		35,459	39,180	35,240	36,169	36,795
Asset upgrade		20,572	28,022	29,753	32,730	22,173
Asset new		24,336	42,747	28,710	4,378	4,085
Asset expansion		1,528	3,963	1,105	620	0
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	4.5.1	<b>81,895</b>	<b>113,912</b>	<b>94,808</b>	<b>73,897</b>	<b>63,053</b>
<b>CAPITAL WORKS FUNDING SOURCE</b>						
<b>EXTERNAL</b>						
Loan proceeds		40,906	33,935	29,180	12,926	10,000
Grants - capital		4,731	3,335	10,911	1,922	2,504
Contributions - capital		2,782	1,155	1,685	10,900	500
<b>TOTAL EXTERNAL FUNDING</b>		<b>48,419</b>	<b>38,425</b>	<b>41,776</b>	<b>25,748</b>	<b>13,004</b>
<b>INTERNAL</b>						
Proceeds from sale of fixed assets		12,702	11,917	4,182	14,067	15,667
Movement in reserve funds		14,445	21,527	7,009	8,517	8,517
Rate funding		6,329	42,043	41,841	25,565	25,865
<b>TOTAL INTERNAL FUNDING</b>		<b>33,476</b>	<b>75,487</b>	<b>53,032</b>	<b>48,149</b>	<b>50,049</b>
<b>TOTAL CAPITAL WORKS FUNDING SOURCES</b>	4.5.1	<b>81,895</b>	<b>113,912</b>	<b>94,808</b>	<b>73,897</b>	<b>63,053</b>



### 3.6 Statement of Human Resources

For the four years ending 30 June 2024

	Forecast	Budget	Strategic Resource Plan Projections		
	2019-20	2020-21	2021-22	2022-23	2023-24
	\$'000	\$'000	\$'000	\$'000	\$'000
	FTE	FTE	FTE	FTE	FTE
<b>STAFF EXPENDITURE</b>					
Employee costs - operating	72,564	75,212	74,527	75,810	77,361
Employee costs - capital	2,443	3,070	3,117	3,149	2,833
<b>TOTAL STAFF EXPENDITURE</b>	<b>75,007</b>	<b>78,282</b>	<b>77,644</b>	<b>78,959</b>	<b>80,194</b>
<b>STAFF NUMBERS</b>					
Full time equivalent (FTE) employees	728.60	728.90	727.70	726.70	722.50
<b>TOTAL STAFF NUMBERS</b>	<b>728.60</b>	<b>728.90</b>	<b>727.70</b>	<b>726.70</b>	<b>722.50</b>

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

DEPARTMENT	Budget 2020-21 \$'000	Comprises			
		Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part Time \$'000		
CEO & Council	3,765	2,329	1,243	5	188
City Development	13,090	9,684	2,860	152	394
Community Services	30,810	14,092	15,838	187	693
Corporate Services	11,811	7,361	4,443	7	0
Engineering & Infrastructure	15,266	13,581	1,308	28	349
Knox Central	470	384	86	0	0
<b>TOTAL PERMANENT STAFF EXPENDITURE</b>	<b>75,212</b>	<b>47,431</b>	<b>25,778</b>	<b>379</b>	<b>1,624</b>
Capitalised labour costs	3,070				
<b>TOTAL EXPENDITURE</b>	<b>78,282</b>				

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

DEPARTMENT	Budget 2020-21 FTE	Comprises			
		Permanent		Casual FTE	Temporary FTE
		Full Time FTE	Part Time FTE		
CEO & Council	28.95	16.30	11.00	0.05	1.60
City Development	122.81	83.07	34.07	1.87	3.80
Community Services	310.44	140.56	160.61	2.08	7.19
Corporate Services	101.47	75.60	25.79	0.08	0.00
Engineering & Infrastructure	160.23	147.32	9.22	0.32	3.37
Knox Central	5.00	4.00	1.00	0.00	0.00
<b>TOTAL PERMANENT STAFF FTE</b>	<b>728.90</b>	<b>466.85</b>	<b>241.69</b>	<b>4.40</b>	<b>15.96</b>

## 4. Notes on the Financial Statements

### 4.1 Comprehensive Income Statement

#### 4.1.1 Rates and charges

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

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2020-21 the FGRS cap has been set at 2.00%. The cap applies to both general rates and municipal charges and is calculated on the basis of Council's average rates and charges.

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

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rates will increase by 2.00% in line with the rate cap.

Council's Residential Garbage Charge for the 2020-21 financial year has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy. The Residential Garbage Charge will increase by \$51 (26.84%) in line with the projected increase in costs. These costs include a substantial increase in the State Government Landfill Levy from \$66 per tonne to \$86 per tonne, which will then rise to \$126 per tonne over the next three years. Additional costs are also attributed to the new *EPA Act 2018*, which takes effect 1 July 2020, as well as the increasing costs of recycling processing services due to sector challenges.

This will raise total rates and charges for 2020-21 to \$122,612,711, exclusive of optional services.

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

	Forecast 2019-20 \$'000	Budget 2020-21 \$'000	Change	
			\$'000	%
General rates *	104,955	106,962	2,007	1.9%
Rate rebates	(1,205)	(1,255)	(50)	4.1%
Residential garbage charge	11,287	14,338	3,051	27.0%
Service rates and charges	1,955	2,043	88	4.5%
Supplementary rates and rate adjustments	250	250	0	0.0%
Interest on rates and charges	327	275	(52)	(15.9%)
<b>Total rates and charges</b>	<b>117,569</b>	<b>122,613</b>	<b>5,044</b>	<b>4.3%</b>

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

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

Type or Class of Land	Budget 2019-20 cents/\$CIV	Budget 2020-21 cents/\$CIV	Change %
Differential rate for Vacant Land or Derelict Land	0.54472	0.52310	-4.0%
Differential rate for Retirement Village Land properties	0.14057	0.13499	-4.0%
Differential rate for Commercial Land properties	0.43929	0.42186	-4.0%
Differential rate for Industrial Land properties	0.46564	0.44717	-4.0%
Differential rate for Residential Land properties	0.17571	0.16874	-4.0%
Recreational Land rate for rateable recreational properties	0.17571	0.16874	-4.0%

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

Type or Class of Land	Forecast 2019-20 \$'000	Budget 2020-21 \$'000	Change \$'000	%
<b>Rates</b>				
Vacant Land or Derelict Land	2,353	1,822	(531)	(22.6%)
Retirement Village Land	1,196	1,220	24	2.0%
Commercial Land	14,325	14,606	281	2.0%
Industrial Land	16,687	17,285	598	3.6%
Residential Land	70,584	72,219	1,635	2.3%
Recreational Land Rate	59	60	1	1.7%
<b>Total amount to be raised by general rates *</b>	<b>105,204</b>	<b>107,212</b>	<b>2,008</b>	<b>1.9%</b>

\* Total rates to be raised in the 2020-21 Budget includes Supplementary Rates of \$250,000. The total rates to be raised in the 2019-20 Forecast also includes Supplementary Rates of \$250,000.

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

Type or Class of Land	Budget 2019-20 Number	Budget 2020-21 Number	Change Number	%
Vacant Land or Derelict land	601	457	(144)	(24.0%)
Retirement Village Land	1,897	1,897	0	0.0%
Commercial Land	2,586	2,523	(63)	(2.4%)
Industrial Land	3,568	3,636	68	1.9%
Residential Land	58,760	59,180	420	0.7%
Recreational Land Rate	7	7	0	0.0%
<b>Total number of assessments</b>	<b>67,419</b>	<b>67,700</b>	<b>281</b>	<b>0.4%</b>

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

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

Type or Class of Land	Budget	Budget	Change	
	2019-20 \$'000	2020-21 \$'000	\$'000	%
Vacant Land or Derelict Land	431,900	370,600	(61,300)	(14.2%)
Retirement Village Land	850,875	872,355	21,480	2.5%
Commercial Land	3,260,912	3,379,013	118,101	3.6%
Industrial Land	3,583,609	3,844,120	260,511	7.3%
Residential Land	39,968,768	43,019,830	3,051,062	7.6%
Recreational Land Rate	33,625	34,925	1,300	3.9%
<b>Total value of land</b>	<b>48,129,689</b>	<b>51,520,843</b>	<b>3,391,154</b>	<b>7.0%</b>

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

Type of Charge	Per Rateable	Per Rateable	Change	
	Property 2019-20 \$	Property 2020-21 \$	\$	%
Residential Garbage Charge	190	241	51	26.8%
Garbage Surcharge – 120 Litre Bin	52	54	2	3.8%
Additional Household Bins	245	255	10	4.1%
Optional Household Green Waste Bin	105	109	4	3.8%
Additional Recycle Bin	85	88	3	3.5%
Additional Recycle Bin - Industrial / Commercial	129	162	33	25.6%
Optional Industrial / Commercial Garbage, Daily Service	1,244	1,294	50	4.0%
Optional Industrial / Commercial Garbage, Weekly Service	303	427	124	40.9%
Waste Management and Recycling for Non Rateable Properties – Daily Service (240 Litre Bin)	1,038	1,080	42	4.0%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (240 Litre Bin)	223	232	9	4.0%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (120 Litre Bin)	165	172	7	4.2%
<i>Dorset Square</i>				
– Annual Waste Charge, office based premises	254	305	51	20.1%
– Annual Waste Charge, retail based premises	757	908	151	19.9%
– Annual Waste Charge, food based premises less than 200 square metres floor area.	2,268	2,722	454	20.0%
– Annual Waste Charge, food based premises greater than 200 square metres floor area.	5,289	6,347	1,058	20.0%

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

Type of Charge	Forecast	Budget	Change	
	2019-20	2020-21	\$	%
	\$	\$	\$	%
Residential Garbage Charge	11,286,891	14,337,572	3,050,681	27.0%
Garbage Surcharge – 120 Litre Bin	1,955,000	2,042,820	87,820	4.5%
Additional Household Bins	255,000	265,200	10,200	4.0%
Optional Household Green Waste Bin	4,569,882	4,632,500	62,618	1.4%
Additional Recycle Bin	80,000	51,518	(28,482)	(35.6%)
Optional Industrial / Commercial Garbage Service	880,000	909,084	29,084	3.3%
Non Rateable Properties	72,987	75,903	2,916	4.0%
<i>Dorset Square:</i>				
Office based premises	6,858	5,185	(1,673)	(24.4%)
Retail based premises	11,355	12,712	1,357	12.0%
Food based premises less than 200 square metres floor area	6,804	8,166	1,362	20.0%
Food based premises greater than 200 square metres	10,578	12,694	2,116	20.0%
<b>Total</b>	<b>19,135,355</b>	<b>22,353,354</b>	<b>3,217,999</b>	<b>16.8%</b>

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

	Forecast	Budget	Change	
	2019-20	2020-21	\$'000	%
	\$'000	\$'000	\$'000	%
Total General Rates to be Raised				
- Refer item 4.1.1(c)	105,204	107,212	2,008	1.9%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	19,135	22,353	3,218	16.8%
<b>Total rates and charges</b>	<b>124,339</b>	<b>129,565</b>	<b>5,226</b>	<b>4.2%</b>

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

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

	2019-20	2020-21
Total Rates	\$ 102,293,401	\$ 105,110,116
Number of Rateable Properties	67,412	67,700
Base Average Rate	\$ 1,517.44	\$ 1,552.59
Maximum Rate Increase (set by the State Government)	<b>2.50%</b>	<b>2.00%</b>
Capped Average Rate	\$ 1,555.37	\$ 1,583.64
Maximum General Rates and Municipal Charges Revenue	\$ 104,850,736	\$ 107,212,319
Revenue	\$ 104,600,736	\$ 106,962,319
Budgeted Supplementary Rates	\$ 250,000	\$ 250,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 104,850,736	\$ 107,212,319

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

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

- The making of supplementary valuations (2020-21: estimated \$250,000 and 2019-20: forecast \$250,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes in use of land such that rateable land becomes non-rateable land and vice versa
- Changes in use of land such that residential land becomes commercial or industrial land and vice versa

**4.1.1 (l)** Differential rates

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

- A general rate of 0.52310% (0.52310 cents in the dollar of capital improved value) for all rateable Vacant Land or Derelict Land; and
- A general rate of 0.13499% (0.13499 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.16874% (0.16874 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.44717% (0.44717 cents in the dollar of capital improved value) rateable Industrial Land; and
- A general rate of 0.42186% (0.42186 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.16874% (0.16874 cents in the dollar of capital improved value) for all rateable Residential Land.

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

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

## **Vacant Land or Derelict Land**

### **Definition/Characteristics**

Any land on which there is no building that is occupied or adapted for occupation, or contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.

### **Objective:**

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

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

### **Types and Classes:**

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

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

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

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

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

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

## Retirement Village Land

### Definitions/Characteristics:

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

### Objective:

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

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

### Types and Classes:

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

### Use and Level of Differential Rate:

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

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

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

### Planning Scheme Zoning:

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

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.



## **Residential Land**

### **Definitions/Characteristics:**

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

### **Objective:**

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

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

### **Types and Classes:**

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

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

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

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

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

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

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

## Commercial Land

### Definitions/Characteristics:

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

### Objective:

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

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

### Types and Classes:

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

### Use and Level of Differential Rate:

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

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

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

### Planning Scheme Zoning:

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

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

## Industrial Land

### Definitions/Characteristics:

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

### Objective:

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

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

### Types and Classes:

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

### Use and Level of Differential Rate:

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

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

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

### Planning Scheme Zoning:

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

### Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2019-20 financial year.

## Recreational Land

### Definitions/Characteristics:

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

### Objective:

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

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

### Types and Classes:

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

### Use and Level of Differential Rate:

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

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

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.

#### 4.1.2 User fees

	Forecast	Budget	Change	
	2019-20	2020-21	\$'000	%
	\$'000	\$'000	\$'000	%
Waste management services	5,946	6,027	81	1.4%
Child care/children's programs	3,935	3,698	(237)	(6.0%)
Leisure centre and recreation	2,121	2,899	778	36.7%
Registration and other permits	2,021	2,075	54	2.7%
Aged and health services	1,011	981	(30)	(3.0%)
Building services	655	770	115	17.6%
Other fees and charges	805	1,028	223	27.7%
<b>Total user fees</b>	<b>16,494</b>	<b>17,478</b>	<b>984</b>	<b>6.0%</b>

User fees relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. The principal sources of fee income arise from services such as child care, preschools, recreational facilities and projected income from home care and garbage charges for optional services. User fees are budgeted to increase by 5.97% on the current year forecast.

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

#### 4.1.3 Statutory fees and fines

	Forecast	Budget	Change	
	2019-20	2020-21	\$'000	%
	\$'000	\$'000	\$'000	%
Permits	2,296	2,235	(61)	(2.7%)
Infringements and costs	868	644	(224)	(25.8%)
Town planning fees	37	155	118	318.9%
Court recoveries	300	150	(150)	(50.0%)
Land information certificates	120	110	(10)	(8.3%)
Other statutory fees and fines	1	1	0	0.0%
<b>Total statutory fees and fines</b>	<b>3,622</b>	<b>3,295</b>	<b>(327)</b>	<b>(9.0%)</b>

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include animal registrations, planning fees and parking fines. Increases in statutory fees and fines are made in accordance with legislative requirements. Statutory fees and fines are budgeted to decrease by 9.03% on the current year forecast.

#### 4.1.4 Grants

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

	Forecast 2019-20 \$'000	Budget 2020-21 \$'000	Change	
			\$'000	%
<b>Grants were received in respect of the following:</b>				
<b>Summary of grants</b>				
Commonwealth funded grants	16,349	15,785	(564)	(3.4%)
State funded grants	12,506	10,358	(2,148)	(17.2%)
<b>Total grants received</b>	<b>28,855</b>	<b>26,143</b>	<b>(2,712)</b>	<b>(9.4%)</b>
<b>(a) Operating grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Victoria Grants Commission	6,463	6,458	(5)	(0.1%)
General home care	4,020	4,073	53	1.3%
Family and Children - Early Years Hubs	3,235	3,024	(211)	(6.5%)
Aged Care	228	231	3	1.3%
<b>Recurrent - State Government</b>				
Family and children - preschool	5,504	4,925	(579)	(10.5%)
Family and children - maternal and child health	1,501	1,776	275	18.3%
General home care	781	640	(141)	(18.1%)
School crossing supervisors	704	704	0	0.0%
Family and Children - early years hubs	462	436	(26)	(5.6%)
Family and children - youth services	243	225	(18)	(7.4%)
Community health	144	135	(9)	(6.3%)
Community safety	2	0	(2)	(100.0%)
Other	35	35	0	0.0%
Aged care	39	6	(33)	(84.6%)
<b>Total recurrent operating grants</b>	<b>23,361</b>	<b>22,668</b>	<b>(693)</b>	<b>(3.0%)</b>
<b>Non-recurrent - Commonwealth Government</b>				
Other	0	100	100	0.0%
Community Health	54	0	(54)	(100.0%)
<b>Non-recurrent - State Government</b>				
Environmental planning	503	30	(473)	(94.0%)
Family and children - preschool	3	0	(3)	(100.0%)
Family and children - youth services	10	0	(10)	(100.0%)
Community health	0	10	10	0.0%
Community safety	90	0	(90)	(100.0%)
Aged care	68	0	(68)	(100.0%)
Recreational, leisure and community facilities	35	0	(35)	(100.0%)
<b>Total non-recurrent operating grants</b>	<b>763</b>	<b>140</b>	<b>(623)</b>	<b>(81.7%)</b>
<b>Total operating grants</b>	<b>24,124</b>	<b>22,808</b>	<b>(1,316)</b>	<b>(5.5%)</b>

Operating grants include all monies received from State and Federal Government sources which assists Council in funding the delivery of services to ratepayers. Overall, the level of operating grants is projected to decrease by 5.46% or \$1.316 million compared to 2019-20. This is mainly due to the projected decrease in family and children grants income (early years hubs and preschool) due to the current COVID-19 environment.

	Forecast 2019-20 \$'000	Budget 2020-21 \$'000	Change	
			\$'000	%
<b>(b) Capital grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Victoria Grants Commission - local roads	1,134	1,166	32	2.8%
Roads to recovery	586	733	147	25.1%
Recreational, leisure and community facilities	275	0	(275)	(100.0%)
<b>Recurrent - State Government</b>				
Recreational, leisure and community facilities	125	400	275	220.0%
Roads and bridges	2,090	0	(2,090)	(100.0%)
<b>Total recurrent capital grants</b>	<b>4,210</b>	<b>2,299</b>	<b>(1,911)</b>	<b>(45.4%)</b>
<b>Non-recurrent - Commonwealth Government</b>				
Recreational, leisure and community facilities	229	0	(229)	(100.0%)
Family and Children - early years hubs	80	0	(80)	(100.0%)
Roads and bridges	45	0	(45)	(100.0%)
<b>Non-recurrent - State Government</b>				
Recreational, leisure and community facilities	118	450	332	281.4%
Roads and Bridges	49	586	537	1,095.9%
<b>Total non-recurrent capital grants</b>	<b>521</b>	<b>1,036</b>	<b>515</b>	<b>98.8%</b>
<b>Total capital grants</b>	<b>4,731</b>	<b>3,335</b>	<b>(1,396)</b>	<b>(29.5%)</b>
<b>Total grants</b>	<b>28,855</b>	<b>26,143</b>	<b>(2,712)</b>	<b>(9.4%)</b>

Capital grants include all monies received from State and Federal Government and community sources which assists Council in funding the capital works program. Overall the level of capital grants is projected to decrease by 9.40% or \$2.712 million compared to 2019-20. This decrease is due mainly to specific funding for some large capital works projects in 2019-20.

Refer to section 4.5 'Capital works program' for a more detailed analysis of the grants and contributions expected to be received during the 2020-21 financial year.

#### 4.1.5 Contributions

	Forecast 2019-20 \$'000	Budget 2020-21 \$'000	Change	
			\$'000	%
Monetary	8,934	7,887	(1,047)	(11.7%)
Non-monetary	2,000	2,000	0	0.0%
<b>Total contributions</b>	<b>10,934</b>	<b>9,887</b>	<b>(1,047)</b>	<b>(9.6%)</b>

Monetary contributions include charges paid by developers in regard to recreational lands, drainage and car parking in accordance with planning permits issued for property development. Monetary contributions are budgeted to decrease by 11.72% on the current year forecast.

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

#### 4.1.6 Other income

	Forecast	Budget	Change	
	2019-20	2020-21	\$'000	%
	\$'000	\$'000	\$'000	%
Interest	517	850	333	64.4%
Rent	567	589	22	3.9%
Reimbursements	745	214	(531)	(71.3%)
Recyclable material sales	181	0	(181)	0.0%
Other	174	111	(63)	(36.2%)
<b>Total other income</b>	<b>2,184</b>	<b>1,764</b>	<b>(420)</b>	<b>(19.2%)</b>

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

#### 4.1.7 Employee costs

	Forecast	Budget	Change	
	2019-20	2020-21	\$'000	%
	\$'000	\$'000	\$'000	%
Wages and salaries	52,472	55,513	3,041	5.8%
Annual leave and long service leave	7,764	8,348	584	7.5%
Superannuation	5,421	5,745	324	6.0%
Agency staff	5,661	4,343	(1,318)	(23.3%)
WorkCover	896	913	17	1.9%
Fringe benefits tax	350	350	0	0.0%
<b>Total employee costs</b>	<b>72,564</b>	<b>75,212</b>	<b>2,648</b>	<b>3.6%</b>

Employee costs include all labour related expenditure such as wages and salaries, and on-costs including allowances, leave entitlements, employer superannuation and WorkCover. Employee costs are budgeted to increase by 3.65% on the current year forecast. An increase has been allowed to cover the estimated Enterprise Agreement (EA) increment, together with an allowance for other periodic increments in employee banding structure provided for in Awards.



#### 4.1.8 Materials and services

	Forecast	Budget	Change	
	2019-20	2020-21	\$'000	%
	\$'000	\$'000	\$'000	%
Contract payments				
Waste Management	17,544	19,883	2,339	13.3%
Operating Projects Expenditure	12,321	15,715	3,394	27.5%
Operations Maintenance	6,384	5,548	(836)	(13.1%)
Corporate Services	1,132	1,405	273	24.1%
Active Ageing & Disability	1,101	1,162	61	5.5%
Other	4,982	4,315	(667)	(13.4%)
Administration costs	7,350	7,276	(74)	(1.0%)
Utilities	3,614	3,516	(98)	(2.7%)
Information technology	2,776	3,401	625	22.5%
Consumable materials and equipment	2,996	3,141	145	4.8%
COVID-19 Support	0	3,000	3,000	N/A
Consultants	2,805	2,690	(115)	(4.1%)
Building maintenance	1,583	1,582	(1)	(0.1%)
Insurance	1,628	1,441	(187)	(11.5%)
Finance and legal costs	1,076	1,231	155	14.4%
General maintenance	730	870	140	19.2%
<b>Total materials and services</b>	<b>68,022</b>	<b>76,176</b>	<b>8,154</b>	<b>12.0%</b>

Materials and services include payments for the provision of services by external providers, materials and utility costs including electricity, water, gas and telephones. Materials and services are expected to decrease by 11.99% on the current year forecast.

Contract payments includes capital expenditure which is operational in nature. This is budgeted to increase by \$3.394 million on the current year forecast due to the capital projects being undertaken (including capital works to be carried forward to 2020-21). An allowance of \$3.000 million has been included in the 2020-21 budget to allow for COVID-19 support.

#### 4.1.9 Contributions and donations

	Forecast	Budget	Change	
	2019-20	2020-21	\$'000	%
	\$'000	\$'000	\$'000	%
Contribution to the Eastern Regional Libraries Corporation	4,196	4,289	93	2.2%
Community support payments	1,779	1,392	(387)	(21.8%)
<b>Total contributions and donations</b>	<b>5,975</b>	<b>5,681</b>	<b>(294)</b>	<b>(4.9%)</b>

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

Council's funding of the Eastern Regional Libraries Corporation is budgeted to increase 2.2% on the current year forecast.

#### 4.1.10 Depreciation

	Forecast	Budget	Change	
	2019-20 \$'000	2020-21 \$'000	\$'000	%
Property	4,645	5,109	464	10.0%
Plant and equipment	1,644	1,844	200	12.2%
Infrastructure	16,934	17,651	717	4.2%
<b>Total depreciation</b>	<b>23,223</b>	<b>24,604</b>	<b>1,381</b>	<b>5.9%</b>

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is budgeted to increase by 5.95% on the current year forecast. This increase is due to the forecast completion of the 2019-20 capital works program and the full year effect of depreciation on the 2019-20 capital works program.

Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2020-21 financial year.

#### 4.1.11 Amortisation – Intangible assets

	Forecast	Budget	Change	
	2019-20 \$'000	2020-21 \$'000	\$'000	%
Intangible assets	892	892	0	0.0%
<b>Total amortisation - intangible assets</b>	<b>892</b>	<b>892</b>	<b>0</b>	<b>0.0%</b>

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

#### 4.1.12 Amortisation – Right of use assets

	Forecast	Budget	Change	
	2019-20 \$'000	2020-21 \$'000	\$'000	%
Right of use assets	870	992	122	14.0%
<b>Total amortisation - right of use assets</b>	<b>870</b>	<b>992</b>	<b>122</b>	<b>14.0%</b>

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

#### 4.1.13 Other expenses

	Forecast 2019-20 \$'000	Budget 2020-21 \$'000	Change	
			\$'000	%
Councillors allowances	382	391	9	2.4%
Auditor's remuneration - internal	165	165	0	0.0%
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	65	70	5	7.7%
Operating lease rentals - short term, low value	7	8	1	14.3%
<b>Total other expenses</b>	<b>619</b>	<b>634</b>	<b>15</b>	<b>2.4%</b>

Other expenses relate to a range of unclassified items including Councillor allowances, audits and low value lease expenses. Other expenses are budgeted to increase by 2.42% on the current year forecast.

## 4.2 Balance Sheet

### 4.2.1 Assets

	Forecast 2019-20 \$'000	Budget 2020-21 \$'000	Change	
			\$'000	%
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	69,665	37,327	(32,338)	(46.4%)
Other financial assets	4,300	0	(4,300)	(100.0%)
Trade and other receivables	13,646	14,212	566	4.1%
Other assets	1,133	1,156	23	2.0%
Inventories	9	9	0	0.0%
<b>TOTAL CURRENT ASSETS</b>	<b>88,753</b>	<b>52,704</b>	<b>(36,049)</b>	<b>(40.6%)</b>
<b>NON CURRENT ASSETS</b>				
Investments in associates	4,604	4,604	0	0.0%
Property, infrastructure, plant and equipment	2,085,331	2,115,886	30,555	1.5%
Right-of-use assets	2,270	3,730	1,460	64.3%
Intangible assets	934	934	0	0.0%
<b>TOTAL NON CURRENT ASSETS</b>	<b>2,093,139</b>	<b>2,125,154</b>	<b>32,015</b>	<b>1.5%</b>
<b>TOTAL ASSETS</b>	<b>2,181,892</b>	<b>2,177,858</b>	<b>(4,034)</b>	<b>(0.2%)</b>

Cash and cash equivalents include cash held in the bank, petty cash, and the value of investments in term deposits or other highly liquid investments with short maturities of three months or less. Other financial assets include term deposits held with an original maturity of greater than 90 days. These balances are projected to decrease by \$36.638 million during the year mainly to fund the capital works program during the year.

Trade and other receivables are monies owed to Council by ratepayers and others. Short term debtors are budgeted to increase by 4.15% on the current year forecast.

Other assets includes items such as prepayments for expenses that Council has paid in advance of service delivery.

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

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment etc. which has been built up by Council over many years. The \$30.555 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$113.912 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$25.496 million in depreciation and amortization expense, \$15.715 million in capital expenditure deemed to be operational in nature, and the disposal of \$44.146 million of non-current assets through the sale of property, plant and equipment. The majority of the disposal of non-current assets is the transfer of the Knox Regional Sports Park assets to the State Government.

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

## 4.2.2 Liabilities

	Forecast	Budget	Change	
	2019-20 \$'000	2020-21 \$'000	\$'000	%
<b>CURRENT LIABILITIES</b>				
Trade and other payables	14,314	14,600	286	2.0%
Trust funds and deposits	2,076	2,118	42	2.0%
Provisions	16,258	16,604	346	2.1%
Interest-bearing loans and borrowings	3,563	6,626	3,063	86.0%
Lease liabilities	910	1,331	421	46.3%
<b>TOTAL CURRENT LIABILITIES</b>	<b>37,121</b>	<b>41,279</b>	<b>4,158</b>	<b>11.2%</b>
<b>NON CURRENT LIABILITIES</b>				
Provisions	5,931	5,949	18	0.3%
Interest-bearing loans and borrowings	37,343	64,652	27,309	73.1%
Lease liabilities	1,479	2,495	1,016	68.7%
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>44,753</b>	<b>73,096</b>	<b>28,343</b>	<b>63.3%</b>
<b>TOTAL LIABILITIES</b>	<b>81,874</b>	<b>114,375</b>	<b>32,501</b>	<b>39.7%</b>

Trade and other payables are those to whom Council owes money as at 30 June. Trade and other payables are budgeted to increase by 2.00% on the current year forecast.

Trust funds and deposits include refundable deposits, the fire services levy and retention amounts. Trust funds and deposits are budgeted to increase by 2.02% on the current year forecast.

Provisions include accrued annual leave and long service leave owing to employees. These employee entitlements are split between those entitlements expected to be paid within twelve months and those expected to be paid beyond the next year. Total provisions are budgeted to increase by 1.64% on the current year forecast.

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

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

### 4.2.3 Borrowings

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

	Forecast 2019-20 \$'000	Budget 2020-21 \$'000
Amount borrowed as at 30 June of the prior year	0	40,906
Amount proposed to be borrowed	40,906	33,935
Amount projected to be redeemed	0	3,563
<b>Amount of borrowings as at 30 June</b>	<b>40,906</b>	<b>71,278</b>

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

Interest-bearing loans and borrowings of \$9.728 million originally budgeted for 2019-20 have been carried forward to 2020-21. Total interest-bearing loans and borrowings as at 30 June 2021 are now budgeted to be \$71.278 million.

### 4.2.4 Leases by category

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

	Forecast 2019-20 \$'000	Budget 2020-21 \$'000
<b>RIGHT-OF-USE ASSETS</b>		
Property	1,018	3,076
Computers and telecommunications	1,252	654
<b>TOTAL RIGHT-OF-USE ASSETS</b>	<b>2,270</b>	<b>3,730</b>
<b>LEASE LIABILITIES</b>		
<b>Current lease liabilities</b>		
Property	250	698
Computers and telecommunications	660	633
<b>Total current lease liabilities</b>	<b>910</b>	<b>1,331</b>
<b>Non-current lease liabilities</b>		
Property	787	2,436
Computers and telecommunications	692	59
<b>Non-current lease liabilities</b>	<b>1,479</b>	<b>2,495</b>
<b>TOTAL LEASE LIABILITIES</b>	<b>2,389</b>	<b>3,826</b>

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities. The current incremental borrowing rate is 2.88%.

## 4.3 Statement of Changes in Equity

### 4.3.1 Reserves

	Opening Balance \$'000's	Transfer to Reserve \$'000's	Transfer from Reserve \$'000's	Closing Balance \$'000's
<b>Statutory Reserves</b>				
HACC Capital Grant	338	0	260	78
Open Space	10,640	6,000	6,541	10,099
<b>Total Statutory Reserves</b>	<b>10,978</b>	<b>6,000</b>	<b>6,801</b>	<b>10,177</b>
<b>Discretionary Reserves</b>				
Aged Care Reserve	4,885	0	1,448	3,437
Basketball Stadium infrastructure	125	25	0	150
Blue Hills Reserve	3	0	0	3
City Futures	2,915	0	2,668	247
Knox Regional Sports Park - Football Renewal	727	0	726	1
Mountain Gate Reserve	140	0	0	140
Revegetation Net Gain	351	0	0	351
Revolving Energy Fund	136	0	105	31
Scoresby Recreational Reserve	93	27	0	120
Stamford Park Project	10,039	0	10,039	0
State Basketball Centre Asset Renewal	597	107	0	704
<b>Total Discretionary Reserves</b>	<b>20,011</b>	<b>159</b>	<b>14,986</b>	<b>5,184</b>
<b>Total Reserves</b>	<b>30,989</b>	<b>6,159</b>	<b>21,787</b>	<b>15,361</b>

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

Discretionary reserves are funds set aside by Council for a specific purpose but are not protected by statute. The nature and purpose of the reserves are as follows:

#### HACC capital grant reserve

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

#### Open space reserve

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

#### Aged care reserve

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

#### Basketball stadium infrastructure reserve

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

#### Blue Hills reserve

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

**City futures fund**

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

**Knox Regional Sports Park - Football pitch replacement fund**

The purpose of this reserve is to provide for future football pitch replacement at Knox Regional Sports Park.

**Mountain Gate reserve**

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

**Revegetation net gain reserve**

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

**Revolving energy fund**

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

**Scoresby Recreation reserve**

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

**Stamford Park reserve**

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

**State basketball centre asset renewal fund**

The purpose of this reserve is to provide for asset renewal works at the State Basketball Centre (Knox Regional Sports Park).



### 4.3.2 Equity

	Forecast 2019-20 \$'000	Budget 2020-21 \$'000	Change	
			\$'000	%
<b>EQUITY</b>				
Accumulated surplus	708,459	687,552	(20,907)	(3.0%)
Reserves	1,391,559	1,375,931	(15,628)	(1.1%)
<b>TOTAL EQUITY</b>	<b>2,100,018</b>	<b>2,063,483</b>	<b>(36,535)</b>	<b>(1.7%)</b>

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

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.
- Accumulated surplus which is the value of all net assets less reserves that have accumulated over time. \$36.535 million of the \$20.907 million decrease in accumulated surplus results directly from the surplus for the year. An amount of \$15.628 million (net) is budgeted to be transferred from other reserves to accumulated surplus. This reflects the usage of investment cash reserves to partly fund the capital works program. This is a transfer between equity balances only and does not impact on the total balance of equity.

The net decrease in equity or net assets of \$36.535 million results directly from the 2020-21 financial year budgeted operating surplus.

## 4.4 Statement of Cash Flows

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

Description	Forecast	Budget	Change	
	2019-20 \$'000	2020-21 \$'000	\$'000	%
<b>Cash flow from operating activities</b>				
Rates and charges	117,326	122,225	4,899	4.2%
User fees	19,230	17,354	(1,876)	(9.8%)
Statutory fees and fines	4,794	3,242	(1,553)	(32.4%)
Grants - operating	24,124	22,808	(1,316)	(5.5%)
Grants - capital	4,731	3,335	(1,396)	(29.5%)
Contributions - monetary	8,934	7,887	(1,047)	(11.7%)
Interest received	517	850	333	64.4%
Other receipts	1,667	914	(753)	(45.2%)
Net movement in trust deposits	41	42	1	1.3%
Employee costs	(72,200)	(74,848)	(2,648)	3.7%
Materials and services	(69,287)	(75,979)	(6,692)	9.7%
Contributions and donations	(5,975)	(5,681)	294	(4.9%)
Short-term, low value and variable lease payments	(7)	(8)	(1)	14.3%
Other payments	(612)	(626)	(14)	2.3%
<b>Net cash provided by operating activities</b>	<b>33,283</b>	<b>21,513</b>	<b>(11,770)</b>	<b>(35.4%)</b>

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

The 2020-21 budgeted capital grants income is budgeted to decrease by \$1.396 million. This is due to specific funding for some large capital works projects in 2019-20. Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2020-21 financial year.

The 2020-21 operating grants income is budgeted to decrease by \$1.316 million on the 2019-20 forecast. This is mainly due to the projected decrease in family and children grants income (early years hubs and preschool) due to the current COVID-19 environment.

Materials and services are budgeted to increase by \$6.692 million. Included in materials and services is capital expenditure which is operational in nature. This expenditure is budgeted to increase by \$3.394 million on the current year forecast. Materials and services also includes \$19.883 million for waste management. This is an increase of \$2.339 million on the current year forecast. An allowance of \$3.000 million has been included in the 2020-21 budget to allow for COVID-19 support.

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

Description	Forecast	Budget	Change	
	2019-20 \$'000	2020-21 \$'000	\$'000	%
<b>Cash flow from investing activities</b>				
Proceeds from sale of property, infrastructure, plant and equipment	13,896	11,917	(1,979)	(14.2%)
Payments for property, infrastructure, plant and equipment	(69,574)	(98,197)	(28,623)	41.1%
Payments for investments	(4,300)	0	4,300	(100.0%)
Proceeds from sale of investments	23,100	4,300	(18,800)	(81.4%)
<b>Net cash used in investing activities</b>	<b>(36,878)</b>	<b>(81,980)</b>	<b>(45,102)</b>	<b>122.3%</b>

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

The increase in net cash inflows from investing activities is mainly due to a \$28.623 million increase in payments for property, infrastructure, plant and equipment, together with an \$18.800 million decrease in proceeds from the sale of investments (term deposits held longer than 90 days). This is partially offset by a \$4.300 million decrease in payments for investments (term deposits held for longer than 90 days), and a decrease of \$1.979 million in proceeds from the sale of property, infrastructure, plant and equipment.

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

Description	Forecast	Budget	Change	
	2019-20 \$'000	2020-21 \$'000	\$'000	%
<b>Cash flow from financing activities</b>				
Finance costs	0	(1,187)	(1,187)	0.0%
Proceeds from borrowings	40,906	33,935	(6,971)	(17.0%)
Repayment of borrowings	0	(3,563)	(3,563)	0.0%
Interest paid - lease liability	(40)	(41)	(1)	2.5%
Repayment of lease liabilities	(751)	(1,015)	(264)	35.2%
<b>Net cash used in financing activities</b>	<b>40,115</b>	<b>28,129</b>	<b>(11,986)</b>	<b>(29.9%)</b>

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

The 2020-21 budget includes new borrowings of \$33.935 million. The new borrowings are forecast to take place at the end of the financial year.

Refer to section 4.2.3 'Borrowings' for further information on Council borrowings.

## 4.5 Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the 2020-21 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

### 4.5.1 Summary

	Forecast	Budget	Change	
	2019-20	2020-21	\$'000	%
	\$'000	\$'000	\$'000	%
Property	32,335	59,583	27,248	84.3%
Plant and equipment	8,496	15,452	6,956	81.9%
Infrastructure	41,064	38,877	(2,187)	(5.3%)
<b>Total contributions</b>	<b>81,895</b>	<b>113,912</b>	<b>32,017</b>	<b>39.1%</b>

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New	Renewal	Expans'n	Upgrade	Grants	Contrib.	Council Cash*	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	59,583	37,815	4,375	3,123	14,270	450	0	25,648	33,485
Plant and equipment	15,452	1,762	9,445	315	3,930	0	0	15,452	0
Infrastructure	38,877	3,170	25,360	525	9,822	2,885	30	35,512	450
<b>Total</b>	<b>113,912</b>	<b>42,747</b>	<b>39,180</b>	<b>3,963</b>	<b>28,022</b>	<b>3,335</b>	<b>30</b>	<b>76,612</b>	<b>33,935</b>

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

## 4.5.2 Current Budget

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
<b>Property Land and Buildings</b>	<b>35,990</b>	<b>24,380</b>	<b>4,375</b>	<b>3,123</b>	<b>4,112</b>	<b>0</b>	<b>0</b>	<b>13,490</b>	<b>22,500</b>
Knox Regional Sport Park - Facility Contribution	12,500	12,500	0	0	0	0	0	0	12,500
Knox Central (including Library)	10,000	10,000	0	0	0	0	0	0	10,000
Modular Building Program (Modern Construction System)	1,800	1,800	0	0	0	0	0	1,800	0
Feasibility Study - Landfill Sites as Solar Farms	80	80	0	0	0	0	0	80	0
Replacements of components for all Council owned buildings based on Building Asset Management Systems	4,375	0	4,375	0	0	0	0	4,375	0
Carrington Park Activity Centre - Redevelopment	1,448	0	0	1,448	0	0	0	1,448	0
Rowville Children and Family Centre - Refurbishment	950	0	0	950	0	0	0	950	0
Fairpark Reserve - Pavilion Upgrade	550	0	0	550	0	0	0	550	0
The Fields Preschool - Verandah	100	0	0	100	0	0	0	100	0
Park Crescent Children and Family Centre Refurbishment	50	0	0	50	0	0	0	50	0
Rosa Benedikt Community Centre - Minor Upgrade	25	0	0	25	0	0	0	25	0
Stamford Park Development	2,470	0	0	0	2,470	0	0	2,470	0
Boronia Precinct Planning	300	0	0	0	300	0	0	300	0
Community Toilet Replacement Program	300	0	0	0	300	0	0	300	0
Three-Year-Old Kindergarten Facility Management	200	0	0	0	200	0	0	200	0
Upgrades to Early Years Facilities	150	0	0	0	150	0	0	150	0
Arts Facility Upgrades	150	0	0	0	150	0	0	150	0
Energy Retrofits in Community Buildings	80	0	0	0	80	0	0	80	0
Solar panels in Community Facilities	75	0	0	0	75	0	0	75	0
Millers Homestead Upgrade	67	0	0	0	67	0	0	67	0
Facility Upgrades as per Buildings Asset Management Plan	60	0	0	0	60	0	0	60	0
Knox Park Athletics Changeroom Upgrade	60	0	0	0	60	0	0	60	0
Boronia Progress Hall Upgrade	50	0	0	0	50	0	0	50	0
Early Years Facility Emergency Warning System	50	0	0	0	50	0	0	50	0
Kitchen Retrofitting Program at sports pavilions	25	0	0	0	25	0	0	25	0
St Johns Ambulance Hall Upgrade	25	0	0	0	25	0	0	25	0
Early Childhood Facility Upgrade	20	0	0	0	20	0	0	20	0
F W Kerr Preschool - External Upgrade	20	0	0	0	20	0	0	20	0
Berrabri Preschool - Verandah Upgrade	10	0	0	0	10	0	0	10	0
<b>Total Property</b>	<b>35,990</b>	<b>24,380</b>	<b>4,375</b>	<b>3,123</b>	<b>4,112</b>	<b>0</b>	<b>0</b>	<b>13,490</b>	<b>22,500</b>
<b>Plant and Equipment</b>									
<b>Plant, machinery and equipment</b>	<b>2,391</b>	<b>0</b>	<b>2,391</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,391</b>	<b>0</b>
Plant and machinery replacement program	2,391	0	2,391	0	0	0	0	2,391	0
<b>Computers and telecommunications</b>	<b>8,842</b>	<b>1,519</b>	<b>4,132</b>	<b>315</b>	<b>2,876</b>	<b>0</b>	<b>0</b>	<b>8,842</b>	<b>0</b>
<b>Artworks</b>	<b>80</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80</b>	<b>0</b>
Public Art Project	80	80	0	0	0	0	0	80	0
<b>Total Plant and Equipment</b>	<b>11,313</b>	<b>1,599</b>	<b>6,523</b>	<b>315</b>	<b>2,876</b>	<b>0</b>	<b>0</b>	<b>11,313</b>	<b>0</b>

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
<b>Infrastructure</b>									
<b>Roads</b>	<b>10,133</b>	<b>0</b>	<b>9,353</b>	<b>0</b>	<b>780</b>	<b>2,485</b>	<b>0</b>	<b>7,648</b>	<b>0</b>
Road Surface Renewal Program across multiple locations within Knox	4,738	0	4,738	0	0	1,899	0	2,839	0
Albert Street, Upper Ferntree Gully	580	0	580	0	0	0	0	580	0
Lydford Road, Ferntree Gully	540	0	540	0	0	360	0	180	0
High Risk Road Failure Program	500	0	500	0	0	0	0	500	0
Programmed works from June Yearly Audits	440	0	440	0	0	0	0	75	0
Laser Drive, Rowville	400	0	400	0	0	0	0	400	0
Malvern Street, Bayswater	420	0	420	0	0	0	0	420	0
Lewis Road, Wantirna South	415	0	415	0	0	0	0	415	0
Commercial Road, Ferntree Gully	335	0	335	0	0	0	0	335	0
Cathies Lane, Wantirna South	330	0	330	0	0	226	0	104	0
Industrial Road Renewal Program across multiple locations within Knox	250	0	250	0	0	0	0	250	0
Barry Street, Bayswater	205	0	205	0	0	0	0	205	0
General Future Design Works	200	0	200	0	0	0	0	565	0
Macauley Place - Shared Safety Zone	250	0	0	0	250	0	0	250	0
Mowbray Drive - Cycling Enhancements	240	0	0	0	240	0	0	240	0
Clausen Drive, Rowville - LATM	170	0	0	0	170	0	0	170	0
Roundabout	50	0	0	0	50	0	0	50	0
Parking Management Plan Implementation	40	0	0	0	40	0	0	40	0
Elton Road and Holme Road, Ferntree Gully - Roundabout	30	0	0	0	30	0	0	30	0
<b>Bridges</b>	<b>1,125</b>	<b>0</b>	<b>625</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,125</b>	<b>0</b>
Bridge Renewal Program across multiple locations within Knox	625	0	625	0	0	0	0	625	0
Blackwood Park Drive Bridge	500	0	0	500	0	0	0	500	0
<b>Footpaths and cycleways</b>	<b>4,286</b>	<b>1,325</b>	<b>2,961</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,286</b>	<b>0</b>
Mountain Highway, The Basin	400	400	0	0	0	0	0	400	0
Mountain Highway, Upper Ferntree Gully - Scoresby Road to Jersey Road	315	315	0	0	0	0	0	315	0
Kellets Road, Rowville - Stud Road to Taylors Lane and Jacob Road to Napoleon	280	280	0	0	0	0	0	280	0
Napoleon Road, Lysterfield - Kellets Road to Anthony Drive	200	200	0	0	0	0	0	200	0
Albert Street, Upper Ferntree Gully	100	100	0	0	0	0	0	100	0
Myrtle Crescent, Ferntree Gully	30	30	0	0	0	0	0	30	0
Footpaths Renewal Program across multiple locations within Knox	2,261	0	2,261	0	0	0	0	2,261	0
Shared Path Renewal Program across multiple locations within Knox	700	0	700	0	0	0	0	700	0
<b>Drainage</b>	<b>4,265</b>	<b>610</b>	<b>2,400</b>	<b>0</b>	<b>1,255</b>	<b>0</b>	<b>30</b>	<b>4,235</b>	<b>0</b>
Egan Lee Reserve - Wetland Construction System	500	500	0	0	0	0	0	500	0
Gilbert Reserve - Wetland Scoping and Analysis	30	30	0	0	0	0	0	30	0
Allora Avenue, Ferntree Gully - Wetland Scoping and Analysis	30	30	0	0	0	0	0	30	0
Jenola Parade, Wantirna - Wetland Design	10	10	0	0	0	0	0	10	0
Peregrine Reserve - Wetland Design	10	10	0	0	0	0	0	10	0
Drainage Renewal Program across multiple locations within Knox	2,200	0	2,200	0	0	0	0	2,200	0
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	200	0	200	0	0	0	0	200	0
1825 Ferntree Gully Road - Flood Mitigation Works	625	0	0	0	625	0	0	625	0
Forest Road to Koolunga Reserve, Ferntree Gully - Wetland Construction	250	0	0	0	250	0	0	250	0
Flood Mitigation Reactive Upgrade Works	250	0	0	0	250	0	0	250	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Albert Street and Chandler Road Irrigation	60	0	0	0	60	0	30	30	0
Cardiff Street - Flood Mitigation Design	60	0	0	0	60	0	0	60	0
Olive Bank Road - Water Sensitive Urban Design	10	0	0	0	10	0	0	10	0
<b>Recreational, leisure and community facilities</b>	<b>14,514</b>	<b>325</b>	<b>8,193</b>	<b>0</b>	<b>5,996</b>	<b>400</b>	<b>0</b>	<b>14,114</b>	<b>0</b>
Dog Parks - Installations	200	200	0	0	0	0	0	200	0
Knox Hockey Facility Development	125	125	0	0	0	0	0	125	0
Knox Regional Sport Park - Soccer Pitch Renewal	2,500	0	2,500	0	0	0	0	2,500	0
Street Tree Replacement Program	628	0	628	0	0	0	0	628	0
Playground Renewal Program	580	0	580	0	0	0	0	580	0
Eildon Park Reserve - Tennis Court	525	0	525	0	0	0	0	525	0
Millers Reserve - Tennes Court Renewal	525	0	525	0	0	0	0	525	0
Templeton Reserve - Tennis Court Renewal	450	0	450	0	0	0	0	450	0
Glenfern Park - Tennis Court Renewal	350	0	350	0	0	0	0	350	0
Templeton Reserve - Sportsfield Renewal	270	0	270	0	0	0	0	270	0
Knox Park, Knoxfield - Turf Renewal	250	0	250	0	0	0	0	250	0
Miller Park Reserve - Cricket Net Renewal	250	0	250	0	0	0	0	250	0
Tim Neville Arboretum Renewal	229	0	229	0	0	0	0	229	0
Kings Park - Baseball Fencing	200	0	200	0	0	0	0	200	0
Liberty Reserve - Sportsfield Drainage Renewal	150	0	150	0	0	0	0	150	0
Parks - Turf Coring Plant	120	0	120	0	0	0	0	120	0
Sporting Oval Fencing Renewal	100	0	100	0	0	0	0	100	0
Public Tennis / Netball / Basketball Court Renewal	100	0	100	0	0	0	0	100	0
Renewal	100	0	100	0	0	0	0	100	0
Knox Park - Junior Pitch Improvements	100	0	100	0	0	0	0	100	0
Knox Regional Netball Centre - Court Renewal	90	0	90	0	0	0	0	90	0
Knox Park - Baseball Infield Drainage	80	0	80	0	0	0	0	80	0
Parkland Asset Renewal	75	0	75	0	0	0	0	75	0
Park Furniture Renewal	70	0	70	0	0	0	0	70	0
Bush Boulevard Renewal	70	0	70	0	0	0	0	70	0
Reserve Paths Renewal	65	0	65	0	0	0	0	65	0
Reactive Sportsfield Surface Renewal	60	0	60	0	0	0	0	60	0
Oversowing of Sportsfields	60	0	60	0	0	0	0	60	0
Stormwater Harvesting Infrastructure Renewal	50	0	50	0	0	0	0	50	0
Open Space Asset Artwork Renewal	41	0	41	0	0	0	0	41	0
Golf Practice Nets Installations	30	0	30	0	0	0	0	30	0
Knox Athletics Track - Reactive Track Renewal	20	0	20	0	0	0	0	20	0
Reactive Park Signage Renewal	20	0	20	0	0	0	0	20	0
Knox Regional Sport Park - Soccer Cages Renewal	20	0	20	0	0	0	0	20	0
Egan Lee Reserve - Oval (Top) Renewal -	15	0	15	0	0	0	0	15	0
Lewis Park, Wantirna South - Masterplan	650	0	0	0	650	0	0	650	0
Gilbert Park - Floodlighting Upgrade	500	0	0	0	500	0	0	500	0
Quarry Reserve, Ferntree Gully - Masterplan Stage 3	450	0	0	0	450	400	0	50	0
Knox Regional Netball Centre, Ferntree Gully - Development and Subsequent Implementation of Masterplan	450	0	0	0	450	0	0	450	0
RD Egan Lee Reserve - Masterplan Stage 2	425	0	0	0	425	0	0	425	0
Peregrine Reserve, Rowville - Masterplan Stage 2	400	0	0	0	400	0	0	400	0
Gilbert Park, Knoxfield - Masterplan Stage 2	330	0	0	0	330	0	0	330	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Talaskia Reserve, Upper Ferntree Gully - Masterplan Stage 3	300	0	0	0	300	0	0	300	0
Llewelyn Reserve - Masterplan Implementation	300	0	0	0	300	0	0	300	0
Knox Gardens Reserve - Floodlighting Upgrade (Oval 1)	270	0	0	0	270	0	0	270	0
Milpera Reserve, Wantirna - New Lighting	250	0	0	0	250	0	0	250	0
Talaskia Reserve, Upper Ferntree Gully - Lighting Upgrade	250	0	0	0	250	0	0	250	0
Scoresby Reserve - Masterplan Stage 4	250	0	0	0	250	0	0	250	0
HV Jones, Ferntree Gully - Masterplan Stage	200	0	0	0	200	0	0	200	0
Eildon Park - Stormwater Harvesting Upgrade	120	0	0	0	120	0	0	120	0
Batterham Reserve - Stormwater Harvesting Upgrade	120	0	0	0	120	0	0	120	0
Principal Avenue Tree Works	100	0	0	0	100	0	0	100	0
Replanting of priority areas within Knox including tree reserves and open space.	100	0	0	0	100	0	0	100	0
Bush Boulevards - Design and Implementation	100	0	0	0	100	0	0	100	0
Gilbert Park - Protective Netting	80	0	0	0	80	0	0	80	0
Kings Park Reserve - Masterplan	75	0	0	0	75	0	0	75	0
Talaskia Reserve - Perimeter Safety Fencing	50	0	0	0	50	0	0	50	0
Revegetation - Strategic Road Corridors	50	0	0	0	50	0	0	50	0
Fencing/Netting	40	0	0	0	40	0	0	40	0
Wantirna Reserve - Masterplan Design	30	0	0	0	30	0	0	30	0
Kings Park Reserve - Stormwater Harvest Upgrade Design	25	0	0	0	25	0	0	25	0
Wally Tew Reserve - Stormwater Harvest Upgrade Design	25	0	0	0	25	0	0	25	0
Carrington Park Reserve - Stormwater Harvest Upgrade Design	25	0	0	0	25	0	0	25	0
Bayswater Oval - Stormwater Harvest Upgrade Design	25	0	0	0	25	0	0	25	0
Fairpark Reserve - Reversible Netball/Basketball Ring	6	0	0	0	6	0	0	6	0
<b>Off street car parks</b>	<b>1,035</b>	<b>0</b>	<b>750</b>	<b>25</b>	<b>260</b>	<b>0</b>	<b>0</b>	<b>1,035</b>	<b>0</b>
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	750	0	750	0	0	0	0	750	0
Fairpark Reserve - Carpark Extension	25	0	0	25	0	0	0	25	0
Rowville Recreation Reserve - Carpark	160	0	0	0	160	0	0	160	0
Bayswater Bowls Club - Carpark Upgrade	100	0	0	0	100	0	0	100	0
<b>Other infrastructure</b>	<b>393</b>	<b>5</b>	<b>238</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>393</b>	<b>0</b>
Knox Pop Up Events Kit Upkeep	5	5	0	0	0	0	0	5	0
Fire Hydrant replacement program	138	0	138	0	0	0	0	138	0
Street furniture renewal program	100	0	100	0	0	0	0	100	0
Asbestos Removal Program	100	0	0	0	100	0	0	100	0
Essential Service Building Code Measures	50	0	0	0	50	0	0	50	0
<b>Total Infrastructure</b>	<b>35,751</b>	<b>2,265</b>	<b>24,520</b>	<b>525</b>	<b>8,441</b>	<b>2,885</b>	<b>30</b>	<b>32,836</b>	<b>0</b>
<b>Total Capital Works</b>	<b>83,054</b>	<b>28,244</b>	<b>35,418</b>	<b>3,963</b>	<b>15,429</b>	<b>2,885</b>	<b>30</b>	<b>57,639</b>	<b>22,500</b>

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



## 4.5.3 Works carried forward from 2019-20 year

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Expans'n \$'000	Upgrade \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
<b>Property</b>									
<b>Land and Buildings</b>	<b>23,593</b>	<b>13,435</b>	<b>0</b>	<b>0</b>	<b>10,158</b>	<b>450</b>	<b>0</b>	<b>12,158</b>	<b>10,985</b>
Knox Central (including Library)	12,099	11,435	0	0	664	450	0	664	10,985
Modular Building Program (Modern Construction System)	1,100	1,100	0	0	0	0	0	1,100	0
Operations Centre Relocation	600	600	0	0	0	0	0	600	0
Knox Skate and BMX Park - Storage Facility	300	300	0	0	0	0	0	300	0
Stamford Park Development	7,719	0	0	0	7,719	0	0	7,719	0
Energy Performance Audit for Community Buildings	875	0	0	0	875	0	0	875	0
Facility Upgrades as per Buildings Asset Management Plan	800	0	0	0	800	0	0	800	0
Meals on Wheels Site Configuration	50	0	0	0	50	0	0	50	0
Ferntree Gully Art Centre and Library Deck Enclosure Upgrade	50	0	0	0	50	0	0	50	0
<b>Total Property</b>	<b>23,593</b>	<b>13,435</b>	<b>0</b>	<b>0</b>	<b>10,158</b>	<b>450</b>	<b>0</b>	<b>12,158</b>	<b>10,985</b>
<b>Computers and telecommunications</b>	<b>4,139</b>	<b>163</b>	<b>2,922</b>	<b>0</b>	<b>1,054</b>	<b>0</b>	<b>0</b>	<b>4,139</b>	<b>0</b>
<b>Total Plant and Equipment</b>	<b>4,139</b>	<b>163</b>	<b>2,922</b>	<b>0</b>	<b>1,054</b>	<b>0</b>	<b>0</b>	<b>4,139</b>	<b>0</b>
<b>Infrastructure</b>									
<b>Bridges</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>450</b>
Henderson Road Bridge	500	500	0	0	0	0	0	50	450
<b>Footpaths and cycleways</b>	<b>405</b>	<b>405</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>405</b>	<b>0</b>
Burwood Highway, Upper Ferntree Gully - Link 1	162	162	0	0	0	0	0	162	0
Boronia Road, Bayswater - Footpath 1	106	106	0	0	0	0	0	106	0
Mountain Highway, Boronia - Footpath Connection 4	40	40	0	0	0	0	0	40	0
Mountain Highway, The Basin	40	40	0	0	0	0	0	40	0
Ferntree Gully Road - Shared Path 1	32	32	0	0	0	0	0	32	0
Ferntree Gully Road - Shared Path 2	10	10	0	0	0	0	0	10	0
Old Belgrave Road, Upper Ferntree Gully	15	15	0	0	0	0	0	15	0
<b>Off street car parks</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>
Wantirna Reserve - Carpark Upgrade	40	0	0	0	40	0	0	40	0
<b>Recreational, leisure and community facilities</b>	<b>2,181</b>	<b>0</b>	<b>841</b>	<b>0</b>	<b>1,340</b>	<b>0</b>	<b>0</b>	<b>2,181</b>	<b>0</b>
Wantirna Reserve - Tennis Court Renewal	540	0	540	0	0	0	0	540	0
Eildon Park - Cricket Net Renewal	75	0	75	0	0	0	0	75	0
Carrington Park Reserve - Cricket Net Renewal	75	0	75	0	0	0	0	75	0
Milpera Reserve, Wantirna - Oval Renewal	50	0	50	0	0	0	0	50	0
Batterham Reserve - Oval Renewal	45	0	45	0	0	0	0	45	0
Wantirna Reserve - Cricket Net Renewal	30	0	30	0	0	0	0	30	0
Glenfern Park - Tennis Court Renewal	26	0	26	0	0	0	0	26	0
Fairpark Reserve, Ferntree Gully - Masterplan	468	0	0	0	468	0	0	468	0
Wantirna Reserve - Floodlighting Upgrade Masterplan	300	0	0	0	300	0	0	300	0
Marie Wallace Reserve, Bayswater - Revision of Masterplan	288	0	0	0	288	0	0	288	0
Llewelyn Reserve - Masterplan	164	0	0	0	164	0	0	164	0
Wantirna Reserve - Masterplan	105	0	0	0	105	0	0	105	0
Wantirna Reserve - Masterplan	15	0	0	0	15	0	0	15	0
<b>Total Infrastructure</b>	<b>3,126</b>	<b>905</b>	<b>841</b>	<b>0</b>	<b>1,380</b>	<b>0</b>	<b>0</b>	<b>2,676</b>	<b>450</b>
<b>Total Carried Forward Capital Works 2019/20</b>	<b>30,858</b>	<b>14,503</b>	<b>3,763</b>	<b>0</b>	<b>12,592</b>	<b>450</b>	<b>0</b>	<b>18,973</b>	<b>11,435</b>

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

## 5. Financial Performances Indicators

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

Indicator	Measure	Expected Bands	Notes	Actual 2018-19	Forecast 2019-20	Budget 2020-21	Strategic Resource Plan			Trend + / o / -
							2021-22	2022-23	2023-24	
<b>Operating Position (measures whether a council is able to generate an underlying surplus)</b>										
Adjusted Underlying Result	Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue	> 0%	1		3.10%	(23.29%)	(6.38%)	6.08%	8.55%	+
<b>Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)</b>										
Working Capital	Current Assets / Current Liabilities	100.00% - 200.00%	2		239.09%	127.68%	101.09%	99.78%	101.11%	-
Unrestricted Cash	Unrestricted Cash / Current Liabilities	50.00% - 100.00%	3		173.81%	63.92%	36.39%	44.48%	49.59%	-
<b>Obligations (measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities)</b>										
Loans and Borrowings	Interest Bearing Loans and Borrowings / Rate Revenue	< 80.00%	4		34.79%	58.13%	77.25%	78.91%	74.13%	-
Loans and borrowings	Interest and Principal Repayments / Rate Revenue	0% - 10.00%	4		0.00%	3.87%	6.72%	7.94%	10.21%	-
Indebtedness	Non Current Liabilities / Own Source	< 80.00%	5		30.65%	48.13%	61.88%	61.20%	56.38%	-
Asset Renewal	Asset Renewal Expenditure / Depreciation	90.00% - 110.00%	6		152.69%	159.24%	137.45%	134.75%	131.81%	o
<b>Stability (measures whether a council is able to generate revenue from a range of sources)</b>										
Rates Concentration	Rate Revenue / Adjusted Underlying Revenue	50.00% - 80.00%	7		68.41%	69.43%	69.35%	69.85%	70.38%	o
Rates Effort	Rate Revenue / Property Values (CIV)	0.20% - 0.60%	8		0.24%	0.24%	0.25%	0.26%	0.27%	o

Indicator	Measure	Expected		Actual 2018-19	Forecast 2019-20	Budget 2020-21	Strategic Resource Plan			Trend + / o / -
		Bands	Notes				2021-22	2022-23	2023-24	
<b>Efficiency (measures whether a council is using resources efficiently)</b>										
Expenditure Level	Total Expenditure / No. of Assessments	N/A			\$2,460	\$3,188	\$2,877	\$2,621	\$2,635	o
Revenue Level	Residential Rate Revenue / No. of Residential Assessments	N/A			\$1,510	\$1,581	\$1,634	\$1,668	\$1,703	o
Workforce Turnover	No. of Resignations & Terminations / Average No. of Staff	5.00% - 10.00%			10.00%	10.00%	10.00%	10.00%	10.00%	o

Key to Forecast Trend:

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

## Notes on indicators

### 5.2.1 Adjusted underlying results

Adjusted underlying result is the net surplus or deficit for the year (per Australian Accounting Standards) adjusted for non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure other than grants and non-monetary asset contributions. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance is expected over the period. The significant decrease in 2020-21 is largely driven by the gains anticipated on the disposal of property, infrastructure, plant and equipment, in particular the transfer of the Knox Regional Sports Park assets to the State Government. A further contribution to this project also effects the 2021-22 result.

### 5.2.2 Working capital

Working capital (current assets / current liabilities) is the proportion of current liabilities represented by current assets. It is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. Although still within expected bands, the declining trend demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program.

### 5.2.3 Unrestricted cash

Unrestricted cash means all cash and cash equivalents other than restricted cash, including cash that will be used to fund capital expenditure from the previous financial year. Restricted cash means cash and cash equivalents, within the meaning of Accounting Standard *AASB 107 Statement of Cash Flows*, that are not available for use other than for a purpose for which it is restricted. The declining trend demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program. Statutory reserve balances will remain steady before a decrease in 2022-23 and 2023-24.

### 5.2.4 Debt compared to rates

Loans and borrowings means interest bearing loans and borrowings compared to rates and charges revenue. The balance of interest bearing loans and borrowings is shown as a percentage of rates revenue. Loans and borrowings also refers to interest and principal repayments compared to rate revenue. The ratio describes Council's cash flow debt repayment capacity through the inclusion of interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue. The trend indicates an increased reliance on debt against annual rate revenue in 2020-21 due to borrowings to fund the Capital Works Program, with further increases in the subsequent years.

### 5.2.5 Indebtedness

Indebtedness compares non-current liabilities to own source revenue. Own source revenue is defined as adjusted underlying revenue other than revenue that is not under the control of Council (including government grants). Interest-bearing borrowings will increase in 2020-21 to fund the Capital Works Program. There will be a further increase in 2021-22 followed by slight decreases in the following two years.

### 5.2.6 Asset renewal

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

### 5.2.7 Rates concentration

Rates concentration is measured as rate revenue compared to adjusted underlying revenue. Adjusted underlying revenue is defined as total income excluding non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure from sources other than grants and non-monetary contributions. Rates concentration reflects the extent of reliance on rate revenues to fund all of Council's on-going services. The trend is relatively steady for rates concentration.

### 5.2.8 Rates effort

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

## 6. Schedule of Fees and Charges

This section presents the fees and charges of a stator and non-statutory nature which will be charged in respect to various goods and services during the 2020-21 financial year.

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council's policy or legislation.

# Knox City Council

## 2020-21 Fees & Charges



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>CEO and Council - Strategy, People and Culture</b>				
<b>RISK MANAGEMENT</b>				
<i>Council provides a service for hirers of Council facilities to take out one off Insurance Cover to support their event. All users must hold appropriate insurance to obtain a booking.</i>				
<b>Public Liability Insurance for external hirers of Council facilities</b>				
Attendances 0 - 100	Per Hire	\$80.00	\$83.00	Y
Attendances 101 +	Per Hire	\$120.00	\$125.00	Y

# Knox City Council

## 2020-21 Fees & Charges



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>City Development - City Planning and Building</b>				
<b>PLANNING SERVICES</b>				
<i>The Planning and Subdivision fees indicated below are for the processing and administration of development applications. Most of these fees are prescribed by State Regulations. Only those that are at the discretion on Council are indicated below.</i>				
<b>Secondary Consent &amp; Extension of Time Requests</b>				
Secondary Consent Requests	Per Request	\$370.00	\$385.00	Y
Extension of Time Request - For all permits other than Multi Dwelling Permits for more than two dwellings or tree removal on single dwelling sites	Per Request	\$250.00	\$260.00	Y
Extension of Time Request - For Tree Removal or Pruning (single dwelling sites only).	Per Request	\$78.00	\$80.00	Y
Extension of Time Request - For Multi Dwelling Permits of more than two dwellings	Per Request	\$650.00	\$680.00	Y
<b>Bonds (Refundable)</b>				
Works Bond	Per Request	150% of the estimated cost of works. Minimum bond amount - \$5,000 for incomplete works bond and \$2,000 for maintenance bond.	150% of the estimated cost of works. Minimum bond amount - \$5,000 for incomplete works bond and \$2,000 for maintenance bond.	N
Landscaping Bond	Per Request	\$6,000.00	\$6,300.00	N
Fee to process Bonds for uncompleted works bonds, landscaping bonds and maintenance bonds.	Per Request	\$350.00	\$365.00	Y
Fee to provide a quote for a Bond for uncompleted works bonds, landscaping bonds and maintenance bonds.	Per Request	\$115.00	\$120.00	Y
<b>Application Advertising</b>				
- Public Notice sign for displaying on site	Per Site	\$50.00	\$55.00	Y
- Erection and Management of Public Notices	Per Site	\$210.00	\$220.00	Y
- Mail notices up to 10 inclusively	Flat Rate	\$185.00	\$192.00	Y
- Each additional mail notices between 11 and 50 for mail notices up to 10 is to be added on plus each additional mail notice charge).	Per Additional Notice	\$18.00	\$19.00	Y
- Mail notices between 51 and 100 inclusively	Flat Rate	\$950.00	\$1,000.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
- Mail notices between 101 and 200 inclusively	Flat Rate	\$2,100.00	\$2,185.00	Y
- Mail notices greater than 200	Flat Rate	\$2,650.00	\$2,755.00	Y
- Standard letter request for planning information	Flat Rate	\$80.00	\$85.00	Y
<b>Planning (Miscellaneous)</b>				
Planning Application - tree removal (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$160.00	\$165.00	Y
Planning Application - tree pruning (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$80.00	\$83.00	Y
Planning File Recall (Residential)	Per Request	\$180.00	\$190.00	Y
Planning File Recall (Industrial / Commercial)	Per Request	\$260.00	\$270.00	Y
Refund Request	Per Request	Cost of Service	Cost of Service	Y
Planning Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Request	\$70.00	\$75.00	Y
Planning Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per request	\$240.00	\$250.00	Y
Public Open Space Valuation Fee	Per Valuation	\$370.00	\$385.00	Y
Net Gain Fee	Per Plant	\$36.00	\$37.00	Y
Pre-Application Request	Per Request	\$250.00	\$260.00	Y
Dishonoured Cheque Fee	Per Cheque	\$32.00	\$33.00	Y
<b>BUILDING SERVICES</b>				
<i>The Building Services fees provide for the assessment, administration and inspection works necessary for the issue of Building Permits and other miscellaneous site inspections. Most Building Surveying and Permit services are open to market competition (hence GST applies to these), and the fees should be varied on a commercial basis.</i>				
<b>Domestic Permits</b>				
Single Dwellings #	Per Permit	Value/100 or minimum fee of \$2,000.00	Value/100 or minimum fee of \$2,500.00	Y
Multi Dwelling applications (Class 1) #	Per Permit	Value/100 or minimum fee of \$3,000.00	Value/100 or minimum fee of \$3,700.00	Y
Dwellings Additions (including Dependant Relative Units) #	Per Permit	Value/100 or minimum fee of \$1,100.00	Value/100 or minimum fee of \$1,350.00	Y
Variation Permits / Renewals #	Per Permit	\$280.00	\$290.00	Y
Signs, Aerials, Retaining Walls etc #	Per Permit	\$565.00	\$590.00	Y
Sheds, Carports, (non brick) Garages, Verandas, decks, Above Ground Swimming Pools etc. #	Per Permit	\$700.00	\$730.00	Y
In ground Swimming Pools and Brick Garages #	Per Permit	\$850.00	\$885.00	Y
Demolitions #	Per Permit	\$760.00	\$790.00	Y
Minor Variation to Report & Consent decisions #	Per request	\$90.00	\$95.00	N



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Industrial / Commercial Permits</b>				
Minor works up to \$10,000 #	Per Permit	\$565.00	\$590.00	Y
Minor works \$10,000 to \$30,000 #	Per Permit	\$1,200.00	\$1,250.00	Y
Fit out Permits	Per Permit	\$1,200.00	\$1,250.00	Y
Classes 2 - 9 (up to \$10,000) #	Per Permit	\$565.00	\$590.00	Y
Classes 2 - 9 (\$10,000 - \$50,000) #	Per Permit	\$1,800.00	\$1,900.00	Y
Classes 2 - 9 (above \$50,000) #	Per Permit	(Cost/2,000 + square root of cost) * 4.5 or minimum fee of \$2,100	(Cost/2,000 + square root of cost) * 4.5 or minimum fee of \$2,100	Y
<i># Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.</i>				
<b>Building (Miscellaneous)</b>				
Building over easements. Building over public space (other than where the public space will be occupied for 6 months or more and the cost of the project exceeds \$5m), and other Council approvals. *	Per request	\$285.00	\$300.00	N
Building Over public space - where public land is occupied for 6 months or more and the cost of the project exceeds \$5m	Per Week Occupied	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$500 per week)	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$500 per week)	N
Council notification of Report and Consent applications	Per Request	\$275.00	\$285.00	Y
Extension of Time Request for existing Building Permit - 12 Months *	Per Request	\$175.00	\$185.00	Y
Sundry Additional Inspection (In Area) *	Per Inspection	\$195.00	\$205.00	Y
Building File Recall Residential	Per Permit	\$180.00	\$190.00	Y
Building File Recall Industrial/Commercial	Per Permit	\$260.00	\$270.00	Y
Occupancy Permit - Public Entertainment *	Per Permit	\$565.00	\$590.00	Y
Occupancy Permit - Public Entertainment - 5 Year Permit *	Per Permit	\$1,160.00	\$1,210.00	Y
Building Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$70.00	\$75.00	Y
Building Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$240.00	\$250.00	Y
Refund Request	Per Request	Variable	Variable	Y
Dishonoured Cheque Fee	Flat Rate	\$32.00	\$33.00	Y
<i>* Non Statutory Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.</i>				
<b>City Development - City Futures</b>				
<b>Custom and/or Printed Maps</b>				
<i>Quoted prices available upon request</i>				
Electronic Files and/or Printed Copies	Per Request	Variable	Variable	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>City Development - City Safety and Health</b>				
<b>TRAFFIC ENFORCEMENT, ANIMAL CONTROL &amp; LOCAL LAWS</b>				
<i>Fees relate to Council's General Provisions Local Law, Domestic Animals Act and Road Rules Victoria. Infringement fines are set in legislation. Permit application, Annual Renewal &amp; Registration fees are at Council's discretion and have been calculated based on cost recovery. For ease of use, administration fees have been rounded.</i>				
<b>Permit (including Application) Fees</b>				
<b>More than 2 dogs</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Initial Permit/ Renewal Fee	Annual	\$83.00	\$86.00	N
<b>More than 2 cats</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Initial Permit/ Renewal Fee	Annual	\$83.00	\$86.00	N
<b>More than 25 small birds</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Initial Permit/ Renewal Fee	Annual	\$83.00	\$86.00	N
<b>More than 5 large birds</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Initial Permit/ Renewal Fee	Annual	\$83.00	\$86.00	N
<b>More than 5 reptiles or rodents</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Initial Permit/ Renewal Fee	Annual	\$83.00	\$86.00	N
<b>More than 5 poultry</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Initial Permit/ Renewal Fee	Annual	\$83.00	\$86.00	N
<b>Permit (other) - i. e. any other permit triggered by the Local Law</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Initial Permit/ Renewal Fee	Annual	\$83.00	\$86.00	N
<b>To live in a caravan (on public or private property)</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Initial Permit/ Renewal Fee	Per Permit	\$83.00	\$86.00	N
<b>Display or sell goods or services on public land</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Permit fee for single day use	Charge	\$83.00	\$86.00	N
Initial Permit/ Renewal fee for period up to 12 months	Per Permit	\$416.00	\$433.00	N
<b>Fitness Groups</b> - Seasonal Permit (Max. 10 sessions) - on public land not managed by Council's Leisure Services	6 Monthly	\$0.00	\$0.00	Y
<b>To place tables and chairs on footpath</b>				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee - Per seated person	Per Person	\$36.00	\$37.00	N
Initial Permit/ Renewal Fee - Each Table	Per Table	\$28.00	\$29.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Roadside Trading</b>				
Application Fee	On Application	\$140.00	\$146.00	N
Permit for one day only	Per Application	\$205.00	\$213.00	N
Permit for 2-7 days	Per Application	\$405.00	\$421.00	N
Permit for up to one month	Per Application	\$1,135.00	\$1,180.00	N
<b>Municipal-Wide Trading Permit (ie. shared bicycle operators or similar)</b>				
Application Fee	On Application	\$550.00	\$572.00	N
Permit for up to one month	Per Application	\$1,550.00	\$1,612.00	N
<b>Place a Commercial Waste Bin</b>				
Application Fee	On Application	\$0.00	\$0.00	N
Initial Permit/ Renewal Fee	Annual	\$0.00	\$0.00	N
<b>Place a clothing recycling bin on public land</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Initial Permit/ Renewal Fee - directly operated by fundraising organisation under the Fundraising Act 1998	Per Bin	\$130.00	\$135.00	N
Initial Permit/ Renewal Fee - Other	Per Bin	\$546.00	\$568.00	N
<b>Place a Rubbish Skip bin on public land</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Accredited provider Permit/ Renewal Fee - including up to 20 placements per annum	Annual	\$874.00	\$909.00	Y
Accredited provider - placement of additional bin over 20	Per Bin	\$23.00	\$24.00	Y
Permit Fee - Single Placement	Per Bin	\$90.00	\$94.00	Y
<b>To garage a long or heavy vehicle (in a residential area)</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Permit Fee	Annual	\$201.00	\$209.00	N
<b>Keeping of more than 2 unregistered vehicles on private land</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Permit Fee	Per Permit	Not Applicable	Not Applicable	
<b>Fireworks on public land</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Permit Fee	Per Permit	\$83.00	\$86.00	N
<b>Fundraising</b>				
Application Fee	On Application	Not Applicable	Not Applicable	
Permit Fee	Per Permit	\$83.00	\$86.00	N
<b>Signage</b>				
<b>To erect an "A" frame sign or other sign less than 600mm by 900mm in size (on Public Land)</b>				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$80.00	\$83.00	N
<b>Erect or place a sign (up to 1800mm by 900mm in size) (on Public Land)</b>				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$135.00	\$140.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Erect or place Large Sign (greater than 1800mm x 900mm) (on Public Land)</b>				
Application Fee	On Application	\$140.00	\$146.00	N
Initial Permit/ Renewal Fee	Annual	\$193.00	\$201.00	N
<b>Temporary signage in a public place</b>				
Application Fee	On Application	\$140.00	\$146.00	N
Permit Fee - up to 6 weeks	Per Permit	\$80.00	\$83.00	N
<b>Real Estate - Open for Inspection/ Auction signage (on Public Land) (per office location)</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Permit/ Renewal Fee - Single Placement	Per Permit	\$83.00	\$86.00	N
Initial Permit/ Renewal Fee - Annual Permit	Annual	\$603.00	\$627.00	N
<b>Real Estate - Advertising Board specifically for a property for lease/ sale (on Public Land)</b>				
Application Fee	On Application	\$146.00	\$152.00	N
Permit Fee - up to 3 months	Per Permit	\$83.00	\$86.00	N
<b>Burning Off Permits</b>				
Permit issued outside the bushfire management overlay area	Per Permit	\$64.00	\$67.00	N
Permit issued within the bushfire management overlay area	Per Permit	No Charge	No Charge	
<b>Works undertaken on private property</b>				
Land management fee for works undertaken on private property (i. e. unsightly properties/fire hazard clearances or similar)	Charge	\$187.00 + Actual cost of works	\$194.00 + Actual cost of works	N
<b>Parking Permits (Domestic)</b>				
Initial permit (up to 2 permits)	No Charge	\$0.00	\$0.00	N
Third and subsequent permit	Per Permit	\$49.00	\$51.00	N
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$25.00	\$26.00	N
<b>Parking Permits (Commercial)</b>				
Service provided by Council on behalf of private business (Sec 90D Road Safety Act) - optional service provided at request by private business	Per Permit	\$15.00	\$25.00	Y
Operated by Council initial permit (up to 4 permits)(Council land)	Per Permit	\$15.00	\$25.00	Y
Operated by Council (Fifth and subsequent permits)	Per Permit	\$47.00	\$51.00	Y
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$24.00	\$25.00	Y
<b>Private Parking Area Agreements (Sec 90D Road Safety Act)</b>				
Application Fee	Per Permit	\$820.00	\$853.00	Y
Permit/ Renewal Fee	Per Permit	\$300.00	\$325.00	Y
<b>Registration Fees</b>				
<p><i>The fee structure for animal registration renewals reflects Government fees associated with animal registrations of \$4.10 (to increase by CPI on the 01/07/20) per dog or cat and \$20 per Domestic Animal Business.</i></p> <p><i>Fees in this section have been rounded up or down consistent with Councils strategic approach to animal registrations within the Domestic Animal Management Plan. All Animal Registration Fees below, unless otherwise noted, apply for the 2020 Animal Registration year, which registers an animal for the period 10 April 2020 to 9 April 2021 in accordance with the Domestic Animal Act.</i></p>				

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
Category 1D - Dog that meets any one of the following: * Desexed; * over 10 years old; * registered and owner current member of an approved association; * kept for breeding at licensed premises; * kept for working stock. * undergone obedience training which complies with the regulations.	Annual	\$48.00	\$50.00	N
Category 1DP - Pensioner Concession Rebate for Category 1D (Dog Desexed - also over 10 years old, current member of an approved association, kept for breeding at licensed premises, kept for working stock)	Annual	\$24.00	\$25.00	N
Category 2DH - Dog Unsterilised and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$85.00	\$88.00	N
Category DLP - Pensioner Concession Rebate for Category 2DH (Dog Unsterilised and Microchipped) - Only applies to current registrations and not new registrations.	Annual	\$32.00	\$33.00	N
Category 1J - Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$33.00	\$34.00	N
Category 1JP - Pensioner Concession Rebate for Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$16.50	\$17.00	N
Category 2D - Dog Unsterilised	Annual	\$188.00	\$196.00	N
Category 2DP - Pensioner Concession Rebate for Dog Unsterilised	Annual	\$94.00	\$98.00	N
Category 2R Declared Menacing Dog, Restricted Breed Dog, Declared Dangerous Dog (no Pensioner Concession Rebate applies)	Annual	\$317.00	\$330.00	N
Category 1DF - Dog that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N
Cat 1C - Cat that meets <u>any one</u> of the following: * desexed; * over 10 years old; * current member of an approved association; * kept for breeding at licensed premises.	Annual	\$44.00	\$46.00	N
Category 1CP - Pensioner Concession Rebate for Cat 1C - Cat Desexed (also over 10 years old, current member of an approved association)	Annual	\$22.00	\$23.00	N
Category 2C - Cat Unsterilised (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$188.00	\$196.00	N
Category 2CP - Pensioner Concession Rebate for Cat 2C - Cat unsterilized (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	New Fee	\$98.00	N
Category 2CH - Cat Unsterilised and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$85.00	\$88.00	N
Category 1CF - Cat that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N
Registration incentive (dog) - first year of registration is free with evidence that the dog is purchased from a registered animal shelter (ie. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase	First Registration Per Animal	\$0.00	\$0.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
Registration incentive (cat) - first year of registration is free with evidence that the cat is purchased from a registered animal shelter (ie. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase.	First Registration Per Animal	\$0.00	\$0.00	N
Unsterilised Puppy registration - discounted initial registration at the desexed registration rate for unsterilised puppies under 6 months of age.	First Registration Per Animal	\$48.00	\$50.00	N
Accessing of Pet register information	Per Entry Inspected	\$11.00	\$11.50	N
Refund of Animal Registration: Eligible if animal dies within 1 month of new registration, or 1 month from 10 April for registration renewals.		Refund of the applicable registration fee	Refund of the applicable registration fee	
50% pro-rata of Animal Registration fees apply on 10 October. (Does not apply for animals registered at the Pound (upon release after being impounded)).		50% of the applicable registration fee	50% of the applicable registration fee	
<b>Domestic Animal Business Registration</b>				
Animal Business Registration	Annual	\$255.00	\$265.00	N
<b>Foster Carer Registration</b>				
Foster Carer Registration	Annual	\$52.00	\$54.00	N
<b>Pound Release Fees</b>				
Release of domestic dog from pound (reclaim within 8 days) - unregistered	Per Animal	\$285.00	\$296.00	N
Release of domestic dog from pound (reclaim within 8 days) - registered	Per Animal	\$250.00	\$250.00	N
Release of domestic cat from pound (reclaimed within 8 days) - unregistered	Per Animal	\$150.00	\$156.00	N
Release of domestic cat from pound (reclaimed within 8 days) - registered	Per Animal	\$120.00	\$122.00	N
Per day sustenance fee (if held beyond the 8 days impounding fee period)	Per Animal Per Day	\$34.00	\$35.00	N
<b>Livestock</b>				
Impounding fees for large animal - horse, cow or similar	Per Animal	\$360.00	\$374.00	N
Impounding fees for sheep, goat, pig or similar sized animal	Per Animal	\$240.00	\$250.00	N
Posting formal notice	Per Notice	\$21.00	\$22.00	Y
Advertisement in newspaper (animal to be sold at auction after statutory 14 day impound period)	Per Advert	\$302.00	\$314.00	Y
<b>Offences under the General Provisions Local Laws</b>				
<i>Fines and penalties applied under legislation are not reported in this document.</i>				
<b>Release of Impounded goods</b>				
Large Sign (greater than 1800mm x 900mm) i.e. real estate board	Per Sign	\$250.00	\$260.00	N
Medium sign (greater than 900mm or 600mm or less than 1800mm x 900mm) i.e. A-frame sign	Per Sign	\$168.00	\$175.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
Small sign (less than 900mm in height or 600mm in width) i.e. pointer board	Per Sign	\$75.00	\$78.00	N
Shopping trolley	Per Trolley	\$120.00	\$125.00	N
Skip bin / Bulk waste container / Shipping container / Clothing recycling bin	Per Item	\$613.00	\$638.00	N
Other Items not mentioned above	Per Item	\$184.00	\$191.00	Y
<b>Impounded Vehicle Release</b>				
Impounded Vehicle Administration fee	Per Vehicle	\$281.00	\$292.00	N
Towing fee for Car	Per Vehicle	\$229.00	\$238.00	N
Towing fee for Oversized Vehicle (incl Truck, Bus, large trailer, etc)	Per Vehicle	\$562.00	\$584.00	N
Storage fee (up to 5 days)	Per Vehicle	\$291.00 + actual costs for offsite storage (if required)	\$303.00 + actual costs for offsite storage (if required)	N
Day storage fee (day 6 onwards)	Per Vehicle Per Day	\$50.00 + actual costs for offsite storage (if required)	\$52.00 + actual costs for offsite storage (if required)	N
Archived records retrieval fee	Per Request	\$28.00	\$29.00	N
<b>HEALTH SERVICES</b>				
<b>Public Health &amp; Wellbeing Act Registration Fee</b>				
Skin Penetrators / Beauty Therapies - single operation	Per Annum	\$159.00	\$165.00	N
Hairdressers / Skin Penetrators / Beauty Therapies - multiple operation	Per Annum	\$215.00	\$224.00	N
One-off registration for Hairdressing business/ premise (unchanged proprietor) - single operation	One-off registration	\$260.00	\$270.00	N
<b>Health Act Accommodation Registration Fees</b>				
Up to 20 residents	Per Annum	\$357.00	\$371.00	N
21-40 residents	Per Annum	\$551.00	\$573.00	N
More than 40 residents	Per Annum	\$832.00	\$865.00	N
<b>Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.</b>				
Class 1A Hospitals	Per Annum	\$608.00	\$632.00	N
Class 1A Additional Inspection Fee	Per Inspection	\$214.00	\$223.00	N
Class 1B Aged Care Facilities, Child Care Centres, Meals on Wheels	Per Annum	\$466.00	\$485.00	N
Class 1B Additional Inspection Fee	Per Inspection	\$142.00	\$148.00	N
Class 2A Large Supermarkets - 3 plus departments	Per Annum	\$1,976.00	\$2,055.00	N
Class 2A Additional Inspection Fee	Per Inspection	\$286.00	\$297.00	N
Class 2B Minimarts, Bakery, Food Manufacturer small, Restaurant, Take Away Food Premises, Caterers, mobile and temporary premises. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox).	Per Annum	\$608.00	\$632.00	N
Class 2B Additional Inspection Fee	Per Inspection	\$216.00	\$225.00	N
Class 2CG Class 2 Community Group registration	Per Annum	\$153.00	\$159.00	N



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
Class 2CG Class 2 Community Group registration - single event registration	Per Application	\$85.00	\$88.00	N
Class 2 Commercial business - single event registration	Per Application	\$142.00	\$148.00	N
Class 2 Food vending machines	Per Vending Machine	\$82.00	\$85.00	N
Class 2HB Home Businesses	Per Annum	\$434.00	\$451.00	N
Class 2HB Additional Inspection Fee	Per Inspection	\$128.00	\$133.00	N
Class 2ES Supermarkets - 3 plus departments. That hold non standard FSP	Per Annum	\$2,080.00	\$2,163.00	N
Class 2ES Additional Inspection Fee	Per Inspection	\$286.00	\$297.00	N
Class 2E Premises that hold non standard FSP's and are subject to independent audit	Per Annum	\$494.00	\$514.00	N
Class 2E Additional Inspection Fee	Per Inspection	\$215.00	\$224.00	N
Class 3S Large Supermarkets that sell potentially hazardous pre-packed foods. e.g. ALDI	Per Annum	\$1,560.00	\$1,622.00	N
Class 3S Additional Inspection Fee	Per Inspection	\$205.00	\$213.00	N
Class 3 Accommodation Meals, Health Food Premises, Bar, Kiosks, Fruit and Vegetable Premises, Confectionary Packaging, Food Vehicles, Pre Packaged Food Premises (High Risk), Full Year Sporting Clubs, Mobile and Temporary Premises, Distributor, Importer, Winery, Warehouse. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox)	Per Annum	\$341.00	\$355.00	N
Class 3 Additional Inspection Fee	Per Inspection	\$128.00	\$133.00	N
Class 3CG Class 3 Community Group - single event registration	Per Application	\$85.00	\$88.00	N
Class 3CG Class 3 Community Group events - annual registration	Per Annum	\$153.00	\$159.00	N
Class 3 Commercial business - single event registration	Per Application	\$142.00	\$148.00	N
Class 3 Food vending machines	Per Vending Machine	\$82.00	\$85.00	N
Class 3 Club - Seasonal Sporting Club	Per Annum	\$172.00	\$179.00	N
Class 3 Club Additional Inspection Fee	Per Inspection	\$128.00	\$133.00	N
Late Payment Fee for Food Registration Renewals	Per Annum	25% of Registration fee	25% of Registration fee	N
<b>Other Fees</b>				
Transfer of Health or Food Act registrations	Per Request	50% of Current Year registration fees	50% of Current Year registration fees	N
Property inquiry/ inspection of business on request (10 Working Day Turnaround)	Per Request	\$234.00	\$243.00	Y
Property inquiry/ inspection of business on request (4 Working Day turnaround)	Per Request	\$322.00	\$335.00	Y
Second and subsequent property inquiry/ inspection of business on request	Per Request	\$106.00	\$110.00	Y
Pro Rata Refund of Registration Fees	Per Request	\$45.00	\$47.00	Y



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
Establishment Fee - Food Act Premises	Per Request	\$324.00	\$337.00	Y
Establishment Fee - Businesses Registrable under Public Health and Wellbeing Act	Per Request	\$148.00	\$154.00	Y
Establishment Fee - Food Act Home Based Businesses and Mobile businesses	Per Request	\$148.00	\$154.00	Y
Septic Tanks permit to install	Per Request	\$489.00	\$509.00	N
Food laboratory sampling of second sample (failed)	Per Sample	Actual costs + \$168 reinspection fee	Actual costs + \$175 reinspection fee	N
Archived records retrieval fee	Per Request	\$29.00	\$30.00	N
<b>Vaccines Provided at Public Sessions</b>				
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$50.00	\$52.00	Y
Chicken Pox	Per Injection	\$71.00	\$74.00	Y
Flu - Quad Valent	Per Injection	\$26.00	\$27.00	Y
Hepatitis A (Adult)	Per Injection	\$60.00	\$62.00	Y
Hepatitis B (Adult)	Per Injection	\$36.00	\$37.00	Y
Twinrix (Hepatitis A & B) Adult	Per Injection	\$99.00	\$103.00	Y
Nimerix (Meningococcal ACWY)	Per Injection	\$82.00	\$85.00	Y
Administration of Unsubsidised Vaccine Supplied by Government Health Departments	Per Injection	\$18.00	\$19.00	Y
MMR	Per Injection	\$56.00	\$58.00	Y
<b>Service Provided at Clients Business</b>				
Corporate Businesses Service - Two Nurses minimum charge	Per First Hour for 2 Nurses	\$364.00	\$379.00	Y
Corporate Businesses Service - Additional Hours	Per Nurse Per Hour	\$135.00	\$140.00	Y
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$50.00	\$52.00	Y
Hepatitis A (Adult)	Per Injection	\$60.00	\$62.00	Y
Hepatitis B (Adult)	Per Injection	\$36.00	\$37.00	Y
Twinrix (Hepatitis A & B) Adult	Per Injection	\$99.00	\$103.00	Y
Flu - Quad Valent	Per Injection	\$26.00	\$27.00	Y
MMR	Per Injection	\$56.00	\$58.00	Y

# Knox City Council

## 2020-21 Fees & Charges



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Community Services - Family and Children's Services</b>				
<b>PRE SCHOOL EDUCATION</b>				
Pre School Fee (for Calendar Year 2019)	Per Child	\$1,476.00	\$1,553.00	N
Pre School Fee (for Calendar Year 2020)	Per Child	\$1,553.00	\$1,640.00	N
Pre School Fee Sibling 10% discount (for Calendar Year 2019)	Per Child	(\$147.60)	(\$151.40)	
Pre School Fee Sibling 10% discount (for Calendar Year 2020)	Per Child	(\$151.40)	(\$164.00)	
<b>CHILD CARE</b>				
<b>Long Day Care</b>				
Per Hour (all centres)	Per Hour	New Fee	\$13.37	N
Occasional Care	Per Hour	\$16.80	\$17.00	N
<b>EARLY YEARS INTEGRATED SERVICES, PLANNING &amp; PARTNERSHIPS</b>				
License Fee for Early Years users, using Council owned facilities	Per Annum	\$0.00	\$0.00	N
Licence Fee for Playgroup Committees using Council-owned facilities	Per Annum	\$0.00	\$0.00	N
<b>Community Services - Active Ageing and Disability Services</b>				
<b>HOME &amp; COMMUNITY CARE SERVICES</b>				
Commonwealth Home Support Programme (CHSP) client fees are based on Community Health Income Ranges/Centrelink Income Test for pensioners.				
Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by Service Provider Coordinator.				
The income ranges per annum, effective July 2019 are as follows:				
Individual Low fee < \$39,089 Medium fee \$39,089 - \$86,208 High fee > \$86,208				
Couple Low fee < \$59,802 Medium fee \$59,802 - \$115,245 High fee > \$115,245				
*Family (1 Child) Low fee < \$66,009 Medium fee \$66,009 - \$118,546 High fee > \$118,546				
*plus \$6,206 per additional child				
<b>General Home Care</b>				
<b>Low:</b>				
S - Single (Income Range less than \$39,089 pa)	Per Hour	\$8.80	\$9.20	N
C - Couple (Income Range less than \$59,802 pa)				
F - Family (1 Child) (Income Range less than \$66,009 pa) (plus \$6,206 additional child per annum)				
<b>Medium:</b>				
S - Single (Income range \$39,089 - \$86,208 pa)	Per Hour	\$12.40	\$13.00	N
C - Couple (Income range \$59,802 - \$115,245 pa)				
F - Family (Income range \$66,009 - \$118,546 pa) (plus \$6,206 additional child per annum)				

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>High:</b>				
S - Single (Income range more than \$86,208 pa) C - Couple (Income range more than \$115,245 pa) F - Family (Income range more than \$118,546 pa) (plus \$6,206 additional child per annum)	Per Hour	\$47.00	\$49.00	N
Undisclosed income or compensation - Used when clients are unwilling to provide evidence to meet the means test thresholds and therefore are charged the full cost of service.	Per Hour	\$62.00	\$65.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
<b>Personal Care including Social Support Individual</b>				
<b>Low:</b>				
S - Single (Income Range less than \$39,089 pa) C - Couple (Income Range less than \$59,802 pa) F - Family (1 Child) (Income Range less than \$66,009 pa) (plus \$6,206 additional child per annum)	Per Hour	\$6.60	\$7.00	N
<b>Medium:</b>				
S - Single (Income range \$39,089 - \$86,208 pa) C - Couple (Income range \$59,802 - \$115,245 pa) F - Family (Income range \$66,009 - \$118,546 pa) (plus \$6,206 additional child per annum)	Per Hour	\$9.40	\$9.80	N
<b>High:</b>				
S - Single (Income range more than \$86,208 pa) C - Couple (Income range more than \$115,245 pa) F - Family (Income range more than \$118,546 pa) (plus \$6,206 additional child per annum)	Per Hour	\$48.00	\$50.00	N
Undisclosed income or compensation	Per Hour	\$61.00	\$63.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
<b>Respite Care</b>				
<b>Low:</b>				
S - Single (Income Range less than \$39,089 pa) C - Couple (Income Range less than \$59,802 pa) F - Family (1 Child) (Income Range less than \$66,009 pa) (plus \$6,206 additional child per annum)				
Within Core Hours	Per Hour	\$5.20	\$5.40	N
Out of Core Hours	Per Hour	\$7.40	\$7.80	N
<b>Medium :</b>				
S - Single (Income range \$39,089 - \$86,208 pa) C - Couple (Income range \$59,802 - \$115,245 pa) F - Family (Income range \$66,009 - \$118,546 pa) (plus \$6,206 additional child per annum)				
Within Core Hours	Per Hour	\$6.00	\$6.20	N
Out of Core Hours	Per Hour	\$9.80	\$10.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>High:</b>				
S - Single (Income range more than \$86,208 pa) C - Couple (Income range more than \$115,245 pa) F - Family (Income range more than \$118,546 pa) (plus \$6,206 additional child per annum)				
Within Core Hours	Per Hour	\$49.00	\$51.00	N
Out of Core Hours	Per Hour	\$71.00	\$74.00	N
Undisclosed income or compensation Core Hours	Per Hour	\$60.00	\$62.00	N
Undisclosed income or compensation Out of Hours	Per Hour	\$90.00	\$94.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
<b>HOME MAINTENANCE</b>				
<i>Clients pay for the cost of materials plus the hourly rate.</i>				
<b>Low:</b>				
S - Single (Income Range less than \$39,089 pa) C - Couple (Income Range less than \$59,802 pa) F - Family (1 Child) (Income Range less than \$66,009 pa) (plus \$6,206 additional child per annum)	Per Hour	\$15.80	\$16.40	N
<b>Medium:</b>				
S - Single (Income range \$39,089 - \$86,208 pa) C - Couple (Income range \$59,802 - \$115,245 pa) F - Family (Income range \$66,009 - \$118,546 pa) (plus \$6,206 additional child per annum)	Per Hour	\$20.00	\$20.80	N
<b>High:</b>				
S - Single (Income range more than \$86,208 pa) C - Couple (Income range more than \$115,245 pa) F - Family (Income range more than \$118,546 pa) (plus \$6,206 additional child per annum)	Per Hour	\$61.00	\$63.00	N
Undisclosed income or compensation	Per Hour (& as per receipt for materials)	\$92.00	\$96.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
<b>FOOD SERVICES</b>				
<b>Centre based &amp; home delivered meals</b>				
Three (3) Course Meal Vulnerable Person as assessed by Specialised Access Team (SAT)	Per Meal	New Fee	\$5.00	N
Three (3) Course Meal Low Income Medium Income	Per Meal	\$10.00	\$10.40	N
Three (3) Course Meal High Income	Per Meal	\$17.60	\$18.20	N
Two (2) Course Meal Vulnerable Person as assessed by Specialised Access Team (SAT)	Per Meal	New Fee	\$4.00	N
Two (2) Course Meal (Following combinations available, Soup and Main, Main and Dessert, Soup and 6 pt Sandwich or 6pt Sandwich and Dessert) Low Income Medium Income	Per Meal	\$7.90	\$8.20	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
Two (2) Course Meal (Following combinations available, Soup and Main, Main and Dessert, Soup and 6 pt Sandwich or 6pt Sandwich and Dessert) High Income	Per Meal	\$13.50	\$14.00	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
<b>SOCIAL SUPPORT GROUPS</b>				
Low Income	Per Session	\$8.80	\$9.20	N
Medium Income	Per Session	\$8.80	\$9.20	N
High Income	Per Session	\$15.00	\$15.70	N
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
<b>ALLIED HEALTH - OCCUPATIONAL THERAPY</b>				
Low Income	Per Consultation	\$11.00	\$11.50	N
Medium Income	Per Consultation	\$16.80	\$17.40	N
High Income	Per Hour	\$110.00	\$114.00	N
Easy Living Equipment Kits - provided at cost to approved reablement clients. Individual items from \$6.40 to \$38.50 each.	Per Kit	\$42.00	\$42.00	N
<b>COMMUNITY TRANSPORT</b>				
Regular bus route passenger	Return Trip	\$6.00	\$6.00	N
Regular bus route passenger	One Way Trip	\$3.00	\$3.00	N
Community Outing	Per Day or Part Day	\$8.40	\$8.70	N
Outing Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N
<b>Casual Group Usage</b>				
In core (business hours) per use - maximum 8 hours	Per Use	\$125.00	\$130.00	Y
Out of core per hour drive time	Per Hour	\$68.00	\$71.00	Y
Out of core booking fee	Per Booking	\$68.00	\$71.00	Y
Emergency Services Groups - Training Courses max. of 8 hours	Per Use	\$130.00	\$135.00	Y
<b>ACTIVE AGEING</b>				
Events / Workshops - Seniors Festival Events etc	Per Event	\$7.00	\$7.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Community Services - Youth, Leisure and Cultural Services</b>				
<b>RECREATIONAL RESERVES</b>				
<i>Recreation and Sporting Grounds / Tennis and Netball Courts / Turf Wickets / Parks and Reserves</i>				
<b>Tennis Courts</b>				
Court Fees	Per Court Per Annum	\$120.00	\$125.00	Y
<b>Tennis Pavilions</b>				
Batterham Park	Per Annum	\$937.00	\$974.00	Y
Reta Matthews Reserve (Boronia)	Per Annum	\$901.00	\$937.00	Y
Eildon Park	Per Annum	\$996.00	\$1,036.00	Y
Glenfern Park (Ferntree Gully)	Per Annum	\$887.00	\$922.00	Y
Guy Turner Reserve (Guy Turner)	Per Annum	\$634.00	\$659.00	Y
Coleman Road Reserve (Knox City)	Per Annum	\$1,840.00	\$1,914.00	Y
Knox Gardens Reserve (Knox Gardens)	Per Annum	\$1,212.00	\$1,260.00	Y
Carrington Park (Knoxfield)	Per Annum	\$738.00	\$768.00	Y
Miller Park	Per Annum	\$937.00	\$974.00	Y
Seebeck Reserve (Rowville)	Per Annum	\$940.00	\$978.00	Y
Exner Reserve (Scoresby)	Per Annum	\$1,081.00	\$1,124.00	Y
Templeton Reserve (Templeton)	Per Annum	\$1,555.00	\$1,617.00	Y
Wantirna Reserve (Wantirna)	Per Annum	\$983.00	\$1,022.00	Y
Windermere Reserve (Windermere)	Per Annum	\$1,010.00	\$1,050.00	Y
<b>Cricket</b>				
Junior / Vets / Women's Teams	Per Team Per Season	\$82.00	\$85.00	Y
Senior Teams	Per Team Per Season	\$525.00	\$546.00	Y
Winter Senior Teams	Per Team Per Season	\$350.00	\$364.00	Y
<b>Football</b>				
Junior / Vets / Women's Teams	Per Team Per Season	\$323.00	\$336.00	Y
Senior Teams	Per Team Per Season	\$2,330.00	\$2,423.00	Y
<b>Soccer</b>				
Junior / Vets / Women's Teams	Per Team Per Season	\$205.00	\$213.00	Y
Senior Teams	Per Team Per Season	\$1,407.00	\$1,463.00	Y
<b>Baseball</b>				
Junior / Vets / Women's Teams	Per Team Per Season	\$55.00	\$57.00	Y
Senior Teams	Per Team Per Season	\$401.00	\$417.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Netball / Court</b>				
Matches	Per Court Per Annum	\$226.00	\$235.00	Y
Training	Per Court Per Annum	\$85.00	\$88.00	Y
<b>Facility License Agreements</b>				
Knox Obedience Dog Club	Per Annum	\$2,165.00	\$2,252.00	Y
B. M. X. Club (Knox Park)	Per Annum	\$676.00	\$703.00	Y
Fitness Groups - Community Casual usage (up to 10 sessions per week)	6 months	\$0.00	\$0.00	Y
Fitness Permit - Commercial (up to 10 sessions per week)	6 months	New Fee	\$1,480.00	Y
Eastern Football League - use of Tormore Reserve for the Football Finals series	Per annum	New Fee	\$3,240.00	Y
Eastern Football League - use of Marie Wallace for the Football Finals series	Per Annum	New Fee	\$3,240.00	Y
<b>Preparation of Turf Wickets</b>				
Boronia Cricket Club	Per Season	\$8,347.00	\$8,681.00	Y
Bayswater Cricket Club	Per Season	\$11,127.00	\$11,572.00	Y
<b>Reserves / Ovals</b>	Per Point Per Oval Per Season	\$226.00	\$226.00	Y
<i>Charges are seasonal and are based on Council's rating of 1 to 9 points per oval, at a fixed rate per point.</i>				
<b>Casual Users - Sporting Reserves</b>				
Knox Schools / Community Usage	No Charge	\$0.00	\$0.00	Y
Non Knox Schools / Non Knox Community Usage	Per Day	\$95.00	\$99.00	Y
Commercial Usage (Corporate and Business Activities / Purposes)	Per Day	\$375.00	\$390.00	Y
<b>Pavilions – Rental</b>				
Batterham No. 1	Per Annum	\$1,110.00	\$1,154.00	Y
Batterham Reserve No 2	Per annum	\$556.00	\$578.00	Y
Bayswater Oval	Per Annum	\$1,110.00	\$1,154.00	Y
Bayswater Park	Per Annum	\$556.00	\$578.00	Y
Benedikt Park No. 1	Per Annum	\$556.00	\$578.00	Y
Carrington Park	Per Annum	\$1,110.00	\$1,154.00	Y
Chandler Park	Per Annum	\$556.00	\$578.00	Y
Colchester Park	Per Annum	\$556.00	\$1,154.00	Y
Dobson No. 1	Per Annum	\$556.00	\$578.00	Y
Egan Lee No. 1	Per Annum	\$1,110.00	\$1,154.00	Y
Eildon No. 1	Per Annum	\$1,110.00	\$1,154.00	Y
Exner Reserve (Scoresby)	Per annum	\$1,110.00	\$1,154.00	Y
Fairpark No. 1	Per Annum	\$556.00	\$578.00	Y
Gilbert	Per Annum	\$556.00	\$578.00	Y
Guy Turner	Per Annum	\$1,110.00	\$1,154.00	Y
HV Jones Reserve	Per Annum	\$556.00	\$578.00	Y
Kings Park Athletics	Per Annum	\$556.00	\$578.00	Y
Kings Park No. 1	Per Annum	\$1,110.00	\$1,154.00	Y
Kings Park B / Ball No. 1	Per Annum	\$1,110.00	\$1,154.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
Knox Gardens No. 1	Per Annum	\$1,110.00	\$1,154.00	Y
Knox Gardens No 2	Per Annum	\$556.00	\$578.00	Y
Knox Park Soccer	Per Annum	\$556.00	\$578.00	Y
Lakesfield	Per Annum	\$556.00	\$1,154.00	Y
Lewis Park No. 1	Per Annum	\$556.00	\$578.00	Y
Liberty Ave Reserve	Per Annum	\$556.00	\$1,154.00	Y
Llewellyn No. 1	Per Annum	\$556.00	\$578.00	Y
Miller	Per Annum	\$556.00	\$578.00	Y
Milpera	Per Annum	\$556.00	\$578.00	Y
Parkridge	Per Annum	\$556.00	\$578.00	Y
Pickett	Per Annum	\$556.00	\$578.00	Y
Rowville No. 1	Per Annum	\$1,110.00	\$1,154.00	Y
Rowville No 2	Per Annum	\$556.00	\$578.00	Y
Sasses	Per Annum	\$556.00	\$578.00	Y
Schultz	Per Annum	\$556.00	\$578.00	Y
Stud Park	Per Annum	\$556.00	\$578.00	Y
Talaskia	Per Annum	\$556.00	\$578.00	Y
Templeton	Per Annum	\$556.00	\$578.00	Y
Tormore	Per Annum	\$1,110.00	\$1,154.00	Y
Walker Wantirna South Res	Per Annum	\$1,110.00	\$1,154.00	Y
Wally Tew Reserve (Ferntree Gully)	Per Annum	\$1,110.00	\$1,154.00	Y
Wantirna	Per Annum	\$556.00	\$578.00	Y
Windermere	Per Annum	\$556.00	\$578.00	Y
<b>Netball Pavilions</b>				
Fairpark Netball Shed	Per Annum	\$158.00	\$164.00	Y
Mountain Gate Netball Club Pavilion	Per Annum	\$158.00	\$164.00	Y
Walker Reserve Netball Pavilion	Per Annum	\$556.00	\$578.00	Y
<b>FESTIVALS &amp; EVENTS</b>				
<i>All Council run events</i>				
<b>Entrance Fee</b>				
<b>Stall Holders (Commercial and Other)</b>				
Craft and / or Theme	Per Day	\$76.50	\$80.00	Y
Commercial Food - Large	Per Day	\$419.00	\$436.00	Y
Commercial Food - Medium	Per Day	\$314.50	\$327.00	Y
Commercial Food - Small	Per Day	\$216.50	\$225.00	Y
Market Site - Large	Per Day	\$278.00	\$289.00	Y
Market Site - Medium	Per Day	\$208.50	\$217.00	Y
Market Site - Small	Per Day	\$140.50	\$146.00	Y
Additional - Chairs	Per Item Per Day	\$5.00	\$5.00	Y
- Tables	Per Item Per Day	\$23.00	\$24.00	Y
- Marquees (3x3)	Per Item Per Day	\$227.00	\$236.00	Y



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
- Marquees (6x3)	Per Item Per Day	\$607.00	\$631.00	Y
Electricity - 10 amps	Per Site Per Day	\$20.00	\$21.00	Y
- 15 amps	Per Site Per Day	\$31.00	\$32.00	Y
- 30 amps	Per Site Per Day	\$50.50	\$53.00	Y
Weights (marquee)	Per Site Per Day	\$10.00	\$10.00	Y
<b>Stall Holders (Community)</b>				
Community Food Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y
Community Food Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$192.50	\$200.00	Y
Community Food Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$278.50	\$289.00	Y
Market Site Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y
Market Site Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$125.00	\$130.00	Y
Market Site Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$185.50	\$193.00	Y
<b>FERNTREE GULLY COMMUNITY CENTRE</b>				
Regular Hire Groups	Per Hour	\$33.00	\$34.00	Y
Saturday Night Function	Per 6 Hours	\$695.00	\$723.00	Y
Saturday Night Function	Per Hour	\$147.00	\$153.00	Y
Clean Up Fee	Per Hour or Part Thereof	\$187.00	\$194.00	Y
Delay Exit Fee	Per Hour or Part Thereof	\$187.00	\$194.00	Y
Casual Hire / Room (weekdays)	Per Hour	\$38.00	\$40.00	Y
<i>Bonds (refundable) - Refer to the end of the Community Services Facilities section.</i>				
<b>ROWVILLE COMMUNITY CENTRE</b>				
<b>Hire Type</b>				
Multi - purpose Hall - Function	Per Hour	\$130.00	\$135.00	Y
Multi - purpose Hall - Function - 6 Hours	Per 6 Hours	\$636.00	\$661.00	Y
Multi - purpose Hall - Sports	Per Hour	\$44.00	\$40.00	Y
Multi - purpose Hall - Show Concert	Per Hour	\$137.00	\$142.00	Y
Multi - purpose Hall - Activity	Per Hour	\$54.00	\$50.00	Y
Multi - Purpose Hall - Meetings and Seminars	Per Hour	\$137.00	\$142.00	Y
Meetings / Regular Hire MR 1 and 2 (One Room)	Per Hour	\$33.00	\$30.00	Y
Meetings / Regular Hire MR 1 and 2 (Both)	Per Hour	\$66.00	\$60.00	Y
Meetings / Regular Hire MR 3 and 4 (One Room)	Per Hour	\$33.00	\$30.00	Y
Meetings / Regular Hire MR 3 and 4 (Both)	Per Hour	\$66.00	\$60.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
Meetings / Regular Hire - Interview Room 1	Per Hour	\$26.00	\$27.00	Y
Meetings / Regular Hire - Interview Room 2	Per Hour	\$28.00	\$29.00	Y
Function Hire / MR 5,6 and 7	Per Hour	\$107.00	\$111.00	Y
Function Hire / MR 5, 6 and 7 - 6 Hours	Per 6 Hours	\$625.00	\$650.00	Y
Function Hire / MR 8 and 9	Per Hour	\$83.00	\$86.00	Y
Function Hire / MR 8 and 9 - 6 Hours	Per 6 Hours	\$504.00	\$524.00	Y
Function Hire Cleaning / MR 5, 6, 7, 8 and 9	Per Hour or Part Thereof	\$96.00	\$100.00	Y
<b>School Hire (Knox Schools are entitled to a 20% discount)</b>				
Function - Tennis Pavilion	Per Hour	\$58.00	\$60.00	Y
Function - Tennis Pavilion - 4 Hours	Per 4 Hours	\$184.00	\$191.00	Y
Meetings - Tennis Pavilion	Per Hour	\$33.00	\$30.00	Y
Kitchen (max 3 hours)	Per Hour	\$32.00	\$33.00	Y
Stage	Per Hour	\$11.00	\$11.50	Y
Basketball Court Hire - Single Casual Entry "Drop In"	Per Hour	\$3.00	\$3.50	Y
Badminton Court Hire *	Per Hour	\$22.00	\$23.00	Y
Tennis Court Hire *	Per Hour	\$25.00	\$22.00	Y
Tennis Court Hire (including lighting)	Per Hour	\$33.00	\$30.00	Y
<i>* Senior sports people are eligible to received a 40% discount on court hire charges specified above.</i>				
Soccer / Futsal Court Hire	Per Hour	\$26.00	\$27.00	Y
Soccer / Futsal Court Hire (including lighting)	Per Hour	\$29.00	\$30.00	Y
Clean Up Fee	Per Hour or part thereof	\$189.00	\$197.00	Y
Delay Exit Fee	Per Hour or part thereof	\$189.00	\$197.00	Y
<b>Activities</b>				
<i>The Centre co-ordinates a range of leisure activities i. e. Yoga, Aerobics, "Living Longer Living Stronger". The determination of fees associated with these programs considers direct and indirect costs and fees charged by competitors.</i>				
Yoga	Per Session	\$14.00	\$14.00	Y
Stretch and Tone	Per Session	\$10.00	\$10.00	Y
Living Longer Living Stronger	Per Session	\$7.00	\$7.00	Y
Gentle Exercise	Per Session	\$7.00	\$7.00	Y
Three Year Old Activity Group Program	Per 10 Weeks	\$228.00	\$237.00	Y
Four Year Old Activity Group Program	Per 10 Weeks	\$289.00	\$301.00	Y
Senior Sports - Session	Per Session	\$5.50	\$5.50	Y
Administration / Cancellation Fee (Activity Group Program)	Per Term	\$58.00	\$60.00	Y
<b>KNOX REGIONAL NETBALL CENTRE (KRNC)</b>				
<b>Stadium Charges - For Competition</b>				
Junior	Per Court Per Game	\$27.00	\$28.00	Y
Junior	Per Court Per Game	\$61.00	\$63.00	Y
Door Entry - Night Senior / Players and Spectators	Per Admission	\$3.00	\$3.00	Y
Child Minding Fees	Per Child Per Game	\$0.00	\$0.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Stadium Charges - For Training</b>				
Weekdays / Court	Per Court Per Hour	\$37.00	\$38.00	Y
Weekends / Court	Per Court Per Hour	\$45.00	\$47.00	Y
<b>Room Hire</b>				
Meeting Rooms - Association	Per Hour	\$29.00	\$30.00	Y
Meeting Room - Casual hire	Per Hour	\$35.00	\$36.00	Y
Saturday Association Room	Per Saturday	\$125.00	\$130.00	Y
MDNA Administration Office	Per Annum	\$1,212.00	\$1,260.00	Y
<b>Outdoor Courts</b>				
Casual Hire	Per Court Per Game	\$21.00	\$22.00	Y
Casual Hire - Day (Tournaments)	Per Day	\$487.00	\$506.00	Y
Association - Saturday	Per Court Per Annum	\$359.00	\$373.00	Y
Night Use (lights) Per Court per hour	Per Court Per Hour	\$29.00	\$30.00	Y
<b>KRNC Competitions</b>				
Ladies Competitions (KRNC)	Per Team Per Game	\$60.00	\$60.00	Y
Mixed Competitions (KRNC)	Per Team Per Game	\$60.00	\$60.00	Y
Team Registration KCC Competition - Ladies Competition	Per Team Per Season	\$65.00	\$60.00	Y
Team Registration KCC Competition - Mixed Competition	Per Team Per Season	\$65.00	\$60.00	Y
<b>Functions</b>				
Casual Hire - Entire Stadium Netball Usage	Min 8 Hours	\$605.00	\$629.00	Y
Casual Hire - Functions	Min 8 Hours	\$909.00	\$945.00	Y
<b>CARRINGTON PARK LEISURE CENTRE</b>				
<b>Not for Profit / Community Group Rates:</b>				
Activity Room	Per Hour	New Fee	\$19.50	Y
Art	Per Hour	New Fee	\$10.50	Y
Gym	Per Hour	New Fee	\$19.50	Y
Meeting Room 1	Per Hour	New Fee	\$10.50	Y
Meeting Room 2	Per Hour	New Fee	\$12.50	Y
Meeting Rooms 1 and 2	Per Hour	New Fee	\$22.50	Y
Office	Per Hour	New Fee	\$10.50	Y
Squash Courts	Per Hour	New Fee	\$13.50	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>KNOX COMMUNITY ARTS CENTRE</b>				
<b>Not for Profit / Community Group Rates:</b>				
Supper / Meeting Room (up to 6 hours)	Per Hour	\$37.00	\$38.00	Y
Supper / Meeting Room (6 hours plus)	Per Hour	\$33.00	\$34.00	Y
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$37.00	\$38.00	Y
Theatre - With Biobox. Includes a compulsory venue technician for biobox operation. Includes access to kitchen, green room and audience access to foyer with supper room opened as required. Minimum 4 hour booking. Eg. Theatre shows, productions, stage presentations.	Per Hour	\$112.00	\$116.00	Y
Entire Facility Functions, productions and performances etc that require exclusive access to all areas. Includes bio box and one compulsory technician. Minimum 6 hour booking.	Per Hour	\$140.00	\$146.00	Y
<b>Commercial / Other Group Rates</b>				
Supper / Meeting Room (up to 6 hours)	Per Hour	\$57.00	\$59.00	Y
Supper / Meeting Room (6 hours plus or regular hirers)	Per Hour	\$49.00	\$51.00	Y
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$62.00	\$64.00	Y
Theatre - With Biobox. Includes a compulsory venue technician for biobox operation. Includes access to kitchen, green room and audience access to foyer with supper room opened as required. Minimum 4 hour booking. Eg. Theatre shows, productions, stage presentations.	Per Hour	\$187.00	\$194.00	Y
Entire Facility Functions, productions and performances etc that require exclusive access to all areas. Includes bio box and one compulsory technician. Minimum 6 hour booking.	Per Hour	\$234.00	\$243.00	Y
<b>COMMUNITY SERVICES FACILITIES</b>				
<b>Community Services Facilities - Bonds (Refundable)</b>				
All Functions with alcohol	Per Function	\$1,136.00	\$1,175.00	N
Major Functions (over 150 persons) without alcohol	Per Function	\$676.00	\$700.00	N
Smaller Functions (1 to 150 persons) without alcohol	Per Function	\$341.00	\$360.00	N

# Knox City Council

## 2020-21 Fees & Charges



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Corporate Services - Governance</b>				
<b>OFFICE ACCOMMODATION</b>				
<i>The Civic Centre meeting rooms are available for business and community functions at a competitive fee. The fee includes hall keeper and building costs to ensure cost recovery is achieved. Discounts and concessions apply under the policy for community and charitable organisations. Amounts have been rounded up to the nearest dollar as a practical fee for quoting and administering room bookings.</i>				
<b>Non Profit / Charitable</b>				
<u>Meeting Rooms 1 or 2</u>				
Monday to Friday 8.00am to 5.00pm	Per Hour	\$62.00	\$64.00	Y
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$103.00	\$107.00	Y
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$135.00	\$140.00	Y
<b>Commercial</b>				
<u>Meeting Rooms 1 or 2</u>				
Monday to Friday 8.00am to 5.00pm	Per Day	\$639.00	\$665.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$324.00	\$337.00	Y
Monday to Friday After 5.00pm	Per Day	\$1,136.00	\$1,181.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$568.00	\$591.00	Y
Saturday or Sunday	Per Day	\$1,514.00	\$1,575.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$762.00	\$792.00	Y
<b>Non Profit / Charitable</b>				
<u>Meeting Rooms 3 or 4</u>				
Monday to Friday 8.00am to 5.00pm	Per Hour	\$89.00	\$93.00	Y
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$135.00	\$140.00	Y
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$184.00	\$191.00	Y
<b>Commercial</b>				
<u>Meeting Rooms 3 or 4</u>				
Monday to Friday 8.00am to 5.00pm	Per Day	\$1,006.00	\$1,046.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$506.00	\$526.00	Y
Monday to Friday After 5.00pm	Per Day	\$1,514.00	\$1,575.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$757.00	\$787.00	Y
Saturday or Sunday	Per Day	\$2,007.00	\$2,087.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$1,007.00	\$1,047.00	Y
<b>Non Profit / Charitable</b>				
<u>Meeting Rooms - Full Function Area</u>				
Monday to Friday 8.00am to 5.00pm	Per Hour	\$179.00	\$186.00	Y
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$264.00	\$275.00	Y
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$315.00	\$328.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Commercial</b>				
<u>Meeting Rooms – Full Function Area</u>				
Monday to Friday 8.00am to 5.00pm	Per Day	\$2,006.00	\$2,086.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$1,006.00	\$1,046.00	Y
Monday to Friday After 5.00pm	Per Day	\$3,039.00	\$3,161.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$1,519.00	\$1,580.00	Y
Saturday or Sunday	Per Day	\$3,533.00	\$3,674.00	Y
- Half Day Rate - 3 Hours or Less	Half Day	\$1,766.00	\$1,837.00	Y
<b>FREEDOM OF INFORMATION (FOI)</b>				
<i>The Freedom of Information Act 1982 sets an application fee at two fee units under the Monetary Units Act 2004. For detailed and complex requests additional charges can be made based on a fee for service basis.</i>				
F.O.I. Requests - Complex Requests	Per Application Per Request	Charge based on Service	Charge based on Service	N
<b>Corporate Services - Business and Financial Services</b>				
<b>REVENUE &amp; PROPERTY SERVICES</b>				
<i>Land Information Certificates are a standard charge fixed by State Government (Statutory) legislation. Summons Costs recovered are fully recoverable from the outstanding rate debtors.</i>				
Summons Costs Recovered (Legal Costs)	Scale of Costs	Scale of Costs	Scale of Costs	N
Land Information Certificates - Urgent Requests Additional Fee	Per Certificate	\$35.00	\$37.50	Y
Reproduction of a Valuation and Rate Notice - Electronic Delivery Only - Up to 3 years old	Per Notice	\$11.00	\$12.00	Y
Reproduction of a Valuation and Rate Notice - Mail of Printed Document - Up to 3 years old	Per Notice	\$35.00	\$37.50	Y
Reproduction of a Valuation and Rate Notice - greater than 3 years old	Per Hour	\$75.00	\$80.00	Y
Recovery of cost incurred to undertake a Field Call	Per Field Call	\$75.00	\$80.00	Y
Recovery of Council's Agency's Professional Costs to prepare Field Call documentation.	Per Field Call	\$65.00	\$70.00	Y
<b>PROPERTY RENTALS</b>				
<i>This is a nominal fee paid annually by community groups subject to a licence agreement for the use of the facility. Occupancy arrangements are undertaken in accordance with the 'Leasing and Licensing' Policy.</i>				
Annual Licence Fee	Per Annum	\$200.00	\$210.00	Y
Annual Licence Fee - Scout Groups	Per Annum	\$10.00	\$10.00	Y

# Knox City Council

## 2020-21 Fees & Charges



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Engineering &amp; Infrastructure - Community Infrastructure</b>				
<b>CHARGEABLE WORKS</b>				
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i.e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>				
Chargeable Works (Total direct costs + 50%)	Per Job	1.5 x (total direct cost)	1.5 x (total direct cost)	N
<b>Road Opening Inspections:</b>				
Nature strip opening	Per Opening	\$180.00	\$187.00	N
Connection to Council Drain or Kerbing	Per Opening	\$180.00	\$187.00	N
Road Opening	Per Opening	\$180.00	\$187.00	N
Concrete Crossing	Per Opening	\$180.00	\$187.00	N
General Concrete Works	Per Opening	\$180.00	\$187.00	N
Weekend Supervision up to 3 hours	Per Hour	\$160.00	\$166.00	N
Weekend Supervision greater than 3 hours	Per Hour	\$180.00	\$187.00	N
Asset Protection Fees	Per Inspection	\$180.00	\$187.00	N
Information Request	Per Request	\$32.00	\$33.00	N
<b>COUNCIL RESERVES</b>				
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i.e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>				
<b>Bonds (refundable)</b>				
All access permits	Per Application	\$1,430.00	\$1,490.00	N
Temporary on - site storage material bonds	Per Application	\$715.00	\$745.00	N
<b>MILLERS HOMESTEAD</b>				
Wedding Ceremony	Per Wedding	\$368.00	\$383.00	Y
Wedding Photographs	Per Wedding	\$238.00	\$248.00	Y
<b>Council Training</b>				
Programs / Seminar	Per Day	\$216.00	\$225.00	Y
Programs / Seminar (4 hours)	Half Day	\$119.00	\$124.00	Y
Council Functions	Per Function	\$173.00	\$180.00	Y

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Proposed 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<b>Engineering &amp; Infrastructure - Sustainable Infrastructure</b>				
<b>REFUSE DISPOSAL</b>				
<i>Fees and charges strongly correlate to Contracted rate.</i>				
<b>GARBAGE, WASTE &amp; RECYCLE COLLECTION</b>				
<b>Industrial / Commercial 240 litre bin:</b>				
Garbage weekly service, includes recycle weekly	Per Service	\$303.00	\$427.00	N
Garbage 5 weekday service, includes recycle weekly	Per Service	\$1,244.00	\$1,294.00	N
Additional 240 litre Recycle Bin	Per Bin	\$129.00	\$162.00	N
<b>Dorset Square Service:</b>				
Office based premises	Annual	\$254.00	\$305.00	N
Retail based premises	Annual	\$757.00	\$908.00	N
Food based premises less than 200 square metres floor area	Annual	\$2,268.00	\$2,722.00	N
Food based premises greater than 200 square metres floor area	Annual	\$5,289.00	\$6,347.00	N
<b>Non- Rateable Properties 240 litre bin:</b>				
Garbage weekly service, includes recycle fortnightly	Per Service	\$223.00	\$232.00	N
Garbage 5 weekday service, includes recycle fortnightly	Per Service	\$1,038.00	\$1,080.00	N
Additional 240 litre Recycle Bin	Per Bin	\$85.00	\$88.00	N
<b>Non- Rateable Properties 120 litre bin waste with 240 litre bin recycle:</b>				
Garbage weekly service, includes recycle fortnightly	Per Service	\$165.00	\$172.00	N
Additional 240 litre Recycle Bin	Per Bin	\$85.00	\$88.00	N
<b>Residential:</b>				
120 litre bin Surcharge	Per Bin	\$52.00	\$54.00	N
Optional 240 litre Green Waste Bin	Per Bin	\$105.00	\$109.00	N
Additional 240 litre Recycle Bin	Per Bin	\$85.00	\$88.00	N
Additional 120 litre Household Bin	Per Bin	\$245.00	\$255.00	N
<b>Engineering &amp; Infrastructure - Operations</b>				
<b>OPEN SPACE MANAGEMENT</b>				
<b>Tree Removal</b>				
Removal of tree due to installation of new crossover	Per Request	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Y



## 6.4 Payment Assistance Policy

**SUMMARY:** Acting Manager Business & Financial Services, Dennis Bastas

**Council's Payment Assistance Policy has been reviewed and is presented to Council for adoption.**

### RECOMMENDATION

**That Council adopt the Payment Assistance Policy addendum COVID-19 Pandemic Payment Relief incorporating the revisions as set out in Attachment 1 to this report.**

#### 1. INTRODUCTION

The Novel coronavirus pandemic, COVID-19, is adversely impacting Australia's society and economy and creating an environment of disruption and financial and social uncertainty.

It is recommended that Council approve thoughtful, flexible and timely packages of responses to the Knox community where:

1. Hardship support is needed; and
2. Community and business support is needed.

The fundamental objectives for the Knox Payment Assistance Policy addendum COVID-19 Pandemic Payment Relief (the Addendum) are framed in the context that:

- Debts owed to Council prior to and as a result of COVID-19, especially debts for Council services already provided and invoiced in arrears will be provided an extended time to pay without being charged interest or charges, such as late fees.
- Council hardship initiatives need to focus on genuine hardship and should complement but not enhance existing Federal and State Government initiatives.

The Addendum will cover the period 31 March 2020 to 30 September 2020, and will be reviewed on or before 30 June 2020 and subsequently on or before 30 September 2020.

A further report will be presented to Council prior to then addressing whether the addendum should be extended.

The Payment Assistance Policy is due for review February 2021.

#### 2. DISCUSSION

At the Ordinary Council meeting on 30 March 2020, Council approved the immediate review of the *Knox Payment Assistance Policy* (the Policy) with a view to addressing emerging consequences of the COVID-19 pandemic and its impact on the livelihoods of the Knox community.

The Policy is normally required to be considered by the Audit Committee, but it has been agreed that given extenuating circumstances, it will be proceeding directly to Council. The Audit Chair and other members are all supportive of this action.

A copy of the Addendum will be provided to Audit Committee members when adopted by Council and it will also be included in the Audit Committee June 2020 Agenda for noting.

An addendum has been inserted to the Policy.

The purpose of the Addendum is to provide Council with a framework to make available payment assistance to individuals, businesses and other community members. The Addendum provides details of the assistance available to those currently experiencing, or at the risk of experiencing, financial hardship as a result of impacts from the COVID-19 pandemic.

The Addendum, similar to the Policy, covers all forms of debtors owed to Council, however the Addendum provides the additional assistance:

- The inclusion of a zero-payment plans for the term of the addendum.
- Less stringent requirements for interest free periods during the term of the addendum.
- Interest free periods for ALL categories of rate payers (previously not permitted for commercial and industrial rate categories).
- Payment plans that exceed a period of 12 months from the date of issue of a rates notice (for rates only).
- Council deferral of debt collection, where payment plans are in place (including zero payment plans).

### **3. CONSULTATION**

Officers involved in the application of this Policy were consulted as part of the review.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

Nil.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Knox is in a strong financial position, however Council needs to maintain a reasonable cash-flow continuity in order to deliver essential community programs and services.

### **6. SOCIAL IMPLICATIONS**

The Payment Assistance Policy addendum COVID-19 provides support where needed for ratepayers and customers within the community.

### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

#### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

### **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Acting Manager, Business & Financial Services, Dennis Bastas - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development -Interim Finance and Governance, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The addendum to the Payment Assistance Policy - COVID-19 Pandemic Payment Relief is recommended for adoption by Council.

## **10. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

**Report Prepared By:                    Acting Manager, Business & Financial Services, Dennis Bastas**

**Report Authorised By:                Director, City Development - Interim Finance and Governance,  
Matt Kelleher**

## **Attachments**

1. Attachment 1 - Payment Assistance Policy and Addendum [6.4.1 - 9 pages]

## KNOX POLICY



### PAYMENT ASSISTANCE

<b>Policy Number:</b>	2007/04	<b>Directorate:</b>	City Development – Finance and Governance
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Business and Financial Services
<b>Addendum Approval Date:</b>	27 April 2020	<b>Version Number:</b>	6
<b>Review Date:</b>	12 February 2021 (Addendum to be reviewed on or before 30 June 2020)		

#### 1. PURPOSE

The purpose of this Policy is to provide Council with a framework to make available payment assistance to individuals. This Policy provides details of the assistance available to those currently experiencing, or at the risk of experiencing, financial hardship. Council is committed to assisting the community in meeting their financial obligations to Council by providing payment support, including arrangements, for property and service based debts.

The Policy includes a special addendum (addendum 1) in response to the 2020 COVID-19 pandemic; with the purpose of establishing the policy framework to provide assistance to those in the Knox community experiencing financial hardship due to the impacts of the Coronavirus pandemic.

#### 2. CONTEXT

Part 8 Division 1 of the Local Government Act 1989 (the Act) establishes the power of Council to declare Rates and Charges. Sections 170-172 of the Act discusses the deferment and waiver provisions when considering financial hardship.

Whilst Rates and Charges are the largest source of Council's income, payment assistance may be sought for other fees and charges including the request for payment arrangements.

#### 3. SCOPE

This Policy applies to balances outstanding from ratepayers and sundry debtor customers who are currently, or are at risk of, experiencing financial hardship.

#### 4. REFERENCES

##### 4.1 **Community & Council Plan 2017-2021**

- Goal 8 - We have confidence in decision making

##### 4.2 **Relevant Legislation**

- Local Government Act 1989

##### 4.3 **Charter of Human Rights**

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

## 2.

- Any decisions regarding the deferral, waiver or collection of rates must be considered in light of, and be compatible with, relevant Charter rights, in particular, the rights to privacy and the right to protection of families and children.

**4.4 Related Council Policies**

- Payment Assistance Addendum COVID-19 Pandemic Payment Relief

**4.5 Related Council Procedures**

- Nil

**4.6 Other Guidance**

- Hardship Policy Guidelines (November 2013) – Municipal Association of Victoria

**5. DEFINITIONS**

<b>Council</b>	means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Deferment</b>	means the postponement of payment in completely or in part and can be for a specified period and subject to any conditions. When Rates and Charges are deferred payment is not required until the Council issues a Notice requiring payment, the property is sold, there is a change in ownership or there is a change in ratepayer. Deferred Rates and Charges remain a charge on the property.
<b>Deferment Interest Rate</b>	means the official 180 day bank bill rate sourced from Council's contracted banking services provider as at 1 July each year and will be the net penalty interest rate levied against overdue amounts where Rates and Charges have been deferred, rounded to 1 decimal place, plus 2.0% per annum
<b>Waiver</b>	means the relinquishment or the removal of the liability to pay and may include the whole or part of any Rate and Charges, interest charge, fee or other charge.

**6. COUNCIL POLICY**

Council, in applying this policy, will ensure that wherever possible, all outstanding debts will eventually be recovered.

**6.1 Rates and Charges**

Rates and Charges, including interest and legal costs, are a charge on the property. Council has the power under Section 181 of the Local Government Act 1989 to sell land (the property) to recover unpaid rates and charges.

## 3.

Interest and Interest Waivers

- 6.1.1 Unless otherwise specified in this Policy, penalty interest will be charged on overdue rates and charges in accordance with Section 172 of the Local Government Act 1989. Penalty interest is calculated at the annual fixed rate as declared by the Attorney General under Section 2 of the Penalty Interest Rate Act 1983.
- 6.1.2 Interest charges may be waived, in part or in full, under the following circumstances:
- 6.1.2.1 Administrative Waiver – interest charges may be waived in the event of an administrative issue, error or omission which caused or significantly contributed to the failure to pay rates and charges by the due date.
- 6.1.2.2 Waiver on Compassionate Grounds – interest charges may be waived where the ratepayer has demonstrated compassionate grounds for the late payment of rates and charges.
- 6.1.2.3 Waiver of Interest due to Financial Hardship – ratepayers experiencing financial hardship may apply to have interest charges waived subject to the following conditions:
- a) The ratepayer must be experiencing undue financial hardship. Ratepayers who are eligible pensioners or who can prove temporary unemployment may apply for current year rates and charges to be paid within 12 months from the date of issue of the Rates Notice, interest free. Such interest free arrangements only remain in place while agreed payments are being received. Applications should be directed to the Coordinator Rates and Valuations.
  - b) All other ratepayers (not eligible ratepayers or unable to prove temporary unemployment) may apply in writing to the Manager Financial Services detailing the circumstances affecting the ratepayer's ability to pay current rates and charges by the due date. If approved, the waiver of interest in full or in part will not exceed a period of 12 months from the date of issue of the Rates Notices.

## 4.

Payment of Rates and Charges by Arrangement

- 6.1.3 Any ratepayer may request to pay outstanding rates and charges by way of a payment arrangement. Payment arrangements will attract penalty interest on outstanding balances but allow ratepayers additional time to make payments. Council will not take any legal action to recover rates and charges provided conditions of the payment arrangements are honoured.

Payment arrangements generally provide support to settle current rates and charges within 12 months. Payment arrangements beyond 12 months require approval of the Coordinator Rates and Valuations.

Deferral of Rates and Charges

- 6.1.4 The deferral of rates and charges and/or interest is available to Residential and Retirement Village property owners only. Rates and charges will not be deferred for Commercial, Industrial, Vacant Land or Cultural and Recreational Land properties.

- 6.1.4.1 Residential and Retirement Village property owners may apply to have rates and charges and/or interest in full or in part, deferred. Rates and charges including interest will continue to be levied. Applications for deferral will only be considered under the following circumstances:

- a) The ratepayer must be experiencing, and be able to demonstrate, undue and unavoidable hardship; and
- b) The ratepayer is either an eligible pensioner or a current recipient of unemployment benefits for at least 3 consecutive months; and
- c) The ratepayer is both the legal owner of, and resides in, the property; and
- d) The total amount of rates and charges, including any interest, to be deferred should not exceed 10% of the capital improved value of the subject property.

- 6.1.4.2 Interest charged on overdue rates and charges, including any interest, that are deferred will be set at the Deferral Interest Rate rather than the penalty interest rate. The Deferral Interest Rate only applies after the approval of the deferral. Previous interest charges at the penalty interest rate remain.

## 5.

- 6.1.4.3 Deferrals may be offered for a period of up to three (3) years, at which time the ratepayer may apply for a further deferral subject to the assessment of personal circumstances prior to the continuation of any deferral agreement.
- 6.1.4.4 All deferral agreements must be approved by the Manager Financial Services.

Waiver of Rates and Charges

- 6.1.5 Rates and charges will not generally be waived. This is to ensure that payment assistance offered to one ratepayer does not have a redistribution effect on Council's rate base.

The Local Government Act 1989 is specific in relation to the grounds for the consideration of waiving rates and charges under financial hardship. The Local Government Act 1989 will be the basis for the consideration of any application for waiver.

Applications for the waiver of rates and charges must be addressed to the Chief Executive Officer. Applications must be supported by evidence of necessitous circumstances causing or likely to cause financial hardship. The waiver of rates and charges must be approved by Council.

Termination of Payment Assistance

- 6.1.6 Payment assistance support is terminated in the event of the sale or transfer of ownership of the subject property afforded payment support provided in 6.1.1 through 6.1.5 inclusive.

**6.2 Sundry Debtors**

The principles of this Policy will apply to sundry debtors. Requests for the waiver of a fee or charge must be submitted to the Manager of the relevant service for consideration. Recommendations for the waiver of fees and charges in full or in part must be forwarded to the Manager Financial Services for approval and processing.

Requests for payment arrangements for Sundry Debtor accounts should be submitted to the Manager Financial Services. Payment arrangements will generally not exceed a period of 12 months from the date of the original invoice. Penalty interest may be charged on overdue amounts during the payment arrangement period.

- 6.3 All information provided in accordance with this Policy will remain confidential.



6.

**7. ADMINISTRATIVE UPDATES**

Policy updated 27 April 2020.

Addendum 1 to Policy updated 27 April 2020.

## Knox Payment Assistance Policy – Addendum



### COVID-19 PANDEMIC PAYMENT RELIEF

<b>Policy Number:</b>	2007/04	<b>Directorate:</b>	City Development – Finance and Governance
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Business & Financial Services
<b>Approval Date:</b>	27 April 2020	<b>Version Number:</b>	1
<b>Review Date:</b>	30 June 2020		

#### 1. PURPOSE

The purpose of this policy addendum is to provide Council with a framework to make available payment assistance to individuals, businesses and other community members currently experiencing, or at the risk of experiencing, financial hardship as a result of impacts from the COVID-19 pandemic.

#### 2. CONTEXT

Council recognises that the effects of social distancing and Australia's response to the coronavirus will, and already has, led to significant impacts on the entire community including all local businesses and all households. Some of these impacts include people losing their job, people being employed for reduced hours, businesses shutting down and businesses reducing their operations.

Part 8 Division 1 of the Local Government Act 1989 (the Act) establishes the power of Council to declare Rates and Charges. Sections 170-172 of the Act discusses the deferment and waiver provisions when considering financial hardship.

Rates and charges are a critical source of revenue that Council uses to deliver services to the community. In addition, other service charges being, fees, licensing and lease income are also an important source of revenue.

Council is constantly assessing the impact of the COVID-19 and will be reviewing its approach to how it supports the community through the pandemic regularly. This policy addendum provides the framework for how Council implements these decisions with regard to payment assistance.

8.

### 3. SCOPE

To provide direction to Council's Officers when collecting and providing for debts owed and ensure Council takes into consideration the financial hardship on debtors caused by COVID-19.

Council will provide assistance to those in financial hardship in accordance with the *Local Government Act 1989*, while ensuring it does not jeopardise the funding of its operations.

This policy addendum will be guided by the principles of transparency, efficiency, capacity to pay and equity by treating all debtors consistently and in a fair manner.

### 4. REFERENCES

Refer to Knox Policy Payment Assistance 2007/04

### 5. DEFINITIONS

<b>Review Date</b>	means on or before 30 June 2020 and on or before 30 September 2020
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### 6. COUNCIL POLICY

Council, in applying this addendum policy, will ensure that wherever possible, all outstanding debts will be recovered.

#### 6.1 Financial Hardship – Rates and other services including, fees charges, licenses, leases

Financial hardship is a circumstance of experiencing a lack of financial means, which may be either ongoing or temporary.

This policy addendum is to address temporary financial hardship due to impacts of COVID-19.

#### Who can apply for hardship?

Any individual, business or community member that has or will experience a loss (or reduced income) of employment or a decrease in sales revenue because of COVID-19 can apply for a payment plan.

People must request assistance from Council **in writing**, providing full details of the circumstances preventing them from meeting their financial obligations to Council.

9.

### **6.1.2 Payment Plans**

If the individual, business or community member is unable to enter into a payment plan, Council will defer the debt accumulated during the COVID-19 pandemic and will hold interest on this debt from 31 March to 30 September 2020 to allow time for the debt to be paid without interest.

Ratepayers will have the ability to enter into zero payment plans for the period 31 March to 30 September 2020.

If any debt is still outstanding at 1 October 2020, Council's Payment Assistance Policy may apply.

### **6.1.2 Zero Interest**

Interest will not be charged on overdue debts effective from Monday, 31 March 2020. (Interest already accrued and charged prior to 31 March 2020 for overdue debts will remain.)

### **6.1.3 Debt Recovery**

Council will make a reasonable attempt to contact debtors during the term of the Addendum, to reassess COVID-19 applications for financial hardship.

During the COVID-19 pandemic, Council will hold off on all legal action for the collection of debts.

## **7. MONITORING, EVALUATION AND REVIEW**

Council officers will monitor Council's cash flow position and will include this report in the monthly finance paper to Executive Management Team and Council.

In the event that the State of Emergency is extended beyond the review date, Council will reassess financial relief and this addendum updated accordingly and/or when Council's cash flow position has been compromised; whichever is the earliest event.

All personal information provided in accordance with this Policy will remain confidential.

## **8. ADMINISTRATIVE UPDATES**

Nil.

## 6.5 Small Business Friendly Council Initiative

**SUMMARY: Executive Officer City Futures, Trish Winterling**

**Knox City Council has been invited to participate in the Victorian Small Business Commission – Small Business Friendly Council initiative. This report outlines what would be expected of Knox City Council should it decide to participate in this state-wide initiative.**

### RECOMMENDATION

**That Council:**

- 1. Accept the invitation to participate in the Victorian Small Business Commission - Small Business Friendly Council initiative.**
- 2. Authorise the Mayor and Chief Executive Officer to execute the Small Business Friendly Charter on behalf of Council.**

### 1. INTRODUCTION

The Small Business Friendly Council (SBFC) initiative has been developed by the Victorian Small Business Commission (VSBC) in partnership with local councils to provide small business with the support they need to run their businesses. Currently, there are 35 councils that participate in the program including Yarra Ranges, Greater Dandenong and Manningham from neighbouring councils.

This initiative, together with more which are anticipated over the coming months will work towards supporting local small businesses as they respond to the impacts of the COVID19 crisis.

### 2. DISCUSSION

In order to participate in the SBFC initiative, councils are required to sign up to the Small Business Friendly Charter (see attachment). This Charter outlines shared goals for both the VSBC and participating local councils in working to create a fair and competitive trading environment for small businesses. When signing the Charter local councils are pledging to:

- pay small businesses within 30 days where they have been engaged by Council for their services;
- support local businesses in managing the impacts of infrastructure projects;
- streamline the approval process when starting a business; and
- help set up and support local business networks.

There are a number of expectations outlined in the Charter in terms of how a council is required to support small businesses. Most of these expectations are already met through Council's Finance department procedures, the programs delivered by the Economic Development service and the Better Approvals Project which is currently underway. The area of the Charter which would need to have a continued focus for Council is around managing any disruption caused to small business by infrastructure projects. The VSBC appreciates that the depth and breadth of Council's ability to implement actions to further minimise disruption to affected small businesses during infrastructure project delivery, will depend on budget and capacity considerations.

Table 1 summarises the Charter expectations and provides a comment on current or future Council practice required for compliance.

It is important to note that the VSBC has no formal reporting requirement for councils to report on the SBFC implementation other than providing information on any relevant case studies.

Table 1: Internal assessment of SBFC Charter conditions.

Charter Agreement condition	Internal Comment
<p><i>Part 1 - Work with small businesses disrupted by infrastructure projects</i></p> <p>Council will:</p> <ul style="list-style-type: none"> <li>Refer to the VSBC's <a href="#">Small Business Engagement Guidelines</a> when planning new works and request that external project managers do the same</li> </ul> <p>Provide small business with the VSBC's guide for small businesses on <a href="#">Managing Disruption</a></p>	<p>The Engagement Guidelines would require Council's infrastructure project managers to undertake impact assessments, prepare associated Disruption Mitigation Plans and implement a communication strategy with affected small business. This could be achieved by documenting these considerations during the project planning and design process.</p> <ul style="list-style-type: none"> <li>Impact assessments include consideration of access, visibility, services, comfort, economic impact, duration of infrastructure project.</li> <li>Disruption Mitigation Plan would address the construction process, marketing support, education, dispute resolution &amp; quality assurance.</li> <li>Communication strategy supports clear and transparent communications between the project manager and businesses throughout the project.</li> </ul> <p>There are many examples of Council engaging well and minimising disruption to local businesses during infrastructure project delivery, including activity centre streetscape improvements and supporting Bayswater Traders during the recent level crossing removal works.</p> <p>In relation to the VSBC guide for Managing Disruption, this could be made available on Council's KnoxBiz website.</p>
<p><i>Part 2 – Support the creation of small business networks across Victoria</i></p> <p>Council and VSBC will:</p> <ul style="list-style-type: none"> <li>Distribute the VSBC's guide to building Stronger Networks</li> <li>Actively engage with small business networks and identify new opportunities for development</li> </ul> <p>Include representatives of association in conversations concerning small business.</p>	<p>Council's Economic Development Service runs a proactive calendar of online and face to face networking and training events for small business.</p> <p>The Economic Development Service is also supporting the creation of the BBP Connect digital network in partnership with Maroondah and Yarra Ranges for small businesses in the Bayswater Business Precinct.</p> <p>Links to the VSBC guide to building Stronger Networks can be published in regular eBulletins.</p>
<p><i>Part 3 – Faster permit approvals processes for small businesses</i></p> <p>Council will complete a Better Approvals Project and streamline permit approvals</p>	<p>Council commenced the Better Approvals Project in February 2020.</p>

Charter Agreement condition	Internal Comment
<p><i>Part 4 – Prompt payment to small businesses</i> Council will pay invoices within 30 days.</p>	<p>This is Council’s current practice.</p>
<p><i>Part 5 – Easy to read &amp; understand information</i> Council will:</p> <ul style="list-style-type: none"> <li>• Link business with business.vic.gov.au resources</li> <li>• Provide the VSBC Retail Lease Checklist to prospective tenants</li> </ul> <p>Identify opportunities for new resources for business</p>	<p>Information distribution via links on the KnoxBiz website and in regular eBulletins, together with direct business engagement with small business by the Economic Development team. .</p>
<p><i>Part 6 – Open channels of communication between the VSBC and Council</i> Council will:</p> <ul style="list-style-type: none"> <li>• Notify the VSBC of issues affecting local small business communities</li> <li>• Refer commercial disputes to the VSBC dispute resolution team as appropriate</li> </ul> <p>Provide details of the VSBC’s dispute resolution services on its website</p>	<p>No issue foreseen with this requirement.</p>
<p><i>Promotion of Small Business Friendly Council initiative</i> Council will promote the initiative in its communications channels and provide case study information to VSBC</p>	<p>Promotion is accessible via KnoxBiz website and regular eBulletins to subscribed businesses.</p>

### 3. CONSULTATION

The opportunity to participate in the SBFC initiative has been discussed internally and supported by several Council teams, including Economic Development, Open Space & Landscape Design, Project Delivery and Operations. Discussions with these teams highlighted that many of the Charter Agreement conditions are already embedded within Council’s current practice and Council officers welcome any continuous improvement opportunity to engage better with local businesses around infrastructure project delivery.

In particular, discussions with Council’s Open Space & Landscape Design and Project Delivery teams highlighted that their current practice is to involve key stakeholders in the design stage to minimise impact on business, conduct works in as short a time frame as possible, and constantly communicate to both businesses and local residents throughout the works (including face to face, pop up sessions, social media, flyers and letters). The team’s approach is one of ‘no surprises’.

Council officers have also discussed the SBFC initiative with Yarra Ranges Shire Council, which currently participates in this initiative.

#### **4. ENVIRONMENTAL/AMENITY ISSUES**

There is no environmental or amenity issue associated with the SBFC initiative.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

There is no financial contribution required from Council to participate in the Small Business Friendly Council initiative. There may be more time required by the project manager of local infrastructure projects to document any concerns and mitigation actions raised in impact assessments.

Participation in this initiative would help to strengthen the efforts made by Council to consult with small businesses impacted by infrastructure projects and consideration of their needs. Implementation of any tailored actions to further mitigate disruption to small business will also help support the local economy.

#### **6. SOCIAL IMPLICATIONS**

There are no social implications associated with the SBFC initiative.

#### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

##### **Goal 5 - We have a strong regional economy, local employment and learning opportunities**

Strategy 5.1 - Attract new investment to Knox and support the development of existing local businesses, with particular focus on Advanced Manufacturing, Health, Ageing and Business Service sectors

Strategy 5.3 - Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business

#### **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Executive Officer City Futures, Trish Winterling - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

#### **9. CONCLUSION**

Given that Knox City Council currently implements most of the conditions required by the SBFC initiative and is keen to strengthen its demonstration of support to small business, it is recommended that Council sign up to this initiative.

#### **10. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

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**Report Prepared By:** Executive Officer City Futures, Trish Winterling

**Report Authorised By:** Director, City Development, Matt Kelleher

**Attachments**

1. Small Business Friendly Council - Charter Agreement 2020 [6.5.1 - 4 pages]




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## Charter Agreement

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### Introduction

This Charter is a commitment between your council and the Victorian Small Business Commission (VSBC) to work together to create a fair and competitive trading environment for Victorian small businesses. It also tells you what you can expect as a business owner from your local council and the VSBC. By signing the charter, the VSBC and local councils agree to meet these commitments within 12 months.

### Commitments and what you can expect from us

#### Part 1 | Work with small businesses disrupted by infrastructure projects

The VSBC will:

- a. provide councils with VSBC resources for managing the impacts of disruption
- b. provide dispute resolution services in relevant matters
- c. advocate on behalf of small businesses with authorities who undertake major works
- d. work collaboratively with council to develop practical initiatives that benefit small businesses

Your council will:

- a. refer to the VSBC's [Small Business Engagement Guidelines](#) when planning new works and request that external project managers do the same
- b. provide small businesses with the VSBC's guide for small businesses on [Managing Disruption](#)

#### Part 2 | Support the creation of small business networks across Victoria

The VSBC and your council will:

- a. distribute the VSBC's guide to building [Stronger Networks](#)
- b. actively engage with small business networks and identify new opportunities for development
- c. include representatives of associations in conversations concerning small businesses

#### Part 3 | Faster permit approvals processes for small businesses

Your council will:

- a. work towards faster permit approvals for new small businesses. This may mean:
  - i. registering with the Better Approvals Project and completing this as scheduled; or
  - ii. implementing strategies to streamline permit approvals processes for small businesses

**Part 4 | Prompt payment to small businesses**

The VSBC will:

- a. raise awareness of the Australian Supplier Payment Code<sup>1</sup> across Victoria to ensure your business is paid within 30 days of issuing an invoice

Your council will:

- a. initiate processes to ensure invoices from small businesses are paid promptly; or
- b. commit to signing up to the Australian Supplier Payment Code to pay small businesses within 30 days

**Part 5 | Easy to read, easy to understand information for Victorian small businesses**

The VSBC will:

- a. liaise with Small Business Victoria on the development of new resources for your business and communicate requests from your council about what is needed
- b. refer your council to new resources as they are made available

Your council will:

- a. link your business with the resources available at [business.vic.gov.au](http://business.vic.gov.au)
- b. provide the VSBC Retail Lease Checklist to prospective tenants

Both parties will:

- a. identify opportunities for the development of new resources for your business

**Part 6 | Open channels of communication between the VSBC and local councils**

The VSBC will:

- a. advocate on behalf of small business when your council notifies VSBC of key issues of concern
- b. work with relevant agencies to progress matters of concern to local councils and small businesses

Your council will:

- a. notify the VSBC of issues affecting local small business communities
- b. refer commercial disputes to the VSBC dispute resolution team as appropriate
- c. provide details of the VSBC's dispute resolution services on its website

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<sup>1</sup> Further information on the Australian Supplier Payment Code can be found on the website of the Business Council of Australia | [www.bca.com.au](http://www.bca.com.au)

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## **Additional commitments**

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### **Promotion of Initiative**

The VSBC will:

- a. provide all participating councils with the Small Business Friendly Council Initiative logo to use in their own materials
- b. provide all participating councils with an animated video promoting the benefits of having a small business friendly council to Victorian small businesses
- c. share success stories and case studies from participating councils in the VSBC eNewsletter and on social media
- d. list all participating councils on the VSBC website

Your council will:

- a. utilise the Small Business Friendly Council Initiative and videos in relevant communications
- b. provide VSBC with case studies and success stories associated with the initiative

### **Quality assurance and review**

The VSBC will:

- a. contact your council 12 months after signing the charter to assess their status on each commitment
- b. review feedback from your council about the value of the charter and modify it as appropriate after 12 months

Your council will:

- a. work towards fulfilling each commitment within the first 12 months of signing the charter
- b. work with the VSBC to amend the charter if required

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## Acceptance

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On behalf of ..... we agree to the terms outlined in this Charter and agree to implement the Small Business Friendly Council Initiative.

**Name**  
**Position**  
**Signature**

.....

**Date** / /

**Name** Judy O'Connell  
**Position** Victorian Small Business Commissioner  
**Signature**

.....

**Date** / /

Please provide the contact details for the CEO for your organisation, and the details of a contact person that we can use as matters for discussion arise.

	CEO	Point of contact
<b>Name</b>		
<b>Position</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Postal address</b>		



## 6.6 Audit Committee - Independent Member Reappointment

**SUMMARY: Manager Governance, Phil McQue**

**Knox City Council Audit Committee Terms of Reference provide that its membership shall comprise three Councillors and three independent members.**

**Lisa Tripodi's term as an independent member on the Audit Committee is due to conclude 31 May 2020. This report recommends that Ms Tripodi be reappointed as an independent member to the Audit Committee for a further three-year term.**

### **RECOMMENDATION**

**That Council reappoint Ms Lisa Tripodi to the Audit Committee as an independent member for a three-year term, 1 June 2020 to 31 May 2023.**

### **1. INTRODUCTION**

The Audit Committee's Terms of Reference provide that its membership shall comprise three Councillors and three independent members. The Terms of Reference provides that independent members shall be appointed for a maximum of three years, following which the Council may reappoint the independent member for a further term.

### **2. DISCUSSION**

Ms Tripodi was appointed to the Audit Committee as an independent member in June 2017 for a term that concludes 31 May 2020. Ms Tripodi has discharged and fulfilled her duties on the Audit Committee very well and is highly regarded by her fellow Committee members.

Ms Tripodi has been the Chairperson of the Audit Committee since December 2018 and is highly qualified with extensive senior management experience in the area of finance, risk, audit and governance and serves on a number of Victorian Council Audit Committees.

Ms Tripodi is a CPA with qualifications including Business Accounting Honours and a Bachelor of Commerce and Economics.

### **3. CONSULTATION**

The three Councillors on the Audit Committee, Councillors Mayor Seymour, Pearce and Holland, were consulted on this proposed reappointment, with all advising they were in support of Ms Tripodi continuing on the Audit Committee.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

Nil.

## **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Independent members receive an annual fee of \$7,549.66 indexed annually by Consumer Price Index.

## **6. SOCIAL IMPLICATIONS**

Nil.

## **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

## **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Manager Governance, Phil McQue - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

It is recommended that the Council reappoint Ms Lisa Tripodi to the Audit Committee as an independent member for a three-year term, 1 June 2020 to 31 May 2023.

## **10. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

**Report Prepared By:                   Manager Governance, Phil McQue**

**Report Authorised By:               Director, City Development, Matt Kelleher**

## **Attachments**

Nil

## 6.7 Renewable Energy Power Purchase Agreement

**SUMMARY: Senior Program Lead – Sustainability, Sam Sampanthar**

**This report considers and recommends the appointment of tender for the supply of retail electricity through a long term renewable energy Power Purchase Agreement for all of Knox’s streetlights until 30 June 2030.**

### RECOMMENDATION

**That Council:**

- 1. Accept the tender submitted by Alinta Energy Retail Sales Pty Ltd, via the Procurement Australia Contract No. 3006/0637, for the supply of electricity (street lights) and associated services for a period of nine years, commencing 1 July 2021;**
- 2. Authorise the Chief Executive Officer to sign the formal energy supply agreements with Alinta Energy Retail Sales Pty Ltd; and**
- 3. Advice Procurement Australia, as the tendering agent, accordingly.**

### 1. INTRODUCTION

Maps Group Ltd, trading as Procurement Australia, negotiates and facilitates public tenders on behalf of its members, in the provision of goods and services, including energy supply contracts. At the March 2019 Ordinary Council meeting, Council resolved to participate in a Procurement Australia tender for Renewable Energy Power Purchase Agreement (PPA). Ten local governments including Knox participated in the tender event for energy retailers to provide a long-term PPA for various Large, Small and Streetlight Energy markets. Knox nominated all of the street light accounts as part of this tender event – this accounts for approximately 50% of the total electricity requirements for Knox Council.

This report provides an overview of that tender event (Procurement Australia Tender number 3006/0637), and considers and recommends the appointment of an energy retailer for the supply of electricity for Knox’s streetlights for a 9 year period commencing 1 July 2021 and concluding on 30 June 2030.

The electricity supply contract for large and small sites (buildings) was finalised in January 2020 with the Council resolving to accept the offer of ERM Power Retail Pty Ltd, via Procurement Australia until 30 June 2023.

### 2. DISCUSSION

The PPA tender relates to the contestable elements of the energy bill, which represents about 35% of the total electricity bill. In 2019, the total streetlight electricity bill was approximately \$827,000 (Inc. GST). The remaining costs are regulatory costs (such as network charges) which are passed through to Councils by the retailers.

The tender evaluation report is attached (as Confidential Attachment 1) detailing the tender and evaluation process undertaken by Procurement Australia. The key stages are summarised below:

- March 2019 – Councils confirm participation in the tender event. Ten Victorian Councils, including Knox are part of the tender event.



- June 2019 – Tender publicly advertised 5<sup>th</sup> of June and closed 19<sup>th</sup> of June. 30 parties downloaded the tender. Four parties submit a tender.
- November 2019 - All four parties are shortlisted for further negotiation
- February 2020 – Tender evaluated and Councils notified via Council briefing
- March 2020 – Questions from council briefing clarified and answered by Procurement Australia.
- April 2020 – Approval for awarding of tender sought from all participating Councils.

The four energy retailers that submitted a tender response are:

- Alinta Energy
- Origin Energy
- AGL Energy
- Infigen Energy

The evaluation, conducted by a Tender Evaluation Panel convened by Procurement Australia, recommends that the contract be awarded to Alinta Energy until 30 Jun 2030. Knox will participate in the PPA when our current energy supply with AGL Energy ends on the 30th of June 2021.

The offer from Alinta Energy scored the highest of the four submissions based on a criteria that includes both financial and non-financial criteria. Detail of rates submitted are included in Confidential Attachment 1.

The current street light energy costs are a flat rate of \$77.10 per Megawatt Hours (MWh) (inc. GST) supplied by AGL Energy under a fixed price/fixed term contract due to expire on 30 June 2021. Peak rates apply between 7AM and 11PM Monday to Friday and off-peak rates apply all other times including weekends. Approximately 60% of the energy consumed for streetlights is during off-peak hours.

The overall cost of the contract is estimated at approximately \$7,700,000 (inc. GST) over the nine year period of the PPA. This includes the regulated pass through costs. The contestable element of the tender amounts to approximately \$2,300,000 (inc. GST) – this is an estimated cumulative cost saving to Council of \$215,000 (inc. GST) over the 9 year period (an average saving of \$24,000 per annum) based on the current energy rates. It should be noted that the overall budget impacts of pass through charges may ultimately be higher than the expected savings.

### **3. CONSULTATION**

Procurement Australia has managed all the consultation with participating Councils before, during and after the tender. No public consultation has been undertaken as part of this tender event.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

The proposed Alinta Energy offer sources electricity from existing Victorian windfarms in Wonthaggi, Yawong, Timboon and Maroona. The Australian Government's Renewable Energy Target (RET) requires 20% of energy generation to be sourced from renewable energy by 2020. The RET creates a financial incentive for investment in renewable sources through the creation and sale of certificates from two key market segments. The Large-scale Renewable Energy Target (LRET) applies to all solar installations over 100kW and the Small-scale Renewable Energy Scheme (SRES) applies to all systems under 100kW. Under the LRET, large-scale generation certificates

(LGCs) are created for every one megawatt hour of eligible renewable electricity generated above the power station's baseline.

For corporations wishing to reduce their carbon emissions and achieve carbon neutrality, purchasing and retiring LGCs is one way of achieving this. The PPA includes an option for interested Councils to purchase LGCs at a fixed price of \$13.80 per certificate. Councils wishing to take up this option are required to commit to the LGC price up front and commit for the duration of the PPA. The volume of LGCs also needs to be nominated upfront and can be increased during the term of the PPA, but not decreased.

With street light replacement program for Major Road lighting yet to occur, the energy use from streetlights are likely to further decrease resulting in the need to decrease our LGC requirements in the future. In addition, Knox does not yet have a formal position on achieving carbon neutrality or zero emissions – this will be part of developing the Climate Response Plan in 2020/21. Therefore, it is recommended that the LGC option is not pursued as part of this PPA. Opportunity to achieve carbon neutrality for Knox can be addressed through other means including purchase of offsets which includes retiring LGCs from future large scale renewable energy projects that Council may pursue.

## **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Electricity bills consist of two major cost components – the wholesale electricity charges and the pass through costs such as regulatory charges and network charges. The wholesale costs are the only contestable element of the energy bill and accounts for approximately 35% of the overall cost. The current street light energy charge is a flat rate of \$77.17 per Megawatt Hours (MWh) (inc. GST) supplied by AGL Energy under a fixed price/fixed term contract due to expire on 30 June 2021. Approximately 60% of the energy consumed for streetlights is during off-peak hours.

Pass through costs including Network Charges, Regulatory Charges and Operation, Maintenance and Repair (OMR) Charges will remain unaffected by this proposed Power Purchase Agreement and may change in the future. These pass through costs are set for a five-year period, with the Australian Energy Regulator and the electricity Distribution companies (including Ausnet Services and United Energy) currently working on the next period covering 2021 to 2026.

The overall cost of the contract is estimated at approximately \$7,700,000 (inc. GST) over the nine year period of the PPA. This includes the pass through costs. The contestable element of the tender (i.e the wholesale energy charge) amounts to approximately \$2,300,000 (inc. GST). This is an estimated cumulative cost saving to Council of approximately \$215,000 (inc. GST) over the 9 year period - an average saving of around \$24,000 (inc. GST per annum) based on the projected BAU energy rates (see table below).

	<b>BAU Energy Charges (ex. GST Per annum)</b>	<b>Energy Charges under PPA (ex. GST Per annum)</b>
2021/22	\$ 247,773	\$ 233,228
2022/23	\$ 247,073	\$ 233,228
2023/24 <sup>1</sup>	\$ 249,544	\$ 233,228
2024/25	\$ 252,039	\$ 233,228
2025/26	\$ 254,560	\$ 233,228
2026/27	\$ 257,105	\$ 233,228
2027/28	\$ 259,676	\$ 233,228
2028/29	\$ 262,273	\$ 233,228
2029/30	\$ 264,896	\$ 233,228
	<b>\$ 2,294,938</b>	<b>\$ 2,099,056</b>

## 6. SOCIAL IMPLICATIONS

Not applicable to this report

## 7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

### Goal 1 - We value our natural and built environment

Strategy 1.1 - Protect and enhance our natural environment

## 8. CONFLICT OF INTEREST

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Senior Program Lead – Sustainability, Sam Sampanthar - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director, Engineering and Infrastructure, Matt Hanrahan - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## 9. CONCLUSION

Procurement Australia, on behalf of the ten participating Councils, has undertaken a tender for the supply of electricity through a renewable energy Power Purchase Agreement. Knox Council nominated the streetlights accounts for the PPA, which accounts approximately for 50% of Councils energy needs. The tender has been assessed by an evaluation panel convened by Procurement Australia and has recommended the submission of Alinta Energy.

The offer from Alinta Energy provides a number of key benefits as described below:

- **Cost Savings:** The offer from Alinta will result in lower energy charges for street lights, with an estimated total saving of \$215,000 (inc. GST) or an average of \$24,000 (Inc GST per annum).

<sup>1</sup> From 2023/24 BAU Energy Charges are assumed to increase with 1% CPI. Prices for 21/22 and 22/23 are based on contract rates for Large Market sites in the recent PA contract for buildings.

- Long term budget forecasting: Locking in long term retail energy charges will help with budget certainty.
- Supporting Renewable Energy: The proposed Alinta Energy offer sources electricity from Victorian windfarms in Wonthaggi, Yawong, Timboon and Maroona. Power Purchase Agreements help provide investment certainty for renewable energy projects.

## **10. CONFIDENTIALITY**

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Section 89(2) of the Local Government Act 1989, as the information relates to contractual matters and premature disclosure of the information could be prejudicial to the interests of Council or other persons.

**Report Prepared By: Senior Program Lead – Sustainability, Sam Sampanthar**

**Report Authorised By: Acting Director, Engineering and Infrastructure, Matt Hanrahan**

### **Attachments**

**A confidential attachment has been circulated under separate cover**

## 6.8 Environment Advisory Committee Annual Report 2019

**SUMMARY: Executive Officer City Futures, Trish Winterling**

**The Knox Environment Advisory Committee (EAC) current Terms of Reference (ToR) require an annual report be submitted to Council on the Committee's activities and achievements in accordance with the objectives stated in the ToR. This report provides the annual report of EAC activities and achievements for 2019.**

### **RECOMMENDATION**

**That Council notes the report on the activities undertaken by the Environment Advisory Committee (EAC) between January and December 2019.**

### **1. INTRODUCTION**

The Knox EAC has been established to:

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

The report provides the annual report of the Knox EAC activities and achievements for 2019.

### **2. DISCUSSION**

During the 19 February 2020 EAC meeting, the Annual Report 2019 (see Attachment) was presented and adopted by the Committee. The Annual Report provides an overview of the topics discussed and outcomes throughout 2019. In summary, the following topics were discussed:

- Energy and Climate Change;
- Sustainable Buildings Policy Review;
- Waste and recycling;
- Biodiversity protection; and
- Public transport advocacy and cycling treatments.

In addition, the EAC participated in the Annual Advisory Committee meeting (for all Council Advisory Committees) and the Sustainable Development Group meeting (including the Environment, City Futures, and Community Safety, Health and Wellbeing Advisory Committees).

The 2019 Committee was chaired by Councillor John Mortimore and comprised of thirteen community members including a representative from the Knox Environment Society.

Two community members have resigned from the committee during the course of 2019 with eleven community members remaining. As the terms of all committee members will conclude in December 2020, an Expression of Interest process will commence in October/November 2020 to recruit the new Committee.

### **3. CONSULTATION**

The EAC's feedback and input has been incorporated into the following:

- Sustainable Buildings & Infrastructure Policy;
- Wantirna Health Precinct Master Plan;
- Advocacy campaigns for public transport and waste/recycling;
- Biodiversity program implementation; and
- The approach recommended to Council for the development of the Climate Response Plan 2021-2031.

As previously stated, the draft Annual Report 2019 was presented to the February 2020 EAC meeting and adopted as presented.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

There are no specific environmental/amenity issues arising from this report.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no specific financial and economic implications arising from this report.

### **6. SOCIAL IMPLICATIONS**

There are no specific social implications arising from this report.

### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

#### **Goal 1 - We value our natural and built environment**

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

#### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

It should be noted that EAC discussion topics will be aligned to other Knox Community and Council Plan goals and strategies covering housing needs, transport, and liveability.

## **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Authors - Executive Officer City Futures, Trish Winterling - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The EAC continues to fulfil its role in informing and advising Council on environmental and sustainability related issues and Council’s role in improving the natural and built environment. Through the agreed work plan for 2019, EAC members have had the opportunity to consider a number of key issues which have been outlined in the EAC Annual Report.

## **10. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

**Report Prepared By: Executive Officer City Futures, Trish Winterling**

**Report Authorised By: Director, City Development, Matt Kelleher**

## **Attachments**

1. Annual Report - Knox Environment Advisory Committee - 2019 [6.8.1 - 3 pages]

**Knox Environment Advisory Committee  
Annual Report - 2019**

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

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

**Key Issues considered by the Environment Advisory Committee in 2019**

<b>Topic</b>	<b>Alignment to Community and Council Plan 2017 - 2021</b>	<b>Action</b>	<b>Outcome</b>
Sustainable Buildings Policy Review (Feb 2019)	Strategy 2.2: Encourage high quality sustainable design	Presentation and discussion on the revision of the Knox Sustainable Buildings Policy.	The Committee provided advice on the expansion of the policy to improve landscape and biodiversity values as well and raising the current efficiency standards above the current requirement of 25% improvement. The Sustainable Buildings and Infrastructure Policy was adopted by Council in June 2019.
Waste and Recycling Update (Feb 2019 & Sep 2019)	Strategy 1.1: Protect and Enhance our Natural Environment	Presentation from Council's Waste Services Coordinator on the Recycling Crisis as well as some emerging waste management issues and opportunities.	The Committee supported initiatives such as the Food Waste in Garden Organics, the need to advocate for Container Deposit Legislation and generally a stronger focus on waste avoidance initiatives. The Committee were also in support of Council changing the Knox waste bin colours to be consistent with the Australian Standard Bin Lid Colours in order to minimise confusion and improve recycling habits. Following feedback from the Advisory Committee, Council hosted its first ever "Towards Zero Waste Living" workshop which was attended by approximately 100 residents in June 2019 and a follow up event in September 2019 with the Eastern Regional Libraries.



Topic	Alignment to Community and Council Plan 2017 - 2021	Action	Outcome
Energy and Climate Change (May, Jul, Sept and Oct 2019)	All 8 goals	Presentation from Council's Senior Program Lead – Sustainability on the high level review of actions from the <i>Climate Change Response Plan 2012-2022</i> .	The Committee provided advice on the need to embed climate change into the wider organisation and discussed the emerging movement of local governments that have declared a Climate Emergency. The Council through a Notice of Motion initiated by the Chair of the Environment Advisory Committee, Cr Mortimore, was unanimously supported to take urgent action. During the 28 January 2020 Council meeting, Council approved resourcing for the development of a Climate Response Plan in 2020 and its coordinated implementation for 3 further years.
Biodiversity Protection and Service Overview (Jul 2019)	GOAL 1 - We value our natural and built environment	Presentation from Coordinator Biodiversity on the policies and programs managed by the Biodiversity team.	Feedback and advice from the Committee covered the need to capture reliable data to understand the change being observed and the impact of the work being carried out by Council and volunteers to protect and enhance the natural environment.
Public Transport Advocacy and Cycling Treatments (Oct 2019)	Goal 3 - We can move around easily	Presentation and workshop from Council's Sustainable Transport Planner on the current transport priorities for the State Government and Knox Council	The Committee provided suggestions which will inform future advocacy campaigns and feedback on on-road/off-road cycling treatments as input for future cycling links.

#### 2019 Meeting Schedule and Agenda Items

- EAC Meeting – Wednesday, 20 February 2019
  - EAC Annual Work Plan
  - Public Seating and Bus Shelter Planning
  - Waste and Recycling Update
  - Sustainable Buildings Policy Review
  - Emerging Issues – Dandenong Creek Pollution Report
- EAC Meeting – Wednesday, 15 May 2019
  - Energy and Climate Change

- Sustainable Buildings Policy Review
- Emerging Issues – Revolving Energy Fund
- Joint Meeting (All Committees) – 30 May 2019
  - Advisory Committee achievements and reflections
  - State of Knox and Knox Community & Council Plan update
- EAC Meeting – Wednesday, 17 July 2019
  - Biodiversity Protection and Service Overview
  - Proposed development at former DEPI Site (609 – 621 Burwood Hwy, Knoxfield)
- EAC Meeting – Wednesday, 18 September 2019
  - Waste and Recycling in Knox – Review and future opportunities
  - Emerging Issues - Declaring a Climate Emergency
- EAC Meeting – Wednesday, 23 October 2019
  - Transport in Knox – Public Transport Advocacy and Cycling Treatments
  - Climate Emergency
- Group Meeting (Sustainable Development Group) – Thursday, 14 November 2019
  - Wantirna Health Precinct Master Plan
  - Climate Response Plan Consultation

#### **Committee membership and attendance**

The 2019 Committee comprised of thirteen community members and one Councillor. Two community members have resigned from the committee during the course of 2019 with eleven community members remaining. The terms of all committee members concludes in December 2020.

## 6.9 Comensura Contract

**SUMMARY:** Lucinda Taylor, People Experience Lead

**Knox City Council (Council) engaged Comensura Pty Limited (Comensura) for the provision of supply of temporary labour hire service through MAV Contract RS8017-2015NV - Recruitment Neutral Vendor Managed Services.**

**Local Government Legislation, *Section 186(A) 1989*, requires Councils to tender for all services exceeding \$150,000, (incl. GST). The estimated expenditure of the services facilitated by Comensura is anticipated to cost \$7,000,000 per annum incl. GST .**

**Council is seeking to formally award Comensura Pty Limited under the MAV Contract RS8017-2015NV - Neutral Vendor Managed Services for an initial contract term of 7 months, to fall into line with MAV contract cycle, with a possible extension of two years at Council's discretion.**

### RECOMMENDATION

**That Council:**

- 1. Award Contract 2598 to Comensura Pty Limited under the MAV Contract RS8017-2015NV - Neutral Vendor Managed Services for an initial contract term of 7 months with possible contract extension of two years.**
- 2. Authorise the Chief Executive Officer (or such person nominated on their behalf) to execute the contract agreements with Comensura Pty Limited.**
- 3. Authorise the Chief Executive Officer (or such person nominated on their behalf) to negotiate and execute an extension of up to two years' maximum to Contract 2598 with Comensura Pty Limited.**

### 1. INTRODUCTION

On 28 March 2018, Knox City Council (Council) engaged Comensura Pty Limited (Comensura) for the provision of supply of temporary labour hire service through MAV Contract RS8017-2015NV - Recruitment Neutral Vendor Managed Services.

Comensura offers its customers a Neutral Vendor Managed Service model that provides the infrastructure, sourcing strategy and contract management expertise to effectively enable customers to efficiently manage a complex supply chain of numerous recruitment agencies.

Comensura enables its customers to effectively source high quality candidates at competitive rates, from a diverse pool of contracted and compliant recruitment agencies. All transactions are recorded in Comensura's proprietary technology, c.net. Through the c.net technology platform, customers are able to access high quality temporary workers, even for specific projects and roles where there is a market shortage.

Comensura negotiates competitive rates on behalf of customers, drastically reducing total spend on temporary labour through negotiating better agency margins and providing control over worker pay rates. Comensura's Managed Service contract, including its c.net technology platform, provides centralised management and visibility, giving customers access to real-time management

information, governance of spend, rigorous compliance checks and 24/7 customer service support, as well as a dedicated Relationship Manager.

Knox is seeking to formally award Comensura for an initial contract term of 7 months with possible extension of two years at Councils discretion.

## **2. DISCUSSION**

Engaging a single source supplier to manage a network of temporary recruitment agencies for the sourcing and supply for all temporary labour hire requirement provides Knox with a cost effective, centralised, efficient and transparent approach to manage its contingent workforce.

Besides Knox, Comensura is used by a number of other local and state government agencies.

Comensura has enabled Council to efficiently respond to its short-term business needs. Examples include backfilling planned or unplanned leave, meeting regulatory obligations such as childcare ratios, or sourcing specialist project or technical resources to support the implementation of key ICT projects.

Through using Comensura, Council decreased its direct contingent workforce costs through securing reduced hourly charge rates due to Comensura's greater purchasing power. Council also obtained indirect savings, through accuracy of accounting, streamlined invoicing and regular reporting, with Council receiving one weekly invoice for all agency labour hire arrangements.

Comensura is responsible for ensuring all legislative, governance and compliance needs are met, providing confidence in decisions related to temporary agency labour hire recruitment and planning. The use of a centralised platform has provided Council with transparency and an easy way to monitor and track usage and spend, allowing for proactive discussions where there is a consistently high level of labour-hire staff engaged. Without Comensura, business units would revert to engaging agency labour hire through Council's accounts payable system.

### **Cost savings analysis**

At the time of implementation, analysis was conducted based on Knox's annual spend relating to agency labour hire arrangements. It was estimated by engaging Comensura, Knox would experience:

- \$200k direct savings on the existing spend
- \$127k indirect saving through administration costs using consolidation of invoices

Total direct cost savings from 1 July 2018 is \$273,930 based on the average sector rate which would have been charged if not under the Comensura arrangement. In 2019/20 Quarter 3, the cost savings as a percentage was 3.26% of spend.

### **Procurement Process**

The tender evaluation process for services for Recruitment Neutral Vendor Managed Services was conducted by MAV in accordance with arrangements approved by the Minister under *Section 186 5(C)* of the Local Government Act 1989.

### **3. CONSULTATION**

MAV procurement led the tender process on behalf of Victorian Councils and procured the services of Comensura Pty Limited for the Recruitment neutral vendor managed services via a compliant process. No community consultation or communication was required in relation to this report.

### **4. ENVIRONMENTAL/AMENITY ISSUES**

There are no environmental / amenity issues arising as a direct consequence of this report.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Funding is sourced from the operational budget of the business unit who engages labour-hire agency worker. Costs associated with engaging a contingent workforce would increase without access to Comensura's purchasing power which results in lower margins of suppliers.

### **6. SOCIAL IMPLICATIONS**

There are no social implications issues arising as a direct consequence of this report.

### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

#### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

### **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – People Experience Lead, Lucinda Taylor - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Chief Executive Officer, Tony Doyle - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

### **9. CONCLUSION**

In conclusion, Comensura provides Council with a streamlined, cost-effective approach to the sourcing and supply for all temporary labour hire requirements that has enhanced transparency and it is recommended that Council award this vendor under the MAV Contract RS8017-2015NV - Recruitment Neutral Vendor Managed Services.

**10. CONFIDENTIALITY**

Confidential information is contained in Attachment 1 in the confidential agenda, in accordance with Section 89(2) of the Local Government Act 1989, as the information relates to contractual matters.

**Report Prepared By: Lucinda Taylor, People Experience Lead (Strategy, People & Culture)**

**Report Authorised By: Tony Doyle, Chief Executive Officer**

**Attachments**

**A confidential attachment has been circulated under separate cover**

## 6.10 ICT Governance Committee - Councillor Appointment

**SUMMARY: Manager Governance, Phil McQue**

**This report recommends that Council appoint Councillor Lockwood to the ICT Governance Committee for the remainder of the 2019-20 period.**

### **RECOMMENDATION**

**That Council appoint Councillor Lockwood to the ICT Governance Committee for the remainder of the 2019-20 period.**

#### **1. INTRODUCTION**

The ICT Governance Committee is an advisory committee of Council with the objective of overseeing the implementation of Council's digital strategy, the ICT Strategy and the ICT Roadmap. This includes recommending and monitoring IT enabled projects regarding future investment in changed or new IT capability in accordance with AS/NZS8016:2013.

The Committee's Terms of Reference provide that the membership of the Committee shall comprise the Mayor, two Councillors and three independent external members, with a background in the ICT industry.

#### **2. DISCUSSION**

Council in September 2019 appointed Councillor Seymour in her capacity as Mayor and Councillor Pearce to the ICT Governance Committee for the 2019-20 period. Councilor Lockwood was appointed as a sub to the Committee.

The Committee's Terms of Reference provide that the Committee membership should comprise three Councillors and as such, it is recommended that Councillor Lockwood be appointed to the Committee as a member.

#### **3. CONSULTATION**

This report has been prepared in consultation with Councillor Lockwood.

#### **4. ENVIRONMENTAL/AMENITY ISSUES**

Nil.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Nil.

#### **6. SOCIAL IMPLICATIONS**

Nil.

## **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

### **Goal 8 - We have confidence in decision making**

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

## **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Manager Governance, Phil McQue - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, City Development, Matt Kelleher - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

It is recommended that Council appoint Councillor Lockwood to the ICT Governance Committee for the remainder of the 2019-20 period.

## **10. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

**Report Prepared By:                   Manager Governance, Phil McQue**

**Report Authorised By:            Director, City Development, Matt Kelleher**

### **Attachments**

Nil



## 7 Public Question Time

Following the completion of business relating to Item 6, City Development, the business before the Council Meeting will now be deferred to consider questions submitted by the public.

## 8 Engineering & Infrastructure Officers' Reports for consideration

### 8.1 Woodside Drive Rowville - Street tree renewal concerns

**SUMMARY: Coordinator - Trees, Contracts and Reactive Parks Services Sustainability, Lara Wilson**

This report responds to a petition presented by the Ward Councillor – Taylor Ward at the Ordinary Council meeting on 20 February 2020. The petition requested that the streetscape in Woodside Drive, Rowville be changed to a deciduous theme and that all remaining gums trees in Woodside Drive be removed. The petition was referred to the Director – Engineering and Infrastructure for provision of a report to be presented at the Ordinary Meeting of Council in April in response to the petition. Due to similar concerns having been raised from Telfer Court residents (which intersects with Woodside Drive), Telfer Court is also considered as a candidate for inclusion in the 2020/21 renewal program within the report.

#### RECOMMENDATION

That Council:

1. Support a staged tree removal methodology for Eucalyptus species in Woodside Dve, Rowville that aligns with Council's Green Streets Policy (6.2.5);
2. In progressing the staged street tree removal in Woodside Dve, officers prioritise the removal of Eucalyptus scoparia, adopting a risk based assessment methodology in line with best practice tree management, having regard to the health of the trees, risk to property, infrastructure and community;
3. Adopt the species selection for tree planting replacement in Woodside Dve to be *Pyrus nivalis* (Snow Pear);
4. As part of the proposed works for Woodside Dve, undertake an equivalent assessment for street tree removal within Telfer Court and provide a survey to allow for resident input on tree selection in the 2020/21 replacement program; and
5. Respond to the lead petitioner accordingly.

#### 1. INTRODUCTION

A petition undertaken by residents residing within Woodside Drive Rowville was presented by Cr Pearce at the Ordinary Council meeting on 20<sup>th</sup> February 2020. The petition stated in conclusion that:

*'The residents of Woodside Drive Rowville are requesting a change of "Treescape" on the basis that the 58 new trees to be planted will form the new "Treescape"*

*For the health and safety of the residents of Woodside Drive and the public that use this road and footpaths that all gum trees be removed.*

*A flow on deciduous treescape to that of Pitfield Crescent be established, preferably removing all trees to form a continuous unison streetscape on Woodside Drive.*

*It is clearly evident by the overwhelming list of signatures by the eligible voters that reside in Woodside Drive Rowville that they do not want the trees being offered by Council in the 2020 street renewal program.'*

This report seeks to consider the position of the residents of Woodside Drive as reflected in the petition, and how it aligns with the direction ascribed to Council under the Community and Council Plan (2017-21), Liveable Streets Plan, (2012-22) Green Streets Policy (2019) and the Street Tree Asset Management Plan (2016).

It also considers Telfer Court as a candidate for renewal given the opportunities for planting and the presence of aging *Eucalyptus scoparia*.

## **2. DISCUSSION**

The Knox Municipal Strategic Statement acknowledges that 'Canopy trees are an integral component in retaining Knox's natural environments and maintaining its landscape character. Once canopy trees are lost, they are impossible to replace in the short to medium term. With the loss of canopy trees, local habitat and ecosystems are compromised, and the values and benefits of the natural environment are significantly diminished.' Council is committed to increasing canopy coverage across the municipality by protecting existing canopy trees and planting new generations of street trees.

Under the Community and Council Plan Strategy (2017-21), Knox has made a commitment to 'protect and enhance our natural environment and increase tree canopy along streets.' Because street trees are renewable assets with limited life expectancies, planned renewal is important to avoid large scale removal of a species (or multiple species) as they reach the end of their useful life. The Street tree renewal program is designed to increase canopy cover over time by balancing those removals that are required with retention of viable canopy trees and new plantings.

Through the Green Streets Policy (2019) Council has committed to a staggered approach to bulk tree removal to ensure that renewal works do not result in a net loss of canopy over time.

Street tree renewal works were scheduled for Woodside Drive under the 2019/20 street tree renewal program to manage ageing *Eucalyptus scoparia* within the streetscape, a species which is declining in large numbers within Knox and other Melbourne Council areas.

Sixteen (16) *Eucalyptus scoparia* were programmed for removal and fourteen (14) were to be retained to maintain canopy coverage whilst the new trees were establishing. There were fifty-eight (58) planting opportunities identified and residents were provided with an online survey which, in accordance with Council Policy, provided three (3) species options aligning with the existing evergreen native theme of the street.

At the ordinary meeting of Council on 24 February 2020, a petition was tabled, signed by ninety-nine (99) individuals who reside in Woodside Drive, requesting that the streetscape theme be changed to exotic deciduous and that all mature *Eucalyptus* trees be removed.

### **2.1 Previous petition outcomes - 2015/16 Infill Planting Survey**

In January 2015, Council received a request for infill planting in Woodside Drive. Given the large number of new planting sites available, residents were provided with a paper-based survey in accord with the native evergreen theme of the street as per Council's previous Green Streets Policy (2014). *Eucalyptus mannifera* 'Little Spotty' was identified the preferred tree species to be planted.

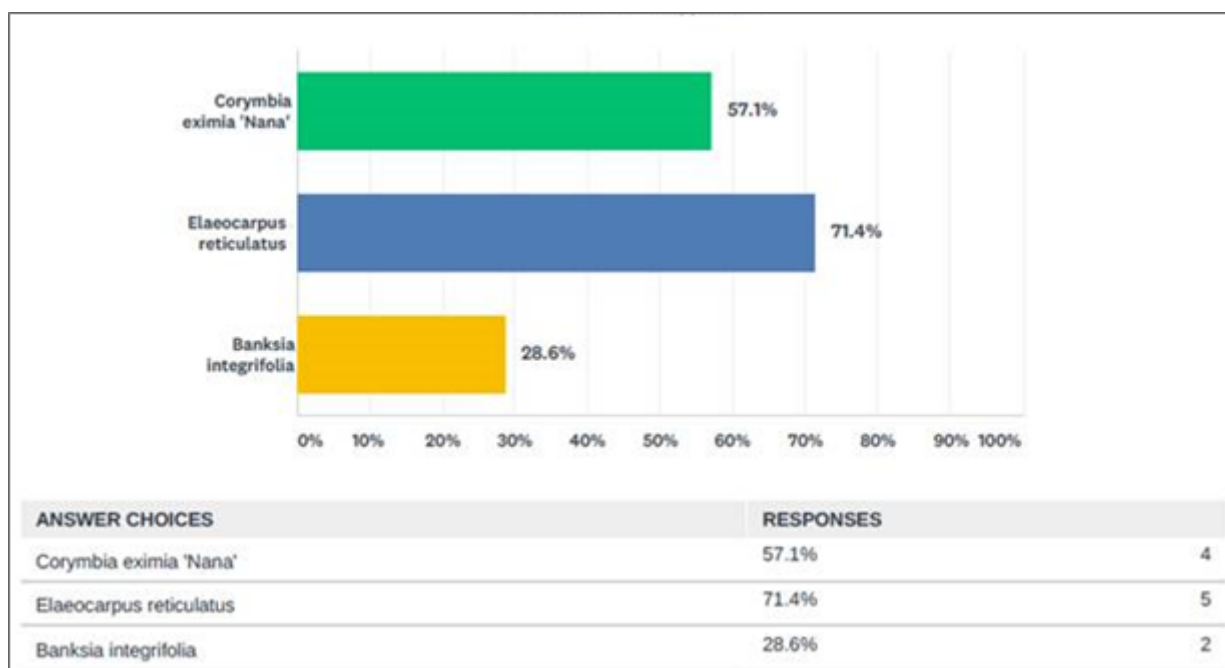
Following the results of the survey being made public, a petition was undertaken by residents to change the street tree planting selection offered. On 22nd March 2016, Council resolved in favour of planting the *Eucalyptus mannifera* 'Little Spotty'.

Accordingly, twenty-one (21) *Eucalyptus mannifera* 'Little Spotty' were planted in 2016 and three (3) *Eucalyptus mannifera* 'Little Spotty' were planted in 2017.

## 2.2 2020/21 Street Tree Renewal Survey

Woodside Drive has endured considerable vandalism since the 2016 planting of *Eucalyptus mannifera* 'Little Spotty' and thus, only a small number have successfully established in the streetscape. As a result, it was decided upon to offer a new selection of trees in the 2020/21 renewal program to ensure that a new streetscape could be successfully established and supported by the residents.

The 2020/21 survey offered a choice between *Corymbia eximia* 'nana', *Elaeocarpus reticulatus* and *Banksia integrifolia*. These options were selected in consideration of the evergreen native theme of the street whilst considering the obvious preference for non-eucalypt species displayed by some residents. Eleven (11) Residents responded to the survey with the most popular tree being *Elaeocarpus reticulatus*.



December 2019 tree survey results.

*Elaeocarpus reticulatus* is a medium sized evergreen tree, native to Australia. The expected growing dimensions at maturity are 9m height x 4m width. *Elaeocarpus reticulatus* is known to be low maintenance, pollution tolerant and wildlife attracting (Angus, S).

## 2.3 Consideration of the petition – species selection

At the ordinary meeting of Council on 20<sup>th</sup> February 2020, a petition was tabled, signed by ninety-nine (99) individuals who reside in Woodside Drive, requesting that the streetscape theme be changed to exotic deciduous and that all mature Eucalyptus trees be removed.

Based on the previous petition, ongoing issues with establishment of evergreen native trees and the large number of respondents within the current petition, it is evident that a deciduous tree

species is likely to prove more acceptable from a community perspective than an evergreen native.

Given that the new tree plantings will outnumber the existing trees, effectively changing the streetscape in its entirety and increase species diversity in accord with Council's Street Tree Asset Management Plan (2016), in this instance a change of theme may be beneficial to overall canopy increase outcomes.

#### **2.4 Consideration of the petition – tree removal**

The *Eucalyptus scoparia* within Woodside Drive have deteriorated in recent years following infestation of leaf damaging pests and the presence of the wood decay fungi –*Phellinus sp.* This has been a common trend in Knox with streets lined with this species. For the last two (2) years, the renewal program has been working through these streets to remove all poorly performing trees and commence the reestablishment of a new streetscape, whilst retaining well performing specimens within the streetscape.

Learnings from previous bulk removal projects have shown that complete streetscape clearing, results in a slower establishment of the new trees, greater impacts to biodiversity and an unsightly streetscape for many years. Furthermore, with the onset of climate change and Knox's canopy cover targets, it would be counterproductive to remove any tree that is of a condition to allow retention which can be satisfactorily managing through proactive pruning regimes until the new streetscape is established. This approach is endorsed under Council's Green Streets Policy (2019) and aims for a net gain of canopy coverage over time.

Within the scope of the current renewal works, trees that had poor health and/or structure or a short useful life expectancy were scheduled for removal. Trees to be retained were identified to have a life expectancy greater than ten (10) years. With this approach, the streetscape can reestablish without the need to undertake complete streetscape clearing, resulting in a better outcome for the community at large and the environment.

To create a more uniform streetscape, it is recommended that the removal of juvenile *Eucalyptus mannifera* 'little spotty' planted in 2016/17 that remain be included in the removal works. These trees can be replaced with the future dominant species *Pyrus nivalis*. The removal of these young trees will aid in the transition to the new species with only minimal impact to environment.

Furthermore, it is recommended that a planned reassessment of all retained trees for potential removal in 2023 is supported.

#### **2.5 Telfer Court Rowville**

Residents residing in Telfer Court, which connects with Woodside Drive, have raised the same concerns over their *Eucalyptus scoparia* streetscape. It is recommended that the street be included in 2020/21 street tree renewal program. Existing trees will be assessed through the program and a vote will be provided to residents to select a new species for the streetscape.

### **3. CONSULTATION**

Consultation with residents in Woodside Drive has been ongoing and during the second week of November 2019, street signage was erected at both ends of the street, alerting residents of the upcoming renewal project.

Notification cards were also delivered within the month of November. This further alerted residents of the program & invited them to participate in an online survey for the tree species to be planted.

The online survey was open from 20 November to 6 December 2019. Eleven (11) residents participated, with the most popular tree being *Elaeocarpus reticulatus*. Although only a small number of residents participated, this was seen a typical response to such a survey.

#### **4. ENVIRONMENTAL/AMENITY ISSUES**

Learnings from previous bulk removal projects have shown that complete streetscape clearing results in a slower establishment of the new trees, greater impacts to biodiversity and an unsightly streetscape for many years. Furthermore, with the onset of climate change and Knox's canopy cover targets recommended to be increased from 22% to a minimum of 25% by 2046 (p. 47, STAMP, 2016), it would be counterproductive to remove any tree that is of a condition to allow retention and can be satisfactorily managed while the new streetscape is establishing.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

International research on urban greening and the benefits for urban development outlines the following economic benefits:

- Neighborhoods and shopping strips with healthy tree-cover attract new residents, industry and commercial activity.
- Homes landscaped with trees sell more quickly and are worth 5 to 15 per cent more than homes without trees.
- Where the entire street is tree-lined, homes may be worth 25 per cent more.

Staged removal reduces the financial and economic implications of full-scale tree removal.

#### **6. SOCIAL IMPLICATIONS**

The green and leafy image of Knox provides an important part of connection to land. Council is constantly reminded by the community of the importance of its trees, parks, wildlife and green spaces; that these assets are highly valued and must be retained and protected. Identified social benefits include:

- Trees improve health by producing oxygen, intercept airborne particulates and reducing smog.
- Access to trees, green spaces and parks promotes physical activity, reduces stress and can improve the overall quality of life in cities and towns. These factors can contribute to the prevention of a range of chronic diseases which are related to sedentary lifestyles.
- Studies show that urban vegetation slows heartbeats, lowers blood pressure, and relaxes brain wave patterns, i.e. people's wellbeing improves when around trees.
- Children with a view of nature and trees at home score higher on tests of self-discipline.
- Trees significantly cool the city which helps manage heat stress.
- A stronger feeling of connection to nature is associated with mental health benefits and more sustainable behaviour.
- People walk and jog more on shaded streets, which encourages interaction with neighbours and improves the sense of community.

## **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

### **Goal 1 - We value our natural and built environment**

Strategy 1.1 - Protect and enhance our natural environment

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna

Strategy 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

### **Goal 4 - We are safe and secure**

Strategy 4.3 - Maintain and manage the safety of the natural and built environment

Strategy 4.4 - Protect and promote public health, safety and amenity

## **8. CONFLICT OF INTEREST**

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author/s - Capital Project Delivery Officer Arborist, Ryan Ferguson and Coordinator Trees, Contracts and Reactive Parks Services, Lara Wilson - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Director, Engineering and Infrastructure, Matt Hanrahan - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

Under the Community and Council Plan Strategy (2017-21), Knox has made a commitment to 'protect and enhance our natural environment and increase tree canopy along streets.' The Street tree renewal program is designed to increase canopy cover over time by balancing those removals that are required with retention of viable canopy trees and new plantings.

Given that the new tree plantings will outnumber the existing trees, effectively changing the streetscape in its entirety, and increase species diversity in accord with Council's Street Tree Asset Management Plan (2016), in this instance a change of theme may be beneficial to overall canopy increase outcomes. The species *Pyrus nivalis* is recommended to replace the *Elaeocarpus reticulatus* in response to petition outcomes.

Through the Green Streets Policy (2019), Council has committed to staggered approach to bulk tree removal to ensure that renewal works do not result in a net loss of canopy over time. As such, it is recommended that trees retained to provide canopy during the establishment phase of the new streetscape.

It is further proposed that *Eucalyptus mannifera* 'Little Spotty' from 2017 and 2016 plantings are removed under the existing program and replaced with *Pyrus nivalis* to strengthen the proposed theme of Woodside Drive.

It is also recommended that Telfer Court be included in the 2020/21 renewal program and surveyed accordingly.

## 10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

## 11. REFERENCE LIST

Angus, S. (2020). *Gardening with Angus - Elaeocarpus reticulatus 'Prima Donna' – Blueberry Ash*. Retrieved from <https://www.gardeningwithangus.com.au/elaecarpus-reticulatus-prima-donna-blueberry-ash/>

Knox City Council. (2016). *Street Tree Asset management Plan May 2016*. Retrieved from [http://www.knox.vic.gov.au/Page/Page.aspx?Page\\_Id=4634](http://www.knox.vic.gov.au/Page/Page.aspx?Page_Id=4634)

**Report Prepared By:** Capital Project Delivery Officer Arborist, Ryan Ferguson & Coordinator Trees, Contracts and Reactive Parks Services, Lara Wilson

**Report Authorised By:** Acting Director, Engineering and Infrastructure, Matt Hanrahan

## Attachments

1. Action sheet - Council 22 March 2016 - Woodside Drive Tree Selection Petition [8.1.1 - 1 page]



**ACTION SHEET**  
**ORDINARY COUNCIL MEETING OF**  
**22 March 2016**

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**RESPONSIBLE OFFICER: Kathy Hynes**  
**cc: Ian Bell**

TAYLOR WARD

**8.1 WOODSIDE DRIVE TREE SELECTION – PETITION**

**COUNCIL RESOLUTION**

MOVED: CR. PEARCE  
SECONDED: CR. MORTIMORE

That Council:

1. Progress to undertake infill planting of Eucalyptus mannifera 'maculosa' to Woodside Drive, Rowville – consistent with the results of Council's survey (prior to receipt of the petition); and
2. respond to the lead petitioner advising of Council's decision.

CARRIED

Dataworks ref no: 5424239

## 9 Community Services Officers' Reports for consideration

### 9.1 Family Violence Statement of Commitment

**SUMMARY: Coordinator Municipal Strategic Social Planning, Rosie Tuck and Manager Community Wellbeing, Petrina Dodds Buckley**

**Family violence is a serious and preventable issue. Knox has had the highest rate of reported family violence in Melbourne's Outer East for over 20 years. Ending family violence is the cornerstone of the Victorian Government's social reform to create a society where family violence is no longer tolerated.**

**During recent years Knox City Council has demonstrated a strong commitment to preventing family violence through advocacy, capacity building and leadership. This, along with the significant leadership of the many local community organisations responding to and addressing family violence within Knox, provides a solid foundation on which to launch Council's Family Violence Statement of Commitment. It is proposed that Council continue the provision of an integrated response both within Council, and support for partnerships and collaborative activities across the community to address family violence response and prevention initiatives.**

#### **RECOMMENDATION**

**That Council adopt the draft Family Violence Statement of Commitment and include new and/or continuing family violence prevention initiatives in the new Council Plan and Community Plan (2021-2025).**

#### **1. INTRODUCTION**

Knox City Council has identified the prevention of family violence as a key priority and has a long-standing history of working with Government and community agencies to prevent family violence in our community through advocacy, capacity building and leadership. Following the Royal Commission into Family Violence, the Public Health and Wellbeing Act 2008 (Vic), in accordance with Recommendation 94 of the Royal Commission, was amended to require Councils to specify measures to prevent family violence and respond to the needs of victims of family violence in the community in preparing public health and wellbeing plans.<sup>2</sup>

This report outlines the content and use of a public statement of commitment to convey Council's intention, raise awareness of this issue and pledge support and advance prevention of family violence in the Knox community.

#### **2. DISCUSSION**

##### **2.1 Family Violence Definition**

The term "family violence" is used to describe any violent, threatening, coercive or controlling behaviour that causes harm or causes the family member to be fearful. "Family violence" is defined in Section 5 of the Family Violence Protection Act 2008 (Vic) as:

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<sup>2</sup> Knox City Council has in the previous planning cycle (2017-2021) has successfully sought an exemption from developing a separate Municipal Public Health and Wellbeing (MPHW) plan and has combined the MPHW plan with Councils Community and Council plan.

- (a) Behaviour by a person towards a family member of that person if that behaviour is:
- (i) Physically or sexually abusive;
  - (ii) Emotionally or psychologically abusive;
  - (iii) Economically abusive;
  - (iv) Threatening;
  - (v) Coercive; or
  - (vi) In any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person.
- (b) Behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to in paragraph (a).

## 2.2 Family Violence Statistics

Family violence is a major health and welfare issue that affects people of all ages, gender and all backgrounds, however, is most commonly reported to impact on women and children. The drivers of family violence are complex and can include cultural, social, situational and personal factors. There is evidence that knowledge and attitudes to violence against women in Australia is improving, however this has not yet translated into reduced reports of family violence. Family violence accounts for a substantial proportion of females' burden of disease in Australia, and also increases victims' risk of financial hardship and homelessness. Not all family violence is caused by men, however, research suggests that men are **most often** the perpetrators of violence in domestic relationships, and women and children are often the victims (Victorian Department of Health and Human Services, 2018).

In Knox, 74% of Affected Family Members (AFM's) involved in recorded family violence incidents between 2012-2013 and 2017-2018 were female, 26% were male and 0.2% were unknown. For individual years, the proportion of AFM's who were male ranged from 24% to 27%. While it is clear that women are the majority victims of recorded family violence, men as victims cannot be overlooked.<sup>3</sup>

Children and young people are victims of family violence, whether they experience violence directly or witness it. In Victoria in 2017-2018, a child/children were present at almost one-third of recorded family violence incidents. Raw figures ranged from 37 to 55 recorded family violence incidents (between two and three per cent of all recorded family violence incidents) in Knox involving another party aged under 15 for any individual year. Raw figures ranged from 127 to 188 recorded family violence incidents in Knox involving an Other Party (OTH) aged 15 to 19 for any individual year, equivalent to between 8% and 12% of all recorded family violence incidents. According to the Children's Rights Report 2019, "whilst violence in the home affects children of all ages; girls aged 10-19 have the highest rate of sexual abuse, with an increasing number perpetrated by their partners."<sup>4</sup> Family violence can have a profound impact on children who have witnessed or experienced it, with research suggesting that exposure to violence can harm the behavioural and emotional development of children.

The Crime Statistics Agency collects data about family incidents from the Victorian Police database. There are a number of considerations when interpreting this data. Firstly, Police data

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<sup>3</sup> Knox City Council's Family Violence & Gender Equity Social Profile-updated 2019.

<sup>4</sup> Australian Human Rights Commission. Children Rights Report 2019-*In their Own Right*

does not represent the full extent of family violence due to under-reporting. The 2016 Personal Safety Survey (ABS 2017)<sup>5</sup> revealed that of women who have experienced violence by a current partner since the age of 15, 82% had never contacted Police about it.

The rate of recorded family violence incidents in Knox has decreased over recent years after peaking in 2015-2016. Between 2013-2014 and 2017-2018, Knox had a higher rate of recorded family incidents than the Eastern Metropolitan Region (EMR), but lower than the Victorian rate. This is a continuation of the trend reported in the 2015 Knox profile, which saw the rate of recorded family violence incidents in Knox consistently higher than in the EMR. For the entire period depicted Knox had the highest rate of family violence callouts of all EMR LGAs, with the single exception of 2017-2018 when Yarra Ranges had the highest rate, followed closely by Knox.

Examination of the rate of criminal offences recorded with a family violence flagged by suburb mirrors the pattern evident for recorded family violence incidents, with Bayswater and Boronia standing out as the highest risk suburbs, followed by Ferntree Gully – Upper Ferntree Gully.<sup>6</sup>

Older people are also victims of family violence and elder abuse. The most current data for Knox finds that the percentage of older people as AFM's has continued to increase. For people aged 60-69 years, the number of incidents reported as AFM's in 2014 (January-December) was 4.2%, increasing to 4.6% in 2015 and to 6.2% in 2016. A minimal increase is evident for those aged 70 and over, making up 3.0% of AFM's in 2014 and 3.1% in 2016 (CSA data 2017).

### **2.3 Council's Role and Work to Date**

Knox City Council continues work in the planning and prevention of family violence. Council is a long-standing member of the Together for Equality and Respect (TFER) consortium (Women's Health East) and the Municipal Association of Victoria's Prevention of Violence Against Women (PVAW) network. In addition, Council annually provides a program of community-based awareness raising and engagement events as part of the 16 Days of Activism-Against Gender-Based Violence campaign and World Elder Abuse Awareness Day activities. With planning now underway for the new Community Plan and Council Plan (2021-2025), an opportunity presents itself to include ongoing and/or new family violence prevention initiatives in this Plan and in the meantime, reaffirm Knox City Council's Statement of Commitment to the prevention of Family Violence.

## **3. CONSULTATION**

Information has been reviewed from a range of other Victorian Local Governments (including metro, regional and rural Councils) where the use of a Family Violence Statement of Commitment has been developed. Councils in the EMR predominately have Family Violence and Gender Equity Plans and no Statement of Commitment. A small amount of Councils reviewed had Family Violence/Gender Equity Plans and a Family Violence Statement of Commitment. This was found to be the case with the City of Port Phillip, City of Melbourne and Macedon Ranges Shire Council, although City of Melbourne has a Gender Equity Statement of Commitment. Overall, most Councils reviewed adopted their own approach with some similarities and some differences. Should a Statement of Commitment be supported by Council, then the Communications team will be consulted to undertake the design process and marketing approach.

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<sup>5</sup> Australian Bureau of Statistics, 2017.

<sup>6</sup> Crime Statistics Agency, 2019, Victorian Family Violence Database

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#### **4. ENVIRONMENTAL / AMENITY ISSUES**

There has been significant funding made available in the public amenity setting with Council having installed modular female change facilities at sporting locations to encourage and support the increase of women's sport, in particular football and cricket.

#### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

Council's work in the prevention of family violence continues to be delivered. The resources required to deliver actions are currently funded through Council's operational budget. Additional funding may be sourced through external grant submissions, philanthropic or community funding, partnership opportunities, and/or future Council Budget processes.

Knox City Council was successful in its' partnership application to become a key industry partner in the (Department of Education) Women's Training Innovation Fund initiative as part of a consortium approach to establish an accredited gender equity training program, with associated funding for two years for a part-time position.

#### **6. SOCIAL IMPLICATIONS**

Family violence is a serious and complex social issue that will require a long-term commitment and investment in the prevention effort. Current research suggests a consistently high level of family violence and the evidence also indicates a concerning level of elder abuse as well as the short and long-term impact of family violence on children. This approach reaffirms Council's commitment to this important social issue and as outlined in this report, provides a direction that Council can build on to address family violence prevention and ensure capacity for future actions in family violence prevention.

#### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

##### **Goal 4 - We are safe and secure**

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others.

##### **Goal 6 - We are healthy, happy and well**

Strategy 6.2 - Support the community to enable positive physical and mental health.

#### **8. CONFLICT OF INTEREST**

Under Section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author –Coordinator, Municipal Strategic Social Planning, Rosie Tuck, – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

Family violence is a serious and preventable issue. Knox City Council has identified the prevention of family violence as a key priority and has a long-standing history of working with Government and community agencies to prevent family violence in our community through advocacy, capacity building and leadership.

Knox City Council will continue to advance the prevention of family violence through existing networks and with the Knox community. The endorsement of the Knox Family Violence Statement of Commitment demonstrates Council's ongoing pledge to address this issue and to continue family violence prevention initiatives through the development of the Community and Council Plan (2021-2025).

## **10. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

**Report Prepared By:** Coordinator Municipal Strategic Social Planning, Rosie Tuck & Manager Community Wellbeing, Petrina Dodds Buckley

**Report Authorised By:** Director, Community Services, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Statement of Commitment for the prevention of Family Violence [9.1.1 - 3 pages]
2. Attachment 2 - KCC Family Violence [9.1.2 - 1 page]



## Statement of Commitment for the prevention of Family Violence

### Knox City Council says NO to family violence.

Knox City Council pledges its commitment to working toward a community free from violence. Family violence is a major health and welfare issue that affects people of all ages and all backgrounds. Men, women and children can be victims of family violence however the statistics show that approximately 74% of recorded victims are female.<sup>1</sup>

The drivers of family violence are complex and can include cultural, social, situational and personal factors. There is evidence that whilst knowledge about family violence and attitudes towards women is improving, this has not translated into any consistent reduction in reports of family violence. Partner violence is among the top eight risk factors contributing to burden of disease among females aged 15 to 64<sup>2</sup> and also increases victims' risk of financial hardship and homelessness.

Council recognises the wide ranging and damaging impact family violence has on the lives of those affected and on the community as a whole. Knox City Council reaffirms its commitment to preventing and responding to family violence through Council's services, programs and advocacy.

#### Our role:

Local Government is in a critical position with enormous reach, influence and access to our local communities through the various services and functions that we provide. Our aim is to be leaders in the prevention of family violence and we will work towards addressing behaviours that contribute to, or condone violence.

Knox City Council has identified the prevention of family violence as a key priority. We will strive towards an integrated, whole of Council approach to the prevention of family violence in the Knox municipality. Council is mandated to have regard for the prevention of family violence and will report on family violence measures as legislated in the *Victorian Public Health and Wellbeing Act 2008*.

#### We support the following principles:

##### Every person in our community:

- Has the right to safe and respectful relationships and to live free from violence.
- Is responsible for taking action to prevent family violence and for developing a culture of respect and equality

<sup>1</sup> Crime Statistics Agency, 2019, Victorian Family Violence Data Portal.

<sup>2</sup> Australian Institute of Health and Welfare, 2019, Australian Burden of Disease Study: impact and causes of illness and death in Australia 2015, <https://www.aihw.gov.au/reports/burden-of-disease/burden-disease-study-illness-death-2015/contents/table-of-contents>



- Has an important role to play in preventing family violence.
- Has the right to opportunities for equal participation in public and private life.

We will prioritise the support and intervention for vulnerable and marginalized community members.

#### **Our commitment:**

Knox City Council prides itself on providing our community with a safe and inclusive environment in which to live, work and play. Knox City Council has had a long standing commitment to preventing family violence. Many of our strategic plans oversee the provision of a city that invites all members of our community to participate and enjoy their lifestyles freely and safely. Knox Community and Council Plan (2017-2021) states that we want Knox to be 'the preferred place to live, work and play today and for generations to come'. Relevant goals that sit under this vision include:

- We are safe and secure; and
- We are healthy, happy and well.

#### **We will:**

Develop a range of Council led initiatives and activities with a focus on:

- Advocacy, coordination and planning;
- Internal leadership and capacity building;
- Community partnership and a collective impact approach; and
- Direct service provision.

#### **Advocacy, coordination and planning**

Council will continue to stay informed of legislative and policy directions of other community and government organisations at a State and National level. Council will continue to be informed by evidence-based planning, service system data and community and stakeholder engagement to assist in identifying issues and target groups for future planning and prevention implementation. We are committed to advocate to other levels of government for changes to legislation and preventative services to address antisocial behaviour, family violence, and child and elder abuse that includes:

- Advocate to Victoria Police for increased reporting of the prevalence and impact of family violence (for example, contributing factors such as abuse of alcohol, gambling, mental health issues);
- Advocate to the state government for increased planning controls and social impact assessment criteria for liquor outlet density;
- As part of our commitment to preventing family violence we annually coordinate information and awareness raising activities, including the development and update of the family violence information card;
- Advocate for an increase in the provision of men's behavioral change programs and a comprehensive, state-wide evaluation of these interventions;
- Advocate for a stronger more coordinated service response for people affected by family violence;
- Advocate for appropriate resources to meet community needs as they arise; and
- Council will seek opportunities for external funding to progress family violence prevention and response and advocate for gender equity approaches in planning, decision-making and service delivery.





### **Internal leadership and capacity building**

Council will focus on internal organisational development and capacity building through activities such as policy development and gender equity training. Council will:

- Continue to provide a range of sensitive support mechanisms to staff experiencing family violence;
- Provide training to support staff in a frontline information and referral response, this will be of direct benefit to community members who may be experiencing family violence; and
- Continue as a partner and pilot organisation in a consortium approach responsible for the development and implementation of gender equity accredited training, a first in Victoria.

### **Community partnership and a collective impact approach**

Council plays a valuable and critical role in addressing and preventing family violence through its ongoing local leadership, particularly through the delivery of a broad range of primary prevention activities. It is vital that Council works with community and government organisations to progress family violence prevention and gender equity initiatives. Council will:

- Adopt and implement a range of legislative requirements associated with family violence;
- Provide support and education to enable Council and the community to respond to and recover from family violence and where appropriate, fund<sup>3</sup> community-based family violence prevention initiatives; and
- Lead and partner with community groups, organisations and other levels of government to deliver initiatives that focus on family violence prevention with a focus on collective impact.

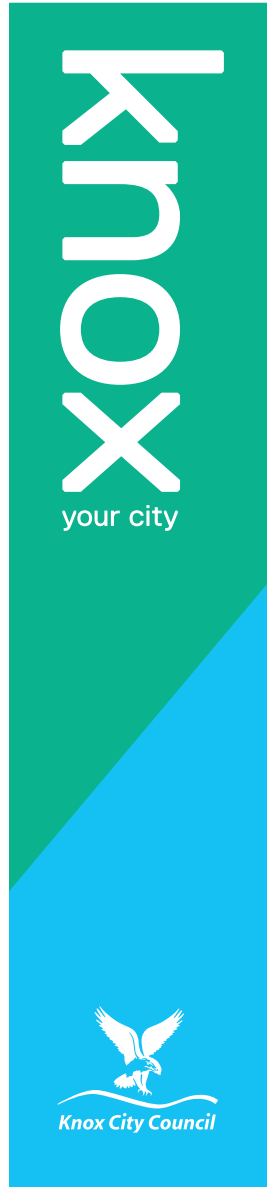
### **Direct service provision**

Specialised services exist to provide an immediate and crucial response to people impacted by family violence. Council will work in partnership with these services as well as Victoria Police to stay informed of new and emerging cohorts and dimensions of family violence in our community. One area that Council does provide direct services is through Maternal and Child Health services. Maternal and Child Health staff are often the first point of contact for women, and their children, experiencing family violence. This program engages significantly with vulnerable and at-risk families in the form of early intervention and crisis response.

**Knox City Council says  
NO  
to family violence.**

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<sup>3</sup> Through an application process Council has a range of funding streams including the Community Development, Community Partnership Funds and Minor Grants.



# Working towards a community free from violence.

## Every person in our community:

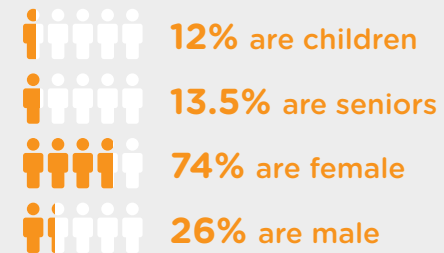
- has the right to safe and respectful relationships free from violence
- is responsible for taking action to prevent family violence and develop a culture of respect and equality
- has an important role to play in preventing family violence
- has the right to opportunities for equal participation in public and private life

## Our commitment

Knox City Council recognises the wide ranging and damaging impact family violence has on the community and pledges its commitment to prioritise support and intervention for vulnerable and marginalised community members.



Reporting of family violence in Knox remains high. Of those impacted by family violence:



Partner violence is among the top eight risk factors contributing to illness among females aged 15 to 64 and increases victims' risk of financial hardship and homelessness.

Family violence is a major health and welfare issue that affects people of all ages, cultures and backgrounds

## 9.2 Minor Grants Policy Review

**SUMMARY: Community Partnerships Officer, Deb Robert**

**This report presents a review of the Minor Grants Program Policy to address inconsistencies in the previous Policy and update the Policy in line with current circumstances.**

**The updated Minor Grants Program Policy improves consistency with other Council policies, including alignment with the Electronic Gaming Machine Policy, clarifies definitions and eligibility criteria, and incorporates a provision for the allocation of minor grants to allow for current and future emergency situations.**

### **RECOMMENDATION**

**That Council adopt the updated Minor Grants Program Policy in Attachment 1, which includes the introduction of a new Crisis Response Provision providing capacity for Council, in the event of emergency or exceptional circumstances affecting the municipality, to waive any necessary clauses to enable appropriate support to community organisations in urgent need.**

### **1. INTRODUCTION**

The Minor Grants Program is a responsive funding program that provides community groups with the opportunity to apply for small grants up to \$3,000 to meet immediate or short-term needs that are relatively minor in nature.

Applications are assessed and grants paid out monthly, based on Council determination.

The Program has been administered by the Community Partnerships team in Community Wellbeing for the past 12 months, during which time there has been opportunity to monitor queries and responses from applicants, both successful and unsuccessful. It has also enabled monitoring of the relationship and cross-referral between the Minor Grants as a responsive grants program and the Community Development Fund as a support for more substantial and/or complex community projects.

The current Minor Grants Program Policy was developed in 2017 to adapt what had previously been Ward Discretionary Fund Grants. There have been some inconsistencies in terminology and interpretation, notably in relation to definitions of eligible organisations. It has also been necessary to include relevant reference to other Council policies, specifically the Electronic Gaming Machine Policy.

### **2. DISCUSSION**

The updates to the Policy are not intended to change the Minor Grants Program focus or accessibility by Knox community groups.

It is an opportunity to clarify language and terminology, correct any anomalies and inconsistencies with other Council grants programs and Council policies and to introduce a clause to enable flexibility and responsiveness in emergency circumstances, such as the current COVID-19 Pandemic.

The main changes proposed in the updated Policy are summarised as follows:

- a) Clarify the purpose, context and scope (Clause 1, 2 and 3).
- b) Update the “References”, including reference to Council’s Electronic Gaming Machine Policy (Clause 4).
- c) Include some more definitions relevant to the grants process (Clause 5).
- d) Improve and simplify wording to better reflect the Program (Clause 6.1 and 6.2).
- e) Clarify details in the application process and grant accountability and acquittal for different size grant applications (Clause 6.5).
- f) Improve clarity about eligible organisations, as per the updated definitions and options for auspicing of unincorporated groups (Clause 6.7 and 8).
- g) Include a clause to exclude organisations with an outstanding debt to Council from applying (Clause 6.14).
- h) Include specific reference to the ineligibility of Electronic Gaming Machine (EGM) operators and for events held on premises with EGMs, to align with Council’s Electronic Gaming Machine Policy (Clause 6.15).
- i) Improve clarity about applications that may be supported by the Minor Grants Program (Clause 6.16).
- j) Improve clarity about applications that will not be supported, particularly in relation to where applicants should be applying to other Council grants programs (Clause 6.19).
- k) Improve clarity about applications that have received previous funding and the limits that apply (Clause 6.21).
- l) Improve clarity about applications that will not be supported, particularly in relation to items considered to be within a reasonable operating budget, and include allowance for exceptional circumstances, and reference to school curriculum equipment and resources (Clause 6.22 and 6.23).
- m) Improve clarity about applications that will not be supported if for the same thing within the same financial year, or for the same thing for more than two consecutive years (Clause 6.24 and 6.25).
- n) Improve clarity about applications that will not be supported, adding reference to religious groups promoting their core beliefs (Clause 6.27).
- o) Improve clarity about retrospective applications (Clause 6.28).
- p) Include specific reference to the ineligibility of events/activities hosted in venues with Electronic Gaming Machine, to align with Council’s Electronic Gaming Machine Policy (Clause 6.30).
- q) Clarify the documentation required with applications (Clause 6.31).
- r) Remove expectations of equal distribution of Minor Grants across each month of the year in acknowledgment of anticipated variations each month (was Clause 6.32).
- s) Clarify timeframe for applications to be processed as ten (10) working days prior to the Council meeting date (Clause 6.33).

- t) Clarify and streamline Funding Agreement and acquittal requirements relative to grant amounts (Clause 6.35 - 6.39).
- u) Include a requirement for applicants to seek approval for any changes to event or project timeframes or expenditure (Clause 6.41).
- v) Amend the carry forward of unallocated Minor Grants Program funds to benefit the Minor Grants Program rather than the Community Development Fund (Clause 6.42).
- w) Introduce a new Crisis Response Provision providing capacity for Council, in the event of emergency or exceptional circumstances, to waive any necessary clauses to enable appropriate support to community organisations in urgent need. (Clause 7).

### **3. CONSULTATION**

The proposed amendments and updates do not substantially change the nature or intent of the Minor Grants Program and are based on queries and responses to the Program from applicants, Councillors and grant administrators.

### **4. ENVIRONMENTAL / AMENITY ISSUES**

There are no environmental or amenity issues arising from this report.

### **5. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial or economic implications arising from the proposed amendments and updates. There are no proposed changes to the existing annual budget allocation for the Minor Grants Program.

### **6. SOCIAL IMPLICATIONS**

Council's Minor Grants Program is important as an accessible and responsive source of funds for local community organisations, particularly to assist with unexpected or unplanned costs, additional to their usual operations.

The proposed changes, particularly the inclusion of the Crisis Response Provision clause, will assist Council in supporting the Knox community in times of emergency or extraordinary circumstances, such as the current and unanticipated impacts of the COVID-19 pandemic on the Knox community.

### **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

#### **Goal 4 - We are safe and secure**

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others.

#### **Goal 6 - We are healthy, happy and well**

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition.

Strategy 6.2 - Support the community to enable positive physical and mental health.

**Goal 7 - We are inclusive, feel a sense of belonging and value our identity**

Strategy 7.3 - Strengthen community connections.

**Goal 8 – We have confidence in decision making**

Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

**8. CONFLICT OF INTEREST**

Under Section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Community Partnerships Officer, Deb Robert – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

**9. CONCLUSION**

The proposed updates and inclusions to the Minor Grants Program Policy will assist in the clear communication of the Program’s intent and processes to community groups.

All of the changes are primarily to ensure consistency and best practice in grant making, and the provision of an accessible and responsive grants program to support community organisations in Knox.

**10. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

**Report Prepared By:** Community Partnerships Officer, Deb Robert

**Report Authorised By:** Director, Community Services, Tanya Scicluna

**Attachments**

1. Attachment 1 - Draft Minor Grants Program Policy - Version 5- 2020-04-27 [9.2.1 - 6 pages]
2. Attachment 2 - Policy - Minor Grants Program Policy - Version 4 - 2018 [9.2.2 - 6 pages]

# Minor Grants Program Policy

Policy Number:	2015/01	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	April 2020	Version Number:	5
Review Date:	April 2023		

## 1. Purpose

The purpose of this Policy is to guide the allocation of grants under the Minor Grants Program.

## 2. Context

Council provides an annual budget to a suite of grants which support and encourage community activity and service delivery in Knox. The Minor Grants Program, as with other Council grants programs, is underpinned by the following principles:

- 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.
- The grant process will support and strengthen community groups in developing local solutions to local needs.

## 3. Scope

This Policy applies to all submissions received and grants allocated each month through the Minor Grants Program.

## 4. References

### 4.1 Knox Community and Council Plan

- **Goal 4 - We are safe and secure**  
Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others.
- **Goal 6 - We are healthy, happy and well**  
Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition.  
Strategy 6.2 - Support the community to enable positive physical and mental health.
- **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**  
Strategy 7.3 - Strengthen community connections.



- **Goal 8 – We have confidence in decision making**  
Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

#### 4.2 Relevant Legislation

- Local Government Act 1989.

#### 4.3 Charter of Human Rights

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

#### 4.4 Related Council Policies

- Election Period Policy (approved 25 November 2019).
- Community Development Fund Policy (2018-2021).
- Community Partnership Funding Grants Policy (2018-2021).
- Leisure Minor Capital Works Grant Scheme Policy (2019-2022).
- Electronic Gaming Machines Policy (2016-2020).

#### 4.5 Related Council Procedures

- Nil.

## 5. Definitions

In this Policy:

<b>Auspice</b>	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
<b>CEO</b>	Chief Executive Officer of Knox City Council.
<b>Council</b>	Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Delegate(s)</b>	Council officer(s) designated by the CEO to administer the Minor Grants Program process.
<b>Legal Entity</b>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
<b>Minor Grant</b>	A grant paid under the Minor Community Grants Program.
<b>Minor Funding</b>	Funding for projects or initiatives that are relatively minor in nature and relate to short term, one-off projects or equipment purchases or repairs.
<b>Not-for-Profit</b>	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.





## 6. Council Policy

- 6.1 Council will provide a budget allocation each financial year to respond to small, minor funding requests from Knox-based community organisations. This allocation will be known as the Minor Grants Program and applications for grants will be assessed and allocated monthly.

### Objectives

- 6.2 The Minor Grants Program is offered as 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.

### Program Overview

The Minor Grants Program operates as a three tiered program based on the amount requested and up to a maximum grant of \$3000 as follows:

- 6.3 Applications for funding up and including \$500 will be assessed and determined by the Chief Executive Officer or delegate and reported to Council at the next Ordinary Meeting of Council.
- 6.4 Applications above \$500 will be assessed by the Chief Executive Officer or delegate and reported to Council at the monthly Ordinary Meeting of Council for Council's determination.
- 6.5 Applicants receiving grants over \$1000 will require a funding agreement with Council.

Application Amount	Assessment & Determination	Grant Accountability & Acquittal
up to and including \$500	Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, )
\$501 to \$1000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice)
\$1001 to \$3000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Funding Agreement & Acquittal required that show proof of expenditure / purchase (i.e. receipt or paid invoice) and benefit of grant.

### Eligible Organisations

To be eligible for a Minor Grant, applying organisations must:

- 6.6 Provide services, projects and programs that directly benefit residents of the City of Knox.
- 6.7 Be a not-for-profit legal entity that provides services, support or activities to the Knox community. This excludes educational institutions and State and Federal government departments and agencies but does not exclude related not-for-profit organisations, including school councils/auxiliaries/parent groups who would otherwise qualify under the Policy *or*
- 6.8 Be auspiced by an incorporated body or other not-for-profit legal entity.



- 6.9 Have an Australian Business Number or complete a Statement by Supplier form.
- 6.10 Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- 6.11 Hold adequate public liability insurance appropriate to the activity outlined in the application.
- 6.12 Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- 6.13 Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- 6.14 Have no outstanding debts to Council.
- 6.15 Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

#### Applications That May Be Supported

To be eligible for a Minor Grant, applications must:

- 6.16 Be for small, incidental (secondary or miscellaneous) amounts for one-off projects, activities or equipment purchases or repairs that will benefit Knox residents.
- 6.17 Be for funds that will be expended within 12 months from receipt of the grant.
- 6.18 Be for an amount of no more than \$3,000.

#### Applications That Will Not Be Supported

Applications will not be eligible to receive a Minor Grant if they are:

- 6.19 Eligible and more appropriately funded under another Council grant program, a full list of which is available at <http://www.knox.vic.gov.au/grants>.
- 6.20 From community groups who have not satisfied previous Council grant funding agreement conditions including grant acquittals from any other Council grant program.
- 6.21 For an amount that would increase the funding provided from the Minor Grants Program to the same organisation in the current financial year to total more than \$3,000, or total \$5,000 across the current and previous two financial years.
- 6.22 For items normally part of a reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.) unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration.
- 6.23 Considered by Council to be the funding responsibility of other levels of government, including school curriculum equipment and resources.
- 6.24 For the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year.
- 6.25 For the same or substantially same project, activity or equipment purchase by the same applicant approved for previous two consecutive financial years.
- 6.26 For a state-wide or regional project without a clearly defined local Knox community focus.
- 6.27 For a project run by a political or religious group to promote core beliefs.



- 6.28 For retrospective payments or expenses for an event or activity undertaken prior to receiving Council approval.
- 6.29 Seeking general fundraising or funding for prizes, sponsorships, donations, other grant programs or gifts.
- 6.30 For events or activities hosted in venues with Electronic Gaming Machines.

#### Application Process

Applications must be completed through the Smarty Grants Online Portal.

- 6.31 Applications must be supported by relevant documentation, including:
  - evidence of incorporation or legal status;
  - quotes for planned expenses;
  - evidence of current public liability insurance;
  - Australian Business Number or Statement by Supplier declaration; and
  - a project plan (if applicable and requested).
- 6.32 All applications for funding must demonstrate a benefit to the Knox community and will be considered in relation to the objectives and directions of Knox City Council's Community and Council Plan.
- 6.33 For applications to be considered at an Ordinary Meeting of Council the application must be received at least 10 working days prior to the meeting date to provide sufficient time to assess and report the application to Council.
- 6.34 If the Minor Grant Program budget allocation is exhausted before the end of the financial year, the Program will be suspended immediately. New applications will not be accepted until the beginning of the new financial year. Applicants will be advised if their applications cannot be processed until the new financial year commences.

#### Funding Conditions

- 6.35 Successful applicants of grants up to \$1,000 must provide proof of purchase/expenditure within three months of the expenditure or no later than within 12 months from receipt of the grant.
- 6.36 Successful applicants of grants over \$1,000 must enter into a written funding agreement with Council which will hold the organisation accountable for the delivery and financial acquittal of the funded activity/project.
- 6.37 Funded projects and equipment purchases must be completed within 12 months of receiving funding.
- 6.38 All successful applicants must appropriately acknowledge Knox City Council, in accordance with guidelines provided or as specified in a funding agreement.
- 6.39 Funding may only be used for the purpose stated on the grant application.
- 6.40 Council's decision in relation to funding applications is final.
- 6.41 Grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.



#### Program Oversight

- 6.42 At the conclusion of each Financial Year, any unallocated funds from the Minor Grants Program will be carried forward and allocated to Council's Minor Grants Program in the following financial year.
- 6.43 The allocation and payment of Minor Grants from the Minor Grants Program shall be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.
- 6.44 Failure to submit proof of expenditure and/or financial acquittal documentation, as per the requirements of clauses 6.35, to 6.39 inclusive, may render the community group ineligible for any future Grant offered by Council.

### 7. Crisis Response Provision for Minor Grants

In the event of a declared emergency or exceptional circumstance, such as a natural disaster or pandemic impacting the municipality, Council or its delegate may waive specific clauses in this document to enable appropriate support to community organisations.

### 8. Administrative Updates

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



# Minor Grants Program Policy

Policy Number:	2015/01	Directorate:	Corporate Services
Approval by:	Council	Responsible Officer:	Manager Governance and Strategy
Approval Date:	October 2018	Version Number:	4
Review Date:	October 2021		

## 1. Purpose

The purpose of this Policy is to guide the allocation of grants under the Minor Grants Program.

## 2. Context

This Policy is to be read in conjunction with the grants programs listed on the following website address:  
[www.knox.vic.gov.au/grants](http://www.knox.vic.gov.au/grants)

## 3. Scope

This Policy applies to all allocations from the Minor Grants Program.

## 4. Administrative Updates

### 4.1 ***Knox Community and Council Plan***

- Strategy 6.2- Support the community to enable positive physical and mental health.
- Strategy 7.3- Strengthen community connections.
- Strategy 8.1- Build, strengthen and promote good governance practices across government and community organisations.

### 4.2 ***Relevant Legislation***

- Local Government Act 1989

### 4.3 ***Charter of Human Rights***

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

### 4.4 ***Related Council Policies***

- Election Period Policy
- Community Development Fund Policy
- Community Operational Funding Grants Policy
- Knox Arts and Cultural Grants Policy
- Leisure Minor Capital Works Scheme Policy



#### 4.5 **Related Council Procedures**

- Nil

### 5. Definitions

In this Policy:

<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Minor Grant</b>	A grant paid under the Minor Community Grants Program.
<b>Minor Funding</b>	Means funding for projects or initiatives that are relatively minor in nature and relate to short term, one-off projects or equipment purchases or repairs.
<b>Not for Profit</b>	Means a group or organisation that is not operating for the profit or gain of its individual members; and any profit made goes back into the operation of the organisation to carry out its purpose.

### 6. Council Policy

- 6.1 A budget allocation will be made in each financial year to respond to small, minor funding requests. This allocation will be known as the Minor Grants Program.

#### Objectives

The Objectives of the Minor Grants Program are:

- 6.2 To increase and sustain participation in a wide range of quality services within the municipality; to build and strengthen local networks and partnerships; and to support community leadership, learning and skill development.
- 6.3 To support new initiatives or the expansion of an existing service that will address a clearly identified community need and contribute to the development, promotion and accessibility of a diverse range of quality community services and community resources within Knox.
- 6.4 To increase the level of resources of community organisations that provide help, advice or support to the Knox community.

#### Program Overview

The Minor Grants Program operates as a three tiered program whereby:

- 6.5 The maximum allowable Minor Grant is \$3,000.
- 6.6 Applications for funding up to \$500 will be assessed and determined by the Chief Executive Officer or delegate and reported to Council at the next Ordinary Meeting of Council.



- 6.7 Applications above \$501 will be assessed by the Chief Executive Officer or delegate and reported to Council at the monthly Ordinary Meeting of Council for Council's determination.
- 6.8 Minor Grants over \$1000 must meet funding agreement requirements

Application Amount	Assessment & Determination	Acquittal
<\$500	Assessed and determined by the CEO or delegate	Proof of expenditure / purchase (i.e. receipt)
\$501 to \$1000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Proof of expenditure / purchase (i.e. receipt)
\$1001 to \$3000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Funding Agreement & Acquittal required.

### Eligible Organisations

To be eligible for a Minor Grant, applying organisations must:

- 6.9 provide services, projects and programs that directly benefit residents of the City of Knox.
- 6.10 be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy.
- 6.11 be incorporated or be auspiced by an incorporated body.
- 6.12 have an Australian Business Number or complete a Statement by Supplier form.
- 6.13 have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- 6.14 hold adequate public liability insurance appropriate to the activity outlined in the application.
- 6.15 be able to supply permits and plans appropriate to the funded activity where requested by Council.
- 6.16 have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

### Applications That May Be Supported

To be eligible for a Minor Grant, applications must:

- 6.17 be for the purposes of meeting requests for small, incidental funding from eligible organisations within Knox.
- 6.18 be for an amount of no more than \$3,000.



## Applications That May Not Be Supported

Applications will not be eligible to receive a Minor Grant if they are:

- 6.19 eligible for funding under another Council grant program, a full list of which is available at <http://www.knox.vic.gov.au/grants>.
- 6.20 applications that would have been eligible for funding under another Council grant program, except that they were not submitted in accordance with the requirements (including timeframes) of that grant program, unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration.
- 6.21 applications from community groups who have not satisfied previous Council grant funding agreement conditions including grant acquittals.
- 6.22 for an amount that would increase the total funding provided from the Minor Grants Program to the same organisation to more than \$3,000 in the current financial year, or \$5,000 in the current and previous two financial years.
- 6.23 for items which would normally be part of a reasonable operating budget for the organisation (such as salaries, rental, utilities etc).
- 6.24 considered by Council to be the funding responsibility of other levels of government.
- 6.25 for the same or substantially the same project or initiative by the same applicant that has been approved within the current or previous financial year.
- 6.26 for a project run by political group seeking to promote their core beliefs.
- 6.27 for a state-wide or regional project without a clearly defined local Knox community focus.
- 6.28 retrospective, in that the application is made following the event or activity to which the funding relates is undertaken.
- 6.29 seeking general fundraising or funding for prizes, sponsorships, donations, other grant programs or gifts.

## Application Process

- 6.30 Applications must be completed through the Smarty Grants Online Portal.
- 6.31 Upon request, applications must be supported by relevant documentation, including:
  - 6.31.1 a project plan
  - 6.31.2 quotes for planned expenses
  - 6.31.3 evidence of incorporation
  - 6.31.4 evidence of public liability insurance.
  - 6.31.5 Australian Business Number or Statement by Supplier declaration
- 6.32 All applications for funding must provide a demonstrated benefit to the Knox community and will be considered in relation to the objectives and directions of the Community and Council Plan.





- 6.33 For applications to be considered at an Ordinary Meeting of Council the application must be received at least 21 days prior to the meeting date to provide sufficient time to assess and report the application to Council.
- 6.34 The annual funds allocated for the Minor Grants Program will be distributed equally across the 12 months of the financial year. Unallocated funds in any month will be carried forward to the following month to be available for allocation.
- 6.35 If the budget allocation is exhausted, the Minor Grants Program will be suspended immediately. New applications will not be accepted until the beginning of the new financial year. Any unprocessed applications will be returned to the applicants.

### Funding Conditions

- 6.36 Successful applicants of grants up to \$1,000 must provide proof of purchase/expenditure within 3 months of the expenditure or within 12 months from receipt of the grant, whichever is the earlier.
- 6.37 Successful applicants of grants over \$1,000 must enter into a written funding agreement with Council which will hold the organisation accountable for the delivery and financial acquittal of funded activity.
- 6.38 Minor Grant projects and equipment purchases must be completed within 12 months of receiving funding.
- 6.39 If requested by Council, a project evaluation must be submitted by the date set out in the funding agreement.
- 6.40 All successful applicants must appropriately acknowledge the Knox City Council, in accordance with the guidelines provided.
- 6.41 Funding may only be used for the purpose stated on the grant application.
- 6.42 Council's decision in relation to funding applications is final.

### Program Oversight

- 6.43 At the conclusion of each Financial Year, any unallocated funds from the Minor Grants Program will be carried forward and allocated to Council's Community Development Fund in the following financial year.
- 6.44 The allocation and payment of Minor Grants from the Minor Grants Program shall be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.
- 6.45 Failure to submit proof of expenditure and/or financial acquittal documentation, as per the requirements of section 6.38 and 6.39, may render the community group ineligible for any future Grant offered by Council.



## 7. Administrative Updates

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

### 9.3 Minor Grants Program 2019-20 - Monthly Report - April

**SUMMARY: Community Resourcing Officer, Deb Robert**

**This report summarises the grant application recommended for approval in April 2020 for the Minor Grants Program. The application has been assessed against the criteria set out in the Minor Grants Program Policy.**

**Applications under the Minor Grants Policy are limited to a maximum of \$3,000, which has been the current limit since the commencement of the 2019-2020 financial year.**

#### RECOMMENDATION

**That Council:**

- Approve two applications for a total of \$6,000 as detailed below:**

Applicant Name	Project Title	Amount Requested	Amount Recommended
Windermere Reserve Pre-School Inc.	Upgrade of Preschool Library, Art Equipment and Educational equipment	\$3,000	\$3,000
Foothills Community Care Inc	Foothills Community Meals	\$3000	\$3000
<b>TOTAL</b>			<b>\$6,000</b>

- Note that inclusive of the above recommended grants, which total \$6000, a total of \$113,054 has been awarded to date under the 2019-2020 Minor Grants Program to support 60 community-based organisations and their programs.**

#### 1. INTRODUCTION

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

The objectives of the Minor Grants Program are:

- To increase and sustain participation in a wide range of quality services within the municipality; to build and strengthen local networks and partnerships; and to support community leadership, learning and skill development;
- To support new initiatives or the expansion of an existing service that will address a clearly identified community need and contribute to the development, promotion and accessibility of a diverse range of quality community services and community resources within Knox; and
- To increase the level of resources of community organisations that provide, help, advice or support to the Knox community.

Applications are assessed against criteria specified in the Minor Grants Program Policy (approved October 2018) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The 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 1989.

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

## **2. DISCUSSION**

This report presents to Council the recommendation for a recent Minor Grant application in accordance with the Policy.

Two completed grant applications were received since 30 March 2020 Ordinary Meeting of Council, which reflect the disruption and uncertainty of the COVID-19 crisis in the community.

One application is from Windermere Reserve Pre-School, requesting \$3,000 to purchase additional equipment and art easels to share with the three-year old preschool based at their centre. They had planned on fundraising activities to support resource acquisition, however the COVID-19 restrictions will limit their capacity for such activities.

The other application from Foothills Community Care which provides regular community meals to people in the Knox community struggling financially, socially isolated and/or homeless.

Foothills has been experiencing increased demand in the COVID-19 crisis and is now providing takeaway and home-delivered meals. A grant of \$3000 is sought to assist with additional equipment, supplies and petrol vouchers to support volunteer drivers.

This report recommends the applications for Council's approval as eligible under the Minor Grants Program Policy.

## **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 Policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

## **4. ENVIRONMENTAL / AMENITY ISSUES**

There are no environmental or amenity issues associated with this report.

## **5. FINANCIAL & ECONOMIC IMPLICATIONS**

The approval of Minor Grants is managed within Council's adopted budget. The 2019/2020 budget provides \$148,500 for the Minor Grants Program. The recommended application for the April period totals \$6,000. If approved as recommended, the remaining Minor Grants budget for 2019/20 will total \$36,896 before GST adjustments.

## **6. 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. The Minor Grants is 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.

## **7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021**

### **Goal 5 - We have a strong regional economy, local employment and learning opportunities**

Strategy 5.4 - Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community.

### **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**

Strategy 7.3 - Strengthen community connections.

## **8. CONFLICT OF INTEREST**

Under Section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Community Resourcing Officer, Deb Robert – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

This report contains the recommendation for funding through the Minor Grants program.

## **10. CONFIDENTIALITY**

A confidential attachment is circulated under separate cover.

**Report Prepared By: Community Resourcing Officer, Deb Robert**

**Report Authorised By: Director Community Services, Tanya Scicluna**

### **Attachments**

A confidential attachment has been circulated under separate cover.

10 Corporate Services Officers' Reports for consideration

Nil

## 11 Items for Information

### 11.1 ICT Capital Works Report

**SUMMARY: Acting Manager Information Technology, Paul Barrett**

**The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 16 April 2020.**

**RECOMMENDATION**

**That Council receive and note the ICT Capital Works Report, as at 16 April 2020.**

#### 1. INTRODUCTION

This report summarises Councils ICT Capital Works Program for the 2019/2020 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 16 April 2020 is attached in Confidential Attachment 1.

Highlights of the Works Report as at 16 April 2020 Include:

#### **1242 - Digital Customer Channels Transformation - DCCT Ph1**

Project on schedule. Scope Document now in development, aiming for early May to have scope endorsed. Procurement of vendor to build website will commence after scope is approved. Design and research presented to Council for noting Tuesday 14 April.

#### **812 - Asset Management System**

Contract is now ready for signing, with all outstanding contract clauses resolved. Contract negotiations have delayed project implementation commencement by six weeks, however project Go Live milestone is expected to be recovered.

#### **1036 – HR System Enhancement**

Progress for User Acceptance Testing for Work Package 2 has slowed due to a reduction in resources available to the project due to COVID-19. The rollout plan has been revised due to the inability to provide face to face training during the period of social distancing. PageUp Work Package 3 (Performance and Succession Planning) has commenced with the Scoping Workshop and first configuration iteration complete. The project is within budget, Work Package 3 is tracking to plan, Work Package 2 has experienced some delay impacting the timeframe for the first go live pilot group and pushing out the overall completion date for the work package.

### **1034 - Business Intelligence**

Project Implementation Manager recruited to restart project implementation phase. The project team will work with the sponsoring business to build Business Intelligence capability and utilisation of the Power BI Tool.

### **1031 – ICT Spatial Capability**

The project continues to focus on contract re-negotiations for all spatial systems. Implementation of upgraded infrastructure and software to be completed in April 2020, with user testing underway. Showcases for new functionality of IntraMaps 9.7 and QGIS 3.4 will be conducted with Business Users on 15 & 16 April 2020.

### **1369 – Master Data Management**

At the start of April, the project has initiated Stage 3 (project procurement activities). The project is developing a Procurement Plan and associated documents, opening a Request for Quote on 6 May to secure vendor services to assist with the design and roll out of a Proof of Concept for Master Data Management.

**Report Prepared By:** Acting Manager Information Technology, Paul Barrett

**Report Authorised By:** Executive Manager Strategy, People & Culture, People & Culture, Sam Stanton

### **Attachments**

1. ICT Status Report #9 [11.1.1 - 4 pages]



## Knox City Council Project Status Report

16-Apr-2020

<b>Project Number</b>	<b>Project Name</b>
<b>789</b>	<b>FACILITIES BOOKING SOLUTION</b>
All Wards	The Project has now closed the Request for Quote/Tender, and the product evaluation panel have reviewed the five submissions received. Three of the solutions will move forward to solution demonstrations on 27 April. Following due diligence reviews, contract negotiations with the preferred vendor will commence early June.
<b>812</b>	<b>Asset Management Information System</b>
All Wards	Contract is now ready for signing, with all outstanding contract clauses resolved. Contract negotiations have delayed project implementation commencement by six weeks, however project Go Live milestone is expected to be recovered.
<b>827</b>	<b>Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal &amp; Integration</b>
All Wards	This phase will expand on earlier delivery of the program, with the implementation of a secure portal to Knox staff, a Knox business hub, and fully integrate with Knox systems. The phase will commence 2021.
<b>977</b>	<b>Pathway Program</b>
All Wards	In Progress - Snap Send Solve report incorporating people, process and technical change recommendations was drafted and referred to Transformation, who will develop a Council briefing report regarding managing Snap Send Solve customer requests. Planning and scoping for the new bin service requests online process has commenced. System changes to the online user registration process has commenced in readiness for go live in April, which will support process improvement in managing council's central name and address register. New online customer survey published to capture feedback on their experience, which will provide baseline data and inform future development of ePathway/Pathway. Late with Low Impact - Online Property Information Certificates test system set up in progress and testing expected to commence in April. Swimming Pools certificate of compliance lodgement online to go live in April; will incorporate process changes to enable deferral of payments. On Hold - Food and Health process review on hold whilst staff are managing Covid-19 related enquiries. Building Maintenance requests online (Sporting Clubs) on hold as the winter season has been suspended for all sports clubs.
<b>1031</b>	<b>Spatial Capability</b>
All Wards	The project continues to focus on contract re-negotiations for all spatial systems. Implementation of upgraded infrastructure and software to be completed in April 2020, with user testing underway. Showcases for new functionality of IntraMaps 9.7 and QGIS 3.4 will be conducted with Business Users on 15 & 16 April 2020.
<b>1034</b>	<b>Business Intelligence</b>
All Wards	Project Implementation Manager recruited to restart project implementation phase. The project team will work with the sponsoring business to build Business Intelligence capability and utilisation of the Power BI Tool.

## Knox City Council Project Status Report

16-Apr-2020

<b>Project Number</b>	<b>Project Name</b>
<b>1036</b>	<b>HR System</b>
All Wards	Progress for User Acceptance Testing for Work Package 2 has slowed due to a reduction in resources available to the project due to COVID-19. The rollout plan has been revised due to the inability to provide face to face training during the period of social distancing. PageUp Work Package 3 (Performance and Succession Planning) has commenced with the Scoping Workshop and first configuration iteration complete. The project is within budget, Work Package 3 is tracking to plan, Work Package 2 has experienced some delay impacting the timeframe for the first go live pilot group and pushing out the overall completion date for the work package.
<b>1037</b>	<b>Project Management Office - ICT Governance</b>
All Wards	Tracking as planned
<b>1242</b>	<b>Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development</b>
All Wards	Project on schedule. Scope Document now in development, aiming for early May to have scope endorsed. Procurement of vendor to build website will commence after scope is approved. Design and research presented to Council for noting Tuesday 14 April.
<b>1245</b>	<b>Corporate Reporting Solutions</b>
All Wards	This project has been scheduled to commence in FY20/21 due to prioritisation of the Community Engagement Project.
<b>1250</b>	<b>Point Fix - Storage System</b>
All Wards	Tracking to plan
<b>1255</b>	<b>Server Infrastructure Upgrade</b>
All Wards	Project waiting to be scheduled
<b>1257</b>	<b>Project Management Office - Not Major</b>
All Wards	Project tracking to plan
<b>1368</b>	<b>Widen Utilization of ION</b>
All Wards	Project awaiting scheduling
<b>1369</b>	<b>Master Data Management</b>
All Wards	At the start of April, the project has initiated Stage 3 (project procurement activities). The project is developing a Procurement Plan and associated documents, opening a Request for Quote on 6 May to secure vendor services to assist with the design and roll out of a Proof of Concept for Master Data Management.

## Knox City Council Project Status Report

16-Apr-2020

<b>Project Number</b>	<b>Project Name</b>
<b>1370</b>	<b>Data Integration Tools</b>
All Wards	Project awaiting scheduling
<b>1371</b>	<b>Community Engagement &amp; Participation Platform</b>
All Wards	This project has been prioritised for commencement. Initiation activities such as a business readiness assessment, stakeholder analysis, objective setting and current state process mapping are all underway.
<b>1372</b>	<b>Point Fix - M(Device)M</b>
All Wards	Tracking to plan
<b>1373</b>	<b>Active Aging System Platform</b>
All Wards	In consultation with the sponsoring business, this initiative has been re-prioritised on the ICT Roadmap V5 to commence in July 2021, and this decision has been endorsed by the March 2020 ICT Governance Committee. This decision reflects the business readiness to commence given competing priorities and operating decisions.
<b>1374</b>	<b>Early Years Platform</b>
	Readiness assessment has now completed with the sponsoring business. The report recommended the completion of transformation activities to create capacity ahead of the ICT project commencing in six months (August 2020). Changes have been included in V5 of the ICT Roadmap which has been endorsed by the March 2020 ICT Governance Committee.
<b>1375</b>	<b>Point Fix - Virtual Desktop</b>
All Wards	Project waiting to be scheduled
<b>1376</b>	<b>Digital Customer Channels Transformation - DCCT Ph2</b>
All Wards	Phase 2 - Deliver a new staff Intranet and a secure portal for residents within our new website, as well as continued rollout of services. Will commence end of 2020.
<b>1377</b>	<b>Cloud Solutions</b>
All Wards	Project awaiting scheduling
<b>1378</b>	<b>Point Fix - Single Sign-on (First Pass)</b>
All Wards	Tracking to plan
<b>1379</b>	<b>Customer Relationship Management (CRM)</b>
All Wards	This project is due to commence in FY 20/21

## **Knox City Council Project Status Report**

16-Apr-2020

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<b>Project Number</b>	<b>Project Name</b>
1380	<b>EDRMS - KX INTEGRATION TO OTHER MODULES</b> Tracking to plan

## 11.2 Assemblies of Councillors

**SUMMARY: Manager Governance, Phil McQue**

**This report provides details of Assembly of Councillors as required under section 80A(2) of the Local Government Act.**

### **RECOMMENDATION**

**That Council:**

- 1. Note the written record of Assemblies of Councillors as attached to this report; and**
- 2. Incorporate the records of the Assemblies into the minutes of the meeting.**

### **1. INTRODUCTION**

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

**Report Prepared By: Manager Governance, Phil McQue**

**Report Authorised By: Director, City Development, Matt Kelleher**

### **Attachments**

- 1. Attachment 1 - Assemblies of Councillors [11.2.1 - 7 pages]**



**Record of Assembly of Councillors**  
(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 11/2/2020

**Name of Committee or Group (if applicable):** Knox Central Advisory Committee

**Time Meeting Commenced:** 6.00pm

**Name of Councillors Attending:**

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Peter Lockwood

Cr Darren Pearce

**Name of Members of Council Staff Attending:**

Tony Doyle

Samantha Mazer

Anthony Petherbridge

**Matters Considered:**

Knox Central Update:

1. Operations Centre Relocation
2. Site Design and Development
3. Civic Amenity

**Any conflict of interest disclosures made by a Councillor attending:\*** No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Samantha Mazer

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



**Record of Assembly of Councillors**  
(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 11/3/2020

**Name of Committee or Group (if applicable):** Knox Arts & Culture Committee

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Peter Lockwood

Cr John Mortimore

**Name of Members of Council Staff Attending:**

Elissa Pachacz

Stephane Nankoo

**Matters Considered:**

1. Community Priorities for 2020

2. Priorities for the Arts & Culture Committee for 2020

3. Other Business

**Any conflict of interest disclosures made by a Councillor attending:\*** No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Elissa Pachacz

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 16/3/2020

**Name of Committee or Group (if applicable):** Issues Briefing - conducted online via Zoom

**Time Meeting Commenced:** 6.44pm

#### Name of Councillors Attending:

Cr Nicole Seymour, Mayor

Cr Adam Gill

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Jake Keogh

Cr Peter Lockwood

Cr Lisa Cooper

Cr John Mortimore

Cr Darren Pearce

#### Name of Members of Council Staff Attending:

Tony Doyle

Phil McQue

Matt Hanrahan

Andrew Dowling

Matt Kelleher

Angela Morcos (Item 1)

Sam Mazer

Imogen Kelly (Item 1)

Tanya Scicluna

Liz Stafford (Item 1)

Sam Stanton

Linda Merlino (Item 2)

#### Matters Considered:

1. Update 3-Year-Old Kindergarten Expansion Project
2. CFA The Basin
3. Knox Central Land Acquisition
4. Notice of Motion 95 – Advocacy Statements and Events
5. Governance Policies for Review – Group 1
6. CEO Update – COVID-19

#### Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Andrew Dowling

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.





## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 26/3/2020

**Name of Committee or Group (if applicable):** Issues Briefing

**Time Meeting Commenced:** 7.05pm

#### Name of Councillors Attending:

Cr Nicole Seymour, Mayor	Cr Jake Keogh (via Zoom)
Cr Marcia Timmers-Leitch, Deputy Mayor (Zoom)	Cr Tony Holland
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore (via Zoom)	Cr Darren Pearce
Cr Adam Gill (via Zoom)	

#### Name of Members of Council Staff Attending:

Tony Doyle	Andrew Dowling
Matt Hanrahan (Zoom)	Phil McQue
Matt Kelleher (Zoom)	Andrew Marshall (Item 3)
Sam Mazer (Zoom)	
Tanya Scicluna (Zoom)	
Sam Stanton (Zoom)	

#### Matters Considered:

1. Discussion on Delegations with Maddocks Lawyers
2. Discussion on Financial Support Package
3. Presentation on Emergency Management Response to COVID-19

#### Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Andrew Dowling

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 1/4/2020

**Name of Committee or Group (if applicable):** Issues Briefing

**Time Meeting Commenced:** 6.30pm

#### Name of Councillors Attending:

Cr Nicole Seymour, Mayor	Cr Adam Gill (via Zoom)
Cr Marcia Timmers-Leitch (via Zoom)	Cr Tony Holland
Cr Peter Lockwood (via Zoom)	Cr Lisa Cooper (via Zoom)
Cr John Mortimore (via Zoom)	Cr Darren Pearce

#### Name of Members of Council Staff Attending:

Tony Doyle	Phil McQue
Matt Hanrahan	Dennis Bastas (Item 1)
Matt Kelleher	James Morris (Item 1)
Sam Mazer	Carrie Hudson (Item 1)
Tanya Scicluna	
Sam Stanton	

#### Matters Considered:

- 2020-21 Business and Resource Planning

#### Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Andrew Dowling

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 6/4/2020

**Name of Committee or Group (if applicable):** Issues Briefing – conducted online via Zoom

**Time Meeting Commenced:** 6.39pm

#### Name of Councillors Attending:

Cr Nicole Seymour, Mayor

Cr Jake Keogh

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Tony Holland

Cr Peter Lockwood

Cr Lisa Cooper

Cr John Mortimore

Cr Darren Pearce

Cr Adam Gill

#### Name of Members of Council Staff Attending:

Tony Doyle

Phil McQue

Paul Dickie (Acting Director)

Misty Johannsen (Item 2)

Matt Hanrahan

Marissa France (Item 1)

Sam Mazer

Angela Morcos (Item 2 and 4)

Tanya Scicluna

Sam Stanton

#### Matters Considered:

1. Knox Transfer Station – Call Up Item – Fires and Lease Arrangements
2. Childcare Sustainable Model
3. 2020-21 Business and Resource Planning
4. COVID-19 Impacts on Early Years Services

#### Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Andrew Dowling

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



**Record of Assembly of Councillors**  
(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 9/4/2020

**Name of Committee or Group (if applicable):** 2020-21 Budget Discussion – conducted online via Zoom

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Nicole Seymour, Mayor	Cr Jake Keogh
Cr Marcia Timmers-Leitch, Deputy Mayor	Cr Tony Holland
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Darren Pearce
Cr Adam Gill	

**Name of Members of Council Staff Attending:**

Tony Doyle  
 Matt Hanrahan  
 Phil McQue

**Matters Considered:**

- 2020-21 Capital Works Budget – New and Renewals

**Any conflict of interest disclosures made by a Councillor attending:\*** No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Phil McQue

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## 11.3 Capital Works Program Works Report as at 6 April 2020

### **SUMMARY: Coordinator, Capital Works, Gene Chiron**

The Works Report shows projects on Council's Capital Works Program and indicates the status of each project as at 6 April 2020.

### **RECOMMENDATION**

**That Council receive and note the Works Report, as at 6 April 2020.**

### **1. INTRODUCTION**

This report summarises Council's Capital Works Program for the 2019/2020 financial year.

The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 6 April 2020, is attached as Attachment A.

Highlights of the Works Report as at 6 April 2020 include:

- Knox Council Operations Centre Relocation – nearing completion.
- Parkland Asset Renewal – program completed.
- Knox Regional Netball Centre - Court Renewals – project completed.
- Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2 – reached practical completion.
- Carpark Renewal Program – working on last project at Batterham Reserve.
- Flood Mitigation Reactive Complaints Upgrade Program – completed.

**Report Prepared By: Coordinator, Capital Works, Gene Chiron**

**Report Authorised By: Acting Director, Engineering and Infrastructure, Matt Hanrahan**

### **Attachments**

1. Capital Works Program - Works Report as at 6 April 2020 [**11.3.1** - 21 pages]

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1</b>	<b>Bridges Renewal Program</b>	<b>\$500,000</b>
All Wards	Detailed drawings for the Ferntree Gully Community Centre bridge renewal currently being revised prior to release for tender.	
<b>4</b>	<b>High Risk Road Failures</b>	<b>\$500,000</b>
All Wards	Works in progress in relation to latest condition audits from 2019.	
<b>7</b>	<b>Road Surface Renewal Program</b>	<b>\$4,550,000</b>
All Wards	Program for 2019/20 is complete.	
<b>8</b>	<b>Drainage Pit and Pipe Renewal Program</b>	<b>\$2,200,000</b>
All Wards	Drainage renewal works at Upper Ferntree Gully shops complete. Drainage renewal works at Studfield Shops commenced mid March and still in progress. Drainage program on track.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$2,400,000</b>
All Wards	The footpath renewal program is progressing well with 75% of the program already completed.	
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>	<b>\$625,000</b>
All Wards	Shared path renewal program is being delivered during March/April. Locations include Wellington Road, Power Road, Stud Road and Liberty Reserve.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$6,738,342</b>
All Wards	Program is 50% committed/expended. Works commencing or nearing completion over April include Batterham Pavilion - amenities/change rooms refit, external path works, Scoresby Pavilion - internal painting works, Kings Park Football Pavilion - internal painting, Eastgate South - external painting, Eastgate North - external painting, Carrington Park Football Pavilion - kitchen/pantry refit, Eildon Parade Tennis - amenities refit, Civic Centre - female toilets ground level north - refit, Wantirna Tennis Pavilion - switchboard replacement, water supply line replacement, Sasses Ave Pavilion - power supply upgrade and switchboard replacement, Knox Community Arts Centre - external painting, Leisureworks - internal painting, ramp/concourse recoating, water slide stairwell rectification works, roof rectification works, fall prevention system renewal.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,743,504</b>
All Wards	(1) Evaluation of Marie Wallace Playspace Upgrade underway. (2) Tender for 2019/20 Playspace Renewals is currently open.	
<b>22</b>	<b>Fire Hydrant Replacement Program</b>	<b>\$134,000</b>
All Wards	Payment to South East Water due in June.	
<b>24</b>	<b>Carpark Renewal</b>	<b>\$530,000</b>
All Wards	Carpark renewal works about to commence at Batterham Reserve scheduled for May and will complete the 2019/2020 program.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b>	<b>\$2,463,000</b>
All Wards	Fleet Renewal Program progressing - 65% funds committed and 52% expended.	
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$628,457</b>
All Wards	Bulk tree removals have been completed (other than one street delayed). Tree planting scheduled to commence during April.	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$9,418,580</b>
Tirhatuan	The Adventure Play Precinct construction tender will be presented to Council at its' SPC meeting 11 May. Works are expected to commence in June 2020. The remaining packages are moving into detailed design.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	Program on schedule, seating pads and retaining wall repair works are planned for various locations.	
<b>147</b>	<b>Energy Retrofits for Community Buildings</b>	<b>\$115,875</b>
All Wards	Further energy efficiency projects on hold due to the closure of community facilities limiting access for scoping opportunities.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$100,000</b>
All Wards	In progress, 95% completed - works including 13 Scout Halls - rectification of non compliances relating to Essential Safety Measures.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,000</b>
All Wards	In progress, 20% committed as part of renewals/project work. Remainder to fund Asbestos Audits. Quotations currently under assessment with Contractor expected to be appointed by end of April to inform future works.	
<b>347</b>	<b>Miscellaneous Industrial Roads - Pavement Rehabilitation</b>	<b>\$250,000</b>
All Wards	Works in progress in relation to latest condition audits from 2019.	
<b>409</b>	<b>Parks Furniture Renewal</b>	<b>\$102,000</b>
All Wards	Program 50% complete.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Program 30% complete, audits up to date.	
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$531,669</b>
All Wards	Quotation process underway for Koolamara Wetland.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>441</b>	<b>Tim Neville Arboretum Renewal</b>	<b>\$427,107</b>
Dobson	Irrigation work has commenced and on schedule for completion by end of May.	
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$65,000</b>
All Wards	Further works identified and program progressing on schedule.	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$50,000</b>
All Wards	On schedule, remainder of program to be completed with upcoming kitchen renewal works over April/May.	
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade Stage 2</b>	<b>\$181,390</b>
Tirhatuan	Public Tender has closed. Contract currently in the process of being awarded to the successful Contractor.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$45,000</b>
All Wards	Works completed.	
<b>537</b>	<b>Bush Boulevard Renewal</b>	<b>\$65,000</b>
All Wards	Works delayed but expected to be completed on schedule.	
<b>566</b>	<b>Artwork Renewal</b>	<b>\$61,238</b>
All Wards	Ongoing renewal work on Placemakers public artwork restoration is on track; Cinema Lane Boronia light boxes are for planned renewal prior to June, along with refresh of billboard platform at Skate Park; Renewal of the arts collection management database platform (Art Galleria) is in progress and soon to be accessible as a digital resource on the Council website.	
<b>576</b>	<b>Emergency Warning Systems in Early Years Facilities</b>	<b>\$50,000</b>
All Wards	In progress, 30% committed as part of FW Kerr and UFTG capital/renewal projects. Remainder to be undertaken over April and June holidays.	
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre Works</b>	<b>\$815,752</b>
Dobson	Drainage renewal works completed on the 24 March. Landscape Contractor has begun works between Dawson street & Rose street.	
<b>593</b>	<b>Marie Wallace Reserve - Masterplan Implementation Stage 4</b>	<b>\$771,421</b>
Dinsdale	Receiving quotes for installation of carpark solar lighting. Stage 3 masterplan detailed design on hold awaiting the award of the playground renewal contract.	
<b>630</b>	<b>Early Years Hubs - Bayswater</b>	<b>\$115,000</b>
Dinsdale	Awaiting Ausnet to complete new connection.	



**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan Implementation Stage 3</b>	<b>\$450,000</b>
Tirhatuan	Demolition of old carpark complete. Construction of hard landscape elements underway.	
<b>664</b>	<b>Stormwater Harvesting Program Development</b>	<b>\$249,925</b>
All Wards	Tender negotiations in progress. Tender Award is anticipated during April and site works are scheduled for May.	
<b>667</b>	<b>Dobson Creek Catchment - Streetscape Water Sensitive Urban Design</b>	<b>\$7,391</b>
Chandler	Project complete.	
<b>675</b>	<b>Public Art Project</b>	<b>\$206,100</b>
All Wards	A variety of smaller public art activations are in planning phase (Lupton Way, McCauley Place and Ottway Street); Potential to co-fund further Stamford Park public artworks as per Creative Victoria Application submitted in March which requires 20% Council contribution (approx. \$50K) towards the project through this fund in 20/21. Rollover of unspent funds in 19/20 will be required.	
<b>708</b>	<b>Cricket Run Up and Goal Square Renewal Works</b>	<b>\$55,000</b>
All Wards	Grounds on fertilising schedule.	
<b>717</b>	<b>Knox Central Package</b>	<b>\$8,235,000</b>
Dinsdale	Negotiations to acquire parcels for future road corridor and delivery of Knox Central Masterplan continue. Residual funding from the Operations Centre land acquisition to remain allocated to the project should additional land be required.	
<b>724</b>	<b>Knox (Interim) Library</b>	<b>\$664,205</b>
Dinsdale	Project on hold pending Westfield Development Application approval and Investment Board sign-off of redevelopment.	
<b>725</b>	<b>Placemakers Site</b>	<b>\$289,920</b>
Dobson	Further minor works required for fittings and fitout currently being sourced and quoted with completion expected by end of financial year.	
<b>733</b>	<b>Preschool Office/Storage - Minor Works</b>	<b>\$45,881</b>
All Wards	Program of works currently at 60% completion. Any remaining works to be completed over April holidays.	
<b>737</b>	<b>Meals on Wheels site reconfiguration - Stage 2</b>	<b>\$50,000</b>
Dinsdale	Relocation complete.	
<b>746</b>	<b>Revegetation Plan</b>	<b>\$270,631</b>
All Wards	Planting will commence May/June.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>747</b>	<b>Chandler Park, Boronia - Masterplan Implementation Stage 3</b>	<b>\$100,000</b>
Chandler	Stage 3 works completed.	
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$400,000</b>
Dobson	Public Tender phase underway. Tender closed on 1 April.	
<b>761</b>	<b>Dandenong Creek Gateways - Strategic Road Corridors Revegetation</b>	<b>\$173,196</b>
All Wards	Investigations into wildlife corridor poles. Design brief on hold.	
<b>799</b>	<b>Windermere Drive, Ferntree Gully - Reconstruction</b>	<b>\$407,000</b>
Friberg	Works completed and Practical Completion provided.	
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$50,000</b>
All Wards	Contractor completed Talaskia, Colchester and Eildon.	
<b>837</b>	<b>Westfield (Permanent) Library - Design and Fitout</b>	<b>\$3,200,000</b>
Dinsdale	The project is currently on hold, awaiting Westfield to provide new base build design drawings to allow us to complete our concept design.	
<b>838</b>	<b>Bayswater Community Hub - Scoping</b>	<b>\$120,000</b>
Dinsdale	Officers are completing project brief for concept plans.	
<b>844</b>	<b>Score Boards - Design and Installation</b>	<b>\$425,814</b>
All Wards	95% committed/expended with all projects complete/nearing completion.	
<b>849</b>	<b>Repurposing Scoping of Facilities from Hub Projects.</b>	<b>\$106,454</b>
All Wards	Officers continue to work through actions from November Council meeting. Relevant projects have been included in the Draft 20/21 Capital Works Program.	
<b>853</b>	<b>Aimee Seebeck Hall, Amenities Upgrade</b>	<b>\$238,347</b>
Taylor	Project completed.	
<b>867</b>	<b>Knox Regional Netball Centre Extension</b>	<b>\$158,001</b>
Dobson	Five initial concepts received and works proceeding to further develop two selected options.	
<b>868</b>	<b>H V Jones, Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$716,617</b>
Friberg	Landscape construction is progressing well with all demolition & earthworks completed. New tennis court concrete base completed with new court fencing well under way. Playground equipment has also been installed.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>869</b>	<b>Gilbert Park, Knoxfield - Masterplan Implementation Stage 2</b>	<b>\$509,208</b>
Friberg	Landscape contractor has begun works which includes all demolition and earthworks. Sub-base preparation for new 1/2 basketball court is well underway.	
<b>871</b>	<b>Energy Performance Contract Implementation</b>	<b>\$1,994,255</b>
All Wards	Works Specifications are currently being reviewed. Opportunity to fast track a number of projects being investigated due to the closure of Knox Leisureworks and Rowville Community Centre.	
<b>889</b>	<b>Wally Tew Reserve, Ferntree Gully - Floodlighting Upgrade</b>	<b>\$10,933</b>
Dobson	Project complete.	
<b>891</b>	<b>Henderson Road Bridge, Rowville</b>	<b>\$4,324,406</b>
Friberg	The tender for relocation of the Melbourne Water drain closes 8 April. Construction is expected to commence mid 2020.	
<b>907</b>	<b>Manson Reserve - Wetland Construction</b>	<b>\$418,305</b>
Collier	Pit construction has been completed. Site works in progress. Anticipated completion in June.	
<b>925</b>	<b>1101 Burwood Hwy, Ferntree Gully (Forest Rd to Toyota) - Reconstruction</b>	<b>\$90,000</b>
Dobson	Works completed and Practical Completion provided.	
<b>928</b>	<b>Barmah Drive, Wantirna (No. 49 to No. 57) Reconstruction</b>	<b>\$60,000</b>
Collier	Works completed and Practical Completion provided.	
<b>929</b>	<b>Albert Avenue, Boronia (Chandler Rd to Bambury St) Reconstruction</b>	<b>\$380,000</b>
Chandler	Works completed and Practical Completion provided.	
<b>930</b>	<b>Forest Road, Ferntree Gully Reconstruction Stage 1 &amp; 2</b>	<b>\$860,000</b>
Dobson	Works completed and Practical Completion provided.	
<b>932</b>	<b>Burwood Highway - service road, Ferntree Gully Stage 1 &amp; 2</b>	<b>\$505,000</b>
Dobson	Contract works are completed and Practical Completion Inspection carried out.	
<b>934</b>	<b>Sheraton Crescent, Ferntree Gully - Reconstruction</b>	<b>\$200,000</b>
Friberg	Works completed and Practical Completion provided.	
<b>939</b>	<b>Millers Reserve, Boronia Oval Renewal</b>	<b>\$48,186</b>
Chandler	Project Complete.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$70,302</b>
Dobson	Works completed.	
<b>942</b>	<b>Tree Management</b>	<b>\$99,321</b>
All Wards	Works undertaken as required in conjunction with Council initiatives.	
<b>944</b>	<b>Knox Central (Operations Centre Relocation)</b>	<b>\$14,986,608</b>
Dinsdale	Building works 98% complete. Further works undertaken at the request of Operations Manager. Site works scope has also increased (including new front security fence and controlled gates). Contract has been extended as a contingency against further delays caused by materials and reduced trade on site.	
<b>946</b>	<b>Boronia Precinct Planning</b>	<b>\$186,124</b>
Baird	Council is awaiting authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C178knox to implement the Boronia Renewal Strategy, by introducing planning related objectives, strategies and controls into the Knox Planning Scheme. Subject to receiving Ministerial authorisation, the strategy will be revised in response to any authorisation conditions before proceeding to the amendment process.	
<b>948</b>	<b>Modular Building Program (Modern Construction Systems)</b>	<b>\$3,653,420</b>
All Wards	Seebeck and Liberty assessment and report complete. Expected to be awarded by mid-April. Lakesfield Pavilion progressing to detailed design with tender mid-May.	
<b>950</b>	<b>Family &amp; Children's Services Buildings &amp; Facilities</b>	<b>\$398,833</b>
All Wards	Bernie Seebeck and UFTG Preschools bathroom upgrades - both well underway with expected completion by mid-April.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$430,818</b>
All Wards	Contractor for Wicks Reserve expected to be appointed by mid-late April. Some carry forward expected. Liberty Pavilion co-locatable toilet module is expected to be awarded by mid-April with some carry forward expected.	
<b>954</b>	<b>Knox BMX Track - New Storage &amp; Start Gate Structure</b>	<b>\$226,282</b>
Friberg	Completed.	
<b>957</b>	<b>Kings Park, Upper Ferntree Gully - New Floodlighting (Oval 2)</b>	<b>\$14,008</b>
Dobson	Project complete.	
<b>958</b>	<b>Liberty Avenue Reserve, Rowville - New Floodlighting</b>	<b>\$18,000</b>
Taylor	Remaining funding from 2018/19 carried forward for Liberty Reserve Modular Change Pavilion works.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>961</b>	<b>Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8</b>	<b>\$198,130</b>
Dobson	Part of masterplan works, concept design process currently being finalised.	
<b>965</b>	<b>Billoo Park Preschool - Toilet and Storage Upgrade</b>	<b>\$175,000</b>
Collier	Project complete.	
<b>968</b>	<b>Flamingo Preschool, Wantirna South - Verandah Extension</b>	<b>\$57,840</b>
Collier	Project Completed. Awaiting invoices.	
<b>969</b>	<b>Orana Neighbourhood House Kitchen Upgrade</b>	<b>\$25,000</b>
Dinsdale	Project complete.	
<b>982</b>	<b>Anne Road, Knoxfield LATM Stage 1 - Installation</b>	<b>\$89,217</b>
Friberg	To be completed in conjunction with Stage 2 line marking works and road resurfacing program.	
<b>994</b>	<b>Picketts Reserve, Ferntree Gully Masterplan Implementation Stage 3</b>	<b>\$296,200</b>
Baird	Further design development in progress.	
<b>995</b>	<b>Peregrine Reserve, Rowville - Masterplan Implementation Stage 1</b>	<b>\$521,078</b>
Taylor	Landscape construction is progressing well with earthworks completed, basketball concrete base and concrete skate wall installed, basketball goals installed and drainage works progressing.	
<b>997</b>	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b>	<b>\$122,080</b>
Scott	This project is on hold while Council investigates past land use and waste issues.	
<b>998</b>	<b>Templeton Reserve, Wantirna - Masterplan Implementation Stage 3</b>	<b>\$460,184</b>
Collier	(1) Masterplan Stage 2 construction complete. (2) Car park upgrade and multi-court complete.	
<b>999</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation</b>	<b>\$538,762</b>
Dinsdale	Design is continuing on the Waterway component of the project. A Flora and Fauna Study is underway and the Cultural Heritage Management Plan is nearing completion. A concept design for the community gardens has been completed for consultation with the users.	
<b>1000</b>	<b>Stud Park Reserve, Rowville - Masterplan Implementation Stage 3</b>	<b>\$417,584</b>
Tirhatuan	Footpath connection complete.	
<b>1001</b>	<b>Scoresby Village Reserve, Masterplan Implementation</b>	<b>\$382,500</b>
Tirhatuan	Tender awarded to LJM Construction. Will mobilise once construction is nearing completion at Scoresby Reserve.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1002</b>	<b>Egan Lee Reserve, Knoxfield Masterplan Implementation</b>	<b>\$300,000</b>
Scott	Public Tender has closed. Contract currently in the process of being awarded to the successful Contractor.	
<b>1003</b>	<b>Wantirna Reserve - Masterplan</b>	<b>\$15,320</b>
Collier	This project is on hold while Council investigates past land use and waste issues.	
<b>1005</b>	<b>Neighbourhood Green Streets</b>	<b>\$91,999</b>
All Wards	Majority of stock received, with minor delays in receiving one species of tree (estimated for delivery in winter). Planting commenced along Dorset Road and Scoresby Road 1 April.	
<b>1006</b>	<b>Bush Boulevards</b>	<b>\$141,999</b>
All Wards	Design of gravel parking areas along Boronia Road with suitable bush planting to commence by mid-April.	
<b>1009</b>	<b>Talking Tanks Initiative - Flood Protection</b>	<b>\$265,592</b>
All Wards	Project completed in February.	
<b>1016</b>	<b>Kings Park Solar Panel Installation</b>	<b>\$9,091</b>
Dobson	Project complete.	
<b>1046</b>	<b>Scoresby Recreation Reserve - New DDA Toilet</b>	<b>\$150,000</b>
Tirhatuan	Design documentation complete. Request for quotations sought late March with view to appointing Contractor by mid-April.	
<b>1054</b>	<b>Knox Regional Sports Park - Stages 2 and 3</b>	<b>\$149,428</b>
Scott	Design and cost estimate work for Victorian Association of Radio Model Soaring (VARMS) club relocation is nearing completion.	
<b>1068</b>	<b>Rowville (Seebeck) Reserve - Multipurpose Community Workshop</b>	<b>\$342,328</b>
Taylor	Applications submitted to South East Water for the new services connections. Contractor removed the existing asphalt and started excavation works.	
<b>1097</b>	<b>Wally Tew Reserve - Storage Facility</b>	<b>\$52,976</b>
Dobson	Project complete. Funds to be transferred to Modular Buildings Program.	
<b>1105</b>	<b>Batterham Reserve, The Basin - Cricket Nets Replacement</b>	<b>\$240,995</b>
Chandler	Cricket nets installation and remainder of footpath works completed. Lighting contract works completed and final lighting report submitted with satisfactory results received.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1106</b>	<b>Batterham Reserve - Extension to existing pavilion change rooms (female change)</b>	<b>\$304,759</b>
Chandler	Works are progressing with completion now expected by end of April.	
<b>1112</b>	<b>Selman Avenue (2), Ferntree Gully (Spring St to Station St)</b>	<b>\$280,000</b>
Dobson	Works completed and Practical Completion provided.	
<b>1114</b>	<b>Studfield Shopping Centre Pavement Renewal</b>	<b>\$413,940</b>
Dinsdale	Quote from Knox Construction and Works Authorisation Certificate approved with construction underway from northern end. Trader engagement ongoing.	
<b>1115</b>	<b>Milpera Reserve, Wantirna - Oval Renewal</b>	<b>\$850,000</b>
Collier	Planting and maintenance progressing as expected.	
<b>1117</b>	<b>Batterham Reserve, The Basin - Tennis Court Renewals</b>	<b>\$100,000</b>
Chandler	Project on hold while scoping discussions continue with Leisure department and the Tennis Club. This will possibly lead to a report to Council from Leisure.	
<b>1118</b>	<b>Wantirna Reserve, Wantirna - Cricket Net Renewals</b>	<b>\$30,000</b>
Collier	All works at site are on hold pending soil condition report.	
<b>1119</b>	<b>Wantirna Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$539,594</b>
Collie	Design on hold pending outcome of further discussions in relation to landfill and Masterplan issues. Initial soil geotechnical investigations received in relation to old landfill site. Assessing need for further investigations in relation to possible EPA considerations.	
<b>1120</b>	<b>Templeton Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$583,550</b>
Collier	Recommendation for tender appointment has been presented to Council and approved. Contractor has subsequently been appointed - now awaiting pre-construction documentation to be submitted and approved before allowing construction works to commence. Anticipate late April-early May commencement and pre-Christmas completion.	
<b>1121</b>	<b>Eildon Park, Rowville - Cricket Net Renewal</b>	<b>\$260,000</b>
Taylor	Construction Team delivering - Contractors engaged to quote.	
<b>1122</b>	<b>Knox Regional Sports Park - Soccer Cages Renewal</b>	<b>\$20,000</b>
Scott	Board replacement on hold.	
<b>1123</b>	<b>Public Tennis / Netball / Basketball Court Renewals</b>	<b>\$137,360</b>
All Wards	Program completed.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1124</b>	<b>Sporting Oval Fencing Renewals</b>	<b>\$120,000</b>
All Wards	Seebeck installation commenced.	
<b>1125</b>	<b>Stormwater Harvesting Infrastructure Renewal</b>	<b>\$72,560</b>
All Wards	Identifying other grounds for installation.	
<b>1126</b>	<b>Knox Skate &amp; BMX Park – New Youth Pavilion</b>	<b>\$673,612</b>
Friberg	Tenders currently under assessment with Contractor expected to be appointed by end of April.	
<b>1128</b>	<b>Gilbert Park Reserve, Knoxfield - New Drainage</b>	<b>\$36,500</b>
Friberg	Project Complete.	
<b>1129</b>	<b>Picketts Reserve, Ferntree Gully - Floodlighting Upgrade</b>	<b>\$250,000</b>
Baird	Works are progressing onsite with poles now delivered. Expected completion by end of April.	
<b>1130</b>	<b>Wantirna Reserve, Wantirna - Floodlighting and Security Lighting</b>	<b>\$300,000</b>
Collier	Works on hold in relation to landfill issues.	
<b>1131</b>	<b>Carrington Park Reserve, Knoxfield - Floodlighting Upgrade</b>	<b>\$250,000</b>
Friberg	Works progressing onsite with poles now delivered. Expected completion by end of April.	
<b>1132</b>	<b>Arcadia Reserve (Scouts), Rowville - Carpark Upgrade</b>	<b>\$100,000</b>
Tirhatuan	Detailed design completed and ready for review.	
<b>1133</b>	<b>Arts Facility Planning Documentation</b>	<b>\$15,474</b>
All Wards	Replacement of fire curtain structures in line with facility audit requirements. Project budget now fully expended.	
<b>1134</b>	<b>Ferntree Gully Arts Centre &amp; Library Deck Enclosure</b>	<b>\$50,000</b>
Dobson	Facility functional audit is underway to identify the most effective ways to improve and enlarge usable space at FTGCAC - scoping options with stakeholders presently. To be carry forward for internal reconfiguration of space during 20/21.	
<b>1135</b>	<b>Theatre Lighting Upgrades</b>	<b>\$30,000</b>
Dinsdale	Project complete, all theatre house lights upgraded.	
<b>1136</b>	<b>Arts Facility Upgrades</b>	<b>\$95,978</b>
All Wards	Knox Community Arts Centre electrical works completed for stage lighting project. Contractors expected to be appointed for dressing room upgrades and external painting works by end of April.	



**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1140</b>	<b>Community Facility Signage Upgrade</b> All Wards Project to be completed by end of June.	<b>\$2,500</b>
<b>1144</b>	<b>Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath - Construction</b> Dinsdale Concept plan prepared. Awaiting feedback on outcome of consultation process with property owners and VicRoads.	<b>\$106,040</b>
<b>1145</b>	<b>Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath - Construction</b> Dobson Review of initial detailed design completed with elements requiring re-design. Services proved with Telstra assets impacted. Require quote from Telstra for these works and re-design to be reviewed.	<b>\$79,228</b>
<b>1146</b>	<b>Wellington Road, Rowville (Straughan Close to Napoleon Road) - Footpath - Construction</b> Taylor Design plan finalised. Estimate being prepared.	<b>\$95,000</b>
<b>1148</b>	<b>Montana Avenue, Boronia - Footpath - Construction</b> Chandler Possible layouts have been prepared. A road safety audit on proposals is being sought by Traffic Department.	<b>\$69,379</b>
<b>1150</b>	<b>Knoxfield LATM Precinct Stage 2 - Installation</b> Scott Installation of treatments is progressing with approximately 60% already installed. Awaiting further quotations to finalise works.	<b>\$180,000</b>
<b>1151</b>	<b>Forest Road - Stockton to Dorian Isolated Traffic Treatment (Hot Spot) Program - Installation</b> Dobson Completed.	<b>\$94,412</b>
<b>1152</b>	<b>Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Construct)</b> Dobson On hold pending result of Burwood Hwy Shared Path Overpass Bridge feasibility study.	<b>\$161,806</b>
<b>1155</b>	<b>Kelletts Road, Rowville (Stud Rd to Taylors Lane) - Shared Path - Design</b> Taylor Design plan finalised. Waiting on consultant's estimate.	<b>\$25,000</b>
<b>1158</b>	<b>Timothy Drive, Wantirna South Underpass - Solar Lighting Upgrade</b> Scott New lighting installed. Project completed.	<b>\$17,865</b>
<b>1162</b>	<b>Templeton Street, Wantirna - Linemarking and Intersection Treatments (Design)</b> Collier Design completed. Estimate being prepared.	<b>\$70,000</b>
<b>1163</b>	<b>Renou Road, Wantirna South - Intersection Treatments</b> Collier Design plan finalised. Estimate being prepared.	<b>\$197,000</b>

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1164</b> Dinsdale	<b>Coleman Road, Boronia - Linemarking and Sharrows</b> Design plan finalised. Estimate being prepared.	<b>\$45,000</b>
<b>1165</b> Scott	<b>Mowbray Drive, Wantirna South - Parking and Intersection Treatments</b> Design plan finalised. Estimate being prepared.	<b>\$16,992</b>
<b>1166</b> Scott	<b>Timothy Drive, Wantirna South - Intersection Treatments</b> Design plan finalised. Estimate being prepared.	<b>\$35,000</b>
<b>1170</b> Baird	<b>Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4</b> Continuing discussions about a license agreement.	<b>\$80,000</b>
<b>1171</b> Baird	<b>Fairpark Reserve, Ferntree Gully - Masterplan Implementation Stage 3</b> Melbourne Water are progressing with the Blind Creek Daylighting works. Planting to commence by mid-April.	<b>\$678,326</b>
<b>1172</b> Baird	<b>Tormore Reserve, Boronia - Masterplan Implementation Stage 4</b> Project has reached practical completion. 13 week maintenance period in progress.	<b>\$489,619</b>
<b>1173</b> Dobson	<b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2</b> Masterplan works - Construction of picnic area, lookout, playspace and fishing platforms has reached Practical Completion. Fences will remain around the playspace until Government Authorities permit. Security Fencing - Contract works for perimeter fencing have reached Practical Completion. Minor defects require attention and anticipate that this will be programmed over April/May.	<b>\$1,123,508</b>
<b>1174</b> Chandler	<b>Principal Avenue - Dorset Road Streetscape Upgrade</b> Majority of stock received, with minor delays in receiving one species of tree (estimated for delivery in winter). Planting commenced along Dorset Road and Scoresby Road 1 April.	<b>\$36,802</b>
<b>1175</b> Tirhatuan	<b>Orson Street, Scoresby (Flood Protection) - Detailed Design</b> Conceptual design completed.	<b>\$50,000</b>
<b>1176</b> All Wards	<b>Solar in Community Facilities</b> Projects completed.	<b>\$90,000</b>
<b>1180</b> Chandler	<b>Koolunga Reserve, FTG - Wetland Construction</b> Construction is anticipated next financial year.	<b>\$282,306</b>

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1182</b>	<b>Norvel Quarry Reserve Water Quality System - Design &amp; Construction</b>	<b>\$40,000</b>
Baird	Awaiting developer response to Council comments on submitted Stormwater Quality Management Plan, prior to approval.	
<b>1183</b>	<b>Peregrine Reserve - Wetland treatment system - Design</b>	<b>\$50,000</b>
Taylor	Detailed Design in progress, for construction delivery in 2020-2021, in line with the Peregrine Reserve Master Plan priorities.	
<b>1184</b>	<b>Egan Lee Reserve Masterplan - Wetland treatment system - Design</b>	<b>\$50,000</b>
Scott	Detailed Design in progress, anticipated completion in June, in readiness for construction delivery in 2020-2021.	
<b>1195</b>	<b>Boronia Safer Communities</b>	<b>\$120,411</b>
Baird	Project completed, awaiting invoice.	
<b>1207</b>	<b>Eildon Park Reserve, Rowville - Drainage Renewal Works Oval 2</b>	<b>\$150,000</b>
Taylor	Fertilising and top dressing commenced.	
<b>1208</b>	<b>Fairpark Reserve, Ferntree Gully - Drainage Renewal Works Oval 1</b>	<b>\$150,000</b>
Baird	Contractor completed sand slitting. Oversow and topdress works about to commence.	
<b>1216</b>	<b>Carrington Park Reserve, Knoxfield - Cricket Net Renewal</b>	<b>\$250,000</b>
Friberg	Construction Team delivering - Contractors engaged to quote.	
<b>1217</b>	<b>Boronia Activity Centre and Station Precinct Renewal Project</b>	<b>\$95,000</b>
Baird	Council has appointed architects to this project. Preliminary workshops have occurred with Public Agencies and Council's departments to identify major issues, considerations, and opportunities to a concept plan for this study area. The Council Consultant is now preparing draft options that will be presented to the Public Agencies and Council's departments throughout April for comments.	
<b>1222</b>	<b>Ramon Cowling Bushland Reserve - New Walkway</b>	<b>\$58,000</b>
Chandler	Discs for boulders are currently in production. Design for bespoke signage currently in progress.	
<b>1225</b>	<b>Commercial Road, Ferntree Gully (Burwood Highway to Wilson St) - Design</b>	<b>\$70,000</b>
Baird	Detailed design nearing completion and awaiting advice on drainage assessment - review imminent. About to prepare tender documentation and anticipate going out to tender from mid-late April.	
<b>1226</b>	<b>Lewis Road, Wantirna South (Tilba PI to Kanooka Rd) - Design</b>	<b>\$35,000</b>
Dinsdale	Detailed design 80% complete. Anticipate ready for review by mid-April. About to prepare tender documentation and anticipate going out to tender from mid-late April.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1227</b>	<b>Albert Street, UF'tree Gully (Talaskia Rd to Townley Place) - Design</b>	<b>\$33,000</b>
Dobson	Detailed design and design review completed - included footpath design on high side within scope of works. About to prepare tender documentation and anticipate going out to tender from mid-late April.	
<b>1228</b>	<b>Malvern Street, Bayswater (Edelmaier St to Scoresby Rd) - Design</b>	<b>\$35,000</b>
Baird	Detailed design delayed and scope to be confirmed. Detailed design delayed due to re-prioritisation of construction program. Design to be finalised at a suitable later date.	
<b>1229</b>	<b>Sullivan Court, Wantirna (Rachelle Drive to End) - Design</b>	<b>\$12,000</b>
Collier	Project delayed to align with construction program.	
<b>1230</b>	<b>Wanaka Close, Rowville (Erie Avenue to End) - Design</b>	<b>\$10,000</b>
Tirhatuan	Project delayed to align with construction program.	
<b>1231</b>	<b>Winnifred Crescent, Knoxfield (Allister Close to Christie Close) - Design</b>	<b>\$18,000</b>
Friberg	Project delayed to align with construction program.	
<b>1232</b>	<b>Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design</b>	<b>\$35,000</b>
Chandler	Internal meeting arranged with Boronia Renewal Project Team to discuss concept plan for Chandler Rd. Decision made to defer project until further instruction is received from the Project Team.	
<b>1233</b>	<b>Knox Park, Knoxfield - Turf Renewal</b>	<b>\$125,000</b>
Friberg	Ground on fertilising maintenance schedule.	
<b>1234</b>	<b>Knox Athletics Track, Knoxfield - Pathway Renewals</b>	<b>\$30,000</b>
Friberg	Works completed.	
<b>1235</b>	<b>Lakesfield Reserve. Lysterfield - Drainage Renewal Works</b>	<b>\$150,000</b>
Dobson	Contractor finished drainage works. Ground on fertilising schedule.	
<b>1236</b>	<b>Windermere Reserve, Ferntree Gully - Oval Renewal - Design</b>	<b>\$15,000</b>
Friberg	Design in progress.	
<b>1237</b>	<b>Carrington Park Senior Citizen Centre - Design</b>	<b>\$85,000</b>
Friberg	Procurement report submitted for review and sign off.	
<b>1238</b>	<b>BAMP Facility Upgrades</b>	<b>\$1,200,000</b>
All Wards	Projects identified on program continuing to be scoped, designed and tendered for initial construction to commence in late 2019/20. Expectation is that majority of funding will be carried forward as program development is progressed.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1247</b>	<b>Boronia Youth Hall Demolition and Pop Up Park</b>	<b>\$18,951</b>
Baird	New park furniture and temporary gardens beds have been installed.	
<b>1258</b>	<b>Ferntree Gully Bowls Club - New Floodlighting</b>	<b>\$135,000</b>
Dobson	Works progressing onsite with construction expected to be completed by end of April.	
<b>1259</b>	<b>Carrington Park Reserve, Knoxfield - Paving and Pathway Upgrade</b>	<b>\$85,000</b>
Friberg	Works being managed in conjunction with Major Initiatives Unit.	
<b>1260</b>	<b>Bayswater Bowls Club - New Accessibility Pathway</b>	<b>\$60,000</b>
Dinsdale	Met club representatives on site and scope clarified and adjusted. Gas, electrical & water services to bowling club proved and detailed design ready for review.	
<b>1261</b>	<b>Wantirna Reserve - Car Park Upgrade (Design)</b>	<b>\$40,000</b>
Collier	Project Team scoping discussions held. Design on hold pending outcome of further discussions in relation to landfill and Masterplan issues. Initial soil geotechnical investigations received in relation to old landfill site. Assessing need for further investigations in relation to possible EPA considerations.	
<b>1262</b>	<b>Cultural Facilities - Knox Pop Up Events Trailer &amp; Kit</b>	<b>\$20,000</b>
All Wards	Purchases planned for a trailer to house the games and equipment for pop ups.	
<b>1263</b>	<b>Cultural Facilities - Theatre Equipment Upgrade</b>	<b>\$26,000</b>
All Wards	Completed.	
<b>1264</b>	<b>Knox Regional Netball Centre - Amenities Upgrade</b>	<b>\$50,000</b>
Dobson	Awaiting completion of concept designs for Knox Netball Centre redevelopment for scope for amenities upgrade.	
<b>1265</b>	<b>Park Crescent Children and Family Centre Refurbishment, Boronia - Design</b>	<b>\$78,500</b>
Baird	Design works underway with detailed design documentation expected late June.	
<b>1266</b>	<b>Rowville Children and Family Centre Refurbishment</b>	<b>\$92,000</b>
Tirhatuan	Detailed design process underway with completion expected by end of May.	
<b>1267</b>	<b>Early Years Facilities - Landscaping Upgrades</b>	<b>\$150,000</b>
All Wards	On schedule. Scoping continues, project on schedule.	
<b>1268</b>	<b>The Fields Preschool (north side), Rowville – Verandah Design</b>	<b>\$10,000</b>
Taylor	Scoping to be completed by end of May.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1269</b> Tirhatuan	<b>Rosa Benedikt Community Centre, Scoresby - Minor Upgrade</b> Completed.	<b>\$25,000</b>
<b>1270</b> Taylor	<b>Heany Park Scout/Community Pavilion, Rowville - Scoping</b> A preferred contractor has been selected. The project commenced 30 March.	<b>\$50,000</b>
<b>1271</b> Collier	<b>Wantirna Community Infrastructure Planning</b> On hold pending future hockey field assessment.	<b>\$60,000</b>
<b>1272</b> Baird	<b>Valerie Street, Boronia (Icase Court - Boronia Road) - Footpath - Construction</b> Project completed.	<b>\$60,000</b>
<b>1273</b> Dobson	<b>Myrtle Crescent, Ferntree Gully (West Side at Moore Street) - Footpath - Scoping</b> Formal valuation obtained. Awaiting response from property owner to proceed with agreements.	<b>\$15,000</b>
<b>1274</b> Chandler	<b>Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath - Design</b> Survey and design scheduled for December with construction to follow, subject to Council budget approval. Scope and location of bus bay to be confirmed.	<b>\$40,000</b>
<b>1275</b> Dobson	<b>Old Belgrave Road, Upper Ferntree Gully (Talaskia Road - Edward Street) - Footpath - Scoping</b> Walk-through on site suggests a very complex project. Recommendation made to significantly alter scope and to defer project until this is confirmed.	<b>\$15,000</b>
<b>1276</b> Chandler	<b>Liverpool Road, The Basin (Mountain Hwy to Liverpool Rd retarding basin) - Footpath - Design</b> Survey work has been completed.	<b>\$25,000</b>
<b>1277</b> Dobson	<b>Blackwood Park Drive, Ferntree Gully - Bridge Replacement</b> Tenders for Design & Construction contract now being assessed following extension to tender closure to 17 March.	<b>\$140,000</b>
<b>1278</b> Tirhatuan	<b>Clausen Drive, Rowville LATM - Design</b> Undertaking design.	<b>\$15,000</b>
<b>1279</b> Friberg	<b>Elton Road and Holme Road, Ferntree Gully, Isolated Traffic Treatment (Hot Spot) Program</b> Amending design plans to change kerb profile and line marking.	<b>\$50,000</b>

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1281</b>	<b>Ferntree Gully Road (Stud Road - Henderson Road) - Shared Path - Scoping</b> Tirhatuan Investigating possibility of a lease agreement.	<b>\$32,000</b>
<b>1282</b>	<b>Ferntree Gully Road (Rushdale Street - Bunjil Way), Knoxfield - Shared Path - Scoping</b> Friberg Establishing ownership of service road.	<b>\$10,000</b>
<b>1284</b>	<b>Blind Creek Trail, Boronia - Road Crossing Improvement</b> Construction works have commenced.	<b>\$60,000</b>
<b>1285</b>	<b>Collier Reserve, Wantirna - Bicycle Repair Station</b> Collier Completed in October 2019.	<b>\$7,000</b>
<b>1286</b>	<b>Power Road, Bayswater - Bicycle Repair Station</b> Baird Completed in October 2019.	<b>\$7,000</b>
<b>1287</b>	<b>Liberty Reserve, Rowville - Bicycle Repair Station</b> Taylor Installed.	<b>\$7,000</b>
<b>1288</b>	<b>Tim Neville Arboretum, Ferntree Gully - Bicycle Pump Station</b> Dobson Installed.	<b>\$7,000</b>
<b>1289</b>	<b>The Basin Triangle Bicycle Repair Station</b> Chandler Completed in October 2019.	<b>\$7,000</b>
<b>1290</b>	<b>Colchester Reserve, Boronia - Bicycle Repair Station</b> Chandler Completed in October 2019.	<b>\$7,000</b>
<b>1291</b>	<b>Fairpark Reserve, Ferntree Gully - Bicycle Pump Station</b> Baird Completed in October 2019.	<b>\$7,000</b>
<b>1292</b>	<b>Blind Creek Lane, Wantirna South - Bicycle Repair Station</b> Scott Completed in October 2019.	<b>\$7,000</b>
<b>1293</b>	<b>Henderson Road Link, Rowville - Bicycle Repair Station</b> Friberg Installed.	<b>\$7,000</b>
<b>1294</b>	<b>Gresford Road, Wantirna - Wayfinding Link</b> Collier Signs installed.	<b>\$1,000</b>
<b>1295</b>	<b>Freedman Avenue, Boronia - Wayfinding Connection</b> Baird Signs installed. Works completed.	<b>\$1,000</b>

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1296</b>	<b>Pumps Road, Wantirna South - Wayfinding to Eastlink</b>	<b>\$1,000</b>
Collier	Signs installed. Work completed.	
<b>1297</b>	<b>Amesbury Avenue, Wantirna - Intersection Treatments Design</b>	<b>\$20,000</b>
Collier	Awaiting for design for Wantirna Cycling Link from consultant to inform the design of Amesbury Avenue.	
<b>1298</b>	<b>Wentworth Avenue at Lansell Court, Rowville, Splitter Island</b>	<b>\$10,000</b>
Taylor	Works completed.	
<b>1299</b>	<b>Albert Avenue, Boronia - School Crossing Relocation</b>	<b>\$30,000</b>
Chandler	Amending plans after initial resident consultation.	
<b>1300</b>	<b>Parking Management Plan Implementation</b>	<b>\$50,000</b>
All Wards	Upper Ferntree Gully and Ferntree Gully commercial areas completed. Consulting with some residential streets. Boronia Plan endorsed and about to start updating signage in commercial area.	
<b>1301</b>	<b>Mountain Hwy, Boronia (Macquarie PI to Bus Stop 15853) - Footpath Connection</b>	<b>\$60,000</b>
Chandler	Design currently being finalised.	
<b>1302</b>	<b>Forest Road, Ferntree Gully (Lane Rd to Bus Stop 15625) - Footpath Connection</b>	<b>\$15,000</b>
Dobson	Works Completed.	
<b>1303</b>	<b>Napoleon Road, Rowville (Bus Stop 15209 to School Crossing) - Footpath Connection</b>	<b>\$40,000</b>
Taylor	Further survey complete and design prepared to PTV requirements.	
<b>1304</b>	<b>Mountain Highway, Boronia (GSK site to Colchester Rd) - Footpath Connection 3 - Design</b>	<b>\$5,000</b>
Chandler	Concept plan to be prepared.	
<b>1305</b>	<b>Mountain Highway, Boronia (981 to 1019 Mountain Hwy) - Footpath Connection 5 - Design</b>	<b>\$5,000</b>
Chandler	Concept plan to be prepared.	
<b>1306</b>	<b>Dog Park - Designs</b>	<b>\$60,000</b>
All Wards	Concept designs for Wantirna Reserve, Emmerson Place Reserve and Llewellyn Reserve, nearing completion with internal stakeholder consultation to commence shortly.	



**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1307</b>	<b>Batterham Park, The Basin - Masterplan Implementation</b>	<b>\$60,000</b>
Chandler	Checking availability of trees and plants for installation during winter months.	
<b>1308</b>	<b>Kevin Ave, FTG, Flood Investigation - Scoping</b>	<b>\$30,000</b>
Dobson	Quote review in progress.	
<b>1309</b>	<b>1825 Ferntree Gully Road - Flood Mitigation Works</b>	<b>\$50,000</b>
Friberg	Upgrade works for Pearl Place, FTG are awarded to contractor and are anticipated to start by mid-April. Expected completion June. Commercial Road upgrade is to be delivered with road renewal works.	
<b>1310</b>	<b>Flood Mitigation Reactive Complaints Upgrade Works</b>	<b>\$250,000</b>
All Wards	Completed in December 2019.	
<b>1311</b>	<b>Major Roads LED Streetlight Replacement - Design</b>	<b>\$100,000</b>
All Wards	Final Report for business case for Major Road LED Streetlight Replacement has been completed. The information to be used to inform the next Capital Works Budget for 2020/21.	
<b>1312</b>	<b>Landfill Sites as Solar Farms - Feasibility Study</b>	<b>\$50,000</b>
All Wards	The final report has been completed.	
<b>1313</b>	<b>Alexander Cres Reserve FTG - Wetland Treatment System - Scoping &amp; Analysis</b>	<b>\$20,000</b>
Friberg	Conceptual design completed.	
<b>1315</b>	<b>Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)</b>	<b>\$60,000</b>
Baird	Concept design work is underway.	
<b>1316</b>	<b>Rowville Recreation Reserve - Car Park Upgrade (Design)</b>	<b>\$8,000</b>
Taylor	Scoping of a number of infrastructure works at this reserve is in progress. Detailed design of car park will be initiated following completion of this stage.	
<b>1317</b>	<b>Batterham Reserve, The Basin - Oval/Turf Renewal</b>	<b>\$45,000</b>
Chandler	Contractor unable to supply quoted Santa Ana Couch / works. Too late in the season to engage another contractor.	
<b>1318</b>	<b>Miller Park Reserve - Cricket Net Renewal - Design</b>	<b>\$18,750</b>
Chandler	Design underway.	
<b>1319</b>	<b>Gilbert Park Reserve, Knoxfield - Batting Cage Renewal</b>	<b>\$7,500</b>
Friberg	Carry forward to 20/21 - works to commence after the new pavilion development.	

**Knox City Council Project Status Report**

06-Apr-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1320</b>	<b>Eildon Park Reserve, Rowville - Tennis Court Renewals</b>	<b>\$43,750</b>
Chandler	Seeking clarification of scope from Leisure and also from Facilities in relation to condition of existing lighting.	
<b>1321</b>	<b>Millers Reserve, The Basin - Tennis Court Renewals - Design</b>	<b>\$37,375</b>
Chandler	Design nearing completion with court dimensions required to be mainly extended north towards trees in consultation with club. Review of design imminent. Delay likely as a result of need to prepare a tree removal permit.	
<b>1322</b>	<b>Glenfern Park (FTGTC) - Tennis Court Renewals - Design</b>	<b>\$26,250</b>
Chandler	Design will be delayed into new financial year.	
<b>1357</b>	<b>Batterham Reserve, The Basin - Pavilion Refurbishment &amp; Path and Access Works</b>	<b>\$400,000</b>
Chandler	Social club refurbishment works are complete. Amenities refit being undertaken as part of building extension project. Building extension works expected to be completed mid-late April. Scope of access road works to be assessed once building works are sufficiently advanced.	
<b>1362</b>	<b>Shared Path Lupton Way-Erica Avenue to Dorset Road.</b>	<b>\$30,000</b>
Baird	Consultation process completed. Undertaking concept plan design and discussion with key authorities.	
<b>1367</b>	<b>Rowville Tennis Courts 1-4 Repairs</b>	<b>\$26,640</b>
Taylor	Project complete.	
<b>Total:</b>		<b>\$102,941,725</b>

12 Motions for Which Notice has Previously Been Given

13 Supplementary Items

14 Urgent Business

14.1 Urgent Business

14.2 Call Up Items

15 Questions Without Notice

16 Confidential Items

16.1 Aged Care Reform CHSP

This report is included in the confidential agenda, in accordance with Section 89(2) of the Local Government Act 1989, as it relates to personnel matters; industrial matters; and contractual matters; and premature disclosure of the information could be prejudicial to the interests of Council or other persons.