

# MINUTES



## Ordinary Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Monday 22 June 2020

The Agenda for this meeting forms part of these Minutes and is attached in full at the end of the Minutes.

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

The meeting commenced at 7:15 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</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 (arrived 7.17pm)</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, Interim Finance and Governance</i>
<i>Ms T Scicluna (Online)</i>	<i>Director – Community Services</i>
<i>Ms S Mazer (Online)</i>	<i>Director - Knox Central, Interim Transformation and Customer Service</i>
<i>Ms S Stanton (Online)</i>	<i>Executive Manager - Strategy, People and Culture, Interim Information Technology</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.”***

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Councillor Gill arrived in the Chamber at 7:17 pm

## 1 Apologies and Requests for Leave of Absence

Nil.

## 2 Declarations of Conflict of Interest

Nil.

## 3 Confirmation of Minutes

### **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Mortimore

**Confirmation of Minutes of Ordinary Meeting of Council held on Monday 25 May 2020.**

### **CARRIED**

## 4 Petitions and Memorials

*Councillor Holland presented a petition with 57 signatories requesting that Knox City Council develop a new traffic management plan for the intersection of Henderson Road and Valley View Drive, Rowville.*

*The petitioners state that a significant traffic influx at the intersection has occurred as a result of the opening of the new Henderson Road Bridge. The petitioners claim they have observed speeding drivers and noise from the speed humps, particularly in the early stages of the morning.*

*This matter will be referred jointly to the Acting Director Engineering & Infrastructure for investigation with a response to be provided to the head petitioner.*

*The Petition lay on the table.*

## **MEMORIAL - ANGELO MAZZONE**

Councillor Seymour paid tribute to Mr Angelo Mazzone who recently passed away. Mr Mazzone was a well-known member of the Knox community for many decades. Councillor Seymour highlighted that Mr Mazzone was highly regarded among the local Italian community. Councillor Seymour has contacted the family of Mr Mazzone and expressed her condolences on behalf of Council.

## **5 Reports by Councillors**

### **5.1 Committees and Delegates**

#### **5.1.1 Councillor Timmers-Leitch**

Councillor Timmers-Leitch attended the following

- Met with the First Friends of Dandenong Creek regarding the installation of pollution sensors.
- Visited Orana Neighbourhood House to look at the Safe Seats Kids Program.
- Wantirna Farmers and Makers Market.

#### **5.1.2 Councillor Mortimore**

Councillor Mortimore attended the following

- EIGA Meeting to discuss a joint alliance submission for a wholesale program to allow for trade reductions in the use of energy

#### **5.1.3 Councillor Holland**

Councillor Holland attended the following

- Leisure Minor Capital Works Grant Meeting

#### **5.1.4 Councillor Pearce**

Councillor Pearce attended the following

- Audit Committee Meeting

### **5.1.5 Councillor Keogh**

Councillor Keogh attended the following

- Youth Advisory Committee Meeting

### **5.1.6 Councillor Seymour**

Councillor Seymour attended the following

- Activities surrounding National Sorry Day and Reconciliation Week
- World Elder Abuse Day Meeting
- Men's Health Week Activities
- Sod turning for the Stage Two of Stamford Park
- Meetings with Key Stakeholders on the State Basketball Centre

## **5.2 Ward Issues**

### **5.2.1 Councillor Mortimore (CHANDLER WARD)**

- Raised concerns regarding the potential for a second wave COVID-19 pandemic.

### **5.2.2 Councillor Holland (FRIBERG WARD)**

- Advised he has visited all parks within the Friberg Ward
- Expressed concern regarding brown water and mud in play areas at parks and he will be following this up with Council officers.

### **5.2.3 Councillor Lockwood (BAIRD WARD)**

- Expressed praise for the daylighting of Blind Creek and the surrounding wildlife.

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

- Discussed the construction of two new playgrounds in the Collier Ward.
- Expressed concern with illegal dumping occurring at Dandenong Creek.
- Pleased to see the completion of Council's Parking Management Plan and encouraged Wantirna residents to participate in the community consultation.

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

- Expressed admiration for the Knox Youth Advisory Committee and their willingness to articulate a vision for a five bin recycling model.

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

- Implored the community to exercise vigilance following an incident at Knox Gardens Primary School where a student was harassed on their way to school and encouraged parents to talk to their children regarding potential situations.
- Encouraged people to abide by social distancing guidelines to enable a safe return to sport and an smooth transition for organisers at local clubs.

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

- Councillor Pearce advised Council the Hanson Quarry had featured on '*A Current Affair*' and provided the following in response:
- He has spoken to the lead petitioner and several people interviewed in relation to the story aired on 'A Current Affair'.
- Stated that Hanson has offered Council land on Wellington Grove for a sporting precinct
- Emphasised that he does not have a preconceived opinion on the matter as a planning application has not been submitted to Council for consideration. In the event an application is submitted, it be assessed on its merits.
- Highlighted that the closest point to extraction activity was 400 metres from any dwelling and his own dwelling was 500 metres from the nearest extraction point

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

- Stated that there are currently three active cases of COVID-19 in the municipality.
- Local Government has not been provided with any insight into COVID-19 hotspot locations and causes.
- Highlighted that Council has been focused on a recovery plan and implementing initiatives announced last month, including the deep cleaning of all Council facilities in preparation for returning groups
- Council will be recruiting 80 people to fulfill employment positions under the Work for Victoria program
- Encouraged local unemployed residents to register for these positions made available by the Council.
- Outlined the feedback of residents regarding an emerging homeless population.
- Raised concerns regarding an increase in dog faeces complaints and implored residents to educate themselves on disposal.
- Recounted complaints regarding road maintenance and potholes issues in Knox.



6 City Development, Finance and Governance Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation 1 May to 31 May 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 report (1 May to 31 May 2020) be noted.

**RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Cooper**

**That the planning applications decided under delegation report (1 May to 31 May 2020) be noted.**

**CARRIED**

## 6.2 7 Eva Place, Lysterfield

### **SUMMARY: Helen Sanderson, Planner**

**This report considers Planning Application P/2019/7464 for the construction of a single storey dwelling and variation to the building envelope at 7 Eva Place Lysterfield. This application is being reported to Council as it has been called up by Councillor Keogh.**

### **RECOMMENDATION (SUMMARY)**

That Council issue a Notice of Refusal to Grant a Planning Permit for the construction of a single storey dwelling and variation to building envelope at 7 Eva Place Lysterfield, as the proposal does not meet the Purpose or Decision Guidelines of the Rural Conservation Zone - Schedule 2 or the Significant Landscape Overlay – Schedule 1, as detailed in the full recommendation in Section 10 below.

### **10. RECOMMENDATION**

That Council issue a Notice of Refusal to Grant a Planning Permit for the construction of a single storey dwelling and variation to building envelope at 7 Eva Place Lysterfield on the following grounds:

1. The proposed development is inconsistent with the purpose and decision guidelines of the Rural Conservation Zone – Schedule 2.
2. The proposal is inconsistent with the Design Guidelines of the Significant Landscape Overlay – Schedule 1. The proposal fails to protect and enhance the scenic, visual, cultural and environmental landscape values of the Lysterfield Valley with the dwelling sited well above the 115m AHD contour line, leading to inappropriate visual intrusion and negatively impacting views from the Lysterfield Valley to the site.
3. The development is inconsistent with the approved building envelope. The proposed extent of variation seeks to construct the dwelling more than 90% outside of the envelope and contradicts the purpose and intent the building envelope sets out to achieve.

### **RESOLUTION**

**MOVED: Councillor Keogh**

**SECONDED: Councillor Pearce**

**That Council issue a Notice of Refusal to Grant a Planning Permit for the construction of a single storey dwelling and variation to building envelope at 7 Eva Place Lysterfield on the following grounds:**

1. **The proposed development is inconsistent with the purpose and decision guidelines of the Rural Conservation Zone – Schedule 2.**

- 2. The proposal is inconsistent with the Design Guidelines of the Significant Landscape Overlay – Schedule 1. The proposal fails to protect and enhance the scenic, visual, cultural and environmental landscape values of the Lysterfield Valley with the dwelling sited well above the 115m AHD contour line, leading to inappropriate visual intrusion and negatively impacting views from the Lysterfield Valley to the site.**
  
- 3. The development is inconsistent with the approved building envelope. The proposed extent of variation seeks to construct the dwelling more than 90% outside of the envelope and contradicts the purpose and intent the building envelope sets out to achieve.**

**CARRIED**

### 6.3 Annual Budget 2020-21

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

In accordance with Sections 127 and 130 of the *Local Government Act 1989* (the Act) and Sections 9-11 of the *Local Government (Planning and Reporting) Regulations 2014*, Council is required to prepare and adopt an annual budget by 30 June each year and submit the budget to the Minister for Local Government within 28 days after adoption.

Key components of the Annual Budget 2020-21 include:

- A \$114.222 million capital works program of which \$39.430 million is allocated to maintaining and renewing community assets. \$74.792 million is to be invested in new and upgraded community assets.
- A 2.00% increase in rates for 2020-21 in accordance with the rate cap requirements outlined in Sections 185A to 185G of the Act.
- Continuation of the \$100 rebate in relation to rates and charges for all eligible recipients.

#### RECOMMENDATION

That Council:

1. Note the submissions received in response to the Proposed Budget 2020-21, thank the submitters and provide a written response notifying submitters of the decision and the reason for the decision in accordance with Section 223(1)(d) of the *Local Government Act 1989*;
2. Adopt the Annual Budget 2020-21 as set out in Attachment 1;
3. Authorise the Chief Executive Officer to give public notice of this decision in accordance with Section 29 of the *Local Government Act 1989*;
4. Submit a copy of the Annual Budget 2020-21 to the Minister for Local Government in accordance with Section 130(4) of the *Local Government Act 1989*;
5. Declare the Rates, Levies and Annual Service Charges for the 2020-21 financial year provided in Attachment 2;
6. Adopt the Strategic Resource Plan 2020-21 to 2023-24 as set out in Attachment 3 in accordance with Section 126 of the *Local Government Act 1989*; and
7. Grant a rebate in relation to rates and charges to all Knox City Council residents eligible within the meaning of the State Concessions Act 1986, with \$100 being the maximum rebate amount.

**RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

**That Council:**

- 1. Note the submissions received in response to the Proposed Budget 2020-21, thank the submitters and provide a written response notifying submitters of the decision and the reason for the decision in accordance with Section 223(1)(d) of the *Local Government Act 1989*;**
- 2. Adopt the Annual Budget 2020-21 as set out in Attachment 1;**
- 3. Authorise the Chief Executive Officer to give public notice of this decision in accordance with Section 29 of the *Local Government Act 1989*;**
- 4. Submit a copy of the Annual Budget 2020-21 to the Minister for Local Government in accordance with Section 130(4) of the *Local Government Act 1989*;**
- 5. Declare the Rates, Levies and Annual Service Charges for the 2020-21 financial year provided in Attachment 2;**
- 6. Adopt the Strategic Resource Plan 2020-21 to 2023-24 as set out in Attachment 3 in accordance with Section 126 of the *Local Government Act 1989*; and**
- 7. Grant a rebate in relation to rates and charges to all Knox City Council residents eligible within the meaning of the State Concessions Act 1986, with \$100 being the maximum rebate amount.**

A Division was called by Councillor Lockwood

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

Against the motion: Councillor Keogh, Councillor Gill

**CARRIED 7:2**

## 6.4 Councillor Gifts, Benefits and Hospitality Policy

**SUMMARY:** Coordinator Governance, Andrew Dowling

**A draft Councillor Gifts, Benefits and Hospitality Policy has been prepared for consideration by Council, updating the current policy that has been in place since March 2014.**

**The Councillor Gifts, Benefits and Hospitality Policy will require a further review following the Ordinary Election in October 2020 and before April 2021, in accordance with requirements of the new Local Government Act 2020.**

### **RECOMMENDATION**

That Council adopt the Councillor Gifts, Benefits and Hospitality Policy as set out in Attachment 1 to this report.

### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Lockwood

**That Council adopt the Councillor Gifts, Benefits and Hospitality Policy as set out in Attachment 1 to this report.**

### **CARRIED**

## 6.5 Grants Governance Framework - Community and Business Support Package

**SUMMARY:** Manager Community Wellbeing, Petrina Dodds Buckley, Manager City Futures, Anthony Petherbridge

This report responds to a resolution by Council at its meeting of 25 May 2020 with respect to the Stage 2 Community and Business Support Package, and presents a framework for the governance arrangements for the grants and payments included in the Community and Business Support Package for endorsement.

### **RECOMMENDATION**

That Council endorse the Grants Governance Framework – Community and Business Support Package (included as Attachment 1).

### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Pearce

That Council endorse the Grants Governance Framework – Community and Business Support Package (included as Attachment 1).

### **CARRIED**

## 6.6 Lease Agreement for 21 Liverpool Road, The Basin for The Basin Community House Facility

**SUMMARY:** Acting Senior Property Officer, Paige Kennett

The new Basin Community House located at 21 Liverpool Road, The Basin has been constructed in partnership with The Basin Primary School and the Department of Education and Training. Knox City Council currently has a short term licence agreement with the Department of Education and Training, which will be terminated upon the execution of the new negotiated 20-year lease.

### **RECOMMENDATION**

That Council:

1. Enter into a lease with The Hon. James Merlino, MP, Minister for Education for and on behalf of the Crown and in right of the State of Victoria, for 21 Liverpool Road, The Basin, with the following terms:
  - a. Term of 20 years plus a further term of 20 years;
  - b. Lease fee of \$1 per annum; and
  - c. Council will be responsible for all maintenance and repairs to the property; and
2. Authorise the Chief Executive Officer to sign and seal the lease for 21 Liverpool Road, The Basin between with The Hon. James Merlino, MP, Minister for Education for and on behalf of the Crown and in right of the State of Victoria and Knox City Council.

### **RESOLUTION**

**MOVED:** Councillor Mortimore

**SECONDED:** Councillor Holland

That Council:

1. Enter into a lease with The Hon. James Merlino, MP, Minister for Education for and on behalf of the Crown and in right of the State of Victoria, for 21 Liverpool Road, The Basin, with the following terms:
  - a. Term of 20 years plus a further term of 20 years;
  - b. Lease fee of \$1 per annum; and
  - c. Council will be responsible for all maintenance and repairs to the property; and
2. Authorise the Chief Executive Officer to sign and seal the lease for 21 Liverpool Road, The Basin between with The Hon. James Merlino, MP, Minister for Education for and on behalf of the Crown and in right of the State of Victoria and Knox City Council.

**CARRIED**



## 6.7 Revised Instrument of Delegation to the Chief Executive Officer

**SUMMARY:** Coordinator Governance, Andrew Dowling

In response to the escalating COVID-19 pandemic, Council approved a revised instrument of Delegation to the Chief Executive Officer on 30 March 2020. The delegation provided greater decision making flexibility in the event that Council meetings were unable to be convened, due to restrictions imposed under the declared state of emergency, or in the event that Councillors were unable to attend a meeting.

In light of the commencement of new provisions of the Local Government Act 2020, and amendments made to the Act that enable online meetings, further revision to the Instrument of Delegation Chief Executive Officer are now proposed.

### **RECOMMENDATION**

In the exercise of the powers conferred by section 11(1)(b) of the Local Government Act 2020 (the Act) Knox City Council (Council) resolves that:

1. They be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer (the Instrument), subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the Instrument the previous Instrument of Delegation to the Chief Executive Officer approved on 30 March 2020 be revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Lockwood

In the exercise of the powers conferred by section 11(1)(b) of the Local Government Act 2020 (the Act) Knox City Council (Council) resolves that:

1. They be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer (the Instrument), subject to the conditions and limitations specified in that Instrument.

- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.**
- 3. On the coming into force of the Instrument the previous Instrument of Delegation to the Chief Executive Officer approved on 30 March 2020 be revoked.**
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

**CARRIED**

## 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 8:18 pm.

The following questions were raised with Council:

<p>Question 1- Jude Dwight</p>	<p><b>Could you please outline the trigger mechanisms available to Knox Council for calling in planning applications?</b></p>
<p>Answer- Matt Kelleher, Director City Development, Interim Finance and Governance</p>	<p>The Director City Development, Interim Finance and Governance responded advising:</p> <ul style="list-style-type: none"> <li>- Like all councils, Knox City Council has in place an ‘Instrument of Delegation’ that confers Council’s powers under the Planning and Environment Act to delegated officers. Due to the volume of permit applications lodged with Council, and the technical nature of the planning system, the majority of planning decisions at Knox City Council are made by delegated officers. The most recent Instrument of Delegation was adopted in March 2020.</li> <li>- The most pertinent part of the Instrument of Delegation, as relevant to this question, is Section 61 of the Act, relating to the power to grant or refuse a permit. This provision enables a Councillor to ‘call up’ an application, which is done in writing and generally in consultation with the Director City Development or Manager City Planning and Building. Once an application is officially called up, a delegated decision cannot be made by an officer and the application must be decided by Council.</li> <li>- An application will also be called up if the grant of a permit is proposed and the application has received objections from the owners and/or occupiers of 15 or more separate properties, unless:             <ol style="list-style-type: none"> <li>1. The site is located within an Activity Centre with a Structure Plan approved by Council; or</li> <li>2. The site is located within an ‘Activity Area’ as identified in the Knox Housing Strategy 2015 (or as amended).</li> </ol> </li> <li>- An application can also be “called up” by the CEO, Director City Development or Manager City Planning &amp; Building for a Council decision.</li> </ul> <p>Further, for the delegation to be exercised in any application, it must not be inconsistent with any cultural heritage management plan and the proposal must compliance with the Knox Planning Scheme.</p>

	<ul style="list-style-type: none"> <li>- A copy of Council’s most recently adopted Instrument of Delegation will be provided to Ms Dwight and this answer will be provided to Ms Dwight in writing.</li> </ul>
Question 2- Jude Dwight	<b>Given the various trigger mechanisms, why did the planning application for 201 Ferndale Rd not get called in?</b>
Answer- Councillor Mortimore	<p>Councillor Mortimore responded advising:</p> <ul style="list-style-type: none"> <li>- Having a mechanism for call-ups does not mean you should use it, as a call-up involves officers doing a great deal of work and therefore this should not be done lightly. There are people also waiting on the decisions and we should not be causing delays unnecessarily.</li> <li>- It is an unenviable position to be asked to represent both sides. <ul style="list-style-type: none"> <li>- Having received the report from officers regarding the rationale and reasons for decision, the most serious reasons for decisions were dealt with well in decisions by officers, particularly in light of number of conditions.</li> <li>- He had spoken to the Site Manager and other staff members and based on his observations the project was not entirely unusual.</li> <li>- There are many features to the property and nothing could be found to justify the call-up requirement which would cause delays and additional work.</li> <li>- Informal discussions with colleagues did not indicate support for a call-up and there was no request for a call-up by any other residents.</li> <li>- There was not a significant number of objectors, although a significant proportion of locals, and the decision was validated by VCAT when analysing the facts and law.</li> <li>- There are ongoing issues on-site and should not be confused with the permit. When the matter is investigated and resolved in due course, additional information will be provided.</li> </ul> </li> </ul>
Question 3- David Merry	<b>Does a road opening permit override the need for planning/building/engineering permits and how are they assessed to be compliant under the planning scheme? Do planners inspect prior to works and sign off after?</b>
Answer-Matt Kelleher, Director City Development, Interim Finance and Governance	<p>The Director City Development, Interim Finance and Governance responded advising:</p> <ul style="list-style-type: none"> <li>- The purpose of a road opening permit is to ensure that when works are undertaken on private property that interface with Council roads do not compromise the integrity of Council’s assets or road network. A road opening permit is often required when access or works are sought from a Council road, such as a crossover.</li> </ul>

	<ul style="list-style-type: none"> <li>- While separate to a planning or building permit, proposed road openings are often identified as part of planning applications. These plans are generally referred for an engineering assessment to ensure the location and design of the road opening is suitable. The location of a road opening may be inspected as part of the planning permit application. However a specific pre and post works inspection is undertaken by the appropriate engineering and infrastructure officers to ensure the works are undertaken in accordance with requirements.</li> <li>- There are some limited circumstances where a planning permit would be required for a road opening, such as gaining access to a VicRoads arterial road.</li> </ul>
Question 4	
Answer- Tony Doyle, Chief Executive Officer	<p>The Chief Executive Officer responded advising:</p> <ul style="list-style-type: none"> <li>- The question was assessed pursuant to Council’s Election Period Policy and Procedures.</li> <li>- The question is recommended to be refused as the topic is considered to be an issue before the voters in the election, having had recent media coverage and the submitter has publicly expressed an intention to run as a candidate in the October Local Government elections.</li> <li>- A written response will be provided to the submitter in due course.</li> </ul>

**PROCEDURAL MOTION**

*(moved during Cr Mortimore’s response to Question 2)*

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

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

**CARRIED**

Question Time Concluded at 8:32pm.

## 8 Engineering & Infrastructure Officers' Reports for consideration

### 8.1 Tender Report for Contract 2561 - Concrete Renewal & Associated Services

**SUMMARY:** Acting Senior Project Engineer, Darren von der Lippe

**This report considers and recommends the appointment of a panel of six (6) contractors for Council's Concrete Renewal, Upgrade and Associated Services.**

#### **RECOMMENDATION**

That Council:

1. Award Contract No. 2561 – Concrete Renewal, Upgrade and Associated Services, to the following contractors:

- D'Atri Concrete constructions Pty Ltd
- Ja-Cat Paving
- J&R Earthworks
- Parente Paving Pty Ltd
- Santilli Paving Co Pty Ltd
- Uniscape Pty Ltd

at their tendered schedule of rates for an initial period of four (4) years with a possible further extension of one (1) year to a maximum contract term of five (5) years;

2. Note expenditure under this contract in 2020/2021 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations;
3. Authorise the Chief Executive Officer to execute contract agreements with the above contractors;
4. Authorise the Chief Executive Officer to negotiate and execute extensions to Contract No. 2561 – Concrete Renewal, Upgrade and Associated Services to the maximum five-year contract term; and
5. Advise all tenderers accordingly.

**RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Pearce

**That Council:**

**1. Award Contract No. 2561 – Concrete Renewal, Upgrade and Associated Services, to the following contractors:**

- D'Atri Concrete constructions Pty Ltd
- Ja-Cat Paving
- J&R Earthworks
- Parente Paving Pty Ltd
- Santilli Paving Co Pty Ltd
- Uniscape Pty Ltd

**at their tendered schedule of rates for an initial period of four (4) years with a possible further extension of one (1) year to a maximum contract term of five (5) years;**

- 2. Note expenditure under this contract in 2020/2021 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations;**
- 3. Authorise the Chief Executive Officer to execute contract agreements with the above contractors;**
- 4. Authorise the Chief Executive Officer to negotiate and execute extensions to Contract No. 2561 – Concrete Renewal, Upgrade and Associated Services to the maximum five-year contract term; and**
- 5. Advise all tenderers accordingly.**

**CARRIED**

## 8.2 Potential Land Acquisition - Part of 19 Myrtle Crescent, Ferntree Gully

**SUMMARY: Acting Sustainable Transport Planner, Sylvester Ng**

**This report seeks Council consent to proceed with the acquisition of 12sqm of land at 19 Myrtle Crescent, Ferntree Gully. The acquisition has been valued at \$7,200 (excluding GST) and will allow sufficient space for the construction of a missing section of footpath.**

### **RECOMMENDATION**

That Council:

1. Authorise the Chief Executive Officer to finalise negotiations to acquire an area of land (12sqm) at the front of 19 Myrtle Crescent, Ferntree Gully, as shown in Attachment 1 to this report, for \$7,200 (excluding GST); and
2. Authorise the Chief Executive Officer to sign and seal all documentation associated with the acquisition of this land.

### **RESOLUTION**

**MOVED: Councillor Keogh**

**SECONDED: Councillor Cooper**

That Council:

1. **Authorise the Chief Executive Officer to finalise negotiations to acquire an area of land (12sqm) at the front of 19 Myrtle Crescent, Ferntree Gully, as shown in Attachment 1 to this report, for \$7,200 (excluding GST); and**
2. **Authorise the Chief Executive Officer to sign and seal all documentation associated with the acquisition of this land.**

**CARRIED**



## 9 Community Services Officers' Reports for consideration

### 9.1 Minor Grants Program 2019-20 Monthly Report

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

**This report summarises the grant applications recommended for approval in June 2020 for the Minor Grants Program. All applications have 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 seven applications for a total of \$12,951, as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Upper Ferntree Gully Football Club Inc. (Jnr Club)	Participation, Retention, Communication Equipment – UFTGFNC Junior Club	\$1,616.00	\$1,616.00
Lions Club of Rowville	Club member uniforms	\$549.56	\$549.56
Goodwin Estate Pre-Kinder	Office Equipment replacement	\$1,306.00	\$1,306.00
Knoxfield Pre-school	Motivating and Inspiring Healthy Lifestyles in Outdoor Play	\$1,557.44	\$1,557.44
Knox Historical Society	Land Brochure Copying Project	\$3,000.00	\$3,000.00
Rowville Knights Community Football Club	Line marking machine	\$2,300.00	\$2,300.00
Mr. Perfect	Mr. Perfect Mens' Mental Health BBQ	\$2,622.00	\$2,622.00
<b>TOTAL</b>		<b>\$12,951.00</b>	<b>\$12,951.00</b>

2. Note that inclusive of the above recommended grants totalling \$12,951.00, to date a total of \$141,208.52 has been awarded under the 2019-2020 Minor Grants Program to support 73 community-based organisations and their programs.

**RESOLUTION****MOVED:** Councillor Lockwood**SECONDED:** Councillor Keogh

That Council:

1. Approve seven applications for a total of \$12,951, as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Upper Ferntree Gully Football Club Inc. (Jnr Club)	Participation, Retention, Communication Equipment – UFTGFNC Junior Club	\$1,616.00	\$1,616.00
Lions Club of Rowville	Club member uniforms	\$549.56	\$549.56
Goodwin Estate Pre-Kinder	Office Equipment replacement	\$1,306.00	\$1,306.00
Knoxfield Pre-school	Motivating and Inspiring Healthy Lifestyles in Outdoor Play	\$1,557.44	\$1,557.44
Knox Historical Society	Land Brochure Copying Project	\$3,000.00	\$3,000.00
Rowville Knights Community Football Club	Line marking machine	\$2,300.00	\$2,300.00
Mr. Perfect	Mr. Perfect Mens' Mental Health BBQ	\$2,622.00	\$2,622.00
<b>TOTAL</b>		<b>\$12,951.00</b>	<b>\$12,951.00</b>

2. Note that inclusive of the above recommended grants totalling \$12,951.00, to date a total of \$141,208.52 has been awarded under the 2019-2020 Minor Grants Program to support 73 community-based organisations and their programs.

**CARRIED**

## 9.2 Temporary Freeze of Child Care Fees

**SUMMARY:** Acting Manager Family and Children's Services, Angela Morcos

This report recommends that Council, as part of its response to the COVID-19 Pandemic, approve a temporary freeze of fees for centre-based long day and occasional care from 13 July 2020 to 27 September 2020 and charge fees at the 2019-2020 rate for this period. Council has not been charging fees for its child care services since 6 April 2020 in accordance with the Commonwealth Government's Free Child Care Policy which will conclude on 12 July 2020.

### **RECOMMENDATION**

That Council:

1. Approve a temporary freeze of fees for centre-based long day and occasional care, and charge the following fees as approved in Council's 2019-2020 Adopted Budget from 13 July 2020 to 27 September 2020:
  - Long day care daily fee: \$142.80
  - Long day care weekly fee: \$698.25
  - Occasional care hourly fee: \$16.80
2. Charge fees as approved in Council's 2020-2021 Adopted Budget from 28 September 2020.

### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Cooper

That Council:

1. Approve a temporary freeze of fees for centre-based long day and occasional care, and charge the following fees as approved in Council's 2019-2020 Adopted Budget from 13 July 2020 to 27 September 2020:
  - Long day care daily fee: \$142.80
  - Long day care weekly fee: \$698.25
  - Occasional care hourly fee: \$16.80
2. Charge fees as approved in Council's 2020-2021 Adopted Budget from 28 September 2020.

### **CARRIED**

## 10 Corporate Services Officers' Reports for consideration

Nil

## 11 Items for Information

### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Keogh**

That Council resolve that the items:

- 11.1 Capital Works Program Report - June 2020
- 11.2 ICT Capital Works Report
- 11.3 Assemblies of Councillors

be moved en bloc in accordance with the Officers' Recommendation.

### **CARRIED**

## 11.1 Capital Works Program Report - June 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 1 June 2020.**

### **RECOMMENDATION**

That Council receive and note the Works Report, as at 1 June 2020.

### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Keogh**

**That Council receive and note the Works Report, as at 1 June 2020.**

### **CARRIED**

## 11.2 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 10 June 2020.

### **RECOMMENDATION**

That Council receive and note the ICT Capital Works Report, as at 10 June 2020.

### **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Keogh

That Council receive and note the ICT Capital Works Report, as at 10 June 2020.

### **CARRIED**

## 11.3 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 Keogh**

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**

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

Nil.

16 Confidential Items

Nil.

**MEETING CLOSED AT 8:42 pm**

Minutes of Meeting confirmed at the  
Ordinary Meeting of Council  
held on Monday, 27 July 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 22 June 2020 at 7:00 pm

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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 25 May 2020

4 Petitions and Memorials

## 5 Reports by Councillors

### 5.1 Committees and Delegates

### 5.2 Ward Issues

6 City Development, Finance and Governance Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation 1 May to 31 May 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 report (1 May to 31 May 2020) be noted.

**1. REPORT**

Details of planning applications decided under delegation from 1 May to 31 May 2020 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	3
Other	7
Subdivision	14
Units	12
Tree Removal / Pruning	16
Single Dwelling	2
<b>TOTAL</b>	<b>54</b>

**2. CONFIDENTIALITY**

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

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

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

**Attachments**

Nil

## Knox City Council

### Planning Applications Decided - Council

1 May 2020 and 31 May 2020

Ward	No/ Type	Address	Description	Decision
Baird	2020/6029	4 Kenneth Road BAYSWATER VIC 3153	Development of the land for four (4) double storey dwellings	5/05/2020 Notice of Decision
Baird	2019/7481	867-885 Mountain Highway BAYSWATER VIC 3153	Buildings and works for the construction of an industrial development with associated offices and signage, car parking dispensation and alteration to a road zone Category 1	13/05/2020 Approved
Baird	2020/6057	16 Meagher Road FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling	6/05/2020 Approved
Baird	2020/6188	251 Scoresby Road BORONIA VIC 3155	Removal of one (1) Eucalyptus bicostata	15/05/2020 Approved
Baird	2020/6056	333-335 Dorset Road BORONIA VIC 3155	Development of the land for six (6) dwellings (Four (4) double storey and two (2) single storey) and alteration of access to a road in a Road Zone Category 1	22/05/2020 Refused
Chandler	2020/6205	6 Castlewood Drive BORONIA VIC 3155	To Remove 2 cypress pines on left hand side of driveway	6/05/2020 Approved
Chandler	2019/7485	3 Frances Street THE BASIN VIC 3154	Development of the land for two double storey dwellings and subdivision into 2 lots	5/05/2020 Notice of Decision
Chandler	2020/9050	1/65 Albert Avenue BORONIA VIC 3155	Mitigation pruning of one (1) Eucalyptus cephalocarpa	5/05/2020 Approved
Chandler	2020/9059	19 Hayles Street BORONIA VIC 3155	Mitigation and Maintenance Pruning of one (1) Corymbia citriodora	11/05/2020 Approved
Chandler	2019/7297	20 Olive Grove BORONIA VIC 3155	3 Lot Subdivision and associated tree removal	8/05/2020 Approved
Chandler	2020/6171	24 Inverness Avenue THE BASIN VIC 3154	Lopping of one (1) Acacia melanoxylon	8/05/2020 Approved
Chandler	2020/6228	25 Boronia Road BORONIA VIC 3155	Mitigation Pruning of one (1) Quercus palustris	29/05/2020 Approved



<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2020/6026	1386 Mountain Highway THE BASIN VIC 3154	Single storey dwelling	19/05/2020 Approved
Chandler	2020/6144	3 Hillside Avenue BORONIA VIC 3155	The construction of a Verandah, Gazebo, Retaining walls and removal of vegetation	22/05/2020 Approved
Chandler	2020/6191	31 Southey Road BORONIA VIC 3155	Removal of two (2) Chamaecyparis lawsoniana	15/05/2020 Approved
Chandler	2020/6010	77 Torresdale Drive BORONIA VIC 3155	Construction of 6m x 5.2m Garage, demolish of existing shed and greenhouse, replacement of Carport.	29/05/2020 Approved
Chandler	2020/6152	1305 Mountain Highway THE BASIN VIC 3154	Buildings and works associated with a cafe (food and drink premises)	21/05/2020 Approved
Chandler	2020/6190	3 Janet Street BORONIA VIC 3155	Removal of one (1) E. nicholii, one (1) E. robusta & one (1) E. radiata	20/05/2020 Approved
Chandler	2020/6096	7 Teak Court BORONIA VIC 3155	The construction of new double storey dwelling on the land	14/05/2020 Notice of Decision
Chandler	2020/6174	3A Buchanan Street BORONIA VIC 3155	Buildings and Works for a garage and verandah and removal of vegetation	28/05/2020 Approved
Chandler	2020/9056	16 Prospect Place BORONIA VIC 3155	Building and works - temporary shed	22/05/2020 Approved
Chandler	2020/6224	61 Daffodil Road BORONIA VIC 3155	The removal of one (1) Eucalyptus melliodora	29/05/2020 Approved
Collier	2020/6002	CA18 V9157F033 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and works for the construction of a shared pathway, an associated bridge and retaining walls	7/05/2020 Approved
Collier	2020/6189	220 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and works to existing Administration and Library Building	6/05/2020 Approved
Dinsdale	2020/6158	1-4/ 1 Myrtle Street BAYSWATER VIC 3153	Four (4) Lot Subdivision (approved unit site)	1/05/2020 Approved
Dinsdale	2019/7507	33 Sasses Avenue BAYSWATER VIC 3153	The development of the land for two (2) double storey dwellings and a two (2) lot subdivision	8/05/2020 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2019/7497	Knox City SC (MASTER) 425-509 Burwood Highway WANTIRNA SOUTH VIC 3152	Staged development of the land for the purpose of shops, retail premises, food and drink premises, offices and a library in association with the expansion of the Shopping Centre, a reduction in car parking pursuant to Clause 52.06, sale and consumption of liquor pursuant to Clause 52.27 and alteration of access to a Road Zone Category 1 pursuant to Clause 52.29	15/05/2020 Approved
Dinsdale	2020/6185	39 Allanfield Crescent BORONIA VIC 3155	Three (3) lot subdivision (approved unit site)	18/05/2020 Approved
Dinsdale	2020/6146	3 Harris Grove BAYSWATER VIC 3153	Four lot subdivision (Approved Unit Site)	28/05/2020 Approved
Dinsdale	2020/6016	61 Gateshead Drive WANTIRNA SOUTH VIC 3152	The development of the land for the construction of two (2), single storey dwellings	26/05/2020 Approved
Dinsdale	2020/6040	3 Roselyn Crescent BORONIA VIC 3155	Development of two double storey dwellings	27/05/2020 Notice of Decision
Dobson	2020/6179	5 Brenock Park Drive FERNTREE GULLY VIC 3156	Remove one (1) Eucalyptus camaldulensis and one (1) Casuarina cunninghamiana	14/05/2020 Approved
Dobson	2020/6017	30 Joan Avenue FERNTREE GULLY VIC 3156	Two lot subdivision (boundary realignment)	8/05/2020 Notice of Decision
Dobson	2020/6172	27 Willow Road UPPER FERNTREE GULLY VIC 3156	Removal of one (1) dead Eucalyptus cephalocarpa	8/05/2020 Approved
Dobson	2020/6180	12 George Street FERNTREE GULLY VIC 3156	Remove a Eucalyptus ovata	15/05/2020 Approved
Dobson	2020/9063	18 Winwood Drive FERNTREE GULLY VIC 3156	Remove one (1) Eucalyptus macrorhyncha	22/05/2020 Approved
Dobson	2020/6198	11 Tarana Avenue UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Liquidambar styraciflua	29/05/2020 Approved
Dobson	2020/6200	18 Bales Street FERNTREE GULLY VIC 3156	Remove one (1) Cedrus deodara & one (1) Eucalyptus leucoxylon	20/05/2020 Refused

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Friberg	2019/7516	145 Anne Road KNOXFIELD VIC 3180	The construction of two (2) double story dwellings on the land	7/05/2020 Approved
Friberg	2020/9060	34 Lydford Road FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Development)	15/05/2020 Approved
Friberg	2019/7493	10 David Street KNOXFIELD VIC 3180	The development of the land for the construction of four dwellings (three double storey and the rear single storey)	22/05/2020 Approved
Friberg	2020/6255	13 Folkstone Crescent FERNTREE GULLY VIC 3156	Two Lot Subdivision (Approved Unit Site)	25/05/2020 Approved
Scott	2020/6164	36 Elliot Street KNOXFIELD VIC 3180	Two (2) Lot Subdivision (approved unit site)	4/05/2020 Approved
Scott	2020/6176	2/28 Cherrytree Rise KNOXFIELD VIC 3180	Two (2) lot subdivision (approved unit site)	7/05/2020 Approved
Scott	2020/9064	16 The Ridge West KNOXFIELD VIC 3180	Two (2) lot subdivision (Approved unit site)	18/05/2020 Approved
Scott	2020/9061	130 Tyner Road WANTIRNA SOUTH VIC 3152	Buildings and Works (School Cafe and Covered deck)	15/05/2020 Approved
Taylor	2020/6165	21 Heany Park Road ROWVILLE VIC 3178	Remove one (1) dead E. Camaldulensis, one (1) dead E. teretecornis and one (1) E. maidenii	5/05/2020 Approved
Taylor	2020/6194	8 Airedale Way ROWVILLE VIC 3178	Two (2) Lot Subdivision (approved unit site)	13/05/2020 Approved
Tirhatuan	2020/6170	7 George Street SCORESBY VIC 3179	2 lot subdivision (approved unit site)	5/05/2020 Approved
Tirhatuan	2019/7191	893 Wellington Road ROWVILLE VIC 3178	Five lot subdivision (Approved Development)	4/05/2020 Approved
Tirhatuan	2019/7278	15 Canter Street ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings	8/05/2020 Approved
Tirhatuan	2020/6145	723 Stud Road SCORESBY VIC 3179	Three (3) lot Subdivision (Approved Unit Site)	18/05/2020 Approved
Tirhatuan	2019/7333	30 Avalon Road ROWVILLE VIC 3178	The construction of four (4) double storey dwellings on the land	19/05/2020 Approved
Tirhatuan	2020/6084	18 Denver Crescent ROWVILLE VIC 3178	Development of the land for two (2) single storey dwellings	29/05/2020 Approved

## 6.2 7 Eva Place, Lysterfield

**SUMMARY:** Helen Sanderson, Planner

This report considers Planning Application P/2019/7464 for the construction of a single storey dwelling and variation to the building envelope at 7 Eva Place Lysterfield. This application is being reported to Council as it has been called up by Councillor Keogh.

### RECOMMENDATION (SUMMARY)

That Council issue a Notice of Refusal to Grant a Planning Permit for the construction of a single storey dwelling and variation to building envelope at 7 Eva Place Lysterfield, as the proposal does not meet the Purpose or Decision Guidelines of the Rural Conservation Zone - Schedule 2 or the Significant Landscape Overlay – Schedule 1, as detailed in the full recommendation in Section 10 below.

### 1. INTRODUCTION

Planning application P/2019/7464 has been lodged with Council for the development of the construction of a single storey dwelling and variation to building envelope to the satisfaction of the Responsible Authority at 7 Eva Place, Lysterfield.

This application is being reported to Council as it has been called up by Cr Keogh.

### 2. DISCUSSION

It is considered that the development is not an appropriate balance between the need for additional housing and the impact on the scenic, visual, cultural and environmental values of the Lysterfield Valley for the following reasons:

- The proposed development is inconsistent with the purpose and decision guidelines of the Rural Conservation Zone – Schedule 2. It is considered that the proposed development does not appropriately protect or enhance the environmental and landscape values of the site and surrounds. The proposed development will penetrate the ridgeline that protects views from the higher approaches across the Lysterfield Valley to the north and east. The site is capable of accommodating a dwelling, however any dwelling on the site should be sited further towards, or within the existing building envelope where the impact on the landscape is far less significant.
- The proposal fails to comply with the applicable Significant Landscape Overlay – Schedule 1 Design Guidelines intended to protect and enhance the scenic, visual, cultural and environmental landscape values of the Lysterfield Valley and to ensure that development is located and designed to avoid inappropriate visual intrusion. In addition the dwelling height is proposed to be well above the 115m AHD contour line and analysis demonstrates that the roof

of the dwelling will penetrate the nearby ridgeline, creating a visible intrusion and interrupting views of the valley and surrounding rolling landscapes.

- The proposal is not consistent with the approved building envelope. The purpose of the building envelope location is to ensure dwellings sit below the 115m AHD ridge line. The proposed extent of the proposed variation seeks to construct the dwelling more than 90% outside of the approved envelope and contradicts the purpose and intent the building envelope aims to achieve.

### **3. CONSULTATION**

The application is exempt from advertising pursuant to Clause 43.03 of the Knox Planning Scheme. The application was not required to be referred to any internal or external departments. Discussions have been held with the applicant during the course of the application.

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

There are significant environmental, landscape and amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the Officer's Report at Attachment 1.

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

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

### **6. SOCIAL IMPLICATIONS**

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 4 of the Officer's Report at Attachment 1.

### **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 1.3 - Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure

### **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, City Planning and Building, Paul Dickie - 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 development is not considered to be an appropriate design response for a site in the Rural Conservation Zone Schedule 2. It is therefore recommended that Council refuse the application.

## 10. RECOMMENDATION

That Council issue a Notice of Refusal to Grant a Planning Permit for the construction of a single storey dwelling and variation to building envelope at 7 Eva Place Lysterfield on the following grounds:

1. The proposed development is inconsistent with the purpose and decision guidelines of the Rural Conservation Zone – Schedule 2.
2. The proposal is inconsistent with the Design Guidelines of the Significant Landscape Overlay – Schedule 1. The proposal fails to protect and enhance the scenic, visual, cultural and environmental landscape values of the Lysterfield Valley with the dwelling sited well above the 115m AHD contour line, leading to inappropriate visual intrusion and negatively impacting views from the Lysterfield Valley to the site.
3. The development is inconsistent with the approved building envelope. The proposed extent of variation seeks to construct the dwelling more than 90% outside of the envelope and contradicts the purpose and intent the building envelope sets out to achieve.

## 11. CONFIDENTIALITY

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

**Report Prepared By:** Helen Sanderson, Planner

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

### Attachments

1. Attachment 1 - Officer Report - 7 Eva Place Lysterfield [6.2.1 - 8 pages]
2. 7 Eva Place Lysterfield P 2019 7464 - Council Attachments June 2020 [6.2.2 - 31 pages]



## Planning Application P/2019/7464 for the Development of the land for a single dwelling and variation to building envelope at 7 Eva Place, Lysterfield.

### 1. Summary:

Subject Site:	7 Eva Place, Lysterfield
Proposed Development:	Development of the land for a single dwelling and variation to building envelope
Existing Land Use:	Vacant Land
Site Area:	5,185m <sup>2</sup>
Planning Scheme Controls:	Rural Conservation Zone – Schedule 2 / SLO1 & DPO3
Application Received:	22 November 2019
Number of Objections:	Not advertised (exempt)
PCC Meeting:	N/A
Ward:	Dobson

### 2. Purpose

The purpose of this report is to provide Councillors with the Planning Officer's assessment of Planning Permit Application P/2019/7464 to assist in making a decision on the application. It should be read in conjunction with the other appendices.

### 2. Background

#### 2.1 Subject Site and Surrounds

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

- The subject site is a large single allotment located on the north of Eva Place, known as 7 Eva Place, Lysterfield. The subject site is irregular in shape and has an approximate slope of 17m from the east to west. The land is currently vacant.
- The subject site and surrounds are located within an establishing residential area in a rural - residential setting. Surrounding dwellings are predominately single storey, with some double storey dwellings, with landscaped setbacks being a feature of the area.
- The site area is 5,185m<sup>2</sup>.
- The site has vehicular access via a single width crossover to Eva Place.
- Covenant PS711657E and Section 173 Agreement AR041404A are registered on the copy of title Volume 12022, Folio 221.
- 7 Eva Place forms part of a 5 lot subdivision approved under permit P/2010/7070. The subdivision incorporates Design Guidelines prepared in accordance with Planning Permit P/2010/7070.
- No significant existing vegetation exists on the site.



### 2.3 The Proposal

The proposal seeks permission for the construction on the land for a single dwelling and variation to building envelope. Refer to attached plans at attachment 2. Details of the proposal are as follows:

- Construction of a single storey dwelling with two double garages, swimming pool with pergola, two underground water tanks and a concrete circular style driveway.
- The proposal also seeks to construct the buildings predominantly outside of the 1,053m<sup>2</sup> building envelope, with approximately 4.6% (48m<sup>2</sup>) of the dwelling proposed to be constructed within the building envelope.
- Site coverage is 15% and permeability is 64%.
- Vehicle access to the site is maintained via the Eva Place frontage.

## 3. Consultation

### 3.1 Advertising

The application is exempt from advertising requirements pursuant to Clause 43.03 of the Knox Planning Scheme.

### 3.2 Planning Consultative Committee Meeting

No Planning Consultative Committee Meeting was required in this instance.

### 3.3 Referrals

The application did not require referrals as part of the application process.

## 4. Discussion

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

### 4.1 Zoning and Overlays

#### 4.1.1 Zone

The site is located within the Rural Conservation Zone – Schedule 2 (RCZ2). A permit is required for the construction of a dwelling on a lot. The purpose of the RCZ2 is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To conserve the values specified in a schedule to this zone.
- To protect and enhance the natural environment and natural processes for their historic, archaeological and scientific interest, landscape, faunal habitat and cultural values.
- To protect and enhance natural resources and the biodiversity of the area.
- To encourage development and use of land which is consistent with sustainable land management and land capability practices, and which takes into account the conservation values and environmental sensitivity of the locality.
- To provide for agricultural use consistent with the conservation of environmental and landscape values of the area
- To conserve and enhance the cultural significance and character of open rural and scenic non-urban landscapes.

Relevant decision guidelines of the RCZ2 are:

- The capability of the land to accommodate the proposed use or development.





- Whether use or development protects and enhances the environmental, agricultural and landscape qualities of the site and its surrounds.
- Whether the site is suitable for the use or development and the compatibility of the proposal with adjoining land uses.
- Whether the dwelling will result in the loss or fragmentation of productive agricultural land.
- Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.
- The need to minimise any adverse impacts of siting, design, height, bulk, and colours and materials to be used, on landscape features, major roads and vistas.
- The location and design of existing and proposed infrastructure services which minimises the visual impact on the landscape.
- The need to minimise adverse impacts on the character and appearance of the area or features of archaeological, historic or scientific significance or of natural scenic beauty or importance.
- The location and design of roads and existing and proposed infrastructure services to minimise the visual impact on the landscape.

*In response to the purpose and decision guidelines of the zone, it is considered that the proposed development does not appropriately protect or enhance the environmental and landscape values of the site and surrounds. The proposed development will penetrate the ridgeline that protects views from the higher approaches across the Lysterfield Valley to the north and east. The site is capable of accommodating a dwelling, however any dwelling on the site should be sited further towards, or within the existing building envelope, where the impact of the development on the landscape is far less significant.*

#### 4.1.2 Overlays

The site is affected by the Significant Landscape Overlay (SLO1) and Development Plan Overlay (DPO3).

##### **Significant Landscape Overlay 1 (SLO1)**

The site is located within the Significant Landscape Overlay<sup>12</sup> (SLO1) relating to the Lysterfield Valley and Lysterfield Hills Rural Landscape. Within the SLO1, a planning permit is required to construct a building or construct or carry out works.

##### **Design Guidelines**

Before deciding on an application, the responsible authority must consider, as appropriate:

Landscape character:

- Whether the proposed development will impact upon the views of the valley from the surrounding area, particularly the Dandenong Ranges and significant ridgelines.
- Whether the proposal promotes low intensity development which is sympathetic to the landscape qualities of the area.
- Whether development above the 115 metres AHD contour is appropriate.
- Whether the proposed development and proposed landscaping are compatible with a rural area.
- Whether the proposed development and proposed landscaping will ensure that identified landscape qualities are preserved.
- Whether all power and communications cables will be placed underground.

*The dwelling is proposed to sit above the 115m ridgeline at a maximum height of 126.746m AHD. A sightline analysis was prepared by N Gray of Newground Pty Ltd. The analysis demonstrates that the roof of the proposed dwelling would*



*not be protected by the ridgeline and would be visible particularly when viewed from the north. It is considered that the height proposed above the contour is not appropriate as it is likely to impact on views of the valley and surrounding areas, and is inconsistent with the intent of the guidelines to protect views of the valley. It should also be noted that the building envelope registered on the title was placed there specifically to ensure that this impact would be mitigated.*

Land management:

- Whether the proposed development will contribute to and support appropriate land management.
  - *The site has been designed to accommodate a dwelling.*

Finishes:

- Whether the proposed development will utilise non-reflective materials maintained in muted colours that blend with the landscape on external surfaces, including roofs of all buildings but excluding solar panels, to reduce its visual impact.
  - *Complies*

Vegetation:

- Whether vegetation will be retained and planting used to screen buildings.
- Whether habitats for native fauna, including wildlife corridors, will be identified and protected, and strengthened or created.
- Whether creek corridors will be revegetated using indigenous plants.
- Whether noxious and environmental weeds will be removed.
- Whether the planting of noxious and environmental weeds will be avoided.
- Whether adequate tree protection areas have been provided to protect retained vegetation from buildings or works (including paving), services and other infrastructure, unless demonstrated that there is no adverse effect to the tree's health to ensure its continuing contribution to landscape character.
- Whether any vegetation to be retained, removed, destroyed or lopped addresses the risk of bushfire to life and property.
- Where an area is subject to high bushfire risk, whether the vegetation outcome does not increase bushfire risk and considers ongoing bushfire protection measures.
  - *Complies. No significant vegetation is proposed to be removed.*

Building on slopes:

- Whether the siting and design of development will follow the topography, avoid the need for earthworks and integrate with the landscape features of the area.
- Whether buildings will be sited on relatively low-lying positions.
- Whether buildings will be dispersed to allow trees to be planted among them.
  - *The application proposes to excavate to a maximum depth of 2m which is considered to be unnecessary and avoidable if the proposed dwelling was sited in the low-lying area of the land (such as the approved building envelope).*

Fences:

- Whether the height, materials, construction and colour of fences respond to and maintain the landscape character of the area.
  - *The applicant does not propose any boundary fencing within this application.*

### Development Plan Overlay 3 (DPO3)

Purpose:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.



- To identify areas which require the form and conditions of future use and development to be shown on a development plan before a permit can be granted to use or develop the land.
- To exempt an application from notice and review if a development plan has been prepared to the satisfaction of the responsible authority.
  - *A development plan been approved to the satisfaction of the responsible authority, with conditions incorporated into the subdivision permit P/2010/7070 (as above) and as found in the schedule below.*

#### 4.2 Policy Consideration: State and Local Planning Policy Framework

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

##### 4.2.1 Housing

**Clause 16 Housing:** Encourage the development of well-designed medium-density housing that respects the neighbourhood character; improves housing choice; makes better use of existing infrastructure; and, improves energy efficiency of housing. Locate new housing in or close to activity centres and employment corridors and at other strategic development sites that offer good access to services and transport.

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

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

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

- *The application seeks to build a single storey dwelling and garage. The development of such a dwelling is considered to be consistent with state policy, provided that such development does not compromise the landscape and environmental sensitivity of the site.*

##### 4.2.2 Sustainability and Environment

**Clause 15.02 Sustainable Development:** Ensure that land use and development is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

**Clause 22.04 Environmentally Sustainable Development:** This new policy introduced into Knox Planning Scheme under Amendment C150 requires applicants to address Environmentally Sustainable Development (ESD) principles including energy performance, water resources, indoor environmental quality, stormwater, waste management, transport and urban ecology, by applying these principles within the proposed development.

- *N/A - a Sustainable Design Assessment is not required for a single dwelling on a lot. The dwelling must achieve a minimum energy rating which will be assessed at the building permit stage.*



#### 4.2.3 Transport

Clause 18 Transport – Ensure that access is provided to all available modes of transport.

- *The site is located within a 1km walk of bus stops on the 681 and 682 bus routes along Windsor Drive/Heritage Way.*

#### 4.4.4 Urban Design (including Neighbourhood Character)

**Clause 15 Built Environment and Heritage** – Encourages high quality architecture and urban design outcomes that reflects the particular characteristics, aspirations and cultural identity of the community; enhances liveability, diversity, amenity and safety of the public realm; and promotes attractiveness of towns and cities within broader strategic contexts.

**Clause 21.05 Built Environment and Heritage** – Development should address needs of changing household structures, creating high quality, well-designed places that respect and strengthen the local context and landscape qualities of Knox. It is important to achieve environmentally sustainable development that contributes to a more liveable and sustainable Knox, including efficient use of urban water runoff and the quality of stormwater entering waterways.

Housing liveability and amenity for occupants should be improved by supporting indoor environment quality (such as access to daylight and ventilation).

The proposed development is considered to be consistent with the state and local policy direction for urban design and neighbourhood character for the following reasons:

- *Apart from the siting of the dwelling, the dwelling has been designed to a high architectural standard and its presentation is in-keeping with the surrounding neighbourhood character. The design provides for appropriate liveability in terms of access to daylight and ventilation. The proposal includes appropriate setbacks and large private open space areas. A submitted proposed landscape plan demonstrates the ability to provide meaningful landscaping throughout the site and includes the provision of canopy trees that will contribute to the long term amenity of the area.*
- *However, the expanses of hard-standing surfaces within the front setback is considered excessive and likely to contribute to environmental and energy efficiency impacts such as the heat island affect.*
- *In addition the dwelling will compromise views from the Lysterfield Valley to the site.*

#### 4.5 General Decision Guidelines

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

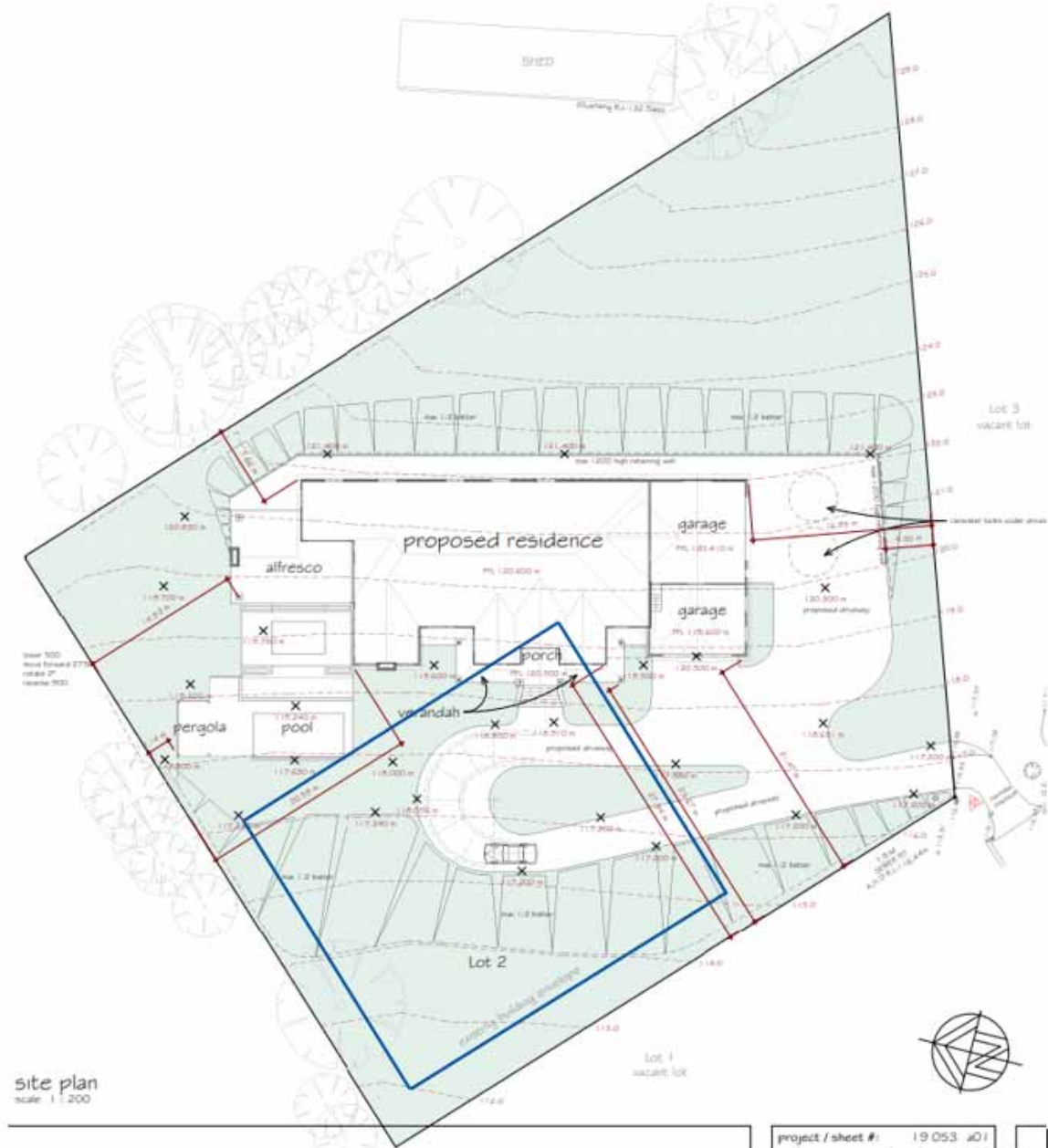
- *The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.*

#### 4.6 Variation to the Building Envelope

- *The development is inconsistent with the building envelope that affects the title of the land, of which the application seeks a variation. The purpose of the building envelope location is to ensure dwellings sit below the 115 AHD ridge line. It is considered that the proposed dwelling location imposes an inappropriate and avoidable visual intrusion upon the landscape. The proposed variation seeks to construct the dwelling more than 90% outside of the approved envelope and contradicts the purpose and intent that the building envelope sets out to achieve.*



- The plan below is an extract of the site plan found within attachment 2 (page 3), with the extent of the building envelope highlighted in blue to illustrate the extent of the dwelling proposed to be located outside of the building envelope.

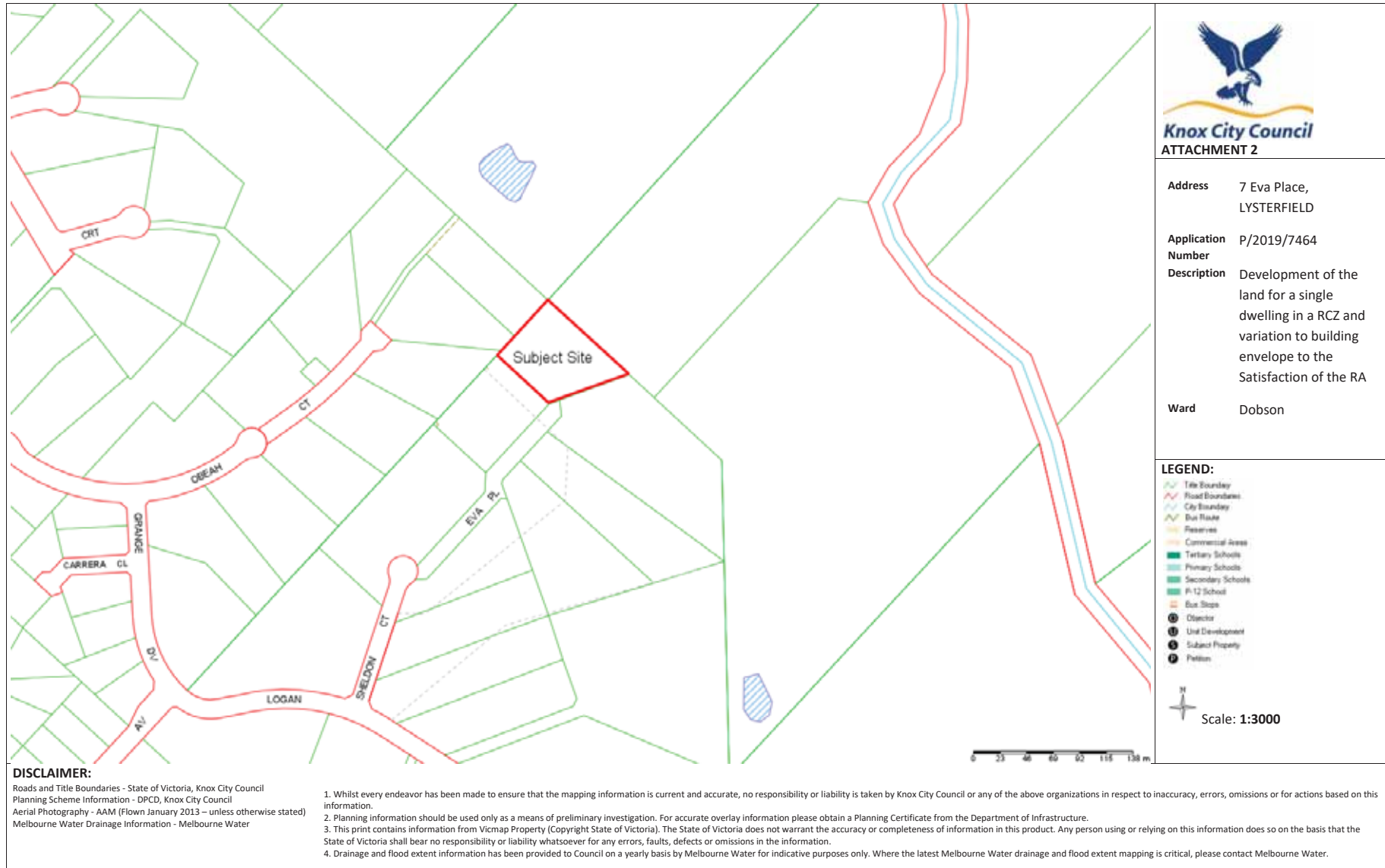




## 5. Conclusion

Clause 10.04 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered inconsistent with the Knox Planning Scheme and it is recommended that a Notice of Refusal to Grant a Planning Permit be issued, subject to the following grounds:

- The proposed development is inconsistent with the purpose and decision guidelines of the Rural Conservation Zone – Schedule 2.
- The proposal is inconsistent with the Design Guidelines of the Significant Landscape Overlay – Schedule 1. The proposal fails to protect and enhance the scenic, visual, cultural and environmental landscape values of the Lysterfield Valley with the dwelling sited well above the 115m AHD contour line, leading to inappropriate visual intrusion and negatively impacting views from the Lysterfield Valley to the site.
- The development is inconsistent with the approved building envelope. The proposed extent of variation seeks to construct the dwelling more than 90% outside of the envelope and contradicts the purpose and intent the building envelope sets out to achieve.



**Address** 7 Eva Place,  
LYSTERFIELD

**Application Number** P/2019/7464

**Description** Development of the land for a single dwelling in a RCZ and variation to building envelope to the Satisfaction of the RA

**Ward** Dobson

**LEGEND:**

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

Scale: 1:3000

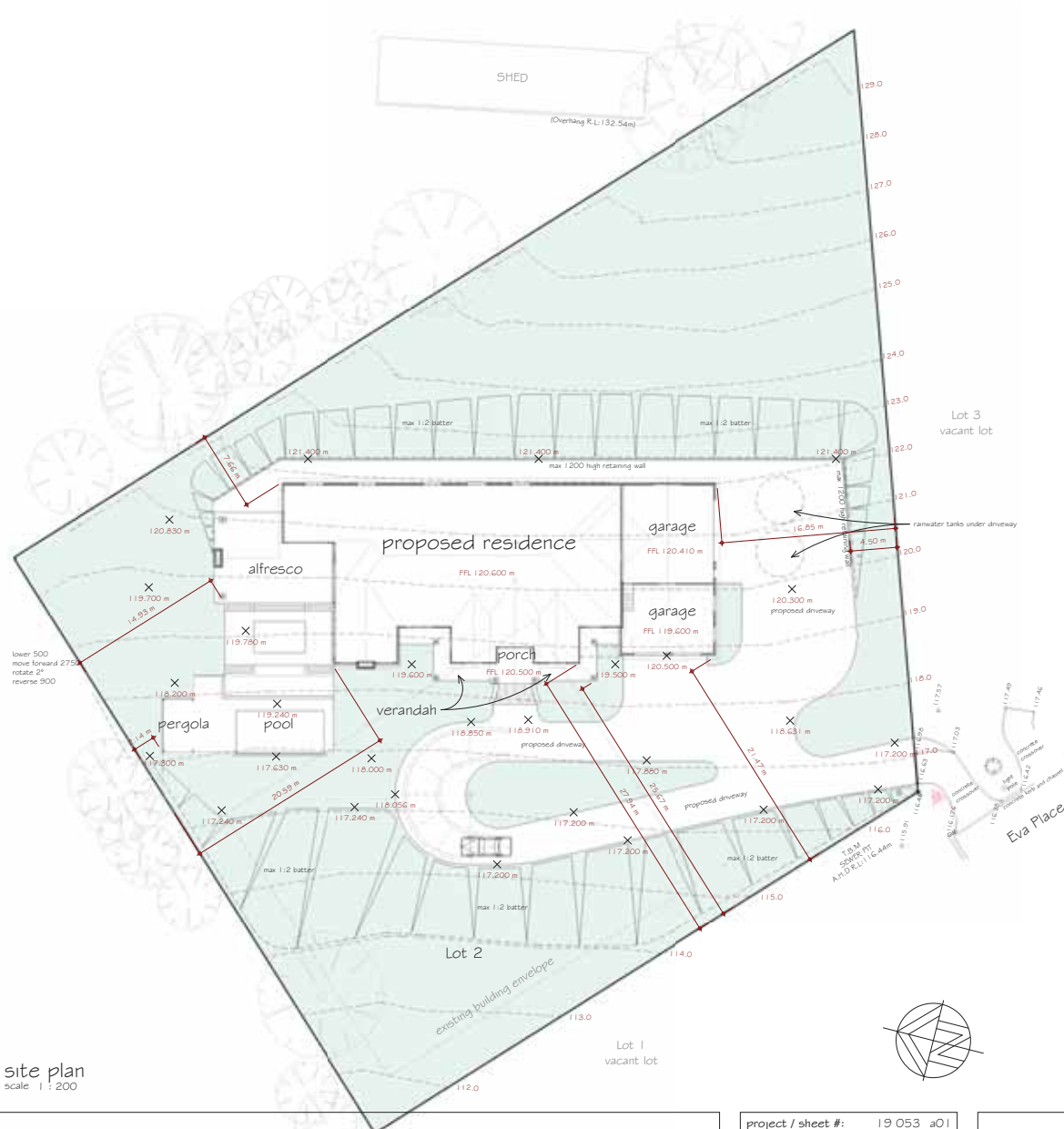
**DISCLAIMER:**

Roads and Title Boundaries - State of Victoria, Knox City Council  
 Planning Scheme Information - DPCD, Knox City Council  
 Aerial Photography - AAM (Flown January 2013 – unless otherwise stated)  
 Melbourne Water Drainage Information - Melbourne Water

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4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.

	<p><b>Knox City Council</b> ATTACHMENT 2</p>
	<p><b>Address</b> 7 Eva Place, LYSTERFIELD</p> <p><b>Application Number</b> P/2019/7464</p> <p><b>Description</b> Development of the land for a single dwelling in a RCZ and variation to building envelope to the Satisfaction of the RA</p> <p><b>Ward</b> Dobson</p>
	<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li> Title Boundary</li> <li> Flood Boundaries</li> <li> City Boundary</li> <li> Bus Route</li> <li> Reserves</li> <li> Commercial Areas</li> <li> Tertiary Schools</li> <li> Primary Schools</li> <li> Secondary Schools</li> <li> P-12 School</li> <li> Bus Stops</li> <li> Obstacle</li> <li> Unit Development</li> <li> Subject Property</li> <li> Petition</li> </ul> <p> Scale: 1:3000</p>
<p><b>DISCLAIMER:</b>                  Roads and Title Boundaries - State of Victoria, Knox City Council                  Planning Scheme Information - DPCD, Knox City Council                  Aerial Photography - AAM (Flown January 2013 – unless otherwise stated)                  Melbourne Water Drainage Information - Melbourne Water</p> <ol style="list-style-type: none"> <li>1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.</li> <li>2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.</li> <li>3. This print contains information from Vicmap Property (Copyright State of Victoria). The State of Victoria does not warrant the accuracy or completeness of information in this product. Any person using or relying on this information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</li> <li>4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.</li> </ol>	





**note:**  
on site detention shall be in accordance with Subdivision permit P/20 117070

**legend**

proposed spot levels    x    118.00 m

existing natural ground levels    - - -    121.0

**area schedule**

description	area
alfresco	86.1 m <sup>2</sup>
building coverage (15%)	777.6 m <sup>2</sup>
driveway	595.7 m <sup>2</sup>
garage	156.6 m <sup>2</sup>
impervious site coverage (36%)	1633.3 m <sup>2</sup>
paved area	389.3 m <sup>2</sup>
pergola	15.6 m <sup>2</sup>
pool	37.4 m <sup>2</sup>
residence	481.7 m <sup>2</sup>
site	5191.7 m <sup>2</sup>
verandah/porch	53.2 m <sup>2</sup>

**sheet list**

No.	sheet name
a01	site plan
a02	floor plans
a03	elevations
a04	perspectives
a05	building envelope site plan
a06	site line analysis

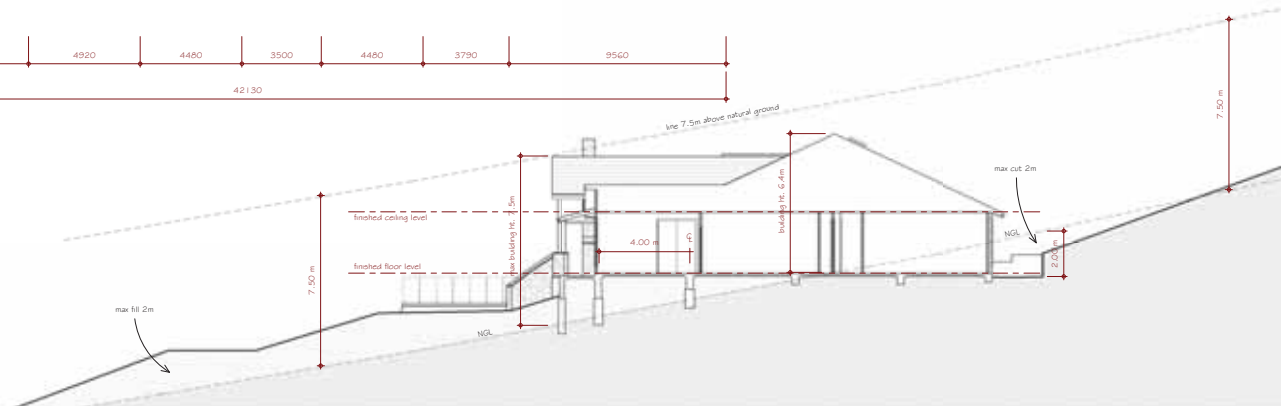
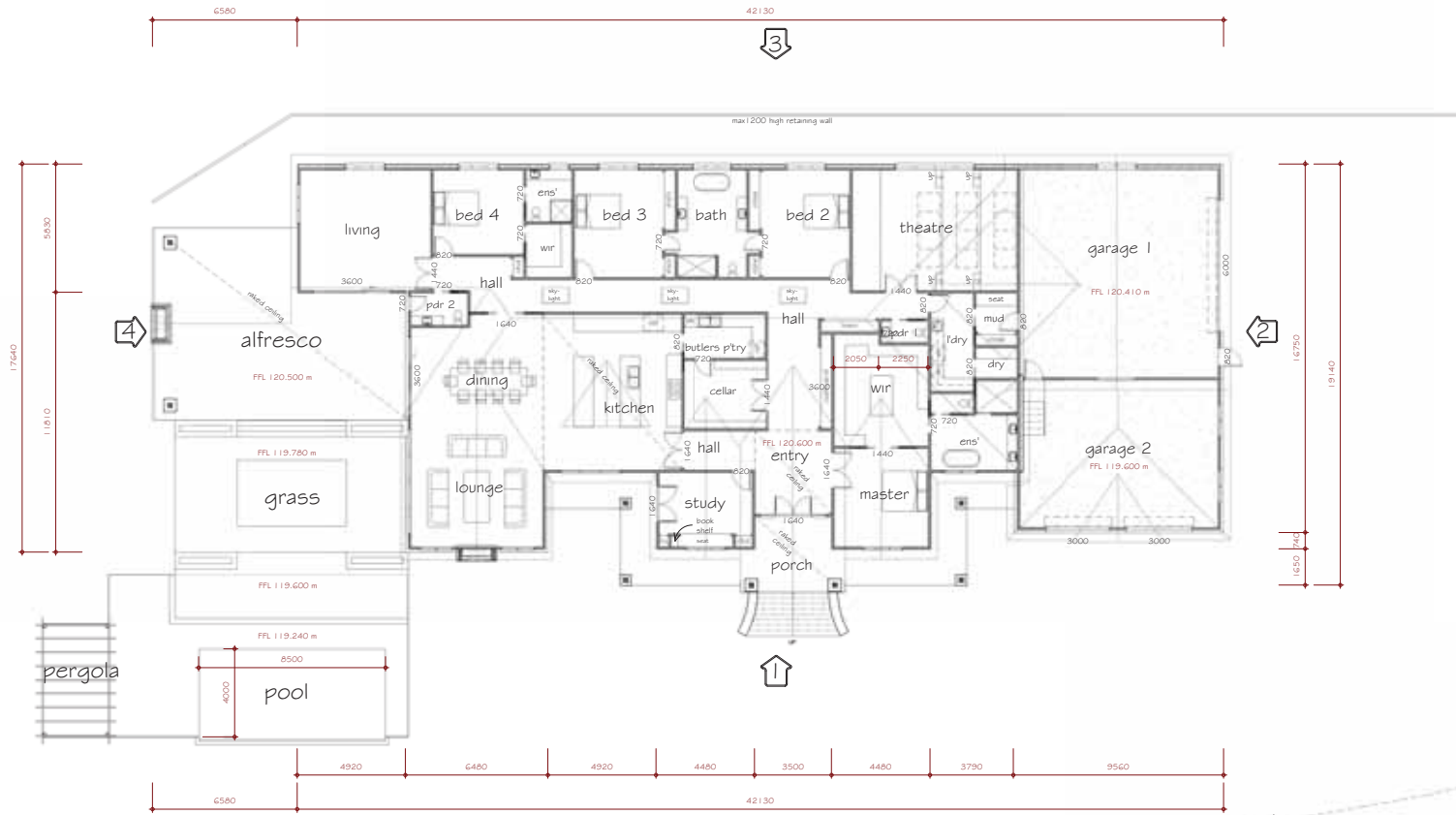
site plan  
scale 1 : 200

proposed building envelope  
at 22 Sheldon Court, Lysterfield  
for D & P Church

project / sheet #: 19 053 a01  
scale: As indicated @ A1  
project date: 13/05/2019  
date printed: 7/04/2020  
3:18:11 PM  
drawn by: N Gray M Rosker

all dimensions, levels & components indicated on this drawing to be checked & verified on site prior to commencement of work

**newground** Pty Ltd  
151 Burwood Hwy  
Ferntree Gully 3156  
t: 03 9758 9584  
f: 03 9758 9065

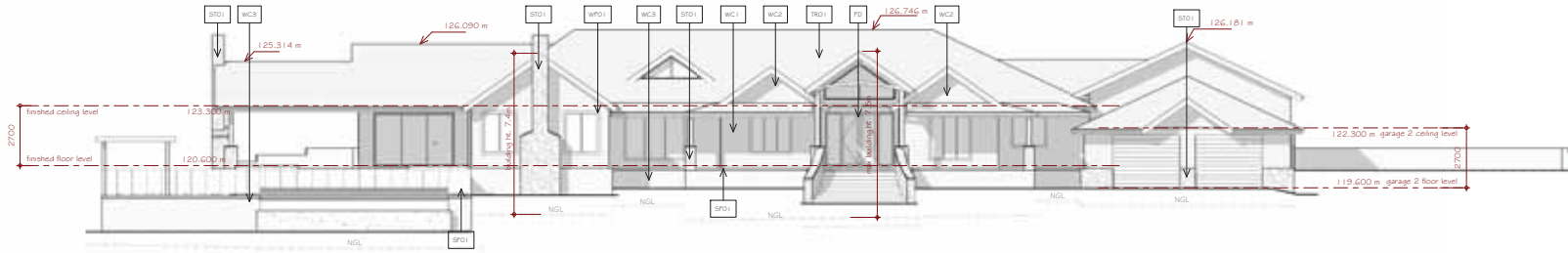


proposed building envelope  
at 22 Sheldon Court, Lysterfield  
for D & P Church

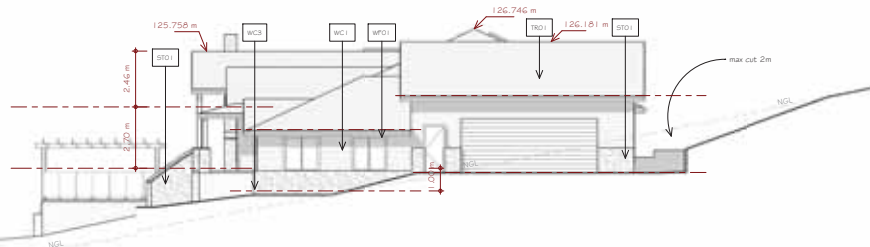
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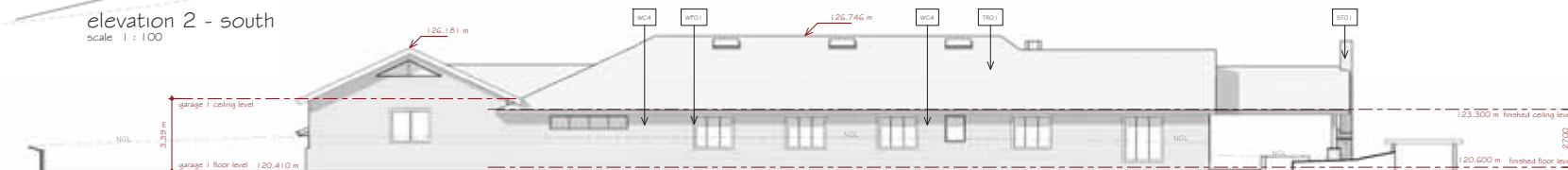
newground Pty Ltd  
1151 Burwood Hwy  
Ferntree Gully 3156  
t: 03 9758 9584  
f: 03 9758 9065



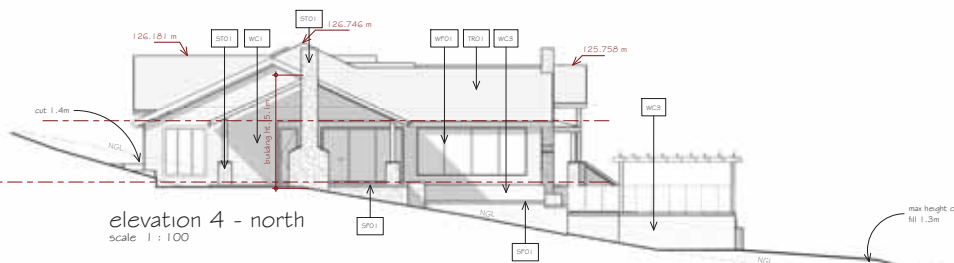
elevation 1 - west  
scale 1 : 100



elevation 2 - south  
scale 1 : 100



elevation 3 - east  
scale 1 : 100



elevation 4 - north  
scale 1 : 100

material schedule							
	TD1 roofing timber/terrace colorbond Monument		WC3 external walls brick 4 render dulux 'charmed white'		FD front door black or timber		ST01 stone work on house columns and retaining walls
	WC1 external walls weatherboards dulux 'knight of the realm'		WC4 external walls brickwork austral metallic graphite		SF02 stone landings/ floor eco outdoor 'chalford'		
	WC2 external walls single weatherboards dulux 'winter fog'		WFO1 weatherboard trim 4 sills / eaves first work / cross beams dulux 'charmed white'		SF03 cobblestone driveway breaks eco outdoor 'porphyry'		

proposed building envelope  
at 22 Sheldon Court, Lysterfield  
for D & P Church

project / sheet #: 19 053 a03  
scale: 1 : 100@ A1  
project date: 13/05/2019  
date printed: 7/04/2020  
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ACN 007 016 936  
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low front view



view looking north



front view



view looking south east



elevated front view



elevated rear view 1



elevated rear view 2

proposed building envelope  
at 22 Sheldon Court, Lysterfield  
for D & P Church

project / sheet #: 19 053 a04  
scale: @ A1  
project date: 13/05/2019  
date printed: 7/04/2020  
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building envelope site plan  
scale: 1 : 200

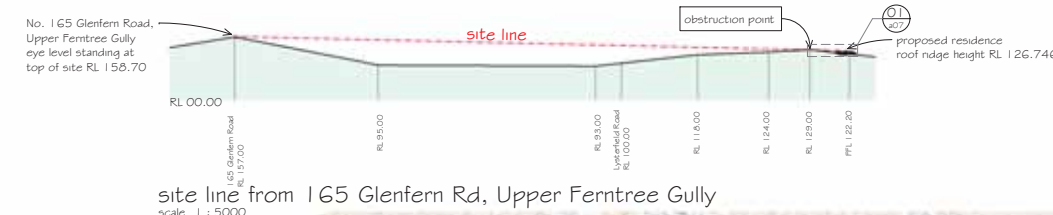
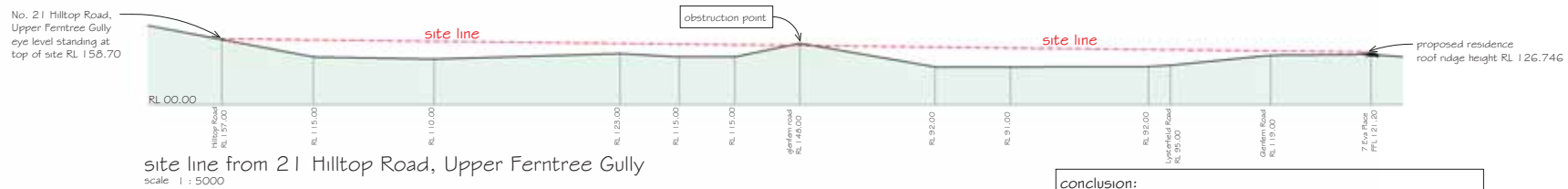
proposed building envelope  
at 22 Sheldon Court, Lysterfield  
for D & P Church

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drawn by:	N Gray M Rosker

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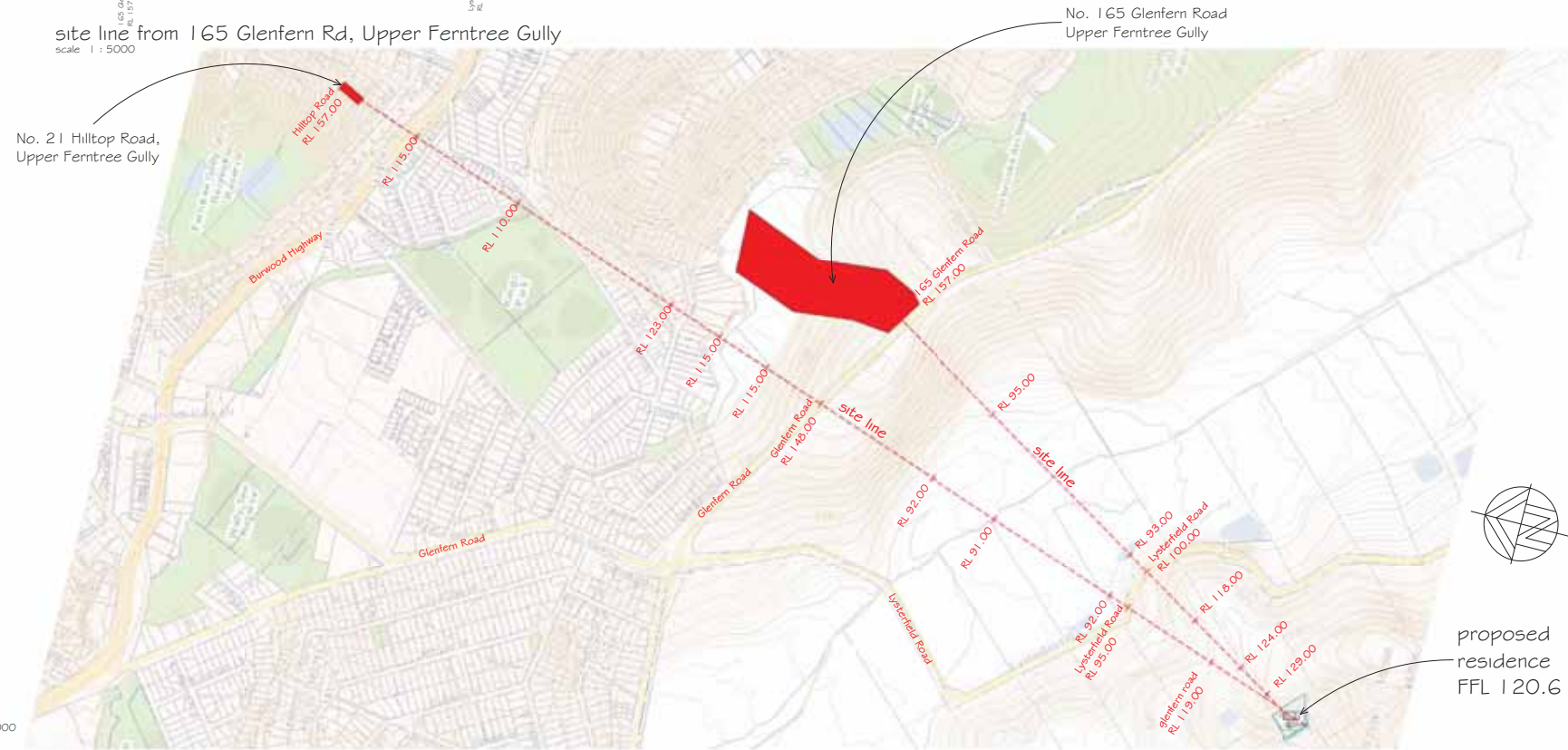


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Ferntree Gully 3156  
t: 03 9758 9584  
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**conclusion:**  
proposed building on subject site is entirely obstructed by existing topography from 21 Hilltop Rd, Upper Ferntree Gully

proposed building on subject site is entirely obstructed by existing topography from 165 Glenferri Rd, Upper Ferntree Gully

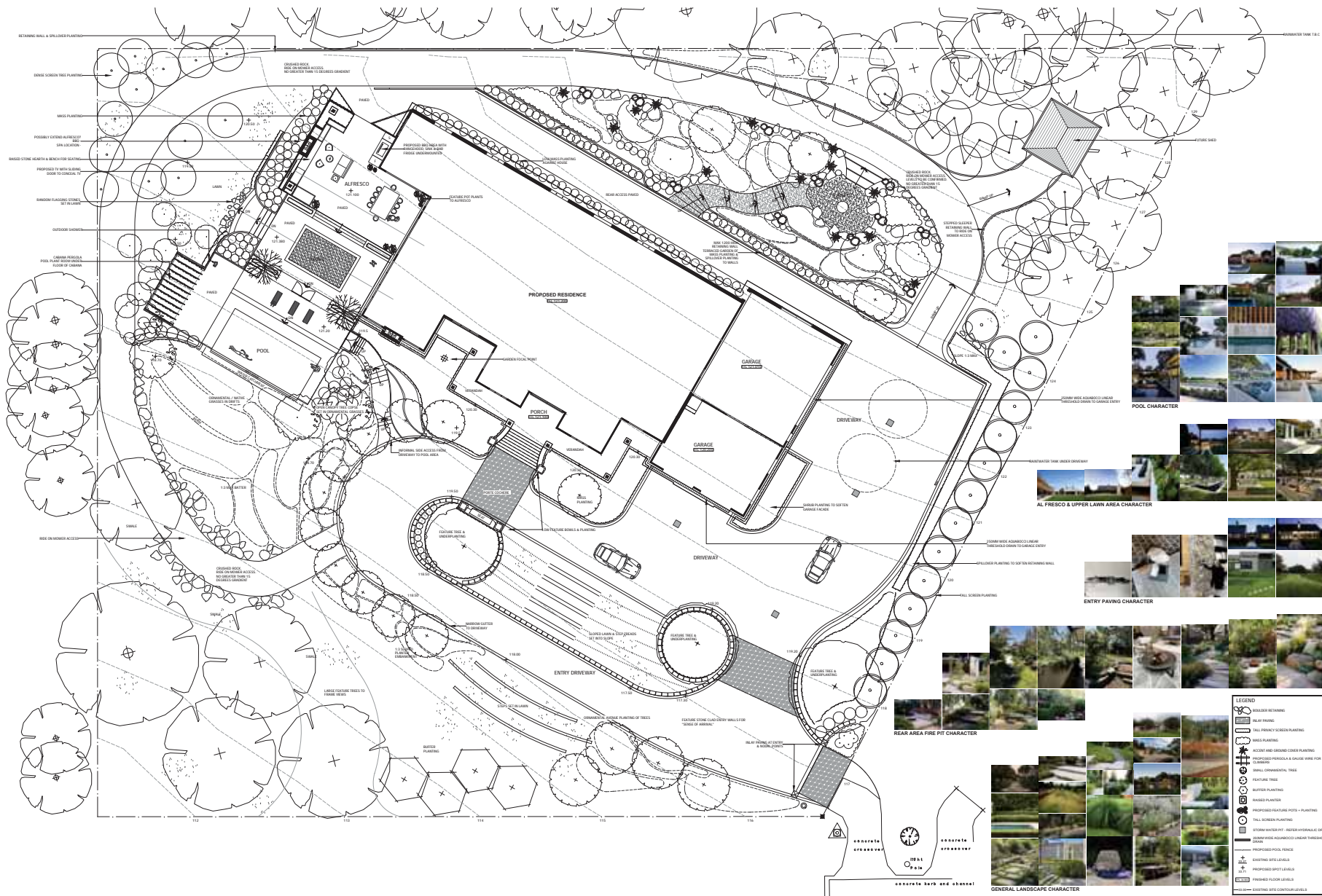


proposed building envelope  
at 22 Sheldon Court, Lysterfield  
for D & P Church

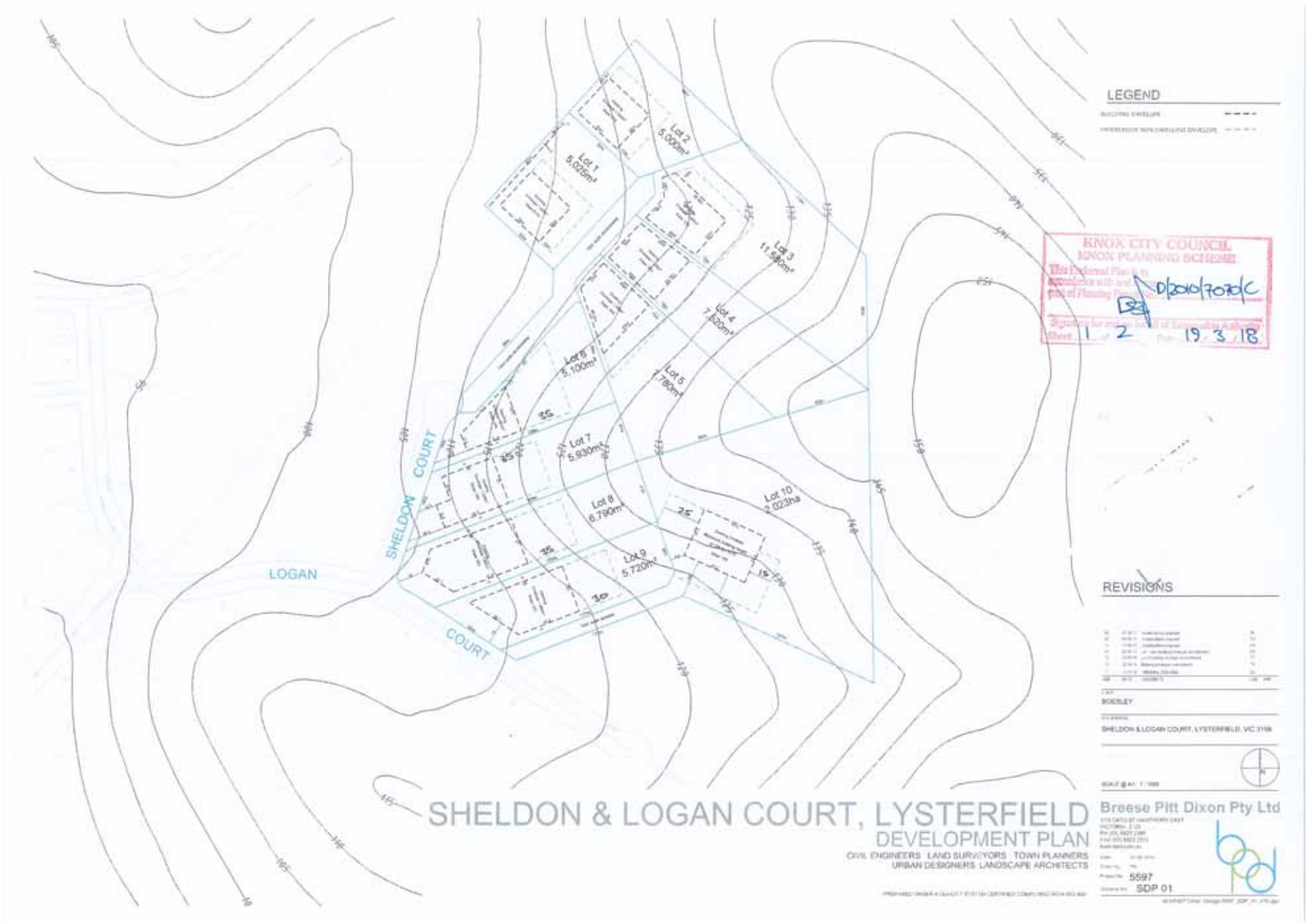
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all dimensions, levels & components indicated on this drawing to be checked & verified on site prior to commencement of work

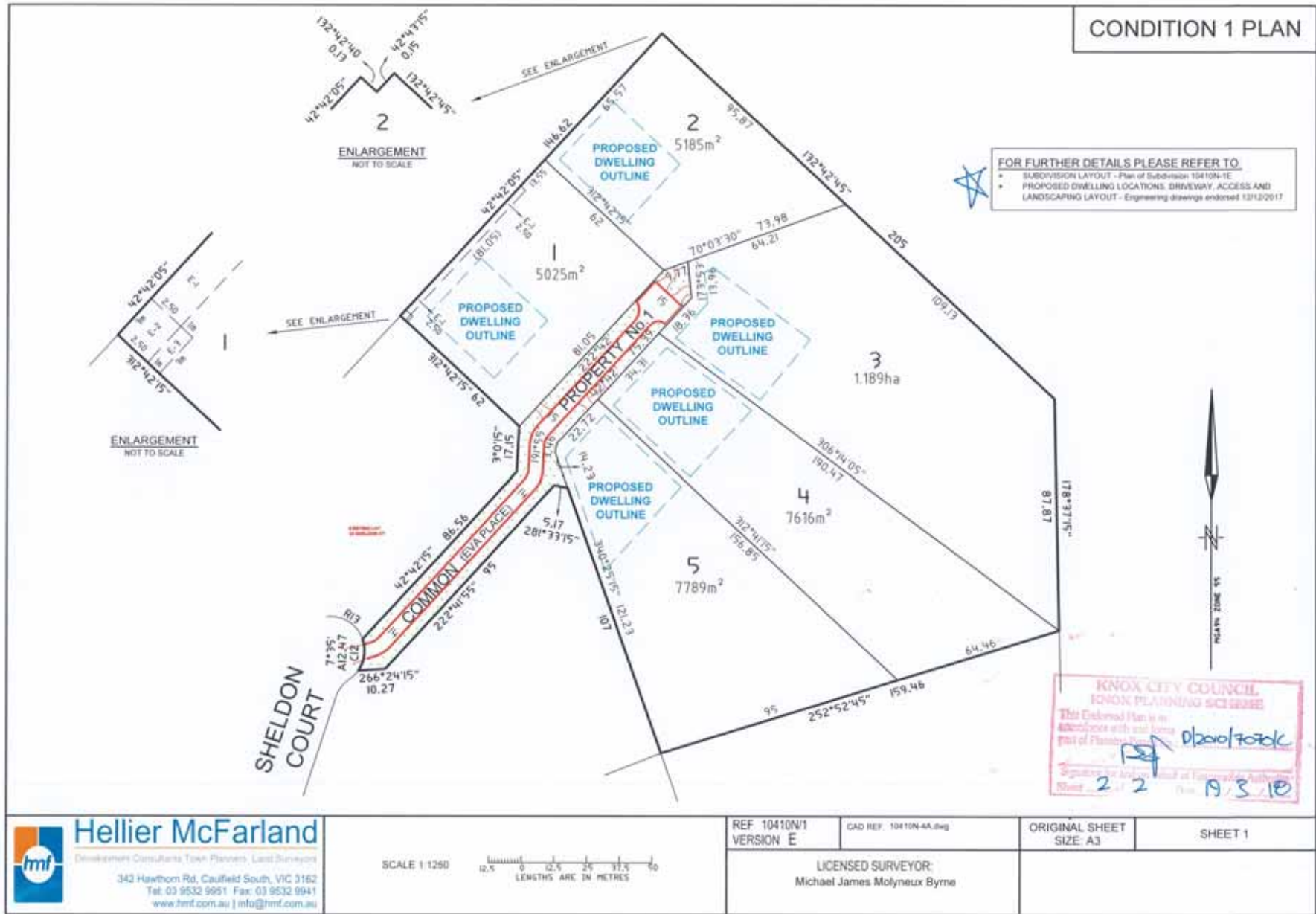
newground Pty Ltd  
1151 Burwood Hwy  
Ferntree Gully 3156  
t: 03 9758 9584  
f: 03 9758 9065



<p>Notes:                  1. All existing conditions shall be shown in grey.                  2. All dimensions and levels are to be verified on site.                  3. All dimensions are in metres unless stated otherwise.                  4. All dimensions are to be verified on site.</p>		<p>PROJECT: CHURCH RESIDENCE 22 SHELDON COURT LYSTERFIELD</p> <p>CLIENT: DAVID &amp; PAULA CHURCH</p>	<p>SCALE: 1:100</p> <p>STATUS: PRELIMINARY</p> <p>PROJECT NO: 019/38</p> <p>DRAWN BY: S.CUCLIPP</p>	<p>DRAWING TITLE: LANDSCAPE CONCEPT MASTERPLAN</p> <p>START DATE: 30.10.19</p> <p>DRAWING NO: LCM-01</p>	<p>DATE: 30.10.19</p> <p>BY: S.CUCLIPP</p>
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## REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

Page 1 of 2

VOLUME 12022 FOLIO 221

Security no : 124079901677E  
Produced 24/10/2019 09:24 AM

### LAND DESCRIPTION

Lot 2 on Plan of Subdivision 801392P.  
PARENT TITLE Volume 11592 Folio 124  
Created by instrument PS801392P 10/10/2018

### REGISTERED PROPRIETOR

Estate Fee Simple  
Joint Proprietors  
DAVID LAWRENCE CHURCH  
PAULA MAREE CHURCH both of 30 PENDLETON PLACE Lysterfield VIC 3156  
AR800036Y 21/12/2018

### ENCUMBRANCES, CAVEATS AND NOTICES

MORTGAGE AR800037W 21/12/2018  
NATIONAL AUSTRALIA BANK LTD

COVENANT PS711657E 22/08/2015

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987  
AR041404A 21/05/2018

### DIAGRAM LOCATION

SEE PS801392P FOR FURTHER DETAILS AND BOUNDARIES

### ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

### ADMINISTRATIVE NOTICES

NIL

eCT Control 16089P NATIONAL AUSTRALIA BANK LIMITED  
Effective from 21/12/2018

### OWNERS CORPORATIONS

The land in this folio is affected by



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Land Act 1958**

Page 2 of 2

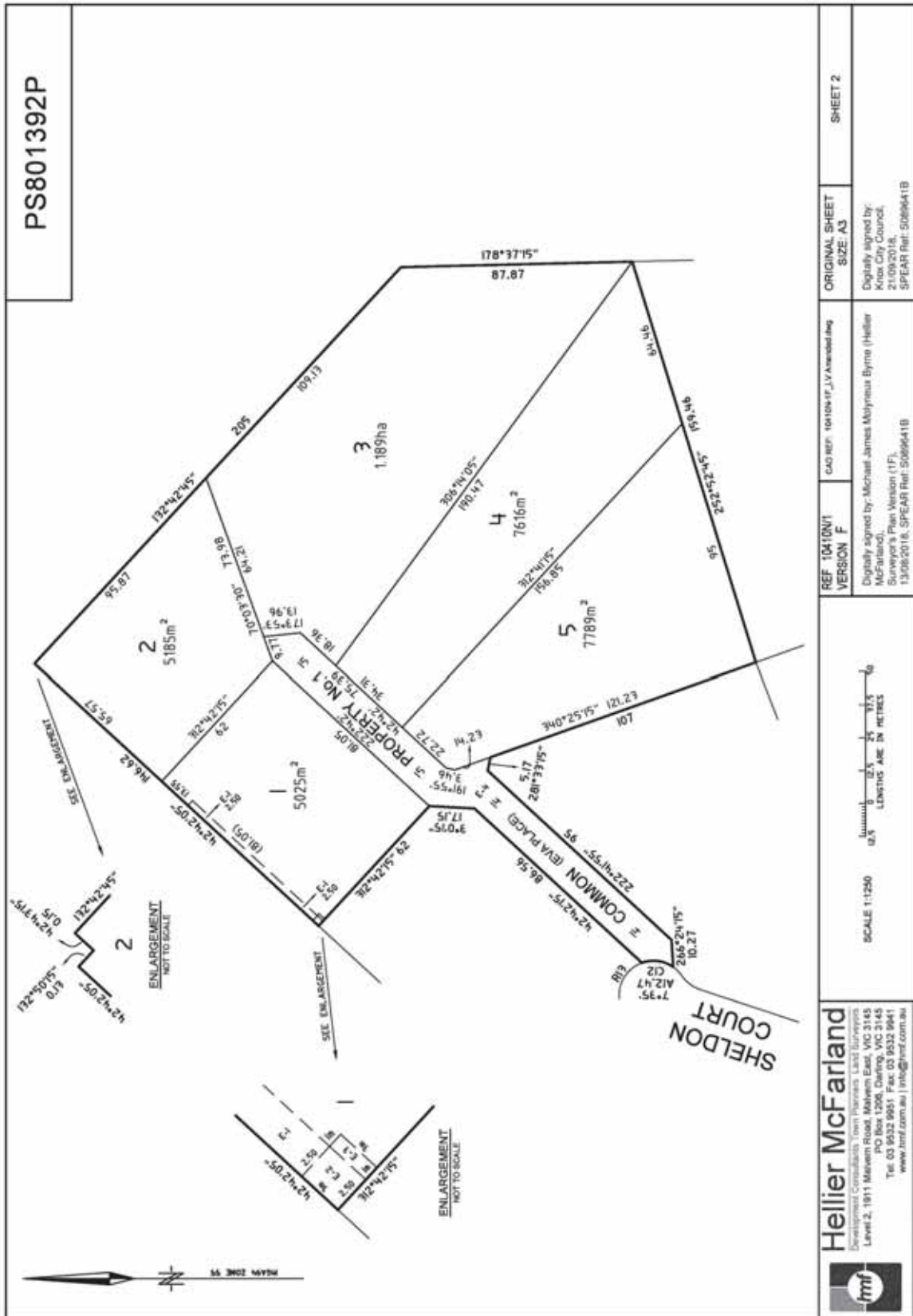
OWNERS CORPORATION 1 PLAN NO. PS801392P

DOCUMENT END

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<b>PLAN OF SUBDIVISION</b>		<b>EDITION 1</b>	<b>PS801392P</b>	
<b>Location of Land</b> Parish: <b>NARREE WORRAN</b> Township: - Section: - Crown Allotment: <b>67(PT)</b> Crown Portion: -  Title References: <b>Vol 11592 Fol 124</b>  Last Plan Reference: <b>LOT 1 ON PS711657E</b>  Postal Address: <b>22 SHELDON COURT</b> (At time of subdivision) <b>LYSTERFIELD VIC 3156</b>  MGA Co-ordinates: <b>E 350 130 Zone 55</b> (of approx. centre of plan) <b>N 5 802 190 GDA94</b>		Council Name: <b>Knox City Council</b>  Council Reference Number: <b>CRT/2016/8151</b> Planning Permit Reference: <b>P/2010/7070/C</b> SPEAR Reference Number: <b>S089641B</b>  Certification This plan is certified under section 11 (7) of the Subdivision Act 1988 Date of original certification under section 6: <b>03/07/2018</b>  Statement of Compliance This is a statement of compliance issued under section 21 of the Subdivision Act 1988  Public Open Space A requirement for public open space under section 18 of the Subdivision Act 1988 has not been made.  Digitally signed by: <b>Phillip Singh</b> for Knox City Council on 21/09/2018		
<b>VESTING OF ROADS AND/OR RESERVES</b>		<b>NOTATIONS</b>		
<b>IDENTIFIER</b>	<b>COUNCIL/BODY/PERSON</b>			
<b>NIL</b>	<b>NIL</b>			
<b>NOTATIONS</b>		LOTS IN THIS PLAN MAY BE AFFECTED BY ONE OR MORE OWNERS CORPORATIONS.		
<b>DEPTH LIMITATION DOES NOT APPLY</b>				
Staging This is not a staged subdivision. Planning Permit No. <b>P/2010/7070/C</b>  Survey: This plan is based on survey.  This survey has been connected to Permanent Marks no(s). <b>PM178, PM763</b> in Proclaimed Survey Area No. <b>No 32</b>				
<b>EASEMENT INFORMATION</b>				
<b>LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)</b>				
<b>Reference Easement</b>	<b>Purpose</b>	<b>Width (Metres)</b>	<b>Origin</b>	<b>Land Benefited/in Favour Of</b>
E-1, E-2	SEWERAGE	SEE PLAN	PS523566F	SOUTH EAST WATER LIMITED LAND IN PS523566F AND KNOX CITY COUNCIL KNOX CITY COUNCIL SOUTH EAST WATER CORPORATION
E-1, E-2	DRAINAGE	SEE PLAN	PS523566F	
E-2, E-3	DRAINAGE	SEE PLAN	THIS PLAN	
E-4	SEWERAGE & SUPPLY OF WATER	SEE PLAN	THIS PLAN	
<b>Hellier McFarland</b>		<b>REF 10410N/T</b>	<b>CAD REF: 10410N-1P_LV Amended.dwg</b>	<b>ORIGINAL SHEET</b>
<b>Development Consultants Town Planners Land Surveyors</b>		<b>VERSION F</b>	<b>SIZE: A3</b>	
Level 2, 1911 Malvern Road, Malvern East, VIC 3145 PO Box 1206, Darling, VIC 3145 Tel: 03 9532 9951 Fax: 03 9532 9941 www.hmf.com.au   info@hmf.com.au		Digitally signed by: <b>Michael James Molyneux Byrne (Hellier McFarland)</b> , Surveyor's Plan Version (1F), 13/08/2018, SPEAR Ref: S089641B		<b>SHEET 1 OF 2</b>
Amended by: <b>Michael James Molyneux Byrne</b> , 10/10/2018.		PLAN REGISTERED TIME: 12:25 PM DATE: 10/10/18 LW Assistant Registrar of Titles		

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PS801392P

<p><b>Hellier McFarland</b>                  Surveyors &amp; Geomatics Engineers                  Level 2, 1811 Mariner Parade, Moorabool, VIC 3145                  Tel: 03 9532 8851 Fax: 03 9532 8841                  www.hmf.com.au   info@hmf.com.au</p>		<p>SCALE 1:1250                  0 25 50 75 100                  METRES</p>	<p>REF 10410V1                  VERSION F</p>	<p>CAO REF: 10410V1_V Amended.dwg</p>	<p>ORIGINAL SHEET                  SIZE A3</p>	<p>SHEET 2</p>
<p>Amended by: Michael James Moynear Byrne, 10/10/2018.</p>		<p>Digitally signed by: Michael James Moynear Byrne (Hellier McFarland)                  Date: 2018.10.10 11:00:20 AEST                  SPEAR Ref: 5089641B</p>		<p>Digitally signed by: Michael James Moynear Byrne (Hellier McFarland)                  Date: 2018.10.10 11:00:20 AEST                  SPEAR Ref: 5089641B</p>		



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# Subdivision or Consolidation

## Section 22 Subdivision Act 1988



**Lodged by**

Name: MACKINNON JACOBS LAWYERS  
 Phone: 1300 424 452  
 Address: 151 Boronia Road  
 Boronia, VIC 3155  
 Reference: MGJ:BSL:21306938  
 Customer Code: 12485C

The applicant applies for registration of the plan described.

**Land: (Volume and Folio)**

Volume 10925 Folio 174, Volume 10925 Folio 175 and Volume 10925 Folio 176

**Applicant: (full name and address including postcode)**

Boesley Farms Pty Ltd ACN 163 301 602 of 6 Obeah Court, Lysterfield, VIC 3156

Plan No.: PS711657E

Stage No.: (if applicable)

SPEAR No.: S037480M

**Council in which land is located:**

Knox City Council of 511 Burwood Highway, Wantirna South 3152

Date: 31st July 2015

Signature of applicant

or

Signature of Australian Legal Practitioner within the meaning of the *Legal Profession Act 2004* for the applicant

or

Signature of Licensed Conveyancer under the *Conveyancers Act 2006* for the applicant

MICHAEL GEOFFREY JACOBS  
 MACKINNON JACOBS LAWYERS  
 151 BORONIA ROAD, BORONIA  
 An Australian Legal Practitioner  
 within the meaning of the Legal Profession Uniform Law (Victoria)

# SA22

Page 1 of 1

**THE BACK OF THIS FORM MUST NOT BE USED**

Land Victoria, 570 Bourke Street, Melbourne, 3000, Phone 8636-2010

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**Maddocks**

Lawyers  
Collins Square, Tower Two  
Level 26, 727 Collins Street  
Melbourne VIC 3008  
Australia

Telephone 61 3 9258 3555  
Facsimile 61 3 9258 3666

info@maddocks.com.au  
www.maddocks.com.au

DX 259 Melbourne

**Agreement under section 173  
of the Planning and Environment Act 1987**

**Subject Land: 22 Sheldon Court, Lysterfield (formerly known as 15-17 Sheldon Court, Lysterfield and 21 Logan Court, Lysterfield)**

**Knox City Council**  
and

**Boesley Farms Pty Ltd**  
ACN 163 301 602

[5129506: 19154728\_1]

**Interstate offices**  
Carbents Sydney  
Affiliated offices around the world through the  
Advoc network - www.advoc.com





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**Agreement under section 173 of the Planning and Environment Act 1987**

**Dated** 1 May 2018



**Parties**

Name	<b>Knox City Council</b>
Address	511 Burwood Highway, Wantima South, Victoria
Short name	<b>Council</b>
Name	<b>Boesley Farms Pty Ltd ACN 163 301 602</b>
Address	6 Obeah Court, Lysterfield, Victoria
Short name	<b>Owner</b>

**Background**

- A. Council is the responsible authority for the Planning Scheme.
- B. The Owner is or is entitled to be the registered proprietor of the Subject Land.
- C. Council issued the Planning Permit requiring the Owner to enter into this Agreement providing for the matters set out in condition 6 of the Planning Permit.

**The Parties agree**

**1. Definitions**

In this Agreement unless the context admits otherwise:

**Act** means the *Planning and Environment Act 1987*.

**Agreement** means this Agreement and includes this Agreement as amended from time to time.

**AHD** means Australian Height Datum, the datum for elevation measurement adopted by the National Mapping Council of Australia.

**Building** has the same meaning as in the Act and includes Dwellings, garages, swimming pools, tennis courts, site grading, sheds and outdoor entertaining paved areas.

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**Building Envelope** means the area delineated and identified on the Endorsed Plan as a 'building envelope', 'Dwelling Envelope' or the like or such other plan as approved by Council from time to time showing the building envelopes on the Subject Land.

**Consent and Satisfaction Fee** means a fee payable by the Owner to Council for determining whether any one of the Owner's obligations has been undertaken to Council's satisfaction, or for deciding whether to give consent for anything this Agreement provides must not be done without Council's consent, and which is payable at the rate of:

- (a) \$312.84 if paid within 12 months from the date that this Agreement commences; or
- (b) \$312.84 plus Indexation if paid at any time after 12 months from the date that this Agreement commences.

**CPI** means the annual Consumer Price Index (All Groups-Melbourne) as published by the Australian Bureau of Statistics, or, if that index number is no longer published, its substitute as a cumulative indicator of the inflation rate in Australia, as determined by Council from time to time.

**Current Address** means:

- (c) for Council, the address shown on page one of this Agreement, or any other address listed on Council's website; and
- (d) for the Owner, the address shown on page one of this Agreement or any other address provided by the Owner to Council for any purpose relating to the Subject Land.

**Current Email** means:

- (a) for Council, [knoxcc@knox.vic.gov.au](mailto:knoxcc@knox.vic.gov.au), or any other email address listed on Council's website; and
- (b) for the Owner, any email address provided by the Owner to Council for the express purpose of electronic communication regarding this Agreement.

**Design Guidelines** means the approved design guidelines referred to in condition 5 of the Planning Permit, or such other set of guidelines as may be approved by Council.

**Dwelling** has the same meaning as in the Planning Scheme.

**Endorsed Plan** means the plan endorsed with the stamp of Council from time to time as the plan which forms part of the Planning Permit.

**Indexation** means an annual adjustment to the Satisfaction Fee carried out in accordance with CPI.

**Lot** means a lot created by a subdivision of the Subject Land whether in accordance with the Planning Permit or otherwise.

**Owner** means the person registered or entitled from time to time to be registered as proprietor of an estate in fee simple of the Subject Land and includes a mortgagee-in-possession.

**Owner's obligations** includes the Owner's specific obligations and the Owner's further obligations.

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**Party or Parties** means the Parties to this Agreement but does not include a person who has transferred or otherwise disposed of all of their interests in the Subject Land.

**Planning Permit** means planning permit no. P/2010/7070, as amended from time to time, issued on 12 December 2012, authorising the subdivision of the Subject Land in accordance with plans endorsed by Council.

**Planning Scheme** means the Knox Planning Scheme and any other planning scheme that applies to the Subject Land.

**Plan of Subdivision** means the plan showing the subdivision of land at 22 Sheldon Court, Lysterfield as approved from time to time by Council under the Planning Permit.

**Subject Land** means the land situated at 22 Sheldon Court, Lysterfield being the land referred to in certificate of title volume 11592 folio 124 and any reference to the Subject Land includes any Lot created by the subdivision of the Subject Land or any part of it.

---

## 2. Interpretation

In this Agreement unless the context admits otherwise:

- 2.1 the singular includes the plural and vice versa;
- 2.2 a reference to a gender includes all genders;
- 2.3 a reference to a person includes a reference to a firm, corporation or other corporate body and that person's successors in law;
- 2.4 any agreement, representation, warranty or indemnity by 2 or more persons (including where 2 or more persons are included in the same defined term) binds them jointly and severally;
- 2.5 a term used has its ordinary meaning unless that term is defined in this Agreement. If a term is not defined in this Agreement and it is defined in the Act, it has the meaning as defined in the Act;
- 2.6 a reference to an Act, regulation or the Planning Scheme includes any Act, regulation or amendment amending, consolidating or replacing the Act, regulation or Planning Scheme;
- 2.7 the Background forms part of this Agreement;
- 2.8 the Owner's obligations take effect as separate and several covenants which are annexed to and run at law and equity with the Subject Land; and
- 2.9 any reference to a clause, page, condition, attachment or term is a reference to a clause, page, condition, attachment or term of this Agreement.

---

## 3. Purposes of Agreement

The Parties acknowledge and agree that the purposes of this Agreement are to:

- 3.1 give effect to the Planning Permit; and
- 3.2 achieve and advance the objectives of planning in Victoria and the objectives of the Planning Scheme in respect of the Subject Land.

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#### 4. Reasons for Agreement

The Parties acknowledge and agree that Council entered into this Agreement for the following reasons:

- 4.1 Council would not have issued the Planning Permit without the condition requiring this Agreement; and
- 4.2 the Owner has elected to enter into this Agreement in order to take the benefit of the Planning Permit.

---

#### 5. Agreement required

The Parties agree that this Agreement will continue to be required until the Owner has complied with all of the Owner's obligations.

---

#### 6. Owner's specific obligations

The Owner covenants and agrees that, unless with the prior written consent of Council:

##### 6.1 Restriction on number of Dwellings on a Lot

the Owner must not build, construct or erect or cause or permit to be built, constructed or erected more than one Dwelling on any Lot on the Subject Land;

##### 6.2 Building Envelope

the Owner must not build, construct or erect or cause or permit to be built, constructed or erected any Building on a Lot outside a Building Envelope;

##### 6.3 Water tank

prior to the occupation of any Dwelling on a Lot, the Owner must, at the Owner's cost, ensure that a water tank is installed on that Lot to the satisfaction of Council;

##### 6.4 Design Guidelines

at all times, the Owner must ensure that the development and management of the Subject Land is in accordance with the specifications and requirements of the Design Guidelines.

---

#### 7. Owner's further obligations

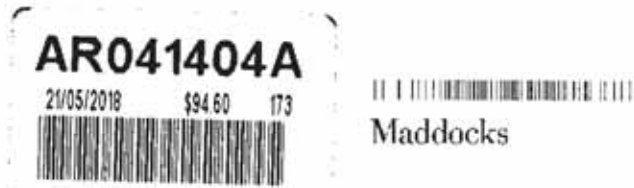
##### 7.1 Notice and registration

The Owner must bring this Agreement to the attention of all prospective occupiers, purchasers, lessees, licensees, mortgagees, chargees, transferees and assigns.

##### 7.2 Further actions

The Owner:

- 7.2.1 must do all things necessary to give effect to this Agreement;



- 7.2.2 consents to Council applying to the Registrar of Titles to record this Agreement on the certificate of title of the Subject Land in accordance with s 181 of the Act; and
- 7.2.3 agree to do all things necessary to enable Council to do so, including:
- (a) sign any further agreement, acknowledgment or document; and
  - (b) obtain all necessary consents to enable the recording to be made.

### 7.3 Fees

The Owner must pay any Satisfaction Fee to Council within 14 days after a written request for payment.

### 7.4 Council's costs to be paid

The Owner must pay to Council within 14 days after a written request for payment, Council's costs and expenses (including legal expenses) relating to this Agreement, including:

- 7.4.1 preparing, drafting, finalising, signing, recording and enforcing this Agreement;
- 7.4.2 preparing, drafting, finalising and recording any amendment to this Agreement;
- 7.4.3 determining whether any of the Owner's obligations have been undertaken to Council's satisfaction; and
- 7.4.4 preparing, drafting, finalising and recording any document to give effect to the ending of this Agreement.

### 7.5 Time for determining satisfaction

If Council makes a request for payment of:

- 7.5.1 a fee under clause 7.3; or
- 7.5.2 any costs or expenses under clause 7.4.3,

the Parties agree that Council will not decide whether the Owner's obligation has been undertaken to Council's satisfaction, or whether to grant the consent sought, until payment has been made to Council in accordance with the request.

### 7.6 Interest for overdue money

- 7.6.1 The Owner must pay to Council interest in accordance with s 227A of the *Local Government Act 1989* on any amount due under this Agreement that is not paid by the due date.
- 7.6.2 If interest is owing, Council will apply any payment made to interest and any balance of the payment to the principal amount.

### 7.7 Notification of compliance with Owner's obligations

The Owner must notify Council of its compliance with all of the Owner's obligations.

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**8. Agreement under s 173 of the Act**

Without limiting or restricting the respective powers to enter into this Agreement, and insofar as it can be so treated, this Agreement is made as a deed in accordance with s 173 of the Act.

**9. Owner's warranties**

The Owner warrants that apart from the Owner and any other person who has consented in writing to this Agreement, no other person has any interest, either legal or equitable, in the Subject Land which may be affected by this Agreement.

**10. Successors in title**

Until such time as a memorandum of this Agreement is recorded on the certificate of title of the Subject Land, the Owner must require successors in title to:

- 10.1 give effect to this Agreement; and
- 10.2 enter into a deed agreeing to be bound by the terms of this Agreement.

**11. General matters****11.1 Notices**

A notice or other communication required or permitted to be served by a Party on another Party must be in writing and may be served:

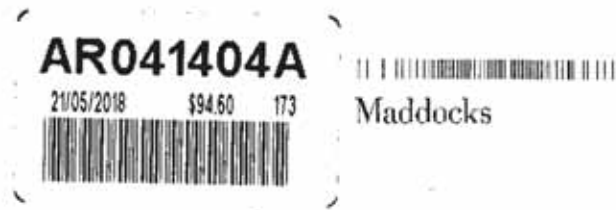
- 11.1.1 personally on the other Party;
- 11.1.2 by leaving it at the other Party's Current Address;
- 11.1.3 by posting it by priority prepaid post addressed to the other Party at the other Party's Current Address; or
- 11.1.4 by email to the other Party's Current Email.

**11.2 Counterparts**

This Agreement may be executed in counterparts, all of which taken together constitute one document.

**11.3 No waiver**

Any time or other indulgence granted by Council to the Owner or any variation of this Agreement or any judgment or order obtained by Council against the Owner does not amount to a waiver of any of Council's rights or remedies under this Agreement.

**11.4 Severability**

If a court, arbitrator, tribunal or other competent authority determines that any part of this Agreement is unenforceable, illegal or void then that part is severed with the other provisions of this Agreement remaining operative.

**11.5 No fettering of Council's powers**

This Agreement does not fetter or restrict Council's power or discretion to make decisions or impose requirements or conditions in connection with the grant of planning approvals or certification of plans subdividing the Subject Land or relating to use or development of the Subject Land.

**11.6 Inspection of documents**

A copy of any planning permit, document or plan referred to in this Agreement is available for inspection at Council offices during normal business hours upon giving the Council reasonable notice.

**11.7 Governing law**

This Agreement is governed by and is to be construed in accordance with the laws of Victoria.

**12. Commencement of Agreement**

This Agreement commences on the date specified on page one or if no date is specified on page one, the date Council executes this Agreement.



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**Signing Page**

**Signed, sealed and delivered** as a deed by the Parties.

**Signed** by and on behalf, and with the authority of the **Knox City Council** by

*Paul DeLac*

in the exercise of a power conferred by an Instrument of Delegation, in the presence of:

) *[Signature]*  
) Signature  
) *Acting Director City Development*  
) Position Held

*[Signature]*

Witness Signature

*Nicola Symon*

Print Name

*Executive Assistant*

Position Held

**Executed by Boesley Farms Pty Ltd ACN 163 301**  
**602** in accordance with s 127(1) of the *Corporations Act 2001*.

*[Signature]*

Signature of Sole Director and Sole Company Secretary

*ALAN GEORGE BOESLEY*


Print full name

# Sheldon Court, Lysterfield Design Guidelines

Date: 12 May 2017

SPEAR: S089641B  
Responsible Authority: Knox City Council  
Application Type: Certification (Section 22 (Subdivision))  
Property Address(es): 22 SHELDON COURT, LYSTERFIELD VIC 3156  
Plan Number: PS801392P  
Estate Name: Sheldon Court  
Council Reference(s): P/2010/7070/C, CRT/2016/8151  
Applicant Reference: 10410N



**KNOX CITY COUNCIL  
KNOX PLANNING SCHEME**  
This Endorsed Plan is in  
accordance with and forms  
part of Planning Permit No. P/2010/7070/C  
  
Signature for and on behalf of Responsible Authority  
Sheet 1 of 4 Date 19.5.18

## 1.0 INTRODUCTION

These design guidelines are prepared in accordance with planning permit P/2010/7070/C and have been endorsed by Knox City Council. The design guidelines outline the desired form of residential development to occur on the land subject to the aforementioned planning permit which allows a five lot residential subdivision. The guidelines will ensure that development of the land achieves a high quality and consistent built form outcome which responds appropriately to the subject land and its surrounding context. The guidelines will also deliver a greater degree of certainty to future residents as to the residential design expectations of the land.

The key objectives of the guidelines are:

- To support residential development which responds positively to its natural surrounds.
- To ensure that the presentation and scale of building is consistent with its surrounds and does not dominate the natural landscape.
- To respond appropriately to the desired neighbourhood character which is derived for the local setting.
- To facilitate high quality residential design.

## 2.0 DESIGN GUIDELINES

### 2.1 Building location

Residential development is to be contained within the nominated building envelopes as shown on the endorsed plans under planning permit P/2010/7070/C. All dwellings, garages, swimming pools, tennis courts, side grading, sheds and outdoor entertaining paved areas shall be contained within the approved building envelope.

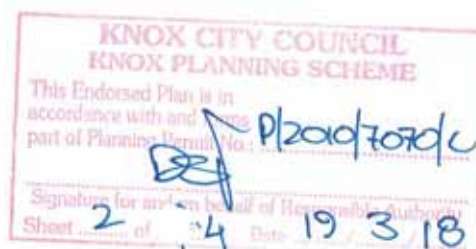
### 2.2 Building height

Building height is restricted to a maximum height of 7.5 metres from natural ground level. Structures such as an antenna, satellite dish, solar panels, solar hot water systems, chimney and flues may extend higher than 7.5 metres albeit with any extension to be minimised. Such structures are to be integrated into the overall dwelling design and located to reduce their visual prominence.

### 2.3 Building design and appearance

Buildings are to respond to the natural topography so as buildings sit comfortably within the prevailing landscape. Dwellings shall be designed to give visual priority to existing vegetation located along higher topography with buildings not to dominate views of the natural environment. Dwellings design is to respond to and seek opportunities to maximise orientation to benefit solar access and the filtration of natural light to main living areas. The use of windows, internal layout, openings and shading devices shall be adopted to benefit solar access and natural cross ventilation.

The mass and bulk of buildings shall be moderated so as to avoid overly visually prominent dwellings and buildings which overwhelm the natural landscape. Design approaches shall consider articulation of form, avoidance of long continuous walls exhibiting minimal design interest, varied setbacks, wall angles, use of materials, upper floor recession or counter leveraging, glazing, eaves and other shading devices and other architectural detail which provides visual interest to the dwelling. Simplistic box-like dwellings which generate minimal design interest and which detract from its surroundings shall be avoided.



Dwelling design and orientation should be such that the extent of any cut and fill is minimised. Dwelling design shall adapt to the prevailing topography rather seek to modify the landscape to suit the dwelling. Cutting and filling shall be limited to a maximum height of 2m with appropriate landscaping treatments applied to moderate level change such as slope battering and planting and the selection of appropriate retaining wall materials which compliment the dwelling and landscape design. All retaining walls of 1 metre or higher are to be contained within the nominated building envelope for residential lots.

**2.4 Building materials, finishes and colours**

External building materials, finishes and colours are to be sympathetic to the surrounding natural environment and responsive to the site context which represents a transition from residential to rural landscapes. The adoption of materials with a natural appeal such as brick, stone, timber and select render are examples of preferred materials and finishes. A reliance on artificial, reflective or bright external materials for development is not supported. A preferred external colour palette is one that adopts natural colours and tones which integrates and reflects the surrounding natural landscape. Reliance on external colours which are bright or draw visual attention to the building as a result of its contrast to the surrounding environment shall not supported.

**2.5 Site coverage**

All buildings are to be located within the nominated building envelope for each respective lot.  
Site coverage of all buildings over each lot is not to exceed 30% of the lot area.

**2.6 Landscaping**

A minimum of 80% of landscaping species is to consist of indigenous species so as to achieve a satisfactory landscape response and relationship to the existing indigenous vegetation and character in the immediate vicinity. Refer to the Council document titled *Indigenous Plant Species of Knox* for guidance on plant species selection. Existing indigenous vegetation shall be retained and be protected at all times to ensure its health and that no damage occurs.

**2.7 Fencing**

Internal fencing within the site which is between the lots shall be constructed of post and wire, rural type fencing to the satisfaction of Council and in accordance with the endorsed plans.

**2.8 Tennis Courts**

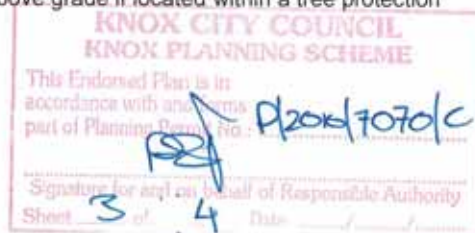
Tennis court lighting shall be black open weave style with black coloured pole mounted lighting no higher than 7.5m in height. Lighting of the court must not spill onto adjacent lots. Construction and use of a tennis court must comply with the provisions of the Knox Planning Scheme including the Tennis Court Code of Practice.

**2.9 Water tanks**

Each lot is to be provided with a rainwater collection tank. The location of the rainwater tank is to be either to the side or rear of the dwelling and shall be integrated with the dwelling design so as to avoid water tanks detracting from the appearance of the dwelling. The material and colour of the water tank is to be reflective of the materials and colour of the respective dwelling and may be concealed from view through landscape screening.

**2.10 Driveway design**


Driveways are to be softened with landscaping with minimal hard surface area. Driveways shall be of a porous nature and constructed above grade if located within a tree protection zone.



### 3.0 DESIGN REVIEW

A Planning application to develop the land shall include three copies of all documents (where relevant) with plans to be scaled and dimensioned at **1:100**.

- Site plan with contours
- Cross section indicating natural ground level from boundary to boundary and integration to built form and retaining wall.
- Extent of cut and fill
- Landscape plan including pool/tennis court location
- Floor plans
- Floor area and Site Coverage
- Coloured front, rear and side elevations including materials and finishes list.
- Retaining wall materials
- Fencing plan, sections and materials
- Driveway location and materials
- Pool fencing detail
- Location of TV aerial, satellite dish, solar panels and air conditioner location.
- Shed and outdoor structure location and details
- Existing and proposed site levels to AHD
- Finished floor levels to AHD
- Overall roof and eave levels to AHD.



**KNOX CITY COUNCIL**  
**KNOX PLANNING SCHEME**

This Endorsed Plan is in accordance with and forms part of Planning Scheme No. P2019/707dc

*[Signature]*

Signature for and on behalf of Responsible Authority

Sheet 4 of 4 Date 19/3/19

## 6.3 Annual Budget 2020-21

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

In accordance with Sections 127 and 130 of the *Local Government Act 1989* (the Act) and Sections 9-11 of the *Local Government (Planning and Reporting) Regulations 2014*, Council is required to prepare and adopt an annual budget by 30 June each year and submit the budget to the Minister for Local Government within 28 days after adoption.

Key components of the Annual Budget 2020-21 include:

- A \$114.222 million capital works program of which \$39.430 million is allocated to maintaining and renewing community assets. \$74.792 million is to be invested in new and upgraded community assets.
- A 2.00% increase in rates for 2020-21 in accordance with the rate cap requirements outlined in Sections 185A to 185G of the Act.
- Continuation of the \$100 rebate in relation to rates and charges for all eligible recipients.

### RECOMMENDATION

That Council:

1. Note the submissions received in response to the Proposed Budget 2020-21, thank the submitters and provide a written response notifying submitters of the decision and the reason for the decision in accordance with Section 223(1)(d) of the *Local Government Act 1989*;
2. Adopt the Annual Budget 2020-21 as set out in Attachment 1;
3. Authorise the Chief Executive Officer to give public notice of this decision in accordance with Section 29 of the *Local Government Act 1989*;
4. Submit a copy of the Annual Budget 2020-21 to the Minister for Local Government in accordance with Section 130(4) of the *Local Government Act 1989*;
5. Declare the Rates, Levies and Annual Service Charges for the 2020-21 financial year provided in Attachment 2;
6. Adopt the Strategic Resource Plan 2020-21 to 2023-24 as set out in Attachment 3 in accordance with Section 126 of the *Local Government Act 1989*; and
7. Grant a rebate in relation to rates and charges to all Knox City Council residents eligible within the meaning of the State Concessions Act 1986, with \$100 being the maximum rebate amount.

## 1. INTRODUCTION

At its Ordinary meeting of 27 April 2020, Council resolved to advertise its Proposed Budget 2020-21, calling for submissions in accordance with Section 223 of the *Local Government Act 1989* (the Act). The public submission period opened 28 April 2020 and closed 26 May 2020.

Public comment was invited on the Proposed Budget 2020-21 during the period of public consultation. In total, nineteen submissions were received.

At its meeting held on 1 June 2020, a Committee comprising seven Councillors heard submissions on the Proposed Budget 2020-21. A copy of the minutes of this meeting plus copies of all submissions received are provided as Attachment 4. All submissions were tabled, with four submitters speaking to their submission.

The following amendments have been made to the Proposed Annual Budget 2020-21 as a result of recent submissions and feedback provided to Council subsequent to the development of the Proposed Budget 2020-21:

- A reduction in the Residential Garbage Charge from \$241 to \$232 to reflect changes that have occurred to the waste management budget since the development of the Proposed Budget 2020-21. The reduction in the Residential Garbage Charge since the development of the Proposed Budget 2020-21 is reflective of the reduction in waste management costs, and ensures only full cost recovery inclusive of the State Government Landfill Levy.
- A decrease to the rate in the dollar to be levied under Section 158 of the Act due to the receipt of the final stage of valuations and supplementary rates raised since the development of the Proposed Budget 2020-21. This has led to an increase in the total number of assessments and the total value of land from the figures previously included in the Proposed Budget 2020-21. This decrease in the rate in the dollar has been assessed as immaterial and total rate income raised remains within the 2020-21 rate cap.
- A reduction in the Industrial/Commercial garbage weekly service fee from \$427 to \$423, and a reduction in the Industrial/Commercial additional 240 litre recycle bin fee from \$162 to \$159, reflective of the reduction in waste management costs.
- The removal of the Public Open Space Valuation Fee.
- An additional \$0.250M towards the Templeton Reserve Tennis Court renewal.
- \$0.060M towards The Basin Triangle Masterplan.

## 2. DISCUSSION

The Annual Budget 2020-21 seeks to balance the competing demands for Council services and infrastructure using prudential financial management principles to ensure long-term financial sustainability.

The Annual Budget 2020-21 has been prepared during what are still uncertain times, needing to strike a balance between maintaining Council's core services and infrastructure along with its crucial role in managing and responding to the COVID-19 pandemic. Recognising the unprecedented impact of COVID-19, the budget provides for a range of relief measures and resources to support recovery of the local community and economy, while still maintaining a longer term focus on the goals captured in the Community and Council Plan.

Significant investment in the capital works program of \$114.222 million provides an increased ability to fund asset renewal requirements and new capital works to support the delivery of the Community and Council Plan. Maintaining Council's strong investment in its capital program in the

face of the pandemic is crucial, with construction and the improvement of local infrastructure providing much needed stimulus for the recovery of the local economy.

Significant capital projects for 2020-21 include:

- \$20.800 million on sporting upgrades including \$12.500 million towards new basketball courts at Knox Regional Sports Park;
- \$16.449 million on transport infrastructure including \$12.314 million on road and footpath renewals;
- \$19.000 million to improve parks and reserves including playground and public toilet upgrades;
- \$9.780 million to refurbish community buildings including Carrington Park Senior Citizens Centre and Rowville Family and Children's Centre; and
- \$4.265 million for flood mitigation works including creating wetlands within Egan Lee Reserve and the Koolunga Reserve catchment.

The Annual Budget 2020-21 is premised on an increase in total general rates income of 2.00% in accordance with the rate cap requirements of the State Government as per Section 185A to 185G of the Act. The additional Council eligible pensioner rebate of \$100 will be maintained.

The Budget includes an increase in the Residential Garbage Charge from \$190 to \$232, a \$42 increase (22.11%). 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 then rise to \$126 per tonne over the following two years. Additional costs are also attributed to increased waste service costs, such as recycling processing services, due to recent recycling sector challenges.

Council has implemented user fees and charges increases that are both manageable and sustainable for its community.

The Annual Budget 2020-21 comprises the Budgeted Financial Statements and the Fees and Charges Schedule for the financial year ending 30 June 2021 (refer Attachment 1).

### **3. CONSULTATION**

In accordance with Section 129 of the Act, Council publicly advertised the Proposed Annual Budget 2020-21 inviting the community to make submissions. A public notice was placed in the Knox Leader newspaper.

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

The Annual Budget 2020-21 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 Annual Budget 2020-21 has been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014* and relevant Australian Accounting Standards.



The Annual Budget 2020-21 accords with the financial frameworks established by Council in its Long Term Financial Forecast.

## **6. SOCIAL IMPLICATIONS**

The Annual Budget 2020-21 contains resourcing for a wide range of programs to deliver important community services to the Knox 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 and 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 Annual Budget 2020-21 forms an integral part of Council's overall strategic planning framework and endeavours to resource the directions that have been established in the Community and Council Plan 2017-21.

## **10. CONFIDENTIALITY**

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

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

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

### **Attachments**

1. Attachment 1 - Adopted Budget 2020-21 [6.3.1 - 102 pages]
2. Attachment 2 - Declaration of Rates and Charges [6.3.2 - 11 pages]
3. Attachment 3 - Strategic Resource Plan 2020-21 to 2023-24 [6.3.3 - 10 pages]
4. Attachment 4 - Minutes and Budget Submissions [6.3.4 - 59 pages]

# KNOX

your city



## Annual Budget 2020-21

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## Mayor & CEO's Introduction

On behalf of the Councillors and staff of Knox City Council, we are pleased to present to the Knox community our Annual Budget for the 2020-21 financial year. This is a financially responsible budget that outlines our investment in the Knox community over the next twelve months.

The 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 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 Budget builds upon the foundations outlined in the *Knox Community and Council Plan 2017-21* and captures the following aspirations of the Knox community:

- We value our natural and built environment
- We have housing to meet our changing needs
- We can move around easily
- We are safe and secure
- We have a strong regional economy, local employment and learning opportunities
- We are happy, healthy and well
- We are inclusive, feel a sense of belonging and value our identity
- We have confidence in decision making

In preparing this budget, Councillors and officers held a number of meetings to outline the key areas for focus and funding for 2020-21 to enable the longer term goals of the Community and Council Plan. This budget has captured the key priorities and transformed them into a program of work for 2020-21 to meet these priorities and build the foundation for later years.

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 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.

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 of \$36.396 million in 2020-21, with the budget projected to return to surplus in 2021-22. This budget deficit also includes non-cash items such as depreciation of \$24.606 million which allows for the writing down of Council's assets as they are being used. Throughout the development of this budget Council undertook an extensive review of expenditure with key savings and efficiencies identified.

Council is also committed to maintaining service delivery to at least 2019-20 levels to ensure that it continues to meet community needs.

This budget continues to deliver value to the Knox community in the provision of services and capital works. This budget also provides a commitment to a continuous improvement program. Council is committed to the implementation of Lean practices across the organisation, together with undertaking its ICT Strategy. These programs will enable Council to work on more value-adding activities, while creating the ability to respond to growth in community demand.

There are a number of key components of the 2020-21 budget to highlight and these are outlined below:

### **Rate Capping**

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. Council's budget includes a rate increase of 2.00 per cent, in line with the State Government's Fair Go Rates System (FGRS). This increase is calculated based on Council's average rates and charges and is designed to fund the relief and recovery measures and to continue to deliver on the long term aspirations of the community captured in the *Knox Community and Council Plan 2017-21*.

Council's Residential Garbage Charge 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 \$42 (22.11%) in line with the projected increase in costs.

Total rates and charges raised in 2020-21 will be \$122,245,301.

### **Service Levels**

The 2020-21 Annual Budget is based on generally maintaining current service levels to the Knox community.

Council continually refines services provided and identifies opportunities for improved service delivery as well as opportunities for possible savings.

Council has sought to put in place a range of new cost saving measures and efficiencies, including streamlining and making more efficient a range of services across the organisation, as well as implementing policies designed to eliminate all forms of waste and deliver better value to the Knox community.

## Capital Works

The total Capital Works Program (commitment for constructions and improvements of new and existing assets/infrastructure) proposed for 2020-21 is \$114.222 million. This includes \$30.858 million anticipated to be carried forward from 2019-20. A major component and focus of this expenditure is the asset renewal program to maintain the existing asset base to community expectations. The asset renewal program for 2020-21 is \$39.430 million, which is to be invested in maintaining and renewing existing community assets such as roads, footpaths, drains and buildings.

The proposed new, upgrade and expansion Capital Works Program for 2020-21 is \$74.792 million. The new, upgrade and expansion Capital Works program is primarily funded through a combination of rates, Council's cash reserves, loan borrowings, external grants and proceeds from asset sales.

The highlights of the capital works major projects program include:

- \$20.800 million on sporting upgrades including \$12.500 million towards new basketball courts at Knox Regional Sports Park;
- \$16.449 million on transport infrastructure including \$12.314 million on road and footpath renewals;
- \$19.000 million to improve parks and reserves including playground and public toilet upgrades;
- \$9.780 million to refurbish community buildings including Carrington Park Senior Citizens Centre and Rowville Family and Children's Centre; and
- \$4.265 million for flood mitigation works including creating wetlands within Egan Lee Reserve and the Koolunga Reserve catchment.

Total proposed capital expenditure in each asset category is as follows:

	Budget 2020-21 \$'000
<b>PROPERTY</b>	
Land and Buildings	59,503
<b>TOTAL PROPERTY</b>	<b>59,583</b>
<b>PLANT AND EQUIPMENT</b>	
Plant, machinery and equipment	2,391
Computers and telecommunications	12,901
Artworks	00
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>15,452</b>
<b>INFRASTRUCTURE</b>	
Roads	10,133
Bridges	1,625
Footpaths and cycleways	4,691
Drainage	4,265
Recreational, leisure and community facilities	17,005
Off street car parks	1,075
Other infrastructure	393
<b>TOTAL INFRASTRUCTURE</b>	<b>39,187</b>
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	<b>114,222</b>

Greater detail on the capital works program is provided in Section 4.5 'Capital works program'.

### Maintaining Existing Assets

Council's Long Term Financial Forecast allocates an increasing commitment to maintenance of existing assets/infrastructure. This is in line with Council's previously adopted strategy to progressively increase funds for these works to ensure a level of funding is available which ensures Council's assets can be maintained in a sustainable manner.

Council's asset management plans highlight the need for Council to ensure that its asset renewal funding levels adequately renew community assets as they require replacement, on a recurrent basis.

The below table highlights the funding provided for Asset Renewal investment in the 2020-21 Budget:

Asset Renewal Category	Budget 2020-21 \$'000
Buildings	4,375
Computers and telecommunications	7,054
Fixtures, fittings and furniture	0
Plant, machinery and equipment	2,391
Artwork	0
Roads	9,353
Bridges	625
Footpaths and cycleways	2,961
Drains	2,400
Recreational, leisure and community facilities	9,283
Off street car parks	750
Other infrastructure	238
<b>Total asset renewal</b>	<b>39,430</b>

The 2020-21 Annual Budget is the result of a rigorous process that has complied with the state government's Fair Go Rates System, with a continued focus on containment of operating costs whilst maintaining services for the community. The 2020-21 Annual Budget continues Council's ongoing commitment to increasing its asset renewal and capital works program investments for the ongoing benefit of the community.

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.

While the impact of rate capping continues to present challenges in maintaining current service delivery levels, Council has worked hard to deliver a budget that is not only financially sustainable but continues to deliver on the priorities that matter to our community. Thank you to our community members who have played a role in shaping our priorities.

**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).

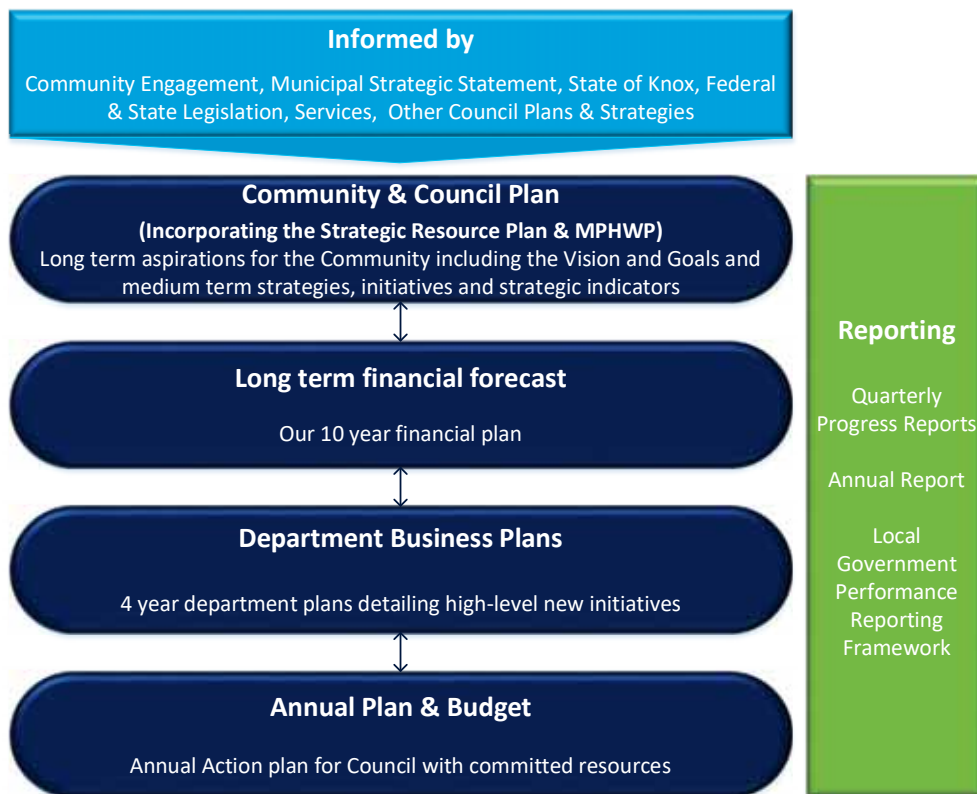
## Planning and Accountability Framework

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



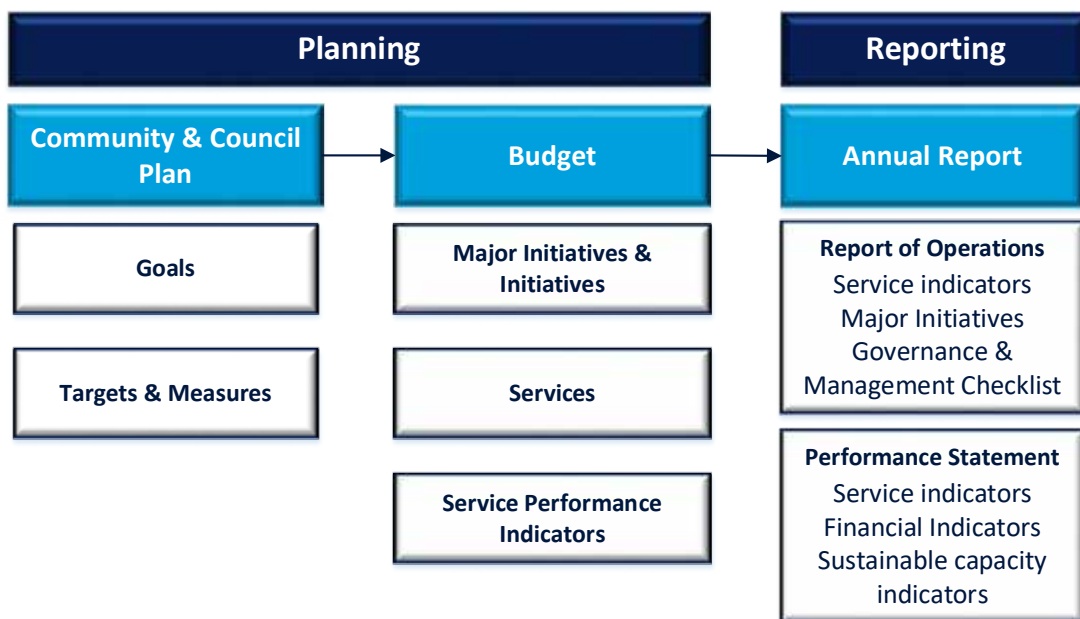
### Goal8

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	20,762
	<b>Rev</b>	190	717	154
	<b>NET</b>	17,599	18,000	20,608
<b>Total</b>	<b>Exp</b>	<b>41,442</b>	<b>45,294</b>	<b>45,587</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>43,680</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	1,800
	<b>NET</b>		1,699	1,688	1,795
<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>2,014</b>
	<b>NET</b>		<b>3,755</b>	<b>4,121</b>	<b>4,544</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
Statutory Planning	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 <b>roads</b> , 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>Exp</b>	<b>1,465</b>	<b>2,221</b>	<b>5,122</b>
	<b>Rev</b>	<b>22</b>	<b>13</b>	<b>13</b>
	<b>NET</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:	<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
	<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>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>
<b>Initiatives</b>	<p>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.</p> <p>6.1.1 Deliver health promotion and harm minimisation programs including:</p> <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
Roads	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
Statutory Planning	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
Waste Collection	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	45,587	43,680
We have housing to meet our changing needs	2,014	6,558	4,544
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>32,785</b>	<b>138,486</b>	<b>105,701</b>
<b>Non Attributable Expenditure</b>			
Effective corporate governance			3,013
Depreciation			24,606
Amortisation - intangible assets			892
Amortisation - right of use assets			992
Capital projects - operational expenses			15,761
Borrowing costs			1,187
Finance costs - leases			41
<b>Total Non Attributable Expenditure</b>			<b>46,492</b>
<b>Deficit before Funding Sources</b>			<b>152,193</b>
<b>Funding Sources</b>			
Rates and charges			106,400
Garbage charges			21,818
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>115,787</b>
<b>Surplus / (Deficit) for the Year</b>			<b>(36,406)</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	122,245	128,857	134,856	140,976
User fees	4.1.2	16,494	17,468	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	1,862	1,894	1,940
<b>TOTAL INCOME</b>		<b>179,658</b>	<b>180,802</b>	<b>198,657</b>	<b>206,237</b>	<b>203,880</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	75,667	73,186	70,196	70,981
Contributions and donations	4.1.9	5,975	5,681	5,786	5,837	5,895
Depreciation	4.1.10	23,223	24,606	25,644	26,847	27,921
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>217,208</b>	<b>197,689</b>	<b>181,366</b>	<b>183,354</b>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>		<b>13,129</b>	<b>(36,406)</b>	<b>968</b>	<b>24,871</b>	<b>20,526</b>
<b>TOTAL COMPREHENSIVE RESULT</b>		<b>13,129</b>	<b>(36,406)</b>	<b>968</b>	<b>24,871</b>	<b>20,526</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	37,222	27,199	31,275	33,289
Other financial assets		4,300	0	0	0	0
Trade and other receivables		13,646	14,184	14,851	15,502	16,170
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>52,571</b>	<b>43,241</b>	<b>47,997</b>	<b>50,709</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	2,116,148	2,155,847	2,183,934	2,201,125
Right-of-use assets	4.2.4	2,270	3,730	2,370	2,835	1,468
Intangible assets		934	934	934	934	934
<b>TOTAL NON CURRENT ASSETS</b>	4.2.1	<b>2,093,139</b>	<b>2,125,416</b>	<b>2,163,755</b>	<b>2,192,307</b>	<b>2,208,131</b>
<b>TOTAL ASSETS</b>		<b>2,181,892</b>	<b>2,177,987</b>	<b>2,206,996</b>	<b>2,240,304</b>	<b>2,258,840</b>
<b>CURRENT LIABILITIES</b>						
Trade and other payables		14,314	14,600	14,930	15,303	15,686
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>49,734</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>148,863</b>
<b>NET ASSETS</b>		<b>2,100,018</b>	<b>2,063,612</b>	<b>2,064,580</b>	<b>2,089,451</b>	<b>2,109,977</b>
<b>EQUITY</b>						
Accumulated surplus		708,459	687,741	688,758	714,984	736,793
Reserves		1,391,559	1,375,871	1,375,822	1,374,467	1,373,184
<b>TOTAL EQUITY</b>		<b>2,100,018</b>	<b>2,063,612</b>	<b>2,064,580</b>	<b>2,089,451</b>	<b>2,109,977</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		(36,406)	(36,406)	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	21,847	0	(21,847)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	4.3.2	<b>2,063,612</b>	<b>687,741</b>	<b>1,360,570</b>	<b>15,301</b>
<b>2022</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,063,612</b>	<b>687,741</b>	<b>1,360,570</b>	<b>15,301</b>
Surplus/(deficit) for the year		968	968	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>2,064,580</b>	<b>688,758</b>	<b>1,360,570</b>	<b>15,252</b>
<b>2023</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,064,580</b>	<b>688,758</b>	<b>1,360,570</b>	<b>15,252</b>
Surplus/(deficit) for the year		24,871	24,871	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>2,089,451</b>	<b>714,984</b>	<b>1,360,570</b>	<b>13,897</b>
<b>2024</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,089,451</b>	<b>714,984</b>	<b>1,360,570</b>	<b>13,897</b>
Surplus/(deficit) for the year		20,526	20,526	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>2,109,977</b>	<b>736,793</b>	<b>1,360,570</b>	<b>12,614</b>

### 3.4 Statement of Cash Flows

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
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>						
Rates and charges		117,326	121,885	128,376	134,399	140,510
User fees		19,230	17,344	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	869	889	924
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)	(75,470)	(72,951)	(69,920)	(70,698)
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>21,672</b>	<b>42,563</b>	<b>51,862</b>	<b>47,102</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)	(98,461)	(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>(82,244)</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>(32,443)</b>	<b>(10,023)</b>	<b>4,076</b>	<b>2,014</b>
Cash and cash equivalents at the beginning of the financial year		33,145	69,665	37,222	27,199	31,275
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>		<b>69,665</b>	<b>37,222</b>	<b>27,199</b>	<b>31,275</b>	<b>33,289</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	17,005	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>39,187</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>114,222</b>	<b>94,808</b>	<b>73,897</b>	<b>63,053</b>
<b>REPRESENTED BY</b>						
Asset renewal		35,459	39,430	35,240	36,169	36,795
Asset upgrade		20,572	28,082	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>114,222</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	21,587	7,009	8,517	8,517
Rate funding		6,329	42,293	41,841	25,565	25,865
<b>TOTAL INTERNAL FUNDING</b>		<b>33,476</b>	<b>75,797</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>114,222</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	726.70	726.70	722.50
<b>TOTAL STAFF NUMBERS</b>	<b>728.60</b>	<b>728.90</b>	<b>726.70</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			
		Full Time \$'000	Part Time \$'000	Casual \$'000	Temporary \$'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			
		Full Time FTE	Part Time FTE	Casual FTE	Temporary 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 \$42 (22.11%) 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 following two years. Additional costs are also attributed to increased waste service costs, such as recycling processing services, due to recent sector challenges.

This will raise total rates and charges for 2020-21 to \$122,245,301, 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	Budget	Change	
	2019-20	2020-21	\$'000	%
	\$'000	\$'000	\$'000	%
General rates *	104,955	107,130	2,175	2.1%
Rate rebates	(1,205)	(1,255)	(50)	4.1%
Residential garbage charge	11,287	13,802	2,515	22.3%
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>122,245</b>	<b>4,676</b>	<b>4.0%</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	0.52177	-4.2%
Differential rate for Retirement Village Land properties	0.14057	0.13465	-4.2%
Differential rate for Commercial Land properties	0.43929	0.42078	-4.2%
Differential rate for Industrial Land properties	0.46564	0.44603	-4.2%
Differential rate for Residential Land properties	0.17571	0.16831	-4.2%
Recreational Land rate for rateable recreational properties	0.17571	0.16831	-4.2%

**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	1,691	(662)	(28.1%)
Retirement Village Land	1,196	1,214	18	1.5%
Commercial Land	14,325	14,629	304	2.1%
Industrial Land	16,687	17,303	616	3.7%
Residential Land	70,584	72,483	1,899	2.7%
Recreational Land Rate	59	60	1	1.7%
<b>Total amount to be raised by general rates *</b>	<b>105,204</b>	<b>107,380</b>	<b>2,176</b>	<b>2.1%</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	435	(166)	(27.6%)
Retirement Village Land	1,897	1,887	(10)	(0.5%)
Commercial Land	2,586	2,524	(62)	(2.4%)
Industrial Land	3,568	3,636	68	1.9%
Residential Land	58,760	59,423	663	1.1%
Recreational Land Rate	7	7	0	0.0%
<b>Total number of assessments</b>	<b>67,419</b>	<b>67,912</b>	<b>493</b>	<b>0.7%</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	320,750	(111,150)	(25.7%)
Retirement Village Land	850,875	868,125	17,250	2.0%
Commercial Land	3,260,912	3,392,277	131,365	4.0%
Industrial Land	3,583,609	3,908,340	324,731	9.1%
Residential Land	39,968,768	43,236,675	3,267,907	8.2%
Recreational Land Rate	33,625	34,925	1,300	3.9%
<b>Total value of land</b>	<b>48,129,689</b>	<b>51,761,092</b>	<b>3,631,403</b>	<b>7.5%</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	232	42	22.1%
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	159	30	23.3%
Optional Industrial / Commercial Garbage, Daily Service	1,244	1,294	50	4.0%
Optional Industrial / Commercial Garbage, Weekly Service	303	423	120	39.6%
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	13,802,144	2,515,253	22.3%
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>21,817,926</b>	<b>2,682,571</b>	<b>14.0%</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	107,380	2,176	2.1%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	19,135	21,818	2,683	14.0%
<b>Total rates and charges</b>	<b>124,339</b>	<b>129,198</b>	<b>4,859</b>	<b>3.9%</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	\$ 105,274,841
Number of Rateable Properties	67,412	67,912
Base Average Rate	\$ 1,517.44	\$ 1,550.17
Maximum Rate Increase (set by the State Government)	<b>2.50%</b>	<b>2.00%</b>
Capped Average Rate	\$ 1,555.37	\$ 1,581.17
Maximum General Rates and Municipal Charges Revenue	\$ 104,850,736	\$ 107,380,338
Revenue	\$ 104,600,736	\$ 107,130,337
Budgeted Supplementary Rates	\$ 250,000	\$ 250,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 104,850,736	\$ 107,380,337

**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 0.52177% (0.52177 cents in the dollar of capital improved value) for all rateable Vacant Land or Derelict Land; and
- A general rate of 0.13465% (0.13465 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.16831% (0.16831 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.44603% for (0.44603 cents in the dollar of capital improved value) rateable Industrial Land; and
- A general rate of 0.42078% (0.42078 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.16831% (0.16831 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 2020-21 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 2020-21 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 2020-21 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 2020-21 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 \$'000	2020-21 \$'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	760	105	16.0%
Other fees and charges	805	1,028	223	27.7%
<b>Total user fees</b>	<b>16,494</b>	<b>17,468</b>	<b>974</b>	<b>5.9%</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 5.91% 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 \$'000	2020-21 \$'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><i>Recurrent - Commonwealth Government</i></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><i>Recurrent - State Government</i></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><i>Non-recurrent - Commonwealth Government</i></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><i>Non-recurrent - State Government</i></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 \$'000	2020-21 \$'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 \$'000	2020-21 \$'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 \$'000	2020-21 \$'000	\$'000	%
Contract payments				
Waste Management	17,544	19,328	1,784	10.2%
Operating Projects Expenditure	12,321	15,761	3,440	27.9%
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>75,667</b>	<b>7,645</b>	<b>11.2%</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 11.24% on the current year forecast.

Contract payments includes capital expenditure which is operational in nature. This is budgeted to increase by \$3.440 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 \$'000	2020-21 \$'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	17,653	719	4.2%
<b>Total depreciation</b>	<b>23,223</b>	<b>24,606</b>	<b>1,383</b>	<b>6.0%</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 5.96% 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	37,222	(32,443)	(46.6%)
Other financial assets	4,300	0	(4,300)	(100.0%)
Trade and other receivables	13,646	14,184	538	3.9%
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>52,571</b>	<b>(36,182)</b>	<b>(40.8%)</b>
<b>NON CURRENT ASSETS</b>				
Investments in associates	4,604	4,604	0	0.0%
Property, infrastructure, plant and equipment	2,085,331	2,116,148	30,817	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>2,125,416</b>	<b>32,277</b>	<b>1.5%</b>
<b>TOTAL ASSETS</b>	<b>2,181,892</b>	<b>2,177,987</b>	<b>(3,905)</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 \$36.743 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 3.94% 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 \$30.817 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$114.222 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$25.498 million in depreciation and amortisation expense, \$15.761 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 2019-20 \$'000	Budget 2020-21 \$'000	Change	
			\$'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	6,601	10,039
<b>Total Statutory Reserves</b>	<b>10,978</b>	<b>6,000</b>	<b>6,861</b>	<b>10,117</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>21,847</b>	<b>15,301</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	687,741	(20,718)	(2.9%)
Reserves	1,391,559	1,375,871	(15,688)	(1.1%)
<b>TOTAL EQUITY</b>	<b>2,100,018</b>	<b>2,063,612</b>	<b>(36,406)</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. \$36.406 million of the \$20.718 million decrease in accumulated surplus results directly from the surplus for the year. An amount of \$15.688 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 \$36.406 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	121,885	4,559	3.9%
User fees	19,230	17,344	(1,886)	(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)	(75,470)	(6,183)	8.9%
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>21,672</b>	<b>(11,611)</b>	<b>(34.9%)</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 \$6.183 million. Included in materials and services is capital expenditure which is operational in nature. This expenditure is budgeted to increase by \$3.440 million on the current year forecast. Materials and services also includes \$19.328 million for waste management. This is an increase of \$1.784 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)	(98,461)	(28,887)	41.5%
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>(82,244)</b>	<b>(45,366)</b>	<b>123.0%</b>

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

The increase in net cash inflows from investing activities is mainly due to a \$28.887 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 2019-20 \$'000	Budget 2020-21 \$'000	Change \$'000	%
Property	32,335	59,583	27,248	84.3%
Plant and equipment	8,496	15,452	6,956	81.9%
Infrastructure	41,064	39,187	(1,877)	(4.6%)
<b>Total contributions</b>	<b>81,895</b>	<b>114,222</b>	<b>32,327</b>	<b>39.5%</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	Borrow- ings \$'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	39,187	3,170	25,610	525	9,882	2,885	30	35,822	450
<b>Total</b>	<b>114,222</b>	<b>42,747</b>	<b>39,430</b>	<b>3,963</b>	<b>28,082</b>	<b>3,335</b>	<b>30</b>	<b>76,922</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</b>									
<b>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	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, Wantirna 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>14,824</b>	<b>325</b>	<b>8,443</b>	<b>0</b>	<b>6,056</b>	<b>400</b>	<b>0</b>	<b>14,424</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
Templeton Reserve - Tennis Court Renewal	700	0	700	0	0	0	0	700	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
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
The Basin Triangle - Masterplan	60	0	0	0	60	0	0	60	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>36,061</b>	<b>2,265</b>	<b>24,770</b>	<b>525</b>	<b>8,501</b>	<b>2,885</b>	<b>30</b>	<b>33,146</b>	<b>0</b>
<b>Total Capital Works</b>	<b>83,364</b>	<b>28,244</b>	<b>35,668</b>	<b>3,963</b>	<b>15,489</b>	<b>2,885</b>	<b>30</b>	<b>57,949</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	300	0	0	0	300	0	0	300	0
Masterplan	288	0	0	0	288	0	0	288	0
Marie Wallace Reserve, Bayswater - Revision of Masterplan	164	0	0	0	164	0	0	164	0
Llewelyn 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%	(23.27%)	(6.30%)	6.19%	8.69%	+
<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%	127.36%	101.19%	100.27%	101.96%	-
Unrestricted Cash	Unrestricted Cash / Current Liabilities	50.00% - 100.00%	3		173.81%	63.81%	36.57%	45.09%	50.67%	-
<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%	58.31%	77.48%	79.26%	74.76%	-
Loans and borrowings	Interest and Principal Repayments / Rate Revenue	0% - 10.00%	4		0.00%	3.89%	6.74%	7.98%	10.29%	-
Indebtedness	Non Current Liabilities / Own Source	< 80.00%	5		30.65%	48.25%	62.02%	61.42%	56.77%	-
Asset Renewal	Asset Renewal Expenditure / Depreciation	90.00% - 110.00%	6		152.69%	160.25%	137.42%	134.72%	131.78%	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%	69.37%	69.29%	69.75%	70.20%	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			\$2,470	\$3,198	\$2,885	\$2,624	\$2,630	o
Revenue Level	Residential Rate Revenue / No. of Residential Assessments	N/A			\$1,510	\$1,570	\$1,633	\$1,667	\$1,702	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)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
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**CEO and Council - Strategy, People and Culture**

**RISK MANAGEMENT**

*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.*

<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)	Adopted 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
- 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



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<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	\$0.00	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
<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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
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
<b>City Development - City Safety and Health</b>				
<b>TRAFFIC ENFORCEMENT, ANIMAL CONTROL &amp; LOCAL LAWS</b>				
<i>Fees relate to Council's Amenity Local Law, Domestic Animals Act and Road Rules Victoria. Infringement fines are set in legislation. Permit application, Annual Renewal &amp; Registration fees are at Council's discretion and have been calculated based on cost recovery. For ease of use, administration fees have been rounded.</i>				
<b>Permit (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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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
<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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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
<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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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>				
<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. 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>				
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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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
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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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 Amenity 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
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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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
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



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
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
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)	Adopted 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>				
<i>Commonwealth Home Support Programme (CHSP) client fees are based on Community Health Income Ranges/Centrelink Income Test for pensioners.</i>				
<i>Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by Service Provider Coordinator.</i>				
<i>The income ranges per annum, effective July 2019 are as follows:</i>				
<i>Individual Low fee &lt; \$39,089 Medium fee \$39,089 - \$86,208 High fee &gt; \$86,208</i>				
<i>Couple Low fee &lt; \$59,802 Medium fee \$59,802 - \$115,245 High fee &gt; \$115,245</i>				
<i>*Family (1 Child) Low fee &lt; \$66,009 Medium fee \$66,009 - \$118,546 High fee &gt; \$118,546</i>				
<i>*plus \$6,206 per additional child</i>				
<b>General Home 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)	Per Hour	\$8.80	\$9.20	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	\$12.40	\$13.00	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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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>				
<i>Low:</i>				
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
<i>Medium:</i>				
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
<i>High:</i>				
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>				
<i>Low:</i>				
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
<i>Medium :</i>				
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
<i>High:</i>				
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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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
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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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
<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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
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
<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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
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
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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
<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
- 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



Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
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
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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
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
<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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
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
<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)	Adopted 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
<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

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/N
- 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)	Adopted 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
<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	\$423.00	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	\$159.00	N
<b>Dorset Square Service:</b>				
Office based premises	Annual	\$254.00	\$305.00	N

Type of Fees and Charges	Unit Charge Rate	Adopted 2019-20 Fee GST Incl. (where applicable)	Adopted 2020-21 Fee GST Incl. (where applicable)	2020-21 GST Applied 10% Y/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

**2020-21 DECLARATION OF RATES, CHARGES AND REBATES**

With respect to the 2020-21 financial and rating year and in accordance with Sections 158 and 169 of the *Local Government Act 1989*, Council declares:

1. That an amount of \$129,198,263 is intended to be raised by General Rates and Service Rates Charges, calculated as follows:
 

a. General Rates	\$107,380,337
b. Residential Garbage Charge	\$13,802,144
c. Optional Garbage Charges	\$3,383,282
d. Optional Green Waste Charges	\$4,632,500
  
2. General Rates will be raised by the application of differential rates.
  
3. Council considers that differential rates will contribute to the equitable and efficient delivery of Council functions that:
  - a. The respective objectives of each differential rate be those as specified in the schedule to this declaration;
  - b. The respective types or classes of land which are subject to each differential rate be those as defined in the schedule to this declaration;
  - c. The respective uses and levels of each differential rate in relation to those respective types or classes of land be those as described in the schedule to this declaration; and
  - d. The relevant use of, geographical locations of, planning scheme zonings of and types of buildings on the respective types or classes of land be those as identified in the schedule to this declaration.
  
4. That the General Rates will be raised by the application of the differential rates to the Capital Improved Value of each rateable land.
  
5. That six (6) differential rating categories be declared for the rateable land have the characteristics specified below, which will form the criteria for the differential rate so declared:
  - a. **Vacant Land or Derelict Land (refer Schedule A)**  
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 or in a very poor condition resulting from both disuse and neglect.
  
  - b. **Retirement Village Land (refer Schedule A)**  
Any Land which is used primarily for the purposes of a retirement village.
  
  - c. **Commercial Land (refer Schedule A)**  
Any Land which is used primarily for commercial purposes.
  
  - d. **Industrial Land (refer Schedule A)**  
Any Land which is used primarily for industrial purposes.



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

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

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

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

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

<b>Differential Category</b>	<b>Cents in the Dollar of Capital Improved Value</b>
Vacant Land or Derelict Land	0.52177
Retirement Village Land	0.13465
Commercial Land	0.42078
Industrial Land	0.44603
Residential Land	0.16831
Recreational Land	0.16831

7. No municipal charge to be declared.
8. Declare an annual service charge, to be known as the Residential Garbage Charge, in the sum of \$232.00 in respect of each separate parcel of Rateable and Non-Rateable Residential Land.
9. Declare an annual service charge for the collection and disposal of refuse in the sum of, and based on the criteria, as follows:
- a. Any land within Council's municipal district which is used primarily for residential purposes:
    - i. \$54.00 per service for each land, where the service is for the optional 120 litre bin used for the collection of domestic waste.
    - ii. \$109.00 per service for each land, where the services is for the optional 240 litre bin for the collection of green waste.
    - iii. \$255.00 for each additional 120 litre bin supplied in respect of the land for the collection of domestic waste.
    - iv. \$88.00 for each additional 240 litre recycling bin supplied in respect of the land.
  - b. Any land within Council's municipal district which is used primarily for commercial or industrial purposes:
    - i. \$423.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a bin at the frequency of once per week.

- ii. \$1,294.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of a bin at the frequency of five (5) times per week.
  - iii. \$159.00 for each additional 240 litre recycling bin supplied in respect of the land.
  - iv. \$305.00 per annum for each office based premise, where the access to a waste removal service is requested by the owner of the land (or the agent of the owner) at Dorset Square, Boronia.
  - v. \$908.00 per annum for each retail based premise, where the access to a waste removal service is requested by the owner of the land (or agent of the owner) at Dorset Square, Boronia.
  - vi. \$2,722.00 per annum for each food based premise less than 200 square metres, where the access to a waste removal service is requested by the owner (or agent of the owner) at Dorset Square, Boronia.
  - vii. \$6,347.00 per annum for each food based premise greater than 200 square metres, where the access to a waste removal service is requested by the owner (or agent of the owner) at Dorset Square, Boronia.
- c. Any land within Council's municipal district which is not rateable land:
- i. \$232.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 240 litre bin at the frequency of once per week.
  - ii. \$1,080.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 240 litre bin at the frequency of five (5) times per week.
  - iii. \$172.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 120 litre bin at the frequency of once per week.
  - iv. \$88.00 for each additional 240 litre recycling bin supplied in respect of the land.
10. Declare a rebate to each owner of rateable land who is an eligible recipient within the meaning of the State Concessions Act 2004. The rebate in respect of each rateable land so owned is a maximum of \$100.00.
11. Declare a rebate, to be known as the Cultural and Recreational Community Land Rebate (refer Schedule A), to each owner of rateable Recreation Land. The rebate in respect of each rateable land so owned is a maximum of 35% of the general rates payable.

12. Declare a rebate, to be known as the Community Benefit Land Rebate (refer Schedule A) to each owner of eligible Community Benefit Land. The rebate in respect of each rateable land so owned is a maximum of 75% of the general rates payable.
13. Subject to Sections 171, 171A, 172 of the *Local Government Act 1989*, Council will require a person to pay interest on any rates and charges which:
  - a. That person is liable to pay; and
  - b. Have not been paid by the date specified for their payment.
14. An interest rate of 10.00% per annum be charge on all outstanding rates and debtor accounts.
15. The dates for payments of rates and charges being as follows:
  - a. Payment in Full in a lump sum on or before 15 February 2021; or
  - b. Payment made by four (4) instalments, with instalments due as follows:
    - i. 1<sup>st</sup> Instalment 30 September 2020
    - ii. 2<sup>nd</sup> Instalment 30 November 2020
    - iii. 3<sup>rd</sup> Instalment 28 February 2021
    - iv. 4<sup>th</sup> Instalment 31 May 2021; or
  - c. Payment made by nine (9) instalments, with instalments due as follows:
    - i. 1<sup>st</sup> Instalment 30 September 2020
    - ii. 2<sup>nd</sup> Instalment 31 October 2020
    - iii. 3<sup>rd</sup> Instalment 30 November 2020
    - iv. 4<sup>th</sup> Instalment 31 December 2020
    - v. 5<sup>th</sup> Instalment 31 January 2021
    - vi. 6<sup>th</sup> Instalment 28 February 2021
    - vii. 7<sup>th</sup> Instalment 31 March 2021
    - viii. 8<sup>th</sup> Instalment 30 April 2021
    - ix. 9<sup>th</sup> Instalment 31 May 2021

**SCHEDULE A****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 & community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake its strategic, statutory, and service provision obligations.

**Types and Classes:**

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

**Use and Level of Differential Rate:**

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

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

**Geographic Location:**

Wherever located within the municipal district.

**Use of Land:**

Any use permitted under the relevant Planning Scheme.

**Planning Scheme Zoning:**

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

## **Retirement Village Land**

### **Definitions/Characteristics:**

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

### **Objective:**

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

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

### **Types and Classes:**

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

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

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

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

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

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

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2020-21 financial year.

## **Commercial Land**

### **Definitions/Characteristics:**

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

### **Objective:**

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

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

### **Types and Classes:**

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

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

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

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

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

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

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2020-21 financial year.

## **Industrial Land**

### **Definitions/Characteristics:**

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

### **Objective:**

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

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

### **Types and Classes:**

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

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

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

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

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

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

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2020-21 financial year.

## Recreational Land

### Definitions/Characteristics:

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

### Objective:

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

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

### Types and Classes:

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

### Use and Level of Differential Rate:

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

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

### Geographic Location:

Wherever located within the municipal district.

### Use of Land:

Any use permitted under the relevant Planning Scheme.



## **Residential Land**

### **Definitions/Characteristics:**

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

### **Objective:**

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

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

### **Types and Classes:**

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

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

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

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

### **Geographic Location:**

Wherever located within the municipal district.

### **Use of Land:**

Any use permitted under the relevant Planning Scheme.

### **Planning Scheme Zoning:**

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

### **Types of Buildings:**

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2020-21 financial year.

### **Community Land Rebates**

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

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

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

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

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

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

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



# Strategic Resource Plan

## 2020-21 to 2023-24

### Plan Development

The *Local Government Act 1989* requires that a Strategic Resource Plan be prepared describing both financial and non-financial resources (including human resources) for at least the next four financial years to achieve the goals of the Community and Council Plan 2017-21.

Council has developed this Strategic Resource Plan 2020-21 to 2023-24, as adopted in the 2020-21 Annual Budget. This Plan details the financial and non-financial resources required for the next four years to resource the directions that have been established in the Community and Council Plan 2017-21. The four-year forecast provides a high-level, medium term view of how Council intends to use and govern its resources to achieve the strategic direction.

For further context, it is recommended that the Strategic Resource Plan 2020-21 to 2023-24 is read in conjunction with the Community and Council Plan 2017-21 and the adopted 2020-21 Annual Budget.

### Financial Resources

The financial outcomes and forecast long-term financial statements provided in this Strategic Resource Plan are reviewed on an annual basis. The Financial Plan presented in this section is the position of Council as part of the adopted 2020-21 Annual Budget.



## Comprehensive Income Statement For the year ending 30 June

	2020-21	2021-22	2022-23	2023-24
	\$'000	\$'000	\$'000	\$'000
<b>INCOME</b>				
Rates and charges	122,245	128,857	134,856	140,976
User fees	17,468	18,693	19,330	19,984
Statutory fees and fines	3,295	3,738	3,814	3,860
Grants - operating	22,808	23,340	23,736	24,246
Grants - capital	3,335	10,911	1,922	2,504
Contributions - monetary	7,887	9,256	18,685	8,370
Contributions - non-monetary	2,000	2,000	2,000	2,000
Other income	1,764	1,862	1,894	1,940
<b>TOTAL INCOME</b>	<b>180,802</b>	<b>198,657</b>	<b>206,237</b>	<b>203,880</b>
<b>EXPENSES</b>				
Employee costs	75,212	74,527	75,810	77,361
Materials and services	75,667	73,186	70,196	70,981
Contributions and donations	5,681	5,786	5,837	5,895
Depreciation	24,606	25,644	26,847	27,921
Amortisation - intangible assets	892	892	892	892
Amortisation - right of use assets	992	1,360	1,367	1,367
Borrowing costs	1,187	2,064	2,884	3,018
Finance costs - leases	41	61	82	53
Bad and doubtful debts	67	67	68	69
Net loss (gain) on disposal of property, infrastructure, plant and equipment	32,229	13,449	(3,280)	(4,880)
Other expense	634	653	663	677
<b>TOTAL EXPENSES</b>	<b>217,208</b>	<b>197,689</b>	<b>181,366</b>	<b>183,354</b>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>	<b>(36,406)</b>	<b>968</b>	<b>24,871</b>	<b>20,526</b>
<b>TOTAL COMPREHENSIVE RESULT</b>	<b>(36,406)</b>	<b>968</b>	<b>24,871</b>	<b>20,526</b>
<b>LESS</b>				
Grants - capital - non recurrent	1,436	9,000	0	570
Contributions and donations - capital	1,155	1,685	10,900	500
Contributions - non-monetary	2,000	2,000	2,000	2,000
<b>UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>(40,997)</b>	<b>(11,717)</b>	<b>11,971</b>	<b>17,456</b>



## Balance Sheet

### For the year ending 30 June

	2020-21	2021-22	2022-23	2023-24
	\$'000	\$'000	\$'000	\$'000
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	37,222	27,199	31,275	33,289
Other financial assets	0	0	0	0
Trade and other receivables	14,184	14,851	15,502	16,170
Other assets	1,156	1,182	1,211	1,241
Inventories	9	9	9	9
<b>TOTAL CURRENT ASSETS</b>	<b>52,571</b>	<b>43,241</b>	<b>47,997</b>	<b>50,709</b>
<b>NON CURRENT ASSETS</b>				
Investments in associates	4,604	4,604	4,604	4,604
Property, infrastructure, plant and equipment	2,116,148	2,155,847	2,183,934	2,201,125
Right-of-use assets	3,730	2,370	2,835	1,468
Intangible assets	934	934	934	934
<b>TOTAL NON CURRENT ASSETS</b>	<b>2,125,416</b>	<b>2,163,755</b>	<b>2,192,307</b>	<b>2,208,131</b>
<b>TOTAL ASSETS</b>	<b>2,177,987</b>	<b>2,206,996</b>	<b>2,240,304</b>	<b>2,258,840</b>
<b>CURRENT LIABILITIES</b>				
Trade and other payables	14,600	14,930	15,303	15,686
Trust funds and deposits	2,118	2,165	2,219	2,275
Provisions	16,604	17,023	17,453	17,894
Interest-bearing loans and borrowings	6,626	7,872	11,491	12,711
Lease liabilities	1,331	741	1,402	1,168
<b>TOTAL CURRENT LIABILITIES</b>	<b>41,279</b>	<b>42,731</b>	<b>47,868</b>	<b>49,734</b>
<b>NON CURRENT LIABILITIES</b>				
Provisions	5,949	5,971	5,993	6,016
Interest-bearing loans and borrowings	64,652	91,960	95,394	92,683
Lease liabilities	2,495	1,754	1,598	430
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>73,096</b>	<b>99,685</b>	<b>102,985</b>	<b>99,129</b>
<b>TOTAL LIABILITIES</b>	<b>114,375</b>	<b>142,416</b>	<b>150,853</b>	<b>148,863</b>
<b>NET ASSETS</b>	<b>2,063,612</b>	<b>2,064,580</b>	<b>2,089,451</b>	<b>2,109,977</b>
<b>EQUITY</b>				
Accumulated surplus	687,741	688,758	714,984	736,793
Reserves	1,375,871	1,375,822	1,374,467	1,373,184
<b>TOTAL EQUITY</b>	<b>2,063,612</b>	<b>2,064,580</b>	<b>2,089,451</b>	<b>2,109,977</b>



## Statement of Changes in Equity For the year ending 30 June

	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2021 BUDGET</b>			
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>708,459</b>	<b>1,360,570</b>	<b>30,989</b>
Surplus/(deficit) for the year	(36,406)	0	0
Net asset revaluation increment (decrement)	0	0	0
Transfer to other reserves	(6,159)	0	6,159
Transfer from other reserves	21,847	0	(21,847)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>687,741</b>	<b>1,360,570</b>	<b>15,301</b>
<b>2022</b>			
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>687,741</b>	<b>1,360,570</b>	<b>15,301</b>
Surplus/(deficit) for the year	968	0	0
Net asset revaluation increment (decrement)	0	0	0
Transfer to other reserves	(6,960)	0	6,960
Transfer from other reserves	7,009	0	(7,009)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>688,758</b>	<b>1,360,570</b>	<b>15,252</b>
<b>2023</b>			
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>688,758</b>	<b>1,360,570</b>	<b>15,252</b>
Surplus/(deficit) for the year	24,871	0	0
Net asset revaluation increment (decrement)	0	0	0
Transfer to other reserves	(7,162)	0	7,162
Transfer from other reserves	8,517	0	(8,517)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>714,984</b>	<b>1,360,570</b>	<b>13,897</b>
<b>2024</b>			
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>	<b>714,984</b>	<b>1,360,570</b>	<b>13,897</b>
Surplus/(deficit) for the year	20,526	0	0
Net asset revaluation increment (decrement)	0	0	0
Transfer to other reserves	(7,234)	0	7,234
Transfer from other reserves	8,517	0	(8,517)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	<b>736,793</b>	<b>1,360,570</b>	<b>12,614</b>



## Statement of Cash Flows For the year ending 30 June

	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Rates and charges	121,885	128,376	134,399	140,510
User fees	17,344	18,564	19,194	19,842
Statutory fees and fines	3,242	3,682	3,756	3,799
Grants - operating	22,808	23,340	23,736	24,246
Grants - capital	3,335	10,911	1,922	2,504
Contributions - monetary	7,887	9,256	18,685	8,370
Interest received	850	869	889	924
Other receipts	914	993	1,005	1,016
Net movement in trust deposits	42	48	54	55
Employee costs	(74,848)	(74,086)	(75,357)	(76,897)
Materials and services	(75,470)	(72,951)	(69,920)	(70,698)
Contributions and donations	(5,681)	(5,786)	(5,837)	(5,895)
Short-term, low value and variable lease payments	(8)	(8)	(8)	(8)
Other payments	(626)	(645)	(655)	(668)
<b>NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES</b>	<b>21,672</b>	<b>42,563</b>	<b>51,862</b>	<b>47,102</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Proceeds from sale of property, infrastructure, plant and equipment	11,917	4,182	14,067	15,667
Payments for property, infrastructure, plant and equipment	(98,461)	(81,866)	(64,613)	(54,791)
Payments for investments	0	0	0	0
Proceeds from sale of investments	4,300	0	0	0
<b>NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES</b>	<b>(82,244)</b>	<b>(77,684)</b>	<b>(50,546)</b>	<b>(39,124)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Finance costs	(1,187)	(2,064)	(2,884)	(3,018)
Proceeds from borrowings	33,935	35,180	14,926	10,000
Repayment of borrowings	(3,563)	(6,626)	(7,873)	(11,491)
Interest paid - lease liability	(41)	(61)	(82)	(53)
Repayment of lease liabilities	(1,015)	(1,331)	(1,327)	(1,402)
<b>NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES</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>(32,443)</b>	<b>(10,023)</b>	<b>4,076</b>	<b>2,014</b>
Cash and cash equivalents at the beginning of the financial year	69,665	37,222	27,199	31,275
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>37,222</b>	<b>27,199</b>	<b>31,275</b>	<b>33,289</b>



## Statement of Capital Works For the year ending 30 June

	2020-21	2021-22	2022-23	2023-24
	\$'000	\$'000	\$'000	\$'000
<b>PROPERTY</b>				
Land and Buildings	59,583	51,664	34,833	26,214
<b>TOTAL PROPERTY</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	2,391	2,135	2,457	2,011
Computers and telecommunications	12,981	6,452	4,809	4,805
Artworks	80	122	123	124
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>15,452</b>	<b>8,709</b>	<b>7,389</b>	<b>6,940</b>
<b>INFRASTRUCTURE</b>				
Roads	10,133	8,728	9,804	10,494
Bridges	1,625	545	467	425
Footpaths and cycleways	4,691	4,898	5,422	5,491
Drainage	4,265	4,410	5,015	4,084
Recreational, leisure and community facilities	17,005	12,122	9,475	8,324
Off street car parks	1,075	1,535	1,140	721
Other infrastructure	393	2,197	352	359
<b>TOTAL INFRASTRUCTURE</b>	<b>39,187</b>	<b>34,435</b>	<b>31,675</b>	<b>29,898</b>
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	<b>114,222</b>	<b>94,808</b>	<b>73,897</b>	<b>63,053</b>
<b>REPRESENTED BY</b>				
Asset renewal	39,430	35,240	36,169	36,795
Asset upgrade	28,082	29,753	32,730	22,173
Asset new	42,747	28,710	4,378	4,085
Asset expansion	3,963	1,105	620	0
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	<b>114,222</b>	<b>94,808</b>	<b>73,897</b>	<b>63,053</b>





**Statement of Capital Works (continued)**  
**For the year ending 30 June**

	2020-21	2021-22	2022-23	2023-24
	\$'000	\$'000	\$'000	\$'000
<b>CAPITAL WORKS FUNDING SOURCE</b>				
<b>EXTERNAL</b>				
Loan proceeds	33,935	29,180	12,926	10,000
Grants - capital	3,335	10,911	1,922	2,504
Contributions - capital	1,155	1,685	10,900	500
<b>TOTAL EXTERNAL FUNDING</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	11,917	4,182	14,067	15,667
Movement in reserve funds	21,587	7,009	8,517	8,517
Rate funding	42,293	41,841	25,565	25,865
<b>TOTAL INTERNAL FUNDING</b>	<b>75,797</b>	<b>53,032</b>	<b>48,149</b>	<b>50,049</b>
<b>TOTAL CAPITAL WORKS FUNDING SOURCES INCLUDING CAPITALISED EXPENDITURE AND OPERATING PROJECTS EXPENDITURE</b>	<b>114,222</b>	<b>94,808</b>	<b>73,897</b>	<b>63,053</b>



## Non-Financial Resources

### *Human Resources*

### Statement of Human Resources For the year ending 30 June

	2020-21	2021-22	2022-23	2023-24
	\$'000	\$'000	\$'000	\$'000
	FTE	FTE	FTE	FTE
<b>STAFF EXPENDITURE</b>				
Employee costs - operating	75,212	74,527	75,810	77,361
Employee costs - capital	3,070	3,117	3,149	2,833
<b>TOTAL STAFF EXPENDITURE</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	728.90	726.70	726.70	722.50
<b>TOTAL STAFF NUMBERS</b>	<b>728.90</b>	<b>726.70</b>	<b>726.70</b>	<b>722.50</b>



## Other Information

### Summary of Planned Human Resources Expenditure For the year ending 30 June

	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000	2023-24 \$'000
<b>STAFF EXPENDITURE</b>				
CEO and Council				
Permanent Full Time	2,328	2,251	2,310	2,371
Permanent Part Time	1,243	1,202	1,233	1,266
Casual	5	5	5	5
Temporary	188	182	187	191
City Development *				
Permanent Full Time	9,684	9,515	9,759	10,010
Permanent Part Time	2,860	2,810	2,882	2,956
Casual	153	150	154	158
Temporary	394	387	397	407
Community Services *				
Permanent Full Time	14,092	13,878	13,976	14,289
Permanent Part Time	15,838	15,598	15,708	16,059
Casual	187	184	185	189
Temporary	693	683	687	703
Corporate Services *				
Permanent Full Time	9,146	9,178	9,350	9,433
Permanent Part Time	4,443	4,452	4,556	4,607
Casual	7	7	7	7
Temporary	0	0	0	0
Engineering and Infrastructure *				
Permanent Full Time	14,866	14,988	15,337	15,274
Permanent Part Time	1,307	1,316	1,347	1,371
Casual	28	28	29	29
Temporary	349	351	360	366
Knox Central				
Permanent Full Time	384	393	401	411
Permanent Part Time	86	88	90	92
Casual	0	0	0	0
Temporary	0	0	0	0
<b>TOTAL STAFF EXPENDITURE</b>	<b>78,282</b>	<b>77,644</b>	<b>78,959</b>	<b>80,194</b>

\* Total Staff Expenditure includes Employee Costs – Capital (employee costs that are allocated to the delivery of Capital Works projects).



## Summary of Planned Human Resources Expenditure (continued) For the year ending 30 June

	2020-21 FTE	2021-22 FTE	2022-23 FTE	2023-24 FTE
<b>STAFF NUMBERS</b>				
CEO and Council				
Permanent Full Time	16.30	16.30	16.30	16.30
Permanent Part Time	11.00	11.00	11.00	11.00
Casual	0.05	0.05	0.05	0.05
Temporary	1.60	1.60	1.60	1.60
City Development				
Permanent Full Time	83.07	83.07	83.07	83.07
Permanent Part Time	34.07	34.07	34.07	34.07
Casual	1.87	1.87	1.87	1.87
Temporary	3.80	2.80	2.80	1.60
Community Services				
Permanent Full Time	140.56	140.56	140.56	140.56
Permanent Part Time	160.61	160.61	160.61	160.61
Casual	2.08	2.08	2.08	2.08
Temporary	7.19	5.99	5.99	5.99
Corporate Services				
Permanent Full Time	75.60	75.60	75.60	75.60
Permanent Part Time	25.79	25.79	25.79	25.79
Casual	0.08	0.08	0.08	0.08
Temporary	-	-	-	-
Engineering and Infrastructure				
Permanent Full Time	147.32	147.32	147.32	147.32
Permanent Part Time	9.23	9.23	9.23	9.23
Casual	0.32	0.32	0.32	0.32
Temporary	3.37	3.37	3.37	0.37
Knox Central				
Permanent Full Time	4.00	4.00	4.00	4.00
Permanent Part Time	1.00	1.00	1.00	1.00
Casual	-	-	-	-
Temporary	-	-	-	-
<b>TOTAL STAFF NUMBERS</b>	<b>728.90</b>	<b>726.70</b>	<b>726.70</b>	<b>722.50</b>

Report and Minutes of the  
Committee of Council

convened to receive

Proposed Budget 2020-21  
Submissions

Monday 1 June 2020  
at Knox Civic Centre



The meeting commenced at 6.35pm

## 1 Present

### Mayor and Councillors

Mayor - Cr Nicole Seymour (Chair)

Deputy Mayor - Cr Marcia Timmers-Leitch

Cr Peter Lockwood

Cr Tony Holland

Cr Lisa Cooper

Cr Jake Keogh (*Online*)

Cr Adam Gill (from 6.43pm onwards)

### Executive Management Team

Tony Doyle, Chief Executive Officer

Tanya Scicluna, Director Community Services  
(*Online*)

Matt Hanrahan, Acting Director Engineering &  
Infrastructure (*Online*)

Matt Kelleher, Director City Development, Interim  
Finance and Governance (*Online*)

Sam Stanton, Executive Manager- People, Culture  
and Strategy / Interim Information Technology and  
Change / Lean (*Online*)

Ms S Mazer, Director Knox Central / Interim  
Communications and Transformation (Customer  
Service) (*Online*)

Phil McQue, Manager Governance

Andrew Dowling, Coordinator Governance

Dennis Bastas, Acting Manager Business & Financial  
Services (*Online*)

James Morris, Coordinator Management Accounting  
(*Online*)

## 2 Apologies

Apologies were received from Cr John Mortimore and Cr Darren Pearce

### 3.0 Receipt of verbal submissions

#### 3.1 Submission by Jeremy Orchard

Mr Orchard attended the meeting by teleconference, and spoke to his written submission.

Following is a summary of matters raised by Mr Orchard in his verbal submission:

- The community is facing unprecedented circumstances in light of the COVID-19 pandemic.
- There are significant concerns regarding the ongoing lockdowns and increased utility bills.
- Responses to his personal consultation with Ferntree Gully residents regarding increasing Council rates included comments such as :
  - Not this year surely
  - So unfair
  - I am out of work, how will I pay
- Governments are making a pact with the nation to assist people through the pandemic. All three levels of government must contribute proactively to address concerns, and emerging health issues, including mental health and stress.
- The pandemic is having an unprecedented impact on people's livelihoods.
- The post COVID-19 fallout is widely anticipated to have a significant impact on the economy in October 2020 and household budgets will not cope with an additional increase in rates.
- Knox Council has an opportunity to generate goodwill with Knox residents and show them Council cares, and recognise the tough times they face.
- Knox Council should follow the lead of other local government such as Melbourne City Council.
- Knox Council should consider what ratepayer feedback will be at the elections later this year.
- Residents need relief, not a rates increase.
- Knox Council should follow the lead of other levels of government and proactive corporations and not increase rates in order to minimise the economic burden on Knox residents.
- Rate relief would be a demonstrable offset to the seismic reduction in household incomes and will generate significant goodwill from Knox residents.

Mr Orchard queried when a decision would be made on the budget. The Chief Executive Officer advised Council's decision on the 2020/21 budget would be made at the 22 June 2020 Council meeting.

### 3.2 Submission by Ben Reeves

Mr Reeves attended the meeting in person and spoke to his written submission on behalf of Lysterfield District Trail Riders (LDTR).

Following is a summary of matters raised by Mr Reeves in his verbal submission:

- The LDTR is seeking :
  - Support from Knox Council for their application to double the size of the Mountain Bike (MTB) Trails at Lysterfield Park.
  - A financial commitment towards the expansion proposal at Lysterfield Park.
  - A commitment for recurrent funding of the MTB network at Lysterfield Park.
- LDTR has over 400 members from 350 postcodes and volunteers over 1000 hours annually to maintain 22km of MTB track at Lysterfield Park.
- Lysterfield Park is one of the busiest trails in Australia and has nine of the top ten tracks.
- Despite being a rapidly growing sport, little investment has been made to date in metropolitan infrastructure, compared to millions of dollars regionally.
- The trails at Lysterfield Park have seen a 30% increase in use during the pandemic, compared to a normal month of 7000 uses.
- The trails are suffering from increased use and a wetter than normal start to year, and the funds from Parks Victoria are insufficient to manage the trails.
- LDTR commissioned PWC to do an economic assessment of their proposal which indicates a benefit to cost ration of 2.95:1 (assessment included in submission).
- Parks Victoria as the land manager has a draft management plan which will increase the special protection area (SPA) in Lysterfield. The draft plan will see the SPA increase from 2.5% to 926.9 hectares or almost 50% of the Park, effectively blocking meaningful development of the Park to the dis-benefit of constituents.
- Lysterfield Park has approximately half the distance of other busy MTB locations but have delivered unmeasurable physical and mental stimulation before and during the COVID-19 pandemic.
- Knox residents have shared the benefits with no financial contribution from Knox Council and LDTR is seeking to more fairly share cost of maintaining the MTB trails between Parks Victoria and Knox, Yarra Ranges and Casey Councils.
- Knox's support would provide Parks Victoria more confidence to expand the network beyond the current offer and give users a better experience.
- The MTB project would be a fantastic initiative to support COVID-19 recovery efforts.

In response to a query from the Mayor, Mr Reeve's confirmed:

- LDTR has made a similar submission to Casey Council, and will submit the same submission to Yarra Ranges in due course.
- LDTR's aspiration for funding is \$2.2m for the trails and \$0.5m in recurrent funding (for a full time position at the Park) over a number of years.



*Cr Gill joined the meeting at 6.43pm during Mr Reeves submission.*

### **3.3 Submission by Darren Wallace**

Mr Wallace attended the meeting in person and spoke to his written submission.

Following is a summary of matters raised by Mr Wallace in his verbal submission:

- Acknowledged that past submissions to Council budgets have often resulted in projects and programs being realised.
- Stimulus spending on roads, footpaths and playgrounds are spread across the community, whereas litter is a 'whole of community' problem that could be addressed with Federal Government Stimulus funds.
- A jobs rich program is envisaged of including litter traps, interpretive signage, murals, community arts projects and stenciling of storm water pit lids.
- Drain socks could trap litter at the source rather than leave it to be dealt with outside Council's boundaries.
- Particularly important now as a wetter than average period is flushing more litter through waterways.
- The proposal presents an opportunity for Council to fund the project and also be creative with any Federal Government stimulus packages that become available.

The following matters were discussed:

- In response to queries from Councillor Holland, Mr Wallace advised:
  - it was understood that the design enabled water and wildlife through the socks, even once the socks were full of litter, but this would need to be confirmed by experts.
  - engineering assessments would be required to determine suitable locations.
- In response to a query from the Mayor, Mr Wallace confirmed the \$1M proposed in his submission was not reflective of a fully costed proposal.

### **3.4 Submission by Stephanie Mann**

Ms Mann attended the meeting in person and spoke to the written submission on behalf of Knox Hockey Club in her capacity as President.

Following is a summary of matters raised by Ms Mann in her verbal submission:

- Knox Hockey Club (KHC) has been based at The Knox School for 20 years with over 350 members across 7 senior teams, ranging from 5 to 75 years in age.
- KHC is required to relocate from the pitches at The Knox School in the 2020/21 financial year.
- KHC acknowledged the work of Council in progressing the 2020/21 budget according to the normal timeframes despite the impact of the COVID-19 pandemic.

- Ms Mann, the KH Committee and playing members and families acknowledge the support of Knox Council and the allocation of \$135,000 to support formal planning and consultation on a new facility to support KHC's future in Knox.
- KHC has enjoyed a long and positive relationship with Knox Council and The Knox School, and KHC acknowledges the school's need for space, and that the need to find a new facility was in some ways the inevitable legacy of past decisions to share the facility at the school.
- KHC acknowledges the work of Knox Councillors and staff and looks forward to a continued, active and productive relationship with all parties.
- The need for additional work on the final details of any proposed is acknowledged and KHC stands ready to assist with the work, community consultation, to contribute financially to any pitch proposal once developed and to advocating to other levels of government for assistance and support for any proposal.
- KHC celebrates and supports Council's proposed 2020/21 budget and looks forward to inviting Councillors to attend games when the season resumes so members can thank Councillors personally for their support.

#### 4.0 Formal Acknowledgement of Submissions

*The Mayor noted that 15 other written budget submissions were received and had been circulated to all Councillors.*

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Holland

***That the Committee:***

- 1. Receive and note the written and verbal submissions.***
- 2. Note that a report on proceedings of the meeting will be circulated to committee members to review and approve offline prior to being presented to the Council Meeting on 22 June 2020.***

**CARRIED**

Meeting ended 7.11pm

Submission No. 1 - to be heard

---

**Sent:** Friday, 15 May 2020 8:12 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Jeremy Orchard

**How would you like to submit your feedback? \*** Type my comments

**Please type your comments: \*** This is a year like no other as you well know. The Council must respond accordingly and have a zero percent increase in yearly rates. Most Residents who are experiencing significant reductions in income will need every available cent to pay for the huge increase in utilities: gas, electricity etc and not be burdened with irresponsible increases by governments. For instance, will the Council assist with re-connections of these utility services after ratepayers weren't able to pay their bills? In an election year it may be very telling when it comes time to vote.

**Do you wish to be heard at the submission hearing? \*** Yes

Submission No. 2 - to be heard

---

**Sent:** Wednesday, 20 May 2020 9:32 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Ben Reeves

**How would you like to submit your feedback? \***

**Please type your comments: \***

Dear Councillors,

My name is Ben Reeves and I am the advocacy manager at Lysterfield District Trail Riders - LDTR.

We are a mountain bike club with over 400 paid members reaching over 150 different postcodes from around Melbourne.

We run 10 low key Friday night races and 1 major race/event at Lysterfield park annually, plus we run regular weekly/monthly rides including a ladies-only monthly ride run by women for women (we have 5 women in our 25 strong committee), recently we have kicked off a kids/family monthly rides as well.

On top of all that we volunteer over 1000 hours annually into Lysterfield Park to maintain the 22 km of dedicated singletrack. Lysterfield park has just been assessed as having the busiest mountain bike trail network in Australia with 9 of the top 10 busiest mountain bike tracks in Australia being found at Lysterfield.

We're pretty proud of our little park that your council borders which no doubt your constituents likely use on a regular basis.

We are in the position that our dedicated mountain biking trails are getting very busy, especially with the huge investments in regional towns around the country, our sport is growing rapidly. Sadly to date very little has been invested in mountain bike infrastructure around metro Melbourne in particular when compared to the millions invested regionally.

It is for this reason that LDTR commissioned PWC to conduct an economic impact assessment of our 2.7 million dollar proposal to expand the mountain biking trails at Lysterfield Park. This investment has a benefit to cost ratio of 2.95!

I have attached the Economic Impact Assessment on step 5.

Parks Victoria the land manager is not keen to see our full proposal come to light. We are concerned that they don't share any vision for the park to be busy and vibrant. Currently, the parks management plan is being reviewed by Parks Victoria and it seems they plan to expand the area of the park that is completely off-limits to any development called a Special Protection Area or SPA.

The current SPA covers 39.7ha of the park and the proposed SPA will cover 926.9ha, an increase of 2234%, and will cover almost 50% of Lysterfield. Effectively blocking any future developments in the park and we believe, to the disbenefit of your constituents.

What do we want from you?

1. LDTR would like to meet with the relevant recreation officer to discuss our proposal.
2. LDTR would like you to publicly support our expansion proposal.
3. LDTR would like you to speak to the relevant MP's, they are Luke Donellan, James Merlino and Lilly D'ambrosio to express your support of our proposal in full along with your concern for the proposed expansion of the SPA in the park.
4. And should our proposal be successful LDTR would like to see Knox, Yara Ranges and Casey council make a financial contribution to the proposed investment.

Please let me know when you have time to meet to discuss this in more detail.

Regards

Ben Reeves - Advocacy Manager LDTR

**Do you**      Yes  
**wish to be**  
**heard at**  
**the**  
**submission**  
**hearing? \***

[www.pwc.com.au](http://www.pwc.com.au)

# Economic impact assessment

Lysterfield District Trail Riders  
December 2019



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**Report Disclaimer**

We prepared this report solely for Lysterfield District Trail Riders' use and benefit in accordance with and for the purpose set out in our engagement letter with Lysterfield District Trail Riders. In doing so, we acted exclusively for Lysterfield District Trail Riders and considered no-one else's interests.

We accept no responsibility, duty or liability:

- to anyone other than Lysterfield District Trail Riders in connection with this report
- to Lysterfield District Trail Riders for the consequences of using or relying on it for a purpose other than that referred to above.

We make no representation concerning the appropriateness of this report for anyone other than Lysterfield District Trail Riders. If anyone other than Lysterfield District Trail Riders chooses to use or rely on it they do so at their own risk.

This disclaimer applies:

- to the maximum extent permitted by law and, without limitation, to liability arising in negligence or under statute; and
- even if we consent to anyone other than Lysterfield District Trail Riders receiving or using this report.

Liability limited by a scheme approved under Professional Standards legislation.

Economic impact assessment  
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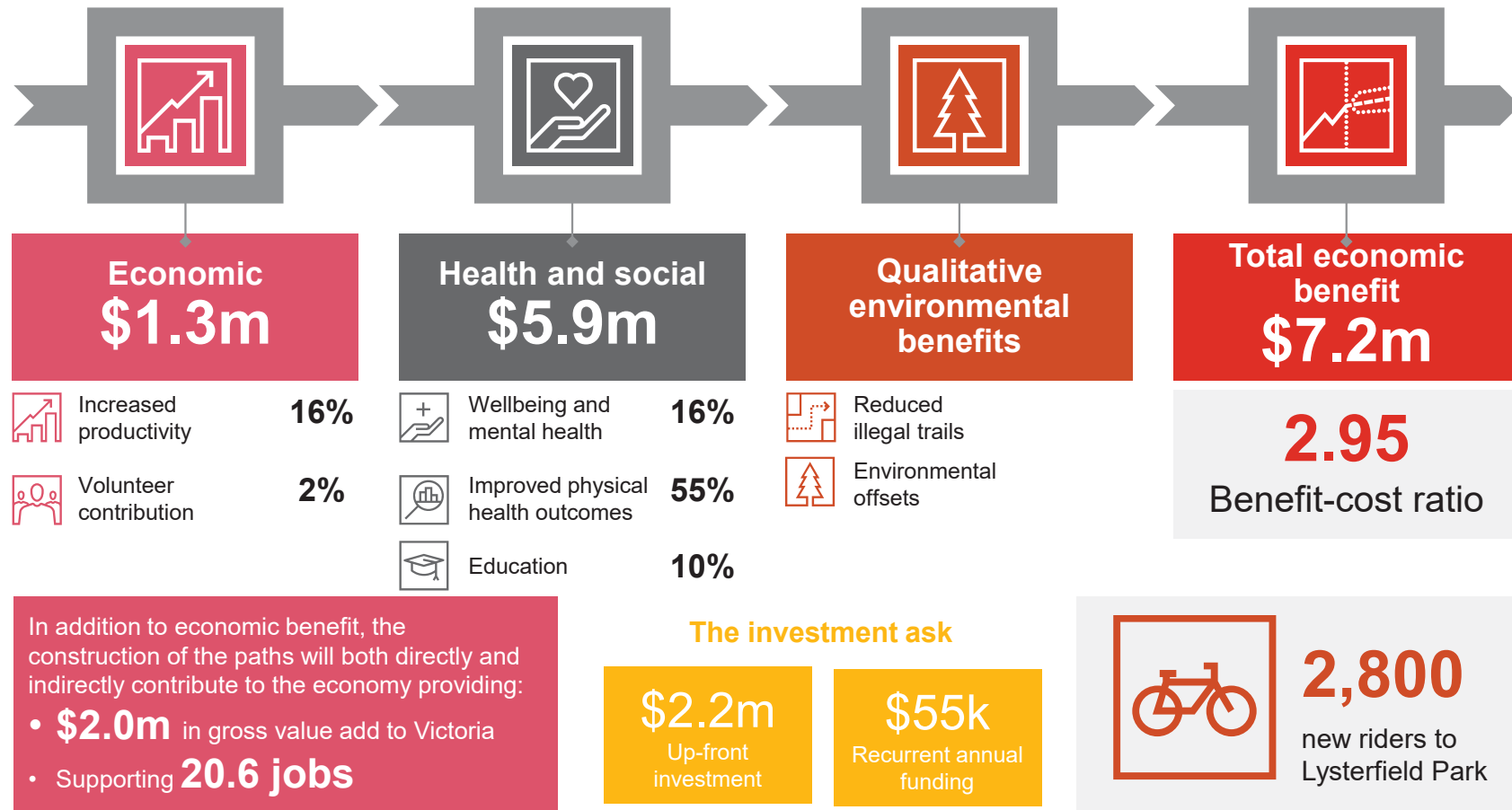
# 01

## Executive summary





# This \$2.7m investment at Lysterfield could deliver \$7.2m in economic benefit and attract 2,800 new riders each year



# 02

## The need for investment



# Top 3 reasons why we Mountain Bike



**1. Mental health**



**2. The Social aspects**




**3. Ride with the family**

Data from the Qld MTB Strategy survey  
Economic impact assessment  
PwC

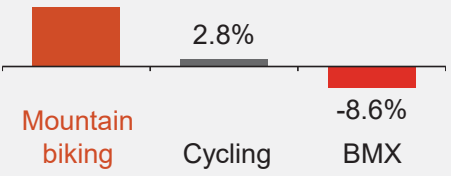
# Mountain biking is becoming increasingly popular in Australia, Victoria and at Lysterfield Park

Mountain biking is one of the fastest growing recreational, sport and tourism activities. Victoria's natural landscape entices both local and interstate visitors to explore the state's natural beauty through mountain biking. Currently, Lysterfield is the state's most popular mountain biking park and its popularity is only increasing.

**Australia** 

- From 2016 – 2019, mountain biking participation has grown **24.2%**<sup>1</sup>

**24.2%**



Mountain biking	24.2%
Cycling	2.8%
BMX	-8.6%

- Mountain Bike Australia (MTBA) membership has grown **59.7%** in five years<sup>2</sup>

**Victoria** 

- Three** in five  Victorians households have at least one working bike  
~**1.4 million** households<sup>3</sup>
- Mountain Bike Australia's Victorian based members grew **267.5%** between 2010 and 2015<sup>4</sup>
- Bicycle sales are as prevalent as car sales<sup>5</sup>



1 : 1

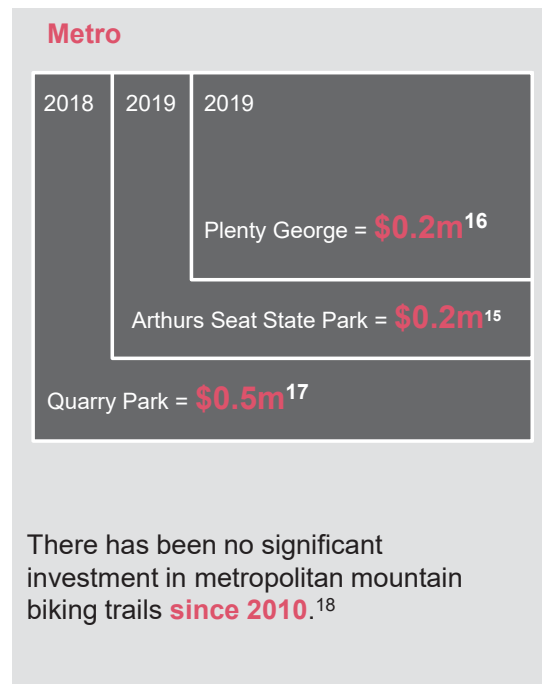
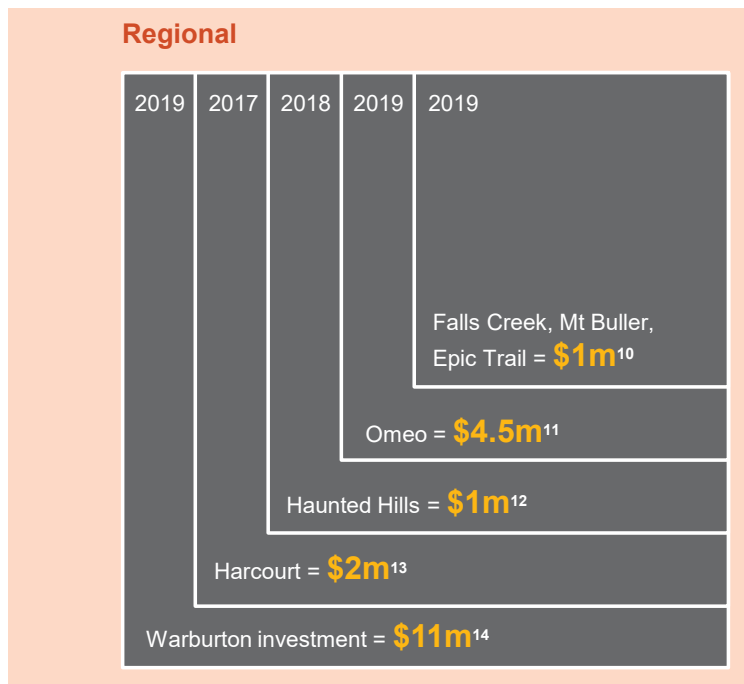
**Lysterfield riders**

- 75%** Increase in membership over the past **three years**<sup>6</sup>
- 67%** Increase in number of trail check ins **since 2017**<sup>7</sup>
- 125%** Increase in unique riders **since 2017**<sup>8</sup>
- 13%** Increase in volunteer hours between **FY2018 and FY2019**<sup>9</sup>

# Additional paths are required in metropolitan Victoria as investment to-date has been predominantly regional

As mountain biking is increasingly recognised for its tourism potential, the amount of investment in regional areas for the sport has skyrocketed, especially compared to equivalent investment in metropolitan areas. However, metropolitan riders need more accessible trails close to home in order to satisfy rising demand and continue growth of the sport.

## Most of the recent mountain biking investment has been in regional Victoria



## Investment is required in metropolitan Victoria

- **82%** of riders don't travel more than a hour to get to their ride destination<sup>18</sup>
- Lysterfield has had to close 8km of illegal trails in the **past two years**<sup>19</sup>
- **52%** of those riding Victorian trails are from Melbourne<sup>20</sup>
- The second largest group of riders in Australia is from Melbourne, (Brisbane is 1st)<sup>21</sup>

# Lysterfield Park is one of Australia's leading mountain biking locations, however it needs investment

Lysterfield has not received significant investment since 2010. In that time, its popularity as a mountain biking destination has increased significantly, leading to trails becoming increasingly busy and overcrowded.

## Established visitation

Lysterfield park visitation is over **1 million** annually, compared to Wilsons Prom **600 thousand**, Thousand Steps **1.2 million**.<sup>22</sup>

### What is Lysterfield Park?

Lysterfield Park is located on the southern foothills of the Dandenong Ranges, 35 kilometres south-east of Melbourne. Home to the 2006 Commonwealth Games track, Lysterfield has become a popular mountain biking destination, particularly for those living in Melbourne. Today Lysterfield has approximately 22 kilometres of single track. Some sections of single track are linked together by fire roads. There is also a skills park and a pump track on the south eastern section of the dam wall.



## Female participation



18% at MTBA



15% at Lysterfield

## Youth participation

### Riders under 20yo



5%

Lysterfield



2%

Yarra Bend



3%

Nerang



0%

Douglas

### Riders under 30yo



17%

Lysterfield



13%

Yarra Bend



15%

Nerang



5%

Douglas

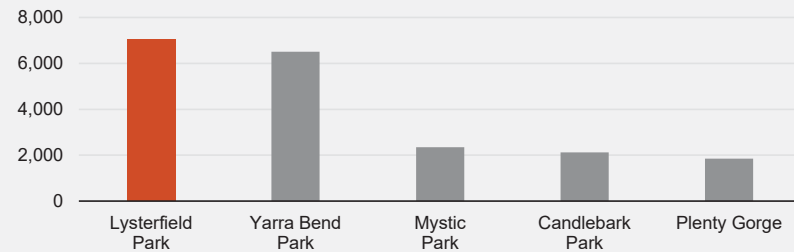
# Lysterfield Park is one of Australia's leading mountain biking locations, however it needs investment (cont'd)

Lysterfield Park ranks **first** for top-riding in Victoria and in Australia.

■ Lysterfield

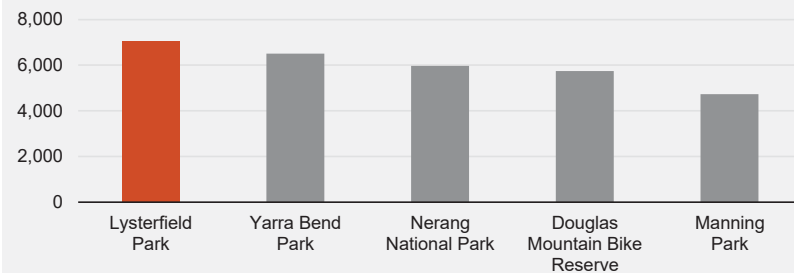
## Lysterfield is the most popular trail network in Victoria

Victorian ridelogs by park (2018)<sup>23</sup>



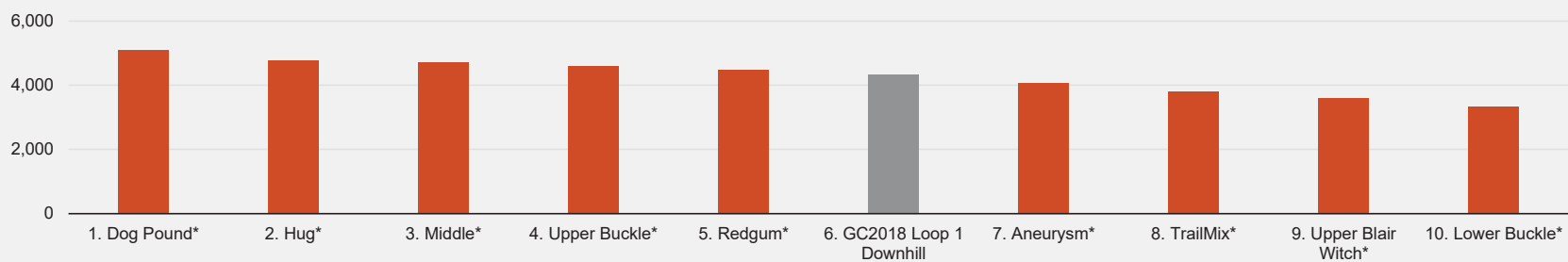
## Lysterfield is the most popular trail network in Australia

Australian ridelogs by park (2018)<sup>24</sup>



## Nine of the top 10 Australia trails are in Lysterfield

Australian ridelogs by trail (2018)<sup>25</sup>



# Lysterfield Park is one of Australia's leading mountain biking locations, however it needs investment (cont'd)

## Lysterfield needs additional capacity

### Lysterfield's trails are crowded and beginning to deter riders



Overcrowded trails mean riders “don't ride at Lysterfield as often” and are a sign of failure keep up with growing demand for a broad spectrum of trails.

Lysterfield has **22km** of single track and **7,029** ridelogs per year

compared to

Douglas Hill which has **38km** and **5,746** ridelogs

Nerang has **111km** and **5,966** ridelogs

You Yangs has **51km** and **1,600** ridelogs

**21.42%** of survey respondents/members have built illegal trails

The construction of illegal trails and unofficial features such as jumps on legal trails show that the trail network is not catering for all of its users.

## Lysterfield needs a better composition of trail style and difficulty

### Style



Lysterfield is a leader in cross-country trails, however **70%** of all mountain bike sales are now in all-mountain type bikes, requiring more challenging and gravity / descending style trails.

### Difficulty



Approximately **60%** of riders at Lysterfield are not happy with the amount of black rated trails.

Over a quarter (**26%**) of riders at Lysterfield Park identified the need for more challenging trails.



# Lysterfield Park is the ideal site to cater for rising demand in metropolitan Melbourne

Of all the established mountain bike locations in Victoria, Lysterfield Park has the largest existing demand, is the closest to the CBD, and has the lowest trail length relative to the size of the park, demonstrating both the desirability of Lysterfield Park as a mountain biking destination and the potential for expansion.

## Why is Lysterfield Park the ideal site?

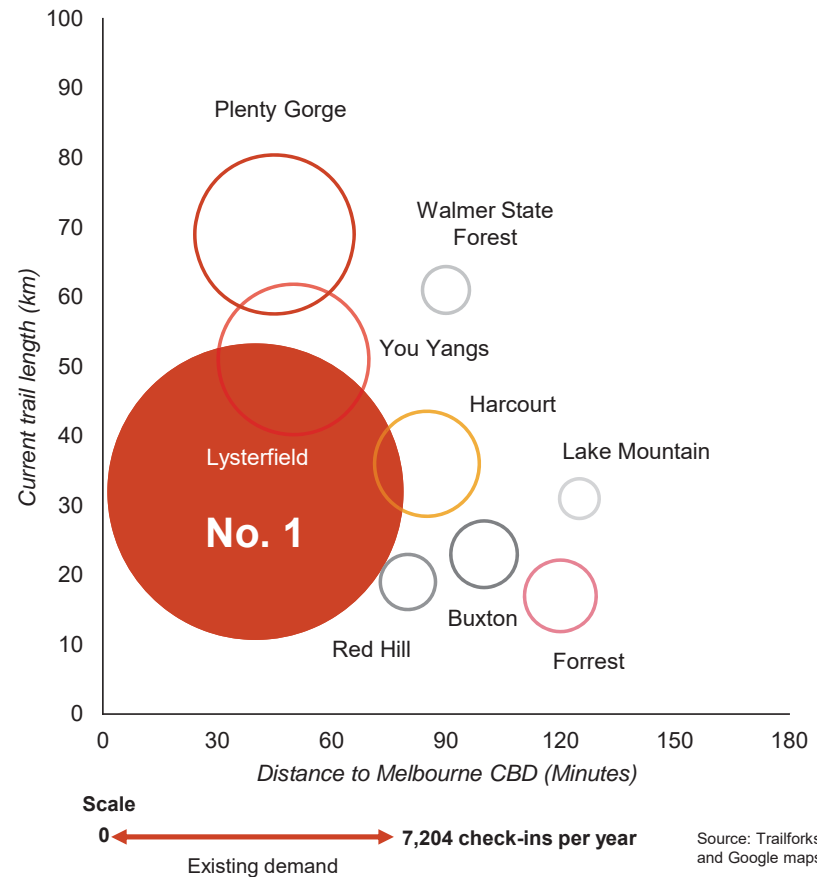
There are a number of factors to consider when determining the ideal site to cater for rising metropolitan mountain biking demand, including:

- 1 **current demand** - established demand demonstrates proof of concept and that if additional paths are built, people will come.
- 2 **distance from Melbourne's CBD** - with significant investment already being made in regional Victoria, distance to CBD is a key factor in catering for metropolitan demand.
- 3 **current trail length** – smaller existing trail length in an established park demonstrates ability for expansion.

Lysterfield Park is the closest significant mountain bike park to Melbourne's CBD. It has the largest annual visitation despite the fact it does not offer as many kilometres of trail as other parks of similar size, demonstrating both the desirability of Lysterfield Park as a mountain biking destination and the potential for expansion. This makes it the ideal site to cater for rising metropolitan demand.

Further, Lysterfield Park is an ideal choice relative to other greenfield development in metropolitan Melbourne because:

- 43 per cent of the park is old plantation of non-local eucalypt species that is ideal for path creation
- it has an established skills park that can be leveraged
- it is the primary location for riders in the South East of Melbourne
- it would complement the community engagement centre adjacent to the Park's main entrance, and is due for completion in spring 2020.

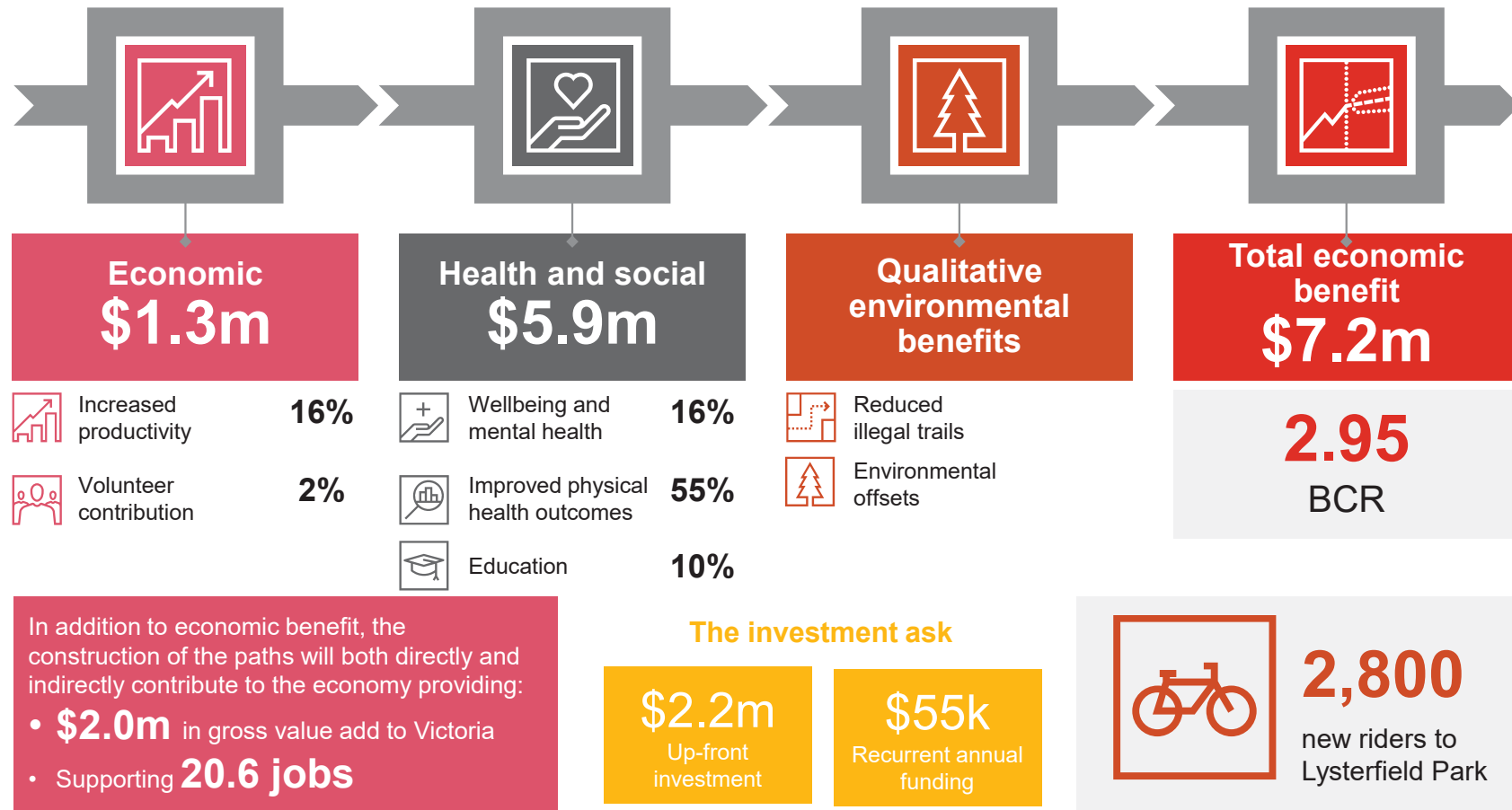


# 03

## Benefits of the investment



# This \$2.7m investment at Lysterfield could deliver \$7.2m in economic benefit and attract 2,800 new riders each year



# New mountain bike trails generate economic activity during construction and create economic benefit while operating



## Direct and indirect contribution to the economy

### During construction



Total of **16 jobs** (8 direct jobs and 8 indirect/induced jobs)



Generate **\$0.7 million** in direct and **\$1.0 million** in indirect gross value add (GVA) to the Victorian economy

### During operation



Total of **4.6 jobs** over 10 years



Generate a present value of **\$0.14 million** in direct and **\$0.20 million** in indirect gross value add (GVA) to the Victorian economy over 10 years

The jobs generated through development are primarily in construction. However, there will be 5 additional jobs supported across the economy, particularly in material supply.

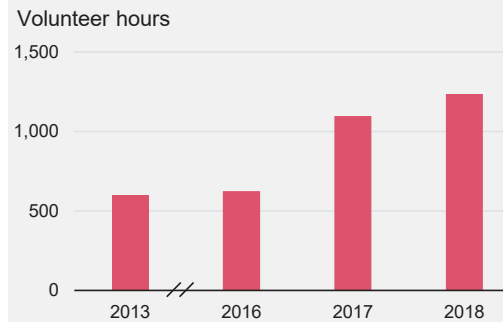
Economic impact assessment  
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## Increase volunteer participation

Mountain biking engages the community. In particular, members' volunteer time helps to maintain trails and run community-minded races. As shown in the graph below, volunteer hours at Lysterfield have been growing steadily.

The development of new trails at Lysterfield is estimated to increase volunteer participation by a further **600 hours** per year, equating to **\$112,000** of economic benefit over ten years.

### Lysterfield volunteer participation



## Increase productivity

A fitter, more active adult population is found to be generally more productive, with higher employee engagement and fewer absences from work. This contributes to a potential **\$179,000** benefit annually, equivalent to a net present value of **\$1.2 million** over ten years.

# New mountain bike trails generate economic activity during construction and create economic benefit while operating

## Increased participation

Lysterfield's current trails are at capacity. Rides logged have stagnated between 2018 and 2019, compared to significant growth in the years prior and continued growth at other areas across Victoria. Current riders are being discouraged by congested trails and new users. In particular, females and youths are not only discouraged by congested trails, but also inaccessibility of appropriate trails and limited opportunities for skill-building and progression. Lysterfield has received 56,000 trail check-ins so far this year, in comparison Mt Stromlo located within 30 minutes of Canberra has attracted 123,000 trail check in the same period.

As a metropolitan mountain bike area, Lysterfield is uniquely positioned to act as a gateway park. The close proximity of the park to Melbourne's CBD provides reduced barriers for new riders to get involved in the sport. The expansion of trails to accommodate all skill levels and reduce congestion will increase the number of new riders to the sport.

An additional **22km of trail** could increase the capacity of the park and attract an estimated **2,800 new unique riders** to Lysterfield Park.

The expansion of the **skills park** will stimulate the expected increase in participation, as it attracts beginner riders through providing a safer environment to develop key skills.

## Tourism

As mentioned previously, this investment at Lysterfield Park will complement other investments by lifting the total number of riders, increasing the pool of people interested in exploring regional Victoria by bike.

This will help investments such as the \$11 million (160km) development in Warburton to realise their return on investment, as well as contributing to the tourism economy.



# The investment will also lead to significant social and health benefits (cont'd)



Improved physical health outcomes

There is extensive literature supporting the quantifiable health benefits associated with physical activity.<sup>1</sup> Health benefits of mountain biking are assumed to be the same or similar to those of traditional cycling and are significant.

For example, mountain biking is likely to lead to health benefits such as:

- Improved respiratory fitness and reduction of cardiovascular risk factors
- Reduced likelihood of obesity
- Improved cognitive function and protection from neurodegeneration.

Overall the estimated health benefit associated with development at Lysterfield is **\$600,000** annually, equivalent to a net present value of **\$4.0 million** over ten years.

The expansion of the **skills park** provides important risk management for Parks Victoria and riders themselves, as it enables the development of key skills they need to handle the terrain. This reduces the risk of injury and improves the net health benefit delivered by the investment.

Increased happiness and wellbeing

Participating in physical activity outdoors, particularly in green spaces, is strongly connected to supporting healthy and happy lives.<sup>2</sup> Regular exercise reduces stress and symptoms of mental health conditions such as depression and anxiety, as well as leading to improved sleep.

**One in five** Victorians experience mental health issues in a given year, demonstrating the importance of increasing opportunities for community members to destress and get away from day to day obligations.<sup>3</sup> A recent survey undertaken in the development of Queensland's Mountain Biking Strategy, identified mental health benefits as one of the most common reasons for participating in mountain biking.<sup>4</sup>

The investment at Lysterfield would have a benefit to the community of **\$180,000** in increased well being per year, equivalent to a net present value of **\$1.2 million** over ten years .

# The investment will also lead to significant social and health benefits



## Improved education outcomes

Students that participate in sport perform better and stay longer in education.<sup>5</sup> Mountain biking in particular has been found to increase students' self-efficacy, risk evaluation and problem solving.

Additionally, outdoor activities can result in students attaining a greater appreciation for nature as well as an increased understanding and awareness for the environment.

The total education benefit associated with the construction of the trails is estimated to be **\$110,000** annually, equivalent to a net present value of **\$0.7 million** over ten years, however the true education benefit extends far beyond the quantified component.

The development of Lysterfield Park will provide significant benefit to local students. The Park already hosts 15 Licensed Tour Operators each year who showcase the natural surrounds to school groups via outdoor education programs. This investment will increase the reach of Lysterfield Park, enabling Tour Operators to immerse even more school children in the outdoors.

Mountain biking has experienced a **100%** growth in the past three years in ages 15-17.<sup>6</sup> As it becomes increasingly popular with younger people, beginners will need locations within close proximity of Melbourne's CBD to develop their skills and participate in the sport.

Economic impact assessment  
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## Increased sense of community

Sport is an integral part of Melbourne's identity. It not only generates economic activity but a broad range of benefits to the community.

Individuals participating in mountain biking usually participate as a group, either with an organised tour or as a group of friends and family. A survey conducted by Queensland in the development of their mountain bike strategy identified the 'social aspect' or 'riding with family' as some of the top reasons people participate in the sport.<sup>7</sup> This leads to a greater social support for individuals and a greater sense of social cohesion.



# The investment is designed to minimise environmental impact, and deliver benefits through reducing illegal trail building



## Avoided environmental damage

The booming popularity of mountain biking in Melbourne has resulted in riders creating illegal trails. Lysterfield is no exception. A survey conducted by LDTR uncovered that **60%** of users did not believe there were enough black

trails, **17%** of those surveyed said they had built illegal trails due to there being 'not enough trails' or 'official trails don't have features I enjoy' (an additional 4.4 per cent did so for other reasons).

Illegal trails can create a number of issues such as:

- risk of impact on environmental values through erosion, disturbance to flora and fauna and spread of biological threats
- conflict with other recreational activities and trail users
- conflict with other land uses, such as public drinking water sources
- impact sites of heritage and cultural significance.

Over the past two years, Parks Victoria have had to close and restore 8km of illegal trails, requiring 70+ hours of staff and volunteer time. These impacts amount to approximately **\$1,900** per year, equivalent to a net present value of **\$12,430** over ten years.

To be conservative, the benefit from avoided environmental damage has not been included in the quantitative cost-benefit analysis, as there would be a level of environmental disbenefit from the development of the proposed trails. Environmental offsets and other environmentally-friendly initiatives (explained across) would, however, ensure the disbenefit from trail building would be exceeded by the benefit from avoiding illegal trails.

Economic impact assessment  
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## Environmentally-friendly initiatives

Lysterfield Park offers a variety of opportunities for bike riders to appreciate and experience the natural and cultural environment, increasing riders' environmental awareness. Curating tracks through the park acts to protect the environment by focusing activities and visitation away from sensitive areas. Tracks are designed to only be wide enough to accommodate the intended use, limiting the area of environmental damage that can occur, and reducing the overall damage as a result of fewer illegal trails.

This investment provides strategically planned trails to cater for the full spectrum of mountain biking activities. This will prevent the development of user-built, unsanctioned trails and limit this annual cost.

The construction of the tracks will be done in accordance with MTBA guidelines for trail construction. In doing so, they maintain high environmental values and limit further damages. Additionally, mountain biking is primarily about using the natural environment to curate the experience. As such, trails are designed to use vegetation to design the route, limiting the removal of trees and bushes.

In order to further mitigate the environmental damage during construction, LDTR intends to offset any removal of vegetation where required, and are committed to using machine-cut trails which are proven to have fewer environmental impacts over time due to their superior drainage attributes when compared to hand-built trails.

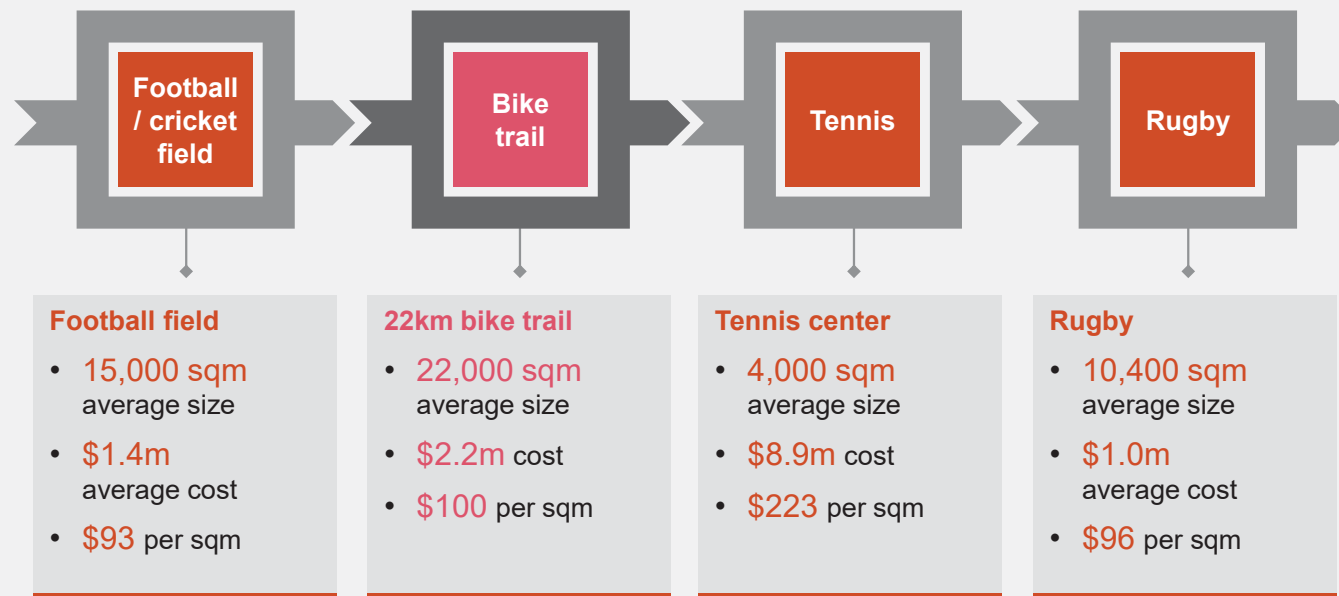


# The investment is designed to minimise environmental impact, and deliver benefits through reducing illegal trail building (cont'd)



## Comparing other sports

When comparing the proposed biking trails to the investment and environmental impact required by other sport fields/infrastructure, we see the size and cost are similar.<sup>8</sup>




# A

## Appendix A – Detailed methodology



# Detailed methodology



### Direct and indirect contribution to the economy

**Data sources**


- ABS (2019), Labour Force, Australia, Detailed Quarterly, August 2019 cat 6291.0.55.003
- ABS (2014), ABS: 2014-15 Australia input output tables: 5209.0.55.001

**Parameters**

- Construction cost: \$2.2 million

**Assumptions**

- N/A



### Increase volunteer participation

**Data sources**


- ABS (1997), 5240.0 - Unpaid Work and the Australian Economy, 1997
- LDTR (2019), AGM

**Parameters**

- Value of volunteer hours: \$27.01/hr (\$2019)
- Current volunteer hours per year: 908hrs

**Assumptions**

- 69% increase in trail length correlates to an equivalent increase in volunteer hours



### Increase productivity

**Data sources**


- BCG (2017), Intergenerational view of Australian Sport

**Parameters**

- Annual productivity uplift per dollar spent: \$0.08
- Construction cost: \$2.2 million

**Assumptions**

- Mountain bike riding contributes to a more engaged and less absent workforce, raising GVA overall



### Increased participation

**Data sources**


- Trail forks
- Strava

**Parameters**

- Total current unique riders: 4,180pa

**Assumptions**

- 69% increase in trail length correlates to a 69% increase in the number of riders



### Improved physical health outcomes

**Data sources**


- BCG (2017), Intergenerational view of Australian Sport

**Parameters**

- Annual physical health benefit per dollar spent: \$0.27
- Construction cost: \$2.2 million

**Assumptions**

- Avoided healthcare costs and reduced incidences of early mortality due to mountain biking (net of the increase in injuries)



### Increased happiness and wellbeing

**Data sources**

- BCG (2017), Intergenerational view of Australian Sport


**Parameters**

- Annual mental health benefit per dollar spent: \$0.08
- Construction cost: \$2.2 million

**Assumptions**

- Individuals value the improvements in their mental state from participating in an outdoor sport in nature

# Detailed methodology


**Improved education outcomes**

**Data sources**


- BCG (2017), Intergenerational view of Australian Sport

**Parameters**

- Annual physical health benefit per dollar spent: \$0.05
- Construction cost: \$2.2 million

**Assumptions**

- Young people who participate in mountain bike riding perform better in school relative to a non-mountain bike rider


**Avoided environmental damage**

**Data sources**

- ABS (1997), 5240.0 - Unpaid Work and the Australian Economy, 1997
- LDTR (2019), AGM

**Parameters**

- Value of volunteer hours: \$27.01/hr (\$2019)
- Number of volunteer hours spent repairing illegal trails: 35 (2019)
- Value of construction worker hours: \$26.22/hr (\$2019)
- Number of construction hours spent repairing illegal trails: 35 (2019)

**Assumptions**

- No more illegal trails will be built for the duration of the appraisal period once there are new bike paths at Lysterfield Park
- Conservatively, these benefits are offset by environmental damage caused by path creation

# B

## Sources



## Section 2 sources

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- 2 Mountain Biking Australia, 'Annual report 2018', 2018
- 3 Australian Bicycle Council (Ausroads), National Cycling Participation Survey Victoria, 2017
- 4 LDTR supplied
- 5 Bikeoz, Australian bicycle sales 2017, 2017 accessed at <<https://www.bikeoz.org/single-post/2017/08/28/Australian-bicycle-sales-slump>> and Australia car sales statistics, 2018, accessed at <<https://www.budgetdirect.com.au/car-insurance/research/australian-car-sales-statistics.html>>
- 6 Lysterfield District Trail Riders, 2019 annual general meeting
- 7 Trail Forks, accessed at <<https://www.trailforks.com/region/lysterfield-park/ridelogstats/>>
- 8 Ibid
- 9 Lysterfield District Trail Riders, 2019 annual general meeting
- 10 Australian Mountain Biking, Million dollar boost for Epic mountain bike trail, 2019, accessed at <<https://www.ambmag.com.au/news/million-dollar-boost-for-epic-mountain-bike-trail-520090>>
- 11 East Gippsland Shire Council, Omeo MTB: next steps detailed plans, 2019, accessed at <[https://www.eastgippsland.vic.gov.au/Council/News\\_and\\_Media\\_Releases/Omeo\\_MTB\\_next\\_step\\_detailed\\_plans](https://www.eastgippsland.vic.gov.au/Council/News_and_Media_Releases/Omeo_MTB_next_step_detailed_plans)>
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- 13 Victoria State Government, La Larr Ba Gauwa Park, 2017, accessed at <<https://www.forestsandreserves.vic.gov.au/initiatives/harcourt-mountain-bike-park>>
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- 15 Victorian State Government, Pick my Project, 2019, accessed at <<https://pickmyproject.vic.gov.au/rounds/pick-my-project/ideas>>
- 16 Ibid
- 17 Star weekly, Downhill mountain bike track part of Quarry Park revamp, 2019, accessed at <<https://www.starweekly.com.au/news/quarry-park-mountain-bike-trail-launches-bang/>>
- 18 Australian Mountain Biking, Lysterfield Bike Track, 2015, accessed at <<https://www.ambmag.com.au/news/lysterfield-park-bike-track-428847>>
- 19 Lysterfield District Trail Riders, User survey, 2018
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- 21 Trail Forks, accessed at <<https://www.trailforks.com/region/Australia/ridelogstats/>>
- 22 Parks Victoria, Churchhill national Park and Lysterfield Park management plan amendment, 2019
- 23 Trail Forks, accessed at <<https://www.trailforks.com/region/lysterfield-park/ridelogstats/>>
- 24 Ibid
- 25 Ibid

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25

## Section 3 sources

- 1 Health Direct, Exercise and mental health. Accessed at: <https://www.healthdirect.gov.au/exercise-and-mental-health>, 2018
- 2 Ibid
- 3 Victoria State Government, Productivity Commission mental health inquiry, 2017
- 4 Mountain bike Australia, QLD Mountain Bike Master plan, 2018
- 5 Committee on Physical Activity and Physical Education in the School Environment, Educating the Student Body, 2013
- 6 AusPlay, 'Sport Australia survey', 2019
- 7 Mountain Biking Australia, Annual report 2018, 2018
- 8 Queensland Government, Sport and recreation facility costs, 2018

# Thank you

[www.pwc.com.au](http://www.pwc.com.au)

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WL 127074974



Submission No. 3 - to be heard

---

**Sent:** Tuesday, 26 May 2020 9:48 AM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Darren Wallace

**How would you like to submit your feedback? \***  
Type my comments

**Please type your comments: \***

I request that KCC consider allocating \$1 million towards a program of installing gross pollutant trapping systems, including the substantial use of "drain sock" technology and engineered gross pollutant traps to strategic storm water inflows within the municipality (as similarly installed at the Tim Neville Arboretum) with allocated funds as available.

These funds should provide for the delivery of the program including consultation of trapping systems, interpretive signage, murals, community arts projects and stenciling/painting of roadside storm water pit lids and gutters thus embellishing the project.

The funding of this project could be derived from recent Federal Govt Stimulus Packing monies announced on 22/5 or from KCC budget allocation surplus as a result of the Federal funding of projects compliant with the government guidelines.

Improvements which control litter and debris in Knox waterways benefit all residents and ratepayers equally and see a very fair and equitable way of utilising Federal stimulus funding money which is designed to benefit all.

Kind regards Darren Wallace.

**Do you wish to be heard at the submission hearing? \***  
Yes

Submission No. 4 - to be heard

---

**Sent:** Tuesday, 26 May 2020 12:41 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Stephanie Mann

**How would you like to submit your feedback? \*** Attach a document

**Attach a PDF or Word document \***  [letter\\_to\\_knox\\_city\\_council\\_26.05.2020.pdf](#) 162.53 KB · PDF

**Do you wish to be heard at the submission hearing? \*** Yes

---

**Knox Hockey Club Inc.** | PO Box 5181, Studfield, VIC, 3152  
www.knoXHockeyclub.com.au | info@knoXHockeyclub.com.au | ABN: 16 997 740 936

26 May 2020

Tony Doyle  
Chief Executive Officer, Knox City Council  
511 Burwood Highway  
Wantirna South VIC 3152

Dear Mr Doyle

**Knox City Council – Proposed 2020 / 2021 Budget**

We refer to Knox City Council's (**Council**) proposed Budget for the 2020 / 2021 financial year (**Proposed Budget**).

Knox Hockey Club (**KHC**) welcomes Council's allocation of \$125,000 for funding a planning and consultation study into a proposed new facility for KHC.

KHC acknowledges that this funding is a positive outcome of the consistent and supportive efforts by Council, both its officers and its Councillors, to secure the future of hockey both at KHC and more generally within the Knox municipality. Engagement in relation to this issue has been ongoing for a number of years, and the amount of work which has gone into securing this funding has not been underestimated. KHC thanks Council for its commitment to KHC's future.

KHC, on behalf of its Committee and all of its 350 members and supporters, wishes to express its excitement at reaching this new stage of the process. KHC particularly wishes to thank Councillor Marcia Timmers-Leitch, who has been of great assistance in advocating for this outcome on behalf of KHC. KHC also thanks Paul Reading, Strategic Planning Manager, for his practical and inclusive support of KHC and its Committee over the past months.

KHC looks forward to assisting Council in any way it can over the coming months to facilitate engagement on bringing a new hockey facility to the Knox community.

KHC firmly believes that hockey, as an inclusive, gender equal, family-friendly community sport, can play a strong and expanding role in providing opportunities for residents of all ages to participate in social and competitive outdoor activity. Our sport and club will assist Council in achieving its objectives of 'improving the overall quality of life of people in the community' by continuing to provide accessible and inclusive recreation which allows its residents to get active, support each other, and give back.

Particularly, this funding will allow KHC to continue to explore and expand its programs to facilitate improved entry into sport and active recreation by women and children across Knox.

By funding ongoing planning work in this year's budget, Council is working to provide KHC and its community with certainty regarding its future.

**Knox Hockey Club Inc.** | PO Box 5181, Studfield, VIC, 3152  
www.knoxhockeyclub.com.au | info@knoxhockeyclub.com.au | ABN: 16 997 740 936

Kind regards

*Stephanie Mann*

Stephanie Mann

President – Knox Hockey Club

Submission No. 5 - to be considered

---

**Sent:** Wednesday, 29 April 2020 3:54 PM

**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Eva Kwok

**How would you like to submit your feedback? \*** Type my comments

**Please type your comments: \*** The proposed increase in childcare fees is too much or overpriced, as compared to other local childcare centres, the council childcare service is already on a higher side. Provided the impact of covid19 to family financial budget, it would be very tough for families to continue sending their kids to service at this level of fees. Hence, we most likely will look into other service locally.

**Do you wish to be heard at the submission hearing? \*** No

Submission No. 6 - to be considered

---

**Sent:** Friday, 8 May 2020 11:30 AM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Karen Harris

**How would you like to submit your feedback? \*** Type my comments

**Please type your comments: \***  
This is in regards to the childcare fee increase being proposed. My child attends the Knox Children & Family service Bayswater for Long Day Care. The fees charged is currently considerably higher then all the centers in the area and surrounding suburbs. With the current state of events globally, I am surprised that council would even consider increasing prices. Many families are struggling financially with job losses/reduced work hours and hence I cannot understand why council is looking at charging approx. \$1000 extra out of pocket per child a year at this time (for those sending their child in 5 days a week). Please reconsider your position.

**Do you wish to be heard at the submission hearing? \*** No

Submission No. 7 - to be considered

---

**Sent:** Wednesday, 20 May 2020 3:05 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Chris Steele

**How would you like to submit your feedback? \*** Type my comments

**Please type your comments: \***

Year after year I see vast amounts of money spent on sporting grounds but very little on Neighbourhood playgrounds, eg Rylstone Street Ferntree Gully. It took years of writing to the Ward Councillor to get improvements done. That being said, all we received was ONE set of swings. We should about looking after the wellbeing of the little ones, as well as big sporting clubs. Not all children can afford to participate in sport or are able to do so.

Regards Chris Steele

**Do you wish to be heard at the submission hearing? \*** No

Submission No. 8 - to be considered

---

**Sent:** Friday, 22 May 2020 10:02 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Sandra Feleppa

**How would you like to submit your feedback? \*** Type my comments

**Please type your comments: \*** I would like council to consider removing the ugly black wire fence between Waterford Golf course along Karoo Road between Kellbourne Drive and the Italian Club. The area abutting the footpath could be landscaped in accordance with councils plans to plant more indigenous species. The fence has been damaged a number of times by the golf course lawn mower contractor because of the steep slope of the land and would be better landscaped for both aesthetic and practical reasons.

**Do you wish to be heard at the submission hearing? \*** No



Submission No. 9 - to be considered

---

**Sent:** Saturday, 23 May 2020 11:02 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Sabine Allnutt

**How would you like to submit your feedback? \*** Type my comments

**Please type your comments: \*** Create more cycle lanes and paths throughout various areas of Knox making the bike a very viable option as alternative transport.  
Introduce mini buses for transport around the area and in large arterial roads like Scoresby Rd and Boronia Rd.. Some places are still hard to reach on Knox on limited public transport.

**Do you wish to be heard at the submission hearing? \*** No

Submission No. 10 - to be considered

---

**Sent:** Sunday, 24 May 2020 3:59 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Bruna Iotti Amaral

**How would you like to submit your feedback? \***  
 Type my comments

**Please type your comments: \***

Goal 1: 'We value our natural and build 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

I would like to see more investment in the environment to consider the points above. In more detail:

- seriously work on biodiversity to protect current flora and fauna.
- seriously work alongside Melbourne Water to stop pollution of our waterways. With the EPA legislation being postponed until next year, more has to be done at Council level to prevent industries and other commercial establishments using the waterways as a dumping ground.
- look at more renewable energy sources to power Knox.
- start to implement 'Recycling Victoria' new circular economy legislation at Knox. See what Melbourne City is doing in terms of competition to attract ideas from the public.

Thank you.

**Do you wish to be heard at the submission hearing? \***  
 No

Submission No. 11 - to be considered

---

**Sent:** Sunday, 24 May 2020 4:57 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Claudine Evans

**How would you like to submit your feedback? \*** Type my comments

**Please type your comments: \***

Dear Council,  
Can you consider a sustainable future and help mitigate against climate change? I would like to see collaboration across all departments when signing plans and accepting tenders.  
My biggest hope is for better education and support in regards to rubbish, we could be doing so much better in this area.  
Food has such a huge impact on our environment and it is difficult to understand that 25% ends up in our bins. Let's put real specific targets and measurable outcomes to reduce this number.  
kind regards,  
Claudine

**Do you wish to be heard at the submission hearing? \*** No

Submission No. 12 - to be considered

---

**Sent:** Sunday, 24 May 2020 8:47 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

<b>Name *</b>	Norm Lu
<b>How would you like to submit your feedback? *</b>	Type my comments
<b>Please type your comments: *</b>	Given all the development that is occurring in Knox and the significant loss of trees and native plants I propose that there is active program to plant out nature strips. this could be in the form of plant donations to residents, extra funding to programs such as Gardens For Wildlife, or even council planting. Anything to green up our nature strips.
<b>Do you wish to be heard at the submission hearing? *</b>	No

Submission No. 13 - to be considered

---

**Sent:** Monday, 25 May 2020 8:21 AM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Natalie Pennicuik

**How would you like to submit your feedback? \***  
Type my comments

**Please type your comments: \***

I would very much like to think our council is doing more for the environment and putting steps forward to help lessen our communities impacts towards climate change and global warming. It is such a huge responsibility of us all to be doing as much as we can to help keep our world green and as unpolluted as we can. I would love to see our council doing things like multiple large community food gardens, planting fruit trees in public spaces, teaching our young how to be more environmentally friendly through school programs, teaching our community businesses how to be as eco friendly as possible. I think this years budget could represent our communities desires to be more eco friendly so much more than it currently does and i think it would make alot of our community so proud to call knox our home.

Thankyou for taking the time to read my submission.

**Do you wish to be heard at the submission hearing? \***  
No

Submission No. 14 - to be considered

---

**Sent:** Monday, 25 May 2020 2:15 PM  
**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Mick Van de Vreede

**How would you like to submit your feedback?**

\*

**Please type your comments: \***

I note the reductions in the Biodiversity and sustainable futures budgets. This is perplexing and disappointing considering the commitment Knox Council recently put forward in relation to dealing with the effects of Climate change. With an increase in actual costs (which is typically higher than inflation) I can only conclude that there will be even less resourcing available for services aimed at preparing for and mitigating the effects of climate change. What new or extended programs will Knox be putting in place that will advance the commitment from the current financial years program? How many extra street trees will be planted?

Can I suggest that extra funding be put towards Landscape compliance as much of the good work the planners do in relation to achieving good landscape outcomes is undone due to the lack of compliance relating to landscape around developments. As Knox redevelops it becomes more like a concrete jungle due to poor landscape compliance. Many non-compliance issues I report never get attended to.

What do you have planned in terms of lobbying the State Government for the Heavy Rail Extension to Rowville. I have not seen any advocacy from the Council in the public forum for quite some time and there is a State Election looming. I hope that there is funding for a vigorous advocacy campaign for both the Rowville Heavy Rail and the Knox tram.

**Do you wish to be heard at the submission hearing? \***

No

Submission No. 15 - to be considered



2 December 2019

Mr Tony Doyle  
Chief Executive Officer  
Knox City Council Civic Centre  
511 Burwood Highway  
Wantirna South Vic 3152

[knoxcc@knox.vic.gov.au](mailto:knoxcc@knox.vic.gov.au)

### PUBLIC OPEN SPACE VALUATION FEE

Dear Mr Doyle

Consulting Surveyors Victoria (CSV) is the industry body representing the businesses which employ the great majority of Licensed Surveyors in this state (refer to appendix 1 for details of our association). This association and its members have a keen interest in all matters related to subdivision activities in Victoria.

It has been brought to CSV's attention that your Council has indicated to a number of our member firms that it has introduced a fee for land valuations for public open space requirements under the Subdivision Act 1988 (the Act). We believe this fee is contradictory to both the intent and wording of the Subdivision Act 1988 and is contrary to the past and current methodologies of other councils in Victoria and is not justified, nor authorised under the Act. We note that our representation in this matter is not as a matter of financial benefit to our members, rather as a matter of fair and equitable actions by council towards subdivision applicants.

CSV understands that the imposition of restrictions on rates increases by the state government has put pressure on councils to assess all its costs. We understand that Council's justification for the fee is that it was included in Council's 2019/20 budget and presume it is based on recovery of costs, however we believe that the fee is neither equitable nor justified. In fact, it appears council is acting to charge a fee for 'costs' associated with a significant statutory requirement on subdivision applicants, which provides a very substantial direct benefit to council and the community.

As detailed below CSV firmly believes that council should bear the cost of any initial valuation for public open space contribution purposes, whether requested by the subdivision applicant or under council's due process, but where a valuation requested by an applicant has lapsed due to non-payment within the statutory time under Section 19(2) of the Subdivision Act 1988 we believe that the cost for a supplementary valuation should be borne by the applicant.

This association was one of the major stakeholders involved in development and implementation of the Subdivision Act 1988 and a number of our Board members have intimate knowledge of the background and process involved therein. A key component of transition from subdivision under the Local Government Act 1958 to subdivision under the Subdivision Act 1988 was to clearly define the requirements for provision of public open space and the valuation of land for monetary payment for an open space contribution.

Section 19 of the Subdivision Act 1988 currently states:

***Valuation of land for public open space***

- (1) *The Council may obtain a valuation of the land for the purposes of section 18 or 18A or a public open space requirement in a planning scheme from a person who holds the qualifications or experience specified under section 13DA(2) of the **Valuation of Land Act 1960** if the value is not agreed.*

Suite 509, 370 St Kilda Road Melbourne VIC 3004



[www.acsv.com.au](http://www.acsv.com.au)



(03) 9690 6660



[acsv@acsv.com.au](mailto:acsv@acsv.com.au)





- (2) *The land is to be valued on a day not more than 12 months before the date for compliance with the public open space requirement.*
- (3) *The Council must give the applicant a copy of the valuation.*
- (4) *Part III of the **Valuation of Land Act 1960** (except Division 2) applies to the valuation as if the valuation had been made under Part 8 of the **Local Government Act 1989**.*

In the original Subdivision Act (as assented to on 31 May 1988) this was more simply stated as:

***Valuation of land for public open space.***

- 19. (1) *The Council may obtain a valuation of the land from a registered valuer **if the value is not agreed.***
- (2) *The land is to be valued as at the date the plan is submitted for certification.*
- (3) *The Council must give the applicant a copy of the valuation.*
- (4) *An appeal against the valuation may be made under Part III of the Valuation of Land Act 1958 as if the valuation had been made under Part X of the Local Government Act 1958.*

It is our understanding that at the time of implementation of the Subdivision Act 1988 it was envisaged that the current municipal valuation would generally be the basis of assessment of the value of land for public open space contribution purposes and as clearly set out in the Act that it would only be in the instance of non-agreement of the valuation that council would obtain a valuation. In practice and not unreasonably, due to the generally significant continual increase in land values, most councils have adopted the practice of automatically obtaining a valuation to ensure that they receive the highest possible contribution from the subdivision applicant.

The accepted practice across Victorian municipalities (including Knox) over the past 30 years has been that **this valuation is the choice of the council and that the council is obligated to provide this initial valuation to justify the valuation it wishes to adopt.** We believe this is the correct, equitable and only justified action that any council can take. We also note that amongst all the fees payable under the Subdivision Fees Regulations (2016), and predecessor regulations, there has never been provision for a fee for such valuations.

We further note that in the decision in *VCAT Reference P289/2009 (Freeman vs Mildura RCC [2009] VCAT 1465)* Member JA Bennet noted and determined:

"9. The *Subdivision Act* 1988 is silent about who pays for the valuation but the permit condition in dispute is worded in such a way that the request for a valuation is made to Council and then the cost is to be borne by the developer. Although I note from some examples given to me, that Council has consistently included such a requirement on subdivision permits including four recent permits in Eleventh Street in the near vicinity, there is nothing in legislation that specifically provides for a permit applicant to pay for a land valuation associated with a public open space contribution. As far as I am aware this particular requirement included on permits by Mildura Rural City Council has not been previously appealed as part of a conditions review and considered by the Tribunal.

10. Although I accept that requiring the permit applicant (developer) to pay for the valuation is a relatively minor cost, I am not convinced that there is any justification for imposing such a charge. Council is obtaining a benefit through the 5% open







space contribution and I consider that requiring a valuation fee is an unreasonable impost over and above that 5% amount. In the first instance I consider that Council should obtain the valuation and furnish a copy to the applicant as required by Section 19 (3). It is only if there is a dispute about the valuation that the developer would find it necessary to obtain a separate valuation. I therefore intend to amend condition 5 by deleting the words '*the cost of which is to be borne by the developer.*'

We believe this is a strong and direct reinforcement of our position and a clear indication that Council are not justified in imposing a fee for an initial valuation for open space contribution purposes.

We are also aware of a second decision in *VCAT P1129/2016 (Schnaedelbach v Mount Alexander SC (Corrected) [2017] VCAT 94*), in which Senior Member, Laurie Hewet, noted and determined:

"I have retained the condition requiring the applicant to pay the Council's valuation expenses in relation to the public open space contribution. An independent valuation is necessary to ensure that the payment of the open contribution (*sic*) is appropriate. I am not persuaded that the Council ought to be burdened with the expense of obtaining the independent valuation".

We believe that this decision, which we note does not reference the previous decision and does not refer to the provisions of the Subdivision Act 1988, is a less considered determination than in the 2009 case and does not lessen the merit of our position.

On the basis of the above, CSV believes that council should immediately reconsider the imposition of a charge for any initial valuation for public open space contribution purposes, but reiterate our view that where a valuation requested by an applicant has lapsed due to non-payment within the statutory time under Section 19(2) of the Subdivision Act 1988 that we believe the cost for a supplementary valuation should be borne by the applicant

We are happy to meet to discuss this matter and await your timely response.

Kind regards,

Leo Bateman  
President



## Appendix 1

### CONSULTING SURVEYORS VICTORIA

Consulting Surveyors Victoria (CSV) (the trading name of the Association of Consulting Surveyors Victoria Inc.), established in 1976, currently represents 114 member firms that have as principals or employees the vast majority of Licensed Surveyors that produce, lodge for certification and manage the plans of subdivision that create the more than 30,000 titles (including both land and building parcels) that come into existence in Victoria each year. On that basis the association's members have a distinct interest in any proposals and actions that affect all types of development and subdivision activities across the whole of Victoria, with residential development being a major component of our member's involvement in Victoria's growth and vitality.

Our members' clients range from the largest of national and international development companies through to a 'mum and dad' individual 'developer', undertaking a once in a lifetime dual occupancy development of their family home. Accordingly, CSV is in a unique position to offer an informed and considered viewpoint in relation to impacts and equity of specific actions and requirements by Councils, Authorities and other stakeholders as part of the subdivision approval process.

This association was one of the major stakeholders involved in development and implementation of the Subdivision Act 1988 and a number of our Board members have intimate knowledge of the background and process involved therein. A key component of transition from subdivision under the Local Government Act 1958 to subdivision under the Subdivision Act 1988 was to clearly define the processes and requirements for all subdivisional activity in Victoria.

In many of its representations in relation to legislative and operational processes related to development and subdivision activities CSV does not act as a matter of financial benefit to our members, rather as a matter of ensuring fair and equitable actions by stakeholders towards subdivision applicants and maintenance of a standardised and legislative compliant subdivision process.

Submission No. 16 - to be considered

---

**Sent:** Tuesday, 26 May 2020 4:55 PM

**Subject:** Public Submissions for Proposed Knox Annual Budget

**Name \*** Rowan Jennion

**How would you like to submit your feedback? \*** Attach a document

**Attach a PDF or Word document \***  [fok\\_budget\\_submission\\_202021.docx](#) 127.34 KB · DOCX

**Do you wish to be heard at the submission hearing? \*** No



Re: Budget submission by Friends of Koolunga Native Reserve

Dear Knox Council,

Thank you for the opportunity and considering our comments. As environmental volunteers we directly appreciate the value and contribution by the Biodiversity service to their own activities and supporting community.

It sometimes feels like other aspects of our community are valued higher. The importance of our maintained native parks and reserves has **never been so evident than during Covid-19**, with the large increases in community using these natural assets and for recreation, physical exercise, and supporting mental health. Council's biodiversity budget directly supports this and will continue to be as important into the future.

We would hope that funding is sufficient to build upon prior work and promote new biodiversity plans and works, including Knox's rare and threatened species, wildlife corridors and adaptation. Of particular interest to Koolunga is preservation work for the Powerful Owl, which one was photographed in April 2020.

The climate this year has resulted in larger amounts of weeds thriving in our reserve which requires more time by council and volunteers to address, however the overall biodiversity budget appears to have a modest increase on last year. We hope that the importance of the Biodiversity budget is recognised and continues to not just maintain the status quo but grow in the right direction for the benefit of the long term.

More broadly we are still highly concerned with global warming and the need for a **climate emergency** to overlay across all areas of council. Significant stimulus and spending without considering this now this would be a poor outcome for all. We would hope more prominence is placed on this issue internally and externally.

Kind regards,

Rowan Jennion  
Vice President  
Friends of Koolunga Native Reserve

Submission No. 17 - to be considered

---

**From:** Anthony Bigelow  
**Sent:** Tuesday, 26 May 2020 4:57 PM  
**Subject:** Budget submission

Hi Tony,

In regards to the Biodiversity forecast for 2020/2021, it would appear (on face value) that the budget has decreased by 14.9%. However, there appears to be a carryover also occurring, and from what I've been informed that only equates to a nett increase of 5%.

In the current climate, 5% is not a significant amount, and is just keeping up with inflation. I would request that the biodiversity budget item increase (including the carryover amount) to be greater than 10% in real terms.

Regards, Anthony

President, First Friends of Dandenong Creek.

Submission No. 18 - to be considered

---

**From:** kristina kuznik  
**Sent:** Tuesday, 26 May 2020 5:27 PM  
**Subject:** Submission to the Annual Budget 2020-2021

My submission to Annual Budget is as follows:

Knox City Council Annual Budget 2020-2021 should include at least \$5,000,000 savings set aside in anticipation of LASF Defined Benefit Superannuation CALL that will happen in 2021 due to the expected massive drop of VBI index (Vested Benefit Index) caused by the economic downturn caused by COVID-19 virus. The CALL is triggered when VBI index drops to 97%.

VBI Index was **107.7% on 31 Dec 2019**, then estimated **109% on 31 Jan 2020**, then estimated **107% on 28 Feb 2020**, then estimated **99% on 23 Mar 2020**, then estimated **100% on 30 May 2020**.

**There is not estimated update on LASF web site for end of April.**

The Knox City Council previous Superannuation Call by LASF on 31 July 2012 was a liability to pay:

\$8,799,257.44 + \$ 1,552,810.15 (contribution tax) = **\$10,352,067.69**

and for liabilities to pay (Eastern Regional Library):

\$1,046,068.74 + \$184,600.37 (contribution tax) = **\$1,230,669.11**

**Interesting (and unfair) feature of Defined benefit Superannuation Fund CALLs is that Council/s (ie. ratepayers) are liable not only to pay Contribution Tax but are charged a higher amount of 17.65%, while normal superannuation contribution tax is 15%.**

*While the number of members of Defined Benefit Fund may have decreased (some died, some retired on Lump Sum payment, etc), there is still number of active working members. Thus the liability remains high and have to be paid by Knox ratepayers.*

*Please make sure that the Budget cuts some non necessary projects and services so the saving of \$5 million reserve is achieved solely for the purpose to cover Defined benefit Fund Call.*

Regards

Kristina Kuznik

Submission No. 19 - to be considered

---

**From:** Meagan Baker  
**Sent:** Tuesday, 26 May 2020 4:53 PM  
**To:** knoxcc@knox.vic.gov.au  
**Subject:** 2020 draft budget feedback submission

Hi KCC

As part of the budget, I would like the Oliver David Reserve in Olivebank Road, Ferntree Gully to be included in the budget for upgrades. It is a great reserve with a lot of potential, located in the Foothills of Knox and close to a primary school. Sadly it is almost a bare and vacant block with not much to offer. There is only few non native trees on this decent size property. I feel an upgrade will improve the green leafy suburb imagery of Knox. I feel that upgrading the block for the local community to enjoy that's in walking distance. I would like to see some of the budget put towards planting native tress, smaller shrubs, park benches, maybe a basketball ring, playground and footpath between Olivebank Rd and Saxonwood Crt (where there is a public access walkway between residents properties on Saxonwood Crt). Oliver David Reserve would also be great if a part of it was developed into a sensory garden for all age groups and to assist those with disabilities in Knox and for enjoyment of the community.

Koolunga Reserve in Ferntree Gully needs some fallen trees reviewed and maybe removed and potentially new trees replanted near Forest Road.

Also in regards to Millers Homestead, the kitchen I feel should be included in the budget to upgrade it to commercial standards for use by the community/council when open.

I would be happy to discuss this further and look forward to you considering my feedback on the proposed 2020 budget.

With thanks  
Meagan Baker

## 6.4 Councillor Gifts, Benefits and Hospitality Policy

**SUMMARY:** Coordinator Governance, Andrew Dowling

A draft Councillor Gifts, Benefits and Hospitality Policy has been prepared for consideration by Council, updating the current policy that has been in place since March 2014.

The Councillor Gifts, Benefits and Hospitality Policy will require a further review following the Ordinary Election in October 2020 and before April 2021, in accordance with requirements of the new Local Government Act 2020.

### RECOMMENDATION

That Council adopt the Councillor Gifts, Benefits and Hospitality Policy as set out in Attachment 1 to this report.

### 1. INTRODUCTION

Effective policies are a fundamental component of a good governance framework. Effective policies articulate Council's standards, provide clear and unambiguous direction to Councillors and staff to ensure consistency of decision making, and ensure compliance with statutory requirements. Periodic reviews provide an opportunity for iterative improvement to policies, ensuring they reflect contemporary standards and add value to Council operations.

The revised Councillor Gifts, Benefits and Hospitality Policy is the latest of a number of Governance policies that have been reviewed this financial year.

### 2. DISCUSSION

The draft Councillor Gifts, Benefits and Hospitality Policy (Attachment 1) is based upon the recently reviewed Staff Gifts, Benefits and Hospitality Policy, with such amendments as necessary and appropriate to reflect the differences between staff and elected officials.

The revised policy is a significant revision to the current policy (included as Attachment 2) and the result is a broader, principles-based approach to gifts, which is well aligned to contemporary gift policies.

The policy meets the requirements of the recently enacted Local Government Act 2020 (the LGA 2020). It is anticipated that prescriptive regulations will be issued in due course by the Victorian Government. If these regulations require any amendments be made to the policy, they will be incorporated into the review prescribed by the LGA 2020 to occur following the elections on 24 October 2020 and before the end of April 2021.

This Policy does not apply to donations made to candidates during election campaigns which are subject to Part 8 Division 10 of the LGA 2020.



A summary of the key policy provisions follows:

- The policy establishes that any offer of a gift above \$30 is of material value and therefore a Reportable Gift, which must be reported whether accepted or declined.
- Notwithstanding the above, Councillors are encouraged to report any gift that is accepted.
- The policy acknowledges the other statutory provisions regarding gifts, which are outside the policy, including electoral donations and gifts that must be disclosed in the register of interests.
- How reportable gifts are treated after being accepted is to be determined by the Chief Executive Officer in consultation with the Mayor (or Deputy Mayor as appropriate).
- Monetary (cash and cash equivalent) gifts are prohibited, as are gifts of a material value from unknown donors, consistent with the LGA 2020.
- The definition of Hospitality and Benefit recognise Councillors often receive tickets to attend community group functions or events to fulfil their duties and circumstances where this would not amount to a reportable gift or benefit.
- A register of all reported gifts will be maintained by the Governance Department.
- To assist the evaluation of any gifts offered, the policy divides gifts and benefit into 6 categories with a description of the reasons they may be offered:
  - Token Gifts and Benefits
  - Gifts of Influence
  - Gifts of Gratitude
  - Ceremonial Gifts
  - Hospitality
  - Bribes and Cash gifts
- The GIFT test, recognised as good practice in the March 2019 Local Government Integrity Frameworks Review by the Independent Broad Based Anti-Corruption Commission (IBAC), is included in the policy as a useful framework to assess any gifts offered.

### **3. CONSULTATION**

Consultation has been undertaken with Councillors and Council's Executive Management Team and benchmarking performed against numerous Victorian Council and Victorian Government policies.

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

Nil

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

Nil

### **6. SOCIAL IMPLICATIONS**

This policy acknowledges that transparent and accountable processes with regard to gifts, benefits and hospitality will promote public confidence in Knox City Council.

An effective policy, supported by transparent management of any offers of gifts, benefits and hospitality will support Councillors and Council to demonstrate integrity, impartiality and accountability, promoting confidence in Council decision-making.

## **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 – Coordinator Governance, Andrew Dowling - In providing this advice as the Author, I have no disclosable interests in this report.

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

## **9. CONCLUSION**

A comprehensive and contemporary Councillor Gifts, Benefits and Hospitality Policy is an essential part of Council's governance framework and the adoption of the proposed policy is recommended to support consistent, ethical practice with regard to gifts, benefits and hospitality.

## **10. CONFIDENTIALITY**

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

**Report Prepared By: Coordinator Governance, Andrew Dowling**

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

### **Attachments**

1. Attachment 1 - Draft Councillor Gifts, Benefits and Hospitality [6.4.1 - 10 pages]
2. Attachment 2 - Gifts & Hospitality ( Councillors & Special Committee Members) Policy [6.4.2 - 3 pages]



# Councillor Gifts, Benefits and Hospitality

Policy Number:	2004/27	Directorate:	City Development – Finance and Governance
Approval by:	Council	Responsible Officer:	Manager Governance
Approval Date:		Version Number:	5
Review Date:	24 April 2021		

## 1. Purpose

The purpose of this policy is to:

- identify the overriding responsibility of Councillors to act honestly and not to make improper use of their position;
- clearly define the behaviour required of Councillors in relation to gifts and benefits;
- provide a transparent and accountable process with regard to declaring gifts and benefits that promotes public confidence in Knox City Council (Council) and its elected representatives.

## 2. Context

Councillors will, on occasion, be offered gifts, benefits or hospitality from members of the public or other organisations. It is critical that Councillors do not accept gifts, benefits or hospitality that could raise an actual, or perceived, bias, preferential treatment or conflict of interest.

It is a basic principle that individuals who are elected or appointed to public office are entrusted with a range of powers in order to serve the public interest. These powers must not be used to further their own personal interests or the interests of people with whom they are closely associated.

Where a Councillor does have a personal or private interest, in relation to the receipt of a gift or hospitality, this may compromise their ability to act in the public interest. A failure to resolve an interest of this nature can create an appearance of impropriety that may undermine confidence in the individual and in the Council.

This policy provides guidance and direction to ensure Councillors maintain high levels of integrity, avoid conflicts of interest and are perceived as responsible, honest and applying sound judgement when dealing with gifts, benefits or hospitality.

## 3. Scope

This Policy relates to Knox City Council Councillors

This Policy does not cover donations made to candidates during election campaigns which are subject to Part 8 Division 10 of the Local Government Act 2020 (LGA 2020).

This policy does not cover the requirement upon Councillors to declare gifts on their Register of Interests pursuant to Section 81 of the Local Government Act 1989.



## 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
  - Local Government Act 2020
- 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
  - Councillor Code of Conduct
- 4.5 Related Council Procedures
  - Nil

## 5. Definitions

Benefit (See also gift)	<p>means preferential treatment, privilege access, favours or other advantage offered to an individual. May include, but not limited to:</p> <ul style="list-style-type: none"> <li>• access to events or clubs</li> <li>• preferential treatment (e.g. priority service, access to benefits or services not usually available)</li> <li>• upgrades</li> <li>• discounts</li> <li>• a new job or promotion</li> <li>• access to confidential information</li> <li>• offers of secondary employment or contracts</li> </ul> <p>Benefits do not include:</p> <ul style="list-style-type: none"> <li>• discounted products or services that are reasonable and generally available or capable of being negotiated by others not connected with Council;</li> <li>• benefits received in relation to personal membership of any industrial or professional organisation, club or other association or body;</li> <li>• benefits received by a relative or associate of a Councillor had no knowledge of; and</li> <li>• benefits received as a gift, award or prize from the Council, or under a Council policy.</li> </ul>
Bribe	means money, or some other form of consideration, offered to a Councillor so as to persuade them not to exercise their common law or statutory powers or to bestow some privilege or favour.
Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Councillor	means an individual who holds the office of member of Knox City Council.



Gift (See also benefit)	means free or discounted items and any item that would generally be perceived by the public as a gift. May include, but not limited to: <ul style="list-style-type: none"> <li>• Free or heavily discounted items</li> <li>• Tickets or passes to events, shows etc.</li> <li>• Enduring items, such as works of art</li> <li>• Consumables, such as food or stationery</li> <li>• Less tangible benefits such as hospitality or services, memberships etc.</li> <li>• Hospitality that exceeds common courtesy</li> </ul>
Gift and Benefits Register	means a register of gifts offered to Councillor, whether accepted or declined. It records the date a gift was offered, information about the donor and recipient, the nature of the gift, its estimated value and how it was handled. The register is maintained by the Governance Department in an electronic format to facilitate reporting and analysis.
Gift Declaration Form	means the form a Councillor uses to declare gifts.
Gift Disclosure Threshold	means \$500 or a higher amount or value prescribed by the regulations.
Immediate Family Member	means a Councillor spouse or domestic partner, son, daughter, mother, father, brother or sister.
Material Value	means reasonably valued at more than \$30.
Money or monetary	means any form of cash, credit or cash-like item regardless of the amount or value, including but not limited to: <ul style="list-style-type: none"> <li>• cheques;</li> <li>• debit cards with credit on them;</li> <li>• prepayments such as phone or internal credit;</li> <li>• memberships or entitlements to discounts; or</li> <li>• points in any reward scheme.</li> </ul>
Officer	means an individual employed by Knox City Council, including the Chief Executive Officer, Directors, Managers and any person engaged as a short term employee or a contractor undertaking duties on behalf of Council.
Reportable Gift	means a gift or benefit within the meanings defined in Section 5, whether accepted or declined, that is: <ul style="list-style-type: none"> <li>• of material value (i.e. valued at more than \$30); and/or</li> <li>• a gift of influence (refer to section 6.2); and/or</li> <li>• a bribe or monetary gift (refer to section 6.2)</li> </ul> but is not modest hospitality offered in conjunction with an official meeting, function or other event (refer to section 6.2)
Token offer	means a gift, benefit or hospitality that is: <ul style="list-style-type: none"> <li>• of inconsequential or trivial value to both the person making the offer and the recipient. They will be infrequently offered and not of material value.</li> <li>• Complimentary entry to an event hosted by a community group where a Councillor has been invited for the purposes of engaging with the community group and the value is within the reasonable expectations of the community.</li> </ul>
Value	means the face value or current estimated retail value.



## 6. Council Policy

Councillors may be offered gifts, benefits or hospitality for a variety of reasons, and while they may be offered as a genuine expression of appreciation or as a gesture of goodwill, the acceptance of any gift carries risks, for example:

- that the giver will expect favourable treatment.
- that the recipient will feel a sense of obligation to the giver.
- that the recipient will be perceived as having been influenced by the gift.

Perceptions of undue influence are difficult to combat, and can be affected by many factors, including:

- The relationship between the donor and the Councillor. If the Councillor makes decisions which could affect the interests of the donor, gifts are more likely to be perceived as inappropriate.
- Transparency and openness. If a gift is given in a public forum it is less likely to be perceived as a gift of influence than if it were offered outside the public eye.
- The value of the gift. Expensive gifts are more likely to be perceived as gifts to win favours. The regularity of gifts, or the cumulative value of gifts received over time, is also likely to influence perceptions.

The consequences of failing to recognise the risks associated with accepting gifts may be:

### For Councillors

- embarrassment
- internal or external inquiry
- disqualification
- criminal prosecution

### For Council

- embarrassment
- external inquiry
- legal action
- loss of public trust

All reportable gifts received by a Councillor are considered the property of Council, until such time as the Gift Declaration Form has been completed and an assessment made as to the treatment of the gift.

Where a gift or benefit is retained by Council, it may, at the discretion of the Chief Executive Officer, in consultation with the Mayor, be shared with all Councillors and/or any relevant Council officers.

Councillors must not solicit, demand or request gifts or any personal benefits for themselves or another person by virtue of their position.

Notwithstanding the nature of the gift or hospitality, it is the obligation of the Councillor to be attentive to its cumulative value to avoid the likely creation of a conflict of interest. A statutory arises when one or more gifts with a value of, or more than \$500 is received in the five (5) years preceding the decision or exercise of the power, duty or function (but does not include the exemptions listed in Sec 78C of the Local Government Act 1989).



## 6.1. Responsibilities

Councillors are responsible for:

- refusing:
  - any monetary gift or items easily converted to money.
  - gifts, benefits or hospitality from people or organisations about whom they are likely to make decisions.
  - gifts, benefits or hospitality that may result in them having an actual or perceived conflict of interest.
  - gifts, benefits or hospitality that could be reasonably perceived as undermining the integrity and impartiality of Council or themselves.
  - bribes. All bribery attempts must be reported to the Mayor, Chief Executive Officer and/or Victoria Police.
- declaring reportable gifts whether accepted or declined.
- taking reasonable steps to ensure immediate family members do not receive gifts, benefits or hospitality that may be intended to influence the Councillor.
- taking care not to offer gifts, benefits or hospitality to others, where they would not be acceptable under this Policy.
- being aware of this policy and available for appropriate training as required.

The **Manager Governance** is responsible for:

- implementing this policy, including monitoring its effectiveness;
- maintaining the Gifts and Benefits Register; and
- providing the Executive Management Team with a quarterly report on all gifts, either accepted or refused, registered in Council's Gifts and Benefits Register.

The **Chief Executive Officer**, in consultation with the Mayor (or Deputy Mayor as applicable) is responsible for:

- reviewing, determining and approving the actions to be taken in respect of each declaration of a reportable gift, benefit or hospitality

## 6.2. Gift types and purposes

Councillors may be offered gifts or benefits for a variety of reasons which can be categorised into the following:

### Token gifts or benefits

A gift that is offered in a business situation to an organisation or Councillor for a practical purpose, or as a token or memento of an occasion. The gift must be of a non-material value (under \$30). An example would be inexpensive stationery items such as pens or pads inscribed with a company logo handed out at a conference or training session.

A token benefit may include complimentary entry to a function or event hosted by a community group to which a Councillor has been invited in their capacity as Councillor. This is because the invitation is offered in order to facilitate engagement with Councillors / Council (and may include a request that the Councillor speak at the event). Typical events include season or building openings, and social or commemorative events.

Complimentary event tickets must however, be assessed on a case-by-case basis.

Where tickets are of considerable value; are limited in availability to a select group, or where there is limited engagement opportunity of benefit to Council; a complimentary ticket may not be perceived as a token benefit, but as a gift of influence and therefore a Reportable Gift.



#### Gift of influence

A gift that is:

- intended to generally ingratiate the giver with the recipient for favourable treatment in the future; and/or
- is likely to affect, or be reasonably perceived to affect, the independent and impartial performance of the Councillor's duties.

An example would be tickets to a social, cultural or sporting event offered by a contractor or supplier. These could be seen as reward for engaging them on past contracts, and or an inducement to engage them again in the future.

#### Gift of gratitude

A gift offered to an individual Councillor or the organisation in appreciation of the performance of specific tasks or for exemplary performance of duties. For example a gift to a Councillor who speaks at a conference.

#### Ceremonial gifts

A gift usually given from one organisation to another organisation, marking a special occasion or at a special event. The gift is generally meaningful to the organisations. An example would be a gift given to a host organisation by a visiting delegation such as Council paraphernalia.

#### Hospitality

Free or subsidised meals, beverages or refreshments provided in conjunction with the official business, or work related events: such as:

- Council events such as training sessions, seminars and conferences, workshops and other Council events, Council Meetings and briefings.
- Events and functions attended as either a ward councillor or Council's representative, hosted by community and sporting groups, individuals and corporations.

Modest hospitality that is proportionate to the occasion will typically not be considered a reportable gift or benefit. However, where hospitality is extravagant, or beyond what would be considered reasonable in terms of community expectations, it should be considered a gift of influence and therefore a Reportable Gift.

#### Bribe and/or cash gift

A gift that is offered to a Councillor as a corrupt inducement for a particular action or decision. Offering or accepting a bribe has particularly serious criminal consequences. If a Councillor is offered a gift of money, or other gift or benefit, which they believe is meant to be a bribe they must immediately notify the Chief Executive Officer and the Mayor. Where relevant, Victoria Police may also be notified.





### 6.3. Prohibited gifts

Monetary gifts of any value, including cash, gift cards and/or vouchers, must never be accepted by Councillors.

Any offer of money, is a reportable gift as defined in this policy. Consequently, the Chief Executive Officer must be notified immediately.

Section 137 of the Local Government Act 2020 (the Act) prohibits Councillors receiving anonymous gifts valued at \$500 or over. Anonymous gifts are those received directly or indirectly, where the name and address of the person making the gift is not known.

Gifts under \$500 from anonymous sources are not prohibited under the Act, but should be declined and treated as Reportable Gifts for the purposes of this policy.

### 6.4. Assessing gifts

When deciding whether to accept a gift, benefit or offered hospitality the Councillor, Mayor or Chief Executive Officer should first consider if the offer could be perceived as influencing them in the performance of their duties or lead to reputational damage for Council.

The GIFT test (developed by the Victorian State Services Commission) provides general guidance on the assessment of gifts and benefits.

<b>G</b>	Giver	<p><b>Who is providing the gift, benefit or hospitality and what is their relationship to me? To Council?</b></p> <p>Does my role require me to select contractors, award grants, regulate industries or determine government policies?</p> <p>Could the person or organisation benefit from a decision I make?</p>
<b>I</b>	Influence	<p><b>Are they seeking to gain an advantage or influence my decisions or actions?</b></p> <p>Has the gift, benefit or hospitality been offered to me publicly or privately? Is there a clear distinction between public and private roles in this case?</p> <p>Is it a courtesy or a token of appreciation or valuable non-token offer?</p> <p>Does its timing coincide with a decision I am about to make or my endorsement of a product or service?</p> <p>Is the hospitality proportionate to the occasion, or is it lavish or extravagant so as to be influential? (Consider particularly how the availability and quantity of alcoholic beverages might be perceived.)</p> <p>Is free entry to an event of token value to enable engagement, or a valuable benefit intended to influence?</p>
<b>F</b>	Favour	<p><b>Are they seeking a favour in return for the gift, benefit or hospitality?</b></p> <p>Has the gift, benefit or hospitality been offered honestly?</p> <p>Has the person or organisation made several offers over the last 12 months?</p> <p>Would accepting it create an obligation to return a favour?</p>
<b>T</b>	Trust	<p><b>Would accepting the gift, benefit or hospitality diminish public trust?</b></p> <p>How would the public view acceptance of this gift, benefit?</p> <p>Would accepting free entry / hospitality uphold the reputation of the sector?</p> <p>What would my colleagues, family, friends or associates think?</p>



Receiving multiple offers (token or non-token) from the same person or organisation can generate a stronger perception that the person or organisation could influence you. Further, any gifts, benefits or hospitality accumulated to \$500, from a single source, over a 5 year period will give rise to the Councillor having a conflict of interest in accordance with section 78C of the *Local Government Act 1989* (the Act).

### 6.5. Accepting gifts

There are limited circumstances in which a reportable gift, benefit or hospitality should be accepted and only after an assessment has been completed by the Chief Executive Officer in consultation with the Mayor. (If the recipient is the Mayor then the Chief Executive Officer shall consult with the Deputy Mayor.)

Councillors must declare any Reportable Gift they accept but in the interests of transparency, are encouraged to declare any gift that is accepted.

It is good practice to inform the donor that the gift will be declared, and this will include their identity as the donor.

### 6.6. Declining gifts

When declining a gift, care should be taken to avoid causing offence or embarrassment to the giver. Councillors must declare any Reportable Gift, even if it is declined but in the interests of transparency, are encouraged to declare any gift that is declined.

It is good practice to inform the donor that the offer will be declared, and this will include their identity as the donor.

### 6.7. Declaring gifts

Reportable gifts or benefits, whether accepted or declined, must be declared on a Gifts and Benefits Declaration Form available in hardcopy or online. It is strongly encouraged that all non-material and token gifts are also declared using the Gifts and Benefits Declaration Form available in hardcopy or online.

It is the individual Councillor's responsibility to complete the appropriate form and forward it to the Manager Governance.

The details of all declarations will be maintained in the Gifts and Benefits Register; however this does not relieve Councillors (as required) from their obligations under the Act to disclose gifts in their registrable Primary or Ordinary Return(s) or as part of a conflict of interest disclosure.

### 6.8. After a gift has been accepted

Any gift of gratitude, ceremonial gift or gift of influence offered to and accepted by a Councillor that is a reportable gift, is deemed to be the property of Council.

Where the item is not suitable for public display or the gift is of a personal nature to the Councillor, the Chief Executive Officer (in consultation with the Mayor) will use their discretion as to the appropriate action.

The Chief Executive Officer may determine to return the gift, allow the Councillor to retain the gift or dispose of the gift.

The following matters are considered relevant to the treatment and retention of gifts once they have been accepted:

- Whether the gift was given to the Council or a Councillor.
- Whether multiple gifts or benefits have been offered by the giver in the past.
- Whether the donor intended to recognise an individual, a team or Council.
- Whether Council has an appropriate use for the gift.



- Whether a gift is of cultural or historical significance.
- Whether the gift or benefit received was as a consequence of the expenditure or dedication of Council funds, resources or labour.
- Whether it may be appropriate to donate the gift, or the proceeds from the gift, to charity.
- Whether it is possible or appropriate to return the gift.

### 6.9. Disposal of Gifts

The Chief Executive Officer may dispose of gifts by any of the following methods:

- Return to the original recipient;
- Return to the giver;
- Disposal by resolution of Council;
- Transfer to other public agencies or authorities;
- Transfer as a gift to a recognised charitable, aid or non-profit organisation;
- Archival action by the Victorian Museum or State Library;
- Reduction to scrap; or
- Destruction.

## 7. Breach of policy

Each Councillor is obliged to comply with this Policy. If this Policy has been breached, Council may take such action as prescribed in legislation and detailed in the Councillor Code of Conduct.

Any person may report an alleged breach of this policy to the Chief Executive Officer in writing. An alleged breach by Councillor may be reported to Council's Protected Disclosure Coordinator for investigation.

## 8. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation (or updates consequential to the commencement of the Local Government Act 2020) that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by the Chief Executive Officer.



## Gift, Benefit and Hospitality Declaration Form

Recipient Name		
Donor's Name		
<b>Details of Gift, Benefit or Hospitality</b>		
Description of Gift, Benefit or Hospitality	<input type="checkbox"/> Accepted on _____ <input type="checkbox"/> Declined on _____ <small style="display: inline-block; width: 100px; text-align: center;">Date</small> <small style="display: inline-block; width: 100px; text-align: center;">Date</small>	
	<input type="checkbox"/> Token Gift / Benefit <input type="checkbox"/> Ceremonial Gift <input type="checkbox"/> Gift of Influence <input type="checkbox"/> Hospitality <input type="checkbox"/> Gifts of Gratitude <input type="checkbox"/> Bribe / Cash gift	
	_____ _____	
Estimated value and description of how value was determined	\$	
Description of business benefits / reasons for accepting the gift	_____ _____ _____	
Suggested utilisation / disposal	_____ _____	
Signature	Date of Declaration	

**REVIEW BY CHIEF EXECUTIVE OFFICER (For gifts and benefits above \$30)**

Disposal of Gift		
Comments		
Signature	Date	

The personal information on this form is collected in accordance with Council's adopted Gifts Benefits and Hospitality Policy. The information may be disclosed publicly on a gift register maintained in accordance with Council's policy and relevant legislation (ie the Local Government Act 2020).

## KNOX POLICY



### GIFTS AND HOSPITALITY (COUNCILLORS AND SPECIAL COMMITTEE MEMBERS)

<b>Policy Number:</b>	2004/27	<b>Directorate:</b>	Corporate Development
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Governance
<b>Approval Date:</b>	25 March 2014	<b>Version Number:</b>	4
<b>Review Date:</b>	24 March 2018		

#### 1. PURPOSE

This Policy:

- (1) identifies the overriding responsibility of Councillors to act honestly and not to make improper use of their position.
- (2) prescribes the conduct of Councillors and members of Special Committees where they are offered gifts or hospitality as a consequence of their position by external parties.
- (3) determines ownership of a gift presented to Councillors and Members of Special Committees.

#### 2. CONTEXT

Councillors will occasionally be offered gifts or hospitality. Where a Councillor has a personal or private interest, in relation to the receipt of a gift or hospitality, this may compromise their ability to act in the public interest. A failure to resolve an interest of this nature can create an appearance of impropriety that may undermine confidence in the relevant person and in the Council.

It is a basic principle that people who are elected or appointed to public office are entrusted with a range of powers in order to serve the public interest. These powers must not be used to further their own personal interests or the interests of people with whom they are closely associated.

#### 3. SCOPE

This Policy relates to Knox City Council Councillors and members of Council Special Committees.

This Policy does not cover donations made to candidates during election campaigns which are subject to Part 3 Division 9 of the Local Government Act 1989.

## 4. REFERENCES

### 4.1 **Council Plan**

- Effective Governance

### 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**

- Knox City Council Councillor Code of Conduct
- Gifts and Hospitality for Staff and Official Representatives of Council

### 4.5 **Related Council Procedures**

- Reportable Gifts and Hospitality Declaration
- Reportable Gifts and Hospitality Register

## 5. DEFINITIONS

“hospitality”	<p>May include (but is not limited to) the provision or the promise of the provision of:</p> <ul style="list-style-type: none"> <li>• free or heavily discounted entertainment and/or use of facilities - (including accommodation, travel, entry to sporting/cultural/entertainment events);</li> <li>• free or heavily discounted meals, drinks etc.</li> </ul>
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The following terms have the same definition as that set out in section 3(1) of the Local Government Act 1989:

- “gift”
- “Councillor”
- “Special Committee”

## 6. COUNCIL POLICY

6.1 A Knox City Council Councillor or Member of a Special Committee shall not:

- Solicit for private purposes any gift or hospitality in connection with that person’s official functions or duties; or
- Accept a gift or hospitality if it could be perceived as being intended to or is likely to influence the recipient in the fair, impartial and efficient discharge of their duties for Council;
- Accept under any circumstance cash, transfers or loans of money or property as a gift.

6.2 Where a Councillor or a Member of a Special Committee as a consequence of his or her position is presented with gifts or offered hospitality under the circumstances provided in this policy, the following rules apply:

**Gifts with a value of less than \$100**

- Where the value of a gift is less than \$100 the gift may be retained by the recipient.

**Gifts with a value greater than \$100**

- Where the value of a gift or hospitality is equal to or greater than \$100, the recipient must notify the Chief Executive Officer as soon as practicable but at least within 30 days by completing and lodging a "Reportable Gifts and Hospitality Declaration" form. The gift or hospitality will be reported in the "Reportable Gifts and Hospitality Register".
- Gifts of the value of \$100 or greater will become the property of Council unless determined otherwise by the Chief Executive Officer.
- The Chief Executive Officer may decide to return a gift valued at \$100 or greater to the donor.

**All Gifts**

- Where the value of a gift or hospitality cannot be reasonably determined the matter should be referred to the Chief Executive Officer for determination.

## 6.5 Grants Governance Framework - Community and Business Support Package

**SUMMARY:** Manager Community Wellbeing, Petrina Dodds Buckley, Manager City Futures, Anthony Petherbridge

This report responds to a resolution by Council at its meeting of 25 May 2020 with respect to the Stage 2 Community and Business Support Package, and presents a framework for the governance arrangements for the grants and payments included in the Community and Business Support Package for endorsement.

### RECOMMENDATION

That Council endorse the Grants Governance Framework – Community and Business Support Package (included as Attachment 1).

### 1. INTRODUCTION

Council, at its meeting of 25 May 2020, resolved to support the Stage 2 Community and Business Support Package to respond to the Knox community and business impacts of COVID-19. Given that a number of grant programs were supported within the Community and Business Support Package, Council also resolved to receive a report at its June 2020 Ordinary Meeting to consider governance arrangements necessary for the grants and payments established under the new grant initiatives.

### 2. DISCUSSION

A Grants Governance Framework has been prepared in support of the Community and Business Support Package (see Attachment 1). The attached Grants Governance Framework provides guidance for the following initiatives from the endorsed Community and Business Support Package:

- Minor Grants Program;
- Community Development Fund Grants Program;
- COVID-19 Supporting Local Services Fund;
- Hot Meals Program for Vulnerable Families;
- Not-for-Profit Group Facility Operating Contribution; and
- Business Support Grants (including an eCommerce Grant, a Manufacturing and Supply Chain Transition Grant, and a Creative & Cultural Sector and Place Activation Grant).

Guidance is provided on the following elements to ensure appropriate oversight over the Grants Programs:

- Overview;
- Funding allocation;
- Fund principles;
- Eligibility;
- Submission period;
- Application process;



- Assessment Panel;
- Successful applicants;
- Payment of grants; and
- Acquittals.

The Grants Governance Framework has been prepared to ensure a robust and transparent process will be employed in the oversight of grants and payments associated with the Community and Business Support Package, while ensuring efficiency to support the identified needs and outcomes of each program.

Grant acquittals will be implemented at the conclusion of each program (or June 2021) to measure the success of each program and validate the expenditure incurred.

### **3. CONSULTATION**

The Acting Manager Business and Financial Services and the Manager Governance have both reviewed the Grants Governance Framework – Community and Business Support Package.

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

Environmental/amenity issues are not relevant to this report.

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

The Community and Business Support Package will help Knox's most financially vulnerable residents and businesses. The Grants Program, in particular, will have positive financial implications for our community.

The Grants Governance Framework – Community and Business Support Package provides necessary guidance on financial transactions associated with the grants, including acquittal processes.

### **6. SOCIAL IMPLICATIONS**

The Community and Business Support Package will provide support for the most vulnerable members of Knox's community, and seek to address social, health and wellbeing challenges.

### **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 Community Wellbeing, Petrina Dodds Buckley; Manager City Futures, Anthony Petherbridge - 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; 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 presents a Grants Governance Framework for the Stage 2 COVID-19 Community and Business Support Package, to Council for consideration. It is recommended that Council endorse the Grants Governance Framework to ensure a robust and transparent assessment and acquittal of grants.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:**                    **Manager Community Wellbeing, Petrina Dodds Buckley;  
Manager City Futures, Anthony Petherbridge**

**Report Authorised By:**            **Director Community Services, Tanya Scicluna;  
Director City Development – Interim Finance and Governance, Matt  
Kelleher**

## **Attachments**

1. Grants Governance Framework - Community and Business Support Package [6.5.1 - 24 pages]



## Grants Governance Framework

### (COVID-19 Stage 2 Community and Business Support Package)

June 2020



Grants Governance Framework  
(COVID-19 Community and Business Support Package)

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  - 6.2 Knox Manufacturing and Supply Chain Transition Grant 18
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## Grants Governance Framework (COVID-19 Community and Business Support Package)

### Introduction

At its meeting of 25 May 2020, Council resolved to approve Stage 2 of a Community and Business Support Package in response to COVID-19, and more specifically, to address the social and economic ramifications of the closure of places of work and the cessation of services provided across the municipality.

The Package includes the extension of some previously endorsed Stage 1 initiatives, and comprises of a range of additional initiatives identified by both the Community Wellbeing and City Futures Departments and focusses on providing relief and recovery for Local Community Organisations, Local Service Providers and Local Business Operators.

A number of grant opportunities are included in the Stage 2 Community and Business Support Package.

Also at its meeting of 25 May 2020, Council resolved to:

*To receive a report at the June 2020 Ordinary Meeting of Council to consider the governance arrangements necessary for the grants and payments established under the relevant new grant initiatives.*

This report details the governance arrangements for the following grants, programs and contributions identified in the Stage 2 Community and Business Support Package:

- Minor Grants Program;
- Community Development Fund Grants Program;
- COVID-19 Supporting Local Services Fund;
- Hot Meals Program for Vulnerable Families;
- Not-for-Profit Group Facility Operating Contribution; and
- Business Support Grants (including an eCommerce Grant, a Manufacturing and Supply Chain Transition Grant, and a Creative & Cultural Sector Grant).



Grants Governance Framework  
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## 1. Minor Grants Program

### **Overview**

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.

Applications are assessed against criteria specified in the Minor Grants Program Policy to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Minor Grants Program will be broadened to give Knox community groups and organisations the opportunity to apply for grants that respond to the COVID-19 pandemic and offer crisis relief, as well as recovery initiatives.

### **Funding allocation**

The Minor Grants Program was increased by \$51,500 for the 2020-21 financial year; bringing the total grant pool for 2020-21 to \$200,000.

### **Governance arrangements**

Refer to Knox City Council's Minor Grants Program Policy (April 2020 – April 2023).



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## 2. Community Development Fund (CDF) Grants Program

### Overview

The aim of the Community Development Fund is to develop, enhance and support the involvement of community groups in activities and projects which respond to identified needs in the Knox community.

Projects and events that involve collaboration with other organisations and services, share resources within the community, and involve volunteers, are favourably considered. The CDF grants encourage one-off or short-term projects, as well as offering support to established community events that have been held annually for over three years.

Funding applications of up to \$20,000 are considered for projects that meet the CDF criteria and support the goals of the Knox Community and Council Plan 2017-2021.

The 2020-21 grant round opened on 22 April, 2020 and will close on 22 June, 2020. This extended application period will give groups the opportunity to consider projects that will help rebuild community momentum and involvement once the current COVID-19 crisis passes.

### Funding allocation

The CDF Grants Program was increased by \$80,000 for the 2020-21 financial year to enable an increase in grants/financial assistance to support COVID-19 recovery initiatives; bringing the total grant pool for 2020-21 to \$437,183.

### Governance arrangements

Refer to Knox City Council's:

- Community Development Fund Policy (April 2018 – April 2021).
- Community Development Fund Guidelines 2020/2021.



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### 3. COVID-19 Supporting Local Services Fund

#### Overview

The COVID-19 Supporting Local Services Fund (the Fund) is a one-off allocation of funding that aims to support local service providers, based in Knox or providing services and support to Knox residents, in the face of increased demand due to the current COVID-19 pandemic. The Fund will assist not-for-profit community organisations to address local community priorities that have arisen as a result of COVID-19. Expressions of interest should identify which priority area they are addressing and how the wellbeing of recipients will be improved as a result of the Fund. The priority areas that will be addressed through this Fund include:

- Homelessness and lack of crisis accommodation;
- Housing stress;
- Mental health;
- Financial Counselling;
- Food insecurity;
- Family violence;
- Technology issues including technology literacy; and
- Social isolation.

#### Funding allocation

The COVID-19 Supporting Local Services Fund was allocated \$200,000 for the 2020-21 financial year, for distribution as need arises.

#### Fund Principles

The COVID-19 Supporting Local Services Fund is underpinned by the following principles:

1. Facilitation of responsive and cost-effective services and supports that meet the emerging and increased health and wellbeing needs of the Knox community during the COVID-19 pandemic;
2. A responsive and equitable process; and
3. Accountability for funding.

#### Eligibility

To be eligible for funding, the following requirements must be met:

1. Applicants must be able to demonstrate:
  - a) An increase in demand for their services due to the COVID-19 pandemic; or
  - b) A need to adapt their service delivery model to meet the needs of the community during the COVID-19 pandemic.





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Service organisations unable to meet this requirement could be considered for other Council grant programs that may be more appropriate for their project idea, including projects that focus on community recovery once the crisis has ended.

2. Applicants must be 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. Consideration will be given to organisations under the auspice of another organisation which meets any of these criteria.
3. Applicants must demonstrate a direct benefit to the Knox community.
4. Applicants must have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox City Council.

### Application Process

Organisations can submit an expression of interest seeking Council support to cover additional costs that have arisen as a result of an increase in demand for services, or for adapting service delivery to meet the needs of the community during the COVID-19 pandemic. Such costs may include (but are not limited to):

- Additional staffing;
- Volunteer expenses;
- Food or goods for material aid provision;
- Wellbeing initiatives; and
- Equipment such as IT resources to enable organisations to address the identified social issues.

Applicants will need to give an overview of how the funding will be spent. Due to the responsive nature of this Fund, Council will be asking for estimations of costs, rather than evidence of exact costs.

### Submission Period

Council is seeking expressions of interest from eligible not-for-profit community organisations. This one-off funding round will remain open until all funds have been distributed.

### Assessment Process

Once an expression of interest has been received, Council's Community Partnership Team will check the eligibility of the organisation. Each expression of interest will then be assessed and determined by an Assessment Panel, on a fortnightly basis.

Applications will be assessed on the following criteria:

- The level of benefit to Knox residents;
- Clear demonstration of:
  - An increase in demand for services due to the COVID-19 pandemic; or
  - A need to adapt the service delivery model to meet the needs of the community during the COVID-19 pandemic.
- The degree to which the project is shown to have a clear financial need, be feasible and be financially viable;



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- The capacity of the applying organisation to deliver the project and manage the grant; and
- Demonstration of consultation and/or partnership with others (as appropriate).

A recommendation will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Councillors with a fortnightly update on all EOI's assessed and recommended and not recommended via a memo and a formal report will be prepared for Council on a monthly basis, advising of outcomes and the remaining quantum. This process will continue until the fund is fully expended.

#### **Assessment Panel**

A temporary panel will be formed to assess all expressions of interest. The Assessment Panel will comprise the following Council officers:

- Director Community Services (Chair);
- Manager Community Wellbeing;
- Manager City Futures or delegate (for probity); and
- Relevant delegates from Active Ageing and Disability Services; Youth Leisure and Cultural Services; Family and Children's Services; Emergency Management; City Futures; or Health Services depending on the specific nature of the application or expertise required for assessment.

#### **Successful Applicants**

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

#### **Payment of Grants**

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

#### **Acquittal**

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the Knox community including the number of residents who have benefited; and
- Financial acquittal.



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## 4. Hot Meals Program for Vulnerable Families Grant

### Overview

The impact of the COVID-19 Stage 3 Restrictions saw the suspension of regular, free community meal services by a number of Emergency Relief Services in Knox. During this time, only two services, Foothills Community Care in Ferntree Gully and St. Paul's Anglican Church in Boronia (in partnership with five Knox churches), were providing hot takeaway meals on a weekly basis for the community. Other Emergency Relief Services in Knox have continued to provide frozen meals and packaged food parcels on a regular basis to meet community need.

The hot meal takeaway service is now supporting a broader cohort of the Knox community as needs has grown as a result of the pandemic.

### Funding allocation

The Hot Meals Program for Vulnerable Families Program was allocated \$315,000 for the 2020-21 financial year.

### Aims

The Hot Meal Program for Vulnerable Families Grant is a one-off allocation of funding made available to support local service providers to increase hot meal provision for Knox residents during and into the recovery period after COVID-19, when demand is expected to spike.

The Hot Meal Program for Vulnerable Families Grant will also support local service providers to continue to provide frozen meals and food parcels for Knox residents during and into the recovery period after COVID-19, when demand is expected to spike.

### Principles

The Hot Meal Program for Vulnerable Families Grant is underpinned by the following principles:

1. Facilitation of responsive and cost-effective hot meal provision and emergency food relief that meets the emerging and increased health and wellbeing needs of the Knox community during and into the recovery period of the COVID-19 pandemic;
2. A responsive and equitable process;
3. Accountability for funding; and
4. Commitment to working in partnership with Knox City Council and the Knox Emergency Relief Network.

This funding stream has been divided into two categories, these being contested and uncontested. The contested category relates to the \$50,500 allocation to emergency relief centres for the purpose of providing food relief in the form of food and personal care packages. The uncontested category refers to the hot meal delivery program in partnership with Foothills Community Care and St Paul's Anglican Church, Boronia (with five other churches).



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## Eligibility

### ***Uncontested – Hot Meals Program***

The impact of the COVID-19 Stage 3 Restrictions saw the suspension of regular free community meal services normally provided by a number of emergency relief providers in Knox. During this time, there were only two regular weekly services for people seeking a hot meal in Knox, provided by Foothills Community Care in Ferntree Gully and St. Paul's Anglican Church in Boronia (in partnership with five other Knox churches).

As restrictions increased, a number of community meal providers were unable to continue providing meals for the community. Foothills Community Care and St Paul's (with five other churches) were able to continue to provide hot meals and consistently adapted the method of service to ensure that all requirements were met to ensure volunteer and patron safety, whilst providing much needed hot meals and emergency relief packs. Increased community awareness and need has resulted in increased patronage to the two services.

As the current sole providers of hot meals, the uncontested stream of the Hot Meals Program Grant was developed in partnership with Foothills Community Care and St Paul's Boronia (as lead with five other churches) to ensure that hot meals continue to be provided to meet the needs of the Knox community during and after the COVID-19 pandemic.

An increase in capacity for meal provision to the Knox community will result from this funding. Expected community outcomes will apply as follows (in negotiation and agreement with Foothills Community Care and St Paul's Anglican Church, Boronia):

- An additional hot meal service to the community.
- An expansion of existing community meal services.
- Meals provided directly to the home of community members who are elderly, socially isolated, or otherwise vulnerable.
- Personal care packages are included with meals.
- 'Pay forward' meal vouchers are introduced to support both local restaurants and cafes as well as community members.
- Community meals are provided on special occasions such as Mother's Day and Father's Day.

### ***Contested – Emergency Relief Grant***

To be eligible for funding, the following requirements must be met:

1. Applicants must be able to demonstrate that they are an established emergency relief provider in the Knox municipality. Partnership applications are encouraged.
2. Applicants must provide details about the emergency food relief they will provide, including costings.
3. Applicants must demonstrate a direct benefit to the Knox community.
4. Applicants must be 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



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Commonwealth. Consideration will be given to organisations under the auspice of another organisation which meets any of these criteria.

5. Applicants must have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox City Council.
6. If the Applicant has recently received other Knox City Council grant funding, they must demonstrate how the Hot Meal Program for Vulnerable Families Grant will provide different or increased benefits to the Knox community.

Local service providers unable to meet the above requirements may be eligible for other Council grant programs that may be more appropriate for their project idea, including projects that focus on community recovery once the crisis has ended. Please contact Council's Community Partnerships Team on 9298 8000 for more information.

#### ***Contested and Uncontested***

Recipients of both streams of funding (contested and non-contested) will be required to:

- Submit relevant documentation in accordance with the relevant on-line application forms.
- Report back to Council on issues including number of recipients and emerging trends.
- Work in partnership with Knox City Council and the Knox Emergency Relief Network to ensure that community need is met and to avoid duplication.

#### **Application Process**

##### ***Uncontested***

A funding agreement will be developed between Knox City Council and Foothills Community Care and Knox City Council and St Paul's Anglican Church, Boronia. The Funding Agreements will define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. The recipients will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

##### **Payment of Grants**

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

##### **Acquittal**

Each organisation will be required to submit an acquittal report outlining:

- Outcomes for the Knox community including the number of residents who have benefited; &
- Financial acquittal.



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### **Application Process**

#### ***Contested***

Interested applicants will need to submit an application form via SmartyGrants.

The contested grant pool is \$50,500. Applications from interested organisations will be considered for amounts up to \$5,000.00.

Applicants will be asked to provide details of the type of emergency relief to be provided, proposed budget expenditure, partnership details (if relevant) and proposed number of recipients.

#### **Submission Period**

Applications will open on 1 July 2020 and close on 31 August 2020.

#### **Assessment Process**

Assessment of all eligible applications will be undertaken by the special Hot Meal Program for Vulnerable Families Grant Panel in August 2020.

Applications will be assessed on the following criteria:

- The level of benefit to Knox residents;
- The degree to which the project is shown to have a clear financial need, be feasible and be financially viable;
- Clear demonstration of community need and proposed project objectives;
- The capacity of the applying organisation to deliver the project and manage the grant; and
- Demonstration of consultation and/or partnership with others (as appropriate).

The Panel's recommendations will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Council with a formal report advising of outcomes.

#### **Assessment Panel**

A temporary panel will be formed to assess all expressions of interest. The Assessment Panel will comprise the following Council officers:

- Director Community Services (Chair);
- Manager Community Wellbeing (or delegate);
- Coordinator Community Partnerships;
- Manager City Futures or delegate (for Probity).

#### **Successful Applicants**

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within



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their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

**Payment of Grants**

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

**Acquittal**

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the Knox community including the number of residents who have benefited; &
- Financial acquittal.



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## 5. Not-for-Profit Group Facility Operating Contribution

### Overview

Not-for-profit groups and clubs with a lease or licence in a Council facility have continued to incur costs, despite having to close down facilities as a result of the pandemic. The closures have had an impact on the ability of not-for-profit groups to cover existing and new operating costs due to limited or falling revenues. A one-off contribution towards not-for-profit groups and clubs with a lease or licence in a Council facility will enable their ongoing operation through the pandemic. Such costs may include utilities to ensure security through alarms and lighting as well as power bills to maintain club assets such as canteen stock.

### Funding allocation

The Not-for-Profit Group Facility Operating Contribution was allocated \$160,000 for the 2020-21 financial year for those Not-for-Profit Groups and Clubs with a lease or licence (including seasonal tenancy agreements) in a Council facility.

### Eligibility

Only not-for-profit groups and clubs with a lease or licence or seasonal tenancy agreement in a Council facility will be eligible for this contribution.

### Contribution Process

A letter will be sent to eligible NFP groups including an EFT consent form and an acquittal outcome report offering an operating contribution payment.

All signed EFT consent forms to be sent to the Community Services Coordinator Business Improvements to manage the process.

### Payment of Grants

Contributions will be paid by electronic funds transfer (EFT) to each recipient. Funding payments will be processed within 10 days of receiving the signed EFT consent form.

### Acquittal

Recipients will be required to submit an acquittal outcome report by June 2021 which will indicate where the majority of the contribution was used as per Council advice (utilities and COVID-19 operating expenses).





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### 6. Business Support Grants

The Business Support Grants are open to businesses operating in Knox. Businesses will need to demonstrate how the grant will help support their businesses in response to the impact of COVID-19.

There are three types of Business Support Grants (the Knox eCommerce Grant, the Knox Manufacturing and Supply Chain Transition Grant, and the Creative & Cultural Grant). Each Grant has its own set of criterion, which are set out below.

The Business Support Grants Program was allocated \$335,000 in the 2020-21 financial year. The funding of \$335,000 has not been divided and allocated to each of the three Business Support Grants, as it is important to be flexible and respond to the demand and specific circumstances of Knox's business community.

#### 6.1 Knox eCommerce Grant

##### Overview

The objective of this grant is to support existing businesses in Knox to build their online eCommerce presence and capability including website, social media and other online marketing channels.

This Grant is intended to complement the Digital Upskill Program, where businesses will learn a range of digital optimisation skills in addition to eCommerce.

Providing financial support to businesses in Knox to meet the needs of their customers will not only support their shopfront operations once they reopen or return to normal, it could generally increase and widen their range of customers.

##### Funding allocation

The Business Support Grants Program (which includes the Knox eCommerce Grant) was allocated \$335,000 in the 2020-21 financial year. Allocation of the funds to each grant will be applied proportionately to demand.

##### Fund Principles and Scope

The Knox eCommerce Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

The Knox eCommerce Grant will have the following parameters:

- Businesses with up to 20 staff will be able to apply for up to \$2,000;
- Businesses with up to 50 staff will be able to apply for up to \$3,000;
- Council will reserve the right to part-fund projects; and



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- Retrospective projects undertaken from 2 March 2020 can also be considered.

The application process will require businesses to justify how the eCommerce project will improve outcomes due to the impact of COVID-19, and will include activities such as:

- Website development or redevelopment with eCommerce functionality;
- Online shopping or eCommerce platform development external to the website;
- Social media and other online marketing strategy or delivery; and
- Capability development and/or training for staff to use and implement online activities.

The Knox eCommerce Grant will not be available for:

- Ongoing costs such as web and email hosting, or staff costs;
- Purchase of IT equipment such as computers, tablets or point of sale equipment; and
- Purchase or subscription costs for software or applications.

### Eligibility

To be eligible for funding, the following requirements must be met:

- Operating from a property in Knox Local Government Area with up to 50 staff;
- Be able to demonstrate a minimum 30% reduction in turnover in their business since February 2020;
- Hold an Australian Business Number (ABN) and have been trading for at least 12 months;
- Be an Australian owned business;
- Be able to show how the project will support their business due to the impact of COVID-19;
- Hold all relevant licences, permits and approvals necessary to be operating; and
- Have no outstanding debts or outstanding compliance requirements with Knox City Council.

### Application Process

- Applications will be received via Council's SmartyGrants software.
- Applicants will be required to provide proof of eligibility.
- A quote or invoice (for retrospective applications) will be required to outline the project works.
- An overview of the project will be required to explain how the project will assist the business to improve due to the impacts of COVID-19, how it will benefit the business ongoing and how it will build capacity in the business.



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### Submission Period

An initial funding round will receive submissions from July/ August 2020 and will be open for a six-week period. A subsequent funding round may be released subject to availability of budget following the initial funding round.

### Assessment Process

On receipt of application for the Knox eCommerce Grant the Economic Development and Business Recovery teams will assess the eligibility of the applicant. Only eligible applications will be progressed for assessment. Council officers can seek further information from an applicant to confirm eligibility.

Applications will be assessed on the following criteria:

- The level of benefit to the business, addressing both the current and future environments;
- Clear overview of proposed project objectives; and
- The capacity of the business to deliver the project and manage the grant.

The assessment panel (outlined below) can choose to part-fund projects in order to fund a higher number of projects. Applications will be ranked by score and the highest ranked projects will be recommended for funding, until the funding allocation has been exhausted.

The Panel's recommendations will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Council with a report advising of outcomes.

### Assessment Panel

A temporary panel will be formed to assess all applications. The Assessment Panel will comprise the following members:

- Manager City Futures (Chair)
- Senior Program Lead Business Recovery
- Senior Program Lead Economic Development
- Manager Community Wellbeing or delegate (for Probity)
- Industry advisor – Danielle Storey (CEO, Eastern Innovation Business Centre)

### Successful Applicants

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g.



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governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

### **Payment of Grants**

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

### **Acquittal**

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the business
- Financial acquittal

## 6.2 Knox Manufacturing and Supply Chain Transition Grant

### **Overview**

The objective of this grant is to support existing manufacturing businesses in Knox to transition and pivot their manufacturing to respond to medical, health and other supply chain needs that have arisen due to COVID-19. In addition, the objective is to assist with regulatory processes, maintain and create jobs, create new local business-to-business opportunities, and build on Knox's comparative advantage in the medical and health sector.

### **Funding allocation**

The Business Support Grants Program (which includes the Knox Manufacturing and Supply Chain Transition Grant) was allocated \$335,000 in the 2020-21 financial year. Allocation of the funds to each grant will be applied proportionately to demand.

### **Fund Principles and Scope**

The Knox Manufacturing and Supply Chain Transition Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

The Knox Manufacturing and Supply Chain Transition Grant will have the following parameters:

- Manufacturing businesses will be able to apply for up to \$20,000; and
- Council will reserve the right to part-fund projects.



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The application process will require manufacturing businesses to justify how the grant will improve outcomes due to the impact of COVID-19, and will include activities such as:

- Capital/equipment to facilitate meeting health, medical and other demonstrated supply chain opportunities;
- Obtaining expertise/specialist advice to oversee process improvements, partnership arrangements or compliance requirements;
- Accessing local research/ testing that will support businesses to pivot to new opportunities; and
- Obtaining support/advice to assist local firms that have COVID-19 export and import replacement opportunities.

### **Eligibility**

To be eligible for funding, the following requirements must be met:

- Operating from a property in Knox Local Government Area;
- Hold an Australian Business Number (ABN) and have been trading for at least 12 months;
- Be an Australian owned business;
- Be able to show how the grant funding will support their business to transition to new supply chain opportunities arisen due to COVID-19;
- Hold all relevant licences, permits and approvals necessary to be operating; and
- Have no outstanding debts or compliance requirements with Knox City Council.

### **Application Process**

- Applications will be received via Council's SmartyGrants software.
- Applicants will be required to provide proof of eligibility.
- An overview of the project will be required to explain how it will improve outcomes due to the impact of COVID-19, as per the Principles and Scope of the grant.
- Supporting documentation including quotes and/or proposals will be required for goods or services requested through the grant application.

### **Submission Period**

An initial funding round will receive submissions from July/ August 2020 and will be open for a six-week period. A subsequent funding round may be released subject to availability of budget following the initial funding round.

### **Assessment Process**

On receipt of application for the Knox Manufacturing and Supply Chain Transition Grant the Economic Development and Business Recovery teams will assess the eligibility of the applicant. Only eligible



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applications will be progressed for assessment. Council officers can seek further information from an applicant to confirm eligibility.

Applications will be assessed on the following criteria:

- The level of benefit to the business, addressing both the current and future environments;
- Clear overview of proposed project objectives; and
- The capacity of the business to deliver the project and manage the grant.

The assessment panel (outlined below) can choose to part-fund projects in order to fund a higher number of projects. Applications will be ranked by score and the highest ranked projects will be recommended for funding, until the funding allocation has been exhausted.

The Panel's recommendations will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Council with a report advising of outcomes.

### **Assessment Panel**

A temporary panel will be formed to assess all applications. The Assessment Panel will comprise the following members:

- Manager City Futures (Chair)
- Senior Program Lead Business Recovery
- Senior Program Lead Economic Development
- Manager Community Wellbeing or delegate (for Probity)
- Industry advisor – Sharad Menon (Industry Engagement Manager, Advanced Manufacturing Industry 4.0 Hub, Swinburne University of Technology)

### **Successful Applicants**

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

### **Payment of Grants**

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.



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### Acquittal

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the business
- Financial acquittal

## 6.3 Knox Creative & Cultural Sector Grant

### Overview

The objective of this grant is to support cultural and creative sectors in Knox – a sector that is heavily reliant on patron numbers, events/ festivals and tourism. The funding compliments the Sustaining Creative Workers initiative issued by the State Government to support the continued work of Victoria's independent creative practitioners.

### Funding allocation

The Business Support Grants Program (which includes the Knox Creative & Cultural Sector Grant) was allocated \$335,000 in the 2020-21 financial year. Allocation of the funds to each grant will be applied proportionately to demand.

### Fund Principles and Scope

The Knox Creative & Cultural Sector Grant is underpinned by the following principles:

1. A responsive and equitable process; and
2. Accountability for funding.

The Knox Creative & Cultural Sector Grant will have the following parameters:

#### Stream 1 – Creative Industry Facilitation Grant

- Creative and cultural businesses will be able to apply for up to \$5,000;
- Needs to be an individual business application; and
- Council will reserve the right to part-fund projects.

Stream 1 – Creative Industry Facilitation Grant is proposed and will include activities such as:

- Participation in, or development of online training and development packages e.g. creative seminars/ creative classes online with skills/ social interaction;
- Innovate their marketing and communication activities such as building search engine optimisation, developing social media and digital platform strategies or other communications engagement; and



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- Facilitate partnership/ network or research and development opportunities with other creative professionals across new platforms, channels, portals, etc.

Stream 2 – Placemaking and Liveable Communities Grant

- Creative and cultural businesses will be able to apply for up to \$10,000;
- Needs to demonstrate local business and community partnerships and community outcomes; and
- Council will reserve the right to part-fund projects.

Stream 2 Placemaking and Liveable Communities Grant will enhance placemaking/ liveability and activity centre renewal activities, in Wantirna, Bayswater, Boronia and Ferntree Gully Village, post COVID-19 restrictions.

With COVID-19 having a deep impact on retail, hospitality and community arts and recreation services, this grant recognises the link between vibrant retail and activity centres and the creative and cultural sectors.

These initiatives could include:

- Funding neighbourhood pop-up activations, community art projects/ installations, and cultural development activities;
- Running events/ performances/ multimedia/ digital exhibitions that are connected to the activity centres;
- Supporting partnership arrangements between artists and traders to improve visual merchandising/ rejuvenation of shopfronts, activity centre beautification or marketing; and
- Footpath, trading and dining displays that compliment commercial and community activity in these centres.

**Eligibility**

To be eligible for funding, the following requirements must be met:

- Hold an Australian Business Number (ABN) and/ or be a registered Not-for-Profit organisation or Incorporated Group;
- Be currently operating within the cultural and creative sector, as listed by the ABS/Creative Victoria;
- Be an Australian owned business;
- Be located in or operating within Knox; and
- Hold all relevant licences, permits and approvals necessary to be operating.

**Application Process**

- Applications will be received via Council's SmartyGrants software.
- Applicants will be required to provide proof of eligibility.





## Grants Governance Framework (COVID-19 Community and Business Support Package)

- An overview of the project will be required to explain how the project will improve outcomes due to the impact of COVID-19, as per the Principles and Scope of the grant.
- Due to the nature of this grant, supporting documentation can include a budget prepared by the applicant incorporating estimates of costs. Quotes and/or proposal will be required for projects engaging providers of professional services (training, marketing & communication services etc.).

### **Submission Period**

An initial funding round will receive submissions from July/ August 2020 and will be open for a six-week period. A subsequent funding round may be released subject to availability of budget following the initial funding round.

### **Assessment Process**

On receipt of application for the Knox Creative & Cultural Sector Grant the Economic Development and Business Recovery teams will assess the eligibility of the applicant. Only eligible applications will be progressed for assessment. Council officers can seek further information from an applicant to confirm eligibility.

Applications will be assessed on the following criteria:

- The level of benefit to the business or organisation;
- Clear overview of proposed project objectives;
- The capacity of the business or organisation to deliver the project and manage the grant; and
- The capacity to operate within Council's arts and events policies and regulations (Stream 2 only).

The assessment panel (outlined below) can choose to part-fund projects in order to fund a higher number of projects. Applications will be ranked by score and the highest ranked projects will be recommended for funding, until the funding allocation has been exhausted.

The Panel's recommendations will be made to Council's Chief Executive Officer, or Delegate, for determination. All funding will be allocated under the delegation of the Chief Executive Officer. Once a decision has been made, the applicant will be informed of the outcome. Officers will provide Council with a report advising of outcomes.

### **Assessment Panel**

A temporary panel will be formed to assess all applications. The Assessment Panel will comprise the following members:

- Manager City Futures (Chair)
- Senior Program Lead Business Recovery
- Senior Program Lead Economic Development
- Coordinator Arts & Cultural Services



Grants Governance Framework  
(COVID-19 Community and Business Support Package)

- Industry advisor – Danielle Storey (CEO, Eastern Innovation Business Centre)

### **Successful Applicants**

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements will be issued for a one-year period based on the agreed funding objectives. Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

### **Payment of Grants**

Grant monies will be paid by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

### **Acquittal**

Successful applications will be required to submit an acquittal report outlining:

- Outcomes for the business
- Financial acquittal

## 6.6 Lease Agreement for 21 Liverpool Road, The Basin for The Basin Community House Facility

**SUMMARY:** Acting Senior Property Officer, Paige Kennett

The new Basin Community House located at 21 Liverpool Road, The Basin has been constructed in partnership with The Basin Primary School and the Department of Education and Training. Knox City Council currently has a short term licence agreement with the Department of Education and Training, which will be terminated upon the execution of the new negotiated 20-year lease.

### RECOMMENDATION

That Council:

1. Enter into a lease with The Hon. James Merlino, MP, Minister for Education for and on behalf of the Crown and in right of the State of Victoria, for 21 Liverpool Road, The Basin, with the following terms:
  - a. Term of 20 years plus a further term of 20 years;
  - b. Lease fee of \$1 per annum; and
  - c. Council will be responsible for all maintenance and repairs to the property; and
2. Authorise the Chief Executive Officer to sign and seal the lease for 21 Liverpool Road, The Basin between with The Hon. James Merlino, MP, Minister for Education for and on behalf of the Crown and in right of the State of Victoria and Knox City Council.

### 1. INTRODUCTION

The Basin Community House was established in 1989 and is located adjacent to The Basin Primary School and accessed from Mountain Highway, The Basin. Under a licence agreement with Council for use of the land and buildings, the Community House is responsible for designated maintenance responsibilities, payment of utilities and delivery of a diverse range of programs, services and accredited training to support the health and wellbeing of residents.

In October 2010, Council commenced a joint study with The Basin Community House, The Basin Primary School, and the then Department of Education and Early Childhood Development to assess the feasibility of developing a multipurpose facility in The Basin.

In July 2016, the Department of Education and Training (DET) committed \$2 million for a new facility (The Basin Community House) on The Basin Primary School site, to be identified as 21 Liverpool Road, The Basin.

In August 2018, Council committed funds from the sale of the existing site of The Basin Community House at 1221 Mountain Highway, The Basin to support the relocation of the Community House to the new facility, and to enter into a 20-year lease for the new facility.

This new facility was purpose built for The Basin Community House by the Victorian Schools Building Authority. Council currently has a short-term licence agreement with The Hon. James Merlino, MP, Minister for Education for and on behalf of the Crown and in right of the State of

Victoria, for 21 Liverpool Road, The Basin. This short-term licence agreement commenced on 22 November 2018 and will be terminated upon the commencement of this lease agreement.

The Basin Community House has occupied the facility under a sub-license arrangement which commenced on 1 December 2018. Upon the commencement of this lease agreement The Basin Community House will move to Council's standard 5-year licence agreement.

## 2. DISCUSSION

At the Ordinary Meeting of Council held on 28 August 2017, Council resolved to

1. *Support The Basin Community House Redevelopment through allocating the funds derived from the sale of 1221 Mountain Highway, The Basin, to the new facility on The Basin Primary School site. The provision of funds will be for:*
  - 1.1 *Once-off funding of up to an amount of \$150,000 for furniture, fixtures and equipment (FFE); and*
  - 1.2 *Funding asset renewals, maintenance and Council's operational and management costs over time of the 20-year lease, estimated at \$522,440.*
2. *Confirm that The Basin Community House Inc. will contribute up to a maximum of 50% of the maintenance costs for the new facility over the term of the 20-year lease, in addition to a 'peppercorn rental' through a sub-lease between Council and The Basin Community House Inc.*
3. *Enter into a 20-year lease with the Department of Education and Training (DET) for the new facility, with Council as the tenant and The Basin Community House Inc. as the sub-tenant, including:*
  - 3.1 *An option to have the first right of renewal of the lease at the end of the 20-year term; and*
  - 3.2 *A Clawback Clause requiring reimbursement of Council funds for the new facility at 21 Liverpool Road, The Basin, should DET sell the school site in the future or seek to take over use of its facility.*
4. *Advocate to the Planning Minister to expedite the rezoning of 1221 Mountain Highway, The Basin to minimise the delay in the proposed sale.*
5. *Note that due to the delay between the sale of 1221 Mountain Highway, The Basin and construction of the new facility, Council will need to allocate funds for FFE to ensure the service can commence operations. This allocation is to be offset by the future sale of 1221 Mountain Highway, The Basin.*
6. *Receives a report in early 2018 outlining the lease and sub-lease conditions.*

### 2.1 Sale of site located at 1221 Mountain Highway, The Basin

The property formerly occupied by The Basin Community House at 1221 Mountain Highway, The Basin, was sold at auction on 13 April 2019 however the purchaser failed to settle the purchase within the prescribed time.

On 28 January, 2020, Council agreed to recommence the process to again sell the property. However, due to the COVID19 pandemic all Council property sales have been delayed. The

statutory process for this sale has been completed, with a further report being presented to Council to commence the sale process.

## 2.2 Lease Conditions

The key principles in the lease agreement between The Minister and Knox City Council are:

<b>Commencement Date</b>	<b>1 July 2020.</b>
<b>Term</b>	20 years plus a further term of 20 years.
<b>Lease fee</b>	\$1.00 per annum.
<b>Permitted Use</b>	Community facility for the municipality of Knox.
<b>Licensee responsibilities and special conditions</b>	Council will be responsible for all maintenance and repairs to the property.

## 2.3 Licence Conditions

The key principles in the licence agreement between Knox City Council and The Basin Community House are:

<b>Commencement Date</b>	<b>1 July 2020.</b>
<b>Term</b>	5 years.
<b>Licence fee</b>	\$200 per annum (GST inclusive) increasing annually on the anniversary of the Commencement Date in accordance with Council's adopted fees and charges.
<b>Permitted Use</b>	Activities associated with the operation of The Basin Community House including educational, health and wellbeing, personal development, meetings, passive recreational courses and community engagement.
<b>Licensee responsibilities &amp; special conditions</b>	Licensee responsible for up to 50% of the maintenance costs to a maximum of \$6,000 per annum.  A memorandum (MoU) of understanding between The Basin Primary School and The Basin Community House is to be developed and reviewed annually by the parties. MoU is to address operational governance of shared spaces, the aim of ongoing collaboration and the nature of programs and activities to be delivered by the Licensee in the Licensee area.

## 3. CONSULTATION

Council's Property Management Team and the Community Wellbeing Community Facility Officer negotiated the lease agreement with the Property Unit of the Victorian School Building Authority.

The Community Wellbeing Community Facility Officer led the collaboration between The Basin Primary School, The Basin Community House and the Property Unit of the Victorian School Building Authority to establish the memorandum of understanding between The Basin Community House and The Basin Primary School.

#### 4. ENVIRONMENTAL/AMENITY ISSUES

Availability and accessibility of community facilities affects the quality of life of residents within the Knox community. This lease will enable Council to capitalise on the opportunity for The Basin Community House and adjacent Primary School to develop strong relationships, partnerships and programs responsive to community needs. The design and co-location of the new facility will maximise exposure to parents and school visitors, potentially increasing community participation and use of this important facility.

#### 5. FINANCIAL & ECONOMIC IMPLICATIONS

As noted at the Ordinary Meeting of Council held on 28 August 2017, a once off provision of funding for furniture, fixtures and equipment was to be funded by Council, provisioned through the sale of the old Community House located at 1221 Mountain Highway, The Basin.

Over the 20-year term at the Community House located at 21 Liverpool Road, The Basin, the estimated expenditure is outlined in the table below:

The Basin Community House Redevelopment (Liverpool Road)	Estimated Expenditure over 20 Years	Estimates per annum
Furniture, Fixtures and Equipment	\$150,000	Nil
Asset Renewals	\$200,000	\$10,000
Estimated Maintenance Costs	\$160,000*	\$8,000 (The Basin Community House contribution = \$4,000)
Management / Council costs	\$162,440**	\$8,122
<b>TOTAL</b>	<b>\$672,440***</b>	<b>\$26,122</b>

\*Excludes the operational grant, all insurances, building security and utilities e.g. water, electricity.

\*\*Calculated on a Band 6C x 3 weeks per annum over 20 years and includes cost escalation.

\*\*\*Excludes annual licence fee payable to Council.

#### 6. SOCIAL IMPLICATIONS

The new Basin Community House facility at 21 Liverpool Road, The Basin has already demonstrated the ability to deliver additional benefits to the community in enhancing service provision, strengthen community participation and social capital in The Basin and neighbouring suburbs.

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

**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 8.2 - 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 - Acting Senior Property Officer, Paige Kennett – In providing this advice as the Author, I have no disclosable interests in this report.

Officers Responsible – Director, City Development – Interim Finance and Governance, Matt Kelleher and Director, Community Services, Tanya Scicluna – In providing this advice as the Officers Responsible, we have no disclosable interests in this report.

## **9. CONCLUSION**

The locating of The Basin Community House within The Basin Primary School site is the successful culmination of a joint partnership between The Basin Community House Inc., Knox City Council and DET, spanning over a decade. It has enhanced the services provided by The Basin Community House Inc. and enabled an innovative approach to strengthened community house service delivery. The signing of this Lease document is the paramount to ensuring that the Community House is able to continue their service from this location into the future.

## **10. CONFIDENTIALITY**

Attachment 1 is included in the confidential agenda, having been declared confidential information pursuant to Section 77(2)(c) of the Local Government Act 1989, as the information relates to:

- Council business information, that will prejudice Council's position or that of the Crown when negotiating the lease if prematurely released.

**Report Prepared By:** Acting Senior Property Officer, Paige Kennett

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

Director, Community Services, Tanya Scicluna

## **Attachments**

**Confidential Attachment 1 has been circulated under separate cover**

## 6.7 Revised Instrument of Delegation to the Chief Executive Officer

**SUMMARY:** Coordinator Governance, Andrew Dowling

In response to the escalating COVID-19 pandemic, Council approved a revised instrument of Delegation to the Chief Executive Officer on 30 March 2020. The delegation provided greater decision making flexibility in the event that Council meetings were unable to be convened, due to restrictions imposed under the declared state of emergency, or in the event that Councillors were unable to attend a meeting.

In light of the commencement of new provisions of the Local Government Act 2020, and amendments made to the Act that enable online meetings, further revision to the Instrument of Delegation Chief Executive Officer are now proposed.

### RECOMMENDATION

In the exercise of the powers conferred by section 11(1)(b) of the Local Government Act 2020 (the Act) Knox City Council (Council) resolves that:

1. They be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer (the Instrument), subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the Instrument the previous Instrument of Delegation to the Chief Executive Officer approved on 30 March 2020 be revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

### 1. INTRODUCTION

Section 11 of the Local Government Act 2020 empowers Council to delegate its powers, duties or functions to the Chief Executive Officer, subject to certain statutory exclusions such as borrowing funds and adopting a Council Plan or budget, or make a local law.

In granting delegations, Council is not granting unfettered power to Council staff or relinquishing its own powers. In the ordinary course of business, delegations are necessary to facilitate effective functioning of Councils as they enable day-to-day decisions to be made in relation to routine administrative and operational matters.



## 2. DISCUSSION

The Instrument of Delegation to the Chief Executive Officer approved by Council in June 2017 (the 2017 Instrument) was replaced on 30 March 2020. The only significant change made in the March 2020 Instrument of Delegation (the March 2020 Instrument) was to remove certain conditions and limitations that ordinarily applied to the powers delegated to the Chief Executive Officer in particular circumstances. The intention of these changes was to ensure that decision-making could continue in circumstances where the declared state of emergency prevent council meetings being held, or where a sufficient number of Councillors were unable to attend a meeting.

Since that time, amendments made to the Local Government Act 2020 (by the COVID-19 Omnibus (Emergency Measures) Bill 2020) enable Councillors to electronically attend council meetings. Consequently, the changes made in March 2020 Instrument are no longer considered relevant.

On 1 May 2020, a further tranche of legislation in the Local Government Act 2020 (the Act) came into operation and a new instrument has been prepared that reflects the changes to the Act and refreshes the delegation.

A copy the new delegation proposed is included as **Attachment 1** to this report for consideration by Council.

The changes proposed in the new Instrument of Delegation have been tracked against the 2017 Instrument in **Attachment 2**, because the structure of the March 2020 Instrument is significantly different. The rationale for each change has also been included.

A copy of the current delegation from March 2020 is also included at **Attachment 3**.

## 3. CONSULTATION

This report has been prepared based on advice from Council's lawyer, Maddocks.

## 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 – Coordinator Governance, Andrew Dowling- 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**

It is recommended that Council adopt the revised Instrument of Delegation to ensure that it remains contemporaneous with the current legislative environment.

## **10. CONFIDENTIALITY**

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

**Report Prepared By: Coordinator Governance, Andrew Dowling**

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

## **Attachments**

1. Attachment 1 - Draft Delegation from Council to CEO [6.7.1 - 4 pages]
2. Attachment 2 - Council to CEO - Tracked changes from June 2017 to June 2020 [6.7.2 - 5 pages]
3. Attachment 3 - Council to CEO Delegation 30 March 2020 [6.7.3 - 8 pages]



## **Knox City Council**

### **Instrument of Delegation**

**to**

### **The Chief Executive Officer**



### Instrument of Delegation

In exercise of the power conferred by section 11 (1) of the Local Government Act 2020 (the Act) and all other powers enabling it, the Knox City Council (Council) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in Schedule of this Instrument of Delegation

AND declares that

- 1. This Instrument of Delegation is authorised by a Resolution of Council passed on 22 June 2020.
- 2. The delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to the Instrument of Delegation ;
  - 2.2 is subject to any conditions and limitations set out in the schedule ;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.

THE COMMON SEAL of KNOX CITY COUNCIL was )  
 hereunto affixed pursuant to a resolution of )  
 Council on 22 June 2020 in the presence of )  
 )  
 )  
 \_\_\_\_\_ )  
 Cr Nicole Seymour - Mayor )  
 )  
 )  
 )  
 \_\_\_\_\_ )  
 Tony Doyle - Chief Executive Officer )  
 )  
 )  
 )



## SCHEDULE

1. The power to
  - 1.1 determine any issue;
  - 1.2 take any action; or
  - 1.3 do any act or thing
 arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

## CONDITIONS AND LIMITATIONS

The delegate must not determine the issue, take the action or do the act or thing

1. if the issue, action, act or thing is an issue, action, act or thing which involves
  - 1.1 Expenditure that is:
    - 1.1.1 a contract with a value exceeding \$1,000,000 (including GST) that is not a multi-year contract; or
    - 1.1.2 a multi-year contract with a value exceeding \$500,000 (including GST) per annum for each year of the contract, up to 5 consecutive years; or
    - 1.1.3 Other expenditure exceeding \$1,000,000 (including GST).
  - 1.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
  - 1.3 election of a Mayor or Deputy Mayor;
  - 1.4 granting of a reasonable request for leave under section 35 of the Act;
  - 1.5 making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
  - 1.6 making, amending or revoking a Local Law;
  - 1.7 approval or amendment of the Council Plan;
  - 1.8 adoption or amendment of any policy that Council is required to adopt under the Act;
  - 1.9 adoption or amendment of the Governance Rules;
  - 1.10 appointment of the chair or the members to a delegated committee;
  - 1.11 approval of the Budget or the Revised Budget;
  - 1.12 borrowing money;



- 1.13 subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
- 1.14 appointment of Councillor or community delegates or representatives to external organisations;
- 1.15 the entering into of any contract for the sale, purchase or exchange of land with or without consideration;
- 1.16 the disposal of any land for any unpaid rates or charges
- 1.17 the exercise of entrepreneurial powers under Section 193(1) and (2) of the Local Government Act 1989 or the powers in relation to beneficial enterprises under Section 110 (1) and (2) of the Local Government Act 2020;
- 1.18 the establishment of any regional corporation of which the Council is intending to become a member;
- 1.19 the waiving of a single debt above the value of \$10,000;
- 1.20 the imposition, reduction, alteration or waiver of any fee or charge , including interest which the Council may lawfully impose, above the value of \$5,000; or
- 2. If the issue, action , act or thing is an issue, action, act or thing which is required by law to be done by Council resolution at a Council Meeting;
- 3. If any issue, action, act or thing is an issue, action, act or thing which Council has previously designated as an issue, action, act or thing which must be subject to the resolution of Council at a Council Meeting, Special Committee Meeting or a delegated Committee Meeting;
- 4. If the determining of the issue, the taking of the action, or doing of the act or thing , would or would be likely to involve a decision which is inconsistent with a
  - 4.1 policy ; or
  - 4.2 strategy
 adopted by Council ; or
- 5. If the determining of the issue, the taking of the action or doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
- 6. The determining of the issue, the taking of the action or doing of the act or thing already the subject of exclusive delegation to another member of Council staff.



## INSTRUMENT OF DELEGATION TO THE CHIEF EXECUTIVE OFFICER

In exercise of the power conferred by section ~~11 (1) 98(1)~~ of the Local Government Act 2020 ~~1989~~ **(the Act)** and all other powers enabling it, the Knox City Council **(Council)** delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in Schedule of this Instrument of Delegation.

AND declares that

1. This Instrument of Delegation is authorised by a Resolution of Council passed on ~~26 June 2017~~ 22 June 2020.
2. The delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to the Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.

3. ~~The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.~~

### Rationale for Change

The Chief Executive Officers' power to sub-delegate to Council staff is now part of the 2020 Act and does not need to be included in the Delegation

THE COMMON SEAL -of KNOX CITY COUNCIL was )  
 hereunto affixed pursuant to a resolution of an )  
 Order of the Council on 22 June 2020 made on the )  
~~26 June 2017~~ in the presence of )

\_\_\_\_\_)  
Cr Nicole Seymour - Mayor )

\_\_\_\_\_)  
Tony Doyle - Chief Executive Officer )

\_\_\_\_\_)  
 Councillor- )

	<b>Rationale for change</b>
<p><b>SCHEDULE</b>                      The power to</p> <ol style="list-style-type: none"> <li>1. determine any issue;</li> <li>2. take any action; or</li> <li>3. do any act or thing</li> </ol> <p>arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.</p> <p><b>Conditions and Limitations</b></p> <p>The delegate must not determine the issue, take the action or do the act or thing</p> <ol style="list-style-type: none"> <li>1. if the issue, action, act or thing is an issue, action, act or thing which involves                         <ol style="list-style-type: none"> <li><del>1.1 — awarding a contract exceeding the value of: \$1,000,000 (including GST) for a single transaction; or</del></li> <li><del>1.2 — in the case of a multi-year contract, \$500,000 (including GST) per annum for each year of the contract, up to 5 consecutive years; whichever is the greater;</del></li> <li>1.1. <u>Expenditure that is:</u> <ol style="list-style-type: none"> <li>1.1.1 <u>a contract with a value exceeding \$1,000,000 (including GST) that is not a multi-year contract; or</u></li> <li>1.1.2 <u>a multi-year contract with a value exceeding \$500,000 (including GST) per annum for each year of the contract, up to 5 consecutive years ; or</u></li> <li>1.1.3 <u>Other expenditure exceeding \$1,000,000 (including GST).</u></li> </ol> </li> </ol> </li> </ol>	<p>The intent and financial thresholds of these provisions have been retained, but re-worded slightly below to provide greater clarity to staff when applying the limitations.</p> <p>Clause 1.1.3 has been added to ensure compliance with the requirement in the 2020 Act that any power to enter into contracts or make any expenditure specify a maximum monetary limit that cannot be exceeded.</p>



1.2.	<u>appointing an Acting Chief Executive Officer for a period exceeding 28 days;</u>	Limitation imposed by Section 11(2) and (3) of the 2020 Act
1.3.	<u>election of a Mayor or Deputy Mayor;</u>	Limitation imposed by Section 11(2) of the 2020 Act
1.4.	<u>granting of a reasonable request for leave under section 35 of the Act;</u>	Section 35 relates to Councillors taking a leave of absence and this limit means Council will still need to consider such requests.
1.5.	<u>making any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;</u>	Limitation imposed by Section 11(2) of the 2020 Act
1.6.	<u>making, amending or revoking a Local Law;</u> <del>the making, amendment or revocation of any Local Law under Part 5 of the Act;</del>	
1.7.	<u>approval or amendment of the of the Council Plan under s. 125 of the Act;</u>	
1.8.	<u>adoption or amendment of any policy that Council is required to adopt under the Act;</u>	
1.9.	<u>adoption or amendment of the Governance Rules;</u>	
1.10.	<u>appointment of the chair or the members to a delegated committee;</u>	
1.11.	<del>adoption of the Strategic Resource Plan under s 126 of the Act;</del>	The equivalent of the Strategic Resource Plan in the 2020 Act is the Financial Plan which is required to be adopted by Council (see clause 2)
1.12.	<u>approval of the Budget or the Revised Budget</u> <del>preparation or adoption of a Budget or a Revised Budget under Part 6 of the Act;</del>	Limitations imposed by Section 11(2) of the 2020 Act
1.13.	<u>borrowing money;</u>	
1.14.	<u>subject to section 181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;</u>	Prohibits declarations other than those associated with environmental upgrade agreements / charges. This is consistent with the resolution of Council on 24 September 2018 regarding such agreements.

1.15.	<del>adoption of the Auditors report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;</del>	These reports are part of the Annual report and required to be adopted by which is required to be adopted by Council (see clause 2)
1.16.	<del>determining pursuant to s 37 of the Act that an extraordinary vacancy on Council not be filled;</del>	Council has no role in determining whether to fill an extraordinary vacancy under the 2020 Act
1.17.	<del>exempting a member of a special committee who is not a Councillor, from submitting a return under section 81 of the Act;</del>	There are non-councillor appointees to existing special committees and Section 81 of the 1989 Act will be repealed on 24 October 2020. There is no equivalent in the 2020 Act.
1.18.	appointment of Councillor or community delegates or representatives to external organisations;	
1.19.	<del>the return of the general valuation and any supplementary valuations;</del>	Council is no longer responsible for the return of valuations.
1.20.	<del>changes to the manner in which Council holds its elections ;</del>	Under the 2020 Act, the voting system for Council elections is determined by the Minister for Local Government.
1.21.	the entering into of any contract for the sale, purchase or exchange of land with or without consideration <del>(but not one relating to the disposal of any land for unpaid rates or charges);</del>	Clause 1.22 moved adjacent to clause 1.21 and amendments made to avoid potential confusion.
1.22.	<del>the disposal of any land for any unpaid rates or charges</del>	
1.23.	<del>the exercise of entrepreneurial powers under Section 193(1) and (2) of the Local Government Act 1989 or the powers in relation to beneficial enterprises under Section 110 (1) and (2) of the Local Government Act 2020 formation, operation or membership of or by the Council in any Corporation, trust, partnership or any other body or business for an entrepreneurial purpose, or the participation in any other entrepreneurial activity capable of being conducted so as to directly or indirectly benefit the Council;</del>	Updated to reflect the existing provisions of the 1989 Act and the new provisions coming under the 2020 Act.
1.24.	<del>the establishment of any special committee or advisory committee of the Council;</del>	Special Committees and Advisory Committees are not defined in the 2020 Act. (Note a Chief Executive Officer cannot establish a Delegated Committees under the 2020 Act as the Act does not enable a CEO to delegate powers to a Delegated Committee)

<p>1.25. the establishment of any regional corporation of which the Council is intending to become a member;</p>	
<p>1.26. <del>noting declarations of impartiality by valuers pursuant to section 13DH(2) of the Valuation of Land Act 1960;</del></p>	<p>This limitation is redundant in light of the role of the Valuer-General in conducting valuations.</p>
<p>1.27. the waiving of a single debt above the value of \$10,000;</p>	
<p>1.28. the imposition, reduction, alteration or waiver of any fee or charge , including interest which the Council may lawfully impose, above the value of \$5,000-; or</p>	
<p>1.29. <del>the disposal of any land for any unpaid rates or charges.</del></p>	<p>Moved to enhance readability. See Clause 1.22</p>
<p>2. If the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution <u>at a Council Meeting</u>;</p>	<p>Amendment to provide greater clarity.</p>
<p>3. If any issue, action, act or thing is an issue, action, act or thing which Council has previously designated as an issue, action, act or thing which must be subject to the resolution of Council <u>at a Council Meeting, Special Committee Meeting or a delegated Committee Meeting</u>;</p>	<p>Amendment to provide greater clarity.</p>
<p>4. If the determining of the issue, the taking of the action, or doing of the act or thing, would or would be likely to involve a decision which is inconsistent with a</p> <p>4.1. policy; or</p> <p>4.2. strategy</p> <p>adopted by Council; or</p>	
<p>5. If the determining of the issue, the taking of the action or doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s <u>11(2)(a)-(n)</u> <del>98(1)(a)-(f)</del> (inclusive) of the Act or otherwise; or</p>	<p>Updated to refer to the 2020 Act</p>
<p>6. The determining of the issue, the taking of the action or doing of the act or thing already the subject of exclusive delegation to another member of Council staff.</p>	



**Knox City Council**

**Instrument of Delegation**

**to**

**The Chief Executive Officer**



### Instrument of Delegation

In exercise of the power conferred by s 98(1) of the *Local Government Act 1989* (**the Act**) and any power of delegation conferred by any other Act, Knox City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

- 1. this Instrument of Delegation is authorised by a Resolution of Council passed on 30 March 2020;
- 2. the delegation
  - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it; and
- 3. the member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by s 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

THE COMMON SEAL OF KNOX CITY COUNCIL  
was affixed pursuant to a resolution of the Council made on the 30 March 2020 in the presence of

Mayor 

Chief Executive Officer 

Councillor 



## SCHEDULE

### 1. The power to

- 1.1 determine any issue;
- 1.2 take any action; or
- 1.3 do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### Conditions and Limitations

#### A. Only if:

- (a) there is a state of emergency declared under the *Public Health and Wellbeing Act 2008* or state of disaster declared under the *Emergency Management Act 1986*; and
- (b) after following the procedure set out in the table below, the delegate forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and
- (c) the delegate makes every reasonable endeavour to consult with Councillors, and have regard to any opinions which they express

may the delegate:

- 1. award a contract exceeding the value of:
  - 1.1 \$1,000,000 (including GST) for a single transaction; or
  - 1.2 in the case of a multi-year contract, \$500,000 (including GST) per annum for each year of the contract, up to 5 consecutive years

whichever is the greater;

- 2. make, amend or revoke a local law under Part 5 of the Act;
- 3. approve the Council Plan under s 125 of the Act;



4. adopt the Strategic Resource Plan under s 126 of the Act;
5. prepare or adopt the Budget or a Revised Budget under Part 6 of the Act;
6. adopt the Auditor's report, Annual Financial Statements, Standard Statements and Performance Statement under Part 6 of the Act;
7. determine pursuant to s 37 of the Act that an extraordinary vacancy on Council not be filled;
8. exempt a member of a special committee who is not a Councillor from submitting a return under s 81 of the Act;
9. appoint Councillor or community delegates or representatives to external organisations; or
10. return the general valuation and any supplementary valuations;
11. change the manner in which Council holds its elections;
12. enter into any contract for the sale, purchase or exchange of land with or without consideration (but not one relating to the disposal of any land for unpaid rates or charges);
13. cause the Council to form, operate or become a member of any Corporation, trust, partnership or any other body or business for an entrepreneurial purpose, or participate in any other entrepreneurial activity capable of being conducted so as to directly or indirectly benefit the Council;
14. establish a special committee or advisory committee of Council;
15. establish any regional corporation of which the Council is intending to become a member;
16. note declarations of impartiality by valuers pursuant to s 13DH(2) of the *Valuation of Land Act 1960*;
17. waive a single debt above the value of \$10,000;
18. impose, reduce, alter or waive any fee or charge, including interest which the Council may lawfully impose, above the value of \$5,000; or
19. dispose of any land for any unpaid rates and charges; and



20. determine an issue, take action or do an act or thing which would or would be likely to involve a decision which is inconsistent with a:

20.1 policy; or

20.2 strategy

adopted by Council.

B. The delegate must not determine the issue, take the action or do the act or thing:

1. if the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution;
2. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
3. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.





### TABLE

1. The delegate must determine the timeframe for an issue to be determined, an action to be taken, or an act or thing to be done.
2. The delegate (or any person directed by the delegate) must contact each Councillor by:
  - 2.1 calling their Council-provided phone (including leaving a voice mail message);
  - 2.2 sending a text message to their Council-provided phone; or
  - 2.3 sending an email to their Council-provided email address, advising them what the issue, action, act or thing is and:
    - 2.4 the timeframe in which a meeting is to be held to determine the issue, take the action or do the act or thing;
    - 2.5 that they are required to respond advising whether they are willing and able to physically and legally attend a meeting within that timeframe in order to determine the issue, take the action or do the act or thing; and
    - 2.6 the deadline by which their response (to the delegate) is required.
3. Only after:
  - 3.1 receiving responses from a majority of the Councillors indicating that they are unwilling or unable to physically and legally attend the meeting; or
  - 3.2 the expiration of the stipulated deadline

may the delegate form the opinion that the meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum.



4. For the purposes of paragraph 3.2:
  - 4.1 'stipulated deadline' means –
    - (a) a minimum of three (3) hours from the time the final Councillor was contacted by the delegate; or
    - (b) any other time at the delegate's discretion. When exercising his or her discretion, the delegate must have regard to the timeframe within which the issue must be determined, the action must be taken, or the act or thing must be done; and
  - 4.2 following expiration of the stipulated deadline, any Councillor who has not responded to the delegate is deemed, for the purposes of this procedure, to be physically or legally unwilling or unable to attend the meeting.



## 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 Tender Report for Contract 2561 - Concrete Renewal & Associated Services

**SUMMARY:** Acting Senior Project Engineer, Darren von der Lippe

This report considers and recommends the appointment of a panel of six (6) contractors for Council's Concrete Renewal, Upgrade and Associated Services.

#### RECOMMENDATION

That Council:

1. Award Contract No. 2561 – Concrete Renewal, Upgrade and Associated Services, to the following contractors:

- D'Atri Concrete constructions Pty Ltd
- Ja-Cat Paving
- J&R Earthworks
- Parente Paving Pty Ltd
- Santilli Paving Co Pty Ltd
- Uniscape Pty Ltd

at their tendered schedule of rates for an initial period of four (4) years with a possible further extension of one (1) year to a maximum contract term of five (5) years;

2. Note expenditure under this contract in 2020/2021 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations;
3. Authorise the Chief Executive Officer to execute contract agreements with the above contractors;
4. Authorise the Chief Executive Officer to negotiate and execute extensions to Contract No. 2561 – Concrete Renewal, Upgrade and Associated Services to the maximum five-year contract term; and
5. Advise all tenderers accordingly.

#### 1. INTRODUCTION

Contract 2561 – Concrete Renewal, Upgrade and Associated Services is a schedule of rates contract with a panel of six (6) preferred contractors who can provide a reliable and high quality service in all aspects of concrete renewal and upgrades. This contract is crucial for the delivery of annual supply and capital works projects, mainly concerned with concrete works associated with footpath rehabilitation and road resurfacing.

Contract 2561 is to commence on 1 July 2020 until 30 June 2024 for a four (4) year period with the option of one (2) x one (1) year extension at Council's discretion.

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## 2. DISCUSSION

### 2.1 Proposed Works/Services

Contractors will undertake works such as:

- Footpath Renewal and New Works;
- Kerb & Channel Renewal and New Works;
- Vehicle Crossing Renewal and New Works;
- Traffic Island Renewal and New Works;
- Lintels and Covers;
- Property Connections;
- Drainage Pit & Connection Renewal and New Works;
- Retaining Wall Renewal and New Works; and
- Plant and Labour Hire.

Contractors will deliver various components of work as outline above under a Schedule of Rates.

Contract No. 2561 will be for the following periods:

Contract Period	Dates
48 Months (4 years)	1 July 2020 to 30 June 2024
12 Months (1 year) – option	1 July 2024 to 30 June 2025

### 2.2 Tenders called for

An invitation to tender notice was placed in The Age newspaper, commencing 14 March 2020 and concluding on 7 April 2020.

### 2.3 Tenders received

The following tenders were received for Contract No. 2561:

1. Bona Vista Concreting
2. D'Atri Concrete constructions Pty Ltd
3. Etheredge Mintern
4. G&E&M D'Alessandro Concreting Pty Ltd
5. Ja-Cat Paving
6. Jeni Associates Pty Ltd
7. J&R Earthworks
8. Lazzaro Concrete Works
9. MACA Infrastructure Pty Ltd
10. Parente Paving Pty Ltd
11. Prestige Paving
12. Rabcon paving Pty Ltd
13. Santilli Paving Co Pty Ltd
14. Ultimate Group Australia
15. Uniscape Pty Ltd
16. Victorian Infrastructure Services Pty Ltd

### 2.3.1 Evaluation Panel

All members of the Panel signed the Tender Evaluation Panel Declaration Form indicating that they had no Conflict of Interest or association with any tenderers.

### 2.3.2 Evaluation

The evaluation criteria, as listed in the Conditions of Tender, were assigned the following weightings:

Criteria	Weighting
1. Price	30%
2. Capability	25%
3. Capacity	25%
4. Quality and Sustainability	20%
<b>Total</b>	<b>100%</b>

### 2.3.3 Preferred Tenderers

Six (6) tenderers are preferred to deliver the works under Contract 2561 as below:

- D'Atri Concrete constructions Pty Ltd
- Ja-Cat Paving
- J&R Earthworks
- Parente Paving Pty Ltd
- Santilli Paving Co Pty Ltd
- Uniscape Pty Ltd

## 3. CONSULTATION

Consultation has occurred with stakeholders during the phases of tender preparation and advertising. Consultation has also occurred with the current Project Officers and the wider Operations team during the evaluation phase to ensure a successful tendering process was achieved.

## 4. ENVIRONMENTAL/AMENITY ISSUES

No environmental or amenity issues needed to be further considered in the evaluation of this contract.

The delivery of this contract will significantly improve Council's assets and maintain infrastructure integrity well into the future.

## 5. FINANCIAL & ECONOMIC IMPLICATIONS

It is anticipated that the cost of delivery will be approximately \$6,000,000 annually.

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The contract is anticipated to commence on 1 July 2020 for a period of four (4) years if adopted by Council, with the option of one (1) x one (1) year extension at Council's discretion. Assuming the one year extension is granted, these works are estimated to cost approximately \$30,000,000 for the life of the contract.

## **6. SOCIAL IMPLICATIONS**

These services may have social implications during works in terms of temporary inconvenience and access restrictions however the works will improve the amenity and access for the Knox community and the travelling public.

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

### **Goal 4 - We are safe and secure**

Strategy 4.3 - Maintain and manage the safety of the natural and built environment

### **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 - Procurement Officer, Jackie Elward - 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**

Following the tender evaluation process, the following tenderers achieved the highest evaluation rating and it is recommended that Council accept their Schedule of Rates for Contract 2561 – Concrete Renewal, Upgrade and Associated Services.

## **10. CONFIDENTIALITY**

**Attachment 1 is included in the confidential agenda, having been declared confidential information pursuant to Section 77(2)(c) of the Local Government Act 1989, as the information relates to:**

- Council business information, that will prejudice Council's position when tendering for services if prematurely released;
- private commercial information, that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.



**Report Prepared By:** Procurement Officer, Jackie Elward

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

#### **Attachments**

**Confidential Attachment 1 has been circulated under separate cover**

## 8.2 Potential Land Acquisition - Part of 19 Myrtle Crescent, Ferntree Gully

**SUMMARY: Acting Sustainable Transport Planner, Sylvester Ng**

This report seeks Council consent to proceed with the acquisition of 12sqm of land at 19 Myrtle Crescent, Ferntree Gully. The acquisition has been valued at \$7,200 (excluding GST) and will allow sufficient space for the construction of a missing section of footpath.

### RECOMMENDATION

That Council :

1. Authorise the Chief Executive Officer to finalise negotiations to acquire an area of land (12sqm) at the front of 19 Myrtle Crescent, Ferntree Gully, as shown in Attachment 1 to this report, for \$7,200 (excluding GST); and
2. Authorise the Chief Executive Officer to sign and seal all documentation associated with the acquisition of this land.

### 1. INTRODUCTION

The property title boundary of 19 Myrtle Crescent, Ferntree Gully, extends almost to the back of kerb which means there is insufficient space within the existing road reserve to construct a section of footpath.

Residents who use mobility devices such as wheelchairs, scooters or parents pushing prams, have made numerous requests to Council to construct this missing footpath link. Currently, these users are forced to walk on the road and may face oncoming traffic when navigating past the property. As this location is on a sharp S-Bend, there is limited sight distance for pedestrians to see oncoming traffic, causing an unsafe road environment for all road users (image available as Attachment 1).

### 2. DISCUSSION

In July 2015, Council received numerous requests from mobility device users, to construct a missing section of footpath outside of 19 Myrtle Crescent, Ferntree Gully. Through the internal Geospatial Information System (GIS), it was identified that approximately 12sqm of land to the north eastern corner of the lot is required for acquisition. An initial attempt to consult with the resident in 2015 was not successful.

Further efforts were made to communicate with the resident in October 2019 to acquire the land. On 23 March 2020, the resident agreed to sell the 12sqm to Council, at the valuation of \$7,200, excluding GST (subdivision plan available as Attachment 2).

### **3. CONSULTATION**

Extensive consultation has been undertaken with the property owner, Council's valuers and appropriate Council staff. There is no requirement to advertise the acquisition under the Local Government Act 2020.

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

Annexing an area of 12sqm of land from the property at 19 Myrtle Crescent would allow Council to construct the footpath on Myrtle Crescent, an action that actively responds to residents' requests for Council to provide a safe pedestrian walkway.

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

Following discussions with the landowner, and receipt of an independent valuation, it is considered reasonable to acquire an area of 12sqm from the property owner at 19 Myrtle Crescent, Ferntree Gully, for an amount of \$7,200 plus all associated costs for this acquisition. Funds are available within the Capital Works budget - Program 4006 to cover the cost of the acquisition and construction of the short section of footpath.

The acquisition of this small parcel of land is low cost and will significantly improve access and safety for the community.

### **6. SOCIAL IMPLICATIONS**

The construction of the footpath will allow for equitable use for all pedestrians accessing the area, increasing safety of pedestrians.

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

#### **Goal 3 'We can move around easily'**

Strategy 3,2 'Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places'.

### **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 Sustainable Transport Planner, Sylvester Ng - In providing this advice as the Author, I have no disclosable interests in this report.

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

**9. CONCLUSION**

Acquisition of this small parcel of land will allow for the construction of a much needed footpath link, which will provide equitable, safe pedestrian travel along Myrtle Crescent. With the cooperation of the resident, it is recommended that Council support the above recommendation and proceed with the acquisition.

**10. CONFIDENTIALITY**

**This report does not contain any confidential information.**

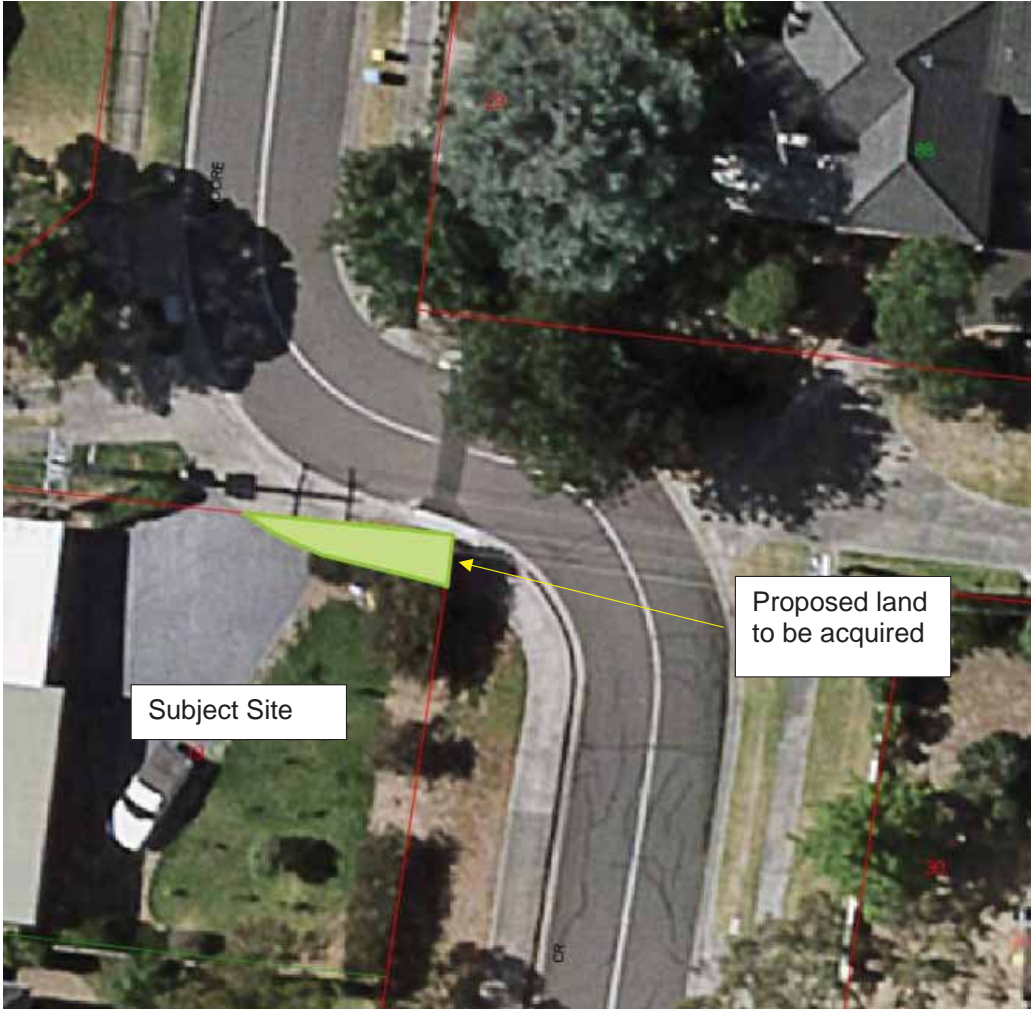
**Report Prepared By:           Acting Sustainable Transport Planner, Sylvester Ng**

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

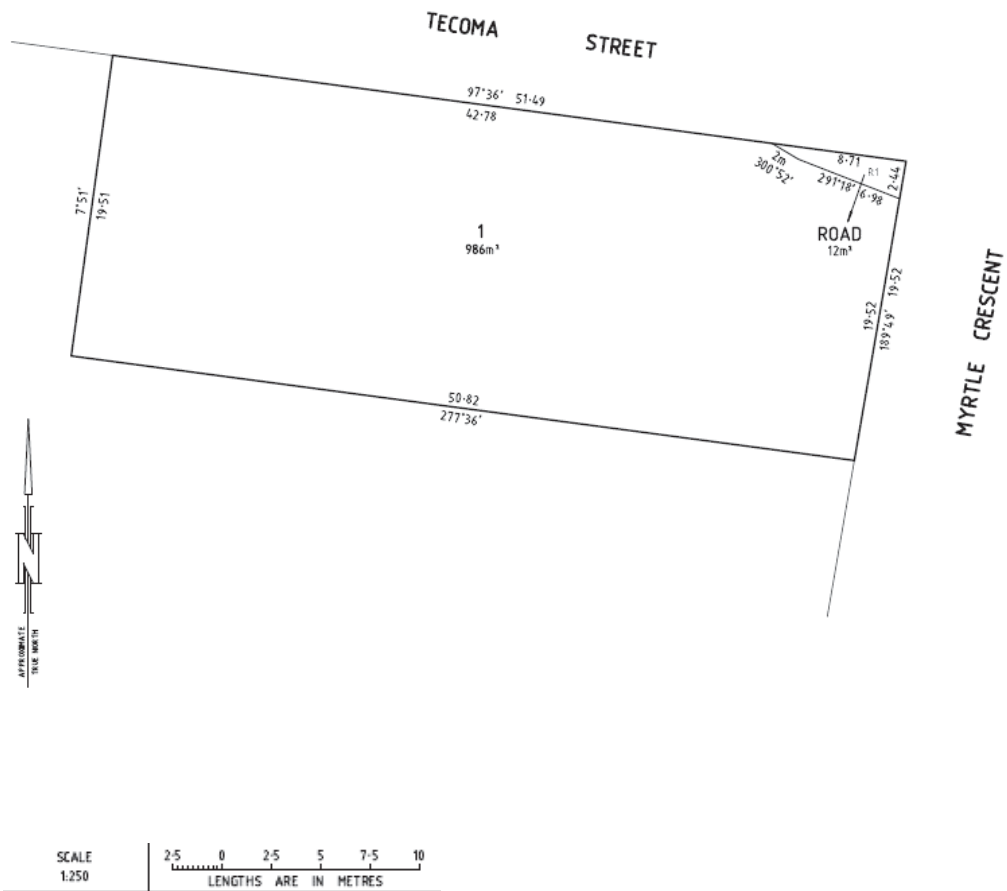
**Attachments**

1. Attachment 1 - Land Acquisition for 19 Myrtle Crescent, Ferntree Gully [8.2.1 - 1 page]
2. Attachment 2 - Land Acquisition for 19 Myrtle Crescent, Ferntree Gully [8.2.2 - 1 page]

APPENDIX A – Proposed Footpath – Myrtle Crescent S-bend



APPENDIX B –19 Myrtle Crescent Subdivision Plan



## 9 Community Services Officers' Reports for consideration

### 9.1 Minor Grants Program 2019-20 Monthly Report

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

This report summarises the grant applications recommended for approval in June 2020 for the Minor Grants Program. All applications have 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 seven applications for a total of \$12,951, as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Upper Ferntree Gully Football Club Inc. (Jnr Club)	Participation, Retention, Communication Equipment – UFTGFNC Junior Club	\$1,616.00	\$1,616.00
Lions Club of Rowville	Club member uniforms	\$549.56	\$549.56
Goodwin Estate Pre-Kinder	Office Equipment replacement	\$1,306.00	\$1,306.00
Knoxfield Pre-school	Motivating and Inspiring Healthy Lifestyles in Outdoor Play	\$1,557.44	\$1,557.44
Knox Historical Society	Land Brochure Copying Project	\$3,000.00	\$3,000.00
Rowville Knights Community Football Club	Line marking machine	\$2,300.00	\$2,300.00
Mr. Perfect	Mr. Perfect Mens' Mental Health BBQ	\$2,622.00	\$2,622.00
<b>TOTAL</b>		<b>\$12,951.00</b>	<b>\$12,951.00</b>

2. Note that inclusive of the above recommended grants totalling \$12,951.00, to date a total of \$141,208.52 has been awarded under the 2019-2020 Minor Grants Program to support 73 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 objective of the Minor Grants Program is to provide 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.

Applications are assessed against criteria specified in the Minor Grants Program Policy (approved April 2020) 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 (Vic)*.

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 recommendations for recent Minor Grant applications in accordance with the Policy.

Seven complete grant applications were received since the 25 May 2020 Ordinary Council meeting, requesting grants totalling \$12,951.00.

This report recommends all seven applications for Council's approval as eligible under the Minor Grants Program Policy. The applications are, in summary:

- Upper Ferntree Gully Football Club Inc. (Jnr Club) requesting \$1,616.00 to purchase new laptop, monitor and a barbecue;
- Lions Club of Rowville requesting \$549.56 for 16 uniforms for club members;
- Goodwin Estate Pre-Kinder requesting \$1306.00 for a printer and laminator;
- Knoxfield Pre-School requesting \$1557.44 for outdoor equipment (bounce boards and walk boards);
- Knox Historical Society requesting \$3,000.00 for equipment to record and digitise land brochures and other over-sized documents;
- Rowville Knights Community Football Club requesting \$2,300.00 for a line marking machine; and
- Mr. Perfect requesting \$2,622.00 for men's' mental health activities in Boronia/Ferntree Gully.

All of these projects are clearly targeted to the benefit of the Knox community and address the objectives of the Minor Grants program.

## **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 2019/20 budget provides \$148,500 for the Minor Grants Program. Recommended applications for the June period total \$12,951.00. If approved as recommended, the remaining Minor Grants budget for 2019/20 will total \$10,209.31, 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 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 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 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

#### **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**

This report contains the recommendation for funding through the Minor Grants program.

**10. CONFIDENTIALITY**

There is no information of a confidential nature in this report.

Personal information, including names and address information has been redacted from Attachment 1 to facilitate its inclusion in the public agenda.

**Report Prepared By:** Community Partnerships Officer, Deb Robert

**Report Authorised By:** Director Community Services, Tanya Scicluna

**Attachments**

1. Attachment 1 - Minor Grants Applications - June - 2020-06-22 Redacted [9.1.1 - 94 pages]

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 143- MGP - 2019-20 From Upper Ferntree Gully Football Club Inc (Jnr Club)**  
 Form Submitted 22 May 2020, 9:59am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Upper Ferntree Gully Football Club Inc (Jnr Club)

**Organisation Address \***

Dobson Park Reserve

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 143- MGP - 2019-20 From Upper Ferntree Gully Football Club Inc (Jnr Club)**  
 Form Submitted 22 May 2020, 9:59am AEST

Cnr Dorest Rd and Francis Crescent  
 Ferntree Gully VIC 3156 Australia  
 Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**  
 Redacted

**Project Contact Address \***  
 Redacted

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Phone Number \***  
 Redacted  
 Must be an Australian phone number.

**Mobile Phone Number \***  
 Redacted  
 Australian phone number.

**Email \***  
 Redacted

**Please provide your ABN**  
 25 021 907 893

Information from the Australian Business Register	
<b>ABN</b>	25 021 907 893
<b>Entity name</b>	Upper Ferntree Gully Football Club Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC
<i>Information retrieved at 3:18am today</i>	

Must be an ABN.  
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

### Incorporation Details

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 143- MGP - 2019-20 From Upper Ferntree Gully Football Club Inc (Jnr Club)**  
 Form Submitted 22 May 2020, 9:59am AEST

**Please provide your Incorporated number**  
 A0037855K

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Participation, Retention, communication Equipment - UFTGFNC Junior Club

**(a) Briefly describe details of the request: \***

To replace aged and unreliable equipment used for participation of members and families, retention of members and to facilitate communication between all stakeholders.

1. To replace the aged Junior Club secretary Laptop , used for all meeting and communication from club to members, stakeholders to and from club.
2. Replace ageing BBQ used throughout the year on training and game days as well as for Auskick.
3. New Computer Monitor for item 1

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

To enable children between the ages of 5 to 17 to engage in the sport of AFL football, learn social skills that being part of a club can give.

1. to have the Junior Club secretary with a reliable laptop computer to keep the club informed of event and emails and presentation for meetings.
2. game day BBQ provides cooking facilitates for approx 10 teams each Sunday and Auskick of 45 on Saturday.
3. new monitor to be attached to laptop to improve viewing for item 1

**Project Start Date \***

01/07/2020  
 Must be a date.

**Project End Date \***

01/04/2021  
 Must be a date.

## BUDGET

**\* indicates a required field**

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

\$1,616.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 143- MGP - 2019-20 From Upper Ferntree Gully Football Club Inc (Jnr Club)**  
 Form Submitted 22 May 2020, 9:59am AEST

**(c) What amount is being requested? \***

\$1,616.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Junior Club laptop (secretary)	\$949.00
BBQ	\$298.00
Flat screen monitor	\$369.00
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$1,616.00

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: bbq\_Bunnings\_price\_list.JPG

File size: 97.2 kB

Filename: laptop\_centrecom\_pricelist.JPG

File size: 150.9 kB

Filename: monitor\_laptop\_display\_pricelist.JPG

File size: 141.8 kB

**Other Grant Funding****(e) Have funds been sought / provided from other Council grants? \*** Yes  No**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field****Please attach relevant supporting documentation, including:**

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 143- MGP - 2019-20 From Upper Ferntree Gully Football Club Inc (Jnr Club)**  
Form Submitted 22 May 2020, 9:59am AEST

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: A0037855K.pdf  
File size: 44.7 kB

**Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: EFL-2020-Season-COC-Upper-FTG-Junior-Football-Club-Inc.pdf  
File size: 330.7 kB

**Public Liability Expiry Date \***

01/01/2021  
Must be a date.

**DECLARATION**

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***  
Redacted

**Position (if organisation) \***  
Redacted

**Declaration Date \***  
20/05/2020  
Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

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Seamless streaming with stunning resolution.

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Laptops Laptop Brands Asus Laptops

## Asus X509JA-BR104T 15.6" HD Core i5-1035G1 Laptop

Asus X509JA-BR104T 15.6" HD Intel Core i5-1035G1, 8 GB RAM (4GB Onboard), 512GB PCIe® Gen3 x2 SSD, Windows 10 Home, Integrated Intel UHD Graphics, 1 Year Warranty

SKU: X509JA-BR104T | CC#: 2110778

i5-1035G1
512GB
Integrated Intel UHD

\$949

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★★★★★  
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**Stock Availability (LIVE)**

Online	✓ In Stock
Sunshine	✓ In Stock
Clayton	🚫 Sold Out
Richmond	✓ In Stock
Nunawading	✓ In Stock
Bendigo	🚫 Sold Out
Frankston	✓ In Stock
Apple Bendigo	🚫 Sold Out
Elsternwick	📞 Call
Bundoora	📞 Call
Geelong	📞 Call

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**jumbuck**



## Jumbuck 6 Burner Solid Top Club BBQ

I/N: 3180770 ★★★★★ 5.0 (3)

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CERTIFICATE No. EFL2020

## Certificate of Insurance Currency

### Sportscover Australia Pty Ltd

This certificate confirms that the under-mentioned policy is effective in accordance with the details shown:

<b>Name of Insured:</b>	Eastern Football Netball League Incorporated. (Including <b>Upper FTG Junior Football Club Inc</b> )		
<b>Cover:</b>	Public Liability:	\$20,000,000	any one occurrence
	Products Liability:	\$20,000,000	any one occurrence and in the aggregate
	Professional Indemnity:	\$5,000,000	any one claim and in the aggregate
	Management Liability:	\$5,000,000	any one claim and in the aggregate
	(For the Business of Australian Rules Football as more clearly defined in the Policy Wording.)		
<b>Sport:</b>	Australian Rules Football		
<b>Excess:</b>	As per policy schedule.		
<b>Period of Insurance:</b>	01/01/2020	to	01/01/2021
<b>Underwriter:</b>	Certain Underwriters at Lloyd's		
<b>Policy Number:</b>	PMEL99/0073204		
<b>Counterparties:</b>	Any Council, Shire, Government Department, Government School or Private School from whom the above named leases and/or hires and/or rents land and/or buildings shall be indemnified for claims brought against the Council, Shire, or Government Department, resulting from a negligent act by The Insured.		

**For full terms, conditions and exclusions please refer to Your Policy Wording Version Association\_Liability\_Policy\_Wording\_11.18**

**Manager:**



**Date:** 19 December 2019

**UPPER FERNTREE GULLY FOOTBALL CLUB INC.****Incorporated association's details**

<b>Registration number:</b>	A0037855K
<b>Registration status:</b>	Registered
<b>Date registered:</b>	26 March 1999
<b>Date deregistered:</b>	-
<b>Members:</b>	300
<b>Date of incorporated association name change:</b>	-
<b>Date of last AGM:</b>	24 October 2016

**Purpose**

updated finance section

**Financial information**

<b>Tier:</b>	Tier 2
<b>Ongoing financial year end date:</b>	28 September
<b>Last annual statement lodged:</b>	26 October 2016

**Rules**

<b>Type of rules:</b>	Own Rules
<b>Date of special resolution where rule changes occurred:</b>	23 October 2016

**Secretary**

<b>Date current secretary appointed:</b>	11 November 2013
--	------------------



CERTIFICATE No. EFL2020

## Certificate of Insurance Currency

### Sportscover Australia Pty Ltd

This certificate confirms that the under-mentioned policy is effective in accordance with the details shown:

<b>Name of Insured:</b>	Eastern Football Netball League Incorporated. (Including <b>Upper FTG Junior Football Club Inc</b> )	
<b>Cover:</b>	Public Liability:	\$20,000,000 any one occurrence
	Products Liability:	\$20,000,000 any one occurrence and in the aggregate
	Professional Indemnity:	\$5,000,000 any one claim and in the aggregate
	Management Liability:	\$5,000,000 any one claim and in the aggregate
	(For the Business of Australian Rules Football as more clearly defined in the Policy Wording.)	
<b>Sport:</b>	Australian Rules Football	
<b>Excess:</b>	As per policy schedule.	
<b>Period of Insurance:</b>	01/01/2020	to 01/01/2021
<b>Underwriter:</b>	Certain Underwriters at Lloyd's	
<b>Policy Number:</b>	PMEL99/0073204	
<b>Counterparties:</b>	Any Council, Shire, Government Department, Government School or Private School from whom the above named leases and/or hires and/or rents land and/or buildings shall be indemnified for claims brought against the Council, Shire, or Government Department, resulting from a negligent act by The Insured.	

**For full terms, conditions and exclusions please refer to Your Policy Wording Version Association\_Liability\_Policy\_Wording\_11.18**

**Manager:**



**Date:** 19 December 2019

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 146- MGP - 2019-20 From Rowville Lions Club**  
 Form Submitted 8 Jun 2020, 9:43pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Rowville Lions Club

**Organisation Address \***

Redacted

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 146- MGP - 2019-20 From Rowville Lions Club**  
 Form Submitted 8 Jun 2020, 9:43pm AEST

Rowville VIC 3178 Australia  
 Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**  
 Redacted

**Project Contact Address \***  
 Redacted

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Phone Number \***  
 Redacted

Australian phone number.

**Mobile Phone Number \***  
 Redacted

Australian phone number.

**Email \***  
 Redacted

**Please provide your ABN**  
 70 977 340 038

Information from the Australian Business Register	
<b>ABN</b>	70 977 340 038
<b>Entity name</b>	Lions Club of Rowville Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 9:26pm yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

## Incorporation Details

**Please provide your Incorporated number**

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 146- MGP - 2019-20 From Rowville Lions Club**  
 Form Submitted 8 Jun 2020, 9:43pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Club member's uniform

**(a) Briefly describe details of the request: \***

This application is intended to request from you a grant to support our club to purchases of uniform for our members.

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

Identity for our club. when we are out in the community people can identify us and its more value for our members to have their club uniform. its make us more professionals.

**Project Start Date \***

24/09/2020

Must be a date.

**Project End Date \***

24/09/2025

Must be a date.

## BUDGET

**\* indicates a required field**

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

\$549.56

Must be a dollar amount.

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

**(c) What amount is being requested? \***

\$549.56

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

**Expenditure**

\$



**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 146- MGP - 2019-20 From Rowville Lions Club**  
 Form Submitted 8 Jun 2020, 9:43pm AEST

Uniform	\$549.56
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$549.56

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Quote \_ UNIFORM.pdf

File size: 266.1 kB

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

Filename: Lions.jpg

File size: 64.4 kB

Filename: Lions1.jpg

File size: 12.5 kB

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Certificate of currency.pdf

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 146- MGP - 2019-20 From Rowville Lions Club**  
Form Submitted 8 Jun 2020, 9:43pm AEST

File size: 81.1 kB

**Public Liability Expiry Date \***

01/09/2020

Must be a date.

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

Redacted

**Position (if organisation) \***

Rowville Lions Club

**Declaration Date \***

08/06/2020

Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## EFT PAYMENT CONSENT

**\* indicates a required field**

### Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

**Bank Account \***

Redacted

Must be a valid Australian bank account format.

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 146- MGP - 2019-20 From Rowville Lions Club**  
Form Submitted 8 Jun 2020, 9:43pm AEST

**Contact Name \***  
Redacted

**Position \***  
President

**Organisation \***  
Rowville Lions Club

**Email Address \***  
Redacted

Must be an email address.

**Contact Phone Number \***  
Redacted

Must be an Australian phone number.

**Date \***  
08/06/2020  
Must be a date.



**Simply Uniforms**

**ABN: 18 793 796 990**

**Rowville Lions Club  
ROWVILLE NSW 3178**

## Quote

**Quote #:** QU-0040

**Quote Date:** 05 Jun 2020

**Quote Expiry:** 12 Jun 2020

PO Box 8168  
Subiaco East  
WA 6008

Phone: (08) 9378 3765

Fax: (08) 6270 1101

Email: [orders@simplyuniforms.com.au](mailto:orders@simplyuniforms.com.au)

Website: [www.simplyuniforms.com.au](http://www.simplyuniforms.com.au)

Description	Quantity	Unit Price	Amount AUD
Men's and Ladies Contrast Polo Shirts (colour to be confirmed)	16	16.95	271.20
Embroidery of the Lions logo on the left chest with the text Rowville Lions Club underneath	16	9.90	158.40
One-off set-up fee for logo	1	50.00	50.00
Freight 5kg satchel	1	20.00	20.00
		Subtotal	499.60
		Total GST 10%	49.96
		<b>Total AUD</b>	<b>549.56</b>

**Quote Terms:**

Quote valid for 30 days.

Chubb Insurance Australia Limited,  
Level 12, 720 Bourke Street  
Melbourne, VIC, 3000  
AustraliaABN: 23 001 642 020  
AFSL: 239687

O +61 3 9242 5111  
F +61 3 9642 0909  
www.chubb.com/au

26 August 2019



## Certificate of Currency

### Public and Products Liability

To Whom It May Concern

<b>Policy Number:</b>	01CL440469
<b>Insured:</b>	The International Association of Lions Clubs
<b>Issuing Office:</b>	Melbourne
<b>Class:</b>	Public and Products Liability
<b>Policy Period:</b>	From: 01 September 2019 at 4.00pm local standard time To: 01 September 2020 at 4.00pm standard time, subject to annual renewal
<b>Cover:</b>	Subject to the terms, exclusions, definitions, conditions and limitations of this Policy Chubb shall indemnify the Insured for all sums which the Insured shall be legally liable to pay compensation in respect of Personal Injury, or Property Damage, occurring within the Policy Territory during the Policy Period as a result of an Occurrence happening in connection with the business of the Insured
<b>Limit of Liability:</b>	AUD 1,000,000 Any One Occurrence and AUD 1,000,000 in the Aggregate
<b>Participation:</b>	Chubb Insurance – 100%

This is a Policy summary only. Full details of this Insurance appear on the Policy Document.



Signed for and on behalf of Chubb Insurance  
Australia Limited.

Authorised Officer  
Chubb Insurance Australia Limited.  
ABN 23 001 642 020



**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 148- MGP - 2019-20 From Goodwin Estate Pre-Kinder**  
 Form Submitted 10 Jun 2020, 11:17am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Goodwin Estate Pre-Kinder

**Organisation Address \***

28 Rome Beauty Ave

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 148- MGP - 2019-20 From Goodwin Estate Pre-Kinder**  
 Form Submitted 10 Jun 2020, 11:17am AEST

The Basin VIC 3154 Australia

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

Redacted

**Project Contact Address \***

Redacted

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Phone Number \***

Redacted

Australian phone number.

**Mobile Phone Number \***

Redacted

phone number.

**Email \***

Redacted

**Please provide your ABN**

82 542 748 615

Information from the Australian Business Register	
<b>ABN</b>	82 542 748 615
<b>Entity name</b>	The Goodwin Estate Pre-kinder Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3154 VIC

Information retrieved at 12:03am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**



**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 148- MGP - 2019-20 From Goodwin Estate Pre-Kinder**  
 Form Submitted 10 Jun 2020, 11:17am AEST

A0039135F

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Office Equipment Replacement

**(a) Briefly describe details of the request: \***

Goodwin Estate Pre-Kinder require a new printer/scanner and laminator for the daily running of our Kinder.

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

Goodwin Estate Pre-Kinder provides early childhood education for children aged 3 - 4 years old. The pre-kinder takes place two mornings a week for a total of 5 hours per week. The pre-kinder employs two part time staff, one qualified teacher and one assistant teacher. The pre-kinder is run by a volunteer committee of parents and funded by a combination of fees and fundraising activities. Due to COVID-19 our ability to fundraise has been severely hampered.

Having a functioning printer/scanner is integral for the running of our program. The printer will be used for:

- Print out the fortnightly program
- Print out observations, which include a lot of colourful photos
- Print out colourful photos of the children that are used in the room (e.g. Welcome Tree, hat rack, communication pockets, medical plans).
- Print out all hardcopy communication to families (e.g. anaphylaxis notices, special events, etc).
- Print out forms for families (eg. medical plans, referral forms, etc.)

The scanner will mainly be used to:

- Scan documents related to the operational requirements for an education and care service.

We have 22 families enrolled this year that will benefit from the purchase of the new office equipment. Our enrolments for 2021 are also full, so a further 22 families in The Basin, Ferntree Gully and Boronia area will further benefit.

**Project Start Date \***

17/07/2020

Must be a date.

**Project End Date \***

31/07/2020

Must be a date.

## BUDGET

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 148- MGP - 2019-20 From Goodwin Estate Pre-Kinder**  
 Form Submitted 10 Jun 2020, 11:17am AEST

**\* indicates a required field**

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

\$1,306.00

Must be a dollar amount.

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

**(c) What amount is being requested? \***

\$1,306.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Office Equipment - Epson ET printer, printer cable, ink and A4 laminator	\$1,037.27
Installation of equipment	\$150.00
GST	\$118.73
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$1,306.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Quote\_1001\_from\_JD\_Partnership (1).pdf

File size: 39.4 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 148- MGP - 2019-20 From Goodwin Estate Pre-Kinder**  
Form Submitted 10 Jun 2020, 11:17am AEST

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Incorporation.jpeg  
File size: 1.1 MB

## **Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Certificate of Insurance.jpeg  
File size: 1.9 MB

**Public Liability Expiry Date \***

04/02/2021  
Must be a date.

## **DECLARATION**

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***  
Redacted

**Position (if organisation) \***  
Redacted

**Declaration Date \***  
10/06/2020  
Must be a date.

## **Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 148- MGP - 2019-20 From Goodwin Estate Pre-Kinder**  
Form Submitted 10 Jun 2020, 11:17am AEST

**JD Partnership**

Unit 4  
 5 Bundalohn Crt  
 St Kilda VIC 3182  
 0433 141 504  
 accounts@jdpartnership.com  
 ABN: 71 617 278 421.

**Quote****ADDRESS**

Goodwin Estate Pre-Kinder Inc  
 28 Rome Beauty Ave  
 The Basin Vic 3154

**QUOTE NO.** 1001**DATE** 09/06/2020

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/06/2020	<b>External:misc</b> Office equipment: Epson ET-4750 inc USB cable & 2 refills each for black, yellow, cyan, and magenta; GBC Fusion 3000L A4 Laminator	1	1,037.27	1,037.27
09/06/2020	<b>Consulting - JL-Business Hours</b> Installation labour	1	150.00	150.00
SUBTOTAL				1,187.27
GST TOTAL				118.73
TOTAL				<b>A\$1,306.00</b>

Accepted By

Accepted Date

Please pay via direct debit to:  
 JD Partnership Pty Ltd  
 BSB 013-128, Account Number 3039-355-83

# Certificate of Currency

Date of Issue: 10 June 2020



This Certificate of Currency confirms the policy specified is current as at the date of issue, subject to the policy terms, conditions and exclusions. For full particulars, reference must be made to the current Policy wording and Schedule.

## YOUR POLICY SUMMARY

<b>Policy Number</b>	P00050327
<b>Policy Type</b>	Early Learning Business Insurance
<b>Period of Cover</b>	04/02/2020 - 04/02/2021 at 4:00pm
<b>Insured</b>	Goodwin Estate Pre Kinder Inc
<b>Trading Name</b>	Goodwin Estate Pre Kinder Inc
<b>Interested Party</b>	Goodwin Estate Pre Kinder Inc
<b>Nature of Interest</b>	Principal

## SUMMARY OF INSURANCE TAKEN

<b>Professional Indemnity</b>	
Professional Indemnity Limit of Liability any one Claim	\$20,000,000
Professional Indemnity Limit of Liability in the aggregate any one Period of Cover	\$60,000,000
Type of Cover	Claims Made
Retroactive Date	04/02/2000
<b>Public and Products Liability</b>	
Public Liability Limit of Liability any one Claim	\$20,000,000
Public Liability Limit of Liability in the aggregate any one Period of Cover	\$60,000,000
Type of Cover	Claims Made
Retroactive Date	04/02/2000
Products Liability Limit of Liability any one Claim	\$20,000,000
Products Liability Limit of Liability in the aggregate any one Period of Cover	\$20,000,000
Type of Cover	Claims Made
Retroactive Date	04/02/2000
<b>Management Liability</b>	
Employment Practices Liability sub-limit	\$1,000,000
Employment Practices Liability Retroactive Date	04/02/2000
<b>Business Location</b>	
Goodwin Estate Kindergarten 28 Rome Beauty Avenue, THE BASIN VIC 3154	



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ASSOCIATIONS INCORPORATION REFORM ACT 2012

Section 8

No. A0039135F

# CERTIFICATE OF INCORPORATION

This is to certify that  
THE GOODWIN ESTATE PRE KINDER INCORPORATED

is on and from the 17 January 2000  
incorporated under the Associations Incorporation Reform Act 2012

Given under my hand at MELBOURNE, this 9 October 2015

Deputy Registrar of Incorporated Associations

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 149- MGP - 2019-20 From Knoxfield Preschool**  
 Form Submitted 4 Jun 2020, 4:17pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e.receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Knoxfield Preschool

**Organisation Address \***

81 Anne Rd



**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 149- MGP - 2019-20 From Knoxfield Preschool**  
 Form Submitted 4 Jun 2020, 4:17pm AEST

Knoxfield VIC 3180 Australia  
 Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**  
 Redacted

**Project Contact Address \***  
 Redacted

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Phone Number \***  
 Redacted

phone number.

**Mobile Phone Number \***  
 Redacted

tralian phone number.

**Email \***  
 Redacted

**Please provide your ABN**  
 88 221 440 844

Information from the Australian Business Register	
<b>ABN</b>	88 221 440 844
<b>Entity name</b>	Knoxfield Pre-school Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3180 VIC

*Information retrieved at 3:24pm yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

## Incorporation Details

**Please provide your Incorporated number**

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 149- MGP - 2019-20 From Knoxfield Preschool**  
Form Submitted 4 Jun 2020, 4:17pm AEST

A0032251F

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Motivating and Inspiring Healthy Lifestyles in Outdoor Play

**(a) Briefly describe details of the request: \***

In a collaborative partnership, between the educators, children, parent support group and families at Knoxfield Preschool, it has been identified that we would like to extend the children's access to gross motor learning and development experiences, to reduce sedentary behaviours and promote healthy lifestyles.

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

Promoting physical and mental wellbeing for all children within the service and families when they are attending at drop off and pick up times, increases their engagement and motivation for participation. It promotes a happy and healthy community. It also affords us the opportunity to use the equipment with many more children and families from the community in the future as well.

**Project Start Date \***

01/07/2020

Must be a date.

**Project End Date \***

01/09/2020

Must be a date.

## BUDGET

**\* indicates a required field**

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

\$2,474.45

Must be a dollar amount.

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

**(c) What amount is being requested? \***

\$1,557.44

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 149- MGP - 2019-20 From Knoxfield Preschool**  
 Form Submitted 4 Jun 2020, 4:17pm AEST

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Bouncing Board 210cms - MTA	\$323.47
Walkboard 90cms - MTA	\$224.36
4 x Walkboard 120cms - MTA	\$1,009.61
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$1,557.44

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: Grant Application Quote- Modern Teaching Aids.pdf  
 File size: 30.7 kB

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Incorporation images.pdf  
 File size: 225.9 kB

---

Filename: Knoxfield Preschool Project Plan - 2020 - 04-06.docx  
 File size: 20.4 kB

### Evidence of Public Liability

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 149- MGP - 2019-20 From Knoxfield Preschool**  
Form Submitted 4 Jun 2020, 4:17pm AEST

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Public Liability - Knoxfield.pdf  
File size: 1.6 MB

**Public Liability Expiry Date \***

30/06/2020  
Must be a date.

## DECLARATION

\* indicates a required field

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

Miss Redacted

**Position (if organisation) \***

Redacted

**Declaration Date \***

04/06/2020  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.



## Quote / Shopping Cart

Order number: 2733486




Your order: N2733486

Customer: 114544

Creation date: 4/06/20

Your reference: Redacted

Address: KNOXFIELD PRE SCHOOL  
81 ANNE ROAD  
KNOXFIELD VIC 3180  
AUSTRALIA

Product	Quantity	Unit	Price Ex GST	Discount	Discount %	Amount
 UP210B Bouncing Board 210cm Long x 24cm Wide	1	EACH	345.95	51.89	15	294.06
 UP087 Walkboard 90cm	1	EACH	239.95	35.99	15	203.96
 UP088 Walkboard 120cm	4	EACH	269.95	161.97	15	917.83
Total line discount:						249.85
Total lines:						1,415.85
Freight:						0.00
Total excluding GST:						1,415.85
GST:						141.59
Total:						<b>\$1,557.44</b>

Modern Teaching Aids Pty Ltd  
ABN 98 000 628 786  
Level 1, 122-126 Old Pittwater Road  
Brookvale, NSW 2100 Australia  
Freephone: 1800 251 497 Freefax: 1800 151 492  
Web: [www.teaching.com.au](http://www.teaching.com.au)

Prices are correct at time of Quote.  
Carts will automatically be adjusted when retrieved to reflect any pricing / availability changes.

**MAV INSURANCE**

**MAV Insurance**  
Level 11, 60 Collins Street,  
Melbourne Vic 3000  
Telephone: (03) 8664 9310  
Facsimile: (03) 8664 9388  
Email: frank.loschiavo@jta.com.au

ABN 24 326 501 315

1<sup>st</sup> July 2019

### Certificate of Currency

This is to certify that the following policy reference is current, as at the date stated above.

This Certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

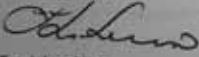
<b>Insurance Class</b>	Public and Products Liability, and Professional Indemnity
<b>Insured Name</b>	Knox City Council
<b>Insured Business</b>	Local Government Authority, as per Policy Definition.
<b>Policy Expiry Date</b>	4.00pm – 30 <sup>th</sup> June, 2020
<b>Situation</b>	Anywhere in Australia, and elsewhere as per Policy.
<b>Interest</b>	Legal liability to third parties for injury and/or Damage to Property caused by an occurrence in connection with the Insured's business.
<b>Limit of Indemnity</b>	Public/Products Liability \$600,000,000 Professional Indemnity \$600,000,000
<b>Sub Limits of Indemnity</b>	As per Policy.
<b>Deductible:</b>	Public/Products Liability \$20,000 Professional Indemnity \$20,000
<b>Insurer</b>	MAV Insurance, Liability Mutual Insurance.

**Policy No.** LMI000194

This certificate of currency provides a summary of the policy cover and is current on the date of issue.

It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Yours sincerely,



Frank Loschiavo  
Account Executive  
Jardine Lloyd Thompson  
Service Provider to MAV Insurance Liability Mutual Insurance

## Certificate of Currency



This Certificate of Currency is a summary of cover provided under the policy, current as at the date of issue. The certificate is provided for information purposes and does not amend, extend or alter the cover provided by the policy. For full particulars, reference must be made to the current policy wording.

**Named Insured:** State Government of Victoria (Department of Education & Training) funded Community Service Organisations including Kindergartens and Learn Local organisations

**Organisation:** Knoxfield Preschool Inc

**Period of Insurance:** From: 01-July-2019 12:00:01 AM Australian Eastern Standard Time  
To: 30-June-2020 11:59:59 PM Australian Eastern Standard Time

**Type of Policy:** Public & Products Liability

**Policy Number:** CSOE-PL-2019

**Business:** All authorised activities of the Named Insured originating within Victoria (irrespective of the funding source)

**Interest Insured:** Legal liability to Third Parties for Personal Injury or Property Damage or Advertising Liability happening during the Period of Insurance and arising out of an Occurrence in connection with the Business of the Named Insured

**Limit of Liability:** Public Liability - \$20,000,000 any one occurrence  
Product Liability - \$20,000,000 any one occurrence and in the annual aggregate any one Period of Insurance

**Territorial Limit:** Anywhere in Australia but only in respect of activities connected with the Business of the Named Insured in Victoria and not in respect of the Insured's interstate operations

For and on behalf of  
Victorian Managed Insurance Authority

Andrew Davies  
Chief Insurance Officer

30 May 2019

## Certificate of Currency



This Certificate of Currency is a summary of cover provided under the policy, current as at the date of issue. The certificate is provided for information purposes and does not amend, extend or alter the cover provided by the policy. For full particulars, reference must be made to the current policy wording.

**Named Insured:** State Government of Victoria (Department of Education & Training) funded Community Service Organisations including Kindergartens and Learn Local organisations

**Organisation:** Knoxfield Preschool Inc

**Period of Insurance:** From: 01-July-2019 12:00:01 AM Australian Eastern Standard Time  
To: 30-June-2020 11:59:59 PM Australian Eastern Standard Time

**Type of Policy:** Professional Indemnity

**Policy Number:** CSOE-PI-2019

**Business:** All authorised activities of the Named Insured originating within Victoria (irrespective of the funding source)

**Interest Insured:** Legal liability of the Named Insured to pay compensation in respect of third party claims first made against the Named Insured during the Period of Insurance for breach of professional duty arising out of any negligent act, error, misstatement, misleading statement or omission by the Named Insured committed in the course of the Business of the Named Insured

**Limit of Liability:** \$20,000,000 any one claim and in the aggregate in any one Period of Insurance per organisation, subject to non-accumulation

**Retroactive Date:** 1 January 1987

**Territorial Limit:** Anywhere in Australia but only in respect of activities connected with the Business of the Named Insured in Victoria and not in respect of the Insured's interstate operations

For and on behalf of  
Victorian Managed Insurance Authority

Andrew Davies  
Chief Insurance Officer

30 May 2019



## Certificate of Currency



This Certificate of Currency is a summary of cover provided under the policy, current as at the date of issue. The certificate is provided for information purposes and does not amend, extend or alter the cover provided by the policy. For full particulars, reference must be made to the current policy wording.

<b>Named Insured:</b>	State Government of Victoria (Department of Education & Training) funded Community Service Organisations including Kindergartens and Learn Local organisations
<b>Organisation:</b>	Knoxfield Preschool Inc
<b>Period of Insurance:</b>	From: 01-July-2019 12:00:01 AM Australian Eastern Standard Time To: 30-June-2020 11:59:59 PM Australian Eastern Standard Time
<b>Type of Policy:</b>	Directors and Officers Liability incorporating Entity Liability
<b>Policy Number:</b>	CSOE-DO-2019
<b>Interest Insured:</b>	a) Indemnifying Directors and Officers against loss arising out of any Claim, by reason of any Wrongful Act committed by them, in their capacity as a Director or Officer, first made against them jointly or severally during the Policy Period and notified to the Insurer during the Policy Period  b) Indemnifying the funded Organisation as Named Insured against loss arising out of any Claim first made against it and notified to the Insurer by reason of any Wrongful Act committed by an Officer of the Named Insured whilst acting in that capacity
<b>Limit of Liability:</b>	\$20,000,000 any one claim and in the aggregate in any one Period of Insurance per organisation, subject to non-accumulation and sub-limits, inclusive of legal costs and expenses
<b>Retroactive Date:</b>	1 January 1992
<b>Territorial Limit:</b>	Anywhere in Australia but only in respect of activities connected with the business of the Named Insured in Victoria and not in respect of the Insured's interstate operations

For and on behalf of  
**Victorian Managed Insurance Authority**

**Andrew Davies**  
Chief Insurance Officer

30 May 2019

## Certificate of Currency



This Certificate of Currency is a summary of cover provided under the policy, current as at the date of issue. The certificate is provided for information purposes and does not amend, extend or alter the cover provided by the policy. For full particulars, reference must be made to the current policy wording.

**Named Insured:** State Government of Victoria (The Department of Education & Training) funded Community Service Organisations including Kindergartens and Learn Local organisations

**Organisation:** Knoxfield Preschool Inc

**Period of Insurance:** From: 01-July-2019 12:00:01 AM Australian Eastern Standard Time  
To: 30-June-2020 11:59:59 PM Australian Eastern Standard Time

**Type of Policy:** Entity Fidelity

**Policy Number:** CSOE-EF-2019

**Business:** All authorised activities of the Named Insured originating within Victoria (irrespective of the funding source)

**Interest Insured:** To reimburse the Named Insured for loss of money, bullion, negotiable and non-negotiable instruments, goods or other items owned by the Named Insured or in the care, custody and control of the Named Insured and for which the Named Insured is legally liable and which loss directly results from any dishonest or fraudulent act committed by an Employee during the Period of Insurance and is notified to the VMIA during the Period of Insurance

**Limit of Liability:** \$100,000 any one claim and in the aggregate any one Period of Insurance per organisation, subject to non-accumulation

**Excess:** Nil

**Territorial Limit:** Anywhere in Australia but only in respect of activities connected with the Business of the Named Insured in Victoria and not in respect of the Insured's interstate operations

**Retroactive Date:** 30 June 2007

For and on behalf of  
Victorian Managed Insurance Authority

Andrew Davies  
Chief Insurance Officer

30 May 2019

# Certificate of Currency



This Certificate of Currency is a summary of cover provided under the policy, current as at the date of issue. The certificate is provided for information purposes and does not amend, extend or alter the cover provided by the policy. For full particulars, reference must be made to the current policy wording.

**Named Insured:** State Government of Victoria (Department of Education & Training) funded Community Service Organisations including Kindergartens and Learn Local organisations

**Organisation:** Knoxfield Preschool Inc

**Period of Insurance:** From: 01-July-2019 12:00:01 AM Australian Eastern Standard Time  
To: 30-June-2020 11:59:59 PM Australian Eastern Standard Time

**Type of Policy:** Personal Accident

**Policy Number:** CSOE-PA-2019

**Insured Persons:** Category A  
Members of boards, committees of management and voluntary workers.

Category B  
Work experience participants, individuals involved in job training, work training participants (disabled and able bodied) and job seekers

**Scope of Cover:** The coverage afforded by this policy shall only apply whilst the Insured Person is engaged in voluntary work and/or activities organised and/or authorised by and under the control of the Named Insured including direct and uninterrupted travel to and from such work and/or activities

**Age Limit:** Insured Persons aged between 12 and 100 years of age

Sum Insured:	Benefit	Each Insured Person
	Lump Sum Benefits - Death & Capital Benefits	\$250,000 maximum benefit (refer Policy Wording for full details)
	Weekly Injury Benefits	100% weekly earnings to a maximum of \$2,000

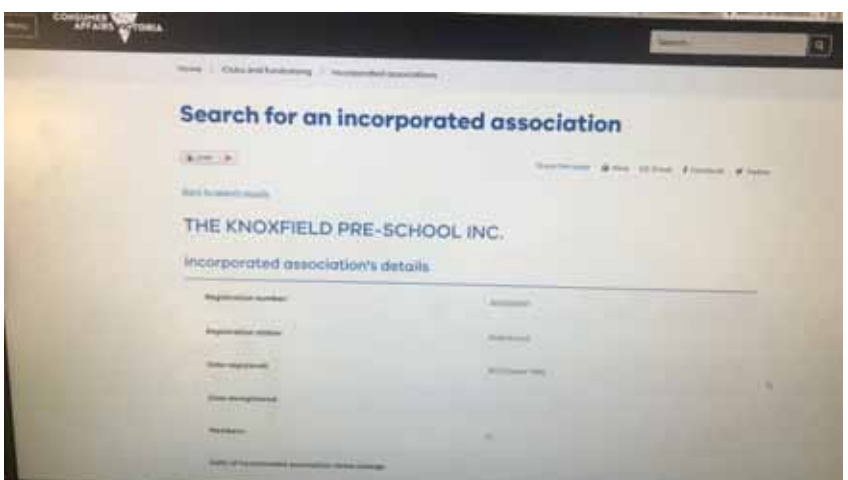
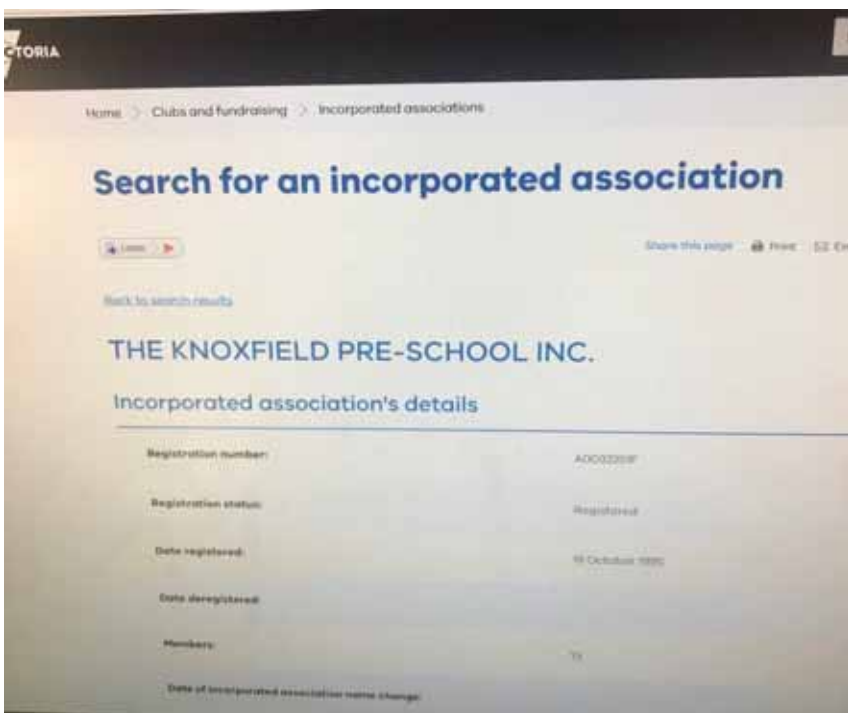
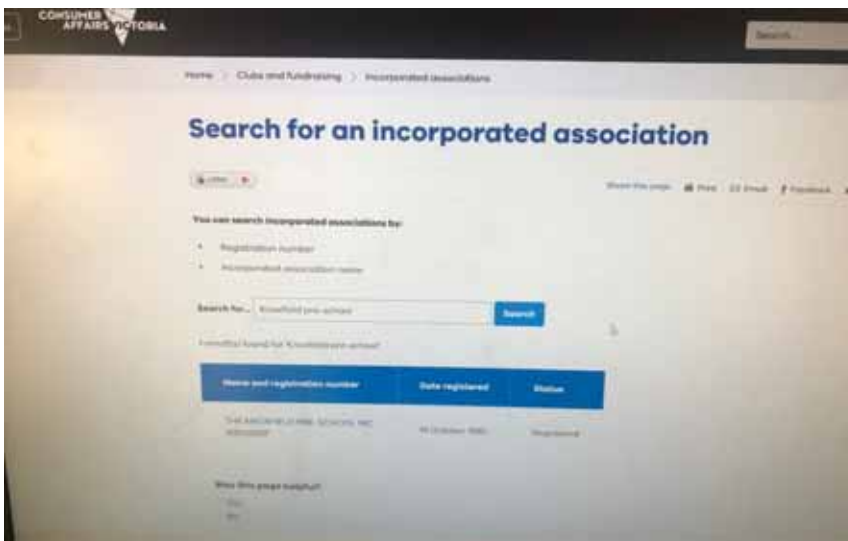
**Aggregate Limit of Liability:** \$5,000,000 in respect of all claims in any one Period of Insurance, except \$1,000,000 in respect of non-scheduled aircraft or charter flights

**Territorial Limit:** Australia Wide

For and on behalf of  
Victorian Managed Insurance Authority

Andrew Davies  
Chief Insurance Officer

30 May 2019



**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 153- MGP - 2019-20 From Knox Historical Society Inc.**  
 Form Submitted 8 Jun 2020, 9:31pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Knox Historical Society Inc.

**Organisation Address \***

Redacted

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 153- MGP - 2019-20 From Knox Historical Society Inc.**  
 Form Submitted 8 Jun 2020, 9:31pm AEST

Redacted

Province, Postcode, and Country are required.

**Contact Name**  
 Redacted

**Project Contact Address \***  
 Redacted

State/Province, Postcode, and Country are required.

**Phone Number \***  
 Redacted

Australian phone number.

**Mobile Phone Number \***  
 Redacted

Australian phone number.

**Email \***  
 Redacted

Required.

**Please provide your ABN**  
 20 622 354 537

Information from the Australian Business Register	
<b>ABN</b>	20 622 354 537
<b>Entity name</b>	Knox Historical Society Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	Yes (Items 1 & 4)
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC

Information retrieved at 12:31am today

Must be an ABN.

Provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

## Incorporation Details

**Please provide your Incorporated number**

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 153- MGP - 2019-20 From Knox Historical Society Inc.**  
 Form Submitted 8 Jun 2020, 9:31pm AEST

A0010087D

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Land Brochure Copying Project

**(a) Briefly describe details of the request: \***

To purchase a camera and zoom lens, lights, memory card etc. to photograph and digitise the Knox Historical Society (KHS) collection of Land Brochures of the Knox/Ferntree Gully Shire area.

For the Society to have this equipment on-site gives further ability to photograph other large/oversized items for digitization which has always been a problem to achieve.

The camera too will allow better resolution photos to be taken of artifacts in the Society's collection.

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

This will give KHS the ability to provide a digital copy of the relevant land brochure to local and former local residents of Knox when we are undertaking research requests on their behalf on where they live/lived. The digitisation will also safeguard these oversized and rare items which are otherwise impossible for the society to copy and will be saved to the hard disk drive to avoid future handling.

Digitization gives the ability for future displays of specific Estates in given localities.

This new project should help Society members to be positive with regard to KHS activities in pressing forward in the wake of COVID-19.

**Project Start Date \***

01/11/2020

Must be a date.

**Project End Date \***

31/10/2021

Must be a date.

## BUDGET

**\* indicates a required field**

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

\$3,806.00

Must be a dollar amount.

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

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 153- MGP - 2019-20 From Knox Historical Society Inc.**  
 Form Submitted 8 Jun 2020, 9:31pm AEST

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Camera body- Canon EOS 7D Mark II	\$2,149.00
Camera lense- Tamron AF 16-300mm VC PZ D	\$899.95
Camera bag- LowenPro Format 140 Bag Black	\$49.95
Memory Card- SanDisk Extreme 64Gb SDXC Card	\$49.95
Tripod Extension Arm- Manfrotto 131DB	\$150.00
Desk Lamps- Superlux Medium X 4	\$508.00
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$3,806.85

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: Camera bag.pdf

File size: 2.7 MB

Filename: Camera body.pdf

File size: 1.9 MB

Filename: Camera lense.pdf

File size: 2.9 MB

Filename: Desk Lamps X 4.pdf

File size: 1.8 MB

Filename: Memory SD Card.pdf

File size: 3.0 MB

Filename: Tripod Hozontal Arm.pdf

File size: 4.2 MB

**Other Grant Funding**



**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 153- MGP - 2019-20 From Knox Historical Society Inc.**  
 Form Submitted 8 Jun 2020, 9:31pm AEST

**(e) Have funds been sought / provided from other Council grants? \***  
 Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: Grant- Project Management Plan.pdf  
 File size: 15.9 kB

---

Filename: KHS Certificate of Incorporation.pdf  
 File size: 1.2 MB

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: KHS Insurance Certificate- 2020-2021.pdf  
 File size: 107.2 kB

---

Filename: Public Liability Certificate.pdf  
 File size: 219.7 kB

**Public Liability Expiry Date \***

01/04/2021  
 Must be a date.

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

Redacted

**Position (if organisation) \***  
 Redacted

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 153- MGP - 2019-20 From Knox Historical Society Inc.**  
Form Submitted 8 Jun 2020, 9:31pm AEST

**Declaration Date \***

06/06/2020

Must be a date.

**Privacy Statement**


The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

<b>PROJECT MANAGEMENT PLAN</b>		
<b>Activity</b>	<b>When</b>	<b>Who</b>
<b>DETERMINE</b> extent of Land Brochures in KHS Collection after COVID-19 isolation	Nov-20	Redacted
<b>PURCHASE</b> the camera and associated equipment for the project	Nov-20	
<b>INSTALL</b> the software for the camera on the KHS laptop which allows the laptop/computer to control the camera	Nov-20	
<b>DECIDE</b> where at Ambleside the copying should take place so as not to interfere with other activities	Nov-20	the Committee
<b>PREPARE</b> the desk/surface to be used as the copying base for this project	Nov-20	Redacted
<b>PREPARE</b> the tripod and lighting- 2 lights on each side of the camera to avoid shadows from brochures that may have been folded	Nov-20	
<b>TEST</b> performance of the copying setup and camera settings by taking a range of photos with different settings <b>ENSURING</b> the photos are saved to the laptop	Nov-20	
<b>DOCUMENT</b> the best camera settings f: stop and speed given the light source temperature (K) and the distance from the subject	Nov-20	
<b>GATHER</b> together brochures that are like sized to avoid changing distances of the camera from the subject to enable batches of copying with same settings- Say 50 brochures	Dec-20	
<b>COPY</b> one brochure with the camera and save to the laptop	Dec-20	
<b>INPUT</b> one data record for the copied brochure into the KHS Inmagic dBTextWorks database to an agreed standard- Check with the KHS President	Dec-20	

<b>CREATE</b> an Excel spreadsheet template for entering further records for later importing into the Inmagic dBTextWorks database	Dec-20	Redacted
<b>RECRUIT</b> volunteers to operate the camera to take photos and for later inputting into Excel and then Importing into Inmagic dBTextWorks database	Feb - Mar 21	KHS Committee
<b>DEMONSTRATE</b> the process to volunteers	Feb - Mar 21	
<b>TRAIN</b> volunteers in the process	Feb - Mar 21	KHS Committee
<b>COPY</b> a batch of brochures- say, 50 brochures in a batch	Apr 21 - Oct 21	Volunteers
<b>COPY, INPUT &amp; IMPORT</b> brochures into the Inmagic dBTextWorks database in batches of- say 50 brochures until the project is completed	Apr 21 - Oct 21	Volunteers


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



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## **EOS 7D Mark II Body**

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
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## Tamron AF 16-300mm VC PZD

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**\$899.95**

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2020 Tamron AF 16-300mm VC PZD | Ted's Cameras



TAMRON

16 35 50 70 100 200

LOCK

100 30

PZD Ø67 DiI

TAMRON 16-300mm F/3.5-6.3

Piezo Drive

VC



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Image Stabilizer

Lens Mount \*

Choose an Option...

\* Required Fields

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6/7/2020 Superlux Medium Desk Lamp | Task Lighting | Fat Shack Vintage

Phone (03) 9585 6836  
 info@fatshackvintage.com.au  
 https://www.fatshackvintage.com.au

HOME / PRODUCTS / SUPERLUX MEDIUM DESK LAMP - TASK LIGHTING



## Superlux Medium Desk Lamp - Task Lighting

DESCRIPTION **\$ 127.20**

If you're searching for the ultimate convergence of form and function, then look no further than the Superlux Medium Desk Lamp. Designed and made in New Zealand, these iconic task lights are famous for their timeless styling and precision engineering, and are perfect for activities where focused and easily manoeuvrable lighting is required, such as for architects, writers, artists, creatives, or even for workbenches.

**Features:**

- Iconic Superlux task light
- Available in in black or white
- Exemplifies the convergence of form and function
- Ideal for home or office decor

**About the Superlux Medium Desk Lamp:**

- Switches are incorporated into the lamp shades for ease of use.
- The arms are 350mm long and has an 800mm reach.
- The shade is 190mm in diameter at the opening and 155mm high.
- These desk lamps come complete with a heavy weighted table base.
- The weighted base is 190mm in diameter by 55mm high in total.
- Comes with a matching 2100mm plastic plugged cord.
- Requires one Australian standard B22 (bayonet) 100W max light bulb.

**SPECIFICATIONS**

SKU	T002
Width/Diameter (mm)	190mm
Height (mm)	800mm (max)
String Length (m)	2.1m
Material	Metal
Finish	Metal
Bulb Included	No
Bulb Base	B22
Bulb Quantity required	1
Wattage (Max)	100
Fixture Finish	Black, White

The Superlux Medium Desk Lamp requires one Australian standard B22 (bayonet) light bulb. From our range, we recommend the vintage style exposed Squirrel Cage Filament Edison Bulb or the Quad Loop Filament bulb to add that finishing touch.

<https://www.fatshackvintage.com.au/products/superlux-medium-desk-lamp-task-lighting?variant=275171398>

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## SanDisk Extreme 64GB SDXC Card 150MB/s

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6/7/2020 Manfrotto 131DB Repro Arm with Double Camera Attachment Borge's Imaging

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MANFROTTO 131DB REPRO ARM WITH DOUBLE CAMERA ATTACHMENT

### Manfrotto 131DB Repro Arm with Double Camera Attachment

- Allow positioning of 2 heads on a 90° perpendicular angle
- Mounts on any column with 3/8" thread
- 3/8" female thread attachment

**\$150.00** SKU#: MF131DB

CONTACT INFORMATION  
Borge's Imaging Pty Ltd  
449 Graham Street

[https://borge.com.au/manfrotto-accessory-arm-black?gclid=Cj0KCQjwoPL2BRDxARIsAEMm9y\\_PZYIDvc-S0vMRLLLc62pV14z19FDpmlU4Q5m...](https://borge.com.au/manfrotto-accessory-arm-black?gclid=Cj0KCQjwoPL2BRDxARIsAEMm9y_PZYIDvc-S0vMRLLLc62pV14z19FDpmlU4Q5m...) 1/3

6/7/2020 Manfrotto 131DB Repro Arm with Double Camera Attachment Borge's Imaging

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---

**Details**

Mounts on any column with 3/8" thread, this side arm allows positioning of two heads on a 90° perpendicular angle.

**Weight**

**Material**

**Accessory Size Length**

1200 g

Aluminum

60 cm

**More Information**

**Reviews**

---

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**CONTACT INFORMATION**

Borge's Imaging PTY LTD  
449 Graham Street

https://borge.com.au/manfrotto-accessory-arm-black?gclid=Cj0KCQjwoPL2BRDxARIsAEMm9y\_PZYtDvo-S0vMRLLLc62pVl4z19FDpmLU4Q5m... 2/3

2020 Manfrotto 131DB Repto Arm with Double Camera Attachment Borge's Imaging

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 03 9646 2399  
[sales@borge.com.au](mailto:sales@borge.com.au)

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Australian  
**Charities** and  
Not-for-profits  
Commission



THIS CERTIFIES THAT

**Knox Historical Society Incorporated**

ABN:20 622 354 537

IS A REGISTERED CHARITY  
AND HAS BEEN TRANSFERRED FROM THE

**Australian Taxation Office**

TO THE

**Australian Charities and Not-for-profits Commission**

ON THE DATE OF

**3 December 2012**

CERTIFIED BY

A handwritten signature in blue ink, appearing to read "Gary Johns".

**Hon. Dr Gary Johns**

**Commissioner**

Australian Charities and Not-for-profits Commission

Copy only. Original available on request





## Certificate of Currency

This is to certify that this Ansvr Insurance Limited policy of insurance is current as at the date of issue of this Certificate of Currency, subject to the terms and conditions of the policy indemnifying the Insured as follows:

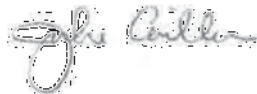
<b>Policy Number:</b>	<b>03.400.0623876</b>																											
<b>Name of Insured:</b>	<b>KNOX HISTORICAL SOCIETY</b>																											
<b>Type of Policy:</b>	<b>Ansvr Community Service Organisation Policy</b>																											
<b>Description of Covers:</b>	<table> <tr> <td>Professional Indemnity:</td> <td>\$2,000,000</td> <td>(\$4,000,000 aggregate)</td> </tr> <tr> <td>Organisation Liability</td> <td>\$1,000,000</td> <td></td> </tr> <tr> <td>Directors and Officers Liability</td> <td>\$1,000,000</td> <td></td> </tr> <tr> <td>Organisation Reimbursement</td> <td>\$1,000,000</td> <td></td> </tr> <tr> <td>Employment Practices Liability</td> <td>\$1,000,000</td> <td></td> </tr> <tr> <td>Trustees Liability</td> <td>\$1,000,000</td> <td></td> </tr> <tr> <td>Statutory Liability</td> <td>\$1,000,000</td> <td></td> </tr> <tr> <td>Internet Liability</td> <td>\$500,000</td> <td></td> </tr> <tr> <td>Organisation Crisis Cover</td> <td>\$100,000</td> <td></td> </tr> </table>	Professional Indemnity:	\$2,000,000	(\$4,000,000 aggregate)	Organisation Liability	\$1,000,000		Directors and Officers Liability	\$1,000,000		Organisation Reimbursement	\$1,000,000		Employment Practices Liability	\$1,000,000		Trustees Liability	\$1,000,000		Statutory Liability	\$1,000,000		Internet Liability	\$500,000		Organisation Crisis Cover	\$100,000	
Professional Indemnity:	\$2,000,000	(\$4,000,000 aggregate)																										
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Organisation Reimbursement	\$1,000,000																											
Employment Practices Liability	\$1,000,000																											
Trustees Liability	\$1,000,000																											
Statutory Liability	\$1,000,000																											
Internet Liability	\$500,000																											
Organisation Crisis Cover	\$100,000																											
<b>Business Description:</b>	<b>Historical society of victoria undertaking research, reading, record checking, administration, walking tours of historic sights/places and associated activities as property owners/occupiers.</b>																											
<b>Situation of Risk:</b>	<b>Anywhere in Australia</b>																											
<b>Period of Insurance:</b>	<b>From 4.00pm 01/04/2020 to 4.00pm 01/04/2021</b>																											

Signed for and on behalf of Ansvr Insurance Limited  
Date: 7 April 2020

**1300 650 540**  
**[ansvr.com.au](http://ansvr.com.au)**

GPO Box 1655  
Melbourne VIC 3001

Ansvr House  
Level 5, 1 Southbank Boulevard  
SOUTHBANK VIC 3006




**JAKE CERILLES**

**Business Development Underwriting Manager VIC/TAS**

## Certificate of Currency – Public Liability

This is to certify that this Ansvar Insurance Limited policy of insurance is current as at the date of issue of this Certificate of Currency, subject to the terms and conditions of the policy indemnifying the Insured as follows:



**Policy Number:** 03.400.0623876

**Name of Insured:** KNOX HISTORICAL SOCIETY

**Type of Policy:** Public & Products Liability  
\$20,000,000 any one occurrence

**Description of Risk:** Legal liability to pay compensation in respect of:  
1. Personal Injury  
2. Property Damage  
3. Advertising Liability

**Business Description:** Historical society of Victoria undertaking research, reading, record checking, administration, walking tours of historic sights/places and associated activities as property owners/occupiers.

**Geographical Limit:** Anywhere in Australia

**Period of Insurance:** From 4.00pm 01/04/2020 to 4.00pm 01/04/2021

Signed for and on behalf of Ansvar Insurance Limited  
Date: 7 April 2020

1300 650 540  
[ansvar.com.au](http://ansvar.com.au)

GPO Box 1655  
Melbourne VIC 3001

Ansvar House  
Level 5, 1 Southbank Boulevard  
SOUTHBANK VIC 3006

Jake Cerilles



Business Development Underwriting Manager VIC/TAS

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019 (Version 2 of 2)**  
**Application 152- MGP - 2019-20 From Rowville Knights Community Football Club**  
 Form Submitted 10 Jun 2020, 5:29pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Rowville Knights Community Football Club

**Organisation Address \***

Redacted

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019 (Version 2 of 2)**  
**Application 152- MGP - 2019-20 From Rowville Knights Community Football Club**  
 Form Submitted 10 Jun 2020, 5:29pm AEST

Redacted

ate/Province, Postcode, and Country are required.

**Contact Name**  
Redacted

**Project Contact Address \***  
Redacted

ate/Province, Postcode, and Country are required.

**Phone Number \***  
Redacted

tralian phone number.

**Mobile Phone Number \***  
Redacted

tralian phone number.

**Email \***  
Redacted

**Please provide your ABN**  
84 966 011 419

Information from the Australian Business Register	
<b>ABN</b>	84 966 011 419
<b>Entity name</b>	Rowville Knights Community Football Club Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 5:23pm today*

Must be an ABN.  
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019 (Version 2 of 2)**  
**Application 152- MGP - 2019-20 From Rowville Knights Community Football Club**  
 Form Submitted 10 Jun 2020, 5:29pm AEST

A0029103E

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Minor Project Grants

**(a) Briefly describe details of the request: \***

Rowville Knights CFC are seeking a grant to assist in replacing the current line marker, which leaks and requiring repair each time it is used. Our club is a junior community football club, which relies on parents to volunteer there time, to mark the lines on the oval during the season. It takes our volunteer parents double the time to mark the oval for our junior players to play each week. It has become quite difficult for the volunteers to use, and we are now needing to replace this important part of equipment.

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

The benefit of this project is it is a required piece of equipment for our local children of Rowville to play football. Having a working line marker, will make it easier for our volunteers to use, and to continue to volunteer there time during the season to mark the football ground lines. This project directly benefits our local residents of Knox.

**Project Start Date \***

22/06/2020

Must be a date.

**Project End Date \***

31/07/2020

Must be a date.

## BUDGET

**\* indicates a required field**

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

\$2,300.00

Must be a dollar amount.

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

**(c) What amount is being requested? \***

\$2,300.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019 (Version 2 of 2)**  
**Application 152- MGP - 2019-20 From Rowville Knights Community Football Club**  
 Form Submitted 10 Jun 2020, 5:29pm AEST

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
line marker football oval	\$2,300.00
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$2,300.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: Line marking quote K2 9th June 2020.docx  
 File size: 16.1 kB

---

Filename: Quote line marker 9th June 2020.PNG  
 File size: 14.7 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: CERT-A0029103E.pdf  
 File size: 76.4 kB

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019 (Version 2 of 2)**  
**Application 152- MGP - 2019-20 From Rowville Knights Community Football Club**  
Form Submitted 10 Jun 2020, 5:29pm AEST

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

---

Filename: EFL-2020-Season-COC-Rowville-Knights-Community-Football-Club-Inc.pdf  
File size: 330.6 kB

### Public Liability Expiry Date \*

01/01/2021  
Must be a date.

## DECLARATION

\* indicates a required field

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***  
Redacted

**Position (if organisation) \***  
Rowville Knights Community Football Club Inc.

**Declaration Date \***  
09/06/2020  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Hi **Redacte**

Further to our telephone conversation, please see the following line marking machine (images attached) that has now replaced the Kombi Classic.

**GMX Line Marking Machine @ \$2255.00 (GST inclusive).**

**Description:**

**Electric Precision Line Marking Applicator**

The revolutionary GMX offers the ultimate in precision line marking application incorporating a number of comprehensive, flexible spray options..

- Fully adjustable line width
- Central or off set spraying
- Protected, quick release spray head assembly
- Optional twin jet nozzle
- Optional side marking arm (L/R)

**Total Flexibility – Durable, Modular Design**

The GMX incorporates a removable 25lt Paint Tank that offers the operator total flexibility when changing, cleaning or filling.

This unique feature also allows the operator the option to remove the Paint Tank prior to lifting the GMX for transportation to site, offering flexible independent operation.

- Modular 'drop fit' removable paint tank
- Tough, durable construction
- Quick release connectors
- Exchangeable tank avoids cross contamination (Chemicals)
- Wide aperture with filter for easy fill

**Total Control Cost Effective, Efficient Spray Application**

A durable, high quality SHURflo self priming pump ensures even distribution of Bowcom Concentrates in any environment. Integrated Paint Mixing and Self Clean System offers optimum efficiency throughout the marking period.

- Durable SHURflo self priming electric pump
- High capacity battery with condition meter and charger
- Easy access charge system
- Fully adjustable/removable handle
- Dual action spray switch (L/R)

I look forward to hearing back from you.

**Best regards,**

**Yoshi**

**K2 BASEBALL/SOFTBALL**



41 Gilbert Park Drive  
Knoxfield, VIC 3180  
P: 03 9763 2324  
F: 03 9763 7930  
W: [www.k2baseball.com](http://www.k2baseball.com)  
E: [info@k2baseball.com](mailto:info@k2baseball.com)  
**LIKE US ON FACEBOOK**

Redacted



Hi Redacted

Thanks for your enquiry regarding the Fleet line marker Combi

These are \$2300+gst and include a free 10L drum of Blinder white paint for initial mark up

Please let me know if you have any other questions

I am available on Redacted should you have any issues

Redacted



CERTIFICATE No. EFL2020

## Certificate of Insurance Currency

### Sportscover Australia Pty Ltd

This certificate confirms that the under-mentioned policy is effective in accordance with the details shown:

<b>Name of Insured:</b>	Eastern Football Netball League Incorporated. (Including <b>Rowville Knights Community Football Club Inc</b> )	
<b>Cover:</b>	Public Liability:	\$20,000,000 any one occurrence
	Products Liability:	\$20,000,000 any one occurrence and in the aggregate
	Professional Indemnity:	\$5,000,000 any one claim and in the aggregate
	Management Liability:	\$5,000,000 any one claim and in the aggregate
	(For the Business of Australian Rules Football as more clearly defined in the Policy Wording.)	
<b>Sport:</b>	Australian Rules Football	
<b>Excess:</b>	As per policy schedule.	
<b>Period of Insurance:</b>	01/01/2020	to 01/01/2021
<b>Underwriter:</b>	Certain Underwriters at Lloyd's	
<b>Policy Number:</b>	PMEL99/0073204	
<b>Counterparties:</b>	Any Council, Shire, Government Department, Government School or Private School from whom the above named leases and/or hires and/or rents land and/or buildings shall be indemnified for claims brought against the Council, Shire, or Government Department, resulting from a negligent act by The Insured.	

**For full terms, conditions and exclusions please refer to Your Policy Wording Version Association\_Liability\_Policy\_Wording\_11.18**

**Manager:**



**Date:** 19 December 2019



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**ASSOCIATIONS INCORPORATION REFORM ACT 2012**

**Section 8**

No. A0029103E

**CERTIFICATE  
OF INCORPORATION**

This is to certify that

ROWVILLE KNIGHTS COMMUNITY FOOTBALL CLUB  
INCORPORATED

is on and from the 14 March 1994

incorporated under the Associations Incorporation Reform Act 2012

**Given under my hand at MELBOURNE, this 19 July 2016**

A handwritten signature in black ink that reads "David Joyner".

Deputy Registrar of Incorporated Associations

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 154- MGP - 2019-20 From Mr. Perfect**  
 Form Submitted 9 Jun 2020, 2:22pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Mr. Perfect

**Organisation Address \***

Redacted

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 154- MGP - 2019-20 From Mr. Perfect**  
 Form Submitted 9 Jun 2020, 2:22pm AEST

Redacted

ate/Province, Postcode, and Country are required.

**Contact Name**  
 Redacted

**Project Contact Address \***  
 Redacted

ate/Province, Postcode, and Country are required.

**Phone Number \***  
 Redacted

tralian phone number.

**Mobile Phone Number \***  
 Redacted

tralian phone number.

**Email \***  
 Redacted

**Please provide your ABN**  
 91 690 308 488

Information from the Australian Business Register	
<b>ABN</b>	91 690 308 488
<b>Entity name</b>	Mr. Perfect Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Health Promotion Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	2088 NSW

*Information retrieved at 3:22am yesterday*  
 Must be an ABN.  
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 154- MGP - 2019-20 From Mr. Perfect**  
Form Submitted 9 Jun 2020, 2:22pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Mr. Perfect Mens Mental Health BBQ

**(a) Briefly describe details of the request: \***

Mr Perfect was created to provide a grassroots non-judgmental space for men of all ages to discuss all aspects of life with a focus on mental health, life difficulties and to also encourage an inclusive monthly support structure. We do this through monthly meet up BBQ's at the Tim Neville Arboretum in Ferntree Gully. We have also had meet up's at local cafes in Boronia and have done one outing to Boronia Cinema. We are seeking funding for the monthly bbq supplies including food, napkins, oil. We also are seeking further funding to provide for extra activities such as breakfast meet ups at cafes and movie outings to increase social connection within the local community.

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

We wish to further improve the level of engagement of men with a mental illness in the community. Social connection has great impacts on the major mental health issues in our community of depression, anxiety, bi-polar disorder's. We aim to increase the amount of time men spend out of the house and positively improving their social connections and providing a safe space for men to refer to other professionals such as GP's, Psychologists, Volunteer and Community Health networks. The community would benefit from having a more productive society, having men opening up with each other and assisting them to get back into the community, employment and sporting organisations. We often see attendees use the group as a stepping stone to further community organisations with a more specific interest like archery or football clubs.

**Project Start Date \***

01/07/2020

Must be a date.

**Project End Date \***

30/06/2020

Must be a date.

## BUDGET

**\* indicates a required field**

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

\$2,622.00

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 154- MGP - 2019-20 From Mr. Perfect**  
 Form Submitted 9 Jun 2020, 2:22pm AEST

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

**(c) What amount is being requested? \***

\$2,622.00

Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
BBQ Supplies	\$672.00
Cafe breakfast for 10 attendees every second month	\$1,200.00
Cinema Outing for 10, every second month	\$750.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$2,622.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: c29ba6\_bb31c6b1a78e4790b4a61a68f18ba665.pdf  
 File size: 65.5 kB

Filename: Crave Boronia.docx  
 File size: 11.7 kB

Filename: Tickets & Pricing - Metro Cinemas Boronia.pdf  
 File size: 1.2 MB

Filename: Woolworths.docx  
 File size: 11.9 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No



**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 154- MGP - 2019-20 From Mr. Perfect**  
Form Submitted 9 Jun 2020, 2:22pm AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Mr. Perfect - Mental Health's Mate.pdf  
File size: 1.6 MB

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Osman2 20170815 Invoice - MRPERFECT - 55349.pdf  
File size: 290.6 kB

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Filename: Osman2 20170815 Invoice - MRPERFECT - 55350.pdf  
File size: 272.5 kB

**Public Liability Expiry Date \***

01/09/2020  
Must be a date.

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***  
Redacted

**Position (if organisation) \***  
Facilitator

**Declaration Date \***  
09/06/2020  
Must be a date.

### Privacy Statement

**Minor Grants Program - 2019 - 2020**  
**Minor Grants Program Application Form 2019**  
**Application 154- MGP - 2019-20 From Mr. Perfect**  
Form Submitted 9 Jun 2020, 2:22pm AEST

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Crave Boronia

Eggs on toast \$9.50 plus Coffee \$4.00 = \$13.50

13.50 x 10 attendees \$135.00 x 6 months (every second month) \$810

6/9/2020

Tickets & Pricing - Metro Cinemas Boronia



- HOME
  - COMING SOON
  - TICKETS & PRICING
  - MEMBERSHIP
  - ABOUT US
- EVENTS/GROUPS
  - CONTACT US
  - PARKING

Home > Tickets & Pricing

## Tickets & Pricing

Metro Movie Member	Annual fee \$20
Tuesdays	All tickets
Adults	
Children	Under 16
Concession/Pension	Present valid Health Care card/Pension/St
Seniors	Present valid Senior card, get a free coffee
Families	1 adult & 3 children under 16 OR 2 adults & 2 children under 16

SENIORS/CONCESSION/STUDENT CARD HOLDERS – you must have a valid card on you at time of ticket purchase to receive discount.

Patrons with a “Companion Card” with photo ID are entitled to a complimentary ticket for their carer\*.

\* Must present Companion Card at time of ticket purchase to receive the complimentary ticket.

“We CARE” cards are not Companion Cards and will receive a \$9.00 admission ticket.

No other Carer Cards will be accepted.

### PRICING

- Metro Members: \$8.00
- Adults: \$12.50
- Children: \$9.00
- Concession: \$9.00
- Seniors: \$9.00 (incl. tea or coffee\*)
- Families: \$36.00
- Tues - all tickets: \$8.00
- \* on presentation of valid Seniors card

### GETTING TO THE METRO

You'll find the Metro in an **amazingly convenient location**. With ample parking spaces ([Click Here for parking information](#)) and right next to train & bus transport, and with room for Mums & Dads to drop off their kids.



6/9/2020

Tickets & Pricing - Metro Cinemas Boronia

[Tickets & Pricing](#)

[Open Caption Screenings](#)

[Membership](#)

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[Events/Groups](#)

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6/9/2020

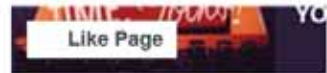
Tickets & Pricing - Metro Cinemas Boroonia

DVA Health Cards, "Gold Veterans Cards" and "TPI Card" receive One Complimentary Ticket.

Tickets can be purchased online by clicking on the movie times or you can [go direct to our booking system by clicking here.](#)

\*Please note that Session Times are subject to change

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Woolworths  
Sausages \$10-15  
Sauce \$2.00  
Soft drink/Juice \$5.00  
Bread: \$6.00  
Hamburgers \$10  
Veggie Burgers \$8.00  
BBQ Wipes, Paper towel \$5.00  
Cleaning Supplies and Water \$10.00  
  
\$56.00

## Crave breakfast

### **Crave big breakfast \$22.50**

Eggs your way, crispy bacon, sautéed spinach and mushroom, grilled tomato, chorizos sausage, crispy hashbrown toasted ciabatta

### **Veggie breaky \$20.50**

Eggs your way sautéed spinach, mushroom, grilled tomato, smashed avocado and crispy hash brown on sour dough

### **Cheezy Beans \$18**

Homemade baked beans topped with cheese and grilled until golden, served with toasted ciabatta

### **Butter milk pancakes \$18.50**

Three fluffy pancakes topped with warm berry coulis, golden syrup and ice-cream

### **Eggs royale \$18.50**

Toasted ciabatta topped with wilted spinach, smoked salmon, two free range poached eggs, with creamy hollandaise sauce

### **Eggs benedict \$17**

Toasted ciabatta topped with wilted spinach, leg ham, two free range poached eggs with creamy hollandaise.

### **Breakfast burger \$17.5**

Double bacon, double cheese, crispy hash brown, fried egg, caramalised onion, tomato chutney, aioli in a toasted bun.

### **The hangover \$18.50**

A mix of bacon, ham, spring onion and scrambled eggs on toasted ciabatta drizzled with BBQ sauce and crispy hash brown

### **Spanish omelette \$17**

Free-range eggs, roast potato, chorizo, spring onion, cherry tomatoes and feta, served with toasted ciabatta

### **Warm banana muffin \$12**

Freshly baked banana muffin served with custard and dusted with cinnamon sugar

### **Smashed avocado \$18.50**



Toasted ciabatta, topped with creamy avocado, feta and two free range eggs poached

**French toast \$18**

French toast topped with warm berry coulis and ice cream, drizzled with golden syrup and cinnamon sugar

*Or* served with crispy bacon and grilled tomato.

**Toast \$7**

Your choice of ciabatta, multigrain or GF bread, with your choice butter, vegemite, honey, home-made jam, peanut butter and golden syrup

**Egg on toast \$9.50**

Fried, scrambled or poached

**Bacon and eggs \$11.50**

Eggs your way and crispy bacon and ciabatta

**Warm Croissant \$7**

Served with butter, add hamd and cheese for \$2

**Extras \$4**

Free range bacon, house made beans, feta, hash brown, avocado, buttered mushrooms, roasted tomato or wilted spinach

6/9/2020

Mr. Perfect - Mental Health's Mate



# MR. PERFECT



MENTAL HEALTH'S MATE

ABOUT ▾

FIND A BBQ

BLOG

FORUMS ▾

DONATE

CONTACT



PARK BBQS FOR BETTER MENTAL HEALTH.

FIND A MEETUP BBQ

START YOUR OWN BBQ

ABOUT US

DONATE

BLOG



### MR. PERFECT FACEBOOK COMMUNITY GROUP FAQs

Want to know more about the Mr. Perfect Facebook Community Group? Here are our FAQs and answers.



### TRH: THE RECONNECTION HOUR WITH DR CLIVE WILLIAMS (PSYCHOLOGIST)

TRH: The Reconnection Hour by Mr. Perfect. With Dr Clive Williams (Psychologist).



### MR. PERFECT & CHRISTIE BARBECUES PARTNERSHIP

Today marks the announcement of Mr. Perfect and Christie Barbecues brand new partnership.

6/9/2020

Mr. Perfect - Mental Health's Mate

[READ MORE](#)

[READ MORE](#)

[READ MORE](#)

## INSTAGRAM



[ABOUT](#) [CONTACT](#)

[f](#) [@](#) [in](#)

ABN 91690308488

© 2020 , MR. PERFECT INCORPORATED - REGISTERED MENTAL HEALTH CHARITY



**Osman Insurance Brokers Pty Ltd**  
ABN 25 000 764 938 | AFS 238780  
Suite 6, 345 Pacific Hwy, Lindfield NSW 2070  
Tel 02 9416 6000 | Fax 02 9416 7999  
www.osman.com.au | mail@osman.com.au



OSMAN  
INSURANCE  
BROKERS

---

## CERTIFICATE OF INSURANCE

Mr Perfect Incorporated

Date: 30/08/2019

Account Executive: Michael Sussmann

Broking Assistant:

Thank you for using our services to arrange this insurance cover.

Brief details of cover arranged on your behalf are given below. You should refer to the policy documents issued by the insurer for complete policy terms and conditions.

Please read carefully the important notices attached regarding your duty of disclosure. Do not hesitate to contact us with any questions you may have.

Osman Insurance Brokers Pty Ltd  
A.F.S.L. 238780  
A.B.N. 25 000 764 938

## POLICY DETAILS

Type of Policy	BUSINESS INSURANCE
Insured	Mr Perfect Incorporated
Insurer	AIG Australia Limited
Policy Number	9681421CMB
Period of Insurance	01/09/2019 to 01/09/2020

<b>Policy Number</b>	9681421CMB
<b>Period of Cover</b>	1/09/2019 to 1/09/2020 at 4pm
<b>Insured</b>	
Insured Name	Mr. Perfect Incorporated
Address	85 Beacon Hill Road BEACON HILL, NSW, 2100
Property Owner Only	No
Annual Turnover	\$ Redacted

**Policy Wording**  
AIG Steadfast My Business Pack

### Cover Summary Covers for all Situations

Cover	Taken
Public and Products Liability	Taken
General Property	Not Taken
Marine Transit	Not Taken
Management Liability	Not Taken

### Covers for Situation: 85 Beacon Hill Road BEACON HILL NSW 2100 (Principal)

Cover	Taken
Business Property	Not Taken
Business Interruption	Not Taken
Theft	Not Taken
Money	Not Taken
Glass	Not Taken
Equipment Breakdown	Not Taken

### Claims Experience

Any claims in the last 3 years under the sections to be insured? No

## COVERS FOR ALL SITUATIONS

### Public and Products Liability

#### Limit of Liability

Limit of Liability - Public & Products Liability \$ 20,000,000

Osman Insurance Brokers Pty Ltd  
A.F.S.L. 238780  
A.B.N. 25 000 764 938

---

**Exports**

Do you, or do you intend to export goods No

**Hazardous Activities and Substances**

Do you, or do you intend to use, store or handle hazardous substances No

**Additional Benefit**

Property in Your Physical and Legal Control - Limit \$ 250,000

**Excess**

Property Damage Excess \$ 500

Personal Injury \$ 0

**Imposed Conditions**

.. 1

**Name** Policy Wording & Terrorism Exclusion endorsement

**Code** TEEL

**Wording**

A) My Business Pack - Steadfast Client Trading Platform Policy Wording 09/00843.8 applies to this Policy.

B) The following amendment is made to General Exclusion 10 found in the section "General Policy Exclusions applicable to all sections":

However, this Exclusion 10 does not apply to the following sections of the Policy, Policy Section 4 - Theft; Policy Section 5 - Money; Policy Section 6 - Glass and Policy Section 7 - General Property.

.. 2

**Name** 075: Steadfast - Molestation Exclusion

**Code** SMOE

**Wording**

The following additional exclusion applies to Policy Section 3 - Public and Products Liability of the Policy:

We do not cover any liability for Personal Injury arising from, out of, or in connection with the molesting of or sexual interference with any person by:

(a) You;

(b) any of Your Employees; or

(c) any person performing any volunteer services for You or on Your behalf.

We will not have any duty to defend any action, suit or proceeding, investigation or inquiry against You or the parties specified in (b) and (c) either directly or indirectly seeking damages or other relief as a result of such molestation or sexual interference.

In all other respects, the Policy terms, conditions and exclusions remain unaltered.

.. 3

**Name** 300: SF - Medical Malpractice Exclusion

**Code** MMES

**Wording**

Despite anything contained elsewhere in the Policy, under Section 3 (Public and Products Liability) we do not cover any liability for Personal Injury, Property Damage (including loss of use of property) or Advertising Injury directly or indirectly caused by or arising from the provision of advice or services for:

(a) the treatment of, or failure to treat, humans or animals for any Personal Injury; or

(b) the dispensing or administering of, or failure to dispense or administer, drugs, medicines, pharmaceutical supplies or artificial aids.

In all other respects, the Policy terms, conditions and exclusions remain unaltered.

**SITUATION SPECIFIC COVERS**

Osman Insurance Brokers Pty Ltd  
A.F.S.L. 238780  
A.B.N. 25 000 764 938

---

### Situation Details

Redacted

)

### Business Details

Community Health Centres

Mental Health Promotion - Men's Support Network

Annual Turnover

\$ Redacted

Total number of staff - Full Time

5 Redacted

Total number of staff - Part time/Casual

0

### Situation Details

### Interested Parties

No Interested Parties noted

Document template version: 02.33.00.00

Osman Insurance Brokers Pty Ltd  
A.F.S.L. 238780  
A.B.N. 25 000 764 938

## IMPORTANT NOTICES & INFORMATION

We have prepared this document to assist you to understand important issues relating to your insurances. Please contact your Account Executive if you have any questions or require further advice/assistance.

### ESSENTIAL READING OF POLICY WORDING

The policy wordings for your insurances are essential reading to understand what is protected by each policy. Read them carefully as soon as possible and contact us if you have any concerns about the extent of your cover.

### YOUR DUTY OF DISCLOSURE

Before you enter into an insurance contract, you have a duty to tell the insurer anything that you know, or could reasonably be expected to know, may affect their decision to insure you and on what terms.

You have this duty until they agree to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract.

You do not need to tell the insurer anything that:

- reduces the risk they insure you for; or
- is common knowledge; or
- they know or should know as an insurer; or
- they waive your duty to tell them about.

If you do not tell the insurer something you are required to, they may cancel your contract or reduce the amount they will pay you if you make a claim, or both. If your failure to tell them is fraudulent, they may refuse to pay a claim and treat the contract as if it never existed.

### DUTY OF GOOD FAITH

Both parties to an insurance contract, the insurer and the insured, must act towards each other with the utmost good faith. If you fail to do so, the insurer can cancel your insurance. If the insurer fails to do so, you may be able to sue the insurer.

### AVERAGE OR CO-INSURANCE

Some policies contain an Average or Co-insurance clause. This means that if you insure for less than the full value of the property, your claim may be reduced in proportion to the amount of the under-insurance.

Some business interruption policies contain an Average/Co-Insurance clause which has a different application. Check your policy and contact us with any questions.

### CONTRACTS AND LEASES YOU SIGN

If you sign a contract with an indemnity, "hold harmless" or release, it can invalidate your insurance – unless you obtain the Insurer's consent in advance.

These clauses are often found in leases and other contracts you sign from time to time relating to your business. Do not sign a contract or lease without contacting us and/or taking legal advice as to whether the contract terms will prejudice your policy.

### LEASING, HIRING AND BORROWING PROPERTY

When you lease, hire or borrow property, make sure that the contract clearly identifies who is responsible for insuring the property.

Industrial Special Risks policies automatically cover property which you are responsible to insure, subject to the policy excess. Public liability insurance may assist you meet claims relating to property damage to property which you lease or hire. A sub-limit usually applies to the amount you can claim for damage to property in your care, custody or control.

### ADDITIONAL INSURED AND NOTING INTERESTS

If a person is to be named on your policy or insured as a co-insured or joint insured, notify us immediately so we can request this in advance from the insurer. Your property and liability policies will not provide automatic cover for the insurable interest of other parties (e.g., mortgagees, lessors).

Check with us whether the insurer will include someone else as an insured or note their interests before you agree to this in a contract or lease. We cannot guarantee that an insurer will agree to include someone as an insured under your policy or to note their interests on your policy.

### CLAIMS OCCURRING POLICIES

Most of your policies do not provide indemnity in respect of events that occurred before the insurance commenced. They cover events that occur during the policy period.

### CLAIMS MADE POLICIES

Some policies (e.g. professional indemnity insurance) provide cover on a "claims made" basis. This means that claims first advised to you (or made against you) and reported to your insurer during the policy period are insured under that policy, irrespective of when the incident causing the claim occurred. If you become aware of circumstances which could give rise to a claim, notify the insurer during the policy period.

Report all incidents that may give rise to a claim against you to the insurers immediately after they come to your attention and before the policy expires.

### INSURER SOLVENCY

We do not warrant or guarantee the current or ongoing solvency or financial viability of the insurer because we have no control over the insurer's performance and this can be affected by many complex commercial and economic factors.

### UNAUTHORISED FOREIGN INSURERS

In limited cases, we may recommend that you insure with an unauthorised foreign insurer. An unauthorised foreign insurer is an insurer that is not authorised under the Insurance Act 1973 (Act) to conduct insurance business in Australia and is not subject to the system of financial supervision of general insurers in Australia that is monitored by the Australian Prudential Regulation Authority.

If the insurer becomes insolvent, you will not be protected by the Federal Government's Financial Claims Scheme provided under Part VC of that Act.

Important\_Notices\_and\_Information\_1116



## 9.2 Temporary Freeze of Child Care Fees

**SUMMARY:** Acting Manager Family and Children's Services, Angela Morcos

This report recommends that Council, as part of its response to the COVID-19 Pandemic, approve a temporary freeze of fees for centre-based long day and occasional care from 13 July 2020 to 27 September 2020 and charge fees at the 2019-2020 rate for this period. Council has not been charging fees for its child care services since 6 April 2020 in accordance with the Commonwealth Government's Free Child Care Policy which will conclude on 12 July 2020.

### RECOMMENDATION

That Council:

1. Approve a temporary freeze of fees for centre-based long day and occasional care, and charge the following fees as approved in Council's 2019-2020 Adopted Budget from 13 July 2020 to 27 September 2020:
  - Long day care daily fee: \$142.80
  - Long day care weekly fee: \$698.25
  - Occasional care hourly fee: \$16.80
2. Charge fees as approved in Council's 2020-2021 Adopted Budget from 28 September 2020.

### 1. INTRODUCTION

Council operates its long day and occasional care services in accordance with the Commonwealth Government's Family Assistance Law, the National Quality Standards, National Competition Policy and other relevant policies and legislation.

Council's long day and occasional care services operate from two early years hubs in Bayswater and Wantirna South, providing integrated and co-located health and education services for families and children aged 0-6 years.

### 2. DISCUSSION

The Commonwealth Government legislated that free child care be provided from 6 April 2020. Free child care will conclude on 12 July 2020, and Child Care Subsidy will recommence from 13 July 2020. When free child care concludes, families will start to pay subsidised child care fees from 13 July 2020, and the child care sector is expected to fully transition back to the Child Care Subsidy system by 27 September 2020.

In response to feedback received through the public consultation process about Council's Proposed Budget 2020-21 that described the financial impact of the COVID-19 Pandemic on families, and to align with the Commonwealth Government's Child Care Transition Period, it is recommended that Council's child care fees are frozen from 13 July 2020 to 27 September 2020. It is proposed that child care fees are charged at the 2019-2020 rate for this period.

It is estimated that Council will receive approximately \$23,600 per week in a Transition Payment from the Commonwealth Government from 13 July to 27 September 2020. This totals approximately \$259,600 in funding from the Transition Payment to support Council to continue to provide child care for children and families in Knox during this period. Council will only be eligible to receive this Transition Payment if child care fees are charged at the 2019-2020 rate between 13 July and 27 September 2020.

### **3. CONSULTATION**

Feedback about Council's proposed long day and occasional care fees for 2020-2021 was received and considered as part of the public consultation process about Council's Proposed Budget 2020-21.

Discussions between Council's Family and Children's Services Department, Community Services Business Support Unit and Finance Department have informed the content of this report.

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

There are no environmental or amenity issues pertaining to this report.

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

The free child care policy is part of the Commonwealth Government's response to the COVID-19 Pandemic and is intended to provide families with access to child care to support their participation in the workforce during a time of economic and employment instability. Child care providers receive a Business Continuity Payment of up to 50% of their fee from the Commonwealth Government in lieu of charging fees. Some child care providers also receive funding under the JobKeeper initiative to assist with the payment of staff wages.

Council is not eligible for the JobKeeper initiative, nor any other funding that has been made available to non-Council child care providers during the COVID-19 Pandemic. This means that Council is receiving less than 50% of its usual child care income by only receiving the Business Continuity Payments. Subsequently, Council is expected to lose approximately \$996,500 by providing free child care over the 14-week period from 6 April 2020 to 12 July 2020.

However, the Transition Payment is available to all child care providers, including Council. It is estimated that Council will receive approximately \$259,600 in funding from the Transition Payment during the 11-week period from 13 July to 27 September 2020. The Transition Payment will be received in addition to income received from the fee Council charges for child care which is made up of Child Care Subsidy from the Commonwealth and the parent gap payment.

Families and Council will both benefit from this Transition Period. Families will be charged the 2019-2020 child care fee for 11 weeks which is 3% less than the fee proposed for 2020-2021; and Council's child care budget will be in a favourable position by approximately \$226,000 by temporarily freezing fees and receiving the Transition Payments than if it charged the 2020-2021 fee and did not receive the Transition Payments.

## **6. SOCIAL IMPLICATIONS**

A recent report from the Mitchell Institute (June 2020) estimates a 130% increase this year in the number of preschool and school-age children living in households experiencing employment stress than in 2016, because of COVID-19 related unemployment and underemployment. These impacts will be spread across all socio-economic groups. An increase in the number of children experiencing vulnerability in Australia will potentially have long term implications for health, wellbeing, learning and employment outcomes for individuals, families, communities and our nation.

Access to and participation in quality early childhood education and care is important for all children, however, the evidence demonstrates that the potential for positive impact on vulnerable children can be profound. Additionally, access to centre-based long day and occasional care services often supports families to work and/or study, which is particularly important now as people return to work or seek employment.

## **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 6 - We are healthy, happy and well**

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.

## **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 Family and Children's Services, Angela Morcos – 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**

Access to child care is important for children and their families as the Knox community recovers from COVID-19 pandemic, and has the potential to prevent further vulnerabilities that may have a longer term impact.

As part of the transition back to the Child Care Subsidy, it is recommended that Council's child care fees are frozen from 13 July 2020 to 27 September 2020 and that child care fees are charged at the 2019-2020 rate for this period.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Acting Manager Family and Children's Services, Angela Morcos

**Report Authorised By:** Director Community Services, Tanya Scicluna

### **Attachments**

Nil

10 Corporate Services Officers' Reports for consideration

Nil

## 11 Items for Information

### 11.1 Capital Works Program Report - June 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 1 June 2020.

#### **RECOMMENDATION**

That Council receive and note the Works Report, as at 1 June 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 1 June 2020, is attached as Attachment A.

Highlights of the Works Report as at 1 June 2020 include:

- Road Surface Renewal Program – Complete.
- Batterham Reserve, The Basin – Cricket Nets Replacement – Complete.
- Family & Children's Services Buildings & Facilities Upgrade – Projects complete.
- Score Boards – Design and Installation Program – Complete.
- Forest Road Isolated Traffic Treatment (Hot Spot) Program – Installation Complete.
- Quarry Reserve, Ferntree Gully – Masterplan Implementation Stage 2 – Complete.

#### **2.CONFIDENTIALITY**

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

**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 1 June 2020 [11.1.1 - 21 pages]

**Knox City Council Project Status Report**

1-June-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	Ferntree Gully Community Centre bridge renewal tender is currently advertised and closes early June.	
<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 Studfield Shops in progress along with various other minor works.	
<b>9</b>	<b>Footpath Renewal Program</b>	<b>\$2,400,000</b>
All Wards	The footpath renewal program is progressing well with 90% of the program already complete.	
<b>10</b>	<b>Bicycle / Shared Path Renewal Program</b>	<b>\$625,000</b>
All Wards	Shared path renewal program is being delivered during May/June. Locations include Wellington Road, Power Road and Liberty Reserve.	
<b>16</b>	<b>Building Renewal Program</b>	<b>\$6,738,342</b>
All Wards	Program is 60% progressed. Works commencing or nearing completion over June include: Batterham Pavilion - amenities/change rooms refit, external path works, floor recoating, fire services renewal, Carrington Park Football Pavilion - kitchen/pantry refit, Eildon Parade Tennis - amenities refit, Civic Centre - female toilets ground internal painting, ramp level north - refit, Leisureworks/concourse remediation and recoating, water slide stairwell rectification, roof rectification, fall prevention system renewal, plant renewal/replacement, heating, ventilation and air conditioning (HVAC) renewal/replacement, warm water pool change rooms renewal.	
<b>17</b>	<b>Playground Renewal Program</b>	<b>\$1,743,504</b>
All Wards	Works have commenced off-site for Marie Wallace Playspace Upgrade. Contract being prepared for 2019/20 Playspace Renewals. Works to commence on site early June.	
<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	Batterham Reserve carpark renewal works are pending completion of pavilion extension works.	
<b>25</b>	<b>Plant &amp; Machinery Replacement Program</b>	<b>\$2,463,000</b>
All Wards	Fleet Renewal Program on track - 90% of funds committed and 75% expended.	

**Knox City Council Project Status Report**

1-June-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>26</b>	<b>Street Tree Replacement Program</b>	<b>\$628,457</b>
All Wards	Tree planting works progressing. Outstanding bulk removal street (Woodside Drive) now scheduled for completion.	
<b>31</b>	<b>Stamford Park Redevelopment</b>	<b>\$9,418,580</b>
Tirhatuan	The contractor has been appointed for construction of the Adventure Play Precinct. Works are expected to commence in June. The remaining works are in the final stage of detailed design.	
<b>104</b>	<b>Roadside Furniture Renewal Program</b>	<b>\$100,000</b>
All Wards	Program on schedule. Fencing works are planned along Wellington Road shared path.	
<b>147</b>	<b>Energy Retrofits for Community Buildings</b>	<b>\$115,875</b>
All Wards	Awaiting quotes for lighting replacement at Murrindal, Liberty, Knoxfield Children's' Centres. Works to be completed in June.	
<b>229</b>	<b>Building Code Australia Compliance</b>	<b>\$100,000</b>
All Wards	Works complete, awaiting invoices to close off project. Works including 13 scout halls, non-compliance works and rekeying to Council system for ease of access. Also, Scout contribution of \$20,000 for the project.	
<b>345</b>	<b>Asbestos Removal</b>	<b>\$100,000</b>
All Wards	Works 40% progressed, awaiting invoices. Remainder to fund 5-year Asbestos Audits. Quotations currently under assessment with contractor expected to be appointed by early June 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	Works may extend into early new financial year.	
<b>410</b>	<b>Parks Signage Renewal</b>	<b>\$20,000</b>
All Wards	Work progressing at 90% complete.	
<b>412</b>	<b>Water Sensitive Urban Design Renewal</b>	<b>\$531,669</b>
All Wards	Contract Agreement has been signed.	
<b>441</b>	<b>Tim Neville Arboretum Renewal</b>	<b>\$427,107</b>
Dobson	Amphitheatre renewal works completed. Irrigation works have commenced, Stage 1 and 2 to be completed by early June. Installation of new BBQ and picnic areas underway but completion may be delayed into July.	



**Knox City Council Project Status Report**

1-June-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>443</b>	<b>Reserves Paths Renewal</b>	<b>\$65,000</b>
All Wards	Works progressing at 90% completed.	
<b>492</b>	<b>Food Act Compliance - Kitchen Retrofitting</b>	<b>\$50,000</b>
All Wards	Remainder of program to be completed, with kitchen renewal projects, by early June.	
<b>516</b>	<b>Rumann and Benedikt Reserves - Open Space Upgrade Stage 2</b>	<b>\$181,390</b>
Tirhatuan	Construction has commenced with footpath works complete.	
<b>536</b>	<b>Parkland Asset Renewal</b>	<b>\$45,000</b>
All Wards	80% progressed.	
<b>537</b>	<b>Bush Boulevard Renewal</b>	<b>\$65,000</b>
All Wards	Works awaiting traffic management plan approval, should still 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 planned for renewal in June, along with refresh of billboard platform at Skate Park. Renewal of the arts collection management database platform (Art Galleria) is now 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 - 40% progressed as part of FW Kerr and UFTG upgrade projects. Planned installations at Windermere Preschool and The Fields Preschool mid-late June.	
<b>587</b>	<b>Upper Ferntree Gully Neighbourhood Activity Centre Works</b>	<b>\$815,752</b>
Dobson	Project is progressing very well with all asphaltting surfaces complete. 90% of feature tile/pavers have now been installed. Concrete footing for the raised edging garden beds have been installed in two locations. Tree grates and surrounds have also been installed.	
<b>593</b>	<b>Marie Wallace Reserve - Masterplan Implementation Stage 4</b>	<b>\$771,421</b>
Dinsdale	Evaluating quote for the carpark lighting. Masterplan works on hold while playspace upgrade is being undertaken.	
<b>630</b>	<b>Early Years Hubs - Bayswater</b>	<b>\$115,000</b>
Dinsdale	Project complete. All group metering installed.	
<b>649</b>	<b>Scoresby (Exner) Reserve - Masterplan Implementation Stage 3</b>	<b>\$450,000</b>
Tirhatuan	Project complete. Contractor amending defects.	

**Knox City Council Project Status Report**

1-June-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>664</b>	<b>Stormwater Harvesting Program Development</b>	<b>\$249,925</b>
All Wards	Tender awarded with anticipated completion mid-August.	
<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 the Creative Victoria application, which requires 20% (approx. \$50K) Council contribution in 20/21. The grant announcement due shortly. Rollover of unspent funds in 19/20 will be required to fund planned major projects as part of Council's new and upgrade works within Boronia.	
<b>708</b>	<b>Cricket Run Up and Goal Square Renewal Works</b>	<b>\$55,000</b>
All Wards	Project complete.	
<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 60% progressed, with funds to be carried forward. Alexander Magit Preschool earmarked for completion prior to end of June.	
<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	Revegetation is being undertaken at several key sites including: Dandenong Creek Corridor, near Manson Reserve, Corhanwarrabul Creek corridor, near Henderson Road bridge, Pavitt Lane, The Basin, Ferny Creek, Upper Ferntree Gully and Scoresby Linear Reserve.	

**Knox City Council Project Status Report**

1-June-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 complete.	
<b>755</b>	<b>Talaskia Reserve, Upper Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$400,000</b>
Dobson	Contract has been awarded. Currently compiling contract documentation.	
<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 complete and Practical Completion provided.	
<b>834</b>	<b>Oversowing of Sports Fields</b>	<b>\$50,000</b>
All Wards	Maintenance and fertilising schedule ongoing.	
<b>837</b>	<b>Westfield (Permanent) Library - Design and Fitout</b>	<b>\$3,200,000</b>
Dinsdale	The project is currently on hold, awaiting for Westfield to provide new base build design drawings to allow completion of concept design.	
<b>838</b>	<b>Bayswater Community Hub - Scoping</b>	<b>\$120,000</b>
Dinsdale	Project delayed due to officers responding to operational impacts of Covid-19.	
<b>844</b>	<b>Score Boards - Design and Installation</b>	<b>\$425,814</b>
All Wards	Program 95% progressed with all projects expected to be complete by early June.	
<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. About 50% of works have been completed with funds to be carry forward.	
<b>853</b>	<b>Aimee Seebeck Hall, Amenities Upgrade</b>	<b>\$238,347</b>
Taylor	Project complete.	
<b>867</b>	<b>Knox Regional Netball Centre Extension</b>	<b>\$158,001</b>
Dobson	Concept design will be presented to stakeholders by early June for sign-off. Planning application underway, as part of next stage of project (Design Development) due to commence July.	
<b>868</b>	<b>H V Jones, Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$716,617</b>
Friberg	This project continues to progress well. Tennis court acrylic surface and shelter have been installed. Surrounding concrete paths about to be laid.	

**Knox City Council Project Status Report**

1-June-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	This project is still delayed due to the recent rains. Working with contractor about possible solutions to move project forward.	
<b>871</b>	<b>Energy Performance Contract Implementation</b>	<b>\$1,994,255</b>
All Wards	Installation phase of the project has commenced with Solar PV works at Regional Netball Centre, Knox Leisureworks, Rowville Community Centre and Ferntree Gully Community Arts Centre being the first projects underway. Projects are scheduled to be completed in November.	
<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 contractor has been appointed for completion of the Melbourne Water drain works. These works are due to commence in the next few weeks.	
<b>907</b>	<b>Manson Reserve - Wetland Construction</b>	<b>\$418,305</b>
Collier	Works complete and Practical Completion provided.	
<b>925</b>	<b>1101 Burwood Hwy, Ferntree Gully (Forest Rd to Toyota) - Reconstruction</b>	<b>\$90,000</b>
Dobson	Works complete and Practical Completion provided.	
<b>928</b>	<b>Barmah Drive, Wantirna (No. 49 to No. 57) Reconstruction</b>	<b>\$60,000</b>
Collier	Works complete and Practical Completion provided.	
<b>929</b>	<b>Albert Avenue, Boronia (Chandler Rd to Bambury St) Reconstruction</b>	<b>\$380,000</b>
Chandler	Works complete and Practical Completion provided.	
<b>930</b>	<b>Forest Road, Ferntree Gully Reconstruction Stage 1 &amp; 2</b>	<b>\$860,000</b>
Dobson	Works complete and Practical Completion provided.	
<b>932</b>	<b>Burwood Highway - service road, Ferntree Gully Stage 1 &amp; 2</b>	<b>\$505,000</b>
Dobson	Works complete and Practical Completion provided.	
<b>934</b>	<b>Sheraton Crescent, Ferntree Gully - Reconstruction</b>	<b>\$200,000</b>
Friberg	Works completed and Practical Completion provided.	
<b>935</b>	<b>Scoresby (Exner) Reserve - Tennis Court Renewals</b>	<b>\$40,000</b>
Tirhatuan	Project complete.	

**Knox City Council Project Status Report**

1-June-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>939</b>	<b>Millers Reserve, Boronia Oval Renewal</b>	<b>\$48,186</b>
Chandler	Project complete.	
<b>941</b>	<b>Knox Regional Netball Centre - Court Renewals</b>	<b>\$70,302</b>
Dobson	Project complete.	
<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	Practical completion has been achieved, and a Certificate of Occupancy issued. Fuel tanks have not arrived due to logistical issues related to Covid-19, but this has been listed on the defects list for action as soon as tanks arrive in Australia.	
<b>946</b>	<b>Boronia Precinct Planning</b>	<b>\$186,124</b>
Baird	Council is yet to receive authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C178knox to implement the Boronia Renewal Strategy. Request for Authorisation was made in late 2019. 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 construction commenced. Expected delivery on site by end of June. Lakesfield Pavilion progressing to detailed design by services consultants with tender early-mid June.	
<b>950</b>	<b>Family &amp; Childrens Services Buildings &amp; Facilities</b>	<b>\$398,833</b>
All Wards	Projects now complete.	
<b>951</b>	<b>Community Toilet Replacement Program</b>	<b>\$430,818</b>
All Wards	Wicks Reserve contractor expected to be appointed early June. Liberty pavilion co-locatable under construction with some carried forward expected.	
<b>954</b>	<b>Knox BMX Track - New Storage &amp; Start Gate Structure</b>	<b>\$226,282</b>
Friberg	Project complete.	
<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 transferred to Liberty Reserve modular change pavilion works.	

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<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	Included in masterplan/Centre redevelopment works.	
<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 complete.	
<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	Quotes received for line marking works.	
<b>994</b>	<b>Picketts Reserve, Ferntree Gully - Masterplan Implementation Stage 3</b>	<b>\$296,200</b>
Baird	Further design development nearing completion. Tender process anticipated to commence shortly.	
<b>995</b>	<b>Peregrine Reserve, Rowville - Masterplan Implementation Stage 1</b>	<b>\$521,078</b>
Taylor	Project is progressing well with shelter installed. Acrylic surface on multipurpose court has now been installed and additional rockwork completed. Balance of exposed aggregate concrete about to be poured.	
<b>997</b>	<b>Llewellyn Reserve, Wantirna South - Masterplan Implementation</b>	<b>\$122,080</b>
Scott	This project is on hold while Council undertakes required remedial works.	
<b>998</b>	<b>Templeton Reserve, Wantirna - Masterplan Implementation Stage 3</b>	<b>\$460,184</b>
Collier	Masterplan Stage 2 construction complete. Car park upgrade and multi-court complete. Awaiting car park lighting to be installed.	
<b>999</b>	<b>Lewis Park, Wantirna South - Masterplan Implementation</b>	<b>\$538,762</b>
Dinsdale	Design work is continuing on the waterway component of the project. Community consultation is currently underway for the Community Gardens works.	
<b>1000</b>	<b>Stud Park Reserve, Rowville - Masterplan Implementation Stage 3</b>	<b>\$417,584</b>
Tirhatuan	Stage 2 works complete. Stage 3 works including fencing, seating and additional shelters now complete. Footpath connection complete.	
<b>1001</b>	<b>Scoresby Village Reserve, Masterplan Implementation</b>	<b>\$382,500</b>
Tirhatuan	Contractor about to commence construction.	

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<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	Demolition of old playground complete. Preparation for new playground underway.	
<b>1003</b>	<b>Wantirna Reserve - Masterplan</b>	<b>\$15,320</b>
Collier	This project is on hold while Council reviews outcome of geotechnical report.	
<b>1005</b>	<b>Neighbourhood Green Streets</b>	<b>\$91,999</b>
All Wards	All available species have been planted along Dorset Road and Scoresby Road. Remaining species to be planted in mid-winter once stock is deemed suitable for planting.	
<b>1006</b>	<b>Bush Boulevards</b>	<b>\$141,999</b>
All Wards	Project scope confirmed with contractors and project delivery scheduled for early June.	
<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	Project complete. Awaiting invoices.	
<b>1054</b>	<b>Knox Regional Sports Park - Stages 2 and 3</b>	<b>\$149,428</b>
Scott	Design and cost estimate work for the 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	The building contractor has installed the storm water pipework and started the concrete sub-base next to the shed slab. The plumber has installed the new sewer connections.	
<b>1097</b>	<b>Wally Tew Reserve - Storage Facility</b>	<b>\$52,976</b>
Dobson	Project complete.	
<b>1105</b>	<b>Batterham Reserve, The Basin - Cricket Nets Replacement</b>	<b>\$240,995</b>
Chandler	Cricket nets and associated footpath works complete. Lighting works complete, tested and have reached acceptable lux levels.	
<b>1106</b>	<b>Batterham Reserve, The Basin - Extension to existing pavilion change rooms (female change):</b>	<b>\$304,759</b>
Chandler	Works are nearing completion, however delays onsite has resulted in a revised end of June.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1112</b>	<b>Selman Avenue (2), Ferntree Gully (Spring St to Station St)</b>	<b>\$280,000</b>
Dobson	Works complete and Practical Completion provided.	
<b>1114</b>	<b>Studfield Shopping Centre Pavement Renewal</b>	<b>\$413,940</b>
Dinsdale	Construction now well underway from northern end and approximately 50% complete. Trader engagement ongoing.	
<b>1115</b>	<b>Milpera Reserve, Wantirna - Oval Renewal</b>	<b>\$850,000</b>
Collier	Plant growth is slowing with the cooler weather, but reasonable coverage has been achieved given the late planting. Oval about 60% grass covered at this stage.	
<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	Works on hold pending soil report outcome.	
<b>1119</b>	<b>Wantirna Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$539,594</b>
Collier	Works on hold pending soil report outcome.	
<b>1120</b>	<b>Templeton Reserve, Wantirna - Tennis Court Renewals</b>	<b>\$583,550</b>
Collier	Contract tender closed and contractor appointed. Possession of Site granted and works now underway with multi-stage works expected to be completed pre-Christmas, with Club consulted throughout.	
<b>1121</b>	<b>Eildon Park, Rowville - Cricket Net Renewal</b>	<b>\$260,000</b>
Taylor	Awaiting quotes.	
<b>1122</b>	<b>Knox Regional Sports Park - Soccer Cages Renewal</b>	<b>\$20,000</b>
Scott	Board replacement on hold awaiting direction from venue manager.	
<b>1123</b>	<b>Public Tennis / Netball / Basketball Court Renewals</b>	<b>\$137,360</b>
All Wards	Project complete.	
<b>1124</b>	<b>Sporting Oval Fencing Renewals</b>	<b>\$120,000</b>
All Wards	Seebeck install almost complete.	
<b>1125</b>	<b>Stormwater Harvesting Infrastructure Renewal</b>	<b>\$72,560</b>
All Wards	Identifying other grounds for further renewal works.	



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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1126</b>	<b>Knox Skate &amp; BMX Park – New Youth Pavilion</b>	<b>\$673,612</b>
Friberg	Tenders are being assessed with expectation of contractor appointed by early June. Funds carry forward required.	
<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 completion expected by early June.	
<b>1130</b>	<b>Wantirna Reserve, Wantirna - Floodlighting and Security Lighting</b>	<b>\$300,000</b>
Collier	Works on hold pending soil report outcome.	
<b>1131</b>	<b>Carrington Park Reserve, Knoxfield - Floodlighting Upgrade</b>	<b>\$250,000</b>
Friberg	Works completion expected by early June.	
<b>1132</b>	<b>Arcadia Reserve (Scouts), Rowville - Carpark Upgrade</b>	<b>\$100,000</b>
Tirhatuan	Design drafted and reviewed. Quotes being sought for solar powered lighting. Plans to be finalised and quote to be sought for construction.	
<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 FTGAC. Scoping options with stakeholders presently. Funds to be carried forward for internal reconfiguration of space during 2020/21.	
<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	Contractors appointed for remaining works, with project expected to be completed prior to end of financial year.	
<b>1140</b>	<b>Community Facility Signage Upgrade</b>	<b>\$2,500</b>
All Wards	Project delayed due to operational issues associated with Covid-19. Expected to be completed by 30 September.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1144</b>	<b>Boronia Road, Bayswater (Edinburgh Rd to Scoresby Rd) - Footpath - Construction</b>	<b>\$106,040</b>
Dinsdale	Awaiting outcome of additional survey conducted by licensed surveyor to confirm property boundary.	
<b>1145</b>	<b>Glenfern Road, Ferntree Gully (Norman St to Trafalgar St) - Footpath - Construction</b>	<b>\$79,228</b>
Dobson	Design scope clarified on site. Design alteration to alignment & levels required and service proving arranged with quote to be sought from Telstra for relocation of cables. Anticipate design to be completed early June with design review to follow.	
<b>1146</b>	<b>Wellington Road, Rowville (Straughan Close to Napoleon Road) – Footpath - Construction</b>	<b>\$95,000</b>
Taylor	Design complete. Waiting for final approval and Memorandum of Agreement from Department of Transport.	
<b>1148</b>	<b>Montana Avenue, Boronia - Footpath - Construction</b>	<b>\$69,379</b>
Chandler	Road safety audit complete.	
<b>1150</b>	<b>Knoxfield LATM Precinct Stage 2 - Installation</b>	<b>\$180,000</b>
Scott	80% of program treatments installed. Kathryn Road speed humps complete. Quotes received for line marking works.	
<b>1151</b>	<b>Forest Road - Stockton to Dorian Isolated Traffic Treatment (Hot Spot) Program - Installation</b>	<b>\$94,412</b>
Dobson	Project complete.	
<b>1152</b>	<b>Burwood Hwy, Upper Ferntree Gully Shared Path Link 1 (Construct)</b>	<b>\$161,806</b>
Dobson	On hold. Will be considered as part of the Burwood Hwy shared path bridge feasibility study.	
<b>1155</b>	<b>Kelletts Road, Rowville (Stud Rd to Taylors Lane) - Shared Path - Design</b>	<b>\$25,000</b>
Taylor	Design complete.	
<b>1158</b>	<b>Timothy Drive, Wantirna South Underpass - Solar Lighting Upgrade</b>	<b>\$17,865</b>
Scott	New lighting installed. Project complete.	
<b>1162</b>	<b>Templeton Street, Wantirna - Linemarking and Intersection Treatments (Design)</b>	<b>\$70,000</b>
Collier	Design complete. Reviewing construction program.	
<b>1163</b>	<b>Renou Road, Wantirna South - Intersection Treatments</b>	<b>\$197,000</b>
Collier	Construction by early June.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1164</b>	<b>Coleman Road, Boronia - Linemarking and Sharrows</b>	<b>\$45,000</b>
Dinsdale	Construction by early June.	
<b>1165</b>	<b>Mowbray Drive, Wantirna South - Parking and Intersection Treatments</b>	<b>\$16,992</b>
Scott	Design and estimate complete.	
<b>1166</b>	<b>Timothy Drive, Wantirna South - Intersection Treatments</b>	<b>\$35,000</b>
Scott	Design complete. Reviewing construction program.	
<b>1170</b>	<b>Mountain Highway, Boronia (near Scoresby Rd) - Footpath Connection 4</b>	<b>\$80,000</b>
Baird	Continuing discussions about a property access license agreement.	
<b>1171</b>	<b>Fairpark Reserve, Ferntree Gully - Masterplan Implementation Stage 3</b>	<b>\$678,326</b>
Baird	Melbourne Water progressing on Blind Creek daylighting works.	
<b>1172</b>	<b>Tormore Reserve, Boronia - Masterplan Implementation Stage 4</b>	<b>\$489,619</b>
Baird	Project complete. Additional drainage works and maintenance works now in progress.	
<b>1173</b>	<b>Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 2</b>	<b>\$1,123,508</b>
Dobson	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 from early June.	
<b>1174</b>	<b>Principal Avenue - Dorset Road Streetscape Upgrade</b>	<b>\$36,802</b>
Chandler	All available species have been planted along Dorset Road and Scoresby Road. Remaining species to be planted in mid-winter once stock is deemed suitable for planting.	
<b>1175</b>	<b>Orson Street, Scoresby (Flood Protection) - Detailed Design</b>	<b>\$50,000</b>
Tirhatuan	Conceptual design complete.	
<b>1176</b>	<b>Solar in Community Facilities</b>	<b>\$90,000</b>
All Wards	Projects complete.	
<b>1180</b>	<b>Koolunga Reserve, FTG - Wetland Construction</b>	<b>\$282,306</b>
Chandler	Construction is scheduled for next financial year. Community consultation strategy planning is in progress.	
<b>1182</b>	<b>Norvel Quarry Reserve Water Quality System - Design &amp; Construction</b>	<b>\$40,000</b>
Baird	Stakeholder consultation in progress.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<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 complete.	
<b>1207</b>	<b>Eildon Park Reserve, Rowville - Drainage Renewal Works Oval 2</b>	<b>\$150,000</b>
Taylor	Project complete.	
<b>1208</b>	<b>Fairpark Reserve, Ferntree Gully - Drainage Renewal Works Oval 1</b>	<b>\$150,000</b>
Baird	Project complete.	
<b>1216</b>	<b>Carrington Park Reserve, Knoxfield - Cricket Net Renewal</b>	<b>\$250,000</b>
Friberg	Awaiting quotes.	
<b>1217</b>	<b>Boronia Activity Centre and Station Precinct Renewal Project</b>	<b>\$95,000</b>
Baird	Internal and key public agencies comments were sought on the proposed options and provided to the consultant prior to the preparation of a final concept and implementation plan.	
<b>1222</b>	<b>Ramon Cowling Bushland Reserve - New Walkway</b> \$58,063	
Chandler	Discs for boulders currently in production. Design and information for bespoke signage sent to supplier. Nearing completion.	
<b>1225</b>	<b>Commercial Road, Ferntree Gully (Burwood Hwy to Wilson St) - Design</b>	<b>\$70,000</b>
Baird	Survey completed and design of Stage 1 at 80% completion, with drainage works to be incorporated into scope. Anticipate combining Stages 1 & 2 into the one separate contract late in 2020/21.	
<b>1226</b>	<b>Lewis Road, Wantirna South (Tilba Pl to Kanooka Rd) - Design</b>	<b>\$35,000</b>
Dinsdale	Design and estimate finalised. Part of overall tender package of road renewal contract. Tender documentation prepared and advertised following delays associated with Covid-19.	
<b>1227</b>	<b>Albert Street, UF'tree Gully (Talaskia Rd to Townley Place) - Design</b>	<b>\$33,000</b>
Dobson	Design and estimate finalised. Part of overall tender package of road renewal contract. Tender documentation prepared and advertised following delays associated with Covid-19.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<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 carried forward into 2020-21.	
<b>1229</b>	<b>Sullivan Court, Wantirna (Rachelle Drive to End) - Design</b>	<b>\$12,000</b>
Collier	Project deferred to 2020/21 to align with construction program.	
<b>1230</b>	<b>Wanaka Close, Rowville (Erie Avenue to End) - Design</b>	<b>\$10,000</b>
Tirhatuan	Project deferred to 2020/21 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 deferred to 2020/21 to align with construction program.	
<b>1232</b>	<b>Chandler Road, Boronia (Floriston Rd to Albert Ave) - Design</b>	<b>\$35,000</b>
Chandler	Delayed - on hold to coincide with timing of Boronia Renewal Strategy.	
<b>1233</b>	<b>Knox Park, Knoxfield - Turf Renewal</b>	<b>\$125,000</b>
Friberg	Project complete.	
<b>1234</b>	<b>Knox Athletics Track, Knoxfield - Pathway Renewals</b>	<b>\$30,000</b>
Friberg	Works complete.	
<b>1235</b>	<b>Lakesfield Reserve. Lysterfield - Drainage Renewal Works</b>	<b>\$150,000</b>
Dobson	Works complete.	
<b>1236</b>	<b>Windermere Reserve, Ferntree Gully - Oval Renewal - Design</b>	<b>\$15,000</b>
Friberg	Design received.	
<b>1237</b>	<b>Carrington Park Senior Citizen Centre - Design</b>	<b>\$85,000</b>
Friberg	Revised concept design received, detailed design commenced.	
<b>1238</b>	<b>BAMP Facility Upgrades</b>	<b>\$1,200,000</b>
All Wards	Relevant minor projects have commenced. Expected carried forward of remainder of budget with program development progression.	
<b>1247</b>	<b>Boronia Youth Hall Demolition and Pop Up Park</b>	<b>\$18,951</b>
Baird	Project complete.	
<b>1258</b>	<b>Ferntree Gully Bowls Club - New Floodlighting</b>	<b>\$135,000</b>
Dobson	Works nearing completion with expected completion by early June.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1259</b>	<b>Carrington Park Reserve, Knoxfield - Paving and Pathway Upgrade</b>	<b>\$85,000</b>
Friberg	Planning work to commence in June for the development of a Senior's Exercise Park project as part of the recent partnership with the National Ageing and Research Institute (NARI).	
<b>1260</b>	<b>Bayswater Bowls Club - New Accessibility Pathway</b>	<b>\$60,000</b>
Dinsdale	Design plans completed. Club requested alterations to design which were investigated in detail and found to be unviable. Advised Club and waiting for response before proceeding to finalise and seek quotes.	
<b>1261</b>	<b>Wantirna Reserve - Car Park Upgrade (Design)</b>	<b>\$40,000</b>
Collier	Works on hold pending soil report outcome.	
<b>1262</b>	<b>Cultural Facilities - Knox Pop Up Events Trailer &amp; Kit\$20,000</b>	
All Wards	Purchases planned for a trailer to house the games and equipment for pop ups, hindered at present due to Covid-19 and may require funds carried forward.	
<b>1263</b>	<b>Cultural Facilities - Theatre Equipment Upgrade</b>	<b>\$26,000</b>
All Wards	Project complete.	
<b>1264</b>	<b>Knox Regional Netball Centre - Amenities Upgrade</b>	<b>\$50,000</b>
Dobson	Awaiting design development for the Knox Netball Centre Redevelopment to scope amenities upgrade.	
<b>1265</b>	<b>Park Crescent Children and Family Centre Refurbishment, Boronia - Design</b>	<b>\$78,500</b>
Baird	Design development underway with completion expected by July.	
<b>1266</b>	<b>Rowville Children and Family Centre Refurbishment</b>	<b>\$92,000</b>
Tirhatuan	Detailed design/tender documentation process underway with completion expected by mid-late June with view to tender in July.	
<b>1267</b>	<b>Early Years Facilities - Landscaping Upgrades</b>	<b>\$150,000</b>
All Wards	Delays due to Covid-19, but some works may be complete by July.	
<b>1268</b>	<b>The Fields Preschool (north side), Rowville - Verandah\$10,000</b>	
Taylor	Scoping/design expected to be completed by mid-June.	
<b>1269</b>	<b>Rosa Benedikt Community Centre, Scoresby - Minor Upgrade</b>	<b>\$25,000</b>
Tirhatuan	Project complete.	
<b>1270</b>	<b>Heany Park Scout/Community Pavilion, Rowville - Scoping</b>	<b>\$50,000</b>
Taylor	Project will be slightly delayed due to impact of Covid-19. Anticipating completion by 31 July.	

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<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1271</b>	<b>Wantirna Community Infrastructure Planning</b>	<b>\$60,000</b>
Collier	On hold.	
<b>1272</b>	<b>Valerie Street, Boronia (Icarus Court and Boronia Road) - Footpath - Construction</b>	<b>\$60,000</b>
Baird	Project complete.	
<b>1273</b>	<b>Myrtle Crescent, Ferntree Gully (West Side at Moore Street) - Footpath - Scoping</b>	<b>\$</b>
Dobson	Council report is being prepared for project approval.	
<b>1274</b>	<b>Mountain Hwy, The Basin (Wicks Road - Claremont Ave) - Footpath - Design</b>	<b>\$40,000</b>
Chandler	Scope and location of bus bay to be confirmed. Aim to get external quote for survey to be undertaken this financial year and design to be completed by December.	
<b>1275</b>	<b>Old Belgrave Road, Upper Ferntree Gully (Talaskia Road - Edward Street) - Footpath - Scoping</b>	<b>\$15,000</b>
Dobson	Walk-through on site suggests a very complex project beyond the scope of this program. Recommendation made to defer project until project scope is confirmed. Awaiting further direction.	
<b>1276</b>	<b>Liverpool Road, The Basin (Mountain Hwy to Liverpool Rd retarding basin) - Footpath - Design</b>	<b>\$25,000</b>
Chandler	Reviewing survey to determine footpath alignment.	
<b>1277</b>	<b>Blackwood Park Drive, Ferntree Gully - Bridge Replacement</b>	<b>\$140,000</b>
Dobson	Contractor has been appointed for Design & Construct contract for demolition and bridge widening. On-site meeting has been arranged with contractor and stakeholders to clarify scope and approach to design.	
<b>1278</b>	<b>Clausen Drive, Rowville LATM - Design</b>	<b>\$15,000</b>
Tirhatuan	Design completed and received Public Transport Victoria approval.	
<b>1279</b>	<b>Elton Road and Holme Road, Ferntree Gully, Isolated Traffic Treatment (Hot Spot) Program</b>	<b>\$50,000</b>
Friberg	Construction in progress.	
<b>1281</b>	<b>Ferntree Gully Road (Stud Road - Henderson Road) - Shared Path - Scoping</b>	<b>\$32,000</b>
Tirhatuan	Investigating possibility of a lease agreement for land use.	
<b>1282</b>	<b>Ferntree Gully Road (Rushdale Street - Bunjil Way), Knoxfield - Shared Path - Scoping</b>	<b>\$10,000</b>
Friberg	Establishing ownership of service road.	

**Knox City Council Project Status Report**

1-June-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1284</b>	<b>Blind Creek Trail, Boronia - Road Crossing Improvement</b>	<b>\$60,000</b>
Baird/ Chandler	Construction works near completion.	
<b>1285</b>	<b>Collier Reserve, Wantirna - Bicycle Repair Station</b>	<b>\$7,000</b>
Collier	Completed in October 2019.	
<b>1286</b>	<b>Power Road, Bayswater - Bicycle Repair Station</b>	<b>\$7,000</b>
Baird	Completed in October 2019.	
<b>1287</b>	<b>Liberty Reserve, Rowville - Bicycle Repair Station</b>	<b>\$7,000</b>
Taylor	Installation complete.	
<b>1288</b>	<b>Tim Neville Arboretum, Ferntree Gully - Bicycle Pump Station</b>	<b>\$7,000</b>
Dobson	Installation complete.	
<b>1289</b>	<b>The Basin Triangle Bicycle Repair Station</b>	<b>\$7,000</b>
Chandler	Completed in October 2019.	
<b>1290</b>	<b>Colchester Reserve, Boronia - Bicycle Repair Station</b>	<b>\$7,000</b>
Chandler	Completed in October 2019.	
<b>1291</b>	<b>Fairpark Reserve, Ferntree Gully - Bicycle Pump Station</b>	<b>\$7,000</b>
Baird	Completed in October 2019.	
<b>1292</b>	<b>Blind Creek Lane, Wantirna South - Bicycle Repair Station</b>	<b>\$7,000</b>
Scott	Completed in October 2019.	
<b>1293</b>	<b>Henderson Road Link, Rowville - Bicycle Repair Station</b>	<b>\$7,000</b>
Friberg	Installation complete.	
<b>1294</b>	<b>Gresford Road, Wantirna - Wayfinding Link</b>	<b>\$1,000</b>
Collier	Signs installed. Works complete.	
<b>1295</b>	<b>Freedman Avenue, Boronia - Wayfinding Connection</b>	<b>\$1,000</b>
Baird	Signs installed. Works complete.	
<b>1296</b>	<b>Pumps Road, Wantirna South - Wayfinding to Eastlink</b>	<b>\$1,000</b>
Collier	Signs installed. Work complete.	



**Knox City Council Project Status Report**

1-June-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1297</b>	<b>Amesbury Avenue, Wantirna - Intersection Treatments Design</b>	<b>\$20,000</b>
Collier	Survey being conducted by consultant.	
<b>1298</b>	<b>Wentworth Avenue at Lansell Ct, Rowville, Splitter Island</b>	<b>\$10,000</b>
Taylor	Installation complete.	
<b>1299</b>	<b>Albert Avenue, Boronia - School Crossing Relocation</b>	<b>\$30,000</b>
Chandler	Construction in June.	
<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 residents in some residential streets. Boronia Plan endorsed and 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	Construction in June.	
<b>1302</b>	<b>Forest Road, Ferntree Gully (Lane Rd to Bus Stop 15625) - Footpath Connection</b>	<b>\$15,000</b>
Dobson	Works complete.	
<b>1303</b>	<b>Napoleon Road, Rowville (Bus Stop 15209 to School Crossing) - Footpath Connection</b>	<b>\$40,000</b>
Taylor	Detailed design in progress to gain Public Transport Victoria approval.	
<b>1304</b>	<b>Mountain Highway, Boronia (GSK site to Colchester Rd) - Footpath Connection 3 - Design</b>	<b>\$5,000</b>
Chandler	Design complete.	
<b>1305</b>	<b>Mountain Highway, Boronia (981 to 1019 Mountain Hwy) - Footpath Connection 5 - Design</b>	<b>\$5,000</b>
Chandler	Alignment determined. Design complete.	
<b>1306</b>	<b>Dog Park - Designs</b>	<b>\$60,000</b>
All Wards	Internal stakeholder meeting to present concept design scheduled by early June. Soil contamination and geotech reports have been received as per Department of Environment, Land, Water and Planning (DELWP) requirements.	
<b>1307</b>	<b>Batterham Park, The Basin - Masterplan Implementation</b>	<b>\$60,000</b>
Chandler	Detailed design for planting being prepared.	
<b>1308</b>	<b>Kevin Ave, FTG, Flood Investigation - Scoping</b>	<b>\$30,000</b>
Dobson	Contract awarded. Site investigation complete and modelling of mitigation options in progress.	

**Knox City Council Project Status Report**

1-June-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1309</b>	<b>1825 Ferntree Gully Road - Flood Mitigation Works</b>	<b>\$50,000</b>
Friberg	Pearl Place drainage upgrade to be completed early June.	
<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	Business case complete. The next stage of the project is the detailed design and management of the procurement process. With the project not being included in the Draft 2020/21 Budget, the detailed design will be delayed by 12 months to be completed prior to the installation program commencing in 2021/22 (subject to Council funding).	
<b>1312</b>	<b>Landfill Sites as Solar Farms - Feasibility Study</b>	<b>\$50,000</b>
All Wards	Feasibility study complete.	
<b>1313</b>	<b>Alexander Cres Reserve FTG - Wetland Treatment System - Scoping &amp; Analysis</b>	<b>\$20,000</b>
Friberg	Conceptual design complete.	
<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. Funds to be carried forward.	
<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	Works to commence after the new pavilion development.	
<b>1320</b>	<b>Eildon Park Reserve, Rowville - Tennis Court Renewals</b>	<b>\$43,750</b>
Chandler	Survey complete and design underway. Proposal for tree removals accepted with tree root investigation planned to assess impact on significant tree.	

**Knox City Council Project Status Report**

1-June-2020

<b>Project Number</b>	<b>Project Name</b>	<b>Total Approved</b>
<b>1321</b>	<b>Millers Reserve, The Basin - Tennis Court Renewals - Design</b>	<b>\$37,375</b>
Chandler	Detailed design nearing completion. Need to stage works with Stage 1, including courts 1-3 only. Tree Removal Permit being prepared for cypress trees being impacted by plans to move court dimensions to the north. Review of design imminent.	
<b>1322</b>	<b>Glenfern Park (FTGTC) - Tennis Court Renewals - Design</b>	<b>\$26,250</b>
Chandler	Survey completed of courts 5-6 and scope meeting held. Design has commenced and anticipated completion by August.	
<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 completed. Amenities refit being undertaken as part of building extension project. Building extension works expected to be delayed to resolve contract issue. 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	Detailed design complete.	
<b>1365</b>	<b>Programmed works from June annual Audits</b>	<b>\$170,000</b>
All Wards	Savings from Road Sub-Structure and Kerb and Channel Program.	
<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>

## 11.2 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 10 June 2020.

### RECOMMENDATION

That Council receive and note the ICT Capital Works Report, as at 10 June 2020.

### 1. INTRODUCTION

This report summarises Council's 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 10 June 2020 is attached in Confidential Attachment 1.

Highlights of the Works Report as at 10 June 2020 Include:

#### **1242 - Digital Customer Channels Transformation - DCCT Ph1**

Project on schedule. Website Build Tender opened Saturday May 23, will remain open for 25 days, closing Tuesday 16 June. Tender evaluation, Business Case and contract stage will follow June and July. Aiming to have contract in place and commence website build early August.

#### **812 - Asset Management System**

Project implementation phase commenced on 1 May 2020. Currently working with Vendor to facilitate the High Level Design Workshops. Although project implementation was delayed, the Go Live milestone is expected to be recovered.

#### **1036 – HR System Enhancement**

User Acceptance Testing for Humanforce Time & Attendance is nearing completion. The next phase of testing will involve parallel testing (comparing to the existing system/process). Roll out with the first two teams is planned for August. Key configuration of PageUp Performance / Succession is complete with the project team commencing User Acceptance Testing this week.

The project is on track to have Pageup Performance/Succession ready by 30 June 2020. The project is within budget.

#### **1034 - Business Intelligence**

Project implementation phase is underway. Project Sponsor and Project Manager are engaging with business representatives to choose the next candidate to move onto the Business Intelligence platform. Business Intelligence Analyst recruitment underway to build new reports when priority agreed with business.

### **1031 – ICT Spatial Capability**

Software Upgrade implementation to IntraMaps and QGIS progressing to schedule. User Acceptance Testing/Showcasing and Training completed. Pre-Deployment implementation tasks commenced with Live Production deployment scheduled for 23 June 2020.

### **1369 – Master Data Management**

Request for Quote advertised 13 May, original close 27 May, time extension of 2.5 days to 1 June. Review and evaluation of procurement documentation on 2 June, business evaluations commencing 3 June and complete by 9 June. Scoring results consolidated 10 June, preferred vendor identified by business evaluators on 12 June. Due diligence commences 15 June, business sign off on the Procurement Report by 25 June. Contract review, signing and negotiations proposed early July with vendors commencing services from 6 July.

## **2. CONFIDENTIALITY**

**Attachment 2 is included in the confidential agenda, having been declared confidential information pursuant to Section 77(2)(c) of the Local Government Act 1989, as the information relates to:**

- Council business information, that will prejudice Council's position when tendering for services or when negotiating the price for contract if prematurely released.

**Report Prepared By:                   Acting Manager Information Technology, Paul Barrett**  
**Report Authorised By:           Executive Manager Strategy, People & Culture, Interim Information  
  Technology and Change / Lean, Sam Stanton**

### **Attachments**

1.   ICT Status Report #9 [11.2.1 - 4 pages]

Confidential Attachment 2 is circulated under separate cover

## Knox City Council Project Status Report

10-Jun-2020

Project Number	Project Name
<b>789</b>	<b>Facilities Booking Solution</b>
All Wards	Project due diligence and reference checking processes completing by 3 June. A lack of timely responses from Referees has resulted in minor project delay (1 week). Evaluation team members select preferred vendor 4 June. Procurement reporting commences 8 June, business sign off on the report completed by 15 June. Contract review, negotiations and signing will commence 17 June and close 29 June. Vendors inducted and commence services early July.
<b>812</b>	<b>Asset Management Information System</b>
All Wards	Project implementation phase commenced on 1 May 2020. Currently working with Vendor to facilitate the High Level Design Workshops. Although project implementation was delayed, the 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	<p>Completed in May - Swimming Pool/Spa removal notifications online went live. Also, a new online customer service request type for Covid-related Rates assistance applications was developed. Over 200 applications have been submitted online in four weeks.</p> <p>In Progress - The Snap Send Solve integration project kicked off, stakeholders were identified and engagement activities have commenced, conducted current state and future state process design work. Also completed configuration of the test system in readiness for testing and training in June.</p> <p>The new business process will incorporate an acknowledgement of the request to the customer and triage by Customer Service and effectively align management of customers with other service channels.</p> <p>A showcase presentation was held with various stakeholders for Permit to Keep Additional Animals (Community Laws) and Municipal Building Permit online applications. Feedback will be incorporated and testing to be conducted in readiness for go live in June.</p> <p>Internal Building Maintenance Requests (Sports Clubs) – Business readiness meeting held with stakeholders in May in anticipation of restrictions being lifted regarding community sports teams. To resume testing, training and communications in June.</p> <p>Late with Low Impact - Online Property Information Certificates, initial testing commenced in May with further configuration required prior to business unit testing.</p>
<b>1031</b>	<b>Spatial Capability</b>
All Wards	Software Upgrade implementation to IntraMaps and QGIS progressing to schedule. User Acceptance Testing/Showcasing and Training completed. Pre-Deployment implementation tasks commenced with Live Production deployment scheduled for 23 June 2020.
<b>1034</b>	<b>Business Intelligence</b>
All Wards	Project implementation phase is underway. Project Sponsor and Project Manager are engaging with business representatives to choose the next candidate to move onto the Business Intelligence platform. Business Intelligence Analyst recruitment underway to build new reports when priority agreed with business.

## Knox City Council Project Status Report

10-Jun-2020

Project Number	Project Name
<b>1036</b>	<b>HR System</b>
All Wards	User Acceptance Testing for Humanforce Time & Attendance is nearing completion. The next phase of testing will involve parallel testing (comparing to the existing system/process). Roll out with the first two teams is planned for August. Key configuration of PageUp Performance / Succession is complete with the project team commencing User Acceptance Testing this week. The project is on track to have Pageup Performance/Succession ready by 30 June 2020. The project is within budget.
<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. Website Build Tender opened Saturday May 23, will remain open for 25 days, closing Tuesday 16 June. Tender evaluation, Business Case and contract stage will follow June and July. Aiming to have contract in place and commence website build early August.
<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</b>
All Wards	Project tracking to plan
<b>1368</b>	<b>Data Integration</b>
All Wards	Project waiting to be scheduled
<b>1369</b>	<b>Master Data Management</b>
All Wards	Request for Quote advertised 13 May, original close 27 May, time extension of 2.5 days to 1 June. Review and evaluation of procurement documentation on 2 June, business evaluations commencing 3 June and complete by 9 June. Scoring results consolidated 10 June, preferred vendor identified by business evaluators on 12 June. Due diligence commences 15 June, business sign off on the Procurement Report by 25 June. Contract review, signing and negotiations proposed early July with vendors commencing services from 6 July.

## Knox City Council Project Status Report

10-Jun-2020

Project Number	Project Name
<b>1370</b>	<b>Data Integration Tools</b>
All Wards	Project waiting to be scheduled
<b>1371</b>	<b>Participation Platform</b>
All Wards	Steering Committee have endorsed the project initiation and scope documents in June, to set the baseline schedule and requirements of the project. An RFQ will run in July to secure a digital tool, which will support the newly developed framework for community engagement.
<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>
	The Transformation team are currently working with Family & Children's Services to implement activities which will create the additional capacity required to commence the ICT project in six months (August 2020).
<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 waiting to be scheduled
<b>1378</b>	<b>Point Fix - Single Sign-on (First Pass)</b>
All Wards	Project completed.
<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**

10-Jun-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

## 11.3 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.

### 2. 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 – Interim Finance and Governance,  
Matt Kelleher

### Attachments

1. Attachment 1 - Assemblies of Councillors [11.3.1 - 6 pages]



**Record of Assembly of Councillors**  
(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 6/5/2020

**Name of Committee or Group (if applicable):** Knox Multicultural Advisory Committee

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Peter Lockwood

**Name of Members of Council Staff Attending:**

Petrina Dodds Buckley

Lisette Pine

Joan Pepi

**Matters Considered:**

Discussion and development of a community and Knox City Council response to COVID-19 racism.

**Any conflict of interest disclosures made by a Councillor attending:** \* No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Joan Pepi

\* 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: 12/5/2020

Name of Committee or Group (if applicable): Youth Advisory Committee

Time Meeting Commenced: 7pm

Name of Councillors Attending:

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Jake Keogh

Name of Members of Council Staff Attending:

Katie Scott

Tony Justice

Andrew Marshall

Matters Considered:

Emergency Management – Recovery from an Emergency

Any conflict of interest disclosures made by a Councillor attending: \* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Katie Scott

\* 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: 13/5/2020

Name of Committee or Group (if applicable): Recreation and Leisure Committee

Time Meeting Commenced: 6.30pm

### Name of Councillors Attending:

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Jake Keogh

Cr Tony Holland

### Name of Members of Council Staff Attending:

Bronwyn Commandeur

Daniel Clark

Suranga Dissakarunaratne

Dayna Nicholas

Lisette Pine

Andrew Marshall

### Matters Considered:

1. Introduction and Overview
2. Resilience not Reliance
3. Update on Community Safety
4. Workshop – Threats and Opportunities
5. Presentation – Sub Groups to Present Back to Main Group
6. What's Next? Overview of Council's Next Steps (Reactivation, Club Development Program Assistance)

### Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Suranga Dissakarunaratne

\* 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: 20/5/2020

Name of Committee or Group (if applicable): CEO's Performance Evaluation Committee

Time Meeting Commenced: 2pm (via Zoom)

**Name of Councillors Attending:**

Cr Nicole Seymour, Mayor Cr Jake Keogh

Cr Marcia Timmers-Leitch, Deputy Mayor Cr Lisa Cooper

Cr Peter Lockwood Cr Darren Pearce

Cr John Mortimore

**Name of Members of Council Staff Attending:**

Tony Doyle

**Matters Considered:**

1. Minutes from Last Meeting

2. CEO KPI Updates to 30 March 2020

3. CEO Presentation

4. Other Matters

**Any conflict of interest disclosures made by a Councillor attending: \* No**

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Tony Doyle

\* 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: 1/6/2020

Name of Committee or Group (if applicable): Proposed Budget 2020-21 Submissions Hearing

Time Meeting Commenced: 6.35pm

### Name of Councillors Attending:

Cr Nicole Seymour, Mayor Cr Jake Keogh (online)

Cr Marcia Timmers-Leitch, Deputy Mayor Cr Tony Holland

Cr Peter Lockwood Cr Lisa Cooper

Cr Adam Gill (from 6.43pm)

### Name of Members of Council Staff Attending:

Tony Doyle Dennis Bastas (online)

Matt Hanrahan (online) Phil McQue

Matt Kelleher (online) James Morris (online)

Tanya Scicluna (online) Andrew Dowling

Sam Mazer (online)

Sam Stanton (online)

### Matters Considered:

Receipt of verbal and written submissions on the Proposed Budget 2020-21

### 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: 1/6/2020

Name of Committee or Group (if applicable): Issues Briefing

Time Meeting Commenced: 7.19pm

Name of Councillors Attending:

Cr Nicole Seymour, Mayor Cr Jake Keogh (zoom)

Cr Marcia Timmers-Leitch, Deputy Mayor Cr Tony Holland

Cr Peter Lockwood Cr Lisa Cooper

Cr Adam Gill

Name of Members of Council Staff Attending:

Tony Doyle

Matt Hanrahan (zoom)

Matt Kelleher (zoom)

Sam Mazer (zoom)

Tanya Scicluna (zoom)

Sam Stanton (zoom)

Phil McQue

Andrew Dowling

Matters Considered:

1. Response to COVID-19 – Knox Leisureworks

2. Minor Grants Program Policy Review

3. Snap Send Solve Process

4. Councillor Gifts, Benefits and Hospitality Policy

5. Appointment of Independent Advisor

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.



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