

# MINUTES

Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Monday 28 August 2023

The Agenda for the Meeting of Council, Monday 28 August 2023, forms part of these Minutes and is attached in full at the end of the Minutes.

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

The meeting commenced at 7:02pm.

**PRESENT:**

|                                    |  |
|------------------------------------|--|
| <i>Cr M Timmers-Leitch (Mayor)</i> | <i>Collier Ward</i>                            |
| <i>Cr J Dwight (Deputy Mayor)</i>  | <i>Chandler Ward</i>                           |
| <i>Cr M Baker</i>                  | <i>Dobson Ward</i>                             |
| <i>Cr S Laukens</i>                | <i>Friberg Ward</i>                            |
| <i>Cr L Cooper</i>                 | <i>Scott Ward</i>                              |
| <i>Cr D Pearce</i>                 | <i>Taylor Ward</i>                             |
| <br>                               |  |
| <i>Mr B Dobson</i>                 | <i>Chief Executive Officer</i>                 |
| <i>Mr G Curcio</i>                 | <i>Director - Customer and Performance</i>     |
| <i>Mr G Thorne</i>                 | <i>Director – Infrastructure</i>               |
| <i>Mr M Kelleher</i>               | <i>Director - City Liveability</i>             |
| <i>Ms N Columbine</i>              | <i>Acting Director – Connected Communities</i> |
| <i>Mr J Rashed</i>                 | <i>Chief People Officer</i>                    |
| <i>Mr A Dowling</i>                | <i>Manager, Governance and Risk</i>            |

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

***“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.”***

## Order of Business

|     |  |    |
|-----|--|----|
| 1   | Apologies And Requests For Leave Of Absence.....   | 5  |
| 2   | Declarations Of Conflict Of Interest.....  | 5  |
| 3   | Confirmation Of Minutes.....   | 5  |
| 4   | Presentations, Petitions And Memorials .....   | 5  |
| 5   | Reports By Councillors .....   | 7  |
| 6   | Planning Matters .....   | 11 |
| 6.1 | Report of Planning Applications Decided Under Delegation 1 July 2023 to 31 July 2023 ..... | 11 |
| 6.2 | Knox Municipal Development Contributions Plan (DCP) - Amendment                            |    |
|     | C186knox – Project update and recommendation .....   | 12 |
| 6.3 | Knox Planning Scheme Review 2023 .....   | 14 |
| 6.4 | Amendment C201Knox - Application of the Specific Controls Overlay to                       |    |
|     | the Eastlink Service Centres.....  | 16 |
| 7   | Public Question Time .....   | 18 |
| 8   | Officer Reports.....   | 23 |
| 8.1 | Egan Lee Synthetic Sportsfield Development .....   | 23 |
| 8.2 | Contract 3149: Kerbside Bin Based Collection Services.....                                 | 25 |

|  |    |
|--|----|
| 8.3 Minor Grants Program 2023-2024 Monthly Report .....                          | 27 |
| 8.4 Eastern Affordable Housing Alliance Update and Annual Report 2022-2023 ..... | 31 |
| 8.5 Knox Active Ageing Advisory Committee Membership Recruitment .....           | 33 |
| 8.6 Complaints Policy.....   | 34 |
| 8.7 Revised Instrument of Delegation to Members of Council Staff .....           | 35 |
| 9 Supplementary Items.....   | 36 |
| 9.1 Unaudited 2022-23 Annual Financial Statements and Performance Statement..... | 36 |
| 10 Notices Of Motion .....   | 36 |
| 11 Urgent Business .....   | 36 |
| 12 Questions Without Notice .....  | 37 |
| 13 Confidential Items.....   | 37 |



## 1 Apologies and Requests for Leave of Absence

Apologies were received from Councillor Seymour, Councillor Grasso and Councillor Allred.

## 2 Declarations of Conflict of Interest

Nil.

## 3 Confirmation of Minutes

The Chairperson, Councillor Timmers-Leitch invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 14 August 2023. There being none, the Chairperson declared the Minutes be confirmed.

## 4 Presentations, Petitions and Memorials

### PETITION

*Councillor Laukens presented a petition with 70 signatures as at 28 August 2023 requesting that Knox City Council remove nuisance deciduous trees which cause excess leaf litter and replace them with evergreen or native trees and plants.*

*In submitting the petition, the lead petitioner argues that deciduous trees on nature strips in Knox cause excess leaf litter on public roadways and footpaths. The lead petitioner further argues that excess leaf litter allows unsightly leaves to be spread on the ground which could cause a dangerous and slippery hazard for road users and pedestrians, block storm water drains and gutters and damage footpaths.*

*Councillor Laukens noted the matter had been referred to the Director Infrastructure for consideration and to provide a response to the lead petitioner.*

### MEMORIALS

Councillor Dwight recognised the contributions of long-time residents Margaret Lewis and Ray Brown who recently passed away.

Councillor Dwight provided the following tribute to Margaret Lewis:

- Marg and her husband Doug lived in Boronia for 40 years. They gave in countless ways to the local community. Marg was a woman of faith, and she expressed her love for God and people in many practical ways including involvement in:
  - Community festivals
  - Annual Clean Up Australia Days;
  - Children's camps;
  - Bus trips for seniors; and

- Leadership in the Annual World Day of Prayer even into her eighties.
- As foster parents themselves, Marg and Doug volunteered many hours to help kids in local schools and worked tirelessly to provide food for those in need. They were even honoured to receive the 2002 Family of the Year award – a national award with 1350 nominations that year. The award was presented at the MCG by the celebrated athlete John Landy.

Councillor Dwight expressed her sincere condolences to Marg’s husband Doug, and children Jenny, Debbie and Greg and the very extended Lewis family and thanked Margaret for her wonderful legacy of “giving expecting nothing in return”, and the spirit of volunteerism that is so vital for healthy community life.

Councillor Dwight provided the following tribute to Ray Brown who passed away on 16 August 2023:

- Ray joined The Basin CFA in 1978. He received the Captain’s Award in 1982. He was Firefighter of the Year in 1993 and received the DP Maguire award. He served as Secretary from 1990 until 2006, and due to his fundraising activities with the CFA, he received Life Membership to the Royal Children’s Hospital.
- Ray was also a founding member of the Knox Homebase Network. He was one of the first members of Knox City Council’s Environment Advisory Committee between 1993 and 2001.
- He presented awareness packages and was regional training coordinator for the CFA, and cricket support programs. He was also a founding member of Neighbourhood Watch in The Basin, a member of Boronia Rotary Club and a very early member of the Montrose Environmental Group.
- Ray was the founder of the The Basin Junior Field Naturalists Club which is still going and a member of Friends of the Ferntree Gully National Park.
- Ray was one of those incredible people who when they spoke, everyone listened.

Councillor Dwight thanked Ray’s family for sharing his energy and passion with the Knox community over the course of his incredible life.

## 5 Reports by Councillors

### 5.1.1 Councillor Dwight

Councillor Dwight reported attending the following meetings:

- Environment Advisory Committee Meeting
- National Tree Day event
- Briefing regarding 2 and 4 Bambury Street, Boronia
- Victorian Greenhouse Alliances Conference
- Meeting between Mayor, Councillors and Australian Education Union - Kindergarten Service Review
- Grade 6 Local Government in Democracy Session at Boronia Heights Primary School
- Meeting with the Minister for Planning The Hon. Sonya Kilkeny MP at Parliament House in Melbourne regarding the development of the old Boronia Heights Secondary College site on 40 Mountview Road, Boronia
- Briefing regarding Planning Application at 2-8 St Elmo Avenue, Ferntree Gully
- Eastern Regional Group of Councils Meeting
- Launch: The Incredible World of Origami at Miller's Homestead
- Ringwood Secondary College Awards Ceremony
- Children's Book Week at Miller's Homestead
- Eastern Alliance for Greenhouse Action Executive Committee Meeting
- Blind Creek Wattle Day Event
- Follow up meeting from Services Workshop to discuss Council's Budget position

Councillor Dwight also noted the following points regarding the State Government's development of the site on 40 Mountview Road, Boronia:

- Praised the advocacy from Council and the local community in opposition to the State Government's approval of the development of the old Boronia Heights Secondary College site, noting that a meeting was recently had with the Minister for Planning The Hon. Sonya Kilkeny MP to put forward concerns regarding the development on the table as well as to highlight issues surrounding the submission which Council believes have been ignored to date.
- Minister Kilkeny drew on the Advisory Committee recommendation under Section 173 to be developed and sought a more collaborative relationship with Council by bringing Council into the approval process along with further integration with the broader foothills neighbourhood, ensuring habitat protection zones on the site and ensuring Council has a meaningful seat at the table to gain the best outcome for the site.
- The Minister for Planning may confirm the proportion of social housing when she is in a position to do so.
- Recognised the work of the Advocacy Group at Alchester for raising community concerns about this matter and noted their frustration over the last seven years as to the lack of dialogue from the State Government on this matter.

Councillor Timmers-Leitch also praised Councillor Dwight and the advocacy group for their work on this matter.

### **5.1.2 Councillor Pearce**

- Attended the Rowville Knights Junior Football Club Gala Dinner with Life Membership awarded to Andrew and Natalie Williams for their involvement with the Club for over a decade.

### **5.1.3 Councillor Laukens**

Councillor Laukens reported attending the following meetings:

- Morning Tea with Swinburne Horticultural Students
- ALGWA Celebrating Pathways
- Knox Churches Soccer Club – 20<sup>th</sup> Anniversary of Women’s Soccer Event
- AICD Company Directors Course
- Knoxfield Cricket Club – Club and Facilities Update
- Knox Community Safety, Health and Wellbeing Advisory Committee Meeting
- Eastern Regional Libraries/Your Library ARAC Meeting
- Eastern Regional Libraries/Your Library Board Meeting
- Meeting between Mayor, Councillors and Australian Education Union – Kindergarten Service Review
- Online Presentation: Preventing Homelessness Among Older Women Online Presentation
- Meeting with Ferntree Gully Salvation Army
- Bunjil Way Meeting at Knox BMX Club
- Knox Athletics Meeting
- Eastern Transport Coalition Meeting
- MAV Metropolitan East Region and Eastern Regional Group of Councils Combined Meeting
- Meeting regarding Gilbert Park Clubrooms
- CBE Pure Solutions Site Tour in Ferntree Gully
- Book Week Story Time at Boronia Library
- Knox Youth Summit
- Knox Audit and Risk Committee Meeting
- Friends of Blind Creek Billabong Wattle Tree Day Event
- Melbourne Eastern Ranges ‘Glow In The Dark Bocce Balls’ Fundraising Event at the Knox Italian Community Club

Councillor Laukens also:

- Attended the AICD (Australian Institute of Company Directors) Course on Artificial Intelligence: Understanding Governance and noted that artificial intelligence was both an opportunity and risk, and that Council was proactively addressing this issue with staff.

#### **5.1.4 Councillor Timmers-Leitch**

Councillor Timmers-Leitch reported attending the following meetings:

- Eastern Regional Libraries Chief Executive Officer Performance Review and Contract Review
- Ministerial Forums for Mayors on Public Disruptions
- Scoresby Secondary College Year 8 Symposium
- Community National Tree Day on Mountain Highway, Boronia between Cobbity Court and Baldwin Avenue
- Cantonese Musical Experience Speech at the Knox Community Arts Centre
- Meeting with Knox Infolink
- Meet and Greet with the South East Business Group
- Radio Eastern 98.1FM Midweek Magazine Interview
- Meeting with Flamingo 3 Year Old Kindergarten at Flamingo Reserve, Wantirna South
- 'The Little Mermaid' Wantirna College Production
- Kindergarten Service Review Meeting with fellow Councillors and the Australian Education Union
- Fairhills Secondary College Japanese Exchange Students Speech
- Ferntree Gully Village Traders Meeting
- Knox Nocturnals – Rotary Club of Ferntree Gully at Carrington Park Leisure Centre
- Friends of Koolunga Native Reserve Working Bee
- Guides Barbeque at Bunnings Warehouse Bayswater
- CFA Plaque Unveiling to commemorate the site of the first Fire Station in Boronia
- Visit to the Share Space and Sanctuary at Rowville Uniting Church
- Interviews with Channel 9, 3AW Radio and ABC Radio regarding Kindergarten Reform
- Meeting with The Hon. Sonya Kilkeny MP
- Eastern Regional Group of Councils Meeting
- MAV Metropolitan East Region Meeting
- Knox Interfaith Network 20<sup>th</sup> Anniversary Celebration Speech at the Shree Swaminarayan Temple in Boronia
- 'Feed One Feed All Annual' General Meeting
- Wantirna South Netball Club Presentation Night
- Indian Senior Citizens Association of Victoria – India's Independence Day Celebration at the AICCT Community Centre in Rowville
- Meeting with MAV regarding Kindergarten Reform
- CBE Pure Solutions Site Tour in Ferntree Gully
- Your Library Book Week Storytime at Knox Express Library
- Knox Youth Summit
- Eastern Regional Libraries Corporation/Your Library Board Meeting
- Knox Audit and Risk Committee Meeting
- Meeting with Jackson Taylor MP
- FIAV Indian Independence Day Gala Celebration 2023 at the Australian Indian Community Centre in Rowville
- Lion Bushido Karate Tournament at Knox Regional Netball Centre
- Wantirna South Junior Football Club Presentation Day
- 'Preventing Homelessness among Older Women' – Online Presentation

- Melbourne Eastern Ranges 'Glow In The Dark Bocce Balls' Fundraising Event at the Knox Italian Community Club
- Early Years Advisory Committee Meeting

Councillor Timmers-Leitch also:

- Attended Knox Youth Summit organised by Council's Youth Services team with over 60 delegates from primary and secondary public and private schools in the municipality. A broad range of issues were covered at the Summit including education, the Active Knox Strategy, mental health, wellbeing, life skills, the environment and cultural diversity.
- Noted that the young people who attended the Knox Youth Summit were generally happy with the initiatives and services Council are offering for youth.
- Thanked officers who organised and attended the event.

#### **5.1.5 Councillor Baker**

Councillor Baker reported attending the following meetings:

- Knox Active Ageing Advisory Committee Meeting and Member Interviews
- Service Planning and Review Workshop Catch-Up session
- Meeting between Mayor, Councillors and Australian Education Union – Kindergarten Service Review
- Unveiling of a Plaque commemorating the site of the first Fire Station in Boronia on Dorset Road
- CBE Pure Solutions Site Tour in Ferntree Gully
- Storytime – Children's Book Council of Australia Book Week Event at Ferntree Gully Library
- Briefing regarding 1028 Burwood Highway, Ferntree Gully
- Follow up meeting from Services Workshop to discuss Council's Budget position

## 6 Planning Matters

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

SUMMARY: Manager, City Planning & Building, Paul Dickie

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

#### RECOMMENDATION

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

#### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Cooper

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

#### **CARRIED**

## 6.2 Knox Municipal Development Contributions Plan (DCP) - Amendment C186knox – Project update and recommendation

SUMMARY: Senior Strategic Planner, Domenic Petrilli

At its meeting of 21 September 2020, Council resolved to adopt the Knox Development Contribution Plan (DCP) and seek authorisation from the Minister for Planning to prepare and exhibit Amendment C186knox to the Knox Planning Scheme, that would implement the DCP. Subsequently, the Minister granted authorisation subject to conditions, including requiring the removal of any infrastructure project included that had already commenced construction, or was constructed as of 1 October 2020. This requirement triggered a full review of the infrastructure list and further analysis to re-evaluate the benefits and risks of pursuing a DCP.

The DCP has been revised in response to Ministerial authorisation conditions including work to address issues in relation to the infrastructure list, consultation with asset managers for the infrastructure list and basic remodelling.

The analysis in this report concludes that the proposed DCP in its current form does not present a strong case to proceed to implementation due to the following key issues/risks:

- Expected cost recovery is the lowest amongst benchmarked councils.
- Risk of further decline of cost recovery rate during the amendment/panel process if all infrastructure items are not accepted.
- High level of sensitivity to the rate of development in Knox.
- Expected complexity in implementation, administration and monitoring.
- Early resource requirements for implementation.
- Limited flexibility and agility in a changing financial, social and environmental context.
- Infrastructure contribution will continue to be provided by future development as part of rezoned strategic sites.

Based on these findings it is recommended Council not proceed with the DCP at this time. Should circumstances for Knox change significantly in the future, particularly in terms of expected development and infrastructure planning, opportunities for a DCP may be reinvestigated. However, such significant change is not expected to occur in the short term.

### RECOMMENDATION

That Council:

1. Acknowledges that it has undertaken extensive work to examine the feasibility of employing a Development Contribution Plan (DCP) as an additional funding source for new and upgraded infrastructure to support growth.
2. Notes the findings of the review of the draft DCP which does not present a strong case to proceed to DCP implementation and that the risks and issues outweigh the advantages.
3. Endorses the officers' recommendation to not pursue the DCP in its current form and at this point in time.
4. Authorises officers to formally withdraw Planning Scheme Amendment C186knox which proposed to implement the DCP.



**RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Dwight

**That Council:**

- 1. Acknowledges that it has undertaken extensive work to examine the feasibility of employing a Development Contribution Plan (DCP) as an additional funding source for new and upgraded infrastructure to support growth.**
- 2. Notes the findings of the review of the draft DCP which does not present a strong case to proceed to DCP implementation and that the risks and issues outweigh the advantages.**
- 3. Endorses the officers' recommendation to not pursue the DCP in its current form and at this point in time.**
- 4. Authorises officers to formally withdraw Planning Scheme Amendment C186knox which proposed to implement the DCP.**

**CARRIED**

## 6.3 Knox Planning Scheme Review 2023

SUMMARY: Senior Strategic Planner, Domenic Petrilli

Section 12B of the *Planning and Environment Act 1987* (the Act) requires a planning authority to regularly review its planning scheme. Subsequently, the Knox Planning Scheme must be reviewed every four years to ensure it reflects the vision of the community, Council and State Government as relevant to planning.

The Knox Planning Scheme Review 2023 has been undertaken as a broad gap analysis and 'health check' of the Planning Scheme, and in itself does not represent any changes to Council's existing planning policies or any revisions to the Planning Scheme provisions. Instead, it evaluates the performance of the Planning Scheme over the past four years, observes any changes/trends that the Planning Scheme needs to respond to, and provides guidance for potential future projects/investigations that may be undertaken.

The 2023 review has concluded that the Knox Planning Scheme (KPS) is going through significant changes since the last Planning Scheme Review in 2018, including in response to major reforms delivered by the State Government. This review examined a number of key inputs, their impact and potential issues. The review has made recommendations to investigate the strategic priorities which will inform Council's Strategic planning work program for the next four years. Individual recommendations included in this review may be subject to further investigation, project scoping, community consultation and Council reporting processes.

### RECOMMENDATION

That Council:

1. Endorses the Knox Planning Scheme Review 2023 as shown in Attachment 1, pursuant to Section 12B(1) of the *Planning and Environment Act 1987*.
2. Authorises the provision of the Knox Planning Scheme Review 2023 to the Minister for Planning in accordance with Section 12B(5) of the *Planning and Environment Act 1987*.
3. Notes that the priorities identified in the Knox Planning Scheme Review 2023 will guide Council's strategic planning work program.
4. Note that the Planning Scheme Review report will undergo minor editorial improvements and graphic design prior to publishing on Council's website.

### RESOLUTION

**MOVED:** Councillor Dwight

**SECONDED:** Councillor Baker

That Council:

1. **Endorses the Knox Planning Scheme Review 2023 as shown in Attachment 1, pursuant to Section 12B(1) of the *Planning and Environment Act 1987*.**
2. **Authorises the provision of the Knox Planning Scheme Review 2023 to the Minister for Planning in accordance with Section 12B(5) of the *Planning and Environment Act 1987*.**
3. **Notes that the priorities identified in the Knox Planning Scheme Review 2023 will guide Council's strategic planning work program.**

- 4. Note that the Planning Scheme Review report will undergo minor editorial improvements and graphic design prior to publishing on Council's website.**

**CARRIED**

## 6.4 Amendment C201Knox - Application of the Specific Controls Overlay to the Eastlink Service Centres

SUMMARY: Senior Strategic Planner, Georgia Stensness

This report relates to proponent led Amendment C201knox to the Knox Planning Scheme which seeks to apply a Specific Controls Overlay to part of 1500 Eastlink Scoresby and to 1501 Eastlink Scoresby (the Land). The Amendment also seeks to insert an Incorporated Document into the Knox Planning Scheme. The purpose of the amendment is to facilitate the existing use of the land as service centres to continue.

In 2010, the Land was included in the Eastlink Project area and Eastlink Extended Project area to facilitate the construction of the Eastlink Freeway. The inclusion of the Land in the Project area enabled the Land to be developed and used as freeway service centres irrespective of the Knox Planning Scheme requirements as they existed at the time, with reliance on the exemption under Section 126 of the *Eastlink Project Act 2004* – no planning permits were issued.

While the freeway service centres were constructed in accordance with the issued Building Permits and have been in operation since 2012, the Department of Transport and Planning (DTP) now intends to seek a joint recommendation from the Minister for Roads and Road Safety and the Minister for Planning to the Governor in Council (GIC) to request an order to vary the Eastlink Project area and the Eastlink Extended Project area, removing the Land from the Project area.

Once the Land is excised from the Project area, the Land would be subject to the permit requirements of the Knox Planning Scheme, and there are components of each freeway service centre which would render the land use prohibited under Clause 53.05 (Freeway service centre). Accordingly, the application of the proposed Specific Controls Overlay will give effect to an Incorporated Document, primarily to ensure that the existing use remains lawful.

Considering the administrative nature of the amendment, the proponent's request for an exemption from notice requirements under section 20(2) of the *Planning and Environment Act 1987* is supported by officers, subject to the Minister's approval.

### RECOMMENDATION

That Council:

1. Using its powers as a planning authority under sections 8A and 8B of the *Planning and Environment Act 1987*, seeks authorisation from the Minister for Planning to prepare and exhibit (where exemptions cannot be granted) Amendment C201knox to the Knox Planning Scheme pursuant to Section 20(2) of the *Planning and Environment Act 1987* in the form of Attachment 1 to this report.
2. Endorses the background documents to Amendment C201knox as shown in Attachment 2 to this report.
3. Authorises the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to make minor changes to Amendment C201knox which do not affect the purpose or intent of the amendment, or changes that are in response to the Minister's authorisation conditions.
4. If no objecting submissions are received during exhibition, adopts Amendment C201knox (with or without changes in accordance with Resolution 3 above) pursuant to Section 29(1)

of the *Planning and Environment Act 1987* and submits the adopted Amendment to the Minister for Planning for approval.

**RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Dwight

**That Council:**

- 1. Using its powers as a planning authority under sections 8A and 8B of the *Planning and Environment 1987*, seeks authorisation from the Minister for Planning to prepare and exhibit (where exemptions cannot be granted) Amendment C201knox to the Knox Planning Scheme pursuant to Section 20(2) of the *Planning and Environment Act 1987* in the form of Attachment 1 to this report.**
- 2. Endorses the background documents to Amendment C201knox as shown in Attachment 2 to this report.**
- 3. Authorises the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to make minor changes to Amendment C201knox which do not affect the purpose or intent of the amendment, or changes that are in response to the Minister's authorisation conditions.**
- 4. If no objecting submissions are received during exhibition, adopts Amendment C201knox (with or without changes in accordance with Resolution 3 above) pursuant to Section 29(1) of the *Planning and Environment Act 1987* and submits the adopted Amendment to the Minister for Planning for approval.**

**CARRIED**

## 7 Public Question Time

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

Question Time commenced at 7:30pm.

The following questions were raised with Council:

### 7.1.1 Question One - Ron Cantarella

**I would like to direct this question to the council member for the Chandler Ward. I wrote to you earlier this year and received no reply, which was disappointing. My question is "will the Chandler Ward or the Knox council be constructing any Bike jumps to replace the jumps at Nortons Park or the recently demolished jumps at the old Boronia Heights college?"**

**Have you any plans to do so, have you been consulting with the youth about this?**

Councillor Timmers-Leitch noted she was pleased an update on this matter could be provided to the community via this public question and noted she was inspired by the advocacy of the group of young people who raised this issue respectfully at the May Council Meeting and at a subsequent meeting on site at Nortons Park with the Mayor in July.

Councillor Dwight thanked the submitter for addressing the issue via this forum and recognised that there is still work for officers to complete before it comes to Councillors to make a decision. Councillor Dwight also noted she was inspired by the advocacy of the group of young people regarding the bike jumps at Nortons Park and referred the response to the public question to the Acting Director Connected Communities, Nicole Columbine.

The Acting Director Connected Communities, Nicole Columbine responded:

- The Councillor for Chandler Ward has now responded to the submitter's question, this was after the Council Meeting on the 22 May 2023, in which the submitter and other residents from the community attended, regarding Nortons Park and the removal of Dirt Jumps by Parks Victoria.
- Preceding the meeting, Mayor Marcia Timmers-Leitch met with a group of young people that have attended the meeting to hear their concerns and provided a professional presentation. Following that meeting officers from the Active & Creative Communities team also met with them (on 13 July) and were provided with detailed information on Dirt Jumps and the need for one in Knox. It is understood the submitter received a call from one of the officers in the last 2 weeks.
- Officers are currently preparing a report for Councillors which will be informed by the information provided at the meeting and benchmarking from other Councils that have developed Dirt Jumps in their communities.

### 7.1.2 Question Two - Ron Cantarella

**With the Yellow bin service now going to fortnightly, I am finding that we have virtually a bin full of single use plastics. We run a compost bin at home so no food waste is leaving our property and separate out our recyclables, even our single use plastics we are using at least two times but still so much plastic. My question is; Can the Council lobby Woolworths, Coles, Aldi, IGA, Maxis, as they continue to use or allow these food providers to sell products 1,2,3 times wrapped in non-recyclable plastic?**

The Director Infrastructure, Grant Thorne responded:

- The issue of how to manage soft plastic has been highlighted since the collapse of RedCycle. Soft plastic cannot be placed in Council's kerbside recycling service as Council's recycling processor does not have a soft plastic recycling option.
- The Submitter was congratulated for composting at home and not having any food waste leaving their property.
- Council does advocate for sector wide change for soft plastics, but it takes everyone to get change. The submitter is no doubt already avoiding the use of soft plastic where possible, using reusable shopping bags, putting fruit and vegetables in reusable bags, cotton string bags and using reusable food covering instead of cling wrap e.g. beeswax wraps and reusing it two or three times before disposing of it.
- To get producers/retailers to take notice, the best way is for direct action by speaking to the stores and tagging the producer/retailer on social media and ask them to reduce their waste. The combination of all our voices will bring the change.

### 7.1.3 Question Three - Sheree Van Dyk

**The requirement of holding a vaccination certificate for most employment in Australia has been dropped. What are the reasons why Knox Council is continuing with their vaccination policy for potential employees - which states that the successful candidate will be required to demonstrate evidence of compliance with vaccination requirements, which includes the COVID vaccination. Recently many employers were contacted and told employee vaccination records must be destroyed. Why is Knox continuing to ask for this upon becoming a successful applicant? Please tell me how keeping this vaccination policy is not discrimination?**

The Chief Executive Officer, Bruce Dobson responded:

- Knox takes a risk based approach to vaccination requirements, apart from what may have been directed, to help ensure we're providing a safe working environment. Knox is fully compliant with the law, including meeting our requirements under the Occupational Health and Safety legislation and other requirements.
- Some positions continue to require COVID vaccinations under State Government requirements, such as those in health care settings. Council periodically assesses the relevant risks in this space with the assistance of an independent public health expert, and are currently in the process of doing so again to ensure the risk controls are effective and proportionate going forward. This review will be finalised shortly and changes may be made in consultation with our staff.

#### 7.1.4 Question Four - Maurice Perry

**Are there any plans in place to ensure that the habitat protection zones on the Boronia Heights Secondary College site, 40 Mountview Road Boronia, are protected during the proposed construction period and after residents move in?**

**What implications does the proposed development at 40 Mountview Road have for our Foothills Policy, especially given the Victorian Government's determination to proceed without Council approval; is the policy being eroded and will this set any precedents for future developments?**

The Director City Liveability, Matt Kelleher responded:

- At this point, the Victorian Government, which is the Responsible Authority for planning approvals for the site, has approved the Development Plan for the site for 145 dwellings and areas for conservation.
- As part of the approved Development Plan, the government has approved a Construction Environment Management Plan which includes:
  - Mitigation measures for the protection of native vegetation and minimisation of environmental impacts, specifically relating to construction;
  - Provides guidance for on-going improvement, monitoring and management with respect to environmental sustainability; and
  - Establishes responsibility, reporting and compliance guidelines to comply with environmental legislation.
- It is understood that a planning permit application(s) is yet to be submitted. This is the mechanism that provides for conditions to be included to protect and manage conservation areas during construction and thereafter, taking the directions of the plan and putting them into practice.
- With regard to the second question, once the Government identified the site as surplus, and forming part of its Inclusionary Housing Pilot, its rezoning was referred to the Government Land Standing Advisory Committee. The committee considered whether the site should remain within the Foothills Policy area and it recommended it should be removed. The site is still located within Dandenong Foothills Policy area (Clause 21.10) however the DDO1 that forms part of the Foothills planning controls does not apply. The Committee (GLSAC) considered that the deletion of DDO1 and replacement with a Development Plan Overlay was appropriate as it believed that the combination of the DPO schedule, NRZ1, existing overlay controls and application of relevant policies, including Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy), will facilitate a form and scale of development that is appropriate to the site and its context.
- The Policy and DDO remains in application across the broader Foothills area as intended and is required to be considered for applications where it applies.

#### 7.1.5 Question Five - Darren Wallace

**What is Council's role in the maintenance and preservation of the gardens at Miller's Homestead, The Basin and does council believe the presence of significant numbers of environmental weeds, including at least 4 listed on Council's local laws weed list (2020) is appropriate for this heritage listed property and apparently significant gardens?**



The Director Infrastructure, Grant Thorne responded:

- Council maintains a total of approximately 891 hectares of land within Knox. This total includes Active Open Space, Passive Open Space, Conservation sites and other public open space land. The grounds at Millers Homestead are part of this total area that Council maintains.
- Given the total area to be maintained there will be times when the maintenance is not perfect. Thank you for highlighting the issue of the presence of some environmental weeds at Millers Homestead. The maintenance team have been asked to inspect the garden beds at Millers Homestead and take the appropriate action.

#### 7.1.6 Question Six - Darren Wallace

**Are Tree Protection Zones on Knox developments mandatory permit conditions, or just desirable where trees identified for retention occur on the subject property and adjacent Council nature strip and road reserves and whom in council determines the need or otherwise, for such?**

The Director City Liveability, Matt Kelleher responded:

- Tree Protection Zone conditions are typically used in developments when there are existing trees that need to be retained or protected. The trees may be located on adjoining properties, or on a nature strip/tree reserve or on the development site itself. Tree Protection Zones are used to protect the root systems and overall health of trees or vegetation during construction activities.
- Conditions may be placed on a Planning Permit to require Tree Protection Zones and this is done on as needs basis depending on the development's impact to vegetation. The Planner assessing the application will consider advice from Council's Arborists (planning and parks services) when determining the need to include Tree Protection Zone conditions. If a permit includes Tree Protection Zone conditions, the TPZ fencing will be inspected and enforced by Council's planning enforcement officers.
- Thanked the submitter for lodging their concerns through Snap, Send, Solve, noting Council now has a full-time employee addressing these concerns.

#### 7.1.7 Question Seven - Kim Worth

**Community involvement 'Getting to Know the Councillors'. Is Knox City Council open to having individual meetings with Councillors on a two-monthly basis?**

Councillor Timmers-Leitch responded by outlining that Councillors value interactions and relationships with community members and meetings with the submitter had demonstrated this openness. Councillor Timmers-Leitch advised the question would otherwise be taken on notice, as it was a matter for each individual Councillor as to how they will engage with their constituents and community groups.

- Councillor Cooper added that the concept raised from the submitter has been trialed in the past within a public space on three occasions and only two incidental shoppers engaged with her, but noted a revival of such a concept could work in the future.

- Councilor Pearce agreed with Councillor Cooper, noting this initiative occurred in 2017 with heavy social media promotion but was followed by a lack of engagement from the public in every Ward.
- Councillor Dwight highlighted that she offers a 'Meet Your Councillor' event on the first Wednesday of every month at Miller's Homestead and can make another time outside of this slot to meet with members of the public, but also recognised that there is only minor engagement from the community with this concept.
- Councillor Timmers-Leitch reminded the gallery that some Councillors often make themselves available for discussions with members of the public directly after a Council Meeting.

Question Time Concluded at 8:00pm.

## 8 Officer Reports

### 8.1 Egan Lee Synthetic Sportsfield Development

SUMMARY: Project Manager, Sportsfields and Reserves, Justin Horner

This report considers and recommends the appointment of a tenderer for the construction of a synthetic field and a natural soccer field at Egan Lee Reserve, 63 Wallace Road, Knoxfield VIC 3180.

#### RECOMMENDATION

That Council:

1. Approves the allocation of \$910,000 from property proceeds to the Egan Lee Reserve Sportsfield Redevelopment project.
2. Accepts the tender submitted by Turf One Pty Ltd for the lump sum price of \$3,574,400.00 excl. GST (\$3,931,840.00 Incl. GST) for Contract 3013 – Egan Lee Reserve Sportsfield Redevelopment
3. Allocates a contingency for this project as set out in the confidential Attachment 1, and authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to expend this contingency at their discretion;
4. Authorises the Chief Executive Officer to formalise and sign the contract documentation; and
5. Advises all tenderers accordingly

#### RESOLUTION

**MOVED: Councillor Cooper**

**SECONDED: Councillor Laukens**

That Council:

1. Approves the allocation of \$910,000 from property proceeds to the Egan Lee Reserve Sportsfield Redevelopment project.
2. Accepts the tender submitted by Turf One Pty Ltd for the lump sum price of \$3,574,400.00 excl. GST (\$3,931,840.00 Incl. GST) for Contract 3013 – Egan Lee Reserve Sportsfield Redevelopment
3. Allocates a contingency for this project as set out in the confidential Attachment 1, and authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to expend this contingency at their discretion;
4. Authorises the Chief Executive Officer to formalise and sign the contract documentation; and
5. Advises all tenderers accordingly

#### CARRIED

A Division was called by Councillor Dwight

For the motion: Councillor Baker, Councillor Cooper, Councillor Laukens, Councillor Pearce  
and Councillor Timmers-Leitch

Against the motion: Councillor Dwight

Abstention: Nil

CARRIED 5:1

## 8.2 Contract 3149: Kerbside Bin Based Collection Services

SUMMARY: Coordinator Waste Management, Nick Dunstan

This contract is for the collection of kerbside mobile garbage bins from residential and commercial properties within Knox City Council, and transport of collected material to the relevant processing contractor. The contract is the successor to Contract 1979, which is due to expire 30 June 2024.

This new contract (3149) includes continuation of all current services provided under contract 1979 but also includes options to adapt the service to changing requirements of waste management within the municipality. This includes the continued embedding of the Food and Garden service and potential implementation of a 'Glass Only' kerbside collection service by 2027. The contract also includes provision of "difficult access vehicles" to improve collection from logistically challenging areas, improvements to emission reductions within the fleet utilised and potential for the use of alternative fuels, increased education resources and improved customer service, data and reporting systems and processes.

The tender was publicly advertised on 11 March 2023 and upon closing, three (3) compliant tender responses were submitted. Given the scale and scope of the contract, an independent probity advisor was engaged to ensure that good governance protocols were utilised by evaluation panel through the assessment. The tender evaluation process (including clarifications, tenderer interviews, reference and financial checks and where appropriate a request for best and final offer), was conducted during May and June 2023, in accordance with Council's Strategic Procurement Framework, with a preferred tenderer identified in JJ Richards and Sons Pty Ltd.

The contract will be awarded for a term of 10 years with no option to extend. The 10-year term is based on recent market feedback where advances in truck reliability mean a best value point for required fleet is reached at the 10-year period, allowing for the lowest possible price per bin lift over the life of the contract. The proposed term will allow for stability over the upcoming waste reforms and align well with related contract and legislation changes and dates (including the end of the current regional landfill contract in 2030 and sunset of the State Government's Recycling: Victoria policy in 2031).

The overall cost of the contract over the 10-year contract period is estimated to be \$129,369,951 (incl. GST) or \$117,609,046 (ex GST).

### RECOMMENDATION

That Council resolves:

1. To accept the tender submitted by JJ Richards and Sons Pty Ltd for Contract 3149: Kerbside Bin based Collection services for the estimated price of \$117,609,046 (ex GST) for a period of 10 years from 1 July 2024 to 1 July 2034;
2. To note expenditure under this contract is in accordance with Council's forward budget allocations
3. Note the signed procurement report (Confidential Attachment 8.5.1) for Contract 3149 – Kerbside bin-based collection services;
4. Note the signed probity report (Confidential Attachment 8.5.4) advising on the protocols employed throughout the tender evaluation process;
5. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation;
6. That all tenderers are advised accordingly

**RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Dwight

That Council resolves:

1. To accept the tender submitted by JJ Richards and Sons Pty Ltd for Contract 3149: Kerbside Bin based Collection services for the estimated price of \$117,609,046 (ex GST) for a period of 10 years from 1 July 2024 to 1 July 2034;
2. To note expenditure under this contract is in accordance with Council's forward budget allocations
3. Note the signed procurement report (Confidential Attachment 8.5.1) for Contract 3149 – Kerbside bin-based collection services;
4. Note the signed probity report (Confidential Attachment 8.5.4) advising on the protocols employed throughout the tender evaluation process;
5. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation;
6. That all tenderers are advised accordingly

**CARRIED**

### 8.3 Minor Grants Program 2023-2024 Monthly Report

SUMMARY: Community Partnerships Officer, Jade Mainwaring

This report summarises the grant applications recommended for approval in August for the 2023-2024 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

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

#### RECOMMENDATION

That Council:

1. Approve 13 applications for a total of \$25,426.03 as detailed below:

| Applicant Name                                   | Project Title  | Amount Requested   | Amount Recommended |
|--|--|--------------------|--------------------|
| Tabulam and Templer Homes for the Aged Inc.      | Advertising for Volunteers                                 | \$3,000.00         | \$3,000.00         |
| Alchester Village Pre-School Inc.                | Embedding Indigenous Culture                               | \$3,000.00         | \$3,000.00         |
| Eastern Districts Polish Association (Melbourne) | Speakers and Microphone for Syrena                         | \$2,235.80         | \$2,000.00         |
| Temple Tennis Club Inc.                          | Purchase of Match Day Tennis Balls                         | \$960.00           | \$960.00           |
| Wantirna South Cricket Club Inc.                 | Cricket Net Shade Cloth Protection                         | \$2,200.00         | \$2,200.00         |
| Golden Cobra Martial Arts Inc.                   | Competition Medals and Trophies                            | \$1,711.03         | \$1,711.03         |
| Upper Ferntree Gully Fire Brigade                | Secretary Laptop Computer & Associated I.T. Equipment      | \$2,552.00         | \$2,552.00         |
| Anglican Parish of Ferntree Gully and Rowville   | Community Garden   | \$2,000.00         | \$2,000.00         |
| Polish Senior Citizens Club                      | Bus to Albion Jamboree Seniors Week                        | \$1,000.00         | \$334.00           |
| Boronia Calisthenics College Inc.                | Cleaning Replacement                                       | \$349.00           | \$349.00           |
| Knox Photographic Society Inc.                   | Knox Photographic Society 50 Year Commemorative Book       | \$3,000.00         | \$3,000.00         |
| Knox Infolink Inc.                               | Connected Knox Community – mobile phone recharging service | \$1,320.00         | \$1,320.00         |
| Outer East Foodshare Inc.                        | More food for people in need                               | \$3,000.00         | \$3,000.00         |
| <b>Total</b>                                     |  | <b>\$26,327.83</b> | <b>\$25,426.03</b> |

## 2. Defer five applications requesting a total of \$15,000 as detailed below:

| Applicant Name                                      | Project Title  | Amount Requested |
|---|--|------------------|
| Eastern Warriors Football Club Inc.                 | Kids Soccer Training   | \$3,000.00       |
| The Basin Cricket Club                              | Bringing Back Players and family to the club for meals due to relocation           | \$3,000.00       |
| Knox Italian Community Club                         | Senior Citizens Computer and Printer   | \$3,000.00       |
| Caribbean Speed Club Inc.                           | Uniform Replenishment  | \$3,000.00       |
| The Local Spiritual Assembly of the Bahai's of Knox | Purchasing equipment and funds for booking halls for the Knox Community Gatherings | \$3,000.00       |
| Total   |  | \$15,000.00      |

## 3. Refuse two applications requesting a total of \$3,234.00 as detailed below:

| Applicant Name                         | Project Title                                 | Amount Requested | Reason for ineligibility   |
|--|---|------------------|--|
| Knox Football Netball Club Inc.        | Cleaning of the filters and fat deposits tray | \$1,254.00       | This project is ineligible under clause 6.21 of the Minor Grant Procedure due to being part of reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.). |
| Knox Junior Football Netball Club Inc. | Pressure cleaning the back concrete           | \$1,980.00       | This project is ineligible under clause 6.21 of the Minor Grant Procedure due to being part of reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.). |
| Total                                  |   | \$3,234.00       |  |

## 4. Note that two previous applications deferred at the June 2023 Ordinary Meeting of Council are to be treated as withdrawn, as the applicants have not provided the requested additional information.



## **RESOLUTION**

**MOVED:** Councillor Laukens

**SECONDED:** Councillor Baker

**That Council:**

**1. Approve 13 applications for a total of \$25,426.03 as detailed below:**

| <b>Applicant Name</b>                            | <b>Project Title</b>                                       | <b>Amount Requested</b> | <b>Amount Recommended</b> |
|--|--|-------------------------|---------------------------|
| Tabulam and Templer Homes for the Aged Inc.      | Advertising for Volunteers                                 | \$3,000.00              | \$3,000.00                |
| Alchester Village Pre-School Inc.                | Embedding Indigenous Culture                               | \$3,000.00              | \$3,000.00                |
| Eastern Districts Polish Association (Melbourne) | Speakers and Microphone for Syrena                         | \$2,235.80              | \$2,000.00                |
| Templeton Tennis Club Inc.                       | Purchase of Match Day Tennis Balls                         | \$960.00                | \$960.00                  |
| Wantirna South Cricket Club Inc.                 | Cricket Net Shade Cloth Protection                         | \$2,200.00              | \$2,200.00                |
| Golden Cobra Martial Arts Inc.                   | Competition Medals and Trophies                            | \$1,711.03              | \$1,711.03                |
| Upper Ferntree Gully Fire Brigade                | Secretary Laptop Computer & Associated I.T. Equipment      | \$2,552.00              | \$2,552.00                |
| Anglican Parish of Ferntree Gully and Rowville   | Community Garden   | \$2,000.00              | \$2,000.00                |
| Polish Senior Citizens Club                      | Bus to Albion Jamboree Seniors Week                        | \$1,000.00              | \$334.00                  |
| Boronia Calisthenics College Inc.                | Cleaning Replacement                                       | \$349.00                | \$349.00                  |
| Knox Photographic Society Inc.                   | Knox Photographic Society 50 Year Commemorative Book       | \$3,000.00              | \$3,000.00                |
| Knox Infolink Inc.                               | Connected Knox Community – mobile phone recharging service | \$1,320.00              | \$1,320.00                |
| Outer East Foodshare Inc.                        | More food for people in need                               | \$3,000.00              | \$3,000.00                |
| <b>Total</b>                                     |  | <b>\$26,327.83</b>      | <b>\$25,426.03</b>        |

**2. Defer five applications requesting a total of \$15,000 as detailed below:**

| <b>Applicant Name</b>                               | <b>Project Title</b>   | <b>Amount Requested</b> |
|---|--|-------------------------|
| Eastern Warriors Football Club Inc.                 | Kids Soccer Training   | \$3,000.00              |
| The Basin Cricket Club                              | Bringing Back Players and family to the club for meals due to relocation           | \$3,000.00              |
| Knox Italian Community Club                         | Senior Citizens Computer and Printer   | \$3,000.00              |
| Caribbean Speed Club Inc.                           | Uniform Replenishment  | \$3,000.00              |
| The Local Spiritual Assembly of the Bahai's of Knox | Purchasing equipment and funds for booking halls for the Knox Community Gatherings | \$3,000.00              |
| <b>Total</b>  |  | <b>\$15,000.00</b>      |

**3. Refuse two applications requesting a total of \$3,234.00 as detailed below:**

| <b>Applicant Name</b>                  | <b>Project Title</b>                          | <b>Amount Requested</b> | <b>Reason for ineligibility</b>  |
|--|---|-------------------------|--|
| Knox Football Netball Club Inc.        | Cleaning of the filters and fat deposits tray | \$1,254.00              | This project is ineligible under clause 6.21 of the Minor Grant Procedure due to being part of reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.). |
| Knox Junior Football Netball Club Inc. | Pressure cleaning the back concrete           | \$1,980.00              | This project is ineligible under clause 6.21 of the Minor Grant Procedure due to being part of reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.). |
| <b>Total</b>                           |   | <b>\$3,234.00</b>       |  |

**4. Note that two previous applications deferred at the June 2023 Ordinary Meeting of Council are to be treated as withdrawn, as the applicants have not provided the requested additional information.****CARRIED**

## 8.4 Eastern Affordable Housing Alliance Update and Annual Report 2022-2023

SUMMARY: Social Policy and Projects Officer, Camille Bowles

The Eastern Affordable Housing Alliance (EAHA) comprises six Councils in the Eastern Metropolitan Region of Melbourne, including Manningham, Maroondah, Monash, Whitehorse, Yarra Ranges and Knox. EAHA is led by Knox City Council with the responsibility of the Alliance along with reporting, accountability and administration delivered by the Community Wellbeing Department. The Alliance was established over ten years ago in response to:

- The growing need for more social and affordable housing for households unable to afford market rate rental housing across the Eastern region; and
- The lack of action by the State and Federal Governments.

This report provides an update to Council regarding the recent work the EAHA has been undertaking including the Eastern Affordable Housing Alliance Annual Report 2022-2023 (Attachment 1) and Annual Action Plan 2023-2024 (Attachment 2).

It includes an update on the Preventing Homelessness Among Older Women project which is being delivered by Knox City Council and through EAHA. This research-based project explores current services gaps and on-ground place-based solutions to contribute to better social and economic outcomes for women over 55 at risk of housing insecurity.

### RECOMMENDATION

That Council note the Eastern Affordable Housing Alliance Annual Report 2022-2023 (Attachment 1) and Annual Action Plan 2023-2024 (Attachment 2).

### MOTION

MOVED: Councillor Pearce

SECONDED:

That Knox City Council resolve to:

1. Withdraw its membership and participation from the Eastern Affordable Housing Alliance (EAHA).
2. Give notice to the EAHA Executive and Steering Committees of Knox Council's decision, and 12 months' notice of Council's intended withdrawal, in accordance with the Eastern Affordable Housing Alliance Memorandum of Understanding.
3. Foreshadow an intention to consider eliminating funding from the 2024-25 budget for all social and affordable housing programs and activities within the Connected Communities Directorate, as part of the 2024/25 Budget process.

The Motion LAPSED for want of a seconder.

**RESOLUTION**

**MOVED:** Councillor Dwight

**SECONDED:** Councillor Cooper

**That Council note the Eastern Affordable Housing Alliance Annual Report 2022-2023 (Attachment 1) and Annual Action Plan 2023-2024 (Attachment 2).**

**CARRIED**

## 8.5 Knox Active Ageing Advisory Committee Membership Recruitment

**SUMMARY:** Age and Dementia Friendly Communities Project Officer,  
Community Access and Support, Linda Keenahan

The purpose of the Knox Active Ageing Advisory Committee (KAAAC) is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's key directions, initiatives and strategies under the Knox Community Plan 2021-2031, Knox Council Plan 2021-2025, and the Knox Child Youth and Seniors Plan 2021-2025.

During June 2023 and July 2023, an Expression of Interest and recruitment process was conducted for new Committee members to fill two industry/professional vacancies. This report seeks approval to appoint two new Committee members for a two-year term from August 2023 to August 2025.

### RECOMMENDATION

That Council:

1. Appoint the following applicants to Knox Active Ageing Advisory Committee for the period August 2023 to August 2025 as presented in Confidential Attachment 1.

| Name | Category                             |
|------|--------------------------------------|
| 1.   | Professional/Industry Representative |
| 2.   | Professional/Industry Representative |

2. Thank the outgoing members of KAAAC for their valuable contribution:
  - Diana Bossio – Industry Representative
  - Marlene Franke – Industry Representative

### RESOLUTION

**MOVED:** Councillor Baker

**SECONDED:** Councillor Laukens

That Council:

1. Appoint the following applicants to Knox Active Ageing Advisory Committee for the period August 2023 to August 2025 as presented in Confidential Attachment 1.

| Name              | Category                             |
|-------------------|--------------------------------------|
| 1. Gerard Meagher | Professional/Industry Representative |
| 2. Linda Lim      | Professional/Industry Representative |

2. Thank the outgoing members of KAAAC for their valuable contribution:
  - Diana Bossio – Industry Representative
  - Marlene Franke – Industry Representative

### CARRIED

## 8.6 Complaints Policy

SUMMARY: Senior Customer Experience Analyst, Jo Battin

Strengthening our approach to complaints handling is a key priority in Our Customer Strategy, as this is the area of most dissatisfaction for our customers. A detailed procedure has now been developed to support compliance with Council's Complaints Policy. During development of the procedure several improvements to the Complaints Policy were identified that will further strengthen Council's complaint handling practices and improve clarity for customers wishing to make a complaint.

### RECOMMENDATION

That Council adopts the revised Complaints Policy as provided within Attachment 1.

### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Cooper

**That Council adopts the revised Complaints Policy as provided within Attachment 1.**

### **CARRIED**

## 8.7 Revised Instrument of Delegation to Members of Council Staff

SUMMARY: Governance Officer, Damian Watson

Instruments of Delegation represent the formal delegation of powers by Council and enable the effective functioning of Council. The Instrument of Delegation – Planning has been revised to reflect minor legislative changes based on advice from Council’s solicitors and current executive responsibilities.

### RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Council resolves that:

1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached, Instrument of Delegation – Planning (Attachment 1), the powers, duties and functions set out in the respective instrument, subject to the acceptance of tracked changes and the conditions and limitations specified in the Instrument;
2. Upon this resolution being made and, subject to the acceptance of tracked changes and the instruments being signed by Council’s Chief Executive Officer and the Mayor, the Instrument of Delegation – Planning shall come into force;
3. On the coming into force of each instrument set out in Resolution 1 above, the respective previous Instrument of Delegation – Planning is revoked; and
4. The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

### RESOLUTION

**MOVED:** Councillor Laukens

**SECONDED:** Councillor Baker

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Council resolves that:

1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached, Instrument of Delegation – Planning (Attachment 1), the powers, duties and functions set out in the respective instrument, subject to the acceptance of tracked changes and the conditions and limitations specified in the Instrument;
2. Upon this resolution being made and, subject to the acceptance of tracked changes and the instruments being signed by Council’s Chief Executive Officer and the Mayor, the Instrument of Delegation – Planning shall come into force;
3. On the coming into force of each instrument set out in Resolution 1 above, the respective previous Instrument of Delegation – Planning is revoked; and
4. The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

### CARRIED

## 9 Supplementary Items

### 9.1 Unaudited 2022-23 Annual Financial Statements and Performance Statement

#### **RESOLUTION**

**MOVED:** Councillor Laukens

**SECONDED:** Councillor Timmers-Leitch

That Council:

1. Receive and adopt in principle the draft 2022-23 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2023.
2. Approves in principle the 2022-23 Annual Financial Statements (Attachment 1) and Performance Statement (Attachment 2) for the year ending 30 June 2023 being provided to the Auditor-General for audit sign off;
3. Authorise the Principal Accounting Officer to make changes to the Financial Statements as determined by the Auditor-General; and that the Audit and Risk Committee members be consulted prior to making any material amendments to these Statements as determined by the Victorian Auditor-Generals office; and that any material amendments be communicated to Council as soon as possible.
4. Nominate and authorise Councillor Timmers-Leitch and Councillor Laukens to certify (on behalf of Council) the 2022-23 Annual Financial Statements, in their final form.

#### **CARRIED**

Councillor Pearce and Councillor Baker abstained from the vote on this item.

## 10 Notices of Motion

Nil.

## 11 Urgent Business

Nil.



## 12 Questions Without Notice

Councillor Dwight noted discussion in relation to Item 8.1 Egan Lee Synthetic Sportsfield Development, regarding the disposal of soil and grass clippings and asked what Council could put in place to divert all similar green or organic waste from the landfill waste stream.

The Director, Infrastructure Grant Thorne took the question on notice and noted a comprehensive answer would be provided to Councillor Dwight.

## 13 Confidential Items

Nil.

### **MEETING CLOSED AT 8:52pm**

Minutes of Meeting confirmed at the  
Meeting of Council  
held on Monday, 25 September 2023

.....  
Chairperson

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

# AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 28 August 2023 at 7:00 PM

This meeting will be conducted as a hybrid meeting



## Order of Business

|     |   |     |
|-----|---|-----|
| 1   | Apologies And Requests For Leave Of Absence.....  | 4   |
| 2   | Declarations Of Conflict Of Interest.....   | 4   |
| 3   | Confirmation Of Minutes.....  | 4   |
| 4   | Presentations, Petitions And Memorials .....  | 4   |
| 5   | Reports By Councillors .....  | 4   |
| 6   | Planning Matters .....  | 5   |
| 6.1 | Report of Planning Applications Decided Under Delegation 1 July 2023 to 31 July 2023 .....                            | 5   |
| 6.2 | Knox Municipal Development Contributions Plan (DCP) - Amendment C186knox – Project<br>update and recommendation ..... | 9   |
| 6.3 | Knox Planning Scheme Review 2023 .....  | 21  |
| 6.4 | Amendment C201Knox - Application of the Specific Controls Overlay to the Eastlink Service<br>Centres.....             | 73  |
| 7   | Public Question Time .....  | 118 |
| 8   | Officer Reports.....  | 119 |
| 8.1 | Egan Lee Synthetic Sportsfield Development .....  | 119 |

|  |     |
|--|-----|
| 8.2 Contract 3149: Kerbside Bin Based Collection Services .....                  | 124 |
| 8.3 Minor Grants Program 2023-2024 Monthly Report .....                          | 130 |
| 8.4 Eastern Affordable Housing Alliance Update and Annual Report 2022-2023 ..... | 243 |
| 8.5 Knox Active Ageing Advisory Committee Membership Recruitment .....           | 261 |
| 8.6 Complaints Policy.....   | 271 |
| 8.7 Revised Instrument of Delegation to Members of Council Staff .....           | 292 |
| 9 Supplementary Items.....   | 363 |
| 9.1 Unaudited 2022-23 Annual Financial Statements and Performance Statement      |     |
| 10 Notices Of Motion .....   | 363 |
| 11 Urgent Business .....   | 363 |
| 12 Questions Without Notice .....  | 363 |
| 13 Confidential Items.....   | 363 |

Bruce Dobson

Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 14 August 2023

4 Presentations, Petitions and Memorials

5 Reports by Councillors

## 6 Planning Matters

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

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

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

#### **RECOMMENDATION**

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

#### **1.REPORT**

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

| <b>Application Type</b>       | <b>No.</b> |
|-------------------------------|------------|
| Building & Works: Residential | 2          |
| Other                         | 1          |
| Subdivision                   | 10         |
| Units                         | 10         |
| Tree Removal / Pruning        | 4          |
| Single Dwelling               | 1          |
| Change of Use                 | 1          |
| Child Care Centre             | 2          |
| Dependent Persons Unit        | 1          |
| Liquor License                | 1          |
| <b>TOTAL</b>                  | <b>33</b>  |

#### **2.CONFIDENTIALITY**

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

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

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

#### **Attachments**

Nil

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# Knox City Council

## Report of Planning Applications Decided under Delegation

1 July 2023 and 31 July 2023

| Ward     | No/ Type  | Address                                     | Description  | Decision                        |
|----------|-----------|---|--|---------------------------------|
| Baird    | 2022/6668 | 6 Dion Street<br>FERNTREE GULLY<br>VIC 3156 | The construction of two (2) double storey dwellings on the land  | 5/07/2023<br>Notice of Decision |
| Baird    | 2022/6468 | 2 Cypress Avenue<br>BORONIA VIC 3155        | The construction of three (3) additional double storey dwellings on the land (total of five (5) dwellings)               | 6/07/2023<br>Approved           |
| Baird    | 2023/9073 | 16 Rose Avenue<br>BORONIA VIC 3155          | Two lot subdivision (Approved unit development)  | 20/07/2023<br>Approved          |
| Baird    | 2023/6233 | 2/31 Western Road<br>BORONIA VIC 3155       | Removal of one (1) Eucalyptus melliodora (Yellow box) and the pruning of one (1) Eucalyptus goniocalyx (Long Leaved Box) | 11/07/2023<br>Refused           |
| Baird    | 2023/6305 | 125 Boronia Road<br>BORONIA VIC 3155        | Use of a Child Care Centre and the reduction of car parking spaces required under Clause 52.06-4                         | 20/07/2023<br>Approved          |
| Baird    | 2023/6167 | 5 Dion Street<br>FERNTREE GULLY<br>VIC 3156 | Two lot subdivision  | 27/07/2023<br>Approved          |
| Chandler | 2023/6237 | 7 Windsor Close<br>BORONIA VIC 3155         | Buildings and Works (upper storey addition)  | 3/07/2023<br>Approved           |
| Chandler | 2023/6199 | 64 Boronia Road<br>BORONIA VIC 3155         | Four Lot Subdivision (Approved unit development)   | 7/07/2023<br>Approved           |
| Chandler | 2023/6229 | 20 Augusta Road<br>THE BASIN VIC 3154       | Two lot subdivision (Approved Development Site)  | 14/07/2023<br>Approved          |
| Collier  | 2023/6180 | 56 Kingloch Parade<br>WANTIRNA VIC 3152     | 51 lots staged subdivision over 6 stages (approved unit development)   | 6/07/2023<br>Approved           |
| Collier  | 2023/6314 | 7 Cumberland Avenue<br>BAYSWATER VIC 3153   | Two lot subdivision (approved unit development)  | 21/07/2023<br>Approved          |

| Ward     | No/ Type  | Address                                       | Description   | Decision                         |
|----------|-----------|---|---|----------------------------------|
| Collier  | 2023/6103 | 503 -505 Boronia Road<br>WANTIRNA VIC 3152    | Use and development of a Child Care Centre, display of signage, and alteration of access to a road in a Transport Zone 2                            | 27/07/2023<br>Notice of Decision |
| Dinsdale | 2023/9069 | 12 Scoresby Road<br>BAYSWATER VIC 3153        | Buildings and works for an canopy to the front of the existing building   | 11/07/2023<br>Approved           |
| Dinsdale | 2023/6047 | 60 Gertonia Avenue<br>BORONIA VIC 3155        | Construction of double storey dwelling to the rear of the existing dwelling   | 7/07/2023<br>Notice of Decision  |
| Dinsdale | 2023/6177 | 1-4/10 Maple Street<br>BAYSWATER VIC 3153     | Four lot subdivision (Existing Dwellings)   | 13/07/2023<br>Approved           |
| Dinsdale | 2023/6251 | 1 Maple Street<br>BAYSWATER VIC 3153          | Three (3) lot subdivision (approved development site)   | 20/07/2023<br>Approved           |
| Dinsdale | 2023/9071 | 1&2/8 Opal Court<br>BAYSWATER VIC 3153        | Two (2) lot subdivision (approved development site)   | 18/07/2023<br>Approved           |
| Dinsdale | 2023/6125 | 2 Cottswold Place<br>WANTIRNA SOUTH VIC 3152  | Development of the land for two (2) double storey dwellings   | 20/07/2023<br>Notice of Decision |
| Dinsdale | 2023/6117 | 55 Ireland Avenue<br>WANTIRNA SOUTH VIC 3152  | Development of the land for two (2) double storey dwellings   | 19/07/2023<br>Approved           |
| Dinsdale | 2023/6245 | 416 Boronia Road<br>WANTIRNA SOUTH VIC 3152   | Two lot subdivision (approved development site)   | 19/07/2023<br>Approved           |
| Dinsdale | 2023/6152 | 1 & 2/18 Cullis Parade<br>BAYSWATER VIC 3153  | The development of the land for three (3) single storey dwellings   | 25/07/2023<br>Approved           |
| Dinsdale | 2023/6007 | 247 Stud Road<br>WANTIRNA SOUTH VIC 3152      | Change of use to Industry (manufacturing of smallgoods less than 200 tonnage per annum), including construction and display of advertising signage. | 25/07/2023<br>Notice of Decision |
| Dobson   | 2023/6259 | 14 Cornhill Street<br>FERNTREE GULLY VIC 3156 | Removal of two (2) Chamaecyparis lawsoniana (Lawson's Cypress)  | 18/07/2023<br>Approved           |



| Ward      | No/ Type  | Address   | Description  | Decision                            |
|-----------|-----------|---|--|-------------------------------------|
| Dobson    | 2023/6080 | 46 Albert Street<br>UPPER FERNTREE<br>GULLY VIC 3156            | Construction of a<br>Dependent Persons Unit,<br>including vegetation<br>removal.   | 17/07/2023<br>Approved              |
| Dobson    | 2023/6294 | 29 Francis Crescent<br>FERNTREE GULLY<br>VIC 3156               | The removal of one (1)<br>dead Eucalyptus radiata<br>(Narrow Leaved<br>Peppermint), one (1)<br>Eucalyptus obliqua<br>(Messmate), one Acacia<br>melanoxylon (Blackwood)<br>and the pruning of one (1)<br>Eucalyptus obliqua<br>(Messmate) | 19/07/2023<br>Approved              |
| Dobson    | 2023/6031 | 3/10 Nathan Street<br>FERNTREE GULLY<br>VIC 3156                | Development of a single<br>storey dwelling on the land<br>and variation to the<br>building envelope  | 27/07/2023<br>Notice of<br>Decision |
| Friberg   | 2023/6166 | 1 Gilbert Park Drive<br>KNOXFIELD VIC 3180                      | Two lot Subdivision<br>(Existing Buildings) and<br>removal of Easement   | 4/07/2023<br>Approved               |
| Friberg   | 2023/6157 | Sh 40/1880 Ferntree<br>Gully Road<br>FERNTREE GULLY<br>VIC 3156 | Liquor License for on site<br>consumption (Restaurant<br>and Cafe Liquor License)  | 13/07/2023<br>Approved              |
| Friberg   | 2022/6670 | 6 Lydford Road<br>FERNTREE GULLY<br>VIC 3156                    | Construction of 2 double-<br>storey dwellings on a lot   | 14/07/2023<br>Notice of<br>Decision |
| Scott     | 2023/6261 | 7 Cherrytree Rise<br>KNOXFIELD VIC 3180                         | Remove one (1) dead<br>Eucalyptus cephalocarpa<br>(Silver Stringybark)   | 20/07/2023<br>Approved              |
| Scott     | 2023/6311 | 115 Ridge Road<br>WANTIRNA SOUTH<br>VIC 3152                    | Buildings and Works<br>(construction of a pergola)   | 26/07/2023<br>Approved              |
| Tirhatuan | 2022/6585 | 8 Emmeline Row<br>ROWVILLE VIC 3178                             | Vegetation removal (two<br>(2) Italian Cypress)  | 11/07/2023<br>Approved              |
| Tirhatuan | 2022/6680 | 11 Berrabri Drive<br>SCORESBY VIC 3179                          | Development of the land<br>for a double storey<br>dwelling to the rear of the<br>existing  | 13/07/2023<br>Approved              |

## 6.2 Knox Municipal Development Contributions Plan (DCP) - Amendment C186knox – Project update and recommendation

**SUMMARY:** Senior Strategic Planner, Domenic Petrilli

At its meeting of 21 September 2020, Council resolved to adopt the Knox Development Contribution Plan (DCP) and seek authorisation from the Minister for Planning to prepare and exhibit Amendment C186knox to the Knox Planning Scheme, that would implement the DCP. Subsequently, the Minister granted authorisation subject to conditions, including requiring the removal of any infrastructure project included that had already commenced construction, or was constructed as of 1 October 2020. This requirement triggered a full review of the infrastructure list and further analysis to re-evaluate the benefits and risks of pursuing a DCP.

The DCP has been revised in response to Ministerial authorisation conditions including work to address issues in relation to the infrastructure list, consultation with asset managers for the infrastructure list and basic remodelling.

The analysis in this report concludes that the proposed DCP in its current form does not present a strong case to proceed to implementation due to the following key issues/risks:

- Expected cost recovery is the lowest amongst benchmarked councils.
- Risk of further decline of cost recovery rate during the amendment/panel process if all infrastructure items are not accepted.
- High level of sensitivity to the rate of development in Knox.
- Expected complexity in implementation, administration and monitoring.
- Early resource requirements for implementation.
- Limited flexibility and agility in a changing financial, social and environmental context.
- Infrastructure contribution will continue to be provided by future development as part of rezoned strategic sites.

Based on these findings it is recommended Council not proceed with the DCP at this time. Should circumstances for Knox change significantly in the future, particularly in terms of expected development and infrastructure planning, opportunities for a DCP may be reinvestigated. However, such significant change is not expected to occur in the short term.

### **RECOMMENDATION**

**That Council:**

1. Acknowledges that it has undertaken extensive work to examine the feasibility of employing a Development Contribution Plan (DCP) as an additional funding source for new and upgraded infrastructure to support growth.
2. Notes the findings of the review of the draft DCP which does not present a strong case to proceed to DCP implementation and that the risks and issues outweigh the advantages.
3. Endorses the officers' recommendation to not pursue the DCP in its current form and at this point in time.
4. Authorises officers to formally withdraw Planning Scheme Amendment C186knox which proposed to implement the DCP.

## 1. INTRODUCTION

The report presents an analysis of the financial costs and returns, and resources required to administer the DCP. Economic, Social and Environmental impacts are also discussed. The report has been informed by technical advice from Urban Enterprise who is the consultant for the project.

The DCP is a mechanism in the *Planning and Environment Act 1987* that enables councils to collect levies from new development towards the cost of infrastructure. Preparation of the Knox DCP commenced in 2017 following an initial scoping exercise during 2014-2016. An overview of the Knox DCP progress so far is shown below.



At its meeting of 21 September 2020, Council resolved to adopt the Knox DCP for the purpose of seeking authorisation from the Minister for Planning to prepare and exhibit Amendment C186knox to the Knox Planning Scheme to implement the DCP.

The adopted Knox DCP included 840 infrastructure projects (or 1,585 unique DCP items, as many projects have multiple segments or sub-items) with a total value of \$156 million to be delivered over a 17-year period (2020-2036).

These items are those that:

- Council has committed to delivering in its long-term capital works program.
- Include renewal and upgrade items in relation to community facilities, drainage, paths, public realm, and roads.
- Meet the State Government's requirements for demonstrating need and nexus to support future growth.

Following Council's request for Ministerial authorisation, the Department of Transport and Planning (DTP) granted conditional authorisation on 21 April 2021.

The conditions are mandatory and the proposed Amendment C186knox and the Knox DCP must be amended accordingly before public exhibition may occur.

The following steps were identified as necessary in response to the Ministerial conditions:

- Officers to seek further information from Council's asset managers regarding outstanding information about the projects used to justify the DCP, and where information is not available or cannot be prepared, for the projects to be removed from the DCP.
- Council's consultants to undertake DCP remodelling to update the item costs and/or remove items that cannot be justified; confirm the revised DCP levies, Charge Areas, and cost impact to Council.

## **2. DISCUSSION**

### **2.1 Key Updates to the Knox DCP**

The conditional authorisation from DTP required Council to “remove any infrastructure project included in the project list that has already commenced construction or is already constructed as of 1 October 2020.”

This condition required adjustments to the DCP infrastructure list which have reduced the number of projects in the infrastructure list and as a result modified the financial proposition represented by the DCP for Council.

As part of this update and given the passage of time, a review of all remaining projects was also undertaken to ensure that Council could readily comply with the requirements of the authorisation letter to demonstrate that the DCP adheres to the principles outlined in the Development Contributions Guidelines, most particularly that there is still a clear commitment to providing the infrastructure described in the DCP infrastructure list.

The review found that a substantial number of DCP items were no longer considered by Council officers to be clearly committed for delivery. Further, several other items had changed in scope or cost to such an extent that material adjustments to the DCP would be required to accurately reflect projects.

Based on the responses from the asset managers and our discussions, the following recommendations were made by Council’s consultant:

- Remove 67 of the 840 total items from the DCP to remove duplicates and remove any items which, based on advice from asset managers, are no longer required, no longer part of current capital works plans, or are not clearly defined projects. This consists of 12 community, 7 drainage; 2 paths; and 46 public realm projects all to be removed with a total cost/value of \$13.47M.
- For 10 other items, further information should be compiled prior to exhibition to confirm the current scope of work and associated cost estimate to enable the retention of these items in the DCP.
- Retain all other items.

It is noted that Council has needed to review its capital works program during and following the review period and there has also been capital budget changes through the recent budget review process which will lead to further changes to the DCP Infrastructure list.

### **Financial Implications**

A significant issue for the Knox DCP is that costs cannot be exclusively recovered from future development. Only a small proportion of the cost can be recovered through levies and that is why the overall cost recovery percentage will be relatively low for Knox.

As the Knox DCP is comprised of mostly renewal works and projects in established areas, then the cost recovery percentage will be lower than that of a DCP for a growth area which is focused more on high change areas with projects primarily designed to accommodate additional demand.

Further, in Knox a relatively significant proportion of overall future development is projected to occur at strategic sites which require rezoning, where Council's approach is to arrange site specific development contributions by agreement (Section 173 Agreement) separate to the DCP. Whilst this practice impacts on the revenue collected through the DCP, Council will continue to receive funding from individually negotiated arrangements on strategic sites even if the DCP is not implemented.

The Knox Development Contributions Plan 2019 (2019 DCP) had a total infrastructure cost of \$156.3M, with \$16.1m apportioned to new development, representing an expected cost recovery of 10.3%.

The revised DCP after the removal of projects commenced or completed by 1 October 2020 and removal of 67 items that are no longer suitable would have a total infrastructure cost of \$125.2M, with \$12.4M apportioned to new development, representing an expected cost recovery of 9.9%.

Table 1 shows summary information regarding the financial 'baseline' for the 2019 DCP and the minimum revisions necessary to comply with authorisation conditions.

**TABLE 1: DCP FINANCIAL COMPARISON (2019 VS CURRENT)**

| Item                                | 2019 DCP      | Revised DCP   |
|-------------------------------------|---------------|---------------|
| DCP Item Cost to MCA                | \$156,295,753 | \$125,221,441 |
| Cost apportioned to new development | \$16,127,520  | \$12,379,585  |
| Cost to Council                     | \$140,168,233 | \$112,841,856 |
| Cost Recovery (%)                   | 10.3          | 9.9           |

Source: Urban Enterprise. All values in 2019 values.

Remodelling results indicate that the DCP cost recovery will be at 9.9%, which is currently the lowest when benchmarked against five other Melbourne metropolitan councils with municipal-wide DCPs (ranging from 12.1%-31.5% - refer to Table 2). Proposed levies in Knox are within the range of levies which apply in other established areas of Melbourne (Yarra and Moonee Valley levies are higher than Knox, Merri-bek, Darebin and Brimbank are lower than Knox).

**TABLE 2: DCP BENCHMARKS**

| Municipality  | DCP period (years) | Total Cost      | Apportioned to new development | % Cost recovery | No. of charge areas |
|---------------|--------------------|-----------------|--------------------------------|-----------------|---------------------|
| Yarra         | 20                 | \$177.2M        | \$55.8M                        | 31.5%           | 11                  |
| Moonee Valley | 30                 | \$381.1M        | \$71.9M                        | 18.9%           | 18                  |
| Brimbank      | 20                 | \$110.4M        | \$14.6M                        | 13.2%           | 19                  |
| Darebin       | 16                 | \$78.6M         | \$9.7M                         | 12.4%           | 16                  |
| Merri-bek     | 11                 | \$114.9M        | \$14M                          | 12.1%           | 12                  |
| <b>Knox</b>   | <b>16</b>          | <b>\$125.2M</b> | <b>\$12.3M</b>                 | <b>9.9%</b>     | <b>45</b>           |

The above benchmarking shows that the Knox DCP cost recovery is currently the lowest in terms of cost recovery but the highest in terms of the number of Charge Areas. A higher number of Charge Areas generally leads to greater complexity (and cost) in administration.

Fulfilling Council's accountability and reporting requirements can be resource intensive with accounting principles needed to govern DCP reporting, data collection, systems and record keeping. Additionally, each project in the DCP needs to be mapped, so the location of works with respect to charge areas is transparent and understood.

Any municipal DCP requires multiple charge areas which brings with it a level of administrative complexity. A consideration for Council at this point is that given the draft DCP has 45 charge areas, the administration costs of the DCP would relate to a relatively high number of charge areas, and therefore likely require greater resources than a 'typical' municipal DCP.

The *Victorian Auditor General's Office (VAGO) Managing Development Conditions Report* from 2020 found that the staff resources to manage DCPs create a high administrative and financial burden to participating in these programs. While DCPs may deliver financial benefits, some councils may not recover these ongoing administrative costs, which may explain why smaller councils have not engaged in the DCP program.

## 2.2 Costs Versus Revenue

There are a number of cost categories including those associated with implementation, staffing and ongoing administration over the life of the DCP. These costs include:

- Preparation and approval of the DCP;
- Ongoing human resource costs to implement the DCP and ensure compliance with statutory requirements, including levy collection, development monitoring, referral of statutory planning applications, infrastructure delivery, reporting, and programming and accounting; and
- Periodic legal advice and DCP reviews.

Council's expected revenue is the total amount of levies collected, based on the development projections which inform the DCP. This represents a 'best case' scenario, before the potential removal of other projects for which further clarification is required.

In addition to the implementation costs shown in Table 3, Council is also responsible and obligated for delivering all items included in the DCP; along with covering the costs (or shortfalls) which are not recouped through levies (i.e. 90.1% of the total infrastructure cost, or \$112.8m as shown in Table 1).

By seeking to introduce the DCP, Council is committing to the allocation of a minimum of \$112.8m to the projects included in the DCP. In light of the current environment of financial constraint and other pressures, Council may need further flexibility in how it sequences and delivers its capital works program, which would be presented with some constraints by having a DCP. Table 3 shows the expected costs and revenues associated with implementation of the revised DCP over the proposed 17 year DCP period.

**TABLE 3: EXPECTED COUNCIL COSTS AND REVENUE**

| Item  | Annual Cost      | Total DCP Cost     |
|---|------------------|--------------------|
| Establishment Costs <sup>1</sup>            | \$12,000         | \$200,000          |
| Direct Staff Costs <sup>2</sup>             | \$178,000        | \$3,026,000        |
| Legal and Administrative Costs <sup>3</sup> | \$30,000         | \$510,000          |
| Periodic DCP Review <sup>4</sup>            | \$6,000          | \$100,000          |
| <b>Total implementation cost</b>            | <b>\$226,000</b> | <b>\$3,836,000</b> |
| DCP Revenue                                 | \$728,000        | \$12,380,000       |
| <b>Net DCP Revenue</b>                      | <b>\$502,000</b> | <b>\$8,544,000</b> |

All values rounded, assuming 17-year implementation period. And the item costs are as follows:

1. Establishment cost include preparation and Panel process.
2. Direct staff Cost: Allow one EFT DCP accountant, 0.5 planner and 0.2 accountant, assume average Band 6, \$95,000+10% superannuation. EFT based on experience of other established municipalities. Excludes indirect staff time, such as management oversight, asset manager time and so on. This general estimate is based on Urban Enterprise's knowledge of DCP operation including current resourcing at Merri-bek. All councils with a DCP will also draw on the time of other officers to assist in DCP implementation such as planning officers, Infrastructure/Capital Works staff, Assets staff/engineers and CFO/finance, however the time involvement of these staff is often less certain.
3. Legal and Administrative Costs: Allowance per year for legal fees, consultant advice on implementation issues.
4. Allows for two external reviews of the DCP @ \$50,000, one mid-implementation and one prior to conclusion.

Whilst Table 3 outlines the estimated costs, it is difficult to estimate what the full (i.e. direct and indirect) resource implications of a DCP are, because it calls on resources across several different teams across Council and a cross-section of skills. However, it is noted that once the implementation costs are taken into account, a balance of \$8.54m remains which means the actual cost recovery will be 6.8% rather than 9.9%.

## **2.3 Variables and Risks**

As projected it is expected that the DCP will generate an annual revenue of \$502,000 and a total revenue of \$8.5 million over the 17-year period. This return should not be assumed without first considering a number of key variables and risks. These include:

- Revenue - DCP revenue will depend on the rate of development and the proportion of development from which levies are successfully recovered (across all land uses, including residential, retail, commercial and industrial). If less development occurs than is projected, this will translate to less revenue but no material change in implementation costs.
- DCP item approval – the baseline assessment shown assumes that all DCP items are approved through the Amendment process. In other words, it shows the maximum item cost that could be achieved and therefore the maximum DCP revenue possible.
- The Planning Panel Hearing process may result in further items being removed, for example:
  - Items that have been commenced or completed since conditional authorisation on the planning scheme amendment was received; or
  - Items found not to have sufficient justification or detail for inclusion in a DCP.

A number of key factors for the Knox DCP will have significant impact on the what will, in reality, be the actual revenue versus the projected revenue. The infrastructure list that was prepared by Council in 2019 has since been departed from (in some cases significantly) as planning has progressed and time has elapsed, meaning that the list should really be refreshed - likely resulting in a lower cost, lower revenue and lower return on investment. A panel may also direct the removal of further recently commenced or completed projects given the passage of time.

Secondly and separately, the DCP relies on development projections that were prepared pre-COVID and will be 5 years old by the time any exhibition occurs. There is a risk that this is considered unsuitable for current circumstances by a Panel. Additional costs may be incurred either pre- or post-exhibition / panel to update projections.

The above issues are largely due to the time elapsed between preparation of the original Draft DCP in 2019 and completion of actions to address authorisation conditions by 2022 which have been exacerbated by economic and social disruptions caused and accelerated by the intervening COVID pandemic.

Table 4 sets out sensitivity testing of these variables. The top half of the table is a best case outcome where the minimum authorisation conditions are addressed, with the sensitivity to the rate of development analysed (i.e. consideration of revenue under lower development scenarios).

The second half of the table considers sensitivity to both lower rates of development and the removal of further items from the DCP which have changed in scope and/or require further clarification of scope and cost before exhibition. Overall, the DCP list could be reduced to \$84m based on review of items conducted with asset managers resulting in an \$8.2m revenue at 100% development.



**TABLE 4: SENSITIVITY TO KEY VARIABLES**

| <b>SENSITIVITY TO LOWER RATE OF DEVELOPMENT ONLY</b>              |                    |                    |                    |
|---|--------------------|--------------------|--------------------|
| <b>% of development relative to projections</b>                   | <b>100%</b>        | <b>75%</b>         | <b>50%</b>         |
| <b>Revenue</b>  | \$12,380,000       | \$9,285,000        | \$6,190,000        |
| <b>Cost</b>   | \$3,836,000        | \$3,836,000        | \$3,836,000        |
| <b>Net Balance</b>  | <b>\$8,544,000</b> | <b>\$5,449,000</b> | <b>\$2,354,000</b> |
| <b>SENSITIVITY TO ITEM APPROVAL AND LOWER RATE OF DEVELOPMENT</b> |                    |                    |                    |
| <b>Revenue</b>  | \$8,285,000        | \$6,213,750        | \$4,142,500        |
| <b>Cost</b>   | \$3,836,000        | \$3,836,000        | \$3,836,000        |
| <b>Net Balance</b>  | <b>\$4,449,000</b> | <b>\$2,377,750</b> | <b>\$306,500</b>   |

Source: Urban Enterprise

Under different scenarios of development rates and item approvals, the financial balance to Council (net revenue) resulting from the DCP at completion could range from \$306,000 to \$8.5M over the 17-year period of the DCP. These figures demonstrate that if adopted, there is no certainty around the revenue the DCP would generate.

## **2.4 Impact on Cash Flow and Grants**

The VAGO *Managing Development Conditions* report from 2020 found that a DCP can also leave a council with cash flow problems as the receipt of funds does not necessarily occur before it needs to deliver projects. For example, Melton City Council forecasts it will be \$35 million in arrears by 2024–25 due to receiving revenue after it has to deliver the infrastructure. While the DCP will eventually recoup this money, Melton will need to fund the interim shortfall from other revenue sources, or with debt. These cash flow issues are worse for councils with slower growth because they are less certain that growth will happen, and that levies will be collected. This implication needs to be considered in light of a council's current and long term borrowing position and liquidity ratios.

Government grants and cash flow around projects funded by government grants could also be impacted by the DCP. Grants are often used to offset a council's contribution on behalf of existing residents or external usage. For example, if a \$1m project is apportioned 80% to existing development and 20% to new development. Any grant funding received after commencement of a DCP can be applied to offset the \$800k council contribution (but not the \$200k development contribution).

If grant funding is received which covers the full cost of a project, then this would need to be accounted for as part of a periodic review, reconciled and potentially repaid or reallocated. If grant funding is already committed to certain projects when a DCP is being prepared, this would usually be taken into account when calculating an equitable development contributions levy. Given the infrastructure list was prepared by Council in 2019, it is likely that the list should potentially be refreshed given grants were not considered.

## **2.5 Other Considerations**

### ***Limited Flexibility***

Commitment to delivering the infrastructure included in the DCP essentially 'locks in' forward capital expenditure, which limits Council's ability to reallocate, reprioritise and reschedule funding to other purposes, some of which may be unforeseen.

The DCP system requires annual reporting and regular review. The DCP guidelines suggests DCPs be reviewed in line with a whole-of Planning Scheme review every three years.

If the outcome of a review determines some approved DCP projects are no longer required, Council has legislative options to modify its DCP implementation plan without a Planning Scheme amendment, including the following options:

- Request approval from the Minister for Planning that money collected for the no-longer-required project(s) be spent on some other project(s) that benefits the same areas as the DCP project(s); or
- The money must be refunded to the land owners of properties that paid the contribution.

### ***Currency of Projections***

As discussed, the 2019 DCP was based on development projections prepared in 2017-2019. Given the passage of time and that Council has needed to review its capital programs and capital budget changes, it is likely that projections need to be updated prior to DCP finalisation at the direction of DELWP or a planning panel.

If the project were to proceed, the infrastructure list would need to be reduced back to only those items that are still firmly in Council's plans. Even taking this into account, it is possible that a further list reduction would be needed (if directed by DTP as part of the conditional authorisation) to remove other items that have commenced or been completed in the past 2 years, requiring further reconsideration of financial implications for Council.

The second issue may also be post-pandemic projections of development activity. The DCP relies on capital works planning information that is available at a given point in time and since its inception the following has changed:

- Council's approach to capital works planning has evolved and many of the projects may no longer be relevant.
- DTP included the condition to remove certain project items that had commenced, an exercise which took considerable time; and
- Circumstances have changed irreversibly due to the pandemic and most projections needed to be comprehensively reworked.

### ***Economic/Social Impacts***

Research and opinion are mixed on the impact of the DCP. Whilst some independent Planning Panels for other municipal wide DCPs have concluded that the DCP would not have a significant detrimental impact on future development or housing affordability, some research also finds that increasing development contributions can increase house prices.

Given current unpredictable economic circumstances, combined with developers who may have paid more for land and are subject to post Covid increase in building costs and the introduction of a Windfall Gains Tax, the impact and flow through to home buyers and impact on the housing affordability is unpredictable at present. The DCP as a further cost incurred in the process will likely be passed onto the home purchaser.

Any new levy will contribute to the overall cost of development and should be considered in the context of what the development industry observes, as the challenging cumulative impact of the incremental introduction and increase in levies from several different angles (e.g. public open space, affordable housing, development contributions, etc.). It is generally accepted that infill development contributions usually make up a relatively small proportion of development costs. Any new levy nonetheless adds to the cost base of a prospective development.

### **3. CONSULTATION**

The project has been informed by extensive internal consultation including departments and asset managers responsible for delivering the DCP project list and feedback from Council's Chief Financial Officer (CFO). No public consultation was required for this stage of the project but should Council proceed with the DCP, engagement would be undertaken with the community and stakeholders as part of public exhibition of the planning scheme amendment.

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

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

Implementation of the DCP may impact opportunities for Council or the community to adapt to climate change. This is discussed in Section 5 below.

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

If incorporated into the Knox Planning Scheme, the DCP will partially contribute to the upgrade and renewal of various infrastructure (roads, stormwater, community facilities, etc.) in the municipality for the life of the DCP.

However, there is a lack of flexibility due to the level of detail required, the difficulty in making amendments and responding to changing costs and desired standards of services. A DCP cannot respond quickly to changing circumstances and infrastructure priorities. This could prove problematic in a time of unpredictable weather/climate events, priorities infrastructure may require flexible to respond to such events.

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

The financial implications and risk have been discussed at length in the main discussion section of the report. A few key findings include:

- Under different scenarios of development rates and item approvals, the financial balance to Council (net revenue) which may result from the DCP at completion could range from \$306,000 to \$8.5m.
- Benchmarking shows that the Knox DCP cost recovery is currently the lowest in terms of cost recovery but the highest in terms of the number of Charge Areas and therefore complexity in administration.

- It is likely that projections need to be updated prior to DCP finalisation at the direction of DTP or an independent Planning Panel. This exercise would likely result in the need to further refresh the infrastructure list to ensure completed and commenced items are excluded, requiring further reconsideration of financial implications for Council.

This is considered an important juncture for Council to critically evaluate proceeding with the DCP in light of the risks, likelihood for success and functionality of a future DCP. Council embarked on its investigations into employing a development contributions mechanism as a potential funding source to bolster its capital delivery program in response to the need for new and upgraded infrastructure to support growth. This is particularly pertinent in a resource constrained rate capping environment, along with encouragement from government to explore alternative revenue streams. As the report highlights, the DCP is now in a position where it is considered that the advantages to proceeding no longer outweigh the disadvantages or risks.

### **6.1. Costs of the DCP investigations which inform this report**

This report is informed by both Council staff and consultant resources. This has included the following expenditure/resources to date:

- The consultant fees to draft, revise and re-evaluate the DCP to date are \$124,000. This has been funded by previously approved budget to deliver the DCP project.
- The internal staff resourcing for the planning scheme amendment phase, infrastructure list updates and re-evaluation of the project has been approximately equivalent to 0.2 of an EFT for a Band 7 Senior Strategic Planner over the past 3-4 years within the City Futures department.
- Revising the DCP infrastructure list has also required some staff resourcing from asset managers across numerous Council departments, along with consultation with the CFO.

As outlined, Council has invested in examining the role a DCP mechanism could play in contributing to funding new and upgraded infrastructure to support growth. While the recommendation may be to not proceed at the current time, it is considered that Council's work in investigating this mechanism is not lost; it will inform any planning or options for DCP mechanisms in the future.

## **7. SOCIAL IMPLICATIONS**

As discussed given current unpredictable economic circumstances, high cost of land acquisition and increasing building costs could present a further challenge to delivery of infrastructure.

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

### **Natural Environment & Sustainability**

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

### **Civic Engagement & Integrity**

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

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

## **9. CONCLUSION**

Considering the analysis and findings in this report, the proposed DCP in its current form does not present a strong case to proceed to implementation due to the following key issues/risks:

- Expected cost recovery is the lowest amongst benchmarked councils
- Risk of further decline of cost recovery rate during the amendment/panel process if all infrastructure items are not accepted
- High level of sensitivity to the rate of development in Knox
- Expected complexity in implementation, administration and monitoring
- Early resource requirements for implementation
- Limited flexibility and agility in a changing social and environmental context
- Infrastructure contribution will continue to be provided by future development on rezoned strategic sites.

Considering the above matters, the officer recommendation is not to proceed with the proposed DCP in its current form at this time.

## **10. CONFLICT OF INTEREST**

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

## **11. CONFIDENTIALITY**

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

|                              |   |
|------------------------------|---|
| <b>Report Prepared By:</b>   | <b>Senior Strategic Planner, Domenic Petrilli</b> |
| <b>Report Authorised By:</b> | <b>Director, City Liveability, Matt Kelleher</b>  |

## **Attachments**

Nil

## 6.3 Knox Planning Scheme Review 2023

**SUMMARY:** Senior Strategic Planner, Domenic Petrilli

Section 12B of the *Planning and Environment Act 1987* (the Act) requires a planning authority to regularly review its planning scheme. Subsequently, the Knox Planning Scheme must be reviewed every four years to ensure it reflects the vision of the community, Council and State Government as relevant to planning.

The Knox Planning Scheme Review 2023 has been undertaken as a broad gap analysis and 'health check' of the Planning Scheme, and in itself does not represent any changes to Council's existing planning policies or any revisions to the Planning Scheme provisions. Instead, it evaluates the performance of the Planning Scheme over the past four years, observes any changes/trends that the Planning Scheme needs to respond to, and provides guidance for potential future projects/investigations that may be undertaken.

The 2023 review has concluded that the Knox Planning Scheme (KPS) is going through significant changes since the last Planning Scheme Review in 2018, including in response to major reforms delivered by the State Government. This review examined a number of key inputs, their impact and potential issues. The review has made recommendations to investigate the strategic priorities which will inform Council's Strategic planning work program for the next four years. Individual recommendations included in this review may be subject to further investigation, project scoping, community consultation and Council reporting processes.

### RECOMMENDATION

That Council:

1. Endorses the Knox Planning Scheme Review 2023 as shown in Attachment 1, pursuant to Section 12B(1) of the *Planning and Environment Act 1987*.
2. Authorises the provision of the Knox Planning Scheme Review 2023 to the Minister for Planning in accordance with Section 12B(5) of the *Planning and Environment Act 1987*.
3. Notes that the priorities identified in the Knox Planning Scheme Review 2023 will guide Council's strategic planning work program.
4. Note that the Planning Scheme Review report will undergo minor editorial improvements and graphic design prior to publishing on Council's website.

### 1. INTRODUCTION

The Knox Planning Scheme (KPS) is the key statutory document that informs, guides and regulates land use and development within the City of Knox. It is the framework by which Council makes decisions on planning permit applications and requests for planning scheme amendments. An up to date planning scheme provides Council, the development industry, State Government and the community with direction and clarity when preparing, assessing and making decisions on planning proposals within Knox.

The *Planning & Environment Act 1987* (The Act) requires planning schemes to be reviewed every four years, subsequent to the adoption of a new Council Plan. The objective of the review is to enhance the effectiveness and efficiency of the planning scheme, and to ensure it responds to the Council Plan. This review also provides an opportunity to evaluate the planning scheme taking into consideration any recent changes to overarching policy, or other strategic work, and any identified issues/emerging trends. On completion of the review, Council must report the findings to the Minister for Planning.

Officers have undertaken extensive background work to inform the Planning Scheme Review (PSR) 2023 as presented in Attachment 1. The key inputs informing the PSR are:

- Consultation with internal officers who frequently use the planning scheme – including workshops with Council’s Statutory and Strategic Planning teams.
- A review of community consultation conducted for the development of the Council Plan and consultation conducted by the Strategic Planning team since the last PSR in 2018.
- A review of changes to state and local planning legislation and policy.
- An analysis of the proposed or completed Planning Scheme Amendments since the last PSR.
- A review of issues raised in the last PSR and an Audit of progress against its recommendations.
- An analysis of VCAT decisions since the last PSR and the identification of challenging or recurring issues.

### **1.1 Review Recommendations**

The PSR puts forward a number of recommendations which have been presented in a table in Section 2 Review Recommendations of the report (Attachment 1). The table includes detail of the recommendations and potential actions, resourcing impacts, timing and responsible teams. It is noted that the individual recommendations on this list will be subject to further investigation and project scoping, and may require business case approvals, community consultation and Council reporting and endorsement. Subsequently they should be seen as a guide rather than an approved program of works.

## **2. DISCUSSION**

### **2.1 Strategic Assessment of the Scheme**

The PSR (Attachment 1) presents an assessment of the overall performance of the Knox Planning Scheme.

The review notes that significant strategic work has occurred since the completion of the last review in 2018, and that the current strategic work at the State Government level will have key implications for land use and development decisions in Knox and future planning scheme policy content. The State Government’s Smart Planning Program which was introduced in 2018, has included major Rules and Policy reforms and has introduced changes to the Victorian Planning Provisions to make the planning schemes more efficient, accessible and transparent.

The Smart Planning reforms include a key initiative to restructure the Planning Policy Framework (PPF) into a new format, and seek improvements to better align Local, Regional and State policy. The Knox PPF translation is a key amendment currently underway, with a recommended draft endorsed by Council in February 2022, pending a decision by the Minister for Planning.

The completion of this amendment will be essential before some future strategic planning work can progress, as there needs to be certainty about the final PPF format and wording.

In addition, the following matters are identified to have implications for the KPS and future strategic planning work:

- State Government changes and reforms to planning policy and controls, including those that guide development in Knox. Some of these changes have been positive and addressed previously identified issues in the KPS. However, some others conflict with local policy or pose inconsistencies with the built form or character objectives in Knox.
- A few key strategies have been adopted by Council since 2018, including the Climate Response Plan and the Social and Affordable Housing Strategy, or are currently underway. The implementation of these local strategies/plans into the KPS requires further strategic planning work.

## **2.2 Key Issues and Opportunities**

Overall, the analysis and consultation undertaken suggest that the Knox Planning Scheme is performing well, however, there are issues and opportunities which should be considered.

The review report provides an overview of key planning issues identified (through analysis of VCAT cases, internal consultation, or technical assessment) and opportunities for the KPS to respond to key changes, including the in the following key areas:

### **1. Residential Development - Built Form**

Council faces challenges at VCAT regarding the implementation of built form requirements including single dwelling to the rear and upper level setback requirements. The upcoming Housing Strategy review will play an integral part in addressing the above issues and provides an opportunity to further consult with internal and external stakeholders on issues of neighbourhood character and built form.

### **2. Private Open Space**

Current open space requirements in Bush Suburban areas are considered inadequate to achieve the Bush Suburban character objectives and the intended vegetation planting outcomes (affected by State reforms).

### **3. Landscaping in new developments**

There is an opportunity to strengthen landscaping requirements including policy in the Knox Planning Scheme as there is limited guidance on canopy tree integration.

### **4. Building Heights**

There is limited guidance for the scale and heights in commercial and mixed use areas such as the smaller Neighbourhood Activity Centres.

### **5. Advertising Signs**

Council policy does not support major promotional signs within areas of significant landscapes, including along 'Gateways', 'Bush Boulevards' and 'Paths into the Hills'. This policy is assessed to have been successful and affirmed at VCAT. Ongoing monitoring is recommended.



### **6. Accessible design**

Policy remains limited in this space, and controls within the KPS are not consistently applied.

### **7. Reduction in tree canopy cover**

Current policy and controls have some limitations in controlling the erosion of Knox's highly valued tree canopy cover. The review has also identified conflicts with bushfire management requirements, as well as limitations to the Vegetation Protection Overlay and gaps in the Significant Landscape or Environmental Significance Overlays.

### **8. Bush Boulevards**

The review has identified opportunities for improvements to the Bush Boulevard policy and internal process improvements to enhance implementation at application assessment stage.

### **9. Review of Knox Land for Business**

Considering this policy has been in operation for a few years, there is an opportunity to reflect on its implementation and propose further refinements.

### **10. Bushfire Prone Areas and the Bushfire Management Overlay**

The bushfire provisions contain specific exemptions from requiring a planning permit to manage and maintain vegetation to reduce bushfire risk. The review has identified conflict between Council's environmental policies/overlays and bushfire policy in the KPS.

Building upon the analysis, the report provides a list of more specific recommendations (Section 2 of Attachment 1) including priority actions and areas for ongoing monitoring.

## **3. CONSULTATION**

Community consultation data and feedback that informed the Community and Council Plan 2021-2031 and Council Plan 2021-2025 have been considered. Key issues that influence Strategic Planning directions included Environment, Housing, Transport and Mobility, Safety, Health and Well-being, which have been considered in this review.

Since 2018 Council's Strategic Planning team has consulted with the community on several projects, including the Boronia and Bayswater Renewal Strategies, which has informed this review.

Consultation with internal officers who use the planning scheme was also conducted during this review. This included workshops with Council's Statutory and Strategic Planning teams.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

Many of the recommendations of the review include projects which will impact on environmental outcomes, with the potential to result in significant environmental benefits for the community.

Some of these initiatives relating to environmental outcomes outlined in the report include:

- Facilitate the Elevating ESD Targets project
- Implement flood mapping by Council and Melbourne Water through the KPS
- Investigate Opportunities to incorporate Climate Response Plan strategies into the KPS
- Scope a review of the vegetation controls.

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

The Knox Planning Scheme provides a framework for the management, control and direction of future land use and development within Knox. It sets out Council's direction on many sustainability and amenity issues that have land use implications such as transport, vegetation protection, environmental values, infrastructure provision, sustainable built form and protection and enhancement of local amenity.

Many of the recommendations of the review include projects which will impact on environmental and amenity outcomes, with the potential to result in significant environmental and amenity benefits for the community.

In addition to the environmental initiatives included in Section 4, some of these initiatives relating to amenity outcomes outlined in the report include:

- Commence a review of the Knox Housing Strategy (including amenity impacts of infill development); and
- Scope a review of the vegetation controls.

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

This project was completed within existing budget and staff resources. A number of the recommendations outlined in the report are already funded and can be carried out within existing City Futures operational budget.

However, several actions recommended by the review will require additional business cases and/or budget allocation, and their implementation would be subject to funding becoming available. A detailed recommendations table is in section 2 of the PSR. The table includes detail of the recommendations and potential actions, resourcing impacts, timing and responsible teams.

## **7. SOCIAL IMPLICATIONS**

The *Planning and Environment Act 1987* requires that social policies be integrated into the land use and development planning and policies in Planning Schemes.

Many of the recommendations of the Review Report include projects which impact on Council's social and community wellbeing policies and therefore may have significant social benefits for the community. These include:

- Commence a review of the Knox Housing Strategy
- Continue to support the implementation of the Social and Affordable Housing Strategy
- Review Accessible design policy in the KPS and the Accessibility Guidelines for Residential Developments

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

### **Neighbourhoods, housing and infrastructure**

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

### **Civic engagement and integrity**

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

**9. CONFLICT OF INTEREST**

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

**10. CONFIDENTIALITY**

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

**Report Prepared By:** Senior Strategic Planner, Domenic Petrilli  
**Report Authorised By:** Director, City Liveability, Matt Kelleher

**Attachments**

1. Draft Planning Scheme Review 2023 [6.3.1 - 46 pages]



# Knox Planning Scheme Review

August 2023

## Table of Contents

|   |    |
|---|----|
| 1 Executive Summary.....  | 4  |
| 2 Review Recommendations.....   | 5  |
| 3 Introduction .....  | 10 |
| 4 Background .....  | 11 |
| 5 Methodology.....  | 13 |
| 6 Summary of State Government Planning legislation, strategies and reforms since 2018 ..... | 14 |
| 7 Strategic Planning Context.....   | 19 |
| 7.1. Council Plan 2021-25 .....   | 19 |
| 7.2 Other Key Strategic Plans by Council .....  | 22 |
| 7.3 Key strategies underway.....  | 23 |
| 8 Summary of key current and completed strategic planning projects since 2018 .....         | 23 |
| 9.1 Implications and Potential work .....   | 29 |
| 10 Overview of community engagement .....   | 30 |
| 10.1 Community and Council Plan Consultation .....  | 30 |
| 10.2 Strategic Planning Consultation.....   | 30 |
| 10.3 Internal consultation.....   | 31 |
| 11 Issues and opportunities.....  | 31 |
| 11.1 Planning Issue 1: Residential Development – Built form.....                            | 31 |
| 11.2 Planning Issue 2: Private Open Space .....   | 32 |
| 11.3 Planning Issue 3: Landscaping in new developments.....                                 | 33 |
| 11.4 Planning Issue 4 Building Heights .....  | 33 |
| 11.5 Planning Issue 5: Advertising Signs .....  | 34 |
| 11.6 Planning Issue 6: Accessible Design .....  | 35 |
| 11.7 Planning issue 7: Reduction in tree canopy cover .....                                 | 35 |
| 11.8 Planning Issue 8: Bush Boulevards.....   | 36 |
| 11.9 Issue 9 Knox Land for Business .....   | 36 |
| 11.11 Issues raised in last review.....   | 37 |
| 12 Conclusion and Recommendations.....  | 38 |
| 12.1 The Local Planning Policy Framework.....   | 38 |
| 12.2 Zones and the Associated Schedules .....   | 39 |
| 12.3 Overlays and the Associated Schedules.....   | 39 |
| 12.4 Particular Provisions and the Associated Schedules.....                                | 39 |
| 12.5 Incorporated and Reference Documents (Eleven Documents) .....                          | 39 |

|   |    |
|---|----|
| 12.6 Other Key Matters Requiring Further Strategic Work ..... | 39 |
| Appendix 1 Progress against the 2018 Recommendations .....    | 41 |

## 1 Executive Summary

The Knox Planning Scheme (KPS) has gone through significant changes since the last Planning Scheme Review (PSR) in 2018 and will continue to see important changes over the next few years.

The State Government's Smart Planning Program which was introduced in 2018, has included major Rules and Policy reforms and has introduced changes to the Victorian Planning Provisions to make the planning schemes more efficient, accessible and transparent. This review has been an opportunity to assess the KPS in light of the state-wide changes and identify any adjustments or further investigations required for the KPS to respond to these reforms.

The Smart Planning reforms include a key initiative to restructure the Planning Policy Framework (PPF) into a new format, and seek improvements to the PPF to better align Local, Regional and State policy. The Knox PPF translation is currently underway, with a recommended draft endorsed by Council in February 2022, pending a decision by the Minister for Planning. This restructuring of the local policy represents an opportunity to address a number of issues raised in this review and past planning scheme reviews. Some of the other policy work identified in this review would need to be undertaken subsequent to the PPF finalisation, once there is certainty about the final PPF format and wording.

In addition to the State Government initiatives, this review has been informed by consultation with internal departments who are frequent users of the KPS (including the Statutory Planning team), and an evaluation of the VCAT decisions since the last review.

This report discusses key issues identified as part of the analysis, and puts forward recommendations for further actions and investigations. One of the key priorities in the short term is a review of the Knox Housing Strategy, which can potentially address the identified issues and improvements regarding residential zoning and built form, as well as matters in relation to neighbourhood character.

The full list of recommendations is presented in Section 2 of this report, where a level of priority is designated for each recommendation. The Implementation of some of the recommendations is already planned through Council's current work program, however, some of the recommendations are be subject to further investigation, business case approval and/or budget allocation.

## 2 Review Recommendations

|               | Recommendation can be implemented with existing resources/budget<br>Recommendation subject to funding/staff resource availability   |   |  |                          |
|---------------|---|---|--|--------------------------|
|               |   |   |  |                          |
|               | Recommendation  | Timing  | Resourcing   | Team/s                   |
| High Priority |   |   |  |                          |
| R1            | Adopt the report as the review required pursuant to section 12B (1) of the Planning & Environment Act 1987.   | PSR action  | Existing resources/budget  | City Strategy & Planning |
| R2            | Forward the report to the Minister for Planning as required by section 12B (5) of the Planning & Environment Act 1987.  | PSR action  | Existing resources/budget  | City Strategy & Planning |
| R3            | Commence a review of the Knox Housing Strategy  | 1-3 years<br>(Council plan action)                                  | Subject to funding   | City Strategy & Planning |
| R4            | Following approval of the PPF translation, undertake a review of the PPF and impact of the translation of Clause 22.07 policy into Local Planning Policy.                                     | 1-3 years<br>(timing depends on when the Minister approves the PPF) | Existing resources/budget  | City Strategy & Planning |
| R5            | Prepare a business case to undertake a review of the vegetation protection controls in the planning scheme.   | 1-2 years   | Existing resources/budget  | City Strategy & Planning |
| R6            | Work in partnership with Maroondah and Yarra Ranges Councils and the State government on the Bayswater Business Precinct.   | Current project   | Existing staff resources; subject ongoing funding through operating budget | City Strategy & Planning |
| R7            | Review the heritage study business case, to recognise and protect Aboriginal and post-European settlement heritage, including reviewing the 1993 Knox Heritage Study, and investigate funding | Not on the current work program                                     | Subject to funding   | City Strategy & Planning |



| opportunities to progress the business case. |   |                 |  |  |
|--|---|-----------------|--|--|
| R8   | Update Council's flood modelling across Knox. Complete Flood Mapping and Modelling Study of the municipality and implement through a planning scheme amendment to revise or introduce the application of overlays and potential rezoning of land. | Current project | Existing resources/budget  | City Strategy & Planning, Stormwater, Building, Statutory Planning |
| R9   | Continue to partner in the Elevating ESD Targets project and support progression of the amendment. Investigate alternative options should the amendment not be supported by the Minister for Planning.  | Current project | Existing resources/budget  | City Strategy & Planning   |
| R10  | Facilitate and support the implementation of the Boronia Renewal program.   | Current project | Existing resources/budget  | City Strategy & Planning   |
| R11  | Finalise and implement the Bayswater Renewal Strategy as the structure plan for the Bayswater Activity Centre, including incorporating the relevant recommendations into the Knox Planning Scheme.  | Current project | Renewal Strategy with existing resources/budget<br><br>Planning Scheme amendment requires additional funding | City Strategy & Planning   |
| R12  | Continue to collaborate with the state government partners to facilitate the development of the Wantirna Health Precinct  | Current project | Existing resources/budget  | City Strategy & Planning   |
| R13  | Progress implementation of the Knox Central program.  | Current project | Existing resources/budget  | City Projects  |
| R14  | Facilitate the implementation of the adopted Social and Affordable Housing Strategy through the Planning Scheme and other strategic planning projects.  | 1-3 years       | Existing resources/budget and Subject to funding availability  | City Strategy & Planning, Community Wellbeing                      |
| Medium Priority                              |   |                 |  |  |

|              |   |             |  |   |
|--------------|---|-------------|--|---|
| R15          | Review current policy regarding neighbourhood activity centres in the Knox Planning Scheme and scope any further strategic work required.   | Medium term | Subject to funding/staff resource availability | City Strategy & Planning, Statutory Planning  |
| R16          | Review the Transport and Infrastructure Local Planning Policy in the KPS in light of transport-related State Government reforms and to reflect local transport plans and policies adopted by Knox, in consultation with the Traffic and Transport team. | Medium term | Subject to funding/staff resource availability | City Strategy & Planning, Statutory Planning  |
| R17          | Review public and shared housing reforms and Residential Aged Care Facilities policy changes and the impacts of this policy change on built form to be considered in the next Knox Housing Strategy Review.   | Medium term | Subject to funding/staff resource availability | City Strategy & Planning, Statutory Planning  |
| R18          | Review Accessible design policy in the KPS and the Accessibility Guidelines for Residential Developments.   | Medium term | Subject to funding/staff resource availability | City Strategy & Planning, Statutory Planning  |
| R19          | Review the reformed Residential Zones and ResCode reforms under the Performance Assessment Model - to be considered in next Knox Housing Strategy review.   | Medium term | Subject to funding/staff resource availability | City Strategy & Planning, Statutory Planning  |
| R20          | Review the Knox Land for Business Directions Plan and clause 22.02 Employment Land policy.  | Medium term | Subject to funding/staff resource availability | Economic Development                          |
| R21          | Investigate opportunities to incorporate Climate Response Plan strategies into processes and policies and the KPS.  | Medium term | Subject to funding/staff resource availability | City Strategy & Planning, Sustainable Futures |
| Low Priority |   |             |  |   |
| R22          | Should Council adopt a Biodiversity Resilience Plan, incorporate any relevant recommendations into the Planning Scheme.   | 1-4 years   | Subject to funding/staff resource availability | City Strategy & Planning, Biodiversity        |

|         |  |             |  |  |
|---------|--|-------------|--|--|
| R23     | Should Council adopt an Integrated Major Infrastructure Development Plan for sport, leisure and recreation (an existing Council Plan action), investigate how the findings can inform the KPS. | 1-4 years   | Subject to funding/staff resource availability | City Strategy & Planning, Leisure Services   |
| R24     | Prepare a planning scheme amendment to 'fix up' previously identified anomalies in the Knox Planning Scheme.   | 1-2 years   | Existing resources/budget                      | City Strategy & Planning                     |
| R25     | Investigate effectiveness of Bush Boulevards Policy in the Knox Planning Scheme  | Medium term | Subject to funding/staff resource availability | City Strategy & Planning, Statutory Planning |
| R26     | Undertake a review of the "Further strategic work" items in the Knox Planning Scheme.  | 1-4 years   | Existing resources/budget                      | City Strategy & Planning                     |
| Ongoing |  |             |  |  |
| R27     | Leverage recognition of Bayswater as a regionally-significant industrial precinct.   | Ongoing (O) | Existing resources/budget                      | Economic Development                         |
| R28     | Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail and improved bus services.  | O           | Existing resources/budget                      | Multi-team                                   |
| R29     | Continue to monitor any changes to the Bushfire Management Overlay (BMO) and if relevant, inform affected parties.   | O           | Existing resources/budget                      | City Strategy & Planning, Statutory Planning |
| R30     | Continue to support, where applicable, the ongoing development of Strategic Investigation Sites in accordance with associated Development Plans.   | O           | Existing resources/budget                      | City Strategy & Planning, Statutory Planning |
| R31     | Monitor how the new Buffer Area Overlay will be implemented to deal with conflicting land uses, for any implications/opportunities for Knox.   | O           | Existing resources/budget                      | City Strategy & Planning, Statutory Planning |
| R32     | Monitor impact of Windfall Gains Tax and provide ongoing advice regarding Council owned land.  | O           | Existing resources/budget                      | Multi-team                                   |

|     |   |   |                           |  |
|-----|---|---|---------------------------|--|
| R33 | Ongoing recognition and promotion of the Eastern Region Land Use Framework Plan.                              | O | Existing resources/budget | Multi-team                                   |
| R34 | Monitor impact of Rural Workers Accommodation through Statutory Planning.                                     | O | Existing Resources        | City Strategy & Planning, Statutory Planning |
| R35 | Ensure community safety is considered in the preparation of any structure plans.                              | O | Existing Resources        | City Strategy & Planning                     |
| R36 | Monitor the effectiveness of tree planting for development sites in accordance with endorsed Landscape Plans. | O | Existing Resources        | Statutory Planning                           |
| R37 | Place greater focus when assessing all planning applications on reducing impact of natural hazards.           | O | Existing resources        | Statutory Planning                           |

### 3 Introduction

The KPS commenced on 25 November 1999 and provides the statutory mechanism to achieve Council's strategic objectives relating to land use and development. It is a statutory document that informs, guides and regulates land use and development within the Knox municipality and sets out objectives, policies and provisions relating to the use, development, protection and conservation of land.

Information within the planning scheme details how people can develop their land and what restrictions or controls might be on land. It is the framework which guides Council's decision making on planning permit applications. The format and content of the planning scheme must comply with and is guided by Section 7 of the *Planning & Environment Act 1987* (the Act) and a Ministerial Direction on the Form and Content of Planning Schemes.



***Knox area with Zones and Overlays of the KPS***

The scheme can give support to those Council strategies, policies and plans that have a land use and development aspect, however, the extent of influence is limited by the requirement that:

- The local content of a scheme must be consistent with State policy objectives and strategies; and
- All changes to a scheme must be approved by Minister for Planning.

The planning schemes contain provisions that are set at the State level, as well as local content. As of April 2023, the local content of the KPS comprises:

- The Municipal Strategic Statement – which includes a vision, Seven (7) strategic themes and seven (7) local area statements;
- Seven (7) local policies;
- 19 zones, with 33 associated schedules; and
- 14 overlays, with 46 associated schedules
- Eleven local schedules to Particular Provisions (Clause 50)

A key purpose of the PSR is to update the vision in accordance with the Knox Community and Council Plan 2021-2025 which was adopted by Council on 25 October 2021. This is discussed in Section 6.1 Council Plan 2021-25.

## 4 Background

There is a legislative requirement to review the KPS every four years. The last review of the KPS was completed in June 2018 and recommended a concise review of the KPS, progressing the local elements of the State Government Smart Planning Program including the new Planning Policy Framework (PPF), reviewing the Knox Residential Design Guidelines to ensure consistency between the KPS and the Knox Housing Strategy, amongst a number of other recommendations.

Section 12(B) of the Act requires Council to review its planning scheme no later than one year after each date by which it is required to approve its Council Plan under Section 125 of the *Local Government Act 1989* or within a longer period as is determined by the Minister.

Given Council approved the Community and Council Plan on 25 October 2021, the (PSR) was required under the Act to be completed by 25 October 2022, and forwarded to the Minister for Planning.

Officers initially planned to undertake the PSR following the completion of the Knox Planning Policy Framework (PPF) translation (Amendment C191knox). Council endorsed the draft PPF in February 2022 and advice at the time from the then Department of Environment, Land, Water and Planning (DELWP) was that the translation would be finalised in 2022. Such timing would have provided for efficiencies and a more logical sequence due to certainty of the final PPF content through the PSR. An extension of time was therefore sought from the Minister to enable this, which was granted to Council.

However, DELWP (now Department of Transport and Planning (DTP)) did not progress the PPF throughout 2022 and has not finalised the associated amendment as of the date of this report. They have not provided any new timelines or positions on Council's endorsed version of the PPF either. To meet the PSR deadline, it is required for the review to be undertaken prior to the PPF being finalised. While there is a risk associated with this approach, it is considered acceptable as any inaccuracies/inconsistencies as a result of the final PPF can be considered as part of the next PSR (expected in 2026).

The objective of a review under Section 12(B) of the Act is to enhance the effectiveness and efficiency of the planning scheme in achieving:

- The objectives of planning in Victoria; and
- The objectives of the planning framework established by the Act.

The review must evaluate the planning scheme to ensure that it:

- Is consistent in form and content with the directions or guidelines issued by the Minister under Section 7 of the Act (Structure of Planning Scheme);
- Sets out effectively the policy objectives for use and development of land in the area to which the Planning Scheme applies; and
- Makes effective use of State provisions and local provisions to give effect to State and local planning policy objectives.

Any review should:

- Identify major planning issues;
- Demonstrate how the Scheme implements the State Planning Policy Framework (SPPF);
- Assess the strategic performance of the scheme;
- Document the strategic work that has occurred since the previous review and any additional work required to strengthen the strategic direction of the scheme;
- Articulate the monitoring and review of the scheme that has occurred;
- Outline consultation process and outcomes required in undertaking the review; and
- Make recommendations arising from the review, including any future planning scheme.

On completion of the review, Council must report the findings to the Minister for Planning.

## 5 Methodology

This review has been prepared having regard to Planning Practice Note 32 Review of Planning Schemes and the Continuous Improvement Review Kit (DSE, 2006).

Council Officers have undertaken extensive background work to inform the PSR. The key inputs informing the planning scheme are:

- Consultation with internal officers who use the planning scheme – including workshops with Council’s Statutory and Strategic Planning teams.
- A review of community consultation conducted for the development of the Council Plan and consultation conducted by the Strategic Planning team since the last PSR.
- Review of state and local planning legislation, policy and planning Scheme amendments proposed or introduced since the last PSR in 2018.
- An Audit review of the previous PSR 2018.
- A review of VCAT decisions since the last PSR 2018.

The review process included:

- Analysis of major planning issues identified in Community consultation and internal consultation workshops with Council’s Statutory and Strategic Planning teams to identify issues and potential actions.
- Identification of implications of new State and Local planning legislation and policy and planning Scheme amendments and potential actions.
- A review of issues raised and recommendations in the last PSR 2018 and updating of the current status.
- Analysis of VCAT decisions since 2018 to identify issues.

Section 12B (5) of the Act requires that, on the completion of the review, council reports the findings of the review to the Minister. The following will be undertaken:

- Present the PSR as a report to Council including a list of prioritised recommendations.
- Submit the endorsed report to the Minister.



## 6 Summary of State Government Planning legislation, strategies and reforms since 2018

This section identifies key strategic directions, initiatives and actions that have occurred, or are underway, at the State and Regional level since the 2018 Review, and their implications for the KPS.

| Project Description and Status  | Implications for Knox   | Potential Actions   |
|---|---|---|
| <p><b>6.1 PPF Translation</b></p> <p>The program restructures the PPF into a new format and includes improvements to the PPF to better align Local, Regional and State policy to make policy more consistent and easier to understand.</p> <p>Council officers have completed the draft PPF which has been peer reviewed by an expert consultant and endorsed by Council. The draft PPF has been submitted to DTP as Amendment C191knox pending their review and determination by the Minister.</p>                                       | <p>The intention of the PPF translation is to retain a policy neutral approach where all existing policy can continue to be utilised under the new framework. The substantial work to date has focused the rewording and collaboration with DTP officers towards clarifying Council's intentions contained within existing local policies.</p> <p>Additionally the PPF has highlighted existing strategic gaps within the KPS that will require future strategic work in order to rectify (This is not part of the current PPF project).</p>  | <p>At this stage no action is required however once implemented a review will be required to assess gaps and outstanding actions identified during the initial drafting stage.</p>  |
| <p><b>6.2 Managing buffers for land use compatibility VC175, March 2021</b></p> <p>Updated the Planning Policy Framework (PPF) and Clause 53.10 Use and Activities with Potential Adverse Impacts. Inserts the Buffer Area Overlay (BAO) into the VPP at Clause 44.08.</p> <p>The BAO which can be used in certain circumstances to prevent future encroachment and intensification of incompatible use and development within the buffer areas of industry, warehouse, infrastructure or other uses with potential off-site impacts.</p> | <p>Investigate whether there is any benefit in applying the BAO anywhere in Knox considering residential development has already occurred in proximity to high impact sites such as quarries and landfill sites.</p> <p>Management of the buffer area, along with ownership of the buffer area (by the emitter) is not always possible.</p> <p>Balancing conflicting objectives, e.g. limiting development vs. achieving growth aspirations.</p> <p>How the proposed BAO will work in conjunction with the proposed Strategic Extractive Resource Areas.</p> <p>Implementation of the provisions is at present unclear.</p> | <p>Further investigation on how the new BAO will be implemented and how conflicting land uses will be managed using these mechanisms.</p> <p>The applications of BAO would need to be investigated for any implications/opportunities for Knox.</p> |

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| <p><b>6.3 Built Environment Climate Change Adaptation Action Plan 2022-2026</b></p> <p>The Built Environment Climate Change Adaptation Action Plan 2022-2026 will give support to a greater focus on reducing impact of natural hazards, and planning in light of extreme weather events experienced in the last 5 years.</p> <p>Specifically, it notes updating planning provisions to respond to climate change, and review bushfire provisions in planning schemes and building standards.</p> | <p>Gives Council impetus to initiate changes and identify gaps within strategic planning projects and associated changes to the planning scheme with a specific focus on managing natural hazards and climate change effects.</p> <p>Aligns with Council's adopted Climate Response Plan.</p>   | <p>Continue facilitating Elevating ESD Targets project and progression to amendment. Reassess work to be undertaken to align the planning should amendment not progress.</p> <p>Identify conflict between clauses, such as clause 52.12 (Bushfire Exemption), and the Knox strategic direction to provide a greater emphasis on environmental outcomes.</p> <p>Continue to progress flood mapping work to protect vulnerable areas within Knox.</p> |
| <p><b>6.4 Guidelines for golf course redevelopment (25 June 2020)</b></p> <p>Provides guidance to local councils, the Victorian Government, golf courses and clubs and the development sector on the key planning steps and considerations for the future development of surplus golf course land.</p>  | <p>Provides a structured approach to redevelopment on these sites.</p>  | <p>To be used in potential future decisions for Waterford Valley and Churchill-Waverley Golf Courses.</p>   |
| <p><b>6.5 Melbourne Industrial and Commercial Land Use Plan</b></p> <p>Provides an overview of current and future needs for industrial and commercial land across metropolitan Melbourne and puts in place a planning framework to support state and local government to more effectively plan for future employment and industry needs, and better inform future strategic directions.</p>   | <p>The Bayswater Business Precinct (BBP) is categorised as a regionally-significant industrial precinct.</p> <p>Knox Land for Business Plan does not address the commercial land across Knox and its variability and interconnectedness. This would be required to be addressed separately from the previously completed strategic planning work.</p> | <p>Leverage recognition of Bayswater as a regionally-significant industrial precinct in the Bayswater Renewal Strategy.</p> <p>Investigate the need for a review/development of a Knox commercial/industrial strategy dependent on strategic direction, including the activity centre hierarchy and interplay within the municipality.</p>  |
| <p><b>6.6 Public and shared housing reforms and Residential Aged Care Facilities (VC152)</b></p>  | <p><u>Community Care Accommodation</u><br/>Clause 52.22 Community Care Accommodation use exemptions; the assessment is limited to building and</p>  | <p>Assess impacts of the provisions to determine if it is resulting in undesirable outcomes, or conflicts with other Knox policy (including</p>   |

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| <p>Implemented a streamlined approvals process for aged care accommodation. The amendment implements a new particular provision to support a simpler and streamlined assessment process for residential aged care facilities.</p> <p>It also included the introduction of permit exemptions for Community Care Accommodation.</p>   | <p>works and does not include a Neighbourhood Character assessment.</p> <p><u>Rooming House</u> For a Rooming House in accordance with exemptions at Clause 52.23-3 no permit is required.</p> <p><u>Aged Care</u><br/>Changes to Residential age care facilities present challenges for built form and maintaining consistency with the neighbourhood character policy. The reformed Residential Zone also present a challenge in this context in particular height controls which is a maximum of 16 metres and not subject to any other controls.</p> | <p>bushfire) and evaluate if further action is required.</p>   |
| <p><b>6.7 Reformed Residential Zones (VC110, VC148, GC172)</b></p> <p>VC110 and VC148 simplified and modernised the residential zones as part of the Smart Planning Program reform.</p> <p>This included new mandatory maximum building heights and number of storeys. Amendment GC172 corrected height inconsistencies in schedules to GRZ and NRZ that occurred when Amendment VC110 was implemented in 2017.</p> | <p>Key changes include increasing the mandatory heights in Bush Suburban (NRZ1) and Ferntree Gully Activity Centre (NRZ6) from 8 to 9 metres.</p> <p>The change in height has resulted in a wider gap between the discretionary height under the SLO and DDO8 and those in the new zones but there is no further guidance in place.</p>  | <p>Explore revision of Application Requirements and Decision Guidelines within the overlays where there are gaps in relation to heights to provide greater guidance for assessment of planning applications.</p> <p>Could considered in next Knox Housing Strategy review.</p> |
| <p><b>6.8 Rescode reforms to adopt a Performance Assessment Model (PAM)</b></p> <p>Proposed to apply a new model to residential development by replacing ResCode assessment for objectives/standards with the PAM process.</p> <p>The reform is currently under consultation.</p>   | <p>ResCode variations through local schedules have not been reflected in the new model. PAM system attempts to make assessments quantified. This may impact existing ResCode variations through local schedules (that are currently unquantified).</p>   | <p>Translate existing local schedule variations to the new model.</p> <p>Review could be considered as part of the Knox Housing Strategy Review.</p>   |
| <p><b>6.9 Rural Workers Accommodation (Sept 2021, VC2020)</b></p>   | <p>Issues may arise given that permit may not be required for all rural workers accommodation and may not be required to be on the same property.</p>  | <p>Monitor through Statutory Planning and any enforcement issues that may arise.</p>   |

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| Removes the need for a planning permit for worker accommodation for up to 10 people in the Farming Zone.  | These include amenity impacts from the accommodation and targeting of rural land for this use which means Knox could lose valuable rural land.   |  |
| <p><b>6.10 Planning for Green Wedge and Agricultural Land</b></p> <p>This project investigates further ways protect the green wedges against overdevelopment through tightened statutory planning controls.</p> <p>Consultation has occurred and submissions are being reviewed to determine which of the proposed planning system reform options will be implemented.</p>  | <p>The edge of the municipality is effected by this. Its focus is on agriculture values of Green Wedge land, and less weight is given to other important Green Wedge values such as landscape, character and environmental values.</p> <p>KCC faces significant development pressure from landowners or interested parties with regard to land in proximity to the UGB, who argue that the land is incapable or unsuitable for agriculture.</p>  | Potential that this project could x alter land use permissibility and allow uses that conflict the Knox's Green Wedge land. The policy will require further review at a local level if adopted.  |
| <p><b>6.11 Strategic Extractive Resource Areas (SERA)</b></p> <p>Proposes the use of a State Resource Overlay (SRO) to identify and protect extractive resources. The SRO1 would be applied in locations where it would (1) manage the encroachment of sensitive uses around existing extractive industries, and (2) identify existing extractive industry operations, and land where extractive industries may be developed in the future (with separate planning permission).</p> | <p>At this stage no SERAs have been proposed in Knox. The SERA pilot projects are located in Wyndham City Council and South Gippsland Shire Council. Knox LGA has 3 quarries some of which are likely to continue operation in the coming decades. This includes two hard rock quarries in Rowville and Lysterfield on the outer edge of the UGB and in close proximity to existing suburban development. The introduction of an SRO as a standard buffer around the SUZ areas is not always practical and if applied to Knox would need to be considered in the local context.</p> <p>SRO includes an exemption from review rights.</p> | Monitor the progress of this reform and if required, consider potential review in context of Land compatibility policy in KPS.   |
| <p><b>6.12 Eastern Region Land Use Framework Plan (LUF)</b></p> <p>The Eastern Metro Land Use Framework Plan has been developed to guide the application of Plan Melbourne's nine guiding principles with 32</p>  | Key aspects of the eastern part of the region, e.g. the various regionally significant industrial precincts and the Wantirna Health Precinct to Bayswater corridor are not given the required emphasis or identification in relation to their strategic importance.  | <p>Ongoing; create awareness of LUF. Alignment with future MPS.</p> <p>A further action could be added to focus on the legislative and policy reform that would support Councils to develop partnerships with social housing providers and leverage contributions to acquire</p> |

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| directions at a regional and local level. It is currently in draft form.  | The plans to accommodate housing growth and diversity needs to be subject to local area plans and context that balance amenity, environment, character and access.   | and develop social and affordable housing.   |
| <p><b>6.13 Transport and land-use planning</b></p> <p>A series of amendments implemented by the State government reformed the Transport related components of the Victorian Planning Schemes.</p> <p>VC200 – February 2022<br/>VC204 – December 2021<br/>VC205 – January 2022</p> <p>Their aim is to simplify and streamline permit application assessments for State significant projects and to improve transport related policies and zones to be more consistent in planning schemes.</p> <p>The new Transport Zone and policies align planning provisions to be consistent with the vision and objectives of the Transport Integration Act 2010 to reflect planning for all mode of the Transport System rather than for individual modes.</p> | <p>The update to the State Planning Policy together with the new Planning Policy Framework gives Knox the opportunity to review how its local content addresses these changes and to ensure local transport policies responds to the future.</p> <p>State exemptions could see rail projects, including car parks exempted from permit requirements. Should permit be required, the Minister would be the responsible authority.</p> | <p>Review the content of Clause 21.09 (PPF 18.01-1L and 18.02-1L) and improve clarifications.</p> <p>Together with Council's Traffic and Transport Team - review or update the relevant reference documents (Knox Bicycle Plan Review 2008, Knox Mobility Study 2011, Knox Integrated Transport Plan 2015 and Knox Liveable Streets Plan 2012) to identify whether additional contents could be included in the Planning Scheme.</p> |
| <p><b>6.14 Sex work</b></p> <p>Currently not implemented (to be within the Knox Planning Scheme late 2023). The objective is to support the government's decriminalisation of sex work to:</p> <ul style="list-style-type: none"> <li>• improve the safety of sex workers</li> <li>• reduce the stigma around sex work</li> <li>• address discrimination against sex workers.</li> </ul> <p>This will be achieved by treating sex work in the planning system</p>   | <p>Consultation did not form part of the process of implementation, and Council was unable to provide input, due to the sensitivity of the topic.</p> <p>Sex service premises' will be subject to the same planning controls that apply to a 'shop'. Sex work will be able to be carried out as a 'home based business' in any dwelling.</p>   | <p>Monitor through Statutory Planning and any enforcement issues that may arise.</p> <p>Potential VCAT reviews red dot decisions to be considered in future.</p>   |

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| <p>in the same way as other businesses that provide personal services by removing planning restrictions that prevent:</p> <ul style="list-style-type: none"> <li>• brothels from establishing in commercial and mixed-use areas</li> <li>• sex workers from operating a home based business.</li> </ul>   |  |   |
| <p><b>6.15 Windfall Gains Tax</b></p> <p>From 1 July 2023, a Windfall Gains Tax (WGT) will apply to land that is subject to a government rezoning resulting in a value uplift to the land of more than \$100,000.</p>   | <p>Potential increased costs to Council owned land being rezoned and sold.</p> <p>May have indirect implications for future developer contributions negotiations by Council.</p>   | <p>Ongoing internal consultation and advice on implications for Council owned land.</p>   |
| <p><b>6.16 Neighbourhood Activity Centres</b></p> <p>Plan Melbourne identifies a network of activity centres in Knox and provides the overarching policy objectives to improve walkability and providing the choice to live locally - giving people the ability to meet most of their daily needs within a walking distance from home, with access to safe cycling and local transport options.</p> | <p>While considerable strategic planning work has occurred for larger centres in Knox, limited direction exists within the Knox Planning Scheme towards the purpose and direction of smaller centres. Currently there are ongoing initiatives related to defining and scoping the role of Neighbourhood Activity Centres (NAC) through the State Government with involvement from select LGAs. Knox may have further opportunities to partner/seek grant funding to participate in these programs. Planning for NACs to align with Knox Strategies to create, enhance and maintain places and spaces for people to live, work, play and connect and to provide, maintain and advocate for accessible and sustainable ways to move around Knox.</p> | <p>Review Knox Planning Scheme to include Knox specific sustainability content to clause 18.01-3S/3R (<i>refer to item 5.12</i>)</p> <p>Create awareness of program and resources to better plan for NACs, including participating in State Government initiatives to define smaller centres.</p> <p>Integrate the mobility concept and walkability maps as key part of activity centre planning in Knox.</p> |

## 7 Strategic Planning Context

### 7.1. Council Plan 2021-25

The Knox Community and Council Plan 2021-2025 was adopted by Council on 25 October 2021. The Plan sets a vision for the City of Knox and identifies our five community and council key directions that will drive Council activities over the next four years.

This Plan was formulated in partnership with our community. It provides a guide for individuals, businesses, local groups and other levels of government on strategic priorities for Knox. These key directions have been developed from information gathered through a community engagement process, supported by an analysis of State of Knox data, and with reference to key government and social policies. Throughout the community engagement process and in the preparation of the Council Plan 2021-2025, a number of initiatives were specifically included that relate to planning issues in the municipality. Out of the initiatives within the Community and Council Plan, 11 have a connection to the Knox Planning Scheme and planning processes, and are therefore considered in this Planning Scheme Review. A response to each of the Community and Council Plan initiatives is included below.

The following initiatives (underway, as required, or yet to commence), should be reflected as actions in this Planning Scheme Review:

### **Vision**

The existing reference in the KPS to the *Knox Community and Council Plan 2017-2021* needs to be replaced by the new Council Plan. This will include the inclusion of the new vision under clause 21.02 Vision of the KPS. This is proposed to be done as part of the PPF translation (Amendment C191knox) which has been submitted to DTP and is awaiting the Minister's determination.

### **Initiative**

**7.1.1 Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox (1-4 years).**

### **Progress and Potential work**

The direction of planning policy drives diversity in smaller dwellings to meet the need of Knox's emerging older demographic and increase in demand for smaller dwelling.

There are opportunities to identify potential social housing sites within new Structure plans in Boronia and Bayswater.

Council has adopted a new Social and Affordable Housing Strategy in line with the above Council Plan initiative. The next step for Council is to investigate the implementation of strategies and actions in the Social and Affordable Housing Strategy through the Planning Scheme and other strategic planning projects.

State government initiatives discussed in 6.6 [Public and shared housing reforms and Residential Aged Care Facilities](#) to facilitate more social and rental housing that is affordable to low income households in Knox.

### **Initiative**

**7.1.2 Commence review of the Knox Housing Strategy 2015 (3-4 years)**

### **Progress and Potential work**

Review the Knox Housing Strategy with focus on impacts of the 6.1 (PPF Translation) and 6.7 (Reformed Residential Zones and Rescode reforms), adoption of a Performance Assessment Model (PAM), and the potential development of an Activity Centre Strategy.

The Knox Housing Strategy review, will include addressing the following ongoing residential concerns including built form and neighbourhood character, private open space and landscaping associated with residential development which are discussed in section 10 of this report.

#### **Initiative**

##### **7.1.3 Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (2-4 years).**

#### **Progress and Potential work**

The development and implementation of the Social and Affordable Housing Strategy and Action Plan, to increase the supply of social housing and address homelessness in Knox will need to consider research done by Eastern Affordable Housing Alliance, and consider targets set out in the Social Housing Report.

#### **Initiative**

##### **7.1.4 Facilitate and support the implementation of the Boronia Renewal program (1-4 years).**

#### **Progress and Potential work**

The Boronia Renewal Strategy has progressed to exhibition of the amendment (and consultation on the Boronia Renewal Strategy) in early 2023.

Additional implementation actions will continue to support linked projects across different Council departments, as funding/resources are made available.

#### **Initiative**

##### **7.1.5 Progress implementation of the Knox Central program.**

#### **Progress and Potential work**

Monitor project and provide any support required. Update from Nicola.

#### **Initiative**

##### **7.1.6 Update Council's flood modelling across Knox.**

#### **Progress and Potential work**

The City's flood modelling and mapping is currently being coordinated by Knox's Stormwater team. Melbourne Water (MW) is also updating their flood mapping in Knox. These mapping projects, once completed, are likely to lead to a Planning Scheme amendment to update the existing Special Building Overlay (SBO) and Land Subject to Inundation Overlay (LSIO).

#### **Initiative**



#### **7.1.7 Develop an Integrated Major Infrastructure Development Plan for sport, leisure and recreation.**

##### **Progress and Potential work**

The result of a completed plan will require investigation into how the content can be incorporated into the Knox PPF.

##### **Initiative**

#### **7.1.8 Finalise and implement the Bayswater Renewal Strategy.**

##### **Progress and Potential work**

Progress the Bayswater Renewal Strategy to adoption and commence amendment process.

##### **Initiative**

#### **7.1.9 Enhance sustainable transport utilisation through delivery of active transport infrastructure.**

##### **Progress and Potential work**

Support Elevating ESD Targets and associated Amendment C197knox. Consideration of sustainable transport through renewal strategies, activity centre planning, and associated local area plans.

##### **Initiative**

#### **7.1.10 Undertake vegetation mapping analysis and habitat corridor planning to manage our urban biodiversity.**

##### **Progress and Potential work**

A preliminary review of the VPO2 has been undertaken with recommendations on how to improve accuracy of the current overlay. This study can inform potential future amendments. However, a broader review of vegetation controls within the municipality is required, towards updated Knox current provisions and background documentation.

A Biodiversity Resilience Plan is also currently being prepared by the Biodiversity team addressing canopy vegetation, biodiversity corridors and land acquisition. Once this project is completed, it can potentially inform the planning scheme. Planning issue 7 in section 10 of this report details the reduction in tree canopy cover that is occurring throughout the municipality.

### **7.2 Other Key Strategic Plans by Council**

#### **7.2.1 Climate Response Plan 2021–2031**

The Climate Response Plan sets out a pathway to a net zero emissions Knox City Council by 2030 and actions to help our community reach net zero emissions by 2040.

The key actions include to Protect the natural environment, support sustainable transport and achieve low emissions building design.

### **Implications and Potential work**

Support Elevating ESD targets project and progression to amendment. Reassess work to be undertaken to align the planning should amendment not progress.

**Potential Action:** Investigate Climate RP integration into processes and policies.

## **7.3 Key strategies underway**

### **7.3.1 Open Space Strategy 2023**

Council's Open Space Team has commenced work on the new Open Space Strategy to guide the provision of open space planning across the municipality for the next 10-20 years. This will be a significant body of work, it is anticipated that that the entire project will take at least 2 years to complete.

**Potential Action:** Support Open Space team through development of the Strategy.

### **7.3.2 Biodiversity Resilience Plan (underway)**

The study seeks to identify emblematic species and conservation actions, develops and tests a framework to assist Council when making decisions about the purchase of land for conservation purposes. The study includes an investigation to identify and quantify the value of areas critical to the movement of wildlife across the municipality. It also includes a summary of best practise Biodiversity Sensitive Urban Design (BSUD) into future developments and projects in Knox.

Through the development of targeted planning controls, Council can integrate environment protection within the social and economic context of the City of Knox.

## **8 Summary of key current and completed strategic planning projects since 2018**

### **8.1 Knox Land for Business Directions Plan**

Amendment C164 was approved and gazetted by the Minister of Planning in March 2019. The amendment implemented findings of the Knox Land for Business Directions Plan, December 2018 in the Knox Planning Scheme, by amending the Municipal Strategic Statement and local planning policies. Monitoring and evaluation of the effectiveness of the policy is ongoing.

### **8.2 Knox Central Structure Plan, October 2017**

Amendment C149 implemented the recommendations from the Knox Central Structure Plan into the Knox Planning Scheme. The Minister for Planning approved and gazetted the Amendment in May 2018.

### **8.3 Wantirna Health Precinct**

Amendment C185knox (for Wantirna Health Precinct West) is a project being undertaken by the State Government. Exhibition of this amendment which relates to part of the precinct was

undertaken in March-April 2023. The amendment will proceed through the Panel Hearing process to determine matters. The amendment proposes that the land will be rezoned to the Comprehensive Development Zone (CDZ) and there will be the accompanying Zone Schedule and a new Incorporated Document (a Comprehensive Development Plan – CDP) inserted into the KPS.

#### **8.4 Development Contributions Plan**

The Development Contributions Plan (DCP) is a mechanism in the Planning and Environment Act 1987 that enables councils to collect levies from new development towards the cost of infrastructure. Investigation into feasibility of the preparation of a DCP for Knox commenced in 2017 following an initial scoping during 2014-2016.

Following a revision of the infrastructure list, a feasibility review/cost benefit analysis is being undertaken which will help form a final position on whether the adoption/implementation of a DCP is recommended for Knox.

#### **8.5 Draft Green Areas and Rural Strategy (GARS)**

The Planning Scheme currently identifies gaps in strategic direction for the rural and Green Wedge areas of the municipality and requires further strategic work in this regard.

The GARS project has been undertaken to address this issue. The project covers Green Wedge precincts in Lysterfield and The Basin as well as land within the Dandenong Valley and the Healesville Freeway corridor. These precincts have high environmental and landscape significance and contain land predominantly used for rural, conservation, resources, open space, recreation and other public purposes.

The draft GARS provides a vision, objectives and strategic directions for these precincts and includes actions to achieve the objectives. Council endorsed the draft GARS in October 2021 and public consultation on the draft strategy was undertaken in late 2021. The final GARS is planned to be presented to Council for adoption in late 2023. Following adoption, the implementation of this strategy would entail the preparation of a planning scheme amendment to incorporate the relevant recommendations into the planning scheme (subject to budget allocation).

#### **8.6 Review of Rowville Low Density Residential Zone and adjoining land**

Amendment C189knox proposes to apply new planning scheme controls to affected properties in Rowville. The proposed controls will better reflect and protect the unique character of properties along Taylors Lane, Murray Cres, Vista Crescent and Fordham Court.

The amendment was placed on exhibition in July 2022 and following the panel process, Council adopted the amendment at its 22 May 2023 meeting with minor changes.

#### **8.7 Norvel Estate Rezoning and Planning Permit Application**

Combined Amendment C184knox and associated planning application propose to rezone and subdivide the former quarry at Norvel Estate to facilitate residential redevelopment. The proposal includes 138 residential lots, a bushland reserve and a stormwater and parkland reserve.

At the Council Meeting on 22 November 2021, Council resolved to request authorisation from the Minister for Planning to prepare and exhibit Amendment C184knox and the planning application and conditional authorisation was granted by the Minister. The exhibition is planned for June-July 2023.

#### **8.7 Waterford Valley Residential Aged Care Facility**

Amendment C176knox amended the Knox Planning Scheme to enable the consideration of a residential aged care facility with associated uses at the site at 145 and 153 Bunjil Way, Knoxfield.

The Minister for Planning approved and gazetted the Amendment in March 2020.

#### **8.8 Kingston Links Golf Course**

Amendment C142knox allowed for the rezoning of the Kingston Links Golf Course and the future development of the land for a new residential housing estate.

The Minister for Planning approved and gazetted the Amendment in October 2018.

#### **8.9 Boronia Train Station Precinct Redevelopment Plan**

The draft concept plan presents Council's position on the Boronia Train Station Precinct. The draft Concept Plan was endorsed in confidence at the Council meeting and the Concept Plan report has been communicated to LXP and other stakeholders.

The current State Government made an election promise for the renewal of the Boronia Train Station and decking of the southern part of the train line trench to create a public plaza.

### **9 Overview of VCAT decisions**

Between January 2018 (the conclusion of the last review) and March 2023, approximately 105 cases have been heard before the Planning and Environment List at VCAT dealing with matters determined by Council.

The majority of appeals since January 2018 have been against applications that were refused. Chart 1: Appeal Type shows that 84% of have been appeals against refusals. Chart 2 indicates that the breakdown is consistent across the all periods.

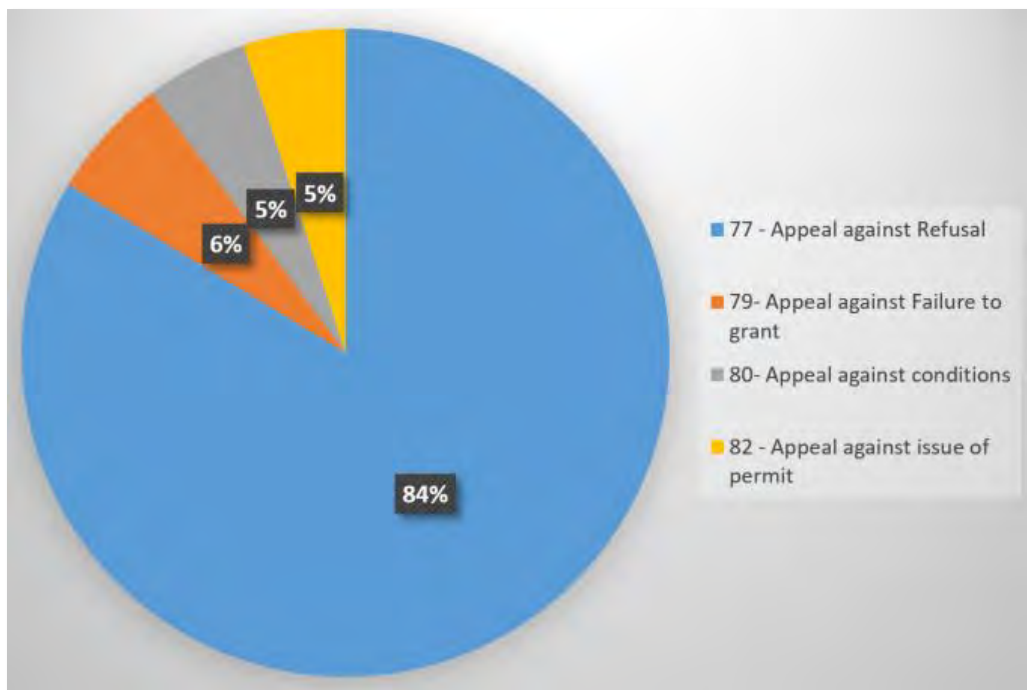


Chart 1: Appeal type

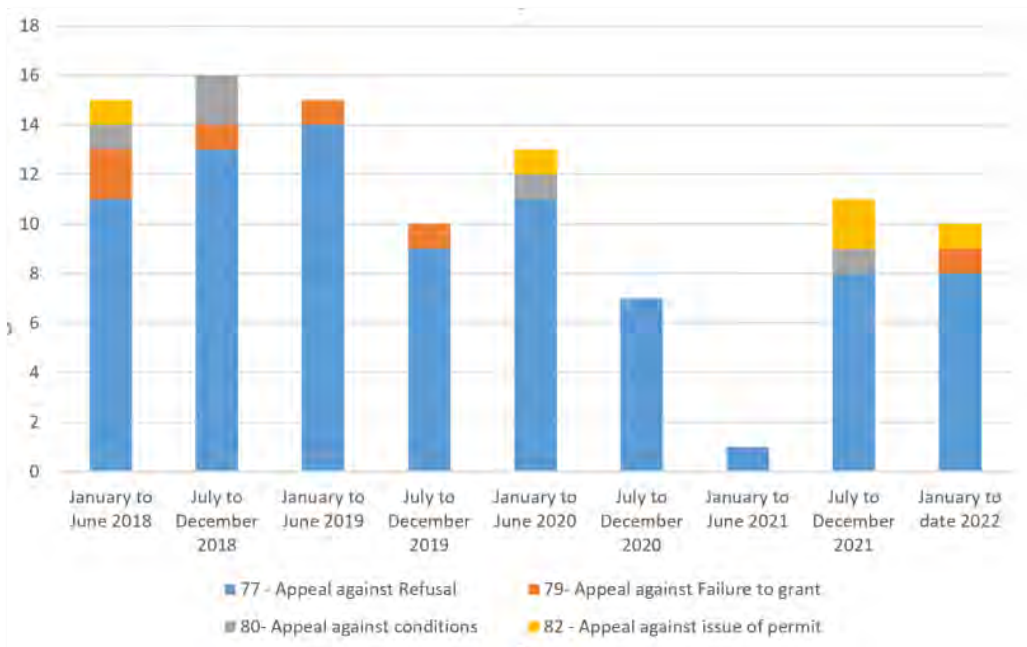
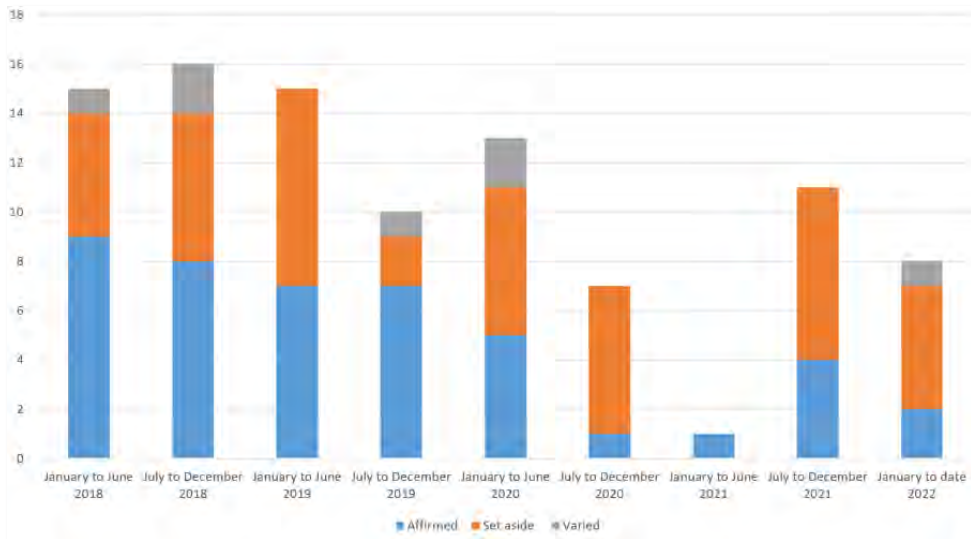
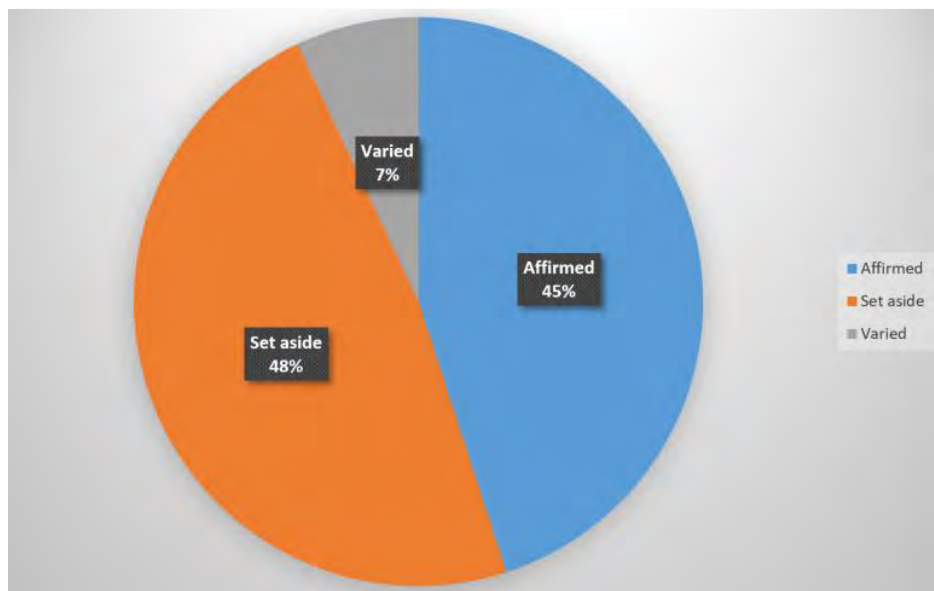


Chart 2: Appeal Type by period

Decisions by VCAT over the period since January 2018 have been more evenly split with decisions of Council set aside by VCAT slightly ahead at 48%. Forty five percent of Council's decisions being upheld (see Chart 3). Chart 4 show that over the period the number of decisions set aside has remained constant reflecting that Council's application of policy continues to not always be consistent with the way it is applied by VCAT. This is discussed further in section 11 Planning Issues.



**Chart 3: VCAT Decision by period**



**Chart 4: VCAT Decisions by outcome**

A review of VCAT decisions showed that the majority of VCAT appeals were disputing issues relating to residential infill development. Chart 5 shows that 77 percent of the primary application were for infill residential development. Common issues disputed included issues around Neighbourhood Character, built form and landscaping. Advertising Signs in particular major promotional signs were also the subject of a number of appeals with 8 percent (8 appeals) relating to signage.

Appeals for non-residential development consisted of primarily child care centres (5 of the 12 appeals), retirement villages, medical centres and industrial developments. A common issue across all appeal types was car parking which was identified as an issue in both residential and non-residential development.

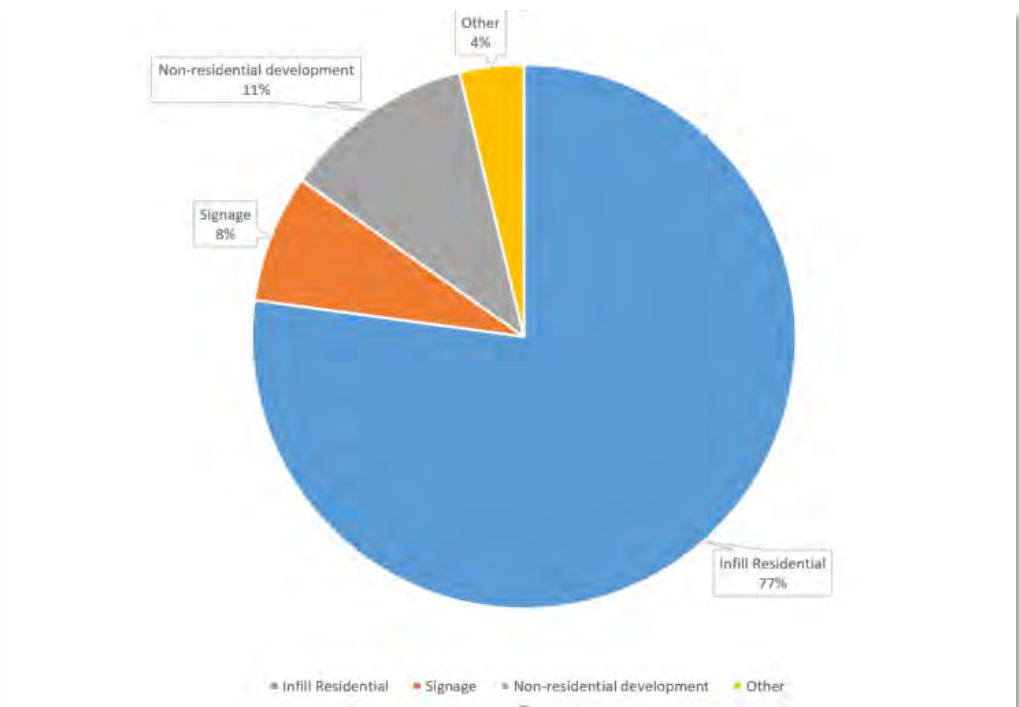


Chart 5: Primary subject of appeal

**Neighbourhood Character – Infill Residential**

Neighbourhood Character remains the most significant issue for contention at VCAT and is the central issue for the majority of VCAT cases in particular those of infill residential development.

Issues relating to built form include inappropriate scale and bulk, unarticulated built form and excessive building footprints resulting in a lack of setback to boundaries for landscaping. These issues are discussed in further detail in the Planning Issues in Sections 11.1-11.3. The majority of the cases are in Knox Neighbourhood and Bush Suburban areas outside the foothills area and as

demonstrated decisions are generally and even split in terms of those in favour and against Council's decisions.

#### **Car Parking**

Car Parking was an issue contended in a number of VCAT cases. In some cases, in which Council had refused applications which proposed less car parking than required in the KPS, VCAT set aside Council's decision, considering a number of other factors such as proximity to transport and availability of parking in the surrounding area.

#### **Advertising Signs**

The introduction of amendment C150 introduced policy objectives at Clause 22.01-2 including that major promotion signs, promotion panel signs and sky signs within areas of significant landscapes, in 'Gateways' on 'Bush Boulevards' and 'Paths into the Hills.

The policy has had some success at VCAT with refusal of major promotional signage being supported by VCAT for the lack of integration with the surrounds. This issue is discussed in further detail in Planning Issue Section 1.5.

#### **Child care centres**

Child care centres have been the subject of 5 of the 12 appeals relating to non-residential development. As these developments are generally located in residential areas, Council's decisions are generally based on policies and provisions relating to non-residential uses in residential areas. These include built form, neighbourhood character, landscaping, car parking and amenity impacts including noise and traffic impacts. VCAT decisions are mixed determining between whether the use and development respects the development and amenity within the immediate area balanced with there being a net community benefit. These findings are reflective of a need to balance decision on localised impact versus broader overarching policy direction such as net community benefit.

### **9.1 Implications and Potential work**

A review of the VCAT decisions reveal that some of the key issues raised in the last review around neighbourhood character remain key areas of contention. To an extent this is expected as residential infill development makes up the bulk of applications considered. However, it is noted that decision making continues to be consistently challenged by VCAT with decision against Council very consistent over time. As such policy guiding residential infill development needs to continue to be re-evaluated. Recent policy changes such as 5.1 PPF Translation and 5.7 Reformed Residential Zones and ResCode reforms to adopt a Performance Assessment Model (PAM) and their impact will need to be assessed. Further, a review of the Knox Housing Strategy can identify any gaps in residential development policy and will provide an opportunity to revise policy in this space.



## 10 Overview of community engagement

### 10.1 Community and Council Plan Consultation

A large research and engagement program was undertaken to inform the development of the Community Plan 2021-2031 and Council Plan 2021-2025.

The process began with a range of data being collected about the municipality via research, including:

- The State of Knox Report, which is a collection of data that identifies trends and changes in Knox over time.
- The Municipal Survey which asked residents and businesses about the importance of, and their satisfaction with, 16 aspects of Knox.

To validate this data and seek the opinions of our community, a variety of activities were conducted. These ranged from broad discussions about a vision for Knox, to conversations around the goals in the Community and Council Plan 2017-2021.

Community members and stakeholders were given pre-reading prior to participating in forums and focus groups which outlined background information, relevant data including the results of the COVID-19 Community Impact Survey, and findings from the previous engagement activities. A number of community members participated in multiple engagement activities, allowing for progression through the process from broad to more in-depth discussions on the future of Knox. The engagement plan for this project was adapted to incorporate online forums and focus groups, using video conferencing and collaboration tools. More than 2,000 people participated in Knox Council's engagement activities during 2020.

Key issues that influence Strategic Planning directions included Environment, Housing, Transport and Mobility, safety, Health and well-being form part of Community and Council Plan 2017-2021 and have been considered as part of this review.

### 10.2 Strategic Planning Consultation

Since the 2018 Planning Scheme Review, the Strategic Planning team has carried out consultation on a number of projects including:

Boronia Renewal Strategy – Exhibition carried out in March-April 2023 and sought public feedback on the draft strategy as well as the associated Amendment C192knox.

Bayswater Renewal Strategy - The Bayswater Renewal Strategy is currently being drafted. Preliminary consultation occurred in 2020 with community engagement for the Issues and Opportunities Paper will occur in October 2022.

GARS - Two rounds of public engagement were undertaken as part of the GARS Project. A strong message from the consultation was that conservation and protection of the various values and conditions of the study area should be a clear priority. Biodiversity, water quality, vegetation canopy, open space, passive recreation and rural character were some of the qualities highly valued by the

community. A common concern raised was the perception that these areas may be developed in the future, or may be at a risk of degradation due to nearby development or incremental changes that detract from the above qualities.

Moving forward, Council's Strategic Planning team will continue to consult the community of a range of issues and planning matters

### 10.3 Internal consultation

Consultation with internal officers focused on those who often use the planning scheme. This included workshop with Council's Statutory Planning and Strategic Planning teams.

## 11 Issues and opportunities

While all of these issues remain relevant, Council's current strategic work program and consultations with Statutory Planning and the Planning Scheme Review have found that there are a number of new or emerging land use and development issues that are apparent and require attention.

### 11.1 Planning Issue 1: Residential Development – Built form

In the 2020 municipal survey for development of the Council Plan, when asked what the main goals were in relation to the Environment and Housing, the community provided the following feedback: For the Environment, it was the importance of the natural and built environment in Knox. For housing, there was strong support for housing to meeting changing needs and increased density as a practical response to a growing population. These often conflicting priorities highlight the balance required in planning between accommodating residential growth whilst protecting the natural and built environment that is so valued by the Knox Community.

Managing growth via planning mechanisms is entrenched in the Neighbourhood Character policy, in particular built form policy and guidelines. Knox's Neighbourhood Residential Zone and General Residential Zone areas form the major proportion of infill development areas in Knox.

The 2018 Planning Scheme Review highlighted that further consideration be given to the single storey dwelling to the rear requirement (relating to three or more dwellings) in the General Residential Zone 2 (GRZ2), now Neighbourhood Residential Zone 4 (NRZ4), to determine if the direction should be revised or strengthened.

This guideline is one of the two design guidelines at Clause 22.07 Development in Residential Areas and Neighbourhood Character that are continually challenged. The other being:

- *Significantly set back first floor levels from the ground floor level.*

Numerous VCAT decisions since 2018 consider the application of design guidelines, however the guideline is often overlooked and VCAT decisions give more weight to local context and broader policy within the Knox Planning Scheme.

In *Multiple Design Pty Ltd v Knox CC* [2020] where Council refused to grant a permit for construction of four townhouses including a double storey at the rear. The member set aside Council's decision and commented specifically on the policy:

*"As is often commented by the tribunal 'policy must be applied in an intelligent and flexible way having regard to the entire strategic and policy framework affecting the future use of land while at the same time avoiding unfortunate outcomes in individual permit applications. I am satisfied that in considering both the physical and broader policy context of this site there is no need for the rear dwelling to be single storey."*

Feedback from Council Officers was that 'the single storey dwelling to the rear' policy was not creating as many issues *Knox Neighbourhood*, as in Local Living and Bush Suburban areas.

In *Multiple Design Pty Ltd v Knox CC* [2020] the member also stated:

*"The council submits that the proposal fails to provide significant setbacks to first floor levels from the ground floor level as sought by the clause 22.07 design guidelines. There is no prescriptive measure of what a 'significant' setback should be, but as I observed at the hearing, a setback or recession in building form can be a combination of both physical setback and material changes."*

The Housing Strategy review will play an integral part in addressing the above issues and provides an opportunity to further consult with internal and external stakeholders on issues of neighbourhood character and built form. The transition from Clause 22.07 to the new format local policy, presents the opportunity for the possible introduction of design guidelines in Zoning Schedules. This change in conjunction with the new Housing Strategy presents an opportunity to revise these problematic and often contended Neighbourhood Character issues.

Since the 2018 review a number of other issues have emerged in the assessment of residential development. Feedback from Council Officers was that development on corner lots, side-by-side developments and residential development in smaller commercial centres in which there are no Design and Development Overlay have limited policy direction.

## 11.2 Planning Issue 2: Private Open Space

In the 2020 municipal survey the Knox community expressed that bushland and natural spaces are highly valued characteristics of Knox. In the private realm when asked what success would look like in the environmental space the community expressed that; 'housing lots sizes that allow for a tree to be planted next to homes.' This reinforces that in Knox the idea of 'backyards' and space for canopy trees are important measures of valued 'green and leafy' Knox character.

The last Planning Scheme review recommended that an assessment be carried out to assess how 'at grade' secluded private open space can be encouraged in the 'Bush Suburban' areas of the municipality (that is not located in the Dandenong Foothills area), that is in General Residential Zone 5 (GRZ5) in the Knox Planning Scheme.

The introduction of a mandatory garden area in Reformed Residential Zones (see section 6.7), which aimed to provide a greater balance between the need for infill development with the need to

protect the suburban, leafy and backyard character, has addressed some previous issues around private open space and its application.

However, feedback from Council's Officers is that in Bush Suburban areas private open space remains an issue. This stems from the issue that identical provisions have been applied in both the NRZ4 (Knox Neighbourhood) and the NRZ5 (Bush Suburban Outside the Dandenong Foothills), whereas greater open space is needed in Bush Suburban areas to achieve the intended vegetation planting outcomes.

The Housing Strategy review will play an integral part in addressing this issue and private open space requirements could be further refined and specified in the Zoning Schedules.

### 11.3 Planning Issue 3: Landscaping in new developments

As discussed, the Knox community values space for landscaping and canopy trees. Landscaping throughout new developments plays an important part in keeping the desired 'green and leafy' character of Knox. Council Officers have commented that the absence of specific landscaping requirements and guidelines presents significant policy gaps which leaves development application assessment and determination of planning applications vulnerable to poor landscaping outcomes.

There is an opportunity to strengthen landscaping requirements including policy in the Knox Planning Scheme as there is limited guidance on canopy tree integration which is also echoed in residential schedules. The same could not be said about other forms of landscaping such as shrubbery and grassed areas for which there is an absence of requirements or guidelines.

### 11.4 Planning Issue 4 Building Heights

The last planning review suggested that any changes to the stipulated heights, in particular any increase, should not be made without further assessment. The changes to residential zones in State Government led Amendment VC110 created height inconsistencies in the KPS. Amendment GC172 sought to correct height inconsistencies that occurred with the implementation of the reformed residential zones.

Whilst Amendment GC172 addressed conflict in heights between schedules and reformed zones, a number of issues do remain in development application assessments in relation to building heights. One issue is that there is no policy to guide scale and heights in commercial and mixed use areas such as the smaller neighbourhood activity areas. There is no maximum building height in Commercial 1 and Mixed Use Zones and further, there are no design guidelines, in particular those related to heights in these areas.

In Significant Landscape Overlays which have a discretionary height of 7.5 metres, guidance for assessment is also limited. In applications, the policy has been found to be broadly interpreted and often challenged.

A review of the Housing Strategy will address remaining height issues in residential areas. However Residential development in and on the fringe of commercial will require further investigation.

### 11.5 Planning Issue 5: Advertising Signs

The 2018 review recognised issues in relation to major promotional signs in prominent locations in Knox. A review was recommended of advertising signs, and the effect of the recently introduced policy through C150. C150 introduced policy objectives at Clause 22.01-2 including the following relating to major promotional signs:

- *To avoid major promotion signs, promotion panel signs and sky signs within areas of significant landscapes, in 'Gateways' on 'Bush Boulevards' and 'Paths into the Hills'.*

It also introduced a specific section on Major promotion signs:

Major promotion signs, promotion panel signs and sky signs

- *Sky signs are avoided.*
- *Major promotion signs and promotion panel signs, including within the front setbacks of a site, are avoided where they will:*
  - *have a dominant visual element in the landscape;*
  - *be located within or adjacent to significant landscapes;*
  - *impact on views and vistas towards significant landscapes;*
  - *be located on 'Bush Boulevards' (outside of Knox Central, Bayswater, Boronia or Rowville Activity Centres), 'Paths into the Hills' or within 'Gateways'; or.*
  - *have an adverse visual impact on the landscape and design character or operational efficiency of a transport corridor, including the EastLink freeway corridor.*
- *Major promotion signs and promotion panel signs may be supported where they are located within Knox Central, Bayswater, Boronia, or Rowville Activity Centres, are attached directly to the wall of a building, meet all other requirements of this Policy and meet all other relevant requirements of the planning scheme applicable to their location.*
- *Supports, cabling, lighting and electricals are concealed from the overall sign design.*

As discussed, since the introduction of this specific policy in the planning scheme, there has been a number VCAT cases which have tested the policy in relation to major promotional sign applications.

The policy has given weight to Council decisions not to support major promotional signs, as demonstrated by the following significant VCAT cases:

In *Maple Media Pty Ltd v Knox CC* [2020] VCAT 324 (12 March 2020) where Council refused to grant a permit for two major promotion signs at 1A/1829 Ferntree Gully Road, Ferntree Gully:

*"My finding is that the proposed sign will be prominent and would visually prevail over existing signage in the area in visibility and noticeability. This is contrary to planning policies and against clause 22.01. It detracts from the other business signage of businesses in the area."*

In *Maple Media Pty Ltd v Knox CC* [2021] VCAT 282 (29 March 2021) Council refused to grant a permit to display a pole-mounted electronic and illuminated major promotion sign at 758 Stud Road, Scoresby.

*"I therefore find that the proposed sign will have an unreasonable effect on Stud Road and surrounds which has been identified as a significant streetscape because of its 'Bush Boulevard' designation pursuant to Clauses 21.05 and 22.01 of the planning scheme. The siting, height and overall scale of the proposed sign unreasonably detracts from this 'Bush Boulevard' character."*

In both cases Council's refusals were affirmed with the member directly applying policy at Clause 22.01 introduced under C150. Council Officers have advised that the introduction of specific major promotion sign has given weight to support decisions to refuse these applications.

#### 11.6 Planning Issue 6: Accessible Design

In 2021, 9,170 people (or 5.8% of the population) in City of Knox reported needing help in their day-to-day lives due to disability. The number of dependant people in Knox is increasing. Research shows that when compared to Greater Melbourne, Knox has more people in the older age groups (65+).<sup>i</sup> As such there is increasing importance that the design of buildings and spaces considers the needs of residents to age in place.

In March 2022, the State Government released the current State Disability Plan, *Inclusive Victoria: State Disability Plan 2022-2026* (SDP). This Plan outlines the importance of universal design principles and policies, and recommends that programs and services be accessible to as many people as possible, inclusive of age, ability, gender identity, culture, language and any other social characteristics.

In this space, policy at Knox remains limited. The *Accessibility Guidelines for Residential Developments* was last revised in 2017. Further, in practice gaps have been identified by Council Officers in this policy.

Further, accessible policy within the KPS is not consistently applied. For example, for residential development Clause 22.07-7 Accessible Design does not apply to properties in most of the Design and Development Overlays (DDO). Out of the 13 DDOs only one has specific Accessible design policy.

Work needs to be performed by revising guidelines and identifying and rectifying gaps in the scheme reflective of the universal design principles of the state governments State Disability Plan, which is most effective when embedded in processes and applied early in the conceptualisation of a project.

#### 11.7 Planning issue 7: Reduction in tree canopy cover

Bushland and natural spaces, and caring for the environment are important to the Knox Community. When the community was asked what success would look like in the environmental space, the feedback was for an increase in canopy coverage and housing lots sizes that allow for a tree to be planted next to homes.

Other common feedback was preventing buildings of a height that would detract from the beauty of the views and surroundings, and preserving the beautiful open spaces & views.<sup>ii</sup>

Current policy controls have some limitations in controlling the erosion of Knox's highly valued tree canopy cover. As discussed, issues are particularly evident in Bush Suburban areas around policy for private open space and canopy tree requirements.

In some circumstances policy is also weak on tree retention and protecting existing vegetation. Internal feedback identified limitations to the Vegetation Protection Overlay and gaps in the in Significant Landscape or Environmental Significance Overlays.

Across Melbourne in other LGAs, revisions of vegetation planning provisions are occurring with an increasing importance placed on canopy tree vegetation. Whitehorse Council has introduced a new

schedule to the Significant Landscape Overlay - Schedule 9, a Municipal wide tree protection control. Monash Council previously adopted the Monash Urban Landscape and Canopy Vegetation Strategy (2018) which advocates for the protection of significant trees and canopy vegetation.

Investigation is required to determine if a review of vegetation controls within the municipality is required.

#### 11.8 Planning Issue 8: Bush Boulevards

Knox has a series of significant road corridors that are identified as 'Bush Boulevards' and 'Paths into the Hills'. 'Bush Boulevards' are arterial roads with wide reservations running east-west through Knox (except Stud Road, which runs north-south) that are planted with informal avenues of native trees.

Policy for Bush Boulevards is at Clause 21.05-3 Bush Boulevards and gateways. Strategies for 'Bush Boulevards' include:

- *Protect and enhance existing native vegetation within road reservations and minimise crossovers and impacts to street trees.*
- *Protect and emphasise views to the Dandenong Ranges.*
- *Outside of activity centres, require development to integrate with the surrounding landscape with substantial setbacks from the road planted with a natural arrangement of native canopy trees.*
- *Within activity centres, maintain a continuous setback that is planted with a native tree canopy and formal landscaping to reflect the role and context of the activity centre and to support active and pedestrian-friendly street frontages and public spaces.*

Over the past years there has been some success with the implementation of Bush Boulevard Policy through planning applications, however, a number of gaps have been identified. This includes treatment at entries to Activity Centres, no minimum setbacks for non-residential and no policy for secondary roads such as Dorset, Scoresby and Stud Roads.

The general nature of the strategy which has no quantifiable setback or canopy tree requirement has made its application difficult. A review/survey of the existing Bush Boulevard areas (what there is and what is aspirational) is recommended that should explore options for prescribing setbacks and number of canopy trees required, with specific controls as an end goal.

Such review could also include an option to provide a specific layer for Bush Boulevards in Council's Internal Mapping system. Further, any new Structure Plans should also consider Bush Boulevards.

#### 11.9 Issue 9 Knox Land for Business

The *Knox Land for Business Plan* was adopted in 2019. The intention of the policy was to safeguard all industrial precincts in Knox identified as 'core industrial areas'. One of the key issues identified was the pressure for non-industrial uses in industrial zones such as places of worship, recreation and retail in these areas. However, there has been a reduction in the number of applications being submitted for these non-industrial uses in the industrial areas. Overall the policy has had some success in deterring such uses as dance schools, gyms in industrial areas, and has been supported at VCAT.

In terms of challenges that the policy presents, Council Officer feedback was that the strategy is too broad and being a macro/municipal-wide employment and economic based policy, does not translate adequately to provide local level land-use guidance.

A lack of flexibility has also been identified as the policy doesn't allow for uses and services which are complementary to the desired core industrial uses. Beyond propulsive industries within core employment areas there is a lack of a research base towards expansion of local employment areas assisting in delivery of changing market trends. Further, the policy does not allow for interim uses such as gyms that allow an industrial building to remain intact and useable in the future.

The policy does not address the commercial land across Knox and its variability and interconnectedness. A comprehensive investigation of commercial land use and its links to employment would be required separately from the currently available strategic documentation at Knox.

A review in the near future would be appropriate given the above issues to assess how efficient and effective the policy has been.

#### 11.10 Issue 10 Bushfire prone areas and the Bushfire Management Overlay

The Bushfire Protection exemptions introduced under Clause 52.12 facilitate the clearing of vegetation in specified circumstances to support the protection of human life and property from bushfire around buildings and along fence lines. It contains specific exemptions from requiring a planning permit to manage and maintain vegetation to reduce bushfire risk. In application, Council Officers have identified conflict between Council's environmental policies/overlays and bushfire policy in the Knox Planning Scheme. In many circumstances these exemptions override other planning requirements. This includes Significant Landscape, Environmental Significance and Vegetation Protection Overlays which require a permit to remove vegetation.

Any investigation of the reduction in tree canopy discussed in Planning Issue 11.7 should also investigate the impacts of Bushfire policy is having on vegetation and any required policy guidance to protect vegetation in the municipality.

#### 11.11 Issues raised in last review

- *Providing more direction for the rural and Green Wedge areas of the municipality*

Update: Being investigated as part of the GARS project. Draft strategy prepared and consultation undertaken, pending finalisation and adoption by Council.

- *Working collaboratively to provide appropriate guidance for the growth and change of the Bayswater Business Precinct with Maroondah City Council and Yarra Ranges Shire Council.*

Update: The project team is currently scoping out a Spatial Plan for the area which may identify Strategic Sites and a suite of proposals to incentivise certain industry sectors to move and operate from these sites. This may translate into planning incentives.



- *Ensuring social and affordable housing outcomes can be achieved on Strategic Investigation Sites identified in Council's Housing Strategy, and in accordance with the Social and Affordable Housing Action Plan;*

Update: Negotiated Social Housing contributions for Kingston Links and Norvel Development site under Section 173 Agreements; identification of potential social housing sites in Boronia and Bayswater Renewal Strategies; a new Social Housing Strategy adopted; ongoing application and negotiation regarding development sites.

- *Introducing the best mechanism for the collection of development contributions;*

Update: Assessment of value of DCP being undertaken.

- *Maintaining and protecting Council's Indigenous and post-European settlement heritage resources.*

Update: Outstanding - Recommendation 15 in the 2018 review was to progress the preparation of a business case for the maintaining and protecting of Council's Indigenous and post-European settlement heritage resources including reviewing the 1993 Knox Heritage Study. A business case has been prepared, however, funding has not been allocated to date.

## 12 Conclusion and Recommendations

This review has found that the Planning Scheme in some areas is performing well and has had some significant improvements through various planning reforms. Further analysis will be required to assess the performance of the Planning Scheme following translation of the local content into the new scheme structure under the PPF translation.

Council has had some success in policies such as Land for Business, Bush Boulevards and Advertising Signs Policy and whilst overall the scheme is operating well, this review has identified several areas for further investigation. Opportunities for improvements have been identified to better align with Council's vision and improve land use and development outcomes. A full list of all recommendations is provided in Section 2 of this report which provide a complete picture of the review findings and identifies the level of priority for each recommendation.

Key themes related to the recommendations are discussed below.

### 12.1 The Local Planning Policy Framework

The current content and structure of the Knox MSS and local planning policies was introduced through Amendment C150 in December 2017, following an extensive public exhibition and panel process. Further work is underway in this space via the PPF translation as a policy neutral amendment. Given the significance of the changes and the timing of this review (awaiting DTP finalisation), it is expected that the next Planning Scheme Review will be well-timed to assess the effectiveness of the PPF translation and any further work required as a result.

### 12.2 Zones and the Associated Schedules

The current suite of zones available through the Victorian Planning Provisions (VPP) are considered to have been applied correctly in the Knox Planning Scheme, however, as demonstrated through the decisions of VCAT and the comments of Council's Statutory Planners, some further refinement of the residential zone mapping and schedules are needed with a possibility of introduction of design guidelines in Zoning Schedules.

The transition from Neighbourhood Character Policy in Clause 22.07 to the new local policy format as part of the PPF translation also provides additional opportunities for a review of this policy.

The planned review of the Knox Housing Strategy will be the right mechanism to review the residential zones and evaluate the application of the Neighbourhood Character Policy.

### 12.3 Overlays and the Associated Schedules

Similar to the current zones schedules, the suite of overlays available in the VPPs have been applied appropriately in the scheme, however further improvements can be made to:

- The DDO6 Bayswater Activity Centre – this will be reviewed as part of the Bayswater Renewal Project that is currently underway.
- The DDO7 Boronia Activity Centre – this will be reviewed as part of the Boronia Renewal Project that is currently underway.
- The Special Building Overlay – needs to be reviewed once the flood mapping project is completed by Council and Melbourne water.
- Vegetation and biodiversity protection requirements contained in the VPO, SLO and ESO schedules would benefit from a review.

Other overlay schedules may be reviewed on an as-needs basis, to ensure they are in accordance with the new Ministerial Direction on the Form and Content of Planning Schemes.

### 12.4 Particular Provisions and the Associated Schedules

The Knox Planning Scheme currently consists of 49 particular provision clauses, with 11 local schedules. Given that the impact of the Smart Planning program on the proposed Planning Policy Framework is not yet known, it is considered premature to comment on whether the schedules to the particular provisions should be further revised as part of this review.

### 12.5 Incorporated and Reference Documents (Eleven Documents)

Knox documents are currently included as incorporated documents at Clause 81.01 of the scheme. This list was compiled through an extensive review of all reference and incorporated documents as part of the C150 Planning Scheme Rewrite Process, and does not require any changes as part of this review.

### 12.6 Other Key Matters Requiring Further Strategic Work

- Reduction in tree canopy cover - An assessment/mapping of tree canopy cover in Knox, and in particular, an assessment of the effectiveness of the planting of trees in accordance with endorsed Landscape Plans to determine if additional changes should be made to residential zoning and overlay provisions.

- Housing Strategy Review - The current *Knox Housing Strategy* was adopted in 2015 which reviewed residential zoning across Knox. The strategy was incorporated into the Knox Planning Scheme via Amendment C131 in 2016. Council Officers are currently scoping whether it is required to undertake a review of the Knox Housing Strategy to ensure Council can plan for and support diverse housing to meet changing community needs.
- A Heritage Study that addresses Aboriginal cultural heritage and post-European built form heritage.

## Appendix 1 Progress against the 2018 Recommendations

| Rec No. | Description  | Current Status  | Outstanding tasks  |
|---------|--|---|--|
| R1      | Adopt the report as the review required pursuant to section 12B (1) of the Planning & Environment Act 1987.  | Completed for 2018  | To be completed for the 2023 review.   |
| R2      | Forward the report to the Minister for Planning as required by section 12B (5) of the Planning & Environment Act 1987.   | Completed for 2018  | To be completed for the 2023 review.   |
| R3      | Review the Knox Residential Design Guidelines to ensure consistency between the Knox Planning Scheme and Knox Housing Strategy.  | The Knox Residential Design Guidelines were updated in 2019.  | No further action required.  |
| R4      | Progress the local elements of the State Government Smart Planning Program including the new Planning Policy Framework (PPF).  | Council's preferred version of the PPF was endorsed by Council February 2022. This document is currently with DTP for consideration.  | No further anticipated work (pending the Minister's decision).   |
| R5      | Progress relevant Knox 'Lean' actions that have planning scheme and planning process implications.   | Completed   | No further action required.  |
| R6      | Prepare a planning scheme amendment to 'fix up' previous identified anomalies in the Knox Planning Scheme.   | Administrative and 'fix-up' errors within the Knox Planning Scheme continue to be logged and actioned. Between the previous PSR, one fix up amendment has been progressed (C173knox). | Progress further fix up amendments as required.  |
| R7      | Conserve, protect and enhance sites of biological significance and increase connectivity between current sites, review vegetation controls, net gain requirements and implementation tools including the development of a native vegetation local policy and other changes to the VPO Schedules. | A preliminary review of the VPO2 has been undertaken with recommendations to fix existing errors, and further significant tree protection.  | Progress VPO2 recommendations to an amendment.<br><br>Further determine the need to update the remaining VPO schedules.<br><br>A relevant action has been included in the 2023 review. |
| R8      | Progress the amendment to introduce a packaged liquor local  | Amendment GC88 was progressed to address this action, but was ultimately refused by the Minister for Planning.  | No further action required.  |

|     |   |   |  |
|-----|---|---|--|
|     | policy into the Knox Planning Scheme.   |   |  |
| R9  | Continue progressing the Land for Business project that is currently being implemented through Amendment C164.  | Amendment C164 was approved and gazetted by the Minister of Planning in March 2019.   | Monitoring and evaluation is required.<br><br>A relevant action has been included in the 2023 review.  |
| R10 | Continue progressing the Boronia Renewal Project including a planning scheme amendment to implement the findings of the Strategy.   | Amendment C192knox is progressing to exhibition for both the updated planning provisions and the Renewal Strategy.  | Complete the amendment process and adoption of the Boronia Renewal Strategy.<br><br>A relevant action has been included in the 2023 review.  |
| R11 | Work in partnership with Maroondah and Yarra Ranges Councils and the State government for the Bayswater Business Precinct, with a focus on business networks, precinct amenity, streamlining assessment and new investment.   | A governance framework and a working group for the BBP project has been developed including members of Maroondah, Yarra Ranges and Knox Councils.   | A key next step is to develop a spatial plan for the BBP.<br><br>A relevant action has been included in the 2023 review.   |
| R12 | Continue to support, where applicable, the ongoing development of Strategic Investigation Sites (SIS) in accordance with associated Development Plans.  | The currently active SIS amendments include:<br><br>C184knox - Norvel Road Quarry Ferntree Gully which has been authorised to proceed to exhibition.<br><br>C194knox - Rezoning of Boral Quarry at 191 George Street, Wantirna South is in the conceptual stages of an amendment.<br><br>C185knox – Wantirna Health Precinct has been lodged for approval with the Minister for Planning. | Strategic Investigation Sites will be revisited when an updated to the Knox Housing Strategy is undertaken.<br><br>Progress both C184knox and C196knox.<br><br>Continue to monitor all other SIS projects as required. |
| R13 | Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox, including a planning scheme amendment if required to facilitate its progress.   | C198knox – Rezoning of areas within Knox Central has been authorised for exhibition in December 2022.   | Ongoing  |
| R14 | Continue to participate in the Eastern Metro Group of Councils, and provide input into the Eastern Metro Land Use Framework Plan and collaborate regionally to plan for improved infrastructure in and between key priority employment precincts, activity centres and residential areas. | Key aspects of the eastern part of the region, e.g. the various regionally significant industrial precincts and the Wantirna Health Precinct to Bayswater corridor are not given the required emphasis or identification in relation to their strategic importance.   | Ongoing, create awareness of LUPF. Alignment with future MPS from PPF.   |

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| R15 | Progress the preparation of a business case for the maintaining and protecting of Council's Indigenous and post-European settlement heritage resources including reviewing the 1993 Knox Heritage Study. | No significant strategic heritage projects have been undertaken.   | Outstanding<br><br>A relevant action has been included in the 2023 review.             |
| R16 | Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.  | The priority transport project has been subject advocacy from Council.   | Ongoing advocacy as required.  |
| R17 | Review of Zone and Overlay Schedules in accordance with the comments of this review report to ensure that they are achieving their intended purpose.   | Completed as part of Amendment C150 in December 2017.  | The Knox Planning Scheme continues to be reviewed through the PPF translation process. |
| R18 | Progress the preparation of Rural Land Strategy and a Green Wedge Management Plan, which could be aligned within the one document.   | The draft GARS was endorsed by Council on 25 October for the purpose of community engagement. Consultation on draft GARS commenced on 8 November and closed on 23 December 2021. The consultation received significant feedback including through online surveys, community pop-up sessions, intercept surveys, online sessions, social media, and email submissions. This feedback is currently being analysed by the project team. Once completed, a consultation report will be prepared and presented back to Council. | Finalise and implement the GARS  |
| R19 | Review how to increase the provision of social housing in Knox through planning scheme provisions.   | Council adopted a new Social and Affordable Housing Policy in 2023.  | Implement the Social and Affordable Housing Policy including changes to the KPS        |
| R20 | 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.                      | As above   | As above   |
| R21 | Progress Council's Development Contributions Plan, and its implementation into the Planning Scheme.  | Following a revision of the infrastructure list a feasibility review/cost benefit analysis is being undertaken which will help form a final position to be communicated back to EMT and Council.   | Recommendation to be presented to EMT and Council.                                     |

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| R22 | Progress the development of a structure plan for the Bayswater Activity Centre.   | The new Bayswater Renewal Strategy is currently being drafted.   | The new Renewal Strategy will be submitted for adoption in 2023 with the amendment process to follow. |
| R23 | Progress the development of a structure plan for the Burwood Highway East Corridor.   | No progress towards the development of a structure plan.   | Future action will require additional funding for preparation.  |
| R24 | Develop the Wantirna Health Precinct Structure Plan in partnership with the Victorian Planning Authority and the Department of Health and Human Services.   | Masterplan was prepared by the VPA and an amendment is underway for the Wantirna Health Precinct West.   | A new action is included in the 2023 review to continue support for the project.                      |
| R25 | Complete Flood Mapping and Modelling Study of stormwater sub catchments across the municipality and prepare a planning scheme amendment to revise/ introduce the Land Subject to Inundation Overlay and/ or Special Building Overlay. | The City's flood modelling and mapping is currently being coordinated by Knox's Stormwater team and Melbourne Water (MW).  | Once the project completed, implement through the planning scheme.                                    |
| R26 | Implement Council's Housing Strategy including continuing to liaise with the owners of the strategic redevelopment sites, and facilitate good urban development outcomes.   | Ongoing work on strategic redevelopment sites and planning application review.   | Ongoing   |
| R27 | Explore and where appropriate leverage Council's own land to pilot and partner the development of a range of housing models.  | Council is exploring a range of housing models through its structure planning process and rezoning surplus land as required.<br><br>Also the Social and Affordable Housing Policy has been adopted which will guide this.  | Ongoing   |
| R28 | Continue preparation of the Strategic Asset and Investment Strategy, and ensure that any required land use changes are implemented.   | Council Officers prepared an initial draft Strategic Asset and Investment Strategy (2019) to begin the process by which Council can make evidence-based decisions concerning future asset leveraging. As of May 2021, Council Officers commenced a major revision of the initial draft SAIS (2019). This new phase of work is currently subject to internal consultations. | Monitor the impact of the Windfall Gains Tax to come into effect on 1 July 2023.                      |

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| R29 | Ensure community safety is considered in the preparation of any structure plans.   | Safety Forums held by Council's Community Safety Team in December 2021.<br><br>Applied CPTED Crime Prevention through environmental design principles in Structure Planning.   | Ongoing consultation with Community Safety team and application of CPTED principles.  |
| R30 | Continue to monitor any changes to the Bushfire Management Overlay (BMO) and if relevant, inform affected parties.   | BMO mapping has been updated.  | Ongoing monitoring and review of BMO and investigation of issues highlighted in this review.  |
| R31 | Review tree canopy cover in Knox, and in particular, review the effectiveness of the planting of trees in accordance with endorsed Landscape Plans.  | A preliminary review of the VPO2 has been undertaken. Further work is required.<br><br>A biodiversity resilience plan is currently being prepared addressing canopy vegetation, biodiversity corridors and land acquisition.   | A broader review of vegetation controls within the municipality is required, towards updated Knox current provisions and background documentation.  |
| R32 | Prepare a reverse buffers policy, as it remains an issue with the continued development of strategic sites.  | The State Government has progressed Buffer Area Overlay (BAO) through VC175 which can be used in certain circumstances to prevent future encroachment and intensification of incompatible use and development within the buffer areas of industry, warehouse, infrastructure or other uses with potential off-site impacts.                      | Assess the implication of VC175 changes and assess if the reverse buffers policy is required for strategic sites.   |
| R33 | Continue to implement initiatives to achieve resource efficiency, reduction in water and energy use including monitoring and evaluating the efficacy of Clause 22.04 (Environmentally Sustainable Development Policy), and if required, make improvements. | Council is pursuing a joint Planning Scheme Amendment (Amendment C197knox - Elevating ESD Targets) with 23 other Victorian Councils to introduce new Environmentally Sustainable Development (ESD) planning controls into local planning schemes.<br><br>On 21 July 2022, councils lodged a planning scheme amendment with the State Government. | Continue ongoing partnership with other Councils on the Elevating ESD Targets project, including the proposed Amendment C197knox. Consider alternative options should the current amendment not progress. |
| R34 | Review Clause 22.04 (Environmentally Sustainable Development) and Clause 22.07 (Development in Residential Areas and Neighbourhood Character) to improve built form outcomes.  | As above   | As above  |
| R35 | Reduce the backlog of missing footpaths in Knox by the identification and inclusion of footpath infrastructure, as   | Improve walkability by ensuring footpath infrastructure are delivered as part of site redevelopments and integrated as part of structure.  | Apply walkability studies for Activity Centres and structure plans.<br><br>Review policy to ensure consideration of footpath  |



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|  | required, in future strategies and structure plans. |  | provision are delivered in the statutory planning process. |
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<sup>i</sup> <https://profile.id.com.au/knox>

<sup>ii</sup> <https://www.knox.vic.gov.au/sites/default/files/2021-10/community-engagement-report-2020.pdf>

## 6.4 Amendment C201Knox - Application of the Specific Controls Overlay to the Eastlink Service Centres

**SUMMARY:** Senior Strategic Planner, Georgia Stensness

This report relates to proponent led Amendment C201knox to the Knox Planning Scheme which seeks to apply a Specific Controls Overlay to part of 1500 Eastlink Scoresby and to 1501 Eastlink Scoresby (the Land). The Amendment also seeks to insert an Incorporated Document into the Knox Planning Scheme. The purpose of the amendment is to facilitate the existing use of the land as service centres to continue.

In 2010, the Land was included in the Eastlink Project area and Eastlink Extended Project area to facilitate the construction of the Eastlink Freeway. The inclusion of the Land in the Project area enabled the Land to be developed and used as freeway service centres irrespective of the Knox Planning Scheme requirements as they existed at the time, with reliance on the exemption under Section 126 of the *Eastlink Project Act 2004* – no planning permits were issued.

While the freeway service centres were constructed in accordance with the issued Building Permits and have been in operation since 2012, the Department of Transport and Planning (DTP) now intends to seek a joint recommendation from the Minister for Roads and Road Safety and the Minister for Planning to the Governor in Council (GIC) to request an order to vary the Eastlink Project area and the Eastlink Extended Project area, removing the Land from the Project area.

Once the Land is excised from the Project area, the Land would be subject to the permit requirements of the Knox Planning Scheme, and there are components of each freeway service centre which would render the land use prohibited under Clause 53.05 (Freeway service centre). Accordingly, the application of the proposed Specific Controls Overlay will give effect to an Incorporated Document, primarily to ensure that the existing use remains lawful.

Considering the administrative nature of the amendment, the proponent's request for an exemption from notice requirements under section 20(2) of the *Planning and Environment Act 1987* is supported by officers, subject to the Minister's approval.

### RECOMMENDATION

That Council:

1. Using its powers as a planning authority under sections 8A and 8B of the *Planning and Environment 1987*, seeks authorisation from the Minister for Planning to prepare and exhibit (where exemptions cannot be granted) Amendment C201knox to the Knox Planning Scheme pursuant to Section 20(2) of the *Planning and Environment Act 1987* in the form of Attachment 1 to this report.
2. Endorses the background documents to Amendment C201knox as shown in Attachment 2 to this report.

3. **Authorises the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to make minor changes to Amendment C201knox which do not affect the purpose or intent of the amendment, or changes that are in response to the Minister's authorisation conditions.**
4. **If no objecting submissions are received during exhibition, adopts Amendment C201knox (with or without changes in accordance with Resolution 3 above) pursuant to Section 29(1) of the *Planning and Environment Act 1987* and submits the adopted Amendment to the Minister for Planning for approval.**

## **1. INTRODUCTION**

### **1.1. Site Description**

The Land affected by the amendment comprises two sites which are commonly known as 1500 and 1501 Eastlink, Scoresby (the Land), located on the western and eastern side of the Eastlink Freeway respectively.

The Land was developed for the purpose of freeway service centres, servicing the north bound and south bound traffic as shown in Figure 1, and more broadly in Figure 2. A freeway service centre, as a land use, is defined by the Knox Planning Scheme as:

*Land which has direct access to a freeway and is used to provide essential services and facilities which encourage drivers to stop and take an effective break in the interests of driver safety.*



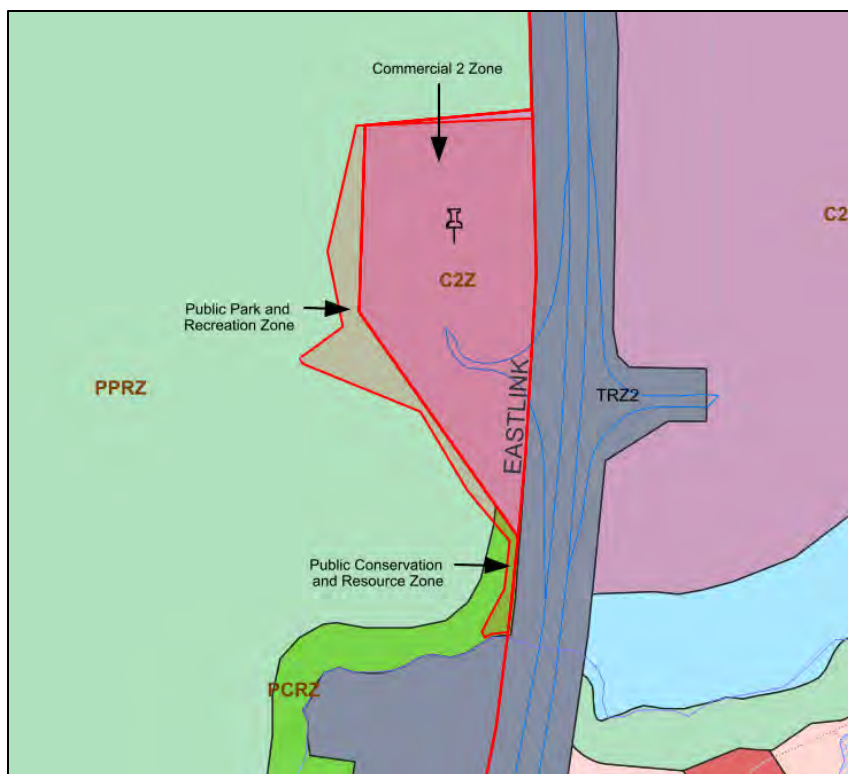
**Figure 1: The Land**



**Figure 2: The Land and surrounding context**

### 1500 Eastlink

The legal description of 1500 Eastlink is CA 2660 Parish of Scoresby. The site is irregular in shape with an overall area of 11.59 hectares.



**Figure 3: 1500 Eastlink, Scoresby**

A large portion of the site is in a Commercial 2 Zone, with Public Park and Recreation Zone and Public Conservation and Resource Zone applying to areas along the site's western boundary as shown in Figure 3. The amendment only applies to the commercial-zoned part of the property.

In addition, the site is affected by the Environmental Significance Overlay - Schedule 2 and the Land Subject to Inundation Overlay, which will all be retained as part of the Amendment. These overlays primarily apply to the southern portion of the site as shown at Attachment 3 and seek to protect and manage environmental values in the area or manage development within flood prone areas.

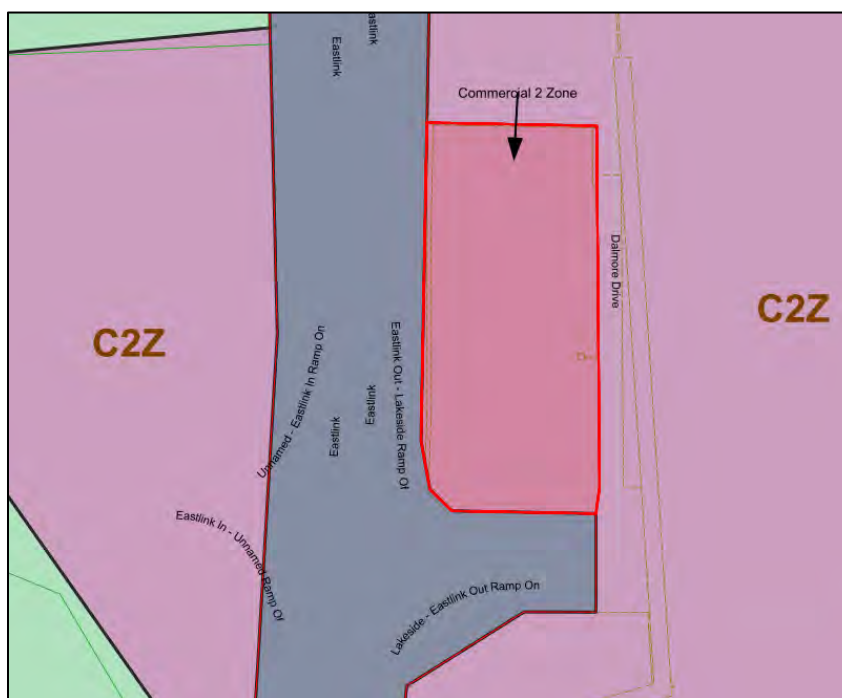
The site is occupied by an existing freeway service centre, comprising essential services and facilities as outlined in Clause 53.05-1 of the Knox Planning Scheme. It includes a convenience shop with an area of 351 square metres for the sale of food, drinks and other convenience goods including associated storage areas, and truck and car wash facilities.

The site also has direct access to Eastlink, with pathways extending to the west and south.

#### 1501 Eastlink

The legal description of 1501 Eastlink is Lot 1 on PS 630757A. The site is rectangular with an overall area of approximately 3.4 hectares.

The site is entirely Commercial 2 Zone as shown in Figure 4.



**Figure 4: 1501 Eastlink, Scoresby**

In addition, the site is affected by the Land Subject to Inundation Overlay (to the south) as well as the Development Plan Overlay - Schedule 6, which will all be retained as part of the Amendment. The extent of these overlays is shown in Attachment 4.

The site is occupied by an existing freeway service centre, comprising essential services and facilities as outlined in Clause 53.05-1 of the Knox Planning Scheme. It includes a convenience shop with an area of 399 square metres for the sale of food, drinks and other convenience goods including associated storage areas.

The site also has direct access to Eastlink, with vehicle access to the local road network via Dalmore Drive and Lakeview Drive.

## **1.2. Exemption from Planning Scheme Provisions**

The Eastlink Project area and Extended Project area were applied to the Land by publication of an order in the Victoria Government Gazette on 25 March 2010.

The purpose of including the sites in the Project area was to enable their development and use as freeway service centres without consideration of the Knox Planning Scheme, with reliance on the exemption under Section 126 of the *EastLink Project Act 2004*.

Section 126 of the *EastLink Project Act 2004* provides that:

### ***126 Application of planning laws***

- 1. This section applies to a use or development of land in the Extended Project area that is authorised by or under this Act or the Agreement for the purposes of the Project.*
- 2. Nothing in a planning scheme under the **Planning and Environment Act 1987** –
  - a. Requires a permit under that Act for the use and development; or*
  - b. Prevents the use or development.**
- 3. This section does not apply to a traffic control centre.*

Importantly, the freeway service centres have operated since 2012 and were constructed in accordance with Building Permits pursuant to a development agreement with the State.

## **2. DISCUSSION**

### **2.1. Why is the amendment required?**

The proponent has advised that the Department of Transport and Planning (DTP) intends to seek a joint recommendation from the Minister for Roads and Road Safety and the Minister for Planning to the Governor in Council (GIC) to request an order to vary the Eastlink Project area and the Eastlink Extended Project area, removing the Land from the Project area.

Once the Land is excised from the Project area, the Land would be subject to the permit requirements of the Knox Planning Scheme, and there are components of each freeway service centre which would render the land use as prohibited under Clause 53.05 (Freeway Service Centre) of the Planning Scheme.

The prohibited components for each freeway service centre include:

1500 Eastlink:

- an area that exceeds 240 square metres for the sale of food, drinks and other convenience goods. The existing convenience shop has an area of 351 square metres;
- car and truck wash facilities.



1501 Eastlink:

- an area that exceeds 240 square metres for the sale of food, drinks and other convenience goods. The existing convenience shop has an area of 399 square metres;
- vehicle access to the local road network via Dalmore Drive and Lakeview Drive.
- 

Critically it is worth noting that the sale of food, drinks and other convenience goods relate to convenience shops, and more specifically, the area for the sale of goods that one commonly buys as part of paying for petrol (e.g. potato chips, chocolate bars, newspapers and magazines, etc). The tenancy areas set aside for food and refreshments and the associated drive through areas are excluded from the 240 square metre cap.

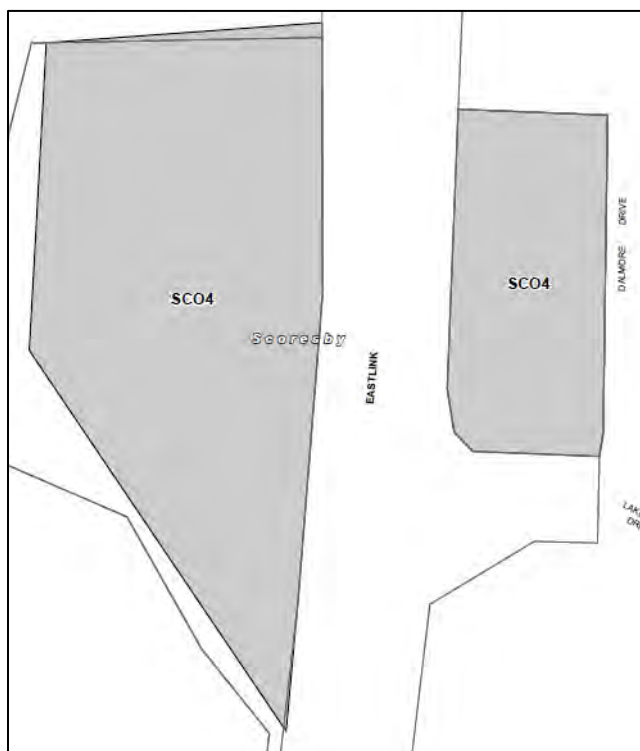
## 2.2. Proposed Amendment C201knox

The Amendment seeks to apply a Specific Controls Overlay (SCO) to the Commercial 2 Zone parts of the Land to give effect to a proposed incorporated document titled 'Eastlink Freeway Service Centres, April 2023'.

Specifically, the Amendment seeks to make the following changes to the Knox Planning Scheme:

- Amend the Schedule to Clause 45.12 (Specific Controls Overlay) to insert SCO4 and the incorporated document. The extent of SCO4 is shown in Figure 5 below.
- Amend the Schedule to Clause 72.04 (Incorporated Documents) to insert the incorporated document.
- Amend Planning Scheme Map No. 5SCO to apply SCO4 to part of 1500 Eastlink Scoresby, and 1501 Eastlink Scoresby.

The Amendment does not affect the current zoning or existing overlays applying to the Land.



**Figure 5: Extent of Specific Controls Overlay**

Once the Land is removed from the Project area, the incorporated document makes the existing use lawful and has the effect of exempting the use of the Land for a freeway service centre from the requirements of Clause 53.05 - Freeway Service Centres (discussed above). It also enables the continued utilisation of the vehicle accessways, including that to Eastlink, a Transport Road Zone 2 road.

In addition, the incorporated document does not apply to any existing building or works (only covers the use and existing access points). The reason for this is due to the *Planning and Environment Act 1987* (the 'Act') stating that no planning scheme or amendment can require building or works that are lawfully constructed be removed. As such, the existing buildings and works on the Land were constructed lawfully as Council has issued a Certificate of Compliance on 19 November 2021.

It should also be noted that Clause 6 of the incorporated document specifies that a planning permit may be required for:

- The establishment of a new use;
- Any change to the existing buildings or works or the construction or carrying out new buildings or works;
- Signs;
- Any alteration to the existing access, or creation of new access, to and from any road in a Transport Road Zone 2.
- 

Overall, officers consider the proposed amendment to be administrative in nature, allowing existing uses to continue to function and introduces additional planning considerations for a change in use or development on the Land. The planning scheme amendment documents and background documents are provided in Attachments 1 and 2 to this report.

### **2.3. Next steps**

Section 19 of the Act requires a planning authority to give notice of its preparation of an amendment to a planning scheme to every Minister, public authority, municipal council, owner and occupier of land that it believes may be materially affected by the amendment, including that prescribed. It also requires a notice to be published in a newspaper which generally circulates in the area, and the government gazette.

While the Minister cannot exempt a planning authority from the requirement to give notice to any prescribed Minister, they can exempt Council from the other notice requirements. Officers consider that requesting an exemption from all other notification procedures to 'fast track' the amendment under Section 20(2) of the Act is warranted in this instance for the following reasons:

- Amendment C201knox is purely administrative in nature and would not cause material detriment to the occupiers of the land;
- No changes are proposed to the existing zoning or overlays which apply to the Land;
- There would be minimal benefit in placing a notice in the local newspaper, Government Gazette or online (e.g. Council webpage);
- No negative social or environmental impacts are expected from the amendment;



- The proposal was reviewed by DTP as well as ConnectEast prior to the lodgment of the amendment package with Council, with feedback incorporated into the Amendment.
- 

Should the Minister for Planning grant an exemption, conditions may be imposed, including a condition which requires the planning authority to give notice of the amendment in any specified manner.

With the above in mind, it is considered unlikely that any objecting submission will be received. It is therefore recommended that in the event no objecting submissions are received, this matter does not return to a Council meeting for adoption (see Recommendation 4).

### **3. CONSULTATION**

Subject to authorisation by the Minister, the amendment will proceed to limited exhibition, the extent of which will be determined through the authorisation process. As a minimum:

- The amendment documents will be made available in accordance with Section 18 of the *Act* (electronically and in person/upon request); and
- Notice will be given to the Prescribed Ministers in accordance with section 19(1)(c) of the *Act*.
- 

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

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

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

It is not anticipated there would be any environmental or amenity impacts resulting from Amendment C201knox.

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

Fees relating to the planning scheme amendment have been/will be borne by the applicant/client, in accordance with Regulation 6 of the *Planning and Environment Regulations* 2016.

Any additional costs/staff resources associated with processing the planning scheme amendment are allowed for within the City Futures existing operational budget.

### **7. SOCIAL IMPLICATIONS**

There are no predicted social implications which would arise from the proposed changes to the Knox Planning Scheme.

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

#### **Opportunity & Innovation**

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

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

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Senior Strategic Planner, Georgia Stensness  
**Report Authorised By:** Director City Liveability, Matt Kelleher

### **Attachments**

1. Attachment 1 - Amendment Documents [6.4.1 - 14 pages]
2. Attachment 2 - Supporting Document [6.4.2 - 18 pages]
3. Attachment 3 - Existing Overlays affecting 1500 Eastlink [6.4.3 - 2 pages]
4. Attachment 4 - Existing overlays affecting 1501 Eastlink [6.4.4 - 2 pages]

*Planning and Environment Act 1987*

## **KNOX PLANNING SCHEME**

### **AMENDMENT C201knox**

#### **EXPLANATORY REPORT**

##### **Who is the planning authority?**

This amendment has been prepared by the Knox City Council, which is the planning authority for this amendment.

The amendment has been made at the request of Insight Planning Consultants on behalf of AA Holdings Pty Ltd (AA Holdings).

##### **Land affected by the amendment**

The amendment applies to part of 1500 Eastlink, Scoresby (CA 2260, Parish of Scoresby) (Northbound Site) and 1501 Eastlink, Scoresby (Lot 1, PS630757A) (Southbound Site), as depicted by the solid lines in the map below:



##### **What the amendment does**

The amendment seeks to apply a Specific Controls Overlay (SCO) to parts of the land which are currently zoned Commercial 2 Zone, and insert an incorporated document into the Knox Planning Scheme titled 'Eastlink Freeway Service Centres, April 2023'.

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Specifically, the amendment makes the following changes:

- Amends the Schedule to Clause 45.12 (Specific Controls Overlay) to insert SCO4 and the incorporated document;
- Amends the Schedule to Clause 72.04 (Incorporated Documents) to insert the incorporated document;
- Amends Planning Scheme Map No. 5SCO to apply SCO4 to part of 1500 Eastlink Scoresby, and 1501 Eastlink Scoresby.

Furthermore, the incorporated document enables the existing use of the land to remain lawful, subject to conditions of the incorporated document.

### **Strategic assessment of the amendment**

#### **Why is the amendment required?**

The amendment is required to enable the existing use of the land for the purpose of freeway service centres to continue as the land was excised from the Eastlink Project area, as defined in Section 5 of the *Eastlink Project Act 2004*, by order of the Governor in Council on [insert date].

The Eastlink Project area and Extended Project area were applied to the Northbound Site and the Extended Project area was applied to the Southbound Site by publication of an order in the Victoria Government Gazette on 25 March 2010.

The purpose of including the sites in the Project area was to enable their development and use as freeway service centres without application of the Knox Planning Scheme, with reliance on the exemption in Section 126 of the *EastLink Project Act 2004*.

Section 126 of the *EastLink Project Act 2004* states:

#### **126 Application of planning laws**

- 1) *This section applies to a use or development of land in the Extended Project area that is authorised by or under this Act or the Agreement for the purposes of the Project.*
- 2) *Nothing in a planning scheme under the **Planning and Environment Act 1987** –*
  - a. *Requires a permit under that Act for the use and development; or*
  - b. *Prevents the use or development.*
- 3) *This section does not apply to a traffic control centre.*

Importantly, the freeway service centres have operated since 2012 and were constructed in accordance with issued Building Permits pursuant to a development agreement with the State Government.

#### **How does the amendment implement the objectives of planning in Victoria?**

The amendment supports the objectives of planning in Victoria as set out in Section 4 of the *Planning and Environment Act 1987*.

The following objectives are particularly relevant to the amendment:

- (a) To provide for the fair, orderly, economic and sustainable use and development of the land;
- (b) To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;
- (c) To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;
- (d) To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;

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- (e) To protect public utilities and other assets and enable the orderly provision and coordination of public utilities and other facilities for the benefit of the community; [and]

...

- (g) To balance the present and future interests of all Victorians.

The amendment implements these objectives by enabling the continuation of the use of the land, which improve accessibility, safety and efficiency for Victorian road users and provide local employment opportunities.

**How does the amendment address any environmental, social and economic effects?**

The amendment will allow the continued operation of the freeway service centres, which provide a range of positive social and economic effects through the generation of local employment opportunities and the provision of safe, accessible facilities for road users.

The amendment is not expected to result in additional development or intensification of use and therefore is unlikely to lead to additional environmental, social and economic effects.

**Does the amendment address relevant bushfire risk?**

The land to which the amendment applies is not located in a Bushfire Management Overlay, however, is located in a designated bushfire prone area, where Clause 13.02 (Bushfire) of the Planning Scheme applies.

The amendment is considered to not increase the risk to life, property, community infrastructure and the natural environment.

**Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?**

The amendment is consistent with the *Ministerial Direction on the Form and Content of Planning Schemes* under section 7(5) of the *Planning and Environment Act 1987*.

The amendment is consistent with *Ministerial Direction No. 9*, which requires amendments to have regard to *Plan Melbourne 2017-2050*. Of particular relevance is:

- Direction 3.1 Transform Melbourne's transport system to support a productive city.
- Direction 3.2 Improve transport in Melbourne's outer suburbs.

The amendment is consistent with *Ministerial Direction 11 – Strategic Assessment of Amendments*.

**How does the amendment support or implement the Planning Policy Framework and any adopted State policy?**

Consistent with the Planning Policy Framework, this amendment aligns with relevant clauses as outlined below:

- Clause 11 (Settlement) – The amendment provides for the continued operation of the freeway service centres which is appropriate for this location. The freeway service centres which are adjacent to the Eastlink are recognised as important freeway services which support surrounding residential and economic land uses and the broader region.
- Clause 17 (Economic Development) – The amendment facilitates the continuation of local employment opportunities through the provision of various tenancies. The freeway service centres also provided encourage spending in the local area.
- Clause 18 (Transport) – The development supports improved transit including goods, and provides services and facilities which encourage drivers to stop and take an effective break in the interest of driver safety.

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**How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?**

The amendment is consistent with the Local Planning Policy Framework, in particular the following relevant clause:

- Clause 21.07 (Economic development) – The amendment facilitates the continuation of local employment opportunities through the provision of various tenancies. The freeway service centres also encourage spending in the local area.

**Does the amendment make proper use of the Victoria Planning Provisions?**

The amendment makes proper use of the Victoria Planning Provisions. The freeway service centres were lawfully constructed under Section 126 of the EastLink Project Act, and pursuant to Section 6(3)(e) of the Planning and Environment Act 1987, “*nothing in any planning scheme or amendment shall... require the removal or alteration of any lawfully constructed buildings or works*”. In the absence of the amendment, the use of the land for freeway service centres would be subject to the permit requirements of the Knox Planning Scheme, and there are components of each freeway service centre which would render them prohibited under Clause 53.05 (Freeway Service Centre).

The application of the Specific Controls Overlay has the effect of exempting the use of the land for freeway service centres from the usual requirements of Clause 53.05-1 and allows the existing use to continue in accordance with the specific control contained in the incorporated document.

**How does the amendment address the views of any relevant agency?**

The amendment has been prepared in consultation with Knox City Council, Department of Transport and Planning and ConnectEast. Feedback received from these agencies has been integrated into the incorporated document.

**Does the amendment address relevant requirements of the Transport Integration Act 2010?**

The amendment is consistent with the *Transport Integration Act 2010* as it facilitates the continued use of the freeway service centres that were developed with regard to the transport system objectives and decision-making principles under the *Transport Integration Act 2010*. As such, the amendment will achieve transport and land use integration and support road safety.

**Resource and administrative costs**

The amendment is considered to have a minimal impact on the resources and administrative costs of the responsible authority.

**Where you may inspect this amendment**

The amendment is available for public inspection, free of charge, during office hours at the following places:

Knox City Council

511 Burwood Highway

Wantirna South VIC 3152

The amendment can also be inspected free of charge at the Department of Transport and Planning website at <http://www.planning.vic.gov.au/public-inspection> or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

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*Planning and Environment Act 1987*

**KNOX PLANNING SCHEME**

**AMENDMENT C201knox**

**INSTRUCTION SHEET**

The planning authority for this amendment is the Knox City Council.

The Knox Planning Scheme is amended as follows:

**Planning Scheme Maps**

The Planning Scheme Maps are amended by a total of 1 attached map sheet.

***Overlay Maps***

1. Amend Planning Scheme Map No. 5SCO in the manner shown on the 1 attached map marked "Knox Planning Scheme, Amendment C201knox".

**Planning Scheme Ordinance**

The Planning Scheme Ordinance is amended as follows:

2. In **Overlays** – Clause 45.12, replace the Schedule with a new Schedule in the form of the attached document.
3. In **Operational Provisions** – Clause 72.04, replace the Schedule with a new Schedule in the form of the attached document.

End of document

## KNOX PLANNING SCHEME

25/02/2020  
C179knox

## SCHEDULE TO CLAUSE 45.12 SPECIFIC CONTROLS OVERLAY

## 1.0

## Specific controls

30/07/2021  
C490knox  
Proposed C201knox

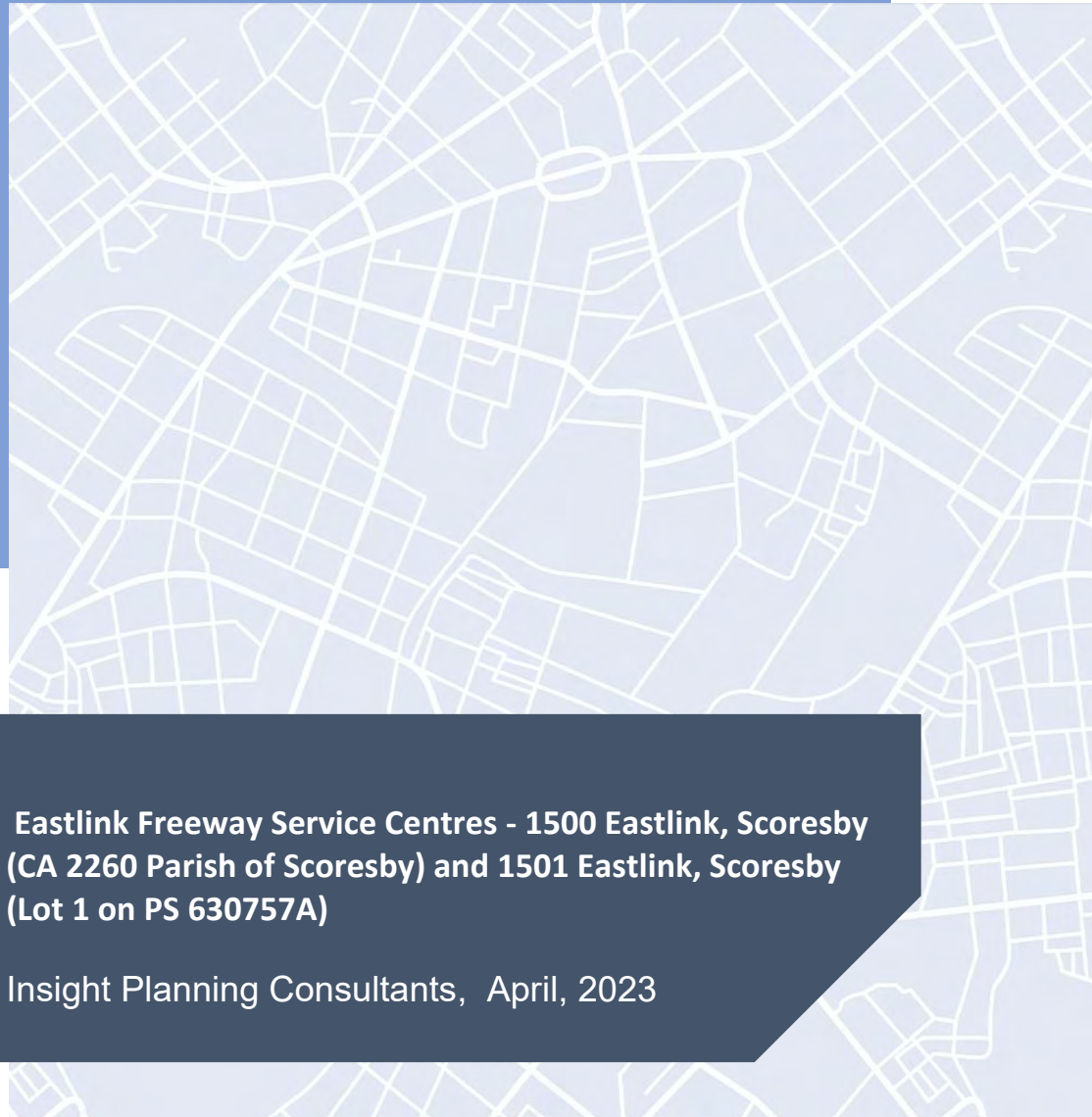
| PS Map Ref | Name of incorporated document  |
|------------|--|
| SCO1       | Woolworths Oxygen, Knoxfield, February 2011  |
| SCO2       | Site Specific Control- 27 Reservoir Crescent, Rowville July 2011 Incorporated Document               |
| SCO3       | State Basketball Centre, Knox Regional Sports Park, Wantirna South, Incorporated Document, June 2021 |
| SCO4       | Eastlink Freeway Service Centres, Incorporated Document, April 2023                                  |



## KNOX PLANNING SCHEME

08/11/2018  
C160**SCHEDULE TO CLAUSE 72.04 DOCUMENTS INCORPORATED IN THIS PLANNING SCHEME****1.0****Incorporated documents**30/07/2024  
G490knox Proposed C201knox

| Name of document  | Introduced by: |
|---|----------------|
| Burwood Highway and Scoresby Road Knoxfield, Comprehensive Development Plan – September 2018  | C160           |
| Level Crossing Removal Project – Mountain Highway and Scoresby Road, Bayswater Incorporated Document, December 2015   | C147           |
| Miller's Homestead Statement of Significance, February 2019   | C173knox       |
| Proposed Knox Driving Range, April 2004   | C39            |
| Restructure Plan 1, November 1999 (Amended January 2017)  | C151           |
| Restructure Plan 3, November 1999   | NPS1           |
| Small Lot Housing Code, August 2014   | C160           |
| Site Specific Control - 27 Reservoir Crescent, Rowville July 2011 Incorporated document   | C99            |
| Site Specific Control – 33-35 Napoleon Road, Lysterfield (Lot 1, TP760282), August 2014   | C134           |
| Site Specific Control – Lot 3 LP 42250 Wellington Road, Rowville, 11 March 2011   | C87            |
| Site Specific Control – Section of Napoleon Road, Lysterfield, January 2013   | C110           |
| State Basketball Centre, Knox Regional Sports Park, Wantirna South, Incorporated Document, June 2021  | C190knox       |
| Waterford Valley Comprehensive Development Plan, Drawing No. 30015698/101 (B), prepared by Aspect Landscape Consultants Pty Ltd, August 1999, as amended March 2019 | C176knox       |
| Woolworths Oxygen, Knoxfield, February 2011   | C107           |
| Eastlink Freeway Service Centres, Incorporated Document, April 2023   | C201knox       |



**Eastlink Freeway Service Centres - 1500 Eastlink, Scoresby  
(CA 2260 Parish of Scoresby) and 1501 Eastlink, Scoresby  
(Lot 1 on PS 630757A)**

**Insight Planning Consultants, April, 2023**

## **KNOX PLANNING SCHEME**

### **Incorporated Document**

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**This document is an incorporated document in the  
Knox Planning Scheme pursuant to section 6(2)(j)  
of the Planning and Environment Act 1987**

Insight Planning Consultants  
PO Box 5381, Mordialloc, VIC 3195  
[insightplanning.com.au](http://insightplanning.com.au)

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## 1.0 INTRODUCTION

This document is an Incorporated Document in the Schedules to Clause 45.12 - Specific Controls Overlay (SCO) and Clause 72.04 - Incorporated Documents of the Knox Planning Scheme (scheme).

The Land identified in this document may be used and developed in accordance with the control on this document.

## 2.0 LAND DESCRIPTION

This document applies to land described below and shown in Figure 1 known as “the Land” being all the land within SCO4:

- Northbound Site on Map 1 with the street address 1500 Eastlink, Scoresby (CA 2260, Parish of Scoresby) (**Northbound Site**); and
- Southbound Site on Map 1, with the street address 1501 Eastlink, Scoresby (Lot 1, PS630757A) (**Southbound Site**).



Figure 1 – Map of the Land subject to this Incorporated Document, outlined in black

## 3.0 PURPOSE

Immediately prior to the incorporation of this document into the Knox Planning

Incorporated Document Eastlink Freeway Service Centres April, 2023

Scheme, the Land was within the Project area under the *Eastlink Project Act 2004* and was developed, and being used for freeway services centres without planning approval in accordance with section 126 of the *Eastlink Project Act 2004*.

The variation of the Extended Project area by order of the Governor in Council on [insert date] has had the effect of excluding the Land from the Project area.

The purpose of the control in this document is to allow the existing use of the Land for the purpose of freeway service centres, including vehicle accessways, to continue once the Land is no longer in the Project area.

#### **4.0 CONTROL**

Despite any provision in the Knox Planning Scheme, no planning permit is required for, and nothing in the Knox Planning Scheme operates to prohibit or restrict, the continuation of the existing use of the freeway service centre and existing vehicle accessways on the Northbound Site, as set out in clause 5.0 of this document.

Despite any provision in the Knox Planning Scheme, no planning permit is required for, and nothing in the Knox Planning Scheme operates to prohibit or restrict, the continuation of the existing use of the freeway service centre and existing vehicle accessways on the Southbound Site, as set out in clause 5.0 of this document.

This control is subject to the conditions in clause 7.0 of this document.

#### **5.0 EXISTING USE**

The existing freeway service centres on the Land comprise essential services and facilities which encourage drivers to stop and take an effective break in the interest of driver safety, and the following:

##### 1500 Eastlink, Scoresby (Northbound Site)

- a) Convenience shop with an area of 351 square metres for the sale of food, drinks and other convenience goods, including associated 'store' areas.
- b) Truck and car wash facilities.

The location of the existing freeway service centre, convenience shop, truck and car wash facility and vehicle accessways on the Northbound Site is shown on Figure 2 below:

Incorporated Document Eastlink Freeway Service Centres April, 2023



Figure 2 – Northbound Site

1501 Eastlink, Scoresby (Southbound Site)

- a) Convenience shop with an area of 399 square metres for the sale of food, drinks and other convenience goods, including associated 'store' areas.
- b) Vehicle access to the local road network.



Incorporated Document Eastlink Freeway Service Centres April, 2023

The location of the existing freeway service centre, convenience shop, and vehicle accessways on the Southbound Site is shown on Figure 3 below:



**Figure 3 – Southbound Site**

The layout and composition of the existing uses specified in clause 5.0 may change over time, subject to any and all planning approvals required under the Knox Planning Scheme.

## 6.0 APPLICATION OF PLANNING SCHEME PROVISIONS

The provisions of the Knox Planning Scheme will apply to the Land in relation to:

- a) the establishment of any new use on the Land;
- b) any change to the existing buildings or works or the construction or carrying out of any new buildings or works at the Land;
- c) signs; and
- d) any alteration to the existing access, or creation of new access, to and from any road in a Transport Road Zone 2.

Despite any provision to the contrary or any inconsistent provision in the scheme, pursuant to Clause 45.12 of the scheme the Land identified in the incorporated document may be used in accordance with the specific controls contained in this document.

In the event of any inconsistency between the specific controls contained in this document and general provisions of the scheme, the specific controls contained in this document will prevail.

## 7.0 CONDITIONS

The existing uses specified in clause 5.0 of this document must be conducted in accordance with the following conditions:

- a) The use of the Land specified in clause 5.0 must be allowed to operate at all times.
- b) The existing use specified in clause 5.0 of this document must not:
  - a. Contain any area of more than 351 square metres for the sale of food, drinks and other convenience goods on the Northbound Site.
  - b. Contain any area of more than 399 square metres for the sale of food, drinks and other convenience goods on the Southbound Site.
  - c. Include car or truck wash facilities, except to the extent that that is specified under clause 5.0 for the freeway service centre on the Northbound Site.
  - d. Provide vehicular access between the freeway service centre and the local road network, except to the extent that such access is already available between the freeway service centre at the Southbound Site via Dalmore Drive and Lakeview Drive.

## 8.0 EXPIRY OF THIS SPECIFIC CONTROL

The control in this document expires over the Northbound Site if:

- The use of the Northbound Site, as approved under this document, ceases for a continuous period of two years, or ceases for two or more periods which together total two years in any period of three years.

The control in this document expires over the Southbound Site if:

- The use of the Southbound Site, as approved under this document, ceases for a continuous period of two years, or ceases for two or more periods which together total two years in any period of three years.

**END OF DOCUMENT**







# PLANNING REPORT

Planning Scheme Amendment Request – Eastlink Freeway Service Centres

April 2023



## EXECUTIVE SUMMARY

Insight Planning Consultants have been engaged by Eastlink Northbound Pty Ltd to prepare this planning report to support the Planning Scheme Amendment to apply the Specific Controls Overlay to the subject site in Scoresby. The subject site is made up of 1500 and 1501 Eastlink Freeway in Scoresby.

The freeway service centres were constructed and commenced operation in 2012 pursuant to a development agreement with the State and have operated since that time, without planning approval, in reliance on the exemption in s126 of the EastLink Project Act.

The Department of Transport and Planning intends to request an order to vary the EastLink Project area and the EastLink Extended Project area, which would exclude the subject site from the Project area and Extended Project area. Once removed from the Extended Project area, the land will no longer have the benefit of the exemption in s126 of the EastLink Act. Given that the existing freeway service centres do not comply with all requirements of Clause 53.05 of the Knox Planning Scheme, this would result in the use being prohibited.

The amendment applies a Specific Controls Overlay to the land at 1500 and 1501 Eastlink, Scoresby and introduces an incorporated document into the planning scheme titled 'Eastlink Freeway Service Centres, April 2023' into the Knox Planning Scheme.

The incorporated document allows the existing use of the land for the purpose of freeway service centres, including truck and car wash and vehicle accessways, to continue once the land is no longer in the Extended Project Area.

A summary for the site is shown below:

| SUMMARY TABLE   |  |
|-----------------|--|
| <b>Address</b>  | <b>1500 Eastlink (CA 2260, Parish of Scoresby)</b>   |
| <i>Zoning</i>   | Commercial 2 Zone (C2Z)  |
| <i>Overlays</i> | Environmental Significance Overlay, Schedule 2 (ESO2)<br>Land Subject to Inundation Overlay (LSIO) |
| <b>Address</b>  | <b>1501 Eastlink (Lot 1, PS630757A)</b>  |
| <i>Zoning</i>   | Commercial 2 Zone (C2Z)  |
| <i>Overlays</i> | Development Plan Overlay, Schedule 6 (DPO6)<br>Land Subject to Inundation Overlay (LSIO)           |

## Table of Contents

|  |           |
|--|-----------|
| <b>EXECUTIVE SUMMARY</b>   | <b>0</b>  |
| <b>TABLE OF CONTENTS</b>   | <b>1</b>  |
| <b>1 INTRODUCTION</b>  | <b>1</b>  |
| <b>2 SUBJECT SITE AND CONTEXT</b>  | <b>2</b>  |
| 2.1 Site Description   | 2         |
| 2.2 Context  | 6         |
| <b>3 PROPOSAL</b>  | <b>7</b>  |
| <b>4 KNOX PLANNING SCHEME</b>  | <b>8</b>  |
| 4.1 Planning Policy Framework  | 8         |
| 4.1.1 Settlement (Clause 11.01-15)   | 8         |
| 4.1.2 Economic Development (Clause 17)   | 8         |
| 4.1.3 Transport (Clause 18)  | 8         |
| 4.2 Municipal Strategic Statement  | 8         |
| 4.3 Zone   | 9         |
| 4.3.1 Commercial 2 Zone (Clause 34.02)   | 9         |
| 4.4 Overlays   | 10        |
| 4.4.1 Clause 42.01 Environmental Significance Overlay, Schedule 2 (Sites of Biological Significance) | 10        |
| 4.4.2 Clause 44.04 Land Subject to Inundation Overlay  | 11        |
| 4.4.3 Clause 43.04 Development Plan Overlay, Schedule 6 (Scoresby-Rowville Employment Precinct)      | 12        |
| 4.5 Particular Provisions  | 12        |
| 4.5.1 Freeway Service Centre (Clause 53.05)  | 12        |
| <b>5 CONCLUSION</b>  | <b>15</b> |

## 1 Introduction

This report has been prepared by Insight Planning Consultants on behalf of the permit applicant, Eastlink Northbound Pty Ltd. This application is made to support the Planning Scheme Amendment to apply the Specific Controls Overlay to the subject site in Scoresby. The subject site is made up of 1500 and 1501 Eastlink Freeway.

The amendment applies a Specific Controls Overlay to the land at 1500 and 1501 Eastlink, Scoresby and introduces an incorporated document into the planning scheme titled 'Eastlink Freeway Service Centres, April 2023' into the Knox Planning Scheme (the Scheme).

The incorporated document allows the existing use of the land for the purpose of freeway service centres, including truck and car wash and vehicle accessways, to continue once the land is no longer in the Extended Project Area.



## 2 Subject Site and Context

### 2.1 Site Description

The subject site consists of two properties at 1500 Eastlink (CA 2260, Parish of Scoresby), known as the 'Northbound Site' and 1501 Eastlink (Lot 1, PS630757A), known as the 'Southbound Site', in Scoresby. The Northbound Site is located on the western side of the Eastlink Freeway, and the Southbound Site is located on the eastern side of the Eastlink Freeway.



**FIGURE 1: AERIAL MAP (LANDCHECKER 2023)**

The Northbound Site is irregular in shape and has an area of approximately 9.5 hectares. It is occupied by an existing freeway service centre, which is comprised of those essential services and facilities as listed in Clause 53.05-1 of the Scheme, and includes a convenience shop with an area of 351 square metres for the sale of food, drinks and other convenience goods including associated storage areas, and truck and car wash facilities.

The location of the existing freeway service centre, convenience shop, truck and car wash facility and vehicle accessways on the Northbound Site is shown on Figure 2 below:



FIGURE 2: NORTHBOUND SITE - 1500 EASTLINK

The Southbound Site is generally rectangular in shape and has an area of approximately 3.4 hectares. It is occupied by an existing freeway service centre, which is comprised of those essential services and facilities as listed in Clause 53.05-1 of the Scheme, and includes a convenience shop with an area of 399 square metres for the sale of food, drinks and other convenience goods including associated storage areas, and vehicle access to the local road network.

The location of the existing freeway service centre, convenience shop, and vehicle accessways on the Southbound Site is shown on Figure 3 below:





FIGURE 3: SOUTHBOUND SITE - 1501 EASTLINK



## 2.2 Context

By publication of an order in the Victoria Government Gazette on 25 March 2010, the Eastlink Project area and Extended Project area were applied to the Northbound Site and the Extended Project area was applied to the Southbound Site. The purpose of including the sites in the Extended Project area was to enable their development and use as freeway service centres without the need to obtain planning approval under the Knox Planning Scheme.

AA Holdings and/or its related entities own and operate both sites.

The freeway service centres were constructed and commenced operation in 2012 pursuant to a development agreement with the State and have operated since that time, without planning approval, in reliance on the exemption in s126 of the EastLink Project Act (EastLink Act).

Section 126 of the EastLink Act provides that:

### ***126 Application of planning laws***

- 1) *This section applies to a use or development of land in the Extended Project area that is authorised by or under this Act or the Agreement for the purposes of the Project.*
- 2) *Nothing in a planning scheme under the Planning and Environment Act 1987 –*
  - a. *Requires a permit under that Act for the use and development; or*
  - b. *Prevents the use or development.*
- 3) *This section does not apply to a traffic control centre.*

The Department of Transport and Planning intends to ask the Minister for Roads and Road Safety and the Minister for Planning to make a joint recommendation under section 7 of the EastLink Act that the Governor in Council make an order to vary the EastLink Project area and the EastLink Extended Project area. The effect of this variation would be to exclude the subject site from the Project area and Extended Project area. Once removed from the Extended Project area, the land will no longer have the benefit of the exemption in s126 of the EastLink Act.

### 3 Proposal

The proposal seeks to amend the Knox Planning Scheme by applying a Specific Controls Overlay to the subject site at 1500 and 1501 Eastlink, Scoresby and introduce an incorporated document titled 'Eastlink Freeway Service Centres, April 2023' into the Scheme.

Specifically, this includes the following:

- Amend Planning Scheme Map No. 5SCO to include the subject site.
- In Overlays – Clause 45.12, replace the Schedule with a new Schedule.
- In Operational Provisions – Clause 72.04, replace the Schedule with a new Schedule.

The proposed Specific Control Overlay will provide a planning framework for the ongoing use of the freeway service centres and allow the existing use of the land for the purpose of freeway service centres, including truck and car wash and vehicle accessways, to continue once the land is no longer in the Extended Project Area.

## 4 Knox Planning Scheme

The following provisions of the Knox Planning Scheme apply to the site and this application:

### 4.1 Planning Policy Framework

#### 4.1.1 Settlement (Clause 11.01-1S)

The objective of this policy is *“to facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements”*, and includes strategies to *“plan for development and investment opportunities along existing and planned transport infrastructure”*. The proposal allows the existing freeway service centres to continue to operate, support the transport network, and provide vital services and facilities for road users and the broader community.

#### 4.1.2 Economic Development (Clause 17)

This policy acknowledges the need for planning to contribute to the economic wellbeing of the state and foster economic growth. Clause 17.01-1S *Diversified economy* aims to *“strengthen and diversify the economy”* by setting strategies to *“protect and strengthen existing and planned employment areas and plan for new employment areas”*. The proposal allows the existing use of the freeway service centres to continue, which provide vital services and facilities not only for road users, but also service the adjacent employment precinct and the various business and sectors that operate within it. They also provide ongoing employment opportunities for surrounding communities.

#### 4.1.3 Transport (Clause 18)

This policy acknowledges the need for planning to ensure a safe, integrated and sustainable transport system that (as relevant):

- *Provides access to social and economic opportunities to support individual and community wellbeing*
- *Facilitates economic prosperity*
- *Facilitates network-wide efficient, coordinated and reliable movement of people and goods*

The proposal allows the existing use of the freeway service centres to continue. The existing freeway service centres address this policy through the provision of key services and facilities to road users and surrounding employment areas and communities, and play an important role in the overall transport network and movement of goods and services.

### 4.2 Municipal Strategic Statement

Clause 21 of the Scheme highlights the policy context of the municipality, from both a regional and local perspective. It identifies the adjacent employment area (Scoresby-Rowville-Knoxfield cluster) as a regional and local business catchment and the Eastlink as a major arterial road which provides a high level of accessibility for employment and community activity and facilitates access for commuters between the south-east of Melbourne and the city. The existing freeway service centres play an important role in servicing both the transport network and adjacent employment and residential areas, and the proposal will allow this use to continue into the future.

## 4.3 Zone

### 4.3.1 Commercial 2 Zone (Clause 34.02)

The site is located within the Commercial 2 Zone (C2Z), as shown below.



The relevant purpose of the C2Z is:

- *To encourage commercial areas for offices, appropriate manufacturing and industries, bulky goods retailing, other retail uses, and associated business and commercial services.*
- *To ensure that uses do not affect the safety and amenity of adjacent, more sensitive uses.*

Pursuant to Clause 34.02-1, Freeway service centre is a Section 2 Use, and a permit is required for the use of a service station on the land. A Freeway service centre must comply with the requirements of Clause 53.05 – *Freeway Service Centre*.

A planning permit is not required for the development of the freeway service centres as these were lawfully constructed under Section 126 of the EastLink Project Act, and pursuant to Section 6(3)(e) of the Planning and Environment Act 1987, “*nothing in any planning scheme or amendment shall... require the removal or alteration of any lawfully constructed buildings or works*”.

## 4.4 Overlays

### 4.4.1 Clause 42.01 Environmental Significance Overlay, Schedule 2 (Sites of Biological Significance)

The subject site is partially affected by the Environmental Significance Overlay, Schedule 2 (ESO2). Specifically, the ESO2 affects the southern portion of the Northbound Site, as shown below.



FIGURE 4: EXTENT OF ESO (LANDCHECKER 2023)

The schedule to the overlay contains the following environmental objectives:

- *To protect sites of biological significance from:*
  - *Removal of indigenous vegetation that would be detrimental to the condition and viability of habitat, ecological communities, flora and fauna, genetic diversity or aquatic systems*
  - *Removal of dead or fallen trees where it would adversely affect native fauna*
  - *Environmental weeds*
  - *Fragmentation and loss of habitat, including small scale incremental losses*
  - *Degradation and interruption to the continuity of indigenous riparian vegetation*
  - *Alterations to the natural flow and temperature regimes of streams and wetlands*
  - *Input of pollutants and excessive sediment or nutrients into streams and water bodies*
  - *Changes in flooding patterns that may adversely affect indigenous flora and fauna*
  - *Changes in topography that may impact negatively on vegetation or cause erosion or landslip*
- *To reduce the threat of local extinction to flora or fauna species in Knox.*
- *To enhance the condition and viability of habitats, ecological communities, flora and fauna, genetic diversity and aquatic systems of sites, including both biological and physical components.*
- *To maintain connectivity between sites of biological significance and indigenous vegetation.*
- *To recognise the role that sites of biological significance play in contributing to Knox's liveability and the health and wellbeing of the community.*

- To achieve a net increase in the extent of habitat and improve its ecological condition in the sites of biological significance, recognising the key role that those sites play in conserving Knox's natural environment and associated community benefits.
- To ensure buildings, works or subdivisions are compatible with the long-term protection and enhancement of biological significance.
- To ensure offsets are located as close as practicable to the local catchment and plant/animal population areas impacted by vegetation loss. Preference is to be given to any reasonable option to locate offsets within Knox.
- To provide for adequate bushfire protection measures that minimise adverse environmental impacts.
- To provide appropriate fencing (temporary or permanent) to protect retained vegetation or aquatic environments from movements of machinery, vehicles or heavy foot traffic

A planning permit is required to subdivide land, remove, destroy or lop vegetation or construct or carry out buildings and works. No works are required as part of the proposed amendment, and any future works to the freeway service centres will be subject to the requirements of the Scheme at that time.

#### 4.4.2 Clause 44.04 Land Subject to Inundation Overlay

The subject site is partially affected by the Land Subject to Inundation Overlay (LSIO). Specifically, the LSIO affects the southern portion of both the Northbound Site and Southbound Site, as shown below.



FIGURE 5: EXTENT OF LSIO (LANDCHECKER 2023)

The overlay contains the following objectives (as relevant):

- To identify flood prone land in a riverine or coastal area affected by the 1 in 100 (1 per cent Annual Exceedance Probability) year flood or any other area determined by the floodplain management authority
- To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, responds to the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity
- To minimise the potential flood risk to life, health and safety associated with development



- To reflect a declaration under Division 4 of Part 10 of the Water Act 1989
- To protect water quality and waterways as natural resources by managing urban stormwater, protecting water supply catchment areas, and managing saline discharges to minimise the risks to the environmental quality of water and groundwater
- To ensure that development maintains or improves river, marine, coastal and wetland health, waterway protection and floodplain health

A planning permit is required to subdivide land or construct or carry out buildings and works. No works are required as part of the proposed amendment, and any future works to the freeway service centres will be subject to the requirements of the Scheme at that time.

#### 4.4.3 Clause 43.04 Development Plan Overlay, Schedule 6 (Scoresby-Rowville Employment Precinct)

The subject site is partially affected by the Development Plan Overlay, Schedule 6 (DPO6). Specifically, the DPO6 affects the entire Southbound Site, as shown below.



FIGURE 6: EXTENT OF DPO (LANDCHECKER 2023)

The DPO6 requires that a permit granted must be generally in accordance with the approved development plan. No works are required as part of the proposed amendment, and any future works to the freeway service centres will be subject to the requirements of the Scheme at that time.

## 4.5 Particular Provisions

### 4.5.1 Freeway Service Centre (Clause 53.05)

The purpose of this clause is:

- To ensure that freeway service centres are appropriately designed and located.
- To ensure that access to a freeway service centre from a freeway is designed to the requirements of the Head, Transport for Victoria.
- To ensure that freeway service centres with access to a rural freeway provide only essential services and facilities which encourage drivers to stop and take an effective break at appropriate intervals in the interests of driver safety.

- *To ensure that any new freeway service centre meets an identifiable need to provide essential services and facilities along a freeway where those services and facilities are not readily available.*
- *To ensure that the use of land for a freeway service centre does not adversely affect the amenity of surrounding land uses.*

Pursuant to Clause 53.05-1, the following requirements must be met (as relevant):

*A freeway service centre must provide only essential services and facilities. These essential services and facilities must be available at all times. Essential services and facilities that a freeway service centre must include are:*

- *Designated parking areas*
- *Undercover fuel sales area for petrol, diesel and LPG*
- *An area of not more than 240 square metres for the sale of food, drinks and other convenience goods*
- *An indoor sit-down eating area*
- *A safe play area for children*
- *Public toilets*
- *A public telephone*

*A freeway service centre with access to a rural freeway must also provide local and regional tourist information.*

*A freeway service centre must not include:*

- *Mechanical repairs (other than the emergency repair of vehicles)*
- *Retail facilities of more than 240 square metres*
- *Video hire*
- *Post office services or facilities*
- *Entertainment facilities, amusement machines or gaming machines*
- *The sale, distribution or consumption of alcohol unless associated with a residential hotel/motel*
- *Car or truck wash facilities*

*A freeway service centre with access to a rural freeway must not include overnight accommodated (other than for a caretaker or site manager).*

*No vehicular access between a freeway service centre with access to a metropolitan freeway and the local road network may be permitted.*

The existing freeway service centres do not comply with the requirements of Clause 53.05-1, as each of the freeway service centres has components that are prohibited, as follows:

Northbound Site:

- a convenience shop with an area of 351 square metres for the sale of food, drinks and other convenience goods including associated storage areas; and
- truck and car wash facilities.

Southbound Site:

- a convenience shop with an area of 399 square metres for the sale of food, drinks and other convenience goods including associated storage areas; and



- vehicle access to the local road network

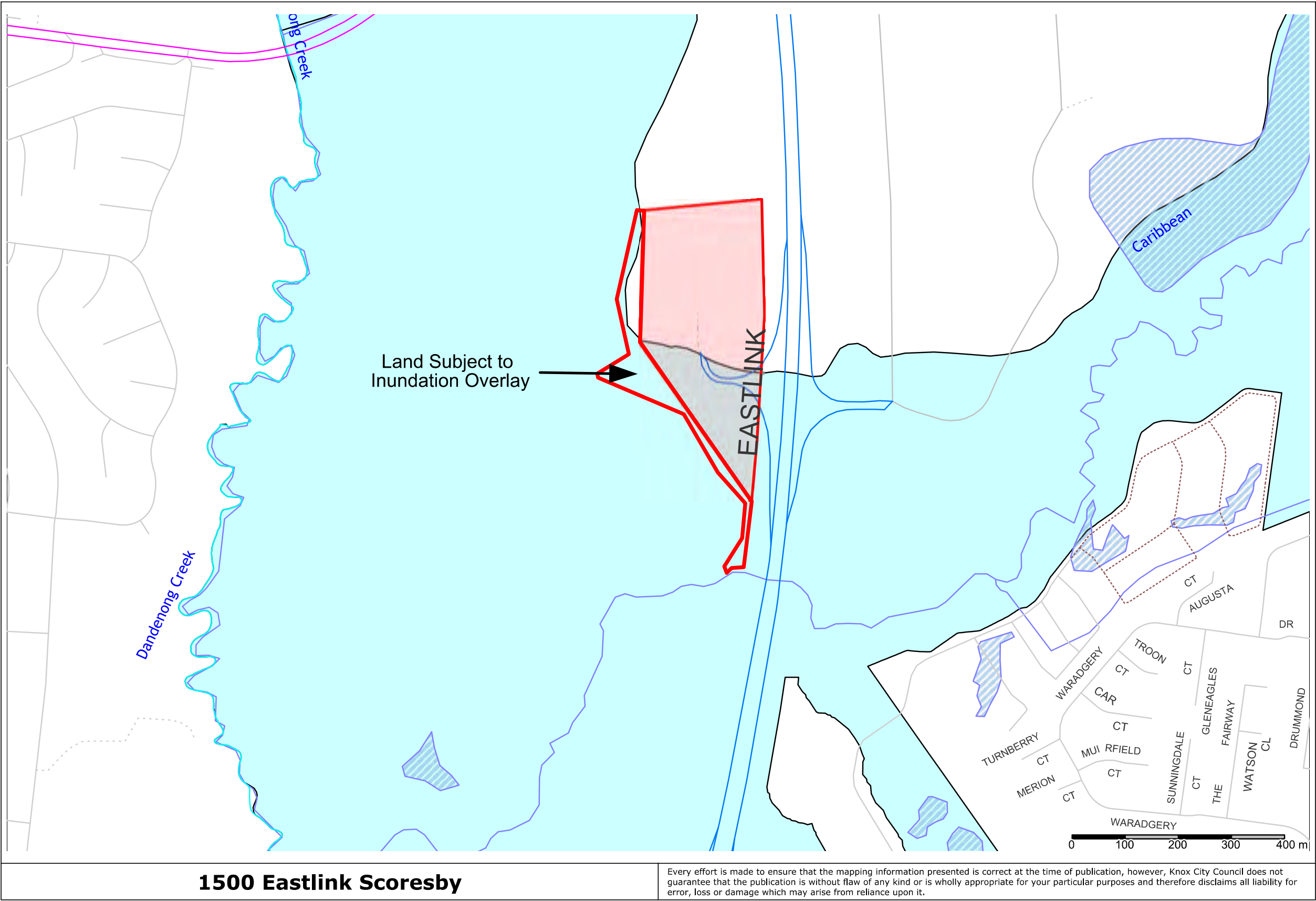
As such, without this Planning Scheme Amendment the existing use of the freeway service centres would be prohibited due to the non-compliance with the requirements of Clause 53.05. This is why the Specific Controls Overlay is required to be applied to the subject site to allow the existing use of the freeway service centres to continue once the land is removed from the Extended Project area.

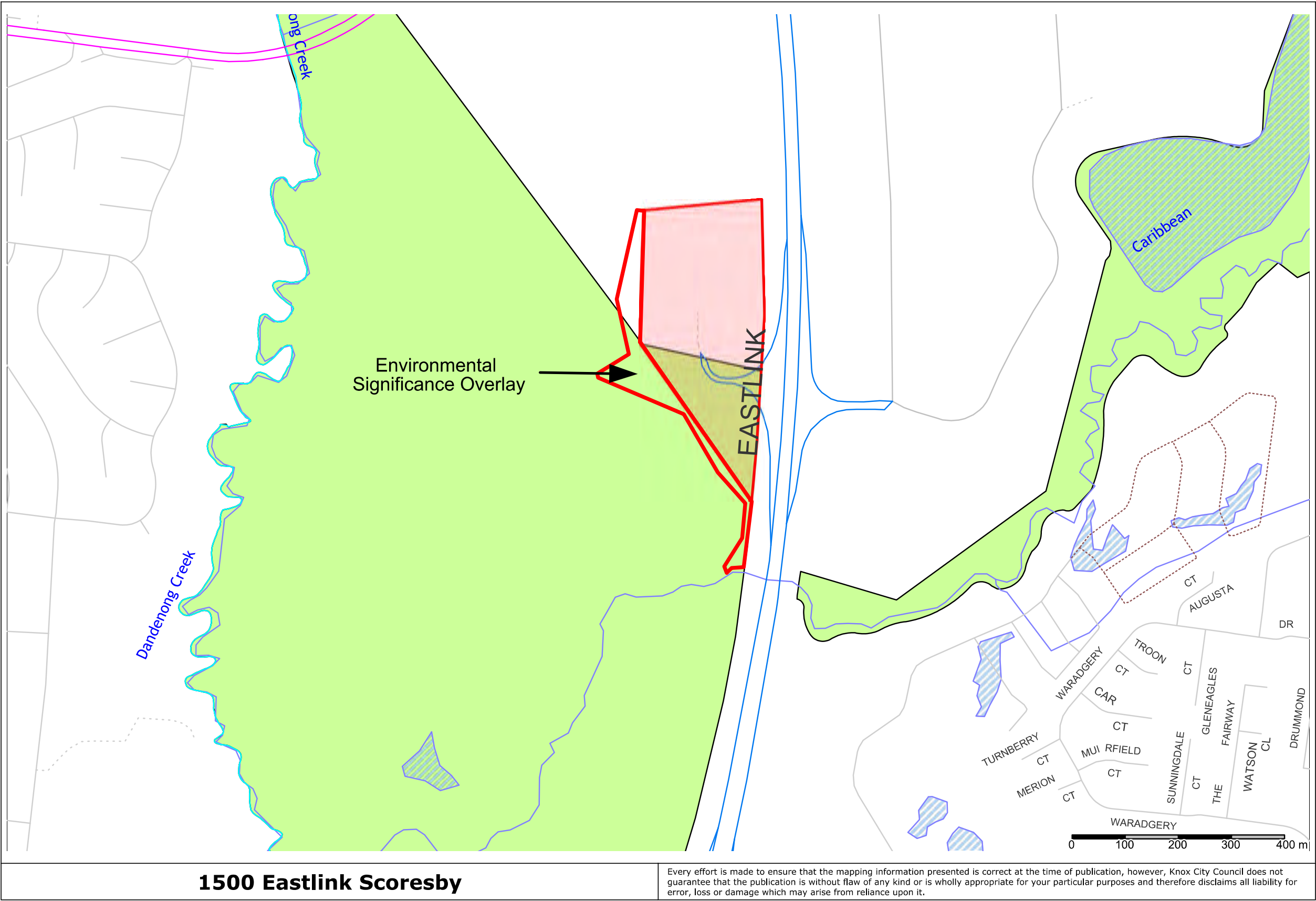
## 5 Conclusion

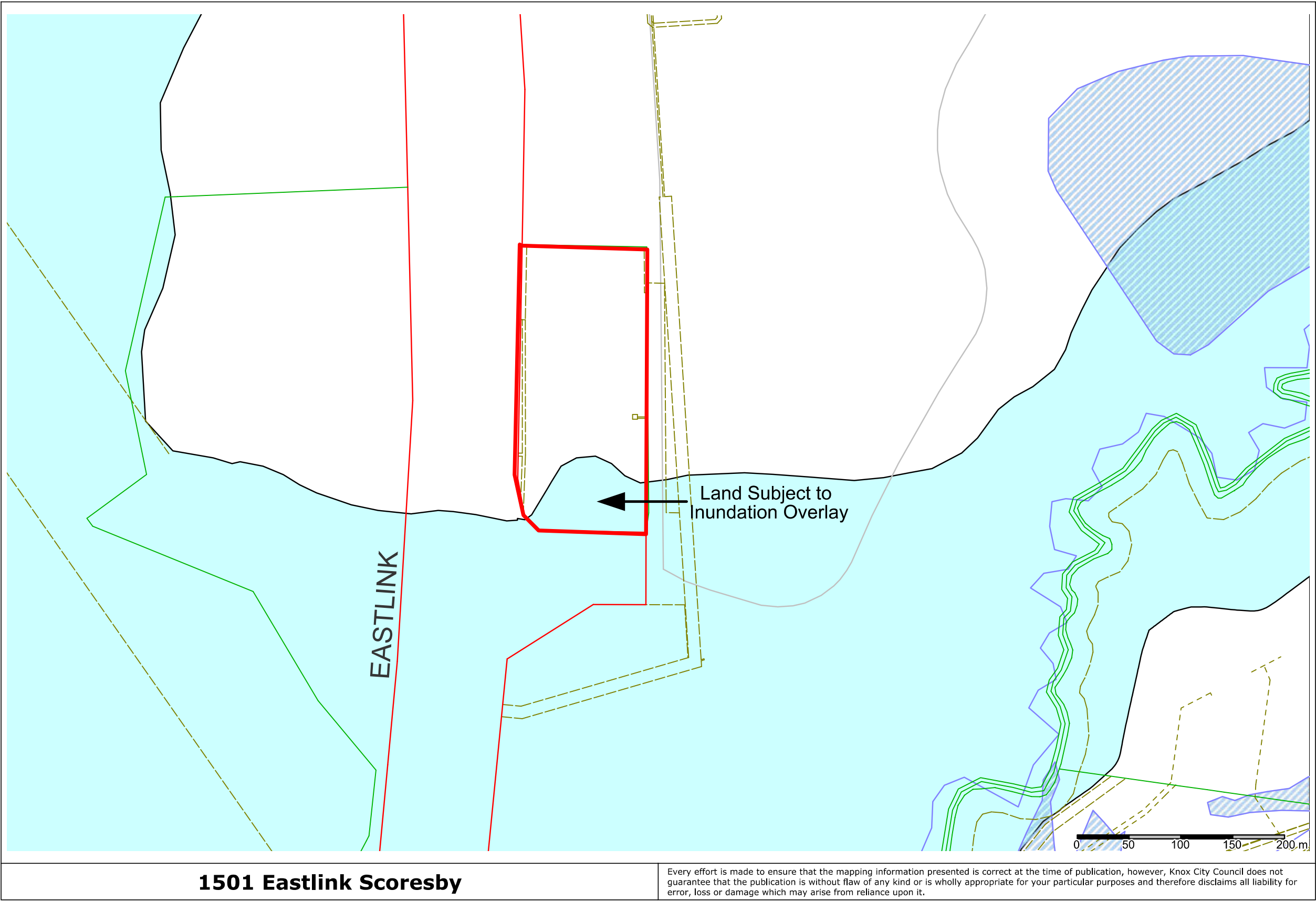
The proposal seeks to amend the Knox Planning Scheme by applying a Specific Controls Overlay to the subject site at 1500 and 1501 Eastlink, Scoresby and introducing an incorporated document titled 'Eastlink Freeway Service Centres, April 2023' into the Scheme.

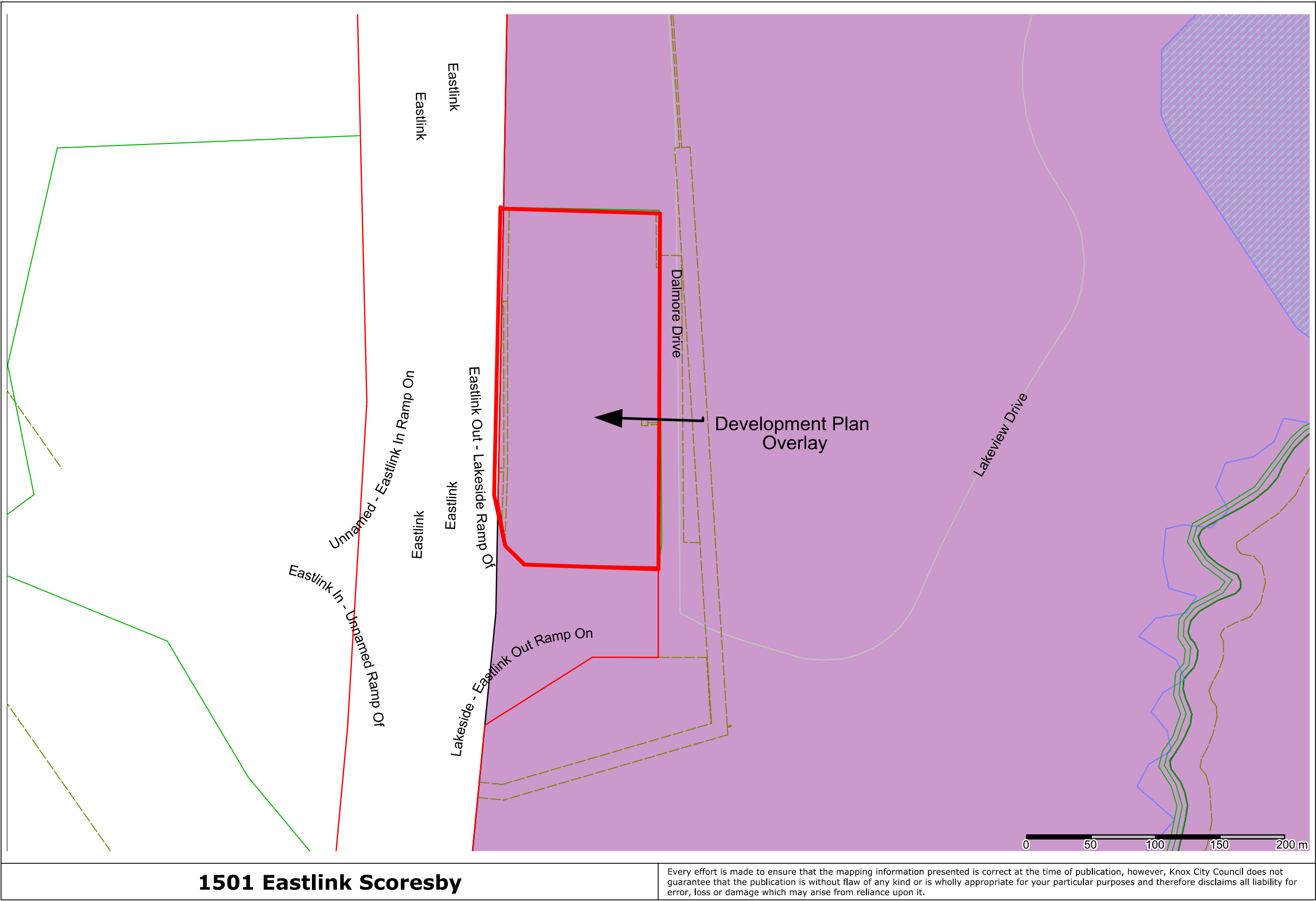
This report has assessed the proposal against the relevant requirements of the Knox Planning Scheme and found that it is necessary to support the continuation of the existing use of the freeway service centres once the subject site is removed from the Extended Project Area and no longer benefits from the exemption under Section 126 of the EastLink Act. This is due to the non-compliance of some of the components of the existing freeway service centres with Clause 53.05 of the Knox Planning Scheme.

For the above reasons and those detailed in this report we respectfully request that Council seek authorisation for the proposed Planning Scheme Amendment.









## 7 Public Question Time

## 8 Officer Reports

### 8.1 Egan Lee Synthetic Sportsfield Development

**SUMMARY:** Project Manager, Sportsfields and Reserves, Justin Horner

**This report considers and recommends the appointment of a tenderer for the construction of a synthetic field and a natural soccer field at Egan Lee Reserve, 63 Wallace Road, Knoxfield VIC 3180.**

#### **RECOMMENDATION**

**That Council:**

- 1. Approves the allocation of \$910,000 from property proceeds to the Egan Lee Reserve Sportsfield Redevelopment project.**
- 2. Accepts the tender submitted by Turf One Pty Ltd for the lump sum price of \$3,574,400.00 excl. GST (\$3,931,840.00 Incl. GST) for Contract 3013 – Egan Lee Reserve Sportsfield Redevelopment**
- 3. Allocates a contingency for this project as set out in the confidential Attachment 1, and authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to expend this contingency at their discretion;**
- 4. Authorises the Chief Executive Officer to formalise and sign the contract documentation; and**
- 5. Advises all tenderers accordingly**

#### **1. INTRODUCTION**

This contract is for the construction of a synthetic field and a natural soccer field at Egan Lee Reserve, 63 Wallace Road, Knoxfield VIC 3180.

Egan Lee Reserve is approximately 8 hectares. It includes areas of active sport fields, remnant forest, passive open space, buildings and car parking. The site currently has three natural soccer pitches, two full size and one slightly smaller.

The development of a synthetic soccer field was identified within the 2018 Masterplan for Egan Lee Reserve. Following further consultation Council endorsed the construction of the synthetic soccer pitch at the 27 June 2022 Council meeting. The reconstruction of the natural turf pitch is a project within the 2023/24 Capital Works Program.

#### **2. DISCUSSION**

##### **2.1 Background**

These renewal works have been scoped in accordance with current soccer activities at this venue. The works will ensure a safer venue with an even surface for soccer players, and provide schools, the community, and sporting clubs with an excellent venue for sports training and matches due to the synthetic field being able to handle more surface wear and increased playing hours.

After sportsfield audits conducted in 2021/22, the leisure and sportsfield teams identified Egan Lee Reserve as the highest priority venue for renewal in 2022/23 from the 1008 Capital Program. The ground is considered a priority as it is heavily utilised by Knox City Soccer Club, local schools, and community members who have raised concerns in the past in relation to the suitability of the playing surface.



The synthetic surface will eliminate player and club concerns around training hours and provide an all-year-round all-weather pitch. The existing playing surface is uneven due to mixed swards of grass, and the absence of functional irrigation and drainage systems, resulting in excessive ground hardness during summer, and soft wet conditions during winter.

These works will modernise the venue, bringing it up to standard according to the FFV best-practice facility guidelines. The benefits of synthetic sports turf are to cater to increased playing capacity and offer surface consistency that is not detrimentally impacted by drought or excessive rain.

The synthetic grass will allow more hours of usage per week and will provide improved facilities that will allow increased participation. It is anticipated that the usage hours will rise from 25 hours per week to 75 hours per week on the synthetic pitch, the natural pitch will remain at 25 hours per week and utilised by junior teams for match day.

Once complete, the new facility will meet Council's, FFV's best-practice guidelines.

The tenant clubs and community have been consulted about the scope and construction timelines confirmed.

## **2.2 Proposed Works**

The scope of works includes earthworks, a new drainage system, a new irrigation system including a pump and tank to maintain system pressure, a synthetic turf soccer field, sportfields lighting, a natural turf soccer field, a perimeter chain-mesh fence, player's boxes, portable soccer goals, off field goal post storage, retaining wall, and a footpath along the fence line.

A key focus of the design of the project has been to include design elements which lessen the environmental impact of the works. The elements included in the project are listed in section 5 of this report.

## **2.3 Tenders Received**

Council advertised a public tender for this project on 3 June 2023, in accordance with Council's Procurement Policy and approved Procurement Plan. The tender closed on 28 June 2023.

All tenderers were provided the opportunity to submit questions and seek clarifications prior to the closing date.

The following tenders were received (in alphabetical order):

- Contek
- Global Turf Projects
- Limonta Sport Australia
- Polytan Asia Pacific
- Tiger Turf
- Turf One

## **2.4 Tender Evaluation Panel**

The Tender Evaluation Panel consisted of suitably qualified panel members experienced in the evaluation and ward of capital works projects.

All members of the Panel signed the Conflict of Interest and Confidentiality Agreements indicating that they had no conflict of interest or associated with any of the submitting tenderers.

## **2.5 Evaluation Criteria**

The evaluation criteria, as listed in the Conditions of Tender, were assigned the following weighting in accordance with the approved Procurement Plan:

- |   |     |
|---|-----|
| • Price                                     | 30% |
| • Capability                                | 25% |
| • Relevant experience/past performance, and | 25% |
| • Customer service                          | 10% |
| • Local/social/environmental considerations | 10% |

## **2.6 Preferred Tender**

Turf One is the recommended tenderer with the highest overall evaluation score. It is anticipated that Turf One will provide satisfactory performance and successfully deliver this project.

Refer to confidential attachment 1 for the detailed tender evaluation.

Whilst the submission received from Turf One Pty Ltd was not the lowest price, they scored higher in the comparative evaluation criteria than the other tenderers. Therefore, Turf One Pty Ltd is recommended to be awarded Contract 3013 – Egan Lee Reserve Sportsground Redevelopment – Top Oval.

## **3. CONSULTATION**

The community, club, and internal stakeholders were consulted about the installation of a synthetic soccer field. The environmental impact was discussed and the Council Biodiversity team, Stormwater team, Urban Forest team, Leisure team, and Sportsfield team contributed to these conversations. The designer was briefed on the expectation from Council and the most environmentally sensitive plans were developed.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

Implementation of the recommendation will:

- Synthetic turf has a negative impact on the climate. It contributes to localized increased heat, reduces carbon sequestration as it is replacing natural turf, releases pollutants, increases stormwater runoff and reduces biodiversity.

These negative impacts will be offset by the environmental actions being taken as per section 5 below.

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

Numerous environmental considerations have been made during the design of the synthetic pitch including:

- Offsetting the heat map with the planting of 200 trees at Egan Lee and surrounding reserves;
- The use of organic infill instead of rubber;
- Recycled concrete and crushed rock;

- Recyclable synthetic turf;
- Closed catchment drains with filters instead of open spoon drains to collect microplastics;
- Brush mats at field entrance/exit points;
- Field of play containment barriers/plinth to contain the spread of microplastics;
- Boot cleaners to contain the spread of microplastics;
- Recycled plastics in furniture, drainage pipes, and Polyrok concrete;
- Recycled polyethylene pieces used for the shockpad;

The use of synthetic turf has environmental benefits:

- Eliminates impact on water resources;
- Eliminates the use of tonnes of harmful pesticides, fertilizers, fungicides, and herbicides, used on natural grass, that can run off into ground water;
- Significantly lowers the use of natural gas and other fossil fuels needed to produce lawn care chemicals;
- Eliminates grass clippings that are among the biggest landfill contributors to the greenhouse effect.

## 6. FINANCIAL & ECONOMIC IMPLICATIONS

This project has combined the synthetic pitch construction and the natural turf pitch. The synthetic pitch project budget allocation in 2022/2023 was \$1,380,000 with a budget allocation of \$1,500,000 in 2023/2024 for the natural turf pitch and \$300,000 for sportsfield lighting, for a total project budget of \$3,180,000. There has been expenditure of \$151,262 to date.

The project budget currently has a shortfall. It is proposed that the shortfall be funded by allocating the additional proceeds of \$910,000 received above the Adopted Budget from the sale of 276 Wantirna Road (\$910,000) to this project.

The Proposed Budget is

|  |                    |
|--|--------------------|
| 2022/2023 Budget Allocation(synthetic)             | \$1,380,000        |
| 2023/2024 Budget Allocation(natural turf)          | \$1,500,000        |
| 2023/2024 Budget Allocation (sportsfield lighting) | \$300,000          |
| Unbudgeted Proceeds                                | \$910,000          |
| <b>Total Budget</b>                                | <b>\$4,090,000</b> |

## 7. SOCIAL IMPLICATIONS

Over recent years, Bild Infrastructure (Turf One is a BildGroup Company) has been continually improving in delivering social outcomes.

BildGroup have appointed a Social Enterprise Manager and formed an alliance and membership with Social Traders to assist with connecting to social enterprises. They have engaged disadvantaged staff under an employment scheme, have established relationships with some Victorian Aboriginal Businesses, engaged social enterprises that employ people with disabilities and those from disadvantaged backgrounds and provide workplace learning for Undergraduate Engineers annually, in its partnership with Latrobe and Federation Universities.

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

### **Neighbourhoods, Housing & Infrastructure**

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

### **Connection, Resilience & Wellbeing**

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

Attachment 1 is included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- private commercial information, that if released, would unreasonably expose the tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors.

**Report Prepared By:** Project Manager, Sportsfields and Reserves, Justin Horner

**Report Authorised By:** Director, Infrastructure, Grant Thorne

### **Attachments**

Nil

## 8.2 Contract 3149: Kerbside Bin Based Collection Services

### **SUMMARY: Coordinator Waste Management, Nick Dunstan**

This contract is for the collection of kerbside mobile garbage bins from residential and commercial properties within Knox City Council, and transport of collected material to the relevant processing contractor. The contract is the successor to Contract 1979, which is due to expire 30 June 2024.

This new contract (3149) includes continuation of all current services provided under contract 1979 but also includes options to adapt the service to changing requirements of waste management within the municipality. This includes the continued embedding of the Food and Garden service and potential implementation of a 'Glass Only' kerbside collection service by 2027. The contract also includes provision of "difficult access vehicles" to improve collection from logistically challenging areas, improvements to emission reductions within the fleet utilised and potential for the use of alternative fuels, increased education resources and improved customer service, data and reporting systems and processes.

The tender was publicly advertised on 11 March 2023 and upon closing, three (3) compliant tender responses were submitted. Given the scale and scope of the contract, an independent probity advisor was engaged to ensure that good governance protocols were utilised by evaluation panel through the assessment. The tender evaluation process (including clarifications, tenderer interviews, reference and financial checks and where appropriate a request for best and final offer), was conducted during May and June 2023, in accordance with Council's Strategic Procurement Framework, with a preferred tenderer identified in JJ Richards and Sons Pty Ltd.

The contract will be awarded for a term of 10 years with no option to extend. The 10-year term is based on recent market feedback where advances in truck reliability mean a best value point for required fleet is reached at the 10-year period, allowing for the lowest possible price per bin lift over the life of the contract. The proposed term will allow for stability over the upcoming waste reforms and align well with related contract and legislation changes and dates (including the end of the current regional landfill contract in 2030 and sunset of the State Government's Recycling: Victoria policy in 2031).

The overall cost of the contract over the 10-year contract period is estimated to be \$129,369,951 (incl. GST) or \$117,609,046 (ex GST).

### **RECOMMENDATION**

That Council resolves:

1. To accept the tender submitted by JJ Richards and Sons Pty Ltd for Contract 3149: Kerbside Bin based Collection services for the estimated price of \$117,609,046 (ex GST) for a period of 10 years from 1 July 2024 to 1 July 2034;
2. To note expenditure under this contract is in accordance with Council's forward budget allocations
3. Note the signed procurement report (Confidential Attachment 8.2.1) for Contract 3149 – Kerbside bin-based collection services;
4. Note the signed probity report (Confidential Attachment 8.2.4) advising on the protocols employed throughout the tender evaluation process;
5. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation;
6. That all tenderers are advised accordingly

## 1. INTRODUCTION

Contract 3149 is for the collection of kerbside mobile garbage bins from residential and commercial properties within Knox City Council, and transport of collected material to the relevant processing contractor. The contract represents one of the largest contracts awarded by Council and is the successor to Contract 1979, which is due to expire 30 June 2024. This new contract (3149) includes continuation of the above services but also includes options to adapt the service to changing requirements of waste management within the Municipality in line with the Victorian Government's kerbside reform agenda. This includes the continued embedding of the Food and Garden service and potential implementation of a 'Glass Only' kerbside collection service by 2027.

## 2. DISCUSSION

The tender was publicly advertised on 11 March 2023 and upon closing, three (3) compliant tender responses were submitted. Although not commencing until 1 July 2024, the tender requires an early award decision to allow the preferred contractor sufficient build time to deliver a fleet of new vehicles required to support the contract, noting that a period of approximately of eight months is required for this purpose. A key change between this contract period and that utilised for the previous contract is the utilisation of a 10-year contract duration, rather than a seven-year initial term with a three-year option, as was the case for the previous contract (1979). The main basis for this was to reflect market certainty for tenderers, all of whom indicated that it would provide the best possible pricing point for the contract and is regarded as current best practice in the sector.

The panel used the tender assessment template as detailed in Council's Strategic Procurement Framework. Each panel member was required to determine their own individual score for each evaluation criteria. At subsequent meetings all panel members' individual scores were collated and consensus scoring of the comparable criteria were agreed upon.

The three tender responses were received from (in alphabetical order):

- Cleanaway Pty Ltd
- JJ Richards and Sons Pty Ltd
- Remondis Pty Ltd

All tenders received were deemed compliant and all contractors are known to be experienced practitioners in the provision of kerbside waste services across Australia.

A signed procurement report has been attached as 13.1.1 to this report and outlines in detail;

- the background/context to the service contract prepared;
- the evaluation methodology employed for this contract;
- key governance arrangements utilised when managing the procurement process;
- the scoring matrix assessment of all tenderers; and
- supplementary information to support the basis for the decision on the preferred tenderer.

The **mandatory** evaluation criteria in the contract were:

- Quality Management – Evidence of accredited (ISO 9001 or equivalent) Quality Management systems in accordance with tender schedule
- Occupational health and safety - Evidence of current, accredited OHS Management systems (ISO 45001, Safety MAP or equivalent)

- Environmental Management Systems – Evidence of accredited environmental management systems (ISO 14001 or equivalent) if separate from QMS.
- Demonstrated of current insurances: \$20 Million Public Liability, Comprehensive motor vehicle insurance and all required workplace insurance.

The **comparative** evaluation criteria (and weighting) were:

| Comparative Criteria  | Weighting   |
|---|-------------|
| <b>Demonstrated capability to deliver the contract requirements including resources, skills and capacity:</b>                     | <b>30%</b>  |
| 1. Proposed service delivery and contingency plans  | 8%          |
| 2. Proposed plant and equipment   | 6%          |
| 3. Proposed staffing and resources  | 6%          |
| 4. Use of sub contracts (if any)  | 2%          |
| 5. Demonstrated fair work and equal opportunity practices to ensure an engaged and sustainable workforce                          | 3%          |
| 6. Transition plan  | 5%          |
| <b>Demonstrated capability to deliver the contract requirements including resources, skills and capacity:</b>                     | <b>20%</b>  |
| 7. Business history – years of operation in in field and demonstrated of ability to adapt to market and service changes over time | 5%          |
| 8. Record of experience and work in similar service contracts   | 10%         |
| 9. Experience of key staff allocated to the contract  | 5%          |
| <b>Systems for Customer service, data and contract management</b>   | <b>10%</b>  |
| 1. Overall customer, service and quality management systems   | 4%          |
| 2. Resourcing of contract administration  | 2%          |
| 3. Data and contract reporting processes and systems  | 3%          |
| 4. Continuous improvement processes/policy  | 1%          |
| <b>Local, social and environmental considerations</b>   | <b>10%</b>  |
| 1. Emission reduction and sustainability initiatives to support the environment management plan                                   | 5%          |
| 2. local economic and social support programs and community engagement  | 4%          |
| 3. Commitments to broader social and environmental targets and policies   | 1%          |
| <b>Pricing – Schedule of rates</b>  | <b>30%</b>  |
| <b>TOTAL</b>  | <b>100%</b> |

## Evaluation

A procurement plan was prepared for this contract prior to seeking submissions (D23-51945). The tender was publicly advertised on 11 March, 2023 and, after a request for extension from the tenderers, was closed on the 28th of April (in all a 6-week period). Given the size and scope of the proposed contract an independent probity advisor was also appointed prior to the release of the tender to oversee and provide advice on probity through the tender process. The Probity Advisors report is available for review in the appendices of Attachment 8.2.4.

The tender evaluation process (including clarifications, tenderer interviews, reference and financial checks and where appropriate a request for best and final offer), was conducted during May and June 2023, in accordance with Council's Strategic Procurement Framework. The tender evaluation process was also conducted in accordance with the procurement plan.

### ***Scoring***

The evaluation process outlined above yielded consensus scores which were applied to the approved assessment matrix as outlined in the procurement report.

### ***Pricing and analysis***

The tender evaluation identified a considerable variation in the pricing submitted by the tenderers, noting that the financial assessment represented only 30% by weighting for all of the categories assessed. Upon concluding the scoring process, the top two tenders were identified as superior and as such these tenderers were shortlisted.

Referee checks and interviews were conducted between the 5th and 7th of June 2023 for the two shortlisted tenderers.

### ***Preferred Tenderer***

With all clarifications, referee checks, interview and financial assessment completed, the Tender Evaluation Panel reviewed the information and confirmed that all previous comparative scoring was consistent, correct and representative of the tenderers ability to successfully deliver the contract.

The Tender Evaluation Panel then, in line with the completed scoring evaluation matrix (Attachment 8.2.2) confirmed JJ Richards and Sons Pty Ltd as the highest scoring and preferred tenderer with an overall score of 800 out of a possible 1000 points.

The scoring reflected that the response provided by JJ Richards was the most specific and applicable to Knox City Council and its requirements and provided strong evidence the tenderer fully understands the requirements for residential and commercial services, the impacts of the collection frequency change and an elite knowledge of the industry pressures and how to manage these specifically to Knox City Council. The tenderers experience and track record of delivering high quality service in diverse working environments defines them as the preferred tenderer with the most certainty to maintain and continue the high standards of customer service currently enjoyed by the Knox Community.

### ***Budget***

The year one cost estimate, based on the tendered schedule of rates, for JJ Richards and Sons Pty Ltd is \$9,335,605 ex GST, with the cumulative 10 year estimated cost being \$117,609,046 ex GST.

The current service budget for this contract for the 2023-2024 financial year is \$9,794,658 (ex GST). Viewed against this current budget the submission from the preferred tenderer, JJ Richards and Sons represents value for Council and falls well within current budget projections.

Funding for Contract 3149 is from operational Waste Management budgets. These are developed annually, and draft budgets are considered by Council via the annual budget process. Estimated annual costs are aligned to the inform Council's Long Term Financial Forecasts.

## **3. CONSULTATION**

The tender evaluation process (including clarifications, tenderer interviews, reference and financial checks and where appropriate a request for best and final offer), was conducted during May and June 2023, in accordance with Council's Strategic Procurement Framework. A procurement plan was prepared for this contract prior to seeking submissions. The tender evaluation process was conducted in accordance with the procurement plan.



Prior to advertising this tender, the specifications for contract 3149 were reviewed and updated to provide best practice outcomes by an independent consultant in conjunction with the waste management team. This included incorporating feedback received during recent public consultation on waste service conducted to inform the new waste and recycling strategy (due late 2023).

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

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

Implementation of the recommendation will:

- positively impact on Council's Net zero 2030 target by ensuring its waste collection services are utilising the most fuel efficient vehicles with best practice emissions controls (Euro 6).
- positively impact on Council's Net zero 2030 target and the Community Net zero 2040 target by ensuring all streams are effectively and efficiently collected to allow waste too be processed in a manner to reduce carbon emission (i.e. minimisation of landfilling)
- Create opportunities for Council or the community to adapt to climate change through continuous improvement of processes and the use of technology over the life of the contract, including the potential incorporation of alternative fuelled vehicles for collection of glass only services.

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

Kerbside waste and recycling services within Knox currently collect and transport over 60,000 tonnes of material to local waste and recycling facilities. Approximately 50% of which is recycled or composted, helping to reduce Knox's environmental impact by diverting waste from landfill and reducing landfill gas emissions.

The service is a highly visible one for the Knox community and has large implications for local amenity. Safe, efficient and effective waste collection services with excellent contractor engagement and behaviour improves local amenity through:

- Ensuring road user and pedestrian safety
- Reducing litter generation by taking the time to do the job right and;
- Maintaining a high standard of mobile bin infrastructure through proactive reporting and remedial action
- Reducing noise and traffic impacts by conducting works within specified times and parameters
- Improving local air quality through the use of best practice emission-controlled vehicles.

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

Funding for Contract 3149 is from operational Waste Management budgets. These are developed annually, and draft budgets are considered by Council via the annual budget process.

In evaluating the responses received for the schedule of rates from all three respondents a 10-year scenario was used. This scenario assumed a service model with weekly food and garden, fortnightly rubbish and recycling collection in year one (2024/25) and a transition to a monthly kerbside glass collection in 2026/27.

The preferred tenderers response indicates a total contract cost of \$117,609,046 (Ex GST) over the 10-year contract term using the scenario parameters. This cost covers all anticipated costs including collection, bin maintenance and provision.

The estimated total contract cost generally aligns with current forward budgeting for the 2024-25 and 2025-26 financial years which represent the first two years of the new contract.

## **7. SOCIAL IMPLICATIONS**

Effective and efficient waste and recycling collection services within the Knox community are vital to maintaining local amenity and protecting the local environment, ensuring that Knox continues to be a liveable and sustainable place to live and work.

The services are highly valued and utilised by the community and the reliable delivery of high standard services for this contract is essential to mitigating reputational risk for Council.

In a period of time where waste management services are being transformed to align with State legislation a service provider who is able to go the extra mile and or work with Council to assist the community in this transition is very important.

The provision of this service promotes resource recovery and provides an opportunity to educate and empower the local community on best practice waste management.

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

### **Neighbourhoods, Housing & Infrastructure**

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

### **Natural Environment & Sustainability**

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

### **Civic Engagement & Integrity**

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

Attachments 1, 2, 3 and 4 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

Council business information, that will prejudice Council's position when negotiation the price for contract;

**Report Prepared By**      **Coordinator Waste Management, Nick Dunstan**

**Report Authorised By:**   **Director, Infrastructure, Grant Thorne**

## **Attachments**

Nil

### 8.3 Minor Grants Program 2023-2024 Monthly Report

**SUMMARY: Community Partnerships Officer, Jade Mainwaring**

**This report summarises the grant applications recommended for approval in August for the 2023-2024 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.**

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

**RECOMMENDATION**

**That Council:**

**1. Approve 13 applications for a total of \$25,426.03 as detailed below:**

| <b>Applicant Name</b>                            | <b>Project Title</b>                                       | <b>Amount Requested</b> | <b>Amount Recommended</b> |
|--|--|-------------------------|---------------------------|
| Tabulam and Templer Homes for the Aged Inc.      | Advertising for Volunteers                                 | \$3,000.00              | \$3,000.00                |
| Alchester Village Pre-School Inc.                | Embedding Indigenous Culture                               | \$3,000.00              | \$3,000.00                |
| Eastern Districts Polish Association (Melbourne) | Speakers and Microphone for Syrena                         | \$2,235.80              | \$2,000.00                |
| Temple Tennis Club Inc.                          | Purchase of Match Day Tennis Balls                         | \$960.00                | \$960.00                  |
| Wantirna South Cricket Club Inc.                 | Cricket Net Shade Cloth Protection                         | \$2,200.00              | \$2,200.00                |
| Golden Cobra Martial Arts Inc.                   | Competition Medals and Trophies                            | \$1,711.03              | \$1,711.03                |
| Upper Ferntree Gully Fire Brigade                | Secretary Laptop Computer & Associated I.T. Equipment      | \$2,552.00              | \$2,552.00                |
| Anglican Parish of Ferntree Gully and Rowville   | Community Garden   | \$2,000.00              | \$2,000.00                |
| Polish Senior Citizens Club                      | Bus to Albion Jamboree Seniors Week                        | \$1,000.00              | \$334.00                  |
| Boronia Calisthenics College Inc.                | Cleaning Replacement                                       | \$349.00                | \$349.00                  |
| Knox Photographic Society Inc.                   | Knox Photographic Society 50 Year Commemorative Book       | \$3,000.00              | \$3,000.00                |
| Knox Infolink Inc.                               | Connected Knox Community – mobile phone recharging service | \$1,320.00              | \$1,320.00                |
| Outer East Foodshare Inc.                        | More food for people in need                               | \$3,000.00              | \$3,000.00                |
| <b>Total</b>                                     |  | <b>\$26,327.83</b>      | <b>\$25,426.03</b>        |

**2. Defer five applications requesting a total of \$15,000 as detailed below:**

| <b>Applicant Name</b>                               | <b>Project Title</b>   | <b>Amount Requested</b> |
|---|--|-------------------------|
| Eastern Warriors Football Club Inc.                 | Kids Soccer Training   | \$3,000.00              |
| The Basin Cricket Club                              | Bringing Back Players and family to the club for meals due to relocation           | \$3,000.00              |
| Knox Italian Community Club                         | Senior Citizens Computer and Printer   | \$3,000.00              |
| Caribbean Speed Club Inc.                           | Uniform Replenishment  | \$3,000.00              |
| The Local Spiritual Assembly of the Bahai's of Knox | Purchasing equipment and funds for booking halls for the Knox Community Gatherings | \$3,000.00              |
| <b>Total</b>  |  | <b>\$15,000.00</b>      |

**3. Refuse two applications requesting a total of \$3,234.00 as detailed below:**

| <b>Applicant Name</b>                  | <b>Project Title</b>                          | <b>Amount Requested</b> | <b>Reason for ineligibility</b>  |
|--|---|-------------------------|--|
| Knox Football Netball Club Inc.        | Cleaning of the filters and fat deposits tray | \$1,254.00              | This project is ineligible under clause 6.21 of the Minor Grant Procedure due to being part of reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.). |
| Knox Junior Football Netball Club Inc. | Pressure cleaning the back concrete           | \$1,980.00              | This project is ineligible under clause 6.21 of the Minor Grant Procedure due to being part of reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.). |
| <b>Total</b>                           |   | <b>\$3,234.00</b>       |  |

**4. Note that two previous applications deferred at the June 2023 Ordinary Meeting of Council are to be treated as withdrawn, as the applicants have not provided the requested additional information.****1. INTRODUCTION**

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objective of the Minor Grants Program is to be an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

It operates under the principles of other Knox Council grants programs to ensure:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Minor Grants Program Procedure (approved in November 2022), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Procedure and Council's Grant Framework Policy set out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Procedure, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

## **2. DISCUSSION**

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

A total of 22 applications, including those previously deferred, have been assessed this month, requesting grants totaling \$49,711.83.

### **2.1 Applications Recommended for Funding**

A summary of the recommended projects is as follows:

- Tabulam and Templer Homes for the Aged Inc. are seeking a grant to assist with printing and distribution of a flyer to attract volunteers to their aged care facility in Bayswater. After COVID, they were left with very few volunteers to assist with crafts, cooking, one-on-one visits and outings, and need to boost their volunteer base.
- Alchester Village Pre-school Inc. require funding to assist with the purchase of Wandana Aboriginal Artefacts and Education Kit and the Vegetable Gardening Pods to embed First Nations Culture as well as gardening and sustainability to their kinder program.
- Eastern District Polish Association (Melbourne) are seeking a grant to assist with the purchase of speakers and a microphone to assist in building on their social enterprise by improving the organisation and equipment to encourage the largest possible attendance to share their culture, food, music, conversation and provide promotional opportunities for the local small and micro businesses. The amount recommended for this grant is \$2,000.00 as they have reached their funding allocation limit.
- Templeton Tennis Club Inc. requires a grant to assist in the purchase of six boxes of competition grade tennis balls to provide quality equipment for both competition players and when completed all balls go to coaching of younger players.

- Wantirna South Cricket Club Inc. require a grant to provide specific colored shade cloth to the back wall of the training nets to remove current risk management issues when using colored cricket balls for training.
- Golden Cobra Martial Arts Inc. are seeking support from Knox Council for the purchase of Competition Medals and Trophies for their internal dojo tournament in 2023. This will give many of their members the opportunity to experience competition for the first time in a safe and supportive environment.
- Upper Ferntree Gully Fire Brigade is requesting a grant to assist in the purchase a new laptop computer, printer, software, mouse and bag to replace outdated items. The new IT equipment will enable the organisation work more efficiently, improve communication within the team and the community, enhance data security, and facilitate better record-keeping, ultimately contributing to the Brigade's overall effectiveness and responsiveness in serving the community's safety needs.
- Anglican Parish of Ferntree Gully and Rowville Inc. are seeking a grant to replace wooden borders around vegetable gardens, and top up soil mix. This grant would assist in maintaining the community garden. Empty plots will be used to supply the local community free food.
- The Polish Senior Citizens Club require funds to assist in the cost of the bus to Albion Jamboree Seniors Week. This will encourage members who are unable to travel independently to attend the Seniors Week event. The seniors meet with their friends that they do not always get a chance to meet. As this event does not take place in Knox and only one-third of anticipated participants to utilise the transport live in Knox, it is recommended that the funded amount be reduced to \$334.00 of the requested \$1,000.00.
- Boronia Calisthenics College Inc. are seeking a grant to assist in the purchase of a replacement vacuum cleaner to replace the unit that was lost whilst being stored at Kent Park Primary School during the COVID lockdowns.
- Knox Photographic Society Inc. is requesting a grant to assist in the production of a book to celebrate the 50 years since Knox Photographic Society commenced in Boronia in 1974, to foreground the club, its interactions with, and benefits to, members and the local community, with a brief history, and a photographic gallery of members' work.
- Knox Infolink Inc. are seeking a grant to purchase a mobile phone charging kiosk for use during Knox Infolink's Community Breakfast program (weekdays 8am-10am) and within the Emergency Relief office (10am-3pm). The mobile phone charging kiosk would be available to Knox community members who are accessing support from Knox Infolink. The kiosk would enable community members experiencing housing, financial or other stress, access to an easy and safe means of charging their mobile phone.
- Outer East Foodshare Inc. are setting up a food hub to get more Foodbank food into Knox for the local food relief agencies and are requesting a grant to purchase a sturdy pallet trolley with brakes as there is a slope from the car park down to the front door of the building. Foodbank receive 3-4 tons of food per week and this purchase would mean that they are able to move the food quickly and safely.

Application details are provided in Attachment 1.

## **2.2 Applications Recommended for Deferral**

Five applications are recommended for deferral to the September 2023 Ordinary Meeting of Council including:

- Eastern Warriors Football Club Inc.;
- The Basin Cricket Club;
- Knox Italian Community Club;
- Caribbean Speed Club Inc.; and
- The Local Spiritual Assembly of the Bahai's of Knox.

The application from the Eastern Warriors Football Club Inc. was deferred at the July 2023 Ordinary Meeting of Council. To date, the Club has not provided the requested additional information and the application will be held over until the September 2023 Ordinary Meeting of Council.

The remaining four groups with deferred applications will be encouraged to provide the requested additional information prior to the deadline for the September 2023 Ordinary Meeting of Council.

## **2.3 Applications Recommended for Refusal**

Two applications are recommended for refusal (Knox Football Netball Club Inc. and Knox Junior Football Netball Club Inc.). Both applications related to engaging services for cleaning of the facilities, which is ineligible for funding under Clause 6.21 of the Minor Grant Procedure (deemed to be part of a reasonable operating budget for the applicant organisation, e.g., salaries, rental, maintenance, utilities, insurance, etc.).

## **2.4 Applications Recommended for Withdrawal**

Two outstanding applications were deferred at the June 2023 Ordinary Meetings of Council, Little Stars Children's Choir and Riding for the Disabled - Knox Branch. To date, neither group has provided the requested additional information and given the time passed, these applications should now be considered withdrawn with the applicants invited to re-apply should they choose.

## **3. CONSULTATION**

Consultation is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from Officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

The Minor Grants Program Procedure specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

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

There are no environmental or amenity issues associated with this report.

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

The approval of Minor Grants is managed within Council's adopted budget. Recommended applications for the August 2023 period total \$25,426.03, prior to GST adjustments, and are within budget.

The total remaining budget for the Minor Grants Program will be confirmed in the report to the September 2023 Ordinary Meeting of Council, once payments and GST adjustments from the 2022-23 financial year are finalised. As reported at the July 2023 Ordinary Meeting of Council, this is anticipated to include an annual allocation of \$153,617.00 plus approximately \$3,116.00 carried forward in unspent funds from the 2022-23 financial year.

## **7. SOCIAL IMPLICATIONS**

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

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

### **Opportunity & Innovation**

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

### **Neighbourhoods, Housing & Infrastructure**

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

### **Resilience & Wellbeing**

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

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

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

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

### **Civic Engagement & Integrity**

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

## **9. CONFLICT OF INTEREST**

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



## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Community Partnerships Officer, Jade Mainwaring  
**Report Authorised By:** Director Connected Communities, Judy Chalkley

### **Attachments**

1. Attachment - Minor Grant Applications REDACTED - AUGUST - 2023 [**8.3.1** - 106 pages]

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-18 From Wantirna South Cricket Club**  
 Form Submitted 19 Jul 2023, 10:03AM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| Application Amount | Incorporated or Auspiced? | Assessment & Determination   | Acquittal                                       |
|--------------------|---------------------------|--|---|
| < \$500            | Yes                       | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000   | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000 | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                    |                           |  |   |

### Application Category

Application Amount \*

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-18 From Wantirna South Cricket Club**  
Form Submitted 19 Jul 2023, 10:03AM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Wantirna South Cricket Club

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED] me

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

96 536 028 329

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-18 From Wantirna South Cricket Club**  
 Form Submitted 19 Jul 2023, 10:03AM AEST

|   |   |
|---|---|
| <b>ABN</b>                                    | 96 536 028 329                                |
| <b>Entity name</b>                            | WANTIRNA SOUTH CRICKET CLUB INC               |
| <b>ABN status</b>                             | Active  |
| <b>Entity type</b>                            | Other Incorporated Entity                     |
| <b>Goods &amp; Services Tax (GST)</b>         | No  |
| <b>DGR Endorsed</b>                           | No  |
| <b>ATO Charity Type</b>                       | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                      | No  |
| <b>Tax Concessions</b>                        | No tax concessions                            |
| <b>Main business location</b>                 | 3152 VIC                                      |
| <i>Information retrieved at 12:42am today</i> |   |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0016331L

This can be found on the Consumer Affairs Victoria website

## Pre-application contact with Knox City Council

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

Kylie Wilmot

## Community Strengthening e-Bulletin Subscription

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

[Subscribe here](#)

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Cricket Net Shade Cloth Protection

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-18 From Wantirna South Cricket Club**  
 Form Submitted 19 Jul 2023, 10:03AM AEST

**Project Start Date \***

02/10/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

30/11/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Provide specific coloured shade cloth to the back wall of the training nets to remove current risk management issues when using coloured cricket balls for training. At the present time due to shade issues generated late in the day it's difficult for participants to pick up the balls in training sessions that usually occur in diminishing light conditions.

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

The project will assist all current users of the facility, both juniors and seniors and will help remove some of the risk management issues that currently exist.

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

200

Must be a number

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

200

Must be a number

**How many of the above are Knox residents? \***

175

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$2,750.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$2,200.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Budget**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-18 From Wantirna South Cricket Club**  
 Form Submitted 19 Jul 2023, 10:03AM AEST

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

| Income | \$         | Expenditure | \$         |
|--------|------------|-------------|------------|
| 2200   | \$2,200.00 | 2200        | \$2,200.00 |
| 550    | \$550.00   | 550         | \$550.00   |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |

### Budget Totals

| Total Income Amount               | Total Expenditure Amount          | Income - Expenditure                                   |
|-----------------------------------|-----------------------------------|--|
| \$2,750.00                        | \$2,750.00                        | \$0.00   |
| This number/amount is calculated. | This number/amount is calculated. | This number/amount is calculated.<br>Must total \$0.00 |

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Beachside Trimming Service - Quotation 100723.png  
 File size: 1.5 MB

Filename: Spyder Plumbing Invoice.pdf  
 File size: 433.1 kB

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

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

**If your only income is only the Minor Grant requested, the total below will be \$0**  
 -\$550.00

This number/amount is calculated.

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

| Expenditure | \$ |
|-------------|----|
|             |    |

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-18 From Wantirna South Cricket Club**  
 Form Submitted 19 Jul 2023, 10:03AM AEST

|              |            |
|--------------|------------|
| Shade Cloth  | \$1,700.00 |
| Installation | \$500.00   |
|              | \$         |
|              | \$         |
|              | \$         |
|              | \$         |
|              | \$         |
|              | \$         |

**Expenditure Amount from requested grant**

\$0.00

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

**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field****Evidence of Public Liability****Evidence of current Public Liability Insurance must be supplied \***

Filename: WSCC - Certificate of Currency 2023:24.pdf

File size: 24.8 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

30/06/2024

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: WSCC - COMMITTEE LIST 2023-24.xls

File size: 24.0 kB

**DECLARATION****\* indicates a required field**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-18 From Wantirna South Cricket Club**  
Form Submitted 19 Jul 2023, 10:03AM AEST

## Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**Name \***

[REDACTED]

**Organisation Name \***

WANTIRNA SOUTH CRICKET CLUB

**Position (eg: President, Treasurer) \***

[REDACTED]

**on Date \***

[REDACTED]

Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.



**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-19 From Tabulam and Templer Homes for the Aged Inc**

Form Submitted 25 Jul 2023, 4:22PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM****\* indicates a required field****Minor Grants Information****To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| <b>Application Amount</b> | <b>Incorporated or Auspiced?</b> | <b>Assessment &amp; Determination</b>  | <b>Acquittal</b>                                |
|---------------------------|----------------------------------|--|---|
| < \$500                   | Yes                              | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000          | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000        | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                           |                                  |  |   |

**Application Category****Application Amount \***

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-19 From Tabulam and Templer Homes for the Aged Inc**

Form Submitted 25 Jul 2023, 4:22PM AEST

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

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details****Organisation Name \***

Tabulam and Templer Homes for the Aged Inc

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

[REDACTED]

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

45 949 886 423

|  |
|--|
| <b>Information from the Australian Business Register</b> |
|--|

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-19 From Tabulam and Templer Homes for the Aged Inc**

Form Submitted 25 Jul 2023, 4:22PM AEST

|  |  |
|--|--|
| <b>ABN</b>                                       | 45 949 886 423   |
| <b>Entity name</b>                               | TABULAM AND TEMPLER HOMES FOR THE AGED INC.                    |
| <b>ABN status</b>                                | Active   |
| <b>Entity type</b>                               | Other Incorporated Entity                                      |
| <b>Goods &amp; Services Tax (GST)</b>            | Yes  |
| <b>DGR Endorsed</b>                              | Yes (Item 1)   |
| <b>ATO Charity Type</b>                          | Public Benevolent Institution <a href="#">More information</a> |
| <b>ACNC Registration</b>                         | Registered   |
| <b>Tax Concessions</b>                           | FBT Exemption, GST Concession, Income Tax Exemption            |
| <b>Main business location</b>                    | 3153 VIC   |
| <i>Information retrieved at 6:51am yesterday</i> |  |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

A0039292Z

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:****Community Strengthening e-Bulletin Subscription**

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

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Advertising for Volunteers

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-19 From Tabulam and Templer Homes for the Aged Inc**

Form Submitted 25 Jul 2023, 4:22PM AEST

**Project Start Date \***

30/08/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

29/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

We are requesting funds towards the printing and distribution of a flyer to attract volunteers to our Aged care facility in Bayswater. After COVID, we were left with very few volunteers to assist with crafts, cooking, one-on-one visits, outings and pet therapy etc. We need to boost our volunteer base and to assist with this, we would like to do a letterbox drop to the local Knox community.

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

The community benefits gained by this project are local Knox residents will see the benefits and joy of volunteering at a not-for-profit aged care facility. Volunteering at an aged care facility gives volunteers a sense of belonging, a sense of being valued and feeling part of a community. In turn, our residents build relationships with the local Knox community, and receive more programs and visits, when some of our residents do not receive visits at all.

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

8

Must be a number

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

148

Must be a number

**How many of the above are Knox residents? \***

120

Must be a number

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

\$5,750.30

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024 (Version 2 of 2)

Application No. 2324-MGP-19 From Tabulam and Templer Homes for the Aged Inc

Form Submitted 25 Jul 2023, 4:22PM AEST

## Budget

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

**NOTE: total income must match total expenditure**

| Income               | \$         | Expenditure       | \$         |
|----------------------|------------|-------------------|------------|
| Grant amount         | \$3,000.00 | Printing of flyer | \$2,185.00 |
| Contribution from us | \$2,750.30 | Letterbox drop    | \$3,565.30 |
|                      | \$         |                   | \$         |
|                      | \$         |                   | \$         |
|                      | \$         |                   | \$         |
|                      | \$         |                   | \$         |
|                      | \$         |                   | \$         |
|                      | \$         |                   | \$         |

## Budget Totals

### Total Income Amount

\$5,750.30

This number/amount is calculated.

### Total Expenditure Amount

\$5,750.30

This number/amount is calculated.

### Income - Expenditure

\$0.00

This number/amount is calculated.

Must total \$0.00

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Letterbox Quote.msg

File size: 189.5 kB

Filename: Quotation - A5 Flyers printing.msg

File size: 132.5 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

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

-\$2,750.30

This number/amount is calculated.

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

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-19 From Tabulam and Templer Homes for the Aged Inc**

Form Submitted 25 Jul 2023, 4:22PM AEST

| <b>Expenditure</b>                | <b>\$</b>  |
|-----------------------------------|------------|
| Letterbox distribution / delivery | \$3,000.00 |
|                                   |            |
|                                   | \$         |
|                                   | \$         |
|                                   | \$         |
|                                   | \$         |
|                                   | \$         |
|                                   | \$         |

**Expenditure Amount from requested grant**

\$0.00

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

**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field****Evidence of Public Liability****Evidence of current Public Liability Insurance must be supplied \***

Filename: 2022\_2023\_Public n Products Liability Insurance.pdf

File size: 392.4 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

31/07/2023

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: Form-Volunteer Agreement.docx

File size: 896.4 kB

Filename: Form-Volunteer Application Form.docx

File size: 896.3 kB

Filename: Form-Volunteer Confidentiality and Non-Disclosure Deed.docx

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-19 From Tabulam and Templer Homes for the Aged Inc**  
Form Submitted 25 Jul 2023, 4:22PM AEST

File size: 891.5 kB

Filename: Handbook Volunteer.docx

File size: 1.1 MB

Filename: Volunteer Committee Members.xlsx

File size: 10.3 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

[REDACTED]

**Organisation Name \***

Tabulam and Templer Homes for the Aged Inc

**Position (eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

11/07/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-21 From Eastern Districts Polish Association (Melbourne)**

Form Submitted 14 Jul 2023, 12:03PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM****\* indicates a required field****Minor Grants Information****To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| <b>Application Amount</b> | <b>Incorporated or Auspiced?</b> | <b>Assessment &amp; Determination</b>  | <b>Acquittal</b>                                |
|---------------------------|----------------------------------|--|---|
| < \$500                   | Yes                              | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000          | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000        | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                           |                                  |  |   |

**Application Category****Application Amount \***



**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-21 From Eastern Districs Polish Association (Melbourne)**

Form Submitted 14 Jul 2023, 12:03PM AEST

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

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details****Organisation Name \***

Eastern Districs Polish Association (Melbourne)

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

19 005 799 968

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-21 From Eastern Districs Polish Association (Melbourne)**

Form Submitted 14 Jul 2023, 12:03PM AEST

|  |  |
|--|--|
| <b>ABN</b>                                   | 19 005 799 968                                   |
| <b>Entity name</b>                           | EASTERN DISTRICTS POLISH ASSOCIATION (MELBOURNE) |
| <b>ABN status</b>                            | Active   |
| <b>Entity type</b>                           | Australian Public Company                        |
| <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   |
| <i>Information retrieved at 1:02am today</i> |  |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

005799968

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:****Community Strengthening e-Bulletin Subscription**

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

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Speakers and microphones for Syrena

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-21 From Eastern Districts Polish Association (Melbourne)**

Form Submitted 14 Jul 2023, 12:03PM AEST

**Project Start Date \***

06/11/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

22/01/2024

Must be a date.

**(a) Briefly describe details of the request: \***

For 40 years, EDPA has been organising a very successful outdoor events including "Christmas Trade Fair" and "Old Polish Fete". These and similar events, which attract up to a 1000 people, acknowledge the multicultural traditions of the Knox area and help contribute to community members feeling recognised, accepted, and respected. In addition, during warmer months we hold every Friday events, attended by average 80-100 people, in our beer garden where amateur entertainment and music is being provided. We want to build on this social enterprise by improving the organisation and equipment to encourage the largest possible attendance to share our culture, food, music, conversation and provide promotional opportunities for the local small and micro businesses. We invite local politicians and councillors to attend the large events and they have an opportunity to address the crowd.

Unfortunately, we fail with the sound and microphone system. What we have at present is very archaic and noisy. It is not complimentary to the speakers or entertainers. Therefore, the aim of the project is to provide a proper sound system for future speakers, choirs and music to encourage greater participation in our events. The sound system which we selected is flexible and can be set up in different ways to ensure best quality outdoor sound depending on the numbers of attendees and configurations of the stage, seats and tables. So, it will work for the large events as well as the smaller ones. Around 30-40 volunteers will support each of the outdoor events equaling more than 300 hours work.

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

The project is important because it will provide the speakers and artists with a more professional sound system which will allow the attendees to hear them properly without interruptions by speaker noise. This will improve the quality of listening music and artistic programmes and as a consequence it will encourage larger attendances to these events. Our events are open to everyone and are attended by people of all ages, genders and cultures. These gatherings help people to deal with loneliness and develop informal support networks which lead to stronger and happier community. We have been receiving inquiries from other ethnic groups who want to hold their events and the sound system will also benefit those groups. Every attendee to our outdoor event will benefit from this project in some way by being provided with improved ambiance.

Our catchment area is City of Knox, City of Casey and City of Dandenong. On average our large outdoor events are attended by more than 800 adults and 150 children. We estimate that approximately half of the attendees are from the City of Knox area. We estimate that at least 1,200 City of Knox residents will benefit from this project, annually. If we interpolate this figure by a very conservative life of the sound system being 10 years then at least 12,000 City of Knox residents will benefit.

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

60-80

Must be a number

## Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-21 From Eastern Districs Polish Association (Melbourne)

Form Submitted 14 Jul 2023, 12:03PM AEST

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

30,000

Must be a number

**How many of the above are Knox residents? \***

12,000

Must be a number

## BUDGET

**\* indicates a required field**

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

\$2,235.80

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$2,235.80

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Budget

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

**NOTE: total income must match total expenditure**

| Income | \$         | Expenditure | \$         |
|--------|------------|-------------|------------|
| Grant  | \$2,235.80 | 2235.80     | \$2,235.80 |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |

## Budget Totals

**Total Income Amount**

\$2,235.80

This number/amount is calculat-

**Total Expenditure Amount**

\$2,235.80

This number/amount is calculat-

**Income - Expenditure**

\$0.00

This number/amount is calculat-

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-21 From Eastern Districs Polish Association (Melbourne)**  
 Form Submitted 14 Jul 2023, 12:03PM AEST

ed.

ed.

ed.

Must total \$0.00

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: JB Quote speakers microphones.pdf

File size: 104.4 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

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

This number/amount is calculated.

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Public Liability to 1.11.23.pdf

File size: 63.1 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

01/11/2023

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: ASIC extract EDPA.pdf

File size: 356.7 kB

Filename: EDPA Directors and Committee .pdf

File size: 143.7 kB

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-21 From Eastern Districs Polish Association (Melbourne)**

Form Submitted 14 Jul 2023, 12:03PM AEST

**DECLARATION****\* indicates a required field****Conflict of Interest****Do you or a family member have a relationship with a Council staff member or Councillor? \***☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.****If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Procedure.****Name \*****Organisation Name \*****President, Treasurer) \*****Declaration Date \***

14/07/2023

Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-22 From Polish Senior Citizens Club Inc**

Form Submitted 7 Aug 2023, 2:28PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM****\* indicates a required field****Minor Grants Information****To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| <b>Application Amount</b> | <b>Incorporated or Auspiced?</b> | <b>Assessment &amp; Determination</b>  | <b>Acquittal</b>                                |
|---------------------------|----------------------------------|--|---|
| < \$500                   | Yes                              | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000          | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000        | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                           |                                  |  |   |

**Application Category****Application Amount \***

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-22 From Polish Senior Citizens Club Inc**

Form Submitted 7 Aug 2023, 2:28PM AEST

☐ < \$500 ☒ \$501 to \$1,000 ☐ \$1,001 to \$3,000**APPLICANT DETAILS****\* indicates a required field****Applicant Details****Organisation Name \***

Polish Senior Citizens Club Inc

**Organisation Address \***

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

me

**Project Contact Address \***

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

Must be an email address.

**Committee Secretary (Second Contact Person) \*****Secretary Mobile Phone Number \***

Must be an Australian phone number.

**Secretary Email \***

Must be an email address.

**Please provide your ABN**

73 711 829 120

**Information from the Australian Business Register**



**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-22 From Polish Senior Citizens Club Inc**

Form Submitted 7 Aug 2023, 2:28PM AEST

|  |   |
|--|---|
| <b>ABN</b>                                       | 73 711 829 120                                |
| <b>Entity name</b>                               | POLISH SENIOR CITIZENS CLUB                   |
| <b>ABN status</b>                                | Active  |
| <b>Entity type</b>                               | Other Unincorporated Entity                   |
| <b>Goods &amp; Services Tax (GST)</b>            | No  |
| <b>DGR Endorsed</b>                              | No  |
| <b>ATO Charity Type</b>                          | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                         | No  |
| <b>Tax Concessions</b>                           | No tax concessions                            |
| <b>Main business location</b>                    | 3178 VIC                                      |
| <i>Information retrieved at 6:11am yesterday</i> |   |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

No. A0045899D

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Asked Rachael/Belinda how much money we can spend on Minor grants seeing we did receive a grant last year. Had to ring Belinda had problem in filling out Budget section.

**Community Strengthening e-Bulletin Subscription**

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

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-22 From Polish Senior Citizens Club Inc**

Form Submitted 7 Aug 2023, 2:28PM AEST

Bus to Albion Jamboree Seniors week

**Project Start Date \***

18/10/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

18/10/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Our Seniors Club is the largest Polish Club in Victoria. Each year during Seniors week, a Jamboree of all Polish Senior clubs in Victoria meet in one of the Polish Clubs. This year it will be held in Albion. We are applying for this grant as we would like to encourage our vulnerable members to leave their house and mingle with others. They will pay for the meal, however with the grant, we hope to alleviate any additional costs to them by covering their bus fare.

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

The community will benefit as some members are Knox residents and they will be able to go by bus from the Community Centre in Rowville to Albion. Often members find it difficult to find a means of travel and miss out on these social gatherings that may happen far from our centre. The seniors meet with their friends that they don't always get a chance to meet. There is always singing, poetry and a meal.

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

30

Must be a number

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

57

Must be a number

**How many of the above are Knox residents? \***

18

Must be a number

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

\$1,029.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-22 From Polish Senior Citizens Club Inc**

Form Submitted 7 Aug 2023, 2:28PM AEST

\$1,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

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

| <b>Income</b> | <b>\$</b>  | <b>Expenditure</b> | <b>\$</b>  |
|---------------|------------|--------------------|------------|
| Council Grant | \$1,000.00 | Club               | \$1,029.00 |
| Club input    | \$29.00    |                    |            |
|               |            |                    |            |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |

**Budget Totals****Total Income Amount**

\$1,029.00

This number/amount is calculated.

**Total Expenditure Amount**

\$1,029.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: quote Bayside.PDF

File size: 2.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

-\$29.00

This number/amount is calculated.

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

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-22 From Polish Senior Citizens Club Inc**

Form Submitted 7 Aug 2023, 2:28PM AEST

| <b>Expenditure</b>          | <b>\$</b>  |
|-----------------------------|------------|
| Bus hire to Albion Jamboree | \$1,000.00 |
|                             |            |
|                             | \$         |
|                             | \$         |
|                             | \$         |
|                             | \$         |
|                             | \$         |
|                             | \$         |

**Expenditure Amount from requested grant**

\$0.00

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

**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field****Evidence of Public Liability****Evidence of current Public Liability Insurance must be supplied \***

Filename: Certificate of Currency 2023 24.pdf

File size: 58.9 kB

Filename: Certificate of Currency - GPA (Polish Senior Citizens Club - Rowville).pdf

File size: 150.4 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

30/06/2024

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: Committee Members 2022 23.docx

File size: 14.0 kB

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-22 From Polish Senior Citizens Club Inc**  
Form Submitted 7 Aug 2023, 2:28PM AEST

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**Name \***

[REDACTED]

**Organisation Name \***

Polish Senior Citizens Club Inc

**(eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

[REDACTED]

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-23 From Alchester Village Pre-School**  
 Form Submitted 12 Jul 2023, 2:04PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

**\* indicates a required field**

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| Application Amount | Incorporated or Auspiced? | Assessment & Determination   | Acquittal                                       |
|--------------------|---------------------------|--|---|
| < \$500            | Yes                       | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000   | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000 | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                    |                           |  |   |

### Application Category

**Application Amount \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-23 From Alchester Village Pre-School**  
Form Submitted 12 Jul 2023, 2:04PM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Alchester Village Pre-School

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

me

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

66 201 173 848

**Information from the Australian Business Register**

## Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-23 From Alchester Village Pre-School  
Form Submitted 12 Jul 2023, 2:04PM AEST

|  |  |
|--|--|
| <b>ABN</b>                                   | 66 201 173 848                                   |
| <b>Entity name</b>                           | ALCHESTER VILLAGE 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>                          | 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>                | 3155 VIC   |
| <i>Information retrieved at 1:27am today</i> |  |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

#### Is your organisation Incorporated? \*

☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

### Incorporation Details

**Please provide your Incorporated number**

A0032507U

This can be found on the Consumer Affairs Victoria website

### Pre-application contact with Knox City Council

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

No

### Community Strengthening e-Bulletin Subscription

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

[Subscribe here](#)

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Embedding Indigenous culture



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-23 From Alchester Village Pre-School**  
 Form Submitted 12 Jul 2023, 2:04PM AEST

**Project Start Date \***

30/08/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

01/10/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Purchasing Wandana Aboriginal Artefacts & Education Kit and the Vegetable Gardening Pods to embed First Nations culture as well as gardening and sustainability to our kinder program.

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

Embedding Indigenous perspectives supports the value of First Nation's culture and increases engagement of Indigenous children. For non-Indigenous children, it encourages respect for the histories and current culture of the First Nations peoples and help develop a genuine understanding of the land we live on. By purchasing the vegetable pods the children and their families learn about gardening - an important life skill. Gardening is educational and develops new skills including: Responsibility- from caring for plants. Understanding- as they learn about cause and effect (for example, plants die without water, weeds compete with plants) Self-confidence - from achieving their goals and enjoying the food they have grown. The kindergarten and the surrounding community has the potential to benefit for produce grown and shared within the families and staff at kindergarten and other groups who would benefit.

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

15-20

Must be a number

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

700-800

Must be a number

**How many of the above are Knox residents? \***

750

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$4,011.04

Must be a dollar amount.

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

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-23 From Alchester Village Pre-School**  
 Form Submitted 12 Jul 2023, 2:04PM AEST

**(d) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Budget**

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

**NOTE: total income must match total expenditure**

| Income             | \$         | Expenditure                        | \$         |
|--------------------|------------|------------------------------------|------------|
| Knox Minor Grant   | \$3,000.00 | Artefacts Education Kit (Ultimate) | \$2,200.00 |
| Kinder Fundraising | \$1,011.04 | Vegepods Starter Kit x 2           | \$1,684.00 |
|                    | \$         | Bunnings Potting Mix soil          | \$127.04   |
|                    | \$         |                                    | \$         |
|                    | \$         |                                    | \$         |
|                    | \$         |                                    | \$         |
|                    | \$         |                                    | \$         |
|                    | \$         |                                    | \$         |

**Budget Totals**

**Total Income Amount**

\$4,011.04

This number/amount is calculated.

**Total Expenditure Amount**

\$4,011.04

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Bunnings-Vegepod-Soil.pdf  
 File size: 73.8 kB

Filename: Cart\_Wandana.pdf  
 File size: 148.5 kB

Filename: VEGEPOD.pdf  
 File size: 63.9 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-23 From Alchester Village Pre-School**  
 Form Submitted 12 Jul 2023, 2:04PM AEST

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

**If your only income is only the Minor Grant requested, the total below will be \$0**  
 -\$1,011.04

This number/amount is calculated.

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

| <b>Expenditure</b>                 | <b>\$</b>  |
|------------------------------------|------------|
| Artefacts Education Kit (Ultimate) | \$2,200.00 |
| Vegepods Starter Kit x 1           | \$800.00   |
|                                    | \$         |
|                                    | \$         |
|                                    | \$         |
|                                    | \$         |
|                                    | \$         |
|                                    | \$         |

**Expenditure Amount from requested grant**

\$0.00

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

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Certificate of currency-Alchester Village Pre-School Incorporated-A08657 CSOE FI D.pdf  
 File size: 149.1 kB

Filename: Certificate of currency-Alchester Village Pre-School Incorporated-A08657 CSOE PA G.pdf  
 File size: 170.0 kB

Filename: Certificate of currency-Alchester Village Pre-School Incorporated-A08657 CSOE PP L.pdf  
 File size: 149.6 kB

Filename: Certificate of currency-Alchester Village Pre-School Incorporated-A08657 CSOE PR O.pdf

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-23 From Alchester Village Pre-School**  
Form Submitted 12 Jul 2023, 2:04PM AEST

File size: 116.0 kB  
A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

30/06/2024

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: Committee List 2023 (1).docx  
File size: 11.4 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

[Redacted]

**Organisation Name \***

Alchester Village Pre-School

**Position (eg: President, Treasurer) \***

[Redacted]

**Declaration Date \***

12/07/2023

Must be a date.

### Privacy Statement

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-23 From Alchester Village Pre-School**  
Form Submitted 12 Jul 2023, 2:04PM AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-26 From Templeton Tennis Club Incorporated**

Form Submitted 15 Jul 2023, 9:39AM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM****\* indicates a required field****Minor Grants Information****To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| <b>Application Amount</b> | <b>Incorporated or Auspiced?</b> | <b>Assessment &amp; Determination</b>  | <b>Acquittal</b>                                |
|---------------------------|----------------------------------|--|---|
| < \$500                   | Yes                              | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000          | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000        | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                           |                                  |  |   |

**Application Category****Application Amount \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-26 From Templeton Tennis Club Incorporated**  
Form Submitted 15 Jul 2023, 9:39AM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Templeton Tennis Club Incorporated

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

[REDACTED]

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

15 947 015 664

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-26 From Templeton Tennis Club Incorporated**

Form Submitted 15 Jul 2023, 9:39AM AEST

|   |   |
|---|---|
| <b>ABN</b>  | 15 947 015 664                                |
| <b>Entity name</b>                                | Templeton Tennis Club Incorporated            |
| <b>ABN status</b>                                 | Active  |
| <b>Entity type</b>                                | Other Incorporated Entity                     |
| <b>Goods &amp; Services Tax (GST)</b>             | No  |
| <b>DGR Endorsed</b>                               | No  |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | No  |
| <b>Tax Concessions</b>                            | No tax concessions                            |
| <b>Main business location</b>                     | 3152 VIC                                      |
| <i>Information retrieved at 10:09am yesterday</i> |   |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

A0008932z

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

No

**Community Strengthening e-Bulletin Subscription**

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

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Purchase of Match Day Tennis Balls



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-26 From Templeton Tennis Club Incorporated**  
 Form Submitted 15 Jul 2023, 9:39AM AEST

**Project Start Date \***

31/08/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

07/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

To purchase 6 boxes of competition grade tennis balls

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

Allows for the use of quality equipment for both competition players and when completed all balls go to coaching of younger players.

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

27

Must be a number

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

120

Must be a number

**How many of the above are Knox residents? \***

110

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$960.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$960.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Budget**

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

**NOTE: total income must match total expenditure**

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-26 From Templeton Tennis Club Incorporated**

Form Submitted 15 Jul 2023, 9:39AM AEST

| <b>Income</b> | <b>\$</b> | <b>Expenditure</b> | <b>\$</b> |
|---------------|-----------|--------------------|-----------|
| Grant         | \$960.00  | Tension 24         | \$960.00  |
|               | \$        |                    | \$        |
|               | \$        |                    | \$        |
|               | \$        |                    | \$        |
|               | \$        |                    | \$        |
|               | \$        |                    | \$        |
|               | \$        |                    | \$        |
|               | \$        |                    | \$        |

**Budget Totals****Total Income Amount**

\$960.00

This number/amount is calculated.

**Total Expenditure Amount**

\$960.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: Tension 24 Quote July 2023.PDF

File size: 152.7 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

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

This number/amount is calculated.

**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field****Evidence of Public Liability****Evidence of current Public Liability Insurance must be supplied \***

Filename: Public Liability Insurance 2022 2023.pdf

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-26 From Templeton Tennis Club Incorporated**  
Form Submitted 15 Jul 2023, 9:39AM AEST

File size: 137.2 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

31/12/2023

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: Templeton Tennis Club Committee Members 2023.docx

File size: 17.6 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

[Redacted]

**Organisation Name \***

Templeton Tennis Club

**Position (eg: President, Treasurer) \***

[Redacted]

**Declaration Date \***

15/07/2023

Must be a date.

### Privacy Statement

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-26 From Templeton Tennis Club Incorporated**

Form Submitted 15 Jul 2023, 9:39AM AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-29 From Golden Cobra Martial Arts**  
 Form Submitted 25 Jul 2023, 3:21PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| Application Amount | Incorporated or Auspiced? | Assessment & Determination   | Acquittal                                       |
|--------------------|---------------------------|--|---|
| < \$500            | Yes                       | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000   | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000 | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                    |                           |  |   |

### Application Category

Application Amount \*

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-29 From Golden Cobra Martial Arts**  
Form Submitted 25 Jul 2023, 3:21PM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Golden Cobra Martial Arts

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

88 742 432 698

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-29 From Golden Cobra Martial Arts**  
 Form Submitted 25 Jul 2023, 3:21PM AEST

|  |   |
|--|---|
| <b>ABN</b>                                       | 88 742 432 698                                |
| <b>Entity name</b>                               | GOLDEN COBRA MARTIAL ARTS 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>                    | 3159 VIC                                      |
| <i>Information retrieved at 6:54am yesterday</i> |   |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0090731W

This can be found on the Consumer Affairs Victoria website

## Pre-application contact with Knox City Council

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

No

## Community Strengthening e-Bulletin Subscription

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

[Subscribe here](#)

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Competition Medals and Trophies

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-29 From Golden Cobra Martial Arts**  
 Form Submitted 25 Jul 2023, 3:21PM AEST

**Project Start Date \***

01/09/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

29/10/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Golden Cobra proposes to run an internal dojo tournament in 2023. This will give many of our members the opportunity to experience competition for the first time in a safe and supportive environment, and give them the skills and confidence required to go on and compete in larger, state and national wide competitions and represent our local area. Tournament fees are kept deliberately low to allow as many members as possible the change to compete, without cost presenting a barrier to participation. Unfortunately, the tournament will not cover the costs of medals and trophies for participants, so we are seeking support from Knox Council for the purchase of these items.

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

Karate has been proven to increase community engagement and develop confidence and respect in practitioners (Fuller and Lloyd, 2020). Participation increases both mental and physical wellbeing (Pliske, Emmermacher, Weinbeer and Witte, 2016), with many of our members reporting that weekly training is their only means of regular exercise. We hope to use the dojo tournament to increase interest in our small tournament team and encourage our members to represent the local area across Victoria and Australia.

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

25

Must be a number

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

125

Must be a number

**How many of the above are Knox residents? \***

50

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$1,711.03

Must be a dollar amount.

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



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-29 From Golden Cobra Martial Arts**  
 Form Submitted 25 Jul 2023, 3:21PM AEST

**(d) What amount is being requested? \***

\$1,711.03

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Budget**

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

**NOTE: total income must match total expenditure**

| Income                   | \$         | Expenditure                     | \$         |
|--------------------------|------------|---------------------------------|------------|
| Minor grant contribution | \$1,711.03 | Purchase of medals and trophies | \$1,711.03 |
|                          | \$         |                                 | \$         |
|                          | \$         |                                 | \$         |
|                          | \$         |                                 | \$         |
|                          | \$         |                                 | \$         |
|                          | \$         |                                 | \$         |
|                          | \$         |                                 | \$         |
|                          | \$         |                                 | \$         |

**Budget Totals**

**Total Income Amount**

\$1,711.03

This number/amount is calculated.

**Total Expenditure Amount**

\$1,711.03

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: 0037947\_Quote.pdf

File size: 119.7 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

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

\$0.00

This number/amount is calculated.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-29 From Golden Cobra Martial Arts**  
Form Submitted 25 Jul 2023, 3:21PM AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: CoC Golden Cobra Martial Arts Public Indemnity Insurance.pdf  
File size: 269.5 kB  
A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

15/09/2023

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

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **List of Committee members & contacts**

**Attach relevant documentation:**

Filename: Golden Cobra committee list.xlsx  
File size: 16.9 kB

Filename: Golden Cobra Project Plan 2023.docx  
File size: 59.0 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**Name \***

[REDACTED]

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-29 From Golden Cobra Martial Arts**  
Form Submitted 25 Jul 2023, 3:21PM AEST

**Organisation Name \***

Golden Cobra Martial Arts

**Position (eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

25/07/2023

Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-30 From Upper Ferntree Gully Fire Brigade**  
 Form Submitted 2 Aug 2023, 8:15AM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

**\* indicates a required field**

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| Application Amount | Incorporated or Auspiced? | Assessment & Determination   | Acquittal                                       |
|--------------------|---------------------------|--|---|
| < \$500            | Yes                       | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000   | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000 | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                    |                           |  |   |

### Application Category

**Application Amount \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-30 From Upper Ferntree Gully Fire Brigade**  
Form Submitted 2 Aug 2023, 8:15AM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Upper Ferntree Gully Fire Brigade

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

[REDACTED]

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

39 255 319 010

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-30 From Upper Ferntree Gully Fire Brigade**

Form Submitted 2 Aug 2023, 8:15AM AEST

|  |   |
|--|---|
| <b>ABN</b>                                       | 39 255 319 010                                |
| <b>Entity name</b>                               | COUNTRY FIRE AUTHORITY                        |
| <b>ABN status</b>                                | Active  |
| <b>Entity type</b>                               | State Government Entity                       |
| <b>Goods &amp; Services Tax (GST)</b>            | Yes   |
| <b>DGR Endorsed</b>                              | Yes (Item 1)                                  |
| <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>                    | 3151 VIC                                      |
| <i>Information retrieved at 7:40am yesterday</i> |   |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Councillor Meagan Baker

**Community Strengthening e-Bulletin Subscription**

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

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Secretary Laptop Computer &amp; Associated IT Equipment

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-30 From Upper Ferntree Gully Fire Brigade**

Form Submitted 2 Aug 2023, 8:15AM AEST

**Project Start Date \***

01/09/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

30/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

The Upper Ferntree Gully Fire Brigade is requesting to purchase a new laptop computer, printer, software, mouse and bag to replace our existing items, which are outdated and no longer meeting operational needs. The new IT equipment will enable our brigade secretary to work more efficiently, improve communication within the team and the community, enhance data security, and facilitate better record-keeping, ultimately contributing to the brigade's overall effectiveness and responsiveness in serving the community's safety needs.

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

Purchasing a new laptop computer and associated items for the Upper Ferntree Gully Fire Brigade's secretary would offer several benefits to the community, including:

1. Increased Efficiency: A faster and more capable laptop would allow the secretary to complete tasks quickly, enabling her to handle administrative work, scheduling, and communication more efficiently.
2. Enhanced Communication: With an updated laptop, the secretary can stay connected with the fire brigade team, authorities, and the community more effectively, ensuring timely responses to inquiries and emergencies.
3. Streamlined Record Keeping: The new laptop can facilitate better record management, ensuring accurate and organised documentation of incidents, training sessions, and administrative processes.
4. Improved Collaboration: Up-to-date hardware and software would enable the secretary to collaborate seamlessly with other team members, enhancing coordination and decision-making within the fire brigade.
5. Increased Accessibility: The new laptop will come with accessibility features, enabling the secretary to communicate and assist community members with varying needs more effectively.
6. Enhanced Data Security: An updated laptop will have improved security features, safeguarding sensitive information and protecting against potential cyber threats.
7. Training and Skill Development: A modern laptop can support the secretary's ongoing training and skill development, allowing them to stay updated with the latest firefighting techniques and administrative practices.
8. Community Outreach: Our secretary can use the laptop to engage with the community through social media, newsletters, and online campaigns, promoting fire safety awareness and community involvement.

Overall, investing in a new updated laptop for the fire brigade's secretary would foster a more efficient, communicative, and organised approach, benefiting the entire community by ensuring a well-managed and responsive fire brigade service.

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

50

Must be a number

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-30 From Upper Ferntree Gully Fire Brigade**

Form Submitted 2 Aug 2023, 8:15AM AEST

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

1000

Must be a number

**How many of the above are Knox residents? \***

1000

Must be a number

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

\$2,552.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$2,552.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

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

| Income    | \$         | Expenditure | \$         |
|-----------|------------|-------------|------------|
| \$2552.00 | \$2,552.00 | 0           | \$2,552.00 |
|           |            | 0           |            |
|           | \$         |             | \$         |
|           | \$         |             | \$         |
|           | \$         |             | \$         |
|           | \$         |             | \$         |
|           | \$         |             | \$         |

**Budget Totals****Total Income Amount**

\$2,552.00

This number/amount is calculated.

**Total Expenditure Amount**

\$2,552.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-30 From Upper Ferntree Gully Fire Brigade**  
Form Submitted 2 Aug 2023, 8:15AM AEST

Must total \$0.00

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: IMG\_2854.png

File size: 658.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

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

This number/amount is calculated.

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: CFA Insurance Certificate of Currency 1 Jul 2023 to 30 Jun 2024.pdf

File size: 439.1 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

30/06/2024

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

---

Filename: UPPER FERNTREE GULLY BMT LIST.pdf

File size: 143.2 kB

## DECLARATION

**\* indicates a required field**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-30 From Upper Ferntree Gully Fire Brigade**  
Form Submitted 2 Aug 2023, 8:15AM AEST

## Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**Name \***

[REDACTED]

**Organisation Name \***

Upper Ferntree Gully Fire Brigade

**Position (eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

02/08/2023

Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-31 From Outer East Foodshare Inc**  
 Form Submitted 13 Aug 2023, 8:36PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

**\* indicates a required field**

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| Application Amount | Incorporated or Auspiced? | Assessment & Determination   | Acquittal                                       |
|--------------------|---------------------------|--|---|
| < \$500            | Yes                       | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000   | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000 | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                    |                           |  |   |

### Application Category

**Application Amount \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-31 From Outer East Foodshare Inc**  
Form Submitted 13 Aug 2023, 8:36PM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Outer East Foodshare Inc

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED] me

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

96 742 344 380

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-31 From Outer East Foodshare Inc**  
 Form Submitted 13 Aug 2023, 8:36PM AEST

|  |  |
|--|--|
| <b>ABN</b>                                       | 96 742 344 380                                   |
| <b>Entity name</b>                               | Outer East Foodshare 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>                    | 3796 VIC   |
| <i>Information retrieved at 8:32am yesterday</i> |  |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0058358W

This can be found on the Consumer Affairs Victoria website

## Pre-application contact with Knox City Council

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

Camille Bowles, Kylie Wilmot

## Community Strengthening e-Bulletin Subscription

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

[Subscribe here](#)

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

More food for people in need

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-31 From Outer East Foodshare Inc**  
 Form Submitted 13 Aug 2023, 8:36PM AEST

**Project Start Date \***

29/08/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

12/08/2024

Must be a date.

**(a) Briefly describe details of the request: \***

We are setting up a food hub to get more Foodbank food into Knox for the local food relief agencies. We need to purchase a sturdy pallet trolley with brakes as there is a slope from the car park down to the front door of the building. Given we will be receiving 3-4 tons of food per week we need to be able to move the food quickly and safely.

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

Food Relief Agencies in Knox will be able to access Foodbank food from a hub in Knox without the need to drive to Dandenong to collect it. It will save both time and transport costs for these agencies and give them access to a wider range of food.

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

18

Must be a number

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

7000

Must be a number

**How many of the above are Knox residents? \***

6800

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$30,000.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Budget**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-31 From Outer East Foodshare Inc**  
 Form Submitted 13 Aug 2023, 8:36PM AEST

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

| Income                   | \$          | Expenditure                 | \$          |
|--------------------------|-------------|-----------------------------|-------------|
| Knox CC Grant            | \$3,000.00  | Trolleys, e and manual      | \$3,000.00  |
| Existing funds           | \$15,000.00 | van, shelves                | \$15,000.00 |
| Sustainability Vic Grant | \$10,000.00 | Freezers, fridges           | \$10,000.00 |
| YR Grant                 | \$5,000.00  | storage, transport of goods | \$5,000.00  |
|                          |             |                             |             |
|                          | \$          |                             | \$          |
|                          | \$          |                             | \$          |
|                          | \$          |                             | \$          |

### Budget Totals

| Total Income Amount                              | Total Expenditure Amount                         | Income - Expenditure   |
|--|--|--|
| \$33,000.00<br>This number/amount is calculated. | \$33,000.00<br>This number/amount is calculated. | \$0.00<br>This number/amount is calculated.<br>Must total \$0.00 |

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: OEFHub Trolleys, handcarts.docx

File size: 837.8 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

**If your only income is only the Minor Grant requested, the total below will be \$0**  
 -\$30,000.00

This number/amount is calculated.

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

| Expenditure | \$ |
|-------------|----|
|             |    |

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-31 From Outer East Foodshare Inc**  
 Form Submitted 13 Aug 2023, 8:36PM AEST

|                      |            |
|----------------------|------------|
| Electric pallet jack | \$2,200.00 |
| Hand trolley x 3     | \$800.00   |
|                      | \$         |
|                      | \$         |
|                      | \$         |
|                      | \$         |
|                      | \$         |
|                      | \$         |

**Expenditure Amount from requested grant**

\$0.00

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

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Allianz Certificate of Currency14112023.pdf

File size: 242.0 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

14/11/2023

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: Outer East Foodshare Inc Board Members 2023.docx

File size: 12.7 kB

## DECLARATION

**\* indicates a required field**



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-31 From Outer East Foodshare Inc**  
Form Submitted 13 Aug 2023, 8:36PM AEST

## Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**Name \***

[REDACTED]

**Organisation Name \***

Outer East Foodshare Inc

**Position (eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

07/08/2023

Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-33 From Anglican Parish of Ferntree Gully & Rowville**  
 Form Submitted 11 Aug 2023, 4:31PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

**\* indicates a required field**

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| Application Amount | Incorporated or Auspiced? | Assessment & Determination   | Acquittal                                       |
|--------------------|---------------------------|--|---|
| < \$500            | Yes                       | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000   | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000 | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                    |                           |  |   |

### Application Category

**Application Amount \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-33 From Anglican Parish of Ferntree Gully & Rowville**  
Form Submitted 11 Aug 2023, 4:31PM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Anglican Parish of Ferntree Gully & Rowville

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

54 759 870 540

Information from the Australian Business Register

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-33 From Anglican Parish of Ferntree Gully & Rowville**

Form Submitted 11 Aug 2023, 4:31PM AEST

|  |  |
|--|--|
| <b>ABN</b>                                       | 54 759 870 540                                   |
| <b>Entity name</b>                               | ANGLICAN PARISH OF FERNTREE GULLY AND ROWVILLE   |
| <b>ABN status</b>                                | Active   |
| <b>Entity type</b>                               | Other Unincorporated Entity                      |
| <b>Goods &amp; Services Tax (GST)</b>            | Yes  |
| <b>DGR Endorsed</b>                              | No   |
| <b>ATO Charity Type</b>                          | Charity <a href="#">More information</a>         |
| <b>ACNC Registration</b>                         | Registered                                       |
| <b>Tax Concessions</b>                           | FBT Rebate, GST Concession, Income Tax Exemption |
| <b>Main business location</b>                    | 3178 VIC   |
| <i>Information retrieved at 4:52am yesterday</i> |  |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***☐ Yes ☒ No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation another type of organisation established under an Act passed by the State or Commonwealth (i.e. a registered charity)? \***☒ Yes ☐ No

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

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:****Community Strengthening e-Bulletin Subscription**

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

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-33 From Anglican Parish of Ferntree Gully & Rowville**  
Form Submitted 11 Aug 2023, 4:31PM AEST

Community Garden

**Project Start Date \***

01/10/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

30/10/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Replace wooden borders around vegetable garden, top up soil mix.

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

Our community hire a plot and this grant would help maintain and improve the community garden.

Empty plots will be used to supply the local community free food.

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

4

Must be a number

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

40

Must be a number

**How many of the above are Knox residents? \***

40

Must be a number

## BUDGET

**\* indicates a required field**

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

\$2,000.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$2,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Budget

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-33 From Anglican Parish of Ferntree Gully & Rowville**

Form Submitted 11 Aug 2023, 4:31PM AEST

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

| <b>Income</b> | <b>\$</b>  | <b>Expenditure</b> | <b>\$</b>  |
|---------------|------------|--------------------|------------|
| 2000          | \$2,000.00 | 2000               | \$2,000.00 |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |
|               | \$         |                    | \$         |

**Budget Totals****Total Income Amount**

\$2,000.00

This number/amount is calculated.

**Total Expenditure Amount**

\$2,000.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: SKM\_C250i23080215390.pdf

File size: 422.6 kB

Filename: SKM\_C250i23080215391.pdf

File size: 182.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

\$0.00

This number/amount is calculated.

**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-33 From Anglican Parish of Ferntree Gully & Rowville**  
Form Submitted 11 Aug 2023, 4:31PM AEST

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

Filename: CofC GPL22 DMEL 50m 2023.pdf

File size: 195.3 kB

A minimum of 1 file must be attached.

### Public Liability Expiry Date \*

31/10/2023

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

### Please attach relevant supporting documentation, including:

- A project plan
- List of Committee members & contacts

### Attach relevant documentation:

No files have been uploaded

## DECLARATION

\* indicates a required field

### Conflict of Interest

#### Do you or a family member have a relationship with a Council staff member or Councillor? \*

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

#### Name \*

[REDACTED]

#### Organisation Name \*

RAFT Anglican Church

[REDACTED]

#### Declaration Date \*

02/08/2023

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-33 From Anglican Parish of Ferntree Gully & Rowville**  
Form Submitted 11 Aug 2023, 4:31PM AEST

Must be a date.

### **Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-35 From KNOX INFOLINK INC**  
 Form Submitted 11 Aug 2023, 5:10PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

**\* indicates a required field**

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| Application Amount | Incorporated or Auspiced? | Assessment & Determination   | Acquittal                                       |
|--------------------|---------------------------|--|---|
| < \$500            | Yes                       | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000   | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000 | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                    |                           |  |   |

### Application Category

**Application Amount \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-35 From KNOX INFOLINK INC**  
Form Submitted 11 Aug 2023, 5:10PM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

KNOX INFOLINK INC

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

[REDACTED]

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

29 871 638 790

**Information from the Australian Business Register**

## Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-35 From KNOX INFOLINK INC

Form Submitted 11 Aug 2023, 5:10PM AEST

|  |  |
|--|--|
| <b>ABN</b>                                       | 29 871 638 790   |
| <b>Entity name</b>                               | KNOX INFOLINK INC  |
| <b>ABN status</b>                                | Active   |
| <b>Entity type</b>                               | Other Incorporated Entity                                      |
| <b>Goods &amp; Services Tax (GST)</b>            | Yes  |
| <b>DGR Endorsed</b>                              | Yes (Item 1)   |
| <b>ATO Charity Type</b>                          | Public Benevolent Institution <a href="#">More information</a> |
| <b>ACNC Registration</b>                         | Registered   |
| <b>Tax Concessions</b>                           | FBT Exemption, GST Concession, Income Tax Exemption            |
| <b>Main business location</b>                    | 3155 VIC   |
| <i>Information retrieved at 7:52am yesterday</i> |  |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

#### Is your organisation Incorporated? \*

☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

### Incorporation Details

**Please provide your Incorporated number**

A0026824D

This can be found on the Consumer Affairs Victoria website

### Pre-application contact with Knox City Council

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

Greg Curcio and Scott Coleman

### Community Strengthening e-Bulletin Subscription

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

[Subscribe here](#)

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Connected Knox Community - mobile phone recharging service

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-35 From KNOX INFOLINK INC**  
 Form Submitted 11 Aug 2023, 5:10PM AEST

**Project Start Date \***

01/09/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

30/08/2024

Must be a date.

**(a) Briefly describe details of the request: \***

The minor grant is requested to purchase a mobile phone charging kiosk for use during Knox Infolink's Community Breakfast program (weekdays 8am-10am) and within the Emergency Relief office (10am-3pm).

The mobile phone charging kiosk would be available to Knox Community members who are accessing support from Knox Infolink. The kiosk would enable community members experiencing housing, financial or other stress, access to an easy and safe means of charging their mobile phone.

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

Knox Infolink is a not-for-profit community organisation that has been providing emergency relief, information and referral, support and community building initiatives for over 30 years to the community of Knox. The Knox community access support from Knox Infolink via two entry points of: the Community Breakfast Program (serving 160 meals per week) and the Emergency Relief Office (supporting over 90 people per week).

A very common request from community members in both entry points, is to charge their mobile phone. At every breakfast session there is a phone charging station set up in the communal area that is utilised by 5-10 people per session. Phone chargers are also provided on a request basis through the reception in the Emergency Relief Office, again set up in the communal waiting area. There are security risks associated with the current charging services offered by Knox Infolink - that phones could be stolen or accidentally taken by other community members. Thankfully to date, only chargers and cords have been taken over the years of offering the phone charging stations.

In addition to offering practical service of charging mobile phones, access to a charged phone has become a requirement for the those experiencing homelessness in the Knox City area, to gain crisis housing support. Since December 2023, there is no crisis housing support agency located in the City of Knox. Around one third of those who attend the breakfast program and 17% of those entering the Emergency relief office are experiencing homelessness. In order to access support from Uniting Crisis Housing (located in Monash and Maroondah LGAs), the Knox community member needs to have a phone on which Uniting can contact them, which can be hours, or days, after they originally register their need for housing support. Access to a charged and operational mobile phone is an unsatisfactory extra pressure on those struggling with the experience of homelessness.

Greg Curcio (Director Customer and Performance) and Scott Coleman (Chief Information Officer), have arranged the supply of second hand quality mobile phones from Knox Council. Knox Infolink can distribute these to community members that are experiencing homelessness or other complex issues but do not have a mobile phone. This will go a long way to ensuring community members in distress are not further disadvantaged by their lack of access to a mobile phone.

The minor grant would allow purchase of a high quality and secure means of charging mobile phones. This mobile phone charging kiosk would greatly complement the provision of quality second hand mobile generously donated by Knox Council and bring greater security

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-35 From KNOX INFOLINK INC**  
 Form Submitted 11 Aug 2023, 5:10PM AEST

to current phone charging service offered through Knox Infolink.

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

65

Must be a number

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

1500

Must be a number

**How many of the above are Knox residents? \***

1300

Must be a number

## BUDGET

**\* indicates a required field**

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

\$1,320.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$1,320.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Budget

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

**NOTE: total income must match total expenditure**

| Income                   | \$         | Expenditure                               | \$         |
|--------------------------|------------|---|------------|
| Knox Council minor grant | \$1,320.00 | Purchase a secure Locker Charging Station | \$1,320.00 |
|                          | \$         |   | \$         |
|                          | \$         |   | \$         |
|                          | \$         |   | \$         |
|                          | \$         |   | \$         |
|                          | \$         |   | \$         |
|                          | \$         |   | \$         |

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-35 From KNOX INFOLINK INC**  
 Form Submitted 11 Aug 2023, 5:10PM AEST

|  |    |  |    |
|--|----|--|----|
|  | \$ |  | \$ |
|--|----|--|----|

## Budget Totals

| Total Income Amount                             | Total Expenditure Amount                        | Income - Expenditure   |
|---|---|--|
| \$1,320.00<br>This number/amount is calculated. | \$1,320.00<br>This number/amount is calculated. | \$0.00<br>This number/amount is calculated.<br>Must total \$0.00 |

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Locker Charging Station for Apple and Android phones - Quote - \$1320.pdf

File size: 786.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

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

This number/amount is calculated.

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Public Products Liability Certificate of currency-Knox Infolink Incorporated-CSO005 104-CSO-PPL.pdf

File size: 148.4 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

30/06/2024

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

**Please attach relevant supporting documentation, including:**

- A project plan

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-35 From KNOX INFOLINK INC**  
Form Submitted 11 Aug 2023, 5:10PM AEST

• **List of Committee members & contacts**

**Attach relevant documentation:**

Filename: 22-23 COM list.pdf  
File size: 442.7 kB

Filename: Knox Infolink - Org overview.pdf  
File size: 1.2 MB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**Name \***

[REDACTED]

**Organisation Name \***

Knox Infolink

**President, Treasurer) \***

[REDACTED]

**Declaration Date \***

11/08/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-40 From Knox Photographic Society Incorporated**

Form Submitted 11 Aug 2023, 1:18PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM****\* indicates a required field****Minor Grants Information****To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| <b>Application Amount</b> | <b>Incorporated or Auspiced?</b> | <b>Assessment &amp; Determination</b>  | <b>Acquittal</b>                                |
|---------------------------|----------------------------------|--|---|
| < \$500                   | Yes                              | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000          | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000        | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                           |                                  |  |   |

**Application Category****Application Amount \***



**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-40 From Knox Photographic Society Incorporated**

Form Submitted 11 Aug 2023, 1:18PM AEST

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

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details****Organisation Name \***

Knox Photographic Society Incorporated

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED] me

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

99 169 055 288

|  |
|--|
| <b>Information from the Australian Business Register</b> |
|--|

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-40 From Knox Photographic Society Incorporated**

Form Submitted 11 Aug 2023, 1:18PM AEST

|  |   |
|--|---|
| <b>ABN</b>                                       | 99 169 055 288                                |
| <b>Entity name</b>                               | Knox Photographic 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>                              | 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>                    | 3133 VIC                                      |
| <i>Information retrieved at 8:29am yesterday</i> |   |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

A0003525T

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Yes, I contacted Rachel Phillips who suggested that the planned project would be suitable for a grant application.

**Community Strengthening e-Bulletin Subscription**

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

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-40 From Knox Photographic Society Incorporated**

Form Submitted 11 Aug 2023, 1:18PM AEST

Knox Photographic Society 50 Year Commemorative Book

**Project Start Date \***

30/09/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

31/07/2024

Must be a date.

**(a) Briefly describe details of the request: \***

The primary aim is to produce a book to celebrate the 50 years since Knox Photographic Society commenced in Boronia in 1974, to foreground the club, its interactions with, and benefits to, members and the local community, with a brief history, and a photographic gallery of members' work.

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

We wish to celebrate the achievements of the Club, by sharing with KPS members and with the wider community, the history of KPS; to showcase the acquired skills and /or expertise of KPS members, as featured in the book; to promote the activity and craft and social benefits of being part of a photography club. The club has a great reputation for interacting within the local community - sharing images with and educating others in photography, camera and editing techniques. It also includes volunteer community work, in documenting aspects of the municipality for Knox Council and the Knox/Boronia community.

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

25

Must be a number

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

120

Must be a number

**How many of the above are Knox residents? \***

60

Must be a number

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

\$3,332.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-40 From Knox Photographic Society Incorporated**

Form Submitted 11 Aug 2023, 1:18PM AEST

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

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

| <b>Income</b>           | <b>\$</b>  | <b>Expenditure</b>         | <b>\$</b>  |
|-------------------------|------------|----------------------------|------------|
| Grant                   | \$3,000.00 | Book printing and delivery | \$3,000.00 |
| KPS Member contribution | \$332.00   | Book printing and delivery | \$332.00   |
|                         |            |                            | \$         |
|                         | \$         |                            | \$         |
|                         | \$         |                            | \$         |
|                         | \$         |                            | \$         |
|                         | \$         |                            | \$         |
|                         | \$         |                            | \$         |

**Budget Totals****Total Income Amount**

\$3,332.00

This number/amount is calculated.

**Total Expenditure Amount**

\$3,332.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: Amal Hussein - 1351957.pdf

File size: 107.6 kB

Filename: photoshop Bulk Price.pdf

File size: 79.7 kB

Filename: Quotation explanatory note.doc

File size: 15.5 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-40 From Knox Photographic Society Incorporated**

Form Submitted 11 Aug 2023, 1:18PM AEST

**If your only income is only the Minor Grant requested, the total below will be \$0**  
 -\$332.00

This number/amount is calculated.

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

| <b>Expenditure</b>                                       | <b>\$</b>  |
|--|------------|
| Towards cost of printing and delivery of book,100 copies | \$3,000.00 |
|  | \$         |
|  | \$         |
|  | \$         |
|  | \$         |
|  | \$         |
|  | \$         |
|  | \$         |

**Expenditure Amount from requested grant**

\$0.00

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

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability****Evidence of current Public Liability Insurance must be supplied \***

Filename: PLI Certificate of Currency for VAPS -12 Jan 2023.pdf

File size: 51.4 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

20/12/2023

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-40 From Knox Photographic Society Incorporated**  
Form Submitted 11 Aug 2023, 1:18PM AEST

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Filename: Applns generic Com acceptGD copy.doc  
File size: 19.0 kB

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Filename: Project Plan\_KPS Committee List.pdf  
File size: 82.8 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**Organisation Name \***

Knox Photographic Society Incorporated

**Position (eg: President, Treasurer) \***

**Declaration Date \***

11/08/2023

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-41 From Boronia Calisthenics College**  
 Form Submitted 10 Aug 2023, 10:11AM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

**\* indicates a required field**

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| Application Amount | Incorporated or Auspiced? | Assessment & Determination   | Acquittal                                       |
|--------------------|---------------------------|--|---|
| < \$500            | Yes                       | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000   | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000 | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                    |                           |  |   |

### Application Category

**Application Amount \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-41 From Boronia Calisthenics College**  
Form Submitted 10 Aug 2023, 10:11AM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Boronia Calisthenics College

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

28 324 464 761

**Information from the Australian Business Register**



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-41 From Boronia Calisthenics College**  
Form Submitted 10 Aug 2023, 10:11AM AEST

|  |   |
|--|---|
| <b>ABN</b>                                       | 28 324 464 761                                |
| <b>Entity name</b>                               | BORONIA CALISTHENICS COLLEGE 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>                    | 3160 VIC                                      |
| <i>Information retrieved at 9:52am yesterday</i> |   |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0016854B

This can be found on the Consumer Affairs Victoria website

## Pre-application contact with Knox City Council

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

## Community Strengthening e-Bulletin Subscription

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

[Subscribe here](#)

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Cleaning replacement

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-41 From Boronia Calisthenics College**  
 Form Submitted 10 Aug 2023, 10:11AM AEST

**Project Start Date \***

09/09/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

16/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

To purchase a replacement vacuum cleaner to replace the unit owned by Boronia Calisthenics that was lost whilst being stored at Kent Park Primary School during the COVID lockdowns.

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

As our club uses a primary school, it is imperative that we leave the facility clean and tidy after use as it also used by community basketball and daily afterschool care as well as usual school use. Currently parents are required to get down on hands and knees and use a brush and shovel to sweep up the copious amounts of cotton, sequins and beads that remain after costume sewing workshops each Saturday. The club takes pride in leaving the facility in a better condition than we found it each week but with the loss of the vacuum it is an arduous task.

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

26

Must be a number

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

68

Must be a number

**How many of the above are Knox residents? \***

42

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$349.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$349.00

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-41 From Boronia Calisthenics College**  
 Form Submitted 10 Aug 2023, 10:11AM AEST

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Budget

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

**NOTE: total income must match total expenditure**

| Income      | \$       | Expenditure | \$       |
|-------------|----------|-------------|----------|
| Minor Grant | \$349.00 | Vacuum      | \$349.00 |
|             | \$       |             | \$       |
|             | \$       |             | \$       |
|             | \$       |             | \$       |
|             | \$       |             | \$       |
|             | \$       |             | \$       |
|             | \$       |             | \$       |
|             | \$       |             | \$       |

## Budget Totals

### Total Income Amount

\$349.00

This number/amount is calculated.

### Total Expenditure Amount

\$349.00

This number/amount is calculated.

### Income - Expenditure

\$0.00

This number/amount is calculated.

Must total \$0.00

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: THE GOOD GUYS.pdf

File size: 500.7 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

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

\$0.00

This number/amount is calculated.

## ADDITIONAL SUPPORTING INFORMATION

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-41 From Boronia Calisthenics College**  
Form Submitted 10 Aug 2023, 10:11AM AEST

**\* indicates a required field**

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

Filename: BCC PLI Certificate of currency 2023.pdf

File size: 319.5 kB

A minimum of 1 file must be attached.

### Public Liability Expiry Date \*

01/01/2024

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

### Please attach relevant supporting documentation, including:

- A project plan
- List of Committee members & contacts

### Attach relevant documentation:

Filename: BCC executive committee 2023.pdf

File size: 100.4 kB

## DECLARATION

**\* indicates a required field**

## Conflict of Interest

### Do you or a family member have a relationship with a Council staff member or Councillor? \*

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**Name \***

[REDACTED]

**Organisation Name \***

Boronia Calisthenics College

**Position (eg: President, Treasurer) \***

[REDACTED]

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-41 From Boronia Calisthenics College**  
Form Submitted 10 Aug 2023, 10:11AM AEST

**Declaration Date \***

10/08/2023

Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-28 From Knox FNC Inc**  
 Form Submitted 25 Jul 2023, 1:48PM AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| Application Amount | Incorporated or Auspiced? | Assessment & Determination   | Acquittal                                       |
|--------------------|---------------------------|--|---|
| < \$500            | Yes                       | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000   | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000 | Yes                       | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                    |                           |  |   |

### Application Category

Application Amount \*

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-28 From Knox FNC Inc**  
Form Submitted 25 Jul 2023, 1:48PM AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Knox FNC Inc

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

me

[REDACTED]

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

31 290 782 836

**Information from the Australian Business Register**

## Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-28 From Knox FNC Inc

Form Submitted 25 Jul 2023, 1:48PM AEST

|  |   |
|--|---|
| <b>ABN</b>                                       | 31 290 782 836                                |
| <b>Entity name</b>                               | KNOX FOOTBALL NETBALL 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>                    | 3152 VIC                                      |
| <i>Information retrieved at 4:21am yesterday</i> |   |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

#### Is your organisation Incorporated? \*

☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

### Incorporation Details

#### Please provide your Incorporated number

A0006529Z

This can be found on the Consumer Affairs Victoria website

### Pre-application contact with Knox City Council

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

Discussed with Cesar Ortiz

### Community Strengthening e-Bulletin Subscription

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

[Subscribe here](#)

## PROJECT DETAILS

\* indicates a required field

### Request Details

#### Project Title \*

Cleaning of the Filters and fat deposits tray



## Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-28 From Knox FNC Inc

Form Submitted 25 Jul 2023, 1:48PM AEST

**Project Start Date \***

12/09/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

16/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

The Knox Gardens reserve club rooms and facilities are well used during the football season. The kitchen is used on Thursday nights to prepare and cook between 80-120 meals in addition to being fully operational as a community canteen on Saturdays and Sundays. With this level of use, the fat deposits build up significantly during the season. Before we hand over the facilities to the cricket club we commit to a deep clean of the Kitchen to maintain the appliances and reduce any fire risks. As a community club, costs have increased during the year across all our suppliers so we are asking the Council to assist with the cost of a deep clean.

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

As a result of the deep clean, the kitchen equipment will be protected over the summer months where it only has limited use. In addition, we recognise that we are fortunate to have these facilities and therefore prioritise their maintenance through the season and particularly at the end of the season. In addition, built up fat deposits pose a fire risk and the chemicals required to clean the filters are strong and should only be used by professionals to avoid any personal injuries. Regularly maintaining a clean kitchen also supports the Food Safety regulations.

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

45

Must be a number

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

450

Must be a number

**How many of the above are Knox residents? \***

435

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$1,254.00

Must be a dollar amount.

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

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-28 From Knox FNC Inc**  
 Form Submitted 25 Jul 2023, 1:48PM AEST

**(d) What amount is being requested? \***

\$1,254.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Budget**

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

**NOTE: total income must match total expenditure**

| Income | \$         | Expenditure | \$         |
|--------|------------|-------------|------------|
| Grant  | \$1,254.00 | TVH         | \$1,254.00 |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |
|        | \$         |             | \$         |

**Budget Totals**

**Total Income Amount**

\$1,254.00

This number/amount is calculated.

**Total Expenditure Amount**

\$1,254.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Cleaning quote.PNG

File size: 64.8 kB

Filename: image002.jpg

File size: 42.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

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

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-28 From Knox FNC Inc**  
Form Submitted 25 Jul 2023, 1:48PM AEST

This number/amount is calculated.

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: EFL-2023-Season-COC-Knox-Football-Club-Inc.pdf

File size: 99.3 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

31/03/2024

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

**Please attach relevant supporting documentation, including:**

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**[Redacted]**

**Organisation Name \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-28 From Knox FNC Inc**  
Form Submitted 25 Jul 2023, 1:48PM AEST

Knox FNC Inc

**Position (eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

25/07/2023

Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-38 From Knox Junior Football Netball Club Inc**

Form Submitted 10 Aug 2023, 12:41PM AEST

**MINOR GRANTS PROGRAM APPLICATION FORM****\* indicates a required field****Minor Grants Information****To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

| <b>Application Amount</b> | <b>Incorporated or Auspiced?</b> | <b>Assessment &amp; Determination</b>  | <b>Acquittal</b>                                |
|---------------------------|----------------------------------|--|---|
| < \$500                   | Yes                              | Assessed and determined by the CEO or delegate.  | Proof of expenditure / purchase (i.e. receipt). |
| \$501 to \$1,000          | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Proof of expenditure / purchase (i.e. receipt). |
| \$1,001 to \$3,000        | Yes                              | Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council. | Funding Agreement & Acquittal required.         |
|                           |                                  |  |   |

**Application Category****Application Amount \***

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-38 From Knox Junior Football Netball Club Inc**

Form Submitted 10 Aug 2023, 12:41PM AEST

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

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details****Organisation Name \***

Knox Junior Football Netball Club Inc

**Organisation Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

[REDACTED] me

**Project Contact Address \***

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Phone Number**

[REDACTED]

Must be an Australian phone number.

**Email \***

[REDACTED]

Must be an email address.

**Committee Secretary (Second Contact Person) \***

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

92 603 821 779

|  |
|--|
| <b>Information from the Australian Business Register</b> |
|--|

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-38 From Knox Junior Football Netball Club Inc**

Form Submitted 10 Aug 2023, 12:41PM AEST

|  |   |
|--|---|
| <b>ABN</b>                                   | 92 603 821 779                                |
| <b>Entity name</b>                           | Knox Junior Football Netball Club Inc.        |
| <b>ABN status</b>                            | Active  |
| <b>Entity type</b>                           | Other Incorporated Entity                     |
| <b>Goods &amp; Services Tax (GST)</b>        | No  |
| <b>DGR Endorsed</b>                          | No  |
| <b>ATO Charity Type</b>                      | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                     | No  |
| <b>Tax Concessions</b>                       | No tax concessions                            |
| <b>Main business location</b>                | 3152 VIC                                      |
| <i>Information retrieved at 1:07am today</i> |   |

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***☒ Yes ☐ No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details****Please provide your Incorporated number**

A0114267G

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Yes with Cesar from Facilities

**Community Strengthening e-Bulletin Subscription**

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

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Pressure Cleaning the Back concrete

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-38 From Knox Junior Football Netball Club Inc**

Form Submitted 10 Aug 2023, 12:41PM AEST

**Project Start Date \***

15/09/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

15/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

There is an area behind the club room building which is shared with the Community Centre. As a communal area, it is kept clean but the concrete is in need of a clean with a high pressure hose. There is a lot of black dirt on the concrete so the area appears dirty. Given this is an entry point for the Community Centre, but also a back entrance for the clubrooms we feel we should participate in the maintenance and upkeep of this area.

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

The Benefits provided will be a much cleaner area. This will detract any unwanted attention and mitigate any rodents near the building. In addition, a clean area is easier to maintain. The cleanliness will make the area more welcoming to visitors of the Community Centre and the clubrooms.

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

45

Must be a number

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

500

Must be a number

**How many of the above are Knox residents? \***

490

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$1,980.00

Must be a dollar amount.

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

**(d) What amount is being requested? \***

\$1,980.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-38 From Knox Junior Football Netball Club Inc**  
 Form Submitted 10 Aug 2023, 12:41PM AEST

## Budget

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

**NOTE: total income must match total expenditure**

| Income      | \$         | Expenditure | \$         |
|-------------|------------|-------------|------------|
| Minor Grant | \$1,980.00 | Green Arrow | \$1,980.00 |
|             | \$         |             | \$         |
|             | \$         |             | \$         |
|             | \$         |             | \$         |
|             | \$         |             | \$         |
|             | \$         |             | \$         |
|             | \$         |             | \$         |
|             | \$         |             | \$         |

## Budget Totals

| Total Income Amount               | Total Expenditure Amount          | Income - Expenditure                                   |
|-----------------------------------|-----------------------------------|--|
| \$1,980.00                        | \$1,980.00                        | \$0.00   |
| This number/amount is calculated. | This number/amount is calculated. | This number/amount is calculated.<br>Must total \$0.00 |

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Quote QU0047.pdf

File size: 43.3 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

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

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

This number/amount is calculated.

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-38 From Knox Junior Football Netball Club Inc**  
Form Submitted 10 Aug 2023, 12:41PM AEST

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

Filename: EFL-2023-Season-COC-Knox-Junior-Football-Club-Inc (1).pdf  
File size: 99.5 kB  
A minimum of 1 file must be attached.

### Public Liability Expiry Date \*

31/03/2024

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

### Please attach relevant supporting documentation, including:

- A project plan
- List of Committee members & contacts

### Attach relevant documentation:

Filename: Junior Club Office Bearers 2023 Knox Junior.xlsx  
File size: 18.5 kB

## DECLARATION

\* indicates a required field

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

☐ Yes ☒ No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

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

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

**Name \***

[REDACTED]

**Organisation Name \***

<https://knoxjfc.com.au/>

**(eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-38 From Knox Junior Football Netball Club Inc**  
Form Submitted 10 Aug 2023, 12:41PM AEST

10/08/2023  
Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## 8.4 Eastern Affordable Housing Alliance Update and Annual Report 2022-2023

**SUMMARY: Social Policy and Projects Officer, Camille Bowles**

The Eastern Affordable Housing Alliance (EAHA) comprises six Councils in the Eastern Metropolitan Region of Melbourne, including Manningham, Maroondah, Monash, Whitehorse, Yarra Ranges and Knox. EAHA is led by Knox City Council with the responsibility of the Alliance along with reporting, accountability and administration delivered by the Community Wellbeing Department. The Alliance was established over ten years ago in response to:

- The growing need for more social and affordable housing for households unable to afford market rate rental housing across the Eastern region; and
- The lack of action by the State and Federal Governments.

This report provides an update to Council regarding the recent work the EAHA has been undertaking including the Eastern Affordable Housing Alliance Annual Report 2022-2023 (Attachment 1) and Annual Action Plan 2023-2024 (Attachment 2).

It includes an update on the Preventing Homelessness Among Older Women project which is being delivered by Knox City Council and through EAHA. This research-based project explores current services gaps and on-ground place-based solutions to contribute to better social and economic outcomes for women over 55 at risk of housing insecurity.

### **RECOMMENDATION**

**That Council note the Eastern Affordable Housing Alliance Annual Report 2022-2023 (Attachment 1) and Annual Action Plan 2023-2024 (Attachment 2).**

### **1. INTRODUCTION**

Knox City Council has a long history of research, advocacy, and strategic development in relation to affordable housing. It is a founding member of the Eastern Affordable Housing Alliance (EAHA) which comprises six Councils in the Eastern Metropolitan Region (EMR) of Melbourne: Knox, Manningham, Maroondah, Monash, Whitehorse, and Yarra Ranges.

The formal Alliance was established over ten years ago, in response to the growing need for more social and affordable housing in the region and the lack of action by State and Federal Governments.

This report provides a summary of highlights from EAHA for the 2022-2023 financial year, the annual Action Plan for 2023-2024 and an update on the key research project on Preventing Homelessness Among Older Women.

## 2. DISCUSSION

### 2.1 Background

The EAHA structure includes an Executive Committee with representation from a Councillor and a Manager from each Council and a Steering Committee which includes the Managers and specialist officers from each Council. Working groups are set up for specific projects as required. The current membership of the EAHA Executive Committee is outlined below:

| EAHA Executive Committee Members      |                         |
|---------------------------------------|-------------------------|
| Councillor Rebecca Paterson (Chair)   | City of Monash          |
| Councillor Laura Mayne (Deputy Chair) | Manningham Council      |
| Councillor Denise Massoud             | City of Whitehorse      |
| Councillor Sorina Grasso              | Knox City Council       |
| Councillor Paul Macdonald             | Maroondah City Council  |
| Councillor Tim Heenan                 | Yarra Ranges Council    |
| Petrina Dodds Buckley                 | Knox City Council       |
| Zoe Quinn                             | Whitehorse City Council |
| Frank Vassilacos                      | Manningham Council      |
| Grant Meyer                           | Maroondah City Council  |
| Sean McNamee                          | Monash City Council     |
| Corinne Bowen                         | Yarra Ranges Council    |

The EAHA applies the definition of affordable housing as per the Victorian Planning and Environment Act, which is “housing including social housing, that is appropriate for the needs of very low, low and moderate-income households. Rent or mortgage repayments are priced so households can meet their other essential basic living costs.”

Social housing includes:

- Public housing, owned and managed by the State Government; and
- Community housing, owned and/or managed by an accredited Housing Agency.

Affordable housing includes a broad range of other housing types that are appropriate for and allocated to households with low and moderate incomes. It can be an affordable rental (a discount on market rent) or affordable purchase through a program like shared equity.

Appropriate affordable housing considers allocation, affordability, tenure, demographic housing needs, type of housing (form and quality), location, integration, and reference to housing need. (Victorian Planning & Environment Act, 1987).

Affordable housing and housing affordability are not the same concepts. Housing affordability refers to the broader housing market forces that impact the cost of housing including rent and purchase.

Local housing affordability impacts the demand for affordable housing, as rising housing costs can mean private market housing is unaffordable for low and moderate income households.

The EAHA has a role in advocating for improvements in housing affordability, however, its main focus is increasing the supply of affordable housing, including social housing, in the region.

The EAHA's Strategic Plan 2022-2026 and an Annual Action Plan (Attachment 2) guide the delivery of its activities through four key objectives, including:

1. Use the EAHA's scale, reputation, and member's commitment to influence affordable housing policy, funding and programs within local, State and Federal Governments and build community support;
2. Leverage the network of the EAHA to ensure the implementation of new and innovative projects that promote affordable housing solutions and facilitate increased supply in the Eastern Metropolitan Region;
3. Build the capacity of the EAHA's members and stakeholders through collaboration, partnerships and effectively sharing information; and
4. Develop partnerships to secure resources for projects whilst maintaining strong governance structures and an engaged membership.

The EAHA has strongly advocated for an increased supply of social and affordable housing in the region. This has occurred through strategic partnerships developed with key stakeholders, mapping the gap in supply, undertaking local initiatives and an ongoing program of engagement and advocacy with State and Federal Ministers, local Members of Parliament, and community.

In recent years, there have been significant developments across the sector and across the EMR, most notably the Victorian Government's Big Housing Build, announced in 2020, and the establishment of the Regional Local Government Homelessness and Social Housing Charter (the Charter) in the same year.

The recent change in Federal Government has seen increased investment and policy drive towards affordable housing. The Federal Government has established the interim National Housing Supply and Affordability Council and legislation has been introduced to Parliament to establish the \$10 billion Housing Australia Future Fund. The National Housing Finance and Investment Corporation (NHFIC) will transition to "Housing Australia". The Federal Department of Social Services is developing a National Housing and Homelessness Plan.

The Victorian Government was due to release its ten-year social and affordable housing strategy, but with the recent change in Federal Government, there is no firm indication of when the release date may be. Homes Victoria is now in the third year of the Big Housing Build which was a four-year funding program. So far approximately 826 social and affordable dwellings have been committed in the six municipalities in the EMR. Based on EAHA's research the shortfall of social housing in 2021 was approximately 9,400 dwellings. The Big Housing Build has delivered 9% on demand leaving a shortfall of more than 8,574 social housing dwellings if no further investment is made.

## **2.2 Annual Report 2022-2023**

In 2022-2023, the EAHA focussed on re-igniting engagement with member Councils and stakeholders. The EAHA was re-branded and a new website was launched to support greater reach and information sharing. The Alliance developed an evidence-based policy platform and delivered a program of advocacy in the lead-up to the State election.

The main highlights and achievements for the year were the commencement of the Preventing Homelessness Among Older Women Project and the Making It Home Event. Refer to the EAHA Annual Report 2022-2023 at Attachment 1 for more information.

## **2.3 Preventing Homelessness Among Older Women Project Update**

In 2022, Knox City Council received \$180,000 from the Victorian Government Metropolitan Partnership Development Fund for the Preventing Homelessness Among Older Women project, delivered via EAHA.

This two-phase research project aims to understand the context of older women's homelessness in Melbourne's Eastern Metropolitan Region (Phase One) and develop solutions to address this issue (Phase Two).

### **2.3.1 Phase One**

Since the end of 2022, the research team from Umwelt Consulting have mapped the prevalence of older women at risk of homelessness across the region and the services that support them.

Across interviews, surveys and focus groups, over 80 participants have shared insights on seeking and delivering housing and homelessness support, experiencing housing stress and homelessness, and ways to resolve the growing prevalence of homelessness among older women in the EMR.

Phase One of the project has delivered a:

- Background Report consisting of a literature review and analysis of Census 2021 data;
- Exploration Report (to be finalised by 31 July) analysing quantitative and qualitative data, identifying key themes and recommendations for prevention; and
- Graphic illustrations outlining the main themes from the qualitative research (available on the EAHA website: <https://eaha.org.au/phow-project-images>).

Key data includes:

- Just under 150,000 women over 55 live in the EMR;
- Of this group, 5,150 are renting privately and earning low or very low incomes, which places them at risk of homelessness; and
- Other risk factors include indigeneity; being widowed, divorced or separated; living alone; living as a single parent; having low proficiency in English; and, not being in paid work.

### **2.3.2 Phase Two**

Phase Two commences in August 2023 and concludes in November 2023. This will investigate two of the key recommended prevention strategies in-depth and consider issues around their practical implementation in the EMR. The Project Working Group decided to focus on:

- Under-utilised dwellings; and
- Cheaper accommodation in retirement villages.

The final report will be completed by December 2023 and will be used to advise State Government on preventative approaches and housing models for women over 55.

### **2.3 Annual Action Plan 2023-2024**

In preparing the Annual Action Plan, Committee members from all six Councils, as well as the Executive Officer for the Eastern Regions Group of Councils, participated in an independently facilitated workshop to identify priorities and tasks for the Alliance. Three priority projects were identified for the coming year:

1. A values-based community campaign promoting the need for social housing to reduce stigma;
2. Advocacy and policy recommendations for mandatory contributions to affordable housing; and
3. A program of capacity building and shared resources for member Councils.

These projects build on the priority workstreams for the Regional Charter Group which also include: data sharing for affordable housing between Local and State Governments; and the development of shared resources for planning scheme amendments.

## **3. CONSULTATION**

The Annual Action Plan draws on community consultation conducted by Member Councils through the development of their social and affordable housing policies and strategies and other related consultations (i.e., consultations for Big Housing Build projects and other council plans/policies).

Insights from stakeholders have informed and strengthened the work of EAHA and have been incorporated into the Annual Action Plan. Throughout 2022-2023, EAHA engaged a wide range of sector stakeholders including Homes Victoria, Municipal Association of Victoria, Housing All Australians, Eastern Homelessness Service System Alliance and Council to Homeless Persons, among others.

The EAHA works within and alongside the Regional Local Government Homelessness and Social Housing Charter Group (Regional Charter Group) which is a collaboration led by the CEOs of 13 Councils from the east and south-east metropolitan regions. The Regional Charter Group were consulted in the preparation of the Annual Action Plan.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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



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

The Eastern Affordable Housing Alliance Annual Plan 2022-2023 and the Annual Action Plan does not include policy recommendations that conflict with Knox City Council's existing policies or strategies relating to environmental and amenity issues.

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

Each member Council contributes \$15,000 towards EAHA each financial year. The EAHA budget includes allocation to the EAHA Lead Officer role and a modest allocation for projects and sundries.

The Preventing Homelessness Among Older Women Research Project has included an expenditure of \$80,010 of the \$180,000 grant.

## **7. SOCIAL IMPLICATIONS**

Council recently endorsed a Knox Social and Affordable Housing Strategy and Action Plan 2023-2027 to address the significant and growing demand for housing solutions in Knox.

At the last Census in 2021, there were 2,920 households experiencing rental stress and 3,154 households experiencing mortgage stress. There was also a total of 365 people who were either homeless or marginally housed in Knox at this time. These figures are expected to grow, due to the impacts of the COVID-19 Pandemic, rising cost of living pressures, and the ongoing shortfall of rental properties.

It is projected that there will be a need for at least an additional 1,290 social housing dwellings and 5,950 affordable rental dwellings in Knox by 2041.

For the EMR, the existing shortfall is 9,360 dwellings. An additional 1,170 dwellings will be required each year to meet forecast demand by 2032.

Whilst it is pleasing that Homes Victoria have recently funded or purchased 155 new social and affordable dwellings in Knox as part of the Big Housing Build project (representing an increase of 10% on existing social housing supply in Knox), there is still a large unmet demand.

Knox City Council's active involvement in the EAHA has the potential to increase community awareness of the affordable housing needs in Knox, generate a groundswell of community support for policy solutions and drive the political imperative to address the housing crisis.

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

### **Neighbourhoods, Housing & Infrastructure**

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

### **Connection, Resilience & Wellbeing**

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Social Policy and Projects Officer, Camille Bowles  
**Report Authorised By:** Director Connected Communities, Judy Chalkley

### **Attachments**

1. Attachment 1 - Annual Report 2022-2023 - EAHA - updated [**8.4.1** - 8 pages]
2. Attachment 2 - Action Plan 2023-24 - EAHA - 2023-08-01 [**8.4.2** - 3 pages]

Attachment 1

2022-2023

# Annual Report



# Table of Contents

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|    |   |                            |
|----|---|----------------------------|
| 01 | — | Message From The Chair     |
| 02 | — | About EAHA                 |
| 03 | — | Highlights: Our Research   |
| 0  | — | Highlights: Making It Home |
| 4  | — | Snapshot of Outcomes       |
| 05 | — | Looking Forward            |
| 0  |   |                            |
| 6  |   |                            |

# Message From The Chair Person

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As we're faced with a worsening housing crisis it's more important than ever for governments to work together to address the need for social and affordable housing.

This year saw the EAHA's six member councils renew our commitment to collaborating regionally for better housing outcomes in our communities. We developed a strong evidenced-based policy position which calls on the State and Federal governments to deliver ongoing, predictable funding streams for social and affordable housing, delivered where it is needed most.

So far, the Victorian Government's Big Housing Build has committed 826 new affordable homes in our region. Based on EAHA's research the shortfall of social housing in 2021 was at least 9,400 dwellings. The Big Housing Build has delivered 9% on this demand leaving a shortfall of more than 8,574 social housing dwellings if no further investment is made.

We know building social and affordable housing makes good economic sense with every dollar spent returning 2 dollars benefit for communities and governments. To end homelessness our communities' need more social and affordable housing.

Our members have made significant progress on Affordable Housing policies and projects this year as well as providing direct advice to Homes Victoria on Big Housing Build projects in our municipalities.

Our achievements have been underpinned by the dedication and hard work of our committees. I would like to thank my fellow representatives on the Executive Committee, the Steering Committee and our staff for an excellent year.



Cr Rebecca Paterson  
Monash City Council  
EAHA Chair Person

// EAHA.ORG.AU  
ANNUAL REPORT 2022-2023

## Acknowledgement

EAHA acknowledges the traditional custodians of the land that we work from – the unceded lands of the Wurundjeri Woi Wurrung and Bunurong people of the Kulin Nations. We pay our respect to elders past and present.

## About EAHA

The Eastern Affordable Housing Alliance (EAHA) was formed in 2009, uniting six local government authorities in Melbourne's eastern metropolitan region.

The Alliance aims to ensure people with lower incomes in the region can access safe, secure, affordable housing while recognising that housing affordability is a growing problem not only in the eastern region of Melbourne but Australia-wide.

To achieve this, the Alliance works to create enabling environments and advocates for increased investment by government and non-government stakeholders in social and affordable housing.

## Our Members



// EAHA.ORG.AU  
ANNUAL REPORT 2022-2023

## Highlights and achievements

Led by Knox City Council, EAHA has commissioned an action research project, with funding from the Victorian Government, Eastern Metropolitan Partnerships. The project aims to build understanding of older women's homelessness in Melbourne's eastern region and recommend ways to intervene early and prevent this problem.

So far, the research has found that more than 5,100 older women in Melbourne's East are likely to be at risk of housing insecurity.

We held a series of focus group discussions with service providers and other stakeholders from across the region, as well as local women with lived experience of housing insecurity and homelessness.

We're pleased to share the main themes from the qualitative research captured in seven graphic illustrations featured on the EAHA website.

The findings from this research will be presented in the first Exploration Report due to be published in July 2023. The report will recommend priority interventions, which will be refined later in 2023 through consultation with women with lived experience and stakeholders.



## Making It Home Event

Building on the momentum of EAHA's research, the 'Making It Home' event was held in March 2023 at Karralyka Theatre in Ringwood. Chaired by Jane Caro AM, the event featured a screening of the film 'Under Cover' followed by a compelling expert panel discussion on housing solutions for older women with the film writer and director Sue Thomson, researcher Dr Kate Raynor, award winning architect and author of the Design Guide for Older Women's Housing, Sophie Dyring, and activist Diane Thompson.

An audience of 200 people were joined by Member for Ringwood, Will Fowles, Mayor of Knox City Council, Cr Marcia Timmers-Leitch and Councillors representing the six eastern Councils. Over 20 service providers and stakeholder organisations were represented at the event.

The panel discussion highlighted that anyone can become homeless and that writing directly to members of parliament is one of the best ways to get the issue addressed. The panel emphasised that two of the most important things governments can do is to build more social housing and focus on solutions that prevent homelessness.

The event was a collaboration with Monash University's XYX Lab and was supported by Schored Projects and the Planning Institute of Australia's Women's Network.



// EAHA.ORG.AU  
**ANNUAL REPORT 2022-2023**



# Snapshot of outcomes against strategic plan

| Strategic direction                 | Initiatives / Outcome   |
|-------------------------------------|---|
| Advocacy and Engagement             | <p>EAHA delivered an evidenced based policy position in the lead up to the state election and requested meetings with all candidates. A series of delegations were conducted which raised awareness of EAHA's policy position amongst candidates.</p> <p>The Making It Home event saw EAHA foster a new partnership with Monash University XYX Lab. The event increased the impact and reach of the documentary film 'Under Cover', rising awareness of the issue of older women's homelessness and exploring solutions. The event provided an anchor for future initiatives to improve access to safe, secure and affordable housing for women in the region. The audience of 200 included more than 28 stakeholder organisations, the general public and 13 elected representatives from across the region. EAHA has increased its online presence and engagement with a new website and rebranding, resulting in greater reach with stakeholders and the general public.</p> |
| Action and Projects                 | <p>EAHA has progressed the Preventing Homelessness Among Older Women active research project, delivering the background research which provides a strong evidence base for action. The report includes a literature review and quantitative analysis of risk indicators for the six municipalities and across the region.</p>   |
| Collaboration and capacity building | <p>EAHA has collated council policy positions and fostered information exchange between member Councils to provide clarity and continuity on policy and projects.</p> <p>EAHA were active contributors to the Regional Local Government Homelessness and Social Housing Charter Group and the MAV Inter-Council Affordable Housing Forum. EAHA participated in the Community Housing Industry Association (Vic) Local Government Reference Group. Our consistent involvement in these forums has resulted in greater cross-collaboration on projects, advocacy submissions and improved information exchange across sector stakeholders.</p> <p>EAHA engaged stakeholders and other alliances to promote our advocacy priorities for the region, including but not limited to: Homes Victoria, Municipal Association of Victoria, Housing All Australian, Eastern Homelessness Services System Alliance and Council to Homeless Persons.</p>                                    |

// EAHA.ORG.AU  
ANNUAL REPORT 2022-2023

# Looking Forward

The year ahead will see the delivery of the Exploration Report and Findings Report for the Preventing Homelessness Among Older Women project providing strong evidence for action on this important issue. We will focus on collective advocacy and engagement on the National Housing and Homelessness Plan and future affordable housing policy from the state government. We're planning a program of community engagement on the need for social and affordable housing for our local areas across the region, and we plan to deliver an affordable housing capacity building program for member Councils.

We thank you for your continued support in our efforts to ensuring everyone has an affordable place to call home.

## Contact

Eastern  
Affordable  
Housing Alliance

[www.eaha.org.au](http://www.eaha.org.au)

Contact the EAHA Lead Officer  
at Knox City Council on  
(03) 9298 8000



## Attachment 2

### 2023-24 ACTION PLAN

APRIL 2023

#### Vision

The eastern metropolitan region is a place where everyone has a safe, secure, affordable home that is appropriate to their needs.

#### Mission

The Eastern Affordable Housing Alliance (EAHA) advocate for increased affordable housing in the eastern metropolitan region of Melbourne to respond to current and future housing needs.

Each Council has its own context concerning affordable housing but provides a united voice for the region.

#### EAHA's Role

1. **Represent** the affordable housing needs and priorities of the region and significant parts of it.
2. **Share knowledge and build capacity** within the Alliance to enable effective advocacy for actions for improved housing affordability.
3. **Advocate** for improvements in housing affordability that have region-wide benefits.
4. **Advocate** to State and Federal governments and other appropriate parties for increased Affordable Housing supply, finance and housing subsidies.
5. **Work cooperatively** with Councils, governments, statutory planning authorities, registered housing agencies and other stakeholders to increase the supply of Affordable Housing.
6. **Provide** a democratic and consultative decision-making process in determining regional Affordable Housing needs and Alliance activities, in conjunction with State and Federal governments and including appropriate community participation.



| Strategic Direction                    | Objectives  |
|--|---|
| 1: Advocacy and engagement             | Use EAHA's scale, reputation and member's commitment to influence Affordable Housing policy, funding and programs within local, state and federal governments and build community support |
| 2: Action and projects                 | Leverage the network of EAHA to ensure the implementation of new and innovative projects that promote Affordable Housing solutions and facilitate increased supply in the EMR             |
| 3: Collaboration and capacity building | Build the capacity of EAHA's members and stakeholders through collaboration, partnerships and effectively sharing information   |
| 4: Governance                          | Develop partnerships to secure resources for projects whilst maintaining strong governance structures and an engaged membership   |



| STRATEGIC DIRECTION                           | 2023/2024 EAHA KEY ACTIONS   | TIMING   |
|---|--|--|
|   | Prepare a State and Federal level policy position including influencing mandatory contributions through Federal level advocacy ( <a href="#">Priority 2 Project - Inclusionary Zoning and the planning system</a> )                                    | By September 2023  |
| <b>1. Advocacy and Engagement</b>             | Communication and Engagement Working Group. High-level tasks: <ul style="list-style-type: none"> <li>Schedule of engagement with MPs and stakeholders</li> <li>Communication Plan and Delivery</li> </ul>  | Present plans by July  |
|   | Joint submissions with the Charter Group. Topics could include: <ul style="list-style-type: none"> <li>National Housing and Homelessness Plan</li> <li>Victorian Government Affordable Housing Strategy</li> <li>MAV/Homes Victoria Compact</li> </ul> | June – July<br>TBC<br>TBC  |
|   | Explore the opportunity to develop a Regional 'Local Plan' with Homes Victoria   | July 2023 – June 2024  |
|   | <a href="#">Priority Project 1. Explore the opportunity to deliver a campaign promoting the need for action on social and affordable housing</a>   | June 2023 – June 2024  |
| <b>2. Action and Projects</b>                 | Preventing Homelessness in Women Over 55   | July – Dec 2023 for Project. Follow up actions 2024  |
| <b>3. Collaboration and capacity building</b> | <a href="#">Priority Project 3. Internal capacity building program</a>   | Begin late 2023 – ongoing  |
|   | Participation on: <ul style="list-style-type: none"> <li>Charter Champions (4 meetings)</li> <li>MAV ICAHF (6 per year)</li> <li>CHIA Vic Local Government Advisory Group</li> </ul>   | <ul style="list-style-type: none"> <li>4 per year</li> <li>6 per year</li> <li>Adhoc roughly 5 per year</li> </ul> |
| <b>4. Governance</b>                          | 2022/2023 Annual Report and Associated Council Report Template -July 2023<br>Website maintenance<br>ERG Presentation and Reporting<br>Financial management – Budget/invoicing  | Annual report – June<br>ERG – June<br>Website – quarterly/as required<br>Budget reporting – quarterly              |



## 8.5 Knox Active Ageing Advisory Committee Membership Recruitment

**SUMMARY:** Age and Dementia Friendly Communities Project Officer,  
Community Access and Support, Linda Keenahan

The purpose of the Knox Active Ageing Advisory Committee (KAAAC) is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's key directions, initiatives and strategies under the Knox Community Plan 2021-2031, Knox Council Plan 2021-2025, and the Knox Child Youth and Seniors Plan 2021-2025.

During June 2023 and July 2023, an Expression of Interest and recruitment process was conducted for new Committee members to fill two industry/professional vacancies. This report seeks approval to appoint two new Committee members for a two-year term from August 2023 to August 2025.

### RECOMMENDATION

That Council:

1. Appoint the following applicants to Knox Active Ageing Advisory Committee for the period August 2023 to August 2025 as presented in Confidential Attachment 1.

| Name | Category                             |
|------|--------------------------------------|
| 1.   | Professional/Industry Representative |
| 2.   | Professional/Industry Representative |

2. Thank the outgoing members of KAAAC for their valuable contribution:
  - Diana Bossio – Industry Representative
  - Marlene Franke – Industry Representative

### INTRODUCTION

The Knox Active Ageing Advisory Committee (KAAAC) has been established to:

- A. Provide advice and recommendations to Council on the implementation of the Strategic Objectives under the Council Plan, in particular:
  - To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population.
  - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation.
- B. Provide advice to Council on emerging issues affecting all seniors within the Knox community.
- C. Consider and provide input and advice on information made available through other Council advisory and community consultation processes related to seniors and healthy ageing issues.

This report contains the Knox Active Ageing Advisory Committee Membership Recruitment for the period 2023-2025.

## **2. DISCUSSION**

The selection and recruitment of new members for KAAAC followed the process outlined in Section 3.1 Selection and Recruitment of Community and Professional Industry Representative Members in the current KAAAC Terms of Reference (please refer to Attachment 2). The Committee vacancies have occurred due to two committee members finishing their two-year term on the committee.

### **2.1 Selection Process**

The promotion of the Expression of Interest (EOI) process occurred through Council's social media, electronic mail, local newspapers, and via various networks during June and July 2023.

Council received two EOIs from industry/professional representatives. Both applicants met the criteria, deeming them eligible for assessment.

A Selection Panel was established to review and assess the applicants in accordance with the Committee's Terms of Reference. The Selection Panel was comprised of Councillor Nicole Seymour, Councillor Meagan Baker and two Council officers from the Community Access and Support Department.

The following selection criteria was used when assessing the applications:

1. A Knox focused organisation, agency or business or have a specific set of professional skills and background that will help achieve the purpose and objectives of the KAAAC as articulated in the Terms of Reference.
2. Demonstrated interest in joining the Committee.
3. Relevant knowledge, skills and experience.
4. Ability to identify current and emerging challenges facing seniors within the Knox community.

The Selection Panel reviewed written applications and conducted interviews on 17 July 2023 and 26 July 2023, assessing each candidate against the selection criteria.

Recommendations and assessment of applicants are provided in Confidential Attachment 1.

## **3. CONSULTATION**

Council officers invited professional and industry associations relevant to the purpose of the Committee to nominate suitable representatives to participate in KAAAC.

Information calling for nominees to join KAAAC was placed on Council's website, through Council community email networks and newsletters, local newspapers, and advertising via Seek, Better Impact volunteer website and social media.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

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

The KAAAC provides input and advice to Council on matters relating to environmental and amenity issues as applicable.

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

Council supported the Committee through the allocation of resources (\$268 was spent on advertising) which was within Council's annual budget and financial forecast. Council officers also provided administrative support to this Committee by screening applicants.

## **7. SOCIAL IMPLICATIONS**

KAAAC provides input and advice to Council on emerging issues affecting seniors within the Knox community. Topics may include, but are not limited to ageism, climate response, community infrastructure, dementia, emergency management, physical activity, technology, and transport. Committee members take an active role in promoting healthy and active ageing and encouraging meaningful participation of all residents in the social, economic, and cultural life of the community.

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

### **Opportunity & Innovation**

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

### **Neighbourhoods, Housing & Infrastructure**

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

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

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

### **Natural Environment & Sustainability**

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

### **Connection, Resilience & Wellbeing**

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

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

### **Civic Engagement & Integrity**

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

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

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

## **9. CONFLICT OF INTEREST**

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



## **10. CONFIDENTIALITY**

Confidential Attachment 1 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information being the names and details of prospective Committee members which would be unreasonable to disclose publicly, or to disclose before they are appointed.

The Selection Panel's recommendation for appointment is listed above under Recommendation.

**Report Prepared By:**                    **Age and Dementia Friendly Communities Project Officer,  
Linda Keenahan**

**Report Authorised By:**            **Director Connected Communities, Judy Chalkley**

### **Attachments**

1.     Attachment 2 - Terms of Reference - Knox Active Ageing Advisory Committee 2023-2026  
      [8.5.1 - 6 pages]



# Knox Active Ageing Advisory Committee

|                |                       |                      |   |
|----------------|-----------------------|----------------------|---|
| Directorate:   | Connected Communities |                      |   |
| Approval by:   | Council               | Responsible Officer: | Age and Dementia Friendly Communities Project Officer |
| Approval Date: | 30 January 2023       | Version Number:      | 1   |
| Review Date:   | 30 January 2026       |                      |   |

## 1. Purpose

The purpose of the Knox Active Ageing Advisory Committee (the Committee) is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's key directions, initiatives and strategies under the Knox Community Plan 2021-2031, Knox Council Plan 2021-2025 and the Knox Child, Youth and Seniors Plan 2021-2025.

## 2. Objectives

The Committee will provide advice and recommendations against all five Key Directions within the Knox Community and Council Plans 2021-2025:

- Opportunity and innovation
- Neighbourhoods, housing and infrastructure
- Natural environment and sustainability
- Connection, resilience and wellbeing
- Civic engagement and integrity.

The objectives of the Committee are to:

### 1. Provide advice and recommendations to Council on:

- a) The implementation of the following strategies and initiatives outlined in the Council Plan 2021-25:
  - Provide, maintain and advocate for accessible and sustainable ways for moving around Knox
    - Provide new and innovative community transport for the Knox Community
  - Support our community to improve their physical, mental and social health and wellbeing:
    - Progress implementation of the Child, Youth and Seniors Plan
    - Support the creation of new physical activity-based programs and community infrastructure across the municipality
    - Develop and implement programs to enable older and vulnerable residents to access technology



- Foster inclusivity, equality, belonging and safety within the community
    - Develop and implement the Dementia Friendly Action Plan
    - Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox
  - b) Effective communication and engagement strategies to facilitate engagement with seniors and other key stakeholders
2. Provide advice to Council on emerging issues affecting seniors within the Knox community
  3. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to seniors and healthy ageing issues.

### 3. Membership, Period of Membership and Method of Appointment

The Knox Active Ageing Advisory Committee shall comprise the following:

- A maximum of eight (8) community members (please add any specialist requirements)
- A maximum of six (6) industry members (including any relevant government agency representatives)
- Two (2) Councillors

#### 3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members and industry or professional representatives will be advertised in local newspapers, on Council's website, digital platforms and through local networks. Applicants must make application via an expression of interest process.

Submissions will be assessed alongside the following selection criteria:

- Has lived experience as a senior and/or interest in and good working knowledge of the needs of seniors
- Offers insight into the current and emerging challenges facing older people within the Knox community to enjoy active, healthy and independent lives
- Live, work or study in Knox

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- Members will be appointed for a two-year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will be considered on a case by case basis;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members;
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term;
- Professional/industry representatives unable to attend a Committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/ industry representative will provide an appropriate briefing of the Committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.



- Committee members may request to invite observers to the meeting from time to time. The decision to allow this will be at the discretion of the Chairperson of the Committee. Guests may also be invited to attend and participate in meetings. This should be for a specific purpose and/or specified period of time. The Chairperson is to be made aware of this prior to the meeting taking place. Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or specified period of time. This is at the discretion of the Committee.

### **3.2 Councillors**

Council will appoint Councillor representation annually.

Unless otherwise appointed to the Committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

### **3.3 Council Officers**

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

## **4. Delegated Authority and Decision Making**

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The Committee provides advice or makes recommendations to Council and staff to assist them in their decision making.

## **5. Meeting Procedures**

The Committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year.

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

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

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as practicable on a consensus basis.

From time to time, the Committee may decide that a joint meeting of two or more Council Committees will be beneficial for progressing the work of the Committee or for sharing ideas and providing updates on key issues of relevance in progressing the work of the Council Plan. Such committee meetings will only occur where requested and agreed by two or more Council Committees.



## 6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

## 7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the Committee not less than four (4) days before the time fixed for the holding of the meeting in digital format with the only exception being when a public holiday falls on the day agendas are due, in which case agendas are to be provided close of business three (3) days in advance.

Officer reports that fail to meet the timelines will only be permitted to be included in the relevant agendas of; Ordinary Council Meetings, Strategic Planning meeting, Issues Briefings or Special Committees, with the approval of the Mayor, and Council Committees with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the Committee.

Meeting notes must be:

- (a) distributed to all Committee Members within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

## 8. Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed, the differing opinions should be clearly expressed in the notes of the meeting.

## 9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

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



Meetings of the Committee will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in the Local Government Act 2020 and Chapter 5 of the Council's Governance Rules.

Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

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

All members of a Committee must agree to participate in training on the Conflict and Interest provisions which will be run a minimum of annually by the Governance team.

## 10. Planning and Reporting

The Committee will formulate an annual work plan that aligns with Council's Community Plan, Council Plan and Child, Youth and Seniors Plan and may also highlight emerging issues which will also be documented. The business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

The Committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Committee and should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference. Once adopted by the Committee the report will be presented to Council.

## 11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

## 12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and then Council Communications team, if deemed necessary and should take care not to respond as a representative of the Committee.

## 13. Review Date

This Committee must be reviewed on a regular basis, with a review date generally not exceeding a four (4) year period. If the Committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the Committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.



#### 14. Meals

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

#### 15. Administrative Updates

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

## 8.6 Complaints Policy

**SUMMARY: Senior Customer Experience Analyst, Jo Battin**

**Strengthening our approach to complaints handling is a key priority in Our Customer Strategy, as this is the area of most dissatisfaction for our customers. A detailed procedure has now been developed to support compliance with Council's Complaints Policy. During development of the procedure several improvements to the Complaints Policy were identified that will further strengthen Council's complaint handling practices and improve clarity for customers wishing to make a complaint.**

### **RECOMMENDATION**

**That Council adopts the revised Complaints Policy as provided within Attachment 1.**

#### **1. INTRODUCTION**

Changes to the Local Government Act introduced a new requirement for all Victorian councils to adopt a Complaints Policy by December 2021. The policy is a high-level document, primarily aimed at informing our customers how to make a complaint and what to expect when they make a complaint.

One of the key priorities in Our Customer Strategy is improving our handling of complaints. A detailed internal procedure has now been developed to provide staff with absolute clarity on how to handle distinct categories of complaints and give effect to the Complaints Policy.

Subsequently some amendments are proposed to the Complaints Policy to remove some of the procedural detail that is now included in the procedure and make it easier for customers to understand. Together, the Complaints Policy and Procedure will enable us to start measuring and monitoring our performance in complaint handling and improve customer satisfaction.

The proposed amendments are underpinned by the principle that the Complaints Policy should be easy for customers to understand and act upon, as complaints are valuable customer insights that Council can learn from to improve services.

#### **2. DISCUSSION**

The proposed amendments to the current Complaints Policy, as included within Attachment 1, aim to improve clarity for customers wishing to make a complaint. These include expanding the definition of a complaint to include those regarding Council's volunteers, and simplifying and clarifying the content to ensure the information customers may seek is accessible and clear. A notable change is to the timeframe for responding to complaints from 28 (calendar) days to 20 business days. Council's service standards are expressed in business days. This is particularly important for giving clarity to customers for non-urgent services that have a short turnaround time of less than a week as distinct from urgent services that continue outside of usual business hours.

There is an important connection between complaints and service standards. Complaints about time taken to respond to a service request will only be categorised as a complaint if it is outside the time specified by the service standard and communicated to the customer. The proposed timeframe of 20 business days achieves consistency with the Ombudsman's recommended timeframe of 28 calendar days.



### **3. CONSULTATION**

The proposed amendments to the Complaints Policy align with the principles of Our Customer Strategy, which was developed following robust customer research and community consultation. The proposed amendments align with industry norms and expert recommendations in consideration of the nature of Section 107 of the Local Government Act 2020.

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

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

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

There are no anticipated environmental or amenity considerations or implications arising from this report.

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

Enabling, responding to, and learning from complaints from the community is a key function of Council. The proposed updates to the Complaints Policy do not pose any additional financial or economic implications to the organisation.

### **7. SOCIAL IMPLICATIONS**

The abovementioned proposed updates to the current Complaints Policy are aimed at improving the experience customers have when making a complaint.

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

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

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

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

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

### **10. CONFIDENTIALITY**

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

**Report Prepared By: Senior Customer Experience Analyst, Jo Battin**

**Report Authorised By: Director, Customer & Performance, Greg Curcio**

### **Attachments**

1. Attachment 1 - Complaints Policy [8.6.1 - 19 pages]



# Complaints Policy

|                |               |                      |                                     |
|----------------|---------------|----------------------|-------------------------------------|
| Policy Number: | 2021/03       | Directorate:         | Customer and Performance            |
| Approval by:   | Council       | Responsible Officer: | Manager Customer and Communications |
| Approval Date: | December 2022 | Version Number:      | V3                                  |
| Review Date:   | December 2024 |                      |                                     |

## 1. Purpose

The purpose of this policy is to provide customers with a clear understanding of how complaints will be handled and to assist Council staff in managing and processing customer complaints in an efficient and transparent manner.

This policy aims to:

- Put in place an open and transparent complaints handling system.
- Establish our timeframes for resolving complaints.
- Clarify roles and responsibilities.
- Give customers confidence Council will listen and be responsive to their concerns.
- Ensure staff handle complaints fairly and objectively.
- Set out how staff record and analyse complaint data to identify opportunities to improve our services.

## 2. Context

Council is committed to sound decision-making processes to ensure fair and reasonable outcomes for the Knox community. Council also recognises a customer's right to make a complaint and that they give Council:

- vital information about its services;
- a valuable opportunity to make things right; and
- insights to learn from complaints to improve our services.

This policy provides Council with an organisational approach to complaint handling and supports and empowers staff in the facilitation and resolution of complaints in an efficient and transparent manner. It also ensures that Council is accountable both internally and externally for its decision-making and complaint handling performance. This policy is based on the Victorian Ombudsman's 'Councils and Complaints – A good practice guide' (July 2021), and the New South Wales Ombudsman's 'Unreasonable Complainant Conduct Model Policy' (2013).



### 3. Index

|   |    |
|---|----|
| Complaints Policy .....   | 1  |
| 1. Purpose .....  | 1  |
| 2. Context.....   | 1  |
| 3. Index.....   | 2  |
| 4. Scope.....   | 3  |
| 5. References .....   | 4  |
| 5.1. Council Plan 2021-25 .....   | 4  |
| 5.2. Related Legislation.....   | 4  |
| 5.3. Related Council Policies.....  | 4  |
| 6. Definitions.....   | 5  |
| 7. Complaints Policy .....  | 6  |
| 7.1. What is a complaint .....  | 6  |
| 7.2. How to make a complaint.....   | 7  |
| 7.2.1. Accessibility .....  | 7  |
| 7.2.2. Complaints lodged via Councillors .....  | 7  |
| 7.2.3. Anonymous complaints.....  | 8  |
| 8. Our approach to handling complaints .....  | 8  |
| 8.1. Overview.....  | 8  |
| 8.2. How we will handle your complaint .....  | 8  |
| 8.2.1. First-contact resolution .....   | 8  |
| 8.2.2. Investigation .....  | 9  |
| 8.2.3. First contact resolution and investigation by Council contractors .....                              | 9  |
| 8.2.4. Internal review .....  | 9  |
| 8.2.5. External review.....   | 10 |
| 8.3. Roles and responsibilities .....   | 10 |
| 8.4. Procedures for specific complaints.....  | 11 |
| 8.4.1. Complaints alleging corrupt conduct .....  | 11 |
| 8.4.2. Complaints about Councillors .....   | 11 |
| 8.4.3. Complaints about the Chief Executive Officer .....   | 12 |
| 8.5. Remedies .....   | 12 |
| 8.6. Privacy .....  | 12 |
| 8.7. Record keeping .....   | 12 |
| 8.8. Analysing and reporting on performance.....  | 13 |
| 8.9. Unreasonable complainant conduct.....  | 13 |
| 9. Administrative updates.....  | 13 |
| Appendix 1 Difference between a complaint and a request for service .....                                   | 14 |
| Appendix 2 Difference between a complaint and feedback received via a community consultation exercise ..... | 15 |
| Appendix 3 Regulatory bodies for external appeals.....  | 16 |
| Appendix 4 Categories and our approach to unreasonable complainant conduct .....                            | 17 |



#### 4. Scope

This policy applies to all complaints from members of the public, except the following, which will be managed through other processes:

- Requests for service or maintenance to an asset for which Council has responsibility, or reports of a fault with, or damage to, an asset for which Council has responsibility, within the relevant service standard (refer Appendix 1)
- Request for investigation and/or action of local amenity, nuisance or compliance matters, within relevant service standard
- Dissatisfaction expressed when providing feedback to a community consultation exercise (refer Appendix 2)
- Complaints involving an allegation of fraud or corrupt conduct (refer section 8.4.1)
- Complaints about Councillors (refer section 8.4.2)
- Complaints about Chief Executive Officer conduct (refer section 8.4.3)
- Claims against Council for personal injury or property damage or other loss or damage
- Complaints lodged by Council staff, volunteers or contractors which allege a breach of the Staff Code of Conduct or other internal policy.

Requests to review/appeal an infringement or to review a statutory decision have separate established processes and may not be considered as a complaint for the purposes of this policy, including decisions and processes related to:

- Infringements subject to a statutory appeal process that may be appealed to the Magistrates Court. This includes parking infringements and a range of other infringements or legal action issued under Council's local laws or legislation such as the:
  - Building Act 1993
  - Domestic Animals Act 1994
  - Environment Protection Act 2017
  - Food Act 1994
  - Planning and Environment Act 1987
- Decisions to issue or refuse planning permits that may be appealed to the Victorian Civil and Administrative Appeal Tribunal (VCAT).
- Certain decisions on building permits or requests for consent made under the Building Act 1993 that may be referred to the Building Appeals Board.

A request to review an infringement, or a complaint about a statutory decision may be deemed outside the scope of this policy for reasons including but not limited to:

- There being a statutory review process which is already underway.
- It is reasonable in the circumstances to expect the complainant to go through the statutory review process.
- A tribunal or court will settle or determine the matter faster.
- The complaint relates to a specialised area, and it is proper that a tribunal or court make a binding determination on the matter (noting the determination's possible precedential effect).



However, where such a request relates not to the merits of the infringement, or statutory decision, but addresses issues regarding the adequacy, fairness or reasonableness of the decision-making process or the conduct of the staff members involved, then the request may also be considered according to the principles and processes set out in this policy.

## 5. References

### 5.1. Council Plan 2021-25

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

### 5.2. Related Legislation

- Charter of Human Rights and Responsibilities Act 2006
- Equal Opportunity Act 2010
- Freedom of Information Act 1982
- Local Government Act 2020
- Privacy and Data Protection Act 2014
- Protected Disclosure Act 2012
- Public Interest Disclosure Act 2012

### 5.3. Related Council Policies

- Child Safe Policy
- (CEO) Conduct Complaints Policy and Procedure
- Councillor Code of Conduct
- Health and Safety Policy
- Privacy and Data Protection Policy and Guidelines
- Protected Disclosures Policy
- Records Management Policy
- Staff Code of Conduct
- Unreasonable Complainant Conduct Procedure



## 6. Definitions

|                         |   |
|-------------------------|---|
| Complainant             | A person or organisation that makes a complaint.  |
| Complaint               | An expression of dissatisfaction with: <ol style="list-style-type: none"> <li>the quality of an action taken, decision made or service provided by a member of Council staff, contractor or volunteer engaged by the Council; or</li> <li>the delay by a member of Council staff, contractor or volunteer engaged by the Council in taking an action, making a decision or providing a service; or</li> <li>a policy or decision made by a Council or a member of Council staff or a contractor.</li> </ol> |
| Contractor              | A person, company or other entity that provides materials or labour to perform a service or do a job on behalf of Knox City Council.  |
| Council                 | Knox City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020, whether constituted before or after the commencement of this Policy.  |
| Council staff           | Any employee of Council whether permanent, temporary or casual.   |
| Councillor              | A person who holds the office of member of a Council.<br>Note: Councillors are not staff members and the role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer (which include the day-to-day operations of Council).  |
| Customer Request System | The platform used to record, track and store complaints.  |
| First point of contact  | The staff member who initially receives the complaint.  |
| Investigation           | The examination of information against relevant legislation, policies and procedures, Council documents and records. May include meeting with relevant parties to consider possible solutions before making an evidence-based decision.   |
| Request for service     | Contact with the Council to seek assistance, advice, information, access to a new service or to inform/make a report about something for which the Council has responsibility. A request for service may become a complaint if the request is not properly dealt with within the relevant service standard.   |
| Resolved complaint      | A complaint that has been: <ul style="list-style-type: none"> <li>addressed to the satisfaction of the resident or complainant; or</li> <li>addressed by Council (or a contractor), in alignment with the Complaints Policy, and the complainant has been notified of the outcome. This may include circumstances where the complainant is not necessarily satisfied with the outcome.</li> </ul>   |
| Statutory decision      | A statutory decision which includes a specific statutory appeal mechanism and includes but is not limited to a decision under the Planning and Environment Act 1987 or the Building Act 1993 to issue or refuse a permit, with or without conditions, for which there is a routine appeal or review mechanism at the Victorian Civil and Administrative Tribunal or Building Appeals Board.   |



|                                  |   |
|----------------------------------|---|
| Subject Matter Expert            | A staff member that has special skills or knowledge on a particular topic or function of Council.   |
| Unreasonable Complainant         | A person or organisation who makes a complaint to Council and whose conduct would be deemed unreasonable.   |
| Unreasonable Complainant Conduct | Any behaviour by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for Council, Council staff, other service users and complainants or the complainant themselves. |
| We                               | Knox City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020, whether constituted before or after the commencement of this Policy.  |

## 7. Complaints Policy

Dealing with complaints is a core part of Council business. We value complaints and encourage people to contact us when they have a problem with our services, actions, decisions, and policies. We are committed to:

- enabling members of the public to make complaints about the Council
- responding to complaints by taking action to resolve complaints as quickly as possible
- learning from complaints to improve our services.

We treat every complaint we receive on its individual merits, through clear and consistent processes.

### 7.1. What is a complaint

A complaint includes a communication (verbal or written) to the Council which expresses dissatisfaction about:

- a) the quality of an action taken, decision made or service provided by a member of Council staff, a contractor or volunteer engaged by the Council; or
- b) the delay by a member of Council staff, a contractor or volunteer engaged by the Council in taking an action, making a decision or providing a service; or
- c) a policy or decision made by a Council or a member of Council staff or a contractor.

Accurately differentiating between a complaint and a request for service is important. One way to do so is to look at whether a person is:

- requesting something additional or new (a request for service)
- reporting what they believe to be a failing or a shortfall (a complaint)
- complaining about a Council's response to a service request (a complaint).

Examples of the difference between a complaint and a request for service are included in Appendix 1.



## 7.2. How to make a complaint

Any member of the public can make a complaint. You can make a complaint via any of the following customer contact channels.

| Channel                              | Details  |
|--------------------------------------|--|
| Website                              | <a href="http://www.knox.vic.gov.au/contact-us/complaints-compliments-or-suggestions">www.knox.vic.gov.au/contact-us/complaints-compliments-or-suggestions</a>                                     |
| Phone                                | 9298 8000<br><i>Phone lines staffed from 8:30am – 5pm, Monday to Friday</i>  |
| Email                                | knoxcc@knox.vic.gov.au   |
| Social media                         | Direct message via Knox City Council Facebook  |
| In person                            | Knox City Council Civic Centre<br>511 Burwood Highway, Wantirna South VIC 3152<br><i>Counter staffed from 8:30am – 5pm, Monday to Friday</i>   |
| Mail                                 | Knox City Council Civic Centre<br>511 Burwood Highway, Wantirna South VIC 3152   |
| National Relay Service               | Contact the National Relay Service and ask them to call 03 9298 8000<br>Voice Relay users can call 1300 555 727<br>TTY users can call 133 677  |
| Translating and Interpreting Service | Contact the Translating and Interpreting Service (TIS) on 131 450 or via <a href="http://www.tisnational.gov.au">www.tisnational.gov.au</a> and ask them to call Knox City Council on 03 9298 8000 |

### 7.2.1. Accessibility

We are committed to ensuring our complaints process is accessible to everyone. Tell us if you have specific communication needs or barriers so we can better assist you by:

- using an assistance service, such an interpreter or relay service (for free)
- talking with you if you have trouble reading or writing
- communicating with another person acting on your behalf if you cannot make the complaint yourself.

### 7.2.2. Complaints lodged via Councillors

Councillors are not responsible for the response to any operational complaint as the role of Councillor does not include the management of the day-to-day operations of Council. When a complaint is addressed to a Councillor, the information will be forwarded to the organisation to ensure the complaint is officially recorded and managed according to this policy and underlying procedures.





### 7.2.3. Anonymous complaints

We will accept anonymous complaints. Depending on the circumstances, anonymous complaints may limit our ability to investigate and resolve concerns, if we have not received enough information in the complaint. We are unable to provide a response to anonymous complaints.

## 8. Our approach to handling complaints

### 8.1. Overview

We take a four-tiered approach to complaint handling, as follows:

1. **Resolution at first contact** - The staff member who receives the complaint will assess it and seek to resolve it immediately, if possible.
2. **Investigation, if required** - If the complaint can't be resolved at first point of contact, it will be referred to the appropriate Council officer for investigation.
3. **Internal review** - If the complainant is not satisfied with the resolution offered, or the process or outcome of an investigation, they can request an internal review.
4. **Access to external review** - If the complainant is aggrieved with the process or outcome of the internal review, they will be informed of any external avenues through which they may pursue their complaint.

### 8.2. How we will handle your complaint

Where possible, we will attempt to resolve your complaint at the time you first contact us. If that is not possible, we will escalate your complaint.

#### 8.2.1. First-contact resolution

When you make a complaint, we will record it appropriately. We will assess your complaint to determine how it should be dealt with and aim to resolve your complaint at the time you first contact us. If required, we will contact you to clarify the complaint and the outcome you are seeking. For telephone complaints that we can resolve within the same phone call, we will provide you with a reference number, where practicable, and a written acknowledgment/response if requested by you.

In some cases, it may not be possible to resolve your complaint when you first contact us:

- If Council is not the right organisation to respond to the complaint, we will refer you to an organisation that can help.
- If you have a right to a statutory review of your complaint (such as a right of appeal to VCAT), we may decline to deal with your complaint. We will explain why, and, where possible, inform you of your other statutory appeal options.
- If your complaint requires deeper consideration or investigation, we will refer it to the appropriate Council officer who is a subject matter expert. If a substantive response to your complaint is not possible (or likely) within 20 business days, we will provide a prompt written acknowledgement, including a reference number, an estimate of when we expect to contact you with a resolution and, where appropriate, the name and relevant contact details for the investigating officer.



### **8.2.2. Investigation**

If the first point of contact cannot resolve your complaint, it will be assigned to the appropriate Council officer, who is a subject matter expert for investigation and to make an evidence-based decision.

We will provide you with a written response to your complaint, unless agreed otherwise, and will endeavour to provide this within 20 business days of receipt. If we are unable to provide a response within this timeframe, we will contact you and provide a revised timeframe.

The response provided will contain reasons for the decision made and contact information for the responsible officer. The response will include an explanation of your opportunities to request a review, should you be dissatisfied with the handling or resolution of the complaint.

Complaints that are not resolved within 20 business days will be subject to review and staff may need to escalate the complaint if necessary to ensure that a resolution is expedited.

### **8.2.3. First contact resolution and investigation by Council contractors**

If you make a complaint to one of Council's contractors, the contractor will assess and respond to your complaint in accordance with its own complaint handling process. All complaint outcome letters written by contractors will include the name and contact details of the Council officer to whom you may escalate your complaint, should you be dissatisfied with the outcome of a complaint handled by a contractor. The contractor will notify the Council contract manager of the complaint and its resolution.

### **8.2.4. Internal review**

If you are not satisfied that the complaint has been resolved or was handled correctly, you can request an internal review. To request an internal review, you can contact us via any of the customer contact channels noted in *Section 7.2* and detail the reason(s) why you feel the handling of the complaint or the resolution provided was unsatisfactory and/or unreasonable.

We will apply the following principles to the internal review process:

- The reviewing officer must not have been involved in the original decision, action or investigation.
- All reviewers must recognise and avoid conflicts of interest and perceptions of bias.

We will refer your request for an internal review to the relevant area Manager or Director. If the area Manager or Director was involved in the original decision, action or investigation they will not be involved in the review. In this instance, the Manager Governance and Risk, Director Customer and Performance or the Chief Executive Officer will select another reviewer. Subsequent internal reviews will be conducted at the discretion of the Chief Executive Officer or a Council officer as selected by the Chief Executive Officer.

The relevant area Manager or Director will conduct an independent internal review and will consider:

- The history of the matter, including any findings from any previous investigations (or internal review) and any responses and information provided to the complainant.
- Whether the original decision action or investigation met legal, policy, and procedural requirements.
- Whether the handling and resolution of the complaint (or previous internal review) appears to have been reasonable, fair and objective.



We aim to complete internal reviews within 20 business days of receipt. If we are unable to provide a response within this timeframe, we will contact you and provide a revised timeframe.

Internal reviews may not be available for certain decisions and processes where you have access to a separate statutory or other legislative appeal process such as planning decisions, local laws offences, parking infringements, certain building and health services decisions.

#### 8.2.5. External review

If you are not satisfied with Council's final response to your complaint, you can contact the Victorian Ombudsman's Office and/or other external agencies to request an independent review or make a complaint.

There are several regulatory bodies that can deal with different complaints about us. Contact information for a variety of relevant regulatory bodies is included in Appendix 3.

### 8.3. Roles and responsibilities

| Role                    | Responsibilities  |
|-------------------------|---|
| Councillors             | <ul style="list-style-type: none"> <li>Refer complaints to the organisation through a customer contact channel to ensure the complaint is officially recorded and managed in accordance with this policy and our processes.</li> <li>The role of Councillors in relation to complaints about operational matters is limited under the Local Government Act. The Mayor and Councillors are prohibited from managing or directing staff in relation to the handling of complaints, and are unable individually to make or overturn operational decisions. Councillors may assist however by providing guidance or assistance to complainants when navigating the complaint process with the organisation.</li> <li>The role of a Councillor does include participation in the decision-making of the Council. When a complaint arises regarding a Council decision, Councillors can participate in the resolution process by offering insights into their involvement in the decision-making process, as well as their individual or Council's collective reasoning behind a decision.</li> </ul> |
| Chief Executive Officer | <ul style="list-style-type: none"> <li>Foster a complaint handling culture that actively adheres to this policy and ensures: <ul style="list-style-type: none"> <li>complaints are resolved within established time frames</li> <li>complaints are handled courteously, impartially and assessed on their individual merits and facts</li> <li>complaint data is used as the basis for improving services and preventing future complaints.</li> </ul> </li> <li>Receive and manage escalated complaints and certain complaints received under other policies (e.g. Protected Disclosures).</li> </ul>  |



| Role   | Responsibilities  |
|--|---|
| Directors,<br>Managers,<br>Coordinators<br>and Team<br>Leaders | <ul style="list-style-type: none"> <li>Provide training and support to staff so that they understand the complaint handling process and are empowered to manage complaints within the scope of their role.</li> </ul>   |
| All Council staff  | <ul style="list-style-type: none"> <li>Record complaints in accordance with Council's Records Management Policy.</li> <li>Receive, investigate, and manage any referred complaints or allocated internal reviews in accordance with this policy.</li> </ul>   |
| Contractors  | <ul style="list-style-type: none"> <li>Assess and respond to complaints in accordance with contractor's own complaint handling process, ensuring all outcome letters written by contractors in relation to complaints include the name and contact details of the Knox City Council staff member to whom the complainant may escalate their complaint.</li> <li>Inform the Council contract manager of complaints received in relation to services provided to Council. Where appropriate, complaints may be escalated to the Council contract manager for investigation and management.</li> </ul> |

#### 8.4. Procedures for specific complaints

##### 8.4.1. Complaints alleging corrupt conduct

We will handle complaints involving allegations of corrupt conduct in accordance with Council's Protected Disclosures Policy. Complaints alleging corrupt conduct may also be made to the Independent Broad-based Anti-Corruption Commission (IBAC).

##### 8.4.2. Complaints about Councillors

We will acknowledge complaints about Councillors in writing. Complaints about Councillors that relate to routine business or operational matters, will be managed by staff in accordance with this policy, in consultation with the Mayor and Councillors as appropriate.

Recognising the Mayor's statutory role to promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct, complaints about Councillors that relate to Councillor conduct will be referred to the Mayor. Complaints that relate to the conduct of the Mayor will be referred to the Deputy Mayor. The Mayor or Deputy Mayor will notify the Chief Executive Officer of the complaint.

The Councillor(s) who are the subject of the complaint will be notified by the Mayor or Chief Executive Officer as appropriate, having regard to the circumstances and details of the complaint. The complaint will be recorded in writing and all interactions with the complainant will be documented. Under certain circumstances complaints may be referred to the Local Government Inspectorate.



#### **8.4.3. Complaints about the Chief Executive Officer**

Complaints about the Chief Executive Officer conduct are outside the scope of this policy and are to be handled in accordance with the (CEO) Conduct Complaints Policy and Procedure.

Complaints related to alleged improper or fraudulent activity of the Chief Executive Officer are to be referred directly to the Independent Broad-based Anti-Corruption Commission (IBAC).

### **8.5. Remedies**

Where we find we have made an error, we will take steps to redress the situation. Possible remedies available at our discretion, include, but are not limited to:

- An apology.
- An explanation of why the error occurred and the steps taken to prevent it happening again.
- A reversal of a decision.
- Counselling or disciplinary action taken with a staff member.
- Another means of redress requested by the complainant.

### **8.6. Privacy**

We will handle all records in accordance with the Privacy & Data Protection Act 2013 and Council's Privacy and Data Protection Policy and Guidelines. When you make a complaint, we will handle and investigate it in confidence, to the extent possible. All complaints lodged with Council are subject to the Freedom of Information Act, 1982 and therefore confidentiality cannot be guaranteed under the provisions of that legislation.

### **8.7. Record keeping**

We will record all complaints in accordance with Council's Records Management Policy. Complaints within the scope of this policy will be recorded, tracked, and stored in Council's Customer Request System. Some complaint material may also be stored within Council's Document Management System.

Wherever possible, we will keep the following records in relation to all complaints and reviews:

- complainant details
- how and when the complaint was received
- a description of the complaint
- the complainant's desired outcome (if known)
- details of the officer(s) responsible for handling the complaint
- details of any action taken and/or how the matter has been investigated, including key dates, contact with the complainant, notes of discussions, investigation response times, copies of correspondence, and the outcome (including the reasoning for the decision)
- when the complaint was finalised
- relevant demographic or other statistical information that could help improve services
- any recommendations for improvement, and who is responsible for implementing them.



### 8.8. Analysing and reporting on performance

The Executive Management Team will be responsible for monitoring and improving the timeliness and efficiency of Council's complaint handling, as well as monitoring trends and patterns in complaints that may identify areas where improvements can be made in Council's service delivery.

### 8.9. Unreasonable complainant conduct

Most complainants act reasonably and appropriately when dealing with Council. However, in the minority of cases some complainants may behave in ways that are considered unacceptable.

When complainants behave in this way, we consider their conduct to be unreasonable. Unreasonable behaviour is that which because of its frequency and/or nature raises substantial health, safety, resource or equity issues for Council, that impacts on staff, volunteers, contractors or Councillors, other service users and/or the complainant themselves.

Our management of unreasonable complainant conduct is informed by the following principles:

- Every complainant deserves to be treated with respect.
- Every staff member, contractor, volunteer and Councillor deserves to be treated with respect.
- Every complainant should have their complaint properly and reasonably considered.
- A complainant whose conduct is unreasonable may still have a legitimate complaint.
- The substance of a complaint dictates the level of resources allocated to it, not the seniority of the person receiving the complaint, or the complainant's identity, wishes, demands or behaviour.

We will manage instances of unreasonable complainant conduct in accordance with our Unreasonable Complainant Conduct Procedures, which include appropriate opportunities for review, and appeal by affected complainants. An explanation of categories of unreasonable complainant conduct and our approach to managing this is included in Appendix 4.

## 9. 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 that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.



## Appendix 1      Difference between a complaint and a request for service

Accurately differentiating between a 'complaint' and 'service request' is important. One way to do so is to look at whether a person is:

- requesting something additional or new (a request for service)
- reporting what they believe to be a failing or a shortfall (a complaint)
- complaining about a Council's response to a service request (a complaint).

It should be noted that even if a complaint leads to a service request being lodged, it should still be considered a complaint. Following are some examples of that differentiation:

| Request for Service   | Complaint  |
|---|--|
| My neighbour's dog keeps barking and I can't sleep. Can Council do something about it?                          | Council said my neighbour's barking dog isn't breaching the law, but Council is wrong because staff haven't investigated properly.   |
| There is a pothole on Lewis Road. Can you send someone to fix it?   | I reported a pothole on Lewis Road to Council weeks ago and nothing has been done  |
| The same car parks illegally in a no stopping zone in my street every day. Can you send someone to investigate? | I reported an illegally parked car three weeks ago. The same car is still parking illegally every day and no one has been out to investigate.  |
| Can Council mow the lawn at my local reserve?   | Council has refused to mow the grass at my local reserve more often. Council is not providing a good enough service.   |
| The branches from the tree on my nature strip need to be pruned as they're hanging too low over the footpath.   | Council doesn't trim the nature strip trees in my street often enough. I shouldn't have to call every year and ask for the branches hanging over the footpath to be pruned.                                    |
| I forgot to put my bin out, can someone come and empty it?  | My bin was out but wasn't collected this morning. Can someone come and empty it?   |
| Can you tell me when my next rates payment is due?  | You haven't sent out my rates notice and they are due for payment next week.   |
| Can you tell me whether a planning permit is required for a pool?   | Council's website doesn't have enough information about when a planning permit is needed for a pool.   |
| What is the process for objecting to the development application on Burwood Highway?                            | The Council should not have approved that development on Burwood Highway. <i>Note – refer Section 8.2.3 – if this complaint becomes an "appeal" against that statutory decision, it may fall out of scope.</i> |



## Appendix 2      Difference between a complaint and feedback received via a community consultation exercise

Council undertakes a range of community engagement activities facilitating community input into Council decision-making. Such consultation will typically generate a diversity of views. An expression of dissatisfaction received during an engagement process prior to a decision being made does not meet the definition of complaint.

| Stakeholder Feedback during consultation  | Complaint  |
|---|--|
| I am opposed to the proposal to install floodlights at my local sports oval. If you do this the lights will shine into my windows at night. | Council has just installed floodlights at my local oval. The engagement process for this decision was inadequate and did not give neighbouring residents an opportunity to have a say before this decision was made. |
| I am opposed to the proposed budget as the rate rise is too high.   | Council has made a terrible decision by approving this budget. Our rates are too high and Council should be tightening its belt.   |





### Appendix 3 Regulatory bodies for external appeals

| Complaint   | Organisation to contact for external review   |
|---|---|
| Actions or decisions of a Council, Council staff and contractors  | Victorian Ombudsman<br><a href="http://www.ombudsman.vic.gov.au">www.ombudsman.vic.gov.au</a>   |
| This includes failure to consider human rights or failure to act compatibly with a human right under the <i>Charter of Human Rights and Responsibilities Act 2006</i> (Vic) |   |
| Breaches of the Local Government Act  | Local Government Inspectorate<br><a href="http://www.lgi.vic.gov.au">www.lgi.vic.gov.au</a>   |
| Breach of privacy.  | Office of the Victorian Information Commission<br><a href="http://www.ovic.vic.gov.au">www.ovic.vic.gov.au</a>                        |
| Complaint about a freedom of information application  |   |
| Corruption or public interest disclosure complaints   | Independent Broad-based Anti-Corruption Commission<br><a href="http://www.ibac.vic.gov.au">www.ibac.vic.gov.au</a>                    |
| Collection, use and disclosure of information   | Office of the Victorian Information Commissioner<br><a href="http://www.ovic.vic.gov.au">www.ovic.vic.gov.au</a>                      |
| Planning or building disputes   | Victorian Civil and Administrative Tribunal (VCAT)<br><a href="http://www.vcat.vic.gov.au">www.vcat.vic.gov.au</a>                    |
| Discrimination  | Victorian Human Rights and Equal Opportunity Commission<br><a href="http://www.humanrights.vic.gov.au">www.humanrights.vic.gov.au</a> |
| Disability  | Disability Services Commissioner<br><a href="http://www.odsc.vic.gov.au">www.odsc.vic.gov.au</a>                                      |
|   | Office of the Public Advocate<br><a href="http://www.publicadvocate.vic.gov.au">www.publicadvocate.vic.gov.au</a>                     |
| Council elections   | Victorian Electoral Commission<br><a href="http://www.vec.vic.gov.au">www.vec.vic.gov.au</a>  |
| Commonwealth Home Support Program   | Aged Care Quality and Safety Commission<br><a href="http://www.agedcarequality.gov.au">www.agedcarequality.gov.au</a>                 |
| Home and Community Care Program for Younger People  | Victorian Department of Health and Human Services<br><a href="http://www.health.vic.gov.au">www.health.vic.gov.au</a>                 |



## Appendix 4 Categories and our approach to unreasonable complainant conduct

Unreasonable Complainant Conduct can be grouped into five categories:

1. **Unreasonable behaviour** - conduct that is unreasonable in all circumstances – regardless of how stressed, angry or frustrated that a complainant is – because it unreasonably compromises the health, safety and security of our staff, volunteers, contractors or Councillors, other service users or the complainant themselves. Some examples include:
  - Acts of aggression, verbal abuse, derogatory, racist, discriminatory or grossly defamatory remarks.
  - Harassment, intimidation or physical violence.
  - Offensive, abusive, confronting and threatening correspondence or behaviour.
  - Threats of harm to self or third parties, threats with a weapon or threats to damage property including bomb threats.
  - Stalking (in person or online).
  - Emotional manipulation.
2. **Unreasonable persistence** – continued, incessant and unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on our organisation, staff, volunteers, contractors or Councillors, our services, time and/or resources. Some examples include:
  - An unwillingness or inability to accept reasonable and logical explanations including final decisions that have been comprehensively considered and dealt with.
  - Persistently demanding a review simply because it is available and without arguing or presenting a case for one.
  - Pursuing and exhausting all available review options when it is not warranted and refusing to accept further action cannot or will not be taken on their complaints.
  - Reframing a complaint in an effort to get it taken up again.
  - Repeatedly calling, visiting, writing to or emailing (including cc'd correspondence) our staff/organisation/councillors after being asked not to do so.
  - Contacting different people within our organisation and/or externally to get a different outcome or more sympathetic response to their complaint – internal and external forum shopping.
3. **Unreasonable demands** – are express or implied demands made by a complainant that have a disproportionate and unreasonable impact on our organisation, staff, volunteers, contractors or Councillors, services, time and/or resources. Some examples include:
  - Issuing instructions and making demands about how we have/should handle their complaint, the priority it was/should be given, or the outcome that was/should be achieved.
  - Insisting on talking to the CEO, Director, or a senior manager personally when it is not appropriate or warranted.
  - Emotional blackmail and manipulation with the intention to generate guilt, to intimidate, harass, shame, seduce or portray themselves as being victimised – when this is not the case.
  - Insisting on outcomes that are not possible or appropriate in the circumstances – e.g. for someone to be sacked or prosecuted, an apology and/or compensation when there is no reasonable basis for expecting this.



- Demanding services that are of a nature or scale that Council cannot or does not provide when this has been explained to them repeatedly.
- 4. Unreasonable lack of cooperation** - an unwillingness and/or inability by a complainant to cooperate with our organisation, staff, volunteers, contractors or Councillors, or complaints system and processes that results in a disproportionate and unreasonable use of our services, time and/or resources. Some examples include:
- Sending a constant stream of comprehensive and/or disorganised information without clearly defining any issues of complaint or explaining how they relate to the core issues being complained about – only where the complainant is clearly capable of doing this.
  - Providing little or no detail with a complaint or presenting information in ‘drips and drabs’.
  - Refusing to follow or accept our instructions, suggestions, or advice without a clear or justifiable reason for doing so.
  - Arguing frequently and/or with extreme intensity that a particular solution is the correct one in the face of valid contrary arguments and explanations.
  - Displaying unhelpful behaviour – such as withholding information, acting dishonestly, misquoting others, and so forth.
- 5. Unreasonable arguments** - are arguments that aren’t based in reason or logic, that are incomprehensible, false or inflammatory, trivial or delirious and that disproportionately and unreasonably impact upon our organisation, staff, volunteers, contractors or Councillors, services, time, and/or resources. Arguments are unreasonable when they:
- fail to follow a logical sequence
  - are not supported by any evidence and/or are based on conspiracy theories or personal belief
  - lead a complainant to reject all other valid and contrary arguments
  - are trivial when compared to the amount of time, resources and attention that the complainant demands
  - are false, inflammatory or defamatory

#### Managing Unreasonable Complainant Conduct

In managing unreasonable behaviour we try to ensure that:

- The complainant understands that unreasonable complainant behaviour is a health and safety issue for our staff volunteers, contractors or Councillors, and Council will not tolerate behaviour which unreasonably impacts upon their physical and emotional safety and wellbeing.
- The complainant’s expectations are clear and realistic, something which can be determined when contact is made after receiving a complaint.
- Our communication, whether in writing or verbally, is firm and clear.
- The complainant understands what Council can do in relation to their complaint.
- We provide clear reasons for our decisions.
- We avoid unnecessary delays.
- We provide clear guidance and procedures for staff, volunteers and contractors to deal with complaints.



### Strategies for managing Unreasonable Complainant Conduct

Strategies for managing Unreasonable Complainant Conduct may include limiting or adapting the ways that the organisation interacts with and/or deliver services to complainants by restricting:

1. **Who they contact**– e.g. limiting a complainant to a sole contact person/staff member in our organisation.
2. **What they can raise** – e.g. restricting the subject matter of communications that we will consider and respond to.
3. **When they can contact us** – e.g. limiting a complainant’s contact with our organisation to particular times, days, or length of time, or curbing the frequency of their contact with us.
4. **Where they can contact us** – e.g. limiting the locations where we will conduct face-to-face interviews to secured facilities or areas of the office.
5. **How they can contact us** – e.g. limiting or modifying the forms of contact that the complainant can have with us. This can include modifying or limiting face-to-face interviews, telephone and written communications, prohibiting access to our premises, contact through a representative only, taking no further action or terminating our services altogether.

Any such strategies or protocols will be employed and reviewed in accordance with Council’s Unreasonable Complainant Conduct Procedures, which include appropriate opportunities for review, and appeal by affected complainants.

## 8.7 Revised Instrument of Delegation to Members of Council Staff

### **SUMMARY: Governance Officer, Damian Watson**

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

**The Instrument of Delegation – Planning has been revised to reflect minor legislative changes based on advice from Council’s solicitors and current executive responsibilities.**

### **RECOMMENDATION**

**In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1), Council resolves that:**

- 1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached, Instrument of Delegation – Planning (Attachment 1), the powers, duties and functions set out in the respective instrument, subject to the acceptance of tracked changes and the conditions and limitations specified in the Instrument;**
- 2. Upon this resolution being made and, subject to the acceptance of tracked changes and the instruments being signed by Council’s Chief Executive Officer and the Mayor, the Instrument of Delegation – Planning shall come into force;**
- 3. On the coming into force of each instrument set out in Resolution 1 above, the respective previous Instrument of Delegation – Planning is revoked; and**
- 4. The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

### **1. INTRODUCTION**

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

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

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

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

### **2. DISCUSSION**

The attached Instrument is updated to ensure that it remains contemporaneous and consistent with current legislation and business practices.

The current Instrument of Delegation – Planning has been in force since 27 February 2023.

The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

Changes to the respective instruments are shown using tracked changes in Attachment 1 and the only significant change is removal of the reference to 'delivery of memorial' from s 181 of the Planning and Environment Act 1987.

### **3. CONSULTATION**

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

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

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

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

Nil.

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

The costs to prepare and adopt the attached Instruments are minimal and will be met within the current departmental budget.

### **7. SOCIAL IMPLICATIONS**

Nil.

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

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

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

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

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

### **10. CONFIDENTIALITY**

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

**Report Prepared By: Governance Officer, Damian Watson**

**Report Authorised By: Director, Customer & Performance, Greg Curcio**

### **Attachments**

1. Attachment 1 - DRAFT s6 Planning Council to Staff Instrument of Delegation August 2023  
[8.7.1 - 69 pages]



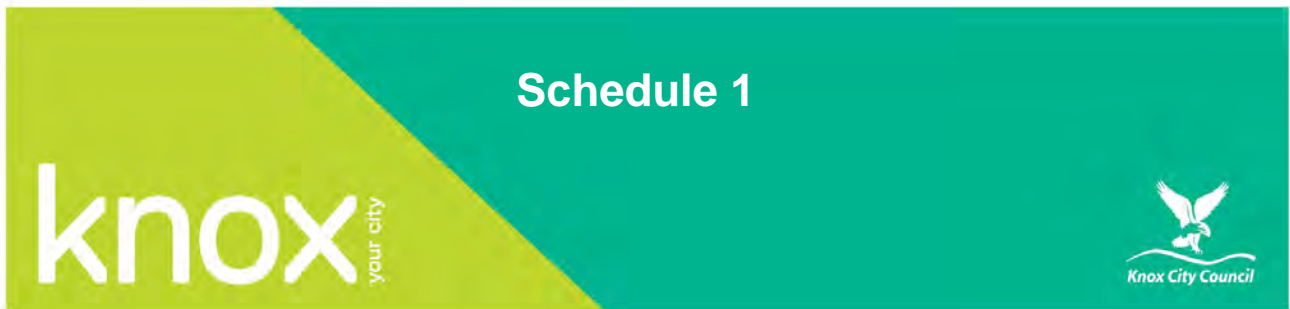
### Council to Council Staff

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

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

2. records that reference in the Schedules to:

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



3. declares that:
  - 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~27 February~~28 August 2023 and
  - 3.2 the delegation:
    - 3.2.1 comes into force on ~~27 February~~28 August 2023;
    - 3.2.2 remains in force until varied or revoked;
    - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and
    - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
    - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council; or
    - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

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Cr Marcia Timmers-Leitch - Mayor

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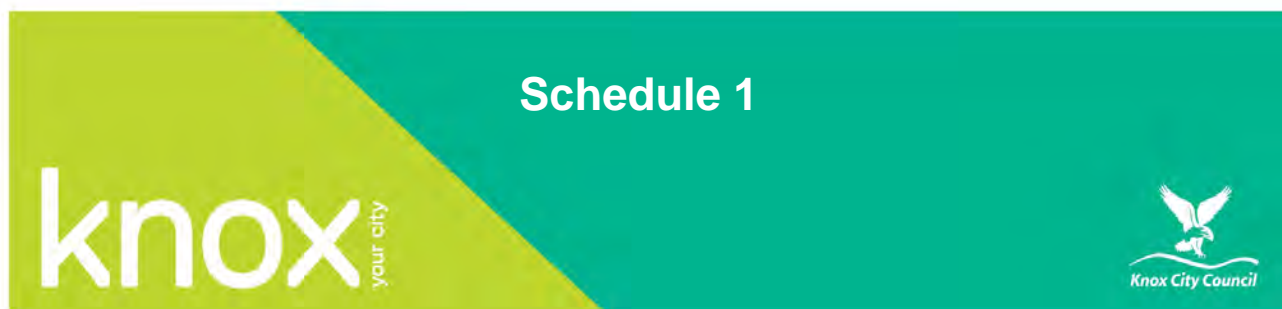
Bruce Dobson – Chief Executive Officer

**Date:**

Instrument of Delegation – Council to Staff Planning

~~February~~August 2023





## INDEX

|  |    |
|--|----|
| HERITAGE ACT 2017 .....  | 4  |
| LOCAL GOVERNMENT ACT 1989 .....  | 4  |
| PLANNING AND ENVIRONMENT ACT 1987 .....  | 5  |
| RESIDENTIAL TENANCIES ACT 1997 .....   | 59 |
| PLANNING AND ENVIRONMENT REGULATIONS 2015 .....  | 61 |
| PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016 .....   | 62 |
| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION<br>AND STANDARDS) REGULATIONS 2020 ..... | 63 |
| SCHEDULE 2 .....   | 69 |

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

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

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

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

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |  |                             |   |
|--|--|-----------------------------|---|
| <b>Column 1</b>                          | <b>Column 2</b>  | <b>Column 3</b>             | <b>Column 4</b>   |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>   | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b>   |
| s 22(2)                                  | Power to consider a late submission<br>Duty to consider a late submission if directed by the Minister                      | Groups A, B & C             |   |
| s 23(1)(b)                               | Duty to refer submissions which request a change to the amendment to a panel   | Groups A, B & C             |   |
| s 23(2)                                  | Power to refer to a panel submissions which do not require a change to the amendment                                       | Groups A, B & C             | Only where Council has already resolved to refer the Amendment to a Panel   |
| s 24                                     | Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D) | Groups A, B & C             |   |
| s 26(1)                                  | Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act             | Group A<br>All other Groups | Group A: No conditions or limitations<br>All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.                              |
| s 26(2)                                  | Duty to keep report of panel available in accordance with public availability requirements                                 | Group A<br>All other Groups | Group A: No conditions or limitations<br>All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report during the inspection period. |
| s 27(2)                                  | Power to apply for exemption if panel's report not received  | Group A                     |   |
| s 28(1)                                  | Duty to notify the Minister if abandoning an amendment   | Groups A, B & C             | Note: the power to make a decision to abandon an amendment cannot be delegated  |
| S 28(2)                                  | Duty to publish notice of the decision on Internet Site  | Groups A, B & C             |   |
| s 28(4)                                  | Duty to make notice of the decision available on Council's internet site for a period of at least 2 months                 | Groups A, B & C             |   |
| s 30(4)(a)                               | Duty to say if amendment has lapsed  | Group A                     |   |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |  |                   |  |
|--|--|-------------------|--|
| <b>Column 1</b>                          | <b>Column 2</b>  | <b>Column 3</b>   | <b>Column 4</b>                              |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>   | <b>DELEGATE</b>   | <b>CONDITIONS &amp; LIMITATIONS</b>          |
| s 30(4)(b)                               | Duty to provide information in writing upon request  | Group A           |  |
| s 32(2)                                  | Duty to give more notice if required   | Groups A, B & C   |  |
| s 33(1)                                  | Duty to give more notice of changes to an amendment  | Groups A, B & C   |  |
| s 36(2)                                  | Duty to give notice of approval of amendment   | Groups A, B & C   |  |
| s 38(5)                                  | Duty to give notice of revocation of an amendment  | Groups A, B & C   |  |
| s 39                                     | Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT   | Groups A, B & C   |  |
| s 40(1)                                  | Function of lodging copy of approved amendment   | Groups A, B & C   |  |
| s 41(1)                                  | Duty to make approved amendment available in accordance with the public availability requirements during inspection period   | All Groups        |  |
| s 41(2)                                  | Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends                   | All Groups        |  |
| s 42(2)                                  | Duty to make copy of planning scheme available in accordance with the public availability requirements   | All Groups        |  |
| s 46AW                                   | Function of being consulted by the Minister  | Groups A, B and C | Where Council is a responsible public entity |
| s 46AX                                   | Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy<br>Power to endorse the draft Statement of Planning Policy | Groups A, B and C | Where Council is a responsible public entity |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |  |                    |   |
|--|--|--------------------|---|
| <b>Column 1</b>                          | <b>Column 2</b>  | <b>Column 3</b>    | <b>Column 4</b>   |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>   | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>   |
| s 46AZC(2)                               | Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity                  | Groups A, B,C & D  | Where Council is a responsible public entity  |
| s 46AZK                                  | Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area | Groups A, B, C & D | Where Council is a responsible public entity  |
| s 46GI(2)(b)(i)                          | Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction  | Groups A, B, C & D | Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency |
| s 46GJ(1)                                | Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans  | Groups A, B, C & D |   |
| s 46GK                                   | Duty to comply with a Minister's direction that applies to Council as the planning authority   | Groups A, B, C & D |   |
| s 46GN(1)                                | Duty to arrange for estimates of values of inner public purpose land   | Groups A, B, C & D |   |
| s 46GO(1)                                | Duty to give notice to owners of certain inner public purpose land   | Groups A, B, C & D |   |
| s 46GP                                   | Function of receiving a notice under s.46GO  | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GQ                                   | Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land   | Groups A, B, C & D |   |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |   |                    |                                     |
|--|---|--------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>   | <b>Column 3</b>    | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>  | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 46GR(1)                                | Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO  | Groups A, B, C & D |                                     |
| s 46GR(2)                                | Power to consider a late submission<br>Duty to consider a late submission if directed to do so by the Minister  | Groups A, B, C & D |                                     |
| s 46GS(1)                                | Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ  | Groups A, B, C & D |                                     |
| s 46GS(2)                                | Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general              | Groups A, B, C & D |                                     |
| s 46GT(2)                                | Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference  | Groups A, B, C & D |                                     |
| s 46GT(4)                                | Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land  | Groups A, B, C & D |                                     |
| s 46GT(6)                                | Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)   | Groups A, B, C & D |                                     |
| s 46GU                                   | Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met | Groups A, B, C & D |                                     |



| PLANNING AND ENVIRONMENT ACT 1987 |  |                    |   |
|-----------------------------------|--|--------------------|---|
| Column 1                          | Column 2   | Column 3           | Column 4                                |
| PROVISION                         | THING DELEGATED  | DELEGATE           | CONDITIONS & LIMITATIONS                |
| s 46GV(3)                         | Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution<br>Power to specify the manner in which the payment is to be made   | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GV(3)(b)                      | Power to enter into an agreement with the applicant  | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GV(4)(a)                      | Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)   | Groups A, B, C & D | Where Council is the development agency |
| s 46GV(4)(b)                      | Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)   | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GV(7)                         | Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area   | Groups A, B, C & D |   |
| s 46GV(9)                         | Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction  | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GX(1)                         | Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable   | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GX(2)                         | Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan | Groups A, B, C & D | Where Council is the collecting agency  |
| s 46GY(1)                         | duty to keep proper and separate accounts and records  | Groups A, B, C & D | where Council is the collecting agency  |
| s 46GY(2)                         | Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>  | Groups A, B, C & D | Where Council is the collecting agency  |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |  |                    |   |
|--|--|--------------------|---|
| <b>Column 1</b>                          | <b>Column 2</b>  | <b>Column 3</b>    | <b>Column 4</b>   |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>   | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>   |
| s 46GZ(2)(a)                             | Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs  | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan<br>this duty does not apply where Council is that planning authority                             |
| s 46GZ(2)(a)                             | Function of receiving the monetary component   | Groups A, B, C & D | Where the Council is the planning authority<br>this duty does not apply where Council is also the collecting agency   |
| s 46GZ(2)(b)                             | Duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan<br>this provision does not apply where Council is also the relevant development agency           |
| s 46GZ(2)(b)                             | Function of receiving the monetary component   | Groups A, B, C & D | Where Council is the development agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency                    |
| s 46GZ(4)                                | Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)  | Groups A, B, C & D | Where Council is the collecting agency under an approved infrastructure contributions plan  |
| s 46GZ(5)                                | Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency    | Groups A, B, C & D | Where Council is the collecting agency specified under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the relevant development agency |
| s 46GZ(5)                                | Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land   | Groups A, B, C & D | Where Council is the development agency specified in the approved infrastructure contributions plan<br>This provision does not apply where Council is also the collecting agency            |

Instrument of Delegation – Council to Staff Planning

February-August 2023

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

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |   |  |   |
|--|---|--|---|
| <b>Column 1</b>                          | <b>Column 2</b>   | <b>Column 3</b>                                      | <b>Column 4</b>   |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>  | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b>   |
| s 46GZD(2)                               | Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)  | Groups A & B   | Where Council is the development agency under an approved infrastructure contributions plan   |
| s 46GZD(3)                               | Duty to follow the steps set out in s.46GZD(3)(a) and (b)   | Groups A & B   | Where Council is the collecting agency under an approved infrastructure contributions plan  |
| s 46GZD(5)                               | Duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).   | Groups A & B   | Where Council is the collecting agency under an approved infrastructure contributions plan  |
| s 46GZE(2)                               | Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires | Chief Executive Officer<br>Director City Liveability | Where Council is the development agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the collecting agency |
| s 46GZE(2)                               | Function of receiving the unexpended land equalisation amount   | Chief Executive Officer<br>Director City Liveability | Where Council is the collecting agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the development agency |
| s 46GZE(3)                               | Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)   | Groups A & B   | Where Council is the collecting agency under an approved infrastructure contributions plan<br>This duty does not apply where Council is also the development agency |
| s 46GZF(2)                               | Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land   | Groups A & B   | Where Council is the development agency under an approved infrastructure contributions plan   |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |  |                    |  |
|--|--|--------------------|--|
| <b>Column 1</b>                          | <b>Column 2</b>  | <b>Column 3</b>    | <b>Column 4</b>  |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>   | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>  |
| s46GZF(3)                                | Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)  | Groups A & B       | Where Council is the development agency under an approved infrastructure contributions plan  |
| s 46GZF(3)                               | Function of receiving proceeds of sale   | Groups A & B       | Where Council is the collection agency under an approved infrastructure contributions plan<br>This provision does not apply where Council is also the development agency |
| s 46GZF(4)                               | Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5) | Groups A & B       | Where Council is the collecting agency under an approved infrastructure contributions plan   |
| s 46GZF(6)                               | Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)  | Groups A & B       | Where Council is the collecting agency under an approved infrastructure contributions plan   |
| s 46GZH                                  | Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction  | Groups A & B       | Where Council is the collecting agency under an approved infrastructure contributions plan   |
| s 46GZI                                  | Duty to prepare and give a report to the Minister at the times required by the Minister  | Groups A & B       | Where Council is a collecting agency or development agency   |
| s 46GZK                                  | Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council   | Groups A & B       | Where Council is a collecting agency or development agency   |
| s 46LB(3)                                | Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)                     | Groups A & B       |  |
| s 46N(1)                                 | Duty to include condition in permit regarding payment of development infrastructure levy   | Groups A, B, C & D |  |
| s 46N(2)(c)                              | Function of determining time and manner for receipt of development contributions levy  | Groups A, B, C & D |  |

| PLANNING AND ENVIRONMENT ACT 1987 |   |  |   |
|-----------------------------------|---|--|---|
| Column 1                          | Column 2  | Column 3   | Column 4  |
| PROVISION                         | THING DELEGATED   | DELEGATE   | CONDITIONS & LIMITATIONS  |
| s 46N(2)(d)                       | Power to enter into an agreement with the applicant regarding payment of development infrastructure levy  | Groups A & B   |   |
| s 46O(1)(a) & (2)(a)              | Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit  | Groups A & B   |   |
| s 46O(1)(d) & (2)(d)              | Power to enter into agreement with the applicant regarding payment of community infrastructure levy   | Groups A & B   |   |
| s 46P(1)                          | Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured  | Groups A & B   |   |
| s 46P(2)                          | Power to accept provision of land, works, services or facilities in part or full payment of levy payable  | Groups A & B   |   |
| s 46Q(1)                          | Duty to keep proper accounts of levies paid   | Chief Executive Officer<br>Director City Liveability |   |
| s 46Q(1A)                         | Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency   | Chief Executive Officer<br>Director City Liveability |   |
| s 46Q(2)                          | Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc   | Chief Executive Officer<br>Director City Liveability |   |
| s 46Q(3)                          | Power to refund any amount of levy paid if it is satisfied the development is not to proceed  | Chief Executive Officer<br>Director City Liveability | Only applies when levy is paid to Council as a 'development agency'   |
| s 46Q(4)(c)                       | Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a) | Chief Executive Officer<br>Director City Liveability | Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |  |  |  |
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| <b>Column 1</b>                          | <b>Column 2</b>  | <b>Column 3</b>                                      | <b>Column 4</b>  |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>   | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b>                              |
| s 46Q(4)(d)                              | Duty to submit to the Minister an amendment to the approved development contributions plan             | Chief Executive Officer<br>Director City Liveability | Must be done in accordance with Part 3                           |
| s46Q(4)(e)                               | Duty to expend that amount on other works etc.   | Chief Executive Officer<br>Director City Liveability | With the consent of, and in the manner approved by, the Minister |
| s 46QC                                   | Power to recover any amount of levy payable under Part 3B  | Chief Executive Officer<br>Director City Liveability |  |
| s 46QD                                   | Duty to prepare report and give a report to the Minister   | Groups A & B   | Where Council is a collecting agency or development agency       |
|  |  |  |  |
| s 46Y                                    | Duty to carry out works in conformity with the approved strategy plan                                  | Groups A & B   |  |
| s 47                                     | Power to decide that an application for a planning permit does not comply with that Act                | All Groups   |  |
| s 49(1)                                  | Duty to keep a register of all applications for permits and determinations relating to permits         | All Groups   |  |
| s 49(2)                                  | Duty to make register available for inspection in accordance with the public availability requirements | All Groups   |  |
| s 50(4)                                  | Duty to amend application  | Groups A, B, C, D, F & I                             |  |
| s 50(5)                                  | Power to refuse to amend application   | Groups A, B, C, D & I                                |  |
| s 50(6)                                  | Duty to make note of amendment to application in register  | Groups A, B, C, D, F & I                             |  |
| s 50A(1)                                 | Power to make amendment to application   | Groups A, B, C, D, F & I                             |  |
| s 50A(3)                                 | Power to require applicant to notify owner and make a declaration that notice has been given           | Groups A, B, C, D, F & I                             |  |
| s 50A(4)                                 | Duty to note amendment to application in register  | Groups A, B, C, D, F & I                             |  |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |   |                             |                                     |
|--|---|-----------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>   | <b>Column 3</b>             | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>  | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 51                                     | Duty to make copy of application available for inspection in accordance with the public availability requirements   | All Groups                  |                                     |
| s 52(1)(a)                               | Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(b)                               | Duty to give notice of the application to other municipal Councils where appropriate  | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(c)                               | Duty to give notice of the application to all persons required by the planning scheme   | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(ca)                              | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant                     | Groups A, B, C, D, F & I    |                                     |
| s 52(1)(cb)                              | Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant        | Groups A, B, C & D          |                                     |
| s 52(1)(d)                               | Duty to give notice of the application to other persons who may be detrimentally effected   | Groups A, B, C, D, F & I    |                                     |
| s 52(1AA)                                | Duty to give notice of an application to remove or vary a registered restrictive covenant   | Groups A, B, C & D          |                                     |
| s 52(3)                                  | Power to give any further notice of an application where appropriate  | Groups A, B & C             |                                     |
| s 53(1)                                  | Power to require the applicant to give notice under section 52(1) to persons specified by it  | Groups A, B, C, D, F, G & I |                                     |
| s 53(1A)                                 | Power to require the applicant to give the notice under section 52(1AA)   | Groups A, B, C, D, F, G & I |                                     |



| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |   |                             |                                     |
|--|---|-----------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>   | <b>Column 3</b>             | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>  | <b>DELEGATE</b>             | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 54(1)                                  | Power to require the applicant to provide more information  | Groups A, B, C, D, F, G & I |                                     |
| s 54(1A)                                 | Duty to give notice in writing of information required under section 54(1)  | Groups A, B, C, D, F, G & I |                                     |
| s 54(1B)                                 | Duty to specify the lapse date for an application   | Groups A, B, C, D, F & I    |                                     |
| s 54A(3)                                 | Power to decide to extend time or refuse to extend time to give required information  | Groups A, B, C, D, F & I    |                                     |
| s 54A(4)                                 | Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)                                       | Groups A, B, C, D, F, G & I |                                     |
| s 55(1)                                  | Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme | Groups A, B, C, D, F, G & I |                                     |
| s 57(2A)                                 | Power to reject objections considered made primarily for commercial advantage for the objector  | Group A                     |                                     |
| s 57(3)                                  | Function of receiving name and address of persons to whom notice of decision is to go   | Groups A, B, C, D, F & I    |                                     |
| s 57(5)                                  | Duty to make a copy of all objections available in accordance with the public availability requirements                               | All Groups                  |                                     |
| s 57A(4)                                 | Duty to amend application in accordance with applicant's request, subject to section 57A(5)   | Groups A, B, C, D, F & I    |                                     |
| s 57A(5)                                 | Power to refuse to amend application  | Groups A, B, C & D, F & I   |                                     |
| s 57A(6)                                 | Duty to note amendments to application in register  | All Groups                  |                                     |
| s 57B(1)                                 | Duty to determine whether and to whom notice should be given  | Groups A, B, C & D, F & I   |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |   |  |                                     |
|--|---|--|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>   | <b>Column 3</b>                                      | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>  | <b>DELEGATE</b>                                      | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 57B(2)                                 | Duty to consider certain matters in determining whether notice should be given                                    | Groups A, B, C & D, F & I                            |                                     |
| s 57C(1)                                 | Duty to give copy of amended application to referral authority  | Groups A, B, C, D, F & I                             |                                     |
| s 58                                     | Duty to consider every application for a permit   | Groups A, B, C, D, F & I                             |                                     |
| s 58A                                    | Power to request advice from the Planning Application Committee   | Chief Executive Officer<br>Director City Liveability |                                     |
| s 60                                     | Duty to consider certain matters  | Groups A, B, C, D, F & I                             |                                     |
| s 60(1A)                                 | Duty to consider certain matters  | Groups A, B, C, D, F & I                             |                                     |
| s 60(1B)                                 | Duty to consider number of objectors in considering whether use or development may have significant social effect | Groups A, B, C, D, F & I                             |                                     |

| PLANNING AND ENVIRONMENT ACT 1987 |                                   |                          |  |
|-----------------------------------|-----------------------------------|--------------------------|--|
| Column 1                          | Column 2                          | Column 3                 | Column 4   |
| PROVISION                         | THING DELEGATED                   | DELEGATE                 | CONDITIONS & LIMITATIONS   |
| s 61(1)(a)                        | Power to decide to grant a permit | Groups A, B, C, D, F & I | <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> |

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

| PLANNING AND ENVIRONMENT ACT 1987 |  |                          |  |
|-----------------------------------|--|--------------------------|--|
| Column 1                          | Column 2   | Column 3                 | Column 4   |
| PROVISION                         | THING DELEGATED  | DELEGATE                 | CONDITIONS & LIMITATIONS   |
| s 61(1)(b)                        | Power to decide to grant a planning permit with conditions | Groups A, B, C, D, F & I | <p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>• an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> <li>• an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties.</li> <li>• An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</li> </ul> <p>Groups A &amp; B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> |

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

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

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



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

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

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

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

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

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

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

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |  |                          |   |
|--|--|--------------------------|---|
| <b>Column 1</b>                          | <b>Column 2</b>  | <b>Column 3</b>          | <b>Column 4</b>   |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>   | <b>DELEGATE</b>          | <b>CONDITIONS &amp; LIMITATIONS</b>   |
| s 66(4)                                  | Duty to give a recommending referral authority notice of its decision to refuse a permit   | Groups A, B, C, D, F & I | If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit |
| s 66(6)                                  | Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65 | Groups A, B, C, D, F & I | If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit |
| s 69(1)                                  | Function of receiving application for extension of time of permit  | All Groups               |   |
| s 69(1A)                                 | Function of receiving application for extension of time to complete development  | All Groups               |   |



| PLANNING AND ENVIRONMENT ACT 1987 |  |                          |   |
|-----------------------------------|--|--------------------------|---|
| Column 1                          | Column 2   | Column 3                 | Column 4  |
| PROVISION                         | THING DELEGATED  | DELEGATE                 | CONDITIONS & LIMITATIONS  |
| s 69(2)                           | Power to extend time   | Groups A, B, C, D, F & I | <p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> <li>Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy);</li> <li>Whether there has been a change in the material circumstances of the site and surrounds;</li> <li>The steps the owner may or may not have undertaken in an endeavour to act on the permit;</li> <li>Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions.</li> </ul> <p>Group B, C, D, &amp; F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p> |
| s 70                              | Duty to make copy permit available in accordance with the public availability requirements | Groups A, B, C, D, F & I |   |
| s 71(1)                           | Power to correct certain mistakes  | Groups A, B, C, D, F & I |   |
| s 71(2)                           | Duty to note corrections in register   | Groups A, B, C & D       |   |
| s 73                              | Power to decide to grant amendment subject to conditions                                   | Groups A, B, C & D       |   |
| s 74                              | Duty to issue amended permit to applicant if no objectors                                  | Groups A, B, C, D, F & I |   |

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

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

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

| PLANNING AND ENVIRONMENT ACT 1987 |   |                          |  |
|-----------------------------------|---|--------------------------|--|
| Column 1                          | Column 2  | Column 3                 | Column 4   |
| PROVISION                         | THING DELEGATED   | DELEGATE                 | CONDITIONS & LIMITATIONS   |
|                                   |   |                          | <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 84(2)                           | Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit    | Groups A, B, C, D, F & I |  |
| s 84(3)                           | Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit | Groups A, B, C, D, F & I |  |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |   |                              |                                     |
|--|---|------------------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>   | <b>Column 3</b>              | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>  | <b>DELEGATE</b>              | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 84(6)                                  | Duty to issue permit on receipt of advice within 3 business days  | Groups A, B, C, D, F & I     |                                     |
| s 84AB                                   | Power to agree to confining a review by the Tribunal  | Groups A, B, C, D, F & I     |                                     |
| s 86                                     | Duty to issue a permit at order of Tribunal within 3 business days  | Groups A, B, C, D, F & I     |                                     |
| s 87(3)                                  | Power to apply to VCAT for the cancellation or amendment of a permit  | Group A                      |                                     |
| s 90(1)                                  | Function of being heard at hearing of request for cancellation or amendment of a permit                                 | Groups A, B, C, D & E        |                                     |
| s 91(2)                                  | Duty to comply with the directions of VCAT  | Groups A, B, C, D & E, F & I |                                     |
| s 91(2A)                                 | Duty to issue amended permit to owner if Tribunal so directs  | Groups A, B, C, D & E, F & I |                                     |
| s 92                                     | Duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90      | Groups A, B, C, D & E, F & I |                                     |
| s 93(2)                                  | Duty to give notice of VCAT order to stop development   | Groups A, B, C, D & E        |                                     |
| s 95(3)                                  | Function of referring certain applications to the Minister  | Groups A, B & C              |                                     |
| s 95(4)                                  | Duty to comply with an order or direction   | Groups A, B & C, F & I       |                                     |
| s 96(1)                                  | Duty to obtain a permit from the Minister to use and develop its land   | Groups A & B                 |                                     |
| s 96(2)                                  | Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land       | Group A                      |                                     |
| s 96A(2)                                 | Power to agree to consider an application for permit concurrently with preparation of proposed amendment                | Groups A, B, C & D           |                                     |
| s 96C                                    | Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C | Groups A, B, C & D           |                                     |
| s 96F                                    | Duty to consider the panel's report under section 96E   | Group A                      |                                     |

Instrument of Delegation – Council to Staff Planning

February-August 2023

| PLANNING AND ENVIRONMENT ACT 1987 |  |                          |  |
|-----------------------------------|--|--------------------------|--|
| Column 1                          | Column 2   | Column 3                 | Column 4   |
| PROVISION                         | THING DELEGATED  | DELEGATE                 | CONDITIONS & LIMITATIONS   |
| s 96G(1)                          | Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> ) | Groups A, B, C, D, F & I | <p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> <li>an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability) or the CEO, Director City Liveability or Manager City Planning &amp; Building.</li> </ul> |

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



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

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

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |   |                       |                                     |
|--|---|-----------------------|-------------------------------------|
| <b>Column 1</b>                          | <b>Column 2</b>   | <b>Column 3</b>       | <b>Column 4</b>                     |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>  | <b>DELEGATE</b>       | <b>CONDITIONS &amp; LIMITATIONS</b> |
| s 97L                                    | Duty to include Ministerial decisions in a register kept under section 49   | Groups A, B & C       |                                     |
| s 97MH                                   | Duty to provide information or assistance to the Planning Application Committee   | Group A               |                                     |
| s 97MI                                   | Duty to contribute to the costs of the Planning Application Committee or subcommittee                                     | Group A               |                                     |
| s 97O                                    | Duty to consider application and issue or refuse to issue certificate of compliance                                       | Groups A & B          |                                     |
| s 97P(3)                                 | Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate | Groups A, B, C, D & E |                                     |
| s 97Q(2)                                 | Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate                        | Groups A, B, C, D & E |                                     |
| s 97Q(4)                                 | Duty to comply with directions of VCAT  | Groups A, B, C, D & E |                                     |
| s 97R                                    | Duty to keep register of all applications for certificate of compliance and related decisions                             | Groups A, B, C, D & E |                                     |
| s 98(1)&(2)                              | Function of receiving claim for compensation in certain circumstances   | Group A               |                                     |
| s 98(4)                                  | Duty to inform any person of the name of the person from whom compensation can be claimed                                 | Group A               |                                     |
| s 101                                    | Function of receiving claim for expenses in conjunction with claim  | Group A               |                                     |
| s 103                                    | Power to reject a claim for compensation in certain circumstances   | Group A               |                                     |
| s 107(1)                                 | Function of receiving claim for compensation  | Group A               |                                     |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |  |                       |  |
|--|--|-----------------------|--|
| <b>Column 1</b>                          | <b>Column 2</b>  | <b>Column 3</b>       | <b>Column 4</b>                                  |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>   | <b>DELEGATE</b>       | <b>CONDITIONS &amp; LIMITATIONS</b>              |
| s 107(3)                                 | Power to agree to extend time for making claim   | Group A               |  |
| s 113(2)                                 | Power to request a declaration of land to be proposed to be reserved for public purposes   | Group A               |  |
| s 114(1)                                 | Power to apply to the VCAT for an enforcement order  | Groups A, B & E       |  |
| s 117(1)(a)                              | Function of making a submission to the VCAT where objections are received  | Groups A, B, C, D & E |  |
| s 120(1)                                 | Power to apply for an interim enforcement order where section 114 application has been made  | Groups A & B          |  |
| s 123(1)                                 | Power to carry out work required by enforcement order and recover costs  | Groups A & E          |  |
| s 123(2)                                 | Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)   | Group A               | Except Crown Land                                |
| s 129                                    | Function of recovering penalties   | Groups A, B & E       |  |
| s 130(5)                                 | Power to allow person served with an infringement notice further time  | Groups A, B & E       |  |
| s 149A(1)                                | Power to refer a matter to the VCAT for determination  | Groups A & B          |  |
| s 149A(1A)                               | Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement   | Groups A & B          |  |
| s 156                                    | Duty to pay fees and allowances (including a payment to the Crown under s.156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s.156 (2B) power to ask for contribution under s.156(3) and power to abandon amendment or part of it under s.156(4) | Group A               | Where Council is the relevant planning authority |
| s 171(2)(f)                              | Power to carry out studies and commission reports  | Groups A, B, C, D & E |  |

| PLANNING AND ENVIRONMENT ACT 1987 |   |  |  |
|-----------------------------------|---|--|--|
| Column 1                          | Column 2  | Column 3   | Column 4   |
| PROVISION                         | THING DELEGATED   | DELEGATE   | CONDITIONS & LIMITATIONS   |
| s 171(2)(g)                       | Power to grant and reserve easements  | Group A  |  |
| s 172C                            | Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan   | Group A  | Where Council is a development agency specified in an approved infrastructure contributions plan                         |
| s 172D(1)                         | Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)   | Group A  | Where Council is a collecting agency specified in an approved infrastructure contributions plan                          |
| s 172D(2)                         | Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)                   | Group A  | Where Council is the development agency specified in an approved infrastructure contributions plan                       |
| s 173(1)                          | Power to enter into agreement covering matters set out in section 174   | Chief Executive Officer<br>Director City Liveability | The Agreement must align with the requirements of a condition (s) on an issued Planning Permit                           |
| s 173(1A)                         | Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing   | Group A  | Where council is the relevant responsible authority  |
| ---                               | Power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority | Groups A, B, C & D                                   |  |
| ---                               | Power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority           | Groups A, B, C & D                                   |  |
| s 177(2)                          | Power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9  | Group A  | This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. |

| <b>PLANNING AND ENVIRONMENT ACT 1987</b> |  |                    |  |
|--|--|--------------------|--|
| <b>Column 1</b>                          | <b>Column 2</b>  | <b>Column 3</b>    | <b>Column 4</b>  |
| <b>PROVISION</b>                         | <b>THING DELEGATED</b>   | <b>DELEGATE</b>    | <b>CONDITIONS &amp; LIMITATIONS</b>  |
| s 178                                    | Power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9 | Group A            | The Agreement must align with the requirements of a condition (s) on an issued Planning Permit                           |
| s 178A(1)                                | Function of receiving application to amend or end an agreement   | Groups A, B, C & D |  |
| s 178A(3)                                | Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)   | Groups A, B, C & D |  |
| s 178A(4)                                | Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal   | Groups A, B, C & D |  |
| s 178A(5)                                | Power to propose to amend or end an agreement  | Group A            | This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. |
| s 178B(1)                                | Duty to consider certain matters when considering proposal to amend an agreement   | Group A            |  |
| s 178B(2)                                | Duty to consider certain matters when considering proposal to end an agreement   | Group A            |  |
| s 178C(2)                                | Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end          | Groups A, B, C & D |  |
| s 178C(4)                                | Function of determining how to give notice under s.178C(2)   | Groups A, B, C & D |  |
| s 178E(1)                                | Duty not to make decision until after 14 days after notice has been given  | Group A            |  |

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

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



| PLANNING AND ENVIRONMENT ACT 1987 |   |          |   |
|-----------------------------------|---|----------|---|
| Column 1                          | Column 2                                      | Column 3 | Column 4  |
| PROVISION                         | THING DELEGATED                               | DELEGATE | CONDITIONS & LIMITATIONS  |
| s 178E(2)(c)                      | Power to refuse to amend or end the agreement | Group A  | <p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |

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

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

| PLANNING AND ENVIRONMENT ACT 1987 |  |                    |  |
|-----------------------------------|--|--------------------|--|
| Column 1                          | Column 2   | Column 3           | Column 4   |
| PROVISION                         | THING DELEGATED  | DELEGATE           | CONDITIONS & LIMITATIONS   |
| s 178E(3)(d)                      | Power to refuse to amend or end the agreement  | Group A            | <p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p> |
| s 178F(1)                         | Duty to give notice of its decision under s.178E(3)(a) or (b)  | Groups A, B, C & D |  |
| s 178F(2)                         | Duty to give notice of its decision under s.178E(2)(c) or (3)(d)   | Groups A, B, C & D |  |
| s 178F(4)                         | Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn | Groups A, B, C & D |  |

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

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

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

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



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

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

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

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

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020 |  |   |                          |
|---|--|---|--------------------------|
| Column 1  | Column 2   | Column 3  | Column 4                 |
| PROVISION   | THING DELEGATED  | DELEGATE  | CONDITIONS & LIMITATIONS |
| r 7   | Power to enter into a written agreement with a caravan park owner  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Environmental Health Officer |                          |
| r 10  | Function of receiving application for registration   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 11  | Function of receiving application for renewal of registration  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 12(1)   | Duty to grant the registration if satisfied that the caravan park complies with these regulations                | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 12(1)   | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |
| r 12(2)   | Duty to renew the registration if satisfied that the caravan park complies with these regulations                | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services                                 |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020 |   |   |                          |
|---|---|---|--------------------------|
| Column 1  | Column 2  | Column 3  | Column 4                 |
| PROVISION   | THING DELEGATED   | DELEGATE  | CONDITIONS & LIMITATIONS |
| r 12(2)   | Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations            | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 12(3)   | Duty to have regard to matters in determining an application for registration or an application for renewal of registration | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 12(4) & (5)   | Duty to issue certificate of registration   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 14(1)   | Function of receiving notice of transfer of ownership   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 14(3)   | Power to determine where notice of transfer is displayed  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 15(1)   | Duty to transfer registration to new caravan park owner   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |
| r 15(2)   | Duty to issue a certificate of transfer of registration   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020 |   |   |                          |
|---|---|---|--------------------------|
| Column 1  | Column 2  | Column 3  | Column 4                 |
| PROVISION   | THING DELEGATED   | DELEGATE  | CONDITIONS & LIMITATIONS |
| r 15(3)   | Power to determine where certificate of transfer of registration is displayed                                     | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services   |                          |
| r 16(1)   | Power to determine the fee to accompany applications for registration or applications for renewal of registration | Chief Executive Officer<br>Director City Liveability  |                          |
| r 17  | Duty to keep register of caravan parks  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health                                 |                          |
| r 18(4)   | Power to determine where the emergency contact person's details are displayed                                     | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 18(6)   | Power to determine where certain information is displayed   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020 |  |   |                          |
|---|--|---|--------------------------|
| Column 1  | Column 2   | Column 3  | Column 4                 |
| PROVISION   | THING DELEGATED  | DELEGATE  | CONDITIONS & LIMITATIONS |
| r 22(1)   | Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 22(2)   | Duty to consult with relevant emergency services agencies  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 23  | Power to determine places in which caravan park owner must display a copy of emergency procedures  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 24  | Power to determine places in which caravan park owner must display copy of public emergency warnings   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |



| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020 |  |   |                          |
|---|--|---|--------------------------|
| Column 1  | Column 2   | Column 3  | Column 4                 |
| PROVISION   | THING DELEGATED  | DELEGATE  | CONDITIONS & LIMITATIONS |
| r 25(3)   | Duty to consult with relevant floodplain management authority  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 26  | Duty to have regard to any report of the relevant fire authority   | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 28(c)   | Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 40  | Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe            | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

| RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020 |   |   |                          |
|---|---|---|--------------------------|
| Column 1  | Column 2  | Column 3  | Column 4                 |
| PROVISION   | THING DELEGATED   | DELEGATE  | CONDITIONS & LIMITATIONS |
| r 40(b)   | Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 41(4)   | Function of receiving installation certificate  | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| r 43  | Power to approve use of a non-habitable structure as a dwelling or part of a dwelling         | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |
| Sch 3 cl 4(3)   | Power to approve the removal of wheels and axles from unregistrable movable dwelling          | Chief Executive Officer<br>Director City Liveability<br>Manager City Safety & Health<br>Coordinator Health Services<br>Team Leader Environmental Health<br>Environmental Health Officer |                          |

**SCHEDULE 2**

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

9      Supplementary Items

9.1    Unaudited 2022-23 Annual Financial Statements and Performance Statement

This item will be circulated separately prior to the meeting

10     Notices of Motion

11     Urgent Business

12     Questions Without Notice

13     Confidential Items