

AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 28 January 2025 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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Bruce Dobson
Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 16 December 2024.

4 Presentations, Petitions And Memorials

5 Reports By Councillors

6 Planning Matters

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

Final Report Destination: Council
Paper Type: For Noting
Author: Manager City Planning & Building, Paul Dickie
Manager: Manager City Planning & Building, Paul Dickie
Executive: Director City Liveability, Matt Kelleher

SUMMARY

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

RECOMMENDATION

That Council note the planning applications decided under delegation 1 December 2024 to 31 December 2024 as set out in the officers' report.

1. REPORT

Details of planning applications decided under delegation from 1 December 2024 to 31 December 2024 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	11
Other	5
Subdivision	15
Units	14
Tree Removal / Pruning	8
Single Dwelling	2
Change of Use	1
Signage	4
Vary Covenant	1
Aged Care Facility	1
Place of Worship	1
TOTAL	63

2. CONFIDENTIALITY

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

ATTACHMENTS

Nil

Knox City Council

Report of Planning Applications Decided under Delegation

1 December 2024 and 31 December 2024

Ward	No/ Type	Address	Description	Decision
Baird	2024/6250	7 Jersey Road BAYSWATER VIC 3153	Two lot subdivision	4/12/2024 Approved
Baird	2024/6254	6 Sykes Avenue FERNTREE GULLY VIC 3156	Construction of two double storey dwellings, vegetation removal and two lot subdivision	5/12/2024 Approved
Baird	2024/6349	8 Browning Road BORONIA VIC 3155	Construction of a double storey dwelling to the rear of an existing dwelling	9/12/2024 Approved
Baird	2024/6519	29 Central Avenue BORONIA VIC 3155	Three lot subdivision (approved unit development)	11/12/2024 Approved
Baird	2024/6287	687 Burwood Highway FERNTREE GULLY VIC 3156	Construction of two double storey dwellings on a lot and access to a road in a Transport 2 Zone	11/12/2024 Approved
Baird	2024/6223	811 Burwood Highway FERNTREE GULLY VIC 3156	The development of an aged care facility and alteration of access to a road in a Transport 2 Zone	13/12/2024 Approved
Baird	2023/6540	19 McComb Crescent BAYSWATER VIC 3153	Construction of two double storey dwellings on a lot	13/12/2024 Approved
Baird	2024/9107	69 Linda Crescent FERNTREE GULLY VIC 3156	Two lot subdivision (Approved unit development)	18/12/2024 Approved
Baird	2024/9108	71 Bursaria Avenue FERNTREE GULLY VIC 3156	Two lot subdivision (approved unit development)	18/12/2024 Approved
Baird	2024/6541	52 Narcissus Avenue BORONIA VIC 3155	Three Lot Subdivision (approved unit development)	18/12/2024 Approved
Baird	2024/6584	1/47 Woodmason Road BORONIA VIC 3155	Two (2) lot subdivision (approved unit development)	18/12/2024 Approved

Ward	No/ Type	Address	Description	Decision
Baird	2024/6493	5/19 Ramage Street BAYSWATER VIC 3153	Change of Use (Car Sales)	24/12/2024 Approved
Baird	2024/6111	16 Lightwood Drive FERNTREE GULLY VIC 3156	Construction of three (3) double storey dwellings	30/12/2024 Notice of Decision
Chandler	2024/9091	77 Inverness Avenue THE BASIN VIC 3154	Buildings and works to construct a shed	4/12/2024 Approved
Chandler	2024/9098	12 Isa Way BORONIA VIC 3155	Buildings and Works (construction of a covered walkway linking office and warehouse)	5/12/2024 Approved
Chandler	2024/9097	24 Currawa Drive BORONIA VIC 3155	Buildings and Works (construction of a front fence)	6/12/2024 Approved
Chandler	2024/9103	32 Hansen Road BORONIA VIC 3155	Buildings and works (construction of a verandah over an existing deck)	9/12/2024 Approved
Chandler	2024/6525	13 Marland Road BORONIA VIC 3155	Removal of one Pittosporum tenuifolium	10/12/2024 Approved
Chandler	2024/6295	10 Melrose Court BORONIA VIC 3155	Five lot subdivision in two stages (Approved unit development)	10/12/2024 Approved
Chandler	2024/6489	6 Academy Drive THE BASIN VIC 3154	Removal of one (1) Corymbia eximia (Yellow Bloodwood)	17/12/2024 Approved
Chandler	2024/9109	2 Currawa Drive BORONIA VIC 3155	Buildings and Works (construction of a front fence)	17/12/2024 Approved
Chandler	2024/6512	2/33 Royalden Close BORONIA VIC 3155	Construction of a deck and verandah with associated sliding door	23/12/2024 Approved
Chandler	2024/6496	24 Camelia Crescent THE BASIN VIC 3154	Removal of one (1) Eucalyptus melliodora (Yellow Box) and one (1) Eucalyptus sp (unidentified Eucalyptus species)	23/12/2024 Approved
Collier	2024/6380	471 Mountain Highway BAYSWATER VIC 3153	Buildings and Works - Gates and Fencing (Industrial 1 Zone and Special Building Overlay)	6/12/2024 Approved
Collier	2024/9090	90 Cathies Lane WANTIRNA SOUTH VIC 3152	Construction of a Gazebo	18/12/2024 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2024/6365	1 Castlefield Square WANTIRNA VIC 3152	Construction of a double storey dwelling to the rear of the existing dwelling	19/12/2024 Approved
Dinsdale	2024/9094	33 Sasses Avenue BAYSWATER VIC 3153	Two lot subdivision (approved unit development)	3/12/2024 Approved
Dinsdale	2024/6490	6 Pach Road WANTIRNA SOUTH VIC 3152	Nine Lot Subdivision (approved unit development)	6/12/2024 Approved
Dinsdale	2024/6175	130 Scoresby Road BORONIA VIC 3155	The construction of two (2) single storey dwellings to the rear of the existing dwelling	10/12/2024 Approved
Dinsdale	2024/9106	11 Waranga Road BAYSWATER VIC 3153	Two Lot Subdivision (approved unit development)	13/12/2024 Approved
Dinsdale	2024/6235	36 Kumala Road BAYSWATER VIC 3153	Construction of two (2) double storey dwellings and one (1) single storey dwelling	13/12/2024 Notice of Decision
Dinsdale	2024/6316	12 Bona Vista Road BAYSWATER VIC 3153	Construction of three (3) double storey dwellings on the land	23/12/2024 Approved
Dinsdale	2024/6148	1 & 2/65 Coleman Road WANTIRNA SOUTH VIC 3152	Construction of three (3) double storey dwellings and one (1) single storey dwelling on the land	30/12/2024 Approved
Dobson	2024/9093	28 Clematis Avenue FERNTREE GULLY VIC 3156	Buildings and Works (addition of new garage, retaining walls greater than 1m in height)	2/12/2024 Approved
Dobson	2024/9096	153 Underwood Road FERNTREE GULLY VIC 3156	Buildings and Works (Replacement of existing fence)	4/12/2024 Approved
Dobson	2024/9099	3 Rona Street FERNTREE GULLY VIC 3156	Buildings and Works (Rectification works to damaged front fence)	4/12/2024 Approved
Dobson	2024/6491	35-37 Talaskia Road UPPER FERNTREE GULLY VIC 3156	Buildings and Works (Extension to Existing Dwelling)	6/12/2024 Approved
Dobson	2024/6508	81 Station Street FERNTREE GULLY VIC 3156	Buildings and Works including the addition of a gate, minor extension, and internal works.	6/12/2024 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2023/6569	23 Rona Street FERNTREE GULLY VIC 3156	Construction of a single storey dwelling on the land	10/12/2024 Approved
Dobson	2023/6129	4 Obeah Court LYSTERFIELD VIC 3156	Use and construction of dwelling, swimming pool, tennis court and associated works outside the Building Envelope	20/12/2024 Notice of Decision
Dobson	2024/6440	42 Station Street FERNTREE GULLY VIC 3156	The display of business identification and internally illuminated signage in a commercial area.	20/12/2024 Approved
Dobson	2024/6511	73 McIver Street FERNTREE GULLY VIC 3156	Removal of one (1) Quercus robur (English Oak)	23/12/2024 Approved
Dobson	2024/6520	5 Halsey Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus bicostata (Southern Blue Gum)	24/12/2024 Approved
Dobson	2024/6516	4/13 Dawson Street UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus saligna (Sydney Blue Gum)	24/12/2024 Approved
Dobson	2024/9113	53 Nathan Street FERNTREE GULLY VIC 3156	Buildings and Works (shed)	31/12/2024 Approved
Friberg	2024/6480	780 Burwood Highway FERNTREE GULLY VIC 3156	Internally Illuminated Business Identification Signage	5/12/2024 Approved
Friberg	2024/9100	10 Meadow Lane FERNTREE GULLY VIC 3156	Two Lot Subdivision (approved unit development)	5/12/2024 Approved
Friberg	2024/6318	42 Lynn Drive FERNTREE GULLY VIC 3156	The construction of a double storey dwelling to the rear of existing dwelling	9/12/2024 Approved
Friberg	2024/9105	33 Christie Street KNOXFIELD VIC 3180	2 lot subdivision (approved unit development)	13/12/2024 Approved
Friberg	2024/6434	730 Burwood Highway FERNTREE GULLY VIC 3156	Construction and display of an Electronic Major Promotional Sky Sign	20/12/2024 Refused
Scott	2024/6479	1324 High Street Road WANTIRNA SOUTH VIC 3152	The erection of a non illuminated above verandah sign	5/12/2024 Approved
Scott	2024/6468	6 Hunt Court WANTIRNA SOUTH VIC 3152	Vary Restrictive Covenant	5/12/2024 Approved

Ward	No/ Type	Address	Description	Decision
Scott	2024/6535	70A David Street North KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus leucoxylon	12/12/2024 Approved
Scott	2024/6129	90 Fonteyn Drive WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	20/12/2024 Notice of Decision
Taylor	2024/6439	32 Major Crescent LYSTERFIELD VIC 3156	Pruning of two (2) Corymbia maculata (Spotted Gum)	3/12/2024 Approved
Taylor	2024/6109	1059 Wellington Road ROWVILLE VIC 3178	Use and development of the land for a Place of Worship, alter access to a road in a Transport Zone 2, and display business identification signage	11/12/2024 Notice of Decision
Taylor	2024/6559	2/74 Murray Crescent ROWVILLE VIC 3178	2 Lot Subdivision	17/12/2024 Approved
Tirhatuan	2024/6290	10 Zerfas Street SCORESBY VIC 3179	The construction of two (2) double storey dwellings on the land	6/12/2024 Approved
Tirhatuan	2024/6561	23 Barak Way ROWVILLE VIC 3178	Buildings and Works (Construction of a verandah associated with a dwelling)	10/12/2024 Approved
Tirhatuan	2024/6352	16 & 2/16 Viewtech Place ROWVILLE VIC 3178	Two lot subdivision (existing buildings)	11/12/2024 Approved
Tirhatuan	2024/6560	50 Avalon Road ROWVILLE VIC 3178	2 lot subdivision	12/12/2024 Approved
Tirhatuan	2024/6197	13 Rocco Drive SCORESBY VIC 3179	Buildings and works in association with an extension to an existing factory and a reduction in car parking requirements	19/12/2024 Approved
Tirhatuan	2024/6314	44 Arnold Drive SCORESBY VIC 3179	Development of one (1) dwelling to the rear of the existing dwelling, two lot subdivision, and a variation of an easement	23/12/2024 Approved

6.2 6 Gilda Court, Rowville

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Major Projects Subdivision Planner, Christopher Seow
Manager:	Manager City Planning & Building, Paul Dickie
Executive:	Director City Liveability, Matt Kelleher

SUMMARY

This report considers Planning Application P/2022/6248 for the development of the land for six (6) dwellings, comprising five (5) double storey dwellings and one (1) single storey dwelling, and a six (6) lot subdivision at 6 Gilda Court, Rowville.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for six (6) dwellings, comprising five (5) double storey dwellings and one (1) single storey dwelling, and a six (6) lot subdivision at 6 Gilda Court, Rowville, subject to the conditions detailed in the full recommendation in section 10 below.

1. DISCUSSION

Application P/2022/6248 has been lodged with Council for the development of the land for six (6) dwellings, comprising five (5) double storey dwellings and one (1) single storey dwelling, and a six (6) lot subdivision at 6 Gilda Court, Rowville.

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

It is considered that the development will provide an appropriate balance between the need for additional housing within a fully serviced area and the amenity of occupants and adjoining residents.

The development and subdivision generally complies with Council's Neighbourhood Character Policy and ResCode. The proposal complies with the purpose of the Neighbourhood Residential Zone – Schedule 4.

The detailed Officer's Report is provided with Attachment 1, along with relevant plans and documents at Attachment 2.

2. ENGAGEMENT

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total eight (8) objections were received.

The application was referred externally to Fire Rescue Victoria, Melbourne Water, South East Water, Multinet Gas, and United Energy; and internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Arborist, Building Department, Waste and ESD Officer. No major concerns were raised with the application. Any conditions from referral authorities have been included in the Conditions within the Recommendations.

3. SOCIAL IMPLICATIONS

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

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.

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

5. ENVIRONMENTAL IMPLICATIONS

There are no significant environmental impacts or amenity issues associated with the proposed development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report at Appendix 1.

6. FINANCIAL AND RESOURCE IMPLICATIONS

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

7. RISKS

There are no major risks for Council associated with the proposal.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

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

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

9. CONFLICT OF INTEREST

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

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for six (6) dwellings, comprising five (5) double storey dwellings and one (1) single storey dwelling, and a six (6) lot subdivision at 6 Gilda Court Rowville, subject to the following conditions:

Amended Development Plans

1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - 1.1 Appropriate screening of relevant habitable windows to prevent overlooking into adjoining properties of Units 1 and 6 and within the development between units 1 to 5.
 - 1.2 A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
 - 1.3 Appropriate root barriers to the front wall of each dwelling where a canopy tree is to be planted.
 - 1.4 The pedestrian path for Units 1 to 5 to be reduced to be directly accessed via the driveway leading to the garage.
 - 1.5 Group meters to be relocated to the north-east boundary.
 - 1.6 Detailed design of front fence, mailbox and group meters to ensure visibility for vehicles entering and exiting the site.
 - 1.7 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.
 - 1.8 Appropriate lighting within common property.
 - 1.9 Provide higher point on the driveway in front of Unit 1 – 58.30m AHD.
 - 1.10 Existing crossover reconstructed and widened to match the driveway. New crossover must not interfere with existing entry pits.
 - 1.11 Parking restriction signage in areas required for waste collection vehicle movements as well as visitor car parking space line marking location and availability.
 - 1.12 The Plan of Subdivision to remove proposed building envelopes.
 - 1.13 Delete reference of water tanks.
 - 1.14 Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans in accordance with Conditions 16-29.
 - 1.15 All levels to be to AHD (Australian Height Datum).
 - 1.16 Sustainable Design Assessment in accordance with Condition 12.
 - 1.17 Waste Management Plan in accordance with Conditions 14-15.To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the

Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:

- 2.1 Drainage plans in accordance with Condition 3.
- 2.2 Landscape plans in accordance with Condition 4.
- 2.3 Construction Management Plan in accordance with Conditions 33-34.

To the satisfaction of the Responsible Authority.

Drainage Plans

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

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

To the satisfaction of the Responsible Authority.

Landscaping

4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:

- 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
- 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').
- 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.
- 4.4 Details of the surface finishes of pathways and driveways.

- 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
- 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
- 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
- 4.8 The Landscape plans must show the provision of at least 23 additional indigenous or native canopy trees and 27 additional large feature shrubs with a mature height of 4-5 metres chosen from Plant List 1, 2 or 3 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:
 - 4.8.1 Front setback (Unit 1) – 1 large indigenous canopy tree and 1 small indigenous or native canopy tree.
 - 4.8.2 Front setback (Unit 2) – 1 large indigenous canopy tree and 1 small indigenous or native canopy tree.
 - 4.8.3 Front setback (Between Unit 2 & 3) – 1 large indigenous canopy tree.
 - 4.8.4 Front setback (Unit 3) – 1 large indigenous canopy tree.
 - 4.8.5 Front setback (Unit 4) – 1 large indigenous canopy tree.
 - 4.8.6 Front setback (Unit 5) – 1 large indigenous canopy tree.
 - 4.8.7 Front setback (Unit 6) – 1 large indigenous canopy tree.
 - 4.8.8 SPOS 1 – 1 medium canopy tree and 1 small canopy tree.
 - 4.8.9 SPOS 2 – 1 medium canopy tree and 1 small canopy tree.
 - 4.8.10 SPOS 3 – 1 medium canopy tree and 1 small canopy tree.
 - 4.8.11 SPOS 4 – 1 medium canopy tree and 1 small canopy tree.
 - 4.8.12 SPOS 5 – 1 medium canopy tree and 1 small canopy tree.
 - 4.8.13 SPOS 6 – 1 medium canopy tree, 3 small canopy trees and 2 large feature shrubs with a mature height of 4-5m.
 - 4.8.14 Northern boundary – 25 large feature shrubs with a mature height of 4-5 metres. (Select narrow, upright cultivar).
- 4.9 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.
- 4.10 All trees must be identified and accurately plotted on plans, indicating proposed removal or retention and TPZs where appropriate.

To the satisfaction of the Responsible Authority.

- 5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

General

7. All development must be in accordance with the endorsed plans.
8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:
 - 8.1 An open-sided pergola to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or
 - 8.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.
Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m².
9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Sustainable Design Assessment

12. Prior to the commencement of the development approved under this Permit, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.
13. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.

Waste Management Plan

14. Prior to the commencement of the development approved under this Permit, a Waste Collection and Management Plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.
15. The Waste Management plan to be modified to show:
 - 15.1 Waste generation rates for Three Bedroom or greater – 60L for rubbish (L/week), 120L for recycling (L/week), 240L for Food and Garden (L/week) and 30L for Glass (L/week)
 - 15.2 Number of bedrooms for each unit.
 - 15.3 Advice how hard waste and bundled green waste will be collected.
 - 15.4 Bin collection area for Unit 6.
 - 15.5 Plan to detail how green waste collection generated from common property will be collected.

Tree Protection

16. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.
17. Prior to any works commencing on the site (including demolition and tree removal), all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.
18. The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
19. The tree protection fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
20. No temporary removal of the tree protection fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
21. Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
22. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
 - 22.1 Construction activities.
 - 22.2 Dumping and/or storage of materials, goods and/or soil.
 - 22.3 Trenching or excavation.
 - 22.4 Lopping branches, nailing or affixing signs, service lines, lights etc to the trees.
23. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.
24. Excavation for fencing within the TPZ should be limited to that required for postholes (No strip/trench excavation should occur). Post holes should be limited to approximately 300mm in diameter and should be spaced to avoid encroachment into the Tree's SRZ wherever possible. Previous post holes are recommended to avoid further encroachment in to the TPZ. Post holes located within TPZs should be excavated by hand (no machine excavation) and relocated if roots 40mm diameter or greater are encountered. Post holes and removal of the previous fence that is to be located within SRZs should be excavated by hand (no machine excavation) under the supervision of a suitably qualified arborist (minimum AQF level 5).
25. Tree protection measures must be installed prior to any commencement of works.
26. TPZs to be managed and maintained in accordance with AS-4970 Protection of Trees on Development Sites.

27. Tree protection fencing / ground protection must be drawn on all plans and should be a condition of planning permit.
28. All underground services must be routed outside TPZs. If underground services must be routed within a TPZ, they should be installed by directional drilling or hydro-vac excavation if cover less than 600mm., under supervision of suitably qualified Project Arborist.
29. All pruning works require written consent from Council and must be undertaken by a suitably qualified Arborist in accordance with Australian Standard – AS4373-2007 Pruning of Amenity Trees.

Car Parking & Accessways

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

Construction Management Plan

33. Prior to the commencement of the development approved under this Permit, a Construction and Traffic Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The CMP must specify and deal with, but is not limited to, the following:
 - 33.1 A detailed schedule of works including a full project timing;
 - 33.2 A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.
 - 33.3 The location for the parking of all construction vehicles and construction worker vehicles during construction;
 - 33.4 A fully detailed plan indicating where construction hoardings would be located;
 - 33.5 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing;
 - 33.6 Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site;

- 33.7 Site security;
 - 33.8 Public safety measures;
 - 33.9 Construction times, noise and vibration controls;
 - 33.10 Restoration of any Council assets removed and/or damaged during construction;
 - 33.11 Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site);
 - 33.12 Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site);
 - 33.13 An emergency contact that is available for 24 hours a day.
 - 33.14 All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.
 - 33.15 Location of all stockpiles and storage of building materials and any temporary buildings or facilities.
 - 33.16 Number of construction workers during each stage of the development and the location of parking for workers within the site rather than on-street.
 - 33.17 Traffic management plan and measures to minimise disruption to the operation of Gilda Court Road during construction (especially for deliveries).
34. During the construction, the following must occur to the satisfaction of the Responsible Authority:
- 34.1 Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines;
 - 34.2 Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system;
 - 34.3 Vehicle borne material must not accumulate on the roads abutting the site;
 - 34.4 The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks;
 - 34.5 All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly; and
 - 34.6 All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

Fencing

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

Amenity During Construction

- 37. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:
 - 37.1 the appearance of building, works or materials on the land

- 37.2 parking of motor vehicles
- 37.3 transporting of materials or goods to or from the site
- 37.4 hours of operation
- 37.5 stockpiling of top soil or fill materials
- 37.6 air borne dust emanating from the site
- 37.7 noise
- 37.8 rubbish and litter
- 37.9 sediment runoff
- 37.10 vibration

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

Stormwater

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

Subdivision Conditions

- 39. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas (where it is proposed to be connected) services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
- 40. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
- 41. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of the Act.
- 42. The subdivision as shown on the endorsed plans must not be altered or modified (whether or not in order to comply with any statute, statutory rule or for any other reason) without the consent of the Knox City Council, the Responsible Authority.
- 43. The subdivision plan must accord with the layout shown on the plans endorsed under the applicable Development Permit.
- 44. The owner of the land must enter into an agreement with:
 - 44.1 A telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and
 - 44.2 A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

45. Prior to the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

45.1 A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time;

45.2 A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided with optical fibre

Works

46. Prior to the issue of a Statement of Compliance, all drainage and driveway works relating to the development including common property area (if common property is applicable) are to be constructed or bonded in accordance with Planning Permit P/2022/6248, to the satisfaction of the Responsible Authority.

47. Prior to the issue of a Statement of Compliance all buildings and works (including landscaping) relating to the development must be completed as per Planning Permit P/2022/6248 to the satisfaction of the Responsible Authority.

Asset Protection

48. The Applicant/Owner shall be responsible to meet the costs of all alterations to and reinstatement of, the Knox City Council and any other Public Authority assets deemed necessary and required by such Authorities for the development/subdivision. Re-instatement or modification of assets to Council's satisfaction will be required or compensation to the value of Council's loss shall be paid.

Final Engineering Inspection

49. Prior to the issue of a Statement of Compliance a final inspection by Council's Surveillance Officer shall be carried out to verify the completion of works in accordance with the Engineering Plans, to Council's standards.

Final Landscaping Inspection

50. Prior to the issue of a Statement of Compliance a final inspection by Council's Enforcement Officer shall be carried out to verify the completion of landscaping in accordance with the Landscape Plans, to Council's standards.

Public Open Space

51. A contribution to the Council for public open space shall be required pursuant to Section 18 of the Subdivision Act 1988 and Clause 53.01 of the Knox Planning Scheme.

This condition can be waived should evidence be provided that public open space has previously been satisfied.

FRV Conditions

52. The subdivision as shown on the endorsed plans must not be altered without the consent of FRV.

Hydrants

53. Prior to the issue of a Statement of Compliance under the Subdivision Act 1988 the following requirements must be met to the satisfaction of FRV:

- 53.1 Operable below ground hydrant/s meeting the requirements of Australian Standard 3952 Water supply-Spring hydrant valve for waterworks purposes must be provided and located on Gilda Court within ten metres of the entry to Common Property No. 1.
- 53.2 The hydrant/s must be identified with marker posts, road reflectors and white painted triangles as applicable to the satisfaction of Fire Rescue Victoria.

Roads

- 54. Roads (including Common Property No. 1) must be constructed to a standard so that they are accessible in all weather conditions and capable of accommodating a vehicle of 15 tonnes for the trafficable road width.
 - 54.1 The average grade must be no more than 1 in 7 (14.4%) (8.1 degrees) with a maximum of no more than 1 in 5 (20%) (11.3 degrees) for no more than 50 meters. Dips must have no more than a 1 in 8 (12%) (7.1 degree) entry and exit angle.
 - 54.2 Have a minimum trafficable width of four metres and be clear of encroachments for at least 0.5 metres on each side and four metres above the access way.

Melbourne Water Conditions

- 55. Prior to certification of the Plan of Subdivision, a 5.5 metre easement, centrally located over the Rowville Main Drain, which runs inside the northern boundary of the property, must be shown. The exact location of the drain is to be located by a licensed surveyor as per Melbourne Water's Asset Proving Standard. The easement must be in favour of Melbourne Water for drainage purposes.
- 56. Prior to release of a Statement of Compliance, a Legal Point of Discharge letter must be provided to Melbourne Water. Stormwater discharge should be directed to the local council drainage network. Any new or modified connection to Melbourne Water's Rowville Main Drain requires separate approval. For a connection to be approved, council must provide a Legal Point of Discharge letter, demonstrating why it is not possible to connect to the local council drainage system.

South West Water Conditions

Potable Water

- 57. The owner of the subject land must enter into an agreement with South East Water for the provision of drinking water supply and fulfil all requirements to its satisfaction.

Sewer

- 58. The owner of the subject land must enter into an agreement with South East Water for the provision of sewerage and fulfil all requirements to its satisfaction.

General

- 59. The Certified Plan of Subdivision should show E-1 to be a 3.40m wide Sewerage easement along and within the Western boundary of Lot 6, as per the attached plan, to be in favour of South East Water Corporation pursuant to Section 12(1) of the Subdivision Act.
- 60. The Certified Plan of Subdivision should show E-1 to be a Sewerage easement along and within the Northern boundary of Lot 6, as per the attached plan, to be in favour of South East Water Corporation pursuant to Section 12(1) of the Subdivision Act.

United Energy Conditions

- 61. These conditions are, the applicant must:

- 61.1 Enter into an agreement with United Energy for the extension, upgrading or rearrangement of the electricity supply to the lots on the plan of subdivision. A payment to cover such costs of such works will be required
- 61.2 Enter into an agreement with United Energy for a supply of electricity for the endorsed plan.
- 61.3 Enter into agreement with United Energy for the re-arrangement of the existing electricity supply systems

Permit Expiry - Development

62. This permit will expire if one of the following circumstances applies:

- 62.1 The development is not started within 2 years of the issued date of this permit.
- 62.2 The development is not completed within 4 years of the issued date of this permit.

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

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

Permit Expiry - Subdivision

63. This permit will expire if one of the following circumstances applies:

- 63.1 The plan of subdivision has not been certified under the Subdivision Act 1988 within 2 years of the issued date of this permit.
- 63.2 A statement of compliance is not issued within 5 years of the date of certification.

The starting of a subdivision is regarded by Section 68(3A) of the Planning and Environment Act 1987 as the certification of a plan under section 6 of the Subdivision Act 1988 and where a subdivision is staged, from Certification of Stage One. Completion is regarded as registration of the subdivision and where the subdivision is staged, upon registration of the last stage.

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is **3.7L/s** to the existing Council drainage system for a 5 year ARI (18.13%) event.
- Stormwater discharge from the property is to be directed to the **600mm** diameter Council Stormwater pipe near the **NW** corner of the property to Council standards and satisfaction.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.

- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, eg water storage tanks, swale drains, etc.
- The applicant must demonstrate how overland flow for the 100 year ARI (1% AEP) will be appropriately managed to Council's satisfaction. Details must be included in the engineering stormwater design plans.
 - The proposed screening fences (including the sections as nominated on-plan) are acceptable on the proviso their plinth boards are pervious.
 - The management of surface water flows and/or onsite ponding is the responsibility of the applicant/owner and should be considered in the design of all buildings and surrounds. This will be critical where the design opts to cut into the site, below existing surface levels.
 - All finished surface levels surrounding the proposed built form must both grade away from buildings and have continuous grade toward the lowest point of the property to ensure the property is free draining.

Other Notes:

- Solar photovoltaic panels with capacity maximised for the available roof area (min 2kW/dwelling) are encouraged.
- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All vehicles must enter and exit the site in a forward direction.
- Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority A Road Opening Permit is required for any works within or affecting the road reserve.

- The drainage pit in the crossover must be modified with a heavy-duty trafficable lid/grated pit to Knox City Council standards and approved by Council's Stormwater and Asset Preservation teams.

Subdivision Notes:

- This application has not been referred to Telstra. In accordance with amended clause 66.01 of the Knox Planning Scheme, any planning permit issued requires the owner to enter into a telecommunications agreement.
- Pursuant to Section 18 of the Subdivision Act 1988 and Clause 53.01 of the Knox Planning Scheme the owner/developer shall pay to the Council an amount equal to **8.5** percent of the site value of all the land in the subdivision. This amount may be re-valued in accordance with Section 19 of the Subdivision Act and shall be required prior to the issue of a Statement of Compliance under the Subdivision Act 1988. Please note that a fee is payable prior to the valuation or re-valuation being arranged.
- All utility services (drainage, sewer) are to be verified onsite by the applicant/developer prior to the commencement of any works.
- It is the owners responsibility to ensure that the dwellings comply with the Victorian Building Regulations in respect to fire rating.
- Vehicle crossing shall be constructed in accordance with Council's standard drawings, specifications and vehicle crossing policy.
- This permit does not discharge an occupier from any liability relating to the construction, maintenance or the repair of a dividing fence, pursuant to the provisions of the Fences Act 1968 (as amended).

Melbourne Water Notes

- Melbourne Water's Rowville Main Drain is located within the property, adjacent to the northern boundary. At this location, the asset consists of a 300 mm diameter pipe, constructed of reinforced concrete in 1989.
- For more information on Melbourne Water's Asset Proving Standard, which is to a quality level B or higher as per AS5488, please see this link:
<https://www.melbournewater.com.au/building-and-works/work-or-build-near-ourassets-or-easements/check-if-assets-are-near-your/prove>
- Melbourne Water assesses planning applications with reference to the 1% Annual Exceedance Probability flood level (1% AEP). This is the flood level which has a 1% chance of being exceeded in any given year. This property **is not subject to flooding** from Melbourne Water's drainage system for a 1% AEP flood.
- To apply for a drainage connection to Melbourne Water's drainage network, and to find out more, please follow this link:
<https://www.melbournewater.com.au/building-and-works/apply-to-build-ordevelop/stormwater-connection>
- Prior to finalising building plans, construction of permanent or temporary structures, demolition of structures, or tree removal within five metres of the Rowville Main Drain, a build-over application must be submitted for Melbourne Water's review and approval.

To apply on-line, and to find out more, please see this link:

<https://www.melbournewater.com.au/building-and-works/apply-to-build-ordevelop/apply-build-near-asset-or-easement>

- Any cut and fill earthworks to alter existing levels (or repaving) over the Rowville Main Drain must ensure:
 - (i) A minimum 850 mm vertical cover is maintained over the pipeline;
 - (ii) The manhole/junction pits located on Melbourne Water's drain must not be covered over by the proposed works;
 - (iii) A loading (including construction) and vibration assessment will be required to be undertaken by a qualified structural and geotechnical engineer, where +/- 500mm or greater is proposed in existing levels. The assessment must factor in current condition of the drain and include any recommendations for limiting loading or vibration caused in the short (during construction) and long term (post construction), where a proposed change in landscape is evident (e.g. non-traffic to trafficable);
 - (iv) Access manholes 0303/MH144, 0303/MH145 & 0303/MH126 are required to be lowered/raised as per Melbourne Water standard drawing 7251/08/417 to the finished surface level. (Note: this standard is only applicable for reinforced concrete pipes, with lowering depths up to 500mm and raise heights up to 300mm. Manhole material and depths outside of this range are to be designed from first principles by a qualified structural engineer and submitted to Melbourne Water for review.)
- Any new landscaping within 5 metres of the asset will need to comply with Melbourne Water's Planting Guidelines. A *Plant near sewers, drains, waterways and water mains* application detailing the landscaping will need to be submitted. To apply to plant near Melbourne Water's assets, and to find out more, please see this link:
<https://www.melbournewater.com.au/building-and-works/work-or-build-near-ourassets-or-easements/planting-guidelines>
- No services are to be installed across any Melbourne Water Asset or within any easements that are in favour of Melbourne Water unless approval in writing has been granted by Melbourne Water. To obtain approval from Melbourne Water, a separate Utility Installation application will need to be submitted. To apply for a Utility Installation, and to find out more, please see this link:
<https://www.melbournewater.com.au/building-and-works/work-or-build-near-ourassets-or-easements/utility-installation-guidelines>

South East Water Notes

- The following South East Water agreement options are available:
 - 1) Application to enter into a Development Agreement-Works – If South East Water reticulated sewer/water/recycled water (as applicable) is required to be extended to service lots within the development
 - 2) Application to enter into an agreement-Non Works – If South East Water reticulated sewer/water/recycled water (as applicable) is available to the development and the owner only requires Statement of Compliance to release the titles (i.e. subdivision prior to building)
 - 3) Plumbing Industrial, Commercial, Units & Private Water application – If South East Water reticulated sewer/water/recycled water (as applicable) is available to the development and the owner wishes to commence construction of the building/s (i.e. building prior to subdivision)

To lodge an application please visit our website: www.southeastwater.com.au

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Officer Report - 6 Gilda Court Rowville [6.2.1 - 11 pages]
2. Attachment 2 - Council Attachments - 6 Gilda Court Rowville [6.2.2 - 20 pages]



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Attachment 1



Planning Application P/2022/6248 for the development of the land for six (6) dwellings comprising five (5) double storey dwellings and one (1) single storey dwelling, and a six (6) lot subdivision at 6 Gilda Court, Rowville.

1. Summary:

Subject Site:	6 Gilda Court, ROWVILLE VIC 3178
Proposed Development:	Development of the land for six (6) dwellings comprising five (5) double storey dwellings and one (1) single storey dwelling, and a six (6) lot subdivision
Existing Land Use:	Dwelling
Site Area:	4,047.43m ²
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 4 (NRZ4)
Application Received:	03 May 2022 (Amended 17 April 2024)
Number of Objections:	Eight (8) objections
PCC Meeting:	Not Applicable
Ward:	Taylor

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2022/6248 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Subject Site and Surrounds

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

- The subject site is a large single allotment located at the end of Gilda Court, known as 6 Gilda Court, Rowville. The subject site is irregular in shape and is relatively flat with a 1 metre fall from the front of the site to the rear and an area of 4,047.43 m², with a front boundary length of approximately 14 metres.
- The site is currently occupied by a single storey brick dwelling with a tiled hipped roof, with a pool located to the rear of the house and tennis court located towards the rear of the property.
- A 3 metre wide drainage and sewerage easement exists along the north and west rear boundaries.
- The site contains a moderate amount of vegetation throughout the site, with no high retention value trees on the site, five (5) medium retention value trees, and thirteen (13) low retention value trees. Trees on adjoining properties are not likely to be significantly impacted by the proposal, subject to tree protection conditions.



Attachment 1

- The subject site and surrounds are located within an established residential area, with a mix of single and double storey dwellings and landscaped setbacks on lots generally ranging from 500m² to just over 1,000m² (with exception of the subject site (4,047m²) and 17 Trisha Drive (1,920m²). There are some examples of multiple dwellings located on a single site, including those properties at:
 - 11 Magdalena Place – eight (8) dwellings;
 - 1 Magdalena Place – five (5) dwellings;
 - 12 Jackie Close – two (2) dwellings;
 - 20 Jackie Close – two (2) dwellings;
 - 15 Trisha Drive – two (2) dwellings;
 - 17A Trisha Drive – five (5) dwellings.
- Wellington Village Shopping Centre is also located 590 metres to the north-east and Heany Park Primary School and Liberty Avenue Reserve are located approximately 100m to the west (as the crow flies) of the subject site.

3.2 Application Background

The application initially proposed the subdivision of the site into six (6) lots. With each lot containing a building envelope. The application was amended on 17 April 2024 to the current proposal that includes the development of six (6) dwellings and subdivision of the land into six (6) lots.

3.3 Previous Planning Application at 6 Gilda Court Rowville

- Application P/2019/7444 was lodged with Council on 14 September 2019 for the development of ten (10) dwellings, comprising four (4) double storey dwellings and six (6) single storey dwellings.
- The application was refused at the Council Meeting held on 27 January 2021, for the following reasons:
 1. The proposal fails to respect the predominantly single storey character of the surrounding area and is inconsistent with the purpose of Clause 15.01-5S, Clause 21.06 and the Neighbourhood Residential Zone of the Knox Planning Scheme.
 2. The scale and intensity of the proposed development does not respond appropriately to the low scale character of the Knox Neighbourhood, particularly towards the rear of the site, which is inconsistent with the objectives of Clause 22.07 (Development in Residential Areas and Neighbourhood Character) of the Knox Planning Scheme.
 3. The proposed design does not respect the existing neighbourhood character or respond appropriately to the features of the site and surrounds, which is contrary to the Neighbourhood Character objectives of Clause 55.02-1 of the Knox Planning Scheme.
 4. The proposed two-storey built form will have a detrimental impact on the amenity of neighbouring properties.
 5. The intensity of the development will have a detrimental impact on the amenity of properties in Gilda Court due to the noticeable increase in the number of vehicles accessing the subject site via Gilda Court.
 6. The proposed development has provided insufficient area for the storage and collection of waste within the site.



Attachment 1

- Council's decision to refuse the application was upheld at the Victorian Civil and Administrative Tribunal (VCAT) on 16 December 2021 [P666/2021 Elliot v Knox City Council].

3.4 The Proposal

The proposal seeks permission for the construction of six (6) dwellings on the land comprising of five (5) double storey dwellings and one (1) single storey dwelling to the rear as well as a six (6) lot subdivision. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- Six (6) dwellings, comprising of five (5) double storey dwellings and one (1) single storey dwelling as follows:
 - Three (2) double storey dwellings will contain four (4) bedrooms and study.
 - Two (2) double storey dwellings will contain four (4) bedrooms and rumpus room.
 - One (1) single storey dwelling will contain four (4) bedrooms.
 - All dwellings will contain a lounge, kitchen, laundry, meals and bathroom/ensuites.
- Subdivision of the land into six (6) lots as follows:
 - Lot 1 – 518 square metres.
 - Lot 2 – 513 square metres.
 - Lot 3 - 483 square metres.
 - Lot 4 - 519 square metres.
 - Lot 5 - 541 square metres.
 - Lot 6 - 776 square metres.
 - Common property – 696m².
- Vehicle access to the site is maintained via the existing single crossover to Gilda Court.
- Site coverage is 32.11% and permeability is 51.66%.

4. Consultation

4.1 Advertising

The application was advertised twice, the first time for the initial proposal of a six (6) lot subdivision and the second time for the current proposal. Each advertising process was done by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. The second advertising period included sending notices to all objectors to the initial proposal.

The initial advertising period resulted in the submission of seven (7) objections from six (6) individual properties. The second advertising period resulted in four (4) objections being submitted, three (3) of which were from previous objectors. No objections were withdrawn.

In total eight (8) objections from six (6) individual properties were received and are summarised below.

Neighbourhood character

- *An assessment of the proposed development against Clause 22.07 Neighbourhood Character Policy is provided at Section 5.2.4 of this report. Subject to conditions, the proposal is considered to have a high level of compliance with ResCode Standards (Clause 55) and is considered to be of appropriate scale for the area. An assessment of the proposed development against Clause 55 is provided at Section 5.4*

Traffic / On-Street Car parking / Impact on emergency vehicles / crossovers / safety

- *Council's Traffic Department has assessed the application and has raised no concerns regarding the impact of the proposal on the surrounding traffic network, including access for emergency vehicles.*



Attachment 1

- *Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme, as discussed in Section 5.3 of this report.*
- *The application was referred to Council's Asset Protection Officer, who have not objected to the proposed modified crossover.*
- *The design of the proposal accommodates vehicles to be able to enter and exit the site in a forward direction with conditions on permit to ensure that vegetation within the front setback is designed to allow visibility of vehicles entering and exiting the site from the court.*

Waste collection

- *The application has been referred to Council's Traffic & Transport Team and Council's Waste Team. No objections were raised, and it is considered that waste can be collected from the site in a safe manner.*
- *Any permit to issue will require the submission of a Waste Management Plan to the satisfaction of the Responsible Authority.*

Amenity Impacts

- *Any noise or light generated from the completed development would be typical to a standard residential use consistent with surrounding properties.*
- *Whilst there will be some impact during the construction process, it is unlikely that this would be any different than a typical construction process. Appropriate measures through conditions on permit as well as building regulations will limit the impact on the surrounding area during the construction period.*
- *Any permit to issue will require the submission of a Construction Management Plan to the satisfaction of the Responsible Authority.*

Drainage and sewerage connections

- *The subject site has access to relevant services, the application was referral to all service authorities and no objections were received and conditions requiring connection to services will be included in any permit issued.*

Tight Knit Community group

- *This is not a planning consideration.*

Decreased property value

- *This is not a planning consideration.*

4.2 Referrals

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

External Referrals:

FRV: No objection, subject to conditions which will be included in any permit to issue.

Multinet Gas: No objection.

Melbourne Water: No objection, subject to conditions which will be included in any permit to issue.



Attachment 1

South East Water: No objection, subject to conditions which will be included in any permit to issue.

United Energy: No objection, subject to conditions which will be included in any permit to issue.

Internal Referrals:

Landscape: No objection, subject to conditions.

Arborist: No objection, subject to conditions.

Traffic Engineer: No objection, subject to conditions.

ESD Officer: No objection, subject to conditions.

Building: No objection, comments provided.

Stormwater: No objection, subject to conditions.

Waste: No objection, subject to conditions.

Assets: No objection, subject to conditions.

5. Discussion

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

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 4. A permit is required for the construction of two or more dwellings on a lot as well as to subdivide land. Schedule 4 to the Neighbourhood varies the ResCode requirements (as relevant) for Standard B13 (Landscaping), Standard B28 (Private Open Space) and Standard B32 (Front Fence Height).

- The proposal is consistent with the purpose of the Neighbourhood Residential Zone by providing for diversity in housing types that respects the neighbourhood character of the area.
- Landscaping - The site can accommodate appropriate canopy trees and vegetation that meets the landscaping requirements for Standard B13.
- Private Open Space - Complies. All dwellings are provided with well over 80m² of private open space and well over the 60m² of secluded private open space with a minimum dimension of 5m as required under the schedule.
- Front Fence Height – Can comply, fence to be modified to a maximum of 900mm in height.

Pursuant to Clause 32.09-4, an application to construct or extend a dwelling or residential building on a lot above 650sqm must provide a minimum garden area of 35%.

- Proposed garden area of approximately 2,181.6m², equating to 53.90% of the site.

5.1.2 Overlays

The site is not affected by any overlays.



Attachment 1

5.2 Policy Consideration: State and Local Planning Policy Framework

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

5.2.1 Housing

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

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

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

The subject site is located within a 'Knox Neighbourhood' area, which has a sense of spaciousness within the public and private realm. These areas will continue to be low-scale neighbourhoods, characterised by detached dwellings with large backyards which contribute to the area's green and leafy character.

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

- The design response respects the low scale single and double storey nature of surrounding development, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties.
- Housing choice – The development provides six (6) dwellings, five (5) double storey dwellings and one (1) single storey dwelling each containing four (4) bedrooms providing a range of housing choice within the area.
- Existing infrastructure – The site is located within a fully serviced area.

5.2.2 Sustainability and Environment

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

- Dwelling orientation achieves satisfactory solar access to living room and SPOS areas ensuring good energy efficiency.



Attachment 1

- Secluded Private Open Space areas can accommodate water storage tanks which will contribute to stormwater management objectives.

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

- The Sustainable Design Assessment submitted with the application is considered to be acceptable subject to conditions.

5.2.3 Transport

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

- The site is located within a 100 metre walk of bus stops on Trisha Drive / Pia Drive located to the east (Bus Route 681 and 682).

5.2.4 Urban Design (including Neighbourhood Character)

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

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

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

Clause 22.07 Development in Residential Areas and Neighbourhood Character: Knox Neighbourhood Area. Clause 22.07 identifies the subject site within a Knox Neighbourhood Area, where areas will continue to contribute to the protection and enhancement of Knox’s distinctive environmental and biological values, and continue to be low-scale neighbourhood where significant indigenous and native vegetation is retained and complemented. Applications must also consider accessible, sustainable and architectural design elements.

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

- The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development incorporates important neighbourhood character features such as pitched roofs, eaves and car parking located behind or alongside the proposed dwellings. The development incorporates significant areas for landscaping within the rear and front yards facing the common property.
- The proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site. The combination of double storey and single storey built form, improved landscaping, and increased setbacks will result in a good quality urban design outcome.



Attachment 1

- The proposal includes appropriate setbacks and substantial private and secluded open space areas and ensures ample opportunities for meaningful landscaping throughout the site and will include the provision of canopy trees that will contribute to the long term amenity of the area.
- Although some of the dwellings do not have upper levels that are significantly setback from the ground floor level, the proposed build form outcome is considered appropriate to the surrounding area as it has been designed to respond to adjoining properties with significant setback from the side and rear boundaries to offset amenity impacts to neighbouring properties and providing large areas for landscaping.

5.3 Particular Provisions

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

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings. A permit may be granted to reduce or to waive the number of car spaces required by the table.

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

- Car parking provision: The proposal satisfies the car parking provision as each dwelling containing three (3) or more bedrooms are provided with double garages. The development also provides one (1) visitor car parking spaces as per the requirements.
- In addition to this, five (5) of the six (6) dwellings provide space in front of the garages that accommodate one or two additional car parking spaces.
- Car parking design: Complies.

Clause 53.01 Public Open Space Contribution and Subdivision: A person who proposes to subdivide land must make a contribution to the council for public open space contribution in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both).

The schedule to the clause specified that “Subdivision of land into lot shaving an area of less than 725 square metres in a Residential Growth Zone, General Residential Zone or Neighbourhood Residential Zone” indicates that the amount of contribution for public open space is a minimum of 8.5% of the total land to be subdivided.

- A condition on any permit issued will require the payment of the public open space contribution prior to the release of the subdivision.

5.4 Clause 55 – Two or More Dwellings on a Lot and Residential Buildings (ResCode)

Neighbourhood Character and Infrastructure

Neighbourhood Character – The development complies with Neighbourhood Character, subject to conditions, refer above.

Residential Policy – Complies, refer above.



Attachment 1

Dwelling Diversity – Complies.

Infrastructure – Complies.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies.

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Complies

Safety – Complies.

Landscaping – Generally Complies, a condition of any permit to issue will require landscape plans to the satisfaction of the Responsible Authority.

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Can comply – a condition of any permit to issue will address overlooking from Unit 1 bedroom 3 into adjoining property to the east.

Internal Views – Can comply – a condition of any permit to issue will control overlooking within the development.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Dwelling entry – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – Complies.

Detailed Design



Attachment 1

Design Detail – Complies.

Front fence – Complies.

Common Property – Complies.

Site Services – Can comply. Details of letterboxes will be required as a condition of any permit to issue.

5.5 Clause 56 – Residential Subdivision

Liveable and sustainable communities

Neighbourhood Character – Complies.

Lot Design

Lot Diversity and distribution – Complies.

Lot area and building envelopes – Complies – proposal includes the construction of dwellings.

Solar orientation of lots – Complies.

Street orientation – Complies.

Common area – Complies.

Urban Landscape

Integrated urban landscape – Complies.

Walking and cycling network – Complies.

Neighbourhood street network – Complies.

Access and Mobility Management

Walking and cycling network detail – Complies.

Neighbourhood street network detail – Complies.

Lot access – Complies.

Integrated Water Management

Drinking Water supply – Complies.

Reused and recycled water – Complies.

Waste water management – Complies.

Stormwater management – Complies.

Site management

Site management – Complies.

Utilities

Shared trenching – Complies.

Electricity and telecommunications – Complies.



Attachment 1

Fire hydrants – Complies.

Public lighting – Can comply, condition on permit will require appropriate lighting within the common property area.

5.6 General Decision Guidelines

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

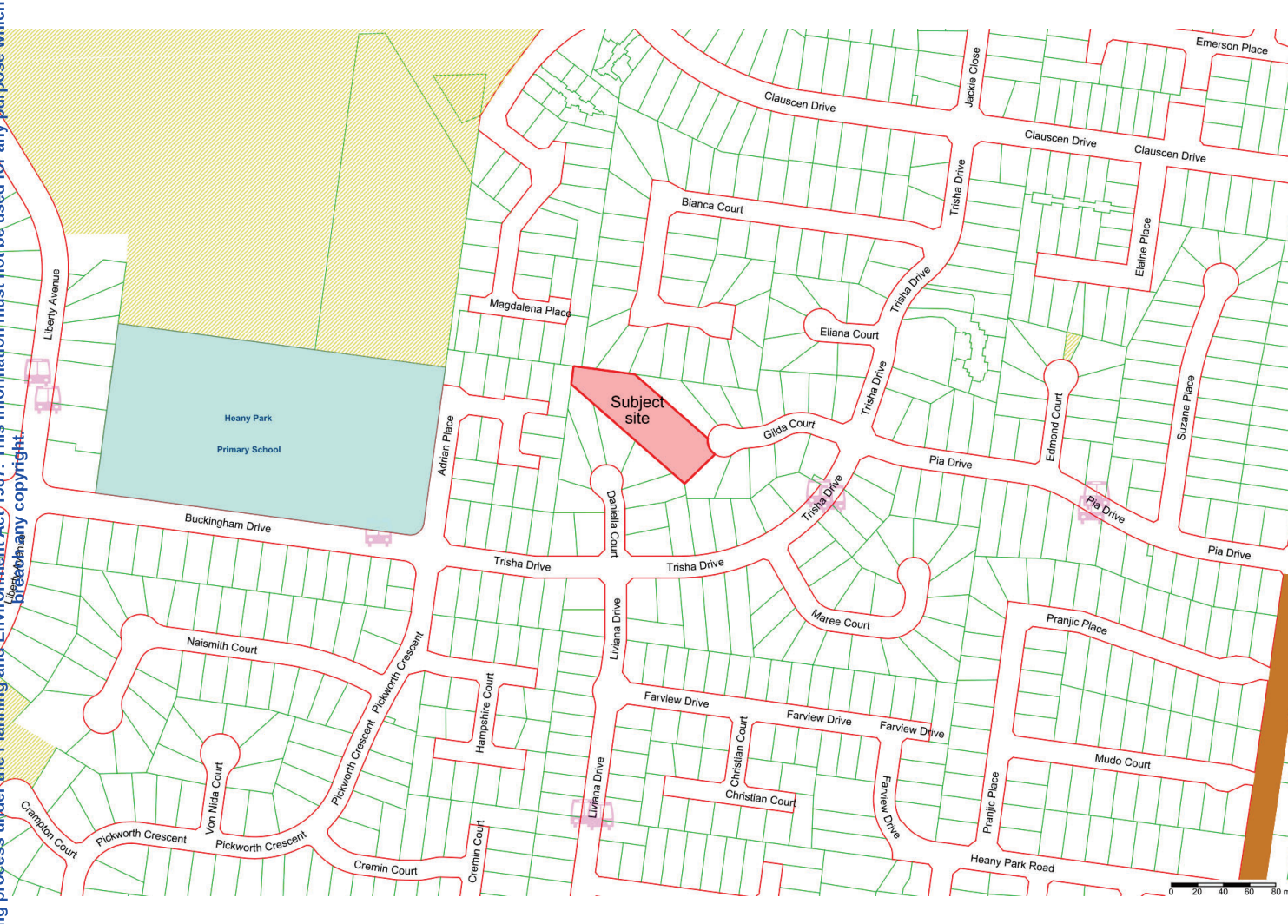
- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

6. Conclusion

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

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the Neighbourhood Residential Zone - Schedule 4.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- The development is compliant with Clause 56 of the Knox Planning Scheme).
- The development provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.
- The proposal satisfies the concerns previously raised by VCAT as it provides acceptable landscaping and built form outcome that responds to the context of the site.
- It is considered that the proposal will contribute to the green and leafy character of Knox, with the provision of an acceptable landscape outcome.

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ATTACHMENT 2

Address	6 Gilda Court, ROWVILLE
Application Number	P/2022/6248
Description	Construction of six (6) dwellings and six (6) lot subdivision
Ward	Taylor

LEGEND:

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

Scale: **1:3000**

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ESD SUMMARY OF INITIATIVES

- MANAGEMENT**
 - SOIL OF ALL CONSTRUCTION AND DEMOLITION WASTE TO BE DIVERTED FROM LANDFILL
 - SOIL VELOCITY FILTER FOR EACH ON SITE
- WATER EFFICIENCY**
 - MINIMUM WELL RAINING OF FITTINGS AND FIXTURES: 4 STAR TOILETS / 5 STAR TAPS / 4 STAR (60.7 L/MIN) SHOWERHEAD AND 3 STAR DISHWASHER
 - 4 COOL TANKS FOR EACH UNIT COLLECTING WATER FROM PART OF THE ROOF OF EACH UNIT
 - WATER TO BE USED FOR TOILET FLUSHING AND LAUNDRY
- ENERGY EFFICIENCY**
 - MAXIMUM 4 W/M LIGHTING DENSITY WITHIN THE DWELLING
 - RETRACTABLE CLOTHES LINES IN POS
 - ZERO-ENERGY OPERATION DAYLIGHT THINGS FOR EXTERNAL LIGHTING
 - ELECTRIC HEAT PUMP FOR WATER HEATING
 - MAXIMUM 7.5 STAR AVERAGE WATERS RATING
 - HVAC SYSTEM CHOSEN WITH ONE STAR OF THE BEST AVAILABLE
- STORMWATER**
 - 4 COOL TANKS FOR EACH UNIT COLLECTING WATER FROM PART OF THE ROOF OF EACH UNIT
 - WATER TO BE USED FOR TOILET FLUSHING AND LAUNDRY
- INDOOR QUALITY**
 - SOURCE GLAZING FOR ALL HABITABLE ROOM
 - SEPARATE DEDICATED EXHAUST FAN FOR ALL KITCHEN (RANGE HOOD) DIRECTLY EXHAUSTED OUTSIDE
 - ALL PAINT, ADHESIVES, SEALANTS AND FLOORING TO BE LOW VOC - REFER TO APPENDIX 2 OF ESD REPORT FOR LIMITS
- TRANSPORT**
 - ONE BICYCLE SPACE PER UNIT - NOT INSTALLED OVER THE BONNET
 - ALL RAMP, ADHESIVES, SEALANTS AND FLOORING TO BE LOW VOC - REFER TO APPENDIX 2 OF ESD REPORT FOR LIMITS
- WASTE**
 - BY CHARGING INFRASTRUCTURE PROVISION LEVEL 2 - (32A TOW)
 - WASTE SYSTEM (BROWN/RECYCLING FOOD) - PROVISION OF SPACE FOR FUTURE GLASS WASTE
- URBAN ECOLOGY**
 - AT LEAST 20% OF THE SITE IS COVERED WITH VEGETATION
 - MATERIALS
 - TIMBER FRAMING IF USED TO BE CERTIFIED PREFC, AFS OR FSC - NO RAINFOREST TIMBER TO BE USED
 - STEEL TO BE Sourced FROM STEEL MAKER WITH ISO 14001 FACILITY A MEMBER OF THE WORLD STEEL ASSOCIATION (WORLD SUSTAINABLE ACTION PROGRAM (SAP))
 - CARPET AND UNDERLAY WITH THIRD-PARTY SUSTAINABLE CERTIFICATION (GSECA, CARPET INSTITUTE ETC.)

ARBORIST REPORT

TRESPASS SOLUTIONS - CONSULTING ARBORISTS
 ARL 234688888
 DATE: 15/06/2022

TREE NO.	TP2(mms)	SIZE(mms)	RET. VALUE
TREE 5	2000	1800	NEIGH-BORING (LOW)
TREE 9	8400	2200	NEIGH-BORING (HIGH)
TREE 17	3400	2000	MEDIUM
TREE 18	2000	1700	NEIGH-BORING (LOW)
TREE 19	2000	1500	NEIGH-BORING (MEDIUM)
TREE 21	2000	1700	NEIGH-BORING (LOW)

AREA SCHEDULE

SITE	4047.49m ²
SITE COVERAGE	1900.0m ² (47.1%)
GARDEN AREA	281.60m ² (7.0%)
PERMEABILITY	209.29m ² (5.2%)
NO. OF DWELLINGS	6

UNIT 1	UNIT 2	UNIT 3	UNIT 4	UNIT 5	UNIT 6	
GROUND FL.	117.12m ²	133.68m ²	118.06m ²	133.72m ²	118.06m ²	240.79m ²
FIRST FL.	116.96m ²	124.93m ²	116.96m ²	124.93m ²	116.96m ²	240.79m ²
GARAGE	37.07m ²	38.03m ²	37.07m ²	37.07m ²	37.07m ²	240.79m ²
PORCH	3.10m ²	4.10m ²	2.04m ²	2.05m ²	2.04m ²	1.35m ²
ALFRESCO	16.81m ²	12.61m ²	16.81m ²	12.61m ²	16.81m ²	21.7m ²
TOTAL	290.07m²	313.33m²	290.88m²	313.33m²	290.87m²	300.88m²

Rev	Date	Issue	Int.
I	JUL24	COUNCIL/SUE COMMENTS	
J	JUL24	RFI AMENDMENTS	
K	JUL24	CLIENT/CONSULTANT ISSUE	
L	AUG24	CLIENT/CONSULTANT ISSUE	
M	AUG24	CLIENT/CONSULTANT ISSUE	
N	AUG24	CLIENT/CONSULTANT ISSUE	
O	AUG24	CLIENT/CONSULTANT ISSUE	
P	AUG24	SDA ITEM ISSUE	
Q	AUG24	RFI AMENDMENTS	
R	AUG24	RFI AMENDMENTS	
S	AUG24	RFI AMENDMENTS	

LEGEND

- 3M WIDE EASEMENT - DRAINAGE & SEWERAGE
- FENCE F1 - 1.8M 1.8M HIGH TIMBER PALING FENCE
- FENCE F2 - 1.8M HIGH ALUMINUM BLADE FENCE
- FENCE F3 - 1.8M HIGH ALUMINUM BLADE FENCE
- EXISTING TREES
- EXISTING TREES TO BE REMOVED
- TOTI TREE NUMBER AS PER ARBORICULTURAL REPORT
- STRUCTURAL ROOT ZONE AS PER ARBORICULTURAL REPORT
- TREE PROTECTION ZONE AS PER ARBORICULTURAL REPORT
- COLOURED CONCRETE - SHADE 1 (COMMON PROMENADE DRIVEWAY AREA)
- COLOURED CONCRETE - SHADE 2 (PEDESTRIAN FOOTPATH)
- COLOURED CONCRETE - SHADE 3 (PRIVATE DRIVEWAY/PARKING BAYS)
- BN LEGEND
 - GENERAL WASTE BIN
 - RECYCLE WASTE BIN
 - FOOD BIN
 - GLASS BIN
- STP SEWER TIE IN POINT - RELOCATE TO LOCAL AUTHORITY REQUIREMENT IF REQUIRED
- TBM EXISTING SITE LEVELS
- SIDE ENTRY PIT
- ELECTRICITY POLE & OVERHEAD WIRES
- ELECTRICITY PIT
- TELECOMMUNICATIONS PIT
- EXISTING GAS METER
- EXISTING WATER METER
- HW HABITABLE ROOM WINDOW (ST STOREY)
- 2HW HABITABLE ROOM WINDOW (2ND STOREY)
- NHW NON HABITABLE ROOM WINDOW
- D DOOR
- T.O.G. TOP OF GUTTER
- T.O.W. TOP OF WALL
- INV INVERT OF KERB
- SB EDGE OF SETBACK
- POS PRIVATE OPEN SPACE
- CC INFRASTRUCTURE PROVISION TO ALLOW FOR FUTURE CAR CHARGING POINT AS PER SDA REPORT - LEVEL 2 MOOR 3: 3: 3 AM
- JB JUNCTION BOX INCLUDING HEAVY DUTY 23MM SCLER CONDUIT FROM JUNCTION BOX TIED TO WALL PLATE FOR PHOTOVOLTAIC CELLS
- BHP ELECTRIC HEAT PUMP
- ACCOIL TANKS FOR EACH UNIT COLLECTING WATER FROM PART OF THE ROOF OF EACH UNIT - WATER TO BE USED FOR TOILET FLUSHING AND LAUNDRY
- DOUBLE GLAZING FOR ALL HABITABLE WINDOWS

PEDESTRIAN VISIBILITY SLAY NOTE:
 ACCESSWAYS MUST HAVE A CORNER SLAY OR AREA AT LEAST 50 PERCENT CLEAR OF VISUAL OBSTRUCTIONS EXTENDING AT LEAST 2 METRES ALONG THE FRONTAGE ROAD FROM THE EDGE OF THE LANE FROM THE FRONTAGE, TO PROVIDE A CLEAR VIEW OF PROTRUSIONS ON THE FOOTPATH OF THE FRONTAGE ROAD. THE AREA CLEAR OF VISUAL OBSTRUCTIONS MAY INCLUDE AN ADJACENT ENTRY OR DRIFT LANE WHERE MORE THAN ONE LANE IS PROVIDED. ADJACENT LANE/DRIFT LANE AREAS PROVIDED THE LANDSCAPING OR STREET TREES IN POS ARE LESS THAN 300MM IN HEIGHT.

EXISTING FRONT FENCE TO BE RETAINED AND REDUCED IN HEIGHT TO BE NO MORE THAN 300MM HIGH ABOVE NGL TO COMPLY WITH PEDESTRIAN VISIBILITY REQUIREMENTS OF CLAUSE S2.06

NOTE ALL GARAGES TO HAVE MIN 2.3M HEAD HEIGHT CLEARANCE - INCLUDING UNDER GARAGE DOOR (TYPICAL UNITS 1-6)

DD06 S

6 GILDA COURT ROWVILLE MULTI UNIT DEVELOPMENT

PROPOSED GROUND FLOOR PLAN
 JOB NO: DD06 SCALE: 1:200 @ A1
 IKONDS.COM.AU

IKONOMIDIS DESIGN STUDIO



SEWER & DRAINAGE

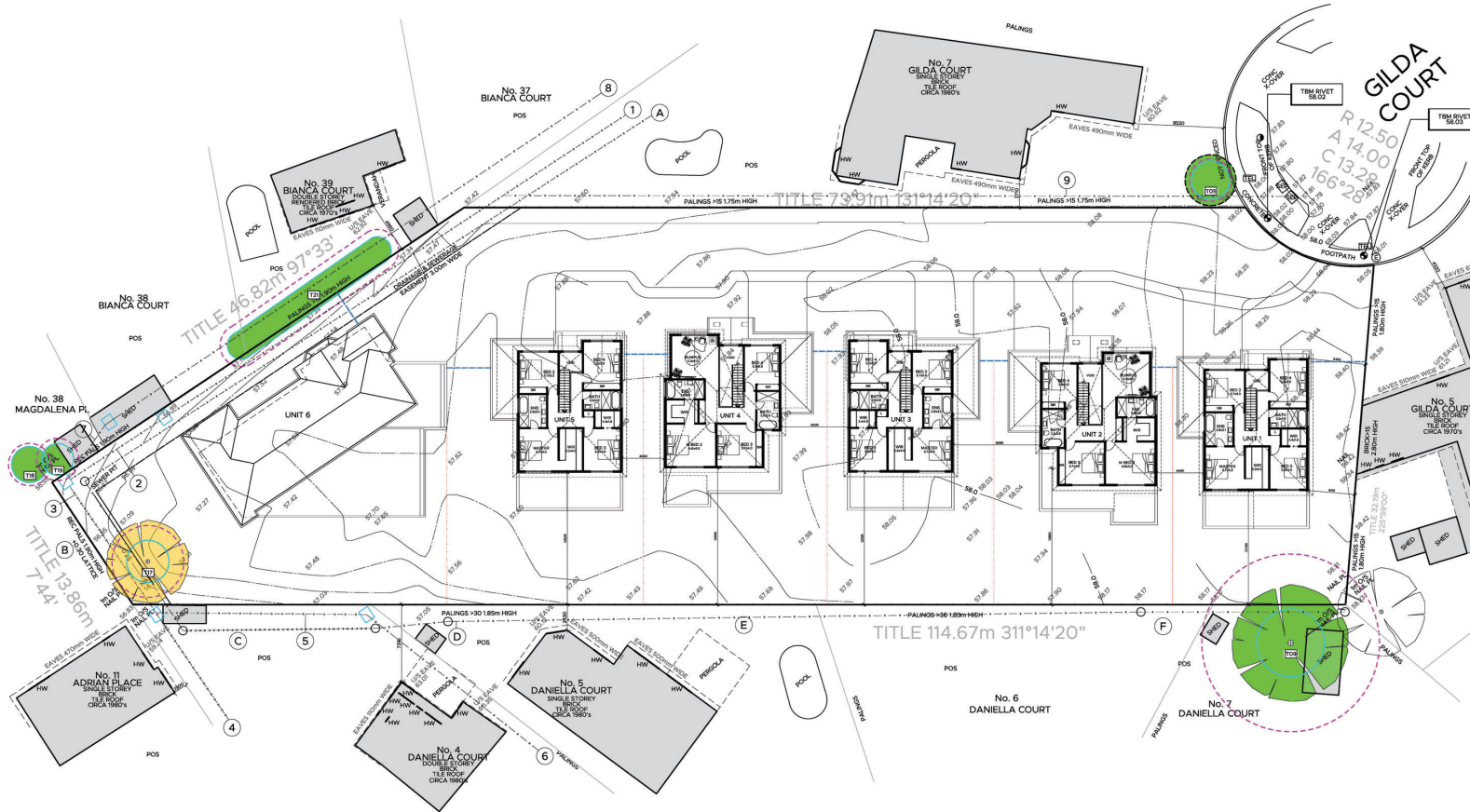
3750 MAIN STORMWATER DRAINAGE DEPTH TO INVERT LEVEL: UNKNOWN OFFSET: UNKNOWN CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1750 MAIN STORMWATER DRAINAGE DEPTH TO INVERT LEVEL: UNKNOWN OFFSET: UNKNOWN CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2 M FROM BOUNDARY CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION
3000 MAIN STORMWATER DRAINAGE DEPTH TO INVERT LEVEL: UNKNOWN OFFSET: UNKNOWN CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	2250 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.53M OFFSET: 2.5 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2.0 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION
3000 MAIN STORMWATER DRAINAGE DEPTH TO INVERT LEVEL: UNKNOWN OFFSET: UNKNOWN CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2.0 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2.0 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION
3000 MAIN STORMWATER DRAINAGE DEPTH TO INVERT LEVEL: UNKNOWN OFFSET: UNKNOWN CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2.0 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2.0 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION
3000 MAIN STORMWATER DRAINAGE DEPTH TO INVERT LEVEL: UNKNOWN OFFSET: UNKNOWN CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2.0 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2.0 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION
3000 MAIN STORMWATER DRAINAGE DEPTH TO INVERT LEVEL: UNKNOWN OFFSET: UNKNOWN CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2.0 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION	1500 VC MAIN SEWER PIPE DEPTH TO INVERT LEVEL: 2.35M OFFSET: 1.9 - 2.0 - 2.4M CONFIRM EXACT POSITION ON SITE PRIOR TO CONSTRUCTION
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PROPOSED GROUND FLOOR PLAN

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R	AUG24	RPI AMENDMENTS	
S	AUG24	RPI AMENDMENTS	



DD07 S

6 GILDA COURT
ROWVILLE
MULTI UNIT DEVELOPMENT


PROPOSED FIRST FLOOR PLAN
JOB NO. 102510 SCALE 1:200 @ A1

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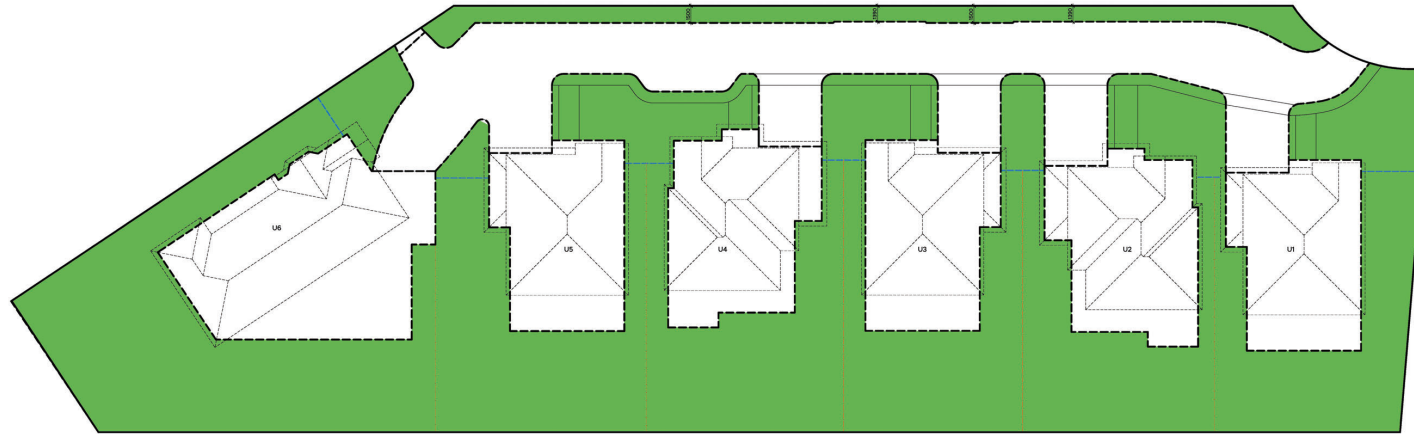
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R	AUG24	RPI AMENDMENTS	
S	AUG24	RPI AMENDMENTS	

NOTES

SITE AREA 4047.43m²
 MINIMUM AREA REQUIRED 1416.60m² (35%)
 TOTAL AREA PROVIDED 2181.6m²
GARDEN AREA PERCENTAGE 53.90%
 DENOTES GARDEN AREA

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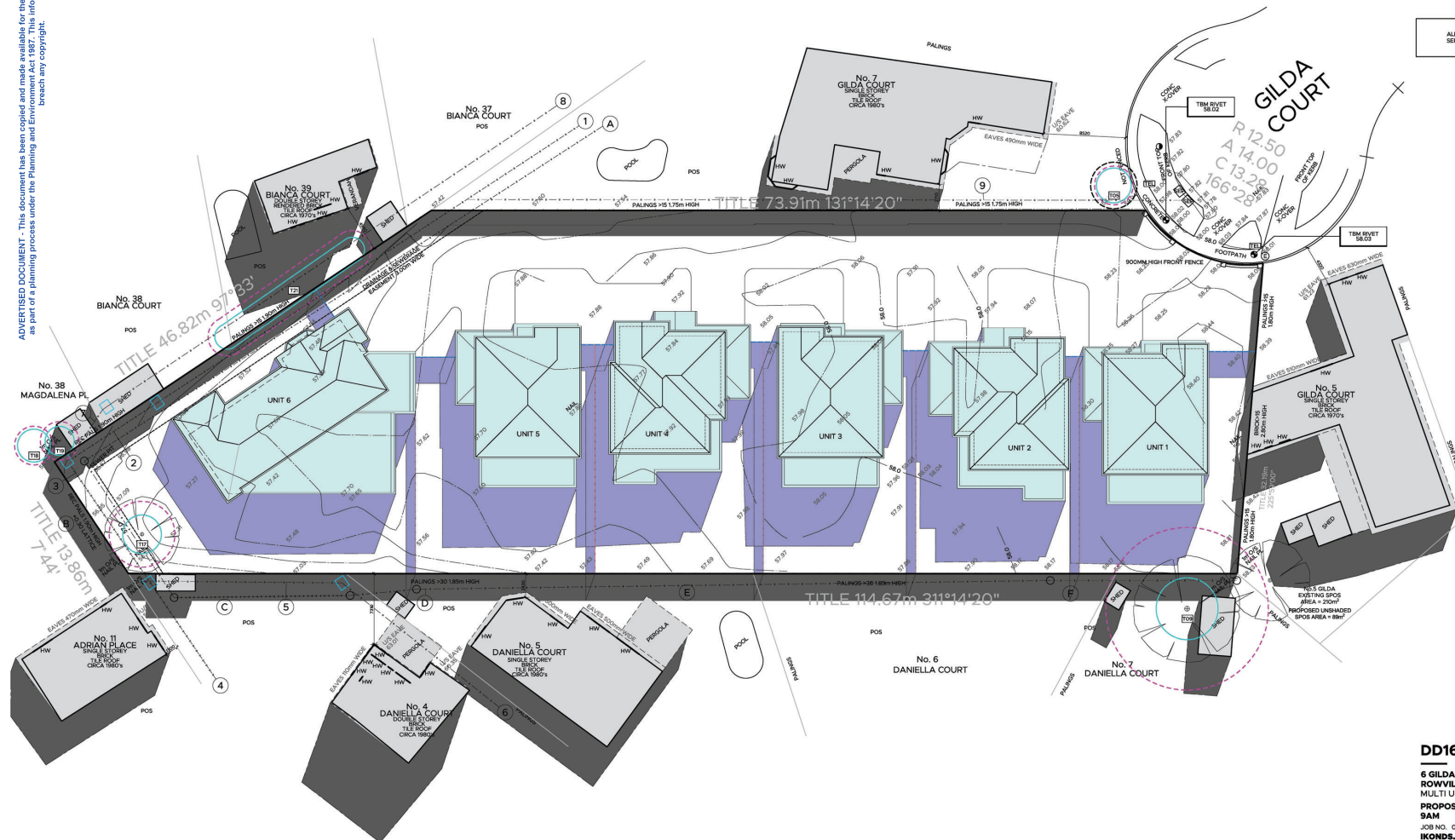


DD08 **S** 
6 GILDA COURT
ROWVILLE
MULTI UNIT DEVELOPMENT

GARDEN AREA PLAN
 JOB NO. 102610 SCALE 1:200 @ A1
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N	AUG24	CLIENT/CONSULTANT ISSUE	
O	AUG24	CLIENT/CONSULTANT ISSUE	
P	AUG24	SDA ITEM ISSUE	
Q	AUG24	RPI AMENDMENTS	
R	AUG24	RPI AMENDMENTS	
S	AUG24	RPI AMENDMENTS	

NOTES

- EXTENT OF SHADOW CAST BY EXISTING BUILDINGS, OUTBUILDINGS & FENCES
- EXTENT OF SHADOW CAST BY PROPOSED BUILDINGS, OUTBUILDINGS & FENCES

ALL SHADOWS SHOWN ARE CAST ON SEPTEMBER 22ND EQUINOX.

DD16

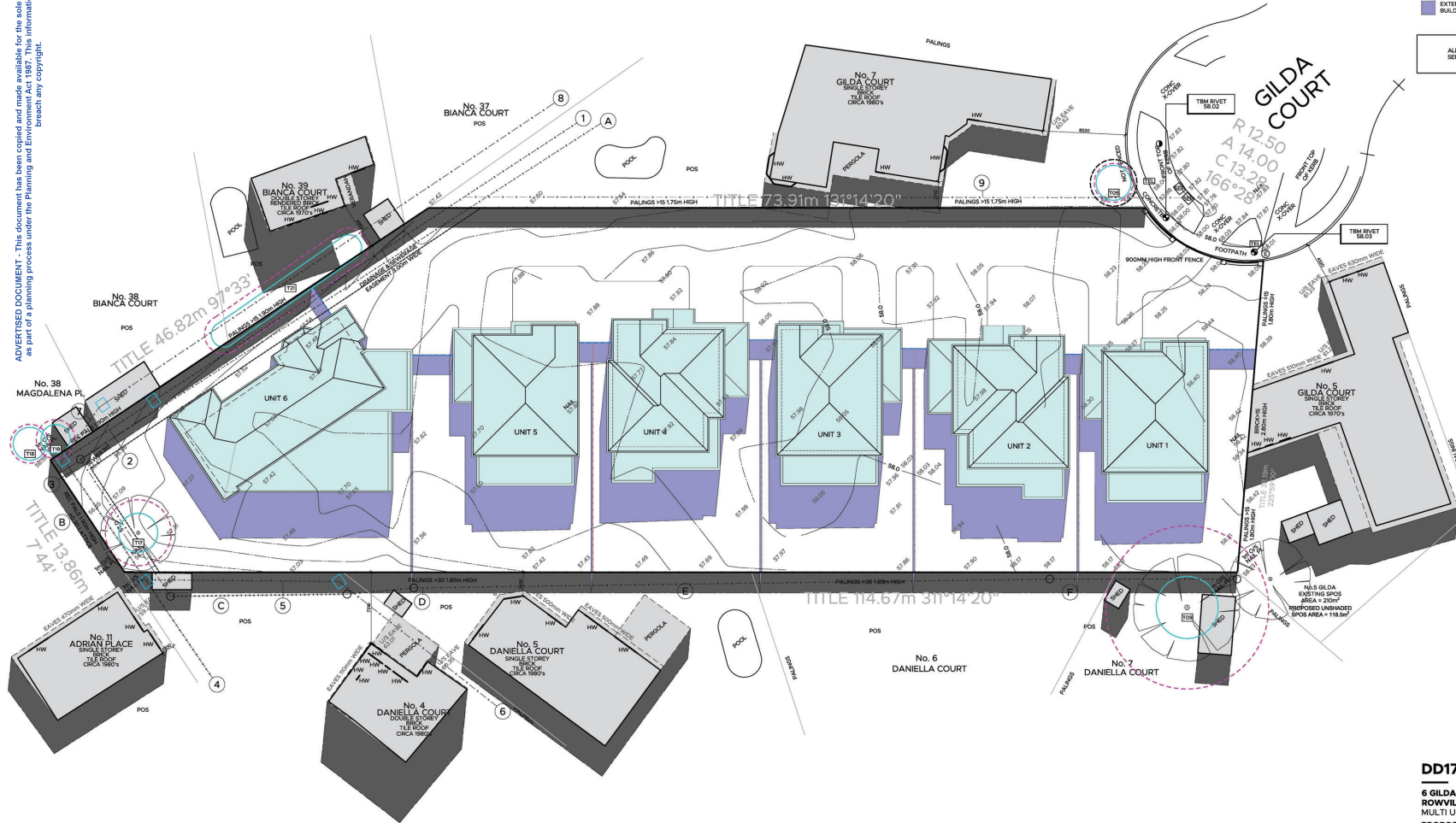
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6 GILDA COURT
ROWVILLE
MULTI UNIT DEVELOPMENT
PROPOSED SHADOW DIAGRAM
9AM
JOB NO. 02520 SCALE 1:200 @ A1
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O	AUG24	CLIENT/CONSULTANT ISSUE	
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S	AUG24	RPI AMENDMENTS	

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DD17

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6 GILDA COURT
ROWVILLE
 MULTI UNIT DEVELOPMENT
PROPOSED SHADOW DIAGRAM
10 AM
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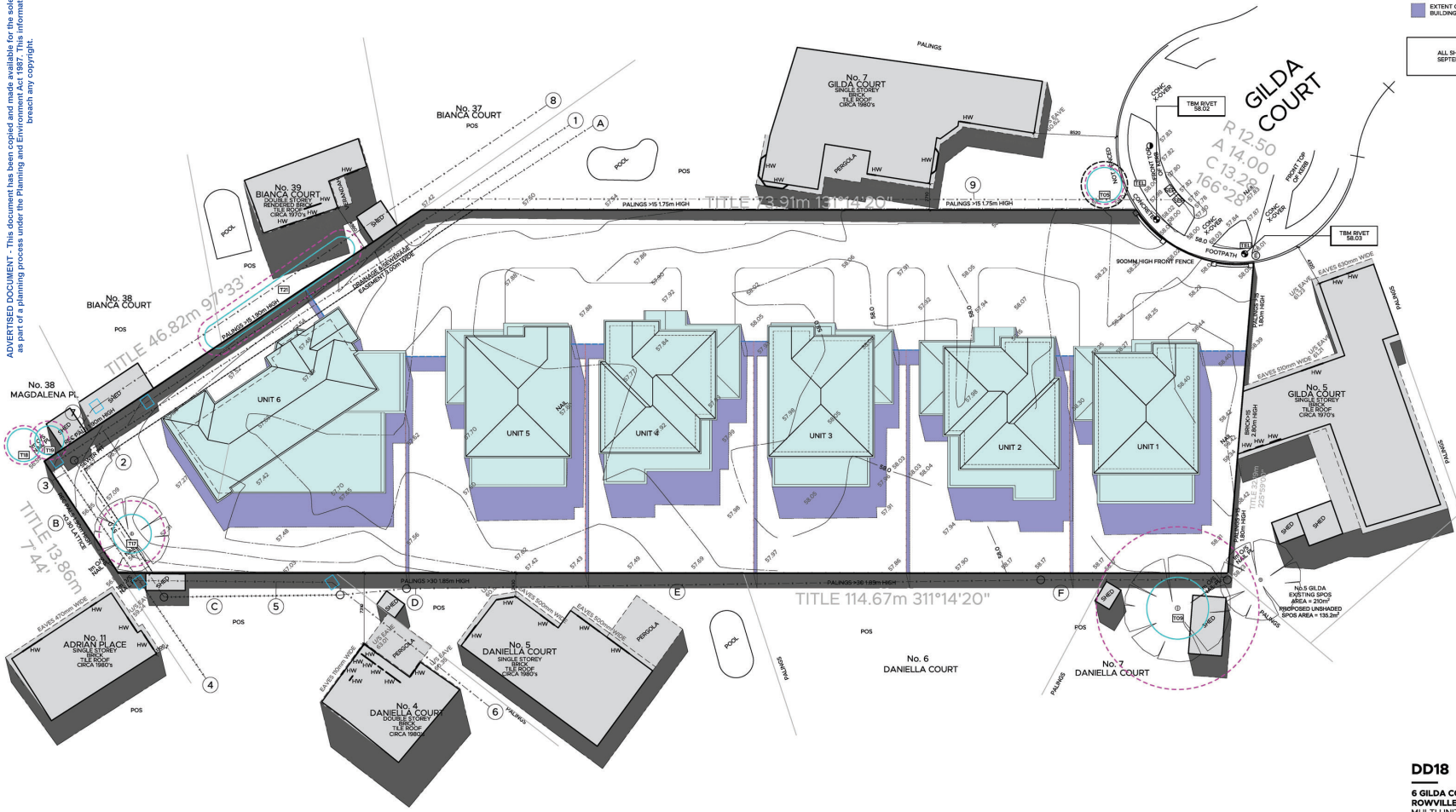
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R	AUG24	RFI AMENDMENTS	
S	AUG24	RFI AMENDMENTS	

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DD18 **S**

6 GILDA COURT
ROWVILLE
 MULTI UNIT DEVELOPMENT
PROPOSED SHADOW DIAGRAM
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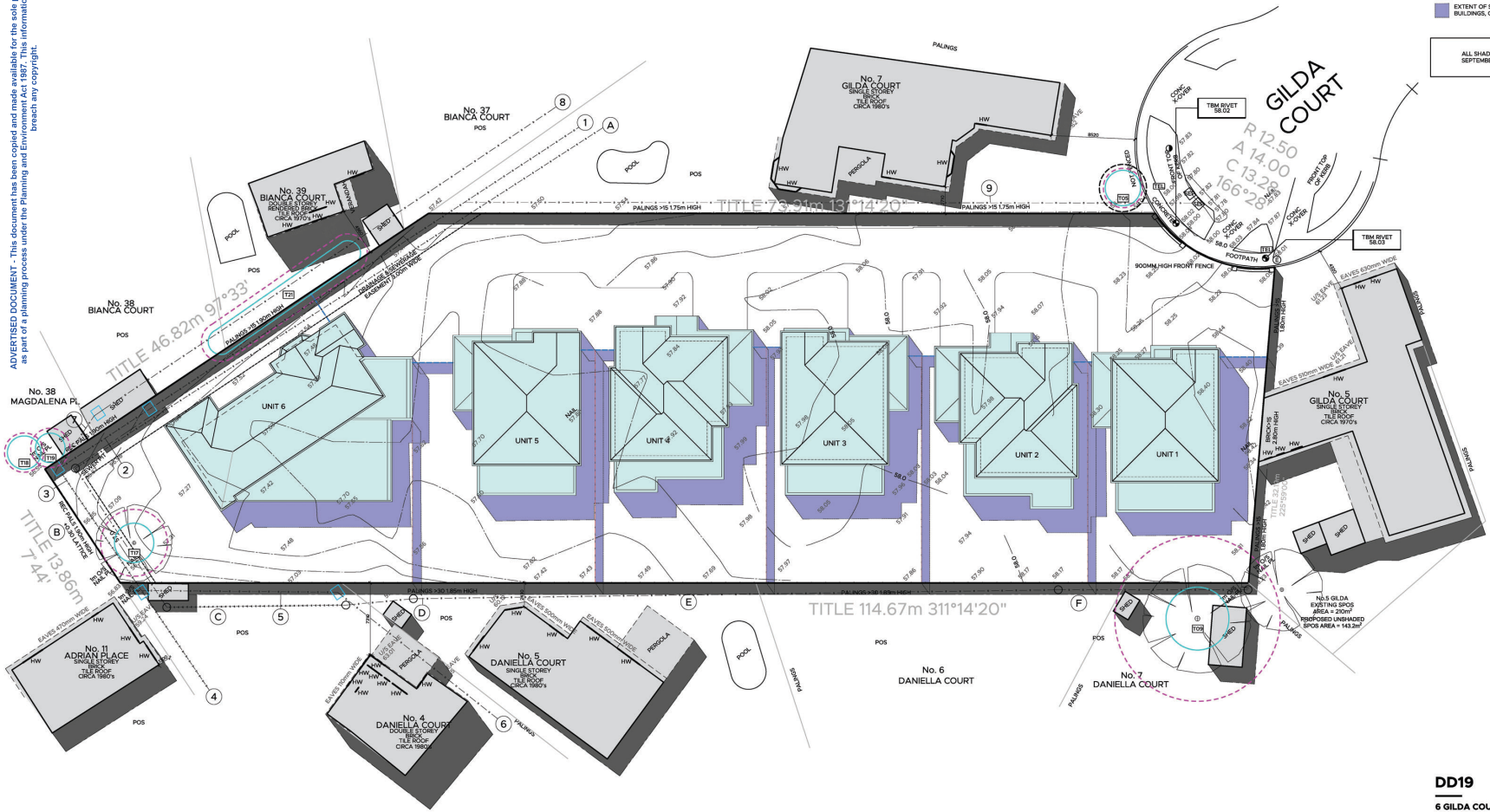
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S	AUG24	RFI AMENDMENTS	

NOTES

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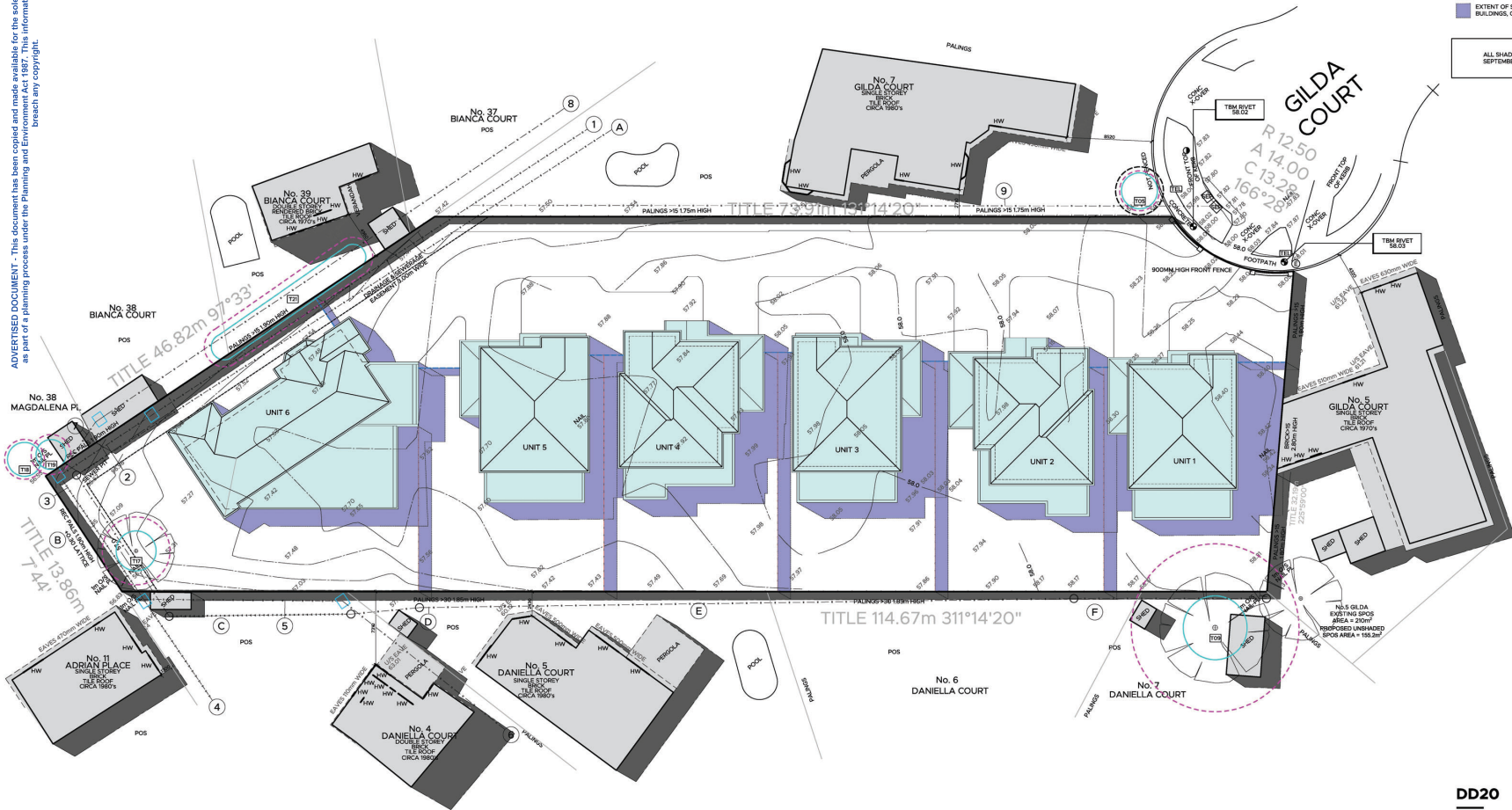


DD19 **S**

6 GILDA COURT
ROWVILLE
 MULTI UNIT DEVELOPMENT
PROPOSED SHADOW DIAGRAM
12 PM
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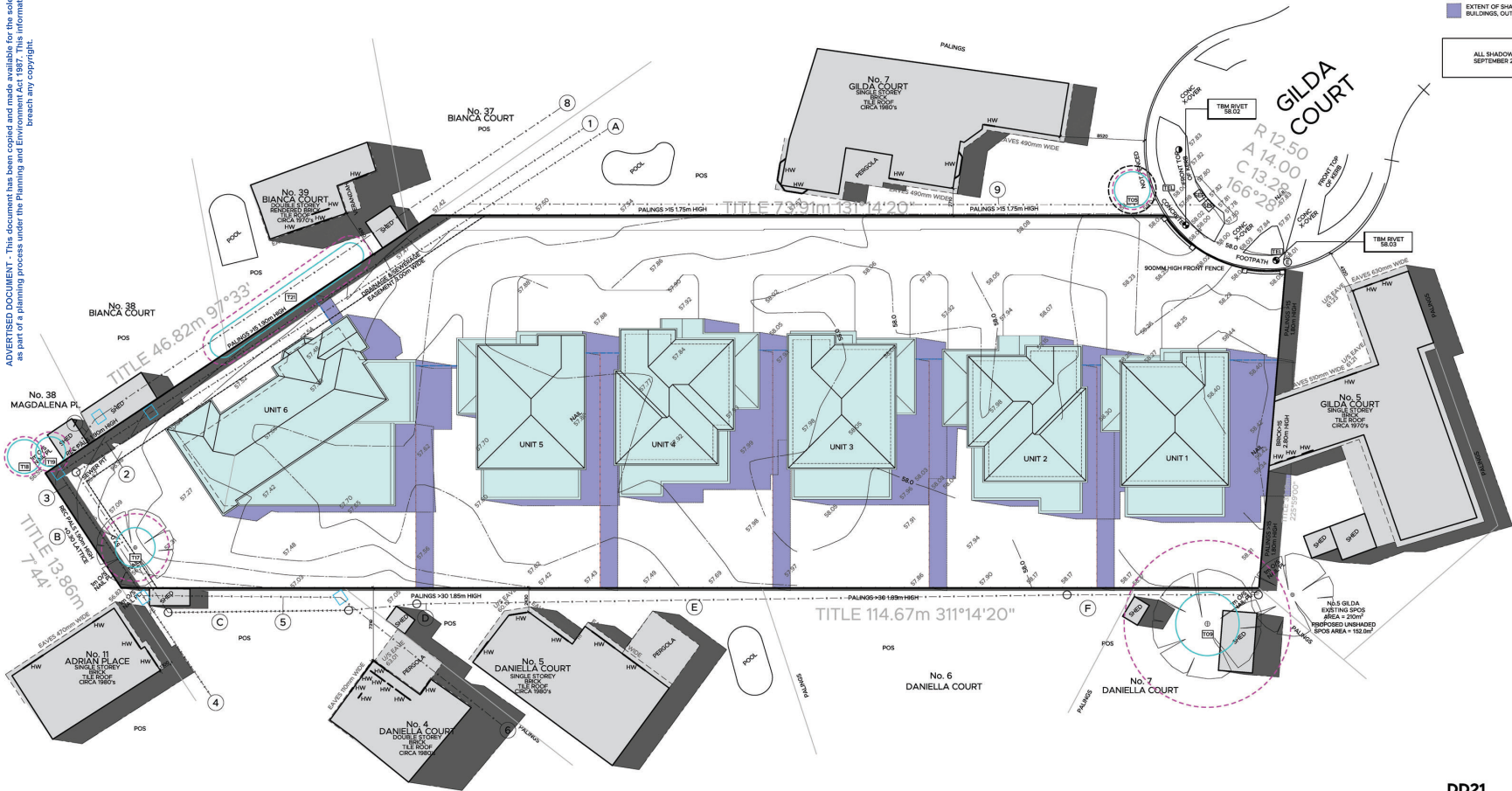
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6 GILDA COURT
ROWVILLE
 MULTI UNIT DEVELOPMENT
PROPOSED SHADOW DIAGRAM
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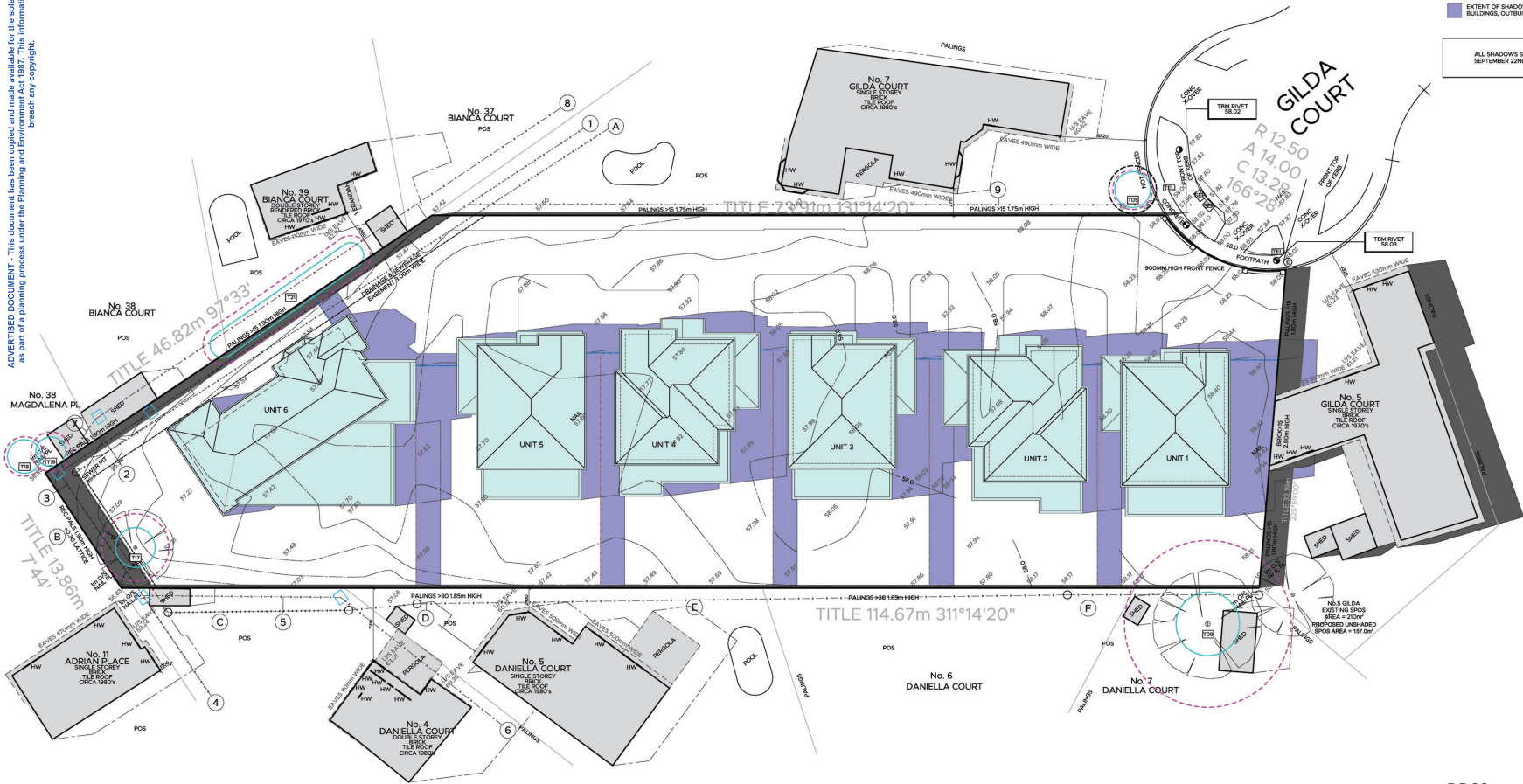
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DD21 **S**

6 GILDA COURT
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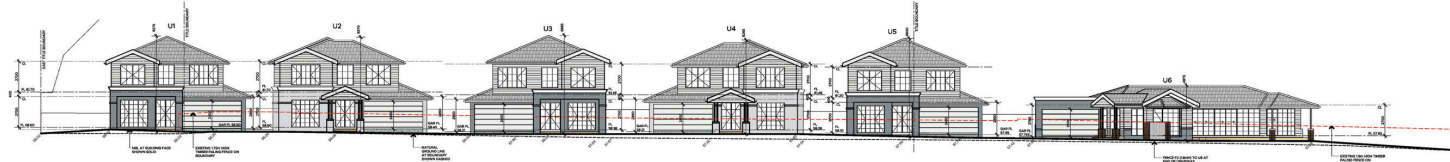
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DD22 **S**

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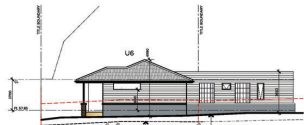
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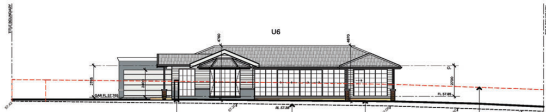
NORTH EAST ELEVATION



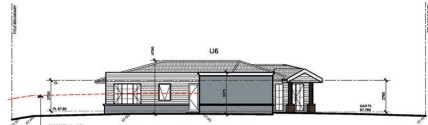
SOUTH WEST ELEVATION



WEST ELEVATION



NORTH ELEVATION



SOUTH EAST ELEVATION - UNIT 6

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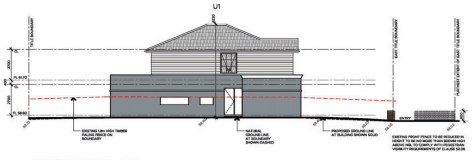
COLOUR & MATERIAL SCHEDULE

COLOUR SAMPLE	DRAWING HATCH	
		BRICKWORK OLD COLONIAL BUFF OR SIMILAR
		HORIZONTAL CLADDING COLORBOND SURFMASTER EXTRA CLADDING
		RENDER FINISH MEDIUM COLOUR SMOOTH
		RENDER FINISH SHALE GREY COLOUR SMOOTH
		SELECTED WINDOWS ALUMINUM FRAMED
		SELECTED DRIVEWAY EXPOSED AGGREGATE - LIGHT
		OB OBSCURED FIXED GLASS UP TO 1.7m ABOVE F.F.L WITH MAX 25% TRANSPARENCY
		OP OPAQUE OPERABLE GLASS
		SELECTED FRONT DOOR SURFMASTER ALUMINUM FRAMED
		GARAGE SECTIONAL DOOR COLORBOND SURFMASTER STANDING SEAM CLADDING
		GUTTERS, DOWNPIPES, FASCIA & RAINHEADS DULUX SURFMASTER
		FENCE F1 MIN. 1.8m HIGH TIMBER PALING FENCE
		FENCE F2 1.8m HIGH MONUMENT METAL BLACK FENCE

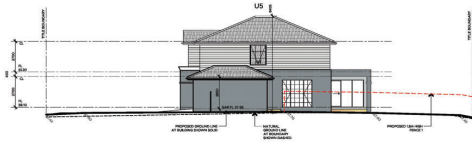
DD23 S
6 GILDA COURT
ROWVILLE
 MULTI UNIT DEVELOPMENT
ELEVATIONS - SHEET 01

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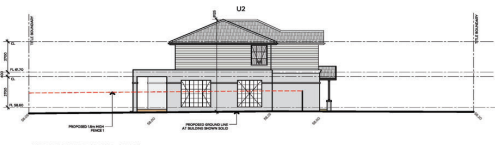
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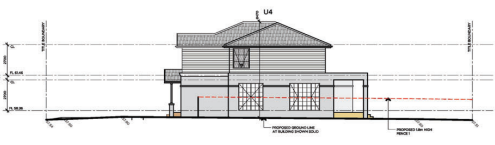
SOUTH EAST ELEVATION - UNIT 1



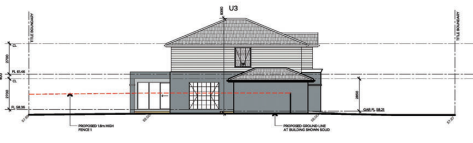
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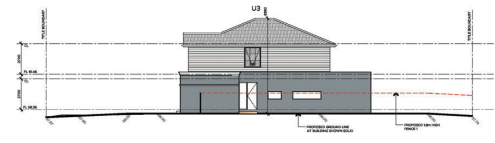
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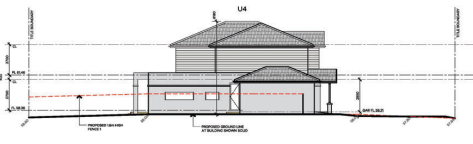
NORTH WEST ELEVATION - UNIT 4



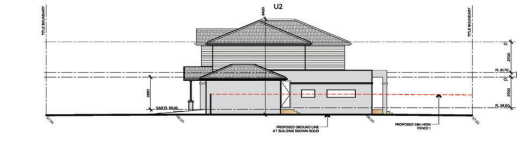
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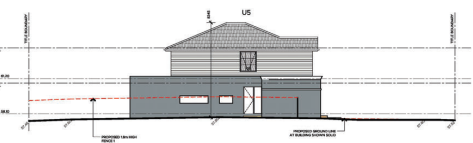
NORTH WEST ELEVATION - UNIT 3



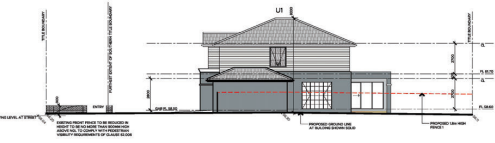
SOUTH EAST ELEVATION - UNIT 4



NORTH WEST ELEVATION - UNIT 2



SOUTH EAST ELEVATION - UNIT 5



NORTH WEST ELEVATION - UNIT 1

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		RENDER FINISH SHALE GREY COLOUR SMOOTH
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		SELECTED DRIVEWAY EXPOSED AGGREGATE - LIGHT
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		OP OPAQUE OPERABLE GLASS
		SELECTED FRONT DOOR SURFWEST ALUMINIUM FRAMED
		GARAGE SECTIONAL DOOR COLORBOND SURFWEST STANCHION SEAM CLADDING
		GUTTERS, DOWNPIPES, FASCIA & RAINHEADS DULUX SURFWEST
		FENCE F1 MIN. 1.8m HIGH TIMBER PALING FENCE
		FENCE F2 1.8m HIGH MONUMENT METAL BLACK FENCE

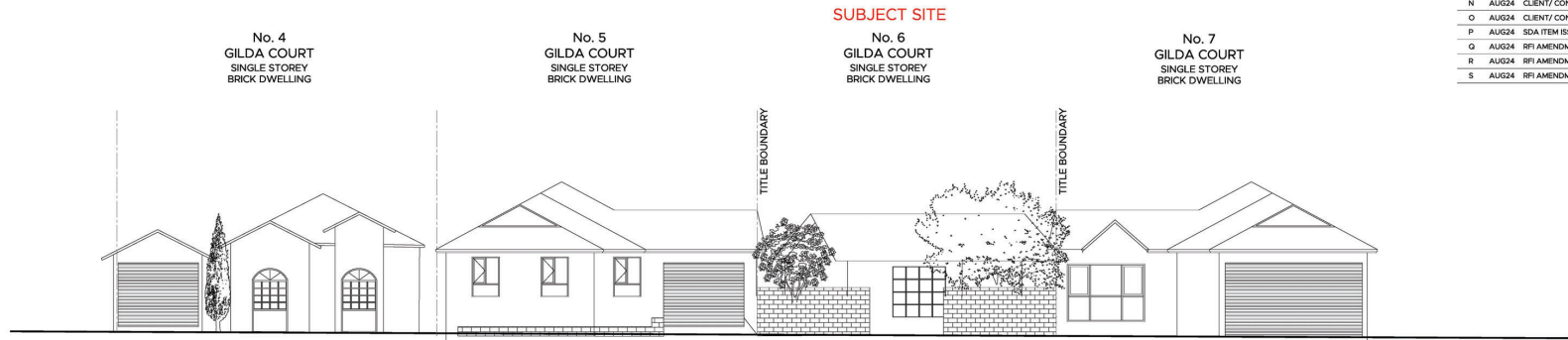
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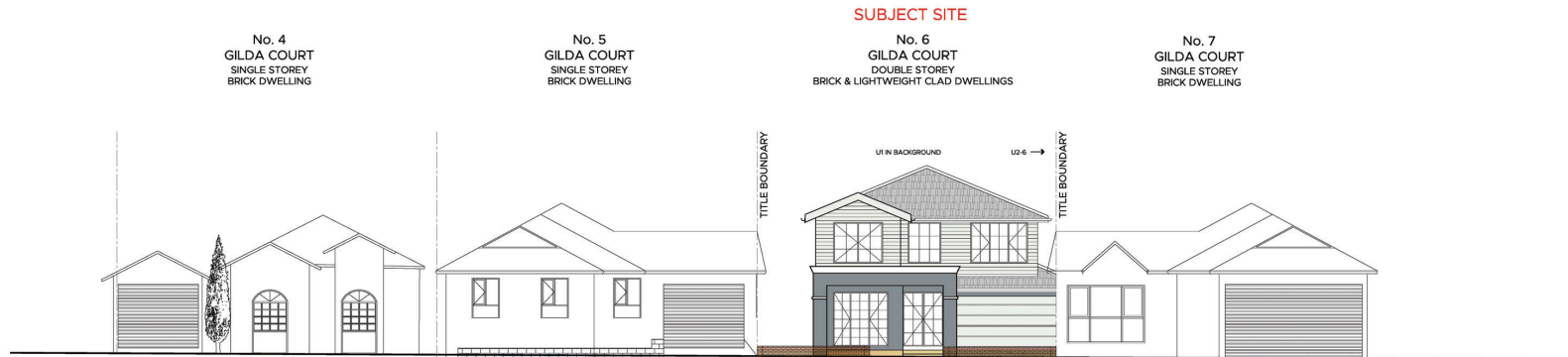
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Rev	Date	Issue	Int.
I	JUL24	COUNCIL/SUE COMMENTS	
J	JUL24	RFI AMENDMENTS	
K	JUL24	CLIENT/CONSULTANT ISSUE	
L	AUG24	CLIENT/CONSULTANT ISSUE	
M	AUG24	CLIENT/CONSULTANT ISSUE	
N	AUG24	CLIENT/CONSULTANT ISSUE	
O	AUG24	CLIENT/CONSULTANT ISSUE	
P	AUG24	SDA ITEM ISSUE	
Q	AUG24	RFI AMENDMENTS	
R	AUG24	RFI AMENDMENTS	
S	AUG24	RFI AMENDMENTS	



GILDA COURT EXISTING STREETSCAPE

SCALE 1:100



GILDA COURT PROPOSED STREETSCAPE

SCALE 1:100

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ROWVILLE
 MULTI UNIT DEVELOPMENT

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O	AUG24	CLIENT/CONSULTANT ISSUE	
P	AUG24	SDA ITEM ISSUE	
Q	AUG24	RPI AMENDMENTS	
R	AUG24	RPI AMENDMENTS	
S	AUG24	RPI AMENDMENTS	

NOTES

1. VIEW FROM DRIVEWAY TOWARDS UNIT 2
2. VIEW FROM DRIVEWAY TOWARDS UNIT 1
3. VIEW FROM UNIT 6 POS

DISCLAIMER:
3D VIEWS ARE ARTISTIC IMPRESSIONS ONLY
FOR ACCURATE REPRESENTATION OF FACADE -
REFER TO PLANS & 2D ELEVATIONS

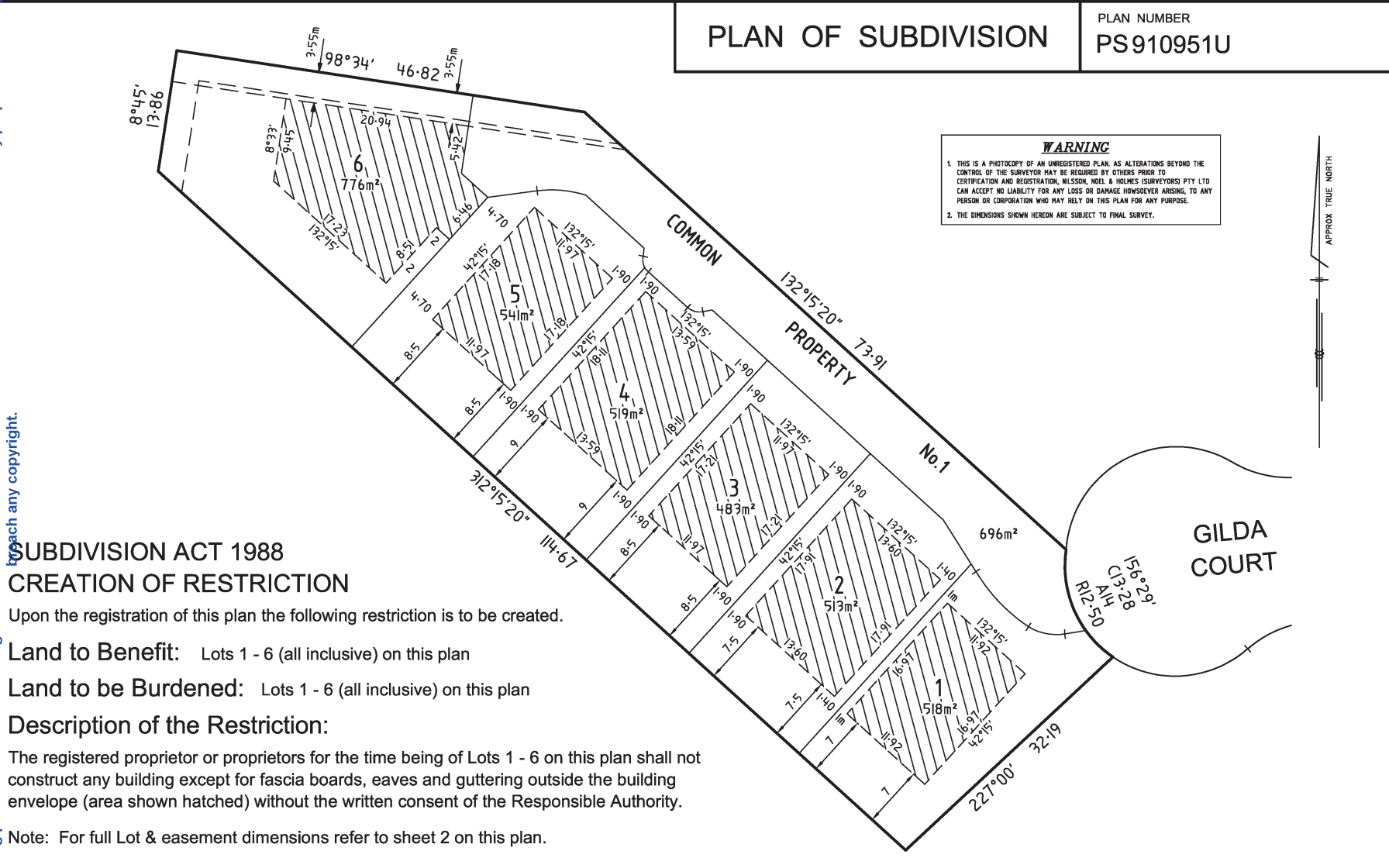
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PLAN OF SUBDIVISION		LV USE ONLY EDITION	PLAN NUMBER PS910951U	
<p style="text-align: center;">LOCATION OF LAND</p> Parish: NARREE WORRAN Township: Section: Crown Allotment: Crown Portion: 9 (PART) Title Reference: VOL 9878 FOL 075 Last Plan Reference: LOT C ON LP 214479P Postal Address: 6 GILDA COURT, (at time of subdivision) ROWVILLE 3178 MGA2020 Co-ordinates: E 345 900 Zone: 55 (of approx. centre of land in plan) N 5 800 130		Council Name: KNOX CITY COUNCIL		
VESTING OF ROADS AND / OR RESERVES		NOTATIONS		
IDENTIFIER	COUNCIL / BODY / PERSON			
NIL	NIL			
NOTATIONS		Other Purpose of Plan: Creation of Restriction (See Sheet 3)		
Depth Limitation: DOES NOT APPLY Staging: This is not a staged subdivision. Planning Permit No.				
<p>OWNERS CORPORATION NOTATION</p> LOTS IN THIS PLAN MAY BE AFFECTED BY ONE OR MORE OWNERS CORPORATIONS. FOR DETAILS OF ANY OWNERS CORPORATIONS INCLUDING PURPOSE, RESPONSIBILITY, ENTITLEMENT & LIABILITY SEE OWNERS CORPORATION SEARCH REPORT, OWNERS CORPORATION ADDITIONAL INFORMATION AND IF APPLICABLE, OWNERS CORPORATION RULES.				
Survey: This plan is based on survey. This survey has been connected to permanent marks no(s) In proclaimed Survey Area No. 32		<p style="text-align: center; margin: 0;"><u>WARNING</u></p> <p style="font-size: 0.8em; margin: 0;"> 1. THIS IS A PHOTOCOPY OF AN UNREGISTERED PLAN. AS ALTERATIONS BEYOND THE CONTROL OF THE SURVEYOR MAY BE REQUIRED BY OTHERS PRIOR TO CERTIFICATION AND REGISTRATION, NILSSON, NOEL & HOLMES (SURVEYORS) PTY LTD CAN ACCEPT NO LIABILITY FOR ANY LOSS OR DAMAGE HOWSOEVER ARISING, TO ANY PERSON OR CORPORATION WHO MAY RELY ON THIS PLAN FOR ANY PURPOSE. 2. THE DIMENSIONS SHOWN HEREON ARE SUBJECT TO FINAL SURVEY. </p>		
EASEMENT INFORMATION				
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				
SECTION 12(2) OF THE SUBDIVISION ACT 1988 APPLIES TO ALL LAND IN THIS PLAN.				
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited / In Favour Of
E-1,E-2	DRAINAGE & SEWERAGE	SEE DIAG.	LP 214479P	LOTS ON LP 214479P
E-2,E-3	DRAINAGE	SEE DIAG.	THIS PLAN	MELBOURNE WATER CORPORATION
Nilsson, Noel & Holmes (Surveyors) Pty. Ltd. A.C.N. 067 949 615 Surveyors, Engineers & Town Planners		Ref: 22-346 Dwg No. 22-346S 28/08/2024		ORIGINAL SHEET SIZE: A3 Sheet 1 of 3 sheets
		LICENSED SURVEYOR: VER 10		

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**SUBDIVISION ACT 1988
CREATION OF RESTRICTION**

Upon the registration of this plan the following restriction is to be created.

Land to Benefit: Lots 1 - 6 (all inclusive) on this plan


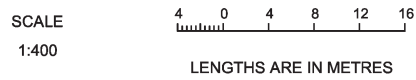
Land to be Burdened: Lots 1 - 6 (all inclusive) on this plan

Description of the Restriction:

The registered proprietor or proprietors for the time being of Lots 1 - 6 on this plan shall not construct any building except for fascia boards, eaves and guttering outside the building envelope (area shown hatched) without the written consent of the Responsible Authority.

Note: For full Lot & easement dimensions refer to sheet 2 on this plan.

Nilsson, Noel & Holmes (Surveyors) Pty. Ltd.
 A.C.N. 067 949 615
 Surveyors, Engineers & Town Planners

Ref: 22-346 Dwg No. 22-346S 28/08/2024

ORIGINAL SHEET SIZE: A3

SHEET 3

LICENSED SURVEYOR: [Redacted] VER 10

7 Public Question Time

8 Officer Reports

8.1 Knox Community Safety, Health and Wellbeing Advisory Committee 2024 Annual Report

Final Report Destination:	Council
Paper Type:	For Noting
Author	Coordinator Community Partnerships and Inclusion, Lisette Pine
Manager:	Manager Community Strengthening, Kerryn Jansons
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY

The purpose of the Knox Community Safety, Health and Wellbeing Advisory Committee is to advise and support the planning, implementation, and evaluation of the Municipal Health and Wellbeing Plan. This is achieved through evidence-based primary and secondary prevention approaches to address current and emerging community safety, health and wellbeing issues.

The Committee consists of representatives from local services, Victoria Police, and community organisations, all of whom possess a strong working knowledge of community safety, health, and wellbeing priorities, and/or expertise in specific health and wellbeing disciplines.

This report provides a summary of the Committee's achievements from January to December 2024, highlighting its ongoing contributions to the development and review of the Municipal Health and Wellbeing Plan and its active role in supporting Council's safety, health and wellbeing priorities.

RECOMMENDATION

That Council resolve to receive and note this report and the achievements of the Knox Community Safety, Health and Wellbeing Advisory Committee for the period January 2024 to December 2024.

1. DISCUSSION

The Knox Community Safety, Health and Wellbeing Advisory Committee (the Committee) was established in December 2018. This initiative followed a Council decision to merge the previously separate Community Safety Advisory Committee and the Knox Community Health and Wellbeing Advisory Committee.

The Committee plays a crucial role in advising Council on health, safety and wellbeing priorities. Its strategic approach, supported by strong partnerships with Local and State Government organisations, allows it to make a significant contribution to the development and implementation of key priorities in the Council Plan 2021-2025.

The primary objectives of the Committee are as follows:

- To contribute to the development and implementation of the Municipal Health and Wellbeing Plan by advising on and providing expertise related to community safety, health and wellbeing priorities;

- To inform Council of stakeholder actions in health, safety and wellbeing, assisting in the alignment of initiatives, fostering partnerships, and achieving collective impact;
- To participate in the annual review of the Community and Council Plans, with a focus on health, safety and wellbeing priorities;
- To identify and provide advice on emerging health, safety and wellbeing issues through evidence-based research and advocate for necessary actions within the Knox community;
- To facilitate advocacy and establish organisational partnerships around agreed-upon issues; and
- To investigate opportunities for Council action in select priority areas in community settings, in collaboration with partner organisations.

The Committee meets four times per year and comprises of representatives from various community and State Government organisations, all of whom have an interest or expertise in community safety, health and wellbeing.

Current members include representatives from EACH Alcohol and Other Drugs Team, EACH Prevention and Population Health Team, Victoria Police, Women’s Health East, Gamblers Help East, The Department of Family, Fairness and Housing, The Basin Community House, Uniting Care Homelessness Service and Knox Infolink.

Meetings are structured to include presentations aimed at enhancing members knowledge and understanding of priority areas outlined in the Council Plan 2021-2025, including the Municipal Public Health and Wellbeing Plan. These meetings provide the Committee with the necessary information to offer advice and direction on relevant strategic priorities.

1.1 Committee Achievements – January 2024 to December 2024

For the January 2024 – December 2024 period, the Committee met in a mix of online and in-person meetings throughout 2024, providing greater flexibility for Committee members to attend.

The Committee had a particular focus on issues and complexities associated with the development of the new Municipal Public Health and Wellbeing, planning and hosting a local Mental Health Summit for community groups and services, and the impact of changes and funding for community mental health services.

The following information provides an overview of the Committee’s activities and key issues considered:

Topic	Action	Outcome
March 2024 – Municipal Health and Wellbeing Plan	Following a presentation on the proposed engagement for the development of the new Plan, the Committee discussed several topics, including changes to the Public Intoxication Reform, the sale of e-cigarettes to minors, healthy eating and expanding access to food relief. The Committee then addressed specific questions in small groups:	The Committee were encouraged to provide additional feedback via email. A link to the “Have Your Say” website, along with a copy of the presentation, was sent to all members. The Committee was also invited to attend the Council Plan Workshop for

Topic	Action	Outcome
	<ul style="list-style-type: none"> • Do the priority areas reflect what you are observing in the community? • Are there any focus areas within the priorities that are missing and should be addressed? • What additional actions can be taken to address the priority areas. 	<p>all Advisory Committee members, scheduled for 28 March 2024.</p>
<p>Health and Wellbeing Consultation Advisory Committee Combined Workshop</p>	<p>Committee representatives attended the Council Plan Workshop for Advisory Committees.</p>	<p>Through discussion and various engagement activities at the Workshop, several emerging health and wellbeing priority areas were identified.</p> <p>These include:</p> <ul style="list-style-type: none"> • Reducing Harm from Risk-Taking Behaviours Addressing the negative impacts of behaviours such as alcohol consumption, drug use and gambling. • Celebrating Diversity and Promoting Equal Opportunities Ensuring all community members, regardless of background, have equal opportunities for participation and engagement. • Access to Healthy, Local, Sustainable and Affordable Food Promoting access to nutritious food that is local sourced, sustainable and affordable for all community members. • Opportunities for Physical Activity and Sport Encouraging participation in both organised sports and informal physical activities such as walking, to support overall community health and wellbeing. • Advocacy for Vulnerable Communities Supporting and advocating for the needs of vulnerable groups within the community. <p>The feedback collected from these</p>

Topic	Action	Outcome
		discussions and activities will be used to inform the development of health and wellbeing priorities moving forward.
Mental Health Summit – May 2024	<p>The Committee played a key role in driving the organisation of a Mental Health Summit scheduled for May 2024. The purpose of the Summit was to bring together key local stakeholders, including organisations such as EACH, Knox Infolink, Eastern Community Legal Service, community organisations, volunteers, individuals with lived experience and other interested community members.</p> <p>The Summit focused on exploring opportunities in the following areas:</p> <ul style="list-style-type: none"> • Understanding mental health systems and mapping available services. • Identifying gaps and opportunities in mental health support. • Exploring potential opportunities for collaboration across services and organisations. 	<p>Feedback and Outcomes from the Mental Health Summit</p> <p>Feedback gathered from the Mental Health Summit will play a significant role in shaping the priorities of the revised Council Plan, with a particular focus on strengthening community connections, addressing perceptions of safety and exploring the impact of social isolation on mental health.</p> <p>Participants also reported a marked increase in their understanding of mental health and wellbeing issues, as well as the effects of trauma. Additionally, there was strong support for holding future Summits aimed at further upskilling for community organisations and volunteers to better support individuals experiencing poor mental health.</p>
Community Mental Health Services and State Government Budget Impacts	<p>Mental Health Services Update</p> <p>A summary of recent changes in mental health services was presented by EACH, highlighting key points of concern. The Committee discussed the significant reduction in mental health funding and the challenges that services will face in navigating the increasingly limited funding for community based mental health services landscape.</p>	<p>Mental Health Support and Advocacy</p> <p>Information shared by the Committee emphasised the urgent need for continued and enhanced mental health support to address the growing complexity of needs within the community.</p> <p>The Committee expressed strong support for EACH’s advocacy efforts, particularly in relation to submissions to the State Government with a focus on securing additional funding and resources for mental health services in Knox.</p>
September 2024 – Municipal Health and Wellbeing Plan	<p>Council Plan Community Engagement and Strategic Alignment</p> <p>The Committee reviewed the Council Plan Community Engagement Summary Report, along with updates</p>	<p>Workshop Focus on Strategic Alignment</p> <p>Each Committee member provided an overview of their organisation’s strategic objectives and aligned them</p>

Topic	Action	Outcome
<p>– Community Engagement Report</p> <p>Free from Violence Project and Progress Report for Review of the Knox Electronic Gambling Machine Policy 2020</p>	<p>on a four-year roadmap designed to foster collaboration with community partners. The discussion included an analysis of key data on the mental health and wellbeing of Knox residents, outcomes from community engagement activities and the Council’s eight health and wellbeing priorities.</p> <p>The Free from Violence Project Officer presented an overview of the project and shared input from the Form Committee on Family Violence, including risk factors related to problem gambling, alcohol harm and other associated issues.</p> <p>The Knox Electronic Gaming Machine Policy of 2020 is being reviewed with a public health approach, encompassing all forms of gambling. A key component of this review is consultations with Council Advisory Committees and the community.</p> <p>The Committee were presented with the consultation outcomes, including emerging themes and feedback on gambling harm.</p>	<p>with the Council’s Health and Wellbeing priorities and themes.</p> <p>The Workshop discussion emphasised the importance of aligning the strategic objective of partner organisations with the Council’s priorities, ensuring a coordinated approach to addressing community needs.</p> <p>Discussion focused on what gender equality and preventing violence against women looks like for organisations.</p> <p>Focus Points</p> <ul style="list-style-type: none"> • Embedding leadership and systemic changes in various sectors (sports, schools, workplaces). • Continue to address and raise awareness of specific gendered messaging in gaming and on social media. • Explore further cultural appropriateness in communication regarding family violence prevention and Police engagement. <p>Committee representatives were invited to put forward nominations for participation in a newly established Family Violence Network, coordinated by Council.</p> <p>Gambling Policy Review Discussion – Focus Points</p> <ul style="list-style-type: none"> • Continue gathering feedback and addressing gambling harm as part of the Policy Review. • Continue to explore the impacts of gambling advertising and its influence on different demographics. • Explore targeted support for vulnerable groups, particularly,

Topic	Action	Outcome
		middle-aged women and those from lower income backgrounds.

2. ENGAGEMENT

During 2024, Council Officers consulted with the Committee on key community safety, health and wellbeing issues, noted in Section 1.1 of this report.

3. SOCIAL IMPLICATIONS

The Knox Community Safety, Health, and Wellbeing Advisory Committee serves as a central forum for advice and identifying emerging issues related to community safety, health and wellbeing.

Other key concerns raised during 2024 included the rising prevalence of mental health challenges in the community, alcohol and gambling-related harm, increase in the cost of living and the service limitations to support people sleeping rough.

The Committee also examined the interconnectedness of social issues and alignment with the goals and objectives outlined in the Council Plan 2021-2025.

A key focus for 2025 will be ongoing contributions and active role in supporting Council’s safety, health, and wellbeing priorities.

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 IMPLICATIONS

There are no specific environmental implications arising from this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Knox Community Safety, Health and Wellbeing Advisory Committee is supported by Council’s Community Partnerships and Inclusion Team located within the Community Strengthening Department. Support is provided within the framework of existing resources.

7. RISKS

A potential risk to Council is the misalignment of community organisation representatives with Council's health and wellbeing priorities. To mitigate this risk, the Terms of Reference are reviewed regularly, and recruitment processes are carefully targeted to ensure alignment with these priorities.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

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

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

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

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. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

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

ATTACHMENTS

Nil

8.2 Knox Active Ageing Advisory Committee - Annual Reports for 2023 and 2024, Terms of Reference and Recruitment

Final Report Destination: Council
Paper Type: For Decision
Author: Positive and Healthy Ageing Program Lead, Anna Lawton
Manager: Manager Community Access and Support, Gail Power
Executive: Director Connected Communities, Judy Chalkley

SUMMARY

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.

In November 2024 an Expression of Interest and recruitment process was conducted for new Committee members to fill up to seven vacancies.

This report seeks approval to appoint new Committee members and the re-appointment of existing Committee members for a two-year term from January 2025 to December 2027.

This report also provides an overview of the Committee’s discussion and achievements for both the 2023 and 2024 calendar years.

RECOMMENDATION

That Council:

1. Thank all the community members who took the time to apply for the Knox Active Ageing Advisory Committee.
2. Appoint the following applicants to KAAAC (as per the Terms of Reference) for the period January 2025 to January 2027 as presented in Attachment 1 - CONFIDENTIAL – Knox Active Ageing Advisory Committee Selection Panel Appointments:

Name	Category
1.	Community Representative
2.	Community Representative
3.	Community Representative
4.	Community Representative
5.	Community Representative
6.	Community Representative
7.	Community Representative
8.	Community Representative
9.	Professional/Industry Representative
10.	Professional/Industry Representative
11.	Professional/Industry Representative

3. Endorse the updated KAAAC Terms of Reference as per Attachment 2 – Terms of Reference – Knox Active Ageing Advisory Committee 2025 2029.
4. Note the achievements of KAAAC over the past two calendar years.
5. Thank the outgoing members of KAAAC for their valuable contribution:
 - Peter Burns – Industry Representative.
 - Shoua Liu – Industry Representative.
 - Catherine Balaz – Community Representative.
 - Gary Cantwell – Community Representative.
 - Lawrie Gaylard – Community Representative.

1. DISCUSSION

The Knox Active Ageing Advisory Committee (KAAAC) has been established to advise Council on strategic issues regarding senior Knox residents and provide valuable information to support the decision making of Council in relation to Council Plans. The Committee provides advice to help improve planning for an ageing population across Council's services, provides advice to Council on emerging issues affecting all seniors within the Knox community and provides input and advice on information to community consultation processes related to seniors and healthy ageing issues.

The role of Councillors on Advisory Committees is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on Committees at Council Meetings and on issues of community interest being considered at meetings.

In terms of specific advice and recommendations arising from the Advisory Committee Meetings, they can be either tabled at Council Meetings by sitting Councillors on the Advisory Committee, and/or through the Director Connected Communities to the Executive Management Team and Councillors.

This report contains the Knox Active Ageing Advisory Committee Membership Recruitment for the period 2025-2027, Updated Terms of Reference, and Annual Reports for 2023 and 2024.

1.1 Selection Process

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 (refer to Attachment 3 – Terms of Reference – Knox Active Ageing Advisory Committee 2023-2026).

The promotion of the Expression of Interest (EOI) process occurred through Council's electronic mail, and via various networks during November 2024.

Council received 14 EOIs, with all applications either fully or partially meeting the criteria, deeming them eligible for assessment. Ten applications were received from community representatives and four applications were received from industry/professional representatives. The vacant Committee positions to be filled through the selection process included eight community representatives and four industry/professional representatives.

A Selection Panel was established to review and assess the applications in accordance with the Committee's TOR. Two Council officers from the Community Access and Support Department

assessed the applicants and made recommendations to seek endorsement from the Committee's Chair – Councillor Meagan Baker.

The following selection criteria was used when assessing the applications:

- Being a Knox resident, a Knox focused organisation, agency or business or have a specific set of professional skills and background that will help achieve the purpose and objectives of the KAAAC as articulated in the TOR.
- Demonstrated interest in joining the Committee.
- Relevant knowledge, skills and experience.
- Ability to identify current and emerging challenges facing seniors within the Knox community.

The two Council officers reviewed written applications on 10 December 2024 against the selection criteria and conducted short interviews on 11 and 16 December 2024. Recommendations and assessment information for each applicant was then provided to Councillor Meagan Baker on 19 December 2024 for additional assessment and confirmation of selection.

One applicant withdrew their application on 21 January 2025, as such one industry representative position will now remain vacant on the committee. The advisory committee membership remains in line with the Terms of Reference noting this vacancy.

Recommendations and assessment of applicants are provided in Attachment 1 – CONFIDENTIAL – Knox Active Ageing Advisory Committee Selection Panel Appointments 2025-2027.

1.2 Updated KAAAC TOR

The KAAAC TOR were last reviewed and endorsed by Council in January 2023. KAAAC has continued to meet and provide Council with advice on current and emerging active ageing related challenges. However, due to the specific nature of the Advisory Committee's purpose and objectives linked to Council Plans that will retire by 30 June 2025, and to bring it further in-line with the updated Council Committees Policy, feedback was sought from KAAAC members to amend the TOR early. Amendments have been made to the KAAAC TOR (please refer to Attachment 4 – Terms of Reference marked up copy Knox Active Ageing Advisory Committee 2025-2029). The changes include:

1. Updated purpose to reflect a broader overarching goal the Committee provides strategic guidance and stakeholder perspectives to promote positive and healthy ageing for Knox seniors, recognising the annual workplan will define a specific focus for each year;
2. Removing the requirement to advertise recruitment for members in local newspapers (notwithstanding this may still be employed in the recruitment strategy in future recruitment rounds if required);
3. Changing the number of meetings from bi-monthly (six meetings per year - scheduled approximately every eight weeks) to five meetings per year (scheduled every ten weeks), with the option to schedule a sixth meeting should the need arise.

4. Refined wording to the sections where Committee members can request to bring observers and/or guests to the meeting; and
5. Updated Review Date.

1.3 KAAAC Achievements – 2023

During the reporting period, the Committee has continued to focus on improving the physical, mental and social health and wellbeing of our seniors' community. The Annual Report for 2023 has been provided to the KAAAC committee during 2024 but was not presented to Council during 2024 in error. In accordance with the requirements of the KAAAC Terms of Reference, the 2023 Annual Report is now presented to correct this omission. The following information provides an overview of KAAAC activities and contribution to key Council projects throughout 2023:

Topic	Outcomes
Community Safety	A representative from Eastern Community Legal Centre presented documentation relating to the three different areas of decision making (Financial matters, Personal matters and Medical treatment) at the June 2023 meeting. KAAAC members contributed to Eastern Community Legal Centre's Medical Treatment Project Planning.
Dementia Friendly	The draft Knox Dementia-Friendly Action Plan was presented by a representative from the Community Access and Support Team at the March 2023 meeting. An update on the implementation of the Dementia Friendly Action Plan 2023-2025 was discussed during the November 2023 meeting. KAAAC members provided feedback and suggestions on the Plan.
Housing	An overview of the Social & Affordable Housing Strategy was presented by a member of the Community Wellbeing team at the June 2023 meeting. KAAAC members provided feedback and suggestions. A member of the Community Wellbeing team provided an overview of the Preventing Homelessness Among Older Women research project at the July 2023 meeting. KAAAC members raised questions and provided feedback.
Physical Activity Programs	A KAAAC member provided an overview on the benefits of Ku Mu Chung which is a high resistance weight training designed to improve bone density during June 2023 meeting. KAAAC members discovered the benefits of Ku Mu Chung. Members of the Leisure team and a representative of Emerge Associates, provided a presentation on the draft Active Knox Strategy at the July 2023 meeting. KAAAC members provided feedback and suggestions.
Social Isolation and Loneliness	During the September 2023 meeting, representatives from the Community Access and Support team lead a workshop on developing the 2024 KAAAC Mission Statement.
Waste Management	A member of the Communications team attended the February 2023 meeting and discussed the proposed implementation of the Food Organic and Garden Organics strategy. Feedback on the FOGO Communications strategy was sought by the Communications team (following the implementation of the campaign) during the November 2023 meeting.

1.4 Membership and Period of Membership 2023

KAAAC is required to comprise of a maximum of eight community members, a maximum of six industry members, and two Councillors. Members commit to providing consistent representation and carry out specific tasks as designated. A review of the 2023 KAAAC meeting agendas and minutes revealed the following:

- There were six KAAAC meetings held throughout 2023 with an average attendance of 78%.
- One community representative and one industry representative resigned during this period and were not replaced.
- Seven community and three industry representative terms expire in January 2025, therefore the vacant community and industry representative positions will be included during this recruitment round. The terms for the remaining two industry representatives will expire in August 2025.

1.5 KAAAC Achievements – 2024

During 2024, the Committee has continued to focus on improving the physical, mental and social health and wellbeing of our seniors' community. The following information provides an overview of KAAAC activities and contribution to key Council projects throughout 2024:

Topics	Outcomes
Emergency Resilience Pulse Check	The Committee were able to share their issues and challenges that seniors experienced during the intense storm that caused huge outages across the state and how our municipality responded and discussed what new measures would be put in place for next time.
KAAAC Workplan 2024	The Committee agreed on a Mission Statement for the year ahead: "To champion the voice and needs of seniors. Ensuring Knox is a welcoming, inclusive and connected community for all ages, where addressing loneliness and social isolation is a shared priority of Council and community together."
Age-Friendly Knox 2023 Survey	The Committee recognised the benefit of exploring the common themes of Community Safety, Community Transport, Stretching the weekly Budget and Emergency Planning and Preparedness that emerged from the survey.
Draft Knox Community Engagement Policy	A high-level discussion took place, focusing on the Policy itself and covered "What" Council should be doing, e.g., improve inclusivity. Significant feedback was provided and included in the final version of this policy.
Draft Cycling Action Plan	Committee members provided feedback on the draft policy, providing suggestions for improvement, which was included in the final version.
Knox Electronic Gaming Machine Policy	Key questions were posed for feedback on this policy, providing a robust discussion to contribute the further development of this policy.
Draft Age Friendly Cities Evaluation Report	Geoff presented to the committee the Age Friendly Cities Evaluation Report, outlining the 5 year project, and highlighted how impactful this project has been in influencing how Council plans and subsequent programs have been developed, with Age Friendly principles as an intentional focus.

Topics	Outcomes
Check-In on the Workplan 2024	Committee members discussed what else Council needs to be doing to be supporting those experiencing loneliness and isolation.
Family Violence Prevention Discussion	Members engaged in a robust discussion on how family violence presents in our seniors community, with a focus on Elder Abuse.
Knox Central Project	Feedback was provided from the committee on the use of the Open Spaces, what they would like to see from an Active Ageing perspective, and explored themes such as accessibility, mobility, cycling paths, good public transport connections, apartments that are well designed, environmentally sound, quiet spaces, and spaces to interact intergenerationally.
Workplan 2024 Reflection	Review of programs and initiatives that addressed social isolation and loneliness for seniors across the municipality. Discussion then followed about what future programs to consider with the senior community.
Bright Ideas Network Planning	Members provided feedback and brainstormed ideas that were raised in the Bright Ideas Network Planning to assist in further development of programming and planning.
Final Knox Cycling Action Plan, Active Knox Plan: thank you feedback	The teams responsible for the Knox Cycling Action Plan and the Action Knox Plan provided follow up thank you feedback to members of the committee, with detail of how they have incorporated specific feedback provided by the Committee at previous meetings.
Terms of Reference Updates	Key changes were discussed on the Terms of Reference for an effective 2025 year for the incoming new committee, including the overarching purpose of the Committee plus changing the frequency of meetings from 6 per year to 5 per year.
Keeping It Reel Fishing Trip Wrap-Up	Committee were provided with an overall update of the impact of this program, provided to vulnerable men in the Knox community.
2024 Annual Report	Committee reflected on the topics and outcomes achieved in the 2024 year.

1.6 Membership and Period of Membership 2024

KAAAC is required to comprise of a maximum of eight community members, a maximum of six industry members, and two Councillors. Members commit to providing consistent representation and carry out specific tasks as designated. A review of the 2024 KAAAC meeting agendas and minutes revealed the following:

- There were six KAAAC meetings held throughout 2024 with an average attendance of 65%.
- Seven community and three industry representative terms expire in January 2025, plus the vacant community and industry representative positions (one of each) were included during this recruitment round resulting in recruitment of up to eight community and four industry representatives. The terms for the remaining two (industry) representatives will expire in August 2025.
- In line with the Knox Committees Policy, a request will be submitted to the CEO to endorse and approve extending the tenure of these two positions to January 2027 (instead of August 2027) to align with the tenure of the other Committee members.

2. ENGAGEMENT

Council officers invited community members, and 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, and advertising via Seek and Better Impact volunteer website.

Consultation was undertaken when re-drafting the Terms of Reference with Knox Council Governance and the current KAAAC members.

3. SOCIAL IMPLICATIONS

KAAAC continues to be an enabler towards achieving greater civic engagement and participation of the community in Knox by creating a formal structure for the provision of advice, feedback and recommendations to Council and Council officers on topics and issues directly or indirectly affecting seniors and healthy ageing. Topics and issues such as ageism, climate response, community infrastructure, dementia, emergency management, physical activity, technology, and transport. Committee members have taken 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.

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 IMPLICATIONS

The KAAAC provides input and advice to Council on matters relating to environmental and amenity issues as applicable. There are no direct implications as a result of this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Council supports the Committee through a small allocation of resources within Council's annual budget and Long-Term Financial Forecast. Council officers also provide administrative support to this Committee.

7. RISKS

The major risks associated with Council not consulting with the senior community are:

- Stigma and age discrimination – lack of consultation can contribute to stigma and age discrimination against senior individuals further marginalising this population; and
- Public perception – inadequate response to supporting seniors in our community can erode public trust and diminish community support for initiatives aimed at addressing positive and healthy ageing.

The focus of the Active Ageing Advisory Committee is to inform Council on issues impacting seniors and promote active ageing within Council and in the wider community.

8. 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 2.1 - 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. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

Attachment 1 - CONFIDENTIAL – Knox Active Ageing Advisory Committee Selection Panel Appointments 2025-2027 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information being the names and details of prospective committee members which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

ATTACHMENTS

1. Attachment 2 - Terms of Reference KAAAC 2022-2026 [**8.2.1** - 6 pages]
2. Attachment 3 - Terms of Reference KAAAC - marked up 2025-2029 [**8.2.2** - 6 pages]
3. Attachment 4 - Draft Terms of Reference KAAAC 2025-2029 [**8.2.3** - 5 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 2022	Version Number:	1
Review Date:	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.



Knox Active Ageing Advisory Committee

Directorate: Connected Communities

Approval by: Council

Responsible Officer: Age and Dementia-Friendly Communities Project Officer/Positive and Healthy Ageing Program Lead

Approval Date: 28-Jan-2025TBC

Version Number: 1

Review Date: January-20264 years from approval

1. Purpose

The purpose of the Knox Active Ageing Advisory Committee (the Committee) is to provide strategic guidance and stakeholder perspectives to promote positive and healthy ageing for Knox seniors. 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 objectives of the Knox Active Advisory Committee are:

- To report to Council on its work and advise Council of strategic issues from the perspective of senior residents of Knox;
- To assist Council in the development of policy and action planning about issues impacting seniors, such as social and digital isolation, ageism and health complexities;
- To work with Council officers to ensure that Council's policies, programs and protocols reflect the needs and rights of senior residents;
- To provide a central point for Council and the Knox community to identify issues affecting the seniors community; and
- To promote positive and healthy ageing within Council and the wider Knox community.

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 apply via an expression of interest process, including email.

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;

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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.

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The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the Committee. 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 hold a minimum of meet on a bi-monthly basis five times 5 times throughout the year, with the option to schedule a sixth meeting should the need arise. and a 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;
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- (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 current Community Plan, and 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.



Knox Active Ageing Advisory Committee

Directorate:	Connected Communities		
Approval by:	Council	Responsible Officer:	Positive and Healthy Ageing Program Lead
Approval Date:	TBC	Version Number:	1
Review Date:	4 years from approval		

1. Purpose

The purpose of the Knox Active Ageing Advisory Committee (the Committee) is to provide strategic guidance and stakeholder perspectives to promote positive and healthy ageing for Knox seniors.

2. Objectives

The objectives of the Knox Active Advisory Committee are:

- To report to Council on its work and advise Council of strategic issues from the perspective of senior residents of Knox;
- To assist Council in the development of policy and action planning about issues impacting seniors, such as social and digital isolation, ageism and health complexities;
- To work with Council officers to ensure that Council's policies, programs and protocols reflect the needs and rights of senior residents;
- To provide a central point for Council and the Knox community to identify issues affecting the seniors community; and
- To promote positive and healthy ageing within Council and the wider Knox community.

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 on Council's website, digital platforms and through local networks. Applicants must apply via an expression of interest process, including email.

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.

The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the Committee.

3.2 Councillors

Council will appoint Councillor representation annually.

Unless otherwise appointed to the Committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

3.3 Council Officers

Council officers will be nominated to support the Committee by the CEO as required to provide advice and administrative support to the Committee.

4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The Committee provides advice or makes recommendations to Council and staff to assist them in their decision making.



5. Meeting Procedures

The Committee will hold a minimum of 5 meetings throughout the year, with the option to schedule a sixth meeting should the need arise. 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 current Community Plan and Council 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.

8.3 Knox Youth Advisory Committee - Annual Report, Terms of Reference and Recruitment

Final Report Destination: Council
Paper Type: For Decision
Author: Coordinator Youth Services, Katie Scott
Manager: Manager Community Access and Support, Gail Power
Executive: Director Connected Communities, Judy Chalkley

SUMMARY

The Youth Advisory Committee (YAC) is an Advisory Committee to Council with the purpose of providing an opportunity for young people to have a voice and to assist Council with its community engagement processes.

RECOMMENDATION

That Council resolve to:

1. Adopt the Terms of Reference for the Youth Advisory Committee as set out in Attachment 1.
2. Thank all the community members who took the time to apply for the Youth Advisory Committee.
3. Appoint the following 13 applicants to the Youth Advisory Committee 2025, and the return of 12 current members as presented in Confidential Attachment 4.

Name	Category
1	12-16 years
2	16-25 years
3	Community Representative

4. Note the achievements of the Youth Advisory Committee over the past 12 months.
5. Thank the outgoing members of the Youth Advisory Committee for their valuable contributions.
6. That Cr Chris Duncan be appointed to the vacant councillor position on the Youth Advisory effective immediately and until 30 November 2025 in alignment with all Councillor appointments for the current Mayoral year.

1. DISCUSSION

The Youth Advisory Committee (YAC) provides advice to Council concerning issues that affect the lives and wellbeing of young people in Knox.

The aim of the YAC is to:

- Provide the opportunity for young people to give their ideas and opinions relating to the development of Council’s strategic plans and policies;
- Engage in discussion regarding issues that affect young people. These issues will be determined by Council in cooperation with the Committee;
- Participate in the consideration of strategic Council documents, plans and activities;

- Provide input into Council's processes relating to young people where requested (i.e., provide feedback regarding projects to be considered by Council that have an impact on young people); and
- Provide opportunities to develop leadership skills and experience for young people.

This year, eleven (11) meetings have been held covering a wide range of topics. Participation has been in-person for all YAC meetings in 2024. Attendance by YAC members has been good and engagement by members has been outstanding. Feedback received throughout 2024 has been extremely positive and members have provided incredibly valuable feedback to Council officers on the inclusion of youth voice into a range of plans, activities, and programs.

1.1 Reviewing the Terms of Reference

At the YAC meeting held on Wednesday, 20 November 2024, YAC members were asked to provide feedback on their time in the YAC, the Terms of Reference 2021-2024 (as set out in Attachment 3) and were given the opportunity to suggest ideas they had for improving the YAC moving forward.

Overall, feedback of members' experience on the YAC was excellent. Overwhelmingly the young people fed back the YAC was engaging, safe, and they felt their contribution was both valued and heard.

Direct feedback from the young people included:

- "The YAC meetings are amazing and I've found that I can actually help in my community. I've gained confidence and new friendships."
- "I really enjoyed learning more about advocacy and what happens in Knox, and meeting so many wonderful people."
- "My favourite thing about the YAC was contributing to the community's ideas. It felt like my ideas were really getting heard and valued by other people."
- "I met new people with similar interests and learned more about the community. I was able to listen to the problems and develop solutions."
- "I really liked the array of topics we covered, it felt like we focused on some pretty important topics this year!"
- "The group discussions were especially memorable because of how much I learned from other perspectives."

Only minor changes to the Terms of Reference have been recommended by YAC members. Elements which make the YAC unique from other Council Advisory Committees were highlighted as important inclusions for young people including:

- Ensuring a balance of age ranges was maintained;
- YAC members commit to a 12-month term – with the opportunity to extend for a further 12 months;
- YAC members are able to bring guests to meetings; and
- Young people chair each YAC meeting instead of a Councillor.

Minor changes to the Terms of Reference have been recommended, as set out in Attachment 2. These were:

- Minor changes to the membership structure to allow flexibility and accessibility for young people to participate;
- Young people are given the opportunity to record the minutes of the meeting, with support from Council officers; and
- Minor changes to the assessment process.

1.2 Membership Selection Process and recommendations for 2025

The Terms of Reference provide for a total of 25 members of the YAC, in addition of up to two Councillors assigned to the committee.

In November 2024, an extensive recruitment campaign was undertaken to call for applications for vacant positions on the YAC in 2025. Advertising was delivered through social media, local networks and Council's eNews. Applications were submitted online with the Better Impact platform. In total, 25 applications were received in the following categories:

- Young people 12-16 years – 14 applications;
- Young people 16-25 years – ten (10) applications; and
- Community representatives (any age) - one (1) application.

As per the Committee's Terms of Reference, members in their second year of membership in 2024 were required to re-apply for membership if they wished to continue. Their applications have been assessed alongside new applications and all recommended applicants have been included in Confidential Attachment 4. Applications are assessed based upon the applicant's interest, knowledge and expertise relating to youth and community issues.

A Panel was established remotely to finalise the recommendations for YAC membership in 2025. The Panel comprised two (2) Council officers, with recommendations made to the Councillor representatives on the YAC. The above recommendations have been reviewed and approved by the panel. It is proposed 13 applicants be appointed to the YAC for the 2025 calendar year (see Confidential Attachment 4 for applicant details).

Note all recommended applicants over the age of 18 must complete a successful Police Check and Working with Children Check before they can commence their volunteering role as per Council's Volunteer Policy. All applicants involved in YAC are required to complete information and permission forms through Better Impact – and anyone under 18 requires parental permission to participate. This process occurs upon announcement of the successful applicants and will be completed prior to the first meeting in February 2025.

1.3 YAC Highlights, Achievements and Feedback for 2023

In 2024, the YAC met on eleven (11) occasions with nine (9) formal meetings and two (2) informal meetings, and during these meetings engaged with numerous consultations.

These consultations focused on the following topics:

- Council Plan consultation.
- Youth Services Review.
- Knox Cycling Action Plan.
- Active Knox Strategy.

- Heart of Knox Project.
- Review of the Gambling Policy.
- Respectful and healthy relationships.
- Review of the YAC Terms of Reference.

The informal meetings were held in October and December. These meetings focused on providing opportunities for social connection and interaction of the YAC members.

In addition to the feedback summarised above, young people also provided some suggestions on how to improve the YAC meetings in 2025. These suggestions included:

- Providing opportunity for more social connection through providing optional earlier arrival time to accommodate time for networking over a meal;
- Providing more opportunities for young people to build and develop their leadership skills through more formal roles on the YAC including the opportunity to take minutes and continue to chair meetings; and
- More “closing the loop” by adding a regular agenda item each meeting to provide any updates on previous meeting topics.

These suggested improvements have been incorporated into the Terms of Reference as appropriate and will be implemented in 2025.

2. ENGAGEMENT

The Terms of Reference have been developed in consultation with the young people on the YAC in 2024. The topics discussed throughout 2024 were identified through a combination of youth consultation, Councillor Committee members and Council officer identified priorities.

Information calling for applications to join the Knox YAC was placed across various communication channels to engage diverse applications across the representative age range.

3. SOCIAL IMPLICATIONS

Council recognises the importance of effective engagement with young people and supporting young people's own leadership and skills development.

The 2024 YAC has been an active committee willingly providing input and advice to Council on matters relating to young people, their families and guardians. Advice has been provided on policies and programs across the year. The YAC also provides a reference point to identify and hear directly from young people on current issues and concerns for this community cohort.

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 IMPLICATIONS

There are no environmental implications directly associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The annual direct cost for the YAC for 2024 was approximately \$3,000. The primary costs are catering. Officer time to provide administrative support for the YAC is calculated at 0.3 EFT, a combined total for two officers involved in preparing and delivering YAC meetings. All resources are funded within Council's Youth Services operational budget.

7. RISKS

The major risks associated with Council not consulting with young people are:

- Stigma and age discrimination – lack of consultation can contribute to stigma and age discrimination against young people further marginalising this population; and
- Public perception – inadequate response to supporting young people in our community can erode public trust and diminish community support for initiatives aimed at supporting, and building capacity of, young people in our community. The focus of the YAC is to inform Council on issues impacting young people and to ensure a youth voice is considered across Council.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

Officer to summarise any relevant issues child safe considerations and include a detailed analysis in an attachment if required.

Due to the YAC involving young people under the age of 18 years a number of specific child safe considerations are made in the provision of this committee. These include:

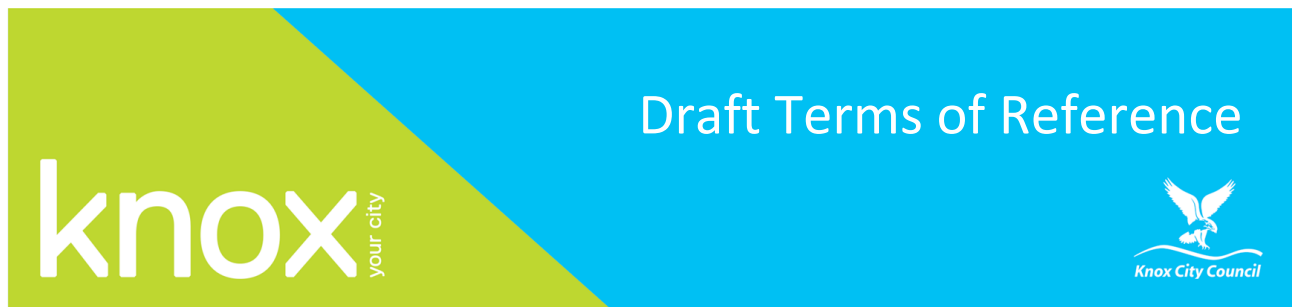
- Two Council officers from the Youth Services team, who hold valid Working with Children Checks, are in attendance at every meeting. These staff are qualified youth workers who are equipped to support young people.
- All Committee members over the age of 18 years are required to hold a valid Working with Children Check and Police Check.
- All YAC meetings are run in a safe and supportive environment, with young people provided with any additional support they may need.
- All Councillors hold a valid Working with Children Check as outlined in the Councillor Child Safe Policy.

11. CONFIDENTIALITY

Attachment 4 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, including Committee members under 18 years old, which would be unreasonable to disclose prior to appointment.

ATTACHMENTS

1. Attachment 1 - Draft Terms of Reference YAC 2025 2028 - clean [**8.3.1** - 5 pages]
2. Attachment 2 - Marked Up - Draft Terms of Reference YAC 2025 2028 [**8.3.2** - 6 pages]
3. Attachment 3 - Terms of Reference YAC 2021 2024 [**8.3.3** - 6 pages]



Youth Advisory Committee

Directorate:	Connected Communities	Responsible Officer:	Youth Services Coordinator
Approval Date:	TBC	Committee Group:	Youth Advisory Committee
Review Date:	3 years from approval		

1. Purpose

The purpose of the Youth Advisory Committee (the Committee) is to assist Council with its community engagement processes and provide valuable information to support the decision making of Council. The establishment of the Committee supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.

2. Objectives

The Youth Advisory Committee (YAC) ensures that a youth perspective is considered on issues that affect the lives and wellbeing of local young people.

It also:

- provides an opportunity for young people to give their ideas and opinions about Council's plans and policies
- discusses issues that affect young people
- takes part in the consideration of strategic Council documents, plans and activities
- provides input into Council processes that relate to young people
- provides opportunities to develop young people's leadership skills and experience. Ten

3. Membership, Period of Membership and Method of Appointment

The YAC shall comprise the following:

- A maximum of 20 young community members under the age of 25 years; ideally with a distribution of:
 - Ten (10) members 12-16 years
 - Ten (10) members 16-25 years
- A maximum of five (5) community members
- A minimum of one (1) Councillor
- A maximum of 25 members on the YAC

3.1 Selection and Recruitment of Community Members



The process to appoint community members will be advertised on Council's website, digital platforms and through local networks. Applicants must apply via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of issues impacting young people within the municipality, and a passion for youth voice and youth participation.

The approach and method for appointing representatives will include the following:

- Committee members will be selected by a panel comprising 2 Council Officers from the relevant service unit, and where possible, 1-2 young people; this panel will then make recommendations to the Councillor/s appointed to the YAC for endorsement;
- Members will be appointed for an initial 12 month term, with the option of extending their term for a further 12 month period;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than 6 years will be considered on a case-by-case basis;
- Council will be responsible for appointing all Councillor and community members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

The committee may invite observers to meetings from time to time. This is at the discretion of the committee.

All members of the YAC will be eligible to bring a guest to formal committee meetings. Guests will be able to participate in discussions and consultations. This is at the discretion of the committee.

All elected representatives, over the age of 18 years, who are Council volunteers are required to hold a valid Working with Children Check, complete a Police Check and prescribed Child Safe Training and any other training required by Council within their term on an Advisory Committee. This is a legislative requirement as part of reforms from the State Government to ensure all Committee representatives are aware of child safety practices in the event a relevant issue arises.

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 11 times per year and an annual schedule of meetings will be shared 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 reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as practicable on a consensus basis.

6. Chair

The position of Chairperson shall rotate at each meeting, the YAC will nominate a chairperson from the members for each meeting. Wherever possible these positions are to be performed by a youth member.

If the volunteer Chairperson is not forthcoming at a meeting, in the first instance a Councillor shall be appointed Chairperson. In the absence of any 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.

Meeting notes will be taken at each meeting by a youth member. This position of minute taker will rotate at each meeting and will be supported by the Council officers present.

The Council Officers must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the committee.

Meeting notes must be:

- (a) distributed to all Committee Members within 14 days of the meeting; and
- (b) submitted to the next meeting of the Committee for information.



8. Voting

As this is an advisory committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed, the differing opinions should be clearly expressed in the notes of the meeting.

9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

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 section 131 of the Local Government Act 2020 and Chapter 5 of the Council's Governance Rules.

Councillors must:

- disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- absent themselves from any discussion of the matter; and
- as soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Typically, where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the 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 the Committee must agree to participate in training on the Conflict and Interest provisions. Training shall be provided in consultation with Council's Governance team.

10. Planning and Reporting

The Committee will prepare a formal report on an annual basis in line with their stated objectives. The report should directly reflect the objectives of the Committee as set out in the Terms of Reference. This 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 Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Councillor/s in the first instance, and then Councils Communication team if deemed necessary, and should take care not to respond as a representative of the committee.

13. Review Date

The Committee must be reviewed on a regular basis, with a review date generally not exceeding a four (4) year period. If the Committee continues to have 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 precede, follow or extend through normal mealtimes. The provision of meals will be determined by the CEO or delegate and be within the capacity of the relevant department's budget.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.



Youth Advisory Committee

Directorate:	Connected Communities	Responsible Officer:	Team Leader Youth Participation and Counselling Youth Services Coordinator
Approval Date:	20.12.2021 TBC	Committee Group:	Youth Advisory Committee
Review Date:	20.12.2024 3 years from approval		

1. Purpose

~~The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.~~

The purpose of the Youth Advisory Committee (~~YAC~~the Committee) is to assist Council with its community engagement processes and provide valuable information to support the decision making of Council. The establishment of the ~~YAC~~Committee supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.

2. Objectives

The Youth Advisory Committee (YAC) ensures that a youth perspective is considered on issues that affect the lives and wellbeing of local young people.

It also:

- provides an opportunity for young people to give their ideas and opinions about Council's plans and policies
- discusses issues that affect young people
- takes part in the consideration of strategic Council documents, plans and activities
- provides input into Council processes that relate to young people
- provides opportunities to develop young people's leadership skills and experience.

~~The YAC aligns with the Council Plan 2021-2025 under the Key Direction of Civic Engagement and Integrity.~~

~~Advisory Committees when established under this policy will be aligned to one of the following groups:~~

- ~~Life Stages Group~~
- ~~Sustainable Development Group~~
- ~~Inclusive, Active and Creative Community Groups~~
- ~~Grants Evaluation Group~~

~~Whilst the individual committees will meet at the designated times within its Terms of Reference each 'group' will meet once annually, this will generally be between October to December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:~~



- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.

In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April and May each year and will be coordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

3. Membership, Period of Membership and Method of Appointment

The YAC shall comprise the following:

- A maximum of 20 young community members under the age of 25 years; ideally with a distribution of:
 - Ten (10) youth members (12-167 years) members
 - Ten (10) youth members (168-25 years) members
- A maximum of five (5) community and/or industry members (including any relevant government agency representatives) members
- A minimum of one (1)2 Councillors
- Additional agency representatives will be invited to attend a once-off YAC meeting, dependent on the agenda
A maximum of 25 members on the YAC

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council's website, digital platforms internet site (including social media) and through local networks. Applicants must make application apply via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of issues impacting young people within the municipality, and a passion for youth voice and youth participation.

The approach and method for appointing representatives will include the following:

- Committee members will be selected by a panel comprising 2 Council Officers from the relevant service unit, and where possible, 1-2 young people; this panel will then make recommendations to the Councillor/s appointed to the YAC for endorsement; Community and professional/ industry members will be selected by a panel comprising a Councillor, 2 Council Officers from the relevant service unit, and where possible, two young people;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for an initial 12 month term, with the option of extending their term for a further 12 month period;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than six (6) years will be considered on a case-by-case basis;
- Council will be responsible for appointing all Councillor and, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.



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.

The committee may invite observers to meetings from time to time. This is at the discretion of the committee.

All members of the YAC will be eligible to bring a guest to formal committee meetings. Guests will be able to participate in discussions and consultations. This is at the discretion of the committee.

All elected representatives, **over the age of 18**, who are Council volunteers **and industry representatives** are required to **undertake hold a valid Working with Children Check, complete a Police Check and** prescribed Child Safe Training and any other training required by Council within their term on an Advisory Committee. This is a legislative requirement as part of reforms from the State Government to ensure all Committee representatives are aware of child safety practices in the event a relevant issue arises. **This requirement relates to the following Committees who have volunteer and community members: Early Years Advisory Committee, Youth Advisory Committee, Active Ageing Committee, Environment Committee, Community, Safety, Health and Wellbeing Committee, City Futures Committee, Disability Committee, Multicultural Committee, Arts and Culture Committee and the Community Development Fund Panel.**

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 monthly basis 11 times per year and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also participate in the 6 monthly Group Meetings and the annual advisory committee Forum.



The committee is not required to give public notice of its meetings and its meetings are not open to the public.

~~It is expected that each member will attend at least 50% of annual meetings. If a member attends less than 50% of meetings annual and Council has not received a formal apology from the member, Council has the ability to appoint a replacement member if deemed necessary.~~

~~It is acknowledged with a large age range of members a variety of engagement and consultation methods will be appropriate and some topics of a sensitive nature may require additional support from Council officers.~~

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 reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall rotate at each meeting, the YAC will nominate a chairperson from the members for each meeting. Wherever possible these positions are to be performed by a youth member. ~~A Councillor shall be appointed to mentor the youth chair, and this role is to be reviewed annually immediately following Councillor appointments to committees. The position of mentor is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the mentor.~~

If the volunteer Chairperson is not forthcoming at a meeting, in the first instance ~~a the mentor~~ Councillor shall be appointed Chairperson, ~~or any other Councillor representative/s~~. 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)~~ 7 days before the time fixed for the holding of the meeting ~~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 6 days in advance.~~

Meeting notes will be taken at each meeting by a youth member. This position of minute taker will rotate at each meeting and will be supported by the Council offers present.

~~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.



~~MDraft~~ meeting notes must be:

- ~~(a) — submitted to the Committee Chairperson for confirmation within 7 days of the meeting;~~
- ~~(ab) distributed to all Committee Members following confirmation from the Chairperson and~~ within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

~~In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:~~

- ~~• the information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or~~
- ~~• the public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest.~~

8. Voting

As this is 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 his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the ~~Panel 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 section 131 of the ~~Local Government Act 2020 Act~~ and Chapter 5 of the Council's Governance Rules.

Councillors must:

- disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- absent themselves from any discussion of the matter; and
- as soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

~~Typically, w~~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 ~~Group Committee~~, they must disclose the matter to the ~~group Committee~~ before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee shall participate in training on the ~~Conduct Conflict~~ and Interest provisions which will be run a minimum of annually by the Governance team.



10. Planning and Reporting

The ~~C~~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 ~~C~~committee as set out in the Terms of Reference. ~~Once adopted by the committee the~~ This 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~~ Councillor/s in the first instance, and then Councils Communication team if deemed necessary, and should take care not to respond as a representative of the committee.

13. Review Date

The ~~committee will sunset after 4 years. Committee must be reviewed on a regular basis, with a review date generally not exceeding a four (4) year period.~~ If the ~~C~~committee continues to have a relevant function at the end of the standard review period, a report must be presented to Council ~~prior to this date that includes~~ a review of the ~~C~~committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity for a further period.

14. Meals

Council will provide reasonable meals for the Committee meetings at times that immediately precede, follow or extend through normal mealtimes. The provision of refreshments-meals during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy will be determined by the CEO or delegate and be within the capacity of the relevant department's budget.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.



Youth Advisory Committee

Directorate:	Connected Communities	Responsible Officer:	Team Leader Youth Participation and Counselling
Approval Date:	20.12.2021	Committee Group:	Youth Advisory Committee
Review Date:	20.12.2024		

1. Purpose

The function of this Advisory Committee is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's goals and strategies under the Community and Council Plan.

The purpose of the Youth Advisory Committee (YAC) is to assist Council with its community engagement processes and provide valuable information to support the decision making of Council. The establishment of the YAC supports Council's commitment to engage with its community on issues that affect the lives and wellbeing of its young people.

2. Objectives

The YAC ensures that a youth perspective is considered on issues that affect the lives and wellbeing of local young people.

It also:

- provides an opportunity for young people to give their ideas and opinions about Council's plans and policies
- discusses issues that affect young people
- takes part in the consideration of strategic Council documents, plans and activities
- provides input into Council processes that relate to young people
- provides opportunities to develop young people's leadership skills and experience.

The YAC aligns with the Council Plan 2021-2025 under the Key Direction of Civic Engagement and Integrity.

Advisory Committees when established under this policy will be aligned to one of the following groups:

- Life Stages Group
- Sustainable Development Group
- Inclusive, Active and Creative Community Groups
- Grants Evaluation Group

Whilst the individual committees will meet at the designated times within its Terms of Reference each 'group' will meet once annually, this will generally be between October to December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and



- Identify synergies between groups and links to progressing the Community and Council Plan.

In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The 'annual advisory committee' sessions will generally be held between April and May each year and will be coordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

3. Membership, Period of Membership and Method of Appointment

The YAC shall comprise the following:

- A maximum of 20 community members
 - 10 youth (12-17 years) members
 - 10 youth (18-25 years) members
- A maximum of 5 community and/or industry members (including any relevant government agency representatives)
- 2 Councillors
- Additional agency representatives will be invited to attend a once-off YAC meeting, dependent on the agenda

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council's internet site (including social media) and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of issues impacting young people within the municipality, and a passion for youth voice and youth participation.

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, 2 Council Officers from the relevant service unit, and where possible, two young people;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for an initial 12 month term, with the option of extending their term for a further 12 month period;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

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.

The committee may invite observers to meetings from time to time. This is at the discretion of the committee.



All members of the YAC will be eligible to bring a guest to formal committee meetings. Guests will be able to participate in discussions and consultations. This is at the discretion of the committee.

All elected representatives who are Council volunteers and industry representatives are required to undertake prescribed Child Safe Training and any other training required by Council within their term on an Advisory Committee. This is a legislative requirement as part of reforms from the State Government to ensure all Committee representatives are aware of child safety practices in the event a relevant issue arises. This requirement relates to the following Committees who have volunteer and community members: Early Years Advisory Committee, Youth Advisory Committee, Active Ageing Committee, Environment Committee, Community, Safety, Health and Wellbeing Committee, City Futures Committee, Disability Committee, Multicultural Committee, Arts and Culture Committee and the Community Development Fund Panel.

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.

5. Meeting Procedures

The committee will meet on a monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year. The committee will also participate in the 6 monthly Group Meetings and the annual advisory committee Forum.

The committee is not required to give public notice of its meetings and its meetings are not open to the public.

It is expected that each member will attend at least 50% of annual meetings. If a member attends less than 50% of meetings annual and Council has not received a formal apology from the member, Council has the ability to appoint a replacement member if deemed necessary.

It is acknowledged with a large age range of members a variety of engagement and consultation methods will be appropriate and some topics of a sensitive nature may require additional support from Council officers.

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 reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall rotate at each meeting, the YAC will nominate a chairperson from the members for each meeting. Wherever possible these positions are to be performed by a youth member. A Councillor shall be appointed to mentor the youth chair, and this role is to be reviewed annually immediately following Councillor appointments to committees. The position of mentor is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the mentor.

If the volunteer Chairperson is not forthcoming at a meeting, in the first instance the mentor Councillor shall be appointed Chairperson, or any other Councillor representative/s. 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 7 days before the time fixed for the holding of the meeting 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 6 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.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- the information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- the public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest.



8. Voting

As this is 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 his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Panel 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 section 131 of the 2020 Act 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 Group, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

10. Reporting

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 should take care not to respond as a representative of the committee.

13. Review Date

The committee will sunset after 4 years. If the committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

14. Meals

The provision of refreshments during the course of a committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.

9 Supplementary Items

10 Notices Of Motion

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items