



KNOX CITY COUNCIL

MINUTES

Ordinary Meeting of Council

Held at the
Civic Centre

511 Burwood Highway

Wantirna South

On

Monday, 25 September 2017

KNOX CITY COUNCIL**MINUTES FOR THE ORDINARY MEETING OF COUNCIL HELD AT THE
CIVIC CENTRE, 511 BURWOOD HIGHWAY, WANTIRNA SOUTH****ON
MONDAY 25 SEPTEMBER 2017 AT 7.01 P.M.****PRESENT:**

<i>Cr D Pearce (Mayor & Chairperson)</i>	<i>Taylor Ward</i>
<i>Cr J Mortimore (Deputy Mayor)</i>	<i>Chandler Ward</i>
<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr J Taylor</i>	<i>Collier Ward</i>
<i>Cr A Gill</i>	<i>Dinsdale Ward</i>
<i>Cr J Keogh</i>	<i>Dobson Ward</i>
<i>Cr T Holland</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr T Doyle</i>	<i>Chief Executive Officer</i>
<i>Dr I Bell</i>	<i>Director – Engineering & Infrastructure</i>
<i>Mr A Kourambas</i>	<i>Director - City Development</i>
<i>Mr M Fromberg</i>	<i>Director – Corporate Development</i>
<i>Ms K Stubbings</i>	<i>Director – Community Services</i>
<i>Ms F Cousins</i>	<i>Manager - Governance & Innovation</i>

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

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

BUSINESS:**Page Nos.****1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE***Nil.***2. DECLARATIONS OF CONFLICT OF INTEREST**

Pursuant to Section 79 of the Local Government Act 1989 (the Act), Councillor Mortimore declared an indirect interest due to conflicting duties pursuant to Section 78(b) of the Act in Item 9.1 – Community Development Fund Evaluation Panel Recommendations on the grounds that he holds office in a community organisation which is recommended to receive a CDF grant.

Pursuant to Section 79 of the Local Government Act 1989 (the Act), Councillor Pearce declared an indirect interest by close association pursuant to Section 78 of the Act in Item 10.2 – Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent Lysterfield on the grounds that he personally knows applicant on a personal and commercial basis.

3. CONFIRMATION OF MINUTES

MOVED: CR. KEOGH
SECONDED: CR. COOPER

- 3.1 *Confirmation of Minutes of Ordinary Meeting of Council held on Monday 28 August 2017.*

CARRIED

MOVED: CR. KEOGH
SECONDED: CR. COOPER

- 3.2 *Confirmation of Minutes of Strategic Planning Committee Meeting held on Monday 11 September 2017.*

CARRIED

4. PETITIONS AND MEMORIALS*Nil.***5. REPORTS BY COUNCILLORS**

- | | | |
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| 5.1 | <i>Committees & Delegates</i> | 1. |
| 5.2 | <i>Ward Issues</i> | 1. |

6. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CITY DEVELOPMENT GROUP

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| | All Wards | |
| 6.1 | Report Of Planning Applications Decided Under Delegation (160/1/06) | 6. |
| | All Wards | |
| 6.2 | Response to Call Up Item – Shower Head Replacement Program and Energy Monitoring Options | 14. |

7. PUBLIC QUESTION TIME

(Following the completion of business relating to Item 6, City Development, the business before the Council Meeting will be deferred to consider questions submitted by the public). **20.**

9. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE COMMUNITY SERVICES GROUP

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8. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE ENGINEERING & INFRASTRUCTURE GROUP

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9. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE COMMUNITY SERVICES GROUP

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10. CONSIDERING AND ORDERING UPON OFFICERS' REPORTS WITHIN THE CORPORATE DEVELOPMENT GROUP

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14.1	<i>Urgent Business</i>	353.
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14.2.3	<i>Graffiti Management Framework</i>	355.
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14.2.5	<i>Solar Panels and Electricity Generation</i>	357.
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TONY DOYLE
CHIEF EXECUTIVE OFFICER

5. REPORTS BY COUNCILLORS

5.1 Committees & Delegates

5.1.1 COUNCILLOR JAKE KEOGH

Councillor Keogh attended the following Meetings

- Mountain District Learning Centre
- Municipal Association of Victoria – Alliance for 2017-2018
- Recreation and Leisure Liaison Group
- Eastern Health High Tea – Celebrating Birth of Angliss Hospital's 100,000th Baby
- Young Leaders Program
- Upper Ferntree Gully Football Club Presentation Night
- Arts and Culture Advisory Committee
- Ferntree Gully North Primary School Award Presentations
- Knox Historical Society 52nd Annual General Meeting
- Ferntree Gully Cemetery Trust Special Committee
- Boronia EACH Site Re-opening
- Video Launch – Body Safety for Young Children

5.1.2 COUNCILLOR JACKSON TAYLOR

Councillor Taylor attended the following Meetings

- Marie Wallace Bayswater Park Reference Committee
- Recreation and Leisure Liaison Group
- Community Safety Advisory Committee
- Wantirna South Junior Football Club
- Arts and Culture Advisory Committee
- Municipal Association of Victoria – Meeting Procedures Training
- Collier Ward Reception
- Video Launch – Body Safety for Young Children

5.1 Committees & Delegates (cont'd)

5.1.3 COUNCILLOR LISA COOPER

Councillor Cooper attended the following Meetings

- Knox Central Advisory Committee
- Holy Trinity Primary School – One Tree per Child – Tree Planting and Certificate presentation
- Mayor and Councillor Pop Up - as a result of missing last month's meeting, due to an injury, Councillor Cooper missed the opportunity to discuss the Councillor Pop-Up event held in her ward last. The event was well attended by specific groups and passers-by who put forward ideas and thanked Council for the work they are doing. Councillor Cooper extended her thanks to the Mayor, Councillor Pearce for attending on the day and noted that it was a really good experience and a great way to engage with the community.

5.1.4 COUNCILLOR PETER LOCKWOOD

Councillor Lockwood attended the following Meetings

- Arts and Culture Advisory Committee
- Eastern Transport Coalition
- Eastern Lions Football Club Presentation
- Municipal Association of Victoria
- Metro East Regional Meeting
- Eastern Affordable Housing Alliance
- Ferntree Gully Cemetery Trust Special Committee
- Video Launch – Body Safety for Young Children
- Virtual Group Fitness Launch – "Flick the Switch"
- Boronia Site Opening EACH

5.1.5 COUNCILLOR ADAM GILL

Councillor Gill attended the following Meetings

- Marie Wallace Park Committee Meeting

5.1 Committees & Delegates (cont'd)

5.1.6 COUNCILLOR NICOLE SEYMOUR

Councillor Seymour attended the following Meetings

- Scoresby Striders Little Athletics Club
- Scoresby Junior Football Club Presentations
- Knox Scouts Annual Report and Presentation Night
- Peppertree Hill Retirement Village 30th Birthday Celebration

5.1.7 COUNCILLOR JOHN MORTIMORE

Councillor Mortimore attended the following Meetings

- Municipal Association of Victoria – Alliance for 2017-2018
- Municipal Association of Victoria Environment Committee
- Active Ageing Advisory Committee
- Video Launch – Body Safety for Young Children
- Re-launch of the Alliance for Gambling Reform
- Ride to Work Event at Carrington Primary School

5.1.8 COUNCILLOR DARREN PEARCE (MAYOR)

Councillor Pearce attended the following Meetings

- Mayors Meeting with Minister D'Ambrosio – Eastern Metropolitan Partnership
- Submissions Hearing – Proposed Sale of part Wellington Road Reserve and Part 889R Wellington Road, Rowville
- Volunteer Recognition Day Luncheon
- Eastern Metropolitan Partnership Annual Assembly
- Eastern Health High Tea – Celebrating Birth of Angliss Hospital's 100,000th Baby
- Emmaus College Debutante Ball
- Eildon Park Cricket Club
- Radio Eastern FM Interview
- Municipal Association of Victoria – Metro East Representatives, Mayors and CEOs Regional Meeting
- 2017 Aston Community Awards Presentation Evening
- Knox Historical Society 52nd Annual General Meeting
- Virtual Group Fitness Launch – "Flick the Switch"
- Video Launch – Body Safety for Young Children
- Eastern Football League 2017 Grand Final Lunch

5.2 Ward Issues

5.2.1 COUNCILLOR KEOGH (DOBSON WARD)

- Councillor Keogh raised the issue of cars speeding down Frances Crescent and discussed the possibility of Council investigating the installation of speed humps or other speed mitigation devices.
- Councillor Keogh also discussed the end of the football season and the excellent results achieved in Dobson Ward with the Ferntree Gully Eagles All Abilities Team winning their grand final and two girls from the club being involved with the Eastern Region Girls Football League. Councillor Keogh also presented Council with a certificate of appreciation from the Upper Ferntree Gully Football Club for all the support Council has provided the club.

5.2.2 COUNCILLOR TAYLOR (COLLIER WARD)

- Councillor Taylor raised the issue of dog parks within the City of Knox and discussed how many families have approached him stating they are positive areas to congregate and be active. Councillor Taylor continued by stating he is excited that Council is mapping out appropriate places for dog parks.
- Councillor Taylor also discussed the works occurring in Collier ward; many in partnership with other organisations or levels of government. Councillor Taylor noted that the stage 1 of the Templeton Reserve Masterplan is progressing and will be going out to tender shortly. Further, the upgrades to the intersection of Mountain Highway and Boronia Road are still underway with the installation of warning lights; which are integral to pedestrian safety.

5.2.3 COUNCILLOR LISA COOPER (SCOTT WARD)

- Cr Cooper noted that many football clubs within the municipality are doing very well. In particular the Knox Falcons won the EFL Division 2 Senior Grand Final against Doncaster East; 48 points to 9.

5.2.4 COUNCILLOR PETER LOCKWOOD (BAIRD WARD)

- Councillor Lockwood stated that it is all good in Baird Ward at the moment. Councillor Lockwood also took the opportunity to congratulate Richmond Tigers and the Melbourne Storm for making it into their respective grand finals.

5.2 Ward Issues (cont'd)**5.2.5 COUNCILLOR ADAM GILL (DINSDALE WARD)**

- Councillor Gill made his fellow Councillors aware of a planning application for a nine storey apartment building on the corner of Mountain Highway and Valentine Street. Councillor Gill noted that he had the opportunity to call this application into Council but determined it was not required as Council officers had already determined to refuse the application under delegation.

5.2.6 COUNCILLOR JOHN MORTIMORE (CHANDLER WARD)

- Cr Mortimore discussed an incident in The Basin where a 4 year old let go of their mothers hand and ran across the street and got hit by a car. Councillor Mortimore stated that this was a traumatic event for all involved and took the opportunity to remind everyone that it can only take a second to lose sight of a child.
- Councillor Mortimore informed his fellow Councillors that preparation for 'The Basin Big' day is currently underway. On 19 November, The Basin fire brigade will celebrate its 90th birthday and The Basin Village celebrating 150 years. Celebrations will include a concert in the park.

5.2.7 COUNCILLOR DARREN PEARCE (TAYLOR WARD)

- Councillor Pearce noted that a planning application for the construction of twenty two double storey dwellings at 24-26 Taylors Lane, Rowville has been refused by Council officers under delegation.

ALL WARDS**6.1 REPORT OF PLANNING APPLICATIONS DECIDED UNDER DELEGATION**

SUMMARY: *Manager – City Planning & Building (Paul Dickie)*

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

RECOMMENDATION

That the planning applications decided under delegation report (between 1 August to 31 August 2017) be noted.

REPORT

Details of planning applications decided under delegation from 1 August to 31 August 2017 are attached. The applications are summarised as follows:

Application Type	No
Building & Works: Residential	10
Other	6
Units	27
Subdivision	23
Tree Removal/Pruning	16
Single Dwelling	3
Signage	3
Aged Care Facility	1
Boundary Realignment	1
Pool	1
TOTAL	91

COUNCIL RESOLUTION

MOVED: CR. KEOGH

SECONDED: CR. TAYLOR

That the planning applications decided under delegation report (between 1 August to 31 August 2017) be noted.

CARRIED

Knox City Council
Planning Applications Decided by Responsible Officer

1 – 31 August 2017

Ward	No/Type	Address	Description	Decision
Baird	2017/6431	3 Damar Avenue BORONIA VIC 3155	2 Lot Subdivision (Approved Unit Site)	3/08/2017 Approved
Baird	2017/6349	58 Burke Road FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Site)	3/08/2017 Approved
Baird	2017/6092	112A Boronia Road BORONIA VIC 3155	Electronic Business Identification Sign	9/08/2017 Refused
Baird	2017/6352	36 Paton Crescent BORONIA VIC 3155	Four lot subdivision (Approved Unit Site)	10/08/2017 Approved
Baird	2017/6166	12 Marville Court BORONIA VIC 3155	The construction of a double storey dwelling to the rear of the existing	16/08/2017 Approved
Baird	2017/6491	28 Rankin Road BORONIA VIC 3155	Removal of 3 trees (Eucalyptus cephalocarpa, Corymbia ficifolia, Eucalyptus globulus)	28/08/2017 Approved
Baird	2017/6282	191 Scoresby Road BORONIA VIC 3155	Six lot subdivision (Approved Unit Site)	29/08/2017 Approved
Baird	2017/6382	7 Pine Crescent BORONIA VIC 3155	Five (5) lot subdivision (Approved Unit Site)	24/08/2017 Approved
Baird	2017/6419	15 Falconer Road BORONIA VIC 3155	Three lot subdivision (Approved Unit Site)	31/08/2017 Approved
Baird	2017/9120	11 Murene Court BORONIA VIC 3155	Boundary re-alignment	28/08/2017 Approved
Baird	2017/6390	12 Park Crescent BORONIA VIC 3155	Seven lot subdivision (Approved unit site)	29/08/2017 Approved
Baird	2017/6363	6 Rawlings Avenue FERNTREE GULLY VIC 3156	Three (3) lot subdivision (Approved Unit Site)	25/08/2017 Approved
Chandler	2016/6623	10 Stewart Street BORONIA VIC 3155	Subdivision of the land into 6 lots in 2 stages, Vegetation Removal, Construction Works for the Subdivision and External Site Fencing	1/08/2017 Notice of Decision
Chandler	2017/9107	42 Daffodil Road BORONIA VIC 3155	Removal of one (1) Eucalyptus nicholii tree	2/08/2017 Approved
Chandler	2017/6140	46 Democrat Drive THE BASIN VIC 3154	Addition to existing dwelling	3/08/2017 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2017/9111	2A Pascoe Road BORONIA VIC 3155	Carport	8/08/2017 Approved
Chandler	2016/6920	141 Basin-Olinda Road THE BASIN VIC 3154	Construction of a storage shed, associated earthworks and vegetation removal	8/08/2017 Refused
Chandler	2017/6443	4 Hilda Avenue BORONIA VIC 3155	Removal of Three (3) Melaleuca styphelioides (Prickly Paperbark trees)	9/08/2017 Approved
Chandler	2017/6450	21 Harewood Close BORONIA VIC 3155	Removal of four trees (Pittosporum tenuifolium, Eucalyptus mannifera, Eucalyptus pulchella, Eucalyptus cladocalyx Nana) and prune two trees (Eucalyptus mannifera, Eucalyptus obliqua)	9/08/2017 Approved
Chandler	2016/6413	158 & 160 Albert Avenue BORONIA VIC 3155	Construction of one double storey dwelling and one single storey dwelling and associated vegetation removal.	18/08/2017 Notice of Decision
Chandler	2017/9118	56 Landscape Drive BORONIA VIC 3155	Remove one XCupressocyparis leylandii tree	18/08/2017 Approved
Chandler	2017/6335	1/3 Carnarvon Avenue THE BASIN VIC 3154	Construction of dwelling additions	9/08/2017 Approved
Chandler	2017/6466	66 Elsie Street BORONIA VIC 3155	Buildings and works including additions to the existing dwelling and construction of a shed	22/08/2017 Approved
Chandler	2017/6484	1/1 Aster Street THE BASIN VIC 3154	Remove trees (Betula pendula, Gleditsia triacanthos, 4 x Cupressus sempervirens Stricta)	18/08/2017 Approved
Chandler	2017/6107	8 Shalimar Crescent BORONIA VIC 3155	Develop the land for a single storey dwelling to the rear of the existing dwelling	9/08/2017 Approved
Chandler	2017/9125	55 Mount View Road BORONIA VIC 3155	Remove one tree (Corymbia callophylla)	30/08/2017 Approved

Ward	No/Type	Address	Description	Decision
Chandler	2017/6432	10 Snow Court THE BASIN VIC 3154	Removal of five (5) trees (Grevillea robusta, Corymbia ficifolia Liquidambar styraciflua, Ulmus x hollandica and Eucalyptus nicholii) and the pruning of one (1) tree (Schinus ariera.)	10/08/2017 Approved
Chandler	2017/9123	4 Hilda Avenue BORONIA VIC 3155	Steel shed	29/08/2017 Approved
Chandler	2017/6250	1 & 2/5 Lynette Street BORONIA VIC 3155	Development of the land for two (2) double storey dwellings	28/08/2017 Notice of Decision
Chandler	2017/6489	310 Dorset Road BORONIA VIC 3155	Removal of one Eucalyptus cephalocarpa	28/08/2017 Approved
Collier	2016/6760	620 Boronia Road WANTIRNA VIC 3152	2 Lot subdivision (Approved Unit Site)	1/08/2017 Approved
Collier	2017/9110	33 Jessica Close WANTIRNA SOUTH VIC 3152	Two (2) lot subdivision	4/08/2017 Approved
Collier	2017/6231	4 Baudelaire Avenue WANTIRNA VIC 3152	The construction of two (2) dwellings on the land and two (2) lot subdivision	9/08/2017 Notice of Decision
Collier	2017/6066	69 Alderford Drive WANTIRNA VIC 3152	Construction of a two storey dwelling to the rear of the existing dwelling	9/08/2017 Notice of Decision
Collier	2017/9116	11 St Davids Drive WANTIRNA VIC 3152	2 Lot Subdivision	17/08/2017 Approved
Collier	2017/6224	27 St Davids Drive WANTIRNA VIC 3152	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land	11/08/2017 Notice of Decision
Collier	2017/6205	554 Boronia Road WANTIRNA VIC 3152	Development of the land for five (5) three-storey dwellings and alteration of access to a road in a Category 1 Road Zone.	23/08/2017 Notice of Decision
Collier	2017/6064	323 Wantirna Road WANTIRNA VIC 3152	Development of the land for the construction of seven (7) three storey dwellings and alterations to access to a Road Zone Category 1	22/08/2017 Notice of Decision
Collier	2017/6389	21 Inchcape Avenue WANTIRNA VIC 3152	Two lot subdivision (Approved Unit Site)	24/08/2017 Approved

Ward	No/Type	Address	Description	Decision
Collier	2017/6116	553, 555 & 557 Boronia Road WANTIRNA VIC 3152	Construction of twelve (12) two storey and four (4) three storey dwellings, reduction in visitor car parking requirements and alteration of access to a Road Zone Category 1	30/08/2017 Notice of Decision
Dinsdale	2016/6897	259 Stud Road WANTIRNA SOUTH VIC 3152	Development of the land for seven (7) dwellings in a three storey building and alterations to access in a Road Zone Category 1	3/08/2017 Notice of Decision
Dinsdale	2016/6911	1 Newman Road WANTIRNA SOUTH VIC 3152	The construction of six (6) three storey dwellings and one (1) two storey dwelling (total seven (7) dwellings)	16/08/2017 Notice of Decision
Dinsdale	2017/6375	10 & 12 Elm Street BAYSWATER VIC 3153	Seventeen lot subdivision (Approved Development Site)	17/08/2017 Approved
Dinsdale	2017/6418	183 Stud Road WANTIRNA SOUTH VIC 3152	Six Lot subdivision (Approved Unit Site)	30/08/2017 Approved
Dinsdale	2017/6391	8 Roy Court BORONIA VIC 3155	Three lot subdivision (Approved Unit Site)	24/08/2017 Approved
Dobson	2017/9109	155 Underwood Road FERNTREE GULLY VIC 3156	Removal of one Photinia serratifolia tree	3/08/2017 Approved
Dobson	2017/6440	22 George Street FERNTREE GULLY VIC 3156	Removal of trees (Acacia melanoxylon, dead tree and the pruning of the Quercus canariensis and Eucalyptus obliqua)	3/08/2017 Approved
Dobson	2017/6414	55 Heritage Way LYSTERFIELD VIC 3156	Car garage extension	7/08/2017 Approved
Dobson	2017/6061	546-550 Lysterfield Road LYSTERFIELD VIC 3156	Addition to an Existing Produce Store	4/08/2017 Approved
Dobson	2017/6211	150 Underwood Road FERNTREE GULLY VIC 3156	Construction of new carparks on eastern and western side of Ferntree Gully Station. Works include earthworks, stormwater, asphalt pavement, concrete kerb and footpath.	7/08/2017 Notice of Decision

Ward	No/Type	Address	Description	Decision
Dobson	2017/6278	5 Salina Rise FERNTREE GULLY VIC 3156	Buildings and Works (Construction of new dwelling)	7/08/2017 Approved
Dobson	2017/9115	17 Bowen Street FERNTREE GULLY VIC 3156	Two lot subdivision	16/08/2017 Approved
Dobson	2017/6354	38 Olivebank Road FERNTREE GULLY VIC 3156	Development of a single storey dwelling	17/08/2017 Approved
Dobson	2017/9117	8 Johns Street UPPER FERNTREE GULLY VIC 3156	Removal of one Syzygium paniculatum tree	17/08/2017 Approved
Dobson	2017/6359	51 Blackwood Park Road FERNTREE GULLY VIC 3156	Construction of a single storey dwelling and removal of three (3) trees (Araucaria heterophylla and 2 x Syzygium paniculatum)	22/08/2017 Approved
Dobson	2017/9114	38 Old Belgrave Road UPPER FERNTREE GULLY VIC 3156	Remove one Eucalyptus viminalis tree	14/08/2017 Approved
Dobson	2017/6287	2 Clematis Avenue FERNTREE GULLY VIC 3156	Removal of three trees (Allocasuarina cunninghamiana)	23/08/2017 Approved
Dobson	2017/9122	3/42 Hutton Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Leyland Cypress tree	23/08/2017 Approved
Dobson	2017/6312	10 Misthills Court FERNTREE GULLY VIC 3156	Construction of a deck, pool and pool room	24/08/2017 Approved
Dobson	2017/6308	4 Hatherly Grove FERNTREE GULLY VIC 3156	Buildings and Works (Greenhouses, carport roofing and garden terraces)	31/08/2017 Notice of Decision
Dobson	2017/6361	15 Clematis Avenue FERNTREE GULLY VIC 3156	Buildings and works (construction of new dwelling)	30/08/2017 Approved
Dobson	2017/6369	35 Warrabel Road FERNTREE GULLY VIC 3156	Buildings and works (extension to existing dwelling)	30/08/2017 Approved
Friberg	2017/6346	1834 Ferntree Gully Road FERNTREE GULLY VIC 3156	Three lot subdivision (Approved Unit Site)	1/08/2017 Approved
Friberg	2017/9101	16/12 Henderson Road KNOXFIELD VIC 3180	Buildings and works for a mezzanine area and car parking reduction	2/08/2017 Approved

Ward	No/Type	Address	Description	Decision
Friberg	2017/9119	16 Harwell Road FERNTREE GULLY VIC 3156	Two lot subdivision	18/08/2017 Approved
Friberg	2017/6222	16 Frudal Crescent KNOXFIELD VIC 3180	Development of two (2) dwellings and two (2) lot subdivision	22/08/2017 Notice of Decision
Friberg	2017/6290	45 Bryden Drive FERNTREE GULLY VIC 3156	Two storey dwelling to the rear of the existing dwelling	16/08/2017 Approved
Friberg	2017/6421	11 Henderson Road KNOXFIELD VIC 3180	Business Identification Signage, Internally Illuminated Signage and Directional signage	21/08/2017 Approved
Friberg	2017/6379	1780 Ferntree Gully Road FERNTREE GULLY VIC 3156	Two lot subdivision (Approved Unit Site)	24/08/2017 Approved
Friberg	2017/6126	140 Anne Road KNOXFIELD VIC 3180	The construction of two (2) double storey dwellings on the land	30/08/2017 Approved
Friberg	2017/6053	16 Allister Close KNOXFIELD VIC 3180	The construction of two (2) double storey dwellings on the land	24/08/2017 Approved
Friberg	2017/6182	28 Lydford Road FERNTREE GULLY VIC 3156	Development of land for two (2) double storey dwellings	25/08/2017 Notice of Decision
Scott	2017/6167	448 Scoresby Road FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling and alteration and access to a road, in a Category 1 Road Zone	7/08/2017 Notice of Decision
Scott	2017/6135	14 Tyner Road WANTIRNA SOUTH VIC 3152	Construction of two (2) double storey dwellings on the lot	22/08/2017 Notice of Decision
Scott	2017/6291	1 Hedgeley Close WANTIRNA SOUTH VIC 3152	The construction of two (2) double storey dwellings on the land	11/08/2017 Notice of Decision
Scott	2017/6106	107 Kathryn Road KNOXFIELD VIC 3180	The construction of six (6) double storey dwellings	22/08/2017 Notice of Decision
Scott	2017/6190	27 Cherrytree Rise KNOXFIELD VIC 3180	The construction of a double storey dwelling to the front of the site	23/08/2017 Approved

Ward	No/Type	Address	Description	Decision
Taylor	2016/6784	15 Jamieson Avenue ROWVILLE VIC 3178	The construction of five (5) double storey dwellings	1/08/2017 Refused
Taylor	2017/6412	1500 Wellington Road LYSTERFIELD VIC 3156	Construct an inground swimming pool	21/08/2017 Approved
Taylor	2017/6100	12 Taylors Lane ROWVILLE VIC 3178	Use and development of a residential aged care facility	18/08/2017 Refused
Tirhatuan	2016/6924	9 & 10 Luton Court ROWVILLE VIC 3178	The subdivision of the land into nine (9) lots (Approved Unit Site)	1/08/2017 Approved
Tirhatuan	2017/9108	1/20 Henderson Road KNOXFIELD VIC 3180	Buildings and works for the construction of a roller door	3/08/2017 Approved
Tirhatuan	2017/6407	1028 Wellington Road ROWVILLE VIC 3178	Business Identification Sign	4/08/2017 Approved
Tirhatuan	2017/6119	4 Lidgate Avenue ROWVILLE VIC 3178	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land	9/08/2017 Approved
Tirhatuan	2017/6040	9 Winalla Avenue ROWVILLE VIC 3178	The construction of two (2) dwellings on the land (one (1) double storey and one (1) single storey)	11/08/2017 Approved
Tirhatuan	2017/6459	133 Seebeck Road ROWVILLE VIC 3178	Removal of a Corymbia ficifolia	11/08/2017 Approved
Tirhatuan	2017/6131	8 Third Avenue ROWVILLE VIC 3178	Development of the land for three (3) double storey dwellings	21/08/2017 Refused
Tirhatuan	2017/6482	3 Eureka Crescent ROWVILLE VIC 3178	Two lot subdivision (Approved Unit Site)	25/08/2017 Approved
Tirhatuan	2017/6300	9 Paulette Court SCORESBY VIC 3179	The construction of a two storey dwelling to the rear of the existing dwelling	30/08/2017 Approved
Tirhatuan	2017/6481	49 Bridgewater Way ROWVILLE VIC 3178	Two lot subdivision (Existing Unit Site)	25/08/2017 Approved
Tirhatuan	2017/6260	13 Rocco Drive SCORESBY VIC 3179	Extension to existing building and reduction in carparking	30/08/2017 Approved

ALL WARDS**6.2 RESPONSE TO CALL UP ITEM – SHOWER HEAD REPLACEMENT PROGRAM AND ENERGY MONITORING OPTIONS**

SUMMARY: Senior Program Lead – Sustainability (Sam Sampanthar)

This report is in response to a call up item from the Council meeting on 26 June 2017 requesting a report at the September 2017 Ordinary Meeting of Council on the following sustainability initiatives:

- ***Showerhead replacement program; and***
- ***Opportunity to promote energy monitoring to Knox residents.***

RECOMMENDATION

That Council receives and notes this Call Up report.

1. INTRODUCTION

This report responds to a Call Up item from the June 2017 Council meeting as follows:

“That a report be prepared and presented to Council at the September 2017 Ordinary Meeting of Council on the following sustainability initiatives:

1. The showerhead replacement program:
 - a. How many shower heads were supplied/exchanged;
 - b. How the program was funded; and
 - c. How much water is estimated to have been saved.
2. The opportunity to introduce a program to introduce smart electricity monitors/meters for Knox residents:
 - a. What smart electricity monitors/meters are available;
 - b. What State funding programs/subsidies are available;
 - c. What partnerships opportunities are available; and
 - d. What an anticipated cost would be to initiate a program with a first phase focusing on Knox pensioners.”

6.2 Response To Call Up Item – Shower Head Replacement Program and Energy Monitoring Options (cont'd)

As part of undertaking the work required for this Call Up Item, officers have had regard to Council's Call Up Items at Council Meeting Policy, and in particular, Item 6.5 which states:

“Where preparing a report responding to a Call Up Item which will require more than three person days or \$5,000 in costs, then the matter which is subject to the Call Up Item should be referred by Council to the next budget considerations with a supporting business case for consideration along with competing priorities.”

2. DISCUSSION

Showerhead Exchange Program

During the height of the millennium drought, Melbourne's Water retailers provided a free showerhead exchange program to reduce the amount of water used in households. Replacing older, inefficient showerheads with more efficient AAA-rated showerheads was a particular focus for water retailers as showers consisted of the largest water use inside a typical Melbourne home.

While all water retailers adopted different methodologies to exchange showerheads, South East Water sought to partner with local governments across their service regions to help with the roll out.

In Knox, showerheads were exchanged from both the Civic Centre and the customer service centre at Stud Park Shopping Centre as well as at the 2008 Stringybark Festival.

Between March 2007 and November 2013, just over 12,000 showerheads were exchanged through the two customer service centres. Across Victoria, over 500,000 showerheads were exchanged.

YEAR	SHOWER HEADS EXCHANGED THROUGH KNOX
2007	5,343
2008	3,663
2009	1,711
2010-13	1,335

6.2 Response To Call Up Item – Shower Head Replacement Program and Energy Monitoring Options (cont'd)

The exchange program was fully funded by the water authorities with each showerhead valued at around \$65 (RRP). Since mid-2008, South East Water also provided a financial incentive to participating Councils to cover the transactional costs of hosting an exchange program. Knox Council received a total of just over \$17,000 from this program which was invested in water efficiency projects and water conservation education activities during the same period.

Water savings from the Knox showerhead exchange program is estimated to be just over 240 megalitres of water per annum (equivalent to the water contained in 96 Olympic sized swimming pools).

Electricity Monitoring for Residential Homes

The Smart Meter rollout across Victoria has enabled residents and businesses to be able to have a much clearer understanding of their electricity use based on consumption every 30-minutes. This type of information is a vast improvement on the previous electricity meter, which (unless the resident was reading it manually) would only provide energy use information over a three-month period. The 30-minute interval data provided via Smart Meters allows the energy consumer to identify opportunities for energy savings, address energy wastage, compare various retail energy offers based on actual consumption data and custom design Solar PV systems to suit their needs.

As part of the smart meter installation, all Network Operators provide a web-portal for customers to be able to access information about electricity use free of charge. Both United Energy (<https://energyeasy.ue.com.au/>) and Ausnet Services (<https://myhomeenergy.com.au>) have web portals that are relatively easy to set up and interact with.

Through the portal, residents can obtain information about electricity use displayed as histograms. Users can also download this 30 interval data in an Excel format for further manipulation. Once registered for the portal both portals can be used on a smart phone (either through an App or mobile browser).

While a web-portal is very useful to view electricity consumption data, the information available is not in real-time, meaning for residents looking for immediate feedback about power use in their homes, a secondary device called an in-home display needs to be installed.

6.2 Response To Call Up Item – Shower Head Replacement Program and Energy Monitoring Options (cont'd)

In-home displays

In-home displays are small devices that gather information directly from the Smart meter and provide consumption information in real-time on a screen.

Under the Victorian Energy Efficiency Target (VEET) scheme, three products are currently eligible to generate VEET certificates. This allows products to be installed at a subsidised cost to the resident. Out of pocket costs for these products range from about \$80 to \$160. More sophisticated products requiring an electrician to install data logging equipment will cost upwards of \$500.

Through the VEET scheme, 1,530 In Home Display units have been installed in Knox households to date.

A limitation with In Home Display units is that they are powered by batteries that need to be replaced every two or three years – at which time, the units may need to be reconnected or 'paired' to the Smart Meter.

Partnership Opportunities

The Distributed Network Service Providers (DNSP) including United Energy and Ausnet Services have been involved in discussions with the Victorian Greenhouse Alliances to foster better working relationships between local governments and the DNSPs. Data and monitoring issues have already been flagged as a topic of interest to Local governments through this forum.

Knox will continue to advocate for improving access to smart meter data on behalf of our residents through the Eastern Alliance for Greenhouse Action (EAGA).

Solar Savers

Knox Council, along with 20 other Victorian local governments are taking part in a pilot program called Solar Savers (see: solarsavers.org.au). The program will assist up to 85 pensioner households in Knox install Solar panels in their homes. Discussions are currently underway with the Solar Savers team for ways in which Knox can provide additional information and support to participating households about how to access the freely-available web portals to monitor the energy use.

Web portals will provide information about amount of solar energy exported to the grid providing households with very accurate information about their costs and savings.

3. CONSULTATION

Community consultation was not required for this report.

6.2 Response To Call Up Item – Shower Head Replacement Program and Energy Monitoring Options (cont'd)

4. ENVIRONMENTAL/AMENITY ISSUES

The ability for households to monitor and track their energy use has shown to have the capacity to reduce energy use by 5% to 15%.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Any data monitoring or in-home display trials will involve additional costs as described in the report, with costs ranging from \$80 per unit to over \$500. However partnering with United Energy and Ausnet by promoting existing schemes such as VEET would be more cost effective for Council.

6. SOCIAL IMPLICATIONS

Water and energy saving campaigns in the community have the capacity to address cost of living pressures associated with rising utilities costs.

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

This report is consistent with the following goal of the Knox Community and Council Plan 2017-2021:

Goal 1 – We value our natural and built environment

Including the following Community Targets:

- A reduction in greenhouse gas emissions
- A reduction in the energy and water used in our homes

8. CONCLUSION

This report provides responses to a number of questions raised in the Call Up item. The showerhead exchange program was delivered in partnership with South East Water and helped exchange around 12,000 showerheads in the Knox community. The initiative has helped save an estimated 240 million litres of water.

In relation to electricity monitoring, the Smart Meter rollout enables any resident with a smart meter to be able to access their energy use in 30-minute intervals free of charge through a web-portal. This is currently available to all residents and businesses in the United Energy and Ausnet service regions. Some energy retailers (e.g. Powershop, AGL, Origin, Lumo) also provide online access to the same information.

6.2 Response To Call Up Item – Shower Head Replacement Program and Energy Monitoring Options (cont'd)

In-home displays are also available which have the advantage of providing real time energy use information to residents. These have costs ranging from \$80 to over \$500, some of which are subsidised through the Victorian Energy Efficiency Target Scheme. The most cost effective way for Council to play our role is to partner with United Energy and Ausnet on initiatives that will help promote energy monitoring options to residents.

9. CONFIDENTIALITY

There are no issues of Confidentiality associated with this report.

COUNCIL RESOLUTION

MOVED: CR. GILL
SECONDED: CR. TAYLOR

That Council:

- 1. Receive a business case for the 2018-19 budget process that looks at the cost of subsidising the supply and installation of Smart Meter In-Home displays for residents and rate payers.**
- 2. Meet with the three product providers who are currently eligible for the VEET Scheme to investigate and consider what discounts could be available for a bulk purchase scheme and payment options.**
- 3. Write to the electricity providers to seek their support to subsidise a bulk purchase scheme.**

CARRIED

PROCEDURAL MOTION

MOVED: CR. KEOGH
SECONDED: CR. LOCKWOOD

That Item 9.4 Youth Advisory Committee – Establishment Report be moved and considered after Item 7 Public Question Time and before Item 8 Considering and Ordering Upon Officers’ Reports Within the Engineering & Infrastructure Group on the Agenda.

CARRIED

7. PUBLIC QUESTION TIME

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

Question Time commenced at 7.27pm

No questions were raised with Council:

Question Time concluded at 7.28pm

AS PER THE PROCEDURAL MOTION ITEM 9.4 WAS MOVED AND CONSIDERED AFTER ITEM 7 – PUBLIC QUESTION TIME

ALL WARDS

9.4 YOUTH ADVISORY COMMITTEE – ESTABLISHMENT REPORT

SUMMARY: *Team Leader – Youth Participation and Counselling – Youth Services (Katie Scott)*

Council resolved on 23 August 2016 to “consider the findings of the Knox Youth Council evaluation; support combining Council’s two youth focused Advisory Committees into one; and convene a forum with Councillors, staff and young people to discuss a workable model...”.

Since that time Council has undertaken a youth forum and other consultation and research methods to inform recommendations for Council consideration.

This report recommends that Council approves the establishment of a new Youth Advisory Committee to provide advice to Council concerning issues that affect the lives and well-being of young people in Knox. This report also recommends that Council approves the proposed Terms of Reference for the Youth Advisory Committee.

RECOMMENDATION

That Council

1. Adopts the Terms of Reference for the Youth Advisory Committee as set out in Appendix A.
2. Approves the commencement of recruitment of the Youth Advisory Committee members.

1. INTRODUCTION

The Youth Issues Advisory Committee (YIAC) and the Knox Youth Council (KYC) operated from 2001-2015 when Council’s first Youth Plan was adopted. The YIAC and KYC supported Council’s commitment to young people’s lives through Council’s Youth Strategic Plan 2012-2017 and Council’s Youth Charter adopted in 2007.

The YIAC and KYC acted in an advisory capacity only and did not represent Council nor did it have delegated authority to make decisions on behalf of Council.

A review has been undertaken to develop a new model of engagement which combines the two existing advisory groups, YIAC and KYC, into one functioning committee.

9.4 Youth Advisory Committee – Establishment Report (cont'd)

Since the original resolution of the establishment of a Youth Advisory Committee (YAC) Council is undertaking a broader review of Council Committees. The outcome of this wider review is yet to be determined and may impact on the proposed YAC.

2. DISCUSSION

2.1 Mapping and background research

The development of the new Youth Advisory Committee (YAC) is the culmination of extensive evaluation, mapping and research undertaken over the past 12 months.

In 2016 extensive mapping of existing youth advisory models was undertaken. The process mapping and benchmarking was undertaken with other local governments as well as other key youth focused organisations nationally (for example City of Casey, Moonee Valley City Council, Maroondah City Council and National Youth Council of Australia). This mapping made up a component of the evaluation of the previous Youth Council model which indicated that it is general practice in Local Government to have advisory committees focused on youth.

This extensive evaluation provided the foundation and building blocks for the development of the proposed model for the new YAC.

2.2 Hearing from young people

Youth input has been instrumental in the development of the new YAC model. Extensive consultation was undertaken with seven groups of young people representing, secondary schools (Wantirna College, Fairhills High School, Scoresby Secondary College, Rowville Secondary College) alternative education settings (Swinburne TAFE, Mountain District Learning Centre) and Council supported group (4Me). These consultations were attended by over 150 students in year 7 – year 12 and were undertaken during May 2017.

The consultation approach was discussed and supported by the current advisory group Councillors. The young people provided feedback and thoughts on what, in their view, was the best way for Council to engage with and hear from young people in Knox. This extensive conversation with young people about engagement strategies relating to youth voice and youth participation within Council provided great information to help guide Council in the development of a proposed new YAC model.

Wordle images were utilised during the consultation, and allows for the visual representation of key words, and themes, identified. A copy of these Wordle images is provided in Appendix C.

9.4 Youth Advisory Committee – Establishment Report (cont'd)

2.3 Establishing themes

The responses from the seven consultations were collated and themed. Eleven themes emerged. These themes were:

1. Use online mediums to talk to young people;
2. Go where the young people are;
3. Run meetings informally;
4. Don't let adults make decisions on behalf of young people;
5. Young people able to opt-in to the themes that interest them (young people not locked in for a full two years);
6. Young people as leaders – not just participants;
7. There needs to be action and activities – not just talk;
8. Theme each meeting around a particular issue of importance to young people
9. Short meetings, held monthly;
10. Each meeting has a clear purpose; and
11. Promote opportunities for young people widely (ensure young people know about opportunities).

2.4 Councillor and Young People Forum

Representatives from the 7 groups were invited to attend a forum with Councillors and Council officers on Thursday 15 June 2017. Five young people, five Councillors (Cr Pearce, Cr Keogh, Cr Lockwood, Cr Mortimer, Cr Gill) and three Council officers attended. During this workshop the young people and Councillors had robust discussions about each of the eleven themes identified during the consultation.

The feedback and participation was valuable in assisting the development of a proposed advisory committee structure. The young people involved identified that they felt really valued and engaged in the consultation process. The young people felt that their voices really mattered.

9.4 Youth Advisory Committee – Establishment Report (cont'd)

The discussions that occurred at this forum shaped the development of the proposed YAC model. The key points coming out of this forum, which both young people and Councillors felt were important in the development of a new YAC were further refined and prioritised as follows;

- Having themed meetings with a clear purpose;
- Shorter meetings held more regularly (1.5 hours monthly);
- Having an online space for young people to interact outside of meetings (e.g. secret Facebook group);
- Youth members are able to bring a guest to meetings;
- Members can 'opt-in' to meetings on themes that are important to them;
- Location of meetings vary, not all meetings held in the formal environment of Council;
- Young people provided the opportunity to chair meetings (and be mentored by Councillors); and
- Young people commit to a 12-month period, with the option of extending for a further 12 months.

A full summary of the results of this discussion can be found in Appendix B.

2.5 Outline of the proposed Youth Advisory Committee Model

2.5.1 Purpose

The proposed purpose of the YAC, based on the consultation and discussion suggests it would be to:

- Provide the opportunity for young people to give their ideas and opinions relating to the development of Council's 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 in young people.

9.4 Youth Advisory Committee – Establishment Report (cont'd)

2.5.2 Membership

It is proposed that the YAC would have the following member structure. Young people and Councillors expressed the need to ensure a balance of age representation on the YAC and requested a separation of ages in the membership structure to ensure this balance.

Name	Membership
Councillor representatives	2
Young people aged 12 – 18 years	10
Young people aged 18 – 25 years	10
Agency and community representatives	5

All members of the YAC would be eligible to bring a guest to each meeting, guests will be able to participate in discussions and consultations, however will have no voting rights. Not all members are required to be in attendance at all meetings, involvement will be based on knowledge, interest and expertise on the topic. Information on Council's Committee processes and policies would be provided to all guests to ensure they are informed. Guests will be required to affirm their agreement with, and understanding of, the Terms of Reference. This process is to support appropriate management of issues such as conflict of interest and confidentiality.

It is acknowledged with a large age range of members a variety of engagement and consultation methods (e.g. small group discussion with similar age members) will be appropriate and some topics of a sensitive nature may require additional support from Council officers or targeted member involvement.

2.5.3 Meeting structure

The YAC meetings would be held monthly for 1.5 hours. Locations of meetings will vary dependent on the theme of the meeting.

Young people identified short meetings as being important. The sharing of food was also highlighted as an important element for young people, and assists in creating an informal and safe environment, providing networking opportunities, developing friendships and facilitating the informal sharing of ideas. Therefore, it is proposed that meetings would be 1.5 hours in length allowing approximately one hour for the YAC meeting with an additional 30 minutes to facilitate networking and socialising.

9.4 Youth Advisory Committee – Establishment Report (cont'd)

2.5.4 Term of membership

Membership on the YAC would be a term of 12 months, with the option for individual members to continue on the Committee for an additional 12 month term. At the conclusion of each term, pending Council approval, new Committee members would be elected via the application process outlined in the Terms of Reference (Appendix A). While this approach is unconventional for Council, young people identified that committing for a two-year term was off-putting and would prevent many young people from being involved in the YAC. Young people requested a term of 12 months, as they felt this was a manageable commitment that can easily be balanced around the demands of schooling or employment. It is acknowledged this may create additional work demands (eg. recruitment) but this would be further evaluated after a two year period.

2.5.5 Chairperson

The chairperson of the YAC would be a rotating position as outlined in the Terms of Reference. A youth member will be nominated as chairperson for each meeting. The Councillor representatives will act as mentors for the young people, helping them gain invaluable leadership skills.

While this is a change from current practice, both young people and Councillors felt this change provided an invaluable experience for youth committee members and Councillors alike and were enthusiastic about embracing this possible change.

The proposed Terms of Reference for the YAC, have been developed in line with the requirements of the Council Committees Policy, which is included within Appendix A of this report.

2.5.6 Agendas and meetings

Agendas will be distributed not less than seven days before the time fixed for the holding of the meeting.

2.5.7 Review of proposed YAC Model

After the initial 12 months a review will be undertaken to determine whether the YAC Model is meeting it's identified purpose.

9.4 Youth Advisory Committee – Establishment Report (cont'd)

2.5.8 Summary of YAC Model

Below is a summary of the proposed YAC model.

Youth Advisory Committee
<ul style="list-style-type: none"> • Agency and community representatives (up to 5 representatives for a one-year term) • Young people aged 12 - 25 years (up to 20 young people for a one-year term, with possible one year extension) • Councillor representation (2) • Monthly meetings 1.5 hours duration • Meetings are issue/topic specific • Members 'opt-in' to meetings • Members will be able to bring a guest (guests will be required to affirm their agreement with, and understanding of, the Committee's Terms of Reference) • Annual program budget of \$3,500 (excluding EFT) for catering and materials • .3 EFT staff allocated to support this advisory committee

2.6 Young people's involvement in development of Terms of Reference

The five young people involved in the forum expressed considerable interest in being involved in all aspects of the development of the new YAC, including in the development of the Terms of Reference. On Friday 14 July five young people attended Council and worked with the Team Leader Youth Participation and Counselling in the development of the draft YAC Terms of Reference.

3. CONSULTATION

As mentioned above, considerable consultation was undertaken to inform the development of the proposed YAC.

In total young people from four local secondary schools (Wantirna College, Fairhills High School, Scoresby Secondary College, Rowville Secondary College), two alternative education settings (Swinburne TAFE, Mountain District Learning Centre) and one Council supported group (4Me) participated in focus groups. These consultations were attended by over 150 students in year 7 – year 12 and were delivered during May 2017.

Representatives from the 7 groups were invited to attend a forum with Councillors and Council officers on Thursday, 15 June 2017. Five young people, five Councillors (Cr Pearce, Cr Keogh, Cr Lockwood, Cr Mortimer, Cr Gill) and three Council officers attended.

9.4 Youth Advisory Committee – Establishment Report (cont'd)

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues relating to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The annual direct cost of the Youth Advisory Committee is approximately \$3,500 per annum, in addition to Council's current annual operating budget, 0.3 EFT (\$31,550) would be allocated to support this advisory committee. These staffing costs are provided within Council's annual budget.

6. SOCIAL IMPLICATIONS

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

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

This report of the new Youth Advisory Committee and proposed Terms of Reference aligns with the following *Knox Community and Council Plan 2017-2021*.

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

Strategy 7.2 Celebrate our diverse community.

Strategy 7.3 Strengthen community connections.

Strategy 7.3.4 Promote and celebrate the contribution of our volunteers.

Goal 8: We have confidence in decision making

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

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

8. CONCLUSION

The proposed Youth Advisory Committee would be an effective mechanism for community consultation and would enable Council to achieve a positive collaboration with the community to assist with the development of strategic plans, policies and services which are particularly relevant to issues affecting the lives of young people, who live, work, study or have a strong connection to Knox.

The establishment of the Youth Advisory Committee is consistent with Council's approach towards community participation and engagement and would enable Council to effectively seek advice in relation to issues that affect and have an impact on young people.

9.4 Youth Advisory Committee – Establishment Report (cont'd)

This proposal differs from traditional models of Council Advisory Committees but was developed with input from young people and Councillors and is seen as an innovative but responsive engagement model.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

COUNCIL RESOLUTION**MOVED: CR. KEOGH****SECONDED: CR. TAYLOR****That Council**

- 1. Adopts the Terms of Reference for the Youth Advisory Committee as set out in Appendix A.**
- 2. Approves the commencement of recruitment of the Youth Advisory Committee members.**

CARRIED

APPENDIX A – Youth Advisory Committee – Establishment Report

TERMS OF REFERENCE

YOUTH ADVISORY COMMITTEE

Directorate	Community Services
Responsible Officer	Team Leader Youth Participation and Counselling
Committee Type	Advisory
Approval Date:	25 September 2017
Review Date:	25 September 2021

1. PURPOSE

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 is required to:

- Provide advice to Council about plans and policies that impact young people.
- Engage in discussion regarding issues that affect young people. These issues will be determined by Council in cooperation with the committee.
- Provide feedback regarding projects to be considered by Council that have an impact on young people.
- Participate in the ongoing consultation, review and delivery of plans, policies and projects that impact young people.
- Provide opportunities for young people to develop leadership skills and experience.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership of the YAC will consist of members approved and appointed by Council.

The YAC will comprise up to but no greater than twenty-seven (27) members, including:

- Councillor representatives x two (2)
- Youth (12-18 years) members x ten (10)
- Youth (18-25 years) members x ten (10)
- Agency and/or community representatives x five (5)

Membership representation is described below:

- Councillor representatives – appointed annually by Council
- Youth members – young people aged 12-25 who live, work, study or have a connection to the City of Knox
- General Community representatives – These representatives are enthusiastic about young people and youth issues, yet they may not be affiliated with a specific group or organisation.
- Agency representatives - who actively provide the provision of services for young people in Knox. It is expected that in the absence of the nominated youth service provider representative, a proxy representative from the organisation will attend meetings.

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.

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

Applications for membership to the YAC will be assessed by a panel consisting of at least one Councillor representative, at least one Council officer and, where possible, two young people. Applications will be assessed based upon their interest, knowledge and expertise relating to youth and community issues.

Membership is for a 12-month period for members, with the option of an extension for a further 12-month period. Councillors will review their representation every 12 months.

Representatives for the YAC will be sought through public advertisement and promotion, including through social media. Casual vacancies which occur due to members being unable to complete their appointments, may be filled by co-opting suitable candidates. Staff, in consultation with the Councillor/s representative/s of the Committee, will make a recommendation to the Chief Executive Officer who has delegated authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term. Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.

The Mayor is, by virtue of the Office, ex officio a member of any committee which may be established by Council from time to time. 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 Mayor has no voting rights in their capacity as an ex officio member of the committee.

3.1 Guest attendance

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, however will have no voting rights. Guests will be required to affirm their agreement with, and understanding of, Council's Committees Policy. This process is to support appropriate management of issues such as conflict of interest.

4. DELEGATED AUTHORITY AND DECISION MAKING

The YAC acts in an advisory capacity only and has no delegated authority to make decisions as if it is the Council. The YAC provides advice to Council and staff to assist them in their decision making.

In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

5. MEETING PROCEDURES

Meetings of the YAC are to be held at a time and place determined by the Committee. The Committee is not required to give public notice of their meetings and meetings are not required to be open to the public.

Meetings will:

- Commence and conclude on 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

Meetings will be held at a frequency determined by the Committee to meet its purpose and objectives.

6. CHAIR

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

If a volunteer Chairperson is not forthcoming at a meeting, any other Councillor representative/s shall be appointed Chairperson. In the absence of any other Councillor representative/s, Council officers will chair the meeting.

7. AGENDAS AND MINUTES

Agendas and Minutes must be prepared for each meeting of the YAC. The Agenda must be provided to members of the committee at least 7 days before the meeting.

The Council officers must arrange for minutes of each meeting of the committee to be kept.

The minutes of a meeting of the Committee must:

- a) contain details of the proceedings and resolutions made;
- b) be clearly expressed;
- c) be self-explanatory; and
- d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

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

8. VOTING

All approved members have voting rights. Guests of approved members will have no voting rights. Council staff are to provide support and advice to the Committee only, and have no voting rights. In the event of a tie the Chairperson will have the deciding vote.

9. CONFLICT AND INTEREST PROVISIONS

In performing the role of YAC member, a person must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Meetings of the YAC may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a Conflict of Interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A community member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting and on Council's website.

10. REPORTING

As a minimum, the YAC is required to prepare a formal report on a two-yearly basis in line with their stated objectives. The report must be formally 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. The report will be presented to Council for noting under the Community Services Directorate.

11. ADMINISTRATION SUPPORT

The Director Community Services will determine provision of administrative support for the YAC.

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 Chairperson in the first instance and should take care not to respond as a representative of the committee.

13. SUNSET CLAUSE

The YAC Terms of Reference will sunset on 25 September 2021.

14. MEALS

The provision of refreshments will be in accordance with Council's 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 these Terms of Reference (ToR). Where an update does not materially alter the ToR, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of the ToR, it must be considered by Council.

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APPENDIX C – Youth Advisory Committee – Establishment Report

Youth Forum Consultation – *record of outcomes*

In the development of the new Youth Advisory Committee (YAC) model extensive consultation was undertaken with seven groups of young people representing, secondary schools (Wantirna College, Fairhills High School, Scoresby Secondary College, Rowville Secondary College) alternative education settings (Swinburne TAFE, Mountain District Learning Centre) and a Council supported group (4Me). These consultations were attended by over 150 students in year 7 – year 12 and were delivered during May 2017.

Young people were supported by the Team Leader Youth Participation and Counselling to give their honest feedback and thoughts on what is the absolute BEST way Council could hear from young people in Knox, and what is the WORST way Council could do this. These two questions enabled extensive conversation with young people about positives and negatives relating to youth engagement and youth participation within Council. These consultations provided great information to help guide Council officers in the development of a new YAC model.

The responses from the 7 consultations were collated and themed. Eleven themes emerged which were:

- Use online mediums to talk to young people
- Go where the young people are
- Run meetings informally
- Don't let adults make decisions on behalf of young people
- Young people able to opt-in to the themes that interest them (young people not locked in for a full two years)
- Young people as leaders – not just participants
- There needs to be action and activities – not just talk
- Theme each meeting around a particular issue of importance to young people
- Short meetings, held monthly
- Each meeting has a clear purpose
- Promote opportunities for young people widely (ensure young people know about opportunities)

Representatives from the 7 groups were invited to attend a forum for Councillors, young people and Council officers. Five young people, five Councillors and three Council officers attended. During this workshop the young people and Councillors were supported to have robust discussions about each of the eleven themes identified during the consultation. The discussions that occurred at this forum directly shaped the development of the proposed YAC model.

Councillors and young people discussed each of the eleven themes and came up with some suggestions on how to incorporate these themes into a possible new youth committee model.

The outcomes of this discussion is summarised below.

Theme	Discussion	Proposal
<i>Use online mediums to talk to young people.</i>	<ul style="list-style-type: none"> - 5 people thought this was essential, 2 people felt like it was a low priority - Could use a private Facebook group - Young people are using Snapchat - Facebook messenger is a good tool - Young people could run a Knox Youth Facebook or Instagram page - Instagram would be easier for young people to run 	<p>On online space (e.g. secret Facebook group) will be established to provide an opportunity for young people to interact outside of formal meetings.</p>
<i>Go where the young people are (e.g. schools, sporting clubs, alternative education settings etc.)</i>	<ul style="list-style-type: none"> - 7 thought this was essential, two thought this was a low priority - Library would also be a good place to access young people - Going where young people hangout might discourage young people from being there - This theme is linked to using online mediums to talk to young people (as that is where young people are!) - Maybe Knox Ozone or Westfield (outside the cinema) might be a good place - DO NOT have formal meetings 	<p>Promotion for involvement in the YAC will be wide-reaching and will use all available promotional platforms, including social media. Schools and alternative education settings will be accessed to promote YAC.</p> <p>Meetings will be held at a range of locations, which could include Council Civic Centre, Libraries, café etc. Some topics may require a more formal structure, but flexibility is essential.</p>
<i>Run meetings informally (e.g. not at Council, in a relaxed environment like a café or similar, no suits!)</i>	<ul style="list-style-type: none"> - 6 people thought this was essential, two thought this was a low priority - Formal aspect of meetings might attract more 'older' young people (i.e. 18 – 25 years) – which is a good thing! - Formal meetings can be boring 	<p>Meetings will be held at a range of locations, which could include Council Civic Centre, Libraries, café etc. Some topics may require a more formal structure, but flexibility is essential.</p>

Theme	Discussion	Proposal
	<ul style="list-style-type: none"> - However essential that there is structure to meetings - Informal environment can help to calm people - Don't mainly use social media to engage with young people (although this is good for shy people) 	
<i>Don't let adults make decisions on behalf of young people</i>	<ul style="list-style-type: none"> - 4 people thought this was essential, two people thought this was a low priority - Adults shouldn't make uninformed decisions – however this committee won't be making decisions, but advising Councillors so they are able to make informed decisions that might affect young people - Essential that EVERYONE has an equal voice - All opinions will be heard – however at the end of the day a decision does need to be made 	Council officer's role will be to ensure all members have a chance to have their voice heard in a supportive environment.
<i>Young people able to 'opt-in' to the themes that interest them (young people not locked in for a full two years)</i>	<ul style="list-style-type: none"> - 7 people thought this was essential - This should be done for all committees - There could be nominated positions on the committee but use those as a filter - People can bring a guest to meetings (helps ensure more young people can be involved!) 	<p>All members will be given the opportunity to 'opt-in' to meetings that are relevant to them.</p> <p>All members can bring a guest.</p>
<i>Young people as leaders – not just participants</i>	<ul style="list-style-type: none"> - 6 people thought this was essential, one person thought this was a low priority - This is crucial - Young people need clear roles 	The role of chairperson will rotate between young people, with Councillors acting in a mentor role.

Theme	Discussion	Proposal
	<ul style="list-style-type: none"> - Councillors happy to not chair meetings and for young people to take on that responsibility 	
<i>There needs to be action and activities – not just talk</i>	<ul style="list-style-type: none"> - 5 people thought this was essential, one person thought this was a low priority - Activities need to have a purpose - Make ideas a reality e.g. come back to the group re: outcomes of consultation - Link to social media - Would be great for young people to hear an overview of what is happening across Council from the Councillors so they know what the priorities for Councillors are 	All meetings will have a clear theme, purpose and provide opportunities for young people to meaningfully engage with Council.
<i>Theme each meeting around a particular issue of importance to young people</i>	<ul style="list-style-type: none"> - 8 people thought this was essential - This links back to every meeting has a purpose 	All meetings will have a clear theme, purpose and provide opportunities for young people to meaningfully engage with Council.
<i>Short meetings, held monthly</i>	<ul style="list-style-type: none"> - 5 people thought this was essential, one person thought this was a low priority - Young people get bored - An hour is a good length – although need time for food (food is essential!) - Easy to committee to shorter meetings - Could also be a 30 minute catch-up fortnightly 	Meetings will be held monthly for 1.5 hours, which includes 30 minutes for sharing food.
<i>Each meeting has a clear purpose</i>	<ul style="list-style-type: none"> - 6 people thought this was essential - Connected to themed meetings 	All meetings will have a clear theme, purpose and provide opportunities for young people to meaningfully engage with Council.
<i>Promote opportunities for young people widely (ensure young people know about opportunities)</i>	<ul style="list-style-type: none"> - 8 people thought this was essential - Could use the following places to promote <ul style="list-style-type: none"> • Community newspapers 	Opportunities for young people to join YAC will be promoted widely through all available platforms, including social media and directly to all secondary schools and alternative education providers.

Theme	Discussion	Proposal
	<ul style="list-style-type: none">• The Leader• Local shops (e.g. Mountain Gate)• Social media• VICSRC (Instagram)• Instagram• Facebook• Schools – particularly through SRC Teachers• Flyers/notices (displayed at schools and bus stops/train stations)	

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ALL WARDS**8.1 KNOX ENVIRONMENTAL WEED PLAN**

SUMMARY: *Biodiversity Coordinator (Nadine Gaskell)*

At the 24 March 2015 Ordinary Council meeting, as part of the Local Law Administrative Guidelines Review, a recommendation was made for the development of an Environmental Weed Strategy. This report presents a Draft Environmental Weed Plan (the Plan).

RECOMMENDATION

That Council

1. endorses the Draft Environmental Weed Plan (the Plan) as shown in Appendix A for the purposes of seeking public comment;
2. places the Plan on Council's website, provides copies to key stakeholders and promotes the Plan on social media, inviting comment for a period of three (3) weeks; and
3. considers the final Plan at the November 2017 Ordinary Council meeting, following receipt of public comment.

1. INTRODUCTION

The Knox Site of Biological Significance Study 2010 identifies environmental weeds as one of the key threats to biodiversity in the municipality.

Council undertakes environmental weed management through programs, activities and enforcement, including environmental weed management in bushland reserves, assisting developers with weed removal as a part of permit applications and via Knox Local Laws.

The Plan recommends a more targeted approach to environmental weed management and enforcement across the Municipality than currently exists.

For example, Council's Local Law Administrative Guidelines currently requires the control of twenty-nine (29) listed environmental weeds on private land, across the municipality.

The Plan considers an approach where:

- fifty-four percent (54%) of the municipality would focus upon enforcement for only one (1) environmental weed (Blackberry).
- the remaining forty-six per cent (46%) of the municipality would have a targeted weed enforcement regime in accordance with the Plan Summary - Map 2 (Appendix A).

Following adoption of the Plan, the Local Law Administrative Guidelines will need to incorporate the less intensive administrative approach, which would form part of the next scheduled Local Law review.

8.1 Knox Environmental Weed Plan (cont'd)

The Plan provides a strategic overview, which will assist in prioritising resources in the management of high priority weeds in the most significant conservation zones and provide a greater degree of success with these weeds.

It is expected that the strategy will be a more effective use of existing resources.

2. DISCUSSION

Environmental weeds are defined as plants that have a negative impact on natural and semi-natural habitats by displacing indigenous flora or fauna and presenting a major cause of biodiversity loss, nationally and locally.

While Knox City Council undertakes environmental weed control programs and activities, the main purpose of the Plan is to ensure that the control and management of environmental weeds is sustainable.

The Plan identifies efficiencies in the provision of a more targeted approach to environmental weed management and enforcement across the municipality.

To obtain maximum impact, the Plan also identifies synergies within Council as well as opportunities to work in partnership with neighbouring municipalities.

The Plan, (Appendix A) includes:

- a methodology for assessing weed species priorities;
 - environmental context;
 - capacity to spread;
 - level of harm done;
 - difficulty, effectiveness and safety control;
- priority ratings of weed species;
- top priority locations for weed management to provide guidance for Council and biodiversity Friends Groups to target the highest priority weeds in the most biologically significant areas, with the most effective methods to ensure the best possible outcomes;
- weed control principles;
- a review of current environmental weed programs and activities, synergies across the broader organisation and opportunities for improvement;

8.1 Knox Environmental Weed Plan (cont'd)

- recommendations to target regulation/enforcement, to ensure the best outcomes for local biodiversity. (Comprehensive maps have been created to provide clear guidance on which weeds to target and where the priority areas are); and
- recommendations that, the General Provisions, Local Law, Administrative Guidelines are amended at the next scheduled review to target the protection of highly sensitive biodiversity in Knox.

Under the provisions of the Plan, the municipality would have two (2) administrative zones, see Map 2 Appendix A.

- fifty-four percent (54%) of the municipality would focus upon enforcement for only one (1) environmental weed (Blackberry).
- the remaining forty-six per cent (46%) of the municipality would have a targeted weed enforcement regime in accordance with the Plan Summary - Map 2 (Appendix A).

A targeted approach of local law enforcement on high priority environmental weeds on private land will ensure that the resources and efforts undertaken by Council are optimised.

Community programs such as, the Gardens for Wildlife (G4W) Program will also continue to encourage the removal of, environmental weeds across the municipality and educate residents on their impact.

3. CONSULTATION

The Plan was developed with the input from internal stakeholders, key community members from friends groups, G4W and the Knox Environment Society. Specific activities included:

- An internal stakeholder workshop which included representatives from Community Laws, Open Space and Landscape Design, Passive Open Space, Active Open Space, Emergency Management, Strategic Planning and Statutory Planning to determine key issues.
- Individual interviews were conducted with key Council officers.

Following development, the Plan was provided to Friends Group contacts, G4W volunteers and the Knox Environment Society for initial feedback.

8.1 Knox Environmental Weed Plan (cont'd)

The former Environmental Advisory Committee members were also invited to provide initial feedback. Three (3) written submissions were received expressing their support for the Plan. There was a general view that the environmental weed species list for the local law administrative guidelines should not be reduced and that sufficient budget should be allocated to undertake all the recommendations for weed control in the Plan.

Internal stakeholders were also provided with the Plan for feedback. General overall support for the Plan was noted.

4. ENVIRONMENTAL/AMENITY ISSUES

Council values local biodiversity and the Knox Sites of Biological Significance.

The desired outcome of the Plan is to protect and enhance flora and fauna for future generations.

By supporting the Plan, there is an opportunity to protect and enhance habitat containing rare and vulnerable flora and fauna species, as well as providing improved amenity for the community to experience.

5. FINANCIAL & ECONOMIC IMPLICATIONS

In the order of \$80,000 is committed, annually, for environmental weed control and approximately thirty percent (30%) of Bushland Management (labour) time is invested in environmental weed management.

The Plan strategically targets weeds on Council owned land, enabling more effective use of allocated resources and a better result at no extra cost.

While the Plan is not expected to increase the need for resources, there may need to be a redistribution of current resources based on priorities. Any future financial implications will be considered during the annual budget cycle and reflected in the Long Term Financial Forecast.

6. SOCIAL IMPLICATIONS

Recent studies have established a direct link between the health of individuals and communities and their contact with nature.

The Knox community consistently expresses their appreciation of the 'green leafy image' of the municipality.

The protection and enhancement of local biodiversity within streetscapes, bushland reserves, parks and linear corridors provides an opportunity to connect to nature, locally.

Through education programs such as, Gardens for Wildlife, individuals can care for nature and make a positive contribution to the local biodiversity.

8.1 Knox Environmental Weed Plan (cont'd)

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

The matters outlined in this report relate directly to the Sustainable Natural Environment objectives of the Council Plan and the following Strategies and Priority actions in particular:

Goal 1:

We value our Natural and Built Environment

Strategy 1.1:

Protect and enhance our natural environment

8. CONCLUSION

The Plan provides an overview of current programs and activities within Knox.

The Plan recommends a more targeted and simplified approach to environmental weed management and enforcement.

In order to ensure the local community has the opportunity to provide further comment or seek clarification, it is recommended that the Plan be publicised for a period of three weeks. Any comments received will be considered and incorporated into the final Plan as applicable.

The final Plan will then be presented to Council for its consideration.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. MORTIMORE

SECONDED: CR. KEOGH

That Council

1. endorses the Draft Environmental Weed Plan (the Plan) as shown in Appendix A for the purposes of seeking public comment;
2. places the Plan on Council's website, provides copies to key stakeholders and promotes the Plan on social media, inviting comment for a period of three (3) weeks; and
3. considers the final Plan at the November 2017 Ordinary Council meeting, following receipt of public comment.

CARRIED

8.1 Knox Environmental Weed Plan (cont'd)

Appendix A - Draft Knox Environmental Weed Plan is circulated under separate cover.

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ALL WARDS**8.2 CAPITAL WORKS PROGRAM – PROJECT RANKING CRITERIA**

SUMMARY: *Coordinator – Capital Works (Gene Chiron)*

This report presents the ranking criteria proposed to be used to prioritise New/Upgrade projects within individual 2018-22 Capital Works Programs. Where the criteria take into account Council's Community Facilities Planning Policy where appropriate and are presented for Council's consideration.

RECOMMENDATION

That Council

1. endorse the revised Capital Works Program ranking criteria for New/Upgrade Programs as shown in Appendix A;
2. endorse the proposal for an additional New/Upgrade program 4000A – Car Parks in Structured Sporting Facilities, with ranking criteria to be presented to Council for endorsement through the budgeting process for Capital works in April 2018;
3. note that the revised Capital Works Program ranking criteria will be utilised for the development of the Draft 2018-2022 Capital Works Program; and
4. note that a major review of all ranking criteria will be undertaken prior to the capital works planning process for 2019-2023.

1. INTRODUCTION

In accordance with Council's Untied Funding Allocation Policy, all proposed New/Upgrade category capital works projects are to be ranked within their respective sub programs for presentation to Council. The proposed ranking criteria for each New/Upgrade sub program is submitted for Council's consideration and endorsement.

The principle of this approach is to demonstrate transparently that Council is considering the allocation of funding to the highest priority areas within the municipality. This process also facilitates good governance and strategically drives the delivery of the Capital Works Program to improve services to the community.

2. DISCUSSION**2.1 Ranking Criteria Overview**

Council's New/Upgrade Program presently comprises 24 individual sub programs. The ranking criteria were presented to Council for the first time in this format at the November 2006 SPC meeting. Of note, the criteria used to rank each sub program have been developed based on a multifaceted evaluation philosophy.

8.2 Capital Works Program – Project Ranking Criteria (cont'd)

In accordance with the Untied Funding Allocation Policy, ranking criteria for all individual sub programs are reviewed and adjusted as applicable, on an annual basis. The ranking criteria are now presented to Council following this review.

All individual ranking criteria proposed to be used to develop the 2018-22 Capital Works Program for New and Upgrade projects are included (Appendix A).

The programs and adjustments are noted as follows:

NO.	PROGRAM	ADJUSTMENTS
4000	STRUCTURED SPORTING FACILITIES	Incorporation of 4000A Car Parks in Structured Sporting Facilities
4001	CULTURAL & LIBRARY FACILITIES	No change
4002	INDOOR LEISURE FACILITIES	No change
4003	FAMILY & CHILDREN SERVICES BUILDINGS & FACILITIES	Significant modification
4004	ACTIVE AGEING & DISABILITY SERVICES BUILDINGS	No change
4005	COMMUNITY BUILDINGS AND FACILITIES FOR OTHERS	No change
4006	NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES	Significant modification
4007	ROAD & BRIDGE CONSTRUCTION	No change
4008	LOCAL AREA TRAFFIC MANAGEMENT SCHEMES	Significant modification
4009	NEW BICYCLE / SHARED PATHS	Significant modification
4010	LOCAL ROAD SAFETY INITIATIVES	Significant modification
4011	PUBLIC TRANSPORT INFRASTRUCTURE	No change
4012	NEW PLANT & MACHINERY	No change
4013	LAND ACQUISITION	No change
4014	UNSTRUCTURED RECREATION	No change
4015	PLACE MANAGEMENT	No change
4016	STREETSCAPE UPGRADES	No change
4017	DRAINAGE UPGRADES	No change
4018	SUSTAINABILITY INITIATIVES	No change
4019	CIVIC & CORPORATE BUILDINGS & FACILITY UPGRADES	No change
4020	INFORMATION COMMUNICATION TECHNOLOGY (ICT)	No change
4021	SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES	No change
4022	WATER QUALITY IMPROVEMENT	No change
4023	COMMUNITY SAFETY INITIATIVES	No change

8.2 Capital Works Program – Project Ranking Criteria (cont'd)

Where the criteria have been revised, a copy of the current format (used to develop the 2017-21 Program) has been included in Appendix B. As noted in the above table, this applies to five (5) programs. All other programs have been reviewed for consistency of terminology to ensure compatibility when referencing key plans, strategies and policies. Where appropriate, redundant terminology has been removed.

2.2 Basis for Amendments

Modifications to the ranking criteria have regard to the following considerations:

Program 4000 – Structured Sporting Facilities:

It is proposed that an additional program - 4000A – Car Parks in Structured Sporting Facilities - be added to the listing of New/Upgrade programs. Council continues to receive ongoing requests for new and upgraded car park facilities to support structured sporting facilities. The majority of these requests relate to the sealing of unsealed car parks around recreational facilities. Historically, these requests have sat in the 4000 – Structured Sporting facility programs, however the projects have generally ranked low due to the lack of demonstrated capacity to encourage participation.

Through creation of a separate new/upgrade car park program, Council will be able to comparatively assess priority within a discrete program and provide funding as appropriate to the program as a whole. As yet, the ranking criteria have not been developed for this program, however criteria will be presented to Council through the 2018/19 budget process for endorsement.

Program 4003 – Family and Children’s Services Buildings and Facilities:

On 28 June 2016, Council endorsed its Community Facilities Planning Policy which informs the planning of new and upgraded Council owned facilities.

Integral to the intent of the policy is the consideration of multi-purpose use when planning for community facilities. Project ranking criteria for building related programs identified below reflect the intent of the Community Facilities Planning Policy.

Significant modification was made to wording and formatting with the addition of relevant consideration points for each of the criteria.

Program 4006 – New Footpath Construction Program & Pedestrian Facilities:

This criteria was amended to better respond to the recent development of the Principal Pedestrian Network and to also includes more specific pedestrian generators such as education facilities and retirement villages where people are more likely to walk to the facility. More emphasis has also been placed on servicing key public transport routes and to determine whether the path request was generated by mobility aid users.

8.2 Capital Works Program – Project Ranking Criteria (cont'd)

Program 4008 – Local Area Traffic Management:

The updated ranking criteria for the Local Area Traffic Management (LATM) Program addresses safety issues using a more balanced weighting between accidents, traffic volume and traffic speed. The previous ranking criteria was heavily weighted towards recorded accidents. This influenced a street's priority for treatment of the whole length of the road where, if the accidents only occurred in a specific location, an isolated treatment may be more suitable. The 'new' accident criteria considers the number of accidents per kilometre of road rather than just the number of accidents in the street. While safety is still the main priority, placing more emphasis on related factors such as speeding issues, will enable the program to be more effective.

The sub criteria for Isolated Traffic Treatments has also been modified to give more weighting to treatable accidents either at an intersection or mid-block which can be addressed through changes to the road environment.

Program 4009 – New Bicycle/Shared Paths

Shared Paths:

This criteria was amended to reflect the changes in the updated footpath criteria and increase the emphasis of providing a cycling network within the industrial areas to respond to the increasing demand of workers cycling to work. This will also reflect cycling to work as a transport option where there is poor public transport connectivity. It also includes more specific pedestrian generators such as education facilities and hospitals.

On-Road Lanes:

This criteria was amended to reflect the updated footpath and shared path criteria and increase the emphasis of providing a cycling network within the industrial areas to respond to the increasing demand of workers cycling to work. This also considers whether the road conditions on the proposed site is suitable for safe on-road cycling.

Bicycle Facilities:

This criteria was amended to differentiate between the need for supporting bicycle facilities across the municipality and highlight the need to improve connectivity and safety for cyclists.

Program 4010 - Local Road Safety Initiatives:

The updated ranking criteria for Local Road Safety Initiatives expands the description for accident reduction/potential and gives higher priority to projects with a greater community benefit. Locations with a safety concern are identified as a result of accidents (including property damage and near misses) and concerns raised by the community.

8.2 Capital Works Program – Project Ranking Criteria (cont'd)

Program 4020 – Information Communications Technology

While no change to this program has been proposed, Council recently endorsed the formation of an ICT governance committee, incorporating representation from Councillors, independent representatives and key staff. Upon establishment of this committee, it's possible that the current ranking criteria may be reviewed through this forum to inform future prioritisation.

2.3 Utilisation of ranking criteria

The ranking criteria are now presented for Council's endorsement following which, these criteria will be utilised to prepare the Draft 2018-22 Capital Works Program for New/Upgrade projects for Council's consideration.

During 2017/18 budget deliberations, Councillors were presented with an indicative 5 year Capital Works program for new and upgraded works across all programs, which broadly aligned with the funding parameters of the Long Term Financial Forecast.

The formally adopted Capital Program for 2017/18 endorsed a one year program of works. This 2018/19 approach will continue to present a five year horizon of upcoming Capital Works Programs, giving focus to the first year of delivery.

The Draft Program will be presented to Council as part of preparing the draft 2018/19 budget, with the ranking of projects within programs presented. It is to be noted that where changes to ranking criteria have been endorsed by Council, this may result in some re-ordering of project relative to presentation of the previous year's program. This may impact on the timing of delivery across a five year horizon.

As Council's asset planning tools continue to become more sophisticated, with a strong lens towards integration and delivery of place based outcomes, it is timely that a major review of ranking criteria occur as part of the next year's planning cycle to ensure alignment with both strategic direction of Council and asset knowledge currently being collated.

3. CONSULTATION

Consultation was undertaken with relevant staff (Program Managers and Coordinators) from a number of departments that are involved with the development of business cases for Capital Works projects.

4. ENVIRONMENTAL/AMENITY ISSUES

The ranking criteria for New/Upgrade projects have been developed using a multifaceted evaluation philosophy, with programs structured in accordance with social, environmental, economic as well as governance categories.

8.2 Capital Works Program – Project Ranking Criteria (cont'd)

As noted, the criteria for New and Upgrade Capital Works sub programs have been reviewed, and in some cases refined and enhanced as a part of the ongoing development and delivery of Council's overall Capital Works Program. This assessment process is important in ensuring that the Program delivers the greatest benefits to the Knox community.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The underpinning concept in the use of the ranking criteria is to ensure that projects are prioritised with substantiation so that the overall needs of the community are addressed in a strategic way with the highest priority projects taking precedence. This supports consistency and transparency in allocating funding to ongoing capital programs whereby, subject to practicality and Council endorsement, funding is directed to the highest ranked projects.

6. SOCIAL IMPLICATIONS

The provision, upgrade and replacement of community assets and infrastructure are aligned to the needs of the community, so that they are enjoyed by current and future generations. As noted, the use of comprehensive and transparent ranking criteria is seen to be an important tool in the establishment of Council's Capital Works Program to ensure that those projects that have the greatest benefit or outcome are identified.

Importantly, members of the community or individuals who are advocating for projects can be confident that a transparent process, based on objective and agreed criteria, will form the basis of ranking and identify the top ranked projects. This also ensures equity whereby all community groups or individuals, whether large or small, can be confident that projects are transparently assessed based on merit. This also meets the objectives of the Local Government Act and best practice in terms of good governance and transparency and allows all groups and individuals to see where their projects sit based on these ranking criteria.

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

The Capital Works Program and its management are consistent with the goals of the Knox Community and Council Plan 2017-2021:

- Goal 1 – We value our natural and built environment
- Goal 2 – We have housing to meet our changing needs
- Goal 3 – We can move around easily
- Goal 4 – We are safe and secure
- Goal 5 – We have a strong regional economy, local employment and learning opportunities
- Goal 6 – We are healthy, happy and well
- Goal 7 – We are inclusive, feel a sense of belonging and value our identity
- Goal 8 – We have confidence in decision making

8.2 Capital Works Program – Project Ranking Criteria (cont'd)

Also, the Integrated Community Facility Planning Policy supports the Knox Community and Council Plan 2017-2021 by providing direction for the planning and development of multipurpose community facilities in Knox, to assist in optimising use of Council resources including land, facilities and services for maximum community benefit.

8. CONCLUSION

Ranking criteria for New/Upgrade Capital sub programs have been developed to provide a transparent approach to prioritising capital projects for Council consideration. These criteria have been presented and endorsed by Council since November 2006, and provide the basis for the ranking and development of Council's Capital Works Program. In accordance with the Untied Funding Allocation Policy, these criteria are revised annually and are now presented for Council's consideration. It is recommended that Council endorse the ranking criteria for the respective sub programs as presented within this report.

9. CONFIDENTIALITY

There are no issues of confidentiality in relation to this report.

COUNCIL RESOLUTION

MOVED: CR. SEYMOUR

SECONDED: CR. GILL

That Council

- 1. endorse the revised Capital Works Program ranking criteria for New/Upgrade Programs as shown in Appendix A;**
- 2. endorse the proposal for an additional New/Upgrade program 4000A – Car Parks in Structured Sporting Facilities, with ranking criteria to be presented to Council for endorsement through the budgeting process for Capital works in April 2018;**
- 3. note that the revised Capital Works Program ranking criteria will be utilised for the development of the Draft 2018-2022 Capital Works Program; and**
- 4. note that a major review of all ranking criteria will be undertaken prior to the capital works planning process for 2019-2023.**

CARRIED

APPENDIX A

PROPOSED RANKING CRITERIA – 2018-22

4000 - 4023 NEW/UPGRADE

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4000 STRUCTURED SPORTING RESERVE FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Structured Sporting Reserve Facilities	Rating		Score
Governance			
Is the project supported by Community and Council Plan, Plan, Leisure Plan or Planning Documents or other relevant leisure plans or relevant State and Federal standards?	Yes		5
	No		0
Does this project meet Council's facility standards policy, support the Leisure Plan and will it strengthen and/or enhance the ability for people to recreate? (If the project is not addressed by the Facility Standards Policy, the application will be assessed on a case by case basis, benchmarked against like infrastructure)	Yes		15
	No		0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium		15
	Low		5
	Not at all		0
Social / Community Engagement / Community Benefit			
Does the project encourage greater recreation participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors and socially isolated individuals and communities?	All 5		12
	4		8
	3		4
	1-2		2
	0		0
To what extent has planning for this project been undertaken?	Significantly (Detailed design/Costing and Stakeholder sign-off)		10
	Moderately (Concept design/Quantity Survey Costing/Extensive Consultation)		5
	Slightly (Initial scoping / initial discussion)		2
	Not at all		0
Increased utilisation of existing recreation infrastructure as a result of the project.	Significantly (> 20%)		10
	Moderately (10%-20%)		8
	Slightly (< 10%)		4
	Not at all		0
Rationale - Evidence to support current/future demands.	Extensively		12
	Somewhat		6
	Not at All		0
Number of club members or participants/week and residents that will benefit from the project.	Members > 500	Participants/ wk	3
	100 - 500	> 1500	2
	< 100	1000 - 1500	1
		< 1000	
Environmental			
How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively		3
	Moderately		2
	No		0

Economic / Financial Impact		
Confirmed financial commitment (e.g. Bank statement).	Yes	3
	No	0
To what extent is the community group/club financially contributing to this project?	Exceeds the Policy	12
	Meets the Policy	8
	Below the Policy	2
	Not at all	0
Maximum Possible Score		100

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4001 ARTS AND CULTURAL FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Cultural & Library Facilities	Rating	Score
Governance		
Is the project supported by Council's Community and Council Plan, current Arts Plan, Council's review of its library infrastructure delivery or other relevant Council plans or relevant State and Federal standards?	Significant Moderate Slightly Not at all	20 10 7 0
What risk would the community/council be exposed to should the project not be undertaken? (rated against Council's Integrated Risk Management Process).	Moderate Low None	12 5 0
Social / Community Engagement / Community Benefit		
- To what extent has planning for this project been completed?	Significantly (Detailed design/Costing and relevant permits/Stakeholder sign-off) Moderately (Concept design/QS Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	7 3 1 0
Will the project increase the visitation capacity at a local, municipal or regional level?	Regional Municipal Local	6 3 1
Does the project encourage greater arts participation/engagement from any of the following: women, people with disabilities, youth, seniors and socially isolated individuals and communities?	All 5 4 3 1-2 0	7 5 3 1 0
Does the project assist in the support, development and advocacy of artists and/or the creative industries in Knox?	Significant Moderate Slightly Not at all	10 7 2 0
Environmental		
How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Significant Moderate Slightly Not at all	7 5 2 0
Can the project be completed through the use of sustainable materials?	Significantly Moderately Slightly Not at all	6 3 1 0
Economical / Financial Impact		
Will the project have a positive impact on the economic development of Knox?	Significantly Moderately Slightly Not at all	7 3 1 0

Will the impact on recurrent costs change?	Decrease	6
	Same	3
	Increase	0
Does the project have the potential of attracting external funding from grants, partners, investors, sponsors, developers, philanthropic givers etc?	> 50%	12
	< 50%	6
	None	0
Maximum Possible Score		100

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4002 INDOOR LEISURE FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Indoor Leisure Facility Projects	Rating	Score
Governance		
Is the project supported by the Community and Council Plan, key strategy or Planning documents or other relevant leisure plans or relevant State and Federal standards?	Yes No	12 0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium Low None	15 5 0
Social / Community Engagement / Community Benefit		
To what extent has planning for this project been undertaken?	Significantly (Detailed design/costing and Stakeholder sign-off) Moderately (Concept design/Quantity Survey Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	10 5 2 0
Catchment visitation	Regional Municipal	10 2
Number of groups/individuals benefiting from the project?	4 or more 2 or more 1 or more 0	10 4 2 0
Does the project encourage greater leisure participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors and socially isolated individuals and communities?	All 5 4 3 1-2 0	12 8 4 2 0
Environmental		
Does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively Moderately No	6 3 0
Economic / Financial Impact		
Impact of economic contribution to the Community.	Significantly Moderately Slightly Not at all	7 3 1 0
Impact on recurrent costs.	Decrease Same Increase	6 3 0

Extent of external funding partnership.	> 50%	12
	< 50%	6
	None	0
Maximum Possible Score		100

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4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES

(All business cases are to demonstrate the methodology used to prioritise the program of works)

The assessment process incorporates a triple bottom line evaluation which considers an assessment of the social, environmental and economic impacts of the project.

Assessment Criteria for Family & Children Services Buildings & Facilities Projects	Rating	Score
Governance		
<p>1. Is the project required to ensure that the infrastructure meets the following requirements?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Legislative requirements; Regulatory requirements; Australia's National Quality Framework for Early Childhood Education & Care Services Department of Education and Training (DET) compliance notice. 	If yes, refer to Program Area 2000-Legal Requirements	N/A
<p>2. Is the project supported by?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Community and Council Plan Council Policies Council Resolutions Approved Service Plans Service Level Agreements 	Not at all Slightly Fully Significantly	0 3 6 8
<p>3. What is the risk exposure to the Community/Council should the project not be undertaken?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Use Council's Risk Management Framework to help identify and classify risks (Appendix A) 	Not at all Slightly Fully Significantly	0 5 10 15
Rationale		
<p>4. Is there evidence to support the current & future demand for an early years service at the facility?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Service planning outcomes Based on the most recent demand/supply data for the relevant service type in the municipality The capacity of non-Council services to address the need 	Not at all Slightly Fully Significantly	0 5 10 15

<p>5. Does the project strengthen and/or enhance the capacity for the facility to support early years integrated service delivery? To what extent does the project contribute to current and future requirements of the facility?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Accommodate integrated multi use purposes; • Community Facilities Planning Policy; • Increased capacity for multipurpose, co-location or integration of services and programs • Previous submissions regarding facility requirements • Council's Community Facilities Planning Policy? • Improves range, quality, delivery and access to services. 	<p>Not at all Slightly Fully Significantly</p>	<p>0 5 10 15</p>
Social / Community Engagement / Community Benefit		
<p>6. Extent of consultation that has occurred?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Community • Families that access the service • Council Staff • Non-Council staff • Council departments • Councillors 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 8</p>
<p>7. Does this outdoor space fit with the recommended early years outdoor natural environment?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Is this non-conforming with children services regulations? • potential hazards within the play environment • Australian Playground Standards • Features that enable children to explore and experience the natural environment • Children's learning and development in natural environments 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 10</p>
Environmental/Economic		
<p>8. To what extent does the project support sustainability outcomes?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) • Sustainable design principles • Use of sustainable materials • Water conservation • Integrated transport options • Capacity to improve financial return • Capacity to reduce maintenance costs • Potential to attract other funding sources • Extent of financial contribution from user group • Location of project in relation to activity centre 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 9</p>

Financial Impact		
<p>9. To what extent has planning for this project been completed in line with Council's capital works program processes?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • None • Scoping • Concept • Final 	<p>None Scoping Concept Final</p>	<p>0 3 6 10</p>
<p>10. Has partnership funding already been identified?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Other levels of government • Committee contributions • Philanthropic 	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 6 10</p>
<i>Maximum Possible Score</i>		100

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4004 ACTIVE AGEING AND DISABILITY SERVICES BUILDINGS

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Active Ageing and Disability Service Buildings	Rating	Score
Eligibility		
<p>Is the project required to ensure that the infrastructure meets legislative and regulatory requirements i.e. Essential Safety Measures, National Construction Code?</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Need to address relevant legislation i.e. Occupational Health and Safety and/or Risk Management, Emergency Management, Disability Discrimination Act 	Refer to Program 2000 Legal Requirements	N/A
Governance		
<p>Extent the project provides sufficient justification.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fit with Community and Council Plan <input type="checkbox"/> To what extent does the project align approved Service Plans and aligned strategies? <input type="checkbox"/> First stage development i.e. feasibility study, concept plan, preliminary design/costings <input type="checkbox"/> Previous submissions regarding facility requirements <input type="checkbox"/> Results of Disability Access Audit <input type="checkbox"/> Project scope and documentation 	Significantly Moderately Slightly Not At All	20 10 5 0
<p>Extent the project addresses non compliance issues within the facility.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Corporate Risk Profile <input type="checkbox"/> Potential to reduce risk to Council <input type="checkbox"/> Retrofitting requirements to improve accessibility 	Significantly Moderately Slightly Not At All	20 10 5 0

Planning		
<p>Extent the project addresses considerations for multipurpose use in line with Council’s Integrated Community Facility Planning Policy.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? <input type="checkbox"/> Have options considered the capacity for flexible and multipurpose spaces, which could be used by other activities/user groups/operators? <input type="checkbox"/> Will options provide the greatest opportunity for multipurpose use (by comparison with a new facility or relocation to another site)? <input type="checkbox"/> Will preferred option allow for any shared program opportunities with other local facilities/user groups <input type="checkbox"/> Will preferred option allow for further expansion of the facility in the future? <input type="checkbox"/> Can preferred option be readily converted for another use/s, if required? <input type="checkbox"/> Does the design allow for flexible, multi-purpose spaces, both now and into the future? <input type="checkbox"/> Does the design allow for co-located uses within the same facility or integrated service delivery, now or into the future? <input type="checkbox"/> Does the design facilitate interaction and connections with other uses operating within the facility? <input type="checkbox"/> Does the design allow for future expansion and/or adaptive re-use to meet changing community needs over time? 	<p>Significantly Moderately Slightly Not At All</p>	<p>15 10 5 0</p>
<p>Extent to which project reflects consideration of locational criteria.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> What level of support is provided for the location in the Knox Planning Scheme? <input type="checkbox"/> Do approved/proposed structure plans/masterplans impact on infrastructure/service provision for the facility/site/location. <input type="checkbox"/> Is the site accessible to its primary user groups/catchment? <input type="checkbox"/> Is the site/facility convenient to public transport? If so, what level of public transport access is available (i.e. railway station, major bus interchange or local bus route?). <input type="checkbox"/> Is there good access to activity centres, open space, pedestrian networks, other community facilities, etc? <input type="checkbox"/> Opportunities for integration with nearby retail/community uses? (e.g.: opportunities for shared car parking, cafe/retail spaces, integrated service provision/community hub enhancement). <input type="checkbox"/> Parking assessment to meet existing and future needs <input type="checkbox"/> Local cultural/heritage/community issues which may need to be addressed as part of the project? 	<p>Significantly Moderately Slightly Not At All</p>	<p>15 10 5 0</p>

Social / Community Engagement/ Community Benefit		
<p>Extent the project aligns with Community and Council Plan goals and strategies?</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitates opportunities for developing partnerships & collaborative service delivery <input type="checkbox"/> Increases participation in social, cultural and economic life for people of all ages <input type="checkbox"/> Spaces and /or services cater for a diversity of user groups <input type="checkbox"/> Improves range, quality, delivery and access to services <input type="checkbox"/> Are there likely to be opportunities for improved multipurpose, co-located or integrated uses or community hubs into the future resulting from changing demographics, changes to service delivery, etc) <input type="checkbox"/> To what extent is the need and urgency for the delivery of this project to the community, taking into account: <ul style="list-style-type: none"> - support from the community - benefit to the community - risk to the community - alignment with existing Strategic Plans and Service Plans how long the need has been apparent to Council? <input type="checkbox"/> To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services and more specifically active ageing? 	<p>Significantly</p> <p>Moderately</p> <p>Slightly</p> <p>Not At All</p>	<p>15</p> <p>10</p> <p>5</p> <p>0</p>
<p>Extent to which project reflects consultation with stakeholders in line with Council's Community Engagement Policy:</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identified community needs and expectations through consultation with Council and internal stakeholders <input type="checkbox"/> Opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? 	<p>Significantly</p> <p>Moderately</p> <p>Slightly</p> <p>Not At All</p>	<p>5</p> <p>3</p> <p>1</p> <p>0</p>
Environmental		
<p>To what extent does the project support sustainability outcomes?</p> <p>Considerations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) <input type="checkbox"/> Sustainable design principles and use of sustainable materials 	<p>Significant</p> <p>Moderate</p> <p>Slightly</p> <p>Not at all</p>	<p>5</p> <p>3</p> <p>1</p> <p>0</p>
Economical / Financial Impact		
<p>To what extent does the project support economic development outcomes?</p> <p>Considerations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Capacity to improve financial return <input type="checkbox"/> Capacity to reduce maintenance costs <input type="checkbox"/> Potential to attract other funding sources <input type="checkbox"/> Extent of financial contribution from user group <input type="checkbox"/> Location of project in relation to activity centres <input type="checkbox"/> What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment? <input type="checkbox"/> Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation? 	<p>Significant</p> <p>Moderate</p> <p>Slightly</p> <p>Not at all</p>	<p>5</p> <p>3</p> <p>1</p> <p>0</p>
Maximum Possible Score		100

4005 COMMUNITY BUILDINGS & FACILITIES FOR OTHERS

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, and economic and governance categories.

Assessment Criteria for Community Buildings and Facilities for Others	Rating	Score
Eligibility		
<p>Is the project required to ensure that the infrastructure meets legislative and regulatory requirements i.e. Essential Safety Measures, National Construction Code?</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Need to address relevant legislation i.e. Occupational Health and Safety and/or Risk Management, Emergency Management, Disability Discrimination Act 	Refer to Program 2000 Legal Requirements	N/A
Governance		
<p>Extent the project provides sufficient justification.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> First stage development i.e. feasibility study, concept plan, preliminary design/costings Previous submissions regarding facility requirements Results of Disability Access Audit Project scope and documentation 	Significantly Moderately Slightly Not At All	20 10 5 0
<p>Extent the project addresses non compliance issues within the facility.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Corporate Risk Profile Potential to reduce risk to Council Retrofitting requirements to improve accessibility, based upon results of disability audit recommendations 	Significantly Moderately Slightly Not At All	20 10 5 0
Planning		
<p>Extent the project addresses considerations for multipurpose use in line with Councils Integrated Community Facility Planning Policy.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Have options considered the capacity for flexible and multipurpose spaces, which could be used by other activities/user groups/operators? Will preferred project allow for any shared program opportunities with other local facilities/user groups Will preferred option allow for further expansion of the facility in the future? Does the design allow for co-located uses within the same facility or integrated service delivery, now or into the future? Does the project allow for future expansion and/or adaptive re-use to meet changing community needs over time? 	Significantly Moderately Slightly Not At All	15 10 5 0
<p>Extent to which project reflects consideration of locational criteria.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> Do approved/proposed structure plans/masterplans impact on infrastructure/service provision on the project? Is the site accessible to its primary user groups/catchment? Is there access to activity centres, public transport, open space, pedestrian networks, other community facilities, etc? Are there opportunities for integration with nearby retail/community uses? (e.g.: opportunities for shared car parking, 	Significantly Moderately Slightly Not At All	15 10 5 0

cafe/retail spaces, integrated service provision/community hub enhancement) <ul style="list-style-type: none"> Support Crime Prevention through Environmental Design (CPED) principles? 		
Social / Community Engagement / Community Benefit		
Extent the project aligns with Community and Council Plan goals and strategies? <u>Considerations:</u> <ul style="list-style-type: none"> Have opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? Facilitates opportunities for developing partnerships & collaborative service delivery Increases participation in social, cultural and economic life for people of all ages and abilities Spaces and /or services cater for a diversity of user groups Improves range, quality, delivery and access to services Are there likely to be opportunities for improved multipurpose, co-located or integrated uses or community hubs into the future resulting from changing demographics, changes to service delivery, etc) 	Significantly Moderately Slightly Not At All	15 10 5 0
Extent to which project reflects consultation with stakeholders in line with Councils Community Engagement Policy: <u>Considerations:</u> <ul style="list-style-type: none"> Identified community needs and expectations through consultation with Council and internal stakeholders Opportunities for improved multipurpose, co-located or integrated use or community hub been identified in stakeholder consultation or other relevant structure plan/masterplan/service review processes? 	Significantly Moderately Slightly Not At All	5 3 1 0
Environmental		
To what extent does the project support sustainability outcomes? <u>Considerations:</u> <ul style="list-style-type: none"> Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) Sustainable design principles and use of sustainable materials 	Significantly Moderately Slightly Not At All	5 3 1 0
Financial Impact		
To what extent does the project support economic development outcomes? <ul style="list-style-type: none"> Capacity to improve financial return Capacity to reduce maintenance costs Potential to attract other funding sources Extent of financial contribution from user group Location of project in relation to activity centres 	Significantly Moderately Slightly Not At All	5 3 1 0
Maximum Possible Score		100

4006 NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES

Assessment Criteria for New Footpath Construction Program and Pedestrian Facilities	Rating	Score
Governance		
Is it part of the Principal Pedestrian Network?	Yes No	10 0
What is the Road Hierarchy?	Arterial Link Commercial Industrial Reserve Access Unsealed	15 10 10 10 10 5 0
Social / Community Engagement / Community/Health Benefit		
Is there a pedestrian generator within 800m walk?	Education Activity Centre Hospital Retirement Village Reserve Industrial None	20 20 15 10 5 5 0
Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train Principal Public Transport Network Bus Route Other Bus Route No Connectivity	20 10 5 0
Is there evidence of use?	Yes No	5 0
Is it a court or no through road? (Note: a court which has a reserve that can allow pedestrian access through to another street is not considered a no through road or court)	No Yes	10 0
Number of customer requests	3+ 1-2 0	5 2 0
Has there been a request from a mobility aid user?	Yes No	5 0
Does it link to an existing path?	Yes No	10 0
Environmental		
*Is it a site with biological significance?	Yes No	 *
Maximum Possible Score		100

*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

4007 ROAD AND BRIDGE CONSTRUCTION

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for New Roads & Upgrades	Rating	Score
Governance		
Is proposal a result of:		
Road Safety Audit.	Yes No	5 0
Response to customer complaints regarding a public safety issue.	Yes No	5 0
Project listed in Council's Integrated Transport Plan, Rowville-Lysterfield Integrated Local Plan or other strategic document.	Yes No	5 0
Social / Community Engagement / Community Benefit		
Does feasibility analysis suggest significant benefits?		
Improved linkage to existing road network & accessibility.	Yes No	2 0
Improved public transport or bicycle accessibility.	Yes No	4 0
Improved streetscape & environmental impacts minimised.	Yes No	2 0
Improved functionality of drainage network.	Yes No	2 0
Level of public support (for separate charge scheme)	>80% >60%<80% <60%	10 5 0
OR		
Level of community Interest (for Council funded roads)	High Medium Low	10 5 0
Environmental		
Does the project provide environmental benefits?	None Moderate High	0 5 10
What impact will this project have on the environment?	None Medium High	10 5 0

Economic / Financial Impact		
Has the road segment been identified as non compliant with the desirable features of its hierarchy classification?		
Surface Material & Pavement Composition.	Yes No	3 0
Pavement Width.	Yes No	3 0
Kerb Type.	Yes No	3 0
Traffic (% Commercial Vehicles or Volume).	Yes No	3 0
Is there a demonstrable lifecycle cost benefit of sealing the unsealed road or constructing a new road?	Yes No	9 0
Proportion of external funding (Special Charge Scheme or Grant) available for proposed works?	50 – 100 % 25 – 49 % < 25 %	9 5 0
Can proposed works be integrated with other Capital Works programs?	Yes No	6 0
Density Benefit Factor - Number of benefiting people/cost of asset.	High Benefit Low Benefit	9 0
Maximum Possible Score		100

4008 LOCAL AREA TRAFFIC MANAGEMENT SCHEMES (LATM's)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Local Area Traffic Management Schemes	Rating	Score
Social / Community Engagement / Community Benefit		
Accidents per kilometre of road. -Accident statistics as recorded in VicRoads crashstats database (Latest available over a full 5 Year period)	5+	20
	4- 4.9	10
	3 – 3.9	8
	2 – 2.9	5
	1 – 1.9	2
	Less than 1	0
Traffic Volume - The 12 hour two-way traffic volume (7am-7pm) For a collector road For a local access road	6001 or more	20
	4001-6000	10
	3001-4000	8
	2001-3000	5
	1001-2000	2
	0 – 1000	0
	2501 or more	20
	2001-2500	10
	1501-2000	8
	1001-1500	5
	501-1000	2
	Less than 500	0
Traffic Speed - The recorded 85 th %ile speed (within a 24 hour period) over the speed limit.	+15.1 km/h or more	20
	+10.1-15km/h	10
	+5.1-10 km/h	5
	+0.1-5km/h	2
	Under the speed limit	0
Adjacent Land Use (if more than one, use the higher score)	Activity Centre	10
	Hospital	8
	Education -Primary	8
	Education -Secondary	5
	Education-Children centre	5
	Local shops	4
	Retirement village	4
	Community hall/church	4
	Reserve (Active/play equipment, Passive)	2
	On-Road use (School crossing, bike path)	2
	Industrial	1
	None	0
	How long has the site been on the list?	5 years or more
4 years		8
3 years		5
Less than 2 years		0
Road Geometry of the road being considered for installation of traffic devices.	Curvilinear	5
	Straight	0
Maximum Possible Score		85

Isolated Traffic Treatments

Assessment Criteria for Isolated Traffic Treatments (Hot Spot) Program	Rating	Score
Social / Community Engagement / Community Benefit		
For isolated intersection (2 or more treatable accidents at an intersection) OR For mid Block site (2 or more treatable accidents between intersections)		
Accident Statistics as recorded in VicRoads Crashstats database (Latest available over a full 5 Year period)	For each Fatality. For each Serious Injury. For each Minor Injury.	10 8 6
Type of user injured	Pedestrian Cyclist Motorcyclist Car driver Other	20 10 8 5 0
Accident is related to the road environment	Yes No	10 0
Customer Request	More than 3 1 to 3 0	5 2 0
Adjacent Land Use within 200m of site (if more than one, use the higher score)	Activity Centre Hospital Education -Primary Education -Secondary Education-Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
Road geometry of the road being considered for installation of isolated traffic devices.	Curvilinear Straight	5 0
How long has the site been on the list?	5 years or more 4 years 3 years Less than 2 years	10 8 5 0
Maximum Possible Score (Dependent on number of accidents)		

4009 NEW BICYCLE/SHARED PATHS

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

SHARED PATHS:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Principal Bike Network	Yes No	10 0
Road Hierarchy	Arterial Link Industrial Collector Reserve Access Unsealed	20 15 15 10 10 5 0
Social / Community Engagement / Community Benefit		
Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Education Activity Centre Industrial Hospital Reserve None	20 20 15 10 5 0
Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5
Number of customer requests	3+ 1-2 0	5 2 0
Does it link to an existing on-road/off-road facility?	Shared Path On-Road Facility None	10 8 0
Environmental		
*Is it a site with biological significance?	Yes No	 *
Economic / Financial Impact		
Available funding from an external body?	Yes No	15 0
Maximum Possible Score		100

*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

ON-ROAD LANES:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Path identified on the Principal Bicycle Network	Yes No	10 0
Social / Community Engagement / Community Benefit		
Crashes involving bicycles over a 5 year period	More than 5 3 to 4 1 to 2 0	20 10 5 0
Is there public transport connectivity? (i.e. a train station within 800m and a bus stop within 400m)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5
Width of the road (Note: If less than 9m wide, a shared path is recommended unless a very quiet street with low volume)	13m+ wide 9-13m wide Less than 9m wide	10 5 0
Speed Zone along the street	40km/hr and less 50km/hr 60km/hr >60km/hr	15 10 5 0
Customer requests for bike lane	More than 3 1 to 3 0	10 5 0
Links to existing bike lane/shared path	Yes No	15 0
Maximum Possible Score		100

BICYCLE FACILITIES:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Is the facility on an existing bike route	Shared Path	25
	On-road Bike Lane	15
	Gravel/Granitic	5
	No	0
Is the facility along the Principal Bike Network/identified route on the bike plan	Principal Bike Network	20
	Bike Plan	10
	None	0
Social / Community Engagement / Community Benefit		
Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Activity Centre	25
	Education	20
	Industrial	15
	Hospital	10
	Reserve	5
Does it improve safety?	Yes	10
	No	0
Does it improve accessibility/connectivity?	Yes	10
	No	0
Customer request for facility	3+	10
	1-2	5
	0	0
Maximum Possible Score		100

4010 LOCAL ROAD SAFETY INITIATIVE

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Local Road Safety Initiatives	Rating	Score
Social / Community Engagement / Community Benefit		
Regulatory Requirement (eg. street light required over a traffic device or pedestrian numbers warrant school crossing)	Yes No	10 0
Treatment addresses property damage accidents (eg. Kerb installed to reduce run off road accidents)	Yes No	10 0
Accident reduction/prevention potential	Reduce conflict points Improve Sight distance Improve pedestrian visibility Improve driver awareness None	15 10 5 2 0
Customer requests	3 or more 1-3 None	5 2 0
Identified within the Integrated Transport Plan, Pedestrian Plan, Bike Plan or Community and Council Plan	Yes No	10 0
Adjacent Land Use within 100m of site (if more than one, use the higher score)	Activity Centre Hospital Education –Primary Education –Secondary Education – Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 4 2 2 1 0
Bus Route	Yes No	5 0
Road Hierarchy	Link Collector Local/access	10 5 0
Environmental		
Impacts on the environment e.g. excavation required, tree removal	No Yes	5 0
Economic / Financial Impact		
Possible external funding contribution from other source	Yes No	20 0
Maximum Possible Score		100

4011 PUBLIC TRANSPORT INFRASTRUCTURE

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Priority is based on:

- problem being experienced by bus company;
- frequency and type of bus service; and
- benefits the works will have on the operation of the bus service.

Prioritisation of bus stop works will also be based on:

- identified locations where people with disabilities are using the bus service;
- works that can be done in conjunction with other authorities (e.g. Dept of Infrastructure may undertake works to make a bus stop DDA compliant and Council may need to construct a short length of footpath; and
- the number of patrons using a bus stop.

Assessment Criteria for Local Road Safety Initiatives	Rating	Score
Social / Community Engagement / Community Benefit		
Problem identified by bus company	Yes No	10 0
Works will improve reliability	Yes No	10 0
Works will improve road safety	Yes No	10 0
DDA need to improve access	Yes No	10 0
Customer requests	3 or more 1-3 None	10 5 0
Bus route/stop location (footpath hierarchy)	Commercial access Key access Local access	10 5 0
Environmental		
Negative impacts on environment	No Yes	10 0
Economic / Financial Impact		
Possible external funding contribution from other source	Yes No	15 0
Works can be done in partnership with other authorities	Yes No	15 0
Maximum Possible Score		100

4012 NEW PLANT & MACHINERY

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for New Plant & Machinery	Rating	Score
Governance		
Fit with Council Plan	Significant	25
To what extent does the project reflect the current direction and vision of Council as outlined in the Knox Community and Council Plan?	Moderate	20
	Slightly	10
	Not at all	0
Social / Community Engagement/ Community Benefit		
To what extent is the need and urgency for the delivery of this project to the community, taking into account:	Significant	20
- support from the community	Moderate	18
- benefit to the community	Slightly	10
- risk to the community	Not at all	0
- alignment with existing Strategic Plans		
- how long the need has been apparent to Council?		
To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services?	Significant	10
	Moderate	7
	Slightly	3
	Not at all	0
Environmental		
To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, water consumption, the use of recycled materials and minimising the use of resources? Are there positive environmental initiatives in the project?	Significant	15
	Moderate	7
	Slightly	3
	Not at all	0
Economical / Financial Impact		
What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment?	Significant	15
	Moderate	7
	Slightly	3
	Not at all	0
Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation?	Significant	15
	Moderate	10
	Slightly	5
	Not at all	0
Maximum Possible Score		100

4013 LAND ACQUISITION

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Land Acquisition	Rating	Score
Governance		
Fit with Council Plan. To what extent does the project reflect the current direction and vision of Council as outlined in the Knox Community and Council Plan and other Council Strategies and Plans?	Significant Moderate Slightly None	10 5 3 0
Service Feasibility and Asset Option Analysis (as detailed in Asset Management Policy) Has a Service Feasibility Study and Asset Option Analysis been completed with an identified need to purchase land?	Yes No	10 0
The recommended option from the Asset Option Analysis is: Purchase land and construct Enter into a commercial lease Deliver service via a third party Improve utilisation of an existing building Public Private Partnership Other Service Feasibility and Asset Option Analysis not undertaken		10 -50 -50 -50 -50 -50 0
Has the purchase of the land been authorised via a Council resolution?	Yes No	10 0
Social / Community Engagement/ Community Benefit		
Has public consultation occurred in relation to the purchase of the land?	Yes No	10 0
What is the anticipated benefit to be provided to the community from the purchase of the land?	Significant Moderate Minimal None	5 3 1 0
To what extent does the community support the purchase of the land?	Significant Moderate Minimal None	5 3 1 0
To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services?	Significant Moderate Minimal None	10 7 5 0
Environmental		
To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, water consumption, the use of recycled materials and minimising the use of resources?	Significant Moderate Minimal None	10 7 5 0
Economical / Financial Impact		
What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment?	Significant Moderate Minimal None	10 7 5 0
Has the construction aspect of the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation?	Significant Moderate Minimal None	10 7 5 0
Maximum Possible Score		100

4014 UNSTRUCTURED RECREATION

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

		Current Score (C) (10 max)	Potential Score (P) (10 max)
Type of Open Space – either;	Municipal <ul style="list-style-type: none"> • Physical relationships to an activity centre is essential • Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary • Cater for multiple groups of people • Diverse user groups is desirable • Unique qualities, character or special features is essential • Is the space also located on a creek corridor? • Is the space also a community hub? • Accommodation of changing use 	1-10	1-10
Or;	Neighbourhood <ul style="list-style-type: none"> • Located in a prominent location within the neighbourhood • Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary • Cater for multiple groups of people • Enable diverse activities • Unique qualities, character or special features is essential • Is the space also located on a creek corridor? • Is the space also a community hub? • Accommodation of changing use 	1-10	1-10
Or:	Local <ul style="list-style-type: none"> • Develop community engagement with the space in the immediate surroundings • Spaces must be visually and physically accessible • Develop place based character sympathetic to the neighbourhood and site • Accommodation of changing use 	1-10	1-10
Biodiversity appreciation -	<ul style="list-style-type: none"> • Priority/significant location • Create new links • Strong character and branding 	1-10	1-10
Connections connectivity -	<ul style="list-style-type: none"> • Access to public transport, pedestrian and bike infrastructure • Have excellent amenity and community infrastructure • Comply with DDA and other standards 	1-10	1-10
Cultural interpretation -	<ul style="list-style-type: none"> • Landmark • Event opportunities • Special character/significance 	1-10	1-10
Economy local -	<ul style="list-style-type: none"> • Engaged interface with business and industry • Connect with community infrastructure • Opportunities for temporary business • High level of amenity 	1-10	1-10
Leisure healthy -	<ul style="list-style-type: none"> • Dynamic interface design • Integrated design between active/passive spaces • Ability to activate spaces through structured activities 	1-10	1-10

People – wellbeing	<ul style="list-style-type: none"> • Develop strong community links to the space • Develop a sense of community custodianship of site • Good provision of community infrastructure 	1-10	1-10
Play exploration	<ul style="list-style-type: none"> • Provide diverse opportunities for play use of the site • Comply with equal access and compliance standards • Multi-generational use of spaces • Appropriate infrastructure for the type of space • Excellent visual amenity 	1-10	1-10
Sustainable equilibrium	<ul style="list-style-type: none"> • Integrate opportunities for sustainable infrastructure • Design with sustainable materials and vegetation 	1-10	1-10
Water - quality	<ul style="list-style-type: none"> • Increase water quality • Link and extend creek corridors by integrating drainage corridors • Improve community access to water • Integrate water systems between open spaces, streets and homes 	1-10	1-10
		100 max (C)	100 max (P)

Strategic Priority- Level of Change		Change Score (CS)	
Limited Change or;	A limited level of change for residential land located within the Dandenong Foothills or designated as a Site of Biological Significance.	1 or;	
Incremental Change or;	An incremental level of change for residential land which generally has limited access to public transport, services and facilities, low pedestrian permeability and a green and leafy character.	2 or;	
Moderate Change or;	A moderate level of change for mixed use and residential areas within and surrounding selected Activity Centres	3 or;	
Substantial Change	The highest rate of change for mixed use and residential land within selected Activity Centres and other strategic sites.	4	
Total Score			(P-C) X (CS)

List them: 1) 2) 3) 4)			
Will this initiative respond to a significant community issue?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
Will the initiative address known safety hazards/ manage known risk?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
Will the initiative provide an opportunity for community capacity building?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
Will the initiative have a positive impact on access and inclusion?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
Maximum Possible Score	(100)	(80)	(60)

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4016 STREETSCAPE UPGRADES: ROAD RESERVE & NATURE STRIP PLANTING

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Streetscape Upgrades	Rating	Score
Governance		
Identified in Council's strategic documents or adopted Master Plan	Priority item	10
	Yes	5
	No	0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	High	5
	Medium	3
	None	0
Project adds to the body of knowledge or guides future works on the site / program. E.g. Biolinks Study, Master Plan, Energy Audit, assessments etc	Yes	10
	No	0
Social / Community Engagement / Community Benefit		
Extent of participation or consultation with the community/Council/external stakeholders	Significant participation or consultation	10
	Some awareness, but more consultation required	5
	No consultation	0
Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact	5
	Some benefit	2
	None	0
Catchment visitation	Municipal	10
	Neighbourhood catchment	5
Environmental		
Risk to environmental values reduced	None	10
	Moderate	5
	High risk	0
Values Improved	Major improvement	10
	Moderate	5
	None	0
Potential use of sustainable materials.	Major opportunity	5
	Moderate	3
	None	0
Economic / Financial Impact		
Impact on operations budget /maintenance cost.	Decrease	10
	Same	5
	Increase	0
Complements existing investment/ assets / capital works.	Major	5
	Moderate	2
	None	0
Components have achieved optimum replacement life.	Optimum	5
	Moderate	2
	No	0
External funding contribution available.	Yes	5
	No	0
Maximum Possible Score		100

4017 STORMWATER UPGRADES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Integrated SW Management	Rating	PTS
Governance, Risk Management & Public Safety (25 points)		
<p>Is the proposed project in line with Knox's strategic direction under:</p> <ol style="list-style-type: none"> 1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 2008-2015 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan 	<p>Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts</p>	8
Does the location experience Above Floor Flooding – At what depth (D) in meters?	<p>D > 1.2 m = 5 pts D = 0 - 1.19 m = 4 Pts D = 0.8 - 0.99m = 3 pts D = 0.35 – 0.79m = 2 pts D = 0 (underfloor flooding) = 0pts</p>	5
What is the Depth x Velocity of main flow path (m ² /s)?	<p>D*V > 0.84 m²/s = 5 pts D*V = 0.6- 0.83 m²/s = 4 pts D*V = 0.4 - 0.59 m²/s = 3 pts D*V = 0.2 - 0.39 m²/s = 2 pts D*V < 0.2 m²/s = 1pt</p>	5
What is the Time to Flood Peak (hours)?	<p>Peak < 0.5 hrs = 3 pts Peak > 0.5 hrs = 2 pts Peak > 1 hr = 1.5 pts Peak > 2 hrs = 1 pt</p>	3
What is the primary land use within the flood affected area?	<p>Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt</p>	4
Economic and Financial Benefits (25 points)		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	<p>Yes = 5 pts No = 0 pts</p>	5
Is external funding available to cost share / deliver this project?	<p>50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts</p>	5

<p>What is the calculated Cost of Damage per Property? <i>Apply:</i> $[\\$] = (D) + (B) / ((R) * 1 + (C/I) * 5)$</p> <p>Number of Properties suffering damage Number of Residential Properties (R) Number of Commercial / Industrial Properties (C/I) Cost of damages for All Properties (D) Potential Business Loss of All Properties (B)</p>	<p>[\\$] \$1 million or more = 15 pts [\\$] \$500K – \$1M = 12 pts [\\$] \$250K – 500K = 10 pts [\\$] \$100K – \$ 250K = 8 pts [\\$] <\$100K = 5 pts No damage = 0 pts</p>	15
Environmental Benefits (25 points)		
<p>Is the project within a high value catchment (HVC)?</p> <p>[* = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]</p>	<p>Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pt Rowville Main Drain = 1 pt</p>	7
<p>Will this project provide urban pollutant reductions and meet industry best practice for waterway/bay protection?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)</p>	<p>Achieves or exceeds all targets for all parameters = 6 pts Achieves or exceeds targets for TSS, TP, Litter and achieves more than 40% TN reduction = 4 pts TN reduction falls below 40% = 0 pts</p>	6
<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>80% or more substitution = 6 pts 70 - 79% = 5 pts 50 - 69 % = 3 pts Less than 50% substitution = 0 pts</p>	6
<p>Will this project provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p>Apply: (Catchment total DCI area – System's total disconnected DCI area) Catchment's total DCI area</p>	<p>50% or more DCI reduction = 6 pts 30 – 49% DCI = 4 pts 10 - 29% = 3 pts 0% = 0 pts</p>	6

Social and Community Benefits (25 points)		
<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>20 - 25% shade/canopy cover provided to immediate area = 5 pts</p> <p>10 - 20% shade/canopy cover provided to immediate area = 3 pts</p> <p>Less than 10% shade/canopy = 0 pts</p>	5
<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts</p> <p>'(a) only = 4 pts</p> <p>No = 0 pts</p>	5
<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 5 pts</p> <p>Moderate = 3 pts</p> <p>Minor = 1 pts</p>	5
<p>If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?</p>	<p>Yes = 5 pts</p> <p>No = 0 pts</p>	5
<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc</p> <p>Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts</p> <p>No = 0 pts</p>	5
Ranking Score (Total)		? / 100

4018 SUSTAINABILITY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Sustainability Initiatives	Rating	Score
Governance		
Identified in Council's Strategic Documents or adopted Master Plan	Priority item Yes No	10 5 0
Project adds to the body of knowledge or guides future works on the site / program or acts as a Demonstration Project. E.g. Master Plan, Energy Audit, etc	Yes No	5 0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	High Medium None	10 5 0
Social / Community Engagement / Community Benefit		
Extent of consultation with the community/Council/external stakeholders.	Significant consultation Some awareness, but more consultation required No consultation	10 5 0
Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact Some benefit None	5 2 0
Catchment visitation (e.g. the demographic that the project location or site typically caters for)	Municipal or wider Neighbourhood catchment Restricted Access	10 5 0
Environmental		
Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution)	Net improvement Neutral impact Net loss of value	10 5 0
Impact on Resource use (e.g. will the project increase electricity, gas or water use)	Significant Reduction Neutral impact Significant Increase	10 5 0
Sustainable Procurement and sustainable use of materials (e.g. reduction in waste to landfill, purchasing recycled material or reusing existing materials on the project)	Major opportunity Moderate None	5 3 0
Economic / Financial Impact		
Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site).	Decrease Same Increase	10 5 0
Compliments existing investment/assets/capital works.	Major Moderate None	5 2 0
Components have achieved optimum replacement life.	Optimum Moderate No	5 2 0
Potential external funding contribution available or Project has a return on investment of under 10 years.	Yes No	5 0
Maximum Possible Score		100

4019 CIVIC & CORPORATE BUILDING AND FACILITY UPGRADE

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Civic Corporate Building and Facility Upgrade	Rating	Score
Governance		
The works support the direction set by the Knox Community and Council Plan.	Significantly Moderately Slightly	15 10 5
Social / Community Engagement / Community Benefit		
The works are required to provide safe and available amenities.	Yes No	15 10
The works promotes access and inclusion for all.	Yes No	15 0
Expected future utilisation of the facility	To increase Stay the same Reduce	10 5 -15
Environmental		
The works will contribute to the natural and built environment; consider sustainable principle and energy efficiencies.	Significantly Moderately Slightly	15 8 5
Economic / Financial Impact		
Components of the facility have achieved their optimum replacement life	Yes No	15 0
The works occurs in conjunction with other capital works	Yes No	5 0
The works will improve the delivery of the services	Yes No	10 0
Maximum Possible Score		100

4020 INFORMATION COMMUNICATIONS TECHNOLOGY (ICT)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

The table below can be used to score and rank each proposed initiative within the Plan. Initiatives with the highest scores will be assigned the highest priority.

ICT (Project Evaluation Criteria)

Assessment Criteria for Information Communications Technology (ICT)	Rating	Score
Well governed and leading organisation		
To what extent does the project produce organisational benefits in terms of impact	▪ Wide scale impact on internal users and/or external customers	10
	▪ Fairly broad organisational impact without being across the whole organisation	7
	▪ System/project impacts on relative few internal users/external customers	5
To what extent does the project produce organisational benefits in terms of service delivery outcomes?	▪ High level of benefit to be achieved with significant opportunity to improve service outcomes	10
	▪ Moderate impact on external service delivery outcomes	7
	▪ Proposes a business solution that does not involve significant opportunity to improve service delivery	5
To what extent does the project produce organisational benefits in terms of process improvement	▪ Wide scale impact on internal users and/or external customers	10
	▪ Fairly broad organisational impact without being across the whole organisation	7
	▪ System/project impacts on relative few internal users/external customers	5
How well will the system/project integrate with other Council systems/applications?	▪ System/project involves a significant improvement to the level of quality data available to users and enhances decision making	20
	▪ System/project maximises Council's use of core systems in an integrated fashion	
	▪ System/project will save users considerable time due to the high level of integration achieved	
	▪ System/project enhances the level of integrated information available to a broad level of Knox users	10
	▪ System/project enhances utilisation of core systems or involves a solution that integrates to these applications	
	▪ Council's access to information is enhanced by this system/project	
	▪ System/project is a standalone product/service that will not increase/improve access to information outside of the department that utilises it.	0
	▪ Council decision making is not impacted upon or is only slightly improved by this system/project	

Assessment Criteria for Information Communications Technology (ICT)	Rating	Score
Does this project meet organisational strategic objectives? <ul style="list-style-type: none"> • Digital and ICT Strategy and Roadmap (Under Review) <ul style="list-style-type: none"> ○ IM services are integrated with the business ○ Information is managed and secure ○ Integrated systems deliver productivity gains 	Significant Moderate Slightly Not at all	10 7 3 0
What is the risk exposure to Council if the current system/application is reliant on outdated or unsupported software/hardware platforms?	Significant Moderate Slight Not at all	10 7 3 0
Social and Community Benefit		
To what extent does this project benefit the community? <ul style="list-style-type: none"> • Council services are available online • IM services support active community engagement 	Significant Moderate Slight Not at all	10 7 3 0
Sustainable, natural and built environment		
To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, paper consumption, the use of recycled materials and minimising the use of resources? Are there positive environmental initiatives in the project?	Significantly Moderately Slight Not at all	10 7 3 0
Economic / Financial Impact		
What is the extent of economic benefits to the organisation and/or the community, potential cost savings or any returns for investment?	Significantly Moderately Slightly Not at all	10 7 3 0
Maximum Possible Score		100

4021 SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Sustainable Initiatives for outdoor structured facilities.	Rating	Score
Cost per ML for potable substitution	< \$1000/ML \$1001 - \$1500/ML \$1501 - \$2000/ML \$2001 - \$3000/ML > \$3,001/ML	25 20 15 10 5
Participation	Greater than 700 501 – 700 Users 201 – 500 Users 101 – 200 Users 0 – 100 Users	25 20 15 10 5
Community Attraction	Regional Municipal Local	25 15 5
Amount of User Groups	> 7 4 - 6 2 - 3 1	25 20 15 10
Maximum Possible Score		100

4022 WATER QUALITY IMPROVEMENTS THROUGH WSUD

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Integrated SW Management	Rating	PTS
Governance, Risk Management & Public Safety (25 points)		
<p>Is the proposed project in line with Knox's strategic direction under:</p> <ol style="list-style-type: none"> 1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 2008-2015 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan 	<p>Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts</p>	8
Does the location experience Above Floor Flooding – At what depth (D) in meters?	<p>D > 1.2 m = 5 pts D = 0 - 1.19 m = 4 Pts D = 0.8 - 0.99m = 3 pts D = 0.35 – 0.79m = 2 pts D = 0 (underfloor flooding) = 0pts</p>	5
What is the Depth x Velocity of main flow path (m ² /s)?	<p>D*V > 0.84 m²/s = 5 pts D*V = 0.6- 0.83 m²/s = 4 pts D*V = 0.4 - 0.59 m²/s = 3 pts D*V = 0.2 - 0.39 m²/s = 2 pts D*V < 0.2 m²/s = 1pt</p>	5
What is the Time to Flood Peak (hours)?	<p>Peak < 0.5 hrs = 3 pts Peak > 0.5 hrs = 2 pts Peak > 1 hr = 1.5 pts Peak > 2 hrs = 1 pt</p>	3
What is the primary land use within the flood affected area?	<p>Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt</p>	4
Economic and Financial Benefits (25 points)		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	<p>Yes = 5 pts No = 0 pts</p>	5
Is external funding available to cost share / deliver this project?	<p>50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts</p>	5

<p>What is the calculated Cost of Damage per Property? <i>Apply:</i> $[\\$] = (D) + (B) / ((R) * 1 + (C/I) * 5)$ Number of Properties suffering damage Number of Residential Properties (R) Number of Commercial / Industrial Properties (C/I) Cost of damages for All Properties (D) Potential Business Loss of All Properties (B)</p>	<p>$[\\$]$ \$1 million or more = 15 pts $[\\$]$ \$500K – \$1M = 12 pts $[\\$]$ \$250K – 500K = 10 pts $[\\$]$ \$100K – \$ 250K = 8 pts $[\\$]$ <\$100K = 5 pts No damage = 0 pts</p>	15
Environmental Benefits (25 points)		
<p>Is the project within a high value catchment (HVC)? [* = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]</p>	<p>Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pt Rowville Main Drain = 1 pt</p>	7
<p>Will this project provide urban pollutant reductions and meet industry best practice for waterway/bay protection? (i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)</p>	<p>Achieves or exceeds all targets for all parameters = 6 pts Achieves or exceeds targets for TSS, TP, Litter <u>and</u> achieves more than 40% TN reduction = 4 pts TN reduction falls below 40% = 0 pts</p>	6
<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies? [Note: Industry best practice is 80% substitution reliability or more]</p>	<p>80% or more substitution = 6 pts 70 - 79% = 5 pts 50 - 69 % = 3 pts Less than 50% substitution = 0 pts</p>	6
<p>Will this project provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area <i>Apply:</i> $(\text{Catchment total DCI area} - \text{System's total disconnected DCI area}) / \text{Catchment's total DCI area}$</p>	<p>50% or more DCI reduction = 6 pts 30 – 49% DCI = 4 pts 10 - 29% = 3 pts 0% = 0 pts</p>	6
Social and Community Benefits (25 points)		
<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees? Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>20 - 25% shade/canopy cover provided to immediate area = 5 pts 10 - 20% shade/canopy cover provided to immediate area = 3 pts Less than 10% shade/canopy = 0 pts</p>	5

Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?	'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts	5
<u>If project is not delivered</u> , to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?	Major disruption or loss of access = 5 pts Moderate = 3 pts Minor = 1 pts	5
<u>If project is not delivered</u> , will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 5 pts No = 0 pts	5
Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population? <i>Sensitive Land Use</i> = schools, hospitals, aged/disability services etc <i>Vulnerable population</i> = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.	Yes = 5 pts No = 0 pts	5
Ranking Score (Total)		? / 100

4023 COMMUNITY SAFETY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

The table below can be used to score and rank each proposed initiative within the Plan. Initiatives with the highest scores will be assigned the highest priority.

Assessment Criteria for Community Safety Initiatives	Rating	Score
Governance		
To what extent does the project create risk exposure to the community/Council should the project not be undertaken (rated against Council's integrated risk management process)	Significantly Moderately Not at all	15 10 0
Social / Community Engagement / Community Benefit		
To what extent does the project work towards delivering priorities from the Knox Community and Council Plan for a safe community? <u>Considerations:</u> <ul style="list-style-type: none"> The project supports an integrated planning approach to place management. The project supports greater community participation in public places/spaces. The project works towards reducing inequities for particular groups including people with disabilities, young people, women, CALD communities, Aboriginal community to access public places/spaces. 	Significantly Moderately Not at all	15 10 0
To what extent does the project work towards delivering community safety outcomes? <u>Considerations:</u> <ul style="list-style-type: none"> The project increases the communities perceptions of safety – particularly at night The project incorporates crime prevention through environmental design principles The project incorporates other community safety programs to support sustainable community outcomes. 	Significantly Moderately Not at all	25 15 0
Does the project provide the sufficient justification? <u>Considerations:</u> <ul style="list-style-type: none"> Project has been identified by the Safer Communities group as a priority Project has been identified by community as a high priority community safety initiative Consultation has occurred with relevant Council staff and community user groups 	Significantly Moderately Not at all	20 10 5

Sustainability		
Does the project benefit the environment: <u>Considerations:</u> <ul style="list-style-type: none"> • Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity) • Sustainable design principles – • Eco buy use of sustainable materials. 	Significantly Moderately Not at all	10 5 0
Financial Impact		
Does the project address <u>economic</u> sustainability principles? <u>Considerations:</u> <ul style="list-style-type: none"> • Project has secured part funding from other sources • Capacity to improve financial return from building • Capacity to reduce maintenance costs • Potential to attract other funding sources • Extent of financial contribution from user group • Extent of in-kind contributions 	Significantly Moderately Not at all	15 10 0
Maximum Possible Score Total		100

APPENDIX B**CAPITAL WORKS RANKING CRITERIA – 2017-21**

(Previous iteration of ranking criteria for those programs which incorporated major amendment for 2018-2022)

Official Minutes of Knox City Council

4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES

The assessment process incorporates a triple bottom line evaluation which considers an assessment of the social, environmental and economic impacts of the project.

Assessment Criteria for Family & Children Services Buildings & Facilities Projects	Rating	Score
Governance		
Is the project required to ensure that the infrastructure meets all legislative, regulatory, and Australia's National Quality Framework for Early Childhood Education & Care requirements relating to the delivery of the children's service and required service standards?	If yes, refer to Program Area 2000 –Legal Requirements	N/A
Is the project supported by the City Plan (including Council's Plan) and the Municipal Early Years Plan, Family & Children's Services Policies and/or Council Resolutions?	No Yes	0 12
Risk exposure to the Community/Council should the project not be undertaken (<i>rated against Council's Integrated Risk Management Process</i>).	Nil Low Medium High Extreme	0 2 4 6 8
Rationale		
Is there evidence to support the current & future demand for an early years service at the facility? (<i>e.g. based on the most recent demand/supply data for the relevant service type in the municipality, and the capacity of non-Council services to address the need</i>)	No consultation Limited consultation Extensive consultation	0 6 12
Does the project strengthen and/or enhance the capacity for the facility to support Integrated Service Delivery?	Not at all Somewhat Extensively	0 3 6
Is the project required to implement outcomes from Council's Service Planning and Review process?	No Yes	0 10
Social / Community Engagement / Community Benefit		
Extent of consultation that has occurred with the community & Council?	No consultation Limited consultation Extensive consultation	0 4 8
Will the project increase the capacity of the building to accommodate integrated multi use purposes other than children's services in the future in line with Council's Community Facilities Planning Policy?	Not at all Somewhat Extensively	0 5 10
Environmental		
To what extent does this project contribute to the natural and built environment of Knox? (<i>i.e. energy efficiencies, water conservation, sustainable design principles, and integrated transport options</i>)	None Somewhat Extensively	0 5 10
Economic / Financial Impact		
To what extent has planning for this project been completed in line with Council's capital works program processes?	None Scoping Concept Final	0 3 6 12
To what extent has partnership funding already been identified? (<i>other levels of government, committee contributions, philanthropic, etc</i>)	0% 25% 50% 75%	0 3 6 12
<i>Maximum Possible Score</i>		100

4006 NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

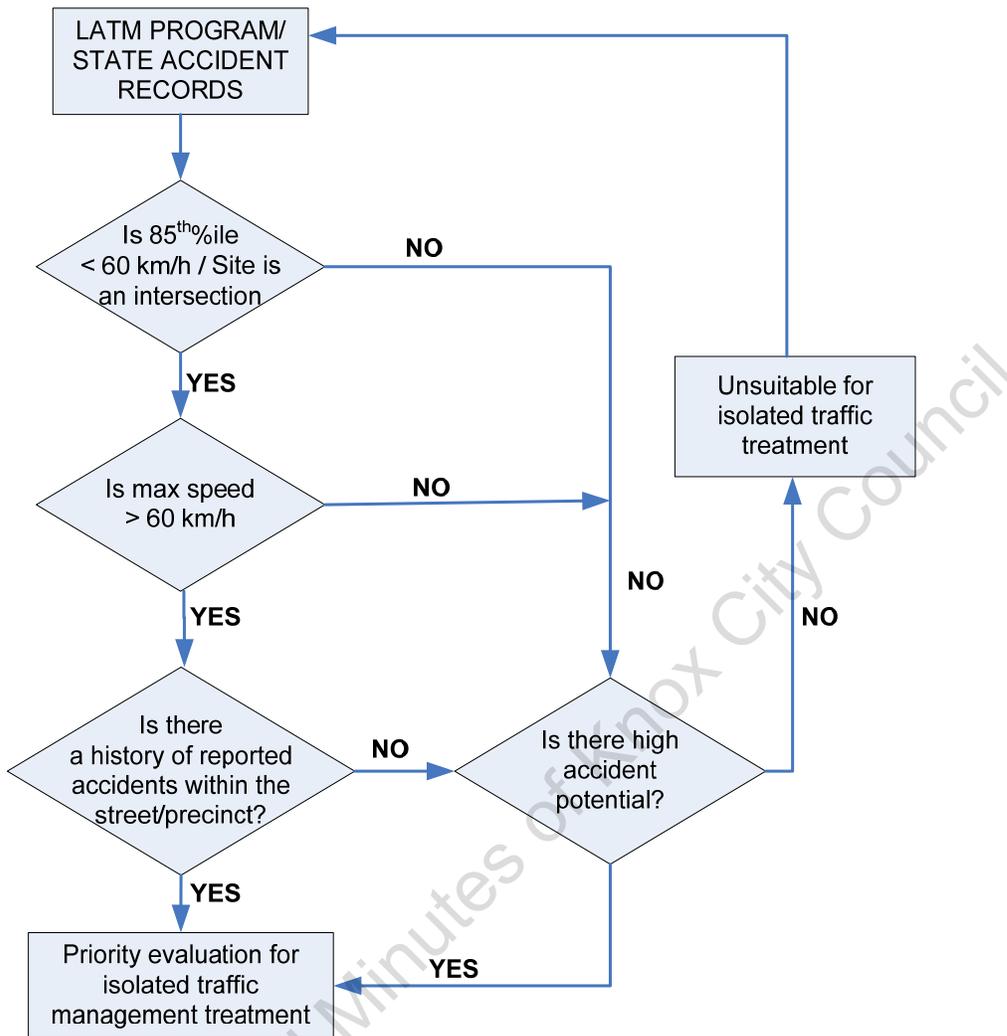
Assessment Criteria for New Footpath Construction Program and Pedestrian Facilities	Rating	Score
Governance		
Path/facility identified in Pedestrian Plan	High High-medium Other missing footpath Medium Medium-low Low priority No	15 10 8 8 6 4 0
Path identified in Mobility Study	Yes No	10 0
Social / Community Engagement / Community/Health Benefit		
Road Hierarchy	Arterial Link Collector Industrial Access	15 10 10 8 4
Is path/facility with 400m of significant pedestrian generator? e.g. education, shops, retirement village	Yes No	10 0
Accessibility need e.g. path links to bus stop, train station, rest stop	Yes No	7 0
Existing path	Informal crushed rock Worn track Formal crushed rock None	12 12 7 0
Is there an alternative path? (excluding local access roads)	Yes No	0 10
Customer requests for new path/facility	More than 3 1 to 2 0	4 2 0
Links to existing path	Yes No	7 0
Environmental		
Does the path impact on a Site of Biological Significance? i.e. trees or native grass would be affected? (National, State, Regional or Local Significance, Dandenong Ranges Buffer, Remnant Trees)	Yes No	0 10
Maximum Possible Score		100

4008 LOCAL AREA TRAFFIC MANAGEMENT SCHEMES (LATM's)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Local Area Traffic Management Schemes	Rating	Score
Social / Community Engagement / Community Benefit		
Accident Statistics as reported to Victoria Police and searched via Crashstats (Latest available over a full 5 Year period)	For each Fatality.	10
	For each Serious Injury.	8
	For each Minor Injury.	6
The 12 hour two-way traffic volumes (7am-7pm)	3001 or more	5
	2001-3000	3
	1001-2000	1
	0 – 1000	0
The 85 th %ile speed recorded over a 24 hour period.	70.1 km/h or more	7
	65.1 – 70.0 km/h	5
	60.1 – 65.0 km/h	3
	55.1 – 60.0 km/h	2
	50.1 – 55 km/h	1
	0 – 50.0 km/h	0
Reserves located along the subject road.	For each Passive (No play equip).	1
	For each Active (Sporting ground).	1
	For each Recreational (With play equip).	2
Schools located along the subject road.	For each Primary School.	4
	For each Secondary School.	2
	For each Pre-school.	2
	For each existing School Crossing.	1
Road Geometry of the road being considered for installation of traffic devices.	Curvilinear	2
	Straight	0
Significant Local Impacts located along the subject road.	For each Child Care Centre.	2
	For each Retirement Village.	2
	For on-road bike path.	2
	For each Hospital.	1
	For each Bike path crossing.	1
	For each Scout/Guide Hall.	1
	For each Church.	1
	For each Shop.	1
Maximum Possible Score		0-48

Filter for Isolated Traffic Treatments for Hot Spot Program



Assessment Criteria for Isolated Traffic Treatments (Hot Spot) Program	Rating	Score
Social / Community Engagement / Community Benefit		
For isolated intersection	Crash/es recorded in CrashStats	10
	Reported 'near misses'	5
	No Accidents	0
For mid Block site		
The recorded 85 th %ile speed over the Speed Limit	5.1km/h-10km/h over Speed Limit	10
	0.5-5km/h over Speed Limit	5
	85 th %ile speed under the Speed Limit	0

Excessive individual vehicle speeds recorded in relation to Speed Limit (cumulative criteria)	20-30km/h over Speed Limit (≥ 7 recorded vehicles)	5
	>30km/h over Speed Limit (≥ 2 recorded vehicles)	5
Accident Statistics as reported to Victoria Police and searched via Crashstats (Latest available over a full 5 Year period)	For each Fatality. For each Serious Injury. For each Minor Injury.	10 8 6
Pedestrian activity at specific sites. Schools located within 200 metres of proposed site.	For each Primary School.	4
	For each Pre-school.	2
	For each Secondary School.	2
	For each existing School Crossing.	1
Reserves located within 200 metres of proposed site.	For each Recreational (With play equip).	2
	For each Active (Sporting ground).	2
	For each Passive (No play equip).	1
Significant Local Impacts located within 200 metres of proposed site.	For each Child Care Centre.	2
	For on-road bike path.	2
	For each Retirement Village.	2
	For each Shop.	1
	For each Church.	1
	For each Scout/Guide Hall.	1
For each Hospital.	1	
Road geometry of the road being considered for installation of isolated traffic devices.	Curvilinear	3
	Straight	0
Maximum Possible Score		0-62

4009 NEW BICYCLE/SHARED PATHS

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

SHARED PATHS:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Path identified on Bicycle Plan	Yes and links to an activity centre	15
	Yes	10
	No but identified missing link	8
	No	0
Social / Community Engagement / Community Benefit		
Road Hierarchy	Arterial	15
	Link	10
	Collector	10
	Industrial	8
	Access	4
Path links to activity centre/schools/shops/sporting grounds (within 800m of activity centre)	Yes	10
	No	0
Existing path	Informal crushed rock	12
	Worn track (no crushed rock)	12
	Formal crushed rock	7
	Footpath	3
	None	0
Accessibility need e.g. path links to bus stop, train station, rest stop	Yes	7
	No	0
Customer requests for new path	More than 3	4
	1 to 3	2
	0	0
Links to existing bike/shared path	Yes	7
	No	0
Environmental		
Does the path impact on a Site of Biological Significance? i.e. trees or native grass would be affected? (National, State, Regional or Local Significance, Dandenong Ranges Buffer, Remnant Trees)	Yes	0
	No	10
Economic / Financial Impact		
Available contribution from another source	Yes	20
	No	0
Maximum Possible Score		100

ON-ROAD LANES:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Path identified on Bicycle Plan or Principal Bicycle Network	Yes and links to an activity centre Yes No	30 20 0
Social / Community Engagement / Community Benefit		
Crashes involving bicycles over a 5 year period	More than 5 3 to 4 1 to 2 0	20 10 5 0
Links to public transport	Links directly Links indirectly No	10 5 0
Inter-neighbourhood links	Part of PBN Arterial road Collector/industrial Local	15 10 5 0
Customer requests for bike lane	More than 3 1 to 3 0	10 5 0
Links to existing bike lane/shared path	Yes No	15 0
Maximum Possible Score		100

BICYCLE FACILITIES:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
Governance		
Facility identified in Bicycle Plan	Yes on route to an activity centre Yes No	30 20 0
Priority timeline in Bicycle Plan	Immediate 1 yr 1-3 yrs 3-5 yrs > 5yrs	15 10 5 3 0
Social / Community Engagement / Community Benefit		
Facility within an activity centre	Yes No	20 0
Facility within 800m of activity centre, schools, sporting grounds	Yes No	20 0
Demand for facility i.e. customer requests, evidence of need/use	High Medium Low None	15 10 5 0
High- >1 customer requests and strong evidence		
Medium- >1 customer requests but no evidence or 1 customer request plus evidence		
Low- one customer request, no evidence		
Maximum Possible Score		100

4010 LOCAL ROAD SAFETY INITIATIVE

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Local Road Safety Initiatives	Rating	Score
Social / Community Engagement / Community Benefit		
Accident reduction/prevention potential	High Some Low	15 10 0
Improves access/connection	Yes No	10 0
Customer requests	3 or more 1-3 None	5 2 0
Identified within the Integrated Transport Plan, Pedestrian Plan or Bike Plan	Yes No	20 0
Environmental		
Benefits sustainable transport	Peds/cyclists/PT Cars	20 0
Impacts on the environment e.g. excavation required, tree removal	No Yes	10 0
Economic / Financial Impact		
Possible external funding contribution from other source	Yes No	20 0
Maximum Possible Score		100

COUNCILLOR HOLLAND VACATED THE CHAMBER AT 7.36PM DURING DISCUSSION ON ITEM 8.3

COUNCILLOR HOLLAND RETURNED TO THE CHAMBER AT 7.38PM PRIOR TO THE VOTE ON ITEM 8.3

ALL WARDS

8.3 NORTH EAST LINK – ROAD ALIGNMENT OPTIONS

SUMMARY: *Manager – Sustainable Infrastructure (Matthew Hanrahan)*

The Victorian State Government has established the North East Link Authority to deliver a road across Melbourne's north-east, connecting the Metropolitan Ring Road and the Eastern Freeway or Eastlink. This report outlines a proposed Council response to the North East Link Authority on the options developed to date and key issues require further investigation.

RECOMMENDATION

That Council

1. Write to the Chief Executive Officer of the North East Link Authority expressing Council's support for the delivery of the road project, and noting that Option D, which in part passes through the northern boundary of Knox does not appear to have enough merit to warrant further consideration.
2. In its response to the North East Link Authority, seek clarity over current design proposals to support:
 - a. provision of a road connection between the North East Link with Eastlink for both Options B and C, noting that the connection would likely be facilitated through and at-grade/above grade solution;
 - b. the local area traffic impacts resulting from the North East Link connecting with Eastlink, with particular emphasis on how these impacts would be mitigated;
 - c. the extent and impact of construction activity to deliver additional lanes on the Eastern Freeway under option A;
 - d. demonstration of travel time reliability under each of the proposed options presented; and
 - e. extent of impact and proposed mitigation of construction management impacts at key interfaces with the existing road network.
3. In its response to the North East Link Authority, note that it is imperative that a number of complementary outcomes are delivered to provide wider community benefit which extend beyond the road itself, regardless of which option is chosen as the preferred route. These benefits should include:
 - a. incorporation of dedicated public transport infrastructure along both the North East Link and key sections of the Eastern Freeway to support future growth in trip making along the route;

8.3 North East Link – Road Alignment Options (cont'd)

- b. delivery of a bus rapid transit solution on the Eastern Freeway;
 - c. stipulation in the business case of a minimum bus servicing requirement along the North East Link and the Eastern Freeway, following consultation with PTV and Transport for Victoria;
 - d. increases in complementary sub-regional bus servicing across the north-east catchment.
 - e. delivery of complementary strategic bicycle network links which are appropriately designed to deliver benefit for all bicycle users;
 - f. provision of additional open space as part of the project to support and enhance connectivity of habitat corridors and to encourage passive recreation by the community; and
 - g. protection of sites of biological significance.
4. Continue to support Council officer involvement in technical investigations once the preferred route has been identified and endorsed by the State.

1. INTRODUCTION

At the Strategic Planning Committee meeting, dated 14 August 2017, the following Notice of Motion was presented and endorsed.

With the release of the four possible route options for the North East link, it is considered important that Council understand the implications, benefits and possible impacts of each option and for Council to establish a position in regard to a preferred option. The North East Link Authority are conducting a number of information sessions through the month of August to provide information on the proposed routes and to seek community feedback.

To enable Council to understand better the four options and to arrive at a position, the following is sought.

1. *That Council be briefed as a matter of urgency by the North East Link Authority in regard to the project and the options being considered.*
2. *That the North East Link Authority be requested to conduct one of their information sessions in Knox during the month of August, preferably at the Knox Civic Centre.*
3. *That Council receive a report at the 25 September 2017 Ordinary Meeting of Council that provides information regarding the options and provides a preferred option(s) for Council's endorsement for the purposes of advocacy.*

8.3 North East Link – Road Alignment Options (cont'd)

The Victorian State Government has established the North East Link Authority (the Authority) to deliver the North East Link project – a road connection across Melbourne's north-east, connecting the Metropolitan Ring Road and the Eastern Freeway or Eastlink.

The Authority is currently examining four potential route options, incorporating a multi-criteria assessment, to determine a preferred solution prior to the end of 2017, from which an environmental Impact Statement and detailed design can be progressed. A significant community engagement phase is being undertaken by the Authority across August 2017 to seek community views on the relative merit of the options. The Authority held a briefing with Councillors on Monday 11 September and a community information event at the Civic Centre offices on the evening of Wednesday, 13 September.

One of the four options presented passes through Knox, utilising in part the Healesville Freeway reservation at the northern boundary of the municipality.

2. DISCUSSION

Four route options were developed by the North East Link Authority and presented to the community through the community engagement phase. (Refer Appendix A) These included:

Corridor A – This route would follow the Greensborough Hwy south using the existing freeway reserve and connect with the Eastern Freeway through Bulleen Road.

Corridor B – This option would provide a direct connection from the M80 to Eastlink. It would not require upgrades to the Eastern Freeway.

Corridor C – Similar to Option B, this option would connect to Eastlink and not require any upgrades to the Eastern Freeway. The key difference with this option is that this route would maintain a more direct Eastern orientation from the M80 Metropolitan Ring Road prior to shifting south for connection to Eastlink.

Corridor D – This corridor would connect with Eastlink south of Ringwood and travel east using part of the proposed Healesville Freeway road reserve.

A copy of the brochure prepared by the Authority is presented in Appendix A and illustrates the indicative alignment of each of the options.

The assessment activities undertaken by the Authority have examined community, economic and traffic and congestion impacts of each option. The analysis took into account feasibility in terms of engineering viability, geotechnical conditions, environmental and cultural heritage and urban design and visual impacts.

8.3 North East Link – Road Alignment Options (cont'd)

In assessing the options, consideration has been given to assessing each option against a range of objectives including:

- Reducing congestion in the north-east.
- Getting trucks off residential roads in the north-east.
- Connecting more people to jobs and education.
- Connecting businesses.
- Making freight move more efficiently.
- Improving public transport connections and travel times.
- Improving connections for pedestrians and cyclists.
- Ability to protect the environment, culture, heritage and open spaces.
- Ability to minimise impacts from construction related traffic.

Discussion of options

Option A utilises a direct north-south route, parallel and to the east of the heavily utilised Greensborough Road/Rosanna Road corridor as it traverses the Yarra River in tunnel, connecting with the Eastern Freeway in close proximity to the Bulleen Road corridor. In utilising the Eastern Freeway prior to connecting with Eastlink, it has been identified that additional capacity is necessary along key sections of the Eastern Freeway. Under this option, there is no proposal for additional capacity at the Melba tunnels. Whilst the Authority have indicated that the tunnels have capacity, among key stakeholder groups this issue remains a concern. The design concept seeks to maintain capacity for a future rail corridor along the Eastern Freeway and it has been indicated that bus priority measures of some order can be maintained.

Options B and C are similar in that they both connect at their north-western end to the M80 – Greensborough bypass route at Watsonia North, connecting through at the south eastern end with the Eastern Freeway at a location south of the existing Melba tunnels. Option B seeks a more direct connection between these two road elements while Option C maintains a more eastbound alignment from the M80 alignment prior to travelling south to connect with Eastlink. Both options incorporate considerable tunnel elements in order to minimise impact when crossing the Yarra River, its tributaries and the adjacent green corridor. There remains some ambiguity as to how each of the road connections link with the Eastlink south of the Melba tunnels with the North East Link Authority acknowledging that there is no capacity to expand either of the tunnels or the number of lanes they can support. This would likely result in an at-grade deviation of the road around the Melba tunnels and a challenging environment to connect the freeway network with the Ringwood Bypass, Maroondah Hwy, Canterbury Road and the adjacent arterial road network.

It is anticipated that a more detailed local traffic model will need to be built to further understand these impacts.

8.3 North East Link – Road Alignment Options (cont'd)

Option D, which partially passes through Knox along the Healesville Freeway reservation is the only option which has a direct impact on Knox City Council. Option D builds on an original proposal put forward by the Victorian Transport Association (VTA), an industry driven road freight advocate. An objective of the VTA is to provide an at-grade road option which would not require tunnels and could therefore service all road freight vehicles. In progressing the design concept for this option, the North East Link Authority determined that this option, which extends via Lilydale and sits in part beyond the urban growth boundary could not be reasonably delivered without tunnelled sections. This results in an option, which is both considerably longer than other options developed and likely to be more costly once tunnelled sections are taken into account. Based on the evidence presented to date, it is highly unlikely that this option would warrant further consideration by the Government. At a local level, this option would also impact on the environmentally significant Bateman's Bushland.

The North East Link Authority have held a series of information sessions to communicate the four options and their relative merit to the community and are seeking feedback from both Council and the community on the options presented. At the request of Council, the authority added an additional community information session to its schedule, with the event being held in Council's Civic Centre on Wednesday 13 September.

Complementary benefits

In the majority of the stakeholder and community discussions held to date, the North East Link Authority have encouraged community input as to how the delivery of the road project could leverage wider community benefits. This was evidenced through the evaluation criteria used in the technical report. Knox officers participated in discussions with impacted Council's within the north-east of Melbourne to determine a common position on the project, noting that each Council will have specific elements which they may wish to address.

A number of key outcomes have been identified as adding value to the overall project and typically extend beyond the provision of the road itself. Identified opportunities to deliver wider value to the project include:

- provision of public transport infrastructure and services both along the proposed route and regionally across the supporting arterial road network;
- provision of enhanced public open space along the corridor route;
- a strong urban design aesthetic;
- stronger planning to support jobs clusters in the north east of Melbourne;
- delivery of active transport infrastructure to support both regional connectivity and access to activity centres; and
- implementation of Intelligent transport systems across the wider network to enhance management of the transport network.

8.3 North East Link – Road Alignment Options (cont'd)

Historically the delivery of major road projects has provided opportunity to leverage an enhanced public transport offer along adjacent and supporting networks. An example of this is the provision of Smartbus services and bus priority measures on both Stud Road and Springvale Road to coincide with the delivery of Eastlink. Although proposed to operate as a toll road, there exists opportunity for the Authority to stipulate, in consultation with the State Government, an enhanced bus service offer both along the North East Link and adjacent sections of the Eastern Freeway, where bus rapid transit solutions have been proposed and are currently being considered by the State. While challenging to achieve in the context of operating a toll road, there is no real reason that such a scenario should not be pursued and managed through the franchise agreement.

3. CONSULTATION

The North East Link Authority have held a series of information sessions to communicate the four options and their relative merit to the community and are seeking feedback from the community on the options assessed. At the request of Council, the authority added an additional community information session to its schedule, with the event being held in Council's Civic Centre on Wednesday 13 September. Approximately 40-50 participants attended across the 2.5 hour session. In general, the majority of participants recognised the need for a route, although opinions differed as to which option worked best, often influenced by where community members lived and travelled.

4. ENVIRONMENTAL/AMENITY ISSUES

Given that each of the route options proposed is required to cross the Yarra River and its immediate surrounds, each of the options requires considerable tunnelling in order to deliver the project successfully.

With respect to Option 4, there are obvious environment and amenity impacts that would impact on Knox and its immediate surrounds should such an option be pursued, noting that the route would pass through sites of biological significance within and adjacent to the Healesville Freeway reservation.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The North East Link Authority has been established by the Victorian State Government to deliver the project on its behalf. It is likely the road will operate as a tolled road with Melbourne's road network and as such, there are some Commercial in Confidence details that will be withheld from public discussion, however indicative relative costs of the project have been discussed in some of the public discourse relating to the project.

8.3 North East Link – Road Alignment Options (cont'd)

6. SOCIAL IMPLICATIONS

Significant road projects such as the North East Link can re-shape how people move around the region and typically results in changes to development patterns, both residential and commercial. Key issues of severance, noise pollution neighbourhood connectivity have only been assessed at a macro level to date and it is expected that as a preferred option is endorsed by the Government and an Environmental Impact Assessment is progressed across the following 12 months, these issues will be assessed and addressed in detail.

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

Under Goal 3 'We can move around easily', the North East Link will support Strategy 3.1 'enable improved transport choices supported by integrated and sustainable transport systems and infrastructure'.

8. CONCLUSION

Delivery of a North East Link route, regardless of the option provided, will significantly influence travel and development patterns across the north-east of Melbourne. Option D is the only route which passes through Knox and based on the assessment undertaken to date, appears to have little merit in further assessment.

The project provides a significant opportunity to deliver enhanced public transport, active transport and open space outcomes across the region and Council should continue to work closely with the North East Link Authority to ensure that these are progressed. It is noted that further work is necessary to understand key engineering, traffic and environmental impacts for the preferred route.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

8.3 North East Link – Road Alignment Options (cont'd)**COUNCIL RESOLUTION****MOVED: CR. GILL****SECONDED: CR. SEYMOUR****That Council**

- 1. Write to the Chief Executive Officer of the North East Link Authority expressing Council's support for the delivery of the road project, and noting that Option D, which in part passes through the northern boundary of Knox is not supported due to the anticipated additional cost and travel time of up to 10 minutes.**
- 2. In its response to the North East Link Authority, seek clarity over current design proposals to support:**
 - a. provision of a road connection between the North East Link with Eastlink for both Options B and C, noting that the connection would likely be facilitated through an at-grade/above grade solution;**
 - b. the local area traffic impacts resulting from the North East Link connecting with Eastlink, with particular emphasis on how these impacts would be mitigated;**
 - c. the extent and impact of construction activity to deliver additional lanes on the Eastern Freeway under option A;**
 - d. demonstration of travel time reliability under each of the proposed options presented; and**
 - e. extent of impact and proposed mitigation of construction management impacts at key interfaces with the existing road network.**
- 3. In its response to the North East Link Authority, note that it is imperative that a number of complementary outcomes are delivered to provide wider community benefit which extend beyond the road itself, regardless of which option is chosen as the preferred route. These benefits should include:**
 - a. incorporation of dedicated public transport infrastructure along both the North East Link and key sections of the Eastern Freeway to support future growth in trip making along the route;**
 - b. delivery of a bus rapid transit solution on the Eastern Freeway;**

8.3 North East Link – Road Alignment Options (cont'd)
Resolution (cont'd)

- c. stipulation in the business case of a minimum bus servicing requirement along the North East Link and the Eastern Freeway, following consultation with PTV and Transport for Victoria;
 - d. increases in complementary sub-regional bus servicing across the north-east catchment.
 - e. delivery of complementary strategic bicycle network links which are appropriately designed to deliver benefit for all bicycle users;
 - f. provision of additional open space as part of the project to support and enhance connectivity of habitat corridors and to encourage passive recreation by the community; and
 - g. protection of sites of biological significance.
4. That the evaluation criteria used by the North East Link Authority include a tenth objective which is that 'An alternative arterial route be identified that prevents bottlenecks in the event of an incident or accident'.
5. Continue to support Council officer involvement in technical investigations once the preferred route has been identified and endorsed by the State.
6. Writes to Council's affected by the North East Link advising them of Council's position including the additional objective as noted in Point 4 above.

CARRIED



**NORTH
EAST LINK**
PROJECT

NORTH EAST LINK

COMMUNITY UPDATE

ISSUE 02 AUGUST 2017

Working towards a preferred road corridor

North East Link is the missing link that will finally connect Melbourne's freeway network between the Metropolitan Ring Road and the Eastern Freeway or EastLink.

Our team of specialists is working with government, industry and community groups to understand how different corridors perform and to recommend a preferred option.

In working towards the best corridor, we've examined four possible routes to get a better understanding of what's possible.

A snapshot of what we've been working on so far is included in this newsletter and there is more detail on our website.

Now we want to hear from you to get this project right.

We want to hear from you

Talk to us online at

northeastlink.vic.gov.au

or come to one of our information sessions in August.

For more information, visit the back page.

SIGN UP FOR PROJECT UPDATES

northeastlink.vic.gov.au

What we've been working on

A project as big as North East Link takes a lot of work to get right.

We've been reassessing previous studies, completing new studies, and testing how well potential corridors do (or don't) perform. Here are some of the studies we've been working on.



Local community impacts

We are looking at overall demographics, local and state government strategic plans, trends from Census data and information from peak bodies.



Traffic surveys and modelling

Traffic modelling helps us to understand how North East Link would change traffic conditions in the future. Modelling uses hundreds of variables including population growth, costs like fuel and parking and planned road and public transport upgrades.

Information from VicRoads, local councils and completing surveys of our own will help us work out the best solution. Some of these surveys include counting placarded loads (trucks carrying dangerous goods) and using Bluetooth data to map where vehicles are travelling from and to.



Geotechnical

We've gathered existing information from roads, parks and water authorities and completed our own investigations. We know there are areas where geotechnical conditions present challenges for construction or tunnelling.



Economic

Large transport projects can significantly boost economic growth and jobs. Our work so far has focused on understanding how the existing network is constraining growth, and identifying the economic benefits North East Link can bring to the north-east and south-east.



Environment and cultural heritage

Desktop and field studies help identify sensitive areas in each corridor. We've also been meeting with local community groups to understand what's important to them.



Urban design and visual impacts

The urban design team is developing an urban design framework to guide how our planning should reflect local character and identity so that the design of the project fits into the local landscape as well as possible.



Engineering

The engineering team is working to understand the impacts from all the other studies and completing their own to determine how the road alignment, grades, interchanges, tunnels and bridges will work to deliver North East Link.

The team is also looking at what improvements will be needed to existing roads, public transport routes and walking and cycling connections to make North East Link work most effectively.

NORTH EAST LINK CORRIDORS



Our work so far shows that each corridor has both pros and cons. It also shows that all options will include tunnels as well as new surface roads and bridges to connect to the existing road network.

We've been assessing how well each corridor performs across a range of measures. A few areas you've told us are important to you are shown below. You can find more information on the next few pages and on our website.

What is the Urban Growth Boundary (UGB)
 The UGB helps direct growth to areas with appropriate infrastructure and services while protecting rural and environmental areas from development pressure.

Areas of interest



Reducing congestion in the north-east



Getting trucks off residential roads in the north-east



Connecting more people to jobs and education



Connecting businesses



Making freight move more efficiently



Improving public transport connections and travel times



Improving connections for pedestrians and cyclists

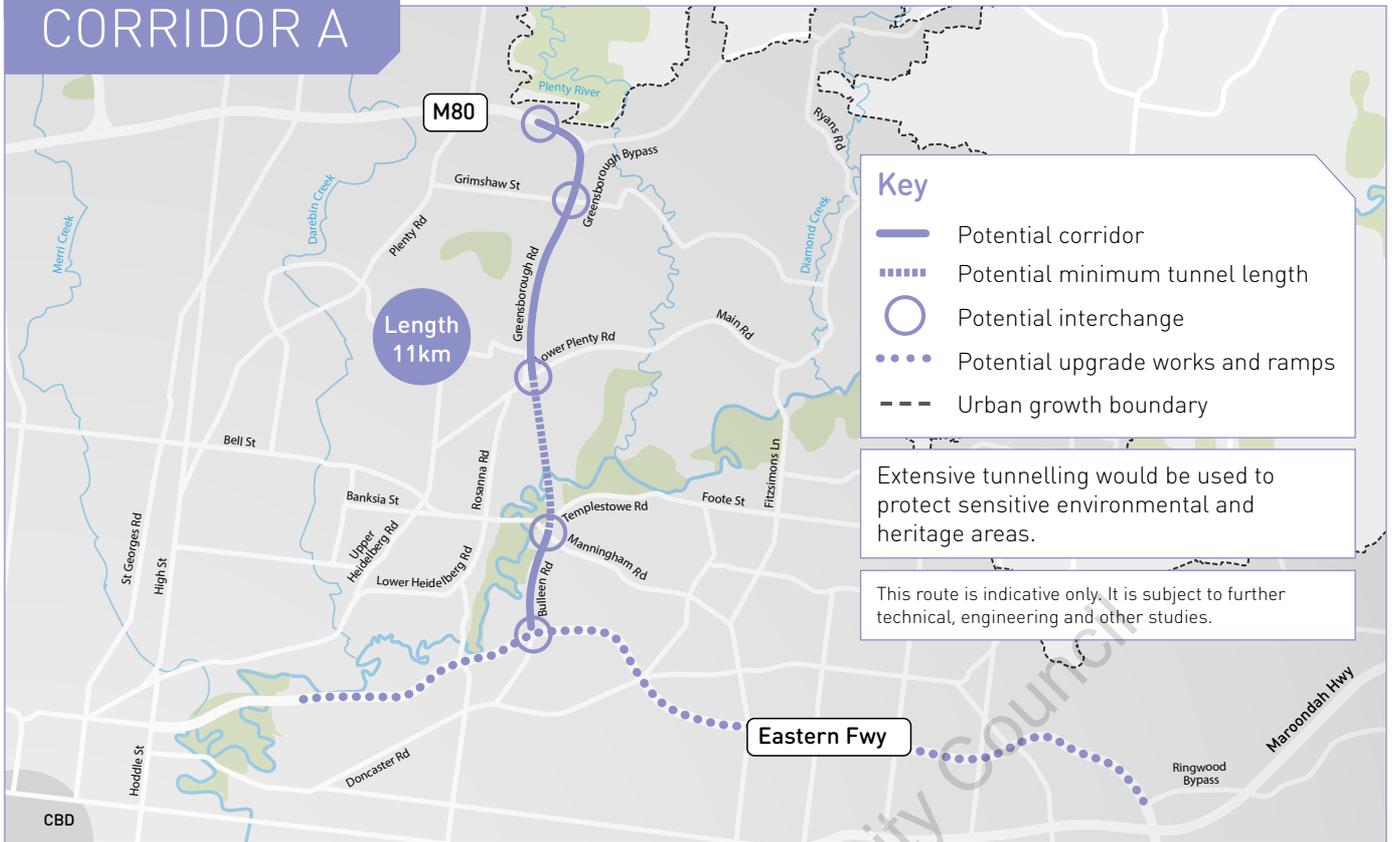


Ability to protect the environment, culture, heritage and open spaces



Ability to minimise impacts from construction-related traffic

CORRIDOR A



About this corridor

This corridor would follow the Greensborough Highway south using existing freeway reserve and connect with the Eastern Freeway near Bulleen Road.

What we've found so far

Score This corridor is likely to...

- Provide a more direct alternative to congested roads in the north-east using good connections to the existing road network.
- Provide opportunities to get trucks off many residential roads in the north-east such as Rosanna Road, Para Road and Fitzsimons Lane.
- Connect people to jobs and education in the north and east, including the La Trobe University and West Heidelberg industrial hub, Box Hill and Ringwood.
- Provide opportunities for local businesses to access potential customers and workers, including in key existing and emerging employment areas.
- Provide travel time improvements between key freight locations.
- Be effective at reducing congestion on roads used by public transport and roads used by commuters to get to key stops and stations. Eastern Freeway upgrades would provide an opportunity for improved bus services.
- Offer potential to divert trucks away from road cycling routes and places where people shop and work. Offer opportunities to improve cycling and walking connections for people in the north-east, including opportunities for new shared use paths.
- Offer opportunities to protect cultural and heritage spaces and the environment such as tunnelling under the Banyule Flats. This corridor would involve some environmental impacts associated with surface works.
- Involve disruptions from upgrades to the Eastern Freeway between Chandler Highway and Springvale Road to cater for additional traffic. Constructing the Eastern Freeway interchange would involve significant disruptions.

To find out more and tell us what you think visit northeastlink.vic.gov.au

KEY Performs very poorly Performs poorly Neutral Performs well Performs very well

CORRIDOR B



Key

- Potential corridor
- Potential minimum tunnel length
- Potential interchange
- Potential upgrade
- - - Urban growth boundary

Extensive tunnelling would be used to protect sensitive environmental and heritage areas.

This route is indicative only. It is subject to further technical, engineering and other studies.

About this corridor

This corridor would provide a direct connection from the M80 to EastLink. It would not require upgrades to the Eastern Freeway.

What we've found so far

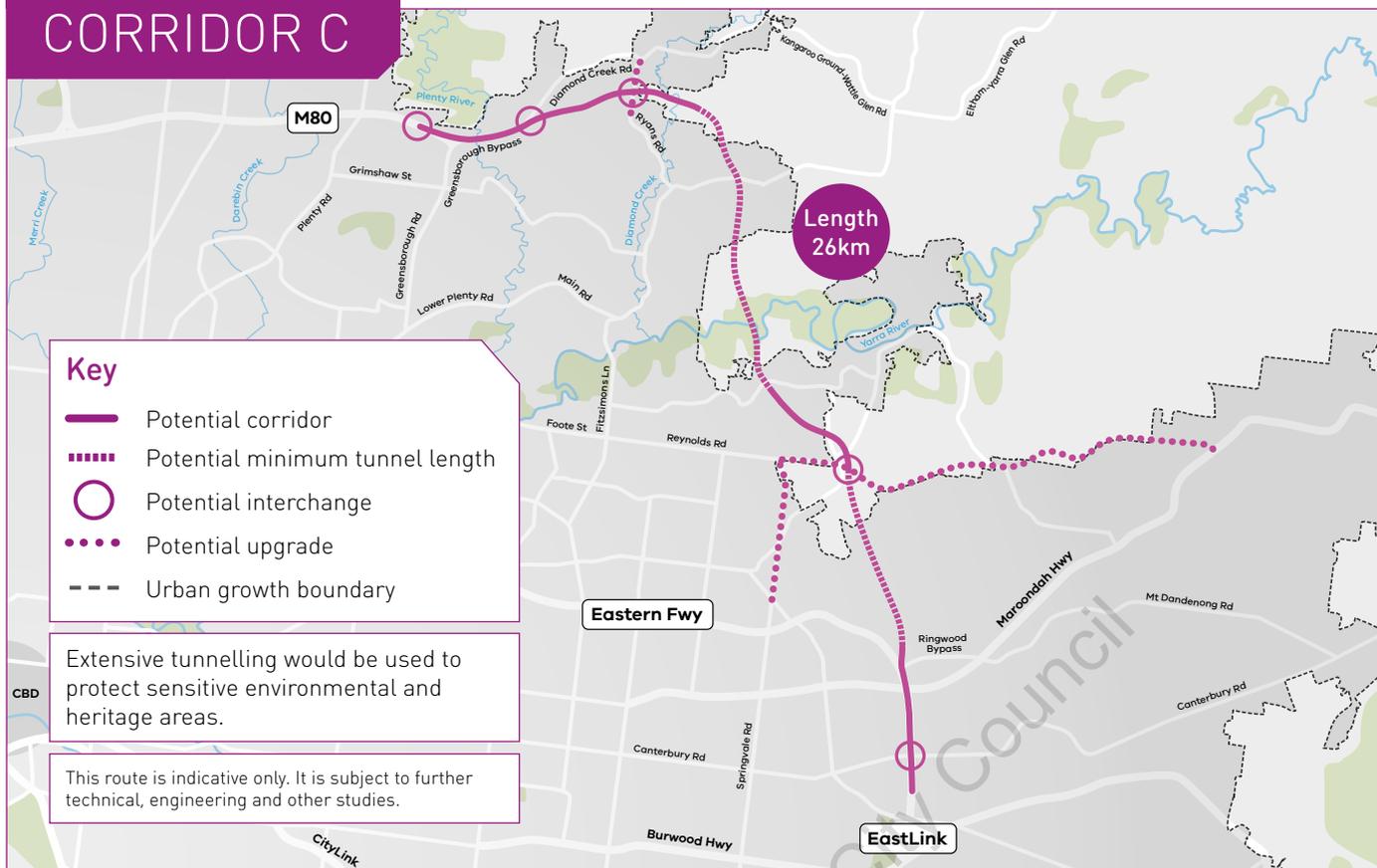
Score This corridor is likely to...

- Reduce traffic on the Eastern Freeway and Manningham Road but would provide limited congestion relief to key north to south roads such as Fitzsimons Lane.
- Get trucks off some residential roads such as Rosanna Road but increase the number of trucks on others, particularly some connected to the corridor.
- Potentially connect people to jobs and education but access would be widely dispersed along the corridor.
- Provide some opportunities for local businesses to access potential customers and workers in the wider area but would not greatly improve access for businesses located in key current and emerging employment areas.
- Offer a direct connection to existing freight routes, however would likely have long inclines that would slow trucks down and reduce efficiency overall.
- Provide limited improvements to key public transport routes or access to public transport interchanges.
- Offer moderate potential to divert trucks away from road cycling routes and places where people shop and work however have limited ability to provide new or enhanced walking and cycling paths.
- Offer opportunities to protect some sensitive areas including the Yarra River by tunnelling but would involve some environmental impacts associated with surface works.
- Create disruptions to the transport network including building a highly complex interchange at EastLink, upgrading Springvale Road and Reynolds Road and potentially extending Reynolds Road to connect to the Maroondah Highway.

To find out more and tell us what you think visit northeastlink.vic.gov.au

KEY Performs very poorly Performs poorly Neutral Performs well Performs very well

CORRIDOR C



About this corridor

Similar to Corridor B, this option would connect to EastLink and not require any upgrades to the Eastern Freeway.

What we've found so far

Score This corridor is likely to...

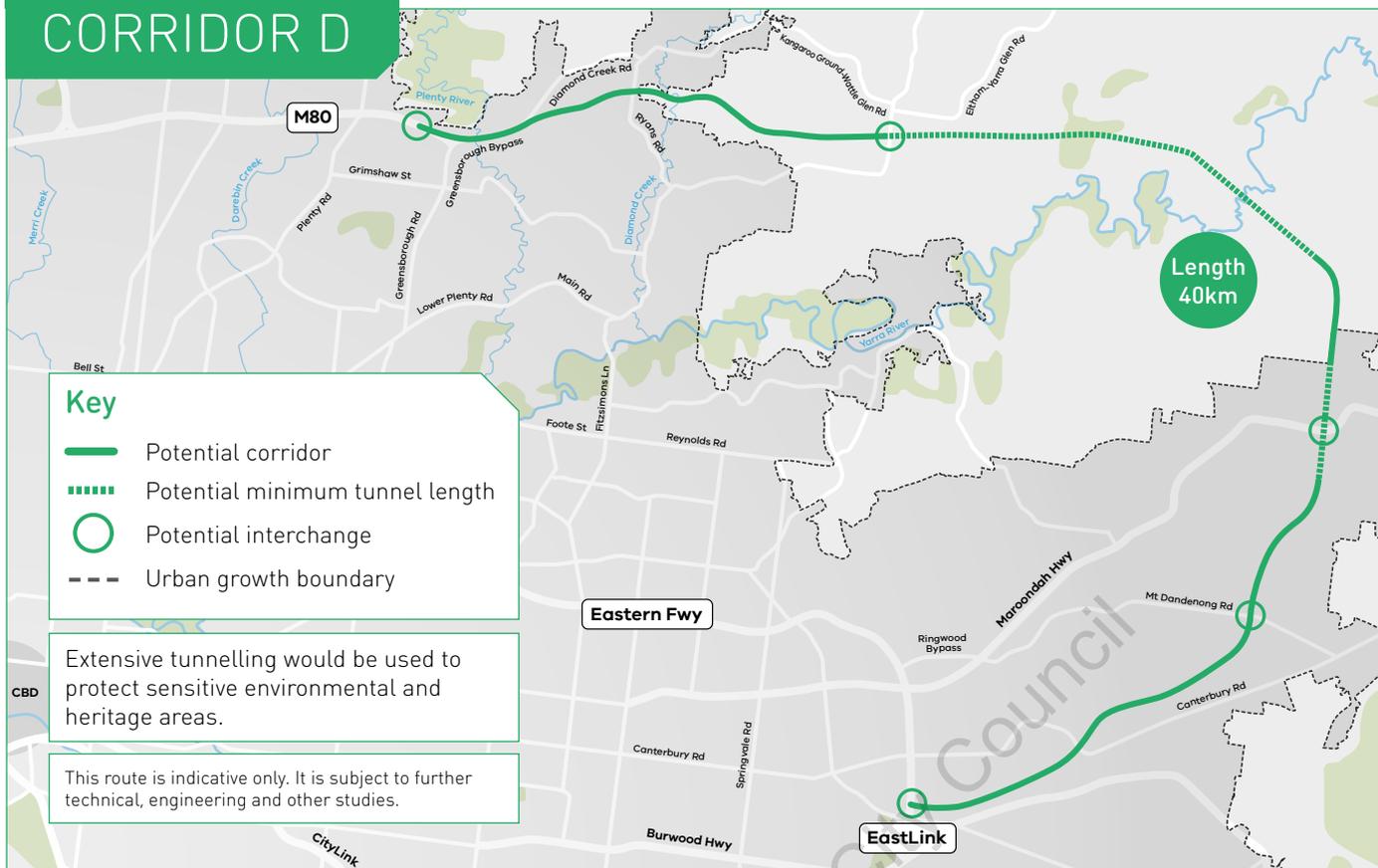
- 
✔ Reduce congestion on some key north south roads such as Rosanna Road and Fitzsimons Lane.
- 
✔ Offer an opportunity to get a limited number of trucks off roads in the north-east such as Rosanna Road and Fitzsimons Lane.
- 
✔ Deliver better access to jobs and education.
- 
✔ Provide good access to businesses located in major urban centres and for those in the wider metropolitan area but only marginally improve access to key existing and emerging employment areas.
- 
✘ Provide ability to reduce truck travel times, however would likely have long inclines which would slow trucks down and reduce efficiency overall.
- 
✔ Offer some opportunities to improve public transport by reducing congestion on roads used by public transport.
- 
✔ Offer potential to divert trucks away from road cycling routes and places where people shop and work however have limited ability to provide new or enhanced walking and cycling paths.
- 
✘ Offer opportunities to protect sensitive areas including the Yarra River by tunnelling but would involve some environmental impacts associated with surface works.
- 
- Involve disruptions to the transport network from works at EastLink, Springvale Road and Reynolds Road and upgrades to Ryans Road.



To find out more and tell us what you think visit northeastlink.vic.gov.au

KEY ✘✘ Performs very poorly ✘ Performs poorly - Neutral ✔ Performs well ✔✔ Performs very well

CORRIDOR D



About this corridor

This corridor would connect with EastLink south of Ringwood and travel east using part of the proposed Healesville Freeway Reserve.

It was initially considered that this corridor would be suitable for a road with no tunnel to cater for trucks. Preliminary investigations have found that tunnels and bridges would be required to minimise impacts on sensitive areas and avoid steep inclines.

What we've found so far

Score This corridor is likely to...

- 
✘ Offer few connections into the existing road network and be unlikely to help reduce congestion in the north-east.
- 
✘ Offer minimal ability to reduce trucks on residential roads in the north-east.
- 
✘✘ Extend into an area with a low population density and connect few people to jobs and education opportunities.
- 
✘✘ Extend into an area with low levels of business density and activity and offer few businesses opportunities to benefit from improved access to workers and customers.
- 
✘✘ Provide an indirect route which would increase travel distances significantly for freight movement.
- 
✘ Achieve no significant improvement to public transport services in the north-east.
- 
- Offer limited opportunities for walking and cycling paths.
- 
✘✘ Offer opportunities to protect some sensitive areas including Bend of Islands by tunnelling but would involve some environmental impacts associated with surface works. It would also place development pressure on semi-rural communities outside the urban growth boundary and the green wedge.
- 
✔✔ Be likely to cause minimal construction disruptions to the transport network. It would most likely have two tunnels and the remaining road would be built above ground. The interchanges, other than at EastLink, would be relatively straightforward to build.



To find out more and tell us what you think visit northeastlink.vic.gov.au

KEY ✘✘ Performs very poorly ✘ Performs poorly - Neutral ✔ Performs well ✔✔ Performs very well

Your input is important

Fixing the missing link in Melbourne's freeway network will deliver enormous benefits and we'll be working with the community to get the best possible results.

We've already had lots of feedback from communities in the project area and other people who would potentially use North East Link.

A snapshot of what we've heard so far from our community survey, through meetings, phone, email, letters and on Facebook is on our website.

We encourage you to join the conversation.

You can visit our online hub, come to an information session, write to us, or call us to request a meeting with your group.



Tell us what's important to you

- What do you think of what we've found so far?
- Are we measuring the right things?
- Is there anything we've missed?
- What other problems do you want North East Link to help solve?

To join the conversation visit
northeastlink.vic.gov.au



Come to an information session

Our teams will be there to answer your questions and hear what you have to say.

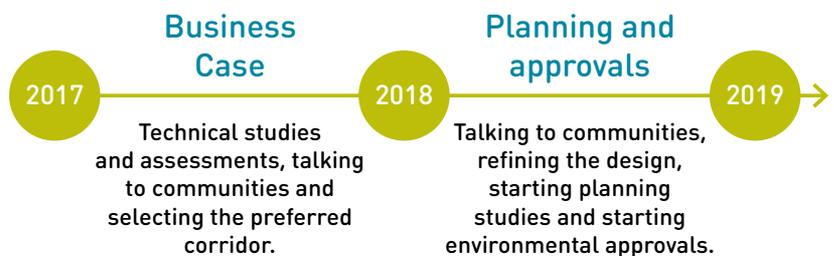
- **Saturday 12 August, 10am - 1pm**
Maroondah Federation Estate
2 Greenwood Ave, Ringwood
- **Sunday 13 August, 10am - 1pm**
The Ivanhoe Centre
275 Upper Heidelberg Rd, Ivanhoe
- **Tuesday 15 August, 5pm - 8pm**
Eltham Community Centre
801 Main Rd, Eltham
- **Wednesday 16 August, 5pm - 8pm**
Rosanna Bowling Club
3-11 Strasbourg Rd, Rosanna
- **Thursday 17 August, 5pm - 8pm**
The Veneto Club
191 Bulleen Rd, Bulleen
- **Friday 18 August, 12pm - 2pm**
VicRoads Hub (pop-up event)
113 Exhibition Street, Melbourne
- **Saturday 19 August, 10am - 1pm**
Warrandyte Primary School
Forbes St, Warrandyte
- **Sunday 20 August, 10am - 1pm**
Banyule City Council Offices
Level 3, 1 Flintoff St, Greensborough
- **Tuesday 22 August, 5pm - 8pm**
Lilydale Senior Citizens Centre
7 Hardy Street, Lilydale
- **Thursday 24 August, 5pm - 8pm**
Maroondah Federation Estate
2 Greenwood Ave, Ringwood

Meet with us

If you are a local group or organisation and would like to meet with us, please get in touch.

Next steps

We're keen to seek as many views as possible in August to help us narrow down to a preferred corridor. The next round of community engagement later this year will present the preferred corridor. We are committed to keep talking to communities to help us shape the best possible solution as we proceed into the design phase.



Contact us

- ✉ community@northeastlink.vic.gov.au
- ☎ 1800 941 191
- @ North East Link Authority
GPO Box 4509, Melbourne VIC 3001

Follow us on social media

- Facebook: @northeastlinkmelb
- Twitter: @nelmelb



Translation service – For languages other than English, please call 9679 9896.

Please contact us if you would like this information in an accessible format.

CHANDLER WARD**8.4 RESPONSE TO PETITION CALLING FOR CONSIDERATION OF LONG-TERM SPEED REDUCING MEASURES IN ARMY ROAD, BORONIA**

SUMMARY: *Transport & Traffic Engineer (Sylvester Ng)*

In response to a petition presented to Council in June 2017, this report investigates the request of residents for Council to give consideration of installing long-term speed reducing measures in Army Road, Boronia.

RECOMMENDATION

That Council:

1. notes this report;
2. liaises with the Police regarding the hooning/speeding and request Police surveillance on Army Road;
3. schedules the deployment of speed trailer on Army Road; and
4. advises the lead petitioner of this report.

1. INTRODUCTION

This report responds to a petition tabled at the Council Meeting held on 26 June 2017. The petition, signed by 43 signatories, largely from Army Road Boronia, has requested “*decisive long-term speed reducing measures from Council and Police to stop hooning/speeding on Army Road and Landscape Drive*”.

The signatories have raised concerns about the safety of the road due to the hooning and speeding motorists, especially travelling along the downward sections of the road. The lead petitioner also noted that it was sometimes challenging for pedestrians to cross the road as some motorists show lack of consideration for other road users.

This request has been investigated which has included an appraisal of the existing conditions and an assessment of Army Road against Council’s Local Area Traffic Management criteria. Recent accident records has also been referred to as well as value of the application of education and policing.

2. DISCUSSION**2.1 Existing conditions**

Army Road is a collector road approximately 1.3 kilometres in length. It has a straight road alignment for most sections with a slight curve near the northern end towards Mountain Highway. It has multiple road connections along its entire length. The width of the road also varies between with a narrow section at approximately 6.7 metres, near Old Joes Creek Retarding Basin and the wider section at approximately 10 metres, near Landscape Drive.

8.4 Response to petition calling for priority consideration of decisive long-term speed reduction measures in Army Road, Boronia (cont'd)

Recent traffic counts were undertaken at various locations in July 2017. The map below shows the locations of the counts, with the following table showing the results:



Army Road	Outside No: 99	Outside No: 77	Outside No: 45
Average daily two way traffic volume	396	802	1035
85 th percentile two way traffic speed (km/h)	54.6	56.1	58.1

8.4 Response to petition calling for priority consideration of decisive long-term speed reduction measures in Army Road, Boronia (cont'd)

The traffic volumes throughout different sections of Army Road are consistent with its road hierarchy classification as a Collector Road. During several onsite inspections in the afternoon peak time, it was observed that the road environment prevailing was adequate in accommodating the volume of traffic.

The 85th percentile speed of traffic at No. 77 and 45 Army Road indicate that motorists are travelling at a marginally higher speed than at No. 99. Notably, the width of the carriageway and the roadside environment in proximity of No. 99 give a narrower visual cue to motorists, which is seen to result in a marginally slower traffic speed.

2.2 Local Area Traffic Management Program

Army Road has been assessed utilising the Council's Local Area Traffic Management Program ranking/assessment criteria and achieved a score of 11 points. For a street to be considered for treatments as a part of Council's Local Area Traffic Management (LATM) Program, a minimum score of 20 points is required.

Of note, there are currently 17 streets listed and ranked on the LATM program with a score of 20 or more points. The highest ranked street is Anne Road in Knoxfield with a score of 52 points. As such, there are a substantial number of streets that would be experiencing more severe traffic conditions than Army Road and as such, would be a higher priority for the provision of traffic devices.

In regards to the petitioners' reports of hooning in the area, the application of traffic devices may not be appropriate with some motorists treating the devices as a challenge to see how fast they can travel through them. Council's approach to curb hooning has consistently been reliance on policing and education. The Police, enforcing the State Government's anti 'hoon' laws are the appropriate solution for these offences.

2.3 Crash History

An investigation of the State Accident Records on Army Road for the past five (5) year period 01/01/2012 – 31/12/2016 identified that there was one serious injury accident. The Police report of the accident indicated that a passenger of an utility vehicle fell out of the vehicle while it was moving.

2.4 Policing and Education

Together with the recent traffic counts, Council will liaise and present the data to the Police. This will give the Police a good indication of the traffic on the road. As noted, residents are also encouraged to ring the Victoria Police Hoon Hotline 1800 333 000 to report any offending motorists. If the Police receive detailed information in regard to inappropriate driving, the more effective they can be in terms of targeting their enforcement activities.

8.4 Response to petition calling for priority consideration of decisive long-term speed reduction measures in Army Road, Boronia (cont'd)

Further, Council will schedule Army Road as one of the sites for the deployment of a speed trailer. From previous deployments, it is evident that speed trailers are an effective education tool in reducing vehicle speeds. Motorists who are exceeding the speed limit, slow down when reminded of their speed. As such, the speed trailers are a cost-effective, highly mobile approach in the delivery of speed reduction.

3. CONSULTATION

The lead petitioner will be informed of the outcome of this report.

4. ENVIRONMENTAL/AMENITY ISSUES

Safer driving and quieter roads contribute to a more pleasant environment for residents.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The implementation of speed trailers is provided for in existing budgets.

6. SOCIAL IMPLICATIONS

A safer, quieter road encourages more people to use alternative transportation modes such as cycling and walking, and also encourages social interaction between neighbours as they are more likely to spend more time out in their front yards.

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

Under Goal 3 'We can move around easily', the plan identifies the need to focus on Knox's walkability. A safer road environment will improve pedestrian amenity.

8. CONCLUSION

Following an investigation of the suitability of traffic management devices (e.g. speed humps) and in accordance with Council's Local Area Traffic Management Program, it has been determined that installation of traffic management devices is not warranted to Army Road at this time. However, policing and speed trailer will be implemented to address the concerns raised by the residents of Army Road.

Army Road will continue to be monitored as a part of the annual review of Council's Local Area Traffic Management Program.

- 8.4 Response to petition calling for priority consideration of decisive long-term speed reduction measures in Army Road, Boronia (cont'd)**

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

COUNCIL RESOLUTION

MOVED: CR. MORTIMORE

SECONDED: CR. LOCKWOOD

That Council:

- 1. notes this report;**
- 2. liaises with the Police regarding the hooning/speeding and request Police surveillance on Army Road;**
- 3. schedules the deployment of speed trailer on Army Road;
and**
- 4. advises the lead petitioner of this report.**

CARRIED

Official Minutes of Knox City Council

Pursuant to Section 79 of the Local Government Act 1989 (the Act), Councillor Mortimore declared an indirect interest due to conflicting duties pursuant to Section 78(b) of the Act in Item 9.1 – Community Development Fund Evaluation Panel Recommendations on the grounds that he holds office in a community organisation which is recommended to receive a CDF grant.

COUNCILLOR MORTIMORE VACATED TO THE CHAMBER AT 7.45PM PRIOR TO DISCUSSION ON ITEM 9.1

COUNCILLOR GILL VACATED THE CHAMBER AT 7.50PM DURING DISCUSSION ON ITEM 9.1

COUNCILLOR KEOGH VACATED THE CHAMBER AT 7.53PM DURING DISCUSSION ON ITEM 9.1

ALL WARDS

9.1 2017-18 COMMUNITY DEVELOPMENT FUND EVALUATION PANEL RECOMMENDATIONS

SUMMARY: *Community Resourcing Officer (Deb Robert)*

This report presents the recommendations of the Community Development Fund (CDF) Evaluation Panel for Council's CDF grants allocations to not-for-profit community groups within Knox in 2017-18.

RECOMMENDATION

That Council:

1. approve the recommendations of the 2017-18 Community Development Fund Evaluation Panel to allocate 77 grants totalling \$348,289 as provided in Appendix A of this report;
2. approve the recommendation of the Community Development Fund Evaluation Panel that \$3,432 unallocated 2017-18 CDF funds be utilised to provide additional workshops and support for 2018 CDF applicants;
3. note that a joint celebration event for the Community Development Fund and the Leisure Minor Capital Works (LMCW) grants programs will be held on the evening of Wednesday 8 November 2017; and
4. note the achievements outlined in the Summary Report of the Community Development Fund Project conducted in 2017 to enhance community group participation in the Community Development Fund Program.

9.1 2017-18 Community Development Fund Evaluation Panel Recommendations (cont'd)

1. INTRODUCTION

The Community Development Fund (CDF) provides annual grants to locally focused, not-for-profit organisations to encourage and support the community activities and initiatives of Knox residents. Over the last 5 years, this Council program has provided \$1.2 million to community organisations. The CDF program is administered in accordance with the Knox CDF Policy and CDF Evaluation Panel Terms of Reference in line with best practice principles in local grant making. The annual allocation of CDF grants aims to:

- Support projects that encourage residents to become involved and engaged in their local community;
- Improve the health and wellbeing of Knox residents through projects that promote healthy active lifestyles and community safety;
- Build community pride, strength and resilience;
- Promote harmony and respect through projects promoting inclusion and social interaction; and
- Improve skills of Knox residents across a range of areas.

The CDF grants encourage one-off or short-term projects, as well as offering support to established community events that have been held annually for over three years. The grants program does not fund capital works (e.g. structural building improvements), projects which are primarily fundraising events, projects currently supported by other Council grant programs or activities that are clearly the responsibility of another level of government.

Funding applications of up to \$20,000 are considered for projects that meet the CDF criteria and support the goals of the Knox Community and Council Plan.

The annual CDF grant application process facilitates contact with a diverse range of community organisations in Knox and provides insight on community activity across the municipality. The projects submitted are an indication of the needs, aspirations and interests of these organisations and the local communities that they represent.

1.1 Program rationale

The CDF grants contribute to a broader community strengthening program including:

- Operational funding grants to a range of key community agencies;
- The annual program of capacity building, and skills/training for community groups;
- Community advice, support and information for not-for-profit community groups;

9.1 2017-18 Community Development Fund Evaluation Panel Recommendations (cont'd)

- Facility management, service development and advocacy; and
- Community facilitation and engagement, and support for Council's facilitation of community engagement.

The CDF program is an effective and positive way for Council to engage with a cross section of community organisations and to encourage and support local activities that enhance liveability for people in Knox.

2. DISCUSSION

2.1 2017-18 CDF applications

The CDF received a significant increase in applicants this year with a total of 111 applications submitted by 81 organisations. This is a record number of grant applications for the program. A number of organisations (23) opted to submit multiple applications for different projects (a maximum of three applications are allowed per applicant). The increase in applications can be attributed to the additional staff resources supporting the promotion of CDF and assistance to community groups through the CDF 2017 project.

The 2017-18 CDF grant applications reflect the community's needs across a broad range of projects with requests totalling \$652,345.95. The 2017-18 CDF budget provides \$351,721 to allocate to successful applications in the current round. This comprises:

- \$249,624 2017-18 budget allocation for CDF grants;
- \$84,116 uncommitted Incidental Community Grants* 2016-17; and
- \$17,981 returned unspent CDF grant funds from acquitted projects.

**now Minor Grants. The Incidental Community Grants Policy stated: "On an annual basis, any unallocated funds from the Incidental Community Grants will be carried forward and allocated to Council's Community Development Fund in the following financial year". The same now applies in the new Minor Grants policy.*

2.2 2017-18 CDF Program enhancement

A review of the grant application process in 2016-17 identified:

- A high portion of underdeveloped projects;
- Poor capacity of some applicants to complete and supply the required basic documentation e.g. annual report, working budget and quotes;
- A number of unsuccessful multicultural applicants due to a lack of clear understanding and demonstration of the CDF program criteria; and
- The need for support to enhance partnerships and joint projects to achieve greater impact of grant dollars and groups efforts.

To address this issue Council supported the utilisation of uncommitted CDF funds to improve community group access and use of the CDF to develop local initiatives, particularly by multicultural groups.

9.1 2017-18 Community Development Fund Evaluation Panel Recommendations (cont'd)

The 2017-18 CDF enhancement project was undertaken between March-June 2017. The project's aim was to improve the awareness of community groups of grant opportunities and increase the diversity of groups applying for CDF funding. This project provided additional council staff time to connect with new and emerging community groups and provide specific support to previously unsuccessful groups.

A summary of the project and its outcomes is provided in Appendix E.

The project has contributed to the higher number of applications overall and an increase in participation by multicultural groups with eight more than last year applying, several with multiple applications.

While not all groups have been successful, valuable connections have been made to identify community interest and need, and increase potential for partnerships in the future.

The positive impact of the officer outreach work, evidenced by the significant increase in community group participation in the grants program, is proposed to be sustained with the implementation of actions endorsed in the Community Strengthening Service Plan.

It was recommended in the Service Plan to 'redirect an approved portion of grants funding to enable additional resources within the Community Strengthening Service to support community organisations and groups accessing grants programs, skills development, community connections and increased utilisation of Council facilities.'

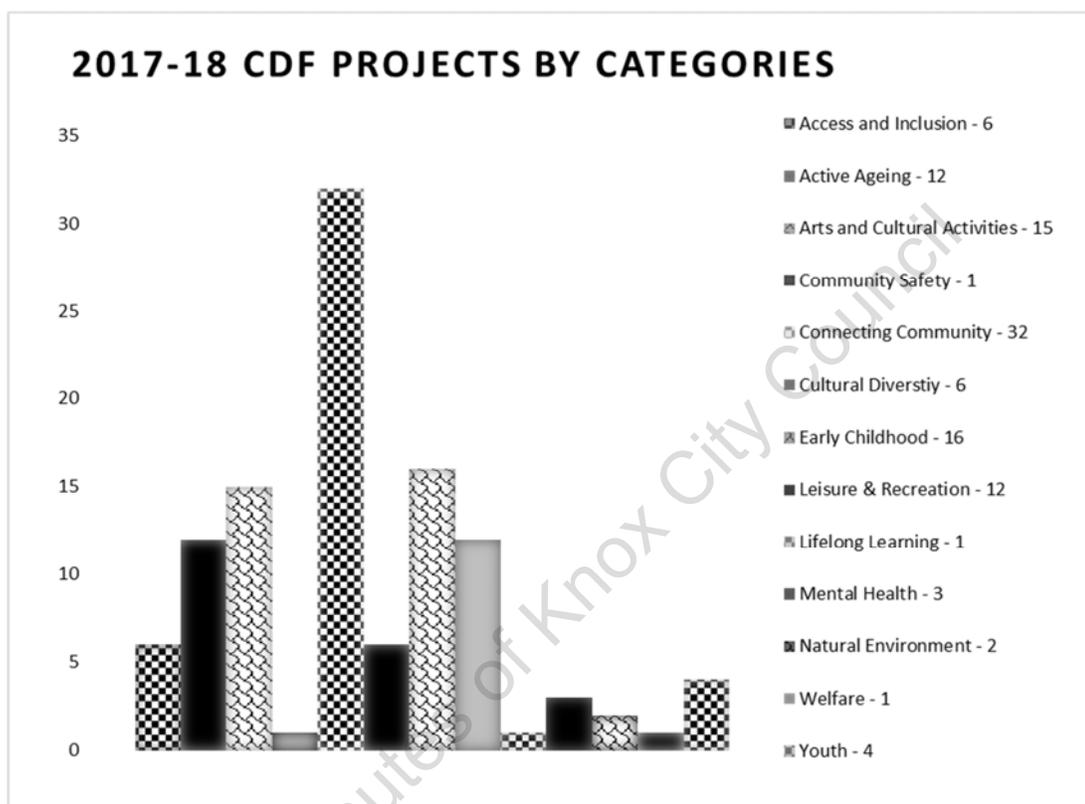
The initial step to implementation of the action was to investigate the benefit of staff interaction in relation to the range, quality and quantity of projects being funded. These factors will be evaluated over the next six months to inform future budget planning.

2.3 CDF application themes and categories

The range of project themes in this year's applications include arts events, culture and recreation events that encourage inclusion and broaden community participation, early years play space revitalisation, environmental initiatives, equipment purchases, welfare outreach for disadvantaged residents, activities for support groups, community and club capacity building.

9.1 2017-18 Community Development Fund Evaluation Panel Recommendations (cont'd)

The diagram below outlines the summary of the 2017-18 applications by category.



2.4 Application and assessment process

The six-week submission period opened on 26 May 2017 and closed at 5pm on 10 July 2017.

Of the 111 applications received:

- Four were determined ineligible (refer to Appendix D for application exclusions); and
- 107 were determined to be eligible for consideration.

Additional detail of the CDF applications is available in Appendix A, B and C.

The assessment of the eligible grant applications was conducted by the 2017-18 CDF Evaluation Panel (the Panel), comprising Councillor Jackson Taylor (Chair), Councillor Nicole Seymour, Councillor Tony Holland, community representatives Colin Fletcher, Marcia Timmers-Leitch and Lance Deveson. Council officers from Council's Community Strengthening team participated in a support capacity.

9.1 2017-18 Community Development Fund Evaluation Panel Recommendations (cont'd)

The assessment process included:

1. The preliminary meeting of the Panel held on 18 July 2017. This session provided a briefing on the number and scope of applications received by the due date and confirmed the applications eligible for assessment. Panel members with a declared conflict of interest in any applications were excluded from assessment of those applications. Panel members were required to leave the meeting when those specific projects were discussed;
2. Council Officers conducted an initial review regarding eligibility and provision of required information. They provided an opportunity for applicants to provide further clarification of documentation as identified, within seven days;
3. Consultation across various departments to confirm and/or clarify any particular programs or strategies relevant to applications, and to advise of potential duplicating of projects across Council;
4. CDF Panel members did their individual assessment and scoring of eligible applications against the criteria reflected in the CDF guidelines to provide the basis for Panel discussion and deliberation; and
5. All eligible applications were reviewed by the Panel at four meetings held on 15, 17, 22 and 24 August 2017, at which the proposed funding allocations for each project were discussed and determined.

2.5 CDF Evaluation Panel recommendations

The Panel recommends the allocation of 77 grants to a total of \$348,289.33.

The Panel recommends that the utilisation of uncommitted funds (\$3,432) be directed to Community Strengthening activities to support the capacity of community groups in applying for and undertaking current and future projects.

A table listing the 77 recommended projects with both the amount requested and the grant amount recommended is attached in Appendix A.

Thirty three projects were recommended to receive a lesser amount than requested. These recommendations are based on the assessment of relative need, eligibility of requested expenses, ranking of projects against available funds and a reasonable assessment that modified project outcomes are still achievable.

Based on both the initial ranking process and subsequent discussion at Panel meetings, 30 projects have not been recommended for funding. The Panel's recommendations took into account the level of clarity in demonstrating need and conveying project objectives, the extent to which projects could be funded or supported through other avenues and the extent of benefit to Knox residents.

9.1 2017-18 Community Development Fund Evaluation Panel Recommendations (cont'd)

A number of smaller grants would be more appropriately funded through the Minor Grants program. There is also a project that will be referred to the Leisure Minor Capital Works grants program.

Unsuccessful applicants will be offered feedback on their applications and be given an opportunity to discuss options for alternative funding that may be available locally or from other levels of government.

A table listing the projects not recommended for funding with the amount requested is attached in confidential Appendix B.

All grants are subject to funding agreements which outline the conditions under which the grant is offered including reporting commitments and community groups obligations in relation to advertising Council's support.

2.6 Joint Celebration Event

The joint celebration event for the Community Development Fund (CDF) and Leisure Minor Capital Works Grants program (LMCW) is scheduled for the evening of Wednesday 8 November 2017. The event will include the presentation of certificates to the successful grant recipients of both the CDF and presentation of certificates to the successful LMCW applicants.

The event showcases successful grants from the previous year and provides an opportunity for groups to connect and hear about other projects.

3. CONSULTATION

Promotion of the 2017-18 CDF program began in March 2017 and included a mail out of information flyers to not-for-profit organisations, posters distributed to various public locations (e.g. libraries and community centres), advertisements in the local and community newspapers, high visibility on Council's website and regular mention on Council's Twitter and Facebook.

Officers liaised with potential applicants and held a series of daytime and evening information sessions over April, May and June at the Knox Civic Centre.

The CDF Evaluation Panel – which met five times throughout the assessment process – supports consultation and collaboration between Councillors, community representatives and Council staff. This approach brings a range of perspectives and skills to the application and assessment process to support positive community grants outcomes for our city.

4. ENVIRONMENTAL/AMENITY ISSUES

Several of the recommended projects will improve the amenity of local community facilities with the provision of more natural play environments, equipment to optimise use and accessibility or to achieve energy savings. There are also projects that will promote local knowledge of Knox flora and fauna.

9.1 2017-18 Community Development Fund Evaluation Panel Recommendations (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

A total amount of \$351,721.00 is available for allocation from the 2017-18 CDF budget.

The program budget has been enhanced this year with the allocation of a carry forward of \$84,116 in unspent funds from the 2016-17 Incidental Community Grants. There was also unspent funds of \$17,980 returned from previously funded CDF projects.

Neither of these amounts are likely to be indicative of future CDF budgets.

6. SOCIAL IMPLICATIONS

The CDF grant program facilitates engagement between Council and a diverse range of community groups, strengthening existing relationships, broadening understanding and initiating new collaborations. It also enables the delivery of projects/programs to contribute to the implementation of the *Knox Community and Council Plan 2017-2021*.

Grants offered through the CDF complement the information and training support provided through the Knox Community Skills Program. Both programs contribute to the broader objective of building the capacity of local groups to be self-sustaining and viable.

The projects recommended will benefit and engage a wide cross-section of the Knox community and provide opportunities for many community service organisations and residents, both as service providers and participants, to enhance community wellbeing.

Community development grants are a means by which Council supports not-for-profit community groups and assists them to be active, sustainable and resilient.

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

The CDF grants program contributes broadly to a number of the *Knox Community and Council Plan 2013-17* goals and specifically to various strategies in the Plan, notably:

- ***Goal 1 – We value our natural and built environment***

Strategy 1.1 Protect and enhance our natural environment

- ***Goal 4 – We are safe and secure***

Strategy 4.2 Enhance community connectedness opportunities to improve perceptions of safety

9.1 2017-18 Community Development Fund Evaluation Panel Recommendations (cont'd)

Strategy 4.3 Maintain and manage the safety of the natural and built environment

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

Strategy 5.4 Increase and strengthen opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community

- ***Goal 6 – We are healthy, happy and well***

Strategy 6.2 Support the community to enable positive physical and mental health

- ***Goal 7 – We are inclusive, feel a sense of belonging and value our identity***

Strategy 7.2 Celebrate our diverse community

Strategy 7.3 Strengthen community connections

Strategy 7.4 Promote and celebrate the contribution of our volunteers

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

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

8. CONCLUSION

The CDF grants program an important resource to assist Council's role in building and supporting local community capacity and enhancing quality of life. It supports the implementation of the *Knox Community and Council Plan 2017-2021*.

The grants are a tangible means of supporting local ideas, activities and services that benefit Knox residents and acknowledging the significant volunteer effort represented in many of the grant applications.

There was a 42% increase in grant applications for this CDF round which can be attributed in equal part to the comprehensive media campaign and additional staff time involved in supporting potential applicants.

The projects recommended for funding in 2017-18 represent a range of community led activities in Knox, and will support a diverse cross-section of the Knox community. The projects also complement a range of Council run activities.

9.1 2017-18 Community Development Fund Evaluation Panel Recommendations (cont'd)

Successful applicants are required to sign project specific service agreements that commit them to the provision of relevant project reporting and acquittal forms.

Unsuccessful applicants will be offered feedback on their applications and be given an opportunity to discuss options for alternative funding that may be available locally or from other levels of government.

A function for the successful applicants of both the CDF and the LMCW grant program is proposed for Wednesday 8 November 2017.

The CDF Evaluation Panel will meet for its annual reflection meeting in November to evaluate the ongoing implementation of the CDF and recommend any appropriate changes in policy and procedure to Council.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. TAYLOR

SECONDED: CR. SEYMOUR

That Council:

- 1. approve the recommendations of the 2017-18 Community Development Fund Evaluation Panel to allocate 77 grants totalling \$348,289 as provided in Appendix A of this report;**
- 2. approve the recommendation of the Community Development Fund Evaluation Panel that \$3,432 unallocated 2017-18 CDF funds be utilised to provide additional workshops and support for 2018 CDF applicants;**
- 3. note that a joint celebration event for the Community Development Fund and the Leisure Minor Capital Works (LMCW) grants programs will be held on the evening of Wednesday 8 November 2017; and**
- 4. note the achievements outlined in the Summary Report of the Community Development Fund Project conducted in 2017 to enhance community group participation in the Community Development Fund Program.**

CARRIED

COUNCILLOR MORTIMORE RETURNED TO THE CHAMBER AT 7.54PM AFTER THE VOTE ON ITEM 9.1 AND PRIOR TO THE SUBSEQUENT MOTION

COUNCILLOR KEOGH RETURNED TO THE CHAMBER AT 7.58PM AFTER THE VOTE ON ITEM 9.1 AND PRIOR TO THE SUBSEQUENT MOTION

COUNCILLOR GILL RETURNED TO THE CHAMBER AT 7.59PM AFTER THE VOTE ON ITEM 9.1 AND PRIOR TO THE SUBSEQUENT MOTION

**9.1 2017-18 Community Development Fund Evaluation Panel
Recommendations (cont'd)**

SUBSEQUENT MOTION

MOVED: CR. LOCKWOOD

SECONDED: CR. SEYMOUR

That Council proudly acknowledge its support for the partnership project between the Islamic Society of Melbourne's Eastern Region (ISOMER) and Council, supported through a Community Development Grant, to organise an "Iftar" dinner during Ramadan at the Civic Centre to promote mutual understanding and respect between the Muslim and wider communities within Knox.

CARRIED

APPENDIX A – Projects recommended for funding through 2017-18 Community Development Fund

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
1812 Theatre	Art exhibition Sustainability and Outreach Reform	A project to improve marketing and promotion of The 1812 Theatre's gallery to attract and maintain clients and artists.	\$ 20,000.00	\$ 13,200.00
Alice Johnson Playgroup	Climbing and Balancing Opportunities for Toddlers	Replacement of outdoor play equipment to provide a more safe and engaging play space.	\$ 1,500.00	\$ 1,500.00
Anchor Inc.	Eastern Kinship & Foster Carer Support Network	A support group for Kinship carers (foster carers), including meals and activities.	\$ 19,973.81	\$ 19,973.81
Basin Theatre Group Inc	Upgrade of Theatre Lighting to sustainable LED	Replacement of existing theatre lighting with LED lights to assist in more sustainable energy costs	\$ 10,000.00	\$ 7,500.00
Basketball Victoria	Wheelchair Basketball	A program raising awareness of wheelchair basketball and its benefits to improving the quality of life for people with a physical disability or injury.	\$ 19,213.54	\$ 19,213.54
Boronia CFA	Boronia CFA 75th Anniversary Community Open Day	Community Open Day to celebrate the 75th Anniversary of the Boronia CFA	\$ 8,873.00	\$ 5,000.00
Boronia Football Club Inc	Community Development Manager	Purchase of equipment to support regular clinics and school holiday sports activities to encourage and assist participation in Australian rules football by girls and boys	\$ 3,000.00	\$ 2,000.00

COUNCIL – COMMUNITY SERVICES

25 September 2017

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Bridges Connecting Communities Ltd	LGBTI Community Inclusion Project	Establish LGBTI inclusive practice across all organisational systems to assure the needs of LGBTI people are understood, respected and addressed in Bridges care, policies and services	\$ 19,717.34	\$ 19,717.34
Cavell Corner	Cavell Corner Summer Time BBQ...	Purchase of a BBQ and equipment to establish a social outdoor kitchen area.	\$ 700.00	\$ 700.00
Cavell Corner	Cavell Corner Defibrillator Project...	Purchase of a defibrillator and associated training.	\$ 1,900.00	\$ 1,900.00
Church @ 1330	1330 Carols & Carnival	Promotional material to enable the expansion of current festival activities	\$ 5,500.00	\$ 3,000.00
Church of the Nazarene Wantirna South	FUSION	Provision of monthly Saturday social afternoons with community meals and other activities that participants might request	\$ 2,000.00	\$ 1,560.00
Colchester Park Pre School	Outdoor Musical Area with a Circular Maze Garden	Improvements to the preschool's outdoor play area with the establishment of a landscape maze and an outdoor area for handmade musical instruments	\$ 4,000.00	\$ 4,000.00
Combined Probus Club of Knox Inc.	Purchase of a Defibrillator and Training	Purchase of a defibrillator and associated training.	\$ 3,105.91	\$ 2,860.00
Company Of The Tavern	Enhancing Interactive Display, Training & Safety	Purchase of equipment to create two new interactive display areas for use at Knox festivals.	\$ 6,940.00	\$ 4,500.00

COUNCIL – COMMUNITY SERVICES

25 September 2017

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Continenence Foundation of Australia Victoria Branch	Addressing the Sensory Needs for Toileting Skills	A two hour interactive workshop held in Knox to develop the capacity of parents, carers and other interested parties to be able to assist their children to acquire toileting skills for the first time.	\$ 2,000.00	\$ 2,000.00
Coonara Community House	Bee Neighbourly	A program aimed at raising environmental awareness through understanding of the importance of honey bees and native bees as pollinators of the food we grow and eat.	\$ 14,057.00	\$ 10,000.00
Coonara Community House, Lead Agent Volunteer for Knox	Knox community & charity volunteers conference	A one day conference for 100 of Knox's volunteers recognising and celebrating the role of volunteers in the Knox Community.	\$ 10,442.00	\$ 6,642.00
Eastern Health	FaPMI Family Fun day	Free family fun day to develop and improve social connections for those families where a parent has a mental illness.	\$ 2,000.00	\$ 1,000.00
Eildon Parade Preschool	Rejuvenating our Playground	Upgrade of swings and renovations to existing play space.	\$ 4,000.00	\$ 4,000.00
Ferntree Gully Arts Society Inc.	Sculpture Garden Gateway Entrance	Development of a sculptural gateway entrance to extend exhibition space for sculptures and other outdoor artworks.	\$ 2,000.00	\$ 2,000.00
Ferntree Gully Arts Society Inc.	Street Art on Canvas Exhibition	Annual Street Art exhibition showcasing new and established street artists in a gallery setting.	\$ 1,000.00	\$ 1,000.00
Fijian Seniors Association Inc	Guided Meditation/Chanting	Group activity for meditation and chanting for relaxation and energy	\$ 600.00	\$ 600.00

COUNCIL – COMMUNITY SERVICES

25 September 2017

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Forest Road Maternal and Child Health Centre Playgroup	Enhancing our Outdoor Play Space	Creation of a sensory garden and outdoor imaginative play space that encourages cooperative play, growing children's creativity, interactive and sensory experiences.	\$ 7,250.00	\$ 7,250.00
Heartbeat Victoria Council Inc.	Re-establishment Heartbeat Branch Support Group	Re-establish Knox Heartbeat branch to provide peer support group for people recovering from heart surgery or managing heart disease	\$ 2,000.00	\$ 2,000.00
Hindi Niketan Inc.	Holi - The Festival of Colour Celebration	A festival in March 2017 celebrating social harmony.	\$ 3,500.00	\$ 3,500.00
Hindu Satsang Mandal of Victoria	Diwali Celebration 2018	A celebration of art and culture promoting social harmony.	\$ 2,000.00	\$ 1,500.00
Islamic Society of Melbourne's Eastern Region	Iftar Dinner	Hosting of an Iftar ('fast-breaking') function during Ramadan as a networking opportunity for interfaith and community based organizations to build understanding and strengthen cross-cultural relationships	\$ 5,000.00	\$ 3,750.00
Knox and District Toy Library	Culturally/ socially diverse storey sacks	Create more culturally and socially diverse material for the popular story sacks at the toy Library and production of material to promote their availability.	\$ 3,500.00	\$ 3,500.00
Knox and District Toy Library	Knox and District Toy Library Shelving Project	Provision of safer and more efficient storage and shelving for toy library toys, games and equipment.	\$ 6,282.60	\$ 3,282.60
Knox Boat Fishing Club Inc.	(Equipment for) Rowville Lakes Family Fishing Day	Purchase of a generator, marquees and casting targets for Rowville Lakes Family Fishing Day.	\$ 8,772.00	\$ 3,900.00

COUNCIL – COMMUNITY SERVICES

25 September 2017

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Knox Boat Fishing Club Inc.	Rowville Lakes Family Fishing Day	Family fishing day with workshops, recreational fishing and info on responsible angling.	\$ 3,505.00	\$ 3,505.00
Knox Chinese Elderly Citizens Club	Active Healthy Ageing And Living	Weekly sessions to keep elderly members socially active, physically and mentally healthy through exercise, healthy diet and community interaction.	\$ 1,943.90	\$ 1,943.90
Knox City Football Club	The All Nations Multicultural Football Festival	A multicultural soccer festival celebrating cultural diversity through sport.	\$ 5,000.00	\$ 3,000.00
Knox Community Chess Enthusiasts	Knox Community Chess Enthusiasts	Development of an inclusive hub for chess game enthusiasts within the community.	\$ 1,800.00	\$ 1,500.00
Knox Community Gardens Society Inc	Safety upgrade of plots and mower replacement.	Purchase of new mower and materials to refurbish garden beds.	\$ 6,000.00	\$ 3,000.00
Knox Environment Society	Storage Facilities for new shed	Purchase of storage shelving to maximise storage facilities and creating a flexible work space for volunteers.	\$ 5,000.00	\$ 5,000.00
Knox Historical Society Inc	Ambleside Outdoor Signs	Create and install signs for outdoor exhibits at the Ambleside Homestead & Museum	\$ 1,780.00	\$ 1,780.00
Knox Infolink Inc	Vulnerable Kids Having Real Lives	Establishment of a coordinated approach amongst Knox sports and leisure clubs to enable children in vulnerable families to participate in club activities	\$ 20,000.00	\$ 15,000.00
Knox Inter-faith Network Inc (KIN)	KIN Website Upgrade	Engagement of a website designer to revamp, refresh and recreate current website to be more accessible.	\$ 3,500.00	\$ 3,000.00

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Knoxfield Cricket and Sporting Club	Dress up the Club	Purchase of new chairs for club meals and functions.	\$ 2,000.00	\$ 2,000.00
Liberty Avenue Playgroup	Improved resources to aid child development	Purchase of a diverse multi cultural range of resources to facilitate development and increase enrolments.	\$ 1,862.30	\$ 1,862.30
Mariemont Preschool	Furnishing an Imaginative Natural Playspace	Upgrade of existing outdoor play areas to provide a sustainably built, natural environment that is engaging and suitable for developmental needs.	\$ 3,322.00	\$ 3,322.00
Mountain District Learning Centre	Our Community Family	Gardening and meal preparation sessions aimed at providing support to socially isolated people in the community.	\$ 16,900.00	\$ 14,900.00
Mountain District Learning Centre	Selected Stories from the Ferntree Gully News	Production of a book compiling stories drawn from the Fern Tree Gully News as permanent record of local community activities and achievements over the last 8 years	\$ 5,155.00	\$ 5,155.00
Mountain District Learning Centre	Ferntree Gully Village Fun Day	Organisation of the annual Ferntree Gully Village Fun Day involving the community organisations and businesses located in and around the village.	\$ 5,000.00	\$ 5,000.00
Multicultural Harmony Festival in Knox City	Third Multicultural Harmony Festival, in Knox City	A 2 day festival celebrating multiculturalism and social integration.	\$ 5,000.00	\$ 5,000.00
Multicultural Harmony Festival in Knox City	Equipment for Multicultural harmony	Purchase of equipment - gazebos and tables - to support the delivery of the Multicultural Harmony Festival	\$ 2,637.50	\$ 2,637.50
Orana Neighbourhood House	Heart Starter for Orana	Purchase of a defibrillator.	\$ 2,344.00	\$ 2,344.00

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Orana Neighbourhood House Inc	Green Thumbs for Everyone	Development of a gardening program specifically catering for seniors and people with a disability.	\$ 7,561.00	\$ 5,450.00
Park Ridge Playgroup	Natural Outdoor Playspace Development	Replacement of the currently artificial outdoor playspace with natural materials and elements and to provide an inclusive, age appropriate area	\$ 20,000.00	\$ 17,000.00
Ringwood Community Garden Incorporated	Purchase of Shredder/Mulcher	Purchase of a shredder/mulcher machine.	\$ 1,650.00	\$ 1,000.00
Saint Pauls Anglican Church Boronia	Chairs for Community Meal	Purchase of 50 robust, safe and comfortable seats primarily for community meals	\$ 4,983.00	\$ 3,996.00
Scoresby Cricket Club	Multicultural Cricket Carnival	A multicultural cricket carnival aimed at increasing community participation while celebrating cultural diversity through sport.	\$ 4,080.00	\$ 3,580.00
SJB Productions	Musical performance	A musical production aimed at bringing community together to support each other in an interactive way.	\$ 8,377.60	\$ 8,377.60
Shree Kutchi Leva Patel Samaj Victoria Inc	SKLPS Victoria - Diwali Night 2018	Purchase of audio speakers for use at the annual Diwali festival in Knox held at Fairhills and at other events.	\$ 3,800.00	\$ 3,800.00
Society of St. Vincent de Paul, Ferntree Gully Conference	Seniors Christmas lunch	A Christmas lunch for nursing home and other Knox residents aimed at bringing cheer and building community spirit.	\$ 2,000.00	\$ 2,000.00
Southern Cross Search Dogs Victoria Incorporated	Equipping the community with deployable dog teams	Purchase of materials to provide safe conditions to train and assess rescue dog teams in Knox.	\$ 9,089.46	\$ 2,000.00

COUNCIL – COMMUNITY SERVICES

25 September 2017

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Special Olympics Australia, Melbourne Eastern Range	Bocce for intellectually disabled participants	A series of night-time Bocce sessions for people with an intellectual disability to participate.	\$ 1,871.14	\$ 1,871.14
Special Olympics Australia, Melbourne Eastern Ranges	Tenpin Bowling intellectually disabled participants	Establish and promote a 10-pin bowling competition in Knox for people with intellectual disability	\$ 1,900.00	\$ 1,900.00
St John Ambulance Australia (Victoria) Inc.	Equipment purchase for events and new signage	Purchase of a new sign to increase St. John's profile and a marquee to be used at events and emergencies.	\$ 2,992.00	\$ 2,262.00
Studfield Wantirna Community News	Better communication seals the deal	Purchase of a mobile phone and associated costs to provide better communication and improve efficiency and professionalism.	\$ 1,560.00	\$ 1,560.00
Temple Society Australia	Project Worker - Policy Writing	Funding for a project worker to develop clear policies and procedures to improve practices and safety for staff, volunteers and clients of the CHAMPION program.	\$ 3,324.00	\$ 3,324.00
The Basin CFA Fire Brigade	The Basin Christmas Carols	Christmas carols evening in The Basin Triangle park including performances by local kindergartens and schools.	\$ 5,000.00	\$ 2,000.00
The Basin Community House	Pledge Knox - Gender Equality	A program raising awareness and community engagement of gender equality, gender stereotypes and prevention of violence against women.	\$ 8,151.00	\$ 8,151.00
The Basin Community House	30th Birthday Celebration & Opening of new House	An open day celebration combining the opening of the new Community House with their 30th birthday celebrations.	\$ 3,226.60	\$ 3,226.60

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
The Basin Music Festival Association	The Basin Music Festival	Promotion, organisation and management of the annual The Basin Music Festival in March 2018	\$ 5,000.00	\$ 3,000.00
The Basin Music Festival Association Inc	The Basin Youth Stage	Organise and manage a professional standard performance experience, for participation of young musicians and young crew members	\$ 2,000.00	\$ 2,000.00
The Basin Pre-school	The Basin Preschool Nature Playspace Project	Development of a natural play space to encourage children to act sustainably, care for the environment and grow, harvest, cook and share their own produce.	\$ 20,000.00	\$ 15,000.00
The Gully TOWN Weight loss club	Storage 4 Library and Visual equipment and filing	Purchase of a lockable storage cabinet to house the club's library resources and audio-visual equipment	\$ 784.00	\$ 784.00
The Links at Waterford Residents Association Inc	Purchase of tools and equipment	Purchase of additional tools and equipment to enhance the existing Men's Shed Workshop program.	\$ 3,560.40	\$ 1,208.00
The Links at Waterford Residents Committee Inc	Art and craft material and equipment	Purchase of art and craft materials to establish a supportive and friendly environment for residents to gather, volunteer, work, teach and learn.	\$ 2,000.00	\$ 1,000.00
The Rotary Club of Bayswater Inc.	The 44th Annual Knox Art Exhibition	An annual art exhibition showcasing the work of local and established mixed media and photographic artists, and include local primary schools art competition.	\$ 5,000.00	\$ 3,500.00
U3A Knox Inc.	U3A Knox Inc. Annual Art Exhibition	Annual art exhibition providing opportunities for local artists to display and sell their artworks.	\$ 2,000.00	\$ 2,000.00

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
U3A Knox Inc.	U3A Knox Inc. The First 25 Years	Documentation of the U3A Knox 25 year history in both digital and hard copy form	\$ 1,800.00	\$ 1,800.00
Wantirna Jetbacks Basketball Club	Bringing the Team Together	Purchase of new training tops to increase junior membership and encourage active participation as part of a team.	\$ 2,000.00	\$ 2,000.00
Westgully Playgroup Inc	Fine and Gross Motor skills Material	Purchase of materials and equipment that may assist children in their language and communication skills, fine and gross motor skills, sensory and imaginary play	\$ 2,000.00	\$ 2,000.00
			\$ 429,287.10	\$ 348,289.33

APPENDIX B – Not recommended for funding through 2017-18 Community Development Fund

Applicant	Project/Event	Rationale	Amount Requested
Alice Johnson Playgroup	Equipment for Active Families Playgroup	Recommend referral to Minor Grants	\$ 274.93
All Stars Basketball Club (Knox) Inc.	Education to Create best practice sustainable club	Recommend referral to Minor Grants	\$ 1,980.00
Battle of Crete & Greece Commemorative Council	Anzac Veterans Luncheon	Insufficient demonstration of community need relative to other applications.	\$ 5,000.00
Boronia Football Club	Education to Create best practice sustainable club	Recommend referral to Minor Grants	\$ 1,980.00
Breakthrough Christian Church Inc	Project Innovate	Insufficient clarity of project approach and demonstration of necessary partnerships.	\$ 8,000.00
Cavell Corner	Cavell Corner 2017 Sound Project...	Insufficient demonstration of community need relative to other applications.	\$ 1,300.00
Eastern Makers and Creators Hub Inc	The Next Chapter for EMACH	Insufficient clarity of project approach and/or outcomes relative to other applicants.	\$ 20,000.00
Fernleigh Calisthenics Club	Laptop and Printer	Recommend referral to Minor Grants	\$ 1,534.00
Hindi Niketan Inc.	Indian Republic Day and Australia Day Celebration	Insufficient financial documentation for the panel to make a full assessment and insufficient evidence of consultation/collaboration	\$ 3,000.00
Knox City Football Club	Not Your Blank Canvas 2 - The Last Wall	Insufficient demonstration of community need relative to other applications.	\$ 5,000.00

Applicant	Project/Event	Rationale	Amount Requested
Knox City Tennis Club	Ball Machine Rental	Insufficient clarity of proposed project model regarding beneficiaries of the rental income	\$ 3,899.00
Knox Infolink Inc	Knox/Boronia Community Market	Insufficient clarity of project approach and/or outcomes relative to other applicants.	\$ 11,500.00
Knox Infolink Inc	BBQ Breakfast & Social Support	The project requires further scoping of focus relative to other applications.	\$ 17,000.00
Knox Italian Community Club	Kitchen Equipment Upgrades	Insufficient documentation provided to enable assessment	\$ 5,711.00
Knox Multiple Birth Association	Knox Multiple birth association promotion	Recommend referral to Minor Grants	\$ 443.92
Knox RC Off Road Car Club	Facility Upgrade - KRCORCC	Recommend referral to Leisure Minor Capital Works grants program	\$ 11,530.00
Pancretan Association of Melbourne	Traditional Cretan Dance and Music workshops.	Unable to justify project request given the high number of other applications.	\$ 20,000.00
Park Ridge Playgroup	Multicultural Toys Grant	Recommend referral to Minor Grants	\$ 1,900.00
Polish Community Council of Victoria Inc	Polish Sports and Social Club	Insufficient clarity of project approach and financial documentation.	\$ 17,500.00
Rowville Football Club	Sustainably increasing girls sport participation.	Insufficient clarity of project approach and/or outcomes relative to other applicants.	\$ 1,970.00
Shakti Migrant & Refugee Women's Support Group Melbourne Inc.	Second Chance Women's Empowerment Program	Insufficient clarity of project approach and limited demonstration of necessary partnerships.	\$ 17,800.00

Applicant	Project/Event	Rationale	Amount Requested
Shishukunj Melbourne	Shishukunj Apparatus	Need to become incorporated or find an auspice organisation	\$ 2,610.00
Shishukunj Melbourne	Holi Festival of Colours	Need to become incorporated or find an auspice organisation	\$ 5,030.00
The Basin Music Festival Association Inc	The Basin 150th - The Basin Fire Brigade 90th.	Recommend referral to Minor Grants	\$ 2,000.00
The Basin Playgroup	Update pathways and play area to ensure safety	Insufficient clarity of project approach refer safety issue to Council Officers	\$ 10,975.00
The Basin Playgroup	Installation of a Nest Swing	Recommend referral to Minor Grants	\$ 2,000.00
The Knox City Tennis Club	Female Racquet Sports Holiday Program	Insufficient clarity of project financial approach and need relative to other projects	\$ 5,000.00
U3A Knox Inc.	KWIP - Knox Wellbeing Intergenerational Program	Insufficient clarity of project approach and/or outcomes relative to amount requested.	\$ 16,421.00
Wantirna Village Services Association	Social Community table tennis activity	Insufficient demonstration of community need relative to other applications.	\$ 1,700.00
Westgully Playgroup Inc	Sandpit Nature Play	Insufficient demonstration of community need relative to other applications.	\$ 20,000.00
			\$ 223,058.85

APPENDIX C – Ineligible applications in 2017-18 Community Development Fund**Applications determined to be ineligible**

Organisation	Project	Rationale
Victor Hong	FTG Quarry Reserve play/exercise apparatus	Individual applicant not incorporated community group
The Basin Playgroup	Install garden access bike track	Capital works
Hindu Satsang Mandal	Refurbish Renovate Property Council Regulation	Capital works
Shishukunj Melbourne	Children Stage production Show Ramayan	Project date too early for current CDF program

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APPENDIX D –2017/18 Community Development Fund Eligibility and Exclusion Criteria

ORGANISATION ELIGIBILITY

- Submitting organisations must be a not-for-profit organisation established under one of the following:
 - the Victorian Associations Incorporation Reform Act 2012;
 - the Victorian Co-operatives Act 1996;
 - the Aboriginal Councils and Associations Act 1976;
 - Corporations Act 2001;
 - an Act passed by the Legislative Assembly of Victoria; *or*
 - in another form considered appropriate by Knox Council.

Applications will also be considered from organisations under the auspice of another organisation which meets any of these criteria.

NB: Schools are not eligible for funding, however School Parent's Associations that are incorporated, (or similar), and attached to a not-for-profit school are eligible.

- Submitting organisations must have a Committee of Management, or similar, that can accept responsibility for a grant, ensure the project is carried out, and meet the evaluation and reporting requirements.
- Organisations granted funding must have either an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.
- Submitting organisations must provide direct services, support or benefit to people living in the City of Knox.
- Organisations that show a strong connection to their local community will be favourably considered.

ORGANISATION EXCLUSIONS

- Organisations are not eligible to apply to the Community Development Fund if:
 - They have a delinquent account with Knox Council, i.e. an amount owed to Council that was not paid by the due date; and/or
 - They have outstanding acquittal documentation, i.e. the acquittal documentation for a previous grant has not been handed in by the agreed due date.

APPLICATION EXCLUSIONS

Applications that are submitted after the submission period closes are ineligible and will not be assessed.

Applications that have not provided all required financial information such as annual financial reports and clear working documents for project budgets will not be eligible for assessment.

PROJECT AND EVENT ELIGIBILITY

The following projects and items that can be funded:

- Projects and events must have a definitive start and finish date. It is that the project start and finish within the 12 month funding period, however projects up to three years can be considered;
- Projects and events must clearly support Council's strategic objectives and priorities which are captured in the City Plan (incorporating the Council Plan) 2013-17;
- Projects and events must aim to meet a demonstrated need within the Knox community;
- Projects and events must be conducted within the boundaries of the City of Knox and have significant participation of Knox residents;
- Projects and events which involve collaboration with other organisations and services, share resources within the community, and involve volunteers will be favourably considered; and
- Projects with well defined and clearly communicated aims and outcomes, along with clear and succinct detail regarding how the project will be implemented will be favourably considered.

NB: School Parent Associations must be able to demonstrate their proposed project is for the benefit of the Knox community, not just for the benefit of the School community, i.e. CDF cannot fund a project that will only benefit school students, student's families and/or staff of the school.

PROJECT AND EVENT

The following types of projects and items cannot be funded through the Community Development Fund:

- Fundraising: For example, but not limited to: purchase of raffle prizes, purchase of items for auction, purchase of items for re-sale, direct contributions to charity organisations, payment for facilitators and prizes for fundraising events such as trivia nights, movie nights, karaoke night, fashion parades etc.;
- Capital or facility maintenance works: Capital works projects are considered to be those that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities. Examples: permanently fixed play structures, major structural building improvements, etc;
- State or Federal government responsibilities: Projects may not be an event or activity that is the core program funding responsibility of another level of government. Example: curriculum-based activities for schools;
- Retrospective funding: A CDF grant may not be used to reimburse an organisation for expenses already paid; i.e. if money has been spent on the project or event prior to the organisation receiving the grant cheque, grant monies may not be allocated to this expense;
- Consecutive project submissions: Applications for projects that have been funded by the CDF for three consecutive years are not eligible; and
- Operational expenses: A CDF grant may not be used to fund the day-to-day expenses incurred in carrying out the usual business of the submitting organisation. This includes expenses such as salaries for existing positions, insurance and utilities.

ASSESSMENT AND APPROVAL WEIGHTING

The Panel agreed on retaining the project weighting prior to the commencement of assessment:

- **15%** - Level of benefit to Knox residents.
- **20%** - Degree to which the project is shown to have clear financial need, be feasible and be financially viable.
- **30%** - The application's degree of clarity in demonstrating community need and conveying project objectives.
- **25%** - The capacity of the applying organisation to deliver, manage and evaluate the project.
- **10%** - The demonstration of consultation and/or partnership with others (as appropriate).

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APPENDIX E – Community Development Fund 2017 Project Evaluation Report**Appendix E**

Knox City Council

Summary Report

Community Development Fund
2017 Project



August 2017

INTRODUCTION

This report provides an overview of the learnings, evaluation and recommendations from the Community Development Fund (CDF) 2017 Project. The project aimed to improve community group awareness of grant opportunities and increase the diversity of groups applying for CDF funding.

BACKGROUND

Knox City Council aims to create a stronger community by building the capacity of local organisations to develop and nurture partnerships and by creating connections between community groups, individuals and businesses. This is achieved through the delivery of a range of programs focused on supporting and resourcing Not-for-Profit (NFPs) community organisations and groups.

The Community Strengthening team supports new and existing NFP community organisations and groups in Knox to be active and sustainable. The team provides access to valuable community resources such as community grants and facilities, and delivers capacity building and skills development programs for groups.

One of the key initiatives through which Council supports community groups is the Community Development Fund (CDF) grants program. The CDF aims to:

- Support projects which encourage Knox residents to become involved and engaged in their local community.
- Improve the health and wellbeing of Knox residents through projects that promote healthy, active lifestyles and community safety.
- Build community pride, strength and resilience.
- Promote harmony and respect through projects promoting inclusion and social interaction.
- Improve skills of Knox residents across a range of areas.

During the 2016/17 CDF round the Evaluation Panel identified the following:

- A portion of underdeveloped projects.
- Poor capacity of applicants to complete and supply the required basic documentation eg: annual report, working budget and quotes.
- A number of unsuccessful multicultural applicants due to lack of/or a clear understanding and demonstration of the CDF criteria.
- The need for support to enhance partnerships and joint projects to achieve impact of grant dollars and groups efforts.

To address this issue the CDF Evaluation Panel recommended that the uncommitted CDF funds for 16/17 be utilised to improve community group access and use of the CDF to develop local initiatives, particularly by multicultural groups. This decision was supported by an additional data scan of the last five years of CDF applications indicated a disproportionate level of unsuccessful applications related to specific cultural groups or celebrations. This recommendation also aligned with the Community Strengthening Service Plan which states '*redirect some grants funding to enable additional resources within the Community Strengthening Service to support community groups in accessing grants programs, skills development, community connections...*'.

PROJECT OBJECTIVES

The CDF project took place between February and June 2017. The project aimed to increase the diversity of community groups successfully receiving CDF funding whilst increasing capacity of the groups to access broader available resources. The identified objectives included:

- Increasing the number of new and emerging groups applying for CDF funding in 2017-18
- Increasing the number of multicultural community groups receiving CDF in 2017-2018
- Engaging and assist previous unsuccessful CDF applicants
- Increasing the number of partnerships created between community groups applying for CDF and referral to other funding streams

The specific targets identified in the project brief to increase the number of groups applying for 2017/18 CDF grants as listed below:

- A minimum of two new and emerging groups
- A minimum of two multicultural groups
- A minimum of three previously unsuccessful CDF applicants
- A minimum of two partnerships or referrals

PROJECT OUTCOMES

A list of 21 groups was established based on:

- Analysis of the unsuccessful CDF grant applications over the past five years.
- Referrals from Council officers who have established relationships with community groups.
- Recurring applications for Incidental (Minor) Grants by the same groups,
- Consideration of Community Skills Workshops participants to identify new groups.

Target Number of Groups	Final Outcomes
2 new groups	12
2 multicultural groups	13
3 previously unsuccessful CDF applicants	4
2 partnerships or referrals	3 potential partnerships 1 referral

The initial engagement with the community groups provided the project officer with a better understanding of the needs and aspirations of the groups. It was also an opportunity to introduce groups to other relevant Council support, including Community Group Training workshops and different grant streams. Groups were strongly encouraged to attend one of the three grant information sessions offered as part of the Community Group Training program. Over the three sessions 48 participants attended.

As a result of these preliminary conversations with groups the Project Officer, together with the Community Resourcing Officer, further supported the groups to develop community projects based on their needs and capacity. The number of contacts with each group varied, from one to seven times, depending on the level of engagement, group needs and volunteer capacity to navigate systems (See Table 1). In addition, open invitations were made to all community groups for 'face-to-face' support sessions with Council officers to support their project development, the application process and in particular with navigating Council Smarty Grants. These were well utilised by both new and existing groups.

Table 1

Group	Meetings / Contact with Group	New Group	Multicultural Group	Past CDF Unsuccessful Group	Past CDF Successful Group	Potential Partnership	Referral to another Funding Stream	Number of CDF Applications Submitted
1	3	✓	✓			✓		-
2	1	✓	✓					1
3	1	✓				✓		-
4	4		✓	✓				1
5	1		✓	✓				2
6	2	✓	✓					1
7	3	✓	✓					1
8	3				✓			2
9	1	✓	✓					-
10	1	✓						1
11	1	✓						2
12	4		✓					2
13	1			✓			✓	1
14	1				✓			1
15	4	✓	✓	✓				2
16	2	✓	✓					1
17	3		✓		✓			1
18	2	✓	✓					-
19	3	✓	✓					1
20	7				✓			1
21	2				✓	✓		3
		12	13	4	5	3	1	24

The majority of groups provided feedback that they appreciated the individual officer contact as it gave them clarity about Council grants, linked them in with other Council services as appropriate and provided information about the grant workshops. The project provided an opportunity to talk to groups about their capacity to apply for and implement a project, and when appropriate redirect projects to more relevant streams of funding.

It is important to note that not all groups who were contacted through the project submitted applications and not all that have submitted will be successful.

Regardless the introduction of 32 new groups to the CDF program is a very positive outcome and a strong basis for further relationships and partnerships to be developed.

An overview of outcomes is provided in Table 2.

Table 2.

CDF Applications	2016/17	2017/18
Total number of applications	72	111
Groups applying	59	81
Groups with multiple applications	11	23
New groups	15	32
Multicultural groups	5	13
Hand written applications	6	0

KEY LEARNINGS

The following is a summary of key learnings as identified by the Project Officer.

- It is beneficial to have an introduction to groups, particularly multicultural groups, through Council officers who have established relationships.
- The Community Development Grant program is a valuable tool to make connections with community groups as it provides a focus to develop their capacity.
- Not all groups were looking to apply for a grant; some were seeking connections to other groups, such as the group with volunteers wanting to participate in community programs.
- Multicultural groups have a strong focus on celebrations and sharing food to connect people.
- There is considerable value in individual grants appointments with staff. The additional sessions not only built the confidence of groups to apply for a grant but also assisted them to become familiar with the SmartyGrants online system.
- The timing of CDF grants does not always suit groups, particularly for cultural events and celebrations.

RECOMMENDATIONS

In summary, the Community Development Fund 2017 Project achieved its objectives of reaching community groups who had not been accessing the CDF program and those who may not have been successful in the past. It also increased the number of multicultural community groups applying for CDF in 2017-2018.

Officer recommendations for future consideration in the CDF program include the following;

- Continue the face-to-face engagement with groups to strengthen relationships.
- Ensure resources are available to follow up with groups to see how grants are progressing, provide linkages with partnerships and assist with new project ideas.
- Include 'Basic Grant Writing' workshops in future Community Group Training programs.
- Explore supporting community groups or individuals to mentor or buddy new groups applying for a CDF grant.

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ALL WARDS**9.2 KNOX COMMUNITY ACCESS AND EQUITY IMPLEMENTATION PLAN 2017-22**

SUMMARY: *Acting Coordinator Community Access and Equity – Amanda Wiggs*

The Community Access and Equity Implementation Plan 2017-22 (The Plan) (Appendix A) incorporates key Council actions to address access and equity issues in Knox and articulates Council's role in supporting and progressing work towards a diverse, inclusive and accessible community.

The Plan integrates Council's previous Access and Inclusion Plan for People with Disabilities, Multicultural Strategic Plan and Preventing Violence Against Women Action Plan and responds to emerging access and equity issues affecting marginalised and disadvantaged population groups in Knox.

During July–August 2017, further consultation was conducted with relevant Council Advisory Committees, internal Council services and an online community feedback process. These consultative processes affirmed Council's role and focus in addressing access and equity and assisted develop clear and concise actions. Changes to this version of The Plan mainly consist of improvements in the overall readability of The Plan, greater clarity regarding key actions and the use of simple language.

RECOMMENDATION

That Council approve the Community Access and Equity Implementation Plan 2017-22, attached as Appendix A.

1. INTRODUCTION

Council acknowledges that equality and freedom from discrimination are fundamental human rights that all people should have in the community. Council also recognises that it has an important role in ensuring that all people are supported to fully participate in the community, that their human rights are protected and promoted and that they have equitable and dignified access to information, goods, services and life opportunities.

The Community Access and Equity Service currently provides activities and programs that support and advocate for marginalised and disadvantaged populations groups to foster a diverse, accessible, inclusive and equitable community.

9.2 Knox Community Access and Equity Implementation Plan 2017-22 (cont'd)

1.1 Community Access and Equity Service Review

In 2016 the Service undertook a service review to identify the role, strategic intent, service model, service activities and service levels that are appropriate for this Service. At the 13 December 2016 Strategic Planning Committee meeting, the Community Access and Equity Service Plan was approved.

Through the service planning process, Council approved a proposal to consolidate three service activities and modify the existing service model to enable a more flexible and adaptive Service that is able to deliver on its strategic intent. This also included support for the integration of the then, *Access and Inclusion Plan for People with Disabilities*, *Multicultural Strategic Plan* and *Preventing Violence Against Women Action Plan* into one implementation plan that responds to the Community and Council Plan 2017-21.

1.2 Council's Current Role

Council has a long history and active role in inclusive community planning through development of previous strategic plans, delivery of programs, projects and activities and the establishment of relevant advisory committees that advise and support Council to improve outcomes for marginalised and disadvantaged population groups.

2. DISCUSSION

2.1 Development of the Community Access and Equity Implementation Plan 2017-22

Council acknowledges that it cannot address all social issues affecting the lives of marginalised and disadvantaged population groups alone and therefore acknowledges the importance of collaborative work with community partners, business and all levels of government to address discrimination and disadvantage as well as promote diversity and inclusion.

The Plan responds to the legislative requirements under Commonwealth, Victorian and Local Government legislation for people with disabilities and their families, and the Charter of Human Rights and outlines the focus and direction in meeting the needs of marginalised and disadvantaged population groups in Knox.

The Plan aligns and responds to the guiding principles, vision, goals and strategies of the Community and Council Plan 2017-21, specifically Goal 7 – 'We are inclusive, feel a sense of belonging and value our identity' and demonstrates Council's ongoing commitment to reducing barriers whilst enhancing access, participation and inclusive practice for all people in Knox. The Plan is one of the Implementation Plans of the Community and Council Plan 2017-22, as shown in the Knox Strategic Planning Framework in Figure 1:

9.2 Knox Community Access and Equity Implementation Plan 2017-22 (cont'd)

The draft Plan was presented at the 26 June 2017 Council meeting and was supported in principle, pending further community and Council consultation in relation to the action plan initiatives.

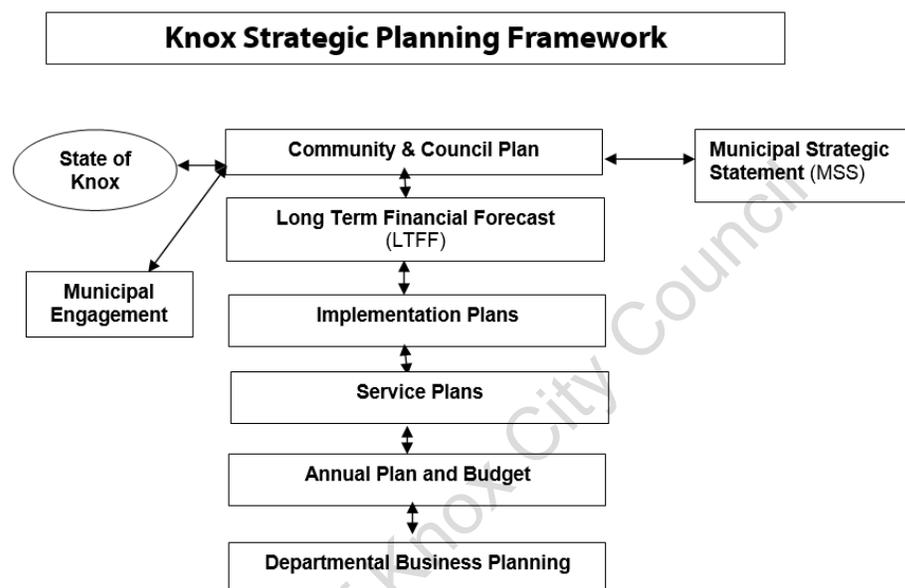


Figure 1

The Plan also aligns with other Council Implementation Plans, including the Knox Key Life Stages Implementation Plan, with a focus on intergenerational actions covering the Early Years, Youth and Older People.

The Plan has been informed by the State of Knox 2nd edition 2016, analysis of the Community Access and Equity Profile and a range of community engagement activities across Council and the broader community.

2.2 Community Access and Equity Profile

To provide a comprehensive analysis of marginalised and disadvantaged population groups research was undertaken in relation to the social, health and economic status and included emerging issues. The Access and Equity Profile Summary is attached in Appendix C.

2.3 Focus Areas

Information from these activities were collated and informed the development of five focus areas that provide direction for Council to achieve strengthened outcomes for these population groups. A summary of the Focus Areas are as follows:

9.2 Knox Community Access and Equity Implementation Plan 2017-22 (cont'd)

- **Focus Area 1: Equitable, Accessible and Inclusive Services**
Council will work to ensure all community members, no matter their ability, religion, race, gender or sexual identity, will have access to Council and community services that meet their needs.
- **Focus Area 2: Leadership and Advocacy**
Council will lead by example and advocate to other levels of government, business, services, community organisations and the community to promote human rights and address issues of discrimination and exclusion.
- **Focus Area 3: Accessible and Safe Places and Spaces**
Council will work to ensure that Council buildings, public places and open spaces are accessible, universally designed and safe for everyone.
- **Focus Area 4: Empowerment and Participation**
Council will facilitate civic participation and inclusive engagement to ensure that people can exercise their rights and voices to help shape their own future.
- **Focus Area 5: Celebrating Diversity and Creating a Sense of Belonging**
Council will value and celebrate the diverse people and communities that make up Knox and the skills and abilities that they bring.

To embed these focus areas (refer Appendix A for further detail) within Council, officers will work towards increasing organisational capacity and competence, service provision and broader civic engagement and participation.

2.4 Monitoring and Reporting

The Plan will be monitored annually against the targets and measures of the Community and Council Plan 2017-21 Targets and Measures (see Appendix B).

Additionally, an annual progress report will be prepared and presented to Council. This report will focus progress of implementation of actions and include discussion in relation to new and emerging issues and challenges, to ensure The Plan is aligned with community priorities.

2.5 Resourcing

The resources required to deliver actions and initiatives in the Plan will involve a mixed contribution of Council resources, external funding grants and shared resourcing/funding models with key partners. Appendix A identifies actions to be implemented within existing Council resources, and those which will only be implemented subject to external grants, partnership agreements and/or future Council budget consideration.

9.2 Knox Community Access and Equity Implementation Plan 2017-22 (cont'd)

3. CONSULTATION

The following is an overview of the consultation activities undertaken to inform the development of the Plan and includes:

3.1 2016-2017 Consultation

- Internal Mapping of services currently delivered by Council that support marginalised and disadvantaged population groups.
- Establishment of a Steering Committee, made up of key Council staff to provide guidance and expertise to the Project Manager and Project Officer on the development of The Plan.
- Establishment of a Working Group, made up of key internal Council staff and community stakeholders, including Women's Health East, EACH, Knox Infolink and the Department of Health and Human Services with expertise in working with marginalised and disadvantaged communities. Three half day workshops were held to:
 - Provide input and feedback on the findings of the Knox Community Access and Equity Profile (data);
 - Identify additional issues, concerns and challenges for marginalised and disadvantaged population groups in Knox;
 - Identify key community services and agencies working with identified population groups; and
 - Development and review of emerging issues and themes, and areas of action.
- Ongoing engagement with Community and Council Plan working group regarding alignment opportunities.
- Review of the Community Engagement findings from the Knox Community and Council Plan 2017-2021 to inform key actions and initiatives in the Plan.
- Consultation and feedback from the Knox Disability Advisory Committee, Knox Multicultural Advisory Committee, Knox Early Years Advisory Committee and Active Ageing Advisory Committee on identified community issues and areas for action.
- Consultation and feedback from EMT on 5 May 2017, Council Issues Briefing on 15 May 2017 and Council Meeting on 26 June 2017 on the draft Plan and draft Action Plan.

3.2 2017/2018 Consultation

Additional consultation was undertaken following Council's in-principle support for the draft Community Access and Equity Implementation Plan at the Ordinary Meeting of Council on 26 June 2017. This consultation included:

- Input and feedback from internal departments and teams within Council regarding the draft actions.

9.2 Knox Community Access and Equity Implementation Plan 2017-22 (cont'd)

- Three meetings with the Steering Group to assist in guiding further development of actions within the Plan.
- Further consultation with Advisory Committees including the Knox Disability Advisory Committee, Knox Multicultural Advisory Committee, Knox Early Years Advisory Committee, Active Ageing Advisory Committee and the Health and Wellbeing Advisory Committee in relation to further informing actions within the Plan.
- A community consultation process was also undertaken between 4-18 August 2017, inviting the community to view and comment on the draft Knox Community Access and Equity Implementation Plan via an online survey. Ten responses were received (where relevant, amendments have been made to the Plan to assist with prioritisation and improve readability).

4. ENVIRONMENTAL/AMENITY ISSUES

The Plan highlights a range of initiatives that impact environmental or amenity issues including access to the built environment and Council facilities.

It is expected ongoing costs associated with the Capital Works Retrofitting Program will be required. Council will also need to consider the resources required for designing and building universally designed Council facilities that support a diverse community now and into the future.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Appendix A identifies actions to be implemented within existing Council resources, and those which will only be implemented subject to external grants, partnership agreements and/or future Council budget consideration.

6. SOCIAL IMPLICATIONS

The Plan will guide activities and programs that support and advocate for marginalised and disadvantaged populations groups within Knox to foster a diverse, accessible, inclusive and equitable Council and community.

It is anticipated that the Plan will have specific benefits to the whole Knox community including individuals, community and businesses.

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

The Plan contributes to the implementation of the guiding principles, goals, strategies and initiatives of the Knox Community and Council Plan 2017-21, specifically council initiative 7.2.1 'Finalise and commence implementation of the Knox Access and Equity Implementation Plan'.

9.2 Knox Community Access and Equity Implementation Plan 2017-22 (cont'd)

The Plan also responds to the Guiding Principle of inclusiveness 'Council encourages broad engagement, shared contribution and collaboration in community decisions, incorporating an access and equity approach.'

8. CONCLUSION

This report outlines the Community Access and Equity Implementation Plan 2017-22, which is an implementation plan of the *Knox Community and Council Plan 2017-21*.

It will enable a strengthened integrated approach for Council to respond to emerging access and equity issues affecting marginalised and disadvantaged population groups in Knox.

The development of the Plan aligns with Council's responsibilities under Commonwealth, Victorian and Local Government legislation and outlines our focus and direction in meeting the needs of marginalised and disadvantaged population groups in Knox.

Council has a strong history and active role in inclusive community planning through development of previous strategic plans, delivery of programs, projects and activities and the establishment of relevant advisory committees that advise and support Council to improve outcomes for marginalised and disadvantaged population groups.

This Plan will provide a number of benefits to the community through one plan that outlines a clear strategic direction to respond to emerging and ongoing access and equity issues in Knox. This will provide clarity for community organisations to understand Council's role and priority areas for focus as well as future resource requirements.

The Community Access and Equity Implementation Plan 2017-22 is presented in Appendix A.

9. CONFIDENTIALITY

There are no confidential issues associated with this report.

9.2 Knox Community Access and Equity Implementation Plan 2017-22 (cont'd)

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. SEYMOUR

That Council approve the Community Access and Equity Implementation Plan 2017-22, attached as Appendix A with an amendment to Action 5.5 in Focus Area 5 as follows:

- **Action: Support delivery of Multicultural events on an annual basis that celebrate diversity and brings together people from diverse cultural and linguistic backgrounds, faiths and age groups; and**
- **Add the word “Partner” in the “Role of Council” column.**

CARRIED

SUBSEQUENT MOTION

MOVED: CR. LOCKWOOD

SECONDED: CR. KEOGH

That Council

1. Supports its residents and employees in their quest for marriage equality, regardless of sexual orientation of gender identity, in the current marriage survey
2. Supports the right of all Council employees and residents to have equal opportunities in life, supports diversity in the workplace, and recognises the right of all employees and residents to live and work free of prejudice and discrimination
3. Note that as part of its commitment to celebrating diversity, Council supports lesbian, gay, bisexual, transgender, intersex and queer / questioning (LGBTIQ) community events, activities and capacity building opportunities including Midsumma Festival, Carnival, Pride March and IDAHOBIT Days on an annual basis
4. Note that Council provides resources to our community:
 - a) The GQ: ‘Gender Questioning’ booklet
 - b) Runs 4ME Support program
 - c) The “Emerge” discussion group young people aged 18-25 years
 - d) PFLAG: parents and friends of lesbian and gay people
 - e) Is part of the Q-East Alliance which provides training to workers, school staff and community

**9.2 Knox Community Access and Equity Implementation Plan 2017-22
(cont'd)****PROCEDURAL MOTION****MOVED: CR. SEYMOUR****SECONDED: CR. GILL****That the subsequent motion be deferred until later in the meeting.****CARRIED**

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Appendix A



Draft Knox Community Access and Equity Implementation Plan 2017 – 2022

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Acknowledgement of the Traditional Owners

Knox City Council acknowledges the traditional custodians of the City of Knox, the Wurundjeri and Bunurong people of the Kulin Nation.

1. Purpose

Knox City Council acknowledges that equality and freedom from discrimination are fundamental human rights that all people should have in the community. Knox City Council recognises that it has an important role in ensuring that all people are supported to fully participate in the community, that their human rights are protected and promoted and that they have equitable and dignified access to information, goods, services and life opportunities.

The Community Access and Equity Implementation Plan guides Council action and outlines Council's commitment and vision for addressing access and equity issues in Knox as well as promoting diversity, access and inclusion.

2. Alignment to the Knox Community and Council Plan 2017-21 and other Implementation Plans

The Knox Community and Council Plan 2017-21 is Knox's long term plan to guide our city for the next four years and beyond. It outlines our long-term shared goals and aspirations for the future. The Knox Community and Council Plan 2017-21 outlines what we are aiming to achieve for our city and describes how we will know when we get there.

The development of the Knox Community and Council Plan 2017-21 has been informed by the Second Edition State of Knox Report and significant community engagement, including the Municipal Survey, focus groups and a Community Panel.

The Knox Community Access and Equity Implementation Plan 2017-22 (The Plan) aligns and responds to the vision, goals and strategies of the Community and Council Plan 2017-21 and is one of its Implementation Plans as per Figure 1 (page 4). The Plan also provides a more detailed description of the approach required to implement the Community and Council Plan guiding principle of *Inclusiveness – Council encourages broad engagement, shared contribution and collaboration in community decision, incorporating an access and equity approach.*

The Plan outlines key Council actions to address access and equity and sits side-by-side with other Council Implementation Plans, including the Knox Key Life Stages Implementation Plan, with a focus on intergenerational actions covering the Early Years, Youth and Older People.

Knox Strategic Planning Framework

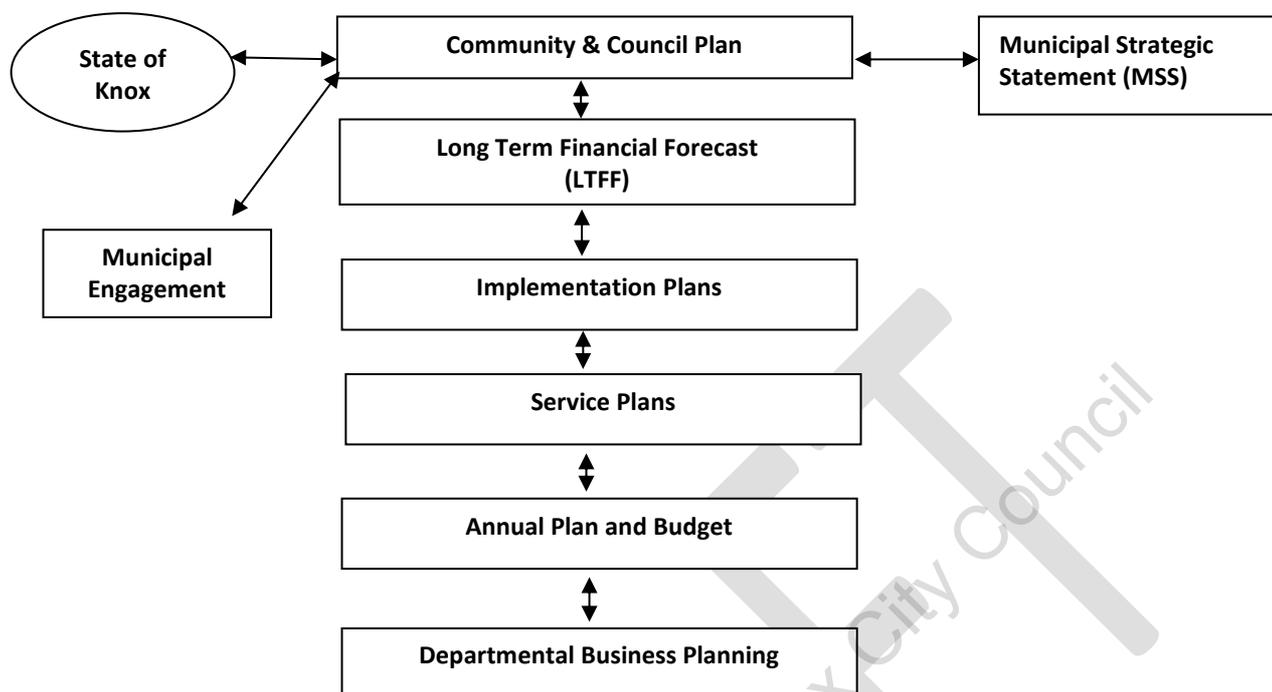


Figure 1

3. How was it developed

The development of the draft Knox Community Access and Equity Implementation Plan has been informed by the findings and community engagement activities of the Community and Council Plan 2017-2021, as well as:

- Relevant legislation and research
- The draft Community Access and Equity profile
- A working group made up of key internal Council staff and community stakeholders with expertise in working with marginalised and disadvantaged communities
- Council's Advisory Committees – Disability, Early Years, Multicultural and Active Ageing
- Internal service mapping and engagement with Council departments and teams
- Community Consultation on the draft Community Access and Equity Implementation Plan

4. Context

Knox is a diverse community, with a population of 157,052¹, made up of people from many different cultures, beliefs, abilities and identities. Our community is an environment of ongoing change. Knox Council acknowledges that not all people start from the same position in life and therefore may have differences in their lived experience in the community. For some people this difference may mean that they experience discrimination, disadvantage and exclusion from community life.

The Plan provides clarity of Council's role in supporting and addressing social equity issues affecting the City and ensures diversity, access and inclusion are front and centre when planning and engaging with marginalised and

¹ Australian Bureau of Statistics, Estimated Resident Population, 2016

disadvantaged population groups. It gives Council a common framework to ensure every member of our diverse community has the opportunity to participate, contribute and access services and will provide guidance to Council to undertake targeted projects in response to the needs of groups and individuals who experience disadvantage in our community. The Plan targets specific access and equity issues for people that are/or are at risk of being marginalised and disadvantaged from social, health, economic and political life.

The Plan integrates Strategic Council Plans, including the Access and Inclusion Plan for people with disabilities 2016 (a legislative requirement under the State Disability Act 2006), the Multicultural Strategic Plan 2012-17, Prevention of Violence Against Women Action Plan and other Council programs and projects.

The development of a Community Access and Equity Implementation Plan aligns with Council's responsibilities under Commonwealth, Victorian and Local Government legislation (page 11) and addresses Council's responsibility under the State Disability Act (2006), in responding to and implementing actions that reduce barriers and promote inclusion for people with disabilities, their families and carers.

Knox City Council has an obligation and responsibility as a Local Government Authority to take into account the diverse needs of the local community. This includes advocating for their interests to other communities, governments, fostering community cohesion and encouraging active participation in civic life and planning for and providing services and facilities for the local community.

Knox also plays an important role in protecting and promoting human rights. The Charter of Human Rights and Responsibilities Act 2006 sets out basic rights, freedoms and responsibilities of all Victorians. It is not only Council's responsibility to understand and comply with the obligations under the Charter, but also build a culture of human rights in the community.

For further information regarding relevant legislative context that guides the Community Access and Equity Implementation Plan 2017-22, refer to page 11.

5. Community Access and Equity Key Themes and Issues

5.1 Themes

The following themes have been identified as impacting on Knox's marginalised and disadvantaged population groups:

- Lack of access or knowledge of appropriate services that meet the needs of our diverse population groups;
- Discrimination and racism;
- Violence – including family violence, violence towards women, elder abuse and perceptions of safety;
- Lack of culturally appropriate services and limited knowledge and understanding of cultural expectations (Culturally and Linguistically Diverse, Indigenous and LGBTIQ communities); and
- Compounding disadvantage – impact areas include mental health, lack of appropriate housing, financial stress, gambling and isolation.

5.2 Issues

The following issues have been identified as impacting on Knox's marginalised and disadvantaged population groups:

- Impact of childhood development on physical and mental health, learning and behaviour. Transitioning from childhood to adulthood is a significant time of change as young people move towards independent living, study, employment and financial independence.

- Limited access to and or knowledge of appropriate services for some people from culturally and linguistically diverse communities.
- Inequalities between Indigenous and non-Indigenous community members.
- People with disabilities experience discrimination and exclusion in aspects of their life. They have significantly lower rates of employment, educational attainment and have limited access to appropriate and affordable housing. People with disabilities are less likely to participate in community activities, experience physical infrastructure barriers on a daily basis and have poorer overall health and wellbeing.
- Discrimination can occur on many different levels including intolerance of diversity or sexuality, sex or gender identity. Research shows that the LGBTIQ community still face discrimination and increased levels of violence.
- The Knox community is considered relatively advantaged, but there are areas within Knox that experience significant disadvantage. Socioeconomic disadvantage is defined in terms of people's access to material and social resources as well as their ability to participate in society. There is a relationship between low socio-economic status and disadvantage in terms of poor mental and physical health, homelessness, welfare dependency, financial stress, and reduced education and employment outcomes.
- Knox's 65 years and older population has more than doubled over the last decade. In 2015, there was an estimated 40% of all people with disabilities over the age of 65 and over 43% of Knox residents living in low-income households are older people. This reflects the high proportion of older people reliant on the Aged Pension as their principle source of income, which is higher than the average.
- Mental disorders are the single largest cause of ill health in the Knox population. In 2014, an estimated 8,600 adults in Knox had high/very high psychological distress indicative of a need for professional help. There is a strong correlation between mental health conditions and many elements of disadvantage including people with profound disability, unemployment, living alone, socially isolated, low educational attainment and low socio-economic status.
- Women in Knox on average experience lower rates of employment and have lesser representation in senior jobs. Among people aged 25-44 years working fulltime, women's incomes are 7% lower than that of their male counterparts. In retirement, women face greater financial insecurity due to lower superannuation due to lower pay levels and duration of paid employment across their lifetimes. Within a relationship, women are 12 times more likely to experience sexual violence, three times more likely to experience physical violence and nearly twice as likely to experience emotion abuse. All these factors as well as the impacts of gender inequity put women at greater risk of being marginalised and disadvantaged.
- The lack of social engagement amongst many marginalised and disadvantaged groups and individuals impacting health status.

6. Focus Areas

The following focus areas provide a direction for shared Council actions across Council's 38 services to achieve outcomes for marginalised and disadvantaged population groups, aligns, and responds to the goals and strategies of the Community and Council Plan 2017-21.

Area 1: Equitable, Accessible and Inclusive Services

- Council will work to ensure all community members no matter their ability, religion, race, gender or sexual identity will have access to Council and community services that meet their needs.

Area 2: Leadership and Advocacy

- Council will lead by example and advocate to other levels of government, business, services, community organisations and the community to promote human rights and address issues of discrimination and exclusion.

Area 3: Accessible and Safe Places and Spaces

- Council will work to ensure that Council buildings, public places and open spaces are accessible, universally designed and safe for everyone.

Area 4: Empowerment and Participation

- Council will facilitate civic participation and inclusive engagement to ensure that people can exercise their rights and voices to help shape their own future.

Area 5: Celebrating Diversity and Creating a Sense of Belonging

- Council will value and celebrate the diverse people and communities that make up Knox and the skills and abilities that they bring.

7. Statement of Commitment

Knox City Council recognises that it has an important role in ensuring all people are supported to fully participate in the community and that their human rights are protected and promoted. Council recognises that it cannot address all social issues impacting the lives of marginalised and disadvantaged population groups alone and that it must consider ways in which it can work with its partners in the community, business and all levels of government to address discrimination and disadvantage as well as promote diversity and inclusion.

Knox City Council is committed to:

- Reducing, overcoming and preventing disadvantage and discrimination for individuals across all life stages to support their rights and aspirations to live a safe, healthy and connected life.
- Working to ensure our children and young people have a great start in life, have access to high quality lifelong learning opportunities, are safe and healthy and can thrive and grow in loving and strong families and communities.
- Creating a Knox community that is accessible and inclusive and embraces people with disabilities, their families and carers. Council aims to ensure that all Knox residents can participate in and contribute to community life with independence, equity and dignity.
- Working in partnership with our local Indigenous community and the Traditional Custodians to continue to progress reconciliation, recognition and future partnership opportunities in Knox.
- Creating a vibrant Knox that celebrates cultural diversity through community engagement and playing an active role in reducing barriers experienced by people from a Cultural and Linguistically Diverse (CALD) background,

including racial and faith-based discrimination and lack of access to culturally responsive services, by supporting initiatives that build social cohesion from the ground up.

- The 'Racism Stops with Me' campaign and a 'Refugee Welcome Zone'.
- Making Knox a safe and welcoming place to the LGBTIQ community and that services are accessible and appropriate to the needs of our LGBTIQ community.
- Working with and supporting our most marginalised and disadvantaged community members through partnering with key agencies to ensure that all people in Knox have access to equitable services, their rights and aspirations are supported and can contribute and participate in community life.
- Creating a Knox community where older people can enjoy active, healthy and independent lives and can participate and contribute to their community. Knox seeks to ensure that older people are actively involved in determining opportunities for their community to increase its age friendliness and identifying priority areas for further focus.
- Working with our community agencies in creating better early intervention and ongoing support for individuals with disabilities, their families and cares. Council aims to create a community where all people are happy, healthy and resilient and can participate and contribute to community life.
- Ensuring equal opportunities for women to fully participate in all aspects of community life and will foster an environment which advances gender equity for woman and girls in political, economic, cultural and educational advancement.

8. Monitoring and Reporting

The Community Access and Equity Implementation Plan will be monitored annually against the Community and Council Plan 2017 – 21 Targets and Measures. In addition the Plan will be reviewed annually by the Community Access and Equity Service, with an annual report presented to Council. The annual report will focus on the actions and initiatives Council is delivering to address access and equity issues as well as promote diversity, access and inclusion in Knox. Monitoring of progress will include engagement with Council services and relevant community organisations. This will include a check-in with Council departments and services, as well as community agencies and stakeholders to ensure we are heading in the right direction and that objectives and actions are making a difference in Council and the community. This will provide an opportunity to review and plan new actions, to address emerging issues and opportunities for Council, and or change or stop a program or activity.

The evaluation of The Plan will aim to increase a greater understanding of the link between program outcomes and changes in the community and Council. Monitoring and evaluation of key focus areas will, be based on local analysis, local needs and local participation.

9. Resourcing

The resources required to deliver actions and initiatives in the Plan will involve a mixed contribution of Council resources, external funding grants and shared resourcing/funding models with key partners.

10. The Plan Actions

The actions listed below detail Council led actions for the next five years. It also identifies the targeted population group, role of Council, potential community partners and the alignment to the Knox Community and Council Plan 2017-21.

Appendix A

Community Access and Equity Implementation Plan

2017-22 - Actions



Focus Area 1 - Equitable, Accessible and Inclusive Services

Council will work to ensure that all community members, no matter their ability, religion, race, gender or sexual identity will have access to Council and community services that meet their needs.

Action	New or Existing	Population Group	Role of Council	Council Lead and Partners	Community Partners	Community and Council Plan 2017-21			Resource	Year
						Goal	Strategy	Initiative		
1.1 Develop and implement a best practice framework to embed the principles of access and equity across all areas of Council, including organisational capacity and competence, service provision, communication and civic participation.	New	All	Advocate Educate Plan Research	Community Access & Equity All of Council	State Government, service providers and community organisations	8	8.1	No	Within existing resources	1-2
1.2 Develop a database of images and photographs for use within Council's publications to reflect Knox's diverse community, to promote access, inclusion and diversity.	Existing and new	All	Advocate Provide	Communications Community Wellbeing (Community Access & Equity),		8	8.1	No	Within existing resources	2

				and Community Services directorate						
1.3 <i>Deliver a suite of access, equity and diversity training for Council staff to increase knowledge, understanding and best practice when engaging with Knox's diverse community.</i>	Existing and new	All	Advocate Educate Plan Provide	Community Wellbeing (Community Access & Equity) People Performance All of Council	External training providers, service providers and community organisations	8	8.1	No	Within existing resources	1-5
1.4 <i>Undertake diversity planning and practice under the Home and Community Care Program for Younger People and the Home and Community Care Act 2007 to ensure inclusion of marginalised and disadvantaged community members.</i>	Existing	All	Plan Provide Research	Active Ageing & Disability Services (Active Living & Service Access & Home Support Assessment)	Department of Health and Human Services, service providers and community organisations	6		No	Within existing resources	1-2
1.5 <i>Implement the Municipal Strategic Disability Leadership Plan to support people with a disability, their families & carers with the implementation of the National Disability Insurance Scheme (NDIS).</i>	New	People with Disability and carers	Educate Funder Partner Plan Provide Research	Community Access & Equity Active Ageing & Disability Services, Family & Children's Services, Leisure Services, City Futures Youth Services, Community Facilities	People with disabilities, carers and parents, Dept of Health and Human Services, Disability Service Providers Network, National Disability Insurance Agency (NDIA), Knox Council's Advisory Committees, service providers and community organisations	6	6.2	6.2.4	Within existing resources	1-2

<p>1.6 Progress Council's public Expression of Interest process seeking applications from NDIS/Early Childhood Intervention Services (ECIS) service providers to lease the Illoura House facility for use as a disability focused centre supporting children, families, carers and people with disabilities in Knox.</p>	Existing	Children and Young people	Advocate Partner Provide	Finance & Property Services	NDIS Service Providers, NDIA	6	6.2	6.2.5	Within existing resources	1
<p>1.7 Progress the NDIS Home and Community Care (HACC) and Programs for Young People (PYP) transition including supporting NDIS eligible clients to transition to new providers. Provide advice to Council on options and lead relevant transition and outcomes for HACC PYP under 65 residual program.</p>	Existing	All	Advocate Partner Plan Provide	Active Ageing & Disability Services	Department of Health and Human Services, NDIA, Disability Service Providers and community organisations	6	6.2		Within existing resources	1 - 2
<p>1.8 Strengthen Council's approach and engagement with Knox's Aboriginal and Torres Strait Islander community to build collaborative relationships and inform future advocacy and reconciliation outcomes that increases recognition of Australia's first people.</p>	New	Indigenous community	Partner Plan	Community Wellbeing (Community Access & Equity)	Aboriginal Victoria Indigenous Service providers and Traditional Owner Groups, community members	1, 6 & 7		No	Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	2-4
<p>1.9 Conduct community engagement and needs analysis on the development of a Gathering Place in Knox for</p>	New	Indigenous community All	Plan Research	Community Wellbeing (Community Access & Equity)	Indigenous Service providers and Traditional Owner Groups,	7	7.1	No	Within existing resources	2-3

<i>Council's Aboriginal and Torres Strait Islander community.</i>					community members					
1. 10 <i>Partner with Outer Eastern Metropolitan Councils to research the need for an Integrated Aboriginal Health Plan for the Outer Eastern Aboriginal community.</i>	New	Indigenous community	Partner Plan	Community Wellbeing (Community Access & Equity)	Outer Eastern Council's, Department of Health, EMR Indigenous Service providers	6	6.2	No	Within existing resources	1
1. 11 <i>Strengthen and increase the facilitation and or participation of service provider network meetings to enhance service provision for disadvantaged and marginalised community members in Knox.</i>	Existing	All	Advocate Partner Plan Provide	Community Wellbeing Youth, Leisure & Cultural Services, Active Ageing & Disability, Family & Children Services	Knox and EMR service providers, community organisations and community groups	6	6.1 & 6.2	No	Within existing resources	1-5
1. 12 <i>Engage and partner with local service and education providers to plan and advocate for enhanced services for disadvantaged and marginalised community members in Knox.</i>	Existing	All	Advocate Partner Plan Provide	Community Wellbeing Youth, Leisure & Cultural Services, Active Ageing & Disability, Family & Children Services	Knox and EMR service providers, community organisations and community groups	6	6.1 & 6.2	No	Within existing resources	1-5
1. 14 <i>Prioritise and promote programs and services which aim to build community connections and reduce social isolation across all life stages and spatially represent this information on Council's mapping system.</i>	New	All	Advocate Partner Plan	Community Wellbeing	Service providers, community organisations and community groups	7	7.3	7.3.3	Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative	2-3

									sources of funding.	
1. 15 <i>Research and map services that are available to disadvantaged and vulnerable residents to identify gaps in service delivery to inform areas of action and advocacy.</i>	New	All	Partner Research	Community Wellbeing Active Ageing & Disability Services, Family & Children's Services, Youth, Leisure & Cultural Services	Knox and EMR service providers and community organisations	6 & 7	7.3	No	Within existing resources	2-4

Focus Area 2 - Leadership and Advocacy

Council will lead by example and advocate to other levels of government, business, services, community organisations, and the community to promote human rights and address issues of discrimination and exclusion.

Action	New or Existing	Population Group	Role of Council	Council Lead and partners	Community Partners	Community and Council Plan 2017-21			Resource	Year
						Goal	Strategy	Initiative		
2. 1 <i>Continue to Coordinate Knox's Advisory Committees to assist Council to respond to access and equity issues until Council's review of Advisory Committees is determined.</i>	Existing	People with Disability and carers, Mental Health, Older People, Children and Young People, CALD communities	Advocate Plan Research	Community Services Governance & Innovation	Council Advisory Committee members	Goal 6, 7 & 8	Strategy	Initiative No	Within existing resources	1-2
2. 2 <i>Implement the Affordable Housing Action Plan, including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.</i>	Existing	Older people Women Disability and carers, Low-socio economic,	Advocate Plan	Community Wellbeing (Social Policy & Planning) City Futures	Department of Housing, Department of Health and Human Services, housing services,	2	2.3	2.3.1	Within Existing resources	1-4

		Mental Health, Indigenous community		Active Ageing & Disability (Age Friendly Planning)	developers and residents					
2.3 <i>Embed the principles of access and equity within the Knox People Strategy to achieve diversity in Council's recruitment and retainment of staff and volunteers.</i>	New	All	Plan	People Performance Community Wellbeing (Community Access & Equity, All of Council)	N/A	5	5.4	No	Within existing resources	1-2
2.4 <i>Explore as part of the People Strategy opportunities for Knox City Council to provide employment opportunities for disadvantaged groups.</i>	New	All	Plan Provide	People Performance All of Council	Employment Agencies	5	5.4	5.4.1	Within existing resources	3-4
2.5 <i>Implement the Local Government Listen, Learn and Lead Gender Equity program.</i>	New	Women	Plan Research	People Performance All of Council	Local Government Victoria	8		No	Within existing resources	1
2.6 <i>Finalise and implement Council's advocacy framework through delivering targeted advocacy campaigns in line with Council's objectives.</i>	New	All	Advocate Plan	Communications All of Council		8	8.2	8.2.3	Within Existing resources	1-4
2.7 <i>Advocate for increased education and workforce opportunities for marginalised and disadvantaged community members.</i>	New and existing	Indigenous communities People with Disability, Older People, Low-socio economic communities	Advocate	Community Wellbeing (Community Access & Equity) City Futures - Economic Development	Employment and education agencies and networks, neighbourhood houses, service providers	5		No	Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	2-3

				Active Ageing and Disability (Age Friendly Planning)						
2. 8 <i>Advocate on issues impacting migrants and refugees in Knox.</i>	Existing	CALD community	Advocate Partner	Community Wellbeing (Community Access & Equity)	Knox Multicultural Advisory Committee, Multicultural and faith based organisations, community groups,	7	7.2 & 7.3	No	Within existing resources	1-5
2. 9 <i>Advocate for increased accessible transport options for all Knox residents, including marginalised and disadvantaged population groups.</i>	Existing	People with Disability, Older people Low Socio-economic community	Advocate	(Sustainable Infrastructure) Traffic and Transport Community Wellbeing, Active Ageing and Disability (Active Communities)	Department of Transport, Eastern Transport Coalition, Council's Advisory Committees, service providers and community organisations	3	3.1	No	Within existing resources	1-5
2. 10 <i>Advocate for increased mental health services that provide early intervention and support services for people across the life stages.</i>	New	All	Advocate Partner	Community Wellbeing Family & Children Services, Youth Community Wellbeing, Active Ageing and Disability (Regional Assessment Team)	Various Knox and EMR service providers and community organisations	6	6.2	No	Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	2-5
2. 11 <i>Review and update the Knox Community Access and Equity Profile (data analysis) to enable Council to respond effectively to</i>	New	All	Plan Research	City Futures (Research and Mapping)		8	8.1	No	Within existing resources	1

<i>access and equity issues in Knox.</i>				Community Wellbeing					Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	2-5
2. 12 <i>Conduct further research to identify activities of Council's role in supporting and advocating for Knox's LGBTIQ communities and families throughout the life stages and inform the ongoing Community Access and Equity Implementation Plan.</i>	New	LGBTIQ community	Plan Research	Community Wellbeing (Community Access & Equity) Community Safety, Social Policy & Planning Active Ageing & Disability Services, Youth, Leisure & Cultural Services, Family & Children Services Council's LGBTIQ Working Group	Various Knox, EMR and State service providers and community organisations	6	6.2	No	Within existing resources Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	2 3-5
2. 13 <i>Explore the findings of the Knox Family Violence Project to determine local leadership, advocacy, capacity building and partnership activities and resourcing to assist in addressing and preventing family violence in Knox.</i>	New	All	Advocate Educate Partner Plan Research	Community Wellbeing All of Council	State Government, Knox, EMR and State service providers and community organisations	4	4.1 & 4.4	No	Within existing resources Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	1-2 2-5
2. 14 <i>Develop and participate in a Council and community program for the 16 days of</i>	Existing	Women	Advocate Educate Partner Provide	Community Wellbeing (Community Access & Equity)	State Government, service providers and community groups	4	4.1	4.1.1.	Within existing resources	1

<i>Activism against gender violence.</i>										
2. 15 <i>Commence a review of the role of Council in responding to homelessness in partnership with community partners and develop a Knox Homelessness Protocol.</i>	New	Low-socio economic community All	Advocate Partner Plan Research	Community Wellbeing Active Ageing (Seniors Housing Support) City Safety & Health	State Government, Knox, EMR and State service providers and community organisations	2, 4 & 5	2.3	No	Within existing resources	1-2
2. 16 <i>Commence a review into the role of Council to advance mental health within the municipality, i. e. schools, business and community settings.</i>	New	Mental Health	Advocate Partner Plan Research	Community Wellbeing	State Government, Knox, EMR and State service providers and community organisations	6	6.2	6.2.7	Within existing resources	2
2. 17 <i>Plan and implement programs in partnership with key stakeholders that support marginalised and disadvantaged community groups to respond to and recover from emergency events.</i>	New	All people	Educate Provide	City Safety & Health (Emergency Management) Community Wellbeing (Community Access & Equity) Active Ageing (Regional Assessment Service)	State Government, Emergency Services, service providers and community organisations	4	4.1, 4.2 & 4.5	No	Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	2-5
2. 18 <i>Research and implement Social Procurement Guidelines to engage organisations and services that strengthen social inclusion and provide opportunities for</i>	New	All people	Plan Research	Governance & Innovation Community Wellbeing	Local Government Victoria	5	5.2	No	Within existing resources	2-3

<i>disadvantaged and marginalised community members.</i>				(Community Access & Equity)						
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Focus Area 3 - Accessible and Safe Places and Spaces

Council will work to ensure that Council buildings, public places and open spaces are accessible, universally designed and safe for everyone.

Action	New or Existing	Population Group	Role of Council	Council Lead and partners	Community Partners	Community and Council Plan 2017-21			Resources	Year
						Goal	Strategy	Initiative		
3.1 <i>Plan and progress implementation of Universal Design principles into the development and design of new Council facilities, buildings and open space.</i>	New	People with Disability and carers Older people CALD Children and Young People	Plan Provide	Community Infrastructure, Sustainable Infrastructure, Major Initiatives Unit Community Wellbeing, Active Ageing & Disability (Age Friendly Planning & Seniors Facility Support)	Access consultants and training providers	1	1.3	No	Within existing resources Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	1 2-5
3.2 <i>Progressively upgrade Council's sporting facilities in line with universal design to support an increase in female participation in sport.</i>	New	Women	Provide	Leisure Services Facilities Capital Works	Sport and leisure clubs	Goal 6	Strategy 6.2	Initiative 6.2.3	Within existing resources Consideration in Council's annual Capital Works program.	1 2-4
3.3 <i>Deliver Council's Capital Works Retrofitting Program to improve accessibility of Council owned buildings and facilities.</i>	Existing	People with Disability and carers Older people	Funder Provide	Facilities Community Services	Sport & Leisure Clubs, Neighbourhood Houses and Community Groups	1	1.3	No	Within existing resources Consideration in Council's annual	1 2-5

									Capital Works program.	
3. 4 <i>Continue to progress implementation of the Mobility Implementation Plan</i>	Existing	People with Disability and carers Older people	Plan Provide	Sustainable Infrastructure (Traffic and Transport) Community Wellbeing (Community Access & Equity)	Council's Advisory Committees	3	3.2	3.2.3	Within existing resources	1-4
3. 5 <i>Determine the location, and construct a Changing Places (fully accessible) toilet.</i> <i>Plan for additional locations as part of the implementation of the Municipal Strategic Disability Leadership Plan.</i>	New	People with Disability and carers	Funder Plan Provide Research	Community Wellbeing (Community Access & Equity) Community Infrastructure, Major Initiatives	NDIA, Disability service providers and community organisations, community members, Council's Advisory Committees	6	6.2	No	Within existing resources Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	1 2-5
3. 6 <i>Progress feasibility of Intergenerational and All Ability Activity space at Stamford Park and other key strategic sites.</i>	New	Older people, People with Disability and carers Children and Young people	Provide	Major Initiatives Active Ageing (Age Friendly Planning)	Swinburne University	1	1.3	No	Within existing resources	2-3
3. 7 <i>Research, plan and provide information to the community on accessible and inclusive</i>	New	People with Disability and carers	Educate Provide Partner	Community Infrastructure (Open Space &	Community members, service providers, sport	6	6.2	No	Scope of any additional resource requirements to be	3-4

features at Council parks, playgrounds and recreation facilities.		Older people, Children and Young people		Landscape Design), Youth, Leisure and Cultural Service, Community (Leisure Services), Community Wellbeing (Community Access & Equity)	and leisure clubs and schools				developed to inform Council's budget process and seeking of alternative sources of funding.	
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Focus Area 4 - Empowerment and Participation

Council will facilitate civic participation and inclusive engagement to ensure that people can exercise their rights and voices to help shape their own future.

Action	New or Existing	Population Group	Role of Council	Council Lead and partners	Community Partners	Community and Council Plan 2017-21			Resources	Year
4.1 <i>Partner with sport and leisure clubs and community groups to identify initiatives to increase opportunities for marginalised and disadvantaged community members to participate and connect in the community through the arts, sport and recreation.</i>	Existing and new (the arts)	All	Advocate Educate Partner Plan	Youth, Leisure & Cultural Services Community Access & Equity, Active Ageing and Disability (Active Communities)	Sport and Recreation Clubs, Arts groups, Neighbourhood Houses	Goal 6	Strategy 6.1 & 6.2	Initiative No	Within existing resources	2-5
4.2 <i>Deliver a health promotion and harm minimisation program, including:</i> <i>-education/capacity building programs with sporting clubs focused on cultural change.</i> <i>- Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol</i>	New	All	Advocate Educate Funder Partner Provide	Leisure Services Community Safety	Training Provider Sport & leisure clubs Community agencies	6	6.1	6.1.1	Within existing resources	1-4

<i>outlets within places or locations.</i>										
4.3 <i>Promote and support the establishment of social enterprises to create greater employment and community development opportunities for all.</i>	New	All	Advocate Educate Partner Plan	Community Wellbeing Active Ageing & Disability Services (Age Friendly Planning) City Futures	Community groups, businesses, Social Traders	5	5.4	5.4.5	Within existing resources	2
4.4 <i>Engage with diverse community groups to enhance access to Council and broader community resources, including Community Development Fund and Group Training workshops to upskill and connect.</i>	Existing	All	Educate Funder Plan Provide	Community Wellbeing (Community Strengthening) Community Access & Equity	Training providers, community groups, and the broader community	7 & 8	7.2 & 8.1	No	Within existing resources Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	1 2
4.5 <i>Deliver and provide targeted information to Knox's diverse community members to engage and increase opportunities to connect and participate in the community.</i>	Existing	All	Advocate Educate Provide	Community Wellbeing Active Ageing & Disability Services, Youth Leisure and Cultural Services	Community groups, service providers, and the broader community	8	8.2	No	Within existing resources Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	1-5

Focus Area 5 - Celebrating Diversity and Creating a Sense of Belonging

Council will value and celebrate the diverse people and communities that make up Knox and the skills and abilities that they bring.

Action	New or Existing	Population Group	Role of Council	Council Lead and partners	Community Partners	Community and Council Plan 2017-21			Resources	Year
						Goal	Strategy	Initiative		
5.1 <i>Develop and participate in community awareness raising activities to prevent discrimination and racism and celebrate diversity in Knox.</i>	Existing	All	Advocate Educate Partner Provide	Community Wellbeing (Community Access & Equity) All of Council	Non-Government Organisations, Advocacy groups, service providers and community organisations	Goal 8	Strategy 8.1 & 8.2	Initiative No	Within existing resources Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	1 2-5
5.2 <i>Continue to support and build the capacity of community groups to develop initiatives that contribute to social cohesion.</i>	Existing	CALD	Advocate Partner	Community Wellbeing (Community Access & Equity)	Multicultural and Faith based Community Groups and organisations	7	7.2	No	Within existing resources	1-5
5.3 <i>Engage and partner with Knox's diverse community in the development of both Council and community run events and activities that celebrate local culture, identity and diversity.</i>	Existing	All	Advocate Partner Provide	Youth, Leisure & Cultural Services (Arts & Cultural Services) Community Wellbeing (Community Access & Equity)	Service providers, community organisations and community groups	7	7.2	No	Within existing resources Scope of any additional resource requirements to be developed to inform Council's budget process and seeking of alternative sources of funding.	1 2-5
5.4 <i>Deliver events and activities that recognise and celebrate</i>	Existing	Indigenous community	Advocate Educate	Community Wellbeing	Indigenous community	7	7.2	No	Within existing resources	1-5

<i>our Aboriginal and Torres Strait Islander community and culture to promote reconciliation and recognition.</i>			Partner Provide	(Community Access & Equity) • Arts & Cultural Services	organisations and groups					
5.5 <i>Deliver a Multicultural event on a bi-annual basis that celebrates diversity and brings together people from diverse cultural and linguistic backgrounds, faiths and age groups.</i>	New	CALD communities	Advocate Educate Provide	Community Wellbeing (Community Access & Equity)	Knox Multicultural Advisory Committee, multicultural community groups and organisations	7	7.2	No	Within existing resources	2 & 4

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Legislative Context

Relevant legislative context and Knox City Council policies that guide the Knox Community Access and Equity Implementation Plan 2017-22.

International context

Australia is a signatory to a number of United Nations declaration and treaties that is relevant to this Plan in protecting the rights of all people.

- Universal Declaration of Human Rights 1948
- Declaration of the Rights of the Child 1959
- Declaration of the Rights of Disabled Persons 1975
- Declaration of the Elimination of All Forms of Intolerance and of Discrimination Based on Religion or Belief 1981
- Declaration on the Rights of Indigenous Peoples 2008
- International Convention on the Rights of Persons with Disabilities 2008
- International Covenant on Civil and Political Rights 1976
- International Covenant on Economic, Social and Cultural Rights 1976
- Covenant on the Elimination of all Forms of Discrimination Against Women 1979

Commonwealth Legislative Context

The following Commonwealth legislation seeks to deter or redress discrimination or vilification against a personal characteristic including age, disability, carer and parental status, gender identity, sexual orientation, race or ethnic identity and religious belief.

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Hatred Act 1995
- Age Discrimination Act 2004
- Carers Recognition Act 2010
- Workplace Gender Equality Act 2012
- Equal Opportunity for Women on the Workplace Act 1999
- National Disability Insurance Scheme (NDIS) Act 2013
- Aged Care Act 1997

Victorian Legislative Context

The following Victorian legislation seeks to prevent discrimination, protect marginalised and disadvantaged community members and promote inclusion and diversity.

- Equal Opportunity Act 2011
- Charter of Human rights and Responsibilities Act 2006
- Racial and Religious Tolerance Act 2001
- Multicultural Victoria Act 2011
- Disability Act 2006
- Carers Recognition Act (Vic) 2012
- Local Government Act 1989
- Public Health and Wellbeing Act 2008
- Child, Youth and Families Act 2005
- Commission for Children and Young People Act 2012

Relevant Knox City Council Policy

- Acknowledgement of Traditional Land Owners Policy
- [Public Toilet Management Policy](#)

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Definitions and words used

Access	All people have equitable access to Council and community based services, facilities, information and transport or any service they are entitled to.
CALD	Culturally and Linguistically Diverse
Disadvantaged	There is no absolute definition of disadvantaged, but rather depends on a range of circumstances in any area. In this document disadvantaged refers to a deficit in access to resources and opportunities and/or inequitable treatment based on low-socio economic, sex/gender/sexuality, health, age, mobility, sensory or Culturally and Linguistically Diverse (CALD) status.
Discrimination²	Treating, or proposing to treat someone unfavourably because of a personal characteristic protected by the law.
Diversity	Recognising and valuing people's different backgrounds, knowledge, skills, needs and experiences. It is also about encouraging and using those differences to create a cohesive community.
ECIS	Early Childhood Intervention Services
EMR	Eastern Metropolitan Region
Equality	Equality is ensuring individuals or groups of individuals are not treated differently or less favourably, on the basis of their specific protected characteristic, including areas of race, gender, disability, religion or belief, sexual orientation and age.
Equity	The quality of being fair and impartial and where everyone has access to the same opportunities.
Gender	The socially constructed differences between men and women, as distinct from 'sex' which refers to their biological differences.
Gender Identity	The internal perception of one's gender, and how they label themselves, based on how much they align or do not align with what they understand their options for gender to be. Common identity labels include man, woman, genderqueer, trans, and more. Often confused with biological sex, or sex assigned at birth.
Harmony	The process <i>and</i> outcome of aligning culture, identity and values. The coming together of separate elements to create cohesion.
Human rights³	Basic freedoms and protections that are inherent to all human beings.
Inclusion	The extent to which both individuals and populations have the choice and capacity to participate in society. Broadly speaking inclusion means having the resources, opportunities and capabilities to learn, work, engage, and have a voice.
LGBTIQ	Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and or Questioning
Low-socio Economic	Socioeconomic disadvantage is defined in terms of people's access to material and social resources as well as their ability to participate in society. People with low-socio economic status may be vulnerable to risk factors for social exclusion, such as limited access to services and potentially leading to isolation from the broader society.

² Discrimination - Victorian Equal Opportunity and Human Rights Commission, <http://www.humanrightscommission.vic.gov.au/index.php/discrimination>

³ What are human rights?, United Nations Human Rights Office of the High Commissioner, <http://www.ohchr.org/EN/Issues/Pages/WhatareHumanRights.aspx>

Marginalised	A concept used to characterise social disadvantage experienced by different groups that are often relegated or excluded in society.
NDIA	National Disability Insurance Agency
NDIS	National Disability Insurance Scheme
Universal Design	Involves creating facilities, built environments, products and services that can be used by people of all abilities, to the greatest extent possible, without adaptations. Making everything usable for as many people as possible from the beginning, so that changes do not need to be made later.
Vulnerable	At increased risk of being easily or quickly harmed or injured or the inability to protect him or herself against significant harm, exploitation and discrimination.

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Knox Community Access and Equity Implementation Plan 2017-2022

Target and Measures

(shared measures with Knox Community and Council Plan 2017-21 Target and Measures)

Council Target and Measure	Measure	Current Actual	KPI Target	Source	Reporting timeframe
Focus Area 1 – Equitable, Accessible and Inclusive Services <i>Council will work to ensure that all community members, no matter their ability, religion, race, gender or sexual identity will have access to Council and community services that meet their needs</i>					
Increased opportunities for community participation in Council's decision making, clarifying the limits of influence.	Community perceptions of Council performance in community consultation and engagement	60 (2016)	↑	Community Satisfaction survey	Annual
	Community perceptions of Council performance in advocacy	58 (2016)	↑		
Focus Area 2 – Leadership and Advocacy <i>Council will lead by example and advocate to other levels of government, business, services, community organisations, and the community to promote human rights and address issues of discrimination and exclusion</i>					
An increase in social and affordable housing in Knox	The amount of social housing that is affordable to low income households within Knox	1445 dwellings /2.5% of housing stock (2014-15)	↑	DHHS	Annual
	The amount of rental housing that is affordable to low income households in Knox	4.36% (2016 average)	↑	DHHS Rental Statistics	Quarterly or annual average

Appendix B

Council Target and Measure	Measure	Current Actual	KPI Target	Source	Reporting timeframe
Improvement in knowledge and understanding of emergency management by non-emergency groups	Participation rates by non-emergency groups in emergency management education and programs	New program – no baseline data	↑ 5 non-emergency organisations	Via <i>Municipal Emergency Management Plan</i> reports	Quarterly
An increase in the number of community activities on family violence	The number of awareness raising activities which incorporate family violence prevention	1	↑	Evaluation Report	Annual
An increase in the number of vulnerable community members accessing Knox Council's Community Transport service	The number of people utilising Council's Community Transport service	(2016 yearly figures 17,969 clients transported)	↑	Carelink & Trips Runs	Annual
An increase in Council's advocacy efforts to improve transport in Knox	Media coverage relating to improving transport options in Knox	#	Baseline (new figure)	Media and Social Monitoring	Daily
Focus Area 3 – Accessible and Safe Places and Spaces <i>Council will work to ensure that Council buildings, public spaces and open spaces are accessible, universally designed and safe for everyone</i>					
Community infrastructure that fits changing community needs	The number of Council facilities developed in activity centres in Knox	%	↑	Facilities Team	Annual
Increase Council's urban design management and assessment capacity to facilitate best practice urban design outcomes	Increase the number of workshops, forums, and recognition programs to build Council's urban design management and assessment capacity	0 (2016)	↑	Internal Excel Spreadsheet	Annual

Appendix B

Council Target and Measure	Measure	Current Actual	KPI Target	Source	Reporting timeframe
Maximising grant funding secured for transport improvements in Knox	The percentage of successful grant applications for transport improvements in Knox	100% in 2016 (6 applications, 6 successes)	↑ 80%	Transport team	Annual
Improved footpath connectivity in Knox	KM's of new footpaths constructed	Km's	↑	Lifecycle	Annual
	The number of identified missing footpaths in Knox	#	↓		
Focus Area 4 – Empowerment and Participation					
<i>Council will facilitate civic participation and inclusive engagement to ensure that people can exercise their rights and voices to help shape their own future</i>					
An increase in the participation rates for Knox Skills Development programs for community group	The number of individuals participating in skills development programs run for community group	166	↑	Community Strengthening	Annual
An increase in Skills Development programs run for community groups	The number of Skill development programs run annually	14 (2016)	↑	Community Strengthening	Annual
An increase in the number of new and emerging groups applying for council grants program	The number of grants distributed	54 (2016-17)	↑	Community Strengthening	Annual
An increase in the number of female's participating in sport	The number of females participating in organised sports in Knox	# (Baseline will be 2017/18)	↑	IMS Reserve Manager	Half yearly

Appendix B

Council Target and Measure	Measure	Current Actual	KPI Target	Source	Reporting timeframe
An increase in the number of people with a disability participating in sport	The number of people with a disability actively participating in organised sports	# (Baseline will be 2017/18)	↑	IMS Reserve Manager	Half yearly
An increase in the number of Indigenous people participating in sport	The number of Indigenous people actively participating in organised sports	# (Baseline will be 2017/18)	↑	IMS Reserve Manager	Half yearly
An increase in health promotion, harm minimisation education and capacity building within Knox sporting clubs	The number of health promotion, harm minimisation education and capacity building programs delivered within Knox sporting clubs	4 programs delivered (2016-16)	Sustain	Internal excel spreadsheet	Quarterly
An increase in the number of Council programs /activities that incorporate and/or promote mental health messages	The number of Council programs/activities that incorporate and/or promote mental health messages	15 programs/ activities (2016)	↑	Internal Excel spreadsheet (Community Services Business Support)	Annual
An increase in participation in active ageing activities	The number of participants attending Knox Seniors Festival events and Knox Senior Zest 4 Life events	2017/18 baseline data	↑	Active Ageing Client database and internal Excel spreadsheet	Annual
Focus Area 5 – Celebrating Diversity and creating a sense of Belonging					
<i>Council will value and celebrate the diverse people and communities that make up Knox and the skills and abilities that they bring</i>					
An increase in people attending events aimed at embracing Aboriginal cultural heritage	The number of individuals attending Sorry Day	# (To be provided post event on May 26 2017)	↑		Annual
	The number of individuals attending National Aboriginal and Islander Day Observance Committee (NAIDOC) events	# To be provided post event in July 2017	↑		

Appendix B

Council Target and Measure	Measure	Current Actual	KPI Target	Source	Reporting timeframe
An increase in the number of multicultural groups engaging in Council events and festivals	The number of multicultural groups participating in Council run community festivals and events.	40	50 	1) Programming Data 2) Event Evaluation Survey Responses	Annual
Sustain attendance at Knox run community festivals, events and projects	The number of individuals attending the Knox Carols	15,000	Sustain	Police Estimates	Annual
	The number of individuals attending the Knox Festival	19000	Sustain	Gate Counter	
	The number of individuals attending Stringybark	9000	Sustain	Gate Counter	

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Knox Community Access and Equity Profile Summary

Official Materials of Knox City Council

A range of profiles that summarise data around population groups such as people with a disability, indigenous or low socio-economic communities, or those affected by disability or mental health issues have been prepared. Members of these groups may be subject to influences that set limits on their capacity to choose their own way in life, affecting their life course. Better awareness of these groups – who they are and where they live – may assist with efforts to widen the opportunities and equality of outcomes enjoyed by all members of the community.

People with a disability

Prevalence

One in seven people living in Australian households (15.3%) have a disability, which restricts their schooling or employment in some way (e.g. unable to attend or require special equipment) and/or limits core day-to-day activities in relation to communication, mobility or self-care.

In Knox households in 2015, it is estimated that up to:

- 23,750 people have a disability that limits core day-to-day tasks OR restricts schooling or employment (15.3% of Knox's population).
- 22,700 people have a disability and need help, have difficulty, or use aids to achieve core daily activities (13.8% of Knox's population).
- 8,000 people have a disability with *severe* or *profound* limitations -always or sometimes needing help with core activities such as communication, mobility or self-care (5.1% of Knox's population).

Older people are over-represented. Of 8000 residents with severe or profound disability:

- 40% are people over the age of 65 years (n=3200) even though this group makes up 14% of the population.
- 2000 of them are women over the aged of 65 years

For nearly four out of five people with a limiting or restrictive disability (mild to profound) the main cause is a physical health condition (n=18,450).

For those with *profound* or *severe* activity limitation, a mental or behavioural disorder is the main cause of disability in one in three cases (n=2400).

For those with *profound* or *severe* activity limitation, Dementia/Alzheimer's (n=560) or an intellectual/developmental disorder (n=900) is the main condition in one in five cases.

The highest numbers of people with a severe or profound disability live in Wantirna/Wantirna South (n=1900); Ferntree Gully/UFTG and Boronia/The Basin (+1500 each). There are over 1000 people with major disability living in Rowville (2016 Census).

Data on disability pension recipients (September, 2016) indicates that FTG/UFTG, Boronia/Basin and Rowville areas account for two thirds of all recipients in Knox.

Access and Equity Issues

Health and wellbeing

- People with a disability have higher rates of illness (long-term health conditions) and health risk factors than those without disability, and experience significantly poorer health. In 2014-15.
- Over half of people with a severe or profound disability (52.3%) had mental health conditions, compared with 11.9% of people without disability.
- The rate of arthritis was 4.5 times higher than the rate for people without disability.
- Those with profound or severe disability were nine times as likely as those without disability to report 'poor' or 'fair' health (2011-12 data).
- Over 70% of people with a limiting or restrictive disability (mild to profound) are overweight or obese compared with 60% of those without.
- Three quarters of those with any limitation (mild to profound) and nine out of ten with severe or profound disability do little or no exercise compared with 63% of those without.
- The rate of *very high* psychological distress affects around one in five people with a disability of any severity compared to 1% of people without a disability.

Social engagement

Opportunities for social interaction are an important for wellbeing. This is particularly important for people with a disability, especially for those who are not employed, as community involvement helps build social support networks.

In 2015, One in five young people (15-24 years) with a disability reported experiencing discrimination. This compares with 2% of those aged 65 years and over.

In Knox (2011):

- Two-thirds (66%) of people with a major disability live in a household with broadband connection compared to four in five people living in Knox overall (83%).

- 86% live in households with access to a motor vehicle compared with 95% of the total population.

Education

The completion of schooling and higher levels of education are important for providing opportunities to meaningfully participate in society and the workforce as well as achieving financial independence.

Nationally, in 2015, when compared to those without a disability, people with any type of activity limitation (mild to profound) are:

- 40% less likely to complete Year 12 (or equivalent).
- Twice as likely to leave school early (Year 10 or below).
- Half as likely to complete a degree or higher.

In Knox (2011):

- 10% of people with severe or profound disability (15+ years) have a university qualification (diploma, degree or higher) compared with nearly 30% of people without a disability;
- 60% have no post-school qualification – tertiary or vocational – compared with 45% of those without a disability.

Employment

Participation in the workforce is important for social inclusion and economic independence.

Nationally, in 2015, when compared to those without a disability, people with any type of activity limitation (mild to profound) are:

- More than 40% less likely to be in the workforce whether employed or looking for work (48.3% compared with 83.3%).
- More likely to be unemployed (5.6% compared with 4.4%) or not in the labour force at all (52% compared with 17%).

These rates of employment participation decline even further for those with profound or severe limitations.

In Knox (2011):

- 9% of residents with major disability (15+ years) participate in the labour force compared with 67% of all residents aged over 15 years.
- Half as many are employed full time (28% compared with 61%).

Income

People with a disability are more likely to have lower levels of income than those without a disability.

Nationally, in 2015, when compared to those without a disability, people with any type of activity limitation (mild to profound) are:

- More than twice as likely to be living in a low-income household (47% compared with 20%).
- 60% reliant on a government pension or allowance (compared with 14% of people without a disability).
- Live on a median personal weekly income of \$425/week compared with \$860/week for people without a disability.

In Knox (2011):

- 28% of people with severe or profound disability live in a low-income household (<\$600 per week) compared with 10% of Knox's population overall.
- People with major disability in Knox are three times as likely to live in a low-income household.

Housing

Housing tenure impacts health and wellbeing and is a proxy for other factors such as income and socio-economic circumstances.

Nationally in 2015, it was found that 18% of people with any type of activity limitation (mild to profound) that are of working age, live alone. This is three times higher than is found among those without disability.

As people age, this difference lessens as ageing and loss of partners leads to the likelihood of living alone becoming similar, regardless of disability status.

Home ownership is similar regardless of disability status, but people with a disability are more likely to live in social housing. Working age people with a profound or severe disability are nearly ten times more likely to live in social housing than those without a disability (9.4% compared with 1.2%).

In Knox (2011):

- People with major disability are more likely to rent (20% compared with 16%) and three times as likely to be living in social housing (6% compared with 2%).
- While 720 live in lone person households, which is double the rate found in Knox generally (15% compared with 7%).

Communities of low socio-economic status

- People that live in the lowest socio-economic areas are more likely to have poor health and higher rates of illness, disability and death than people that live in the highest socio-economic areas. This includes higher prevalence of long-term health conditions such as diabetes (8.2% compared with 3.1%); high blood pressure (14.9% compared with 8.5%) and mental health conditions (approximately one in five people compared with one in seven).
- Social and economic characteristics also shape the likelihood of engaging in health risk behaviours. Adults living in the lowest SES areas are more likely to be overweight or obese (66.4% compared with 58% in the highest SES areas); significantly more likely to smoke daily (21.4% compared with 8%); to do little or no exercise (76.1% compared with 55.8%) and have an inadequate fruit and vegetable intake (with 53.8% with inadequate fruit consumption and 93.6% inadequate vegetable consumption, compared with 46.6% and 92.2% of adults living in the least disadvantaged areas).
- Socio-economic disadvantage correlates strongly with educational and employment status with those without qualifications or with compromised employment status (such as lower workforce participation and higher unemployment) more likely to have low incomes. In Knox 60% of people 15 years or over living in low income households have no formal post-school qualification, tertiary or trade compared with 45% of Knox residents overall, while children in Knox's most disadvantaged areas are nearly 3 times as likely to be developmentally vulnerable in their first year of school as those living in the least disadvantaged area. Those living in low-income households in Knox are less likely to be employed (82% compared with 95%); nearly four times as likely to be unemployed (18% compared with 5%), with around half working as labourers, in technical/trade or sales compared with 30% of Knox's employed residents overall.
- In addition, the Victorian Population Health Survey data on social capital has found that lower socio-economic status (using annual household income as the measure) is associated with;
 - a lower level of social trust (as measured by a higher proportion of adults that don't feel safe walking alone down their street after dark or that do not believe that most people can be trusted);
 - a lower likelihood of feeling valued by society or believing there are opportunities to have a real say on important matters;
 - reduced membership of community groups - sports, school, professional or other community group (but with the exception of a religious group which did not vary with household income);
 - lower participation in local community events and volunteering;
 - higher intolerance of diversity; and
 - a higher incidence of social isolation based on a composite of social trust and social support measures such as ability to get help from

family, friends and neighbours (though notably the latter is *higher* with lower household income).

Children and young people

Disadvantage/socio-economic status has an important influence on the development of children and young people with a range of major negative impacts/poor outcomes associated with low socio-economic status that can significantly affect the life course. This includes:

- considerably *poorer* physical and mental health;
- *increase* in the likelihood of engagement in health risk behaviours such as smoking, physical inactivity and poor nutrition, subsequently reflected in higher rates of obesity, high blood pressure and chronic disease;
- *increased* risk of social exclusion and reduced social participation as a result of reduced access to education, employment, internet and transport options;
- *lower* educational attainment;
- *reduced* workforce participation and occupational skills; and
- *reduced* housing options and security.

The following focuses on disadvantaged and vulnerable children, young people and their families.

Prevalence

Knox, as a whole, has relatively more favourable results with regard to the prevalence of vulnerable families and children (indicated by variable such as low-income, welfare dependence, single parent families, jobless families, and parents with low educational attainment). There are differences within Knox.

In Knox (2016) there were:

- 2680 low-income, welfare dependent families with young children under 16 years in Knox.
- 6% of all Knox families with children under 16 years are low-income or welfare-dependent. This ranks Knox at 17th (highest) of 31 metropolitan municipalities confirming a position of relative advantage compared to other parts of Melbourne (including neighbouring municipalities to the north, south and east), though rates are much higher in some parts of Knox.
- Nearly one in 10 families in the Bayswater/Boronia/Basin area (n=910) are low income, welfare dependent. One third of all low-income, welfare dependent families in Knox are concentrated in this area.

- 50% higher - the rate of low-income, welfare-dependent families with young children under 16 years in these areas (9%), compares with the Knox average (6%).
- 4670 children in Knox under 16 years, live in a low-income, welfare dependent family, with the highest number concentrated in the Bayswater/Boronia/Basin area (n=1600).
- One in four children in this area lives in a low-income and welfare dependent family, higher than the metropolitan average (23% compared with 20%).
- The highest *numbers* of recipients of welfare payments specific to families with children and young people (single parent, youth allowance, youth unemployment) in Knox live in Boronia/The Basin (n=620), FTG/UFTG (580) and Rowville (580).
- Bayswater has one of the highest *rates* of payments for each benefit type- including a rate of youth unemployment that is higher than the state average (3% compared with 2.6%).
- Boronia has the highest rate of Single Parent Payments.
- Knoxfield/Scoresby the highest rate of Youth Allowance payment support for students and apprentices, and considerably higher than the State average (29% compared with 17%).
- Bayswater/Boronia-The Basin has the highest *rate* and *number* of vulnerable families and children on all indicators and measures reviewed.

Other indicators of vulnerability also tend to concentrate in the north-east of Knox:

- Upper FTG, Boronia, Bayswater, Knoxfield have rates of young single parents (<25 years) that are higher than State and national averages (2011).

Health and wellbeing

Good physical and mental health is a major contributor to children and young people's quality of life, achievement and wellbeing outcomes later in life. Physical and psychological health are strong determinants of cognitive development and later academic achievement. Threats to children and young people in Knox include:

Threats to mental health based on prevalence found in the national Young Minds Matter Survey (2013-14) it is estimated (in 2016) that Knox children and adolescents (aged 4-17 years) would be affected as follows:

- 3700 with a diagnosable mental health disorder (one in seven).
- 2000 with Attention Deficit Hyperactivity Disorder (ADHD).

- 1800 with anxiety disorder (intense and debilitating anxiety).
- 750 with a major depressive disorder (symptoms causing clinically significant distress and interference with normal functions at school, home and social settings).
- 550 with a conduct disorder (repetitive and persistent behaviour to a degree that violates the rights of others and major societal norms e.g. aggression towards people or animals, destruction of property etc.¹

Higher rates of diagnosable mental health disorders are found among children with family circumstances including:

- 2 times as likely among children & adolescents living in a single parent family than if living in an 'original' or 'intact' family.
- 3 times as likely if living in a jobless single parent family than where both parents are employed.
- 2 times as likely when living in a low-income family (<\$52,000 per annum) than high-income family.
- 3 times as likely if living in a family with poor rather than very good family functioning.

The north-east of Knox, Bayswater/Boronia-The Basin area has a considerable number of the attributes linked to higher rates of mental health issues among children.

Other threats to mental health and wellbeing - 30% of Knox students in Years 4-12 overall frequently texting overnight compared with 25% nationally. This has implications for educational engagement and academic results, on-line bullying, arguments and fights.

Threats to physical health

HPV immunisation coverage is lower in Knox relative to the metropolitan Melbourne average among both girls and boys (2016).

Lifestyle risks

While there have been some improvements there are still signs of threat around:

- Alcohol and drug use among young people as measured by a rate of alcohol-related assaults during 'high alcohol' hours 35% higher than found in the Knox general population (10.4 cases per 10,000 young people

¹ Children and young people can have more than one class of mental disorder, therefore the sum of specific disorders is higher than 3700. The survey found that almost one third of young people with a disorder had two or more at some time in the previous 12 months.

compared with 7.6 in the total population) and double the rate found in the 40+ population (4.5/10,000) (2014-15).

- A higher than average treatment rate for methamphetamines that accords Knox 10th highest rate in the metropolitan Melbourne (49.9/10,000 young people compared with 38.5 in 2013-14).

Threats to safety

While data suggests that family violence incidents involving children and adolescents as victims has declined, there has been an increase in children and adolescents as victims of their own parents, and of adolescents as perpetrators:

- Increase in the percentage of children as victims enacted by their own parent from 9.2% in 2012 to 9.9% in 2016.
- Higher than metropolitan average rate of family violence incidents in 2016 in which the perpetrator is aged.
- Under 15 years (2.7% of perpetrators in Knox compared with 2.2% across Melbourne).
- 15-19 years (8.7% of incidents in Knox compared with 7.1% across Melbourne).
- Increase in the proportion of victims that were subjected to family violence by their own child (from 16.9% of victims in 2012 to 21.9% in 2016).
- A consistently high rate of family violence related hospital emergency department presentations (2011-2016) in Knox second only to Yarra Ranges.

DHHS exploratory data on the risk of child protection involvement finds that risk increases (in Victoria) in line with:

- drug and alcohol clients/1000 population.
- registered mental health clients/1000 population.
- family violence incidents/1000 population.
- % population identifying as Aboriginal or TSI.

While Knox overall ranks relatively favourably on most indicators that correlate with higher rates of child abuse, small area data on drug and alcohol use, family violence, mental health and proportion of Aboriginal and Torres Strait Islander population indicate that risk factors that are positively correlated with child abuse are more concentrated in the north-east of the municipality.

Social engagement

Less than 40% of Knox students are invested in their local community by Year 7 (2016 Youth Resilience Survey) and by Year 9 this decline to one in four. Low engagement in the community by young people is no different to what is found nationally.

School engagement and commitment among younger students in Knox is good, but school connectedness is threatened in the middle school year. Year 9 students in Knox, in particular, are below the state average in terms of perception of school connectedness. This 'dip' occurs at all geographic levels but is more pronounced in Knox.

Education

According to the 2015 Australian Early Development Census:

- Bayswater and Boronia have the highest proportion of developmentally vulnerable children in Knox (though are located mid-range relative to rates found across all areas in Australia) and rates are lower than the national average.
- Bayswater has a lower than average proportion of children developmentally on track with respect to 4 of the 5 developmental domains.
- Boronia has a lower than average proportion of children developmentally on track with respect to 3 of the 5 domains.
- The Knox north-east region, Bayswater, Boronia and Ferntree Gully feature most prominently as areas with higher levels of vulnerability with regard to specific development domains.
- Wantirna South also exhibits aspects of vulnerability which accords it the third highest proportion of vulnerable children in Knox –while rates of developmental vulnerability are lower than metropolitan and national averages- it has one of Knox's higher concentrations of developmentally vulnerable children (though small numbers, only 12).

This is notable given its high socio-economic status (decile 9, in the 20% least disadvantaged suburbs in Australia since generally the percentage of vulnerable children generally *decreases* with socio-economic advantage.

- Early school leaving - highest rates occur in Bayswater, Boronia, Scoresby and FTG – all considerably above the metropolitan and state average (2011 Census).
- Teenagers living in the north east of Knox are less likely to be participating full time in school or higher education and more likely to be unemployed (2011 Census).

Housing

Housing stability and tenure and population mobility are related to vulnerability for families, their children and young people. Housing is considered to be a basic necessity for children and young people and impacts upon them through both the quality of physical environment and the extent to which it is a secure environment.

Residential mobility (percentage of people in the community who lived at a different address one year ago) is higher in Bayswater, Boronia and Knoxfield (2011 Census).

Older persons

Prevalence

As the 'baby boomer population matures, there are now:

- one in six (15.5%) residents in Knox aged over 65 years compared with one in fifteen in 1991. This growth is common at all geographic levels and similar, if slightly below, the national average in 2016 (15.7%).
- Over the next 20 years, the highest growth in numbers in older age groups will occur in the south of the municipality as these currently 'younger' areas age and the 'older' north of the municipality experiences population and housing turnover and an influx of new, younger residents.

Particular vulnerabilities exist for older people in Knox around:

Economic capacity

Older people in Knox have access to significantly lower income than the general population:

- Older people are over-represented in low-income households (2011 Census data).
- 43% of Knox residents living in low-income households are aged 65+ years.

The proportion of Knox residents that live in households in the lowest income quartile (\$0-\$624 per week) increases with age from:

- 1 in 8 of Knox's total population.
- 1 in 7 of Knox residents aged 55-64 years.
- 1 in 3 of Knox residents of post-retirement age, 65-79 years.
- Over half of those aged 80 years or over.

While pre-retirees (55-64 years) and those aged 65-79 years have relatively better economic capacity than the same cohorts metropolitan-wide, the over 80 elderly in Knox are less well resourced compared to their cohort across Melbourne.

The rate of older people in Knox reliant on the Aged Pension is higher than average (761.7/1000 eligible population compared with 707.4/1000 Statewide). This ranks Knox at 12th highest rate of 31 metropolitan municipalities (2015).

The rate of aged pension payments is higher than the State average in all suburbs of Knox with the exception of Wantirna and Wantirna South.

The rate of age pension payments is highest in Bayswater, Rowville North and Knoxfield/Scoresby (2016).

The rate of disability support pension payments is highest, and above State average in the north-east of Knox – Bayswater, Boronia/Basin and FTG/UFTG.

The highest *numbers* of age-related welfare recipients in Knox live in Ferntree Gully/Upper Ferntree Gully (21% of all aged pension and disability support recipients); Boronia/The Basin (20%) and Rowville (16%). Three in five older welfare recipients in Knox live in one of these three areas.

Living arrangements

- One in ten older residents aged (55-64 years) live in a lone person household.
- One in five older residents aged 65-75 years.
- 40% of older residents aged over 80 years.

Health and wellbeing

Physical health

- 16/1000 population with dementia (2016) ranking it 18th highest of 31 metropolitan municipalities.
- 12.6% of people over 65 years with profound or severe disability living in the community (2011) ranking it 19th highest of 31 metropolitan local government areas.
- Older people are over-represented in disability figures. Of 8000 residents with severe or profound disability.
- 40% are people over the age of 65 years (n=3200) even though this group makes up 14% of the population.
- 2000 of them are women over the aged of 65 years.

Mental health

Mental health generally improves with age.

Rates of 'high' and 'very high' psychological distress among older men and women; specifically

- men, 65-74 years and 75-84 years; and
- women 55-64, 65-74 and 75-84 years.

are significantly *lower* (statistically) than is found among male and female cohorts in general.

An area of vulnerability however, is older people post 85 years when rates increase again.

Social engagement

Low social and civic trust is strongly associated with poor mental and physical health.

State-wide data (2014) indicates that 'feeling safe when walking alone down the street after dark' *decreases* with age in both men and women and is significantly lower (statistically) for Victorians 65 years of age or older.

Rates of feeling safe are half the average (which is 60.9%) by age 85 years -

- 65-74 years 53.3%
- 75-84 years 41%
- 85+ years 30.8%

Feeling valued by society and perceiving opportunities to have a real say on important issues also decline with age.

Older residents (65-79 years) are 3 X as likely to have NO internet access than those in the broader Knox population (2011) and 6 X as likely if aged 80+ years (2011 Census).

Safety

The proportion of older Knox residents as victims of family violence has trended upward between 2012 and 2016, comprising:

- -4.4% of family violence victims in 2012 to 6.2% in 2016 (people 60-69 years).
- -1.1% of family violence victims in 2012 to 3.1% by 2016 (people aged 70+ years).

Education

The strength of vocational education and lesser likelihood of university qualifications is common across all older age group cohorts in Knox.

This is relevant since education influences employment which has a major impact on outcomes related to income, superannuation and economic capacity etc. while vocational occupations include many that make working beyond traditional retirement age difficult. This may put this older people in Knox at a relative disadvantage with respect to economic capacity compared with this age group across Melbourne, and have implications for future services in Knox.

Employment

Labour force participation is considerably higher than average among 55-64 year olds in Knox (2011) – this could reflect the qualification factor, discussed earlier, potentially lower economic capacity and/or superannuation and so lessened ability to retire earlier.

Housing

Older residents are more likely to live in social housing (1.7% of people 65-79 years and 3.3% of people over age 80 years compared with 1.4% of Knox's population overall (2011).

Indigenous community

Prevalence

- 754 Aboriginal and Torres Strait Islanders in Knox (2016) - This represents 0.5% of the population and a 40% increase since the 2011 Census count.
- Highest numbers live in Ferntree Gully (171), Boronia (161) and Rowville (110).
- The young median age (22 years compared with 39 for the Knox population overall) has implications for service provision.
- One in three of Knox's Aboriginal and Torres Strait Islander population is aged under 15 years. This compares with one in six in the non-indigenous population, locally.
- One in five local Aboriginal & Torres Strait Islanders is a young person, aged 15-24 years.
- The proportion of Aboriginal & Torres Strait Islander population aged 65 years or older in Knox (6%) is half that found in the non-indigenous population (15%).

Vulnerabilities exist around:

Living arrangements

- One in three indigenous families is a lone parent family (31%). This is double the prevalence in non-indigenous families (15%).

Economic capacity

Aboriginal & Torres Strait Islander individuals and households have relatively reduced economic capacity when compared to non-indigenous people and households (2016).

Aboriginal & Torres Strait Islanders in Knox:

- 20% lower median *individual* weekly income.
- 12% lower median *household* weekly income.
- \$523/week Median income of Aboriginal & Torres Strait Islander population. This compares with \$666/week for the non-indigenous population.

Health and wellbeing

Disability

3 x more likely to have a disability than the non-indigenous population (8.3% of the population 20-64 years compared with 2.6% in 2016).

Social engagement

Higher than average rate of indigenous population in Knox with NO internet access at home (10.3% compared with non-indigenous 9.9%).

While the lack of access to internet at home is not significantly different between population groups, the difference is perhaps more notable given that the Aboriginal/Torres Strait Islander population is a much younger population group (and internet access is typically correlated with age, with higher use among younger age groups).

Education

In Knox (2016), Aboriginal and Torres Strait Islander people are almost:

- 40% less likely to have completed Year 12 (or equivalent).
- twice as likely to leave school early (Year 10 or below) as non-indigenous people.
- Indigenous youth (20-24 years) are three times as likely to leave school early.

Housing

Aboriginal and Torres Strait Islander households:

- Half as likely to own their own home.
- 20% less likely to have a mortgage.
- Higher incidence of rental tenure, particularly social housing - at a rate over four times as high as found in the non-indigenous population (8.5% compared with 2%).

People with mental health issues

Prevalence

Based on the most recently available modelled estimates (PHIDU) there are:

- 19,000+ Knox residents (15 years and over) with mental and behavioural problems (2011-12).
- 14,000+ Knox residents (18 years and over) with high/very high psychological distress (2014-15).

These rates equate to:

- One in eight Knox residents over the age of 15 years with a long-term mental or behavioural problem.
- One in nine Knox residents over the age of 18 years is experiencing 'high' or 'very high' psychological distress.

The prevalence of mental health conditions is gender biased. For the most recent (PHIDU) data available on the rate of mental and behavioural problems, the rate by gender is as follows:

Mental and behavioural problems

10.8/100 males 15+years	(n=8454)
13.3/100 females 15+ years	(n=10,316)

High and very high psychological distress

9.5/100 males 18+ years	(n= 5570)
13.9/100 females 18+ years	(n= 8570)

Based on the most recently available estimates, there are:

- 8,500 Knox males and 10,300 females (15 years and over) with mental and behavioural problems (2011-12).²
- 5,600 Knox males and 8,600 females (18 years and over) with high/very high psychological distress (2014-15).³

² PHIDU estimates

³ PHIDU population base VPHS gender split applied

Vulnerability to mental health issues increase with particular socio economic indicators (2014-15 data). There is a strong correlation between mental health conditions and many elements of disadvantage including people with profound disability, unemployed, living alone, socially isolated, low educational attainment, low socio-economic status.

Men with mental health issues (as measured by high and very high rates of psychological distress are:

- Nearly 2 times as likely to have left before completing high school.
- Two and a half times as likely to be unemployed or not in the labour force.
- Twice as likely to live in a low-income household (<\$40,000).

For women with mental health issues:

- One and a half times as likely to have left before completing high school.
- Twice as likely to be unemployed.
- Nearly 2 times as likely to live in a low-income household (<\$40,000).

Rates of psychological distress are heightened among men and women that speak a language other than English at home, although this is not statistically significantly higher than is found in the general population.

The north-east of Knox has less robust mental health than other parts of Knox and less favourable than metropolitan Melbourne, on average.

Rates of mental and behavioural problems and of high psychological distress – are higher than the metropolitan average in the Bayswater/Boronia-The Basin and FTG/UFTG areas.

The highest *numbers* of people with mental and behavioural are found in the north-east of Knox (Bayswater/Boronia/Basin) with an estimated 5,000 people with a long-term mental health issue. There are almost as many in the Lysterfield/Rowville area.

Health and wellbeing

Mental disorders 'cost' the Knox community 2900 years of healthy life and are the single largest cause of lost health (i.e. years of healthy life lost) due to disability and illness. 17% of years of lost health in Knox is due to mental disorders, with depression responsible for one third of the total (BOD data, 2001 –last time this was done.)

Prevalence of particular health risk behaviours are significantly higher among those with mental health issues –smoking, inadequate fruit and vegetable intake, likelihood of obesity, likelihood of sedentary behaviour.

Social engagement

Low social and civic trust is strongly associated with poor mental and physical health.

CALD community

Prevalence

Overseas-born population (2016):

- In Knox: 46,424 (30.1% of population).
- Non-English speaking countries - 35,525 (23.1% of population).
- Increase in number overseas-born since 2011 Census - 12% (41,444 in 2011).
- Increase in number born NESB countries - 20.7% (29,436 in 2011).
- UK remains the most country of birth after Australia.
- China replaces India as main NES source country.
- Chinese born doubled since last Census (6000 residents).
- 8% speak a Chinese language at home.
- 52% of Knox's residents are first or second generation Australian.
- Knox is becoming more diverse. Over half (52%) of the population was either born overseas (a 'first generation' Australian), or born in Australia with at least one parent born overseas ('second generation' Australian).
- Just under half (48%) of Knox's population is 'third generation Australian' – people born in Australia, with parents also both born in Australia.
- One in four Knox residents was born in an overseas country where English is not the first language (CALD).
- Wantirna South, Wantirna and Scoresby have the highest concentrations of CALD residents (30%+ of all residents).
- One in four Knox residents speaks a language other than English at home, including 8% that speak a Chinese language.
- 30%+ of residents living in Wantirna South, Wantirna and Scoresby speak a language other than English at home.

ALL WARDS**9.3 APPLICATIONS TO SPORT AND RECREATION VICTORIA'S 2018-19 COMMUNITY SPORTS INFRASTRUCTURE FUND PROGRAM**

SUMMARY: *Team Leader Leisure Development (Daniel Clark)*

This report provides a summary of the opportunities for partnership funding through Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund Program.

It recommends four projects to progress into the next stage of the grant application process.

RECOMMENDATION

That Council

1. approve the submission of four projects to Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund Program as outlined in Section 5 of this report;
2. refer the allocation of contributory funding to Council's 2018-19 capital works budget, to provide the required financial contribution towards the projects if the submissions are successful; and
3. note the proposed community financial contributions totalling \$115,000 across the four projects.

1. INTRODUCTION

Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund Program provides Councils with financial assistance to provide high quality and accessible community sport and recreation facilities across Victoria.

Through the funding programs, the Victorian Government, in conjunction with Local Government Authorities and community groups, aims to respond to the grass roots needs of local communities through the development of quality sport and recreation facilities.

The application process for 2018-19 is divided into two stages, with an initial Project Proposal stage followed by a Full Application stage. As noted in a memorandum to Councillors on 27 April 2017, Council officers submitted five applications for further consideration as part of the initial Project Proposal stage.

On 18 August 2017, Council was advised that of the five applications submitted, four were successful in progressing to the full application stage. A summary of the outcomes received during the first stage can be found in the table below.

9.3 Applications to Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund Program (cont'd)

Category	Project	Outcome
Minor Facilities	Kings Park (Oval #2) New Floodlighting	Invited to full application
Cricket Facilities	Wally Tew Reserve Cricket Net Upgrade	Invited to full application
Female Friendly	Egan Lee Reserve Internal Pavilion Upgrades	Invited to full application
Minor Facilities	Liberty Avenue Reserve Floodlighting Upgrade	Invited to full application
Major Facilities	Marie Wallace Bayswater Park Masterplan Implementation	Not Invited to full application

By supporting the shortlisted applications Council will be able to turn its \$350,000 investment into \$865,000 worth of community infrastructure across the four projects. This includes \$400,000 in proposed grant funding from SRV and \$115,000 contribution from the tenant community organisations at each facility. A scope of works for each project is provided as Appendix A and a detailed financial breakdown of works for each project is located in section 5 - Financial and Economic Implications of this report.

Council officers have already commenced work on the four Full Applications, which need to be submitted electronically by 27 September 2017.

2. DISCUSSION

2.1 Determination of Applications

To determine the nature of the applications being submitted, Council officers undertook the following steps:

- Identified highly ranked projects as determined via an assessment through the Program 1008 (Active Open Space), Program 4000 (Structured Sporting Facilities) 4014 (Unstructured Recreation) business case preparation process;
- Applied Sport and Recreation Victoria's assessment criteria and eligibility requirements to the projects determined through the above processes; and
- Discussed the financial contributions with the applicant community sporting groups, in accordance with Council's Sporting Club Financial Contributions Towards Reserve Developments Policy.

All five of these projects have been earmarked for future delivery as part of Council's five-year capital works plans, including:

- Program 4000 – Kings Park (Oval #2) New Floodlighting
- Program 1008 – Wally Tew Reserve Cricket Net Upgrade
- Program 4000 – Egan Lee Reserve Internal Pavilion Upgrades
- Program 4000 – Liberty Avenue Reserve Floodlighting Upgrade
- Program 4014 – Marie Wallace Bayswater Park Masterplan Implementation

9.3 Applications to Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund Program (cont'd)

2.2 Overview of Proposed Projects

A brief overview of the four proposed projects being submitted as part of the Full Application stage can be found in the table provided in Appendix A of this report.

3. CONSULTATION

3.1 Sport & Recreation Victoria Officers

Council officers have met with Sport and Recreation Victoria officers to seek feedback on each of the proposed projects and the feedback received on all four was positive and supportive.

3.2 Recreation & Leisure Liaison Group

Council's Recreation Leisure and Liaison Group was advised of the application process and proposed projects at its meeting of 31 May 2017. The Group members were supportive of all applications.

3.3 Community Sporting Clubs

Prior to, and throughout the preparation of the Project Proposals submitted, community sporting groups which tenant the facilities where projects are being proposed were consulted, with the project scope and funding requirements being discussed and agreed upon.

It is important to note that the funding ratios outlined in Section 5 of this report have been confirmed via Memorandum of Understandings and letters of support. Should the funding submissions be successful, formal funding agreements will be signed prior to confirmation of Council's 2018-19 budget.

4. ENVIRONMENTAL/AMENITY ISSUES

The provision of Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund program assists Council and community groups to improve and/or address amenity issues at Council's sporting facilities.

The proposed projects will provide sport and recreational activities that suit all ages, interests and abilities and encourage an active and inclusive community within Knox.

5. FINANCIAL & ECONOMIC IMPLICATIONS

A summary of the proposed funding contributions for the four applications is outlined in the table below:

9.3 Applications to Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund Program (cont'd)

Project	Council	SRV	Community/ Other	Estimated Total cost
Kings Park (Oval #2) New Floodlighting	\$50,000	\$100,000	\$50,000	\$200,000
Wally Tew Reserve Cricket Net Upgrade	\$100,000	\$100,000	\$15,000	\$215,000
Egan Lee Reserve Internal Pavilion Upgrades	\$100,000	\$100,000	\$0	\$200,000
Liberty Avenue Reserve Floodlighting Upgrade	\$100,000	\$100,000	\$50,000	\$250,000
TOTAL	\$350,000	\$400,000	\$115,000	\$865,000

Council's funding contribution towards each project will be referred to the 2018-19 budget.

The \$250,000 required for the two floodlighting and internal pavilion upgrade projects would be sought through new and upgrade Program 4000 (Structured Sporting Facilities), whilst the \$100,000 required for the cricket net upgrade would be sought through the renewal Program 1008 (Active Open Space). It is important to note that the \$100,000 for the cricket net upgrade is already listed within Council's forecast renewal budget.

6. SOCIAL IMPLICATIONS

The proposed projects would deliver a number of social benefits to the community, including:

- Improved access to quality sport and recreation opportunities, particularly for sporting populations being encouraged by Council (i.e. youth and women);
- Greater connectivity for individuals to engage within community based projects;
- Maximise the use of community and Council facilities; and
- Greater capacity for local organisations to deliver activities and programs to the Knox community.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-21

This report is consistent with the following goals listed within the Knox Community & Council Plan 2017-21:

- Goal 1: We value our natural and built environment
- Goal 6: We are healthy, happy and well
- Goal 7: We are inclusive, feel a sense of belonging and value our identity

9.3 Applications to Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund Program (cont'd)**8. CONCLUSION**

The submission of the four applications to Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund program provides an opportunity for Council, State Government and community groups to partner together and deliver quality sport and recreation facilities for the Knox community.

9. CONFIDENTIALITY

There are no confidentiality issues within this report.

COUNCIL RESOLUTION

MOVED: CR. KEOGH
SECONDED: CR. TAYLOR

That Council

- 1. approve the submission of four projects to Sport and Recreation Victoria's 2018-19 Community Sports Infrastructure Fund Program as outlined in Section 5 of this report;**
- 2. refer the allocation of contributory funding to Council's 2018-19 capital works budget, to provide the required financial contribution towards the projects if the submissions are successful; and**
- 3. note the proposed community financial contributions totalling \$115,000 across the four projects.**

CARRIED

Appendix A – Applications to Sport and Recreation Victoria’s 2018-19 Community Sports Infrastructure Fund Program - Project Scope

<p>Kings Park (Oval #2) New Floodlighting</p> <p>Listed within the Program 4000 Business Case with a very high ranking of 86 (out of 100), this oval needs new floodlights to reduce the amount of usage, and resulting wear, on Kings Park Oval #1 and Dobson Park. Once illuminated to the Australian training standard of 50 lux, the oval will serve as a training venue for the senior teams within Upper Ferntree Gully Football Club, and the junior and female teams within Upper Ferntree Gully Junior Football Club.</p>
<p>Wally Tew Reserve Cricket Net Upgrade</p> <p>Listed within the Program 1008 Business Case as the highest ranking cricket net upgrade project, the facility needs upgrading to remove the numerous risks present on site. Numerous times each season, cricket balls are struck and travel onto the neighbouring Brenock Park Drive – narrowly missing passing cars. In addition, the chain mesh fencing on the nets has exposed edges and/or holes present, while all of the concrete slabs (wickets) are suspected to have cracking present underneath the aging synthetic matting.</p>
<p>Egan Lee Reserve Internal Pavilion Upgrades</p> <p>Listed within the Program 4000 Business Case with a high ranking of 67 (out of 100), the pavilion at this reserve needs upgrading to accommodate the ever-increasing amount of females participating in soccer. Knox City Football Club, renowned throughout Victoria as the host of the highly successful All Nations Cup, has seen a significant increase in female players within the Club in recent years and currently has 34 active female members. The existing change facilities are not suitable for female users and require upgrade to help remove barriers preventing even more females from participating.</p>
<p>Liberty Avenue Reserve Floodlighting Upgrade</p> <p>Listed within the Program 4000 Business Case with a high ranking of 68 (out of 100), this oval needs new floodlights to ensure the Australian training standard of 50 lux is met. Following Council's 2016 audit of all floodlit sporting facilities, the average lux value currently present on site is 13.2 – well below the required level for football training. Consequently, the risk of injury present for users within Rowville Knights Community Football Club is increased and the ability to conduct adequate training and skill-based activities is diminished.</p>

**AS PER THE PROCEDURAL MOTION ITEM 9.4 – YOUTH ADVISORY COMMITTEE
– ESTABLISHMENT REPORT WAS MOVED AND CONSIDERED AFTER ITEM 7 –
PUBLIC QUESTION TIME**

ALL WARDS

9.5 FEASIBILITY OF KNOX SPECIFIC MOBILE APP FOR YOUTH

SUMMARY: *Team Leader Youth Participation and Counselling – Youth Services (Katie Scott)*

This report is in response to the motion item 8.1 from 24 April 2017 Ordinary Meeting of Council ‘that a report be presented to Council in September 2017 which explores the feasibility of a Knox specific mobile app for youth involving consultation with young people in its design and including scoping, options and costs for further consideration by Council’.

RECOMMENDATION

That Council

1. notes the report on the feasibility and cost estimates of developing a Knox specific mobile app for young people; and
2. option 3 be referred for consideration as part of the 2018-19 budget process.

1. INTRODUCTION

At the Council meeting of 24 April 2017, Council resolved:

“That a report be presented to Council in September 2017 which explores the feasibility of a Knox specific mobile app for youth involving consultation with young people in its design and including scoping, options and costs for further consideration by Council”. The following report responds to this resolution.

2. DISCUSSION

Council has committed to effectively engage with all members of the Knox community and recognises the importance of using appropriate and contemporary approaches to engaging with young people. The Knox Youth Charter was developed in consultation with young people and identifies a set of ten guiding principles that support Council’s commitment to actively engage with young people and value and support their unique contributions to the community. In particular, the guiding principles that align with this report are:

- 1: Promote Council so young people know and understand more about what we do
- 2: Promote positive images of young people in the community
- 9: Continue to explore more effective ways of letting young people know what is happening

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

Council's Youth Services uses evidence and data collected via the Resilience Survey, internal data collection methods as well as relevant State and Federal data, to inform Youth Services priority areas. In its most recent planning the following priority areas for Youth Services were identified:

- Creating opportunities for social connectedness
- Supporting young people through significant transitions
- Supporting young people to navigate complex relationships
- Supporting engagement and learning

The development of a Knox specific mobile app needs to be considered within current program priorities and in an environment of resource constraints.

2.1 Mapping and background research

Mobile technology, and the internet, is an integral part of young peoples' lives. Research identifies that the vast majority of young people access the internet as part of their education, to socialise in their community and to have fun (Australian Communications and Media Authority).

Background research and mapping of existing apps forms an important part of the scope to determine the feasibility of a Knox specific mobile app for young people. Desktop research and mapping was undertaken to inform this report, and a consultant was also engaged to provide technical advice on the IT requirements for developing and launch of an app. A full report from the consultant can be found in Confidential Appendix A.

Extensive research is available on the internet and mobile technology usage by young people in Australia. The Australian Communications and Media Authority (ACMA) in its most recent survey of young peoples' online use (2016) highlighted that content is the key for young people. Content that included videos, movies, games or music accounted for 56% of web browsing time for young people under 18 years. For young people under 18 years social media, specifically Facebook is still the most common site accessed (not including YouTube) with 73% of young people accessing Facebook.

Interestingly ACMA also suggests that when young people under 18 are undertaking researching activities, they prefer to do this from a personal computer, rather than a wireless device such as a mobile phone or tablet.

The Officer of the Children's eSafety Commissioner is responsible, under the *Enhancing Online Safety for Children Act 2015*, to conduct research and disseminate information about young peoples' online behaviours. Its most recent research confirmed that young people are spending most of their online time on social media, and that Facebook is by far their most common social media account. A number of local governments around Australia are nevertheless utilising mobile apps in their engagement with their local communities.

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

- Northern Beaches Council have developed an app specifically made by young people for young people (aged 12 – 24) which contains information on local events, opportunities for young people to get involved in groups and places for young people to meet and socialise. This app, called KALOF, was developed in 2015, but is currently maintained by Northern Beaches Council Youth Services.
- Goulburn Mulwaree Council (NSW) has developed a specific mobile app for young people includes a number of functionalities (chat with friends, calendar of events, directory of Youth Services, promotion of helpful information). This app was launched in 2016.
- The Local Government Association of Queensland has a catalogue of over 80 apps which have been specifically compiled for local governments, a selection of these apps include those designed to enhance Council's ability to share information and engage with their communities. (<https://lgaq.asn.au/lg-app-store>). May target a broader community target group.
- Bayside City Council had a 'What's On' mobile app, initially developed in 2014. This app appeared to have contained information on activities happening with the city of Bayside, although this app is no longer in use.
- The Local Government Association of South Australia have an app designed to communicate key information to local residents. This app is being utilised by 43 councils across South Australia and 5 councils in Tasmania. This app contained information relating to a range of Council functions, such as information relating to facilities (parks, playgroups, libraries), events and waste services. (<https://www.lga.sa.gov.au/mylocalservices>).
- A number of Melbourne Councils are currently use apps to engage with their local communities in relation to reporting community feedback to Councils. Melbourne Councils currently using these types of apps including but not limited to, Hobsons Bay City Council, City of Stonnington, Manningham City Council and City of Yarra. These apps have limited application and are generally used as reporting mechanisms for the community e.g. potholes, rubbish and graffiti.

2.2 Current methods used to provide information to young people

Currently young people in Knox have a number of mechanisms to access information regarding services available to support them. Council's Youth Services utilise a number of initiatives to promote access to information and support for young people. These include:

- Supporting the ongoing maintenance of the 'No Wrong Door' website, a joint initiative between Knox, Maroondah and Yarra Ranges Councils, that resulted in the development of an online service directory for young people.

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

- Developing a new Youth Information Card – which will contain information on key local services or young people, as well as a link to the 'No Wrong Door' website.
- Supporting the distribution and promotion of the Mental Health Help Card, developed by Council's Community Safety Service along with other partners.
- Increasing skills and knowledge of key service providers, including school staff, and local services available to support young people.
- Council's social media pages, specifically Youth Services Facebook and Instagram accounts which are used to provide information to young people.

2.3 Consultation with young people

Consultation was undertaken in May 2017 with three groups of young people from a range of backgrounds (one Council group, one alternative education setting and one secondary school) to ensure diversity of responses. Approximately 50 young people were engaged as part of this consultation process. Building on the results of this consultation an additional consultation was conducted in August 2017 to further expand and explore possible app functionality and design. Young people were asked which apps they currently used, why they use apps and what they would like in a Knox Youth app.

In summary all young people indicated they used apps relating to social media (the most identified being Facebook, Instagram and Snapchat), and that they used these to stay connected with friends and to interact with other people online. The other apps most utilised by young people were those with function that met their basic needs, e.g. public transport, banking, email, weather, TV and maps. In addition to these utility focused apps young people also indicated downloading apps that allowed them to be creative, e.g. music and photography. Young people highlighted that a major consideration in their decision to download an app was available space on their mobile phone. Space was identified consistently as being a barrier to young people downloading new apps.

In relation to functionality, young people identified they would be interested in knowing about local events, a chat/messenger function, having access to information about local groups and having access or links to local youth services. On this basis the initial scope for the project would look at potentially meeting these areas of interest.

The collated responses from these consultations are outlined in Appendix B.

2.4 Benefits of a mobile app

There are a range of benefits of utilising and developing a mobile app (native app or web app).

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

- Information is available instantly on a mobile device at any time (providing there is internet access and data roaming available).
- Mobile apps can be very accessible to local residents and developed to allow for a diverse range of accessibility options (e.g. text size, translation services and search engines).
- Can provide an alternative medium for engaging with Council's Youth Services, particularly for those young people who may be socially isolated.
- A web app (web page, or series of web pages, that are designed to work on differing device screens) as opposed to a native app (fully customised mobile app), has the added benefit of being easily made available on both iOS and Google Play app stores, without the need of developing mobile app, without the need of developing individual apps. This would enable users of both android and apple devices to access a web app.

2.5 Risks and issues to consider of a mobile app

There are a number of risks and issues to consider when exploring the development of a mobile app. These include:

- *Interstate Councils are moving away from native apps for youth engagement:* During the mapping process conversations were held with interstate Councils who have implemented youth apps. While 3-4 years ago apps were at the forefront of technology advances, improvements in web design has progressed and it has been suggested that a move from native apps to web apps will be a more cost effective way of interacting and engaging with young people.
- *Demographic interest and appeal:* There is a risk that young people will not download an app. This was identified through the consultation process. This risk could be mitigated through additional consultation with young people prior to the development of any app, and for young people to be actively involved in app design and content – to ensure its relevance.
- *Repeat traffic to an app:* There is a risk that an app may receive initial downloads after extensive marketing and promotion, however will not attract young people to return to the app and engage with its content. Learnings from Interstate Council's has shown that high marketing and promotion leads to significant app downloads, however the level of return hits had been low. This reinforces the view that native apps may not be the best engagement tool for young people.

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

- *Duplication of existing services:* Currently an extensive online service directory for young people exists, the No Wrong Door website. This website is maintained via a partnership across the Local Governments in the Outer East region.
- *May not align with Council's overall ICT and Digital Strategy:* It is essential that any significant technological investment, such as the development of a native or web app, is aligned with the broader ICT goals of the organisation. This risk could be mitigated by consultation with Council's IT and Communications departments to ensure any future app development aligns with Council's broader ICT vision and plan.
- *Cost benefit:* a youth specific mobile app may not be cost effective if it reaches or is used by a small number of the Knox youth population. This risk could be better understood by conducting more detailed cost benefit analysis.
- *Information overload:* The most successful apps are development with one clear purpose, e.g. social media, games, public transport, weather, banking. In order to apps to be successful they need a clear purpose. When apps dilute their focus, they lose their appeal and value to the target group.
- *The cost of developing native apps for iOS and Google Play may be prohibitive:* In order to develop and distribute information widely across both Apple and Android mobile devices, separate apps must be developed for both platforms. A customised native app will involve additional costs in order for the app to be available across both platforms.

2.6 Scope and options for the development of a Knox specific mobile app for young people

Council's Youth Services engaged a consultant to develop a basic scope and a range of possible options for the development of a youth specific mobile app for young people. The full consultant's report is attached in Confidential Appendix A. In consideration of the benefits of a mobile app, and the risks associated with the development of a mobile app, as well as the report compiled by the consultant, the following options are presented:

2.6.1 Option 1: Consideration of the needs of young people in the broader development of Council's Digital Strategy

Young people access the majority of their information online, and currently can engage with Council through Council's website and social media presence. With the forthcoming review of Council's website, this provides a unique opportunity to consider the needs of young people when developing Council's broader Digital Strategy.

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

When Council redevelops its existing website, and any future online engagement tools, Councils Communications and Youth Services units would work together to engage and consult with young people to inform this process. Under this option a specific app would not be developed at this time.

2.6.2 Option 2: Increase Youth Services social media presence

Through consultation with young people the most identified app utilised by this demographic was social media. This platform provides an opportunity to engage with young people in a space they feel comfortable in, and in an online environment they are already actively involved in. Youth Services currently utilise Facebook and Instagram to engage with the community, however while these are currently delivered within existing resources, additional specialised resourcing would need to be increased. Existing social media platforms could be improved to provide a more engaging platform for young people, and their families, to actively interact with Council's Youth Services. While this option may increase Council's engagement with young people, it does not meet the full functionality options identified through the consultation process outlined in section 2.3.

Increasing Council's Youth Services presence on social media could be achieved with the provision of additional resources. 0.4 EFT would be required to support this option at a cost of \$40,000 per annum.

2.6.3 Option 3: Development of a Knox Specific web app for youth

Web apps are a web page, or series of web pages, that are designed to work on differing device screens (mobile, tablet, desktop). As such, web apps can be opened with any modern mobile browser. Web apps are able to be accessed via an app icon on any mobile device (apple or android). The benefit of utilising a web app approach is that distribution and support is much easier than for customised apps (native apps). Any updates or added features are immediately available without the need for users to download an update through their app store. Extensive information is currently available for young people on Council's existing website.

This information isn't easily accessible, nor youth friendly, however, this platform is already mobile responsive and currently contains the ability to add the functionality identified by young people as important (calendar of events, information on groups/activities for young people and information on services available to support young people).

This option would allow Knox to take a "green field" approach and to develop an interactive web page from scratch. A Knox specific youth web page would be developed within Council's existing website, allowing for Council to develop fully tailored content and can include all the key functionality identified by young people.

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

To ensure alignment with existing services, a link to the No Wrong Door website (currently delivered through a partnership with Knox, Maroondah and Yarra Ranges Councils) could also be provided to ensure young people have access to a local directory of youth service providers. This option would not seek to duplicate service information, but rather provide a link to the existing domain. This option will work hand-in-hand with Youth Services social media platforms, providing opportunity for young people to engage dynamically online via social media, and to allow appropriate information to be available through youth specific web pages.

Development of a web page would take approximately 6 – 8 months to develop, comprising 1 – 2 months' research, investigation and consultation by Council staff and 4 – 6 months developing content and web pages. The estimated total costs of this option is \$35,000. An additional 0.2 EFT would be required for coordination and administration (updating content) at a cost of \$20,000 per annum.

2.6.4 Option 4: Development of a customised mobile app (native app)

When considering the possible development of a native web app (customised mobile app), a number of alternatives could be explored, depending on level of functionality and customisation required. The following alternatives are provided below:

a. Customised mobile app (native app)

In the development of a native app (customised mobile app) engaging the services of a software development company is essential. The benefit of developing a customised mobile app, is that it would allow Council to fully tailor all content contained in an app, and to include all the key functionality identified by young people (calendar of events, chat/messenger options, information on groups/activities for young people, links to youth service providers). Development of a customised mobile app would require the following steps and is estimated to take approximately 8 – 10 months (1 – 2 months research, investigation and consultation by Council staff, 6 – 8 months with a software developer).

The estimated total costs of this option is \$60,000, with ongoing maintenance and support by the software developer for the mobile responsive version is estimated at \$6,000 - \$8,000 per annum. An additional 0.2 EFT would be required for coordination and administration (updating content) at a cost of \$20,000 per annum.

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

The steps involved in developing a customised mobile app are:

- Step 1: Conduct research and investigation (*already undertaken as part of this report*)
- Step 2: Consultation with youth (*extending on consultation undertaken to inform this report*)
- Step 3: Document the mobile app features and functionality
- Step 4: Design the mobile app
- Step 5: Developing the mobile app
- Step 6: Testing the mobile app
- Step 7: Launch the mobile app

b. Council youth service developed mobile application that employs a 'no code' platform

In the same way that it is now a relatively easy process to build a web site without programming, it is also easy to construct a mobile app. The pages or forms of the mobile app are constructed by dragging and dropping components from a palette. Whilst no programming experience is required it is recommended that the creation of such an app would require collaborative work by Council's Youth Services and ICT service. By utilising a 'no code' platform, the mobile app is limited in its functionality and is unable to incorporate any customised design aspects. The option to use a 'No Code' platform may not be viable if the functional requirements for a youth mobile app are particularly complicated or sophisticated.

Licence fees for 'No code' platforms are usually in the range of between \$10 - \$100 per month. It is estimated that developing this type of mobile app will take approximately 4 – 6 weeks and involve further consultation with young people. An additional 0.2 EFT would be required for coordination and administration (updating content) at a cost of \$20,000 per annum.

c. Leveraging from apps already implemented by other Councils

Using existing mobile apps, and changing their content to be relevant to Knox youth, may be a cost effective mechanism for delivery of this technology. This option would require purchasing an existing app. In discussion with current local government youth app providers it is likely Council would still have to pay a significant cost to the app developers to add Knox specific data and design (logo's etc), this is estimated to cost approximately \$30,000. An annual fee of between \$8,000-\$10,000 will also be required for support and maintenance by the software developers.

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

An additional 0.2 EFT would be required for coordination and administration (updating content) at a cost of \$20,000 per annum.

3. CONSULTATION

In addition to the consultation undertaken with young people as mentioned above, this report has also been prepared in consultation with Council's Marketing and Communications Team, Information Technology Team as well as through discussions with Maroondah City Council, Yarra Ranges Council, Northern Beaches Council and Goulburn Mulwaree Council.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues relating to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Costs expended to date on the development of this report include \$1000 for extended support and develop of options, with assistance from an industry IT expert.

Obtaining exact costs for the development of apps is difficult without exact specifications and a thorough brief. However in discussion with a software developer contractor the following estimates are provided:

- *Option 1:* Nil cost to Council
- *Option 2:* 0.4 EFT for ongoing coordination and administration \$40,000 per annum (within the Communications team).
- *Option 3:* \$35,000 for website redevelopment, 0.2 EFT ongoing coordination and administration \$20,000 per annum.
- *Option 4*
 - a) \$60,000 for app development, ongoing maintenance and support \$6,000 - \$8,000 per annum, 0.2 EFT ongoing coordination and administration \$20,000 per annum.
 - b) \$10 - \$100 per month, 0.2 EFT ongoing coordination and administration \$20,000 per annum.
 - c) \$30,000 for app development, \$8,000 - \$10,000 per annum ongoing maintenance and support from software developers, an 0.2 EFT ongoing coordination and administration \$20,000 per annum.

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

These costs would need to be considered in future Council budget cycles as they are outside scope of current operational budgets. Council would need to consider these additional costs along with existing and future Council priorities.

There is also the possibility of a partnership with Swinburne University of Technology's Industry Projects program, which provides final year university students with the opportunity to gain practical experience in the field. This partnership has not yet been explored, so exploration of the risk and benefits associated with this concept have not been identified.

6. SOCIAL IMPLICATIONS

Council recognises the importance of ensuring young people, and their families, have access to relevant and easily accessible information to ensure they are able to seek help and support when required. This report explores the feasibility of utilising a mobile app for young people to complement existing methods used by Council to inform and engage young people.

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

This report of the new Youth Advisory Committee and proposed Terms of Reference aligns with the following *Knox Community and Council Plan 2017-2021*.

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

Strategy 7.2 Celebrate our diverse community

Strategy 7.3 Strengthen community connections

8. CONCLUSION

The report contains an overview of the feasibility, risks and costs associated with the development of a Knox Specific Mobile App for young people and a range of possible options for Council consideration. Significant discussions with local government industry leaders, in particular the indications of an industry move from native apps to web based engagement, as well as input from a technology consultant have helped inform this report, and assisted in the development of recommendations to Council.

Should the development of a mobile app (web or native) be supported by Council, this would complement existing channels of communication with young people such as Facebook, Instagram and a Youth Card.

Given the information gathered, it is suggested that Council further consider Option 3 – Development of a Knox Specific Web app as part of the 2018-19 budget process. Given the limitations and costs of Option 4, a customised native app, this option is not recommended.

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)**9. CONFIDENTIALITY**

A Confidential Appendix A containing the consultant's report is attached to this report.

COUNCIL RESOLUTION

MOVED: CR. TAYLOR

SECONDED: CR. COOPER

That Council:

1. notes the report on feasibility and cost estimates of developing a Knox specific mobile app for young people;
2. ensure the consideration of the needs of young people as well as other specific groups in the broader development of Council's Digital and ICT Strategy and for any report related to the Digital component of the overall strategy to clearly demonstrate how these needs have been achieved; and
3. refer option 2 and 3 for consideration as part of the 2018-19 budget process.

LOST

COUNCIL RESOLUTION

MOVED: CR. KEOGH

SECONDED: CR. LOCKWOOD

That Council

1. notes the report on the feasibility and cost estimates of developing a Knox specific mobile app for young people; and
2. option 3 be referred for consideration as part of the 2018-19 budget process.

CARRIED

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

Confidential Appendix A is circulated under separate cover.

Official Minutes of Knox City Council

9.5 Feasibility of Knox Specific Mobile App for Youth (cont'd)

Appendix B – Collated results from youth consultation

Outlined in the following tables are the collated responses from the youth consultations which informed the development of this report.

The responses from this consultation are contained in table 1 below.

Table 1: What apps do you use?

Social media (<i>ALL young people said this</i>)
Games (inc. Cahoot)
Spotify
Candid
Public transport
Maps e.g. google maps
Food e.g. menu log
Creative (photo editing)
Music
Email
Netflix (and other TV streaming apps)

Table 2: Why do you use apps?

To stay connected (<i>highest answer</i>)
Communicate with others outside of school
Perform an essential function e.g. weather, clock etc.
Distract from everyday life
De-stress

Appendix B – Collated results from youth consultation (cont'd)**Table 3: What would make you download a new app?**

Only if there was space on device – space is at a premium
No space on phone – would only download if there was space
Download but straight away delete
Would only download social media related apps
New opportunities
Free
If friends had them and recommended
If there were ads on Facebook or Instagram
Bored
If Knox was getting an app – I want to WIN things!
If it was unique

Table 4: What would you like a Knox Youth app to do, or contain?

Suggestion	No. of responses
Calendar of events (send a notification when things are on in 'my' area)	16
Messenger / chat function / group chats	11
Opportunities for young people to get involved in things (groups, volunteering etc.)	7
Access to help / links to services	5
Pictures	4
Information / advice / resources on topical issues (mental health)	4
Vouchers	3
Info about Knox Youth Services events (and photos from these events)	3
News / local updates (could be general or issue specific e.g. environment)	2
Videos	1
Game	1
Music	1

COUNCILLOR GILL VACATED THE CHAMBER AT 8.44PM PRIOR TO THE VOTE ON THE SUBSEQUENT MOTION FOR ITEM 9.2

UPON COMPLETION OF ITEM 9.5 DISCUSSION ON ITEM 9.2 – KNOX COMMUNITY ACCESS AND EQUITY IMPLEMENTATION PLAN 2017-22 RECOMMENCED

SUBSEQUENT MOTION

MOVED: CR. LOCKWOOD

SECONDED: CR. KEOGH

That Council

1. Supports its residents and employees in their quest for marriage equality, regardless of sexual orientation or gender identity, in the current marriage survey
2. Supports the right of all Council employees and residents to have equal opportunities in life, supports diversity in the workplace, and recognises the right of all employees and residents to live and work free of prejudice and discrimination
3. Note that as part of its commitment to celebrating diversity, Council supports lesbian, gay, bisexual, transgender, intersex and queer / questioning (LGBTIQ) community events, activities and capacity building opportunities including Midsumma Festival, Carnival, Pride March and IDAHOBIT Days on an annual basis
4. Note that Council provides resources to our community:
 - a) The GQ: 'Gender Questioning' booklet
 - b) Runs 4ME Support program
 - c) The "Emerge" discussion group young people aged 18-25 years
 - d) PFLAG: parents and friends of lesbian and gay people
 - e) Is part of the Q-East Alliance which provides training to workers, school staff and community

9.2 Knox Community Access and Equity Implementation Plan 2017-22 (cont'd)

AMENDMENT

MOVED: CR. SEYMOUR

SECONDED:

That Council

1. Respects the rights of its residents and employees in their quest for marriage equality, regardless of sexual orientation or gender identity, in the current marriage survey
2. Supports the right of all Council employees and residents to have equal opportunities in life, supports diversity in the workplace, and recognises the right of all employees and residents to live and work free of prejudice and discrimination
3. Note that as part of its commitment to celebrating diversity, Council supports lesbian, gay, bisexual, transgender, intersex and queer / questioning (LGBTIQ) community events, activities and capacity building opportunities including Midsumma Festival, Carnival, Pride March and IDAHOBIT Days on an annual basis
4. That council receives a report regarding the LGBTQI resources available and the best channels to make these resources available to our community

LAPSED FOR WANT OF A SECONDER

PROCEDURAL MOTION

MOVED: CR. LOCKWOOD

SECONDED: CR. TAYLOR

That Councillor Seymour be permitted an extension of time under Clause 47 of the Meeting Procedure and Use of Common Seal Local Law 2008.

CARRIED

MOVED: CR. GILL

SECONDED: CR. SEYMOUR

That Council defer this motion until the 23 October Ordinary Meeting of Council

LOST

9.2 Knox Community Access and Equity Implementation Plan 2017-22 (cont'd)

PROCEDURAL MOTION

MOVED: CR. LOCKWOOD

SECONDED: CR. SEYMOUR

That Councillor Taylor be permitted an extension of time under Clause 47 of the Meeting Procedure and Use of Common Seal Local Law 2008.

CARRIED

THE MOTION WAS AMENDED BY LEAVE OF COUNCIL

MOVED: CR. LOCKWOOD

SECONDED: CR. KEOGH

That Council

1. Respects the rights of its residents and employees in their quest for marriage equality, regardless of sexual orientation of gender identity, in the current marriage survey
2. Supports the right of all Council employees and residents to have equal opportunities in life, supports diversity in the workplace, and recognises the right of all employees and residents to live and work free of prejudice and discrimination
3. Note that as part of its commitment to celebrating diversity, Council supports lesbian, gay, bisexual, transgender, intersex and queer / questioning (LGBTIQ) community events, activities and capacity building opportunities including Midsumma Festival, Carnival, Pride March and IDAHOBIT Days on an annual basis

THE MOTION WAS PUT

A Division was called by Councillor Lockwood

For the motion: Councillor Keogh, Councillor Taylor,
Councillor Pearce, Councillor Lockwood,
Councillor Seymour, Councillor Mortimore

Against the motion: Councillor Cooper, Councillor Holland

Cr Gill was not in the Chamber for the vote

THE MOTION WAS PUT AND CARRIED 6:2

ALL WARDS**10.1 AUDIT COMMITTEE ANNUAL REPORT 2016-17**

SUMMARY: *Manager – Governance and Innovation
(Fleur Cousins)*

The Terms of Reference of the Knox City Council Audit Committee require that an Annual Report be presented to Council at the conclusion of each financial year. This report presents the Knox Audit Committee Annual Report 2016-17 for noting.

RECOMMENDATION

That Council receive and note the Knox Audit Committee Annual Report 2016-17, attached as Appendix A.

1. INTRODUCTION

In accordance with the Knox City Council Audit Committee Terms of Reference endorsed at the Ordinary Meeting of Council on 27 March 2017, an Annual Report is to be provided by the Committee to Council summarising the activities undertaken during the previous year.

At its meeting on 24 August 2017, the Audit Committee was presented with a draft of the Committee's Annual Report 2016-17 and resolved 'that the committee chairperson be authorised to finalise the report with management and present it to Council on the Committee's behalf.

2. DISCUSSION

The Audit Committee's Annual Report provides an overview of the Audit Committee's activities throughout 2016-17, including an examination of the issues discussed, policies reviewed and independent reports considered. In addition, the report provides an overview of the scope of each report considered as part of the Internal Audit program and a summary of its findings and the management response.

3. CONSULTATION

To assist in the preparation of this annual report, consultation has included the Knox City Council Audit Committee members.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no specific environmental issues arising from this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

This report relates to the performance of Knox City Council's Audit Committee, which is one of Council's mechanisms for providing oversight to the responsible financial management and custodianship of the community's resources.

10.1 Audit Committee Annual Report 2016-17 (cont'd)**6. SOCIAL IMPLICATIONS**

There are no specific social implications arising from this report.

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

This report and the work of the Knox Audit Committee supports Goal 8: We have confidence in decision making within the Community and Council Plan. More specifically the work of the Knox Council Audit Committee supports Strategy 8.1 to build, strengthen and promote good governance practices across government and community organisations, by providing independent review and advice to Council on its financial, risk and governance practices.

8. CONCLUSION

The Knox Audit Committee's Annual Report provides an overview of the Committee's activities throughout 2016-17 and its presentation to Council is an important part of the transparency and accountability of the work of the Committee.

9. CONFIDENTIALITY

There are no confidentiality issues associated with this report.

COUNCIL RESOLUTION

MOVED: CR. HOLLAND

SECONDED: CR. KEOGH

That Council receive and note the Knox Audit Committee Annual Report 2016-17, attached as Appendix A.

CARRIED

August 2017

knox
your city



Knox Council Audit Committee

Annual Report 2016-2017

Annual Report 2016-17: Knox City Council Audit Committee

Message from the Chairperson

The Knox City Council Audit Committee Terms of Reference provides that an Annual Report on the activities of the Committee be presented to Council at the conclusion of each financial year. Consequently, it is with pleasure that I submit the 2016-17 Audit Committee Annual Report for the consideration of Council.

The key purposes of this report are to:

- Achieve greater awareness of the purpose, role and objectives of the Audit Committee;
- Act as a communication link between the Internal and External Auditors and Council;
- Outline the outcomes achieved by the Committee; and
- Provide Council with information on the future objectives of the Committee.

The Councillor membership of the Audit Committee at the beginning of the 2016-17 financial year comprised Councillors Darren Pearce, Karin Orpen and Tony Holland. Following the 2016 Council General Election, the Councillor membership was reviewed and Councillors Darren Pearce, Tony Holland and Jake Keogh were nominated to represent Council on the Committee. This year also saw a change to the independent members of the Audit Committee. Mr Stan Naylor and Mr Peter Harford resigned from the Knox Audit Committee in March 2017 and following an extensive recruitment process, Dr John Purcell and Ms Lisa Tripodi were appointed to the Knox Audit Committee by Council. The two new independent members commenced in June 2017.

As the Chairperson of the Committee, I firstly extend my thanks to both Mr Stan Naylor and Mr Peter Harford for providing robust and sound advice to the Knox Audit Committee for 11 years and 7 years respectively and acknowledge the significant contribution both gentlemen have made over the years. I welcome John Purcell and Lisa Tripodi to the Committee and look forward to working with the nominated Councillors and appointed independent members to ensure that the Audit Committee continues to deal with the various issues relating to Council's accountability, internal controls, risk management objectives and obligations.

During 2016-17, the internal auditors, DFK Kidsons, supported the Committee with a program of six separate Internal Audit reviews. Council and the Audit Committee acknowledge the continuation of Crowe Horwath this financial year as external audit agents of the Victorian Auditor General's Office (VAGO).

The external auditors also play a key role in providing the Committee with confidence that the annual financial audits fully reflect the financial performance of Council.

In addition to the formal audit program, the Audit Committee provides an active oversight of Council's risk management framework. Quarterly status reports of Council's Risk Register are received to ensure that Knox's exposure to organisational and strategic risks are being managed appropriately.

The Audit Committee also receives Council's quarterly finance reports to ensure that any financial risks are being appropriately managed.

As highlighted in the achievements section of this report, I believe the Audit Committee has performed a valuable oversight role for Council during 2016-17. It is a very productive Committee with the objective of adding value through the diverse experience and knowledge of its members.

Although a number of improvements to systems and processes were identified during the year, the Audit Committee believes that Council's financial, governance and risk control environment and associated systems are generally strong. Continuous improvement in these areas has been evident in the internal audit reviews and management reports.

On behalf of all Audit Committee members, I would like to express thanks to the Victorian Auditor General's appointed external audit agents, Crowe Horwath, Council's internal auditor DFK Kidsons Pty Ltd and all Council officers who have assisted the Audit Committee in a professional manner during the year.

I particularly wish to thank Council's Chief Executive Officer, Tony Doyle; the Director Corporate Development, Joanne Truman; Acting Director Corporate Development, Kim Rawlings; the Manager Governance and Innovation, Fleur Cousins and the Manager Financial Services, Dale Monk.

Finally, I thank all my fellow Audit Committee Members for their participation, diligence, professionalism and contribution throughout 2016-17.

I commend the Annual Report to Council.

**Ms Linda MacRae – Independent Chairperson
Knox City Council Audit Committee**



The Audit Committee

Following the resignation of two of the Independent Members of the Knox Audit Committee, a review of the current Terms of Reference was undertaken and some minor administrative amendments were made. The Terms of Reference were endorsed by Council at its March 2017 Ordinary Meeting of Council. The Terms of Reference set out the purpose of the Audit Committee as follows:

“The Committee’s purpose is to assist the Councillors and Council Management in fulfilling their responsibilities in relation to accounting and reporting practices, management of risk, maintenance of internal controls, operation of good governance practices and facilitation of sound organisational ethics.”

More specifically, the committee aims to provide independent assurance and assistance to Knox City Council, its Councillors, Chief Executive Officer and management in fulfilling their responsibilities by undertaking the following:

- To consider matters brought to its attention by Council, Committee members, Management, external auditors, internal auditors and other investigative/regulatory bodies;
- To consider the appropriateness of Council’s accounting policies and procedures, and any changes to them, ensuring they are in accordance with the stated financial reporting framework;
- To review the Council’s draft annual financial and performance statements prior to their approval by the Council;
- To understand the scope of the external audit as outlined to the External Auditor by the Auditor General and the audit plan including proposed audit strategies as they relate to identified risk areas;
- To receive advice from the external auditors as to whether they have had full and open access to all personnel and information required to complete the audit;
- To discuss matters arising from the external audit with the external auditor and to obtain regular reports from Management and auditors concerning the resolution of the matters raised;
- To be represented on the Committee recommending the appointment of the internal auditor;
- To review the scope (nature, timing and extent) of the internal audit program and the effectiveness of the function;
- To ensure that the Internal Audit Program systematically addresses over time, internal controls over significant areas of risk and over revenue, expenditure, assets and liabilities and major contracts; the efficiency, effectiveness and economy of significant Council programs; compliance with legislation;
- To review reports of the Internal Auditor and obtain regular advice concerning the resolution of matters raised;
- To monitor the risk exposure of Council by determining if Management have adequate risk management processes over financial and non financial risks and to monitor the operation of these processes and controls;
- To ensure that the internal audit program contains projects that consider effective governance of Council’s operations, including the primary good governance characteristics of fairness, discipline, independence, accountability, responsibility, transparency and social responsibility;
- To identify and request any specific projects or investigations or advice deemed necessary through the Chief Executive Officer;

Annual Report 2016-17: Knox City Council Audit Committee

- To obtain and review Management and auditor reports and advice concerning the adequacy of management information systems; currency and effectiveness of business continuity and disaster recovery plans; adequacy and timeliness of financial reports received by Council; compliance with statutory requirements for financial and performance reporting and corporate governance practices; the adequacy of the internal control environment; including significant transactions made outside of Council's normal business hours; compliance with statutory obligations relevant to Council's activities and the implementation status of major Council projects;
- To facilitate the enhancement of the credibility and objectivity of internal and external financial and performance reporting; and
- To report to Council all recommendations determined by the Committee, and any other matter or issue considered appropriate and within the Committee's Terms of Reference.



Meetings and Membership

The Audit Committee met four times during 2016-17.



The Committee comprises six members, three of which are independent members and three Councillors. In addition, the Mayor is an ex-officio member of the Committee. During the Committee's operation for 2016-17, Cr Tony Holland was Mayor from 1 July 2016 – 22 October 2016 and Cr Darren Pearce was Mayor from 9 November 2016 to current, both Mayors have been full members of the Committee throughout the year.

The following is a table of attendance for each of the Committee Members:

TERM	18 Aug 2016	29 Nov 2016	9 Mar 2017	8 Jun 2017	
Councillors					
Cr Tony Holland	✓	✓	✓	x - Ap	3 (of 4)
Cr Darren Pearce	✓	✓	x - Ap	✓	3 (of 4)
Cr Karin Orpen	✓				1 (of 1)
Cr Jake Keogh		x - Ap	✓	✓	2 (of 3)
Cr Peter Lockwood		Ob		Ob	
Independent Members					
Linda MacRae (Chair)	✓	✓	✓	✓	4 (of 4)
Stan Naylor	✓	x	x		1 (of 3)
Peter Harford	✓	✓	x		2 (of 3)
John Purcell				✓	1 (of 1)
Lisa Tripodi				✓	1 (of 1)

✓ = Attended

x = Apology

Ob = Observer

Annual Report 2016-17: Knox City Council Audit Committee

Audit Committee Outcomes 2016-17

The Audit Committee would like to highlight the following outcomes to Council.

Internal Audit

This past year, the Internal Audit Program conducted by DFK Kidsons Pty Ltd is in its second year of a three year program.

Each year, the Internal Auditors develop an Internal Audit Plan which is presented to the Committee for endorsement. Following consideration by the Audit Committee, the 2016-17 annual work plan was endorsed at the Committee's June 2015 meeting. The agreed areas of Audit were:

- Property Leases and Licences
- Risk Management
- Fraud Management & Prevention
- Cash Handling and Receipting
- Discretionary Grants – efficiency of program, outcomes and acquittal
- Contractor Tendering

All six reviews were completed and reported to the Audit Committee within the 2016-17 financial year. In addition to the six reviews undertaken in 2016-17, the Audit Committee received the report on Customer Requests and Complaints System review at its August 2016 meeting. These internal audit reports contained recommendations in regard to process and or control improvements. Management responses and comments were provided in respect of these recommendations and an action plan agreed upon. The Committee reviews the implementation of these recommendations at each meeting to ensure that the recommended and agreed audit actions are enacted thus continually improving Council's procedural and control environments.

The key outcomes of these reviews are as follows:

Customer Requests and Complaints System

This report was considered in August 2016. The objectives of this review were to evaluate Knox's approach to the receipt of customer requests and complaints as well as access and comment on the systems used to receive, record, track and respond to customer requests and complaints.

The review included:

- A review of Council's Customer Service Standards and the Customer Complaints Handling Procedure.
- Interviewing a series of managers, coordinators and staff to gain an understanding of Council's approach to (and systems utilised in) providing appropriate responses to customer requests and complaints.
- Evaluating, reviewing and testing the Customer Request and Complaint Handling Systems that are in place.
- Assessment of current internal reporting from the Customer Request and Complaints Handling System to provide management with the level of responsiveness to its customers' requests.
- Review of the process to monitor and report KPI's in respect of Customer Service requests and complaints.

This audit resulted in eight recommendations, including six 'medium' risks and two 'low' risks. Management accepted all recommendations. As at 30 June 2017, four recommendations have been completed with the remaining actions underway.



Annual Report 2016-17: Knox City Council Audit Committee



Property Leases and Licences

This report was considered in November 2016. The objective of this review was to ensure that systems are effective to manage the Council's Property Leases and Licences Agreements.

The review included:

- Interviewing key management and personnel involved in the management of Property Leases and Licence Agreements.
- Evaluation of the controls regarding compliance with Lease and Licence Agreements, including revenues raised.
- Review of a sample of Leases and Licence Agreements for currency and appropriate documentation.
- Review of risks in relation to Property Leases and Licence Agreements and assess whether these risks are adequately included in the Council Risk Register.

This audit resulted in eight recommendations, including three 'medium' risks and five 'low' risks. Management accepted all recommendations. As at 30 June 2017, four recommendations have been completed with the remaining actions underway.

Risk Management

This report was considered in November 2016. The objectives of this review were to ensure that there is adequate control, efficiency and effectiveness of the risk management function and provide advice on the Council's risk management framework, including the identification and rating of risks and reporting mechanisms.

The review included:

- Reviewing the Risk Management Policy, Framework and Procedure documentation.
- Reviewing the Council's approach to risk management and against the Australian and New Zealand Quality Standard in respect of Risk Management AS/NZS ISO 31000:2009 (Risk Management – Principles and Guidelines).
- Interviewing key management and personnel involved in the development and management of the Council Risk Management Register and Systems.
- Evaluation of Risk Management reviews and reporting mechanisms by the organisations including how risk is reported and how often.
- Review of the adequacy of the risk management software including generation of reports.
- Reconciliation of the risk register as at October 2016 to the June 2014 risk register (as obtained from the previous internal audit review of Risk Management), noting the number of risks added or retired.
- Comment on the overall status of risk management at the Council.

This audit resulted in five recommendations, including two 'medium' risks and three 'low' risks. Management accepted all recommendations. As at 30 June 2017, two recommendations have been completed with the remaining actions underway.

Annual Report 2016-17: Knox City Council Audit Committee

Fraud Management

This report was considered in November 2016. The objectives of this review were to review the effectiveness of fraud management and prevention policies and ensure that the Council has procedures and controls in place in the event a fraud occurs.

The review included:

- Reviewing fraud-related policy documents e.g. Fraud Policy and Procedure documentation, Councillor and Employee Code of Conduct documentation and employment procedures contained in Human Resources Policy and Procedure documentation.
- Determining the adequacy and appropriateness of fraud prevention strategies and application of Australian Standards 8001:2008 Fraud Corruption & Control.
- Reviewing the process for the identification of fraud risks.
- Examining internal and external reporting processes.
- Assessing the level of staff training.
- Assessing the awareness of fraud control amongst a selected sample of staff members.
- Reviewing Knox Council's fraud prevention practises to the Independent Broad-based Anti-corruption Commission (IBAC) 'Controlling fraud and corruption: a prevention checklist'.

This audit resulted in four recommendations, including one 'medium' risk and three 'low' risks. Management accepted all recommendations. As at 30 June 2017, three of the four recommendations have been progressed with one recommendation still to commence.

Cash Handling and Receipting

This report was considered in March 2017. The objectives of this review were to:

- Ensure the adequate systems of internal control exist in relation to cash receipting and handling.
- Ensure that those internal controls are operating satisfactorily.
- Provide recommendations for improvements in internal controls.
- Ensure that the systems for processing of information are complete and accurate.
- Report as to any deficiencies or exceptions found in the processing.
- Provide comment and guidance where applicable in respect to any potential operational efficiency.

The review included:

- Reviewing the procedures over cash receipting and handling by observation and discussion with key persons involving in cash handling, receipting and related administrative functions.
- Interviewing key staff from across the organisation, including those who work at locations other than the Civic Centre, involved in cash receipting and handling for Council.

This audit resulting in ten recommendations, including five 'medium' risks and five 'low' risks. Management accepted all recommendations. As at 30 June 2017, one recommendation has been completed and all other recommendations are underway.

Annual Report 2016-17: Knox City Council Audit Committee



Discretionary Grants

This report was considered in March 2017. The objectives of this review was to review the process of allocation of community grants, including advertising, applications, assessment, payments and the acquittal process.

The review included:

- Interviewing key management and personnel responsible for the grant allocation process.
- Examining the process of advertising for expressions of interest for community grants (if applicable).
- Reviewing the applicant's selection process.
- Performing tests on payments of grants to successful applicants from the general ledger to the successful applicant's agreements.
- Reviewing grant acquittals and the follow up procedures of outstanding acquittals by Council staff.

This audit resulted in five recommendations all deemed to be 'medium' risks. Management accepted all recommendations. As at 30 June 2017, one recommendation has been completed with the remaining recommendations all underway.

Contract Tendering

This report was considered in June 2017. The objectives of this review were to:

- Determine that the contract tendering process is operating fairly towards all tenderers, demonstrating probity in a competitive environment and ensuring best value for money outcomes.
- Ensure that contract files contain all appropriate tender documentation.
- Provide comment and guidance where applicable in respect to any potential operational efficiency or breach of probity.

The review included:

- Reviewing the Knox City Council Procurement Policy and the Strategic Procurement Framework.
- Reviewing the Local Government Act 1989 and the Victorian Local Government Best Practice Procurement Guidelines.
- Interviewing the key staff in the Strategic Procurement Team and a selection of contract managers.
- Reviewing a sample of contract tendering and tender evaluation documentation relating to the contract awarding process.
- Reviewing Council's process for identifying and reporting annual supplier expenditure over \$150,000 for suppliers with which Council does not have a contract so as to consider if an annual supplier contract or other competitive purchasing process is warranted.

This audit resulted in four recommendations, including two 'high' risks and two 'medium' risks. Management accepted all recommendations. As at 30 June 2017, all recommendations have commenced and are underway.

Annual Report 2016-17: Knox City Council Audit Committee



External Audit

Ongoing liaison was held with VAGO's external auditor agents (Crowe Horwath) in respect of the 2015-16 Financial Statements and Performance Statement, culminating in the Audit Committee endorsing the draft statements to Council.

The Committee noted that there were no actions identified in the 2015-16 Management letter. The Committee has met with the Crowe Horwath and reviewed the scope of the proposed audit for the 2016-17 financial year.

General

As part of the Audit Committee Terms of Reference, an annual self-assessment is to be completed by Audit Committee members on the performance and operation of the Committee. Due to the change of membership that has occurred during the current term, particularly with the commencement of two new independent members in June 2017, the Audit Committee determined not to complete the self-assessment this year. This annual self-assessment will be undertaken in June 2018.

The Committee has continued to take a strong interest in Council's approach to risk management and has received and considered quarterly reviews of Council's risk register, as well as consider Council's strategic risks. The Committee has noted Management's commitment to undertake a comprehensive review of the risk register in 2017-18.

The Committee received presentations in relation to the following issues:

- 'Act for the Future' – Directions for a new Local Government Act
- Asset Management At Knox
- Digital and ICT Strategy and Roadmap and IT Governance Model
- Monitoring of Governance

The Committee received updates on Council's changes to the Australian Accounting Standards, the accounting policies, judgements, estimates and assumptions used in preparation of the annual account and the outcomes of the 2016-17 annual budget.

The Committee received quarterly management financial reports providing an overview of Council's financial performance.

At the November 2016 Audit Committee Meeting the Committee received a report outlining Council's Financial Framework for 2016 to 2021. This Framework sets Council's financial parameters for the five year period.

The Committee also considered the 'Corporate Purchasing Card' Policy and the 2017 draft 'Procurement Policy' for review, feedback and endorsement for it to be presented to Council for consideration.

In summary, the 2016-17 year has been a productive one for the Audit Committee with the outcomes adding value to the overall management of Council's financial, risk and governance responsibilities.

Outlook for 2017-18

The first order of business for the Committee in 2017-18 will be to conclude the 2016-17 financial year by working with the external auditor in relation to the 2016-17 year end Financial and Performance statements and make recommendations to Council in respect to approving the draft Financial Statements and Performance Statement.

Annual Report 2016-17: Knox City Council Audit Committee

In addition to the formal external audit program, a comprehensive program of internal audits has been developed for the 2017-18 year, which will be the third and final year of the Internal Audit Program delivered by DFK Kidsons on behalf of Council and the Audit Committee.

The Audit Committee will continue to oversee revisions to relevant Council policies as they fall due for review and will seek briefings and advice on a range of matters from management.

The Committee will stay up to date with any applicable matters raised by the Victorian Audit General, Victorian Ombudsman, the Local Government Investigations and Compliance Inspectorate, the Independent Broad-based Anti-Corruption Commission or the Office of the Victorian Inspectorate.

The Committee will take an active interest and stay informed on proposed changes to the Local Government Act 1989, particularly in relation to the proposed directions of expanding the scope and role of Local Government Audit Committees.



Official Minutes of Knox City Council

COUNCILLOR GILL RETURNED TO THE CHAMBER AT 8.55PM DURING DISCUSSION ON ITEM 10.1

Pursuant to Section 79 of the Local Government Act 1989 (the Act), Councillor Pearce declared an indirect interest by close association pursuant to Section 78 of the Act in Item 10.2 – Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent Lysterfield on the grounds that he personally knows applicant on a personal and commercial basis.

COUNCILLOR PEARCE VACATED THE CHAMBER AT 8.55PM PRIOR TO DISCUSSION ON ITEM 10.2**PROCEDURAL MOTION**

MOVED: CR. HOLLAND

SECONDED: CR. KEOGH

That Councillor Mortimore be appointed Acting Chairperson for Item 10.2 Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield.

CARRIED

COUNCILLOR MORTIMORE TOOK THE CHAIR AT 8.56 PM**TAYLOR WARD****10.2 PROPOSED SALE OF AREA OF TREE RESERVE (149M²) AT REAR OF 76 MAJOR CRESCENT, LYSTERFIELD**

SUMMARY: Coordinator Property Management (Angela Mitchell)

Council has been approached by the property owner of 76 Major Crescent, Lysterfield to acquire an area of tree reserve (149m²) at the rear of his property. This area is identified as part of 1347R Wellington Road, Lysterfield. This site has been assessed in accordance with Council's Sale of Land and Buildings Policy and Sale of Council Owned Tree Reserves Policy. This report recommends that Council gives notice of its intention to commence the statutory process to sell this area of land by private treaty.

10.2 Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield (cont'd)

RECOMMENDATION

That Council, being of the opinion that the area of tree reserve (149m²), as shown in Appendix A, being part of 1347R Wellington Road, Lysterfield (Subject Land) and currently identified as Reserve 1 on PS 133269 contained within Certificate of Title Volume 9577 Folio 507, is surplus to Council's requirements:

1. Proceed to remove part (149m²) of the reservation on title and subdivide the land pursuant to Section 24A of the Subdivision Act 1988 and that a condition of this application not allow vehicle access from Wellington Road.
2. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the Subject Land to the owner of 76 Major Crescent, Lysterfield by private treaty for \$38,000 (plus GST), plus Council's costs in relation to this sale.
3. Allocate the funds from the sale of the Subject Land to the Revegetation Net Gain Reserve.
4. Under Section 223 of the Local Government Act 1989, give public notice of the proposed sale of the Subject Land in the Knox Leader newspaper.
5. Hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr _____, Cr _____ and Cr _____ to consider submissions at 5.00pm on 20 November 2017.
6. That a further report be presented to Council following the conclusion of the statutory process.

1. INTRODUCTION

The area of land (149m²) being part of 1347R Wellington Road, Lysterfield is at the rear of 76 Major Crescent, Lysterfield.

The land forms part of Certificate of Title Volume 9577 Folio 507, which contains Reserve 1 on PS 133269. This land is included within Neighbourhood Residential Zone (NRZ1) and is affected by the following overlays:

- Design and Development Overlay (DDO3)
- Significant Landscape Overlay (SLO5)
- Vegetation Protection Overlay (VPO4)

One of Council's core responsibilities is to manage its assets in order to optimise their value to the community. Part of this responsibility involves evaluating any unused or redundant assets and releasing the funds tied up in these assets in order to acquire, develop or improve other assets. The Subject Land is an example of resources tied up in an asset considered to be surplus to Council's needs which Council can deploy in other areas of priority.

10.2 Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield (cont'd)

2. DISCUSSION

The area of land proposed to be transferred abuts the southern boundary of 76 Major Crescent, Lysterfield. The land is vacant and currently forms part of a tree reserve fronting Wellington Road.

Council's Policy on Sale of Tree Reserves (refer Appendix B) defines a tree reserve as:

An area of land created by subdivision or by other means to act as a buffer between roads and other land to restrict crossover access and/or provide opportunities for landscaping, recreation and/or community infrastructure (eg shared pathways).

When considering the sale or part sale of a Council Tree Reserve, the Policy states that:

- It is Council policy that Tree Reserves should be protected and retained for the purposes that they were originally established for.
- Land forming part of the tree reserves will not be sold unless the sale is considered to result in net community benefit and the criteria listed below are satisfied.

For a request to be approved, it must be demonstrated that the sale will result in a net community benefit (eg facilitate a major community facility or employment generator) and that it satisfactorily addresses the following issues:

Public safety and security issues (eg Will it result in the creation of 'blind areas' not visible to the public? Will it sever a shared pathway? Will it result in increased natural surveillance?)

- The resident has advised that once this land is acquired the area will be fenced within his property and will not create 'blind areas'.

Traffic management (eg Do VicRoads object to access? Will it create traffic safety issues? Is the reserve required for a future road widening? Will it result in additional crossovers?)

- It is proposed that a condition of the subdivision application is not to permit access from Wellington Road.
- In addition to the above, any access from Wellington Road will require an application to VicRoads. It is understood that this may be discouraged.

Neighbourhood character (eg Would it allow development that supports the preferred neighbourhood or 'bush boulevard' streetscape character?)

- The sale of the tree reserve will not impact upon the character of the area.

10.2 Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield (cont'd)

Open space (eg What is the current role or potential of the land to contribute towards a public open space network?)

- Open space will remain as only a section of tree reserve is being considered for sale.

Street trees (eg What is the significance of any street trees located within the reserve?)

- The area proposed to be sold is mainly a grassed area with a young Eucalyptus camaldulensis and an indigenous Eucalyptus ovata.
- It is proposed that the proceeds from the sale of the Subject Land will be allocated to the Revegetation Net Gain Reserve as identified in the Sale of Council Owned Tree Reserves Policy.

Existing infrastructure (eg Will it result in additional infrastructure (footpaths, drains) or maintenance costs for Council?)

- The current easement E1 (Electricity Supply) will remain on the land.
- Once this area is sold Council will no longer maintain this area.

Potential or proposed future infrastructure (eg How does it support or hinder potential or proposed future infrastructure such as shared pathways, drainage, landscaping etc?)

- The proposed sale of this land (149m²) will not hinder proposed future infrastructure.

Flora and fauna (eg Does it involve the potential loss of significant vegetation and/or fauna habitat?)

- The area of land proposed to be sold is within a Site of Biological Significance (Site 113). Site 113 covers a substantial area including the private properties abutting this land. The broader site of the tree reserve being addressed contains both native overstorey and understorey and contributes to the habitat corridor for fauna and plant propagule movement. Transferring this land to private ownership would remove any protection and enhancement of this corridor and the introduction of dogs or other domestic animals would threaten the opportunity for native fauna to thrive.

Council strategies, policies and plans (eg Is it consistent with and assist in the implementation of relevant Council policies and plans, including any structure plan, zone or overlay, and all Related Documents in Section 6 (as relevant)?)

- There are no current Council strategies, policies or plans directly relating to this parcel of land. However, the concept of Bush Boulevards is identified in Council's Planning Scheme as contributing to the 'Green Leafy Image' of Knox.

10.2 Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield (cont'd)

Existing access (eg Is the current level of road access to the site to benefit from the proposed purchase of the tree reserve already adequate?)

- It appears from Council's GIS that the resident uses Wellington Road for vehicle access. It is proposed that should Council resolve to sell this land, a condition be added to the subdivision application that no access from Wellington Road be allowed.

3. CONSULTATION

Council will undertake a public consultation program in order to fulfil both its statutory and community engagement obligations.

The consultative process covers the following measures:

- Pursuant to section 189 of the Local Government Act 1989, Council will place a public notice in a newspaper which is generally circulating within the municipality.
- The public notice will invite submissions on the proposal to sell the land.
- Submissions will be considered by Council pursuant to section 223 of the Local Government Act 1989.
- Submitters have the opportunity to be heard, in person, in support of any written submission they make should they desire to do so.
- Following consideration of the Committee's report, Council will then decide whether to proceed with its proposal to sell the land.

It is also proposed to send a copy of the public notice to residents immediately surrounding this property.

4. ENVIRONMENTAL/AMENITY ISSUES

The area of land in question is within a Site of Biological Significance (Site 113). Whilst the area of land proposed to be sold does not contain significant vegetation, the areas to the east which share a similar arrangement with the width of the tree reserve at the rear of their properties, do contain significant vegetation which is required to be protected into perpetuity.

The abutting area contains both native overstorey and understorey and contributes to the habitat corridor for fauna and plant propagule movement. Transferring this land to private ownership may remove any protection and enhancement of this corridor and the introduction of dogs or other domestic animals would threaten the opportunity for native fauna to thrive.

10.2 Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield (cont'd)

5. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed sale of 149m² of land at the rear of 76 Major Crescent, Lysterfield will meet Council's financial objectives. The land will be sold at market value with the purchaser required to meet Council's costs apportioned to the sale of this land. These costs include legal, subdivision and lodgement fees and are estimated to be between \$6,000 and \$8,000.

It is proposed that the proceeds from the sale of the Subject Land will be allocated to the Revegetation Net Gain Reserve as identified in the Sale of Council Owned Tree Reserves Policy.

This land was transferred to Council as a reserve under the Local Government Act 1958. It is not considered that the land constitutes 'public open space' within the definition of Section 3 of the Subdivision Act 1988 and accordingly there are no limitations on the distribution of the proceeds of the sale.

A confidential valuation dated 6 September 2017 is attached as Appendix C.

6. SOCIAL IMPLICATIONS

These are addressed in the assessment criteria set out in Appendix D of this report.

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

This report relates to the following goals and strategies within the Knox Community and Council Plan 2017-2021 as outlined below:

Goal 7 We are inclusive, feel a sense of belonging and value our identity
Strategy 7.3 - Strengthen community connections.

Goal 8 We have confidence in decision making
Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations.

8. CONCLUSION

Council was approached by the property owner at 76 Major Crescent, Lysterfield to acquire an area of the Council owned tree reserve (149m²) at the rear of this property and known as 1347R Wellington Road, Lysterfield. Following an assessment, it is considered that 149m² is surplus to Council's requirements and it is recommended that this area of land be sold by private treaty to the property owner of 76 Major Crescent, Lysterfield for \$38,000 (plus GST), plus Council's costs.

10.2 Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield (cont'd)**9. CONFIDENTIALITY**

A confidential valuation is attached as Appendix C to this report.

COUNCIL RESOLUTION

MOVED: CR. HOLLAND

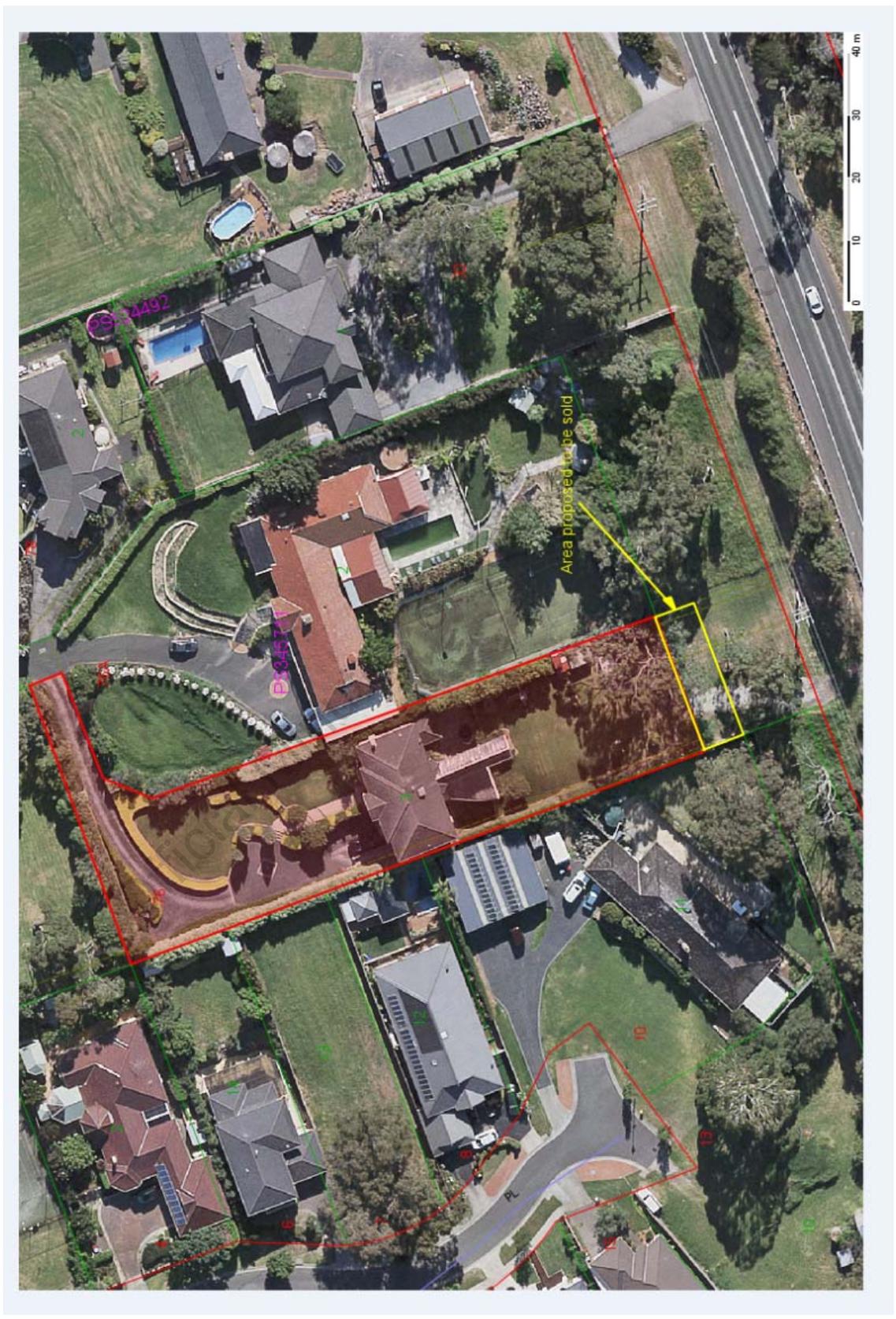
SECONDED: CR. KEOGH

That Council, being of the opinion that the area of tree reserve (149m²), as shown in Appendix A, being part of 1347R Wellington Road, Lysterfield (Subject Land) and currently identified as Reserve 1 on PS 133269 contained within Certificate of Title Volume 9577 Folio 507, is surplus to Council's requirements:

1. Proceed to remove part (149m²) of the reservation on title and subdivide the land pursuant to Section 24A of the Subdivision Act 1988 and that a condition of this application not allow vehicle access from Wellington Road.
2. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the Subject Land to the owner of 76 Major Crescent, Lysterfield by private treaty for \$38,000 (plus GST), plus Council's costs in relation to this sale.
3. Allocate the funds from the sale of the Subject Land to the Revegetation Net Gain Reserve.
4. Under Section 223 of the Local Government Act 1989, give public notice of the proposed sale of the Subject Land in the Knox Leader newspaper.
5. Hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Holland, Cr Seymour and Cr Keogh to consider submissions at 5.00pm on 20 November 2017.
6. That a further report be presented to Council following the conclusion of the statutory process.

CARRIED

APPENDIX A – Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield



APPENDIX B – Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield

KNOX POLICY



SALE OF COUNCIL OWNED TREE RESERVES

Policy Number:	2003/20	Directorate:	Corporate Development
Approval by:	Council	Responsible Officer:	Director – Corporate Development
Approval Date:	26 May 2015	Version Number:	2
Review Date:	26 May 2019		

1. PURPOSE

To ensure that Council owned tree reserves, wherever possible, are retained for their original purpose.

To provide guidance on matters that need to be addressed when considering requests for the sale of all or part of Council Tree Reserves.

2. CONTEXT

This policy aims to provide a consistent approach to considering requests for the sale of Council owned Tree Reserves. The policy also aims to ensure that appropriate information is obtained and provided to Council when making decisions on such requests.

3. SCOPE

This policy applies to all staff when considering requests and preparing reports to Council for the sale of land identified as a Council owned Tree Reserve.

4. DEFINITIONS

Detail any definitions within the policy.

Tree Reserve	An area of land created by subdivision or by other means to act as a buffer between roads and other land to restrict crossover access and/or provide opportunities for landscaping, recreation and/or community infrastructure (e.g. shared pathways)
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5. COUNCIL POLICY

The following principles and guidelines shall apply when considering requests for the sale of all or part of Council Tree Reserves.

- 5.1 It is Council policy that Tree Reserves should be protected and retained for the purpose that they were originally established for.
- 5.2 Land forming part of the tree reserves will not be sold unless the sale is considered to result in net community benefit and the criteria below are satisfied.

Criteria for the sale (part or all) of Tree Reserves

- 5.4 For a request to be approved, it must be demonstrated that the sale will result in a net community benefit (e.g. facilitate a major community facility or employment generator).
- 5.5 For a request to be approved, it must also satisfactorily address the following issues:
 - 5.5.1 Public safety and security issues – e.g. will it result in the creation of 'blind areas' not visible to the public? Will it sever a shared pathway? Will it result in increased natural surveillance?).
 - 5.5.2 Traffic management – e.g. do VicRoads object to access? Will it create traffic safety issues? Is the reserve required for a future road widening? Will it result in additional crossovers?
 - 5.5.3 Neighbourhood Character – Would it allow development that supports the preferred neighbourhood or 'bush boulevard' streetscape character?
 - 5.5.4 Open space – e.g. What is the current role or potential of the land to contribute towards a public open space network?
 - 5.5.5 Street trees – What is the significance of any street trees located within the reserve?
 - 5.5.6 Existing infrastructure – e.g. will it result in additional infrastructure (footpaths, drains) or maintenance costs for Council?
 - 5.5.7 Potential or proposed future infrastructure – e.g. How does it support or hinder potential or proposed future infrastructure such as shared pathways, drainage, landscaping etc?
 - 5.5.8 Flora and fauna – e.g. Does it involve the potential loss of significant vegetation and/or fauna habitat?
 - 5.5.9 Council strategies, policies and plans – e.g. Is it consistent with and assist in the implementation of relevant Council policies and plans, including any structure plan, zone or overlay, and all Related Documents in Section 6 (as relevant)?
 - 5.5.10 Existing access – e.g. is the current level of road access to the site to benefit from the proposed purchase of the tree reserve already adequate?

- 5.6 Other matters to be considered (as relevant):
- 5.6.1 Whether the original or current purpose of the tree reserve can be effectively and efficiently achieved by other means, such as:
 - a) Section 173 Agreement,
 - b) Knox Planning Scheme provisions, or
 - c) recoupment of the value of Council-owned street trees (where loss of the trees are considered reasonable).
 - 5.6.2 Whether the proceeds from sale of the tree reserve could be directly used for greater net community benefit by buying or developing other land locally to achieve any of the purposes of tree reserves.
 - 5.6.3 Whether an anomaly, error or inconsistency exists.

Decision making

- 5.7 In the circumstance where the Director Corporate Development or Chief Executive Officer believes that the criteria have been met, a report regarding the sale of the Tree Reserve will be presented to Council for consideration. The Council report will outline how the criteria have been met.
- 5.8 In all circumstances where it is proposed to recommend the sale of a Council property, a Council report must be prepared outlining the proposal and the recommendation must incorporate the statutory requirements in respect of any proposed sale.

6. RELATED DOCUMENTS

- 6.1 Knox Policy – Valuation of Council Land for Sale
- 6.2 Knox Planning Scheme
- 6.3 Knox Open Space Plan 2012-2022
- 6.4 Integrated Transport Plan
- 6.5 Liveable Streets Plan 2012-2022
- 6.6 Knox Green Streets Policy

10.2 Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield (cont'd)

Confidential Appendix C is circulated under separate cover.

Official Minutes of Knox City Council

APPENDIX D – Proposed Sale of Area of Tree Reserve (149m²) at Rear of 76 Major Crescent, Lysterfield

ASSESSMENT CRITERIA

ENVIRONMENTAL

Principle:	Council will sell surplus land where retention will not enhance or protect its environmental value.
Assessment:	The site in question is a Site of Biological Significance (Site 113). This site, which includes the abutting residential properties, contains significant vegetation which is required to be protected into perpetuity. The broader tree reserve site contains both native over storey and understorey and contributes to the habitat corridor for fauna and plant propagule movement. Transferring the area of tree reserve to private ownership may remove any protection and enhancement of this corridor and the introduction of dogs or other domestic animals would threaten the opportunity for native fauna to thrive.

PHYSICAL WORKS

Principle:	Council will sell surplus land where it is not required in the foreseeable future for the development of new assets or the improvements of existing assets.
Assessment:	This area has not been identified for any development of new assets.

RECREATION

Principle:	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
Assessment:	The area proposed to be sold is not considered for recreational purposes.

LAND USE PLANNING

Principle:	Council will sell surplus land where there are not compelling land use planning grounds for retention.
Assessment:	There are no compelling land use planning grounds for this area of land however it is proposed that as part of the subdivision process a condition be added not allowing vehicle access from Wellington Road.

SOCIAL

Principle:	Council will sell surplus land where alternative social uses have not been identified.
Assessment:	The site is not considered an appropriate location for alternative social issues.

COUNCILLOR PEARCE RETURNED TO THE CHAMBER AT 8.58PM PRIOR TO ITEM 10.3 AND RESUMED THE CHAIR

ALL WARDS

10.3 REVIEW OF DELEGATIONS – STRATEGIC PLANNING COMMITTEE

SUMMARY: Governance Officer– Kirstin Ritchie

This report presents a review of the Instrument of Delegation – Strategic Planning Committee. This review is in accordance to section 86(6) of the Local Government Act 1989.

The revised delegation is consistent with the previous instrument and there are no changes in the level of delegation proposed.

RECOMMENDATION

That Council resolve in exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989 (the Act) that:

1. There be delegated to the Strategic Planning Committee the powers, duties and functions set out in the Instrument of Delegation to the Strategic Planning Committee (Appendix A).
2. The Instrument of Delegation to the Strategic Planning Committee comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it.
3. On the coming into force of the Instrument, the previous Instrument of Delegation to the Strategic Planning Committee sealed on 22 November 2016 is revoked.
4. The powers, duties and functions conferred on the Committee by the Instrument must be exercised having regard to any guidelines or policies Council may from time to time adopt.
5. In accordance with Clause 71 of the Meeting Procedure and Use of Common Seal Local Law 2008, determine the following clauses not apply to the operation of the Strategic Planning Special Committee meetings:
 - Clause 19: Order of Business-
 - Part 1(d) Confirmation of Minutes;
 - Part 1(e) Presentation of petitions and memorials;
 - Part 1(f) Reports by Councillors;
 - Part 1(h) Matters deferred or continues from previous meetings;
 - Part 1(m) Questions without notice;
 - Part 2 Public Question Time
 - Clause 32: Addressing Meetings

10.3 Review of Delegations – Strategic Planning Committee (cont'd)

- Clause 34: Procedure for Moving a Motion of Amendment-
 - Parts 9 – 11 Councillor may speak once on the motion
 - Clause 47: Time Limits
 - Clause 59: Public Question Time
 - Clause 60: Addressing the Council (by external parties)
6. That the Instrument of Delegation as shown at Appendix A be signed and sealed in accordance with the Meeting Procedure and Use of Common Seal Local Law 2008.

1. INTRODUCTION

Section 86 of the *Local Government Act 1989* (the Act) empowers Council to delegate any of its powers, duties or functions with some strategic exemptions. These exemptions are detailed in section 86(4) of the Act which prohibits the Council from delegating to a special committee the following powers:

- a) the power of delegation;
- b) to declare a rate or charge;
- c) to borrow money;
- d) to enter into contracts for an amount exceeding an amount previously determined by the Council;
- e) to incur any expenditure exceeding an amount previously determined by the Council; and
- f) any prescribed power.

It is generally accepted that delegations are a valuable method of effectively dealing with a range of day to day routine administrative and operational matters to more significant strategic and longer term issues.

Section 86(6) of the Act requires a Council to review, within a period of 12 months after a general election, all delegations to a special committee which are in force. Delegations are required to be reviewed by 22 October 2017.

The existing Instrument of Delegation – Strategic Planning Committee has been in force since 22 November 2016.

2. DISCUSSION

2.1 Delegation to the Strategic Planning Committee

The Strategic Planning Committee (the Committee) is a Special Committee of Council appointed under Section 86 of the Act. To empower this Committee, Council is required to formally delegate through an Instrument of Delegation the necessary powers.

10.3 Review of Delegations – Strategic Planning Committee (cont'd)

As per the Council Meeting Structure policy, the purpose of the Strategic Planning Committee is:

- a) to provide a forum of Council that focuses specifically on strategic and policy related matters in a less formal environment.
- b) to provide a decision making forum for Council that allows an opportunity for discussion and consultation to assist in determining strategic and policy related matters.
- c) to receive deputations/presentations from external parties and presentations from Council staff in a Council meeting environment.
- d) to discuss issues of a confidential nature under section 89 of the Local Government Act
- e) to consider and discuss in detail any major advocacy proposal.

The Committee comprises all nine Councillors and has received a broad range of delegated powers. A desktop review of the current instrument of delegation has determined that it has served Council and the Committee well; therefore no changes are proposed.

A draft Instrument of Delegation, with amended dates, has been prepared and is attached as Appendix A.

2.2 Application of the Meeting Procedure and Use of Common Seal Local Law 2008

Clause 75 of the Meeting Procedure and Use of the Common Seal Local Law (the Local Law) provides for Council to resolve that provisions relating to the operation of a special committee do not apply.

To further facilitate the operations of committee meetings, it is appropriate for Council to resolve that various provisions of the Local Law do not apply. The exemption of particular provisions will enable a more flexible and less formal mode to deal with matters when committee members are discussing and debating issues.

It is recommended that the following clauses do not apply to the Strategic Planning Committee:

- Clause 19: Order of Business-
 - Part 1(d) Confirmation of Minutes;
 - Part 1(e) Presentation of petitions and memorials;
 - Part 1(f) Reports by Councillors;
 - Part 1(h) Matters deferred or continues from previous meetings;

10.3 Review of Delegations – Strategic Planning Committee (cont'd)

- Part 1(m) Questions without notice;
- Part 2 Public Question Time
- Clause 32: Addressing Meetings
- Clause 34: Procedure for Moving a Motion of Amendment-
 - Parts 9 – 11 Councillor may speak once on the motion
- Clause 47: Time Limits
- Clause 59: Public Question Time
- Clause 60: Addressing the Council (by external parties)

The recommended exempted clauses, detailed above, confirm current meeting procedures used at Committee meetings and make an administrative amendment for the purposes of clarity of meeting operation.

3. CONSULTATION

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments. Said templates are then tailored to organisational requirements.

The draft Instrument of Delegation – Strategic Planning Committee has been prepared based on the advice provided by Maddocks Lawyers.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The cost to prepare and adopt the Instruments of Delegation - Special Committees (Appendix A) is minimal in nature and has been met within the current department budget.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report.

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

By adopting Instruments of Delegations, Council is able to streamline routine administrative matters whilst ensuring the highest level of accountability in the process.

This relates to Goal 8 of the Community and Council Plan 2017-2021; maintaining confidence in decision making. In particular, effective delegation facilitates Strategy 8.1 by building, strengthening and promoting good governance practices across Council.

10.3 Review of Delegations – Strategic Planning Committee (cont'd)**8. CONCLUSION**

The form and content of the revised Instruments of Delegation to the Strategic Planning Committee (Appendix A) is consistent with the instrument previously adopted by Council and enables the effective functioning of Knox City Council and the Strategic Planning Committee.

It is therefore recommended that Council sign and seal the revised Instrument of Delegation - Strategic Planning Committee.

9. CONFIDENTIALITY

There are no issues of confidentiality associational with this report.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. HOLLAND

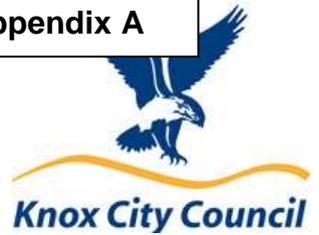
That Council resolve in exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989 (the Act) that:

1. There be delegated to the Strategic Planning Committee the powers, duties and functions set out in the Instrument of Delegation to the Strategic Planning Committee (Appendix A).
2. The Instrument of Delegation to the Strategic Planning Committee comes into force immediately the common seal of Council is affixed to the instrument and remains in force until Council determines to vary or revoke it.
3. On the coming into force of the Instrument, the previous Instrument of Delegation to the Strategic Planning Committee sealed on 22 November 2016 is revoked.
4. The powers, duties and functions conferred on the Committee by the Instrument must be exercised having regard to any guidelines or policies Council may from time to time adopt.

10.3 Review of Delegations – Strategic Planning Committee (cont'd)

5. In accordance with Clause 71 of the Meeting Procedure and Use of Common Seal Local Law 2008, determine the following clauses not apply to the operation of the Strategic Planning Special Committee meetings:
- **Clause 19: Order of Business-**
 - Part 1(d) Confirmation of Minutes;
 - Part 1(e) Presentation of petitions and memorials;
 - Part 1(f) Reports by Councillors;
 - Part 1(h) Matters deferred or continues from previous meetings;
 - Part 1(m) Questions without notice;
 - Part 2 Public Question Time
 - **Clause 32: Addressing Meetings**
 - **Clause 34: Procedure for Moving a Motion of Amendment-**
 - Parts 9 – 11 Councillor may speak once on the motion
 - **Clause 47: Time Limits**
 - **Clause 59: Public Question Time**
 - **Clause 60: Addressing the Council (by external parties)**
6. That the Instrument of Delegation as shown at Appendix A be signed and sealed in accordance with the Meeting Procedure and Use of Common Seal Local Law 2008.

CARRIED



INSTRUMENT OF DELEGATION— STRATEGIC PLANNING COMMITTEE

Knox City Council delegates to the special committee established by resolution of Council passed on 8 April 1997 and known as the Strategic Planning Committee (**the Committee**), the powers and functions set out in the **Schedule**, and declares that:

1. This Instrument of Delegation is authorised by a Resolution of Council passed on ~~22 November 2016~~25 September 2017.
2. Record that on the coming into force of this Instrument of Delegation each delegation under the Instrument of Delegation dated ~~27 August 2013~~22 November 2016 is revoked.
3. The delegation:
 - 3.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 3.2 remains in force for so long as **the Committee** remains constituted under a resolution of Council or until Council resolves to vary or revoke it; and
 - 3.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts.
4. **The Committee** is constituted solely of Councillors and represented by all nine Councillors of the Knox City Council.
5. All members of **the Committee** will have voting rights on the Committee.

THE COMMON SEAL of KNOX CITY COUNCIL

was affixed pursuant to an Order made on the

~~22nd-25th~~ day of ~~November-September 2016-2017~~ in the presence of

Mayor

Chief Executive Officer

Councillor



SCHEDULE**Powers and Functions**

To exercise Council's functions and powers to perform Council's duties in relation to the management of the following matters:

- Formulation of policy
- Appointment of committees
- Major financial issues
- Personnel matters
- Personal hardship of any resident or ratepayer
- Industrial matters
- Contractual matters
- Proposed developments
- Legal advice
- Matters affecting the security of Council property
- Any matter referred to the Strategic Planning Committee from a previous meeting of Council.

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ALL WARDS**10.4 MINOR GRANTS PROGRAM APPLICATIONS**

SUMMARY: *Governance Officer - (Kirstin Ritchie)*

This report summarises the recommended grants from the Minor Grants Program.

All applications have been assessed against the criteria as set out in the Minor Grants Program Policy.

RECOMMENDATION

That Council:

1. Approve the six recommended Minor Grants Program applications for a total of \$8,299.79 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knoxfield Tennis Club Inc	Replacement of access gates to the tennis club at the car park entrance and repairs and upgrading of access gate on the western side of the club house.	\$2,435.40	\$2,435.40
Lioness Club of Ferntree Gully	Purchase of supplies for emergency toilet packs for patients at the Angliss Hospital	\$764.39	\$764.39
Scoresby Magpies Juniors	Purchase of Presentation Jumpers for players who have reached 100 games playing for Scoresby Magpies Juniors	\$1,000.00	\$1,000.00
Upper Ferntree Gully Junior Football Club	Activities to support Junior Presentation Day	\$2,200.00	\$2,200.00
Wantirna South Cricket Club	Purchase of replacement PA system to be used by the club and community users of the facility.	\$1,000.00	\$1,000.00

10.4 Minor Grants Program Applications (cont'd)**Recommendation (cont'd)**

Ferntree Gully Eagles Football Club	Purchase of achievement and recognition trophies/shields for Ferntree Gully Football Club.	\$900.00	\$900.00
	Total	\$8,299.79	\$8,299.79

2. Note the one application approved under delegated authority for a total of \$500.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Approved by Delegate
Scoresby Striders	Purchase of personal best medals for the children/members of the Scoresby Striders Little Athletics Club.	\$500.00	\$500.00
	Total	\$500.00	\$500.00

1. INTRODUCTION

At the Strategic Planning Committee meeting held on 10 July 2017 the Committee endorsed the Minor Grants Program Policy, effective from 25 July 2017.

Minor Grant applications must be for the purposes of meeting requests for small, incidental funding requests from eligible organisations within Knox and not exceed \$3,000.00.

Under the Minor Grants Program Policy an eligible organisation must:

- provide services, projects and programs that directly benefit residents of the City of Knox;
- be a not for profit legal entity that provides services, support or activities to the Knox community. This expressly excludes educational institutions and State and Federal government departments and agencies; but does not exclude related not for profit organisations, including school councils/auxiliaries/parent groups who otherwise qualify under the Policy;

10.4 Minor Grants Program Applications (cont'd)

- be incorporated or be auspiced by an incorporated body (for grants over \$500 only);
- have an Australian Business Number or complete a Statement by Supplier form;
- have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant (for grants over \$500 only);
- hold adequate public liability insurance appropriate to the activity outlined in the application;
- be able to supply permits and plans appropriate to the funded activity where requested by Council;
- have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.

This report presents to Council recommended grant applications accordance with the Minor Grants Program Policy.

2. DISCUSSION

Council established the Minor Grants Program to ensure that funding may be provided to individuals and community groups who request ad hoc, incidental, community based, one-off grants.

The Minor Grants Program Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 1989.

In accordance with the Minor Grants Program Policy, applications for funding up to \$500 are assessed and determined under delegation. Applications for funding between \$501 and \$3,000 have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

All recipients of Minor Grants must provide proof of expenditure or purchase. In addition, Minor Grants over \$1,000.00 must meet all funding agreement requirements.

This report outlines the grant applications received since the 28 August 2017 Ordinary Council meeting, and recommends six grants for Council's approval.

10.4 Minor Grants Program Applications (cont'd)

3. CONSULTATION

No consultation has been undertaken in relation to the grant applications detailed in this report as the policy specifies assessment can occur by the CEO, or delegate, and make recommendation for Council's determination.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of minor grants is managed within Council's adopted budget.

6. SOCIAL IMPLICATIONS

The Minor Grants program allows Council the flexibility to respond to requests from community groups within Knox at a municipal level. These grants provide applicants the opportunity to participate and support a variety of community based programs.

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

Provision of the Incidental Community Grants program assists Council in meeting the following objectives under the Knox Community and Council Plan.

Goal 6. We are healthy, happy and well

- Strategy 6.2- Support the community to enable positive physical and mental health.

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

- Strategy 7.3 - Strengthen community connections.

Goal 8. We have confidence in decision making

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

8. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

10.4 Minor Grants Program Applications (cont'd)**9. CONFIDENTIALITY**

Confidential Appendix A contains each of the individual grant applications for Council's consideration.

COUNCIL RESOLUTION

MOVED: CR. TAYLOR

SECONDED: CR. MORTIMORE

That Council:

1. Approve the seven recommended Minor Grants Program applications for a total of \$11,157.79 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knoxfield Tennis Club Inc	Replacement of access gates to the tennis club at the car park entrance and repairs and upgrading of access gate on the western side of the club house.	\$2,435.40	\$2,435.40
Lioness Club of Ferntree Gully	Purchase of supplies for emergency toilet packs for patients at the Angliss Hospital	\$764.39	\$764.39
Scoresby Magpies Juniors	Purchase of Presentation Jumpers for players who have reached 100 games playing for Scoresby Magpies Juniors	\$1,000	\$1,000
Upper Ferntree Gully Junior Football Club	Activities to support Junior Presentation Day	\$2,200.00	\$2,200.00
Wantirna South Cricket Club	Purchase of replacement PA system to be used by the club and community users of the facility.	\$1,000.00	\$1,000.00

10.4 Minor Grants Program Applications (cont'd)**Resolution (cont'd)**

Ferntree Gully Eagles Football Club	Purchase of achievement and recognition trophies/shields for Ferntree Gully Football Club.	\$900.00	\$900.00
Wantirna Tennis Club Inc	Installation of baby change table, redesign and subsidisation of club shirt to a high visibility garment, resurface/repair part of an unused court area.	\$2,858.00	\$2,858.00
	Total	\$11,157.79	\$11,157.79

2. Note the one application approved under delegated authority for a total of \$500.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Approved by Delegate
Scoresby Striders	Purchase of personal best medals for the children/members of the Scoresby Striders Little Athletics Club.	\$500.00	\$500.00
	Total	\$500.00	\$500.00

CARRIED

10.4 Minor Grants Program Applications (cont'd)

Confidential Appendix A is circulated under separate cover.

Official Minutes of Knox City Council

ALL WARDS**11.1 ASSEMBLIES OF COUNCILLORS**

SUMMARY: *Manager – Governance and Innovation (Fleur Cousins)*

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

RECOMMENDATION

That Council

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

1. INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

Details of Assemblies of Councillors that have occurred between Monday 14 August 2017 and Sunday 3 September 2017 are attached to this report.

COUNCIL RESOLUTION

MOVED: CR. SEYMOUR

SECONDED: CR. LOCKWOOD

That Council

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

CARRIED

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 14/8/2017	
Name of Committee or Group (if applicable):	
Confidential Special Issues Briefing	
Time Meeting Commenced: 8:32pm	
Councillors in Attendance:	
Cr Darren Pearce, Mayor	Cr Jackson Taylor
Cr John Mortimore, Deputy Mayor	Cr Nicole Seymour
Cr Peter Lockwood	Cr Lisa Cooper
Cr Adam Gill	Cr Tony Holland
Council Staff in Attendance:	
Tony Doyle	Fleur Cousins
Ian Bell	David Clarkson (Item 1)
Michael Fromberg	Paul Anastasi (Item 1)
Angelo Kourambas	
Kerry Stubbings	
Matters Considered:	
1. Draft Domestic Animal Management Plan 2017-2021	
2. Future of Existing Vineyard	
3. Review of Council Committee Structure	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 15/8/2017	
Name of Committee or Group (if applicable): Knox Community Health & Wellbeing Advisory Committee	
Time Meeting Commenced: 9:30am	
Councillors in Attendance: Cr John Mortimore, Deputy Mayor	
Council Staff in Attendance: Rosie Tuck Tony Justice Amanda Wiggs Lisette Pine	
Matters Considered: 1. Homelessness 2. Draft Access and Equity Implementation Plan 3. Family Violence Management 4. Suicide Prevention	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 15/8/2017	
Name of Committee or Group (if applicable): Community Development Fund Evaluation Panel	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Tony Holland	
Cr Jackson Taylor	
Cr Nicole Seymour	
Council Staff in Attendance:	
Tracy Vervoort	
Deb Robert	
Cassie Wright	
Matters Considered:	
Assessment of the 2017-18 Community Development Fund Grant applications	
Specific conflicts of interest in relation to the assessment of grants were declared by community representatives (Colin Fletcher, Lance Deveson and Marcia Timmers-Leitch) and they each left the room as required.	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 17/8/2017	
Name of Committee or Group (if applicable): Community Development Fund Evaluation Panel	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Tony Holland	
Cr Jackson Taylor	
Cr Nicole Seymour	
Council Staff in Attendance:	
Pip Smith	
Deb Robert	
Cassie Wright	
Matters Considered:	
Second meeting to assess the 2017-18 Community Development Fund Grant applications	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 22/8/2017	
Name of Committee or Group (if applicable): Knox Multicultural Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance: Cr Jake Keogh	
Council Staff in Attendance: Joan Pepi Amanda Wiggs Joy Temple	
Matters Considered:	
1. Knox Community and Council Plan 2017-2021	
2. Transport	
3. Reports from Knox Multicultural Advisory Committee	
4. Knox City Council Multicultural Strategic Plan 2012-2017 – Activities for the last two months	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 22/8/2017	
Name of Committee or Group (if applicable): Community Development Fund Panel	
Time Meeting Commenced: 6:00pm	
Councillors in Attendance:	
Cr Tony Holland	
Cr Jackson Taylor	
Cr Nicole Seymour	
Council Staff in Attendance:	
Pip Smith	
Deb Robert	
Cassie Wright	
Matters Considered:	
Third meeting to assess the 2017-18 Community Development Fund Grant applications	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 24/8/2017	
Name of Committee or Group (if applicable): Community Development Fund Panel	
Time Meeting Commenced: 6:00pm	
Councillors in Attendance:	
Cr Tony Holland	
Cr Jackson Taylor	
Cr Nicole Seymour	
Council Staff in Attendance:	
Pip Smith	
Deb Robert	
Cassie Wright	
Matters Considered:	
Fourth meeting to assess the 2017-18 Community Development Fund Grant applications and finalise recommendations to Council	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 24/8/2017	
Name of Committee or Group (if applicable):	
Early Years Advisory Committee	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Lisa Cooper	
Cr Nicole Seymour	
Council Staff in Attendance:	
Janine Brown	
Wendy Roberts	
Robyn Renkema	
Beck Wright	
Teresa Donegan	
Jane Kuchin	
Matters Considered:	
1. Community and Council Plan 2017-2021	
2. Community Capacity Building	
3. Changing Role of Older People	
4. Grandparents as Carers	
5. Community/Committee Feedback	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

RECORD OF ASSEMBLY OF COUNCILLORS



(Section 80A Local Government Act)

Date of Assembly: 30/8/2017	
Name of Committee or Group (if applicable):	
Recreation and Leisure Liaison Group	
Time Meeting Commenced: 6:30pm	
Councillors in Attendance:	
Cr Adam Gill	
Cr Jackson Taylor	
Cr Jake Keogh	
Council Staff in Attendance:	
Robert Morton	
Marco D'Amico	
Daniel Clark	
Matters Considered:	
1. Knox Community Plan	
2. Knox Sport and Leisure Awards Criteria	
3. Sporting Club Financial Contributions Towards Reserve Developments Policy	
4. Capital Works and Leisure Minor Capital Works Grant Scheme	
5. Modular Discussion	
6. Future Plans for Basketball and the State Basketball Centre	

Conflict of Interest Disclosures: Nil		
Councillor's Name	Type of Interest	Councillor Left Assembly While Matter Being Considered

12. MOTIONS FOR WHICH NOTICE HAS PREVIOUSLY BEEN GIVEN

Nil.

13. SUPPLEMENTARY ITEMS

ALL WARDS

13.1 REVIEW OF FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE AND ASSOCIATED DELEGATIONS

SUMMARY: *Manager – Governance and Innovation (Fleur Cousins)*

This report presents for consideration a revised Instrument of Delegation for the operations of the Ferntree Gully Cemetery and further proposes to sunset the Ferntree Gully Cemetery Trust Special Committee.

RECOMMENDATION

That Council:

1. Resolves in exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989 that the Ferntree Gully Cemetery Trust Special Committee be sunset and the current Instrument of Delegation – Ferntree Gully Cemetery Trust Special Committee, sealed on 27 August 2013, be revoked.
2. Note the diligent and outstanding commitment of the Ferntree Gully Cemetery Trust Special Committee and formerly thank the long serving community members for their many years of dedicated service to the Ferntree Gully Cemetery.
3. Resolves in exercise of the powers conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached Instrument of Delegation – Cemeteries and Crematories Act and Regulations that –
 - a. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached Instrument of Delegation – Cemeteries and Crematories Act and Regulations (Appendix A), the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument;
 - b. The Instrument of Delegation – Cemeteries and Crematories Act and Regulations (Appendix A) comes into force immediately the common seal of Council is affixed to the instrument;

13.1 Review of Ferntree Gully Cemetery Trust Special Committee and Associated Delegations (cont'd)

- c. On coming into force of the instrument the previous Instrument of Delegation – Cemeteries and Crematories Act and Regulations are revoked; and**
- d. The duties and functions set out in the Instrument of Delegation – Cemeteries and Crematories Act and Regulations (Appendix A) must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

1. INTRODUCTION

Sections 86 and 98 of the Local Government Act 1989 (the Act) empower Council to delegate any of its powers, duties or functions with some strategic exemptions; such as setting rates, borrowing funds and adopting a budget.

It is generally accepted that delegations are a valuable method for Council to effectively deal with a range of day to day routine administrative and operational matters and enable Council to focus on more significant strategic and longer term issues.

Sections 86(6) and 98(6) of the Act requires a Council to review, within a period of 12 months after a general election, all delegations which are in force and have been made by the Council in accordance with the Act. Delegations are required to be reviewed by 22 October 2017.

The existing Instrument of Delegation – Ferntree Gully Cemetery Trust Special Committee has been in force since 27 August 2013.

The existing Instrument of Delegation – Cemeteries and Crematories Act and Regulations has been in force since 27 August 2013.

2. DISCUSSION

The Ferntree Gully Cemetery Trust Special Committee (the Special Committee) was first established in 1998 and delegated the required powers to perform Council's duties in relation to the management of the Ferntree Gully Cemetery. The role, functions and powers of the Special Committee were last reviewed in September 2004.

When Council first took responsibility for the Cemetery, it was in a poor financial position and running at a loss. The Special Committee was charged with the responsibility of reviewing the Cemetery's operations in order to improve its financial position and reduce the financial burden to Council.

13.1 Review of Ferntree Gully Cemetery Trust Special Committee and Associated Delegations (cont'd)

The Special Committee has played an integral role in identifying projects such as the expansion of the cemetery to create the foothills lawn area and the introduction of the Ashes Garden and The Grove Niche Walls to support growth and the financial viability of the Cemetery. Through this expansion, and various capital improvements, the Committee, in consultation with Council, has been able to improve the Cemetery's financial position so that it can now fund its operations in the short to medium term

The Special Committee has instigated various improvement projects at the Cemetery including replacement of footpaths and the perimeter fencing. These works have made significant improvements to the amenity of the site and have been embraced by the local community as well as the families and friends who visit the site. The only outstanding items from the Special Committees annual work plan are the replacement of signage within the cemetery and upgrade to the entrance on Forest Road. These works have already been approved by the Committee and are currently being managed by staff. Once the construction of the entrance is complete there will be limited opportunity within the Cemetery for further growth or major beautification works.

Given the limited opportunity within the Cemetery for future strategic development, it is recommended that the Committee be sunset by revoking the Instrument of Delegation – Ferntree Gully Cemetery Trust Special Committee. Further, it is recommended that the powers, duties and functions contained in the Instrument of Delegation – Cemeteries and Crematories Act and Regulation be expanded to Council staff. This will enable the day to day operations of the cemetery to continue to be managed efficiently and without delay.

The Special Committee has been well served, since its inception in 1999, by three outstanding community representatives, Heather Kleesh, Kevin Knox and Tricia Kirk. They have demonstrated outstanding vision and commitment to the trust over 18 years. In sunseting the committee it is appropriate for Council to recognise and acknowledge their outstanding service.

A draft Instrument of Delegation has been prepared and is attached as Appendix A. All changes are based on the revocation of powers, duties and functions to the Special Committee and are shown using tracked changes.

3. CONSULTATION

No external consultation has been undertaken in relation to the Instrument of Delegation – Ferntree Gully Cemetery Trust Special Committee. The Special Committee was informed of the intention to recommend that the committee be sunsetted at a meeting on 20 September 2017.

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments. Said templates are then tailored to organisational requirements.

The draft Instrument of Delegation – Cemeteries and Crematories Act and Regulation has been prepared based on the advice provided by Maddocks Lawyers.

13.1 Review of Ferntree Gully Cemetery Trust Special Committee and Associated Delegations (cont'd)

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues associated with this delegation review.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Provision has been made in the cemetery budget for catering at special committee meetings and savings will be realised if the committee is wound up.

In addition to catering costs, there will also be savings in staff time and resources in the governance budget who support the operation of the special committee. These resources may be reallocated to provide governance services to the organisation.

The cost to prepare and adopt the Instruments of Delegation - Cemeteries and Crematories Act and Regulation (Appendix A) is minimal in nature and has been met within the current department budget.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report.

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

By adopting Instruments of Delegations, Council is able to streamline routine administrative matters whilst ensuring the highest level of accountability in the process.

This relates to Goal 8 of the Community and Council Plan 2017-2021; maintaining confidence in decision making. In particular, effective delegation facilitates Strategy 8.1 by building, strengthening and promoting good governance practices across Council.

8. CONCLUSION

It is recommended that Council revoke the Instrument of Delegation – Ferntree Gully Cemetery Trust Special Committee and sign and seal the revised Instrument of Delegation - Cemeteries and Crematories Act and Regulation. It is also appropriate to formally acknowledge and thank the three long serving community representative, Heather Kleesh, Kevin Knox and Tricia Kirk for their outstanding service to the Trust.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

13.1 Review of Ferntree Gully Cemetery Trust Special Committee and Associated Delegations (cont'd)

COUNCIL RESOLUTION

MOVED: CR. SEYMOUR

SECONDED: CR. KEOGH

That Council:

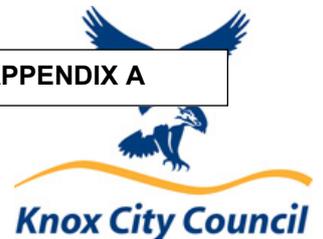
1. Resolves in exercise of the powers conferred by sections 86 and 87 of the Local Government Act 1989 that the Ferntree Gully Cemetery Trust Special Committee be sunset and the current Instrument of Delegation – Ferntree Gully Cemetery Trust Special Committee, sealed on 27 August 2013, be revoked.
2. Note the diligent and outstanding commitment of the Ferntree Gully Cemetery Trust Special Committee and formerly thank the long serving community members for their many years of dedicated service to the Ferntree Gully Cemetery.
3. Resolves in exercise of the powers conferred by section 98(1) of the Local Government Act 1989 and the other legislation referred to in the attached Instrument of Delegation – Cemeteries and Crematories Act and Regulations that –
 - a. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached Instrument of Delegation – Cemeteries and Crematories Act and Regulations (Appendix A), the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that instrument;
 - b. The Instrument of Delegation – Cemeteries and Crematories Act and Regulations (Appendix A) comes into force immediately the common seal of Council is affixed to the instrument;
 - c. On coming into force of the instrument the previous Instrument of Delegation – Cemeteries and Crematories Act and Regulations are revoked; and
 - d. The duties and functions set out in the Instrument of Delegation – Cemeteries and Crematories Act and Regulations (Appendix A) must be performed, and the powers set out in the instrument must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
4. Resolves to ensure completion of the outstanding items from the Special Committee's annual action plan within the next 12 months

13.1 Review of Ferntree Gully Cemetery Trust Special Committee and Associated Delegations (cont'd)**Resolution (cont'd)**

5. **Recognise and acknowledge the outstanding service of the Special Committee members with an appropriate letter of appreciation and gift**

CARRIED

Official Minutes of Knox City Council



INSTRUMENT OF DELEGATION COUNCIL TO COUNCIL STAFF – CEMETERIES & CREMATORIA

In exercise of the power conferred by section 98(1) and 86(3) of the *Local Government Act* 1989 and the other legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 25 September 2017; and
 - 2.2 the delegation:
 - 2.2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of Council; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or

- 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of section 98(1)(a)-(f) (inclusive) of the Act or otherwise; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.
3. In exercising any duty, function or power under this delegation the officer concerned will be mindful of the provisions under Division 1A – Conduct and Interests of the Local Government Act 1989.
- 3.1 The principles of these provisions will apply to delegated officers.
 - 3.2 Any disclosures under section 77A or 79 must be recorded in accordance with any guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of KNOX CITY COUNCIL

was affixed pursuant to an Order of the Council made on the ~~28 August 2017~~ 25 September 2017 in the presence of

Mayor

Chief Executive Officer

Councillor

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SCHEDULE

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### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8(1)(a)(ii)	power to manage one or more public cemeteries	Not Delegated	<ul style="list-style-type: none"> where appointed to manage cemetery by Governor in Council
s.12(1)	function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Ferntree Gully Cemetery Trust Special Committee Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	where council is a Class B cemetery trust
s.12(2)	duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	Ferntree Gully Cemetery Trust Special Committee Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	where council is a Class B cemetery trust

CEMETERIES AND CREMATORIA ACT 2003			
## The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.13	duty to do anything necessary or convenient to enable it to carry out its functions	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administration Officer Administration Officer Sexton	
s.15(1) and (2)	power to delegate powers or functions other than those listed	Chief Executive Officer	
s.15(4)	duty to keep records of delegations	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator – Governance <u>Governance Officer</u>	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(1)	power to employ any persons necessary	<u>Chief Executive Officer</u> Director - Corporate Development Manager - People Performance Coordinator - Employee Relations & Payroll Manager - Governance & Innovation Coordinator - Governance	
s.17(2)	power to engage any professional, technical or other assistance considered necessary	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s. 17(3)	power to determine the terms and conditions of employment or engagement	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	subject to any guidelines or directions of the Secretary

CEMETERIES AND CREMATORIA ACT 2003			
## The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.18(3)	duty to comply with a direction from the Secretary	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.19	power to carry out or permit the carrying out of works	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator – Governance <u>Senior Admin Support Officer</u> Sexton	
s.20(1)	duty to set aside areas for the interment of human remains	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> <u>Director - Corporate Development Manager - Governance & Innovation</u>	

CEMETERIES AND CREMATORIA ACT 2003			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.20(2)	power to set aside areas for the purposes of managing a public cemetery	Ferntree Gully Cemetery Trust Special Committee Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation	
s.20(3)	power to set aside areas for those things in paragraphs (a) – (e)	Ferntree Gully Cemetery Trust Special Committee Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation	
s.24(2)	power to apply to the Secretary for approval to alter the existing distribution of land	Ferntree Gully Cemetery Trust Special Committee Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation	
s.26(1)	power to make rules for or with respect to the general care, protection and management of a public cemetery		

CEMETERIES AND CREMATORIA ACT 2003			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.36	power to grant licences to enter and use part of the land or building in a public cemetery in accordance with this section	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager – Governance & Innovation</u>	subject to the approval of the Minister
s.37	power to grant leases over land in a public cemetery in accordance with this section	Not delegated	subject to the Minister approving the purpose
s.39(1)	power to fix fees and charges or a scale of fees and charges for its services in accordance with this section		subject to the approval of the Secretary under section 40 unless exempt under section 40A
s.39(3)	power to fix different fees and charges for different cases or classes of cases		
s.40	duty to notify Secretary of fees and charges fixed under section 39	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57(1)	duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	applies only to municipal councils, not cemetery trusts report must contain the particulars listed in s.57(2) report must be endorsed by <u>Ferntree Gully Cemetery Trust Special Committee Council</u>
s.59	duty to keep records for each public cemetery	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.60(1)	duty to make information in records available to the public for historical or research purposes	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
## The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.60(2)	power to charge fees for providing information	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u>	
s.64B(d)	power to permit interments at a reopened cemetery	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.66(1)	power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u>	the application must include the requirements listed in s.66(2)(a)–(d)
s.69	duty to take reasonable steps to notify of conversion to historic cemetery park	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.70(1)	duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.70(2)	duty to make plans of existing place of interment available to the public	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.71(1)	power to remove any memorials or other structures in an area to which an approval to convert applies	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u> Sexton	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.71(2)	power to dispose of any memorial or other structure removed	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u> Sexton	
s.72(2)	duty to comply with request received under section 72	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer	
s.73(1)	power to grant a right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.73(2)	power to impose conditions on the right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.75	power to grant the rights of interment set out in subsections (a) and (b)	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.76(3)	duty to allocate a piece of interment if an unallocated right is granted	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.77(4)	power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.80(1)	function of receiving notification and payment of transfer of right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.80(2)	function of recording transfer of right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.82(2)	duty to pay refund on the surrender of an unexercised right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer	
s.83(2)	duty to pay refund on the surrender of an unexercised right of interment (sole holder)	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer	
s.83(3)	power to remove any memorial and grant another right of interment for a surrendered right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(1)	function of receiving notice of surrendering an entitlement to a right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.85(1)	duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer <u>Administration Officer</u>	the notice must be in writing and contain the requirements listed in s.85(2)
s.85(2)(b)	<u>duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u> <u>Senior Administrative Officer</u> <u>Administrative Officer</u>	<u>applies where Council appointed to manage cemetery as though it were a cemetery trust.</u> <u>does not apply where right of interment relates to remains of a deceased veteran.</u>

CEMETERIES AND CREMATORIA ACT 2003			
## The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
85(2)(c)	<p><u>power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or;</u></p> <p><u>remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.</u></p>	<p><u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u></p>	<p><u>may only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment</u></p> <p><u>applies where Council appointed to manage cemetery as though it were a cemetery trust.</u></p>
s.86	power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	<p><u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Sexton</p>	
s.86(2)	power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	<p><u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance</p>	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86(3)(a)	power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.86(3)(b)	power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.86(4)	power to take action under s.86(4) relating to removing and re-interring cremated human remains	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.86(5)	duty to provide notification before taking action under s.86(4)	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer	
s 86A	duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer	
s.87(3)	duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.88	function to receive applications to carry out a lift and re-position procedure at a place of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.89(1)	power to approve or refuse an application for a lift and re-position procedure in accordance with subsection (2) & (3)		can only be delegated to members of a committee established under section 86 of the Local Government Act 1989
s.90	power to authorise a person without an exhumation licence to carry out a lift and re-position procedure as set out in section 90(1)(a)-(d)		can only be delegated to members of a committee established under section 86 of the Local Government Act 1989
s.91(1)	power to cancel a right of interment in accordance with this section	Ferntree Gully Cemetery Trust Special Committee <u>Not Delegated</u>	
s.91(3)	duty to publish notice of intention to cancel right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.92	power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.98(1)	function of receiving application to establish or alter a memorial or a place of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.99	power to approve or refuse an application made under section 98, or to cancel an approval	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	in consultation with Sexton

CEMETERIES AND CREMATORIA ACT 2003			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.99(4)	duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	In consultation with Sexton
s.100(1)	power to require a person to remove memorials or places of interment	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.100(2)	power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Sexton	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.100(3)	power to recover costs of taking action under section 100(2)	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	
s.102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	Not Delegated	
s.102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	Not Delegated	
s.103(1)	power to require a person to remove a building for ceremonies	Ferntree Gully Cemetery Trust Special Committee Not Delegated	

CEMETERIES AND CREMATORIA ACT 2003			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.103(2)	power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation	
s.103(3)	power to recover costs of taking action under section 103(2)	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> <u>Director - Corporate Development Manager - Governance & Innovation</u>	
s.106(1)	power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	In consultation with Chairperson, Ferntree Gully Cemetery Trust Special Committee <u>Council</u>

CEMETERIES AND CREMATORIA ACT 2003			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.106(2)	power to require the holder of the right of interment to provide for an examination	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	In consultation with Chairperson, Ferntree Gully Cemetery Trust Special Committee <u>Council</u>
s.106(3)	power to open and examine the place of interment if section 106(2) not complied with	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	In consultation with Chairperson, Ferntree Gully Cemetery Trust Special Committee <u>Council</u>
s.106(4)	power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	In consultation with Chairperson, Ferntree Gully Cemetery Trust Special Committee <u>Council</u>
<u>s.107(1)</u>	<u>power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u>	<u>In consultation with Council</u>

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.107(2)	<u>power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u>	<u>In consultation with Council</u>
s.108	power to recover costs and expenses	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	In consultation with Chairperson, Ferntree Gully Cemetery Trust Special Committee <u>Council</u>
s.109(1)(a)	power to open, examine and repair a place of interment	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	where the holder of right of interment or responsible person cannot be found In consultation with Chairperson, Ferntree Gully Cemetery Trust Special Committee <u>Council</u>
s.109(1)(b)	power to repaid a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	where the holder of right of interment or responsible person cannot be found In consultation with Chairperson, Ferntree Gully Cemetery Trust Special Committee <u>Council</u>

CEMETERIES AND CREMATORIA ACT 2003

~~##~~ The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.109(2)	power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	where the holder of right of interment or responsible person cannot be found In consultation with Chairperson, Ferntree Gully Cemetery Trust Special Committee <u>Council</u>
s.110(1)	power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	Ferntree Gully Cemetery Trust Special Committee <u>Not Delegated</u>	
<u>s.110(2)</u>	<u>power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary</u>	<u>Not Delegated</u>	
s. 110A	power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	<u>Not Delegated</u>	

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.111	power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	<p>Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u></p> <p><u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u></p>	
s.112	power to sell and supply memorials	<p><u>Chief Executive Officer</u></p> <p>Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer</p>	
s.116(4)	duty to notify the Secretary of an interment authorisation granted	<p><u>Chief Executive Officer</u></p> <p>Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance</p>	

CEMETERIES AND CREMATORIA ACT 2003			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116(5)	power to require an applicant to produce evidence of the right of interment holder's consent to application	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.118	power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.119	power to set terms and conditions for interment authorisations	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.145	duty to comply with an order made by the Magistrates' Court or a coroner	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.150 & 152(1)	power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
s.151	function of receiving applications to inter or cremate body parts	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
### The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.152(2)	power to impose terms and conditions on authorisation granted under section 150.	<u>Chief Executive Officer</u> Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	
Schedule 1 clause 8(3)	power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u>	where council is a Class B cemetery trust Meetings held in accordance with meeting procedure local law
Schedule 1 clause 8(8)	power to regulate own proceedings	Ferntree Gully Cemetery Trust Special Committee <u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u>	where council is a Class B cemetery trust Meetings held in accordance with meeting procedure local law subject to clause 8

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS & LIMITATIONS</u>
r.24	duty to ensure that cemetery complies with depth of burial requirements	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u> <u>Senior Administrative Officer</u> <u>Administrative Officer</u> <u>Sexton</u>	
r.25	duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u> <u>Senior Administrative Officer</u> <u>Administrative Officer</u> <u>Sexton</u>	

CEMETERIES AND CREMATORIA REGULATIONS 2015			
<u>##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)</u>			
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS & LIMITATIONS</u>
r.36	<u>duty to provide statement that alternative vendors or supplier of monuments exist</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u> <u>Senior Administrative Officer</u> <u>Administrative Officer</u>	
r. 40	<u>power to approve a person to play sport within a public cemetery</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator – Governance</u>	
r. 41(1)	<u>power to approve fishing and bathing within a public cemetery</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator – Governance</u>	
r. 42(1)	<u>power to approve hunting within a public cemetery</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator – Governance</u>	

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS & LIMITATIONS</u>
r. 43	<u>power to approve camping within a public cemetery</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator – Governance</u>	
r. 45(1)	<u>power to approve the removal of plants within a public cemetery</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator – Governance</u>	
r.46	<u>power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator – Governance</u>	
r. 47(3)	<u>power to approve the use of fire in a public cemetery</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u>	

CEMETERIES AND CREMATORIA REGULATIONS 2015			
<u>##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)</u>			
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS & LIMITATIONS</u>
r.48(2)	<u>power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator – Governance</u>	<u>In consultation with Sexton</u>
<u>Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules</u>			
<u>Schedule 2, clause 4</u>	<u>power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator – Governance</u>	<u>see note above regarding model rules</u>
<u>Schedule 2, clause 5(1)</u>	<u>duty to display the hours during which pedestrian access is available to the cemetery</u>	<u>Chief Executive Officer</u> <u>Director - Corporate Development</u> <u>Manager - Governance & Innovation</u> <u>Coordinator - Governance</u> <u>Sexton</u>	<u>see note above regarding model rules</u>

CEMETERIES AND CREMATORIA REGULATIONS 2015			
<u>##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)</u>			
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS & LIMITATIONS</u>
Schedule 2, clause 5(2)	duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	see note above regarding model rules
Schedule 2, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted	Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer Sexton	see note above regarding model rules
Schedule 2, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials	Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	see note above regarding model rules In consultation with Sexton

CEMETERIES AND CREMATORIA REGULATIONS 2015			
<u>##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)</u>			
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS & LIMITATIONS</u>
Schedule 2, clause <u>8</u>	<u>power to approve certain mementos on a memorial</u>	Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Senior Administrative Officer Administrative Officer	<u>see note above regarding model rules</u>
Schedule 2, clause <u>11(1)</u>	<u>power to remove objects from a memorial or place of interment</u>	Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Sexton	<u>see note above regarding model rules</u>
Schedule 2, clause <u>11(2)</u>	<u>duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner</u>	Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Sexton	<u>see note above regarding model rules</u>

CEMETERIES AND CREMATORIA REGULATIONS 2015			
<u>##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)</u>			
<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS & LIMITATIONS</u>
Schedule 2, clause 12	<u>power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies</u>	Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Sexton	<u>see note above regarding model rules</u>
Schedule 2, clause 14	<u>power to approve an animal to enter into or remain in a cemetery</u>	Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance	<u>see note above regarding model rules</u>
Schedule 2, clause 16(1)	<u>power to approve construction and building within a cemetery</u>	<u>Not Delegated</u>	<u>see note above regarding model rules</u> <u>Does not apply to a Cemetery Trust when carrying out its own functions or to an employee, agent or contractor of the Cemetery Trust</u>
Schedule 2, clause 17(1)	<u>power to approve action to disturb or demolish property of the cemetery trust</u>	<u>Not Delegated</u>	<u>see note above regarding model rules</u>

CEMETERIES AND CREMATORIA REGULATIONS 2015

##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
<u>PROVISION</u>	<u>THING DELEGATED</u>	<u>DELEGATE</u>	<u>CONDITIONS & LIMITATIONS</u>
Schedule 2, clause 18(1)	power to approve digging or planting within a cemetery	Chief Executive Officer Director - Corporate Development Manager - Governance & Innovation Coordinator - Governance Sexton	see note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2005

[[#These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Note: ~~these Regulations are due to expire on 28 June 2015~~

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.17	power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)		
r.18(1)	power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator		
r.18(2)	duty to ensure any fittings removed of are disposed in an appropriate manner		
r.19	power to dispose of any metal substance or non-human substance recovered from a cremator		
r.20(2)	power to release cremated human remains to certain persons		Subject to any order of a court
r.21(1)	duty to make cremated human remains available for collection within 2 working days after the cremation		
r.21(2)	duty to hold cremated human remains for at least 12 months from the date of cremation		

CEMETERIES AND CREMATORIA REGULATIONS 2005

[[#These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Note: ~~these Regulations are due to expire on 28 June 2015~~

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r.21(3)	power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation		
r.21(4)	duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period		
r.22	duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)		
r.26	duty to provide statement that alternative vendors or supplier of monuments exist		
r.36	power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)		
r.38(2)	power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area		
Schedule 6, clause 4	power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 6		

CEMETERIES AND CREMATORIA REGULATIONS 2005

[[#These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Note: ~~these Regulations are due to expire on 28 June 2015~~

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 6, clause 5(1)	duty to display the hours during which pedestrian access is available to the cemetery		
Schedule 6, clause 5(2)	duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to these hours		
Schedule 6, clause 6(1)	power to give directions regarding the manner in which a funeral is to be conducted		
Schedule 6, clause 7(1)	power to give directions regarding the dressing of places of interment and memorials		
Schedule 6, clause 11(1)	power to remove objects from a memorial or place of interment		
Schedule 6, clause 11(2)	duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner		
Schedule 6, clause 12	power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies		

CEMETERIES AND CREMATORIA REGULATIONS 2005

~~##These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act 2003*, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)~~

Note: ~~these Regulations are due to expire on 28 June 2015~~

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Schedule 6, clause 14	power to approve an animal to enter into or remain in a cemetery		

ALL WARDS**13.2 ENDORSEMENT OF MAV STATE COUNCIL MOTION**

SUMMARY: *Governance Officer (Kirstin Ritchie)*

This report seeks endorsement of the Municipal Association of Victoria (MAV) motion submitted by Knox City Council to the MAV State Council meeting on 20 October 2017.

RECOMMENDATION

That Council endorse the Access to Landfill Levy funds for rehabilitation of closed landfills motion to be presented to the MAV State Council meeting on 20 October 2017, as contained in Appendix A.

1. INTRODUCTION

The MAV is the statutory peak body for local governments in Victoria with a key role of advocating local government interests to the State Government. The MAV has written to Victorian Councils seeking submissions of motions for consideration at the MAV State Council meeting to be held on 20 October 2017.

Attached to this report at Appendix A is the proposed motion.

2. DISCUSSION

The MAV State Council Meeting considers motions of statewide significance to local government submitted by Victorian municipalities. Motions that are carried at State Council become Resolutions, which are taken into consideration by the MAV Board when setting the strategic workplan and advocacy program for the MAV. State Council meetings provide a valuable opportunity for Council to explore and develop statewide and national approaches across a range of issues.

The following proposed motion is submitted to Council for endorsement:

- Access to Landfill Levy funds for rehabilitation of closed landfills

Motions were required to be submitted with the MAV by 22 September 2017. The proposed motion was prepared and lodged in accordance with this timeframe, following consultation with Councillors. Should Council not endorse or amend the proposed motion it can be withdrawn or amended up until 29 September.

3. CONSULTATION

Councillors were advised of the forthcoming MAV meeting and provided an opportunity to identify motions for consideration and endorsement.

13.2 Endorsement of MAV State Council Motion (cont'd)**4. ENVIRONMENTAL/AMENITY ISSUES**

There are no direct environmental or amenity issues associated with the preparation of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with this report.

6. SOCIAL IMPLICATIONS

Council plays a key advocacy role on behalf of the community. Participation at this forum assists Council to build strong relationships with other levels of government and develop statewide and national approaches across a range of areas.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The MAV State Council considers a wide range of motions that will have relevance to the City Plan.

8. CONCLUSION

Contributing to the MAV State Council meeting ensures that Council's views are represented at a state and national level.

9. CONFIDENTIALITY

There are no issues of confidentiality associated with this report.

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. MORTIMORE

That Council endorse the Access to Landfill Levy funds for rehabilitation of closed landfills motion to be presented to the MAV State Council meeting on 20 October 2017, as contained in Appendix A.

CARRIED

MAV State Council Meeting – 20 October 2017

To submit a motion for consideration by State Council on Friday, 20 October 2017, please complete this form and email to the **State Council** email address S2@mav.asn.au, **no later than 22 September**. Please note, motions received by **14 September** (early motions) will be distributed to all MAV representatives on **15 September**. Submitters may amend their own motions up to 5pm on **29 September**.

Motion

Access to Landfill Levy funds for rehabilitation of closed landfills

Submitted by: Knox City Council

MOTION:

MAV calls on the Victorian Government to implement an ‘as of right’ annual return of a proportion of the landfill levy funds to each Council for spending on programs consistent with priorities in the Sustainability Fund Priority Statement Framework as well as a direct funding contribution for projects related to the rehabilitation of closed landfills.

MAV Strategic Work Plan (SWP):

Indicate whether or not the subject matter of your motion is included in the MAV SWP 2017-19.

Is the subject matter of this motion included in the SWP?	Yes
If yes, identify the following:	
Objective No.	1
Priority No.	3
Item No.	P3

RATIONALE:

The wording of this motion is from correspondence to The Minister for Energy, Environment and Climate Change dated 9 June 2017 from Whitehorse City Council. Knox City Council is having to use Council funds for the rehabilitation of our two closed landfills which should be funded from the landfill levy. The landfill rehabilitation is consistent with the Victorian Government objective in using landfill levy funds to protect the environment.

Note: Motions must be submitted by **one council but may be supported by other councils. The council submitting the motion will need to supply written confirmation from any council(s) listed as supporting the motion. All relevant background information in support of the motion should be included in the space provided for the rationale and not in attachments. **The motion and rationale should be no longer than one page.***

COUNCILLOR HOLLAND VACATED THE CHAMBER AT 9.08PM PRIOR TO DISCUSSION ON ITEM 14.1.2

COUNCILLOR KEOGH VACATED THE CHAMBER AT 9.09PM PRIOR TO DISCUSSION ON ITEM 14.1.2

COUNCILLOR LOCKWOOD VACATED THE CHAMBER AT 9.09PM PRIOR TO DISCUSSION ON ITEM 14.1.2

COUNCILLOR LOCKWOOD RETURNED TO THE CHAMBER AT 9.10PM PRIOR TO THE VOTE ON ITEM 14.1.2

COUNCILLOR HOLLAND RETURNED TO THE CHAMBER AT 9.11PM PRIOR TO THE VOTE ON ITEM 14.1.2

COUNCILLOR KEOGH RETURNED TO THE CHAMBER AT 9.11PM PRIOR TO THE VOTE ON ITEM 14.1.2

14. URGENT BUSINESS

14.1 URGENT BUSINESS

Nil.

14.2 CALL UP ITEMS

14.2.1 ACCESSIBLE HOUSING FOR OLDER AUSTRALIANS

COUNCIL RESOLUTION

MOVED: CR. GILL

SECONDED: CR. SEYMOUR

That Council receive a report at the 27 November 2017 Ordinary Meeting of Council outlining:

1. The currently policy requirements relating to liveable, accessible and adaptable housing for older Australians.
2. The process required to develop a new policy to influence the design of dwellings in Knox to ensure dwellings meet the changing needs of occupants across their lifetime, including people with a disability, ageing residents, people with temporary injuries, and families with young children.

14.2.1 Accessible Housing For Older Australians (Cont'd)

3. The changing demographic profile of Knox particular the older demographic and the implications for dwelling design.
4. An overview of the Liveable Housing Design Guidelines 2012 from Liveable Housing Australia and the Liveable and Adaptable House Guidelines in the Federal Government's Your Home website.

CARRIED

14.2.2 CHARGE POINTS FOR ELECTRIC VEHICLES**COUNCIL RESOLUTION**

MOVED: CR. LOCKWOOD

SECONDED: CR. MORTIMORE

That a report be prepared for the December 2017 Ordinary Meeting of Council that investigates the feasibility of installing of charging points for electric and hybrid vehicles at the Knox Civic Centre and in new community infrastructure where appropriate.

CARRIED

14.2.3 GRAFFITI MANAGEMENT FRAMEWORK**COUNCIL RESOLUTION****MOVED: CR. TAYLOR****SECONDED: CR. MORTIMORE**

That a report be prepared for consideration at the February 2018 Issues Briefing meeting that provides information, costs and recommendations on preparing a single Knox Graffiti Management Framework and Communications Plan, including consideration of:

- Council's current Graffiti Management Framework;
- Effective community communication methods;
- Integration of Council's Graffiti Management activities including use of covert cameras and the role they play in prevention;
- Benchmarking with other Councils including Nillimbuk, Yarra, Frankston, Melbourne and Port Phillip regarding Graffiti Management Framework communications approaches;
- Investigate the viability and benefits of a dedicated Community Safety/ Graffiti Support Officer;
- Current resources provided by Knox City Council, including use of covert cameras and role they play in prevention;
- Promotion of community reporting and involvement;
- Resourcing to support an enhanced community graffiti management and communication plan;
- Council's Community Safety and Development Service Plan 2017; and
- Consultation with Council's Community Safety Advisory Committee.

CARRIED

COUNCILLOR TAYLOR VACATED THE CHAMBER AT 9.31PM DURING DISCUSSION ON ITEM 14.2.4

14.2.4 SUNSHINE COAST COUNCIL SOLAR FARM AND OPPORTUNITIES FOR KNOX

COUNCIL RESOLUTION

MOVED: CR. GILL

SECONDED: CR. MORTIMORE

That a report be prepared for the March 2018 Ordinary Meeting of Council outlining:

1. Details about the Sunshine Coast Solar Farm including:
 - Project location, overall investment and business case;
 - Any contribution of funding from Federal or Queensland government;
 - Opportunities for Knox and other interested Councils to collaborate on a similar local project;
2. Related to the above, information about an opportunity for Knox Council to advance renewable energy through projects such as Solar Savers.
3. How much electricity and money has been saved by Council's energy efficient measures to date.
4. The financial benefit to Council should the current 1, 4 or 10 year cap on measuring the benefits of the Revolving Energy Fund be removed.

CARRIED

COUNCILLOR TAYLOR RETURNED TO THE CHAMBER AT 9.34PM DURING DISCUSSION ON ITEM 14.2.5

14.2.5 SOLAR PANELS AND ELECTRICITY GENERATION

COUNCIL RESOLUTION

MOVED: CR. LOCKWOOD

SECONDED: CR. KEOGH

That a report be prepared for the December 2017 Ordinary Meeting of Council that investigates:

- 1. The feasibility of utilising as much roof area as possible at the Civic Centre Precinct (Civic Centre, Eastgate North and South buildings) to capture solar power for use by Knox City Council; and**
- 2. The feasibility of Council utilising solar power to assist in providing electricity for its street lights.**

CARRIED

15. QUESTIONS WITHOUT NOTICE

Councillor Seymour asked whether the Mayor or CEO could advise her if the letters of acknowledgement to Queen's Birthday OAM recipients, as detailed at the June Ordinary Council meeting, have been sent. Councillor Seymour requested that, if they have not, they are sent before the event in October.

The Chief Executive Officer determined to look into this matter further.

MEETING CLOSED AT 9.38P.M.

Minutes of Meeting confirmed at the
Ordinary Meeting of Council
held on
Monday 23 October 2017

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Chairperson