

# MINUTES



## Ordinary Meeting of Council

Held via Zoom

On

Monday 21 September 2020

The Agenda for the Ordinary Meeting of Council, Monday 21 September 2020, forms part of these Minutes and is attached in full at the end of the Minutes.

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

The meeting commenced at 7:06 pm.

**PRESENT:**

<i>Cr N Seymour (Mayor)</i>	<i>Tirhatuan Ward</i>
<i>Cr P Lockwood</i>	<i>Baird Ward</i>
<i>Cr J Mortimore</i>	<i>Chandler Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr J Keogh</i>	<i>Dobson Ward</i>
<i>Cr A Gill (arrived at 7.17pm)</i>	<i>Dinsdale Ward</i>
<i>Cr T Holland (arrived at 7.53pm)</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Mr T Doyle</i>	<i>Chief Executive Officer</i>
<i>Mr G Thorne</i>	<i>Director – Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Development, Interim Governance</i>
<i>Ms T Scicluna</i>	<i>Director – Community Services</i>
<i>Ms S Mazer</i>	<i>Director - Knox Central, Interim Transformation and Customer Service</i>
<i>Ms S Stanton</i>	<i>Executive Manager - Strategy, People and Culture, Interim Information Technology</i>
<i>Mr P McQue</i>	<i>Manager, Governance</i>

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

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

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## 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, Councillor Timmers-Leitch declared a conflicting personal interest in relation to Item 9.6 Community Development Fund Grants Panel Recommendations 2020, noting that she was a former President of one of the applicant organisations and continues to have a family connection to that organisation.*

*Pursuant to Section 79 of the Local Government Act 1989, Councillor Keogh declared a conflict of interest in relation to Item 13.1 State Basketball Centre - Memorandum of Understanding and 13.2 State Basketball Centre - Funding Agreement noting he held an affiliation with one of the organisations.*

*Pursuant to Section 79 of the Local Government Act 1989, Councillor Gill declared a conflict of interest in relation to Item 6.3 13 Edward Street Upper Ferntree Gully (Refer to Item 5.8)*

## 3 Confirmation of Minutes

### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Lockwood

**Confirmation of Minutes of Ordinary Meeting of Council held on Monday 24 August 2020 and the Special Meeting of Council held on Monday 31 August 2020.**

### **CARRIED**

## 4 Petitions and Memorials

Nil.

## 5 Reports by Councillors

### 5.1 Councillor Pearce

Councillor Pearce reported attending the following meetings:

- Lysterfield Quarry Community Reference Group Meeting
- ICT Governance Committee Meeting

Councillor Pearce also:

- Noted the State Government had issued a fact sheet indicating quarries were on their priority list and that proper planning processes should be followed by quarry operators, but that the Minister for Planning may “call in” priority applications in the event of unreasonable delays. Councillor Pearce noted this could impact upon Knox.

### 5.2 Councillor Cooper

Councillor Cooper:

- Encouraged residents and ratepayers to look into support options offered by Council regarding business support and assistance.

### 5.3 Councillor Keogh

Councillor Keogh:

- Acknowledged the planning application regarding 13 Edward Street Upper Ferntree Gully that had generated concern in the community.
- Noted that he had experienced an increase in calls regarding rates notices, and that while he understand some were very unhappy about the rates increase, it was agreed by the majority of Councillors.

### 5.4 Councillor Timmers-Leitch

Councillor Timmers-Leitch reported attending the following meetings:

- MAV Cyber Safety for Councillors and Dealing with Cyber Bullying
- Women on the Go Meeting
- Fairpark Community Hub Stakeholders Meeting
- Vision for Knox Community Forum
- Recreation and Leisure Advisory Committee Meeting
- Knox Hockey Club Working Group Meeting
- Youth Advisory Committee Meeting

Councillor Timmers-Leitch also:

- Thanked residents who had recently participated in the Vision for Knox Community Consultation.
- Noted families are enjoying the chance to return to playgrounds and urged residents to continue to adhere to social distancing and hygiene measures when doing so.

## **5.5 Councillor Lockwood**

Councillor Peter Lockwood reported attending the following meetings:

- Eastern Regional Libraries Zoom Meeting
- Vision for Knox- Community Forum
- Fairpark Reserve Multi Purpose Community Facility Stakeholder Meeting
- Knox Multicultural Advisory Committee Meeting
- ICT Governance Committee Meeting

Councillor Lockwood also:

- Thanked community members of the Committees he serve on for their participation and associated Council staff members for their work supporting the Committees.
- Noted there had been a number of tree and dog issues raised with him in the past month and thanked Council staff for addressing those matters.
- Thanked senior staff and colleagues for their support over the last four years, and particularly the Personal Assistant to the Mayor & Councillors.

## **5.6 Councillor Holland**

Councillor Tony Holland reported attending the following meetings:

- Recreation and Leisure Committee Meeting

## **5.7 Councillor Mortimore**

Councillor Mortimore reported attending the following meetings:

- MAV Metro East Regional Meeting
- Eastern Regional Libraries Meeting
- MAV Representative Forum
- Knox Active Ageing Advisory Committee Meeting

Councillor Mortimore also:

- Praised the work of Eastern Regional Libraries (ERL) in adapting to new demands throughout the COVID-19 pandemic, and thanked ERL for their ongoing support of the community.

## 5.8 Councillor Gill

Councillor Gill entered the meeting at 7.17pm during Item 5.

Councillor Gill declared a conflict of interest in Item 6.3, 13 Edward Street, Upper Ferntree Gully noting it had recently been brought to his attention that he had previously dealings with the owner of the property.

## 5.9 Councillor Seymour

Councillor Nicole Seymour reported attending the following meetings:

- MAV Metro East Regional Meeting
- Women on the Go Event
- EastHub Business Support Group
- VLGA Connect Live Panel Discussion: Election-Related Integrity Issues and New Local Government Standards of Conduct
- Vision for Knox Community Forum
- 2020 MAV Representative Forum
- ICT Governance Committee Meeting
- Knox Active Ageing Advisory Committee Meeting
- Melbourne Mayors Coronavirus Response Meeting
- Mayors Briefing- Local Public Health Units

Councillor Seymour also

- Acknowledged mixed feedback in relation to Council decision to increase rates.
- Noted there had been an increase in tree issues in the municipality due to recent storms.
- Noted an increase in the number of snake sightings around the Dandenong Creek corridor.

Councillor Seymour also acknowledged that Councillor Gill had indicated he would not be seeking re-election and acknowledged his service to the Knox community throughout his tenure as a Councillor. Councillor Seymour acknowledged his efforts and passion particularly in relation to financial assistance for pensioners, early years services, libraries and a range of capital works projects. Councillor Seymour thanked Councillor Gill on behalf of Council for his effort and contribution as the Councillor for the Dinsdale Ward.

6 City Development and Governance Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation 1 August to 31 August 2020

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

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

**RECOMMENDATION**

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

**RESOLUTION**

**MOVED: Councillor Cooper**

**SECONDED: Councillor Timmers-Leitch**

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

**CARRIED**

## 6.2 Knox Municipal Development Contributions Plan Report

### **SUMMARY: Senior Strategic Planner, City Futures, Jo Liu**

The Development Contributions Plan (DCP) is a mechanism within the Planning and Environment Act 1987 that enables councils to collect levies from new development towards the cost of infrastructure. The Knox Municipal Development Contributions Plan has been prepared in accordance with the Planning and Environment Act 1987, the Victorian Government's Development Contribution Guidelines 2007 and Ministerial Directions on the Preparation and Content of DCPs (11 October 2016).

An amendment to the Knox Planning Scheme is required to implement the DCP. The proposed Planning Scheme Amendment C186knox will seek to apply Victorian Planning Provision Clause 45.06 - Development Contributions Plan Overlay (DCPO) to all land within the municipality, with exemptions where appropriate, and include the DCP as an Incorporated Document within the Knox Planning Scheme.

Subject to Ministerial authorisation, Amendment C186knox and the associated supporting documents will be placed on public exhibition in accordance with the requirements of Section 19 of the Planning and Environment Act 1987. The community and relevant stakeholders will have an opportunity to make a submission to the amendment.

Following public exhibition, Council can consider the exhibition outcomes, including submissions and determine whether to make any changes to the amendment and the Knox Municipal DCP in response to submissions, refer submissions to an independent Planning Panel, or abandon the amendment.

### **RECOMMENDATION**

That Council:

1. Adopt the Knox Municipal Development Contributions Plan (Attachment 1) and endorse the draft Amendment C186knox documents (Attachment 3), for the purpose of seeking Ministerial authorisation to prepare and exhibit the amendment to implement the Knox Municipal DCP.
2. Adopt the Knox Municipal DCP Background Report (Attachment 2) for the purpose of public exhibition.
3. Request authorisation from the Minister for Planning to prepare and exhibit Amendment C186knox to the Knox Planning Scheme in accordance with Section 8A of the Planning and Environment Act 1987.
4. Authorise the Director City Development - Interim Finance and Governance to:
  - a. make adjustments to the Knox Municipal DCP, associated Background Report and amendment documents to reflect Council's position on the Bayswater and/or Boronia Multi-purpose Community Facility project(s) prior to exhibiting the amendment.
  - b. make any further minor editorial changes to the Knox Municipal DCP, associated Background Report and the amendment documents, where the changes do not alter the intent of the amendment.

5. Subject to receiving authorisation from the Minister for Planning, place Amendment C186knox and the associated supporting documents for public exhibition in accordance with Section 19 of the Planning and Environment Act 1987. Note that the supporting documents include:
  - a. Council's Capital Works Program 2019-23 and Long Term Financial Forecast 2019-28 (Attachment 4);
  - b. justification documents as listed in the Knox Municipal DCP; and
  - c. other documents as requested by the Minister for Planning.

## **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Mortimore

**That Council:**

1. **Adopt the Knox Municipal Development Contributions Plan (Attachment 1) and endorse the draft Amendment C186knox documents (Attachment 3), for the purpose of seeking Ministerial authorisation to prepare and exhibit the amendment to implement the Knox Municipal DCP.**
2. **Adopt the Knox Municipal DCP Background Report (Attachment 2) for the purpose of public exhibition.**
3. **Request authorisation from the Minister for Planning to prepare and exhibit Amendment C186knox to the Knox Planning Scheme in accordance with Section 8A of the Planning and Environment Act 1987.**
4. **Authorise the Director City Development - Interim Finance and Governance to:**
  - a. **make adjustments to the Knox Municipal DCP, associated Background Report and amendment documents to reflect Council's position on the Bayswater and/or Boronia Multi-purpose Community Facility project(s) prior to exhibiting the amendment.**
  - b. **make any further minor editorial changes to the Knox Municipal DCP, associated Background Report and the amendment documents, where the changes do not alter the intent of the amendment.**
5. **Subject to receiving authorisation from the Minister for Planning, place Amendment C186knox and the associated supporting documents for public exhibition in accordance with Section 19 of the Planning and Environment Act 1987. Note the supporting documents include:**
  - a. **Council's Capital Works Program 2019-23 and Long Term Financial Forecast 2019-28 (Attachment 4);**
  - b. **justification documents as listed in the Knox Municipal DCP; and**
  - c. **other documents as requested by the Minister for Planning.**

**CARRIED**

### 6.3 13 Edward Street, Upper Ferntree Gully

**SUMMARY: Senior Planning Officer, Merette Shenouda**

Planning Application P/2019/7512 for the use and development of the land for a retirement village, and the removal of vegetation at 13 Edward Street, Upper Ferntree Gully.

Councillor Gill left the meeting at 7:36 pm having previously declared a conflict of interest in relation to this item.

**RECOMMENDATION (SUMMARY)**

That Council issue a Notice of Refusal for the use and development of the land for a retirement village and vegetation removal at 13 Edward Street, Upper Ferntree Gully subject to the grounds of refusal detailed in the full recommendation in section 10 below.

**10. RECOMMENDATION**

That Council issue a Notice of Refusal for the use and development of the land for a retirement village and removal of vegetation at 13 Edward Street, Upper Ferntree Gully based on the following refusal grounds:

1. The proposal is inconsistent with the purpose and decision guidelines of the Neighbourhood Residential Zone – Schedule 1 (Clause 32.09).
2. The proposal's scale and intensity is inconsistent with the State and Local Policy considerations, including:
  - a. Clause 15 (Built Environment and Heritage);
  - b. Clause 21.03 (Environmental and Landscape Values);
  - c. Clause 21.05 (Built Environment and Heritage); and
  - d. Clause 21.10 (Local Areas).
3. The proposed area covered by buildings exceeds the mandatory maximum of 40% required by the Design and Development Overlay – Schedule 1 (Clause 43.02) and the proposal is inconsistent with the design objectives of the Design and Development Overlay – Schedule 1 (Clause 43.02).
4. The proposal's positioning, height, bulk, materials, extent of vegetation removal and landscape outcomes is inconsistent with the objectives and guidelines of the Significant Landscape Overlay - Schedule 2 (Clause 42.03).

**RESOLUTION**

**MOVED: Councillor Keogh**

**SECONDED: Councillor Seymour**

**That Council issue a Notice of Refusal for the use and development of the land for a retirement village and removal of vegetation at 13 Edward Street, Upper Ferntree Gully based on the following refusal grounds:**



1. The proposal is inconsistent with the purpose and decision guidelines of the Neighbourhood Residential Zone – Schedule 1 (Clause 32.09).
2. The proposal's scale and intensity is inconsistent with the State and Local Policy considerations, including:
  - a. Clause 15 (Built Environment and Heritage);
  - b. Clause 21.03 (Environmental and Landscape Values);
  - c. Clause 21.05 (Built Environment and Heritage); and
  - d. Clause 21.10 (Local Areas, including Dandenong Foothills).
3. The proposed area covered by buildings exceeds the mandatory maximum of 40% required by the Design and Development Overlay – Schedule 1 (Clause 43.02) and the proposal is inconsistent with the design objectives of the Design and Development Overlay – Schedule 1 (Clause 43.02).
4. The proposal's positioning, height, bulk, materials, extent of vegetation removal and landscape outcomes is inconsistent with the objectives and guidelines of the Significant Landscape Overlay - Schedule 2 (Clause 42.03).

**CARRIED**

A Division was called by Councillor Seymour

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

Against the motion: nil

Abstention: nil

**CARRIED 7:0**

Councillor Gill returned to the meeting at 7.48pm.

## 6.4 Ferntree Gully Cemetery Trust Annual Report for the Year Ended 30 June 2020

### **SUMMARY: Coordinator Governance, Andrew Dowling**

This report presents the Knox City Council, as Trustee for the Ferntree Gully Cemetery, relevant statutory documentation pertaining to the 2019-20 financial year of operations for consideration and adoption, prior to submission to the Department of Health and Human Services.

### **RECOMMENDATION**

That Council as the Trustee for the Ferntree Gully Cemetery Trust:

1. Receive and note the audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2020 (Attachment 1);
2. Receive and note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2); and
3. Adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2019-20 financial year (Attachment 3) and authorise Councillors \_\_\_\_\_ , \_\_\_\_\_ and \_\_\_\_\_ to sign the accounts on behalf of the Trust for submission to the Department of Health and Human Services.

### **RESOLUTION**

**MOVED: Councillor Keogh**

**SECONDED: Councillor Cooper**

That Council as the Trustee for the Ferntree Gully Cemetery Trust:

1. Receive and note the audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2020 (Attachment 1);
2. Receive and note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2); and
3. Adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2019-20 financial year (Attachment 3) and authorise Councillors Keogh , Lockwood and Seymour to sign the accounts on behalf of the Trust for submission to the Department of Health and Human Services.

### **CARRIED**

## 6.5 Revised 2020 Council and Committee Meeting Schedule

### **SUMMARY: Manager Governance, Phil McQue**

Council previously adopted its 2020 meeting schedule in October 2019. The Victorian Electoral Commission has since advised that the declaration of the polls as part of the upcoming Local Government elections could be as late as 13 November 2020. This will require Council to revise the meeting schedule for November 2020 and December 2020.

### **RECOMMENDATION**

That Council adopt the revised meeting schedule as follows:

- Tuesday 17 November 2020 – Council Meeting (for the Election of Mayor and Committee Appointments – with no public question time);
- Monday 30 November 2020 – Council Meeting;
- Monday 14 December 2020 – Strategic Planning Committee; and
- Monday 21 December 2020 – Council Meeting.

### **RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Cooper**

That Council adopt the revised meeting schedule as follows:

- **Tuesday 17 November 2020 – Council Meeting (for the Election of Mayor and Committee Appointments – with no public question time);**
- **Monday 30 November 2020 – Council Meeting;**
- **Monday 14 December 2020 – Strategic Planning Committee; and**
- **Monday 21 December 2020 – Council Meeting.**

### **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 7:53 pm.

The following questions were raised with Council:

Question 1- Becky Walls	Would Council consider implementing the inclusion of First Nation name in Council's "address block" on all printed & electronic material and also include in the address block in outbound mail as part of Council's Reconciliation Action Plan?
Answer- Tanya Scicluna- Director, Community Services	<p>The Director Community Services responded advising:</p> <ul style="list-style-type: none"> <li>-Knox City Council recognises that acknowledgement of Traditional Custodians of the land is a practice of cultural respect and recognises our Aboriginal history stretching back many thousands of years.</li> <li>-For many years Council has promoted reconciliation through celebrating local culture and building collaborative relationships with Aboriginal and Torres Strait Islander people through a number of initiatives</li> <li>-In 2004 Council approved the <a href="#">Acknowledgement of Traditional Custodians Policy</a>. The Policy provides direction to Council and Council staff for the acknowledgement of Traditional Custodians at Council meetings and Civic Events. The acknowledgment is also included in Corporate Council documents, on Council's website and on plaques for all new and upgraded Council facilities.</li> <li>-Council is currently exploring further opportunities to continue this work including the development of a Reconciliation Action Plan.</li> <li>-The inclusion of an acknowledgment statement on Council signature blocks and other printed material as suggested, will be included as part of the consideration and consultation process for this PI.</li> </ul>
	A second question was submitted at 7.13pm and was not accepted. The Chief Executive Officer undertook to provide the questioner with a response in writing.

Question Time Concluded at 7:57pm

Councillor Holland arrived at the meeting at 7:53 pm during discussion on item 7

Councillor Holland left the meeting at 7.55 and returned at 7.55pm.

## 8 Engineering & Infrastructure Officers' Reports for consideration

### 8.1 Wantirna Parking Management Plan

**SUMMARY: Senior Traffic Engineer, Deborah Wilding**

A draft Wantirna Parking Management Plan for Wantirna Mall and the surrounding Health Precinct was developed after consultation in August 2019. The draft plan was presented to the public in June 2020. The draft Wantirna Parking Management Plan has been refined in response to the consultation and is now presented for adoption.

This report also seeks approval for the delegated officer to be able to make minor administrative changes to the plan as required.

**RECOMMENDATION**

That Council:

1. Adopt the Wantirna Parking Management Plan as presented in Attachment 1; and
2. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to make minor administrative changes (changes affecting one or two spaces or a single property) to Parking Management Plans, to adapt to changing needs or unforeseen issues. The relevant ward Councillor will be advised of any minor administrative changes implemented under this resolution.

**RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Mortimore

That Council:

- ~~1. Adopt the Wantirna Parking Management Plan as presented in Attachment 1.~~
- ~~2. Authorise delegated officers to make minor administrative changes (changes affecting one or two spaces or a single property) to Parking Management Plans, to adapt to changing needs or unforeseen issues. The relevant ward Councillor will be advised of any minor administrative changes implemented under this resolution.~~

-

**CARRIED**

*Please note the above resolution originally published in the draft minutes was incorrect. The resolution which was passed by Council was consistent with the officer's recommendation as set out below.*

**RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Mortimore**

**That Council:**

**That Council:**

- 1. Adopt the Wantirna Parking Management Plan as presented in Attachment 1; and**
- 2. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to make minor administrative changes (changes affecting one or two spaces or a single property) to Parking Management Plans, to adapt to changing needs or unforeseen issues. The relevant ward Councillor will be advised of any minor administrative changes implemented under this resolution.**

**CARRIED**

## 8.2 Capital Works Ranking Criteria Report

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

This report presents the ranking criteria proposed to be used to priorities New/Upgrade projects within individual 2021-2025 Capital Works Programs. The criteria consider Council’s Community Facilities Planning Policy and Climate Change Response Plan where appropriate and are presented for Council’s consideration.

### **RECOMMENDATION**

That Council:

1. Adopt the revised Capital Works Program ranking criteria for New/Upgrade Programs as shown in Attachment 1; and
2. Note that the revised Capital Works Program ranking criteria will be utilised for the development of the Draft 2021-2025 Capital Works Program.

### **RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Lockwood**

That Council:

1. **Adopt the revised Capital Works Program ranking criteria for New/Upgrade Programs as shown in Attachment 1; and**
2. **Note that the revised Capital Works Program ranking criteria will be utilised for the development of the Draft 2021-2025 Capital Works Program.**

### **CARRIED**

### 8.3 Contract 2652 – Provision of General Maintenance and Minor Works - Builders

#### **SUMMARY: Coordinator Facilities, Brett Anderson**

This report considers and recommends the appointment of six (6) tenderers for the Provision of General Building Maintenance and Minor Works – Builders.

#### RECOMMENDATION

That Council:

1. Accept the tenders submitted by:
  - Building Impressions Pty Ltd
  - DQ Construction Pty Ltd
  - Circon Constructions Pty Ltd
  - DBS Construction Group Pty Ltd
  - Build Technics Pty Ltd
  - Ecobuilt Vic Pty Ltd

For the schedule of rates prices as provided, for a period of three (3) years from 1 October 2020 to 30 September 2023 for Contract 2652 – Provision of General Maintenance and Minor Works – Builders;

2. Authorise the Chief Executive Officer to formalize and sign the necessary contract documentation; and
3. Advise all tenderers accordingly.

The Mayor confirmed Councillors had been sent an email clarifying the approved tender price due to a typographical error in the confidential attachment.

#### **RESOLUTION**

**MOVED: Councillor Mortimore**

**SECONDED: Councillor Gill**

That Council:

1. Accept the tenders submitted by:
  - Building Impressions Pty Ltd
  - DQ Construction Pty Ltd
  - Circon Constructions Pty Ltd
  - DBS Construction Group Pty Ltd



- **Build Technics Pty Ltd**
- **Ecobuilt Vic Pty Ltd**

**For the schedule of rates prices as provided, for a period of three (3) years from 1 October 2020 to 30 September 2023 for Contract 2652 – Provision of General Maintenance and Minor Works – Builders;**

- 2. Authorise the Chief Executive Officer to formalize and sign the necessary contract documentation; and**
- 3. Advise all tenderers accordingly.**

**CARRIED**

## 9 Community Services Officers' Reports for consideration

### 9.1 COVID-19 Community and Business Support Package

**SUMMARY: Manager Pandemic Response and Recovery, Angela Morcos**

In response to the COVID-19 Pandemic, Council approved its first Community and Business Support package on 30 March 2020, and the second on 25 May 2020. This report recommends initiatives for a third package of support.

#### **RECOMMENDATION**

That Council:

1. Note the continued positive impact that Council's support initiatives have had so far on the Knox community.
2. Approves the following initiatives for inclusion in the third Community and Business Support Package:
  - a. Waive all not-for profit community organisation hire agreement, license and lease fees for the period 1 October 2020 to 31 March 2021, with any advance pro-rata payments to be refunded;
  - b. Refund existing trading permits relating to outdoor dining, display of goods and business A-frame signage with a pro-rata refund applied for permit fees paid for the period 1 January 2021 to 31 March 2021;
  - c. Waive new trading permits fees relating to outdoor dining, display of goods and business A-frame signage received between 1 January 2021 to 31 March 2021 on the basis that the application fee will be waived and only an adjusted pro-rata permit fee to cover the period of 1 April 2021 to 31 August 2021 (the remainder of the 2020/21 permit period) will be applied;
  - d. Waive new trading permits relating to outdoor dining, display of goods and business A-frame signage received after 31 March 2021 on the basis that the application fee will be waived and a pro-rata permit fee will be applied (adjusted monthly) until the end of the 2020/21 permit period (31 August 2021);
  - e. Provide financial assistance to Knox Basketball Incorporated as outlined in Section 2.3;
  - f. Provide 100% fee relief in the 2021 calendar year for health and food premises as listed in Table 1;
  - g. Provide funding to the value of \$85,000 to respond to some impacts of the Pandemic identified from the results of the COVID-19 Household Survey; and
  - h. Provide funding to the value of \$40,000 for a community campaign.
3. Funds the above initiatives with the balance from previously allocated funding and review any additional funding required through the mid-year budget process.

## **RESOLUTION**

**MOVED:** Councillor Lockwood

**SECONDED:** Councillor Pearce

**That Council:**

- 1. Note the continued positive impact that Council's support initiatives have had so far on the Knox community.**
- 2. Approves the following initiatives for inclusion in the third Community and Business Support Package:**
  - a. Waive all not-for profit community organisation hire agreement, license and lease fees for the period 1 October 2020 to 31 March 2021, with any advance pro-rata payments to be refunded;**
  - b. Refund existing trading permits relating to outdoor dining, display of goods and business A-frame signage with a pro-rata refund applied for permit fees paid for the period 1 January 2021 to 31 March 2021;**
  - c. Waive new trading permits fees relating to outdoor dining, display of goods and business A-frame signage received between 1 January 2021 to 31 March 2021 on the basis that the application fee will be waived and only an adjusted pro-rata permit fee to cover the period of 1 April 2021 to 31 August 2021 (the remainder of the 2020/21 permit period) will be applied;**
  - d. Waive new trading permits relating to outdoor dining, display of goods and business A-frame signage received after 31 March 2021 on the basis that the application fee will be waived and a pro-rata permit fee will be applied (adjusted monthly) until the end of the 2020/21 permit period (31 August 2021);**
  - e. Provide financial assistance to Knox Basketball Incorporated as outlined in Section 2.3;**
  - f. Provide 100% fee relief in the 2021 calendar year for health and food premises as listed in Table 1;**
  - g. Provide funding to the value of \$85,000 to respond to some impacts of the Pandemic identified from the results of the COVID-19 Household Survey; and**
  - h. Provide funding to the value of \$40,000 for a community campaign.**
- 3. Funds the above initiatives with the balance from previously allocated funding and review any additional funding required through the mid-year budget process.**

## **CARRIED**

Councillor Gill left the meeting at 8:09 pm before the vote on item 9.1

## 9.2 COVID-19 Household Survey

### **SUMMARY: Project Manager – Community Wellbeing, Raini Nailer**

The COVID-19 Pandemic is resulting in significant economic and social upheaval. The situations being faced by our community are unprecedented and whilst we have anecdotal information about the types of challenges being faced in our community, we have little understanding of the prevalence of these experiences. As part of Council's Community and Business Support Package, which aims to assist the community through and out of the current Pandemic, a household survey (refer Attachment 1) was commissioned to inform future action. The results of this survey (refer Attachment 2) will inform strategic service planning and longer-term relief and recovery planning across Council.

### **RECOMMENDATION**

That Council note the COVID-19 Household Survey report and use the data collected to inform upcoming projects and initiatives to support community need, relief and recovery.

### **RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Lockwood**

**That Council note the COVID-19 Household Survey report and use the data collected to inform upcoming projects and initiatives to support community need, relief and recovery.**

### **CARRIED**

Councillor Gill returned to the meeting at 8:13 pm before the vote on item 9.2

### **PROCEDURAL MOTION**

**MOVED: Councillor Mortimore**

**SECONDED: Councillor Gill**

**That Council resolve to adjourn the meeting for a 5 minute break.**

### **CARRIED**

**THE MEETING WAS ADJOURNED AT 8:16 pm**

**THE MEETING RESUMED AT 8:24 pm**

### 9.3 Bayswater Multipurpose Community Hub Needs Analysis Review 2020

**SUMMARY: Coordinator Social and Community Infrastructure, Linda Merlino**

In 2010, Knox City Council undertook a study of the existing and required community services in the Bayswater area. The needs analysis undertaken identified the potential opportunity for the creation of a high-quality, multipurpose community hub in the Bayswater Activity Centre. Investigation at the time identified the need for a variety of safe, accessible community meeting spaces, in particular those that service youth and older people, with the opportunity of co-locating with other services such as Early Years and the Bayswater Library.

Currently Bayswater is an identified Major Activity Area in Plan Melbourne 2017-2050. This, in conjunction with the need for updated demographic information and considerations regarding the introduction of three year old kindergarten in Victoria, has created the opportunity to review the original needs analysis study to update the data and previous recommendations.

The 2020 review has confirmed that there is the demonstrated need for a Multipurpose Community Hub in Bayswater.

**RECOMMENDATION**

That Council endorse the Bayswater Multipurpose Community Hub Needs Analysis 2020 Review Report, shown at Attachment 1.

**RESOLUTION**

**MOVED: Councillor Gill**

**SECONDED: Councillor Keogh**

**That Council:**

- 1. Endorse the Bayswater Multipurpose Community Hub Needs Analysis 2020 Review Report (please refer to Attachment 1).**
- 2. The site at the corner of Mountain Highway and Station Street (750 Mountain Highway) be included in the concept design work for a Community Facility along with the Pine Road Car Park site.**

**CARRIED**

## 9.4 Funded Kindergarten Policy Report

### **SUMMARY: Manager Family and Children's Services, Janine Brown**

Council's current Funded Kindergarten Policy is due to sunset in 2020. The introduction of funded 3-year-old kindergarten is fundamentally changing kindergarten in Victoria to two years of universal access to kindergarten with implementation scheduled to commence in the Knox municipality in 2022. Recent Council resolutions have made it necessary to update the Funded Kindergarten policy and procedure to reflect those decisions and to prepare for the implementation of two years of universal access to kindergarten.

### **RECOMMENDATION**

That Council:

1. Adopt the draft Funded Kindergarten Policy as outlined in Attachment 1;
2. Note the draft Funded Kindergarten Registration and Enrolment Procedure as outlined in Attachment 2; and
3. Note that the reforms to registration and enrolment will have an impact on children registered and enrolled for 2022 and beyond.

### **RESOLUTION**

**MOVED: Councillor Cooper**

**SECONDED: Councillor Gill**

That Council:

1. **Adopt the draft Funded Kindergarten Policy as outlined in Attachment 1;**
2. **Note the draft Funded Kindergarten Registration and Enrolment Procedure as outlined in Attachment 2; and**
3. **Note that the reforms to registration and enrolment will have an impact on children registered and enrolled for 2022 and beyond.**

### **CARRIED**

Councillor Holland left the meeting at 8:43 pm before the vote on item 9.4

## 9.5 Knox Electronic Gaming Policy Update

### **SUMMARY: Senior Social Planner, Sharon Barker**

Knox City Council's particular responsibility in relation to gambling arises through its role in determining planning permits for gaming venues and electronic gaming machines (EGMs) in Knox. Council also has a role in minimising harm arising in the community from the use of EGMs.

A project was undertaken by the Municipal Strategic Social Planning Team in May and June 2020 to update Council's Electronic Gaming Machine Policy (the Policy) with the support of a Project team.

Consultation, which included a survey, was conducted with key stakeholders comprising venue operators, members of the Knox Community Health, Safety and Wellbeing Committee and Council's business units of Youth Leisure and Cultural Services, Strategic Planning, Community Access, Equity & Safety, and Municipal Strategic Social Planning. The City Planning & Building Department was also supplied with draft documents.

The proposed changes to the Policy will strengthen provisions to inform Council's statutory decision-making responsibilities, support its harm minimisation approach into the future, and align the format and language used in the document with current best practice standards. The update does not involve major restructuring of the document, as it remains drafted in accordance with Council's standard policy format.

### **RECOMMENDATION**

That Council endorse the updated Electronic Gaming Machine Policy shown at Attachment 2.

### **RESOLUTION**

**MOVED: Councillor Mortimore**

**SECONDED: Councillor Keogh**

**That Council endorse the updated draft Electronic Gaming Machine Policy.**

### **CARRIED**

Councillor Holland returned to the meeting at 8:46 pm before the vote on item 9.5

## 9.6 Community Development Fund Grants Panel Recommendations 2020

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

This report presents the recommendations of the Community Development Fund (CDF) Evaluation Panel for Council's 2020-21 CDF grants allocation to not-for-profit community groups operating within Knox.

Councillor Timmers-Leitch left the meeting at 8:51 pm having previously declared a conflicting personal interest in this item.

### **RECOMMENDATION**

That Council:

1. Approve the recommendations of 2020-21 Community Development Fund (CDF) Evaluation Panel to allocate 77 grants totaling \$456,745.21 as detailed in Attachment 2 of this report.;
2. Approve the reallocation, under delegation, of any CDF funds returned to Council from approved projects/events/activities impacted by COVID restrictions into 2021 to approved projects, as ranked by the Panel that did not receive the full amount requested; and
3. Note that an on-line grants announcement will be scheduled in November 2020 to showcase the 2020-21 approved projects and a networking event for grant recipients will be held in 2021 to launch the next year's grants program.

### **PROCEDURAL MOTION**

**MOVED: Councillor Holland**

**SECONDED: Councillor Cooper**

**That Councillor Timmers-Leitch be excused from voting on Item 9.6**

### **CARRIED**

### **RESOLUTION**

**MOVED: Councillor Holland**

**SECONDED: Councillor Cooper**

**That Council:**

1. **Approve the recommendations of 2020-21 Community Development Fund (CDF) Evaluation Panel to allocate 77 grants totaling \$456,745.21 as detailed in Attachment 2 of this report.;**
2. **Approve the reallocation, under delegation, of any CDF funds returned to Council from approved projects/events/activities impacted by COVID restrictions into 2021 to**



**approved projects, as ranked by the Panel that did not receive the full amount requested; and**

- 3. Note that an on-line grants announcement will be scheduled in November 2020 to showcase the 2020-21 approved projects and a networking event for grant recipients will be held in 2021 to launch the next year's grants program.**

**CARRIED**

Councillor Timmers-Leitch returned to the meeting at 8:57 pm prior to item 9.7

## 9.7 Minor Grants Program 2020-21 monthly report

### **SUMMARY: Coordinator Community Partnerships, Saskia Weerheim**

This report summarises the grant applications recommended for approval in September 2020 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000, which has been the current limit since the commencement of the 2020-2021 financial year.

### **RECOMMENDATION**

That Council:

1. Approve ten applications for a total of \$24,727.26 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Billoo Park MCHC Playgroup	Purchase of play and climbing equipment for outdoors	\$2,229.26	\$2,229.26
Rowville Neighbourhood Learning Centre	Mental health and wellbeing for children and adults	\$2,900.00	\$2,900.00
Scoresby Wantirna South Tennis Club	Vending machine and shade sails	\$3,000.00	\$3,000.00
Waterford Park Retirement Village – Men’s Shed	Men’s Shed equipment upgrade	\$1,600.00	\$1,600.00
St Paul’s Anglican Church Boronia	Microwave purchase and freezer installation for community meals	\$2,101.00	\$2,101.00
Footscape Inc.	Foot care kits for homeless people, Aboriginal people and asylum seekers in Knox	\$1,000.00	\$1,000.00
Templeton Tennis Club	Windbreaks for Courts 1-3	\$3,000.00	\$3,000.00
The Basin Community House	COVID related expenses for hall management	\$3,000.00	\$3,000.00
The Basin Football and Netball Club	Point of sale software	\$2,897.00	\$2,897.00
Reaching Out Because We Can Inc.	ROBWC truck hire to transport furniture and goods to assist people who are escaping family violence or homelessness	\$3,000.00	\$3,000.00
<b>TOTAL</b>		<b>\$24,727.26</b>	<b>\$24,727.26</b>

2. Refuse one ineligible Minor Grants Program applications requesting a total of \$3000 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Refusal
Knox Environment Society	Community fights for Lake Knox	\$3,000.00	Procedural fairness (as detailed in the discussion section of this report)
TOTAL		\$3,000.00	

3. Note that inclusive of the above recommended grants, which total \$24,727.26, a total of \$73,617.25 has been awarded to date under the 2020-2021 Minor Grants Program to support 35 community-based organisations and their programs.

### **RESOLUTION**

**MOVED:** Councillor Keogh

**SECONDED:** Councillor Lockwood

That Council:

1. Approve ten applications for a total of \$24,727.26 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Billoo Park MCHC Playgroup	Purchase of play and climbing equipment for outdoors	\$2,229.26	\$2,229.26
Rowville Neighbourhood Learning Centre	Mental health and wellbeing for children and adults	\$2,900.00	\$2,900.00
Scoresby Wantirna South Tennis Club	Vending machine and shade sails	\$3,000.00	\$3,000.00
Waterford Park Retirement Village – Men’s Shed	Men’s Shed equipment upgrade	\$1,600.00	\$1,600.00
St Paul’s Anglican Church Boronia	Microwave purchase and freezer installation for community meals	\$2,101.00	\$2,101.00
Footscape Inc.	Foot care kits for homeless people, Aboriginal people and asylum seekers in Knox	\$1,000.00	\$1,000.00

<b>Templeton Tennis Club</b>	<b>Windbreaks for Courts 1-3</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>The Basin Community House</b>	<b>COVID related expenses for hall management</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>The Basin Football and Netball Club</b>	<b>Point of sale software</b>	<b>\$2,897.00</b>	<b>\$2,897.00</b>
<b>Reaching Out Because We Can Inc.</b>	<b>ROBWC truck hire to transport furniture and goods to assist people who are escaping family violence or homelessness</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>TOTAL</b>		<b>\$24,727.26</b>	<b>\$24,727.26</b>

2. Refuse one ineligible Minor Grants Program applications requesting a total of \$3000 as detailed below:

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Reason for Refusal</b>
<b>Knox Environment Society</b>	<b>Community fights for Lake Knox</b>	<b>\$3,000.00</b>	<b>Procedural fairness (as detailed in the discussion section of this report)</b>
<b>TOTAL</b>		<b>\$3,000.00</b>	

3. Note that inclusive of the above recommended grants, which total \$24,727.26, a total of \$73,617.25 has been awarded to date under the 2020-2021 Minor Grants Program to support 35 community-based organisations and their programs.

**CARRIED**

## 10 Chief Executive's Office - Officers' Reports for consideration

### 10.1 Proposal to Sell Council Property - 27 Tyner Road, Wantirna South

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

Following a strategic review of some of Council's early years facilities, 27 Tyner Rd, Wantirna South was resolved by Council in November 2018 to be retained for a long-term commercial lease, which was subsequently declined. The subject property has since been re-assessed against Council's Policy assessment criteria and deemed it to be surplus to Council requirements.

This paper is being reported for Council's determination on the matter.

#### **RECOMMENDATION**

That Council:

1. Note that Council's offer to lease 27 Tyner Road, Wantirna South to the Victorian School Building Authority was declined.
2. Note an initial policy assessment indicates that 27 Tyner Road, Wantirna South, as shown in Attachment 1, identified within Lot 51 on Plan of Subdivision 050544, Certificate of Title Volume 08406 Folio 988 is not required and consequently resolve:
  - a. To commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the subject land through a public process, for no less than market value (plus GST);
  - b. Pursuant to Section 223 of the Local Government Act 1989, give notice of the proposed sale in a newspaper circulating in the municipality.
3. Note a further report will be presented to a Council or Strategic Planning Committee Meeting to enable consideration of any submissions and the final determination of the matter.

#### **RESOLUTION**

**MOVED: Councillor Cooper**

**SECONDED: Councillor Timmers-Leitch**

**That Council defer this Item to a future Issues Briefing to allow for further time and discussion.**

**CARRIED**

## 10.2 Proposed Discontinuance and Sale of Part Service Road - Adjacent to 622 Burwood Highway, Knoxfield

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

This report is presented to Council following the completion of the statutory process regarding the proposed discontinuance and sale of road adjacent to 622 Burwood Highway, Knoxfield.

### **RECOMMENDATION**

#### **PART A**

That Council, acting under section 17(4) of the *Road Management Act 2004* resolves that the road adjoining 622 Burwood Highway, Knoxfield, shown as lot 1 on the plan attached as Attachment 1 to this report (Road) and being part of the land contained in certificate of title volume 6097 folio 315, be removed from Council's register of public roads on the basis that the Road is no longer reasonably required for general public use for the reasons set out in this report.

#### **PART B**

That Council, having resolved Part A of this resolution and having completed the statutory process under sections 207A and 223 of the Local Government Act 1989 ("Act"), and acting under clause 3 of Schedule 10 of the Act, and having received no submissions in response to the public notice regarding Council's proposal to discontinue and sell the Road to the adjoining owner of 622 Burwood Highway, Knoxfield:

1. is of the opinion that the Road is no longer reasonably required for general public use;
2. resolves to discontinue the Road and sell the land to the adjoining owner of the property at 622 Burwood Highway, Knoxfield;
3. directs that a gazettal notice of the road discontinuance be published in the Victoria Government Gazette under clause 3(a) of Schedule 10 of the Act;
4. authorises the sale of the Road to the property owner at 622 Burwood Highway, Knoxfield for \$460,000 plus GST (being market value) plus all of Council's costs in relation to the discontinuance and sale;
5. includes as a condition of sale the requirement for the property owner of 622 Burwood Highway, Knoxfield to, within 12 months from the date of transfer of the Road:
  - a. consolidate the titles to the Road and 622 Burwood Highway, Knoxfield; and
  - b. carry out landscaping works to protect the large indigenous tree located on the far east side of the road at 622 Burwood Highway, Knoxfield; and
6. authorises the Chief Executive Officer to sign and seal all necessary documentation associated with the discontinuance and sale of the Road.

## **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Holland

### **PART A**

That Council acting under section 17(4) of the *Road Management Act 2004* resolves that the road adjoining 622 Burwood Highway, Knoxfield, shown as lot 1 on the plan attached as Attachment 1 to this report (Road) and being part of the land contained in certificate of title volume 6097 folio 315, be removed from Council's register of public roads on the basis that the Road is no longer reasonably required for general public use for the reasons set out in this report.

### **PART B**

That Council, having resolved Part A of this resolution and having completed the statutory process under sections 207A and 223 of the Local Government Act 1989 ("Act"), and acting under clause 3 of Schedule 10 of the Act, and having received no submissions in response to the public notice regarding Council's proposal to discontinue and sell the Road to the adjoining owner of 622 Burwood Highway, Knoxfield:

1. is of the opinion that the Road is no longer reasonably required for general public use;
2. resolves to discontinue the Road and sell the land to the adjoining owner of the property at 622 Burwood Highway, Knoxfield;
3. directs that a gazettal notice of the road discontinuance be published in the Victoria Government Gazette under clause 3(a) of Schedule 10 of the Act;
4. authorises the sale of the Road to the property owner at 622 Burwood Highway, Knoxfield for \$460,000 plus GST (being market value) plus all of Council's costs in relation to the discontinuance and sale;
5. includes as a condition of sale the requirement for the property owner of 622 Burwood Highway, Knoxfield to, within 12 months from the date of transfer of the Road:
  - a. consolidate the titles to the Road and 622 Burwood Highway, Knoxfield; and
  - b. carry out landscaping works to protect the large indigenous tree located on the far east side of the road at 622 Burwood Highway, Knoxfield; and
6. authorises the Chief Executive Officer to sign and seal all necessary documentation associated with the discontinuance and sale of the Road.

**CARRIED**

### 10.3 Proposal to Sell Council Property - 276 Wantirna Road, Wantirna

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

Following Council's resolution in November 2018, the Council property located at 276 Wantirna Road, Wantirna was declared surplus and the reservation status subsequently removed. The property is now ready for Council to resolve to commence the statutory process to sell the property.

**RECOMMENDATION**

That Council:

1. Note that the reservation status on the property located at 276 Wantirna Road, Wantirna, identified within Certificate of Title Volume 08767 Folio 922 has been successfully removed.
2. Note Council's November 2018 resolution declaring the subject site as surplus to Council's requirements and therefore resolve to:
  - a. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the subject property through a public process, for no less than market value (plus GST);
  - b. Pursuant to Section 223 of the Local Government Act 1989, give notice of the proposed sale in a newspaper circulating within the municipality.
3. Note that a further report will be presented to a Council or Strategic Planning Committee meeting to enable consideration of the submissions and the final determination of the matter.

**RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Lockwood**

That Council:

1. **Note that the reservation status on the property located at 276 Wantirna Road, Wantirna, identified within Certificate of Title Volume 08767 Folio 922 has been successfully removed.**
2. **Note Council's November 2018 resolution declaring the subject site as surplus to Council's requirements and therefore resolve to:**
  - a. **Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the subject property through a public process, for no less than market value (plus GST);**
  - b. **Pursuant to Section 223 of the Local Government Act 1989, give notice of the proposed sale in a newspaper circulating within the municipality.**
3. **That a further report be presented to Council or Strategic Planning Committee meeting to enable consideration of the submissions and the final determination of the matter.**

**CARRIED**



## 10.4 Proposal to Sell Council Property - 2A Francis Crescent, Ferntree Gully

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

This report is presented to Council following the completion of the statutory process and now recommends for sale, Council land located at 2A Francis Crescent, Ferntree Gully.

### **RECOMMENDATION**

That Council, having completed the statutory process in accordance with the Local Government Act 1989:

1. Proceed with the sale of 2A Francis Crescent, Ferntree Gully, identified as Lot 1 on Title Plan 92088IU within Certificate of Title Volume 8892 Folio 173;
2. Commence the process to sell 2A Francis Crescent, Ferntree Gully to Think Childcare for market value (As per Confidential Attachment 1) with a settlement period of a date agreed between the parties that is no later than 6 months after the date of sale; and
3. Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documents pertaining to this sale.

### **RESOLUTION**

**MOVED: Councillor Keogh**

**SECONDED: Councillor Mortimore**

That Council, having completed the statutory process in accordance with the Local Government Act 1989:

1. Proceed with the sale of 2A Francis Crescent, Ferntree Gully, identified as Lot 1 on Title Plan 92088IU within Certificate of Title Volume 8892 Folio 173.
2. Commence the process to sell 2A Francis Crescent, Ferntree Gully to Think Childcare for market value (As per Confidential Attachment 1) with a settlement period of a date agreed between the parties that is no later than 6 months after the date of sale.
3. Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documents pertaining to this sale.

*The motion was withdrawn by the mover and seconder with leave of Council.*

### **RESOLUTION**

**MOVED: Councillor Keogh**

**SECONDED: Councillor Mortimore**

**That Council resolve to defer this Item to the next Council Meeting as early as practicable.**

**CARRIED**

## 10.5 Loan Borrowings

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

The purpose of this report is to recommend that Council exercise its powers to borrow up to \$40.906 million to enable funding of the 2020-21 capital works program, and to authorise the Chief Executive Officer to sign and seal documents with approved lending institutions to execute the borrowings.

### **RECOMMENDATION**

That Council:

1. Authorise the Chief Executive Officer to procure borrowings of \$40.906 million via a suitable procurement process; and
2. Authorise the Chief Executive Officer to sign and seal all relevant documents necessary to give effect to the above resolution.

### **RESOLUTION**

**MOVED: Councillor Pearce**

**SECONDED: Councillor Lockwood**

**That Council:**

1. **Authorise the Chief Executive Officer to procure borrowings of \$40.906 million via a suitable procurement process; and**
2. **Authorise the Chief Executive Officer to sign and seal all relevant documents necessary to give effect to the above resolution.**

**CARRIED**

## 11 Items for Information

### **RESOLUTION**

**MOVED:** Councillor Keogh

**SECONDED:** Councillor Lockwood

The the following items:

- 11.1 ICT Capital Works Report
- 11.2 Assemblies of Councillors

be moved en bloc as per the officer's recommendations outlined in the agenda

**CARRIED**

### 11.1 ICT Capital Works Report

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

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 10 September 2020.

### **RECOMMENDATION**

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

### **RESOLUTION**

**MOVED:** Councillor Keogh

**SECONDED:** Councillor Lockwood

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

**CARRIED**

## 11.2 Assemblies of Councillors

### **SUMMARY: Manager, Governance, Phil McQue**

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

### **RECOMMENDATION**

That Council:

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

### **RESOLUTION**

**MOVED: Councillor Keogh**

**SECONDED: Councillor Lockwood**

That Council:

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

### **CARRIED**

### **PROCEDURAL MOTION**

**MOVED: Councillor Keogh**

**SECONDED: Councillor Timmers-Leitch**

That Council resolve to adjourn the meeting for 5 minutes

### **CARRIED**

**THE MEETING WAS ADJOURNED AT 9:19 pm**

**THE MEETING RESUMED AT 9.25pm**

## 12 Motions for Which Notice has Previously Been Given

### 12.1 Notice of Motion 109 - Activity Centre Building Design Quality

#### **RESOLUTION**

**MOVED:** Councillor Gill

**SECONDED:** Councillor Seymour

**That Council:**

**Acknowledge its investment over the years to improve building design in activity centres through preparing plans and strategies and the convening of the Knox Design and Development Excellence Awards; that a report be provided to the February 2021 Ordinary Meeting advising if it is possible to make it mandatory for apartment, townhouse and commercial developments within activity centres to be designed by a registered architect to help facilitate better design outcomes. If this is possible, the report should address how this may be achieved (for example via the planning scheme or any other mechanism) or if not possible, identify other options Council could consider to facilitate better design outcomes.**

**CARRIED**

## 12.2 Notice of Motion 110 - Knox Landfill Solar Farm Business Case

### **RESOLUTION**

**MOVED: Councillor Gill**

**SECONDED: Councillor Mortimore**

**That a report be provided to the February 2021 Ordinary Meeting providing an update on the business case for the Knox Landfill Solar Farm proposal, as part of investigating the potential for a solar power generation on the former landfill site at 1180 High Street Road, Wantirna South.**

**CARRIED**

## 13 Supplementary Items

### 13.1 State Basketball Centre – Memorandum of Understanding (Confidential)

This item was deferred to Item 16, Confidential Items, with the consent of Council

### 13.2 State Basketball Centre – Funding Agreement (Confidential)

This item was deferred to Item 16, Confidential Items, with the consent of Council

### 13.3 Minor Grants Program 2020-21 Monthly Report

#### **SUMMARY: Coordinator Community Partnerships, Saskia Weerheim**

This supplementary Minor Grants report summarises the grant applications received since submission of the September Minor Grants Program report. As Council is about to enter caretaker period and the opportunity for Council to consider Minor Grant applications won't occur again until late November 2020, a decision was made to assess all applications that were received in the intervening period prior to the September Council meeting. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000, which has been the current limit since the commencement of the 2020-2021 financial year.

#### **RECOMMENDATION**

That Council:

1. Approve four applications for a total of \$9,232.91 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Ferntree Gully Eagles Football Netball Club – Junior Division	Financial assistance with utilities	\$3,000.00	\$3,000.00
Rowville Cricket Club	Scoreboard processor and laptop	\$2,678.50	\$2,678.50
Ferntree Gully Girl Guides	Financial assistance with utilities	\$3,000.00	\$3,000.00
Rowville Lions Club	Renewal of insurance for club's general properties	\$554.41	\$554.41

TOTAL		\$9,232.91	\$9,232.91
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2. Note that inclusive of the above recommended grants, which total \$9,232.91, a total of \$82,304.70 has been awarded to date under the 2020-2021 Minor Grants Program to support 39 community-based organisations and their programs.

### **RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Lockwood

**That Council:**

1. Approve four applications for a total of \$9,232.91 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Ferntree Gully Eagles Football Netball Club – Junior Division	Financial assistance with utilities	\$3,000.00	\$3,000.00
Rowville Cricket Club	Scoreboard processor and laptop	\$2,678.50	\$2,678.50
Ferntree Gully Girl Guides	Financial assistance with utilities	\$3,000.00	\$3,000.00
Rowville Lions Club	Renewal of insurance for club's general properties	\$554.41	\$554.41
<b>TOTAL</b>		<b>\$9,232.91</b>	<b>\$9,232.91</b>

2. Note that inclusive of the above recommended grants, which total \$9,232.91, a total of \$82,304.70 has been awarded to date under the 2020-2021 Minor Grants Program to support 39 community-based organisations and their programs.

**CARRIED**



## 14 Urgent Business

### 14.1 Urgent Business

The Mayor noted an item of urgent business had been circulated by the Chief Executive Officer entitled Recovery Payment – Centre-Based Long Day and Occasional Care.

The Mayor noted it was recommended for Council’s consideration as urgent business as the Commonwealth Government had announced it would be extending the current arrangements for Commonwealth funded children’s services in Victoria and pay all eligible child care providers, (including Council) a new Recovery Payment for the period from 28 September 2020 to 31 January 2021.

**MOVED:** Councillor Lockwood

**SECONDED:** Councillor Keogh

**That Councillor Lockwood be permitted to raise an issue of Urgent Business relating to the Recovery Package for Early Child Education and Childhood Care Providers.**

**CARRIED**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Timmers-Leitch

**That Council:**

- 1. Note the media release from the Commonwealth Department of Education, Skills and Employment dated 21 September 2020 in relation to the ‘Recovery Package for Early Childhood Education and Care Providers’;**
- 2. Approve a temporary freeze of fees for centre-based long day and occasional care, and charge the following fees from 29 September 2020 to 31 January 2021**
  - Long day care daily fee: \$142.80**
  - Long day care weekly fee: \$698.25**
  - Occasional care hourly fee: \$16.80**

**Charge fees for centre-based long day and occasional care as approved in Council’s 2020-2021 Adopted Budget from 1 February 2021 onwards.**

**CARRIED**

## 15 Questions Without Notice

Councillor Gill noted in relation to Item 6.3, 13 Edward Street, Upper Ferntree Gully, that while he had declared a conflict of interest, this was only done after the conflict was brought to his attention.

Councillor Gill queried what processes could be put in place to better identify property owners (including company directors and shareholders) to enable Councillors to more readily identify conflicts of interest.

The Director City Development – Interim Governance advised while he could not respond to the question, officers could investigate such processes.

The Coordinator Governance noted that the Local Government Act 2020 includes exemptions from the conflict of interest provisions, whereby a relevant person would not have a conflict of interest if they do not know the circumstances which give rise to a conflict of interest and could not reasonably be expected to know those circumstances and this provided protection for Councillors who were unaware they may have a conflict.

The Chief Executive Officer advised that he would consider opportunities to generate a report back to Council in relation to the matter raised by Cr Gill.

The Mayor suggested advice be incorporated into a report that had been requested at a previous Council meeting for consideration by Council in 2021 and the Director City Development – Interim Governance agreed this could be achieved. [Refer Item 6.3, Council Meeting, 24 August 2020]

## 16 Confidential Items

### **PROCEDURAL MOTION**

### **CLOSURE OF MEETING**

**MOVED:** Councillor Holland

**SECONDED:** Councillor Cooper

**That Council resolve to close the meeting in accordance with Section 66 of the Local Government Act 2020 in order to consider:**

**Item 13.1 - State Basketball Centre Expansion – Memorandum of Understanding – as it relates to:**

- Council business information, that could prejudice Council's position in negotiations with the Victorian Government and or other stakeholders in the Knox Regional Sports Park site.
- legal privileged information, being information from confidential communications between Council and its lawyer created for the dominant purpose of the lawyer providing legal advice to Council regarding the MOU.

**Item 13.2- Funding Agreement – State Basketball Centre Expansion Project – as it relates to:**

- Council business information, that could prejudice Council's position in negotiations with the Victorian Government and or other stakeholders in relation to the Knox Regional Sports Park site and the State Basketball Centre Expansion Project.

**Item 16.1 - Knox Leisureworks Update – as it relates to:**

- Council business information that would prejudice the Council's position in commercial negotiations with Belgravia Leisure regarding the management of Knox Leisureworks if prematurely released; and
- Private commercial information provided by Belgravia Leisure that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage by revealing financial information that is not available to its competitors.

**Item 16.2 - Digital Customer Channels Transformation - Website Build Stream Procurement Report – as it relates to:**

- Council business information, that will prejudice Council's position when negotiation the price for contract if prematurely released.
- Private commercial information, that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.
- Contractual matters which are commercial in confidence.

**Item 16.3 - Sale of Council Property - Set reserve for 1221 Mountain Highway, The Basin – as it relates to:**

- Council business information that will prejudice Council's position when setting an auction reserve and negotiation of the sale price, if prematurely released.

**Item 16.4 - Chief Executive Officer June 2020 Performance Review and Key Performance Indicators 2020-2021 – as it relates to:**

- Personal information, including information regarding an identifiable person that would be unreasonable to disclose in a public report.

**Item 16.5 - CEO Remuneration Review 2020 – as it relates to:**

- Personal information, including information regarding an identifiable person that would be unreasonable to disclose in a public report.

**CARRIED**

**THE MEETING WAS CLOSED TO THE PUBLIC AT 9:58 pm**

The following items were considered and resolved in camera.

- Item 13.1 - State Basketball Centre Expansion – Memorandum of Understanding
- Item 13.2- Funding Agreement – State Basketball Centre Expansion Project
- Item 16.1 - Knox Leisureworks Update
- Item 16.2 - Digital Customer Channels Transformation - Website Build Stream Procurement
- Item 16.3 - Sale of Council Property - Set reserve for 1221 Mountain Highway, The Basin
- Item 16.4 - Chief Executive Officer June 2020 Performance Review and Key Performance Indicators 2020-2021
- Item 16.5 - CEO Remuneration Review 2020

**MEETING CLOSED AT 10:24 pm**

Minutes of Meeting confirmed at the  
Ordinary Meeting of Council  
held on Monday, 30 November 2020

.....  
Chairperson

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

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# AGENDA



Ordinary Meeting of Council

To be held via Zoom

On

Monday 21 September 2020 at 7:00 pm

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Tony Doyle  
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 24 August 2020

Confirmation of Minutes of Special Meeting of Council held on Monday 31 August 2020

4 Petitions and Memorials

## 5 Reports by Councillors

### 5.1 Committees and Delegates

### 5.2 Ward Issues

6 City Development and Governance Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation 1 August to 31 August 2020

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

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

**RECOMMENDATION**

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

**1. REPORT**

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

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	5
Other	7
Subdivision	15
Units	15
Tree Removal / Pruning	6
Single Dwelling	3
Liquor License	1
Child Care Centre	1
Removal of Restriction	1
End S.173 Agreement	1
Signage	1
<b>TOTAL</b>	<b>56</b>

**2. CONFIDENTIALITY**

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

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

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

## Knox City Council

### Planning Applications Decided - Council

**1 August 2020 and 31 August 2020**

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2020/6225	8 Genista Avenue BORONIA VIC 3155	14 Lot Subdivision (approved unit site)	6/08/2020 Approved
Baird	2020/6272	60 Malvern Street BAYSWATER VIC 3153	Six (6) Lot subdivision (Re- subdividing Lot 19 on RP13899 -Approved Development Site)	7/08/2020 Approved
Baird	2020/6120	5 Vivienne Avenue BORONIA VIC 3155	Development of the land for three (3) double storey dwellings	6/08/2020 Notice of Decision
Baird	2020/6072	19 - 21 Iris Crescent BORONIA VIC 3155	Use and development of the land for a child care centre	6/08/2020 Refused
Baird	2020/6252	108 Boronia Road BORONIA VIC 3155	Liquor License (Packaged Liquor for consumption off- premises)	7/08/2020 Refused
Baird	2020/9100	3/4 Dunlop Court BAYSWATER VIC 3153	Buildings and works for internal mezzanine and associated reduction in the statutory requirement for car parking (1 space)	10/08/2020 Approved
Baird	2020/6318	48 Woodmason Road BORONIA VIC 3155	Three (3) lot Subdivision (Approved Development Site)	28/08/2020 Approved
Baird	2020/6306	35 Western Road BORONIA VIC 3155	Construction of a carport on a lot less than 300 sqm	24/08/2020 Approved
Baird	2020/6315	60 Rankin Road BORONIA VIC 3155	Three (3) Lot Subdivision (Approved Development Site)	28/08/2020 Approved
Baird	2020/6331	8 Clendon Road FERNTREE GULLY VIC 3156	Three lot subdivision (Approved Unit Site)	28/08/2020 Approved
Chandler	2020/6227	12 Old Forest Road THE BASIN VIC 3154	Extension to existing dwelling, new garage, and removal of vegetation	4/08/2020 Approved
Chandler	2020/6050	9 Moncoe Street BORONIA VIC 3155	Buildings and works (construction of one dwelling) and removal of vegetation	4/08/2020 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2020/9086	5 Hilda Avenue BORONIA VIC 3155	Two (2 ) Lot Subdivision	5/08/2020 Approved
Chandler	2020/6384	175 Forest Road BORONIA VIC 3155	Removal of one (1) Eucalyptus cladocaylx and pruning of one (1) Eucalyptus obiqua and one (1) Gleditsia triacanthos	10/08/2020 Approved
Chandler	2020/9099	5 Timewell Crescent BORONIA VIC 3155	Buildings and works for the construction of a new garage and pruning of vegetation	12/08/2020 Approved
Chandler	2020/6394	3 Morley Court BORONIA VIC 3155	Remove one (1) Alnus jorullensis	10/08/2020 Approved
Chandler	2020/6433	25 Miller Road THE BASIN VIC 3154	The removal of two (2) Hesperocyparis macrocarpa (Monterey Cypress) and one (1) Pittosporum tenuifolium (Kohuhu)	17/08/2020 Approved
Chandler	2020/6344	13 Hilda Avenue BORONIA VIC 3155	The construction of two (2) single storey dwellings and Removal of existing Trees	25/08/2020 Approved
Chandler	2020/6429	10 Marie Street BORONIA VIC 3155	Removal of one (1) Liriodendron tulipifera	21/08/2020 Approved
Chandler	2020/6301	51 Albert Avenue BORONIA VIC 3155	Construction of a single storey residential building (rooming house) and removal of vegetation	25/08/2020 Notice of Decision
Chandler	2020/6310	1 Basin-Olinda Road THE BASIN VIC 3154	Building and Works in association with the existing community health facility	25/08/2020 Approved
Collier	2020/6330	30 Juniper Road WANTIRNA VIC 3152	Extension to existing dwelling including deck and carport	7/08/2020 Approved
Collier	2020/6196	382 Mountain Highway WANTIRNA VIC 3152	Construction of a double storey dwelling to the rear of the existing dwelling and two (2) lot subdivision	31/08/2020 Approved
Collier	2020/6136	40 Greenock Crescent WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	19/08/2020 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Collier	2020/6250	10 Dumfries Way WANTIRNA VIC 3152	Development of two double storey dwellings	21/08/2020 Notice of Decision
Collier	2020/6168	44 Templeton Street WANTIRNA VIC 3152	Erection of business identification on the site	28/08/2020 Approved
Dinsdale	2020/6068	86 Orange Grove BAYSWATER VIC 3153	The construction of a double storey dwelling to the side of the existing dwelling	4/08/2020 Approved
Dinsdale	2020/6392	1/95-97 Coleman Road BORONIA VIC 3155	9 Lot subdivision (Approved Development Site)	7/08/2020 Approved
Dinsdale	2020/6298	62 Station Street BAYSWATER VIC 3153	Nine (9) lot subdivision (Approved Unit Site)	12/08/2020 Approved
Dinsdale	2020/6293	29-31 Westham Crescent BAYSWATER VIC 3153	Seven (7) lot subdivision (Approved Development Site)	12/08/2020 Approved
Dinsdale	2020/6122	57 Lewis Road WANTIRNA SOUTH VIC 3152	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land	12/08/2020 Approved
Dinsdale	2020/6271	41 Rathmullen Road BORONIA VIC 3155	Development of the land for two (2) double storey dwellings	27/08/2020 Notice of Decision
Dinsdale	2020/6212	121 Lewis Road KNOXFIELD VIC 3180	Alterations and additions to an existing warehouse	17/08/2020 Approved
Dinsdale	2020/6446	59 Somerset Street WANTIRNA SOUTH VIC 3152	Two (2) lot subdivision (Approved Development Site)	26/08/2020 Approved
Dinsdale	2020/9103	1/68 Orange Grove BAYSWATER VIC 3153	Two lot subdivision (Approved Unit Development)	14/08/2020 Approved
Dinsdale	2020/6100	8 Coleman Road WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	17/08/2020 Approved
Dobson	2020/6383	4 Mayfair Drive FERNTREE GULLY VIC 3156	The construction of a single dwelling on the land	6/08/2020 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dobson	2020/6354	5 Brenock Park Drive FERNTREE GULLY VIC 3156	School Maintenance Building-Extension to St Josephs College	7/08/2020 Approved
Dobson	2020/6292	31 Logan Court LYSTERFIELD VIC 3156	Removal of Restriction AE831909B	10/08/2020 Approved
Dobson	2020/6278	20-24 Sherwood Way LYSTERFIELD VIC 3156	End Section 173 Agreement AD865389T	12/08/2020 Approved
Dobson	2020/9102	2 Lording Street FERNTREE GULLY VIC 3156	Removal of one (1) Syzygium luehmannii	20/08/2020 Approved
Friberg	2020/6109	28 David Street KNOXFIELD VIC 3180	The development of the land for three dwellings (one double storey and two single)	5/08/2020 Notice of Decision
Friberg	2020/6183	19 David Street KNOXFIELD VIC 3180	Construction of two (2) double storey dwellings and one (1) single storey dwelling on the land	6/08/2020 Notice of Decision
Friberg	2020/6111	4 Mountain Gate Drive FERNTREE GULLY VIC 3156	Development of four (4) double storey dwellings	12/08/2020 Notice of Decision
Friberg	2020/6217	5 William Street FERNTREE GULLY VIC 3156	Buildings and Works (Office Warehouse Development)	10/08/2020 Approved
Friberg	2020/6423	700 Burwood Highway FERNTREE GULLY VIC 3156	Buildings and works to construct a wash down shed	25/08/2020 Approved
Friberg	2019/7368	6 Coringa Court KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	14/08/2020 Notice of Decision
Friberg	2020/9107	14 Konrad Court FERNTREE GULLY VIC 3156	Buildings and works (addition to the rear of the existing dwelling)	27/08/2020 Approved
Friberg	2020/6460	48-52 Kathryn Road KNOXFIELD VIC 3180	Two lot subdivision (boundary realignment)	27/08/2020 Approved
Friberg	2019/7342	12 David Street KNOXFIELD VIC 3180	Development of four (4) double storey dwellings and one (1) single storey dwelling	21/08/2020 Notice of Decision



<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Scott	2020/6326	49 Coromandel Crescent KNOXFIELD VIC 3180	Two (2) lot subdivision (Approved Development Site)	12/08/2020 Approved
Taylor	2020/9096	90 Willow Avenue ROWVILLE VIC 3178	Two Lot Subdivision	4/08/2020 Approved
Taylor	2020/9104	13 Silkwood Way ROWVILLE VIC 3178	Two lot Subdivision (Approved Unit Development)	14/08/2020 Approved
Tirhatuan	2020/6438	4/14 Corporate Avenue ROWVILLE VIC 3178	Construct multiple dwellings (construction of one dwelling on lots less than 300sqm when subdivided)	14/08/2020 Approved
Tirhatuan	2020/6407	15 Candlebark Quadrant ROWVILLE VIC 3178	Pruning of one (1) Eucalyptus cephalocarpa	20/08/2020 Approved
Tirhatuan	2020/9105	1/6 Enterprise Drive ROWVILLE VIC 3178	Buildings and Works (Mezzanine addition)	20/08/2020 Approved

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## 6.2 Knox Municipal Development Contributions Plan Report

**SUMMARY:** Senior Strategic Planner, City Futures, Jo Liu

The Development Contributions Plan (DCP) is a mechanism within the Planning and Environment Act 1987 that enables councils to collect levies from new development towards the cost of infrastructure. The Knox Municipal Development Contributions Plan has been prepared in accordance with the Planning and Environment Act 1987, the Victorian Government's Development Contribution Guidelines 2007 and Ministerial Directions on the Preparation and Content of DCPs (11 October 2016).

An amendment to the Knox Planning Scheme is required to implement the DCP. The proposed Planning Scheme Amendment C186knox will seek to apply Victorian Planning Provision Clause 45.06 - Development Contributions Plan Overlay (DCPO) to all land within the municipality, with exemptions where appropriate, and include the DCP as an Incorporated Document within the Knox Planning Scheme.

Subject to Ministerial authorisation, Amendment C186knox and the associated supporting documents will be placed on public exhibition in accordance with the requirements of Section 19 of the Planning and Environment Act 1987. The community and relevant stakeholders will have an opportunity to make a submission to the amendment.

Following public exhibition, Council can consider the exhibition outcomes, including submissions and determine whether to make any changes to the amendment and the Knox Municipal DCP in response to submissions, refer submissions to an independent Planning Panel, or abandon the amendment.

### RECOMMENDATION

That Council:

1. Adopt the Knox Municipal Development Contributions Plan (Attachment 1) and endorse the draft Amendment C186knox documents (Attachment 3), for the purpose of seeking Ministerial authorisation to prepare and exhibit the amendment to implement the Knox Municipal DCP.
2. Adopt the Knox Municipal DCP Background Report (Attachment 2) for the purpose of public exhibition.
3. Request authorisation from the Minister for Planning to prepare and exhibit Amendment C186knox to the Knox Planning Scheme in accordance with Section 8A of the Planning and Environment Act 1987.
4. Authorise the Director City Development - Interim Finance and Governance to:
  - a. make adjustments to the Knox Municipal DCP, associated Background Report and amendment documents to reflect Council's position on the Bayswater and/or Boronia Multi-purpose Community Facility project(s) prior to exhibiting the amendment.
  - b. make any further minor editorial changes to the Knox Municipal DCP, associated Background Report and the amendment documents, where the changes do not alter the intent of the amendment.

5. Subject to receiving authorisation from the Minister for Planning, place Amendment C186knox and the associated supporting documents for public exhibition in accordance with Section 19 of the Planning and Environment Act 1987. Note that the supporting documents include:
- Council's Capital Works Program 2019-23 and Long Term Financial Forecast 2019-28 (Attachment 4);
  - justification documents as listed in the Knox Municipal DCP; and
  - other documents as requested by the Minister for Planning.

## 1. INTRODUCTION

The Development Contributions Plan (DCP) is a mechanism in the Planning and Environment Act 1987 that enables councils to collect levies from new development towards the cost of infrastructure. Council engaged consultants Urban Enterprise (UE) in 2017 to investigate the feasibility of preparing a municipal wide DCP for the City of Knox.

The Knox Municipal DCP (Attachment 1) has been prepared in accordance with the Planning and Environment Act 1987, the Victorian Government's Development Contribution Guidelines 2007 and Ministerial Directions on the Preparation and Content of DCP (11 October 2016).

An amendment to the Knox Planning Scheme will be required to implement the Knox Municipal DCP.

## 2. DISCUSSION

### 2.1 Key findings of the Knox Municipal DCP

The Knox Municipal DCP includes a total of 840 projects with a total value of \$156 million. Approximately 10% of the cost of DCP infrastructure items is apportioned to new development, with the remaining 90% to be funded by Council.

Table 1 below summarises the number of projects, their infrastructure category and estimated capital costs. The complete infrastructure list is provided at Appendix D of the DCP report (Attachment 1).

**Table 1. Overview of Infrastructure Items and cost recovery**

Levy	Infrastructure Category	Apportioned project cost
Community Infrastructure Levy	Community Facilities (CI)	\$49,804,510
Development Infrastructure Levy	Community Facilities (DI)	\$17,252,136
	Drainage	\$17,981,886
	Paths	\$17,423,047
	Public Realm	\$3,348,000
	Roads	\$50,027,174
	Planning costs	\$459,000
<b>Total DCP item cost</b>		<b>\$156,295,753</b>
Cost apportioned to new development		\$16,127,520

Cost to Council	\$140,168,233
Cost recovery (%)	10.3%

It should be noted that two DCP infrastructure items are subject to Council's approval (scheduled for Council's adoption by the end of 2020), including Bayswater Multipurpose Community Facility (DCP infrastructure item CF-002) and Boronia Multipurpose Community Facility (DCP infrastructure item CF-003). Following Council's decisions on these projects, their inclusion in the DCP and the associated cost apportionment may need to be further reviewed and confirmed before the DCP is finalised for public exhibition.

In order to streamline the final review before exhibition (if required), it is recommended that Council authorise the Director City Development - Interim Finance and Governance to make associated adjustments to the DCP to reflect Council's position accordingly prior to exhibiting the DCP.

With regards to DCP levies, 51 Charge Areas have been established within the municipality, each with its applicable residential and non-residential levies for future development.

As a guide, Table 2 below summarises the minimum, maximum and average Development Infrastructure Levy (DIL) and Community Infrastructure Levy (CIL) across the municipality. A complete list of Charge Areas and their respective levies are shown in Appendix B of the DCP (Attachment 1).

**Table 2. Overview of DCP levies across the municipality**

	Residential DIL	Residential CIL	Retail DIL	Commercial DIL	Industrial DIL
	(per net additional dwelling)		(per net increase in gross leasable area - sqm)		
Average	\$1,142.66	\$669.14	\$44.93	\$7.05	\$12.74
Minimum	\$179.90	\$442.76	\$6.50	\$1.02	\$1.84
Maximum	\$2,264.86	\$1,190.00	\$106.35	\$16.70	\$30.16

Once incorporated into the Knox Planning Scheme, Council can collect the levies as specified in the DCP. Importantly, Council is required to deliver all infrastructure projects in the DCP within the DCP period (2020-2036).

The Knox Municipal DCP is further supported by the DCP Background Report (Attachment 2), which explains the basis for the content of the DCP, the rationale for decisions on infrastructure items and cost apportionment, and provides a description of the key inputs that were used to prepare the DCP. The DCP Background Report includes details that are not suitable for inclusion in an Incorporated Document, which primarily performs a statutory role, but the information is important to understand how the DCP was compiled and finalised.

The Knox Municipal DCP is also justified by a number of key documents, including Council's Capital Works Program 2019-23 and Long Term Financial Forecast 2019-28 (Attachment 4) and the relevant strategies and plans as noted in the Knox Municipal DCP. Further justification documents may also be required subject to Ministerial authorisation conditions.

## **2.2 Next steps**

An amendment to the Knox Planning Scheme is required to implement the Knox Municipal DCP. The proposed Amendment C186knox will seek to apply Victorian Planning Provision Clause 45.06 - Development Contributions Plan Overlay (DCPO) to all land within the municipality, with exemptions for land (e.g. strategic development sites) with site-specific infrastructure contribution agreements separate to the DCP. The amendment will also seek to include the Knox Municipal DCP as an Incorporated Document in the Knox Planning Scheme.

The draft amendment documents are provided at Attachment 3 and will be subject to changes in response to Ministerial authorisation conditions.

It is recommended that Council adopt the Knox Municipal DCP (Attachment 1) and the DCP Background Report (Attachment 2), and request authorisation from the Minister for Planning to prepare and exhibit Amendment C186knox to the Knox Planning Scheme to implement the DCP.

Subject to Ministerial authorisation, Amendment C186knox, the Knox Municipal DCP and the associated justification documents will be placed on public exhibition in accordance with the requirements of Section 19 of the Planning and Environment Act 1987. The community and relevant stakeholders will have an opportunity to make a submission to the amendment.

The exhibition outcomes will be reported back to Council. Council can determine whether to make any changes to the amendment and the Knox Municipal DCP in response to the submissions, refer the submissions to an independent Planning Panel, or abandon the amendment at that time.

## **3. CONSULTATION**

The DCP's preparation is a result of cross-Council collaboration since 2017, guided by an internal Project Reference Group (PRG) that comprises managers and coordinators from City Futures, City Planning & Building, Sustainable Infrastructure, and Finance.

Subject to Ministerial authorisation, Amendment C186knox, the Knox Municipal DCP and the associated justification documents will be placed on public exhibition. Notices of the amendment will be given in accordance with Section 19 of the Planning and Environment Act 1987. The community and relevant stakeholders will have an opportunity to make a submission to the amendment.

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

Once incorporated into the Knox Planning Scheme, the DCP will contribute to the upgrade and renewal of various infrastructure (roads, stormwater, community facilities, etc.) in the municipality for the life of the DCP. This is expected to have a positive contribution to the environment and amenity of the municipality.

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

Council is required to deliver all infrastructure projects in the DCP within the DCP period (2020-2036). Funds collected through development contributions will be held in a specific interest-bearing reserve account in accordance with the provisions of the Planning and Environment Act 1987. All monies held in this account will be used solely for the provision of infrastructure as itemised in this DCP.

Council is also required to undertake ongoing accounting and review of the DCP in terms of the relevance of projects, level of contributions collected, the construction costs of projects and any relevant amendments to the Planning and Environment Act 1987 or Ministerial Directions.

The DCP levies are not expected to create a disincentive to development. Various independent Planning Panels for other municipal wide DCPs have concluded that the DCP would not have a significant detrimental impact on future development or housing affordability.

Overall, it is considered that Council investment in new infrastructure will result in positive economic impacts for the long term. New infrastructure, such as road and streetscape upgrades, can improve trade conditions, encourage existing business growth and employment, and encourage new businesses and community service providers to relocate to the municipality.

## **6. SOCIAL IMPLICATIONS**

Once incorporated into the Knox Planning Scheme, the DCP is expected to have a positive social impact by collecting contributions from new development based on its share of use of the new, upgraded and renewed infrastructure. It will also provide certainty that the community infrastructure items in the DCP will be developed and benefit the Knox community.

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

The preparation of the Knox Municipal DCP is an initiative of the Council and Community Plan 2017-2021:

- Goal 5 - We have a strong regional economy, local employment and learning opportunities,
- Strategy 5.3 - Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business.

Initiative 5.3.3 - Progress the development, implementation and evaluation of Development Contributions Plan (DCP) planning including addressing infrastructure information gaps and mapping necessary to inform these plans.

## **8. CONFLICT OF INTEREST**

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

Author - Senior Strategic Planner, City Futures, Jo Liu - In providing this advice as the Author, I have no disclosable interests in this report.

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Senior Strategic Planner, City Futures, Jo Liu

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

### **Attachments**

1. Attachment 1. Knox Municipal DCP - Exhibition Draft - August 2020 [6.2.1 - 127 pages]
2. Attachment 2. Knox DCP Background Report [6.2.2 - 35 pages]
3. Attachment 3. Draft amendment documents for authorisation [6.2.3 - 24 pages]
4. Attachment 4. CWP and LTF [6.2.4 - 42 pages]

Attachments for Item 6.2 are available as  
a separate attachment



## 6.3 13 Edward Street, Upper Ferntree Gully

**SUMMARY:** Senior Planning Officer, Merette Shenouda

**Planning Application P/2019/7512 for the use and development of the land for a retirement village, and the removal of vegetation at 13 Edward Street, Upper Ferntree Gully.**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Refusal for the use and development of the land for a retirement village and vegetation removal at 13 Edward Street, Upper Ferntree Gully subject to the grounds of refusal detailed in the full recommendation in section 10 below.**

### **1. INTRODUCTION**

Application P/2019/7512 has been lodged with Council for the use and development of the land for a retirement village and the removal of vegetation at 13 Edward Street, Upper Ferntree Gully. The proposed retirement village is part 3 storeys and part 4 storeys and contains 67 accommodation units with a basement car park. The proposed building has a maximum height of 14 metres.

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

### **2. DISCUSSION**

It is considered that the proposal's scale and intensity is inappropriate given the site's context. The proposal is considered imposing and is not in keeping with the existing and preferred neighbourhood character for a site located within the Dandenong Foothills.

The proposal does not meet the purpose and objectives of the Neighbourhood Residential Zone – Schedule 1, or the objectives of the Overlays applicable to the site, including the Design and Development Overlay – Schedule 1 (DDO1) and the Significant Landscape Overlay – Schedule 2 (SLO2).

The proposal's built form and excessive height is considered detrimental to the area and is not in keeping with the existing and preferred neighbourhood character. The proposed height far exceeds the maximum preferred height in Clause 21.10 (Local Areas – Dandenong Foothills).

### **3 CONSULTATION**

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers and Melbourne Water. In total 61 objections were received, from 50 objector properties. A detailed summary of the objections received and the officer's response to these objections are outlined in Attachment 1.

Melbourne Water requested additional information from the applicant in order to properly consider the proposed development.

The application was referred internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Waste Management Department, Arborist, City Futures Department and ESD Officer. Several concerns relating to the impact on vegetation and the inadequate space provided for canopy tree planting were raised by the Landscape Officer and Council's Arborist. A detailed summary of the referral responses are outlined in Attachment 1.

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

There are some environmental concerns regarding the proposal as majority of trees on the site are proposed for removal with limited space provided for replanting. In addition, no measures have been taken to address overlooking onto adjoining properties. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the Officer's Report at Appendix 1.

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

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

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

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

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

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

Strategy 1.1 - Protect and enhance our natural environment

Strategy 1.2 - Create a greener city with more large trees, indigenous flora and fauna

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

##### **Goal 2 - We have housing to meet our changing needs**

Strategy 2.1 - Plan for a diversity of housing in appropriate locations

Strategy 2.2 - Encourage high quality sustainable design

Strategy 2.3 - Support the delivery of a range of housing that addresses housing and living affordability needs

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

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

Strategy 4.4 - Protect and promote public health, safety and amenity

## 8. CONFLICT OF INTEREST

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

Author – Senior Planning Officer, Merette Shenouda - In providing this advice as the Author, I have no disclosable interests in this report.

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

## 9. CONCLUSION

The development does not provide an appropriate balance between the demand for development and the planning policy context of the site. Inadequate space has been provided for canopy tree planting and the extent of built form and the proposed height are excessive and imposing for the Dandenong Foothills Area. The proposal does not adequately consider the Dandenong Foothills area existing and preferred character and is not consistent with the zone and overlays applicable to the site. It is therefore recommended that Council issue a Notice of Decision to Refuse the proposed development.

## 10. RECOMMENDATION

That Council issue a Notice of Refusal for the use and development of the land for a retirement village and removal of vegetation at 13 Edward Street, Upper Ferntree Gully based on the following refusal grounds:

1. The proposal is inconsistent with the purpose and decision guidelines of the Neighbourhood Residential Zone – Schedule 1 (Clause 32.09).
2. The proposal's scale and intensity is inconsistent with the State and Local Policy considerations, including:
  - a. Clause 15 (Built Environment and Heritage);
  - b. Clause 21.03 (Environmental and Landscape Values);
  - c. Clause 21.05 (Built Environment and Heritage); and
  - d. Clause 21.10 (Local Areas).
3. The proposed area covered by buildings exceeds the mandatory maximum of 40% required by the Design and Development Overlay – Schedule 1 (Clause 43.02) and the proposal is inconsistent with the design objectives of the Design and Development Overlay – Schedule 1 (Clause 43.02).
4. The proposal's positioning, height, bulk, materials, extent of vegetation removal and landscape outcomes is inconsistent with the objectives and guidelines of the Significant Landscape Overlay - Schedule 2 (Clause 42.03).

## 11. CONFIDENTIALITY

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

Report Prepared By: Senior Planning Officer, Merette Shenouda

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

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**Attachments**

1. Attachment 1 - Officer Report - 13 Edward Street, Upper Ferntree Gully [6.3.1 - 11 pages]
2. Attachment 2 - Council Attachments - 13 Edward St Upper Ferntree Gully [6.3.2 - 18 pages]



## Planning Application P/2019/7512 for the use and development of the land for a retirement village (part 3 storeys and part 4 storeys) and the removal of vegetation at 13 Edward Street, Upper Ferntree Gully.

### 1. Summary:

Subject Site:	13 Edward Street, UPPER FERNTREE GULLY VIC 3156
Proposed Development:	Use and development of the land for a retirement village (part 3 storeys and part 4 storeys) and vegetation removal
Existing Land Use:	Single Dwelling
Site Area:	6,386m <sup>2</sup>
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 1, Environmental Significance Overlay – Schedule 3, Design and Development Overlay – Schedule 1, Significant Landscape Overlay - Schedule 2
Application Received:	18 December 2019
Number of Objections:	61 (50 Objector Properties)
PCC Meeting:	Not required in accordance with the Planning Consultative Committee Terms of Reference.
Ward:	Dobson

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2019/7512 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 2. Background

#### 2.1 Subject Site and Surrounds

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

- The subject site is a large single allotment located to the north of Edward Street, Upper Ferntree Gully. The site is predominately rectangular in shape, with a battle-axe driveway along the eastern side. The site has a fall of approximately 5 metres from the south eastern to the north western corner.
- The subject site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings with large landscaped setbacks. There are several non-residential uses within close proximity to the site, including the Upper Ferntree Gully Commercial Centre located approximately 500 metres north west of the site, The Angliss Hospital located approximately 170 metres west of the site and Talaskia Reserve located approximately 60 metres west of the site.
- The site area is 6,386m<sup>2</sup>. The site has vehicular access via a single width crossover to Edward Street.



- A 6.1 metre wide Drainage and Sewerage Easement is located along the southern and western boundaries of the site.
- There are no restrictive covenants registered to the copy of title.
- The site is moderately vegetated, containing several significant and native trees.

## 2.2 The Proposal

The proposal seeks permission for the use of the land and construction of a part three, part four storey retirement village and removal of vegetation. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- A total of 67 accommodation units, with basement car parking and ancillary communal facilities including roof terrace.
- The accommodation units consist of three (3) studio units, 19 one (1) bedroom units and 45 two (2) bedroom units. Private open space for the ground floor units has been provided via small attached courtyards. Units on the first and second levels are provided with balconies.
- The proposal reaches a maximum height of 14 metres.
- A total of 74 car spaces have been provided.
- Vehicle access to the site is provided through a new 6 metre wide crossover to Edward Street.
- Site coverage is 39.18% and permeability is 40.6%.
- The proposal seeks to remove a total of 32 protected trees under the Significant Landscape Overlay – Schedule 2.

## 3. Consultation

### 3.1 Advertising

The application was advertised by way of sign on the site and notices sent to adjoining property owners and occupiers. In total 61 objections were received and are summarised below.

#### *Stormwater and drainage*

- Concerns have been raised regarding the stormwater and drainage for this property, and the pressure from the proposal on the existing infrastructure in an area that is flood prone. The proposal has been referred to Melbourne Water who have outstanding concerns that have yet to be addressed by the applicant. Council's Stormwater Department has also reviewed the proposal and did not raise any objections subject to conditions.

#### *Traffic and car parking*

- Concerns have been raised regarding the generation of traffic in the area due to the cumulative impact of the non-residential uses in the area. The proposal has provided an adequate number of car spaces in accordance with the requirements of Clause 52.06 (Car Parking) of the Knox Planning Scheme. Council's Traffic Department did not raise concerns regarding the traffic in the area. However it has been requested that a Car Parking Management Plan and a Construction Management Plan be submitted if the proposal was to be approved.

#### *Excessive building height*

- The proposal reaches a maximum height of 14 metres. The proposed building height is considered an unacceptable outcome within the area and the planning context of the site. The building height is inconsistent with several controls applicable to the site, including the Significant Landscape Overlay 2 and the Dandenong Foothills neighbourhood character policy (Clause 21.10), which both stipulate a maximum building height of 7.5 metres unless it can be demonstrated that a building exceeding 7.5 metres will not



have a detrimental impact on the elements of the landscape and landscape character of the area. In this case, it is considered that the proposed height, being 6.5 metres (87%) greater than the preferred height, will have a detrimental impact on the landscape character of the area and the continuity of the tree canopy and ridgelines.

#### *Visual bulk*

- The height and scale of the proposed development creates unsightly visual bulk which is not characteristic of the Dandenong Foothills Area.

#### *Noise*

- Due to the scale of the proposed use, it is expected that some noise will be generated from the site which may detrimentally impact the amenity of the properties directly adjacent to the site.

#### *Impact on views*

- Due to the amount of visual bulk and excessive height of the proposed development, the views and landscape character of the Dandenong Foothills is likely to be detrimentally impacted.

#### *Inconsistency with existing and preferred neighbourhood character*

- The proposed development is considered inconsistent with the existing and preferred neighbourhood character for the area. The existing neighbourhood character consists of predominately single storey dwellings on lots characterised by large landscaped areas. The preferred neighbourhood character for the area as outlined in Clause 21.10-1 which requires development to maintain the continuous tree canopy of the foothills as well as maintain the low density residential character of the area. The proposal is considered inconsistent with this policy due to its scale and size. Refer to Section 4 of this report for a full assessment against the planning controls.

#### *Extent of proposed vegetation removal*

- The proposal seeks to remove a total of 69 trees of the site, 32 of which are protected trees under the Significant Landscape Overlay - Schedule 2. Council's Landscape Department is not supportive of the number of trees to be removed as there is insufficient space provided for replanting due to the footprint of the development and location of easements on the site.

#### *Privacy impacts*

- Concerns have been raised regarding the potential of overlooking to the adjoining property. Upper floor balcony setbacks are a minimum of 3 metres from the northern boundary, 5.2 metres from the eastern boundary and 6 metres from the western boundary. All of which are adjoining private open space areas with no screening provided to the balconies. The applicant stated that the likelihood of overlooking is minimised by existing tree canopy. This is considered a poor outcome and is likely to detrimentally impact the amenity of the adjoining properties.

#### *Inadequate number of bike storage provided*

- The number of bike storage provided exceeds the requirement of the Knox Planning Scheme and is considered acceptable.

#### *Devaluation of properties*

- This is not a valid planning consideration.



#### *Inaccurate site coverage calculation on plans*

- There are some inaccuracies within the site coverage plan and calculations provided by the applicant. The main discrepancy is the eastern court decking area which has only been counted in the impervious surface area calculation. As the deck area is roofed, it should be counted towards the site coverage calculation. This increases the area covered by buildings to 2,644sqm, which results in 41.5% site coverage. There is also a question of whether portions of the basement should be counted towards the site coverage calculation, as it is not wholly underground.

#### *Overshadowing adjoining properties*

- The applicant has provided shadow diagrams which demonstrate minimal overshadowing onto the adjoining properties. The majority of overshadowing caused by the development will be cast within the boundaries of the site.

### 3.3 Referrals

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

**Melbourne Water:** Melbourne Water have requested the submission of additional information in order to properly consider the proposed development.

**Building:** No objection to the proposal. Build Over Easement Consent is required in relation to the parts of the buildings located over the easement (E.g. stairs located along the Western side boundary).

**Traffic Engineer:** No objection to the proposal subject to conditions including the provision of Car Parking Management Plan and a Construction Management Plan.

**Stormwater:** No objection to the proposal. Standard conditions to be included on any permit issued.

**Arborist:** Raised several concerns with proposed design. Three (3) trees located on neighbouring properties will be detrimentally affected by the proposal due to unacceptable encroachment into their tree protection zones. Two of those trees have not been plotted on the plans. 32 of the trees proposed for removal are considered significant and trigger a permit under the Significant Landscape Overlay - Schedule 2. Tree planting/replacement is significantly constrained by presence of easements and proposed building footprint.

**Landscape:** Raised several concerns with proposed design. The site is currently heavily vegetated, with only one (1) tree being retained as part of the proposal. Due to presence of the underground car park and drainage easements on western and southern boundaries, opportunities for replacement canopy tree planting is limited. A redesign is required to accommodate at least 16 large indigenous canopy trees and 16 small to medium canopy trees. (Currently the northern boundary is the only space available for meaningful tree planting). Tree planting is not allowed within easements.

**ESD Officer:** No objection subject to an amended Sustainability Management Plan.

**Waste:** No objection.

**Assets:** No objection subject to conditions.

**City Futures:** City Futures does not support the proposal. City Futures supports the proposed use, however the scale and intensity is inconsistent with local policy.





## 4. Discussion

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

### 4.1 Zoning and Overlays

#### 4.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 1 (NRZ1). A permit is required for use and development of the land for the purpose of a retirement village. The purpose of the NRZ1 is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To recognise areas of predominantly single and double storey residential development.
- To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.
  - *The proposal is considered inconsistent with the purpose and guidelines of the Neighbourhood Residential 1 Zone. Although the use is considered appropriate for the area, the proposed intensity of the use and scale of the proposed development is not appropriate for the site. The proposal achieves a poor design outcome for the site, due to the excessive height and imposing built form. The space allocated for landscaping is also considered inadequate to maintain the area's heavily treed landscape character. This is inconsistent with the existing and preferred neighbourhood character of the area, which comprises of mainly single storey dwellings with ample landscaping and canopy tree planting.*

#### 4.1.2 Overlays

The site is affected by the Design and Development Overlay (DDO1) and the Significant Landscape Overlay (SLO2).

##### **Design and Development Overlay – Schedule 1 (DDO1)**

The site is affected by the Design and Development Overlay – Schedule 1 (DDO1) relating to the Dandenong Foothills Backdrop and Ridgeline Area. The design objectives of the DDO1 are:

- To ensure that residential development reflects the existing subdivision character of the area.
- To ensure that lots are large enough to accommodate development, while retaining natural or established vegetation cover and providing substantial areas for planting and revegetation to occur.
- To minimise site coverage and impervious surface cover to protect environmental values and minimise the visual dominance of development.

A Planning Permit is not required to construct a building or carry out works provided the requirements below are met:

- The site area covered by buildings must not exceed 40%
- The site area covered by buildings and impervious surfaces must not exceed 60%.

A permit cannot be granted to construct a building or carry out works which are not in accordance with these requirements.



- *The proposal does not comply with the site coverage requirement as it exceeds 40% and therefore a planning permit cannot be granted for the proposed layout.*

*The applicant's site coverage plan provides a calculation of 39.18% of site area covered by buildings. This calculation does not take into account the eastern court decking area which has only been counted in the impervious surface area calculation. As the deck area is roofed, it is to be counted towards the site coverage calculation. This increases the area covered by buildings to 2,644sqm, which results in 41.5% site coverage.*

*The area covered by buildings and impervious surfaces is 3,779sqm which results in 59.34% of the site and therefore complies with this section of the requirement.*

### Significant Landscape Overlay 2 (SLO2)

The site is affected by the Significant Landscape Overlay – Schedule 2 (SLO2) relating to the Dandenong Foothills Backdrop and Ridgeline Area. A Planning Permit is required to construct or carry out works. The following decision guidelines must be considered:

Landscape character:

- Whether the proposed development will impact upon views within the foothills area and on more distant views across the city and suburbs to the foothills of the Dandenongs.
- Whether the proposed development penetrates the tree canopy and ridgelines.
- Whether the proposed development is of a high standard of architectural and landscape design that is sympathetic to nearby rural and natural landscapes.
- *The proposal is inconsistent with the existing and preferred landscape character of the area. Due to the proposed height and built form, the development will impact upon views within the Dandenong Foothills area and the distant views across the city and suburbs to the foothills. The proposal seeks to remove the majority of the canopy trees on the site and has not provided adequate spaces for replanting, which directly contradicts the SLO2's objectives for retaining and protecting the landscape character of the site and the Dandenong Foothills area. Overall, the proposal has not provided an appropriate design that is sympathetic to the site and surrounds.*

Finishes:

- Whether the proposed development will utilise non-reflective materials maintained in muted colours that blend with the landscape on external surfaces, including roofs of all buildings but excluding solar panels, to reduce its visual impact.
- *Does not comply. The proposal incorporates several colours that are inconsistent with the requirements of this Overlay. This includes Colorbond Surfmist, proposed for roofing, off-white colour proposed for rendered blockwork as well as concrete panels in a light grey colour. These colours are not muted and do not blend with the landscape.*

Height:

- Whether buildings exceeding a height of 7.5 metres will have a detrimental impact on key elements of the landscape and the landscape character objective.
- *As mentioned above, the proposed building has a maximum height of 14 metres, which is well in excess of the preferred maximum height and is unacceptable in the context of the site. The proposed building with a height of 14 metres will be imposing and will have a detrimental impact on the landscape character of the area.*

Landscaping:

- Whether sufficient provision has been made for the planting of canopy trees and other vegetation to meet the landscape character objectives.



- Whether in areas subject to bushfire risks, that sufficient provision has been made to achieve landscape character objectives having regard to vegetation management requirements.
  - *The proposal has not provided adequate areas for the planting of canopy trees and other landscaping. Due to the presence of the underground car park and drainage easements on western and southern boundaries, opportunities for replacement canopy tree planting is limited. Council's Landscape Department outlined that additional space would be needed to accommodate an additional 16 canopy trees across the site.*

#### Vegetation:

- Whether vegetation will be retained and planting used to screen buildings.
- Whether fragmentation of the tree canopy will be minimised.
- Whether creek corridors will be revegetated using indigenous plants.
- Whether habitats for native fauna, including wildlife corridors, will be identified and protected, and strengthened or created.
- Whether noxious and environmental weeds will be removed.
- Whether the planting of noxious and environmental weeds will be avoided.
- Whether adequate tree protection areas have been provided to protect retained vegetation from buildings or works (including paving), services and other infrastructure, unless demonstrated that there is no adverse effect to the tree's health to ensure its continuing contribution to landscape character.
- Whether any vegetation to be retained, removed, destroyed or lopped addresses the risk of bushfire to life and property.
- Where an area is subject to high bushfire risk, whether the vegetation outcome does not increase bushfire risk and considers ongoing bushfire protection measures.
  - *Thirty-two (32) protected trees under the SLO2 are proposed for removal. All other trees proposed to be removed are environmental weeds or are not considered significant. In addition, three (3) neighbouring trees will experience a significant encroachment due to the development.*

*As limited space has been provided for the planting of canopy trees, the proposed landscaping is not considered adequate to appropriately screen the extent of the proposed built form. Removal of that volume of trees with limited replanting will also result in fragmentation of the existing tree canopy.*

*The applicant has provided a Flora and Fauna Assessment, which contends that the proposal will not have a significant impact on significant flora and fauna species, and that the adjoining habitat corridors can accommodate for any affected species.*

#### Building on slopes:

- Whether building on slopes greater than 20% is appropriate.
- Whether the siting and design of development will follow the topography, avoid the need for earthworks and integrate with the landscape features of the area.
- Whether buildings will be sited on relatively low-lying positions.
- Whether buildings will be dispersed to allow trees to be planted among them.
  - *The subject site has a slope of less than 20% and the proposed building has been sited in a low-lying position on the site, however due to the slope of the land and extent of the building across the site, the construction will result in the need for significant earthworks. In addition, inadequate space has been provided to allow for enough canopy trees to screen the building.*

#### Fences

- Whether the height, materials, construction and colour of fences respond to and maintain the landscape character of the area.
  - *No front fencing is proposed for the development.*



### Environmental Significance Overlay 3 (ESO3)

The site is affected by the Environmental Significance Overlay - Schedule 3, relating to the Dandenong Foothills Buffer. A Planning Permit is not required for buildings and works provided they are located more than 10 metres from a watercourse or water body, and does not result in excavation or filling within a tree protection zone of a protected tree. A permit is required for the removal of significant trees.

- *Of the trees proposed for removal, none are protected under the Environmental Significance Overlay - Schedule 3. A permit is not required for the proposed buildings and works as they meet the locational exemptions above.*

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

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

### 4.2.1 Economic Development

**Clause 17 Economic Development:** Planning is to provide for a strong and innovative economy, where all sectors are critical to economic prosperity. Planning is to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.

**Municipal Strategic Statement:** Council's MSS encourages development/use to occur with the necessary consideration to such matters as creating economic growth and employment opportunities, encouraging uses to operate in the appropriate zones, and maintaining a strong and sustainable local economy.

- *The proposal provides for a use which is expected to generate employment for the area and contribute to the area's local economy. However, it is considered that the scale and intensity of the proposal is inappropriate for a site within the Dandenong Foothills area.*

### 4.2.2 Sustainable Development

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

**Clause 22.04 Environmentally Sustainable Development:** This policy requires applicants to address Environmentally Sustainable Development (ESD) principles including energy performance, water resources, indoor environmental quality, stormwater, waste management, transport and urban ecology, by applying these principles within the proposed development to achieve best practice ESD, from the design stage through to construction and operation.

- *The applicant has submitted a Sustainability Management Plan, which addresses the sustainability of the proposal. This plan is considered acceptable subject to some changes which can be conditioned on any permit issued.*

### 4.2.3 Transport

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

- *The closest bus service to the site is located approximately 300m from the site (Bus No. 732 Box Hill to Upper Ferntree Gully). Upper Ferntree Gully Railway Station is also located 2.3km north west of the site. Bus No. 693 (Belgrave to Oakleigh) and 699 (Belgrave to Upwey) are also accessible via Morris Road, approximately*



*1.1km south east of the site. As the use of the land is for a retirement village, access to the train station is considered an inconvenient distance from the site. Residents of the retirement village would be required to walk 300m to take Bus No. 732 to access the station. Given the nature of the proposed use and topography of the surrounding area this is not considered to be convenient for the residents.*

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

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

**Clause 21.03 Environmental and Landscape Values:** Key issues include maintaining and strengthening Knox's 'green and leafy' image and its identifiable landscape character (despite development pressures) along with recognising the importance of retaining canopy trees as the single most important factor in retaining Knox's landscape character and its natural environment.

It is important that the unique landscape character, amenity and natural values of Knox's significant landscapes (the Dandenong Foothills, Lysterfield Valley and the Dandenong Creek Valley), are maintained despite development pressures and managing bushfire risk.

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

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

**Clause 21.10: Local Areas – Dandenong Foothills.** Clause 21.10 is applicable as the site is located with the Dandenong Foothills area. The Dandenong Foothills provide the scenic landscape backdrop to Knox and the outer eastern region of Melbourne. They are a major defining element of Knox's character and identity. The environmental and landscape qualities of the Dandenong Foothills are recognised as having high environmental and social values of metropolitan significance. Pressure for residential development and urban consolidation objectives must not outweigh the environmental and landscape objectives for the Foothills. The following relevant objectives are provided for Precinct 3 – Dandenong Foothills: Foothills Backdrop and Ridgeline Area:

- Support development that is sited and designed to minimise the threat associated with bushfire.
- Support development that is sited to protect and enhance the visual dominance of vegetation, including canopy trees and native understorey plants and:
- Require a continuous vegetation canopy across residential lots and roads.
- Require development to blend with vegetation on the hillsides to maintain and enhance the appearance of the area as an extension of the Dandenong Ranges National Park.
- Require effective screening of development and use of suitable colours and materials to maintain distant views and the appearance of a heavily vegetated natural hillside.
- Require development to remain below the tree canopy height to maintain the significant landscape character of the area and near and distant view lines.
- Protect and enhance the significant landscape character of the area by retaining existing vegetation and planting indigenous canopy and understorey vegetation.



- Require buildings and works located on sites at high points and along ridges are designed, finished and sited so that they are not highly visible from the valley area below.
- Protect indigenous trees and understorey vegetation.
- Require 80 per cent of all new vegetation (both canopy trees and understorey) to be indigenous.
- Require built form to not exceed a height of 7.5 metres (with the exception of land within The Basin Neighbourhood Activity Centre and Alchester Village Activity Centre.)
  - *Although the proposed use of a retirement village could positively contribute to the area, the proposed intensity of the use, imposing built form and a lack of meaningful opportunity for canopy tree planting is considered inconsistent with the above policies.*
  - *The proposed design detracts from the area's green and leafy treed character, and does not respect or strengthen the local context and landscape qualities of Knox. The proposal will also result in the removal of the majority of trees from the site, which is expected to impact on the continuous closed tree canopy of the foothills particularly when insufficient areas have been provided to allow for replacement planting.*
  - *The proposal does not meet the maximum height limit of 7.5 metres, with a maximum of 14 metres proposed for the building. This is considered detrimental to the views of the Dandenong Foothills and continuation of the canopy trees.*
  - *Within the Foothills Backdrop and Ridgeline Area, it is policy to support development that protects and enhances the visual dominance of vegetation, including canopy trees and native understorey planting. The development is inconsistent with this requirement, as the proposed building is imposing in its height and built form, with insufficient vegetation cover and screening provided.*
  - *In addition, the proposed colours and materials are also inconsistent with the guidelines for this area, as they consist of colours that are not muted and do not blend with the landscape.*

#### 4.3 Particular Provisions

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

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

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

- *Car parking provision: The proposal satisfies the car parking provision as each of the 45 units contains two or less bedrooms and is provided with one (1) car space. The required parking provision is 54 car parking spaces and a total of 74 car spaces have been provided.*
- *Car parking design: Council's Traffic Department is satisfied with the design and layout of the car parking, subject to minor changes which can be conditioned on any permit issued.*

**Clause 52.34 Bicycle Facilities:** To provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities. A new use must not commence or the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land. Bicycle facilities are required if the use is listed in Table 1 of Clause 52.34.





- *Use of the land for accommodation or a retirement village is not specified in this clause and therefore no bicycle facilities are required to be provided. The applicant has provided 16 bicycle spaces and is therefore acceptable.*

#### 4.5 General Decision Guidelines

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

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

#### 5. Conclusion

Clause 10.04 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered inappropriate given the following:

- The proposal is inconsistent with the purpose and decision guidelines of the Neighbourhood Residential Zone – Schedule 1 (Clause 32.09).
- The proposal's scale and intensity is inconsistent with the State and Local Policy considerations, including:
  - o Clause 15 (Built Environment and Heritage);
  - o Clause 21.03 (Environmental and Landscape Values);
  - o Clause 21.05 (Built Environment and Heritage); and
  - o Clause 21.10 (Local Areas).
- The proposed area covered by buildings exceeds the mandatory maximum of 40% required by the Design and Development Overlay - Schedule 1 (Clause 43.02) and the proposal is inconsistent with the design objectives of the Design and Development Overlay – Schedule 1 (Clause 43.02).
- The proposal's positioning, height, bulk, materials, extent of vegetation removal and landscape outcomes is inconsistent with the objectives and guidelines of the Significant Landscape Overlay - Schedule 2 (Clause 42.03).

Attachment 6.3.2 is available as  
a separate attachment



## 6.4 Ferntree Gully Cemetery Trust Annual Report for the Year Ended 30 June 2020

**SUMMARY:** Coordinator Governance, Andrew Dowling

This report presents the Knox City Council, as Trustee for the Ferntree Gully Cemetery, relevant statutory documentation pertaining to the 2019-20 financial year of operations for consideration and adoption, prior to submission to the Department of Health and Human Services.

### RECOMMENDATION

That Council as the Trustee for the Ferntree Gully Cemetery Trust:

1. Receive and note the audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2020 (Attachment 1);
2. Receive and note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2); and
3. Adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2019-20 financial year (Attachment 3) and authorise Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to sign the accounts on behalf of the Trust for submission to the Department of Health and Human Services.

### 1. INTRODUCTION

The Knox City Council is Trustee for the Ferntree Fully Cemetery Trust and has a statutory obligation to complete an Abstract of Accounts for the Ferntree Gully Cemetery, pursuant to the Victorian *Cemeteries and Crematoria Act 2003*.

### 2. DISCUSSION

The following documentation is provided for consideration and adoption where applicable:

- Audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2020 (Attachment 1);
- Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2); and
- An Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2019-20 financial year (Attachment 3) for submission to Department of Health and Human Services.

The above documents are prepared with the assistance of Council's Business and Financial Services Department. Rizza Alexander conducted an independent audit of the Ferntree Gully Cemetery Trust Financial Statements 2019-20 in accordance with Australian Auditing Standards, and issued an unqualified audit report, stating:

*"In our opinion, the accompanying financial report of Ferntree Gully Cemetery Trust:*

*(i) Gives a true and fair view of the Trusts financial position as at 30 June 2020 and of its financial performance for the year then ended; and*

*(ii) Complying with Australian Accounting Standards (including Australian Accounting interpretations). "*

The Abstract details a summary of financial operations, Right of Interment and Interment information and a general condition report of the cemetery. The abstract is required to be signed by three trust members, being three Councillors in this instance.

### **3. CONSULTATION**

Nil.

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

Nil.

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

Knox City Council's Business and Financial Services Department provides ongoing financial advice and accounting services to the Council in its capacity as Trustee for the cemetery. These services are included in the management fee of \$151,840 payable by the Trust to the Council for the 2019-20 financial year.

The 2019-20 Financial Statements detail that the Ferntree Gully Cemetery operations produced a \$118,766 deficit, down from a \$108,546 profit the previous financial year. The deficit was due to the exhaustion of available ashes positions for sale, fewer burials and decreased plaque sales.

As at 30 June 2020, the Ferntree Gully Cemetery Trust held \$995,900 in cash and cash equivalents, down \$143,583 from the previous financial year.

Interest earned through investments for the 2019-20 financial year was \$6,200 (down from \$14,441 in 2018-19).

Knox City Council's Governance Unit provides ongoing administrative services and support to Council as the Trustee for the Cemetery.

There were 20 burials (31 burials previous financial year) and 31 ashes interments (50 ashes interments previous financial year) during the 2019-20 financial year.

There were no graves, ashes or interment positions available at the conclusion of last financial year and no positions are available as of 30 June 2020. Works being undertaken during 2020 will provide 3 new Columbarium Walls incorporating 231 new ashes positions and 49 garden bed niches, creating new revenue generation opportunities.

### **6. SOCIAL IMPLICATIONS**

Nil

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

Goal 1 - We value our natural and built environment

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

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

Strategy 7.1 - Protect and preserve our local cultural heritage

Goal 8 - We have confidence in decision making

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

## **8. CONFLICT OF INTEREST**

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

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

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

## **9. CONCLUSION**

The Ferntree Gully Cemetery 2019-20 audited financial statements, independent audit report, and Abstract of Accounts are presented to Council for consideration, as Trustee for the Ferntree Gully Cemetery.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Senior Administration Support Officer, Joanne Ellis,  
Coordinator Governance, Andrew Dowling

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

### **Attachments**

1. Attachment 1 - Audited Financial Statements 2019 - 2020 [6.4.1 - 13 pages]
2. Attachment 2 - Ferntree Gully Cemetery - Independent Auditor's Report - 2019-20 [6.4.2 - 2 pages]
3. Attachment 3 - Abstract of accounts 2019-20 [6.4.3 - 7 pages]

**FERNTREE GULLY CEMETERY TRUST**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 30 JUNE 2020**

## FERNTREE GULLY CEMETERY TRUST

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**FERNTREE GULLY CEMETERY TRUST  
STATEMENT BY THE TRUSTEE**

In the opinion of the Trustee of the Ferntree Gully Cemetery Trust:

- 1 (a) The accompanying financial statements are drawn up so as to give a true and fair view of the results and the state of affairs of the Trust at 30 June 2020; and  
  
(b) At the date of this statement, there are reasonable grounds to believe that the Trust will be able to pay its debts as and when they fall due.
- 2 The financial statements have been prepared in accordance with AASB Accounting Standards.

Dated at Wantirna South this \_\_\_\_\_ day of \_\_\_\_\_ 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

**FERNTREE GULLY CEMETERY TRUST**  
**COMPREHENSIVE INCOME STATEMENT**  
 FOR THE YEAR ENDED 30 JUNE 2020

	Note	June 2020 \$	June 2019 \$
<b>Income</b>			
Plot sales	1(c)	2,532	120,247
Burial fees	1(c)	36,294	48,285
Monument fees	1(c)	2,846	3,883
Plaque fees	1(c)	21,154	35,542
Grant income	1(c)	-	80,000
Investment income	1(c)	6,200	14,441
<b>Total income</b>		<u>69,026</u>	<u>302,398</u>
<b>Expenses</b>			
Management fees		151,840	146,397
Plaques		12,016	29,156
Operating costs	2.1(a)	14,644	11,053
Utilities	2.1(b)	735	79
Legal fees	2.1(c)	-	-
Depreciation	2.3	8,557	7,167
<b>Total expenses</b>		<u>187,792</u>	<u>193,852</u>
<b>Profit/(loss) for the year</b>		<u>(118,766)</u>	<u>108,546</u>
<b>Total comprehensive result</b>		<u>(118,766)</u>	<u>108,546</u>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

## FERNTREE GULLY CEMETERY TRUST

### BALANCE SHEET AS AT 30 JUNE 2020

	Note	June 2020 \$	June 2019 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	3.1(a)	995,990	1,139,573
Trade and other receivables	3.1(c)	5,739	5,242
Other financial assets	3.1(b)	-	-
<b>Total current assets</b>		<u>1,001,729</u>	<u>1,144,815</u>
<b>Non-current assets</b>			
Property, plant and equipment	4.1	<u>818,872</u>	<u>762,292</u>
<b>Total non-current assets</b>		<u>818,872</u>	<u>762,292</u>
<b>Total assets</b>		<u>1,820,601</u>	<u>1,907,107</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	3.2(a)	<u>49,582</u>	<u>17,322</u>
<b>Total current liabilities</b>		<u>49,582</u>	<u>17,322</u>
<b>Total liabilities</b>		<u>49,582</u>	<u>17,322</u>
<b>Net assets</b>		<u>1,771,019</u>	<u>1,889,785</u>
<b>Equity</b>			
Accumulated surplus		<u>1,771,019</u>	<u>1,889,785</u>
<b>Total equity</b>		<u>1,771,019</u>	<u>1,889,785</u>

The above balance sheet should be read in conjunction with the accompanying notes.



**FERNTREE GULLY CEMETERY TRUST**  
**STATEMENT OF CHANGES IN EQUITY**  
 FOR THE YEAR ENDED 30 JUNE 2020

	Accumulated surplus	
	June 2020 \$	June 2019 \$
Balance at beginning of the financial year	1,889,785	1,781,239
Comprehensive result	(118,766)	108,546
Balance at end of the financial year	1,771,019	1,889,785

The above statement of changes in equity should be read with the accompanying notes.

## FERNTREE GULLY CEMETERY TRUST

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2020

	Note	June 2020 Inflows/ (Outflows) \$	June 2019 Inflows/ (Outflows) \$
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Plot sales		2,747	120,362
Burial fees		39,923	53,114
Plaque fees		23,269	39,096
Monument fees		2,846	3,883
Grants		-	80,000
Interest received		7,147	14,569
Net GST refund		<u>16,924</u>	<u>20,664</u>
		<u>92,856</u>	<u>331,688</u>
<b>Payments</b>			
Payments to suppliers		<u>(171,302)</u>	<u>(189,797)</u>
		<u>(171,302)</u>	<u>(189,797)</u>
<b>Net cash provided by/(used in) operating activities</b>	6.1	<u>(78,446)</u>	<u>141,891</u>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(65,137)	(19,437)
Proceeds from disposal of financial assets		-	-
Purchase of financial assets		<u>-</u>	<u>-</u>
<b>Net cash provided by/(used in) investing activities</b>		<u>(65,137)</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents		(143,583)	122,454
Cash and cash equivalents at beginning of financial year		<u>1,139,573</u>	<u>1,017,119</u>
<b>Cash and cash equivalents at the end of the financial year</b>		<u>995,990</u>	<u>1,139,573</u>

The above statement of cash flows should be read with the accompanying notes.

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

#### Overview

#### Introduction

The Trustee of Ferntree Gully Cemetery is Knox City Council. The sole purpose of the Trust is to administer the Ferntree Gully Cemetery.

#### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

#### Note 1 Significant accounting policies

##### (a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The accounts are prepared under the convention of historical cost, and except where stated do not take in to account current valuations of non-current assets.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

##### (b) Going concern

In preparing the financial statements, the Trustees are satisfied that the entity is trading as a going concern. However the Trustees also note that the ability of the entity to continue as a going concern in the long term is uncertain due to the lack of sustainable operating profits or cash flows from core business activities, particularly as all available burial plots and vaults have been sold.

##### (c) Revenue recognition

Income is recognised when the Trust obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Trust, and the amount of the contribution can be measured reliably.

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

	June 2020	June 2019
	\$	\$
<b>Note 2 The cost of delivering services</b>		
<b>2.1 Materials and Services</b>		
<b>(a) Operating costs</b>		
Audit fee	1,650	1,650
Refund pre-purchased plots	4,367	8,960
Maintenance	1,710	-
Other operating costs	6,917	443
	<u>14,644</u>	<u>11,053</u>
<b>(b) Utilities</b>		
Telephone	735	79
	<u>735</u>	<u>79</u>
<b>Total material and services</b>	<u>15,379</u>	<u>11,132</u>
<b>2.2 Depreciation</b>		
Depreciation expense	8,557	7,167
<b>Total depreciation and amortisation</b>	<u>8,557</u>	<u>7,167</u>

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

	June 2020 \$	June 2019 \$
<b>Note 3 Our financial position</b>		
<b>3.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash at Bank	15,340	19,070
Cash at Call	980,650	1,120,503
<b>Total cash and cash equivalents</b>	<b>995,990</b>	<b>1,139,573</b>
<b>(b) Other financial assets</b>		
Term deposits	-	-
	-	-

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts (if applicable).

Financial assets including investments such as term deposits are held to maturity and measured at amortised cost.

<b>(c) Trade and other receivables</b>		
<b>Current</b>		
Plot debtors	-	215
Accrued interest	122	1,069
Net GST receivable	5,617	3,958
<b>Total current trade and other receivables</b>	<b>5,739</b>	<b>5,242</b>

Receivables are carried at cost. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred.

No provision has been made for doubtful debts.

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

	June 2020	June 2019
	\$	\$
<b>3.2 Payables</b>		
<b>(a) Trade and other payables</b>		
Trade payables	49,582	17,322
	49,582	17,322

### 3.3 Commitments

The Trustee does not have any outstanding commitments in relation to the Ferntree Gully Cemetery.

### 3.4 Number of graves, ashes and interment positions available

Description	No.	No.
Foothills graves	-	-
Foothills vaults	-	-
Ashes Garden	-	-
Rose garden	-	-
Ashes vaults - double	-	-
Ashes vault - single	-	-
Wall of Remembrance	-	-
Pioneer Beam	-	-
Memorial Rose Garden	-	-
Lawn F	1	-
Church of England Section A	-	-
Church of England Section B	-	-
Methodist Section B	1	1
Presbyterian Section B	-	-
Roman Catholic Section C	-	1
The Grove Niche Walls	-	-
	2	2

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

#### Note 4 Assets we manage

##### 4.1 Plant, furniture, equipment and library materials

##### Summary of property, plant and equipment

	At cost \$	Accumulated Depreciation \$	Written Down Value \$
<b>2020</b>			
Land at cost	554,721	-	554,721
Infrastructure	286,416	(22,265)	264,151
	841,137	(22,265)	818,872

	At cost \$	Accumulated Depreciation \$	Written Down Value \$
<b>2019</b>			
Land at cost	554,721	-	554,721
Infrastructure	221,279	(13,708)	207,571
	776,000	(13,708)	762,292

##### Land

At cost 1 July 2019			554,721
<b>Written down value of land at 30 June 2019</b>			554,721

##### Infrastructure

At cost 1 July 2019			221,279
Accumulated depreciation at 1 July 2019			(13,708)

##### **Movements in Cost**

Acquisition of assets at cost			65,136
			272,708

##### **Movements in accumulated depreciation**

Depreciation			(8,557)
			(8,557)

At cost 30 June 2020			286,416
Accumulated depreciation at 30 June 2020			(22,265)
<b>Written down value of infrastructure at 30 June 2020</b>			264,151

## FERNTREE GULLY CEMETERY TRUST

### NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

#### Note 5 People and relationships

**(a) Trustee**

The Trustee of Ferntree Gully Cemetery Trust is Knox City Council.

**(b) Key Management Personnel**

The Councillors of Knox City Council during the year were:

Councillor Jake Keogh ( Mayor)	Mayor from 1 July 2019 to 30 October 2019 Councillor from 30 October 2019 to current
Councillor Nicole Seymour (Mayor)	Mayor from 30 October 2019 to current Councillor from 1 July 2019 to 30 October 2019
Councillor Peter Lockwood (Deputy Mayor)	Deputy Mayor from 1 July 2019 to 30 October 2019 Councillor from 30 October 2019 to current
Councillor Marcia Timmers-Leitch	Deputy Mayor from 30 October 2019 to current
Councillor Lisa Cooper	Councillor from 1 July 2019 to current
Councillor Adam Gill	Councillor from 1 July 2019 to current
Councillor Tony Holland	Councillor from 1 July 2019 to current
Councillor John Mortimore	Councillor from 1 July 2019 to current
Councillor Darren Pearce	Councillor from 1 July 2019 to current

The Councillors received no remuneration from the Trust in connection with its management.

**(c) Other Related Party Disclosures**

Knox City Council's Finance department provides ongoing financial advice and accounting services to the Trustees. These services are included in the management fee of \$151,840 payable by the Trust to the Council for the year.

June 2020	June 2019
\$	\$

#### Note 6 Other matters

##### 6.1 Reconciliation of cash flows from operating activities to surplus

Profit/(loss) for the year	(118,766)	108,546
Add back depreciation expense	8,557	7,167
<b>Change in assets and liabilities</b>		
(Increase)/decrease in trade and other receivables	(498)	9,731
Increase/(decrease) in trade and other payables	<u>32,261</u>	<u>16,447</u>
<b>Net cash provided by/(used in) operating activities</b>	<u>(78,446)</u>	<u>141,891</u>





**FERNTREE GULLY CEMETERY TRUST ABN 88 002 100 668  
INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF  
FERNTREE GULLY CEMETERY TRUST**

**Report on the Audit of the Financial Report**

**Opinion**

We have audited the financial report of Ferntree Gully Cemetery Trust which comprises the balance sheet as at 30 June 2020, the comprehensive income statement, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the trustees' declaration.

In our opinion, the accompanying financial report of Ferntree Gully Cemetery Trust:

- (i) Gives a true and fair view of the Trusts financial position as at 30 June 2020 and of its financial performance for the year then ended; and
- (ii) Complying with Australian Accounting Standards (including Australian Accounting Interpretations).

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Trust in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Information Other than the Financial Report and Auditor's Report Thereon**

The trustees are responsible for the other information. The other information comprises the information included in the Trust's annual report for the year ended 30 June 2020, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Responsibilities of the Trustees for the Financial Report**

The trustees are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and for such internal control as the trustees determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the trustees are responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

RIZZA ALEXANDER ABN 22 927 707 358  
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LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

- 2 -

**Auditor's Responsibilities for the Audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- Evaluate the appropriateness of accounting policies used and reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Paul Rizza CA  
Rizza Alexander

Dated: 25<sup>th</sup> day of August 2020

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LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

# Abstract of accounts 2019–20

## Class B cemetery trusts

Rendered pursuant to s. 52 of the *Victorian Cemeteries and Crematoria Act 2003*. Due 1 September 2020.

<b>Cemetery trust's name:</b>	Ferntree Gully Cemetery Trust
-------------------------------	-------------------------------

### General account

The income and expenditure columns must balance. Bank statements matching the closing bank and investment balances must be attached. Trusts with an annual income (total of the three rows marked \*) or expenditure (total of the 11 rows marked \*\*) of \$250,000 up to \$1 million must attach a copy of a review of their accounts. Trusts with an annual income (\*) or expenditure (\*\*) of more than \$1 million must attach a copy of an audit of their accounts.

Income	\$	¢	Expenditure	\$	¢
Balance in bank at start of financial year			Secretary**		
Cash in hand at start of financial year	1,139,573		Sexton**		
Investments at start of financial year			Gravedigging**		
Interest received*	7,147		Contractors**	167,024	
Fees received for graves, monuments, interments, etc.*	68,785		Other**		
Other income* GST Refunds	16,924		Memorialisation (plaques etc)**	13,218	
Transfers from investments			Office expenses**	-9,840.18	
Transfers from reserves			Building**	900	
DHHS grants			Insurance**		
Other grants			Works (repairs and fencing, drainage, etc.) **	65,137.36	
Unpresented cheques			Sundry expenses and miscellaneous**		
[This field is to remain blank]			Balance in bank at end of financial year	995,990	
			Cash in hand at end of financial year		
			Investments at end of financial year		
<b>Total</b>	1,232,429		<b>Total</b>	1,232,429	

**Perpetual maintenance account**

Do not re-enter investment or bank account information entered in the 'General account' section.

<b>Income</b>	<b>\$</b>	<b>¢</b>	<b>Expenditure</b>	<b>\$</b>	<b>¢</b>
Balance at start of financial year	Nil		Expenditure / transfer to general account	Nil	
Interest received			Balance at end of year		
New funds received					
<b>Total</b>	Nil		<b>Total</b>	Nil	

**Assets and liabilities**

Please record the value of assets in each category as the value of the asset when originally purchased. Recording the depreciation of assets over time is not required. If the trust has no assets or liabilities, enter a zero at both totals. Monetary assets included in the 'General account' section should not be included here.

<b>Assets</b>	<b>\$</b>	<b>Liabilities</b>	<b>\$</b>
Key structures (Examples: office building, mausoleum, chapel, toilet facility, machinery shed, niche wall)		Monies owed to a third party	
Minor structures (Examples: gazebo, rotunda, storage shed, outside seating)		Monies committed to expenditure	49,582
Major machinery (Examples: tractor, backhoe, ride-on mower)			
Small machinery (Examples: mechanical and electrical equipment, computer, printer, grave shoring)			
Miscellaneous equipment (Examples: hand tools, wheelbarrows)			
<b>Total</b>		<b>Total</b>	49,582

## Attestations

### Building Compliance

Cemetery trusts need to meet the requirements of the Ministerial Directions for Public Construction Procurement in Victoria. The department has developed [Class B cemetery trust guidelines for public construction procurement in Victoria](#), which outlines the measures that trusts should implement when engaging in public construction projects costing more than \$50,000, available on the health.vic website <<https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/governance-and-finance/governance/class-b-public-construction-procurement>>. Examples of public construction projects include constructing buildings, mausolea, crematoria, niche walls, roads, fences, drainage, excavation, grading, engineering design, surveying.

Has your trust engaged in any construction projects this financial year in excess of \$50,000?	<input checked="" type="checkbox"/> Yes – please answer question below <input type="checkbox"/> No – Go to next section
The public construction project was undertaken in accordance with purchasing and tendering policies adopted by the trust	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Current condition of cemetery

<b>Key structures</b> (Examples: office building, mausoleum, chapel, toilet facility, machinery shed)	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average/poor <input type="checkbox"/> Not applicable
<b>Minor structures</b> (Examples: gazebo, rotunda, storage shed, outside seating)	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average/poor <input type="checkbox"/> Not applicable
<b>Major machinery</b> (Examples: tractor, backhoe, ride-on mower)	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average/poor <input type="checkbox"/> Not applicable
<b>Small machinery</b> (Examples: mechanical and electrical equipment, computer, printer, grave shoring)	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average/poor <input type="checkbox"/> Not applicable
<b>Miscellaneous equipment</b> (Examples: hand tools, wheelbarrows)	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average/poor <input type="checkbox"/> Not applicable
<b>Fences</b>	<input checked="" type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average/poor <input type="checkbox"/> Not applicable
<b>Internal roads and paths</b>	<input type="checkbox"/> Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average/poor <input type="checkbox"/> Not applicable

#### Key

- Excellent – **may** need general maintenance or repair in the next five years
- Good – **will** need general maintenance or repair in the next two to three years
- Average/poor – **will** need **urgent** maintenance in the next 12 months
- Not applicable – the cemetery does not have this type of infrastructure or equipment

### Right of interment (ROI) and interment information

Where accurate numbers are not available, trusts should provide estimates. If your trust manages multiple cemeteries (active or closed), please provide information for each site in a separate table by copying this page.

<b>Bodily remains</b>	
Number of ROI for bodily remains (at-need) sold in 2019-20	0
Number of ROI for bodily remains (pre-need) sold in 2019-20	0
Number of interments of bodily remains (first burial in a plot) in 2019-20	7
Number of interments of bodily remains (second or subsequent burial in a plot) in 2019-20	13
<b>Cremated remains</b>	
Number of ROI for cremated remains (both at-need and pre-need) sold in 2019-20	2
Number of interments of cremated remains (in graves and memorials such as niche walls) in 2019-20	31
<b>Cemetery</b>	
Total number of bodily remains interred since the establishment of the cemetery	6128
Remaining number of unsold ROI for bodily remains at 30 June 2020 (including estimated number of plots that could be created in areas of the cemetery that have not been developed)	0

### Land use (optional section)

The three questions below are optional. To help the department understand land availability and land usage for Victorian cemeteries, trusts are invited to answer the following questions using estimates or exact figures.

Number of hectares of land used for burials (occupied plots) and infrastructure in the cemetery as at 30 June 2020	2
Number of hectares of land not used (empty plots and undeveloped areas) in the cemetery as at 30 June 2020	0
Total number of hectares in the cemetery (both used and not used land)	2

### Proposed works (optional section)

Answering this section is optional. Trusts are invited to provide a brief outline of cemetery repairs, maintenance or improvements considered necessary and an estimated cost of works proposed to occur during the next financial year.

<b>Proposed works</b>	<b>Proposed cost (\$)</b>
Replacement signage	\$10,000
New Columbarium Walls and in-ground ashes positions	\$140,000

**Statutory declaration**

**Two trust members (the Chairperson and one other trust member) must execute a statutory declaration**

Statutory Declaration Trust Member 1 (Chairperson)

I, \_\_\_\_\_ of \_\_\_\_\_  
 [Full Name] [Address]

\_\_\_\_\_  
 [Occupation]

make the following statutory declaration under the **Oaths and Affirmations Act 2018**:  
 The above Abstract of accounts for the financial year 2019-20 is true and correct for the trust mentioned below.

\_\_\_\_\_  
 [Trust name]

**I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.**

\_\_\_\_\_  
 [Signature of person making this declaration]

Declared at: \_\_\_\_\_ in the state of Victoria  
 [City, Town or suburb]

on \_\_\_\_\_  
 [Date]

Statutory Declaration Witness – Trust member 1 (Chairperson)  
 Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link

I am an authorised statutory declaration witness\* and I sign this document in the presence of the person making the declaration:

\_\_\_\_\_  
 [Signature of statutory declaration witness] [Date]

[Write or stamp name and capacity in which person is authorised to witness statutory declaration and address]

\*A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

Statutory Declaration Trust Member 2

I, \_\_\_\_\_ of \_\_\_\_\_  
 [Full Name] [Address]

\_\_\_\_\_  
 [Occupation]

make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

The above Abstract of accounts for the financial year 2019-20 is true and correct for the trust mentioned below.

\_\_\_\_\_  
 [Trust name]

**I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.**

\_\_\_\_\_  
 [Signature of person making this declaration]

Declared at: \_\_\_\_\_ in the state of Victoria  
 [City, Town or suburb]

on

\_\_\_\_\_  
 [Date]

Statutory Declaration Witness - Trust Member 2

Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link.

I am an authorised statutory declaration witness\* and I sign this document in the presence of the person making the declaration:

\_\_\_\_\_  
 [Signature of statutory declaration witness]

\_\_\_\_\_  
 [Date]

[Write or stamp name and capacity in which person is authorised to witness statutory declaration and address].

\* A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.



Under s. 52(3) of the Cemeteries and Crematoria Act a cemetery trust must submit a report for each financial year to the Secretary to the Department of Health and Human Services by 1 September in the following financial year.

**End of financial year bank and investment statements must be provided** with this form and emailed (department's preferred method to receive these documents) to:

**Email: [cemeteries@dhhs.vic.gov.au](mailto:cemeteries@dhhs.vic.gov.au)**

If you do not have access to email, post to the following address:

Manager  
Cemetery Sector Governance Support Program  
Department of Health and Human Services  
GPO Box 4057  
Melbourne VIC 3001

To receive this publication in an accessible format, email the Cemetery Sector Governance Support Program <[cemeteries@dhhs.vic.gov.au](mailto:cemeteries@dhhs.vic.gov.au)>.

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Available from the health.vic website <<https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/governance-and-finance/finance/abstract-of-accounts>>.

## 6.5 Revised 2020 Council and Committee Meeting Schedule

**SUMMARY:** Manager Governance, Phil McQue

Council previously adopted its 2020 meeting schedule in October 2019. The Victorian Electoral Commission has since advised that the declaration of the polls as part of the upcoming Local Government elections could be as late as 13 November 2020. This will require Council to revise the meeting schedule for November 2020 and December 2020.

### RECOMMENDATION

That Council adopt the revised meeting schedule as follows:

- Tuesday 17 November 2020 – Council Meeting (for the Election of Mayor and Committee Appointments – with no public question time);
- Monday 30 November 2020 – Council Meeting;
- Monday 14 December 2020 – Strategic Planning Committee; and
- Monday 21 December 2020 – Council Meeting.

### 1. INTRODUCTION

Council previously adopted its 2020 meeting schedule with meetings scheduled for 4 November, 9 November, 23 November, 14 December and 21 December.

The Victorian Electoral Commission has since advised that the declaration of the polls following the Council election could now be as late as 13 November 2020 and therefore Council will need to adopt a new meeting schedule prior to the October 2020 Election.

### 2. DISCUSSION

The following meeting schedule is proposed as below:

- Tuesday 17 November – Council Meeting (for the Election of Mayor and Committee Appointments);
- Monday 30 November – Council Meeting;
- Monday 14 December – Strategic Planning Committee; and
- Monday 21 December – Council Meeting.

Council's Governance Rules Clause 53.1 provides that unless Council resolves to the contrary, there shall be a public question time at every Council meeting fixed under Rule 9 to enable members of the public to submit questions to Council. It is proposed not to include public question time as part of the 17 November 2020 Council meeting, as this meeting is intended to be reserved for the purposes of electing the Mayor for 2020/2021 and confirm Committee appointments. A Council resolution is subsequently required to satisfy the Governance Rules.

### 3. CONSULTATION

The meeting schedule will be communicated to the community via public notice on Council's website, via social media and via signage in the Civic Centre.

**4. ENVIRONMENTAL/AMENITY ISSUES**

Nil.

**5. FINANCIAL & ECONOMIC IMPLICATIONS**

Nil.

**6. SOCIAL IMPLICATIONS**

Council meetings provide the community an opportunity to participate in local democracy. Participation provides a greater understanding of Council's decision making process and promotes open, transparent and accountable government.

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

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

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

**8. CONFLICT OF INTEREST**

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

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

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

**9. CONCLUSION**

It is recommended that Council adopt the revised meeting schedule.

**10. CONFIDENTIALITY**

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

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

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

**Attachments**

Nil

## 7 Public Question Time

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

## 8 Engineering & Infrastructure Officers' Reports for consideration

### 8.1 Wantirna Parking Management Plan

**SUMMARY:** Senior Traffic Engineer, Deborah Wilding

A draft Wantirna Parking Management Plan for Wantirna Mall and the surrounding Health Precinct was developed after consultation in August 2019. The draft plan was presented to the public in June 2020. The draft Wantirna Parking Management Plan has been refined in response to the consultation and is now presented for adoption.

This report also seeks approval for the delegated officer to be able to make minor administrative changes to the plan as required.

#### RECOMMENDATION

That Council:

1. Adopt the Wantirna Parking Management Plan as presented in Attachment 1; and
2. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to make minor administrative changes (changes affecting one or two spaces or a single property) to Parking Management Plans, to adapt to changing needs or unforeseen issues. The relevant ward Councillor will be advised of any minor administrative changes implemented under this resolution.

#### 1. INTRODUCTION

The draft Wantirna Parking Management Plan for Wantirna Mall and the surrounding Health Precinct was developed in response to the Knox Parking Policy to better manage the increasing demand for parking throughout the municipality, particularly around activity centres. In preparing the draft Parking Management Plan for Wantirna, an independent parking study and two public consultation periods were conducted. The draft Wantirna Parking Management Plan has been prepared after a consultation process and having regard to the endorsed Knox Parking Policy, recommendations from the independent parking study and comments received from residents in the area. Refer to Attachment 1.

#### 2. DISCUSSION

##### 2.1 Background

Parking demand across Knox continues to increase, especially in activity centres where there is increasing development, retail and commercial activity. This creates challenges in providing for the movement of people and goods through the municipality while still maintaining a safe and pleasant environment for people to live, work and play. The Knox Parking Policy was endorsed by Council in February 2018 to better manage the parking needs of the community and to shift from being reactive to strategic when managing parking issues. The Knox Parking Policy outlines a framework for progressively preparing parking management plans for each activity centre over a

five year period. So far, three parking management plans in Ferntree Gully, Upper Ferntree Gully and Boronia have been endorsed and are progressively being implemented as required.

A parking management plan has now been prepared for Wantirna Mall and the surrounding Health Precinct after conducting two community consultation periods and undertaking an independent parking study for the centre. Once endorsed, it is anticipated that proposed parking changes within the commercial area of the Parking Management Plan (Stage 1) will be implemented within a three month period. Restrictions proposed within surrounding residential areas (Stage 2) will only be implemented according to community demand and following further consultation with residents of each affected street.

## **2.2 Stage 1 – Consultation**

The initial consultation survey was conducted in August 2019. This was a general online survey on community parking needs and issues for residents, visitors, workers and business owners who use the activity centre. The survey was available on Council's website and advertised via the distribution of flyers to all Wantirna residents as well as businesses in the area, social media, emails sent to community groups and a 'Pop-up' session for 2 hours at Wantirna Mall. The Ward Councillor attended and participated at the Pop-up session. Discussions with residents and customers during the Pop-up session confirmed that the advertising was working well with many residents acknowledging they had received a flyer or heard about the survey via social media. Many parking concerns were raised by residents. The survey generated 208 responses.

The comments and suggestions received from the survey, letters, emails and Facebook posts were aggregated into related issue responses. The main issues were then listed for feedback on the draft Parking Management Plan for the community to view. The main points/issues raised were:

- Install parking restrictions in congested streets.
- Through access required on local roads for emergency services, waste collection and access from driveways.
- Improve visibility at intersections and from driveways.
- No problems. Don't change parking or charge for parking.
- Wantirna Mall – improve accessible, customer and staff parking, signage and safety.
- Greater enforcement of parking restrictions.
- New developments should provide sufficient off-street parking for residents and visitors.
- Improve walking, cycling, public transport and electric vehicle options.

Several comments were received about Rachele Drive which is experiencing a high demand in parking due to its proximity to the Knox Private Hospital and unrestricted parking. As a result, more extensive parking changes are proposed for Rachele Drive.

## **2.3 Independent Parking study**

An independent parking study was conducted for the commercial area and the surrounding residential streets in October 2019.

The independent parking study provided data and feedback on existing parking conditions within the activity centre. This consisted of:

- Identifying all existing parking restrictions within the study area including the location and number of specialty parking zones (such as 'accessible', 'loading', 'taxi' and 'bus');

- Determining the extent of parking in carparks and on local streets within the study area;
- Analysing the observed car parking demand in the study area; and
- Providing recommendations for parking improvements for the study area in line with the Knox Parking Policy.

Recommendations from the independent parking study were also summarised for the community to view and presented as part of the draft Wantirna Parking Management Plan. The recommendations include:

- Improve enforcement of 1 hour parking areas in Wantirna Mall Carpark.
- Increase the supply of short term parking in Wantirna Mall and simplify the layout.
  - Convert 2 hour spaces (16) on southern edge of carpark to 1 hour spaces.
  - Convert 4 hour spaces (21) along southern side of central aisle to 2 hour parking.
- Blanket time restrictions in local streets are not recommended as this will likely displace the parking demand further into unrestricted on-street parking areas.
- Provide a balance of restrictions in local streets to address the existing overflow from the medical precinct and protect some parking supply for other users.
- Future uses within the Integrated Health Precinct to provide:
  - Sufficient on-site parking to cater for typical peak parking demand.
  - The street network within the Integrated Health Precinct to include a level of on-street car parking to allow for potential overspill to be contained within the precinct.
  - Council to liaise with relevant State Government Authorities to ensure any proposed fees for car parking within the Health Precinct are affordable for most staff.

The recommendations which could be accommodated on local roads and Council carparks were included in the parking management plan. Those recommendations relating to advocacy will require separate discussion with the various stakeholders.

## **2.4 Stage 2 Consultation – Draft Wantirna Parking Management Plan**

Through the consultation process, the draft Wantirna Parking Management Plan was presented in a map form with coloured lines indicating different types of restrictions (Similar to the map shown in Attachment 1). This allowed residents to view individual restrictions in each street. The draft Wantirna Parking Management Plan was available for public comment during June 2020. Community consultation was undertaken using Council's website – 'Have Your Say' page, social media posts, and the distribution of flyers to the Wantirna residents and businesses in the area.

As a result of the second consultation process, 32 submissions from different households were received for the draft Wantirna Parking Management Plan providing support and comment on the draft plan. A summary of comments relating to various streets and responses are shown in Attachment 2.

## **2.5 Key issues from the Draft Wantirna Parking Management Plan**

Submissions received from presenting the draft parking management plan for public comment have prompted the following changes to the draft Wantirna Parking Management Plan:

- Amendment to the plan indicating the existing parking restrictions in Ainsdale Avenue, Badminton Court and Boronia Road service road and other courts off these roads to have parking restrictions 7 days a week instead of Mon-Fri as was shown on the draft plan.

- Ashley Street - Amend the plan to show the No Parking restrictions only operating 6am-6pm on Mondays. Further time-based restrictions will only be implemented if requested and supported by most residents.
- Change wording for Stage 2 implementation to include the wording 'or street segment'. This will allow longer streets to be assessed in sections where only part of the street may be affected by a high parking demand.
- Minor changes to No Stopping or No Parking areas to be installed where there is a safety concern.
- Wantirna Mall – additional accessible parking bay near the IGA supermarket.

## **2.6 Future Knox Health Precinct**

The Victorian Planning Authority (VPA) has created a masterplan for a new Wantirna Health Precinct. The site is bounded by Eastlink, Boronia Road, Mountain Highway and 203 Mountain Highway (old caravan park). The precinct will have a range of complementary medical services, employment, education and research facilities, training opportunities, accommodation, access and transport.

Council has been involved in the masterplan process and submitted a response to the VPA which included comments on traffic and parking issues. Although the Health Precinct is some years away, the aim is to ensure any future development on this site has adequate parking to service the facilities without impacting the surrounding local streets.

## **2.7 Minor administrative adjustments for all parking management plans**

After completing three parking management plans and progressively implementing parking restrictions where needed, it was found that some locations require minor parking changes.

It is expected Council officers may receive requests for minor changes relating to one or two spaces, individual properties, changes to the type of business operating or other unforeseen circumstances. As these minor changes do not change the intention of the whole parking management plan, it is recommended that Council authorises the relevant delegated officer to be able to make any future minor administrative changes. This will allow officers to respond to these future needs promptly, without administrative delays. The Ward Councillor will be advised on these matters.

## **3. CONSULTATION**

The development of the parking management plan was undertaken in consultation with Council officers and independent traffic consultants. Two public consultation phases were provided. Feedback from this process was reviewed and where appropriate included in the parking management plans.

The Ward Councillor was consulted during both public consultation phases and advised of the main reasons behind the proposed parking changes in the Parking Management Plan.

Further consultation with residents within individual streets will be provided as required.



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

Parking availability affects the quality of life of residents and the operation of businesses. It is therefore important that all parking needs are considered in a fair and equitable manner. This is particularly important given the growing demand for on street parking within the municipality.

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

Some costs relating to the traffic study and consultation for the area have already been taken from existing budgets. Funding for future traffic studies, the implementation of parking signs and line marking changes has been identified as part of the Capital Works budget under Local Road Safety Initiatives.

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

Providing a manageable parking environment encourages safe and equitable access and movement for various users.

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

##### **Goal 3 - We can move around easily**

Strategy 3.1 - Enable improved transport choices supported by integrated and sustainable transport systems and infrastructure.

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

Under the Local Government Act 2020 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Senior Traffic Engineer, Deborah Wilding - In providing this advice as the Author, I have no disclosable interests in this report.

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

#### **9. CONCLUSION**

The draft Wantirna Parking Management Plan provides an opportunity to strategically manage parking controls, having regard to balancing competing demands for parking within Wantirna Mall, the Health Precinct and the surrounding area. The plan presented accords with Council's adopted Parking Policy and has responded to community feedback through the development process, providing transparency and clarity surrounding future management.

It is envisaged that there will be minor adjustments required to parking restrictions at very specific locations that have not been considered in the Parking Management Plan. Allowing the authorised officer to make minor amendments to parking restrictions will allow officers to respond to these future needs promptly, without administrative delays.

## 10. CONFIDENTIALITY

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

**Report Prepared By:** Senior Traffic Engineer, Deborah Wilding

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

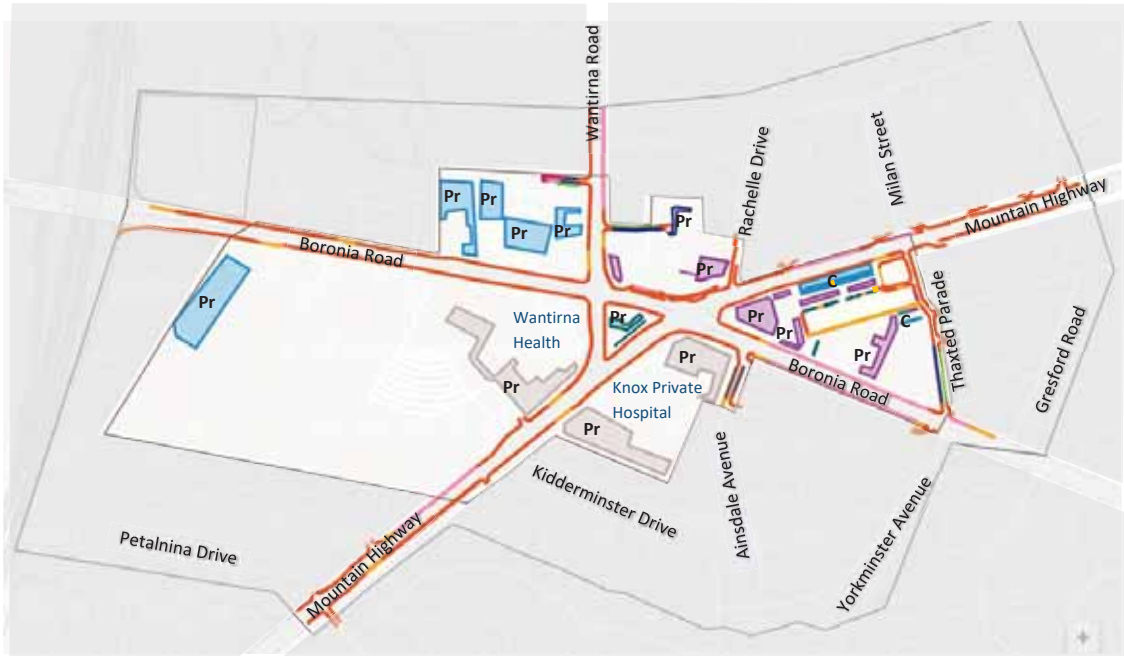
### Attachments

1. Attachment 1 - Wantirna Parking Management Plan [8.1.1 - 3 pages]
2. Attachment 2 - Stage 2 Consultation Comments Wantirna Parking Management Plan [8.1.2 - 3 pages]

### Wantirna Parking Management Plan

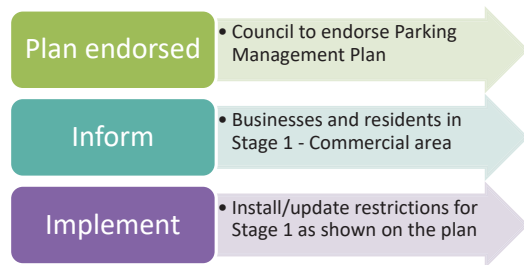
#### Stage 1 - Inner Commercial Area – Shopping Centre and Health Precinct

\*Restrictions changed on public roads and carparks after Council has endorsed the plan (excluding Ashley St)



LEGEND	
<span style="color: orange;">—</span>	No Stopping
<span style="color: pink;">—</span>	No Parking
<span style="color: purple;">—</span>	No Parking 6am-6pm Mon
<span style="color: yellow;">—</span>	Special Needs (Accessible, Bus, Loading, Mail Zone)
<span style="color: darkgreen;">—</span>	1 Hour 6am-8pm
<span style="color: brown;">—</span>	2 Hour 8am-6pm
<span style="color: purple;">—</span>	2 Hour 6am-8pm
<span style="color: lightgreen;">—</span>	4 Hour 8am-6pm Mon-Fri
<span style="color: blue;">—</span>	4 Hour 6am-8pm
<span style="color: darkblue;">—</span>	Unrestricted
<span style="color: lightgrey;">—</span>	Pay parking
<span style="color: lightgrey;">C</span>	Council car park
<span style="color: lightgrey;">Pr</span>	Privately owned car park
<span style="border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	Boundary of Inner commercial section - Activity Centre

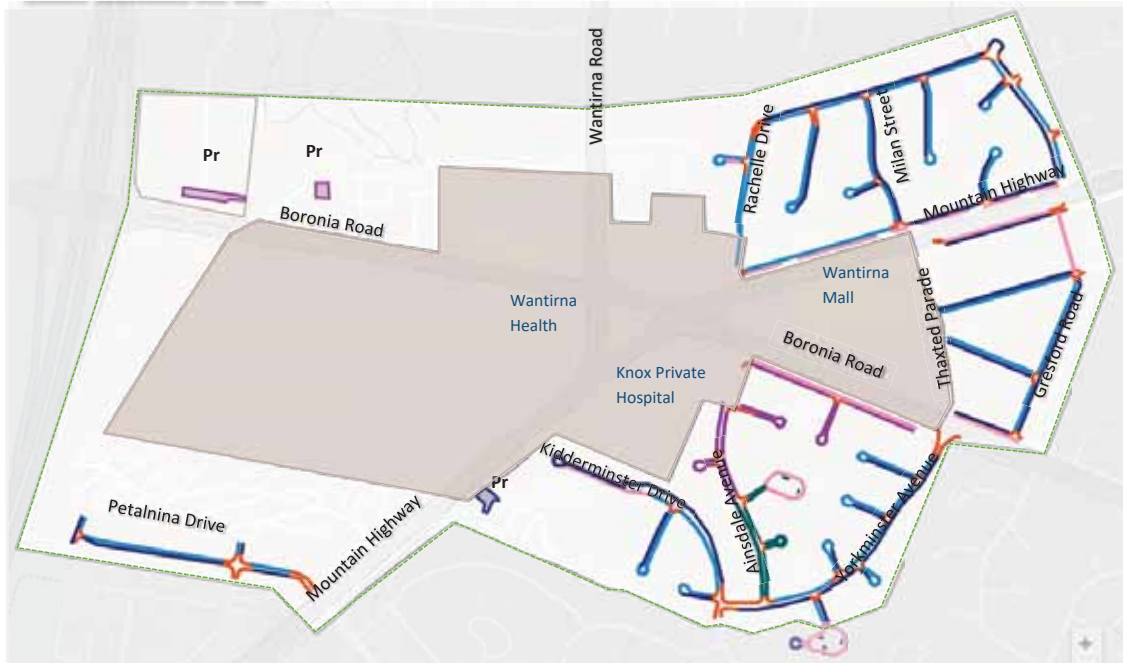
#### Stage 1 - Implementation for Inner Commercial Area



## Wantirna Parking Management Plan

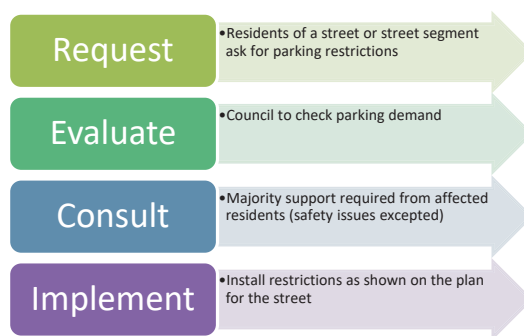
### Stage 2 - Outer Residential Area

\*Restrictions only changed if requested by residents & majority of residents in the street support the change (including Ashley St)



LEGEND	
<span style="color: orange;">—</span>	No Stopping
<span style="color: pink;">—</span>	No Parking
<span style="color: yellow;">—</span>	Special Needs (Accessible, Bus, Loading, Mail Zone)
<span style="color: purple;">—</span>	2 hour 8am-6pm
<span style="color: teal;">—</span>	4 Hour 8am-6pm
<span style="color: blue;">—</span>	4 Hour 8am-6pm Mon-Fri
<span style="color: darkblue;">—</span>	Unrestricted
<b>C</b>	Council car park
<b>Pr</b>	Privately owned car park
<span style="background-color: #d3d3d3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span>	Inner commercial section
<span style="border: 1px dashed green; display: inline-block; width: 15px; height: 10px;"></span>	Boundary of outer residential area

### Stage 2 Implementation for Outer Residential Area



### Wantirna Parking Management Plan

#### Proposed Timeline

The following timeline collates the actions identified as part of the investigation and consultation process for the development of the Wantirna Parking Management Plan and indicates the approximate time frames for the projects.

Action involving changes to parking restrictions on public roads can be managed by Council and completed within a 3 month period while actions involving advocacy are generally outside Council’s jurisdiction.



## Stage 2 Consultation Comments – draft Wantirna Parking Management Plan

Key issues raised through the public consultation process during June 2020

Location	Issue/comment raised	Response to Comment
<b>Wantirna Mall</b>	Need more enforcement	Enforcement to be carried out in line with the Parking Compliance Strategy subject to the business case being adopted in the budget.
	Do not want a change to restrictions	One hour, 2 hour and 4 hour restrictions will all continue to be available in the carpark
	Request for an additional accessible space near the IGA supermarket, Pharmacy and	To be included on the plan. It will mean the loss of one parking space for a shared zone.
<b>Rachelle Drive</b>	Need to survey only affected sections of the street	Plan amended to state 'or street segment'
	Strong enforcement required	Enforcement to be carried out in line with the Parking Compliance Strategy subject to the business case being adopted in the budget.
	No Stopping required on bend near Glebe Ct	This is already shown on the plan. Restrictions which are considered a safety concern to be implemented.
<b>Ainsdale Avenue</b>	Request for parking restrictions to operate 7 days instead of Monday - Friday	Parking restrictions amended on the plan
	Request for restrictions to operate 6am – 8pm	These times are for commercial areas where businesses may operate outside normal working hours. Longer restriction hours may affect residents and their visitors.
	Permits to remain	Permits will remain in line with the allocation stated in the Parking Policy
	No stopping near 17/19 and 21 to remain	Existing 'No Stopping' sections to remain and included on plan
	Speeding in street	Arrange a new traffic count to review traffic speeds
	Do not want 4 hour restrictions	Restrictions will not change unless requested and the majority of residents support the change
<b>Badminton Court</b>	Request for parking restrictions to operate 7 days instead of Monday - Friday	Parking restrictions amended on the plan

	Permits to remain	Permits will remain in line with the allocation stated in the Parking Policy
<b>Yorkminster Avenue</b>	Parking close to the intersection with Ainsdale Avenue obstructs visibility	Sight distances at this intersection have been checked and minor changes made to 'No Stopping' on Yorkminster Avenue
	Need to survey only affected sections of the street.	Plan amended to state 'or street segment'
<b>Chelsea Court</b>	Do not want parking restrictions	Restrictions will not change unless requested and the majority of residents support the change
	Do not want parking on both sides of road which will affect access	Road rules which require 3 metres clearance along a road can be enforced
<b>Ashley Street</b>	Do not want parking restrictions changed	Plan amended to show 'No Parking' Mondays only for waste collection Plan changed to show restrictions will not change unless requested and the majority of residents support the change
	Permits for residents	Permit parking is not supported as there are more properties than parking spaces available in the street. Some units are not eligible under the Knox Parking Policy. Unrestricted parking is still available in the street.
<b>Garrison Grove</b>	Partly a private street which is used by the public. Private property signage requested	Private property can place signage within their property
<b>Hadlow Drive</b>	Extend the No Stopping Signage from the intersection with Thaxted Parade	Parking is already setback 15 metres from the intersection which is further than the 10 metres required under the road rules
<b>Thaxted Parade</b>	Extend no parking near the intersection with Boronia Road	Extend the 'No Stopping' area on the west side of Thaxted Parade in line with the restrictions opposite providing 20 metres clearance from Boronia Road.
<b>Boronia Road</b>	Illegal U turns still occurring at intersection with Ainsdale Avenue	To be raised with Department of Transport (DoT)
	Traffic signals at intersection with Thaxted Parade	To be raised with DoT
	Signage for terminating lanes	To be raised with DoT
	Fully controlled right turn into Mountain Highway	To be raised with DoT

<b>Mountain Highway</b>	Modify left lane into Thaxted Parade for easier access	To be raised with DoT
	Seal truck parking area opposite Wantirna Mall	To be raised with DoT
	Signage for terminating lanes	To be raised with DoT
	Traffic signals at the intersection with Thaxted Parade	To be raised with DoT
<b>Wantirna Road</b>	Cars parking outside unit development on road shoulder	'No Parking' already shown on plan
	Congestion close to Boronia Road	To be raised with DoT
<b>Knox Private Hospital</b>	Reduce parking fees	This is a private carpark and Council does not have authority to change the parking fees. The matter has been previously raised with the hospital.
	Provide spaces for seniors close to Knox Hospital	Parking in local streets is not designed for hospital parking. 'Seniors' parking cannot be enforced. Accessible spaces are provided close to the main hospital entrance.
<b>Development</b>	Development in the area is not providing enough parking for their needs	Parking requirements are set by the state government in the planning scheme. Council officers check that each development meets these requirements.
<b>Consultation</b>	Not aware of this consultation until the last few days.	Council informed residents and businesses via flyers and social media. The matter of late distribution will be raised as an issue with the distribution company.



## 8.2 Capital Works Ranking Criteria Report

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

This report presents the ranking criteria proposed to be used to priorities New/Upgrade projects within individual 2021-2025 Capital Works Programs. The criteria consider Council's Community Facilities Planning Policy and Climate Change Response Plan where appropriate and are presented for Council's consideration.

### **RECOMMENDATION**

That Council:

1. **Adopt the revised Capital Works Program ranking criteria for New/Upgrade Programs as shown in Attachment 1; and**
2. **Note that the revised Capital Works Program ranking criteria will be utilised for the development of the Draft 2021-2025 Capital Works Program.**

### **1. INTRODUCTION**

In accordance with Council's 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 are 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**

Council's New/Upgrade Program presently comprises 23 individual sub programs. The ranking criteria were presented to Council for the first time in this format at the November 2006 Strategic Planning Committee meeting. Of note, the criteria used to rank each sub program have been developed based on a multifaceted evaluation philosophy.

In accordance with the 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 2021-2025 Capital Works program for New/Upgrade projects are included (Attachment 1). The programs and adjustments are noted as follows:

<b>NO.</b>	<b>PROGRAM</b>	<b>ADJUSTMENTS</b>
4000	STRUCTURED SPORTING FACILITIES	Change
4000A	STRUCTURED SPORTING FACILITIES (CARPARKS)	No Change
4001	CULTURAL & LIBRARY FACILITIES	Change
4002	INDOOR LEISURE FACILITIES	Change
4003	FAMILY & CHILDREN SERVICES BUILDINGS & FACILITIES	Change
4004	AGED CARE BUILDINGS	Change
4005	COMMUNITY BUILDINGS AND FACILITIES FOR OTHERS	Change
4006	NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES	Change
4007	ROAD & BRIDGE CONSTRUCTION	Change
4008	LOCAL AREA TRAFFIC MANAGEMENT SCHEMES	No Change
4009	NEW BICYCLE / SHARED PATHS	Change
4010	LOCAL ROAD SAFETY INITIATIVES	No Change
4011	PUBLIC TRANSPORT INFRASTRUCTURE	No Change
4012	NEW PLANT & MACHINERY	No Change
4014	UNSTRUCTURED RECREATION	No Change
4015	PLACE MANAGEMENT PROGRAM	No Change
4016	STREETScape UPGRADES	No Change
4017	STORMWATER UPGRADES	No Change
4018	SUSTAINABILITY INITIATIVES	Change
4019	CIVIC & CORPORATE BUILDINGS & FACILITY UPGRADES	Change
4021	SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES	No Change
4022	INTEGRATED STORMWATER SOLUTIONS	No Change
4023	COMMUNITY SAFETY INITIATIVES	No Change

Where the criteria have been revised, a copy of the current format (used to develop the 2020 - 2024 Program) has been included in Attachment 2. As noted in the above table, this applies to eleven sub programs. All other programs have been reviewed for consistency of terminology to ensure compatibility when referencing key plans, strategies and policies.

## 2.2 Basis for Amendments

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

A specific ranking criteria change, to incorporate Council's Climate Change Response Plan, has been made to the following building facilities sub programs:

4000 – Structured Sporting Facilities

4001 – Cultural & Library Facilities

4002 – Indoor Leisure Facilities

4003 – Family & Children Services Buildings & Facilities Program

4005 – Aged Care Buildings

4005 – Community Buildings and Facilities for others

4019 – Civic & Corporate Buildings & Facility Upgrades

### **Program 4006 – New Footpath Construction Program & Pedestrian Facilities:**

1. The addition of service road has been included in the access road rating. This has been included to clarify missing links on service roads and to align with Council internal road hierarchy. Typically, most service roads are alongside arterial roads, so the ranking score is the same as for an arterial road. When a service road is alongside a different classified road, such as a collector, we have included the term Service Road-Local, to account for this.
2. The rating reserve has been renamed as small linear reserve. This is to clarify the definition of this rating and allows for missing links through smaller reserves to be identified. Typically, these reserves are parcels of land linking two road reserves and would not undergo a master planning process. Paths in reserves, other than these small linear reserves, would be referred to Landscape Team for assessment in the reserve's master plan.
3. The rating category of activity centre is quite broad and can be defined differently per officer. To assist in transparency, the proposed assessment criteria identifies the classification system of major and minor. Examples have been included to avoid future confusion.

### **Program 4007 – Road & Bridge Construction:**

Ranking criteria change, to incorporate Council's Climate Change Response Plan.

### **Program 4009 – New Bicycle & Shared Paths:**

#### **SHARED PATH:**

1. The addition of service road has been included in the access road rating. This has been included to clarify missing links on service roads and to align with Council internal road hierarchy. Typically, service roads are alongside arterial roads, so the ranking score is the same as for an arterial road. When a service road is alongside a different classified road, such as a collector, we have included the term other service road, to account for this.

2. The rating category of activity centre is quite broad and can be defined differently per officer. To assist in transparency, the proposed assessment criteria identifies the classification system of major and minor. Examples have been included to avoid future confusion.

### **BICYCLE FACILITIES:**

The rating category of activity centre is quite broad and can be defined differently per officer. To assist in transparency, the proposed assessment criteria identifies the classification system of major and minor. Examples have been included to avoid future confusion.

### **Program 4018 – Sustainability Initiatives:**

Ranking criteria change, to incorporate Council's Climate Change Response Plan.

### **Building programs**

Ranking criteria across multiple building programs have been consolidated to bring the evaluation process for buildings into alignment. The ranking process was standardised prior to developing the 2018/19 program. The Buildings Asset Management Plan recommended the establishment of a cross-directorate panel to review and approve all building related programs prior to them being presented to Council as part of the Capital Works budget planning process. The stated objectives of the panel are to promote integration between service areas, identify gaps in current planning processes and inform the allocation of funds for planning work necessary to support project development. The panel also reviews scoping work undertaken for key building projects and to provide guidance and direction for subsequent stages of implementation.

### **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 2021-2025 Capital Works Program for New/Upgrade projects for Council's consideration.

During 2020/2021 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 2020/2021 endorses a one-year program of works. This 2020/2021 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 2021/2022 budget, with the projects within programs ranked. It is to be noted that where changes to ranking criteria have been endorsed by Council, this may result in some re-ordering of projects relative to presentation of the previous year's program. This may impact on the timing of delivery across a five-year horizon.

### **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. Where relevant the ranking criteria have been changed to incorporate Council's Climate Change Response Plan.

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**

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

Strategy 1.1 - Protect and enhance our natural environment

### **Goal 3 - We can move around easily**

Strategy 3.2 - Improve bike and footpath connectivity, including identifying gaps between existing bike routes, footpaths and key places

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

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

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

Strategy 7.3 - Strengthen community connections

## **8. CONFLICT OF INTEREST**

Under the Local Government Act 2020 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Coordinator – Capital Works, Gene Chiron - In providing this advice as the Author, I have no disclosable interests in this report.

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

## **9. CONCLUSION**

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 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.

## **10. CONFIDENTIALITY**

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

**Report Prepared by: Coordinator – Capital Works (Gene Chiron)**

**Report Authorised by: Acting Director – Engineering & Infrastructure (Matt Hanrahan)**

## **Attachments**

1. Attachments 1 and 2 - Capital Works Ranking Criteria [8.2.1 - 71 pages]

## **PROPOSED RANKING CRITERIA – 2021-2025**

### **4000 - 4023 NEW/UPGRADE**

**4000 STRUCTURED SPORTING RESERVE FACILITIES (NON - 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 Structured Sporting Reserve Facilities	Rating		Score
<b>Governance</b>			
Is the project supported by City Plan, Council 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
<b>Social / Community Engagement / Community Benefit</b>			
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 > 1500	3
	100 - 500	1000 - 1500	2
	< 100	< 1000	1



3

COUNCIL – ENGINEERING &amp; INFRASTRUCTURE

21 September 2020

<b>Environmental</b>		
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
<b>Economic / Financial Impact</b>		
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
<b>Maximum Possible Score</b>		<b>100</b>

**4000 STRUCTURED SPORTING FACILITIES (BUILDINGS)**

The assessment process for Structured Sporting Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Structured Sporting Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation and Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	<b>25</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

**4000A CAR PARKS IN STRUCTURED SPORTING FACILITIES**

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

<b>Assessment Criteria for Car Parks in Structured Sporting Facilities</b>	<b>Rating</b>	<b>Score</b>
Is the project consistent with Council's Sporting Reserve & Facility Development Guidelines Policy?	Yes No	10 0
Do the Community Plan, Leisure Plan, or other relevant planning documents support the project?	Yes No	10 0
What is the level of risk exposure to Council and the community should the project not be undertaken?	High Medium Low None	20 15 5 0
To what extent has planning been undertaken for this project?	Significant Moderate Minimal None	20 15 10 0
Is there any external funding tied to this project? (i.e. election commitment)	Yes > 50% Yes < 50% No	10 5 0
Does the project improve accessibility for all users? (in particular people with a disability, seniors, etc.)	Yes No	10 0
To what extent are tenant community groups/users of the site contributing financially towards the project? (refer to Sporting Club Financial Contributions Towards Reserve Developments Policy)	Exceeds Policy Meets Policy / Nil	10 0
Number of club members and regular casual users per week that will benefit from the project?	500+ 250 to 499 100 to 249 < 100	10 7.5 5 0
<b>Maximum Possible Score</b>		<b>100</b>

**4001 CULTURAL AND LIBRARY FACILITIES (Buildings)**

The assessment process for Cultural and Library Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Cultural &amp; Library Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

<b>Assessment Criteria for Cultural &amp; Library Facilities, not including Buildings</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
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).	Medium Low None	12 5 0
<b>Social / Community Engagement / Community Benefit</b>		
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
<b>Environmental</b>		
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?	Significant Moderate Slightly Not at all	6 3 1 0
<b>Economic / Financial Impact</b>		
Will the project have a positive impact on the economic development of Knox?	Significant Moderate Slightly Not at all	7 3 1 0
Will the impact on recurrent costs change?	Decrease Same Increase	6 3 0
Does the project have the potential of attracting external funding from grants, partners, investors, sponsors, developers, philanthropic givers, etc?	>50% <50% None	12 6 0
<b>Maximum Possible Score</b>		<b>100</b>

**4002 INDOOR LEISURE FACILITIES (NON - 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 Indoor Leisure Facility Projects	Rating	Score
<b>Governance</b>		
Is the project supported by Council Plan, 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
<b>Social / Community Engagement / Community Benefit</b>		
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
<b>Environmental</b>		
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



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<b>Economic / Financial Impact</b>		
Impact of economic contribution to the Community.	Significantly	7
	Moderately	3
	Slightly	1
	Not at all	0
Impact on recurrent costs.	Decrease	6
	Same	3
	Increase	0
Extent of external funding partnership.	> 50%	12
	< 50%	6
	None	0
<b>Maximum Possible Score</b>		<b>100</b>

**4002 INDOOR LEISURE FACILITIES (BUILDINGS)**

The assessment process for Indoor Leisure Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Indoor Leisure Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>  Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans	15	Project Aligns with a Council Plan Initiative	15
		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>  The project contributes towards Climate Change Adaptation and/or Mitigation	15	The Project Addresses both Mitigation and Adaptation	15
		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>  DDA, NCC, Australian standards, etc.	10	Project is required to resolve one or more regulatory issues	10
		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>  Based on assessment from Corporate Risk Framework	15	High	15
		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

### 4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (NON BUILDINGS)

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

<ul style="list-style-type: none"> <li>integration of services and programs</li> <li>Previous submissions regarding facility requirements</li> <li>Improves range, quality, delivery and access to services.</li> <li>Council endorsed response to a State or Federal reform or initiative</li> </ul>		
<b>Social/Community Engagement/Community Benefit</b>		
<p><b>5. Extent of consultation that has occurred?</b> <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Community</li> <li>Families that access the service</li> <li>Council Staff</li> <li>Non-Council staff and/or service providers</li> <li>Council departments</li> <li>Councillors</li> </ul>	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 8</p>
<p><b>6. Does this outdoor space fit with the recommended early years outdoor natural environment?</b> <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Is this non-conforming with children's services regulations</li> <li>Potential hazards within the play environment</li> <li>Australian Playground Standards</li> <li>Features that enable children to explore and experience the natural environment</li> <li>Children's learning and development in natural environments</li> </ul>	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 10</p>
<b>Environmental/Economic</b>		
<p><b>7. To what extent does the project impact Economic, Financial and Environmental Values?</b> <b>Considerations:</b></p> <p><b>Does the project address the Economic Development Strategy?</b></p> <p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution) [Lower or no change is better]</li> <li>Impact on Resource use (e.g. will the project increase electricity, gas or water use) [Lower or no change is better]</li> <li>Sustainable Procurement and sustainable use of materials (e.g. reduction in waste to landfill, purchasing recycled material or reusing existing materials on the project) [Higher is better]</li> </ul> <p><b>Economic / Financial Impact</b></p> <ul style="list-style-type: none"> <li>Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site). [Lower or no change is better]</li> <li>Compliments existing investment/assets/capital works.</li> <li>Components have achieved optimum replacement life.</li> <li>Potential external funding contribution available or Project has a return on investment of under 10 years. [Higher is better]</li> <li>Integrated transport options</li> </ul>	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 9</p>

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<ul style="list-style-type: none"> <li>Location of project in relation to activity centre</li> </ul>		
<b>Financial Impact</b>		
<p><b>8. To what extent has planning for this project been completed in line with Council's capital works program processes?</b>  <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>None</li> <li>Scoping</li> <li>Concept</li> <li>Final</li> </ul>	None Scoping Concept Final	0 3 6 10
<p><b>9. Has partnership funding already been identified?</b>  <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Other levels of government</li> <li>Committee contributions</li> <li>Philanthropic</li> </ul>	Not at all Slightly Fully Significantly	0 3 6 10
<b>Maximum Possible Score</b>		<b>100</b>

**4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (BUILDINGS)**

The assessment process for Family & Children Services Buildings and Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Family &amp; Children's Services</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>



**4004 AGED CARE BUILDINGS**

The assessment process for Aged Care Buildings uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Aged Care</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>  Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans	15	Project Aligns with a Council Plan Initiative	15
		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>  The project contributes towards Climate Change Adaptation and/or Mitigation	15	The Project Addresses both Mitigation AND Adaptation	15
		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>  DDA, NCC, Australian standards, etc	10	Project is required to resolve one or more regulatory issues	10
		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>  Based on assessment from Corporate Risk Framework	15	High	15
		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

**4005 COMMUNITY BUILDINGS & FACILITIES FOR OTHERS**

The assessment process for Community Buildings & Facilities for Others uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Community Buildings &amp; Facilities for others</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

**4006 NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES**

<b>Assessment Criteria for New Footpath Construction Program and Pedestrian Facilities</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
Is it part of the Principal Pedestrian Network?	Yes No	10 0
What is the Road Hierarchy?	Arterial Service Road Arterial Link Commercial Industrial Service Road Local Small Linear Reserve Access Unsealed	15 15 10 10 10 10 10 5 0
<b>Social / Community Engagement / Community/Health Benefit</b>		
Is there a pedestrian generator within 800m walk?	Education Activity Centre-Major Hospital Activity Centre-Minor Retirement Village Reserve Industrial None	20 20 15 10 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
<b>Environmental</b>		
*Is it a site with biological significance?	Yes No	 *
<b>Maximum Possible Score</b>		<b>100</b>

\*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.

**Major Activity Centre**

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

**Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

**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
<b>Governance</b>		
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
<b>Social / Community Engagement / Community Benefit</b>		
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
<b>OR</b>		
Level of community Interest (for Council funded roads)	High Medium Low	10 5 0
<b>Environmental</b>		
The project contributes towards Climate Change Adaptation and/or Mitigation	Addresses Both Addresses Either Addresses Neither	20 10 0

<b>Economic / Financial Impact</b>		
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
<b>Maximum Possible Score</b>		<b>100</b>



**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	
<b>Social / Community Engagement / Community Benefit</b>			
Accidents per kilometre of road. - Accident statistics as recorded in VicRoads crash stats 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	6001 or more	20	
	4001-6000	10	
	3001-4000	8	
	2001-3000	5	
	1001-2000	2	
	0 – 1000	0	
	For a local access road	2501 or more	20
		2001-2500	10
		1501-2000	8
		1001-1500	5
Traffic Speed - The recorded 85 <sup>th</sup> %ile speed (within a 24 hour period) over 50km/hr.	501-1000	2	
	Less than 500	0	
	+15.1 km/h or more	20	
	+10.1-15km/h	10	
	+5.1-10 km/h	5	
Adjacent Land Use (if more than one, use the higher score)	+0.1-5km/h	2	
	Under 50km/hr	0	
	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	
How long has the site been on the list?	Industrial	1	
	None	0	
	5 years or more	5	
	4 years	4	
Road Geometry of the road being considered for installation of traffic devices.	3 years	3	
	Curvilinear	5	
	Less than 2 years	0	
<b>Maximum Possible Score</b>	Straight	0	
		<b>80</b>	

**Isolated Traffic Treatments**

<b>Assessment Criteria for Isolated Traffic Treatments (Hot Spot) Program</b>	<b>Rating</b>	<b>Score</b>
<b>Social / Community Engagement / Community Benefit</b>		
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 Crash stats 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	15 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	5 4 3 0
<b>Maximum Possible Score (Dependent on number of accidents)</b>		

**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
<b>Governance</b>		
Principal Bike Network	Yes No	10 0
Road Hierarchy	Arterial Service Road Arterial Link Industrial Collector Service Road-Local Reserve Access Unsealed	20 20 15 15 10 10 10 5 0
<b>Social / Community Engagement / Community Benefit</b>		
Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Education Activity Centre-Major Industrial Hospital Activity Centre-Minor Reserve None	20 20 15 10 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
<b>Environmental</b>		
*Is it a site with biological significance?	Yes No	 *
<b>Economic / Financial Impact</b>		
Available funding from an external body?	Yes No	15 0
<b>Maximum Possible Score</b>		<b>100</b>

\*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.

**Major Activity Centre**

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

**Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

**ON-ROAD LANES:**

<b>Assessment Criteria for New Bicycle/Shared Paths Projects</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
Path identified on the Principal Bicycle Network	Yes No	10 0
<b>Social / Community Engagement / Community Benefit</b>		
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
<b>Maximum Possible Score</b>		<b>100</b>

**BICYCLE FACILITIES:**

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
<b>Governance</b>		
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
<b>Social / Community Engagement / Community Benefit</b>		
Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Activity Centre-Major	25
	Education	20
	Industrial	15
	Activity Centre-Minor	10
	Hospital	10
	Reserve	5
	None	0
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
<b>Maximum Possible Score</b>		<b>100</b>

**Major Activity Centre**

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

**Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

**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.

<b>Assessment Criteria for Local Road Safety Initiatives</b>	<b>Rating</b>	<b>Score</b>
<b>Social / Community Engagement / Community Benefit</b>		
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 2 2 1 0
Bus Route	Yes No	5 0
Road Hierarchy	Link Collector Local/access	10 5 0
<b>Environmental</b>		
Impacts on the environment e.g. excavation required, tree removal	No Yes	5 0
<b>Economic / Financial Impact</b>		
Possible external funding contribution from other source	Yes No	20 0
<b>Maximum Possible Score</b>		<b>100</b>

**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.

<b>Assessment Criteria for Local Road Safety Initiatives</b>	<b>Rating</b>	<b>Score</b>
<b>Social / Community Engagement / Community Benefit</b>		
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
<b>Environmental</b>		
Negative impacts on environment	No Yes	10 0
<b>Economic / Financial Impact</b>		
Possible external funding contribution from other source	Yes No	15 0
Works can be done in partnership with other authorities	Yes No	15 0
<b>Maximum Possible Score</b>		<b>100</b>

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.



**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.

<b>Assessment Criteria for New Plant &amp; Machinery</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
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
<b>Social / Community Engagement/ Community Benefit</b>		
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
<b>Environmental</b>		
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
<b>Economical / Financial Impact</b>		
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
<b>Maximum Possible Score</b>		<b>100</b>

**4014 UNSTRUCTURED RECREATION**

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

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

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

<b>Strategic Priority- Level of Change</b>		<b>Change Score (CS)</b>	
<b>Limited Change or;</b>	A limited level of change for residential land located within the Dandenong Foothills or designated as a Site of Biological Significance.	<b>1 or;</b>	
<b>Incremental Change or;</b>	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.	<b>2 or;</b>	
<b>Moderate Change or;</b>	A moderate level of change for mixed use and residential areas within and surrounding selected Activity Centres	<b>3 or;</b>	
<b>Substantial Change</b>	The highest rate of change for mixed use and residential land within selected Activity Centres and other strategic sites.	<b>4</b>	
<b>Total Score</b>			<b>(P-C) X (CS)</b>



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<p>Does this initiative help implement other priorities, as articulated in the Knox Community and Council Plan and other Strategies/Plans?</p> <p>(eg flood management/ mitigation, healthy together, violence prevention)</p> <p>List them:</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>	<p>More than 2 (10)</p> <p>Less than 2 (5)</p>	<p>More than 2 (10)</p> <p>Less than 2 (5)</p>	<p>More than 2 (10)</p> <p>Less than 2 (5)</p>
<p>Will this initiative respond to a significant community issue?</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>
<p>Will the initiative address known safety hazards/ manage known risk?</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>
<p>Will the initiative provide an opportunity for community capacity building?</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>
<p>Will the initiative have a positive impact on access and inclusion?</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>	<p>Yes (5)</p> <p>No (0)</p>
<p><b>Maximum Possible Score</b></p>	<p><b>(100)</b></p>	<p><b>(80)</b></p>	<p><b>(60)</b></p>

### 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
<b>Governance</b>		
Identified in Council's strategic documents or adopted Masterplan	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, Masterplan, Energy Audit, assessments etc	Yes	10
	No	0
<b>Social / Community Engagement / Community Benefit</b>		
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
<b>Environmental</b>		
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
<b>Economic / Financial Impact</b>		
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
<b>Maximum Possible Score</b>		<b>100</b>

**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 Stormwater Upgrades	Rating	PTS
<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
Is the proposed project in line with Knox's strategic direction under: 1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	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	8
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?	Yes = 13 pts No = 0 pts	13
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
<b>Economic and Financial Benefits (25 points)</b>		
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)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts Multiple Properties = 5 pts Single Property = 2 pts	15
<b>Environmental Benefits (25 points)</b>		
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]	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 pts Rowville Main Drain = 1 pt	7

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Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?  (i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)	Yes = 6 pts  No = 0 pts	<b>6</b>
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]	Yes = 6 pts  No = 0 pts	<b>6</b>
Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area  Apply: (Catchment total DCI area – System's total disconnected DCI area)  Catchment's total DCI area	Yes = 6 pts  No = 0 pts	<b>6</b>
<b>Social and Community Benefits (25 points)</b>		
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.	Yes = 6 pts  No = 0 pts	<b>5</b>
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	<b>5</b>
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?	Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts	<b>8</b>
Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?  Sensitive Land Use = schools, hospitals, aged/disability services etc  Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.	Yes = 5 pts No = 0 pts	<b>5</b>
Will this project provide habitat?	Yes = 2 pts  No = 0 pts	<b>2</b>
<b>Ranking Score (Total)</b>		<b>? / 100</b>



**4018 SUSTAINABILITY INITIATIVES**

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

<b>Assessment Criteria for Sustainability Initiatives</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
Identified in Council's Strategic Documents or adopted Master Plan	Priority item	10
	Yes	5
	No	0
The project contributes towards Climate Change Adaptation and/or Mitigation	Addresses Both	15
	Addresses Either	10
	Addresses Neither	0
<b>Social / Community Engagement / Community Benefit</b>		
Extent of consultation with the community/Council/external stakeholders.	Significant 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 (e.g. the demographic that the project location or site typically caters for)	Municipal or wider Neighbourhood	10
	catchment	5
	Restricted Access	0
<b>Environmental</b>		
Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution)	Net improvement	10
	Neutral impact	5
	Net loss of value	0
Impact on Resource use (e.g. will the project increase electricity, gas or water use)	Significant Reduction	10
	Neutral impact	5
	Significant Increase	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	5
	Moderate	3
	None	0
<b>Economic / Financial Impact</b>		
Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site).	Decrease	10
	Same	5
	Increase	0
Compliments existing investment/assets/capital works.	Major	5
	Moderate	2
	None	0
Components have achieved optimum replacement life.	Optimum	5
	Moderate	2
	No	0
Potential external funding contribution available or Project has a return on investment of under 10 years.	Yes	5
	No	0
<b>Maximum Possible Score</b>		<b>100</b>

**4019 CIVIC & CORPORATE BUILDING AND FACILITY UPGRADE (Buildings)**

The assessment process for Community Buildings & Facilities for Others uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Civic Corporate Building &amp; Facility Upgrade</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

**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 Stormwater Upgrades	Rating	PTS
<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
Is the proposed project in line with Knox's strategic direction under:  1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	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	<b>8</b>
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?	Yes = 13 pts No = 0 pts	<b>13</b>
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	<b>4</b>
<b>Economic and Financial Benefits (25 points)</b>		
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)?	Yes = 5 pts No = 0 pts	<b>5</b>
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	<b>5</b>
Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts  Multiple Properties = 5 pts Single Property = 2 pts	<b>15</b>
<b>Environmental Benefits (25 points)</b>		
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]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferry = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt.	<b>7</b>

<p>Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% &amp; Flow reductions)</p>	<p>Yes = 6 pts</p> <p>No = 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>Yes = 6 pts</p> <p>No= 0 pts</p>	6
<p>Will this project scope 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)</p> <p style="text-align: center;">Catchment's total DCI area</p>	<p>Yes = 6 pts</p> <p>No = 0 pts</p>	6
<b>Social and Community Benefits (25 points)</b>		
<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>Yes = 6 pts</p> <p>No = 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 &amp; 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 = 8 pts</p> <p>Moderate = 6 pts</p> <p>Minor = 4 pts</p> <p>No = 0 pts</p>	8
<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
<p>Will this project provide habitat?</p>	<p>Yes = 2 pts</p> <p>No = 0 pts</p>	2
<b>Ranking Score (Total)</b>		<b>? / 100</b>

**4022 INTEGRATED STORMWATER SOLUTIONS**

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

Assessment Criteria for Stormwater Upgrades	Rating	PTS
<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
Is the proposed project in line with Knox's strategic direction under:  8) Knox Community and Council Plan 9) WSUD & Stormwater Management Strategy 2010 10) Sustainable Water Use Plan 11) Drainage Asset Management Plan 2010 12) Revegetation Plan 13) Stormwater Catchment # Master Plan (SC#MP) 14) Open Space & Landscape Master Plan	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	<b>8</b>
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?	Yes = 13 pts No = 0 pts	<b>13</b>
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	<b>4</b>
<b>Economic and Financial Benefits (25 points)</b>		
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)?	Yes = 5 pts No = 0 pts	<b>5</b>
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	<b>5</b>
Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts  Multiple Properties = 5 pts Single Property = 2 pts	<b>15</b>
<b>Environmental Benefits (25 points)</b>		
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]	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 pts	<b>7</b>

	Rowville Main Drain = 1 pt.	
Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality? (i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)	Yes = 6 pts No = 0 pts	6
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]	Yes = 6 pts No = 0 pts	6
Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area Apply: (Catchment total DCI area – System's total disconnected DCI area) Catchment's total DCI area	Yes = 6 pts No = 0 pts	6
<b>Social and Community Benefits (25 points)</b>		
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.	Yes = 6 pts No = 0 pts	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
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?	Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts	8
Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population? Sensitive Land Use = schools, hospitals, aged/disability services etc. Vulnerable population = 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
Will this project provide habitat?	Yes = 2 pts No = 0 pts	2
	<b>Ranking Score (Total)</b>	<b>? / 100</b>

**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
<b>Governance</b>		
<b>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)</b>	Significantly Moderately Not at all	<b>15</b> 10 0
<b>Social / Community Engagement / Community Benefit</b>		
<b>To what extent does the project work towards delivering priorities from the Knox Community and Council Plan for a safe community?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>The project supports an integrated planning approach to place management.</li> <li>The project supports greater community participation in public places/spaces.</li> <li>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.</li> </ul>	Significantly Moderately Not at all	<b>15</b> 10 0
<b>To what extent does the project work towards delivering community safety outcomes?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>The project increases the communities perceptions of safety – particularly at night</li> <li>The project incorporates crime prevention through environmental design principles</li> <li>The project incorporates other community safety programs to support sustainable community outcomes.</li> </ul>	Significantly Moderately Not at all	<b>25</b> 15 0
<b>Does the project provide the sufficient justification?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>Project has been identified by the Community Safety Health and Wellbeing Advisory Committee as a priority</li> <li>Project has been identified by community as a high priority community safety initiative</li> <li>Consultation has occurred with relevant Council staff and community user groups</li> </ul>	Significantly Moderately Not at all	<b>20</b> 10 5



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

**ATTACHMENT 2**

**CAPITAL WORKS RANKING CRITERIA – 2020-24**

(Previous iteration of ranking criteria for those programs which incorporated minor amendments for 2021-2025)

**4000 STRUCTURED SPORTING FACILITIES (BUILDINGS)**

The assessment process for Structured Sporting Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Structured Sporting Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan</b>	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
<b>Council Strategies and Other Plans</b>	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	<b>25</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

**4001 CULTURAL AND LIBRARY FACILITIES (BUILDINGS)**

The assessment process for Cultural and Library Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Cultural &amp; Library Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan</b>	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
<b>Council Strategies and Other Plans</b>	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

**4002 INDOOR LEISURE FACILITIES (Buildings)**

The assessment process for Indoor Leisure Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Indoor Leisure Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan</b>	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
<b>Council Strategies and Other Plans</b>	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>



**4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (Buildings)**

The assessment process for Family & Children Services Buildings and Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Family &amp; Children's Services</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan</b>	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
<b>Council Strategies and Other Plans</b>	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

**4004 AGED CARE BUILDINGS**

The assessment process for Aged Care Buildings uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Aged Care</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan</b>	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
<b>Council Strategies and Other Plans</b>	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

**4005 COMMUNITY BUILDINGS & FACILITIES FOR OTHERS**

The assessment process for Community Buildings & Facilities for Others uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Community Buildings &amp; Facilities for others</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan</b>	20	Project Aligns with a Council Plan Initiative	20
Initiatives, strategies and goals		Project Aligns with a Council Plan Strategy	15
		Project Aligns with two or more Council Goals	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan	0
<b>Council Strategies and Other Plans</b>	10	The project is explicitly detailed or recommended in an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	10
Masterplans, strategies, service plans, asset management plans, or implementation plans		Project indirectly aligns with an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	5
		Project is not related to an approved Council masterplan, strategy, service plan, asset management plan, or implementation plan	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

**4006 NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES**

<b>Assessment Criteria for New Footpath Construction Program and Pedestrian Facilities</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
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
<b>Social / Community Engagement / Community/Health Benefit</b>		
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
<b>Environmental</b>		
*Is it a site with biological significance?	Yes No	 *
<b>Maximum Possible Score</b>		<b>100</b>

\*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
<b>Governance</b>		
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
<b>Social / Community Engagement / Community Benefit</b>		
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
<b>OR</b>		
Level of community Interest (for Council funded roads)	High Medium Low	10 5 0
<b>Environmental</b>		
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



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

**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:**

<b>Assessment Criteria for New Bicycle/Shared Paths Projects</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
Principal Bike Network	Yes No	10 0
Road Hierarchy	Arterial Link Industrial Collector Reserve Access Unsealed	20 15 15 10 10 5 0
<b>Social / Community Engagement / Community Benefit</b>		
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
<b>Environmental</b>		
*Is it a site with biological significance?	Yes No	 *
<b>Economic / Financial Impact</b>		
Available funding from an external body?	Yes No	15 0
<b>Maximum Possible Score</b>		<b>100</b>

\*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.

**BICYCLE FACILITIES:**

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

**4018 SUSTAINABILITY INITIATIVES**

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

<b>Assessment Criteria for Sustainability Initiatives</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
Identified in Council's Strategic Documents or adopted Master Plan	Priority item	10
	Yes	5
	No	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	5
	No	0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	High	10
	Medium	5
	None	0
<b>Social / Community Engagement / Community Benefit</b>		
Extent of consultation with the community/Council/external stakeholders.	Significant 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 (e.g. the demographic that the project location or site typically caters for)	Municipal or wider Neighbourhood catchment	10
	Restricted Access	5
		0
<b>Environmental</b>		
Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution)	Net improvement	10
	Neutral impact	5
	Net loss of value	0
Impact on Resource use (e.g. will the project increase electricity, gas or water use)	Significant Reduction	10
	Neutral impact	5
	Significant Increase	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	5
	Moderate	3
	None	0
<b>Economic / Financial Impact</b>		
Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site).	Decrease	10
	Same	5
	Increase	0
Compliments existing investment/assets/capital works.	Major	5
	Moderate	2
	None	0
Components have achieved optimum replacement life.	Optimum	5
	Moderate	2
	No	0
Potential external funding contribution available or Project has a return on investment of under 10 years.	Yes	5
	No	0
<b>Maximum Possible Score</b>		<b>100</b>

**4019 CIVIC & CORPORATE BUILDING AND FACILITY UPGRADE (Buildings)**

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

<b>Assessment Criteria for Civic Corporate Building &amp; Facility Upgrade</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
The works support the direction set by the Knox Community and Council Plan.	Significantly Moderately Slightly	15 10 5
<b>Social / Community Engagement / Community Benefit</b>		
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
<b>Environmental</b>		
The works will contribute to the natural and built environment; consider sustainable principle and energy efficiencies.	Significantly Moderately Slightly	15 8 5
<b>Economic / Financial Impact</b>		
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
<b>Maximum Possible Score</b>		<b>100</b>

### 8.3 Contract 2652 – Provision of General Maintenance and Minor Works - Builders

**SUMMARY:** Coordinator Facilities, Brett Anderson

This report considers and recommends the appointment of six (6) tenderers for the Provision of General Building Maintenance and Minor Works – Builders.

#### RECOMMENDATION

That Council:

1. Accept the tenders submitted by:

- Building Impressions Pty Ltd
- DQ Construction Pty Ltd
- Circon Constructions Pty Ltd
- DBS Construction Group Pty Ltd
- Build Technics Pty Ltd
- Ecobuilt Vic Pty Ltd

For the schedule of rates prices as provided, for a period of three (3) years from 1 October 2020 to 30 September 2023 for Contract 2652 – Provision of General Maintenance and Minor Works – Builders;

2. Authorise the Chief Executive Officer to formalize and sign the necessary contract documentation; and
3. Advise all tenderers accordingly.

#### 1. INTRODUCTION

This contract is for the provision of general maintenance services and minor works in the Builder's category. The contract is through a panel arrangement based on submitted schedule of rates for unplanned/emergency maintenance in this category and seeking requests for quotation from the panel for planned minor works projects.

The current panel Contract 2099 – Provision of General Maintenance and Minor Works – Preferred Suppliers – Builders, was complete on 31 July 2020, with all options exercised.

In line with Council's Procurement Policy, after considering the complexity, value and risk associated with this Contract, it was determined to adopt a public tender process in accordance with the approved Procurement Plan and the Local Government Act.

#### 2. DISCUSSION

Knox City Council has a number of trade based preferred supplier panel contracts for the provision of reactive maintenance, routine/preventative maintenance and renewal/planned minor works services to facilitate requirements of the Building Asset Management Plan (BAMP), which was revised and adopted by Council in 2019.

The Building Asset Management Plan provides strategic focus for the lifecycle management of Council owned building assets, incorporating agreed service levels and facility provision for the enhancement of various community services operating from the building assets portfolio.

The panel will also assist the Facilities team and the organisation in meeting requirements of Council's Community Plan and delivering approved Capital Works projects.

Council has in excess of 290 buildings and associated asset infrastructure in its building portfolio, and utilises a preferred supplier trade panel contracts to service the maintenance (planned and unplanned) requirements of the building portfolio.

Council spends on average \$600,000 per year on building works to its facilities. These facilities include Civic Centre/Office buildings, Public Halls, Community Centres, Preschools, Sporting Pavilions, Sporting Stadiums, Maternal Child Health Centres, Child Care Centres and other public facilities.

The objective of the contract is the provision of multi-trade general maintenance building works and minor improvement works for Council's building portfolio in a safe, functional, accessible and fit for purpose service delivery model.

Typical works undertaken under the contract include, but are not limited to, kitchen and other amenities refits, building refurbishments, structural remediation/rectification, asbestos removal, DDA retrofitting works and maintenance to building elements as requested and approved. This is undertaken on a request for quotation basis in the dollar range \$10,000 - \$180,000. Supply of these services will be through a supplier panel of a maximum of six (6) builders.

### **3. CONSULTATION**

Consultation was undertaken during the evaluation phase with the current contract administrators and the relevant Council staff.

Public consultation was considered unnecessary.

Consultation for individual projects undertaken over the course of the contract will be undertaken with relevant internal services and building end-users.

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

The services provided under this contract will contribute to an enhanced built and environmental amenity of the municipality's facilities, associated infrastructure and site surrounds.

The appointed contractors have provided Environmental Management Systems/Plans incorporating mitigation on any environmental impacts and commitments to and demonstrable applications of waste minimization/disposal, recycling practices and energy saving initiatives.

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

Council expends on average \$600,000 per annum on building works (planned and unplanned) to service its building portfolio with facilities including Civic Centre and other offices, Community Centres, Aquatic Centre, Preschools, Maternal Child Health Centres, Libraries, Public Halls, Sporting Pavilions, Sporting Stadiums and miscellaneous buildings.

The spend for the Contract for provision General Maintenance and Minor Works – Builders is expected to be in the quantum of \$1.8 million (ex. GST) \$1,980,000 (incl. GST) over the three year contract term, utilising the recommended panel for these services.

It is noted that under the terms of the contract there is no guarantee of extent nor quantum of works to any individual panel member under the contract, and that Council is not obligated to obtain services from any of the recommended contractors. Further, that Council reserves the right to seek other tenders/quotations if or as required in the event that service provision is unable to be realised.

The following approved budgets for 2020/2021 will be utilised to fund the provision of service under this Contract:

- a) Operational – Various program areas – Activity 4803 – Unscheduled Repairs- Approximate annual budget of \$880,000.
- b) Capital – Program 1007 Project 16 – Building Renewals - R1000 40006 - Revised approximate annual budget of \$6,036,707.

## **6. SOCIAL IMPLICATIONS**

The provision of adequately maintained and enhanced/improved building infrastructure as per the expected outcomes of this contract, that is, safe, fit for purpose, functional and accessible, delivers a number of social benefits to the community including:

- Maximisation of community and Council facilities;
- Increasing accessibility for all;
- Providing opportunity for individuals to engage within community based projects; and
- Capacity building for local organisations to deliver activities and programs to the community.

Three of the six recommended tenderers are located in or just outside the Knox municipality boundary. The ability to engage contractors who provide high quality workmanship, combined with their proximity to Knox, allows them to provide exceptional service to Knox's buildings and facilities, whilst assisting where possible the local economy.

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

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

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

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

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

## **8. CONFLICT OF INTEREST**

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



Author – Coordinator Facilities, Brett Anderson - In providing this advice as the Author, I have no disclosable interests in this report.

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

## **9. CONCLUSION**

That the tenders submitted by Building Impressions Pty Ltd, DQ Construction Pty Ltd, Circon Constructions Pty Ltd, DBS Construction Group Pty Ltd, Build Technics Pty Ltd and Ecobuilt Pty Ltd be recommended to Council for approval for Contract 2652 – Provision of General Maintenance and Minor Works – Builders.

The recommended tenderers will form the basis for Council officers to respond to both emergency/unplanned maintenance works and for obtaining quotations to undertake programmed minor improvement works in excess of \$10,000 as per Council's Procurement Policy.

The recommended tenderers have demonstrated through the public tender process that they are adequately resourced, have provided a competitive schedule of rates and have been assessed as being capable in delivering contracts of this nature, demonstrating past performance and experience in delivering similar contracts in the builders category.

The emergency/unplanned maintenance works to be performed under this contract will be allocated to the successful tenderers as required by Council officers with no guarantee of the quantity nor quantum of work to be provided as per the conditions of contract.

The planned works component will be subject to a further request for quotation process in line with Council's Procurement Policy.

## **10. CONFIDENTIALITY**

Attachment 1 is included in the confidential agenda, having been declared confidential information pursuant to Section 77(2)(c) of the Local Government Act 1989, as the information relates to:

Private commercial information, that if released, would unreasonably expose the above named companies to disadvantage because it would release financial information about the business that is not generally available to their competitors.

**Report Prepared By:** Coordinator Facilities, Brett Anderson

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

## **Attachments**

A confidential attachment has been circulated under separate cover.

## 9 Community Services Officers' Reports for consideration

### 9.1 COVID-19 Community and Business Support Package

**SUMMARY:** Manager Pandemic Response and Recovery, Angela Morcos

In response to the COVID-19 Pandemic, Council approved its first Community and Business Support package on 30 March 2020, and the second on 25 May 2020. This report recommends initiatives for a third package of support.

#### RECOMMENDATION

That Council:

1. Note the continued positive impact that Council's support initiatives have had so far on the Knox community.
2. Approves the following initiatives for inclusion in the third Community and Business Support Package:
  - a. Waive all not-for profit community organisation hire agreement, license and lease fees for the period 1 October 2020 to 31 March 2021, with any advance pro-rata payments to be refunded;
  - b. Refund existing trading permits relating to outdoor dining, display of goods and business A-frame signage with a pro-rata refund applied for permit fees paid for the period 1 January 2021 to 31 March 2021;
  - c. Waive new trading permits fees relating to outdoor dining, display of goods and business A-frame signage received between 1 January 2021 to 31 March 2021 on the basis that the application fee will be waived and only an adjusted pro-rata permit fee to cover the period of 1 April 2021 to 31 August 2021 (the remainder of the 2020/21 permit period) will be applied;
  - d. Waive new trading permits relating to outdoor dining, display of goods and business A-frame signage received after 31 March 2021 on the basis that the application fee will be waived and a pro-rata permit fee will be applied (adjusted monthly) until the end of the 2020/21 permit period (31 August 2021);
  - e. Provide financial assistance to Knox Basketball Incorporated as outlined in Section 2.3;
  - f. Provide 100% fee relief in the 2021 calendar year for health and food premises as listed in Table 1;
  - g. Provide funding to the value of \$85,000 to respond to some impacts of the Pandemic identified from the results of the COVID-19 Household Survey; and
  - h. Provide funding to the value of \$40,000 for a community campaign.
3. Funds the above initiatives with the balance from previously allocated funding and review any additional funding required through the mid-year budget process.

## **1. INTRODUCTION**

Since March 2020, Council has approved two packages of financial support in recognition of the impact of the COVID-19 Pandemic on the Knox community. On 25 May 2020, Council noted that further allocations from the balance of funding for the Community and Business Support Package for the purpose of Stage 3 COVID-19 support initiatives will be considered by Council at a later stage.

In accordance with that decision, this report presents a third Community and Business Support Package. Initiatives in this package can mostly be funded with the balance of funding already approved and an estimated additional \$870,000 that will be considered through the mid-year budget review.

Initiatives in the first and second packages provided support for local businesses and service providers, community and sporting groups, ratepayers, and those who are experiencing hardship and vulnerability during the Pandemic.

The detail of Council decisions for the first and second Community and Business Support Packages are provided in Attachment 1.

## **2. DISCUSSION**

When Council approved its second Community and Business Support Package on 25 May 2020, Stage 3 restrictions imposed during March and April in Victoria were progressively being lifted. However, in response to increasing positive cases of COVID-19, Stage 3 restrictions were imposed again on 9 July 2020 and Stage 4 restrictions on 2 August 2020 in Metropolitan Melbourne.

There will continue to be economic and social impacts from this second wave and tighter restrictions under Stage 4. The Knox COVID-19 Household Survey was undertaken during this time, and the results provide useful insight into the impact on the Knox community to date.

Importantly, the results from the Household Survey confirm that Council's first and second Support Packages have been targeted to areas of need and are already demonstrating positive impact for the Knox community as noted by Council on 25 May 2020. In response to the continued impact of the Pandemic on the Knox community, the third package proposes the extension of some initiatives into the 2021 calendar year and additional items in response to some emerging issues.

### **2.1 Lease, License and Hire Fees**

Council has supported not-for-profit community organisations using Council's facilities by waiving all hire agreement, license and lease fees from 30 March to 30 September 2020, or refunding as required. The not-for-profit community organisations continue to be severely impacted through loss of income and not being able to operate, and Council will continue to monitor and support these organisations. Extending this fee relief to 31 March 2021 is estimated at \$650,000.

### **2.2 Business Trading Fees**

Council has also provided much needed relief and assistance to local businesses by refunding and waiving trading fees including outdoor dining and business A-frame signage fees; and not charging application fees for new permits for the period 30 March 2020 to 31 December 2020. Many of these businesses continue to have trading restricted or trading has temporarily ceased under current COVID-19 restrictions. Extending this fee relief for existing permit holders and refunding

permit fees and not charging application fees applicable up to 31 March 2021 is estimated at \$9,000.

These permits are valid for a 12-month period from August to August. As an incentive for local businesses to resume trading and new businesses to commence in 2021, waiving the application fee for permits and charging pro-rata fees from 1 April 2021 to 31 August 2021 is estimated at \$12,000.

### **2.3 Knox Basketball Incorporated**

On 7 August 2020, Knox Basketball Incorporated wrote to Council requesting financial assistance because of the impacts of their shut down due to COVID-19. Further information is provided in Confidential Attachment 2 circulated under separate cover.

The following assistance is recommended for Knox Basketball Incorporated until the end of December 2020:

- Extension to the current freeze on their lease and license fees, and Capital Improvement Fund from 30 September 2020 to 31 December 2020 estimated at \$94,751.
- A fully non-repayable financial assistance package that includes a \$20,000 per calendar month payment to assist in paying ongoing monthly fixed premises costs, totaling \$100,000 from 1 August 2020 to 31 December 2020.
- Two one-off financial assistance payments to be made prior to 31 December 2020 to cover annual maintenance costs for items such as State Basketball Centre show court maintenance (\$11,319) and State Basketball Centre and Boronia court re-surfacing (\$46,970). A total cost of \$58,289.

Total assistance recommended: \$253,040

A future report may be presented to Council to consider any further assistance to be provided to Knox Basketball Incorporated beyond 31 December 2020.

### **2.4 Knox Payment Assistance Policy**

On 24 August 2020, Council approved the Payment Assistance Policy addendum COVID-19 Pandemic Payment Relief. The initial addendum covered the period 31 March 2020 to 30 September 2020. The revised addendum is due for review by 1 March 2021 and the substantive Payment Assistance Policy is due for review February 2021.

The addendum provides details of the assistance available to those currently experiencing, or at the risk of experiencing financial hardship due to the impacts of the COVID-19 Pandemic. It provides the additional assistance of:

- Zero-payment plans for the term of the addendum.
- Less stringent requirements for interest free periods during the term of the addendum.
- Interest free periods for all categories of rate payers.
- Payment plans that exceed a period of 12 months from the date of issue of a rates notes (for rates only).
- Council deferral of debt collection where payment plans are in place.

Interest waived to March 2021 is estimated at \$500,000.

## 2.5 Fee Relief for Food and Health Premises

Council registers business premises in accordance with the Food Act 1984 and Public Health and Wellbeing Act 2008. There are approximately 1,400 premises across the various classes (listed in the table below). All businesses renewed their registration at the end of 2019 for the 2020 calendar year with fees ranging up to \$608.00 (except large supermarkets with fees of \$2080.00).

Health premises, restaurants and cafes were significantly impacted by Stage 3 restrictions in March 2020 that required them to close or reduce their business functions to take away or delivery only. All forms of in-house dining were prohibited, resulting in financial impact on these proprietors, some of whom have requested refunds of registration fees.

Easing of these restrictions in May 2020 allowed in-house dining with limited capacity due to density quotient requirements of 4sqm per person and a maximum of 20 persons in an enclosed area. Whilst many businesses re-opened with these controls in place, some chose to remain closed anticipating further easing of restrictions would be more economically viable.

As tighter restrictions were re-introduced in July and August, health premises were required to close and food businesses closed or modified their service to take away or delivery again where possible. These restrictions are in place until at least 13 September 2020, and no detail is currently available about potential restrictions post this date.

Information provided to the Department of Health and Human Services Regional Office demonstrates some variation in council responses to supporting food and health premises across the Eastern Region:

- Council A: 2021 fees have been reduced by 25%.
- Council B: 2020 fees 25% refunded if impacted, and 100% refund if closed until the end of the year or indefinitely.
- Council C: Fee relief not yet determined but will be provided in some form.
- Council D: No relief for 2020 and 2021 not yet determined.

The registration renewal process for 2021 will commence with initial documentation sent to business operators in late October, to be paid by 31 December. At this stage there are many unknowns, particularly how many businesses will survive COVID-19 and reopen. The current impacts of the Pandemic are varied across and within different categories or classes of business and future impacts are somewhat unknown. Some businesses have thrived through the Pandemic, such as chain supermarkets and some food manufacturers, but most have been severely impacted financially. No fee relief has been provided for the 2020 calendar year.

Table 1:

Class	Type of Business	Recommended Fee Relief
Class 1	Aged Care, Child Care and Hospitals	No fee relief
Class 2 and 3	Restaurants, Take-Away, Cafes, School Canteens, Chain Supermarkets Supermarkets, Service Stations (including 7-Eleven) and other premises with sealed packages	Fee relief with exception of chain supermarkets (Woolworths, Coles, Aldi), food manufacturers and large chain food premises (i.e. McDonalds, KFC etc.)

Class	Type of Business	Recommended Fee Relief
Class 4	Notification only – packaged confectionery, e.g., newsagents	N/A – no fee charged
Street Trader	Itinerant/temporary food sellers, markets	Fee relief
Health Premises	Beauty Parlour, Nail Salon, Tattooist, Accommodation	Fee relief (with exception of rooming houses)

100% fee relief for the businesses listed above for the 2021 calendar year is estimated at \$500,000.

## 2.6 Flexible Funding – Response to COVID-19 Household Survey

Data from the Household Survey is still being analysed, however, several areas have been identified where the COVID-19 Pandemic is having a concerning impact on the health and wellbeing of the Knox community.

An initial assessment has been undertaken of these concerns and impacts against work already underway and initiatives already funded from Council and external grants to identify potential gaps where funding could be targeted. Areas where there currently limited or no resources dedicated include:

- Social isolation.
- Safety (including family violence and perception of safety outside the home).
- Exercise, alcohol consumption and healthy eating, including food security for some groups.
- Financial vulnerability, resilience and parenting/caregiving, mental health.

Specific actions or initiatives to respond to these areas have not yet been determined because the survey results are still being analysed. However, \$85,000 is recommended in this support package to fund Council's response to some impacts in the areas listed above.

## 2.7 Community Campaign

The sudden sharp increase in COVID-19 cases in Victoria reignited community anxiety and heightened concerns about impacts on individuals and the economy. A community campaign is proposed to generate a sense of empowerment to make a difference in difficult times by supporting local business, being kind to ourselves and one another and using help available if people need it. It will support Council's response, relief and recovery effort by generating awareness of information and services available to individuals and businesses and contributing to a cohesive story that gives the community hope that we will emerge stronger together from the Pandemic. It will also set the foundations for recovery which identifies the importance of community and business led initiatives to build resilience.

The campaign will extend on the "Be Kind" campaign running in neighbouring councils Maroondah, Casey, Yarra Ranges and Manningham to support a regional response while the emphasis will be on messages that target priorities specific to Knox. It will make use of visual assets such as pavement stickers, window decals, floor stickers, bin surrounds, bus stops and billboards in high impact locations such as neighbourhood shopping precincts and shared paths to maximise reach in the community. It will use storytelling to highlight community and business led initiatives in line with the campaign objectives and activities that residents can get involved in



from home. A digital advertising campaign will convert online shoppers to support local businesses with ecommerce facilities, and campaign assets will be used to address key social issues emerging from the Pandemic.

Total budget for this campaign is estimated at \$75,000. \$40,000 has been included in funding sought for the third package and \$35,000 will be funded from existing budgets.

### 3. CONSULTATION

There is ongoing consultation and engagement with residents, businesses, partners and Council staff during the Pandemic. These discussions and data from the Household Survey have informed considerations for the third Community and Business Support Package.

### 4. ENVIRONMENTAL / AMENITY ISSUES

The closure of Council facilities and services, and local businesses has a direct impact on the amenity of the Knox community.

### 5. FINANCIAL & ECONOMIC IMPLICATIONS

\$3 million has been allocated for initiatives to support the Knox community and businesses in Knox to manage and respond to the COVID-19 Pandemic from the 2020-21 adopted budget. \$1.82 million was allocated to initiatives in the second package that included a broad range of community wellbeing and business initiatives to be implemented across the municipality to facilitate relief and recovery.

In consideration of the impact of recent restrictions and data gathered from the COVID-19 Household Survey, initiatives in this report are estimated at \$2,049,040. Once the remaining \$1.82 million from the original \$3 million allocated is accounted for, it is estimated an additional \$869,040 to fund the recommended components of the third relief package may be required.

Initiative	Estimated Cost
Lease, License and Hire Fees	\$650,000
Business Trading Fees	\$21,000
Knox Basketball Incorporated	\$253,040
Penalty Interest Waived	\$500,000
Food and Health Premise Registration Fees	\$500,000
Response to Household Survey	\$85,000
Be Kind Community Campaign	\$40,000
<b>Estimated Total</b>	<b>\$2,049,040</b>

Officers are monitoring opportunities for grant funding from State and Commonwealth Governments to support Council's response to the impacts of the COVID-19 Pandemic.

At the time of writing in early September, the Victorian Government has only just released its "Roadmap to COVID-Normal"; and has only just announced its support package that will be provided to assist the Victorian community in recognition of the impacts of the Roadmap. Details of this support package need to be investigated to understand opportunities and implications for the Knox community.

## **6. SOCIAL IMPLICATIONS**

The second wave of the COVID-19 Pandemic will worsen impacts initially expected in Victoria and the local Knox community. Initiatives presented in this report will provide immediate relief in some areas where there is known impact. Support provided by Council to date has been well-received by the community and has had positive impacts as noted by Council on 25 May 2020.

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

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

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

Strategy 4.4 - Protect and promote public health, safety and amenity

Strategy 4.5 - Support the provision of emergency services

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

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

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

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

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

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

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

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

Strategy 7.3 - Strengthen community connections

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

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

## **8. CONFLICT OF INTEREST**

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



Author – Manager Pandemic Response and Recovery, Angela Morcos – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The third Community and Business Support Package will provide additional support in recognition of the impact of the COVID-19 on the Knox community.

The short, medium and potential longer-term impacts of the Pandemic and the restrictions imposed since July 2020 will become clearer in the coming months, and this will inform the recovery plan to rebuild the local economy and address social, health and wellbeing concerns.

## **10. CONFIDENTIALITY**

Attachment 2 is included in the confidential agenda, having been declared confidential information pursuant to Section 77(2)(c) of the Local Government Act 1989, as the information relates to Council business information, that will prejudice Council's position in commercial negotiations.

**Report Prepared By:                   Manager Pandemic Response and Recovery, Angela Morcos**

**Report Authorised By:               Director Community Services, Tanya Scicluna**

### **Attachments**

1. Attachment 1 - Council Decisions First and Second COVID-19 Support Packages - IB 2020-09-07 [9.1.1 - 3 pages]

**ATTACHMENT 1****COUNCIL DECISIONS: FIRST AND SECOND COVID-19 COMMUNITY AND BUSINESS SUPPORT PACKAGES**

At the Ordinary Meeting of Council held on 30 March 2020, Council resolved to:

1. Undertake an immediate review of the Knox Payment Assistance Policy with a view to addressing emerging consequences of the COVID-19 pandemic and its impact on the livelihoods of the Knox community;
2. Resolve to not charge interest on rates from 31 March 2020 to 30 June 2020 for late payments and charges; noting that the extension of this will form part of the 2020-21 budget deliberations;
3. Waive trading fees, including outdoor dining and business A-frame signage fees for the period 30 March 2020 until 30 June 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period; noting that the extension of this will form part of the 2020-21 budget deliberations;
4. Waive all Not-For Profit community organisation hire agreement, license and lease fees for the remainder of the 2019-20 Financial Year, with any advance pro-rata payments to be refunded;
5. Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the remainder of the 2019-20 Financial Year;
6. Amend the 2019-20 Budget by providing COVID-19 Emergency Funding of \$100,000, such amount to be expended by the Chief Executive Officer wholly in connection with Council's response to COVID-19 as is considered appropriate;
7. Defer the following proposed events due to government imposed restrictions on gatherings:
  - a. Fire Fighter Recognition Function; and
  - b. Annual Joint Advisory Committee Meeting; and;
8. Continue to formulate its Community Relief Plan, complementing the Federal and Victorian State Governments COVID-19 response, with priority of addressing any identified gaps that particularly impact Knox community, with further reports to be presented to Council for consideration and implementation as soon as practicable.



At the Ordinary Meeting of Council held on 25 May 2020, Council resolved to:

1. Note the positive impact that Council's Stage 1 Community and Business Support Package has had on the Knox community
2. Endorse the extension of the following Stage 1 initiatives:
  - a. Resolve to not charge interest on rates for the period 1 July 2020 to 30 September 2020 for late payments and charges;
  - b. Waive trading fees, including outdoor dining and business A-frame signage fees for the period 1 July 2020 to 31 December 2020 as a pro-rata refund for renewal permit fees and refunding the full application fee amount for new applications received in that period;
  - c. Waive all Not-For Profit community organisation hire agreement, license and lease fees for the period 1 July 2020 to 30 September 2020, with any advance pro-rata payments to be refunded; and
  - d. Waive Knox Basketball Incorporated's Annual Asset Renewal Fee for the period 1 July 2020 to 30 September 2020.
3. Approve the Stage 2 Community and Business Support Package and commence implementation of the following initiatives, effective from 25 May 2020:
  - a. Increase funding for the Council Minor Grant Program to the value of \$51,500, for the purpose of supporting community initiatives;
  - b. Increase funding for the Council Community Development Fund to the value of \$80,000, for the purpose of reactivating community connectedness and initiating recovery projects;
  - c. Establish a one-off Council 'Supporting Local Services Fund' to the value of \$200,000, for the purpose of supporting local service organisations to increase service provision;
  - d. Provide funding to the value of \$15,000 for the purpose of enabling a temporary Council facility, at the discretion of the Chief Executive Officer, for the purpose of providing shower and laundry facilities for the vulnerable in our community;
  - e. Provide funding to the value of \$50,000 for the purpose of investigating and implementing an ongoing solution for a permanent shower and laundry facility for the vulnerable in the Knox community;
  - f. Provide funding to the value of \$315,000 for the purpose of Council partnering with local organisations to enable and support the provision of hot meals to the vulnerable in our community;
  - g. Provide funding to the value of \$200,000 to deliver a Mental Health First Aid Training and Awareness Program to local sporting clubs, for the purpose of assisting with the well-being and resilience of community members;
  - h. Provide funding to the value of \$25,000 to undertake a municipal-wide survey assessing the impact of COVID-19 on Knox households to inform strategic service planning and longer-term relief and recovery planning;



- i. Provide funding to the value of \$160,000, for a one-off \$1,000 Facility Operating Contribution for Not-for-Profit Groups and Clubs with a lease or licence in a Council facility, to support facility operating costs such as utilities and COVID-19 related expenses;
  - j. Provide funding to the value of \$30,000, to expand Council's Mentoring Support Program, for the purpose of assisting local business to manage and response to COVID-19;
  - k. Establish a Council "Commercial Advice Program" to the value of \$30,000, for the purpose of providing leasing, tenancy, taxation and financial advice to local business;
  - l. Establish a Council "Digital Upskills Program" to the value of \$20,000, for the purpose of enhancing digital marketing skills for local business;
  - m. Establish a Business Support Grants Program, to the total value of \$335,000, that includes an "e-commerce Grant" for the purpose of enhancing e-commerce capability and functionality for local business, a "Manufacturing and Supply Transition Grant" for the purpose of assisting the pivoting of local business; and a "Creative and Cultural Sector Industry Facilitation and Place Activation Grant" for the purpose of providing assistance to Knox's creative and cultural sector; and
  - n. Prepare a Retail Activation Strategy to the value of \$50,000, for the purpose of developing a "buy-local" program to support increased trade for local businesses.
4. To receive a report at the June 2020 Ordinary Meeting of Council to consider the governance arrangements necessary for the grants and payments established under the relevant new grant initiatives.
  5. Authorise the Chief Executive Officer to execute all agreements relating to the above initiatives.
  6. Note that further allocations from the balance of the Community and Business Support Package for the purpose of Stage 3 COVID-19 support initiatives will be considered by Council at a later stage.

## 9.2 COVID-19 Household Survey

**SUMMARY:** Project Manager – Community Wellbeing, Raini Nailer

The COVID-19 Pandemic is resulting in significant economic and social upheaval. The situations being faced by our community are unprecedented and whilst we have anecdotal information about the types of challenges being faced in our community, we have little understanding of the prevalence of these experiences. As part of Council's Community and Business Support Package, which aims to assist the community through and out of the current Pandemic, a household survey (refer Attachment 1) was commissioned to inform future action. The results of this survey (refer Attachment 2) will inform strategic service planning and longer-term relief and recovery planning across Council.

### RECOMMENDATION

That Council note the COVID-19 Household Survey report and use the data collected to inform upcoming projects and initiatives to support community need, relief and recovery.

### 1. INTRODUCTION

The COVID-19 Pandemic is resulting in significant economic and social upheaval for all of Victoria. The experience of this Pandemic will differ across cohorts and geographic locations due to existing inequalities. Due to these discrepancies, assumptions of what our community thinks, needs and wants cannot be pre-determined. To understand the current context for the Knox Community, Council undertook a specifically designed community survey (refer Attachment 1) to assess the health, wellbeing, economic and social impacts occurring as a result of COVID-19 and restriction measures. The information found through this survey will accurately inform Council's community and business recovery efforts moving forward.

### 2. DISCUSSION

The survey was designed to be implemented in two waves, the first being a randomised sample that would equitably represent the whole community. This selection of 6,667 representative households was randomly drawn by a computer system using the rates data base, its selection was based on housing type and location. These surveys were sent out via post (n=4111) or email (n=2556) accompanied by a letter explaining the survey, FAQs and who to contact in Council, and a reply-paid envelope on 15 July 2020. This representative sample survey went out ahead of the general access survey for the purpose of encouraging this selected cohort (accurately representing the entire community) to complete their survey. The second wave being the general access survey, available to all community members, which was released the following week (22 July 2020) and was promoted on social media, Council's website, through newsletters, libraries, community groups and organisations.

The selected sample and general access surveys both closed on 3 August 2020. This cut-off date resulted in the completion of 1,615 surveys (representative 919, general access 696).

The survey covered dimensions of health, social, economic and wellbeing issues. Additional questions were developed between the consultant and key stakeholders within Council to ensure

the survey adequately covers Council priorities, future planning and can provide information to assist with the development of the Community and Council Plans 2021-2025.

The base survey questions covered the following topic areas:

- Anxiety (mental health measurement);
- Specific coronavirus impacts, with a focus on employment, housing, safety, physical health, parenting responsibilities, and food/groceries;
- Behaviour change since the Pandemic (specific to health and wellbeing: exercise, healthy eating, alcohol consumption, social isolation, gambling);
- Business owner impacts (changes to staff);
- Coronavirus health status (whether they have been tested / infected or know anyone who has);
- Where they go for information about Coronavirus; and
- Extensive demographics (to enable cross-analysis by location, gender, age, household type, vulnerable households, culturally and linguistically diverse, health risks). Opportunities for community resilience, connectedness and strengths.

Surveys that have been completed and sent in after the closing date will not be discarded, instead added to the existing collation of data. The survey will remain open online for this to occur, with the researcher analysing this in spaced out time intervals.

The main themes to emerge from the survey data (refer Attachment 2) include:

- Mental health (specifically depression and anxiety).
- Social isolation.
- Family and community violence.
- Alcohol consumption.
- Financial vulnerability.
- Physical health (exercise and healthy eating).

The Key findings include:

#### **Social Isolation**

- 39% people see this as a setback (all surveyed).
- 96% reported this as an impact (representative).

#### **Safety**

- 55% reported this as a main concern (all surveyed).
- 79% reported an impact (representative).

#### **Financial Vulnerability**

- 17% report this as a main concern (all surveyed).
- 68% reported this as an impact (representative).

### **Mental Health**

- 12% reported this as a main concern (all surveyed).
- 75% reported this as an impact (representative).

### **Alcohol**

- 21% reported drinking more alcohol (representative).

### **Physical Health**

- 6% reported this as a setback (all surveyed).
- 67% reported this as an impact (representative).

The timing of the survey, with its unique context of restriction and Government actions would have greatly influenced these results, thus running this survey again, may show different results and emphasis on themes.

The set-up of this survey allows Council to formally run it again at a future date (in the same fashion as the commencement) to understand the changing needs and situation of the community overtime. Dates for a potential second round will be decided upon in consultation with the cross-department working group upon completion of the report.

## **3. CONSULTATION**

This initiative has been led by the Community Wellbeing Department (Community Services), with input from City Futures, Corporate and City Development. A Professional Researcher at ASDF was engaged to conduct the research on behalf of Council and assisted in the crafting of the survey and questions with these Departments. Upon completion of the survey, these Departments and the Researcher were invited back for a data analysis workshop to determine what the data indicated and whether any further lines of analysis were desired by the group.

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

No environmental or amenity issues arose during the development of this survey. However, survey results may indicate implications environment or amenity issues may be having currently and in the future for the community.

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

This survey is a responsive initiative resulting from the COVID-19 pandemic. The initiative is funded through the Community and Business Support Package, at a cost of \$26,027.

## **6. SOCIAL IMPLICATIONS**

Some social implications existed for the commencement of this initiative, in regards to the personal and potentially stigmatising aspects to questions (e.g., disclosing of COVID-19 and financial status). The letter accompanying the paper survey and the preamble to the online survey explained the survey, confidentiality of identity and answers, frequently asked questions and contact details of the Council Officer for inquiries. Issues were also raised regarding the machine draw of random sample households using the rates data base. All ethical issues of privacy and

harm were carefully weighed up by Council and the Researcher, and appropriate course of action was taken in the development, collection, storage and use of the survey.

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

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

Strategy 4.4 - Protect and promote public health, safety and amenity

### **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 8.2 Enable the community to participate in a wide range of engagement activities

## **8. CONFLICT OF INTEREST**

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

Author – Project Manager – Community Wellbeing, Raini Nailer – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The first round of the survey has been completed and has highlighted needs and areas for intervention for both Council and potential partner organisations. Council planning and projects will now be informed by the information provided to respond to community need. The survey will be implemented again in February 2021, to keep up with the changing needs of the community.

## **10. CONFIDENTIALITY**

There is no information of a confidential nature within this report.

**Report Prepared By:** Community Wellbeing Project Manager, Raini Nailer

**Report Authorised By:** Director Community Services, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Survey - COVID-19 Household Survey Final [9.2.1 - 12 pages]
2. Attachment 2 - Knox COVID-19 Household Community Survey report [9.2.2 - 78 pages]



Attachment 1

# Knox Council

## COVID-19 Community Survey



To be completed by the person in the household over the age of 18 who is next to have a birthday.

- Instructions**
- Please use a blue or black pen
  - Mark boxes with an

**Q1a** What are your main concerns at the moment regarding Coronavirus?


**Q1b** If there have been any changes due to Coronavirus that have resulted in setbacks and/or improvements in your life, please tell us about them below.

SETBACKS

IMPROVEMENTS


**Q2.** Please rate your feelings at the moment.

*This will help us understand how feelings change as the situation changes.*

**i** Please select one answer per row

	Not at all	A little	Moderately	Very much so	Don't know
I feel secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel worried	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel confused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel relaxed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q3. In what ways, if any, has the Coronavirus impacted on you?** *These could be positive or negative impacts. There will be a chance to provide more detail for some of these later in the survey.*

**i** Please select one answer per row

	No impact	Slight impact	Big impact	Not applicable
Work / employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing / accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food and grocery shopping / availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spending time with family and friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leisure activities and events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feelings of safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercise activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religious / faith based activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parenting responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport / getting around	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q3a. If there are other significant positive or negative impacts not covered by this list, please tell us about them below.**

**i** The following questions only need to be answered if you have experienced changes related to that topic, otherwise you can leave them blank.  
 If you haven't experienced any of these impacts, **please skip to Q10 on page 4.**  
 Q4 is for those who have experienced an impact on mental health.

**Q4. In what ways has the Coronavirus impacted on your mental health?**

**i** Q5 is for those who have experienced an impact on housing.

**Q5. In what ways has the Coronavirus impacted on your housing / accommodation?**

**i** You can choose more than one

- |  |  |
|--|--|
| <input type="checkbox"/> Can't afford to pay the mortgage                          | <input type="checkbox"/> Can't afford maintenance or repairs                                   |
| <input type="checkbox"/> Can't afford to pay the rent                              | <input type="checkbox"/> I have negotiated reduced rent  |
| <input type="checkbox"/> Can't afford to pay utilities or other household expenses | <input type="checkbox"/> Not enough room to self-isolate from other family members             |
| <input type="checkbox"/> Had to find room / rearrange the house to work from home  | <input type="checkbox"/> Had to find room / rearrange the house for teaching child/ren at home |
| <input type="checkbox"/> Other (please specify)                                    | <input type="checkbox"/> I have become homeless  |

**!** Q6 is for those who have experienced an impact on safety.

**Q6. In what ways has the Coronavirus impacted on your feelings of safety?**

**i** You can choose more than one

- |  |   |
|--|---|
| <input type="checkbox"/> Fear of getting sick when in public   | <input type="checkbox"/> Increased crime  |
| <input type="checkbox"/> Fear of getting sick at work  | <input type="checkbox"/> Feel unsafe when going shopping  |
| <input type="checkbox"/> Anger and violence in the community   | <input type="checkbox"/> Neighbours are offering to help  |
| <input type="checkbox"/> Concern about going to the doctor or hospital for medical purposes not related to coronavirus | <input type="checkbox"/> Concern that I will get sick and not be able to care for children / other family members |
| <input type="checkbox"/> Concern for older family members getting sick   | <input type="checkbox"/> Greater sense of community in my area  |
| <input type="checkbox"/> Concern for children getting sick or carrying the virus                                       | <input type="checkbox"/> More people walking around the streets makes me feel safer                               |
| <input type="checkbox"/> Don't feel safe catching public transport   | <input type="checkbox"/> More people walking around the streets makes me feel less safe                           |
| <input type="checkbox"/> Other (please specify)  | <input type="checkbox"/> Anger and violence at home   |

**!** Q7 is for those who have experienced an impact on work / employment.

**Q7. In what ways has the Coronavirus impacted on work/employment?**

**i** You can choose more than one

- |   |  |
|---|--|
| <input type="checkbox"/> My partner has lost their job / has reduced pay                              | <input type="checkbox"/> The nature of my work has changed   |
| <input type="checkbox"/> I have lost my job   | <input type="checkbox"/> I have switched to working from home  |
| <input type="checkbox"/> I have less work to do now / decreased workload / fewer clients or customers | <input type="checkbox"/> I now have to find time to do work as well as managing my child's schooling |
| <input type="checkbox"/> My work income has been reduced  | <input type="checkbox"/> Applied for JobSeeker   |
| <input type="checkbox"/> I have more work to do now / increased workload                              | <input type="checkbox"/> I still have to go into work and can't work from home                       |
| <input type="checkbox"/> Other (please specify)   | <input type="checkbox"/> Had to find room / rearrange the house to accommodate working from home     |

**!** Q8 is for those who have experienced an impact on physical health.

**Q8. In what ways has the Coronavirus impacted on your physical health?**

**i** You can choose more than one

- |   |   |
|---|---|
| <input type="checkbox"/> Can't exercise as much   | <input type="checkbox"/> Unwell due to having coronavirus |
| <input type="checkbox"/> Reduced access to healthy food   | <input type="checkbox"/> Drinking more alcohol            |
| <input type="checkbox"/> Can't afford to buy food   | <input type="checkbox"/> Exercising more                  |
| <input type="checkbox"/> Can't buy / source required medicines  | <input type="checkbox"/> Eating healthier food            |
| <input type="checkbox"/> Had to cancel health appointment   | <input type="checkbox"/> Eating more home cooked meals    |
| <input type="checkbox"/> Not eating as healthily  | <input type="checkbox"/> Drinking less alcohol            |
| <input type="checkbox"/> Stress from trying to juggle the demands of work, children, house, finances etc. |   |
| <input type="checkbox"/> Other (please specify)   |   |

**!** Q9 is for those who have experienced an impact on transport / getting around.

**Q9. In what ways has the Coronavirus impacted on transport / getting around?**

**i** You can choose more than one

Don't want to catch public transport  Don't have to commute any more

Other (please specify)  Can't ride share


**!** The next questions are for **EVERYONE**.

**Q10. Since the restrictions, have you been doing the following more, about the same, or less?**

**i** Please select one answer per row

	More	About the same	Less	Not applicable
Exercising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating healthy food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinking alcohol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gambling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking to neighbours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q11. Have you applied for / received any of the following Coronavirus support?**

**i** Please select one answer per row

	Yes, received	Applied but not received	No	Not applicable
JobKeeper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early access to Superannuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care Subsidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JobSeeker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Health Emergency (COVID-19) Crisis payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coronavirus Supplement (from the Federal government)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Relief Packages (from the Victorian Government)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knox City Council Business Support Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll tax refund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knox City Council COVID-19 rates assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q12. What was your employment status before the Coronavirus outbreak?**

<input type="checkbox"/> Full time	<input type="checkbox"/> Not employed	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Part time	<input type="checkbox"/> Retired	<input type="text"/>
<input type="checkbox"/> Casual	<input type="checkbox"/> Home duties	

**Q12a. As a result of the Coronavirus pandemic, has your number of working hours / workload...?**

Decreased     Stayed the same     Increased

**Q12b. What is the reason for your decreased work hours / workload?**

<input type="checkbox"/> No work or not enough work available	<input type="checkbox"/> No longer employed
<input type="checkbox"/> Leave or reduced hours so that I can conduct child/ren's schooling from home	<input type="checkbox"/> Sick leave (for yourself)
<input type="checkbox"/> Asked to take annual leave or holidays due to Coronavirus	<input type="checkbox"/> Seasonal work/end of season
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Pre-planned annual leave or holiday
	<input type="checkbox"/> Maternity/Paternity leave

**Q12c. Has your pay/wage changed?**

Yes, being paid less     Yes, being paid more     No, being paid the same amount

---

**Q13. Do you own or manage a business?**  
*If you have closed your business or changed staff numbers due to the Coronavirus, please select the option that best describes your business before the pandemic, say in December 2019.*

<input type="checkbox"/> Yes – small business (2-5 staff, including sole traders with staff)	<input type="checkbox"/> Yes – sole trader (no staff)
<input type="checkbox"/> Yes – medium business (6-49 staff)	<input type="checkbox"/> No
<input type="checkbox"/> Yes – large business (50+ staff)	

**Q14. Have you had to make any changes to staff numbers or schedules as a result of the Coronavirus?** ⓘ You can choose more than one

<input type="checkbox"/> Permanently lay-off staff	<input type="checkbox"/> No change to staffing
<input type="checkbox"/> Temporarily lay-off staff	<input type="checkbox"/> Pay for staff to be on sick leave
<input type="checkbox"/> Cut staff hours	<input type="checkbox"/> Hire more staff
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> JobKeeper for staff

**! Q15 is for those who are employed or own/manage a business.**

**Q15. In which industry is your work?**

<input type="checkbox"/> Retail	<input type="checkbox"/> Construction, repair and maintenance	<input type="checkbox"/> Real estate
<input type="checkbox"/> Hospitality (Cafés, restaurants etc.)	<input type="checkbox"/> Education and training	<input type="checkbox"/> Accounting, legal and finance
<input type="checkbox"/> Accommodation	<input type="checkbox"/> Transport	<input type="checkbox"/> Primary production / agriculture / farming
<input type="checkbox"/> Government	<input type="checkbox"/> Health services	<input type="checkbox"/> Business services
<input type="checkbox"/> Entertainment and events	<input type="checkbox"/> Community services	
<input type="checkbox"/> Personal services	<input type="checkbox"/> Manufacturing	
<input type="checkbox"/> Other (please specify)	<input type="text"/>	

Q16. Please explain the type of business it is within this category...

**!** The next questions are for EVERYONE.

Q17. Which of the following best describes you with regards to Coronavirus / COVID-19?

*Remember, your answers are anonymous, we will not be able to identify you.*

**i** You can choose more than one

- I had Coronavirus (confirmed by a test) but have recovered
  - I currently have Coronavirus (confirmed by a test)
  - I may have Coronavirus (not yet tested / waiting for test results)
  - I am currently in 14 day quarantine (returned from overseas, been in contact with someone who tested positive, instructed by health department)
  - I am self-isolating due to being high risk of Coronavirus
  - Other (please specify)
- 

None of these

Q18. What impact would testing positive to Coronavirus have on you?

**i** You can choose more than one

- |   |   |
|---|---|
| <input type="checkbox"/> Would have trouble getting groceries if having to self-isolate | <input type="checkbox"/> Difficult to isolate from other household members                        |
| <input type="checkbox"/> Increase problems with other health issues                     | <input type="checkbox"/> Would have to stop helping others in the community                       |
| <input type="checkbox"/> Not being able to work would cause financial difficulties      | <input type="checkbox"/> Family members would need to make changes to their work to look after me |
| <input type="checkbox"/> Wouldn't be able to look after children                        | <input type="checkbox"/> No impact if it was a mild version, I can stay home for 2 weeks          |
| <input type="checkbox"/> Wouldn't be able to look after other family members            | <input type="checkbox"/> Don't know   |
| <input type="checkbox"/> Wouldn't be able to look after animals                         |   |
| <input type="checkbox"/> Other (please specify)   |   |

**!** If you are concerned about COVID-19 or are distressed because you are in self-quarantine or sick go to Mindspot <https://headtohealth.gov.au/> 1800 61 44 34.

**Q19. Where do you look for Coronavirus health information and information on what to do if you or a family member feels unwell?**

**i** You can choose more than one

- |  |  |
|--|--|
| <input type="checkbox"/> Don't look for this type of information   | <input type="checkbox"/> Social media (Facebook, Twitter, Reddit etc.) |
| <input type="checkbox"/> Coronavirus helpline (phone)              | <input type="checkbox"/> Friends and family                            |
| <input type="checkbox"/> Online newspaper: <b>Which ones?</b>      | <input type="text"/>   |
| <input type="checkbox"/> Government website: <b>Which ones?</b>    | <input type="text"/>   |
| <input type="checkbox"/> Other website: <b>Which ones?</b>         | <input type="text"/>   |
| <input type="checkbox"/> Paper based newspaper: <b>Which ones?</b> | <input type="text"/>   |
| <input type="checkbox"/> Television: <b>Which programs?</b>        | <input type="text"/>   |
| <input type="checkbox"/> Radio: <b>Which programs?</b>             | <input type="text"/>   |
| <input type="checkbox"/> Somewhere else: <b>Please specify</b>     | <input type="text"/>   |

**Q20. Have you downloaded the COVIDsafe App?**

- |  |  |
|--|--|
| <input type="checkbox"/> No, never heard of it           | <input type="checkbox"/> No, I haven't yet but I plan to             |
| <input type="checkbox"/> No, don't have a suitable phone | <input type="checkbox"/> Yes, but I haven't set it up / turned it on |
| <input type="checkbox"/> No, and I don't plan to         | <input type="checkbox"/> Yes, and I have it turned on                |
| <input type="checkbox"/> Other (please specify)          | <input type="text"/>   |

**Q21. What sort of things are you doing to stay in touch with family and friends who don't live with you?**


**Q22. Are you currently having trouble finding any food or groceries?**

**i** Please mark all that apply

- |  |  |
|--|--|
| <input type="checkbox"/> Toilet paper  | <input type="checkbox"/> Rice and pasta                                  |
| <input type="checkbox"/> Fresh fruit and vegetables                                    | <input type="checkbox"/> Meat  |
| <input type="checkbox"/> Canned goods  | <input type="checkbox"/> Flour or grains                                 |
| <input type="checkbox"/> Pet food  | <input type="checkbox"/> Dairy goods                                     |
| <input type="checkbox"/> Medications   | <input type="checkbox"/> Special dietary foods (e.g. (diabetes, coeliac) |
| <input type="checkbox"/> Yeast   | <input type="checkbox"/> Hand sanitizer                                  |
| <input type="checkbox"/> Personal items (deodorant, soap, sanitary items, makeup etc.) | <input type="checkbox"/> Nothing   |
| <input type="checkbox"/> Other (please specify)  |  |

**i** Please note that this survey is for the purpose of understanding the community. Your responses are anonymous, therefore it will not be used to provide you with direct assistance.

If you need support please contact your local services or Knox City Council on 9298 8000.

**Q23. How do you expect your life will change in the next 6 months?** i Please mark all that apply

- |   |  |
|---|--|
| <input type="checkbox"/> Expect things to go back to normal                   | <input type="checkbox"/> Seeing family and friends more        |
| <input type="checkbox"/> Keep working from home                               | <input type="checkbox"/> Increase in exercise                  |
| <input type="checkbox"/> Go back to working in the office                     | <input type="checkbox"/> More financial difficulties           |
| <input type="checkbox"/> Reduced workload                                     | <input type="checkbox"/> Will stop getting JobKeeper           |
| <input type="checkbox"/> Less stress with children back at school / childcare | <input type="checkbox"/> Increased workload                    |
| <input type="checkbox"/> Other (please specify)                               | <input type="checkbox"/> Increased use of community facilities |
|   | <input type="checkbox"/> No change expected                    |

**Q24. How likely or unlikely would you be to volunteer to assist with community recovery from Coronavirus?**

- |                                      |                                   |  |
|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Very likely | <input type="checkbox"/> Neither  | <input type="checkbox"/> Very unlikely |
| <input type="checkbox"/> Likely      | <input type="checkbox"/> Unlikely | <input type="checkbox"/> Don't know    |

**Q25. Have you encountered any of the following technical difficulties since the Coronavirus pandemic started?**

i Please mark all that apply

- |  |   |
|--|---|
| <input type="checkbox"/> Poor/limited internet connection meant I couldn't do my work                            | <input type="checkbox"/> Poor/limited internet connection made it difficult to keep in touch with friends or family |
| <input type="checkbox"/> Poor/limited internet connection make it difficult for child/ren to do remote schooling | <input type="checkbox"/> Poor/limited internet connection made it difficult to access services or assistance        |
| <input type="checkbox"/> Other (please specify)  | <input type="checkbox"/> None of these  |

**Q26. Please tell us about any services you would like to see provided by service providers or Councils to help respond to life changes due to the Coronavirus.**

**Q27. What is the one most important thing for the Knox community to focus on for the future?**



**Now some questions to help group your responses with other people for analysis. Remember, your responses are completely anonymous. This information helps us understand how experiences differ across different parts of the community.**

**D1. What is your gender?**

- Male
  Non-binary
  I'd prefer not to say  
 Female
  Self-described

**D2. What is your age?**

- 14 – 17
  35 – 39
  55 – 59
  75 – 79  
 18 – 24
  40 – 44
  60 – 64
  80+  
 25 – 29
  45 – 49
  65 – 69
  I'd prefer not to say  
 30 – 34
  50 – 54
  70 – 74

**D3. Do you speak a language other than English at home?**

- Yes (please specify language) →   
 No  
 I'd prefer not to say

**D4. Are you an Australian citizen or permanent resident visa holder?**

- Yes  
 No (please specify country of citizenship) →   
 I'd prefer not to say

**D5. Do you have a disability where you need help with self-care, body movement or communication activities?**

- Yes
  No
  I'd prefer not to say

**D6. Have you provided unpaid care or assistance during the Coronavirus pandemic for...?**

**i** Please mark all that apply

- A family member or relative aged 65 or over
  An unrelated person aged 65 or over  
 A family member or relative aged less than 65 who has a disability or long-term health condition
  An unrelated person aged less than 65 who has a disability or long-term health condition  
 None of these  
 Other unpaid care (please specify)

**D7. Is there someone outside your household you can rely on to regularly care for you or your children in an emergency?**

- Yes
  No
  I'd prefer not to say

**D8. Would your household be able to find \$2,000 for something important within a week?**

- Yes
  No
  Don't know
  I'd prefer not to say



**D9. Which of the following best describes your household structure?**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Couple with children living at home | <input type="checkbox"/> One person  | <input type="checkbox"/> Group household       |
| <input type="checkbox"/> Single parent                       | <input type="checkbox"/> Couple without children living at home (2 person household) | <input type="checkbox"/> Other                 |
|  |  | <input type="checkbox"/> I'd prefer not to say |

**D9a. How old are the children who live at home?**

**i** You can choose more than one

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 0 – 4 years old   | <input type="checkbox"/> 18+ years old               | <input type="checkbox"/> I'd prefer not to say |
| <input type="checkbox"/> 5 – 11 years old  | <input type="checkbox"/> All children have left home |  |
| <input type="checkbox"/> 12 – 17 years old | <input type="checkbox"/> No children                 |  |

**D9b. Have your children stayed home from school or childcare due to Coronavirus? At any stage since the start of the pandemic**

- |   |   |
|---|---|
| <input type="checkbox"/> Yes, they are still at home  | <input type="checkbox"/> No             |
| <input type="checkbox"/> Yes, they were at home but they are back at school / childcare now | <input type="checkbox"/> Not applicable |

**D9c. Approximately what proportion of childcare / schooling responsibilities do/did you personally undertake?**

- |  |  |
|--|--|
| <input type="checkbox"/> All of it (100%)        | <input type="checkbox"/> Some (15% – 39%)          |
| <input type="checkbox"/> Most (60% – 99%)        | <input type="checkbox"/> A small amount (1% – 15%) |
| <input type="checkbox"/> Around half (40% – 59%) | <input type="checkbox"/> None                      |

**D10. At this point in time, what is your approximate monthly household income (after tax)?**

- <\$1,860 per month (\$430 per week or less)
- \$1,861 – \$2,800 (\$451-\$650 per week)
- \$2,801 – \$3,900 (\$651-\$900 per week)
- \$3,901 – \$8,670 per month (\$901-\$2,000 per week)
- \$8,671 – \$17,300 per month (\$2,001-\$4,000 per week)
- More than \$17,300 per month (\$4,000+ per week)
- I'd prefer not to say
- Don't know

**D11. Is the place where you live...?**

- Owned outright
- Owned with a mortgage
- Rented
- Social / public housing
- Other
- Don't know
- I'd prefer not to say

**D12. What is the suburb where you live?**

- Bayswater
  - Boronia
  - Ferntree Gully
  - Lysterfield
  - Knoxfield
  - Rowville
  - Scoresby
  - The Basin
  - Upper Ferntree Gully
  - Wantirna
  - Wantirna South
  - Other (please specify)
- 

**!** D13 is for those who are employed or own/manage a business.

**D13. What is/was the postcode of your work?**

--	--	--	--

**D14. This survey is also being run by other organisations in Victoria. Are you happy for your responses to be added to a statewide anonymous database of survey responses (combining multiple Councils and organisations) so that we can analyse needs across the state?**

*This database is managed by ASDF Research ([www.asdfresearch.com.au](http://www.asdfresearch.com.au)), a professional researcher with QPR accreditation ([www.Qre.host/QPR](http://www.Qre.host/QPR)) and AMSRO membership ([www.AMSRO.com.au](http://www.AMSRO.com.au)).*

- Yes, please add my anonymous survey response
- No, thank you

**D15. Please share any final comments you have about this survey.**

***Thank you for your time.***

***Please return this survey as soon as possible in the reply paid envelope provided.***

***As a reminder, information collected in this survey is only used by grouping results together, and responses are anonymous so this information can't be used to provide individual people with support.***

Support or further information can be found at:

- Knox City Council - [www.knox.vic.gov.au/coronavirus](http://www.knox.vic.gov.au/coronavirus) or 03 9298 8000
- Head to Health - [headtohealth.gov.au](http://headtohealth.gov.au)
- Beyond Blue - [www.beyondblue.org.au](http://www.beyondblue.org.au) or 1300 22 4636
- Coronavirus helpline - 1800 020 080
- Australian Government Health Department - [coronavirus.gov.au](http://coronavirus.gov.au)
- Victorian State Government information - [www.dhhs.vic.gov.au/coronavirus](http://www.dhhs.vic.gov.au/coronavirus)
- 1800 Respect - [www.1800respect.org.au](http://www.1800respect.org.au) or 1800 737 732
- Lifeline - [www.lifeline.org.au](http://www.lifeline.org.au) or 13 11 14

**KNOX**  
your city

# Covid-19 Community Impact Survey

Analysis as at 5 August 2020



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[asdf@asdfresearch.com.au](mailto:asdf@asdfresearch.com.au)  
 26 August 2020

# 1 EXECUTIVE SUMMARY

## 1.1 OVERVIEW

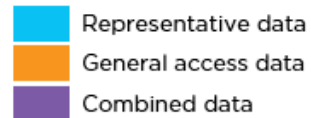
The first wave of the Knox Covid-19 Community survey was processed based on data collected from the 20 July to 5 August 2020, with 1,615 total sample.

**n=1,615**

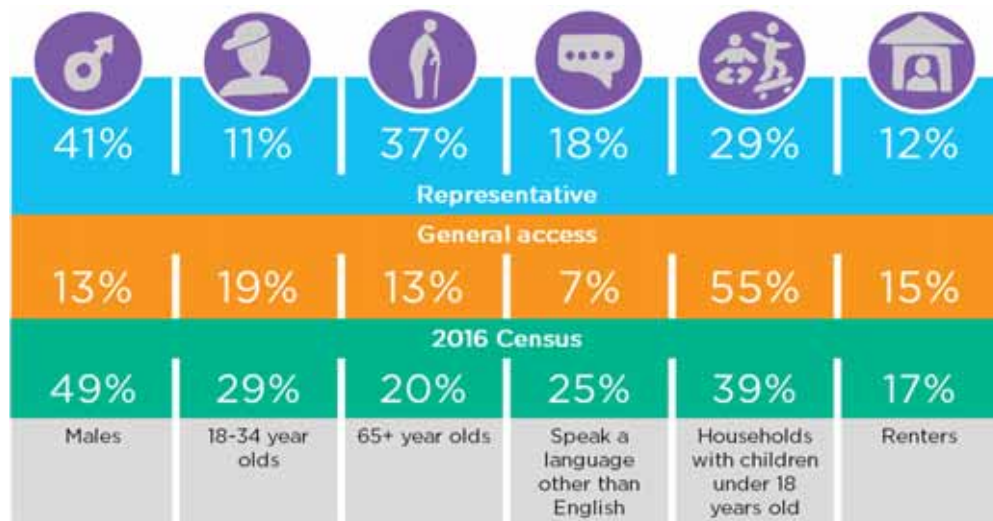
This comprises of:

- **919** responses collected through random proportional sampling of the rates database (online and paper completion options) to provide incidences representative of the broader community. This data has been weighted to align with City of Knox age, gender and location demographics (interlocking) as per the 2016 Census; and
- **696** responses collected through an open access online survey promoted through Council networks (with a paper completion option) to provide more robust insights into impacts and behaviours. The online survey remains open so future comparative analysis can be conducted for different timeframes throughout the Covid-19 pandemic.

Colour coding of results has been used throughout to illustrate the sample used for analysis.



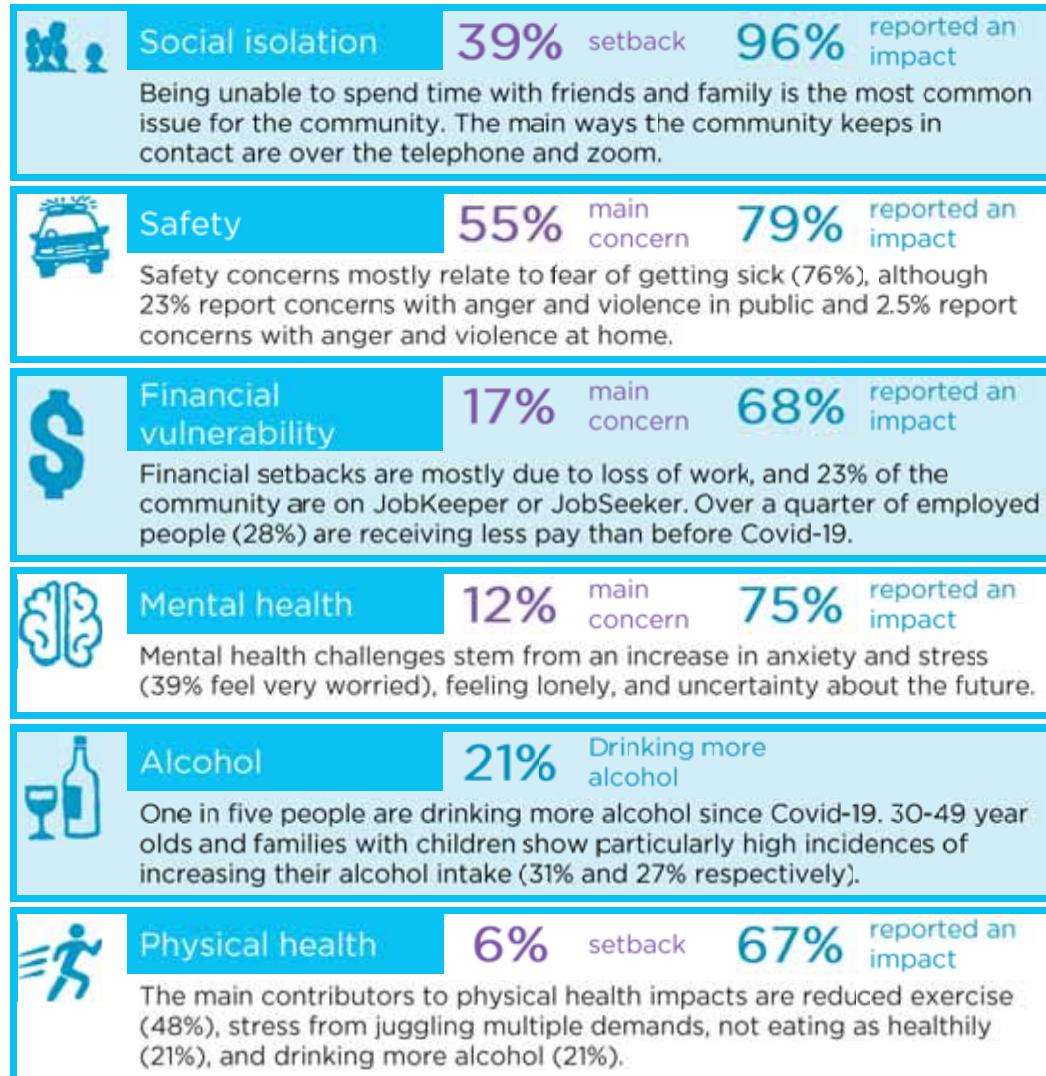
The survey samples provide a robust coverage of key 'hard to reach' community demographics:





## 1.2 KEY FINDINGS

The most widespread impacts of Covid-19 on the Knox community are as follows:



**% representative**    **% All respondents**

Many residents also reported experiencing improvements to their lives as a result of Covid-19 (57%), mostly stemming from having additional time for family, home maintenance, personal pursuits, exercise, and home cooking.

As the pandemic progresses the main challenges for the Knox community are likely to be:

- Fostering community connections and ensuring people keep in touch with friends and family to address feelings of loneliness;
- Increased stress and anxiety caused by fear of getting sick, isolation, financial challenges, and having too much to do (working and home schooling);

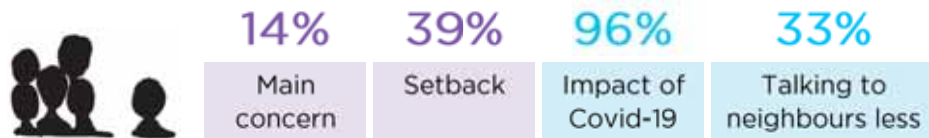


- Inability to maintain care and undertake households duties if people fall ill with Covid-19 (groceries, looking after children, no space to isolate);
- Potential financial difficulties for many as they use up their savings and/or received reduced government assistance;
- Maintaining healthy lifestyles, amid a reduction in opportunity to exercise and fewer eating healthy food; and
- Supporting the elderly, vulnerable, and those effected by Covid-19.

### 1.3 TOPIC AREA SUMMARIES

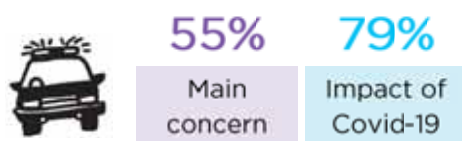
The main impacts on the community relate to social isolation, employment, finances, mental health, behaviour changes that could result in increased health risks, and the added workload and stress of home-schooling.

#### 1.3.1 SOCIAL ISOLATION



Social isolation is the most common concern and setback experienced by the community. It is understood that isolation can have an impact on mental health and wellbeing, as well as healthy brain functioning. Social isolation is occurring more commonly in the Hills, Rowville, Wantirna and Wantirna South regions. There is a common expectation that the ability to see friends and family more will occur in the latter half of 2020; should this not eventuate the lack of expectations being met and continued isolation runs the risk of increased mental health issues. People are mostly combatting social isolation through phone calls and zoom meetings.

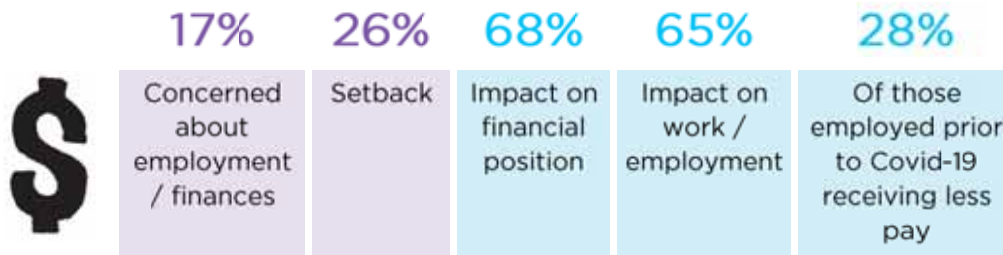
#### 1.3.2 SAFETY



The primary safety concerns and impacts revolve around a fear of getting sick and worry that people aren't doing the right thing and spreading the virus. Almost a quarter reported concerns about anger and violence in the community, and 44 mentioned anger and violence at home (family violence measure, extrapolates to 2.4% of the population or potentially 3,300 people if calculating as a percentage of 15+ year old population as per the 2020 forecast population for Knox<sup>1</sup>). Higher instances of reporting safety impacts are evident amongst females, 30-49 year olds and those who speak a language other than English.

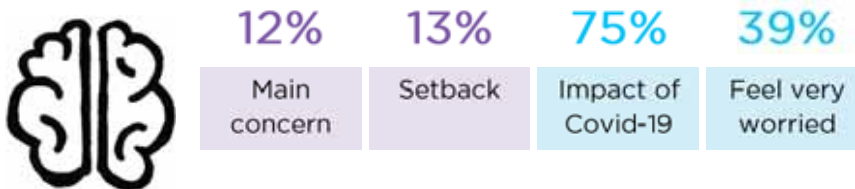
<sup>1</sup> <https://forecast.id.com.au/knox> 15+ year old forecast for 2020 at 135,812 people.

1.3.3 FINANCIAL VULNERABILITY



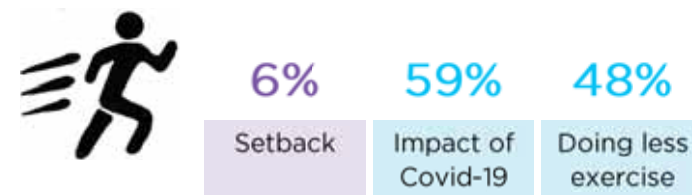
People are experiencing a broad range of impacts on their work and employment, with the most common being switching to working from home, a reduction in work income, and still having to go into work. Many business and residents are using JobKeeper and JobSeeker; Many are expecting these programs to end soon, which introduces significant financial vulnerability risks to those relying on the payments - particularly low income households, young people and renters.

1.3.4 MENTAL HEALTH



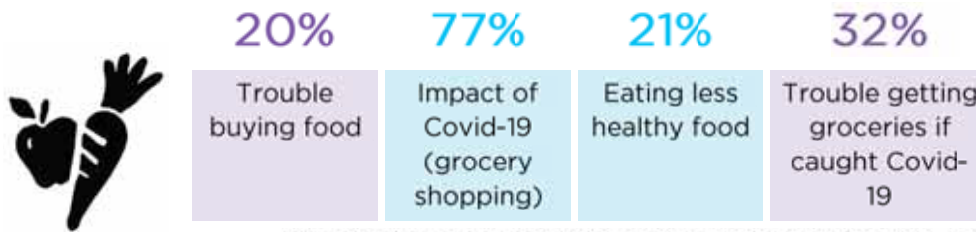
The mental health impacts being experienced by the Knox community primarily revolve around anxiety, stress and loneliness. Mental health challenges can have significant impacts on both personal wellbeing as well as family safety. Younger people (18-39 year olds) are more commonly reporting mental health issues, whilst older adults (65+ year olds) more often report feeling secure and relaxed. Other segments with higher incidences of reporting mental health challenges include females and renters. Stress, anxiety and struggling with being overwhelmed are more common amongst those in the middle age ranges (30-49 year olds).

1.3.5 EXERCISE



Not being able to exercise as much is the primary physical health impact reported by the Knox community. A reduction in exercise can lead to a range of associated health issues (obesity, mental health, increased rates of disease etc.). A reduction in exercising is particularly prominent amongst younger people (under 40 years of age). Some are exercising more since Covid-19; an increase in exercising is more common amongst 40-49 year olds, those with children at home and those living below the poverty line. There is a wide-spread expectation that exercise will increase in the second half of 2020.

1.3.6 HEALTHY EATING



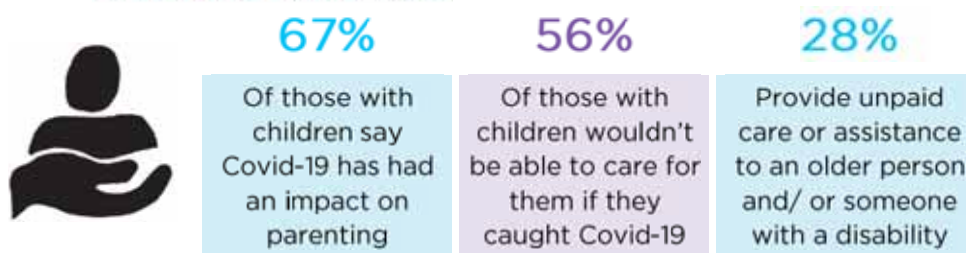
Covid-19 has had a widespread impact on grocery shopping, and a notable segment of the community could struggle obtaining food and groceries if they were to catch the virus, particularly those in lone person households. Healthy eating is on the decline, which runs the risk of associated health issues such as obesity. Many are preparing more meals at home, but this doesn't always coincide with healthier eating.

1.3.7 ALCOHOL CONSUMPTION



Increases in alcohol consumption can increase the risk of a range of health impacts, including high blood pressure and stroke. It can also cause weight gain and have impacts on mental health and family violence. 30-49 year olds show a particularly high incidence of increasing their alcohol intake, as do families with children. Data shows that there has been an increase in drinking behaviour amongst parents who are having to home-school, suggesting that it may be being used as a coping mechanism.

1.3.8 PARENTING AND CAREGIVING



Parents are facing greater pressures during Covid-19 restrictions as a result of the closure of schools and childcare, resulting in parents having to facilitate their child's schooling at home, often juggling work commitments at the same time. Females are disproportionately taking on the work of home-schooling, often whilst still working. Unpaid carers are more often experiencing challenges relating to work, mental health (increased stress of juggling responsibilities), healthy eating and internet connectivity.



1.3.9 RESILIENCE



Resilience covers peoples' ability to cope with and/or react to significant life changes or events. There are some clear pockets of lack of resilience in the Knox community which could become problematic as the pandemic continues. Specifically those with children could have trouble finding help in an emergency or caring for their children if contracting the virus, and renters could also have difficulty finding help in an emergency and/or \$2000 in a week.

1.4 DEMOGRAPHIC INSIGHTS

**Younger people** (18-29 year olds) are more commonly experiencing issues with mental health and reduction in work, the latter having a significant impact on their financial position. They have also adopted a number of unhealthy behaviours, such as exercising less (which they recognise as an issue) and eating less healthy food. However they are drinking less. This group utilises technology and the internet to keep in touch with friends and family, through channels such as social media, zoom and online games / quizzes, however they also show a high instance of having experienced internet connectivity issues which could be contributing to isolation given their connection methods are internet focussed.

**65+ year olds** often have quite a different view of the pandemic than other age groups. Given many are retired the incidence of experiencing issues relating to changes in work or finances are significantly reduced, and as a result higher instances of older people report feeling secure and relaxed. Indeed, many don't think that contracting a mild version of Covid-19 would have much of an impact on their life, and there is a widespread expectation that they will be able to socialise again in the latter half of 2020. However, there are some who are concerned about the potential impacts catching Covid-19 could have on other health issues, and notably high proportions said they would be unlikely to volunteer to help recovery efforts. For this age group, the most common method of keeping in touch with friends and family is over the telephone.

**Females** more commonly report a big impact on mental health, particularly relating to feeling worried. This may be accentuated by the finding that they are disproportionately responsible for home-schooling children, whilst also juggling work responsibilities.

**Males** more commonly report not being able to exercise as much, despite a higher percentage reporting that they have switched to working from home. This may be a function of the closure of gyms (although the data doesn't provide enough information to quantify this). Males are also more often experiencing a change to

the nature of their work and reduced incomes. Encouragingly a notable proportion of males indicated they were drinking less.

**Those with children at home** show a higher incidence of drinking more alcohol, but also exercising more. They more commonly report issues with food and grocery shopping and internet connectivity, the latter which can cause particular challenges for home-schooling. This group also show a lower instance of having someone outside their household they can rely on in an emergency which could prove problematic if they were to fall ill from Covid-19.

**Those who speak a language other than English** show higher instances of reporting that they are very worried, but lower instances of reporting mental health issues, suggesting that they may not associate anxiety with mental health. They less often feel secure and are talking to their neighbours less, suggesting that they are at higher risk of safety and isolation issues. They more commonly experience impacts relating to food and grocery shopping, potentially stemming from more commonly experiencing changes to their work environment (which can change shopping timing and finances), specifically having lost their job, switching to working from home, and still having to go into work.

**Renters** more commonly report a big impact on their mental health, likely due to many of them being in the younger age groups (who also show higher instances of reporting mental health issues). They more commonly face a range of resilience risk factors such as financial vulnerability, reduced healthy eating and inability to access \$2,000 in a week for an emergency.

**Households below the poverty line** are more commonly experiencing a broad range of impacts of Covid-19 that could reduce resilience and increase financial vulnerability. These include higher rates of being very worried, more often feeling not at all secure, impacts on food and grocery shopping, impacts in financial position, inability to find \$2,000 in a week in an emergency, internet connectivity issues, and changes in work - specifically losing their job, having less work to do, and having to go to work because they can't work from home. However, this segment did show a higher rate of being very likely to volunteer to help with recovery efforts and a notably high incidence indicated they were exercising more.

## 2 METHODOLOGY

Knox City Council used an adaptation of the ASDF Research Covid-19 Community Survey, available to Councils to assist in understanding their community. The base syndicated survey was used with additional questions designed specifically to meet the needs of Knox Council. Additional questions were developed through a question design workshop with the research and recovery teams.

For this research, respondents were sourced using two methods:

- 1. Random proportional representative sampling of the rates database.** Selected addresses were matched against Council's contact database to source email addresses. Where an email address was available the household was sent an email invitation to the survey. If no email address was available they were posted a paper version of the survey (with an option to complete online included in the cover letter). This sample provides insights from across the municipality, rather than just those who are engaged with Council's communication channels and services.
- 2. General access online survey.** This was distributed through Council networks and services (see Appendix 2) and a paper form was available upon request. This sample was completed by those who are engaged with Council and interested in the topic.

The general access survey has been left open so that it can continue to collect data. This provides Council with the opportunity to run comparison data at a later date.

The response figures at the time of reporting were as follows, achieving a total of 1,616:

Table 1.4.1 Responses by mode

	Mode	Returned	Sent	Response rate
Representative	Mail-out, online	75	4,111	14%
	Mail-out, paper	504		
	Email	340	2,556	13%
General Access	Various	696		
TOTAL		1,615		



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### 2.1.1 SURVEY TIMING

The survey was in field from 20 July to 5 August 2020. At the time of distribution the following restrictions were in place for those living in the Melbourne metropolitan area (including Knox):

- Mandatory wearing of face masks (as of 22 July 2020);
- People can only leave home for four reasons: shopping for food and supplies, outdoor exercise and recreation, medical care and caregiving, and study or work (if can't do it from home);
- People cannot have visitors to their home except for caregiving or compassionate reasons or receiving services;
- People cannot visit friends and family outside their home, except to see their intimate partner, for shared care arrangements, for caregiving or compassionate reasons, or for providing services;
- People should only exercise with the members of their household or one other person, and they should stay as close to home as possible;
- Limits on the number and type of people who can visit hospitals, aged care and disability facilities, and the number and length of visits per day;
- State of disaster and Stage 4 restrictions (2 August 2020):
  - Curfew between 8pm and 5am;
  - Night Network suspended and public transport services reduced during curfew hours;
  - Exercise limited to a maximum of one hour per day and no more than five kilometres from home. Group size will be limited to a maximum of two;
  - Shopping limited to one person per household per day within five kilometres from home;
  - Study for TAFE and university must be done remotely;
  - Weddings in Melbourne cannot occur; and
  - Schools conduct remote and flexible learning across all year levels.

The online survey has been left open so that it can continue to collect responses. This will allow for comparison of community needs across time and at different stages of restriction.

## 2.2 HOW TO READ THIS DOCUMENT

Prior to the analysis of each question, a table shows the question number, sample size (number of people who provided an answer), which sample is used for the analysis (and why), and notes to consider when reading the analysis and/or replicating the research in the future.

Comment boxes have been provided throughout with direct respondent quotes. Each comment is referenced with the respondents' suburb, age range and gender.

The base data used to calculate the findings for each question varies depending on which is the most suitable for meaningful analysis. Throughout this report colour coding has been used as follows:

- Representative data
- General access data
- Combined data

### 2.2.1 GLOSSARY

<b>Base</b>	The number of responses used to calculate percentages / statistics.
<b>n=</b>	Number of people who responded to a question. Indicates the base number when calculating percentages.
<b>Free text field</b>	Question type where responses are recorded as written text.
<b>Net</b>	This is a special variable that shows the number or percentage of respondents who chose one or more answers options within a group of answers. When this is applied to a question that allows multiple responses the net will not necessarily equal the sum of the individual responses within it, as respondents who may have selected multiple individual items are only included once in the net.
<b>Respondent</b>	Those who participated in the survey.
<b>Region</b>	The grouped geographic areas for the purpose of analysis: Boronia & Bayswater, Wantirna & Wantirna South, Rowville, Ferntree Gully, Knoxfield & Scoresby, and Hills (Upper Ferntree Gully, The Basin & Lysterfield).
<b>Sample size</b>	The number of people who provided an answer to the question.
<b>Statistically significant</b>	Highlights a phenomenon / variation in the data that one can be confident is reflective of the entire target population. For more information see section 2.2.3.
<b>Thematic analysis</b>	Grouping of written comments into themes to assist in analysis. See section 2.2.2.



### 2.2.2 THEMATIC ANALYSIS

For the questions collecting a written answer, responses have been grouped into meaningful themes to assist with analysis. Where relevant, individual comments have been assigned to multiple themes. An excel document with this thematic analysis has been provided separately and allows for filtering of comments by themes.

### 2.2.3 STATISTICAL SIGNIFICANCE TESTING

Results have been tested for statistical significance using the Bonferroni method at 95% confidence level. Where a statistically significant variation has been identified in the analysis, this has either been included in a written comment or demonstrated in charts and tables with arrows denoting a higher than average result (↑) or lower than average result (↓). To ensure relevance and usefulness of this report, cross analysis of variables which do not yield any statistically significant insights have not been included in the written analysis.

All findings have had significance testing conducted based on:

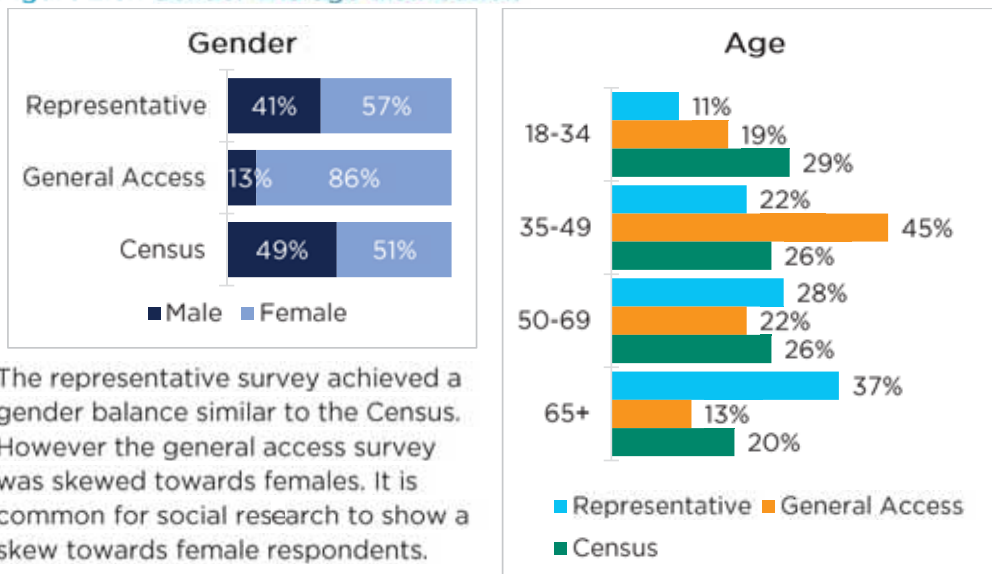
- Gender;
- Age;
- Household structure;
- Tenure;
- Employment status;
- Region;
- Poverty line;
- Speak a language other than English;
- Disability; and
- Carer status.

## 2.3 SURVEY COVERAGE

When viewing the demographics of each sample source compared to Census data it is clear that the representative survey provides good coverage of the overall community. However, there was a gap in young people responding to the representative survey (particularly young males). To cater for this we have weighted the data (interlocking weight) by age, gender and region, and moved 2 respondents from the general access sample into representative to fill the gaps.

The following charts show unweighted data, compared to 2016 Census data for Knox:

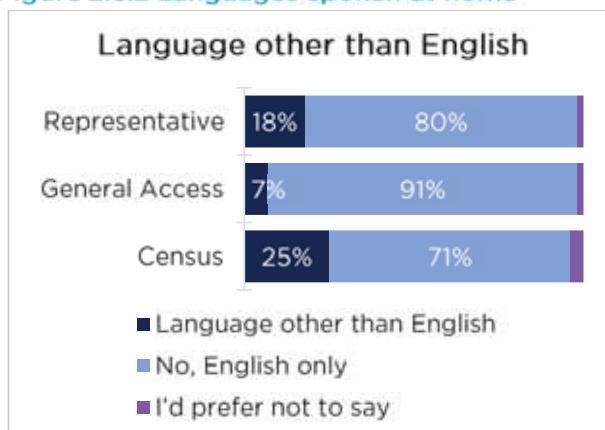
Figure 2.3.1 Gender and age distribution



The representative survey achieved a gender balance similar to the Census. However the general access survey was skewed towards females. It is common for social research to show a skew towards female respondents.

The representative survey shows a skew towards older adults, whereas the general access survey shows a skew towards those aged 35-49. It is common for social research to have low number of responses from people under the age of 35.

Figure 2.3.2 Languages spoken at home

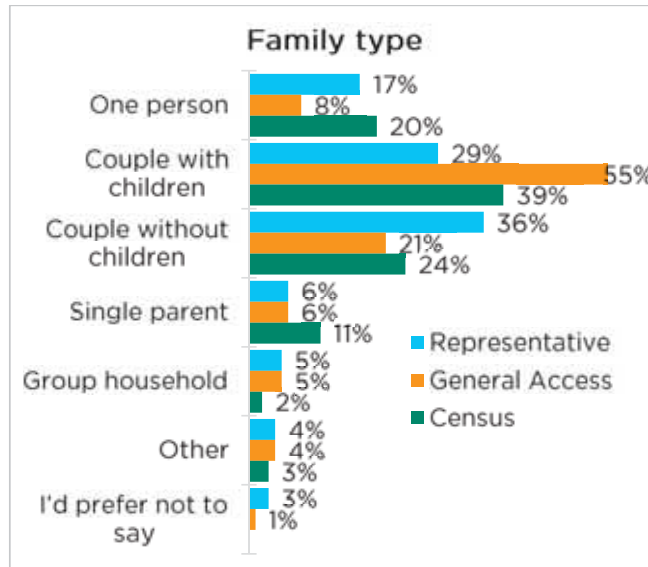


The representative survey included a robust component of respondents who speak a language other than English. The main languages specified were:

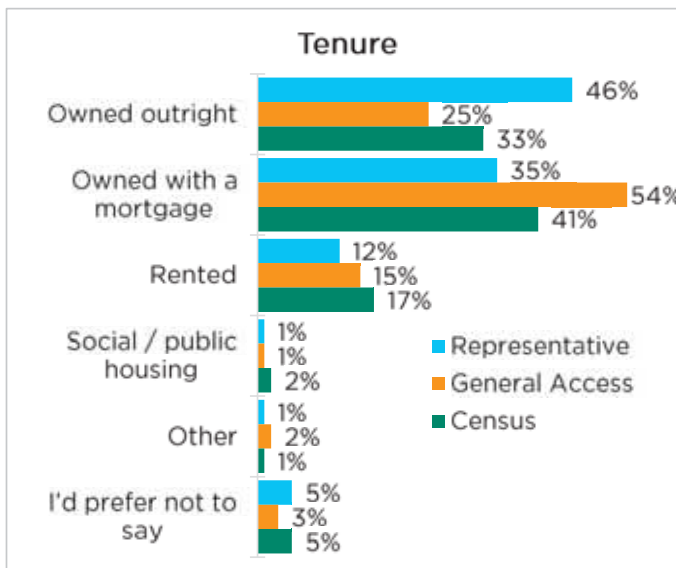
- Cantonese;
- Mandarin;
- Chinese;
- German;
- Sinhalese;
- Italian; and
- Hindi.

**Figure 2.3.3 Family type**

The representative survey showed an over-representation of households without children, as a result of the skew towards 65+ year olds. Due to the general access survey's skew towards 35-49 year olds, it shows a skew towards families with children.

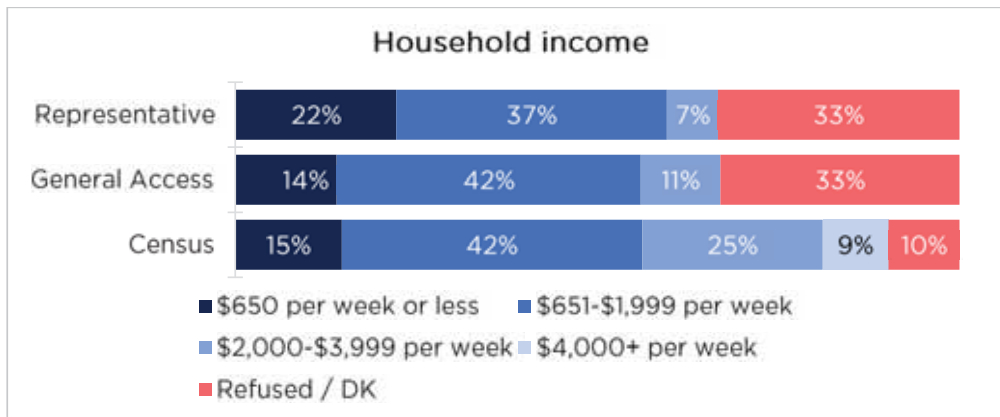


**Figure 2.3.4 Tenure**



Both survey distributions (representative and general access) reached a robust proportion of renters. The representative survey showed a higher proportion of those who own their home outright as a result of the skew towards 65+ year olds within that data set.

Figure 2.3.5 Household income



The representative survey shows a slight over-representation of lower income households, likely due to the skew towards 65+ year olds, many of whom are retired.

Utilising the ACOSS Poverty Line<sup>2</sup> calculations we have generated a flag within the data for households who are below the poverty line (using the 50% of median income measure). In the representative survey 32% of respondents were below the poverty line, and in the general access survey the proportion below the poverty line was 26%.

<sup>2</sup> Davidson, P., Saunders, P., Bradbury, B. and Wong, M. (2020), Poverty in Australia 2020: Part 1, Overview. ACOSS/UNSW Poverty and Inequality Partnership Report No. 3, Sydney: ACOSS [http://povertyandinequality.acoss.org.au/wp-content/uploads/2020/02/Poverty-in-Australia-2020\\_Part-1\\_Overview.pdf](http://povertyandinequality.acoss.org.au/wp-content/uploads/2020/02/Poverty-in-Australia-2020_Part-1_Overview.pdf) Table 1, page 20

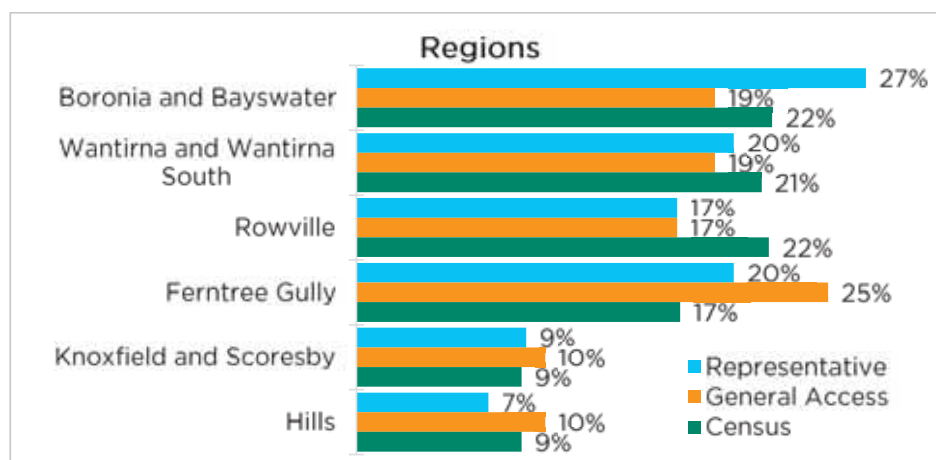
The representative survey was sampled from the rates database to achieve an even distribution across City of Knox suburbs. The following table shows the number of households invited and the final count of responses for each suburb. Both the representative and general access surveys show a geographic distribution relatively in line with population distribution.

**Table 2.3.1 Sample by suburb**

	Representative				General access		
	Sent	Sample	Response rate	Proportion of sample	2016 Census	Sample	Proportion of sample
Bayswater	578	75	13%	8%	8%	31	5%
Boronia	1120	171	15%	19%	14%	99	14%
Ferntree Gully	1212	182	15%	20%	17%	166	24%
Lysterfield	238	29	12%	3%	4%	25	4%
Knoxfield	322	45	14%	5%	5%	38	6%
Rowville	1278	152	12%	17%	22%	115	17%
Sassafras	2	0	0%	0%	0%	0	0%
Scoresby	246	36	15%	4%	4%	25	4%
The Basin	181	20	11%	2%	3%	30	4%
Upper Ferntree Gully	107	17	16%	2%	2%	11	2%
Wantirna	572	71	12%	8%	9%	67	10%
Wantirna South	811	114	14%	12%	13%	63	9%
Outside Knox		2				13	2%
<b>Total</b>	<b>6667</b>	<b>914</b>				<b>683</b>	

To provide robust sample sizes for geographic cross-analysis, suburbs have been grouped into the following regions. These regions were developed in consultation with Knox to combine suburbs with similar geographic and demographic traits, whilst also allowing for large enough sample sizes to identify statistically significant variations in survey findings.

**Figure 2.3.6 Regions**





### 3 RESEARCH FINDINGS

#### 3.1 CONCERNS

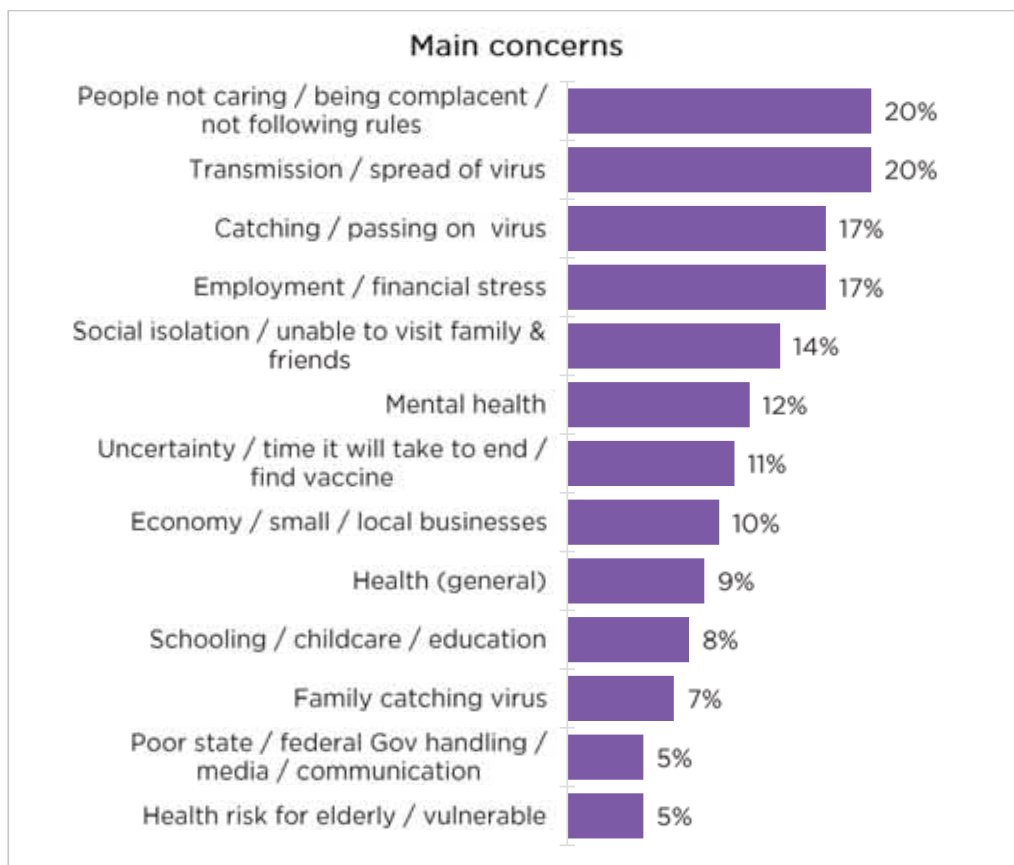
The first question in the survey presented an open ended question asking people to type in their concerns regarding Covid-19. This was designed to capture salient issues amongst the community and give people the opportunity to have their say on these issues so that they wouldn't dwell on them in unrelated questions later in the survey.

**What are your main concerns at the moment regarding Coronavirus?**

Base: All Respondents  
Free-text field, thematically coded. Includes multiple responses.  
n=1,520

The most common top-of-mind concerns for the Knox community clearly relate to transmission aspects of the pandemic, which is understandable given the survey was conducted at a time where community transmission in Victoria was increasing. The key top-of-mind impacts of the lockdown are financial stress caused by changes to employment, social isolation and mental health.

Figure 3.1.1 Main concerns



When netting together the concerns regarding safety (catching the virus, transmission, people not following rules and general safety), 55% put forth a comment relating to safety.

A range of other comments were made with the following key themes:

**Table 3.1.1 Other concern themes**

Theme	% of sample
Safety (General)	4%
Crowding in Shopping Centres	1%
Restricted travel	1%
PPE availability	1%



### 3.2 SALIENT SETBACKS AND IMPROVEMENTS

At the start of the survey respondents were asked to write in any setbacks or improvements they were experiencing in their life as a result of Coronavirus. Written comments were grouped into themes for ease of analysis. Further discussion of the key themes occur in the related section later in this report.

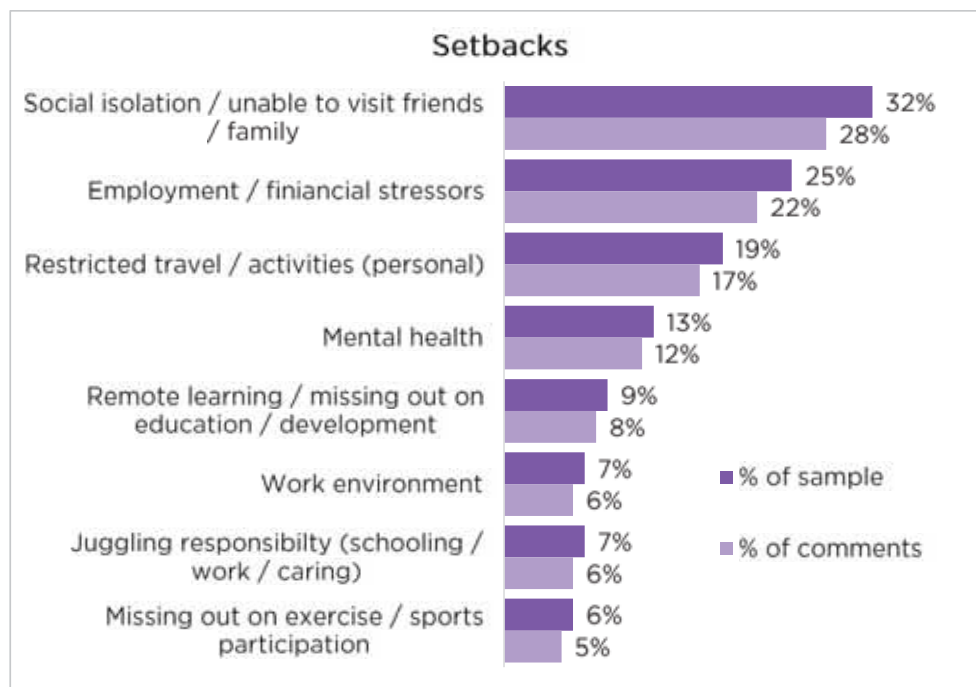
**If there have been any changes due to Coronavirus that have resulted in setbacks and/or improvements in your life, please tell us about them below.**

**Base: All Respondents** Free-text field, thematically coded. Includes multiple responses.  
**Note, 50% coded at time of reporting.**

Almost all of those who completed the survey (92%) provided a comment when asked about setbacks. The following analysis shows findings across the entire sample (representative and general access) as this provides full detail about the range of experiences occurring in the community.

It is clear that the primary challenges being faced by the community relate to isolation, finances and mental health.

Figure 3.2.1 Setbacks



Further detail about some of these themes follow:

- **Employment / financial stressors** - respondents mentioned a broad range of situations, including losing their job, having reduced hours, unable to find work, higher bills due to working from home, and having to use their savings to survive.
- **Restricted travel / activities (personal)** - These include not being able to visit family members, not being able to go on holidays, not being able to attend groups (including church), and cancelled events.



- **Mental health** - Many of the mental health comments related to feeling sad, increased anxiety, having to adjust to a different lifestyle, and exasperation of pre-existing mental health conditions.
- **Work environment** - Some are struggling with having to work from home, be it due to living alone (isolation) or having to home school as well, while others are afraid of catching Covid-19 at work.

*I have been at home working for more than 3 months and I am a bit depressed*  
Female 40-49

A range of other comments were made with the following key themes:

**Table 3.2.1 Other setback themes**

Theme	% of sample
Personal / local businesses	4%
Restricted travel / activities (kids)	2%
Restricted access to healthcare (non Covid-19)	2%
Health (general)	1%

*We run a business so obviously our sales have suffered and we are facing financial uncertainty. But mostly concerned about our kids and their mental health.*  
Female 40-49

*We are fortunate. No setbacks beyond postponement of travel and house improvement plans. Mainly Inconvenience. Higher bills for power and gas though, as husband is working from home.*  
Female 40-49

*Not being able to support family. Not being able to see my beautiful grandchildren*  
Female 65+

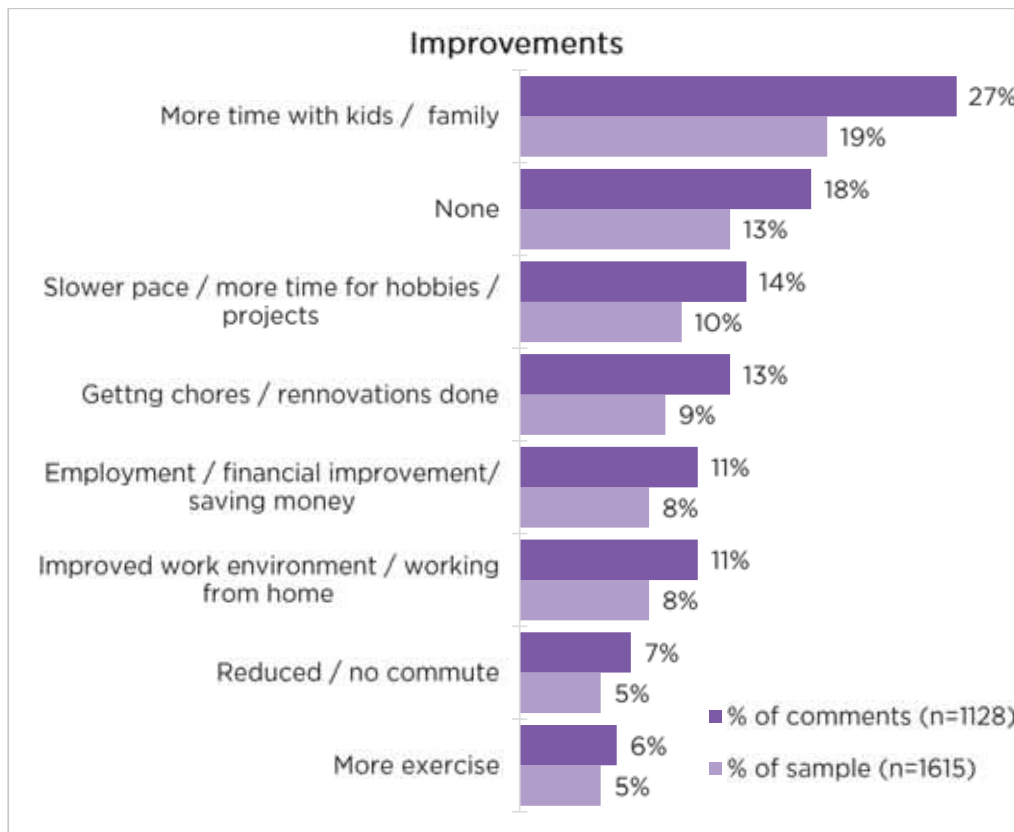
*Had to cancel a holiday we had looked forward to (within Victoria). There was a lot of family stress as our adult children were trying to work from home, home school our grandchildren and manage toddlers at the same time. We became worried about our superannuation. Was unable to attend exercise classes.*  
Female 65-69

*My wife still goes to work as a preschool staff which worries me and my family as they are not wearing mask or any protective stuff during the work.*  
Male 35-39

Over half (57%) specified some way that their life had improved since Coronavirus. Most improvements put forth relate to the opportunity to spend more time with their family and on personal pursuits.

Given not everyone answered this question, the following chart presents the percentage of those who answered the question (n=541, dark purple), and then extrapolates this as percentage of the entire sample (coded to date n=899, light purple) to represent the incidence of this occurring in the community.

Figure 3.2.2 Improvements



The most common chores mentioned included those relating to gardening, cleaning, and clearing out the house.

Many were saving money through not having to commute and not going out to dinner.

The improved employment and work environment comments revolved around people spending less money and liking working from home as it provides more time for other important things in their life (exercising, time with the family, exploring the local area).

A range of other comments were made with the following key themes:

Table 3.2.2 Other improvement themes

Theme	% of sample
Undertaking / learning new activities (including online learning/courses and learning new technology such as Zoom)	3%
Less traffic / noise / environmental improvements	3%
Happier pets / more time with pets	2%
More time at home (general)	2%
More connected to the community	2%
Less stress / improved mental health	2%
Time for reflection / me time	2%
Better public hygiene practices	2%
Healthier eating / cooking at home	1%
Personal / local business improvement (including buying local)	1%

Notable variations in mentions of life improvements since Covid-19 include:

- Females show a higher instance of specifying an improvement (62%, compared to 46% males), specifically more exercise (5%, 2% males), more time with the family (21%, 13% males) and slower pace (12%, 5% males);
- One in five (21%) males wrote in none / nothing (compared to 9% females);
- Older people show a higher instance of saying no improvements (21% 65+ year olds, compared to 13% or less for other age groups);
- Those living above the poverty line more commonly specified an improvement (66%, compared to 49% of those below the poverty line), as did those with kids in their household (6^%, compared to 50% of those without kids).
- Overall, 64% of employed people put forth an improvement (compared to 44% not employed). Amongst employed people, 11% said they have an improved working environment, 25% said they get more time with family, 11% said they like the slower pace / having more time for hobbies, and 7% said the lack of commute was an improvement.

*I have followed all the recommended guidelines re stay at home orders etc. As a result I have invested time & money into make a veggie garden to be more self-sufficient.*

Male 50-59

*I think education in hygiene and technology will be of benefit to our community in the long run.*

Female 65-69

*I work in my garden and make my garden pretty, planting flowers and growing veggies. I usually do not go to garden very often.*

*I have time now to think about what I really need in my life. I can spend more time with my family and talk to my family overseas. I feel like I was rushing to do things but ignoring what is important in the past.*

*I spend time for cooking and I do enjoy cooking anyway. My wife is quite happy.*

Male 50-54

*Not having to run the kids around to activities and enjoying more time at home with family. Walking more regularly for exercise. A stronger sense of community as people feel we are all going through something big and are keen to form connections and show care for one another.*

Female 45-49

*Working from home has been a nice change, I have a lot more time in the day to do other things (albeit I am limited to doing more things around the home which is still okay). I also appreciate the position of privilege that I am in to have a stable job during this challenging time, particularly for others with less job security and lower income.*

Male 18-24

*Working from home is working well. Some elements are more difficult but overall the time I am saving by not commuting into the City has been fantastic. I am enjoying daily walks with my teenage daughter.*

Female 45-49



### 3.3 OVERVIEW OF IMPACTS AND BEHAVIOURS

In what ways, if any, has the Coronavirus impacted on you? These could be positive or negative impacts. There will be a chance to provide more detail for some of these later in the survey.

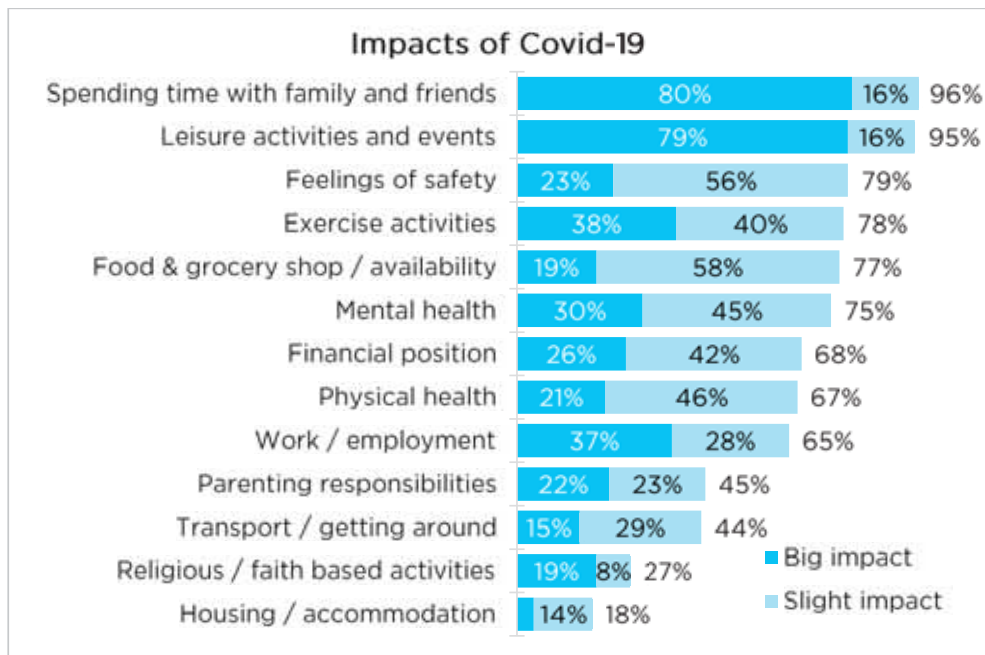
Base: All Respondents

Grid question, rating of each statement. Single answer per statement.  
n=857

Respondents were presented with 13 items and asked to rate the extent to which the coronavirus had caused an impact for them. This question does not distinguish between positive and negative impact (as they may experience both), but instead provides a measure of the extent of change in these areas. Findings are based on the weighted representative data to show incidence of impact across the whole community. Later sections explore these impacts in greater detail.

The most widespread impacts of Covid-19 on the community are relating to isolation, leisure, safety and exercise.

Figure 3.3.1 Impacts of Covid-19



Many of these areas have been covered in greater detail in the following sections, including assessing whether impacts are positive or negative.

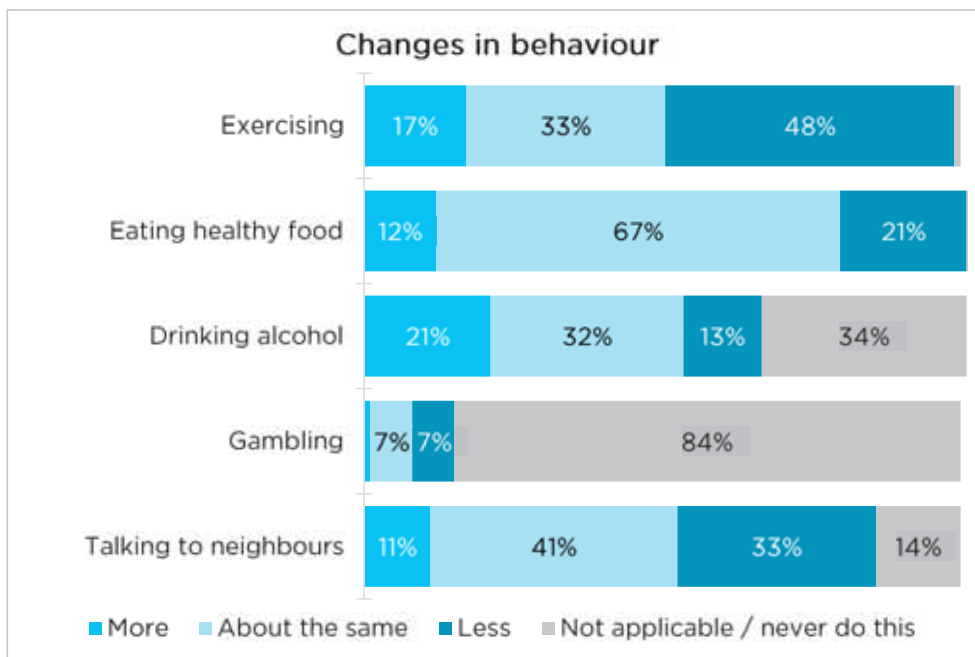
Since the restrictions, have you been doing the following more, about the same, or less?

Base: All Respondents

Grid question, rating of each statement. Single answer per statement.  
n=859

Since the Covid-19 restrictions many residents have reduced the amount of exercise, reduced healthy eating and increased alcohol consumption.

Figure 3.3.2 Changes in behaviour



These topics are explored in greater detail in the following sections.

### 3.4 SOCIAL ISOLATION

Social isolation is clearly the primary impact of Covid-19 on the community.



Some insights into the isolation being experienced within the community include:

- Being unable to see family members (26% of sample). This includes people with sick family members and/or family who live in other parts of the county/world who they can't visit;
- Being unable to see friends (15% of sample). This includes children not being able to socialise and the impact it could have on their behaviour and development, as well as not being able to go for coffee or a meal with friends; and
- Other items commonly mentioned in relation to social isolation were loneliness (20 mentions) and not being able to go to church (19 mentions).

A third (33%) said they are talking to neighbours less. A reduction in talking to neighbours is more common amongst:

- Those who speak a language other than English (53%, compared to 28% of those who speak English only);
- Those who own their home (35%, compared to 23% renters); and
- Those in the Hills region (42%), Rowville (39%), and Wantirna & Wantirna South (38%, compared to 23% Boronia and Bayswater). This may be due to these regions having higher instances of non-English speaking respondents.

Despite these setbacks, there are segments of the community who are talking to neighbours more (11%).

Over half of those surveyed (57%, base all respondents, n=1,607) indicated that they expect to be able to see family and friends more in the 6 months subsequent to interview. It is important to consider that health department directives that result in continued isolation could have a considerable negative impact on around half of the population, who expect the isolation aspects to reduce before the end of the year. This expectation was particularly common amongst those aged 65 years and over (71%).

*Not being able to see family,  
grandchildren and friends*

Male 65-69

*Being forced online which I feel  
is changing my personality and  
loosing social skills*

Female 40-44

*Young infant can't socialise with  
friends or family, possibly  
affecting social development.  
Cant visit friends with newborns  
and offer support*

Female 30-34

*Cannot go around, have meal  
outside, meet relatives and  
friends.*

Male 60-64

*Inability to socialise with friends and  
participate in activities such as  
camping, travel and visiting other  
locations.*

Female 40-49

*I cant see my father in  
aged care only windows or  
video calls*

Female 50-59

*Can't socially interact  
with friends - getting  
pretty depressed alone*

Male 18-24

*Not being able to see your  
children and grandchildren,  
not being able to hug or give  
them a cuddle.*

Female 75-79

*We truly value the time we spend  
with close family members which  
we have not been able to do  
during lockdown periods. This has  
been especially difficult for the  
grandparents and grandchildren.*

Female 40-44



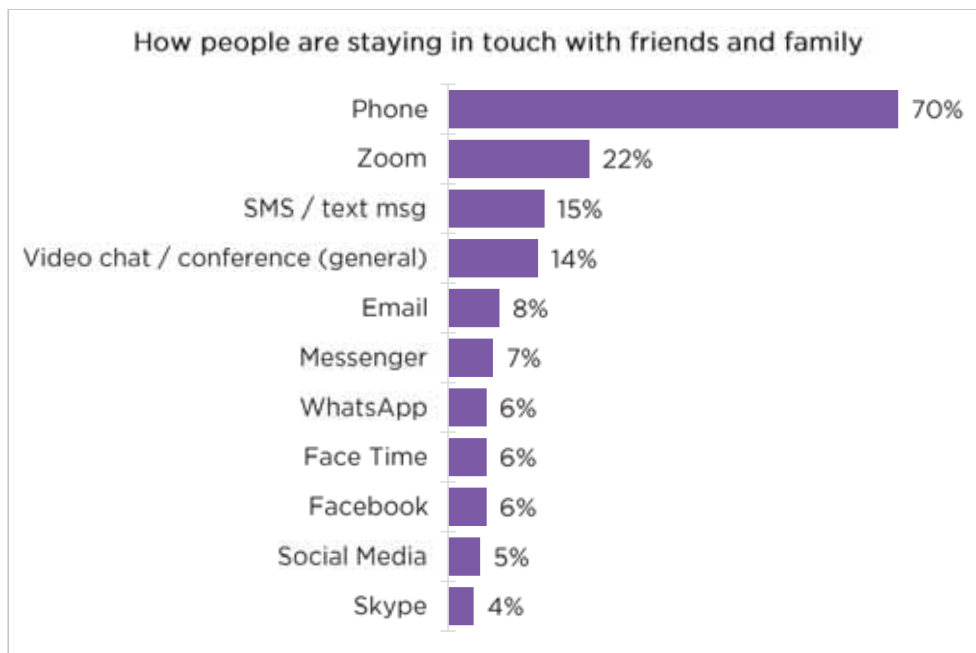
3.4.1 KEEPING IN TOUCH

What sort of things are you doing to stay in touch with family and friends who don't live with you?

Base: All Respondents Responses recorded as written text and later coded for ease of analysis.  
n=855

The primary method people are using to keep in touch is phone calls.

Figure 3.4.1 How people are staying in touch with friends and family



Key variations in contact methods used by demographics are:

- Employed people more commonly use zoom (24%, 17% amongst those not employed) and/or video chat (18%, compared to 5% not employed);
- Older people more commonly keep in touch over the telephone (85%), whilst younger people (18-29 years) show higher instances of using social media (11%), video chat (26%) and online games / trivia (10%); and
- Use of WhatsApp is particularly common amongst Wantirna and Wantirna South residents (10%).

### 3.5 MENTAL HEALTH

Covid-19 is having an impact on the mental health of most community members.

14% 75%

Named an aspect relating to mental health as a setback in their life due to Covid-19

Reported an impact on mental health

When mentioning an aspect of mental health as a setback (14%), most used the term 'mental health' without further information. Those who did clarify spoke about things like:

- Isolation negatively impacting on their mental health;
- Loneliness;
- Concern for mental health of children (who are isolated from their friends / unable to socialise); and
- Anxiety, stress, or depression.



Three quarters (75%) said that COVID-19 was having a big or slight impact on their mental health. Some segments of the community more commonly report a big impact on their mental health. Some of these variations may be due to mental health literacy ('mental health' not being a common concept amongst older people and those who speak a language other than English):

- Females (34%, compared to 25% males);
- 18-29 year olds (47%) and 30-39 year olds (39%, compared to 12% 65+ year olds);
- Those who speak English only (31%, 23% language other than English); and
- Renters (49%, 25% owners).

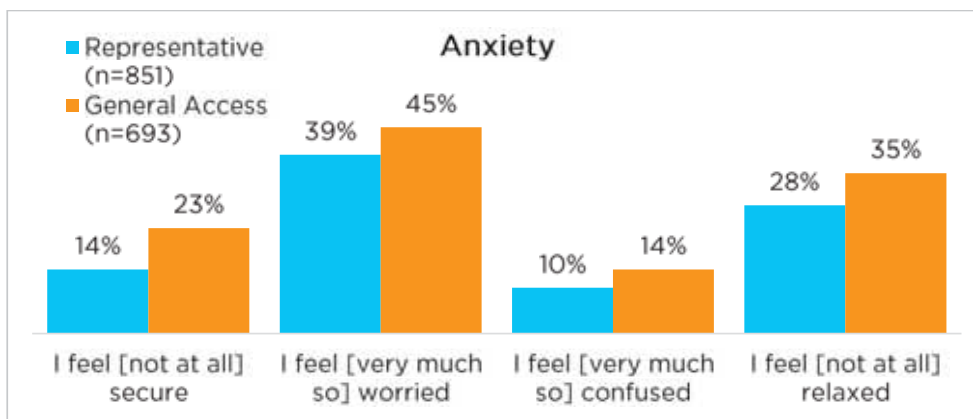
**Please rate your feelings at the moment.**

Base: All Respondents

Grid question, rating of each statement. Single answer per statement.

To help understand anxiety within the community we ask respondents to provide ratings for four measures from the State-Trait Anxiety Inventory<sup>3</sup>. This helps understand current mental health amongst the community, as well as providing the ability to track anxiety levels across time, as the pandemic situation changes. The state-wide comparison data which has been collected since March 2020 shows that anxiety levels fell during the easing of restrictions in June, yet since the second lockdown in July they have spiked to higher levels than the start of the pandemic.

The following chart compares the key anxiety measures across the representative survey and the general access survey. This highlights the importance of keeping the two samples separate for analysis designed to understand incidence, as the general access survey is clearly being conducted by those with higher anxiety levels.



Based on the representative data, some segments of the community show higher instances of reporting anxiety measures.

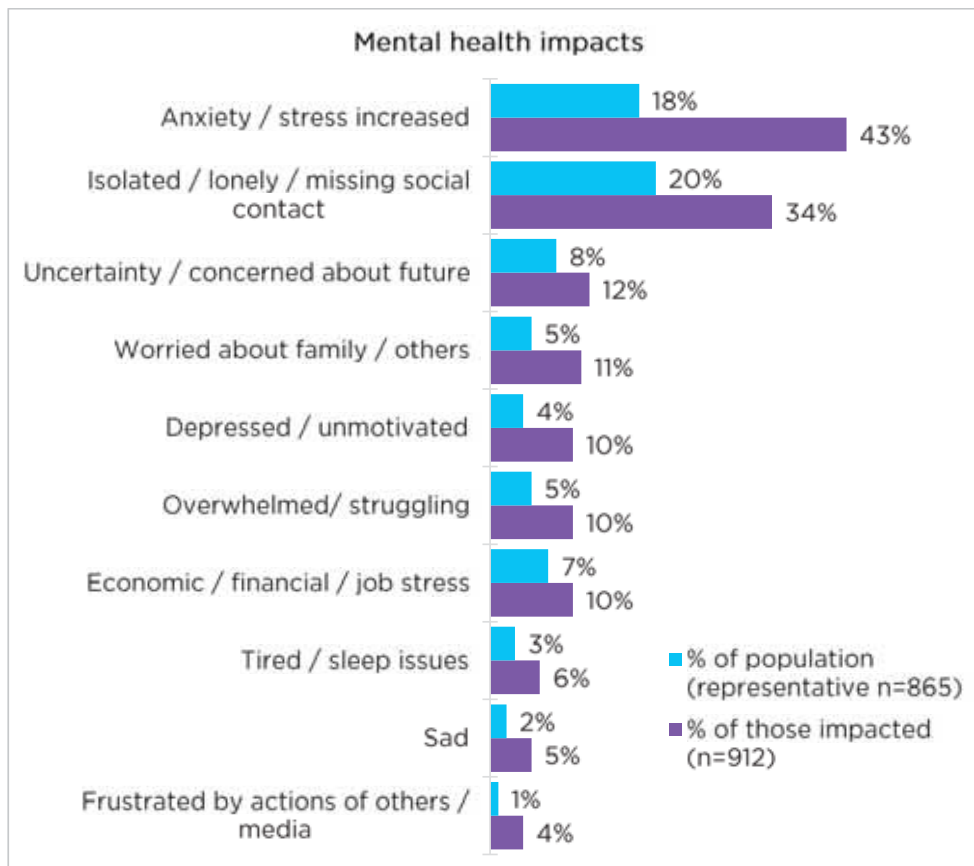
Not at all secure	Very much so worried	Very much so confused
20% Language other than English (11% English only)	45% Females (33% males)	27% Knoxfield & Scoresby (2% Ferntree Gully)
14% home owners (5% renters)	52% Language other than English (34% English only)	
20% below the poverty line (10% above the poverty line)	52% Rowville (29% Boronia & Bayswater, 21% Hills)	
	46% Below the poverty line (33% above the poverty line)	

<sup>3</sup> <https://www.apa.org/pi/about/publications/caregivers/practice-settings/assessment/tools/trait-state>

<b>In what ways has the Coronavirus impacted on your mental health?</b>	
<b>Base: Representative</b>	Free-text question. Responses recorded as written text and later coded for ease of analysis.
<b>Base: All respondents</b>	The base of all respondents has been used to understand impacts, whereas the representative sample shows the incidence of each impact across the Knox population.

Stress, anxiety and isolation are the primary mental health issues faced by the community at the current stage of the pandemic.

**Figure 3.5.1 Mental health impacts**



Mental health impacts due to isolation are more commonly reported by females (24%, 17% males), 18-29 year olds (29%, compared to 13% 65+ year olds) and renters (30%, compared to 18% owners).

Anxiety and stress was named as a mental health issue by over a quarter of 30-39 year olds (27%) and a notably high 13% of 40-49 year olds indicated they felt overwhelmed or were struggling.



### 3.6 PHYSICAL HEALTH

Covid-19 is impacting on a range of aspects of physical health. Restrictions are limiting exercise opportunities for many, and reducing healthy eating, which increases the risk of obesity and associated health issues.

#### In what ways has the Coronavirus impacted on your physical health?

Base: Representative

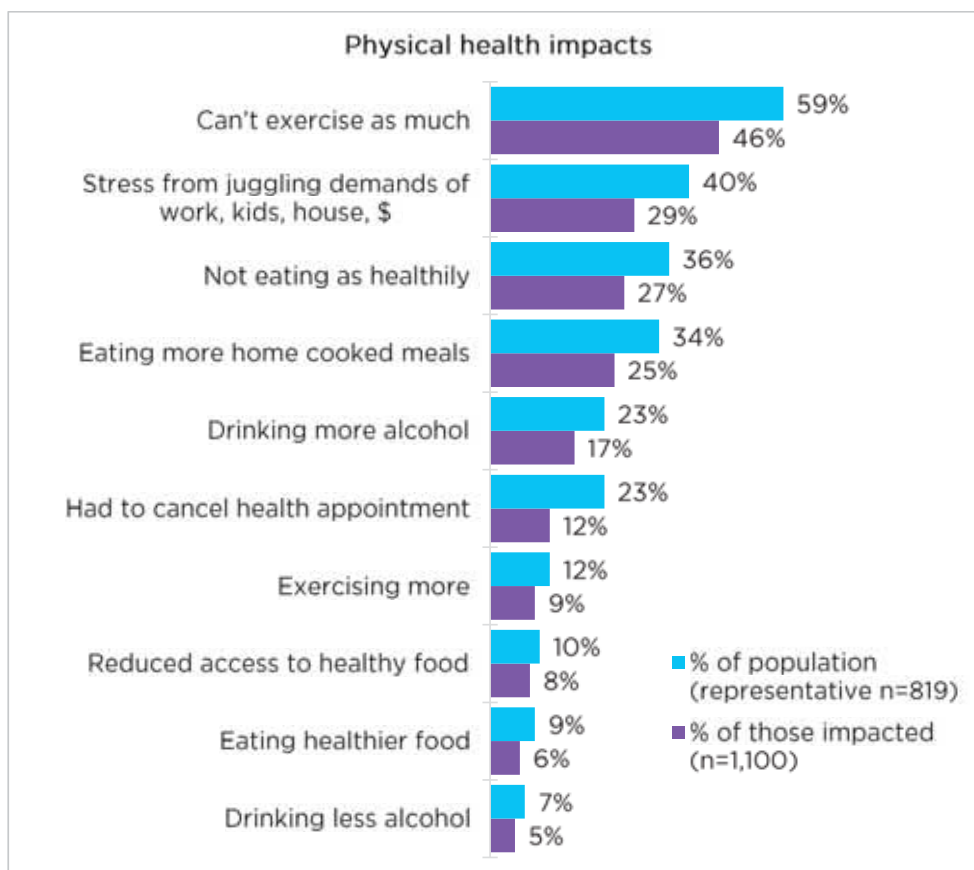
Base: All respondents

Multiple response question.

The base of all respondents has been used to understand impacts, whereas the representative sample shows the incidence of each impact across the Knox population.

A reduction in the ability to exercise is clearly the primary physical health impact, which has been explored further in the next section.

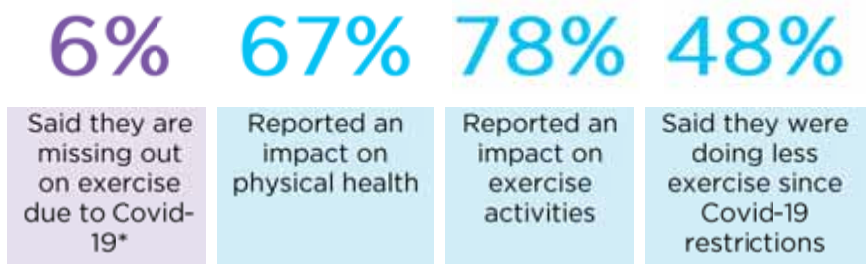
Figure 3.6.1 Physical health impacts



Of concern is the proportion who have cancelled a health appointment (12%), meaning that other health concerns may be unaddressed. This is a more common issue for females (15%, 8% males).

Other, less commonly mentioned physical health impacts (less than 5%) include not being able to buy food, not being able to source medicines and not being able to access normal fitness routine.

### 3.6.1 EXERCISE



\*This represents unprompted mentions, it does not indicate the proportion of the population experiencing this.

Those under the age of 40 show higher incidences of doing less exercise (53% 18-29 year olds, 57% 30-39 year olds).

Meanwhile, 17% are doing more exercise. The incidence of doing more exercise is particularly high amongst:

- 40-49 year olds (25%, compared to 13% 65+ year olds);
- Those with children at home (22%, compared to 13% of those with no children); and
- Those living below the poverty line (23%, compared to 16% of those living above the poverty line).

Almost a third (30%, base all respondents, n= 1,607) expect to increase their exercise in the 6 months subsequent to interview.

Males more commonly report not being able to exercise as an issue (50%, compared to 41% females), as do those aged 18-39 (55%, compared to 35% 65+ year olds)

### 3.6.2 HEALTHY EATING

Access to food and groceries is a basic need at times of emergency.



The incidence of reporting an impact on food and grocery shopping / availability is higher amongst:

- 30-39 year olds (27% said big impact, compared to 12% 50+ year olds);
- Those who speak a language other than English (28%, compared to 16% of those who speak English only);
- Those with children at home (24%, compared to 9% lone person and 13% couples without children);

- Those who live in Rowville and Ferntree Gully (25%, compared to 13% amongst those who live in Boronia and Bayswater; and
- 25% amongst those who live below the poverty line (compared to 15% of those above the poverty line).

A reduction in eating healthy food is more prominent amongst:

- Those under the age of 40 (25% 18-29 year olds, 38% 30-39 year olds);
- Renters (28%, compared to 18% owners); and
- Those who live in Boronia & Bayswater (26%) and Ferntree Gully (25%, compared to 11% Wantirna & Wantirna South).

Meanwhile 19% of 40-49 year olds are eating more healthy food (12% average).

A notable proportion of respondents are preparing more meals at home (34%), however many of these also reported they are not eating as healthily (31% of those who prepare meals at home), suggesting that some people may not have healthy food preparation knowledge or resources.

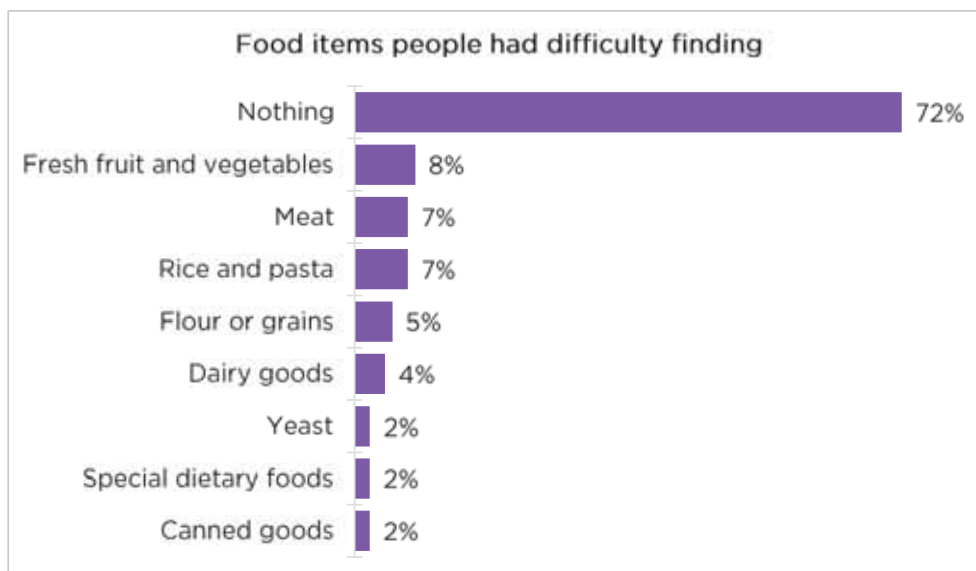
Whilst overall 32% report that they would have trouble getting groceries if they contracted Covid-19, lone person households are particularly susceptible to this risk, with 44% said they wouldn't be able to get groceries if they caught Covid-19.

**Are you currently having trouble finding any food or groceries?**

Base: All respondents Includes multiple responses  
n=1,587

The main food items people were having difficulty obtaining at the time of interview were fresh fruit and vegetables. Quite a few commented that they had more difficulty finding items during the first lockdown but it had since resolved.

**Figure 3.6.2 Food items people had difficulty finding**



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### 3.6.3 ALCOHOL CONSUMPTION

When assessing the alcohol consumption results it should be considered that the survey fieldwork occurred during July, which coincides with the 'Dry July' program / fundraiser (abstaining from alcohol for the duration of the month of July).

21%

Reported an  
increase in alcohol  
consumption

A range of segments indicated they had increased their consumption of alcohol since the Covid-19 restrictions.

- 30-39 year olds (31%) and 40-49 year olds (32%) compared to 15% 18-29 year olds and 11% 65+ year olds; and
- Families with children at home (27%, compared to 15% of lone person or couples without children).

Some more commonly reported drinking less since the Covid-19 restrictions:

- Males (16%, compared to 10% females);
- 18-29 year olds (21%, compared to 7% 30-39 year olds); and
- Lone person households (17%, compared to 7% couples with no children).



### 3.6.4 CONTRACTING COVID-19

At the time of analysis less than 5 responses had been collected from individuals who had contracted Covid-19, and 22 were awaiting test results. Almost one in ten (9%) said they were self-isolating due to being high risk; these were mostly people aged over 65 years (20% of 65+ year olds self-isolating).

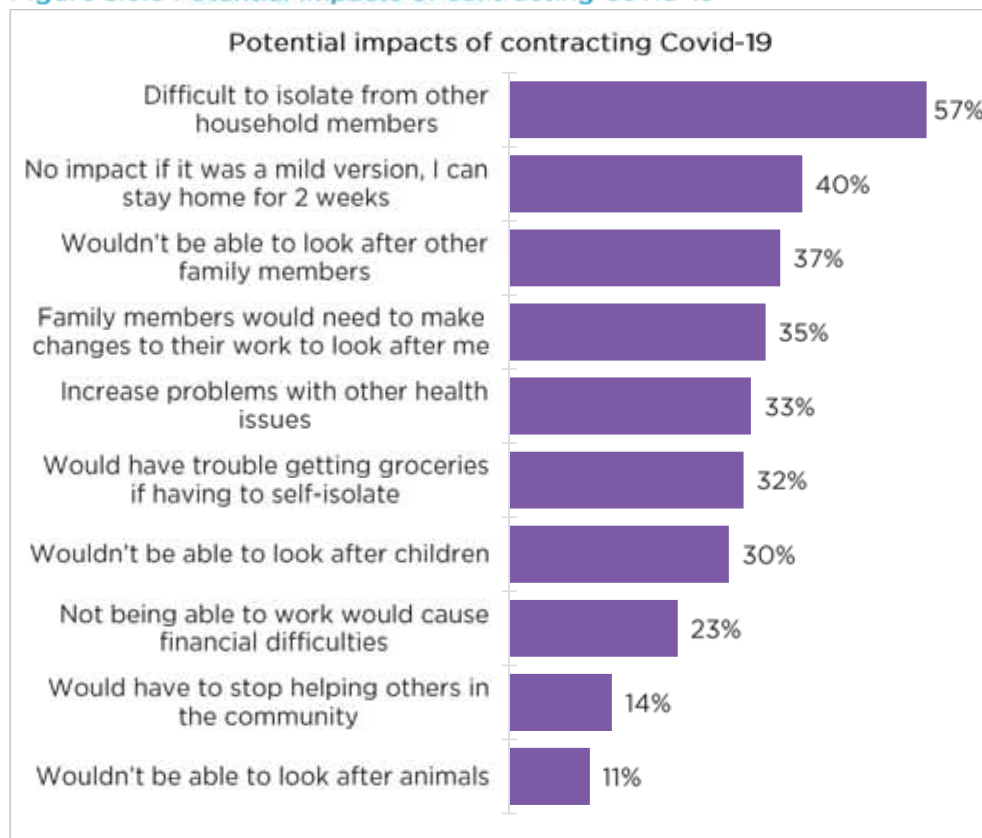
#### What impact would testing positive to Coronavirus have on you?

Base: All respondents

Includes multiple responses  
n=1,600

Four in ten don't foresee any major impacts from contracting Covid-19 if they have a mild version. However, many would have difficulty isolating from family members (particularly those with children, 78%) and a third have concerns that it could increase problems with other health issues.

Figure 3.6.3 Potential impacts of contracting Covid-19

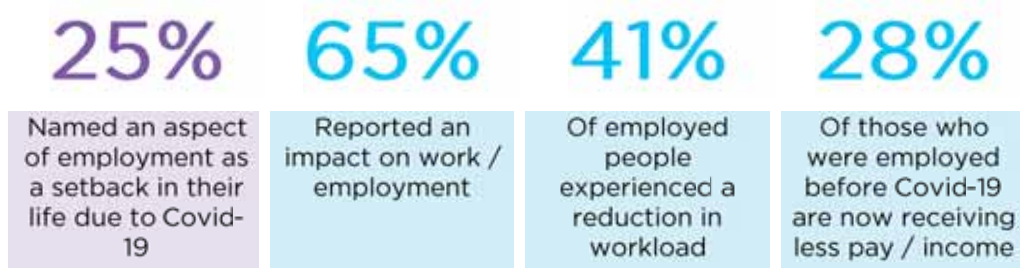


The perception that contracting Covid-19 could increase problems with other health issues was more common amongst 65+ year olds (43%). Older respondents (65+ year olds) show a particularly high incidence of perceiving that contracting Covid-19 would have little impact if it was a mild version (51%).

Other potential impacts mentioned in the free-text box (each by less than 20 respondents) include underlying health issue, impact on their workplace and not having anyone to care for them.

### 3.7 EMPLOYMENT

Two thirds (65%) of the community have had their work impacted in some way by Covid-19.



There are no notable variations in specifying an impact in work when comparing across demographics (other than expected variations due to labour force characteristics).

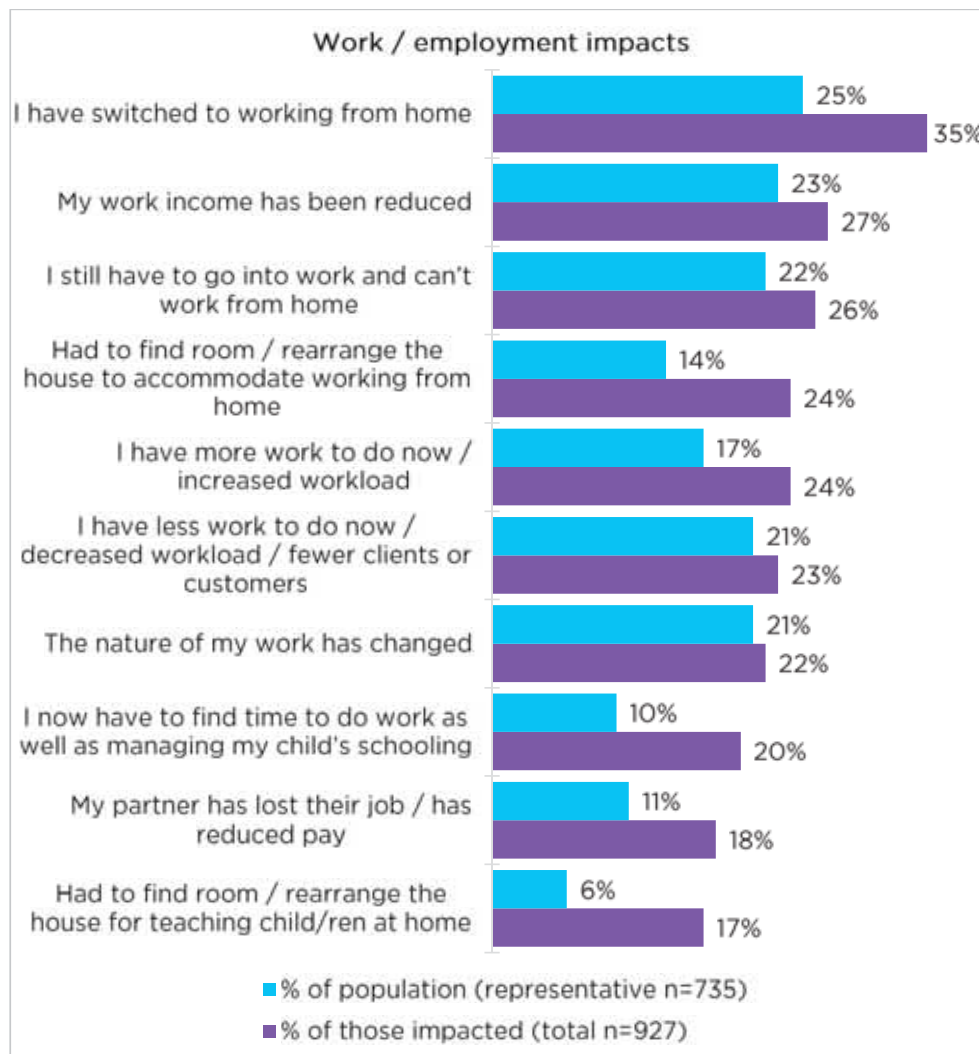
In what ways has the Coronavirus impacted on work/employment?	
Base: Representative	Multiple response question. Only shown to those who had experienced work/employment impacts.
Base: All respondents	The base of all respondents has been used to understand impacts, whereas the representative sample shows the incidence of each impact across the Knox population. Data has been filtered by those for whom this is applicable (removed 'not applicable' rating).

People are experiencing a broad range of impacts on their work and employment, with the most common being switching to working from home, a reduction in work income, and still having to go into work. 6% (representative survey) mentioned that they had lost their job.

People who answered this question selected, on average, 2.8 impacts. Common pairings include:

- 63% of those who said they have less work to do said their income had been reduced;
- 28% of those who said their partner had lost their job/had reduced pay reported that their own workload had increased; and
- 35% of those who have switched to working from home report an increased workload and 52% said they had to find room / rearrange the house to work from home.

Figure 3.7.1 Work / employment impacts



There were some clear variations in work impacts by demographics:

- 18-29 year olds show a higher incidence of having less work to do / decreased workload (36%, 20% or lower for other age groups) and the nature of my work has changed (42%, 30% or less for other age groups);
- A higher proportion of males indicated that they have switched to working from home (30%, compared to 20% females), have had reduced income (29%, 16% females), and the nature of their work has changed (35%, 17% females);
- 30-29 year olds more commonly report having to adapt their house to accommodate working from home (23%, 8% 18-29 year olds) and find time to help with their child's schooling as well as work (22%, compared to 5% or less for other age groups);
- Those who speak a language other than English show a higher incidence of reporting having lost their job (11%, 6% English only) and switching to working from home (32%, 23% English only), whilst those who only speak

English show a higher incidence of still having to go into work (can't work from home, 24%, 16% languages other than English); and

- Those living below the poverty line show higher instances of losing their job (11%, compared to 4% above the poverty line), having less work to do (30%, 17% above the poverty line), and still have to go to work / can't work from home (34%, 19% above the poverty line).

Over a quarter (28%) of employed people (base: all respondents, n=1,035) expect to be working from home for the next 6 months while 15% expect to go back to working in the office.

### 3.7.1 CHANGES IN WORKLOAD

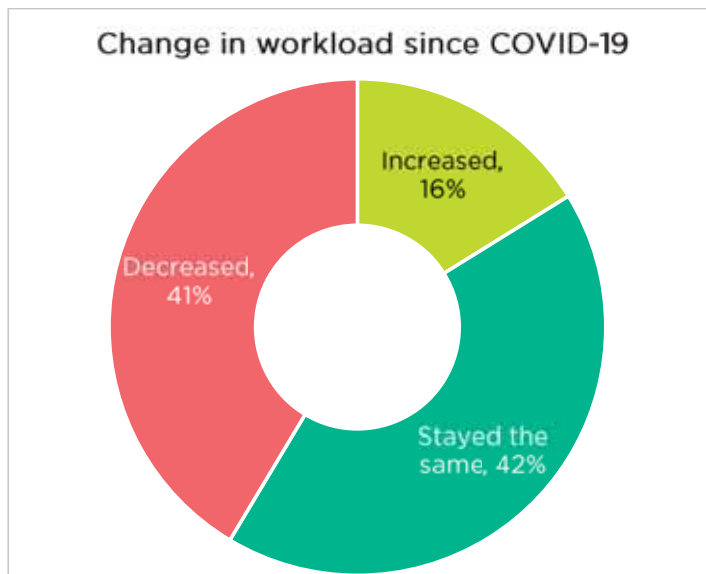
**As a result of the Coronavirus pandemic, has your number of working hours / workload...?**

Base: Representative

Calculated as percentage of those in employment.  
n=603

Those who indicated they were in paid employment prior to Covid-19 were asked if their work hours / workload had increased, decreased, or stayed the same as a result of the pandemic. Four in ten (41%) reported a decrease, with this figure being skewed by a high incidence of decrease amongst 18-29 year olds (56%); the rate of decrease amongst other age groups was between 35% and 37%. One in six (16%) reported an increase.

Figure 3.7.2 Change in workload since Covid-19



When asked how they expect their life to change in the 6 months subsequent to interview (base: all respondents), 13% of employed people (n=1,035) said they expect a decrease in workload and 18% indicated they expect an increase in workload.

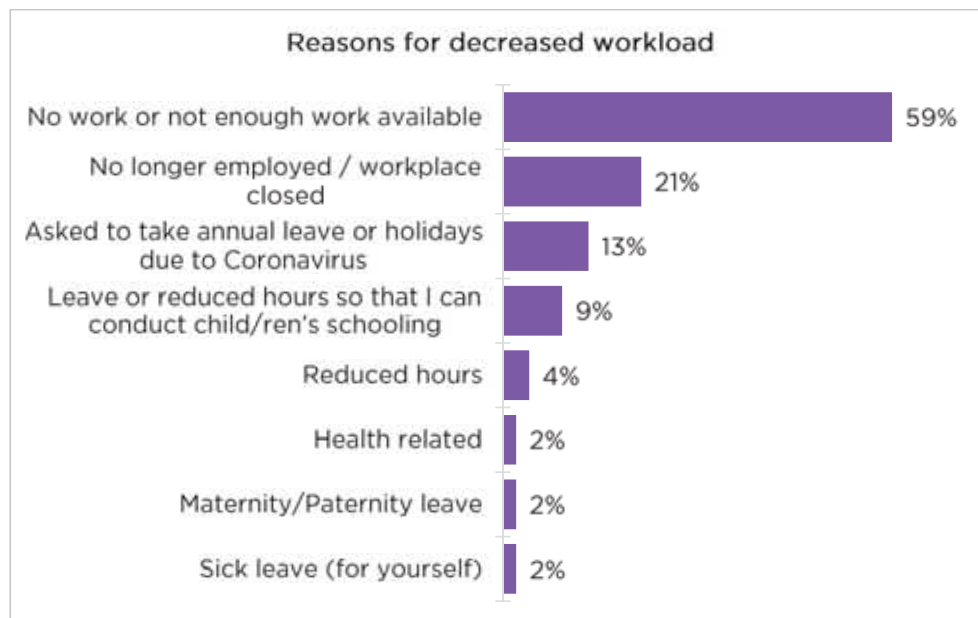


A third of all respondents (35%, n=1,600) anticipate that their partner would have to make changes to their work to look after them if they contracted Covid-19. This is more commonly cited as a potential risk by females (38%, compared to 26% males), 30-39 year olds (48%), and those with children (48%, compared to 24% amongst those without children).

<b>What is the reason for your decreased work hours / workload?</b>	
Base: All respondents	Calculated as percentage of those experiencing a decrease in workload. n=350

The main reason cited for decreased workloads were there not being any work available. Around one in ten of those with reduced work hours said they were asked to take their annual leave, and a similar proportion took leave to home-school children.

**Figure 3.7.3 Reasons for decreased workload**



3.7.2 BUSINESS CHANGES

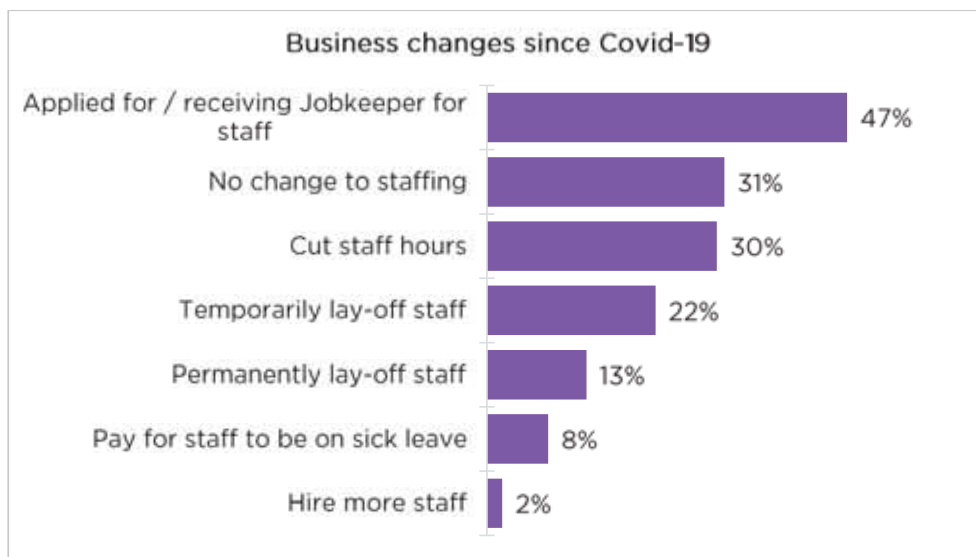
**What is the reason for your decreased work hours / workload?**

Base: All respondents

Calculated as percentage of those who own a business with staff (n=88)

Half of respondents who said they own or manage a business with staff (n=88) said they had applied for JobKeeper for their staff. Only 31% reported no changes to staffing since the start of the pandemic.

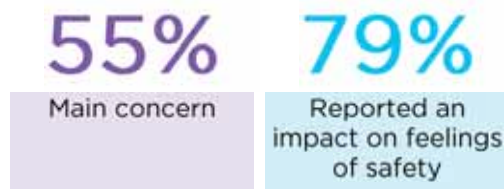
Figure 3.7.4 Business changes since Covid-19



State-wide data collected since March 2020 shows very little change in employment and work experience over time, suggesting that these impacts occurred early on in the pandemic and are continuing unabated.

### 3.8 SAFETY

The majority of safety concerns stem from fear of contracting Covid-19, however there is also a concerning number reporting anger and violence at home. The most salient safety concerns relate to behaviours of others increasing the risk of Covid-19 transmission, rather than typical public safety issues (violence and theft).



Almost four in five respondents (79%) said that Covid-19 had impacted on their feeling of safety. Segments who more commonly report a big impact on safety include:

- Females (27%, compared to 18% males);
- 30-49 year olds (29%, compared to 12% 18-29 year olds); and
- Those who speak a language other than English (34%, compared to 19% of those who speak English only).

**Q6. In what ways has the Coronavirus impacted on your feelings of safety?**

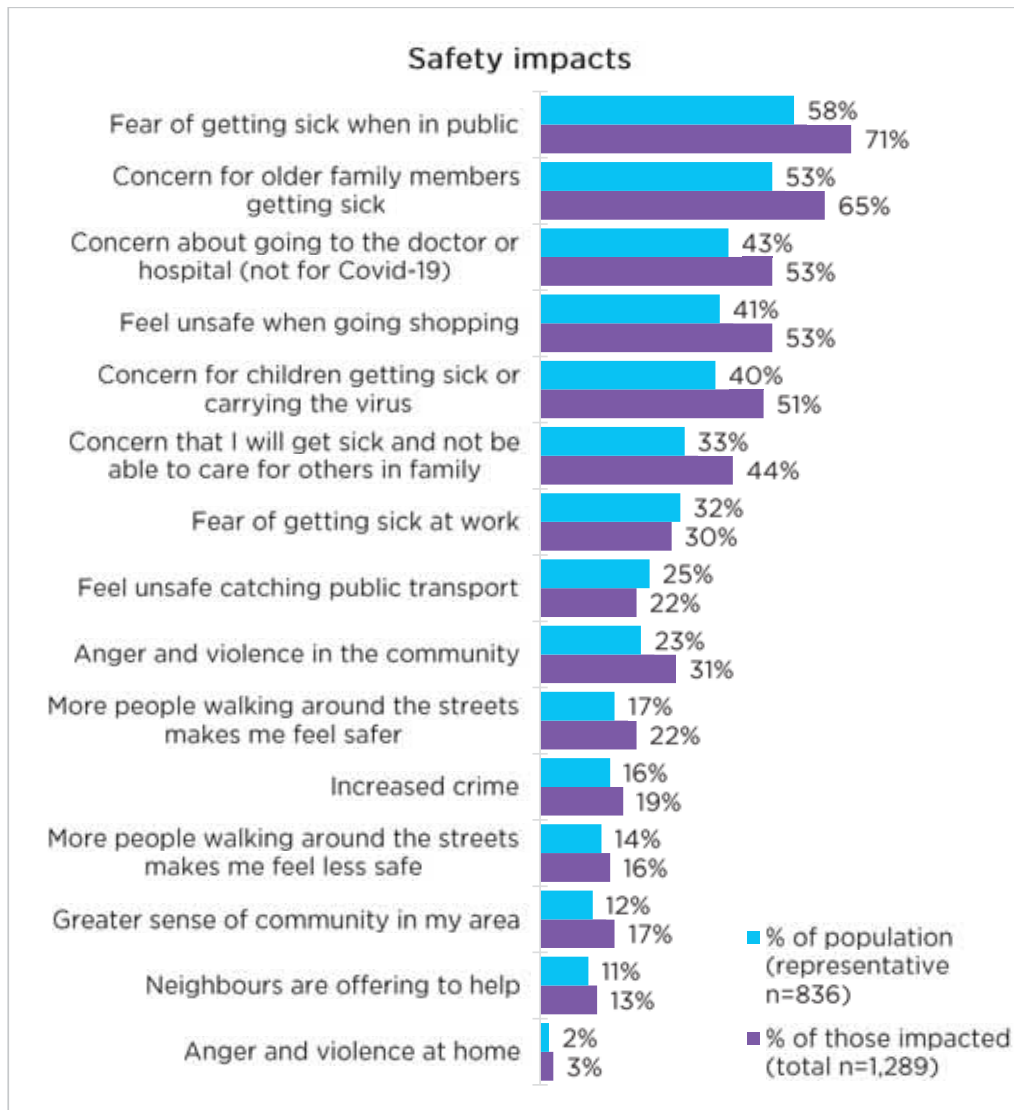
Base: Representative	Multiple response question. Only shown to those who had experienced feelings of safety impacts.
Base: All respondents	The base of all respondents has been used to understand impacts, whereas the representative sample shows the incidence of each impact across the Knox population.

There are three common themes within the responses provided for impacts on safety. Almost all of those who said there had been an impact on safety mentioned an impact relating to the fear of getting sick (net 92%). Furthermore, 72% of those who said they had experienced a safety impact mentioned something to do with concerns about safety in public spaces (including work and public transport).

When extrapolating as an incidence across the whole community (representative sample, whole sample, not just those who specified safety impacts) findings suggest that while many have a fear of themselves or family members getting sick (76%), over half (58%) have safety fears when in public, and around a quarter (26%) reported improvements to their safety (neighbours offering to help, greater sense of community, more people in the streets feels safer).

Fear of getting sick was particularly common amongst households with children (83%), employed people (80%), and those under the age of 40 (81%). Specifying a fear relating to a public space was more common amongst those living in Wantirna and Wantirna South (69%), and those who speak a language other than English (66%). Selecting an answer relating to improved safety was more common amongst residents in the Rowville (31%) and Hills (42%) regions, and those who only speak English (28%).

Figure 3.8.1 Safety impacts



The incidence of indicating that Covid-19 has had an impact on feelings of safety concerning anger and violence in the community is higher amongst:

- Those who live in the Hills region (40%, compared to 18-22% of those in Boronia, Bayswater, Rowville and Ferntree Gully); and
- 30-39 year olds (32%, compared to 17% 65+ year olds).

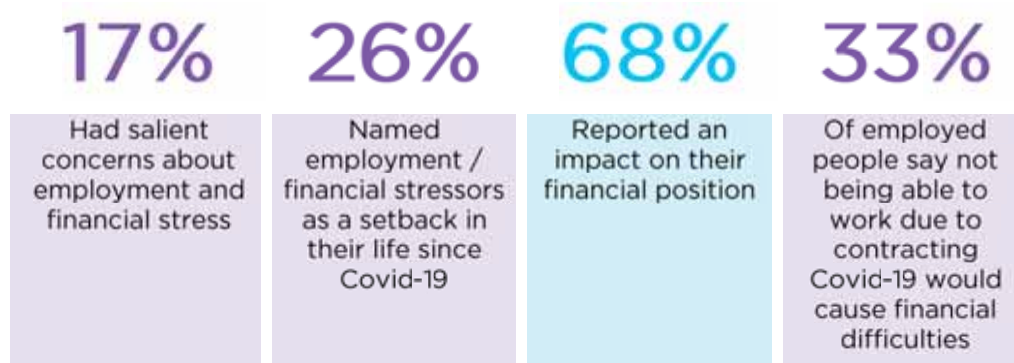
Of the 44 respondents who selected the 'anger and violence at home' safety impact (family violence measure):

- 75% were female;
- 57% were aged 40-64;
- 84% only speak English at home;
- 70% were from households with children at home; and
- 66% were owner occupiers.



### 3.9 FINANCIAL VULNERABILITY

Financial vulnerability is a primary impact of Covid-19 on the community, stemming from loss of jobs and reduced work hours.



A higher proportion of big impact on financial position was reported by:

- 18-29 year olds (37%, compared to 16% 65+ year olds);
- Renters (38%, compared to 23% owners); and
- Those below the poverty line (33%, compared to 19% above the poverty line).

A number of segments showed higher incidences of being likely to encounter financial difficulties if they contracted Covid-19 and couldn't work:

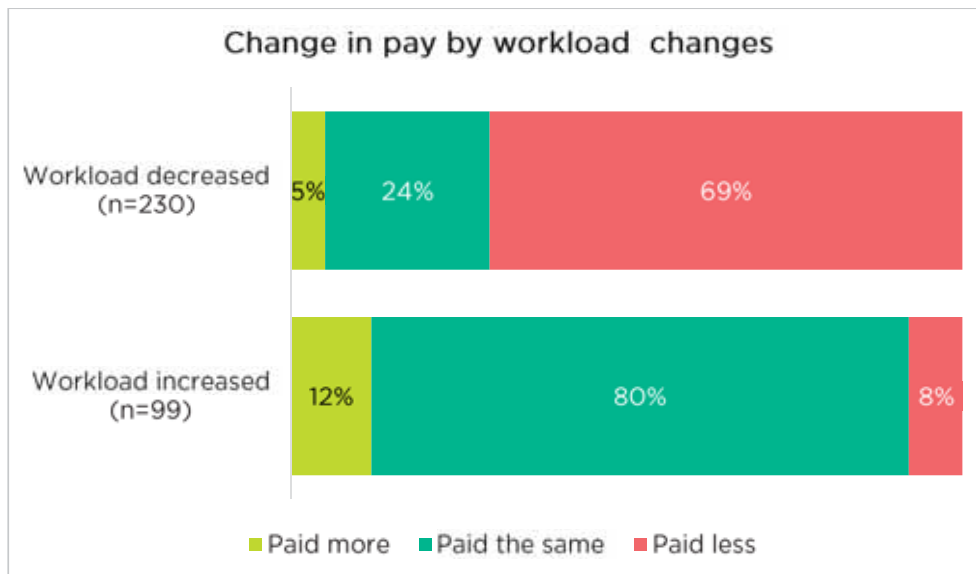
- Those with children (30%, compared to 16% of those without children); and
- Renters (30%, compared to 22% owners).

3.9.1 CHANGES IN RENUMERATION

<b>Has your pay/wage changed?</b>	
<b>Base: Representative</b>	Calculated as percentage of those experiencing a change in workload. n=348

Those who said their workload had decreased or increased were asked if their pay rate had changed. One in ten (12%) of those who reported an increase in workload said they were being paid more, whilst 8% were being paid less. Most of those who reported a decrease in workload also reported that they were being paid less (69%), although 24% were still receiving the same amount of pay. When extrapolated across all employed people (n=597), 28% are earning less and 5% are earning more.

Figure 3.9.1 Change in pay by workload changes



A reduction in pay was reported by significantly higher proportions of those in the construction, repairs and maintenance industry (56%).

3.9.2 FINANCIAL SUPPORT

**Have you applied for / received any of the following Coronavirus support?**

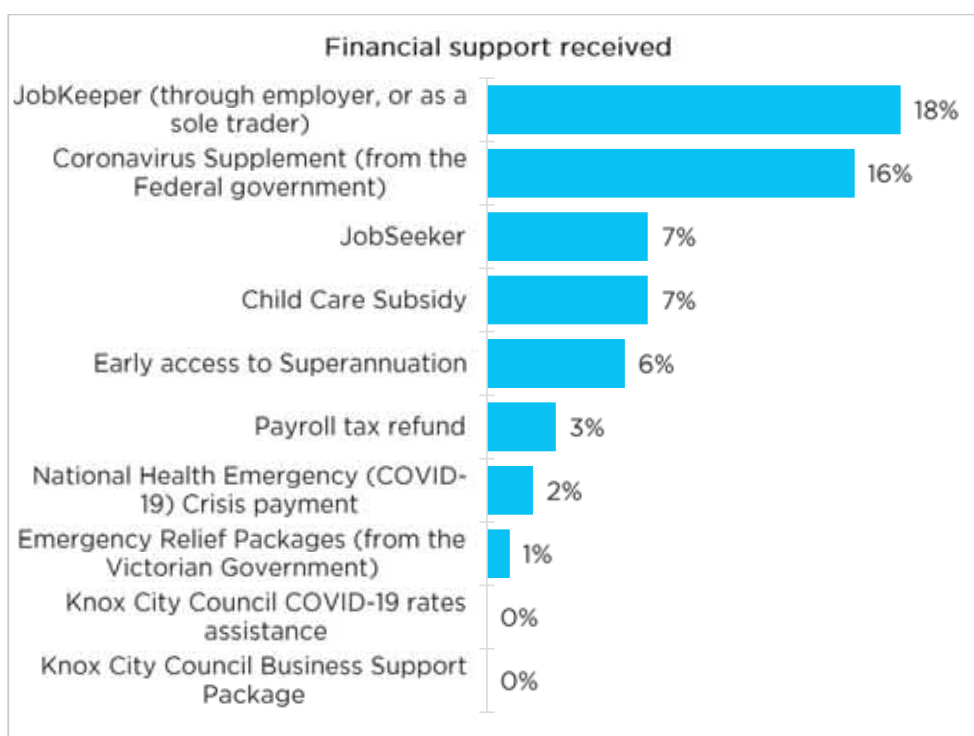
Base: Representative

Each item was promoted with yes, received; applied but not received; no; and not applicable. Representative data is used to show the incidence of receiving support across the broader community.

n=812

At the time of writing there had been a high level of uptake of JobKeeper/Jobseeker (net 23%) and the Coronavirus supplement, but very little utilisation of the Knox assistance and support packages.

Figure 3.9.2 Financial support received



Of those who said they had lost their job in the impacts question (total sample), 56% indicated they were receiving JobSeeker or JobKeeper, and 15% said they had applied but not received it.

Four in ten (43%) of those who said they were on JobKeeper or JobSeeker indicated in a later question that they expect to stop receiving it in the next 6 months, and 39% anticipate more financial difficulties.

Other segments showing high incidences of expecting financial difficulties in the 6 months subsequent to interview were those with children at home (28%, 16% without children), and those living below the poverty line (31%, 20% above the poverty line), while relatively few 65+ year olds anticipated financial difficulties (8%, compared to 24%- 29% for other age groups).

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3.9.3 GAMBLING

1%

Reported an increase in gambling

7%

Reported a decrease in gambling

Despite very few reporting an increase in gambling, the data shows that this increase is mostly occurring within key segments of the community:

- Males (3%, 0% females); and
- Those below the poverty line (5%, 0% those above the poverty line).

### 3.10 PARENTING AND CARER RESPONSIBILITIES

Parents are facing greater pressures during Covid-19 restrictions as a result of the closure of schools and childcare, resulting in parents having to facilitate their child's schooling at home, often juggling work commitments at the same time.



#### 3.10.1 PARENTING RESPONSIBILITIES

Covid-19 having an impact on parenting responsibilities is more common amongst those with children aged 0-4 years (93%), and 5-11 years (91%).

Over half of those with children (56%) said they wouldn't be able to look after their children if they contracted Covid-19, which highlights a potential childcare risk if transmission levels increase. The incidence of people perceiving that they wouldn't be able to look after their children if they caught Covid-19 was higher amongst females (34%), employed people (36%) and renters (41%, compared to 29% of home owners).

**Have your children stayed home from school or childcare due to Coronavirus?**

**Approximately what proportion of childcare / schooling responsibilities do/did you personally undertake?**

Base: All respondents

To maximise understanding (larger sample size) all respondents were included in the analysis of these questions.

Of those with children aged 5-17 years old (all respondents, n=433) 94% said their children had been home-schooled at some stage during the pandemic, with 77% saying they were home-schooled at the time of completing the survey.


On average, 72% of females reported doing 60% or more of the home schooling, compared to 28% males (representative sample, n=421).


Amongst couples with children living at home, 66% of employed females said they do 60% or more of the home schooling, compared to 27% of employed males.





3.10.2 UNPAID CARE

Over a quarter (28%) of all survey respondents indicated that they provide unpaid care to an older adult or person with a disability. The data reveals a number of challenges that are disproportionately experienced by those who provide unpaid care:

	<b>41%</b>	Said Covid-19 has had a big impact on work /employment.
	<b>29%</b>	Expect more financial difficulties in the second half of 2020.


	<b>36%</b>	Said Covid-19 has had a big impact on mental health.
	<b>36%</b>	Are experiencing stress from having to juggle the demands of work, children, house and finances.

	<b>82%</b>	Said Covid-19 has had a big impact on leisure activities.
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	<b>33%</b>	Said Covid-19 has had a big impact on parenting responsibilities.
	<b>55%</b>	Said they would be unable to look after family members if they caught Covid-19.

	<b>26%</b>	Said they are eating less healthy food.
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	<b>33%</b>	Said they had encountering poor internet issues.
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	<b>64%</b>	Said it would be difficult to isolate from other family members if they caught Covid-19.
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### 3.11 HOUSING

The incidence of reporting an impact on housing is relatively small, and when people are impacted it is primarily through utilisation of space. However there is a small segment who are at high risk of homelessness.

18%

Reported an impact on housing / accommodation

The incidence of reporting an impact on housing / accommodation (big or slight impact) was significantly higher amongst:

- 18-29 year olds (25%);
- 30-39 year olds (29%);
- Renters (26%); and
- A higher proportion of those living in Knoxfield and Scoresby (12%) report a big impact, compared to just 2% in Boronia, Bayswater and 1% in Rowville.

Housing impacts are seldom reported by those aged over 65 years (7%).

**In what ways has the Coronavirus impacted on your housing / accommodation?**

Base: Representative

Multiple response question. Only shown to those who had experienced housing impacts.

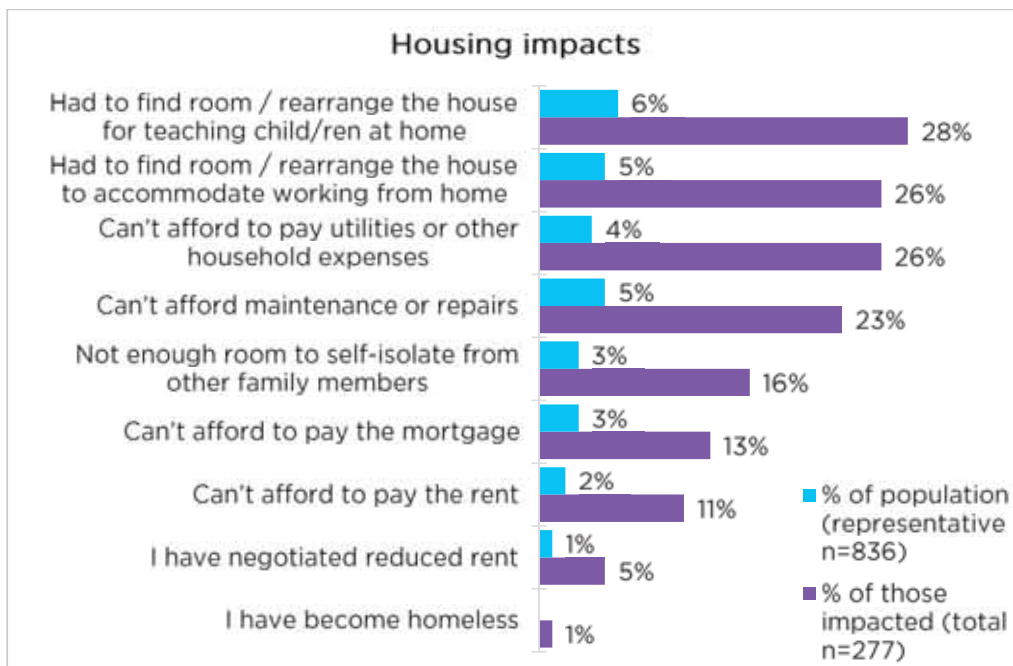
Base: All respondents

The base of all respondents has been used to understand impacts, whereas the representative sample shows the incidence of each impact across the Knox population.

Those who said they had experienced an impact relating to housing / accommodation were then asked to indicate what that impact has been. Of those experiencing an impact across the entire research database (purple bar in following figure) over a quarter reported rearranging their house for home schooling, rearranging the house to work from home, and/or being unable to afford household expenses.

Using the representative sample to extrapolate across the whole population (blue bar in following figure), research findings suggest that a net of 10% had to find room in their house for work, school and/or isolation, while a net of 8% indicated one or more items relating to not being able to afford household upkeep (maintenance, mortgage, rent).

Figure 3.11.1 Housing impacts



Being unable to afford household upkeep is more common amongst (incidence using representative sample):

- 30-39 year olds (17%);
- Lone person households (11%); and
- Households below the poverty line (12%).

Overall, 4% of the representative sample (representing the overall population) indicated that can't afford mortgage or rent, and therefore may be at risk of homelessness. The incidence of not being able to afford mortgage or rent is higher amongst those who speak a language other than English (8%) and renters (8%),

Renters (19%), 30-39 year olds (18%), females (13%), and families (13%) more commonly have space issues (have to rearrange their house for work, childcare or would have trouble isolating).





There were 53 respondents in the whole sample who indicated that they have a disability where they need help with self-care, body movement or communication activities. In most cases findings for this segment were similar to overall results, with the exception of:

- 17% indicated they had difficulties accessing services or assistance due to internet connection problems (compared to 5% of those without a disability);
- 58% perceive that contracting Covid-19 could cause problems with other health issues (compared to 32% of those without a disability); and
- 70% said there is someone outside their household they can rely on in an emergency (compared to 56% of those without a disability).

Is there someone outside your household you can rely on to regularly care for you or your children in an emergency?  
 Would your household be able to find \$2,000 for something important within a week?

Base: Representative

Representative sample used to provide incidence measures across the whole community.  
 n=849/858

Figure 3.12.1 Someone can rely on in an emergency

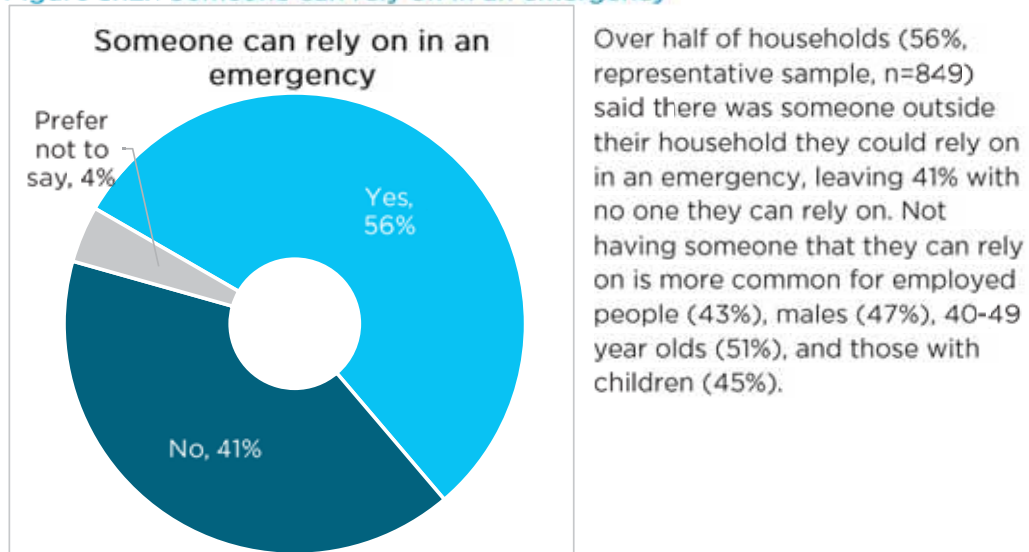
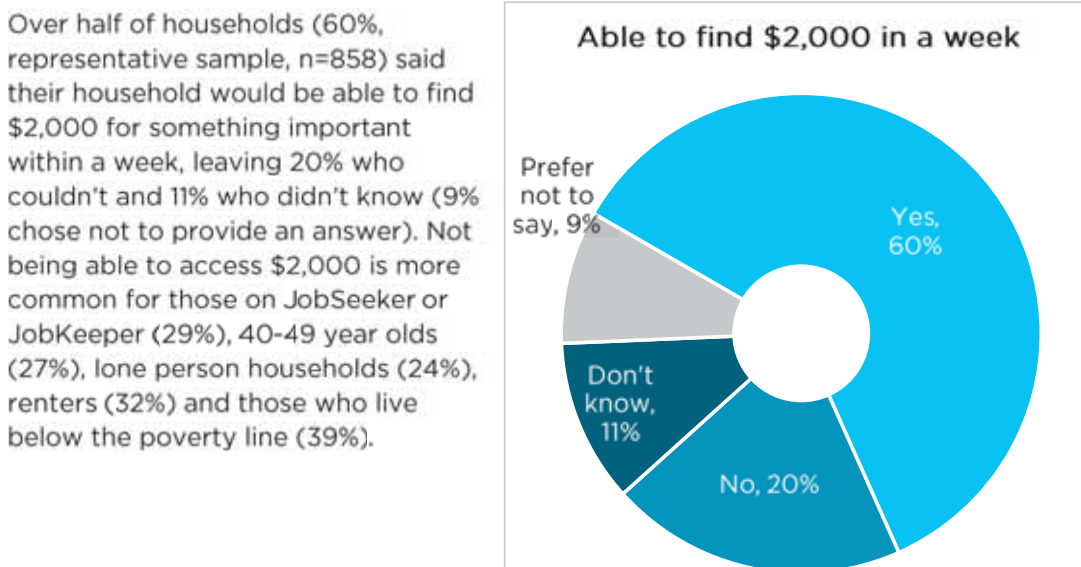


Figure 3.12.2 Able to find \$2,000 in a week in an emergency



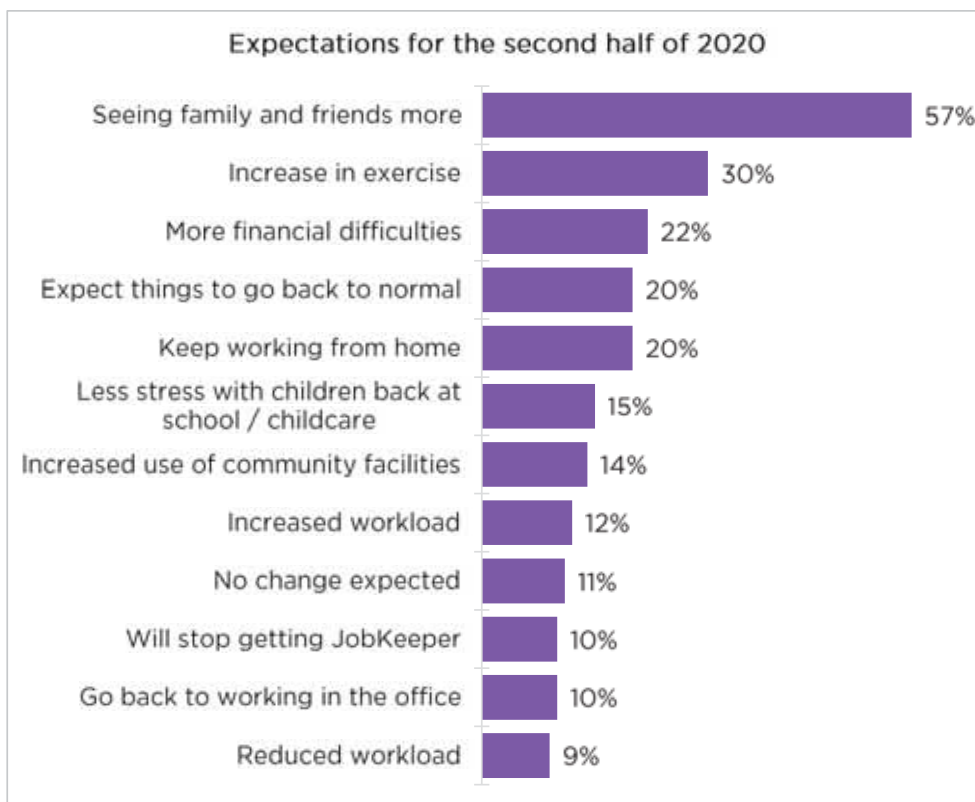
**How do you expect your life will change in the next 6 months?**

Base: All respondents Multiple responses allowed.  
n=1,607

There are widespread beliefs in the community that things will start to return back to normal in the latter half of 2020. Should restrictions continue it is important to consider the flow-on effects on people’s mental health if their expectations for lifestyle improvements are not met.

There are also many who anticipate a range of changes that could impact on resilience, such as more financial difficulties (22%) and no longer getting JobKeeper (10%).

**Figure 3.12.3 Expectations for the second half of 2020**



3.12.1 VOLUNTEERING

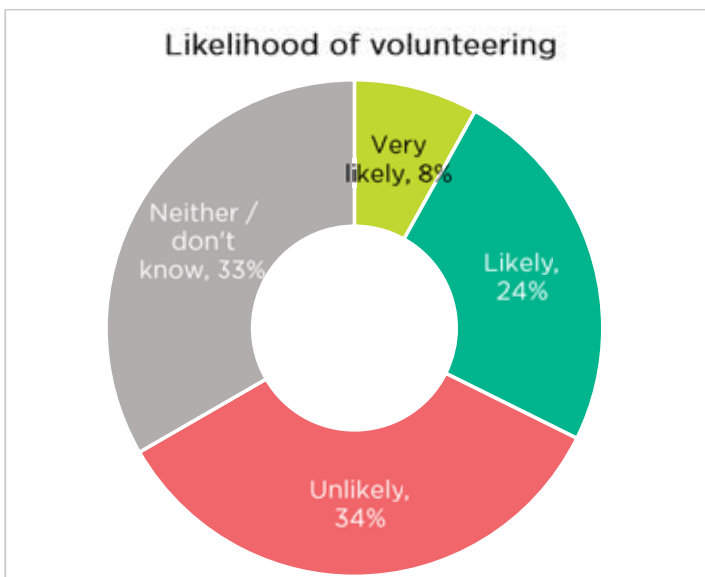
How likely or unlikely would you be to volunteer to assist with community recovery from Coronavirus?

Base: Representative

Representative data used to understand likely incidence.  
n=862

When asked if they would volunteer to assist with community recovery, almost one in ten said they would be very likely to do so. The very likely component of the rating scale is a more accurate measure of potential action, as 'likely' people often mean well, but don't end up acting.

Figure 3.12.4 Likelihood of volunteering



The only sub-group to show a notably higher incidence of saying they would be very likely to volunteer was those who live under the poverty line (15%).

Notably high instances of indicating they would be unlikely to volunteer occurred amongst 65+ year olds (44%).

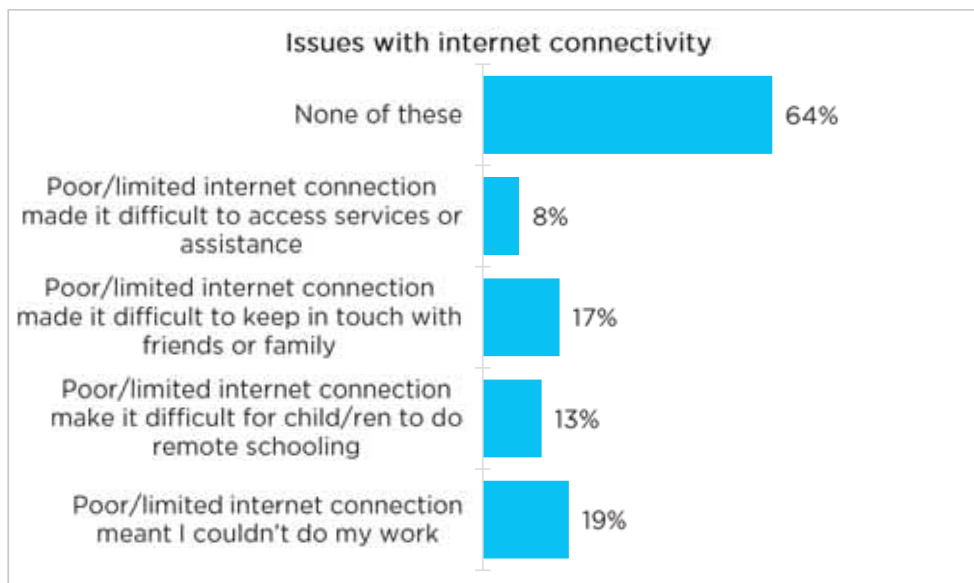
3.12.2 INTERNET CONNECTIVITY

**Have you encountered any of the following technical difficulties since the Coronavirus pandemic started?**

**Base: Representative** Representative data used to understand likely incidence. Includes multiple responses.  
n=851

A third of the community reported issues with their internet that impacted on their work, home-schooling, socialising, and/or access to services (Net 33%).

Figure 3.12.5 Issues with internet connectivity



Incidence of experiencing internet connectivity issues is higher amongst those who are employed (36%), 18-29 year olds (55%), those who live below the poverty line (40%), those with children at home (42%), and those who live in the Hills (51%) and Ferntree Gully (41%) regions.

3.12.3 SUPPORT SERVICES

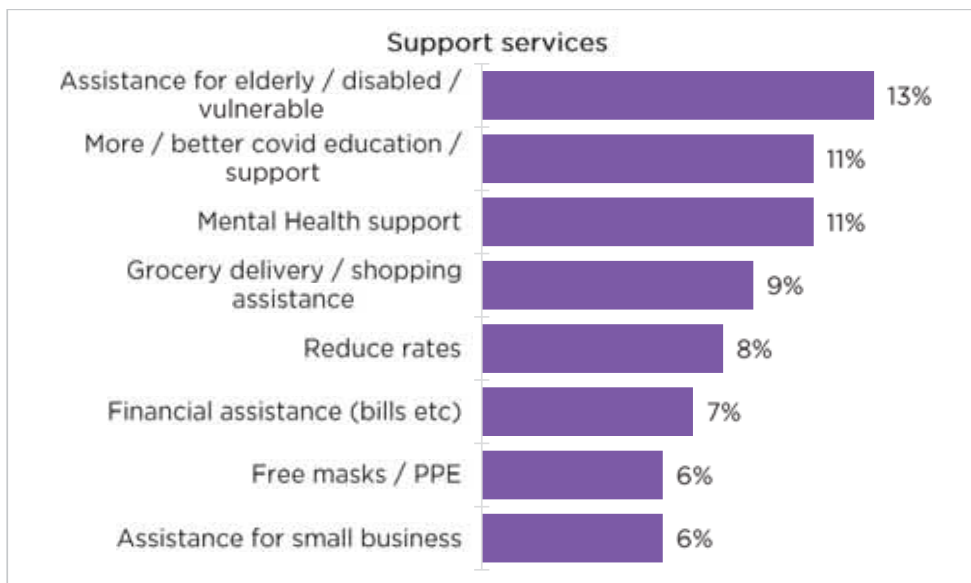
**Please tell us about any services you would like to see provided by service providers or Councils to help respond to life changes due to the Coronavirus**

**Base: All respondents** Responses recorded as written text then coded into themes.  
n=618

When asked to write in any services they would like to see provided by service providers or Councils to help respond to life changes due to Covid-19, the most common ideas put forth related to assisting vulnerable members of the community, better communication specific to Covid-19 and mental health support.



Figure 3.12.6 Support services



There was an extensive list of themes (each with 5 or more comments). The full list is as follows:

Assistance for elderly / disabled / vulnerable	13%	Covid testing improvements / expansion	4%
Mental health support	11%	More kinder / child care	4%
Provide more / better Covid education/ support	11%	Provide jobs / training	4%
Grocery delivery /shopping assistance	9%	Create safe spaces for activity	3%
Reduce rates	8%	NBN / internet improvement	3%
Financial assistance (bills etc.)	7%	More detailed location info about outbreak	2%
Assistance for small business	6%	Social connections	2%
Free masks / PPE	6%	Open playgrounds / less enforcement of lockdown	1%
Support for socially isolated	5%	More MCH services	1%
Cleaning / waste management / litter	5%	Provide Ipads	1%
Further enforcement of lockdown	4%	Help / promote / sports / clubs	1%
Support for homeless / those in need	4%	Transport services	1%

3.12.4 FUTURE FOCUS

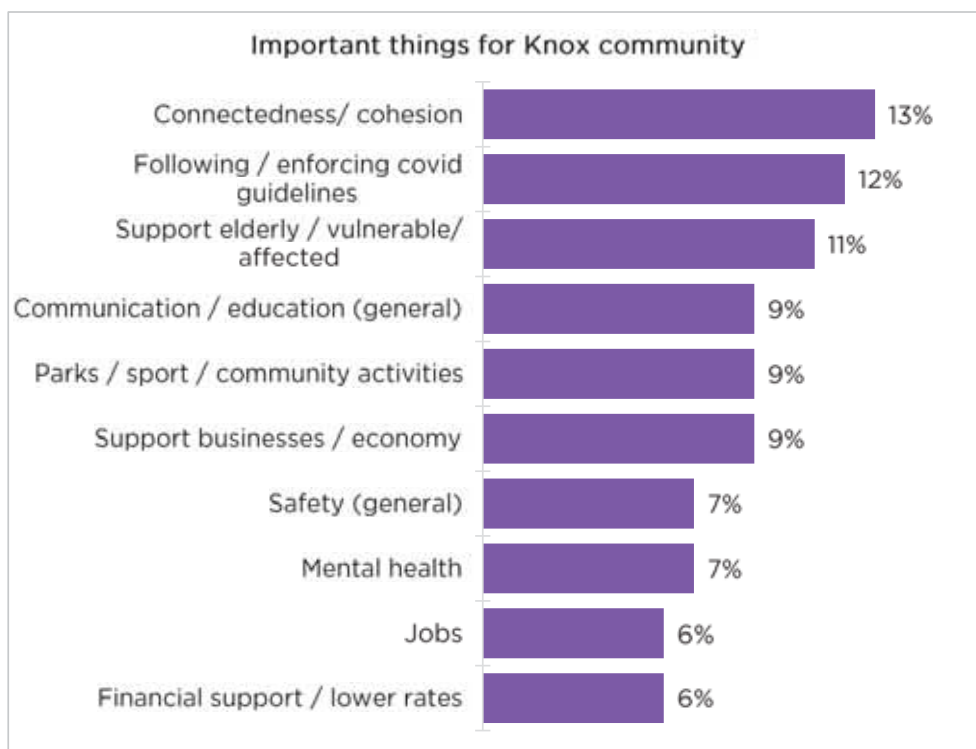
What is the one most important thing for the Knox community to focus on for the future?

Base: All respondents

Multiple responses allowed.  
n=976

When asked to write in the one most important thing for the Knox community to focus on for the future, the most common ideas put forth related to community connections and encouraging the community to act responsibly to control the Covid-19 outbreak. Many also mentioned the need for support for the elderly and vulnerable, businesses, mental health services, and financial support.

Figure 3.12.7 Important things for Knox community



There was an extensive list of themes (each with 5 or more comments). The full list is as follows:

Connectedness/ cohesion	13%
Following / enforcing Covid guidelines	12%
support Elderly / vulnerable/ affected	11%
Support businesses / economy	9%
Parks / Sport / Community Activities	9%
Communication / education (general)	9%
Mental Health	7%
Safety (general)	7%
Financial Support / lower rates	6%
Jobs	6%
Health (general)	4%

Vaccine / getting rid of virus/ getting back to normal	4%
Environmental	3%
Hygiene / cleaning	3%
Roads / Transport / PT	3%
Improved pandemic preparedness / prevention	2%
Housing	2%
Lower density / no high-rises	2%
Bike & walking paths	1%
Waste / Litter management	1%
Focus on crime	1%
Internet	1%



**3.13 TRANSPORT**

**44%**

Reported an impact on transport / getting around

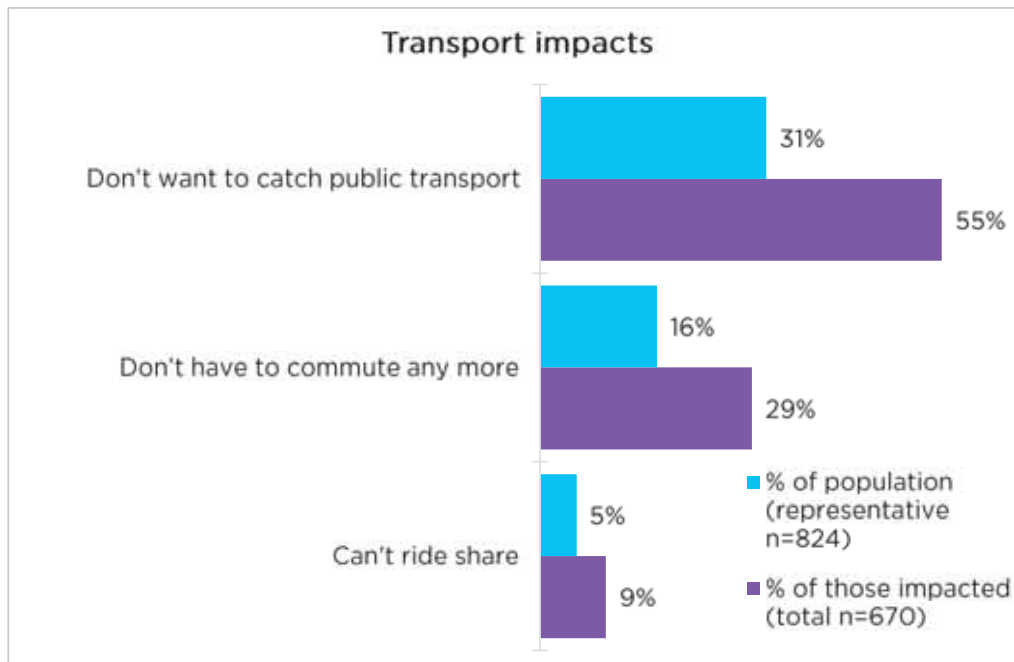
**In what ways has the Coronavirus impacted on transport?**

**Base: Representative** Multiple response question. Only shown to those who had experienced transport impacts.

**Base: All respondents** The base of all respondents has been used to understand impacts, whereas the representative sample shows the incidence of each impact across the Knox population.

The main impacts on transport are not wanting to catch public transport and no longer having to commute.

**Figure 3.13.1 Transport impacts**



Other impacts commonly mentioned in the free-text field included lockdown travel restrictions, less travel in general and less traffic.

### 3.14 COMMUNICATIONS

#### 3.14.1 WHERE PEOPLE GO FOR COVID-19 INFORMATION

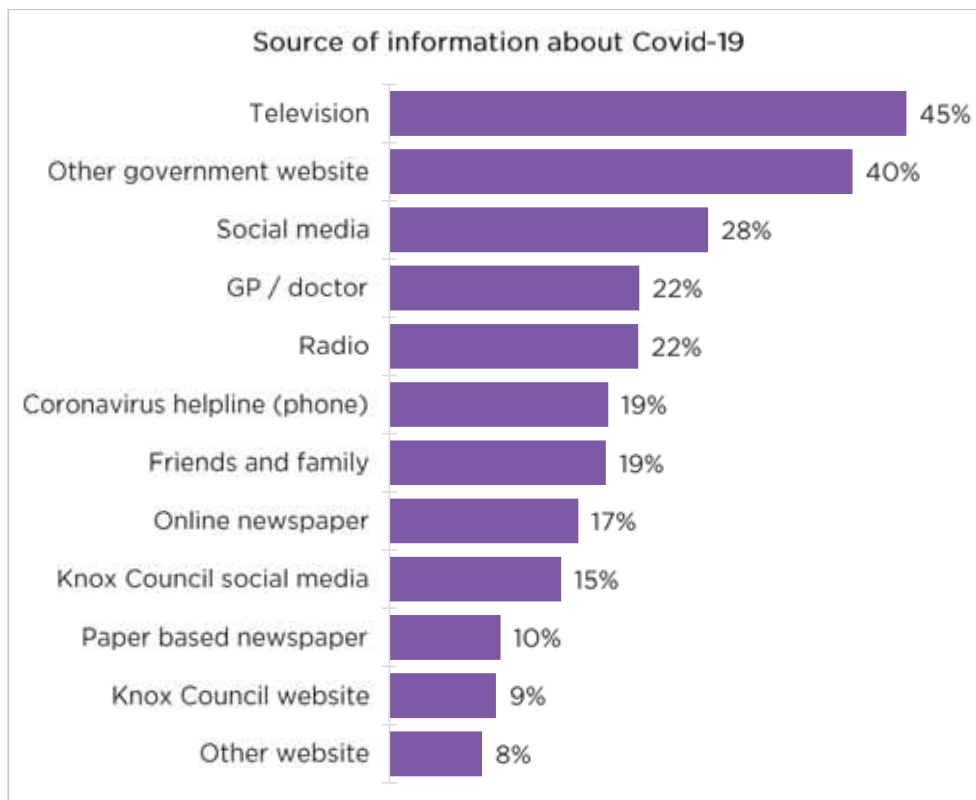
People source Covid-19 information from a wide variety of sources. This complicates efforts to foster consistency in messaging. However, the data can provide some useful information to assist with targeting communications to particular sub-groups of the community.

**Where do you look for Coronavirus health information and information on what to do if you or a family member feels unwell?**

Base: All respondents Multiple responses allowed.  
n=1,575

Most people seek information about Covid-19 through television and non-Council government websites.

**Figure 3.14.1 Source of information about Covid-19**



Specific insights by demographics include:

- **Young people** (18-29 year olds) more commonly use social media (49%) and friends and family (30%);
- **Males** more commonly use television (50%), radio (27%), online newspapers (21%) and paper based newspapers (12%);
- **Females** more commonly use social media (31%);

- **Older adults** (65+ year olds) more commonly use television (59%), radio (30%) and paper based newspapers (24%)
- **Those with children at home** more commonly use non-Council government websites (47%), social media (33%) and a GP (25%).

A follow-up question asked people to write in the specific sources for television, radio, newspaper and websites. The following were the most common:

Paper newspaper	Online news	Government website	Television	Radio
Herald Sun	The Age	DHHS	ABC	3AW
The Age	Herald Sun ABC News	Victorian Government Coronavirus App	News (general) Nine Seven	ABC

**Have you downloaded the COVIDsafe App?**

Base: Representative

Representative data used to provide an incidence across the whole community.  
n=857

More than half (57%) of the community indicated they have downloaded the CovidSafe app, with most of these having activated it (54% of the population).

Almost a quarter (23%) indicated that they have no plans to install the app.

Rates of installing the app are higher amongst those who are employed (57%) and those with children (61%).

30-49 year olds show higher incidences of stating they are unlikely to install it (29%), as do renters (32%), whilst a quarter of 65+ year olds say they don't have a suitable phone to install it.

## 4 APPENDICES

### 4.1 APPENDIX 1 - SURVEY FORM

Q1. What are your main concerns at the moment regarding Coronavirus? [OPEN ENDED]

Q1a. If there have been any changes due to Coronavirus that have resulted in setbacks and/or improvements in your life, please tell us about them below.

Setbacks: [OPEN ENDED]

Improvements: [OPEN ENDED]

Q2. Please rate your feelings at the moment. *Please select one answer per row. This will help us understand how feelings change as the situation changes.*

[ARRAY, RANDOMISE ROWS, STATE TRAIT ANXIETY INDEX]

		Not at all	A little	Moderately	Very much so	Don't know
a	I feel secure	1	2	3	4	9
b	I feel worried	1	2	3	4	9
c	I feel confused	1	2	3	4	9
d	I feel relaxed	1	2	3	4	9

Q3. In what ways, if any, has the Coronavirus impacted on you? *These could be positive or negative impacts. There will be a chance to provide more detail for some of these later in the survey. Please select one answer per row* [ARRAY, RANDOMISE ROWS]

		No impact	Slight impact	Big impact	Not applicable
a	Work / employment	1	2	3	9
b	Housing / accommodation	1	2	3	9
c	Food and grocery shopping / availability	1	2	3	9
d	Physical health	1	2	3	9
e	Mental health	1	2	3	9
f	Spending time with family and friends	1	2	3	9
g	Leisure activities and events	1	2	3	9
h	Feelings of safety	1	2	3	9
i	Exercise activities	1	2	3	9
j	Religious / faith based activities	1	2	3	9
k	Parenting responsibilities	1	2	3	9
ka	Financial position	1	2	3	9
kb	Transport / getting around	1	2	3	9

Q4. If there are other significant positive or negative impacts not covered by this list, please tell us about them below. [OPEN ENDED]

[IF HOUSING IMPACTS, Q3b=2 OR 3] Q5. In what ways has the Coronavirus impacted on your housing / accommodation? *You can choose more than one* [MULTIPLE RESPONSE]

- Can't afford to pay the mortgage
- Can't afford to pay the rent
- Can't afford to pay utilities or other household expenses
- I have become homeless
- Can't afford maintenance or repairs
- Had to find room / rearrange the house to accommodate working from home
- Had to find room / rearrange the house for teaching child/ren at home
- Not enough room to self-isolate from other family members
- I have negotiated reduced rent
- Other (please specify)
- Don't know

[IF SAFETY IMPACTS, Q3h=2 OR 3] Q6. In what ways has the Coronavirus impacted on your feelings of safety? *You can choose more than one* [MULTIPLE RESPONSE]

- Fear of getting coronavirus when in public
- Fear of getting coronavirus at work
- Increased crime
- Anger and violence in the community
- Anger and violence at home
- Concern for older family members getting sick
- Concern for children getting sick or carrying the virus
- Concern that I will get sick and not be able to care for children / other family members
- Don't feel safe catching public transport
- Feel unsafe when going shopping
- Concern about going to the doctor or hospital for medical purposes not related to coronavirus
- Greater sense of community in my area
- Neighbours are offering to help
- More people walking around the streets makes me feel safer
- More people walking around the streets makes me feel less safe
- Other (please specify)
- Don't know



[IF WORK IMPACTS, Q3a=2 OR 3] Q7. In what ways has the Coronavirus impacted on work / employment? *You can choose more than one* [MULTIPLE RESPONSE]

- I have lost my job
- I have switched to working from home
- My partner has lost their job / has reduced pay
- I have less work to do now / decreased workload / fewer clients or customers
- My work income has been reduced
- I have more work to do now / increased workload
- I still have to go into work and can't work from home
- Had to find room / rearrange the house to accommodate working from home
- Had to find room / rearrange the house for teaching child/ren at home
- The nature of my work has changed
- I now have to find time to do work as well as managing my child's schooling
- Applied for Jobseeker
- Other (please specify)
- Don't know

[IF HEALTH IMPACTS, Q3d=2 OR 3] Q8. In what ways has the Coronavirus impacted on your physical health? *You can choose more than one* [MULTIPLE RESPONSE]

- Can't exercise as much
- Reduced access to healthy food
- Can't afford to buy food
- Can't buy / source required medicines
- Had to cancel health appointment
- Not eating as healthily
- Unwell due to contracting coronavirus (there will be further questions about this later)
- Stress from trying to juggle the demands of work, children, house, finances etc.
- Drinking more alcohol
- Exercising more
- Eating healthier food
- Eating more home cooked meals
- Drinking less alcohol
- Other (please specify)
- Don't know

[IF MENTAL HEALTH IMPACTS, Q3e=2 OR 3] K1. In what ways has the Coronavirus impacted on your mental health? [OPEN ENDED]

[IF TRANSPORT IMPACTS, Q3m=2 OR 3] K2. In what ways has the Coronavirus impacted on transport / getting around? You can choose more than one [MULTIPLE RESPONSE]

- Don't want to catch public transport
- Can't ride share
- Don't have to commute any more
- Other (please specify)
- Don't know

Q10. Since the restrictions, have you been doing the following more, about the same, or less? [ARRAY, RANDOMIZE ROWS]

	More	About the same	Less	Not applicable
a Exercising	1	2	3	9
b Eating healthy food	1	2	3	9
c Drinking alcohol	1	2	3	9
d Gambling	1	2	3	9
e Talking to neighbours	1	2	3	9

Please note that this survey is for the purpose of understanding the community. Your responses are anonymous, therefore it will not be used to provide you with direct assistance. If you need support or assistance please contact your local Council or service providers.

Q11. What was your employment status before the Coronavirus outbreak?

- Full time
- Part time
- Casual
- Not employed
- Retired
- Home duties
- Other (specify)
- I'd prefer not to say

[IF Q11 = EMPLOYED] Q12. As a result of the Coronavirus pandemic, has your number of working hours / workload...?

- Increased
- Stayed the same
- Decreased
- I'd prefer not to say

[IF Q12 = INCREASED OR DECREASED] K3. Has you pay/wage changed?

- No, being paid the same amount
- Yes, being paid more
- Yes, being paid less
- Other (specify)
- Don't know

**[IF Q12 = DECREASED]** K4. Was is the reason for your decreased work hours / workload?

- Pre-planned annual leave or holidays
- Asked to take annual leave or holidays due to Coronavirus
- Sick leave (for yourself)
- Maternity/Paternity leave
- Leave or reduced hours so that I can conduct child/ren's schooling from home
- No work or not enough work available
- No longer employed
- Seasonal work/end of season
- Other (specify)
- Don't know

Q13. Do you own or manage a business?

*If you have closed your business or changed staff numbers due to the Coronavirus, please select the option that best describes your business before the pandemic, say in December 2019*

- No
- Yes - sole trader (no staff)
- Yes - small business (2-5 staff, including sole traders with staff)
- Yes - medium business (6-49 staff)
- Yes - large business (50+ staff)
- I'd prefer not to say

**[IF OWN A BUSINESS WITH STAFF]** Q14. Have you had to make any changes to staff numbers or schedules as a result of the Coronavirus?

- Permanently lay-off staff
- Temporarily lay-off staff
- Cut staff hours
- Pay for staff to be on sick leave
- Hire more staff
- Applied for / receiving JobKeeper for staff
- Something else (please specify)
- No change to staffing



**[IF Q11 = EMPLOYED OR Q13 = OWN A BUSINESS]** Q15. In which industry is your work?

- Retail
- Hospitality (Cafés, restaurants etc)
- Accommodation
- Government
- Entertainment and events
- Personal services
- Business services
- Education and training
- Transport
- Health services
- Community services
- Manufacturing
- Real estate
- Accounting, legal and finance
- Construction, repair and maintenance
- Primary production / agriculture / farming
- Other (specify)

**[IF SPECIFIED A TYPE IN Q15]** Q16. What type of **[INSERT ANSWER TO Q11]** business is it? **[OPEN ENDED]**

K5. Have you applied for / received any of the following Coronavirus support?

	Yes, received	Applied but not received	No	Don't know
<b>a</b> JobKeeper (through employer, or as a sole trader)	1	2	3	9
<b>b</b> Early access to Superannuation	1	2	3	9
<b>c</b> Child Care Subsidy	1	2	3	9
<b>d</b> JobSeeker	1	2	3	9
<b>e</b> National Health Emergency (COVID-19) Crisis payment	1	2	3	9
<b>f</b> Coronavirus Supplement (from the Federal government)	1	2	3	9
<b>g</b> Emergency Relief Packages (from the Victorian Government)	1	2	3	9
<b>h</b> Knox City Council Business Support Package	1	2	3	9
<b>i</b> Payroll tax refund	1	2	3	9
<b>j</b> Knox City Council COVID-19 rates assistance	1	2	3	9

Q17. Which of the following best describes you with regards to Coronavirus / COVID-19? Remember, your answers are anonymous, we will not be able to identify you [MULTIPLE RESPONSE]

- I had Coronavirus (confirmed by a test) but have recovered
- I currently have Coronavirus (confirmed by a test)
- I may have Coronavirus (not yet tested / waiting for test results)
- I am currently in 14 day quarantine (returned from overseas, been in contact with someone who tested positive, instructed by health department)
- I am self-isolating due to being high risk of Coronavirus
- None of these
- Other (please specify)
- Don't know

[IF Q17 NOT HAD CORONAVIRUS] K6. What impact would testing positive to Coronavirus have on you? [MULTIPLE RESPONSE]

- Would have trouble getting groceries if having to self-isolate
- Increase problems with other health issues
- Not being able to work would cause financial difficulties
- Wouldn't be able to look after children
- Wouldn't be able to look after other family members
- Wouldn't be able to look after animals
- Difficult to isolate from other household members
- Would have to stop helping others in the community
- Family members would need to make changes to their work to look after me
- No impact if it was a mild version, I can stay home for 2 weeks
- Other (please specify)
- Don't know

If you are concerned about COVID-19 or are distressed because you are in self-quarantine or sick go to <https://headtohealth.gov.au/> or call MindSpot on 1800 61 44 34.

Q22. Where do you look for Coronavirus health information and information on what to do if you or a family member feels unwell? You can choose more than one [MULTIPLE RESPONSE]

- Don't look for this type of information
- Coronavirus helpline (phone)
- GP / doctor
- Hospital
- Social media (Facebook, Twitter, Reddit etc.)
- Online newspaper (which ones?)
- Knox Council website
- Knox Council social media
- Other government website (which ones?)
- Other website (which ones?)
- Paper based newspaper (which ones?)

Friends and family  
Television (which programs?)  
Radio (which programs)  
Somewhere else (specify)

K7. Have you downloaded the COVIDsafe App?

No, never heard of it  
No, don't have a suitable phone  
No, and I don't plan to  
No, I haven't yet but I plan to  
Yes, but I haven't set it up / turned it on  
Yes, and I have it turned on  
Other (specify)

Q26. What sort of things are you doing to stay in touch with family and friends who don't live with you? [OPEN ENDED]

Q27. Are you currently having trouble finding/accessing any food or groceries?  
Please select all that apply [MULTIPLE RESPONSE]

Toilet paper  
Fresh fruit and vegetables  
Canned goods  
Pet food  
Medications  
Personal items (deodorant, soap, sanitary items, makeup etc.)  
Rice and pasta  
Meat  
Flour or grains  
Dairy goods  
Special dietary foods (e.g. (diabetes, coeliac)  
Other (please specify)  
Nothing

**Please note that this survey is for the purpose of understanding the community. Your responses are anonymous, therefore it will not be used to provide you with direct assistance.**

**If you need support please contact your local services. Your local Council should be able to advise you who to contact for assistance.**

K8. How do you expect your life will change in the next 6 months? *Please select all that apply* [MULTIPLE RESPONSE]

- Expect things to go back to normal
- Keep working from home
- Go back to working in the office
- Reduced workload
- Increased workload
- Seeing family and friends more
- Increase in exercise
- More financial difficulties
- Will stop getting JobKeeper
- Less stress with children back at school / childcare
- Increased use of community facilities
- Other (*please specify*)
- Nothing

K9. How likely or unlikely would you be to volunteer to assist with community recovery from Coronavirus?

- Very likely
- Likely
- Neither
- Unlikely
- Very unlikely
- Don't know

K10. Have you encountered any of the following difficulties since the Coronavirus pandemic started? *Please select all that apply* [MULTIPLE RESPONSE]

- Poor/limited internet connection meant I couldn't do my work
- Poor/limited internet connection make it difficult for child/ren to do remote schooling
- Poor/limited internet connection made it difficult to keep in touch with friends or family
- Poor/limited internet connection made it difficult to access services or assistance
- Other (*specify*)
- None of these
- Don't know

Q29. Please tell us about any services you would like to see provided by service providers or Councils to help respond to life changes due to the Coronavirus.

[OPEN ENDED]

K12. What is the one most important thing for the Knox community to focus on for the future? [OPEN ENDED]

Now some questions to help group your responses with other people for analysis. Remember, your responses are completely anonymous. This information helps us understand how experiences differ across different parts of the community.

D1. What is your gender?

- Male
- Female
- Non-binary
- Self-described
- I'd prefer not to say

D2. What is your age? [DROP-DOWN]

- |       |                       |
|-------|-----------------------|
| 14-17 | 55-59                 |
| 18-24 | 60-64                 |
| 25-29 | 65-69                 |
| 30-34 | 70-74                 |
| 35-39 | 75-79                 |
| 40-44 | 80+                   |
| 45-49 | I'd prefer not to say |
| 50-54 |                       |

D3. Do you speak a language other than English at home?

- No, English only
- Yes - please specify language.
- I'd prefer not to say

D4. Are you an Australian citizen or permanent resident visa holder?

- Yes
- No - please specify country you are a citizen of.
- I'd prefer not to say

D5. Do you have a disability where you need help with self-care, body movement or communication activities?

- Yes
- No
- I'd prefer not to say

K13. Have you provided unpaid care or assistance during the Coronavirus pandemic for...?

- A family member or relative aged 65 or over
- A family member or relative aged less than 65 who has a disability or long-term health condition
- An unrelated person aged 65 or over
- An unrelated person aged less than 65 who has a disability or long-term health condition
- Other unpaid care or assistance (specify)
- None of these
- I'd prefer not to say

D6. Is there someone outside your household you can rely on to regularly care for you or your children in an emergency?

- Yes
- No
- I'd prefer not to say



D7. Which of the following best describes your household structure?

- One person
- Couple with children living at home
- Couple without children living at home (2 person household)
- Single parent
- Group household
- Other
- I'd prefer not to say

[IF D7 = CHILDREN] D8. How old are the children who live at home? [MULTIPLE RESPONSE]

- 0-4 years
- 5-11 years
- 12-17 years
- 18 years or over
- I'd prefer not to say

[IF D8 = 5-17] K14. Have your children stayed home from school or childcare due to Coronavirus? *At any stage since the start of the pandemic.*

- Yes, they are still at home
- Yes, they were at home but they are back at school / childcare now
- No
- Not applicable
- Don't know

[IF D7 = COUPLE AND K15 = YES] K15. Approximately what proportion of childcare / schooling responsibilities did you personally undertake?

- All of it (100%)
- Most (60%-99%)
- Around half (40%-59%)
- Some (15%-39%)
- A small amount (1%-15%)
- None
- Don't know

D9. At this point in time, what is your approximate monthly household income (after tax)?

- <\$1,860 per month (\$430 per week or less)
- \$1,861-\$2,800 (\$451-\$650 per week)
- \$2,801-\$3,900 (\$651-\$900 per week)
- \$3,901-\$8,670 per month (\$901-\$2,000 per week)
- \$8,671-\$17,300 per month (\$2,001-\$4,000 per week)
- More than \$17,300 per month (\$4,000+ per week)
- Don't know
- I'd prefer not to say

K16. Would your household able to find \$2,000 for something important within a week?

- Yes
- No
- Don't know

D10. Is the place where you live...?

- Owned outright
- Owned with a mortgage
- Rented
- Social / public housing
- Other
- Don't know
- I'd prefer not to say

D13. What is the suburb where you live? [DROP-DOWN]

- Bayswater
- Boronia
- Ferntree Gully
- Lysterfield
- Knoxfield
- Rowville
- Scoresby
- The Basin
- Upper Ferntree Gully
- Wantirna
- Wantirna South
- Other (specify)

[IF Q11 = EMPLOYED OR Q13 = OWN A BUSINESS] D14. What is/was the postcode of your work? [NUMERICAL]

D13. Please share any final comments you have about this survey. [OPEN ENDED]

#### 4.2 APPENDIX 2 - GENERAL ACCESS SURVEY DISTRIBUTION

Distribution Channel	Number Distributed/ Number of Times Viewed/clicked
Council Newsletters (Multicultural, Disability, Community Partnerships)	120 Multicultural 1,100 Accessing Knox (Disability) 645 Community Strengthening (Community Partnerships) (20 individual clicks on the survey) Total - 1865
Knox Library Distribution	39 mobile library users 50 retirement facilities unknown number of surveys and envelopes in library boxes
Knox City Council Website	unknown
Knox City Council Social Media	341 clicks from FB
Knox City Council Intranet (eRIC)- staff	25 Complete
Knox Infolink	60 paper forms provided
Various Council Departments (may have distributed them through their channels)	Councilors Community Wellbeing ( <i>of which line 1 is part</i> ) Family and Children's Services Active Ageing and Disability Services Youth Leisure and Cultural Services Business Improvement- Community Services Emergency Management, City Safety and Health <i>*Number of channels of distributions from these departments can't be quantified</i>



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## 9.3 Bayswater Multipurpose Community Hub Needs Analysis Review 2020

**SUMMARY:** Coordinator Social and Community Infrastructure, Linda Merlino

In 2010, Knox City Council undertook a study of the existing and required community services in the Bayswater area. The needs analysis undertaken identified the potential opportunity for the creation of a high-quality, multipurpose community hub in the Bayswater Activity Centre. Investigation at the time identified the need for a variety of safe, accessible community meeting spaces, in particular those that service youth and older people, with the opportunity of co-locating with other services such as Early Years and the Bayswater Library.

Currently Bayswater is an identified Major Activity Area in Plan Melbourne 2017-2050. This, in conjunction with the need for updated demographic information and considerations regarding the introduction of three year old kindergarten in Victoria, has created the opportunity to review the original needs analysis study to update the data and previous recommendations.

The 2020 review has confirmed that there is the demonstrated need for a Multipurpose Community Hub in Bayswater.

### RECOMMENDATION

That Council endorse the Bayswater Multipurpose Community Hub Needs Analysis 2020 Review Report, shown at Attachment 1.

#### 1. INTRODUCTION

The need for a new Community Hub in Bayswater was identified ten years ago as part of a study commissioned by Council. The study identified the context and opportunities for the creation of a high-quality multipurpose community hub in the Bayswater Activity Centre. Since this time the need for a new facility has increased with the loss of the Bayswater Youth Hall, introduction of 3-year-old kindergarten, an increasing need for support for older people and changes to the library model.

The Bayswater Activity Centre is situated between the Wantirna Health Precinct and the Bayswater Business Precinct, in a corridor anticipated for economic transformation in the coming years. The role of the Activity Centre could change from predominantly retail to accommodate additional residential, community and commercial uses.

#### 2. DISCUSSION

To understand the current level of provision and the likely future demand for facilities, a review of existing services and a demand analysis were undertaken for the Bayswater area in the 2020 review (refer to Attachment 1).

The following outlines some of the updated key demographic forecasted data:

- By 2026, forecast information suggests there will be a 5.9% increase in the 0-4 age group across Knox.
- The fastest growing age group in Bayswater are residents aged 85 years and over.

- Bayswater residents aged 15 to 24 years (considered youth) are disengaged, i.e. not employed or in education, the highest rate of all Knox suburbs.
- Social isolation in Bayswater is particularly high in the youth and seniors age groups.
- Compared to all of the suburbs in Knox, Bayswater has the highest levels of socio-economic disadvantage, and a substantial percentage of the population who have household incomes in the lowest quartiles for Victoria.
- Bayswater has a higher crime rate than other Knox suburbs, including rates of reported family violence.
- Volunteering rates in Bayswater are also lower than in other Knox suburbs.

In addition to considering updated demographic data, the review has considered the role that libraries play in communities and the way that they operate and function. Modern libraries are moving away from the traditional bookshelf model and into creating opportunities for online services and providing safe meeting places for all groups such as seniors and youth to come together and interact. The opportunities that meeting spaces provide for community networking and capacity building are critical.

The Review (Attachment 1) establishes the functional model of the type of services which are required in a collocated and integrated model.

Bringing together the various spatial needs, it was recommended the facility takes the form of a multipurpose community centre and service hub to incorporate the following functions: library, flexible meeting spaces, early years, youth space, office/consulting rooms and informal meeting spaces.

A summary of this model is as follows:

Early Years	Two licensed kindergarten spaces that could accommodate funded preschool for 3 and/or 4- year-olds. Associated staff office, storage, children and adult toilets, separated kitchenette space, bag area, outside space and storage.
Office/Consulting Room	For potential use by a part time Maternal and Child Health nurse. Assessment bench, waiting room, storage, staff desk.
Library	Relocation of the branch library should follow the community lounge model with a floor space of 450-550 m <sup>2</sup> .
Flexible Meeting Spaces	The inclusion of internal and external spaces which enable formal and informal gatherings is essential with main users being youth and older people (including to facilitate intergenerational activity). Include indoor play and seating areas, indoor meeting areas for community groups' services and activities. Internal meeting spaces should be flexible in size, whilst ensuring a high degree of insulation so that multiple activities can take place concurrently. Spaces must be accessible, age friendly and designed and managed in such a way that they promote social inclusion.
Outdoor Space	Informal public outdoor space, targeted for youth but accessible to all.

### **3. CONSULTATION**

A number of Council Departments have contributed to this report and the background studies, including Community Wellbeing, Family and Children's Services, Active Ageing and Disability Services, City Futures, Sustainable Infrastructure, and Youth, Leisure and Cultural Services. As the Hub project progresses, community consultation will be undertaken in the Bayswater Activity Centre.

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

Leveraging a Council-owned site will result in positive environmental and amenity impacts for the community. This is likely to be the result of improved access, better technology available in upgraded facilities, and energy efficiencies.

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

With key strategic assets in the Bayswater Activity Centre, Council has the potential to realise significant financial and economic benefits, including revenue generation, a cost-effective multipurpose community facility, and improved economic impacts for the community.

### **6. SOCIAL IMPLICATIONS**

The proposed Bayswater Multipurpose Community Hub outlined in this needs analysis is seen as a new facility that facilitates community group access to service, meeting and activity spaces and encourages programming of activities and services which respond to social isolation and socio-economic disadvantage, fostering community gathering and connections. The envisioned new community hub will be a flexible, multi-purpose centre which will fulfil the unique characteristics and needs of the Bayswater community including opportunities for volunteering, youth engagement, social inclusion for older people and lifelong learning. The hub will be used by all facets of the community and for both for community and private events.

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

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

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

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

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

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

Strategy 7.2 - Celebrate our diverse community.

Strategy 7.3 - Strengthen community connections.

## **8. CONFLICT OF INTEREST**

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

Author – Coordinator Social and Community Infrastructure, Linda Merlino – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The Bayswater Multipurpose Community Hub Needs Analysis Review 2020 confirms the need for a Hub in the Bayswater Activity Centre. The report outlines potential uses, space requirements, development, policy context and site requirements. This updated analysis will enable the Hub project to proceed to site investigations, concept plans and consideration for inclusion into the Development Contribution Plan (currently in development by City Futures).

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Coordinator Social and Community Infrastructure, Linda Merlino

**Report Authorised By:** Director Community Services, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Bayswater Multipurpose Community Hub Needs Analysis Review 2020 [9.3.1 - 25 pages]

# Bayswater

## Multipurpose Community Hub

## Needs

## Analysis

## Review 2020

Prepared By:  
*Community Wellbeing*

*(updated June 2020)*



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## Executive Summary

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In 2010, Knox City Council undertook a needs analysis of existing and required community services in the Bayswater area. The report identified opportunities for the creation of a high-quality, multipurpose community hub in the Bayswater Activity Centre. The need for a variety of community meeting spaces was identified, in particular those that service youth and seniors, with the opportunity of co-locating with other services such as Early Years and the Bayswater library.

Fast forward 10 years and Bayswater is an identified Major Activity Area in *Plan Melbourne 2017-2050*. It will soon undergo a review by Council's City Futures Team to update the Strategic (Structure) Plan, which is due to expire in 2020.

This, in conjunction with updated demographic information and the introduction of three year old kinder has created the opportunity to review the original study and update the data and analysis accordingly.

This review has investigated the existing services available in Bayswater, and the demand that has arisen due to gaps in provision and changes to community demographics. The review has confirmed the need for a Multipurpose Community Hub in Bayswater.



## Glossary of Terms

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<b>Co-located Facility</b>	The joint location of service providers within a facility, usually without integration of services, but involving shared premises and possibly shared administrative or other services.
<b>Community Infrastructure</b>	Assets that accommodate community services, including: health, individual, family and community support, education, arts and culture, information, community development, employment and training, open space and active and passive recreation opportunities.
<b>Community Infrastructure Plan</b>	<p>A plan which informs and guides the need for and development of community infrastructure for an area for a specified period into the future. It would:</p> <ul style="list-style-type: none"> <li>- Identify and prioritise community services, facilities and infrastructure required to meet the future needs of the population, based upon detailed supply/demand and evidence-based research relevant to the area and service sectors;</li> <li>- Guide the development, timing, design and location of community infrastructure for the area;</li> <li>- Provide direction and timing on funding sources.</li> </ul> <p>A Community Infrastructure Plan would both support and inform a strategic and integrated place-based planning approach to address future community needs for an area.</p>
<b>Integrated Facility</b>	The joint location of service providers within a facility (as per co-location) but with integration of services to provide a coordinated, one-stop-shop approach to case management and service delivery.
<b>Multipurpose Community Facility</b>	A facility providing a range of flexible, functional spaces to support access to services and participation in a range of active and passive lifestyle activities.
<b>Multipurpose Community Hub</b>	A collection of facilities clustered together on the same or adjoining sites. There may or may not be interaction between these facilities. Together, they create a focal point for community activity. A hub is often also a base for outreach services to other smaller facilities or surrounding communities.
<b>Structure Plan</b>	Bayswater Activity Centre Structure Plan, City of Knox, 2005

# 1. Introduction

## Purpose

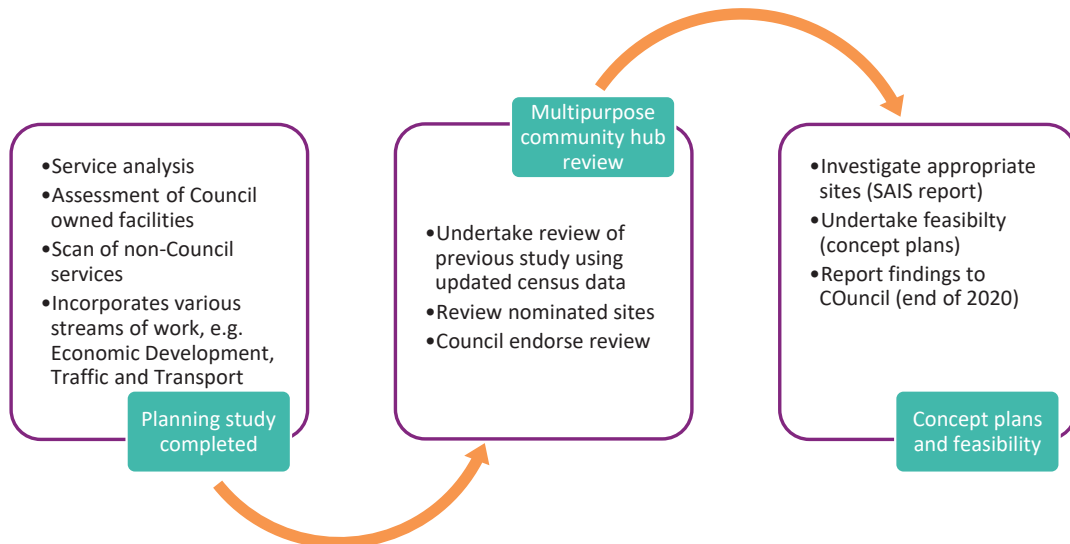
The purpose of this project is to identify the needs and opportunities of the community, for the creation of a high-quality multipurpose community hub. Multipurpose, co-located and integrated facilities are increasingly becoming the preferred approach to community service provision. This is considered to improve responsiveness, access, cost efficiencies, effective use of the land and maximise community infrastructure.

This report summarises the findings of a wide-ranging review of community services and facilities in Bayswater to inform the development of a multipurpose community hub. This report:

- *Reviews literature and Council policies and strategies relevant to community service and facility provision in Bayswater;*
- *Reviews relevant demographic profiles and socio-economic data for Bayswater, including projected population figures to 2036;*
- *Reviews available information regarding the supply and demand for community services and facilities in Bayswater;*
- *Identifies emerging needs for future community service and facility provision in Bayswater;*
- *Identifies key outcomes to meet emerging needs, in the form of recommended services for inclusion in the new multipurpose community facility.*

## Project outputs

Table 1: Project outputs

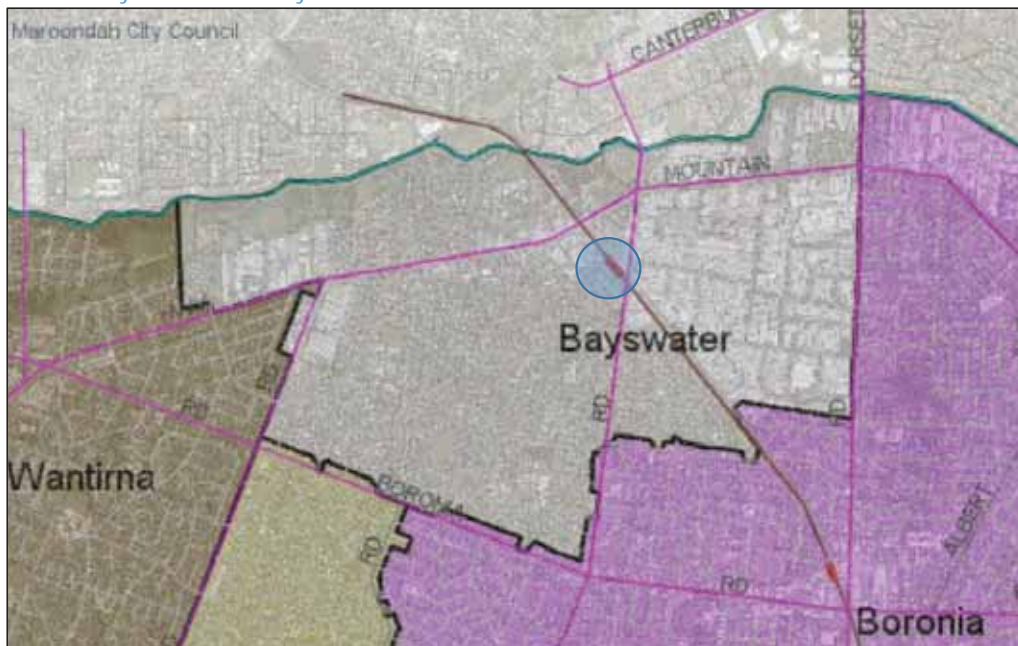


## Project Boundaries

Bayswater is located approximately 27 kilometers from Melbourne City in Melbourne's eastern suburbs. Bayswater is an established area situated between the Dandenong Ranges on Melbourne's eastern fringe and the Eastlink Tollway. It is accessible to Melbourne City by heavy rail from Bayswater Station on the Belgrave train line.

This project will use the suburb boundary of Bayswater for the research analysis. Within this boundary also sits the Bayswater Activity Centre which is a 400m radius from the key points, being the railway station and the core of the centre (shown in Table 2 as the blue circle).

Table 2: Bayswater boundary



This report acknowledges that an analysis of community services and facility supply and demand is not restricted to suburb boundaries, and that Bayswater residents freely choose to use services and facilities in other areas. In addition, for many service sectors, regional or municipal services and facilities are located outside of Bayswater. This may be the most appropriate way to deliver that service and does not necessarily mean an under-provision of the service in Bayswater.

## What is Community Infrastructure?

Community infrastructure encompasses the facilities and spaces provided to support identified social needs and objectives.

Well planned, high quality, accessible community infrastructure is an essential element of a vibrant, resilient and sustainable community. Community infrastructure should incorporate a wide range of facilities and spaces allowing everyone regardless of age, background or ability to participate in community activities and feel a sense of belonging.

Well designed and integrated community infrastructure is fit for purpose, and supports and facilitates the community's needs for life-long learning, education, leisure and recreation, social networking, connectivity, personal growth and support services. It also provides opportunities for local

communities to reinforce and express their local values, build strong social cohesion and community capacity and create a sense of place and civic pride.

Both Council and non-Council service providers and facilities are located within Bayswater. Non-Council service providers include a range of government, private sector, faith-based, not-for-profit and community agencies and groups. Together, Council and non-Council community infrastructure make an important contribution to the overall provision of community services in Bayswater.

The City of Knox's *Community Facilities Planning Policy*, adopted in June 2016, outlines Council's commitment to an integrated planning process for the planning, delivery and management of community facilities. It is vital to consider opportunities for multipurpose, co-located or integrated uses or community hubs when planning for new Council community facilities, and/or upgrades to or change of use of existing facilities.

The Community Facilities Planning Policy recognises that:

- Demand for a diverse and adaptable range of community spaces is growing, driven by population increases and the diverse needs of ageing, socially and culturally diverse communities.
- Consideration of multipurpose use and/or community hubs can address the growing challenge of meeting community expectations and changing needs for community infrastructure within a constrained financial environment.
- There is the potential to improve efficiencies for Council and the community by reducing the costs of building renewals and maintenance, enhancing accessibility, providing an efficient and effective response to ageing infrastructure and providing a sustainable and flexible approach to changing community needs over time.

## 2. Methodology

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### Review

Conduct literature review including previous report from SGS Economics and Planning, 'Bayswater Multipurpose Community Hub Planning Study' (2010).

### Update

Assess the context within which a multipurpose community hub needs to be developed. This includes the analysis of the policy context, the updated socio-economic profile of the community and the current service and facility provision in the region.

### Recommendations

Consolidation of all information to date to determine the philosophy and make-up of the proposed multipurpose community hub, including:

- Existing strategic council documents
- Expected uses and catchment areas
- Required spaces
- Site requirements

### Project exclusions

This project does not include a review of:

- Traffic, transport, railway stations, trains and buses;
- Public Open Space, bike baths, footpaths or playgrounds;
- Sports grounds, sports clubs, leisure;
- Economic assessment.

## Literature Review

A review of the following strategic plans and Council documents have informed this report:

- *Bayswater 2020: Activity Centre Structure Plan, Knox City Council, May 2005*
- *Bayswater Multipurpose Community Hub Planning Study, SGS Economics and Planning, Jan 2010*
- *Bayswater Social Profile, City of Knox, Dec 2018*
- *Bayswater Strategic Assets Study, SGS Economics and Planning, Nov 2019*
- *Bayswater Triangle Masterplan, The Planning Group, February 2011*

### Council and State Plans

- [Knox Community Access and Equity Plan, 2017-2022](#)
- [Knox Community and Council Plan, 2017-2021](#)
- *Knox Arts and Cultural Plan, 2012-22*
- [Knox Integrated Transport Plan 2015, City of Knox, 2015;](#)
- [Knox Key Life Stages Plan, 2017-2021](#)
- [Knox Planning Scheme](#)
- [Plan Melbourne 2017-2050: Metropolitan Planning Strategy \(Department of Environment, Land, Water and Planning, 2017\)](#)

### **Bayswater 2020: Bayswater Activity Centre Structure Plan, 2005**

The *Bayswater 2020: Bayswater Activity Centre Structure Plan* was adopted by Council in May 2005 after extensive community consultation. The plan contains initiatives to improve land use mix, built form, economic sustainability, accessibility, public open space and the wellbeing of the Bayswater

community.

Over the life of the Structure Plan, Bayswater saw improved streetscapes, a more compact centre, a greater mix of shops and services, increased housing within the activity centre to increase its vitality and sustainability, better public transport and accessibility for pedestrians, as well as improved public spaces and opportunity for community interaction. The Structure Plan applies to the shopping centre and surrounding residential land, Bayswater Park, Bayswater Primary and Secondary Schools and Knox Community Arts Centre and surrounds.

Key relevant points to the project include:

*Investigation into the use of public spaces and the co-location of community services into the precinct. Identified an under supply of a number of facilities and services including libraries, community centres, neighbourhood houses, community health centre, parks and reserves for winter sports, childcare centre, public housing, accommodation for older adults and young people, youth centres and early intervention centres.*

It is noted that Knox City Council will soon commence a review of the structure plan in 2020. This report will be incorporated for consideration.

### ***Bayswater Multipurpose Community Hub Planning Study, SGS Economics and Planning, 2010***

The purpose of this study was to identify opportunities for the creation of a high-quality multipurpose community facility in the Bayswater Activity Centre that incorporated the aspirations identified by Knox City Council and the Bayswater community. The study produced a design brief with the following community requirements identified:

Library	350sqm
Meeting and Activity Rooms	200sqm
Offices and Consulting Rooms	100sqm
Kitchen	50sqm
Café	50sqm
Other spaces	100sqm
<b>Total</b>	<b>850sqm</b>

In order to accommodate Early Years, as well as play areas and outdoor learning areas off the library, it is envisaged that an additional 800-900sqm of external space would be required. This is discussed further along in the report.

### ***Bayswater Strategic Assets Study, SGS Economics and Planning, Nov 2019***

This study was undertaken to:

1. Review the current economic context and provide an economic narrative identifying future opportunities for the Centre and the corridor;
2. Provide advice on the highest and best use for five sites in the Centre; and
3. Assess the residual land value (RLV) for several development scenarios.

#### Highest and best use analysis

Highest and best use (HBU) analysis identifies the most profitable land use for a site. It considers market factors, legal requirements and physical constraints. A highest and best use (HBU) analysis will be undertaken for Council-owned sites within the Centre.

***Bayswater Triangle Masterplan, The Planning Group, February 2011***

The Masterplan covers the Bayswater triangle located north of the Bayswater train station and consists of Knox Community Arts Centre, senior citizens centre, scout hall and CFA. The triangle holds important existing community infrastructure and is an important connection to the station and future Hub. Whilst the Masterplan is soon to expire alongside the Bayswater Structure Plan, it is relevant to note outcomes identified included:

- Progress planning for the proposed Bayswater multi-purpose community facility
- Explore short term strategies which improve the amenity of the site including:
  - A connectivity strategy to improve physical and visual connectivity between the site and central Bayswater
  - A lighting strategy to bring about creative lighting scheme which not only improves amenity but also the safety within and around the site



## 3. Understanding the Community

---

The Bayswater Social Profile (Dec, 2018) was prepared by Knox City Council's Research and Mapping Services. The profile provides a summary of key trends and characteristics of Bayswater, including noteworthy differences between Bayswater and Knox as a whole. Key findings from the profile are set out in this chapter.

### Demographic profile

#### Trends from the 2016 census

- The Bayswater population is forecast to increase at more than twice the rate of the Knox population between 2018 and 2028 (19.1% compared to 8.0%).
- Based on recent trends, this growth is likely to be accommodated largely in medium density housing, which is already more prevalent in Bayswater than elsewhere in Knox.
- The fastest growing age group in Bayswater is likely to be residents aged 85 years and over, with a forecast 68% growth over the next 10 years.
- The number of teenagers aged 12 to 17 is forecast to increase by nearly one quarter by 2026.
- The period between 2011 and 2016 saw an increase in the number and proportion of residents born in China and India and a decrease in residents born in the United Kingdom. If the trend currently evident continues, China and India will overtake the United Kingdom to become the top two countries of birth in Bayswater by 2021.
- There is some evidence of a socio-economic shift in the Bayswater community, with increasing tertiary qualification rates and increasing rates of employment in professional occupations.

### Challenges for Bayswater

#### (2016 Census and Socio-Economic Indexes for Areas index):

- Compared to all of the suburbs in Knox, Bayswater has the highest levels of socio-economic disadvantage, and a substantial percentage of the population who have household incomes in the lowest quartiles for Victoria.
- The youth unemployment rate in Bayswater was 15.5%. This is the second highest youth unemployment rate of all Knox suburbs and slightly lower than the youth unemployment rate for Greater Melbourne (15.9%).
- Bayswater has a higher crime rate than other Knox suburbs, including rates of reported family violence.
- Volunteering rates in Bayswater are lower than in other Knox suburbs.
- Broadly speaking, Bayswater has a higher percentage of developmentally at risk or vulnerable children than Knox, while the percentage of disengaged youth is also higher.
- Bayswater has a higher prevalence of obesity than compared to other Knox suburbs.
- Bayswater generally scores slightly less favourably than Knox on a range of mental wellbeing indicators.

The Knox Socio-Economic Indexes for Areas (SEIFA) of Disadvantage measures the relative level of socio-economic based on a range of Census characteristics. The index is derived from attributes that reflect disadvantages such as low income, low educational attainment, high unemployment, and jobs in relatively unskilled occupations. A higher score on the index means a lower level of disadvantage. A lower score on the index means a higher level of disadvantage. The percentile column indicates the approximate position in a ranked list of Australia's suburbs and localities. Table 4 shows that pockets of disadvantage exist in Bayswater.

Table 3: City of Knox SEIFA

Area	2016 index	Percentile
Lysterfield	1,104.1	97
Rowville	1,077.2	90
Wantirna South	1,060.4	82
The Basin	1,056.5	80
Wantirna	1,053.3	78
City of Knox	1,048.0	75
Knoxfield	1,046.4	74
Scoresby	1,043.3	73
Upper Ferntree Gully	1,035.7	67
Ferntree Gully	1,032.6	66
Boronia	1,014.3	54
Victoria	1,010.0	51
Bayswater	1,004.0	47
Australia	1,001.9	46

This information is correlated by the Australian Early Development Census (AEDC) that places young children in Bayswater higher on the scale of vulnerability across emotional, social and physical domains than other young children in Knox.

### Homelessness

The homeless count increased in all Knox suburbs between 2011 and 2016, with the exception of Wantirna and Wantirna South. In 2016, there was an estimated 36 people homeless in Bayswater, increasing from 22 people in 2011. These figures are likely to be an underestimate of homelessness as they are based on the Census and people who are homeless face a number of barriers to completing a Census form.

### Crime

Crime is defined as “any criminal act or omission by a person or organisation for which a penalty could be imposed by the Victorian legal system”. In 2011 and 2016, Bayswater had the highest offence rate in Knox. The overall offence rate increased during this time period, but not for all crimes.

### Family violence incidents

Family violence includes not only physical injury but direct or indirect threats, sexual assault, emotional and psychological torment, economic control, damage to property, social isolation and any behaviour which causes a person to live in fear.

In 2017-18 there were 277 callouts for family violence incidents in the 3153 postcode (Bayswater and Bayswater North), a rate of 13.5 per 1,000 population. This is 37% higher than the rate for Knox (9.84 per 1,000 population).

### Volunteering

Volunteering rates can indicate the cohesiveness of the community and how readily individuals are able to contribute to that community. At the 2016 Census, 17.2% of Bayswater residents (1,650 people) aged 15 years and over reported that they had done voluntary work through an organisation or group during the previous 12 months. This is slightly lower than the volunteering rate for Knox (19.0%), and was the lowest volunteering rate among Knox suburbs. Nonetheless, 17.2% represents a small increase on the volunteering rate for Bayswater in 2011 (15.9%).

### What does this tell us?

- Above average population increase;
- Ageing population – more/different services required for Seniors;
- Increase in youth population, youth unemployment also on the rise – more services required for youth;
- China, India and United Kingdom – multicultural services potentially targeted at migrant communities;
- More volunteering opportunities are required;
- Potential for family violence services;
- Potential for physical and mental wellbeing programs;
- Homelessness services provision required.

### Key Infrastructure since 2010 study

#### Bayswater train station

The two level crossings at Mountain Highway and Scoresby Road in Bayswater have now been removed and the newly-built premium Bayswater Station is in full operation. Both crossings were removed in late 2016 by lowering the Belgrave/Lilydale rail line below Mountain Highway and Scoresby Road. A brand new, state of the art train station was also constructed that has improved the amenity of the area significantly.



#### Bayswater Early Years Hub

- Opened in April 2019
- 33 x 4 year old preschool places
- 105 Long Day Care places
- Kitchen and dining area
- 2 MCH Nurse offices
- 1 Playgroup room

- Office Space
- 1 Consulting suite – can be used by allied health and other consulting professionals who work with children and families. License agreements for this room will be managed by Family and Children’s Services.



## 4. Existing Services and Demand Analysis

In order to evaluate demand for new and/or additional community facilities in the Bayswater area, it is necessary to understand the current level of provision.

To determine the reach of a service, the following levels have been developed. Each level represents a catchment and level of service. This is used to measure the reach of existing services in Bayswater as outlined in Table 5 below.

### Village Level

- No minimum population catchment;
- Local area planning well established;
- It is the network in which local residents undertake their daily lives and may revolve around a local group of shops, a community/local park;
- Walkable access, access to public transport;
- Neighbourhood scale;
- Supports local networks and community cohesion at the local level to provide a meeting place for the community

### Local Level

- Minimum 3000 households;
- Local area planning well established;
- It is the network that supports a community to access local services and facilities and may revolve around a local school/community group;
- Co-location of complementary uses;
- Services and facilities that play a local role;
- Neighbourhood scale;
- Supports local networks and community cohesion at the local level in accessing local services and facilities

### District Level

- Min 10,000 households;
- A district provides for higher order infrastructure catering to a wider catchment clustering a number of suburbs;
- It has infrastructure that residents relate to and access for destination driven activities;
- Good access to parking and public transport, co-located, integrated into retail centres;
- Multi-purpose destination

### Municipal Level

- Population catchments not applicable – infrastructure may be provided to position the municipality in the region;
- These services and facilities are ones that may be state or federally funded or have a niche or specialised target group and are supported by Knox City Council or a private provider;
- Particular infrastructure may be provided to position the municipality in the region i.e. higher order sporting or cultural) often requiring support from a sub-regional catchment outside of the municipality to be sustainable;
- Multi modal transport access and good access to car parking, co-located, consideration of landmark sites to build community pride and identity;
- Creates a sense of destination

Table 4: Community Facilities in Bayswater

Name	Address	Programs	Level	Ownership
Blue Hills 1	Bayswater West Primary School	MCH	Local	Council
Blue Hills 2	2 Birch Street (Bayswater Primary School)	MCH	Local	Council
BSPS Bilingual Playgroup	Bayswater South Primary School	Playgroup	Local	
Temple Society Playgroup	Temple Society Community Hall 51 Elizabeth St, Bayswater <small>German heritage and some bilingual aspects. Suitable for 0 to 5 year olds with parents attending and services of a Playgroup Coordinator.</small>	Playgroup	Local	
Knox Children and Family Centre Bayswater (Early Years Hub)	41 Phyllis Street, Bayswater	MCH, 4yo kinder, Playgroups and long day care	District	Council
Coorie Avenue Children and Family Centre	4 Coorie Avenue, Bayswater	Child Care Centre	Local	Council
Each	2/254 Canterbury Road, Bayswater	Various	Local	NFP
Deafness Foundation	3/653 Mountain Highway, Bayswater		District	NFP
Knox Community Arts Centre	Cnr Mountain Hwy and Scoresby Road, Bayswater	Includes meeting spaces	District	Council
Rotary Club of Bayswater	2 King Street, Bayswater		Local	
Glen Parks Oaks Community Gardens	30 Glen Park Road, Bayswater North		Local	
Bayswater Senior Citizens' Centre	Bayswater Road, Bayswater	Meeting spaces	Local	Council
Bayswater CFA	2a Scoresby Road, Bayswater	Emergency service	District	State
Bayswater Youth Hall	58 Station Street, Bayswater	Inactive (Meeting space)	Local	Council

To understand the extent of existing facilities and the likely future demand for facilities in Bayswater, a needs assessment was undertaken for community services requirements in Bayswater. The needs assessment applied locally appropriate and desired standards of service for facilities provision in Bayswater and for the future population of Knox. This assessment resulted in a list of facilities that are required in Bayswater now and in the future.

## Early Years and Maternal Childhood Health

Information from the 2016 Census data identifies that the averaged population of Bayswater includes:

- 7% aged between 0-4
- 8% aged between 5-11
- 25% couples with children under 15 years
- 6% one parent families with children under 15 years

By 2026 it is forecast that there will be a 5.9% increase in the 0-4 age group across Knox.

The State Government's will introduce a second year of preschool education through 15 hours per week of subsidised funding for three-year-olds (to be phased in from 2022 and fully in place by 2029). Table 6 provides the projected supply and demand in Bayswater of 3 and 4 year old sessional Kindergarten, arising from the additional hours.

Table 5: Three and four year old sessional kindergarten projected supply and demand in Bayswater

	2019	2022	2026	2029	2034	2041
Total sessional kindergarten places - Supply	120	120	120	120	120	120
3yo sessional kindergarten places – Demand	0	33	71	112	123	136
4yo sessional kindergarten places – Demand	93	98	102	109	119	132
Surplus/Deficit	27	-11	-53	-102	-123	-149

A shortfall has been identified in sessional kindergarten places by 2029, when subsidised 3 year old kindergarten will be fully established. An additional kindergarten consisting of 2 rooms will be required either in Bayswater, or as part of options involving facilities in adjoining suburbs, namely Boronia, Wantirna and Wantirna South. The facility may include MCH services depending on consolidation.

The required facility should include:

- 2 licensed rooms that could accommodate funded preschool for 3 year olds and/or 4 year olds (each room with capacity for up to 33 children). Staff office, storage, children and adult toilets, separate kitchenette space and outside play space.
- An office space that meets the requirements for use by a part time Maternal and Child Health nurse (dependent on birth rates in the area). Assessment bench, waiting room, storage, staff desk
- A room that could be utilised by a Community Playgroup – storage, children and adult toilets, separate kitchenette space, secure outside play space.

It is also possible that if preschool for 3 or 4 year-olds was offered in Bayswater that it may be operated by a non-Council service provider.

## Seniors

As the latest census data has shown, Bayswater has an ageing population, therefore the requirement for senior activities is increasing.

Requirements:

- Facilities must be located centrally in the community and accessible (including adequate car parking).
- Focus on accessibility at entrance and within building.
- Programming, equipment and services are important. For example, a manned reception and



information on facilities and services makes for a better user experience, while computer and internet access in meeting rooms is beneficial.

- An information area to share events and knowledge about the area increases awareness and engagement.
- Shared areas must have provision for storage space.
- Safety is a key concern. It is important to ensure there is sufficient lighting and passive surveillance.
- There is demand for small, medium and large sized meeting and activity rooms which can be used for activities as well as group meetings.

## Young People

Disengaged youth are defined as young people who feel alienated or disconnected, unvalued or unable to contribute in a meaningful way. They may lack knowledge and skills or face structural barriers that limit their engagement, such as prejudice or limited resources and opportunities.

Not being involved in either education or paid work is often considered indicative of disengagement among young people. As discussed in the demographics, for Bayswater as a whole, 11.4% (149) residents aged 15 to 24 years were not employed or in education at the time of the 2016 Census. This is the highest rate of all Knox suburbs, and higher than the rate for Greater Melbourne (7.5%). Bayswater's 2016 rate also represents an increase over the 2011 rate of 9.4% (121 young people).

Requirements:

- Youth friendly spaces rather than a specific youth centre or drop in area;
- Ensure right of access for youth to use meeting rooms and other facilities;
- Youth activities run by Council youth services or other providers to utilise available spaces;
- Technology is important, especially Wi-Fi internet access;
- Young people would like the opportunity to be involved in the development of the centre such as public art and mosaics. People are more likely to respect a building/service if they have been involved in it;
- Importance of short term lockers for bags, etc.;
- Quiet study spaces, including group rooms;
- Strong desire for informal public outdoor space where people can meet.

## Arts and Culture

The Knox Arts and Culture Plan 2012- 22 identifies key outcomes for the Arts and Cultural wellbeing of Knox, focused on:

- increasing community participation in the arts,
- creating vibrant and interesting public spaces,
- improving relationships with the local arts and cultural community,
- improving Council's arts and cultural amenity, and
- raising the visibility of the range of arts and cultural activity in the city.

Art is an essential part of the community. It can create a sense of identity, ownership and improve amenity. As mentioned, youth like the opportunity of being involved in the development to assist with ownership.

Requirements:

- Community consultation specific to art;
- Consideration of many forms of mediums;
- A minimum of 3-5% of the overall construction budget;



- Youth involvement;
- Local artist receive first preference.

## Libraries

There are a range of opportunities available through 21st century libraries. Modern libraries are moving away from the traditional bookshelf model and creating opportunities for online interaction and extended online services, wireless internet services offering access through personal laptops, and the inclusion of cafés and social spaces as some key attractors to libraries. Libraries are also crossing into the space of providing safe meeting places for all groups such as seniors and youth to come together as a group to study or interact.

The 2010 SGS study indicated the Bayswater library would require a minimum 350sqm. This consisted of the following spaces: collection space, five computer terminals, two study rooms, lending desk, general space and storage.

This model has since changed in the last ten years. Technology has taken over many of the functionalities and in some instances requires more space where as others can be reduced. The Eastern Regional Libraries service provided Council with the following review of the current Bayswater library service.

- Current Bayswater branch has 338m<sup>2</sup>. in public space (this excludes lending and processing, back of house, etc.);
- Since the SGS Hub study, Council has funded an additional five computer terminals, for a total of 10;
- The collection is currently 20,000 items which is double that anticipated for a community lounge and in line with a small to medium library branch;
- Based on revised population figures for a population in Bayswater of 15,705 by 2031 and applying the principles set out in 'People places: A guide for public library buildings in NSW Sydney: Library Council of New South Wales, Third edition 2012', the space required for a standalone library would be 1,035m<sup>2</sup>;
- In relation to the back of house (which includes storage and staff amenities) and the lending process/reception, and given that the branch would be part of a Hub, these areas could be part of the greater facility rather than library specific;
- Many of the facilities that would normally be required for a new standalone library could be provided as part of the Hub, such as reception area, toilets, meeting rooms, etc.

Requirements:

- A minimum size of between 450m<sup>2</sup> and 600m<sup>2</sup> for the public area of the library would be recommended, having regard to:
  - back of house
  - lending/processing/reception
  - meeting rooms, lobby, toilets, etc.
- Ample on site car parking should be provided if not part of the shopping centre (approximately 30 visits per hour currently).

## Community Meeting Spaces

With the loss of the Bayswater Youth Hall, community meeting spaces are lacking in Bayswater. The opportunities that meeting spaces provide for community networking and capacity building were identified as particularly important in Bayswater where social isolation amongst a range of demographic groups have been a key concern.

Consultation with community representatives, Council officers and community service providers was undertaken through a community visioning exercise. The results indicated a need for informal and formal

meeting spaces for the community in Bayswater. Currently Bayswater lacks any common and central meeting space (external or internal), and participants noted that a non-specific gathering place would provide a point of contact for social and service information.

Informal meeting spaces should include outside areas where people can meet and congregate, providing a focal point for Bayswater. This could incorporate children's play areas as well as tables and chairs. It is important that this is an interactive space. Participants noted that the neighbourhood houses and community centres located elsewhere in the LGA provided the opportunity for community members to meet and interact and this potential should be realised for the proposed facility.

Requirements:

- Informal/formal spaces;
- Centrally located;
- External and internal spaces;
- Culturally relevant;
- Children's play areas (indoor and outdoor);
- Range of sizes and spaces.

## 5. Functional model

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It is recommended that the facility take the form of a multipurpose community centre and service hub and incorporate the following functions:

### Early years:

- 2 licensed rooms preschool/kindergarten space (each room capacity for up to 33 children).
- Staff office, storage, children and adults toilets, separated kitchenette space, outside play space and storage.
- A room that could be utilised by a Community Playgroup – storage, children and adults toilets, separated kitchenette space, secure outside play area

### Library:

- Follow the community lounge model.
- Previous studies have indicated that 350m<sup>2</sup> in size is sufficient, however changes since then have resulted in the need increasing to 450m<sup>2</sup> – 600m<sup>2</sup>.

### Flexible Meeting Spaces:

- The inclusion of internal and external spaces which allow formal and informal gatherings is essential.
- Internal meeting spaces should be flexible in size, whilst ensuring a high degree of insulation so that multiple activities can take place concurrently.
- Spaces must be accessible, and designed and managed in such a way that they promote social inclusion in particularly for our seniors and youth.

### Office/consulting room:

- For potential use by a part time Maternal and Child Health nurse.
- Assessment bench, waiting room, storage, staff desk.

### Informal spaces:

- Foyer, break out spaces and kids play areas, etc.
- Both indoor and outdoor.
- Can include landscaped features to enhance the public domain and encourage interaction.
- The space could also be used for events, the revival of the Bayswater community markets and a recognizable meeting space for the community.

### Reception:

- A manned reception and information on facilities and services makes for a better user experience.

Table 6 provides a summary size of requirements. Please note, these figures are approximations only. When planning commences, a detailed functional brief will be created.

Table 6: Key features of the Bayswater Community Hub

Function	Size (minimum)	Requirements	Summary of justification
<b>Indoor</b>			
Library	550m <sup>2</sup>	Space for essential library services.	Bayswater library branch has moved beyond the proposed Community Lounge model, as evidenced by its: collection; computer terminals; and programing for story times, author talks, events, school holiday programs, etc.
Community meeting spaces	200m <sup>2</sup>	A variety of sizes and spaces.	Flexible meeting spaces with access to a kitchen, storage, furniture storage and different sizes to accommodate different uses.
User group storage	10m <sup>2</sup>	To store equipment of various user groups	Community groups are always in need of storage spaces. There will be a focus on youth user groups.
Furniture storage	13m <sup>2</sup>	Store tables and chairs	Allows versatile use of meeting spaces.
Offices and consulting rooms	22m <sup>2</sup>	To provide a private area for meetings, confidential discussions, health practitioner consultations and mobile service delivery capacity To provide two consulting rooms for MCH staff	Used by both permanent tenants and visiting service providers. Includes storage space.
Commercial/community kitchen	50m <sup>2</sup>	May need to split into kitchenettes depending on the configuration of the meeting spaces.	Further investigation will be undertaken with Meals on Wheels utilising the kitchen to heat food.
Café	50m <sup>2</sup>		Potential for commercial revenue or social enterprise.
Public toilets	As required by Building code	Consideration of gender neutral amenities.	
Early Years	215m <sup>2</sup> for kindergarten rooms, plus additional to meet other requirements	2 x 33 kindergarten capacity rooms, a meeting room for staff/committee meetings/ sensory break out spaces/parent discussions, a shared kitchen and children's toilet facilities, storage and office and outdoor spaces	To assist with the increased need of 3 year old kinder. Kindergarten rooms are required to have 3.25m <sup>2</sup> per child.
Licensed children bag area	30m <sup>2</sup>	To provide individual lockers to accommodate belongings for 33 children per room.	

Entrance and Foyer	50m <sup>2</sup>	Allowance for a reception desk and informal break out spaces	Welcoming and inviting to all users and staff to the services available. Potential exhibition space Provide a central gathering and transitional space for all visitors Provide a safe area for people of all ages and abilities to connect and meet informally. Be a visually and physically engaging conduit to the entire building and showcase the centre's functions, opportunities and artwork
Shared office for all staff and staff room	60m <sup>2</sup>	Encourage integrated facility use where possible.	
Cleaners store	5m <sup>2</sup>	Provide safe storage for cleaning equipment and products Provide washing facilities for mops and other materials	
<b>TOTAL</b>	<b>1500m<sup>2</sup> approx.</b>		
<b>Outdoor</b>			
Early Years	462m <sup>2</sup>		Outdoor play space to for sessional kindergarten. Outdoor space required is 7m <sup>2</sup> per child.
Outdoor space	TBC	Can take the form of a town square	Focal point that incorporates children's playground, seating, public events. Contained informal, welcoming multi use space for outdoor informal meeting activities and social gathering activities
Car parking	TBC	Include Early Years parking	<b>Car parking requirements:</b> Library and community meeting spaces (Place of assembly): 0.3 to each patron Café: 4 per 100m <sup>2</sup> Office: 3.5 per each 100m <sup>2</sup>

## Site Requirements

It is essential for the Bayswater Hub to be located in the heart of the Bayswater Activity centre to compliment access to the train station and essential services. Key requirements for potential sites are:

- 400m to public transport and car parking area
- High visibility location to encourage maximum visitation
- Sufficient size – a minimum of 1500m<sup>2</sup>m
- Council owned

Further work is required to be undertaken to investigate potential sites in the Bayswater Activity Centre.

## 6. Conclusion

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This report provides an updated summary of community services provision and need in Bayswater since the last report was undertaken in 2010. It revisited the needs and potential uses of a multipurpose hub in Bayswater and has updated the space requirements, site requirements and next steps.

Bayswater is the most disadvantaged suburb in the City of Knox, falling within the 47th SEIFA percentile Australia-wide. Between 2019 and 2041, its number of 3 and 4 year olds is expected to increase by 31% and 42% respectively, which is well above the increase forecast for the City of Knox (being 10% and 15%). Therefore there is likely to be a shortage of sessional kindergarten places once subsidised 3 year old kindergarten becomes available.

The proposed Bayswater Multipurpose Community Hub outlined in this report is seen as a new facility that facilitates community group access to service, meeting and activity spaces and encourages programming of activities and services which respond to social isolation and socio-economic disadvantage, fostering community gathering and connections.

The envisioned new community hub will be a flexible, multi-purpose centre which will fulfil the unique characteristics and needs of the Bayswater community. The hub will be used by all facets of the community and for both for community and private events.

## 9.4 Funded Kindergarten Policy Report

**SUMMARY:** Manager Family and Children's Services, Janine Brown

Council's current Funded Kindergarten Policy is due to sunset in 2020. The introduction of funded 3-year-old kindergarten is fundamentally changing kindergarten in Victoria to two years of universal access to kindergarten with implementation scheduled to commence in the Knox municipality in 2022. Recent Council resolutions have made it necessary to update the Funded Kindergarten policy and procedure to reflect those decisions and to prepare for the implementation of two years of universal access to kindergarten.

### RECOMMENDATION

That Council:

1. Adopt the draft Funded Kindergarten Policy as outlined in Attachment 1;
2. Note the draft Funded Kindergarten Registration and Enrolment Procedure as outlined in Attachment 2; and
3. Note that the reforms to registration and enrolment will have an impact on children registered and enrolled for 2022 and beyond.

### 1. INTRODUCTION

Council's Funded Kindergarten Policy is due to sunset in 2020. The timing of this sunset period aligns with the progression of the Victorian Government Kindergarten Expansion Reform and Council's recent resolutions on 25 May 2020 regarding the agreement, in principle, to be a provider of funded kindergarten for eligible 3 and 4-year-old children. As an outcome of those decisions by Council, revisions to the Funded Kindergarten policy have been made to update the policy for application to children registering and enrolling with Council for kindergarten in 2022 and to support implementation of Council's in principle agreement to implement Kindergarten Expansion within Knox. In addition to this, minor amendments to Council's internal procedures that simplify the registration and enrolment process for families and reduce duplicative business processes have been made for noting as part of the ongoing work to build a high quality and sustainable kindergarten service.

### 2. DISCUSSION

#### 2.1 Background

In September 2012, Council endorsed the inaugural Funded Preschool Policy and Procedure. Since then this Policy and Procedure have been revised and approved by Council in 2014, 2015 and 2018 respectively. Over this time, there has been several changes to registration and enrolment policies in response to early years reform agendas of State and Commonwealth governments. These changes have also required adjustments and updates to the administration of registration through Council's software platform KEYS Online.



Knox Council has a Funding and Service Agreement with the Department of Education and Training (DET). As part of this agreement, DET requires that the State Priority of Access (SPOA) for funded kindergarten services is met and administered by organisations that operate funded kindergarten services.

In 2018, Council recognised that there was need for a clearer distinction to be made between the Policy (which describes the policy intent and outcomes for the Knox community through the delivery of funded kindergarten services) and the Procedure (which describes how the Policy will be implemented). This change has provided the capacity and flexibility to adjust the application and administration of Council's Funded Kindergarten Procedure, which is now noted by Council and approved by the CEO, to ensure compliance with the Victorian Government direction. To further support the clearer distinction between Policy and Procedure, the Procedure has been renamed as part of this update to provide further clarity to the target audience which is the Knox community.

In 2020, work has commenced to realign the language from Preschool to Kindergarten in line with statewide terminology. This work is reflected in the revisions and the service is now referred to as kindergarten throughout the Policy, Procedure and this paper.

Attachment 1 provides a copy of the proposed draft Policy; Attachment 2 provides a copy of the proposed draft Procedure for Council to note; and Attachment 3 provides a copy of the current Policy and Procedure for comparison.

## **2.2 Proposed Amendments – Funded Kindergarten Policy for 2021**

Council's current Funded Kindergarten Policy is due to sunset in 2020. The Funded Kindergarten Policy has been reviewed and updated to reflect and incorporate the Council decision made on 25 May 2020, to replace previous resolutions with the Guiding Principles for the operation of Council's funded kindergarten services.

As detailed in Attachment 1, the amendments included in the draft Funded Kindergarten Policy and Procedure are:

- Incorporation of the Funded Kindergarten Policy with the Guiding Principles;
- Simplification of definitions taken from state government funding and service agreements, regulation guidelines and Council documents now made easier for target audience consumption.

### **2.2.1 Guiding Principles**

The Guiding Principles replaced a number of previous Council resolutions and underpin the operation of Council's funded kindergarten services. These Guiding Principles are:

- High Quality;
- Inclusive and Accessible;
- Integrated;
- Flexible and Responsive; and
- Operationally Viable and Sustainable.

Attachment 1 defines how these Guiding Principles are applied across Council early years services.

## 2.3 Notable Amendments – Funded Kindergarten Registration and Enrolment Procedure for 2021

In line with the Council decision in 2018 for the Funded Kindergarten Procedure to be noted by Council, the following notable amendments to simplify the application of processes are:

- Renaming the Procedure to “Funded Kindergarten Registration and Enrolment Procedure” to provide clarity to the target audience;
- Modifying the registration process to registering in the year prior to kindergarten attendance to create one point of registration. This includes nominating preferences for centre and group, therefore, providing a smoother process for families and creating procedural efficiencies;
- Inclusion of two additional Priority of Access criteria within Priority Two and extension of the timeframes that link siblings who have attended the same service from 3 years to 5 years prior to a current enrolment;
- Modifying the KEYS registration system to support registrations of 3-year-old children to reflect the in-principle decision to provide 3-year-old kindergarten and to enable implementation.

The timing of the sunset period for the Procedure aligns with the progression of the introduction of funded 3-year-old kindergarten, which is due to commence in Knox in 2022. A revision of Council’s Funded Kindergarten Registration and Enrolment Procedure is considered essential in preparation for the implementation of two years of universal access to kindergarten in Knox.

### 2.3.1 Registration Process

Through the review of the current Procedure, it was identified that the process of registration, allocation and enrolment was undertaken using a historical process creating several unintended administrative inefficiencies. By modifying the process to become an annual cycle for registration, allocation and enrolment we can provide a consistent process for all stakeholders that achieves four outcomes:

- Supports families to experience a smoother pathway to enroll in kindergarten;
- Is a transparent, fair and equitable process;
- Enables a proactive identification and support to enroll vulnerable children in quality kindergarten programs; and
- Removes duplicative administration processes for Council staff.

One of the key amendments to this process is when families register for kindergarten. Currently families can register from birth leading to a significant amount of registrations being withdrawn each year due to their circumstances changing between registering and the child being eligible for a funded kindergarten place (Table 1).

**Table 1: Withdrawn Kindergarten Registrations**

Year of Attendance	Total Number of Registrations	Number of Withdrawn Registrations	Percentage of Registrations Withdrawn
2018	1,682	426	27%
2019	1,778	620	35%
2020	1,626	501	31%

By modifying the registration point to between 1st April and 30 June in the year prior to attendance, it is anticipated that the number of withdrawn applications will significantly decrease. The current process for registration includes an update of details in the year prior to attendance that occurs in May. On average, 30 percent of registrations are withdrawn each year. By modifying the point of registration, the likelihood of families withdrawing their application is reduced, leading to less administrative follow up and creating procedural efficiencies. For families, the change in timing for registrations is also likely to decrease the percentage of registrations being withdrawn as families will be planning for the following year and not a few years in advance. From a customer perspective, families will be able to not only register but also indicate their preference for a kindergarten centre and group at the same time. This then minimises the impression that registration is a first in, first served process, when in fact kindergarten places are allocated based upon the Priority of Access criteria.

In streamlining this process there have been considerations included for the timing of 3-year-old registrations in this process in line with the in principle decision that Council has made regarding the provision of 3-year-old kindergarten for 2022 as registrations would need to be taken in 2021.

### 2.3.2 Priority of Access

The State Priority of Access (SPOA) criteria have remained unchanged since the previous paper and continues to be a requirement of Approved Providers delivering a funded kindergarten service. Families who are eligible for the SPOA remain as “High Priority – Priority One” as detailed in Attachment 2.

Following on from Priority One, Council has additional Priority of Access criteria in place which were previously approved by Council in 2018. These previously approved Priority of Access criteria remain unchanged, however a further amendment to the Priority Two - Sibling criteria is proposed as follows:

- An elder sibling must have attending a Council operated kindergarten service within 5 years of the new registration.

Current analysis of the potential impact of this proposed adjustment suggests that extending this Priority of Access criteria to within 5 years will have little or no unintended consequence on overall access by all eligible families to a preferred local service. However, monitoring and review of any potential future impacts would form part of the regular review of the Procedure considering Council’s in-principle decision to deliver 3-year-old kindergarten from 2022.

In addition to the current Council determined Priority of Access for Priority Two criteria, the inclusion of two additional Priority of Access criteria are suggested to be added:

- Integrated Early Years Hubs attendance; and
- Attendance at a 3-year-old Council managed kindergarten.

The amendment and inclusion of the two additional Priority of Access criteria reflect the current intent of Council determined criteria to support families to continue to sustain relationships with an early years' service they have been accessing prior to attending funded kindergarten. The inclusion of attendance at a 3-year-old Council managed kindergarten will only be applicable if the in-principle decision to deliver 3-year-old kindergarten is confirmed and will then only be applied to registrations from 2023 onwards.

### **2.3.3 Implications for KEYS Online**

Summary of updates to KEYS Online are as follows:

- Opening up of registration from 1 April each year for 4-year-old children;
- Opening up of registration from 1 April each year for 3-year-old children (pending Council decision to be a provider of 3-year-old);
- Update the terminology used within the system from Preschool to Kindergarten reflecting Council's previous decisions;
- Expanding the Council determined Priority of Access criteria; and
- Minor amendments to support families to input accurate responses to registration requirements to reduce confusion for families and to reduce administrative clean-up of data.

The work being scoped is minor and can be completed internally to the KEYS Online system to support the amendments to the procedure. The system changes are currently being tested so that upon Council noting the updated procedure the new process can be implemented. This means that potentially impacted families will be made aware of these changes in October 2020.

There are currently a number of families who are registered in the KEYS Online system for kindergarten over the next four years. These families will be required to log back into the KEYS Online system between 1 April and 30 June to update their details and selected preferences, just as they would have done in the current process. This means that any family that has already registered will not experience any disadvantage. New families who have not registered prior to October 2020 will not be able to register once the changes are made in the KEYS until 1 April in the year prior to attendance.

## **3. CONSULTATION**

The procedural amendments that have been made through this review do not require a consultation process as the impact on the community is minor. There is no change to the requirements of registration, the only change that will be felt by families is a shift in timing for registration. This in effect reduces their need to keep updating their information because they can register, choose their preferred centre and group all at the same time.

Council Officers from the Family and Children's Services Department are closely monitoring and actively contributing to the development and progress of the Department of Education and Training's Kindergarten Central Enrolment Project. The Coordinator of Integrated Kindergartens is a member of the MAV Central Enrolment Working Group, and the Manager Family and Children's Services is a member of the Early Years Strategic Advisory Group, which is a working group of the Early Years Compact between State and Local Governments.

A benchmarking exercise was undertaken across several different organisations delivering funded kindergarten services to determine their current approach to kindergarten registration and enrolment and their administration of State Priority of Access.

Officers from the Family and Children's Services Department are working closely with colleagues from the IT Department to ensure a smooth and timely process to adjust, test and implement any changes to the KEYS Online software system.

Planning has commenced for communication with all relevant stakeholders if Council approves the proposed draft Funded Kindergarten Policy.

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

Local Government plays a key legislated role in strategically planning, coordinating and directly delivering early years services within a municipality. Local Councils also provide significant investment in the provision and maintenance of purpose-built early years facilities.

Council currently delivers funded kindergarten services to eligible children in both sessional and centre-based service settings from 30 sites, with an average of 1,150 enrolments each year. As such, Council designs and delivers funded kindergarten services to be delivered at a local community level to meet funding and policy frameworks set by the Victorian Government.

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

The proposed amendments and minor modifications to KEYS are at no additional cost to Council.

Evidence shows that investment in early childhood education has significant social and economic benefits. For every \$1 invested in early childhood education, Australia received \$2 back over a child's life – through higher productivity and earning capacity, and reduced Government spending on health, welfare and crime.

(Reference: A Smart Investment for a Smarter Australia, Price Waterhouse Coopers and The Front Project).

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

Knox City Council directly delivers and works in partnership with a broad range of other early years and specialist services including centre-based early childhood education and care services, Maternal and Child Health Services, Community and Supported Playgroups, Preschool Field Officer Service, three year old kindergarten services and local Primary Schools.

Council is also a partner in the Early Years Compact with the Victorian Government. Established in 2017, the compact is a ten-year agreement aimed at driving better outcomes, created a more empowered and coherent early childhood system, strengthening place-based governance and planning, promoting early childhood and service quality and ensuring a more inclusive service system.

The period from birth to eight is a critical period in a child's life. It is the time when children acquire essential foundation skills and knowledge and when brain development is at its optimal level. There is a broad range of research supporting the benefits of investment in early childhood education. Research into dynamic skills formation has established that early childhood

interventions that support cognitive and non-cognitive skills development place children in a much better position for success in future life (Cunha et. Al. 2006).

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

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

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

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

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

## **8. CONFLICT OF INTEREST**

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

Author – Manager Family and Children’s Services – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

In order for Council to reflect recent resolutions and prepare for the implementation of two years of universal access to kindergarten, changes to Council’s currently approved Funded Kindergarten Policy and Funded Kindergarten Registration and Enrolment Procedure are required. As such it is proposed that the former Policy and Procedure is retired and a new draft Policy is considered and approved by Council, with the Procedure being noted by Council through this process.

The proposed Funded Kindergarten Policy and Funded Kindergarten Registration and Enrolment Procedure is designed to apply to those children registered and enrolled for Council’s funded kindergarten programs in 2022. Pending Council’s decision on the provision of three year old kindergarten, it will be essential to monitor and review the documents.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:      Manager Family and Children’s Services Janine Brown**

**Report Authorised By:    Director, Community Services, Tanya Scicluna**

### **Attachments**

1. DRAFT Funded Kindergarten Policy [9.4.1 - 7 pages]
2. DRAFT Funded Kindergarten Registration and Enrolment Procedure [9.4.2 - 10 pages]
3. Leadership and Service Management - Policy - Funded Preschool [9.4.3 - 18 pages]





# Funded Kindergarten Policy

Policy Number:	D20-157907	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Family and Children's Services
Approval Date:	Meeting Date	Version Number:	2
Review Date:	3 Years from Meeting Date		

## 1. Purpose

The purpose of this policy is to affirm Council's approach to the provision of funded kindergarten services, in its role as Early Years Manager (EYM). It is part of a suite of council policies and procedures that relate to the provision of early years services for children and families.

## 2. Context

Council's kindergarten services sit within the larger Council department of Family and Children's Services. Our early years services work in genuine collaboration and partnership with families, each other and non-Council organisations to achieve better outcomes for, and with children and their families in the Knox community. This is achieved through an integrated approach to service provision and delivery and is reflected in the Family and Children's Services Department Vision:

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*We use **partnerships** and **advocacy** to empower children and families through the provision of focused integrated services from birth to school*

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Council delivers funded kindergarten programs for eligible children, including Early Start Kindergarten (ESK) and Access to Early Learning (AEL) in both sessional and integrated funded kindergarten programs within a long day care setting in its designated role as an Early Years Manager. The operation of Council's funded kindergarten services is underpinned by the following Guiding Principles:

- High Quality;
- Inclusive and accessible;
- Integrated;
- Flexible and responsive; and
- Operationally viable and sustainable.

All of Council's Early Childhood Education and Care services are approved under the Australian Education and Care Services National Law Act (2010) and Regulations (2011). As an Approved Provider, Council is responsible for meeting the National Quality Framework (NQF) requirements for standards and practices described in the seven Quality Areas. Council is also committed to creating a Child Safe Environment as described in the Child Safe Standards in the Child Wellbeing and Safety Amendment Act (2015) and Child Wellbeing and Safety Regulations (2017).





### 3. Scope

This policy applies to Council delivered funded kindergarten programs for eligible children for which Council receives a subsidy from the State Government. This includes both sessional and integrated funded kindergarten within a long day care program.

### 4. References

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

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

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

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

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

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

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

#### 4.2 Council's Key Life Stages Plan 2017-2021

Council's vision for children and families in Knox is that:

- Knox children are enjoying a fun, happy, safe childhood where they are loved, supported and nurtured. They are engaged towards optimal health, wellbeing and are active participants in their own learning, development and community;
- Childhood in Knox is an important and recognised stage of life, where children play and explore and are part of neighbourhoods, as their learning is supported by their family, friends and wider community; and
- Knox families are richly diverse, and their role as their child's first and most important teachers is acknowledged and valued. They are supported, encouraged, connected, informed and empowered to be nurturing, confident and thriving families.

#### 4.3 Relevant Legislation and Standards

- Charter for Children in Out-of-home Care (Vic);
- Children, Youth and Families Act 2005 (Vic);
- Child Wellbeing and Safety Act 2005 (Vic);
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Child Safe Standards (Vic);
- Dardee Boorai: the Victorian Charter of Safety and Wellbeing for Aboriginal Children and Young People (Vic);
- Disability Discrimination Act 1992;
- Disability Services Act 2006;
- Early Years Management Policy Framework 2016;
- Education and Care Services National Law 2010;
- Education and Care Services National Regulations 2011 incorporated Amendments 2017;
- National Quality Standards Quality Areas 1-7;
- No Jab No Play Legislation;
- Occupational Health and Safety Act 2004; and
- Occupational Health and Safety Regulations 2017.



#### 4.4 Relevant Policies and Formal Agreements

- Australian Early Development Census;
- Early Childhood Agreement for Children in Out-of-Home Care (March 2014);
- Education State Early Childhood Reform Plan;
- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- National Partnership on Universal Access to Early Childhood Education 2018-2020;
- National Partnership on Universal Access to Early Childhood Education 2018-2020 – Victorian Implementation Plan;
- National Early Years Learning Framework;
- Reportable Conduct Scheme;
- The Kindergarten Funding Guide (DET) [www.education.vic.gov.au](http://www.education.vic.gov.au);
- Victorian Early Years Compact 2017-2027;
- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Department of Education and Training Funding and Service Agreement;
- Victorian Early Years Learning and Development Framework;
- Victorian Child Safe Standards;

#### 4.5 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

#### 4.6 Related Council Policies

- Local Government Act 1989 or Local Government Act 2020 as applicable – Conflict and Interest Provisions.

#### 4.7 Related Council Procedures

- Funded Kindergarten Central Registration and Enrolment Procedure

## 5. Definitions

Detail any definitions within the policy.

Access to Early Learning (AEL)	<p>The Access to Early Learning (AEL) program provides an intensive early intervention. Through AEL, a facilitator supports three-year-olds from families experiencing vulnerability with multiple and complex needs, assisting them to access universal kindergarten programs. AEL is for families that have a range of barriers to children's kindergarten participation.</p> <p>AEL facilitators undertake in-home visits and work with families to build their child's engagement with formal learning. They also work to strengthen the home learning environment. Facilitators collaborate with educators and other services to support the family and child.</p>
Approved Capacity	Is the maximum number of children an early years' service location is permitted and licensed by the Department of Education and Training (DET) to have on premises.



Approved Provider	Individual, organisation or company with management or control to operate the education and care service.
Adult Capacity Strengthening	Empowering families by adopting helping practices that strengthen parental competence and self-efficacy, aiming to ensure that involvement with families' results in increased autonomy, skills and confidence.
Central Registration and Enrolment Scheme	Knox City Council's process of registering and enrolling children in kindergarten for families, ensuring the process is simple, consistent, inclusive and equitable for the Council Funded Integrated Kindergartens.
Collaborative Practice	Sharing knowledge and expertise in partnership. The role of the family is to bring their detailed knowledge and understanding of the child and family context to the partnership, while the role of the practitioner is to facilitate parents accessing, adapting and applying best evidence ideas and approaches to the issues they face.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
DET	<u>Department of Education and Training (Victoria)</u> . The State Government department responsible for funding, services approvals and regulations of approved early years services in Victoria.
Early Start Kindergarten (ESK)	Early Start Kindergarten (ESK) predominately addresses financial barriers by providing eligible children with 15 hours of free or low-cost kindergarten each week led by a qualified Victorian Institute of Teaching (VIT) registered teacher. ESK is available to children who are at least three years old by 30 April in the year they are enrolled to attend the program and are: <ul style="list-style-type: none"> <li>• Aboriginal and/or Torres Strait Islander; or</li> <li>• Known to Child Protection, or have been referred to Child FIRST.</li> </ul>
Early Years Management (EYM)	Early Years Management brings together a group of community-based kindergarten services under the management of a single service provider. It is a key strategy to building a stronger, responsive universal kindergarten system.
Early Years Services	Long Day Care, Occasional Care, Kindergarten, Supported Playgroup, Preschool Field Officer Program and Maternal Child Health Service (unless otherwise specified).
Early Childhood Education and Care Services (ECEC)	Kindergarten and Long Day Care services that must operate in accordance with the National Quality Framework are referred to as education and care services.
Early Years Compact 2017-2027	A ten year agreement established in 2017 between the Department of Education and Training (DET), the Department of Health and Human Services (DHHS) and local government – represented by the Municipal Association of Victoria (MAV).
Eligible Children	Children who are assessed in accordance with the State Government's Priority of Access requirements as eligible for a funded kindergarten place.
Evidence-based Practice	An approach that brings best available evidence, family values and beliefs, and practitioner's skill and knowledge together in a way that produces quality education and care for children.
Family Centred Practice	Family priorities and choices guide the work, and that professionals and families work together to leverage family's strengths and develop the resources and networks they need to most effectively make choices that will help their child to develop and learn.
Funded Kindergarten	An early childhood educational program delivered by a qualified early childhood teacher to children in the two years before school, for which grant funding is received



from the Department. This grant funding may not fully meet the costs of delivering a high quality Kindergarten program. In Victoria, a funded kindergarten program complies with all the applicable requirements set out in the Kindergarten Funding Guide and provides a program in accordance with the Victorian Early Years Learning and Development Framework. Funded kindergarten programs may operate in a variety of settings, including long day care centres, standalone services, schools, or community centres, and may be operated by a variety of service providers, including community organisations, local councils, schools, not-for-profit organisations or private operators.

Funded Place	A place in a kindergarten program for which a per capita grant is received. The number of funded places may be based on pre-confirmed enrolment numbers or the confirmed number of children enrolled and attending.
Integrated long day care program	For the purposes of kindergarten funding, an integrated long day care program is a funded kindergarten program provided as part of a long day care program.
National Quality Framework (NQF)	The National Quality Framework for Early Childhood Education and Care (the National Quality Framework) applies to kindergartens, long day care, family day care and outside school hours care services, and aims to raise quality and drive continuous improvement and consistency in education and care services, with a focus on outcomes for children.
Operational Service Plan	Operational Service Plan describes the operations of Knox City Council's Kindergarten Services for the following year. This includes the kindergarten centres offering funded sessional kindergarten, the number of kindergarten groups planned and kindergarten session times.
Outcomes Focused	Being committed to making a real difference in the lives of children and families through gaining clarity on desired outcomes, and aligning experiences, practices and interventions to meet those outcomes.
Priority of Access (POA)	Council will ensure that Council managed funded kindergarten services are accessible to Knox residents and reflect the State Government Priority of Access requirements and funding requirements.
Strengths-based Approach	Shapes the way we think about and work with families. We view families as competent and we seek to understand and empathise with the reasons that drive their actions. We use their strengths to overcome barriers and challenges.
Team Around the Child (TAC)	Brings together a range of different professionals and the family across the early years' service system to support an individual child and their family. The members of the TAC develop and deliver a package of practical outcome-focused support to meet the needs identified by the team through a collaborative approach.
Universal Access	Every child has access to, and participates in (with a focus on participation by children who identify as Indigenous or are experiencing vulnerability and/or disadvantage, regardless of the setting in which programs are delivered), a quality early childhood education program(s) for 600 hours per year, delivered by a qualified early childhood teacher who meets National Quality Framework requirements in a form that meets the needs of children, families and community, and at a cost that does not present a barrier to participation.



## 6. Council Policy

### 6.1 Council's Role

Knox City Council plays a number of roles in relation to early years services across the municipality, including:

- Direct service delivery as an Approved Provider and Early Years Manager;
- Infrastructure provision;
- Municipal planner and advocate;
- Partnerships with non-Council service providers.

In relation to the Funded Kindergarten Policy, Council's Executive Management Team will approve the Operational Service Plan on an annual basis to ensure Council's kindergarten service delivery is aligned with the following Guiding Principles:

#### Guiding Principle

High Quality	High quality early years services are delivered in a professional and respectful way using evidence-based practices, a contextual understanding of development, family centred practice, adult capacity strengthening, collaborative practices, strengths-based approach and are outcomes focused.
	The workforce that delivers the service is provided with opportunities to extend their professional knowledge and practice through professional development opportunities and reflective practices that critically evaluate practice and service delivery. This is central to maintaining a learning culture inclusive of children and families by applying evidence-based practices to advance children's learning and development.
Inclusive and accessible	Council managed funded kindergarten services offer universal access to all Knox residents seeking a kindergarten place and reflect the State Government Priority of Access requirements and Council determined Priority of Access categories.
	The universal access is extended to children and families who are experiencing vulnerability and meet the State Governments priority one requirements to support the needs of children, families and the community.
Integrated	Service design and delivery considers the potential for effective co-located and collaborative service delivery and partnerships. Effective partnerships with other practitioners and professional services support Council's goal to prioritise access to early years services for families experiencing vulnerability and helps strengthen integrated support for all children and families through family centred practice and the Team around the Child.
	All early years service providers working in partnership with Council should support a whole of municipality approach to the delivery of early years services, in accordance with Council's endorsed vision, direction and priorities for early years services and facilities. Any agreement with Council to co-locate complementary services through a license or lease agreement in a purpose built Council facility, ensures that Council is able to prioritise access to that facility to deliver funded kindergarten services as required in Council's role as an EYM.




Flexible and responsive	Council provides space for all services to support families with young children from 0-8 years. Council provides funded kindergarten via both sessional models and integrated kindergarten within a long day care program that balances community and Council objectives to best support families with young children.
	The number of kindergarten places to be available within each kindergarten group across the municipality in any given year will be based on approved capacity, available staffing to operate the service and demand for the service in particular communities.
Operationally viable and sustainable	Maximise current and future funded kindergarten enrolments now and into the future to a sustainable share of market that balances community and economic needs.
	In context the Knox City Council Kindergarten service will represent value for money with services and infrastructure delivered at a level of subsidy that is acceptable to Council. The service modelling will seek to create efficiencies by integrating systems and resources and reduce duplication with related services.

## 7. Administrative Updates

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



# Funded Kindergarten Registration and Enrolment Procedure

Policy Number:	D20-157920	Directorate:	Community Services
Approval by:	CEO	Responsible Officer:	Manager Family and Children's Services
Approval Date:	Meeting Date	Version Number:	1
Review Date:	1 Year from Council Meeting Date	Service Type:	

## 1. Purpose

This procedure outlines Knox City Council's Registration and Enrolment System for current and future families who wish to have their children enrolled in a Council managed kindergarten service.

The procedure provides clear advice for families, educators and Council staff on the kindergarten registration process, allocation of places and enrolment of eligible children through the Knox Early Years Service portal, KEYS online.

## 2. Context

In Victoria, kindergarten is completed the year before entry into primary school. Funding is provided to the kindergarten provider by the Department of Education and Training (DET). The Registration and Enrolment process provides a single point of entry for families, simplifying the kindergarten registration process and improving equity of access.

## 3. Scope

This procedure applies to the Approved Provider, Nominated Supervisors, Educators, Staff, Families and eligible children in the two years before they enter school, in the delivery of both sessional and integrated funded kindergarten within a long day care program.

## 4. References

### 4.1 Community & Council Plan 2017-2021

- **Goal 5 – We have a strong regional economy, local employment and learning opportunities.**
  - 5.4 Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community.
- **Goal 6 – We are healthy, happy and well.**
  - 6.2 Support the community to enable positive physical and mental health.
- **Goal 8 – We have confidence in decision-making.**
  - 8.1 Build, strengthen and promote good governance practices across government and community organisations.

### 4.2 Councils Key Life Stages Plan 2017-2021

Council's vision for children and families in Knox is that:

- Knox children are enjoying a fun, happy, safe childhood where they are loved, supported and nurtured. They are engaged towards optimal health, wellbeing and are active participants in their own learning, development and community;





## DRAFT Funded Kindergarten Registration and Enrolment Procedure

- Childhood in Knox is an important and recognised stage of life, where children play and explore and are part of the neighbourhoods, as their learning is supported by their family, friends and wider community; and
- Knox families are richly diverse, and their role as their child's first and most important teachers is acknowledged and valued. They are supported, encouraged, connected, informed and empowered to be nurturing, confident and thriving families.

### 4.3 Relevant Legislation and Standards

- Children, Youth and Families Act 2005 (Vic);
- Child Wellbeing and Safety Act 2005 (Vic);
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Child Safe Standards (Vic);
- Disability Discrimination Act 1992;
- Early Years Management Policy Framework 2016;
- Education and Care Services National Law 2010;
- Education and Care Services Regulations 2011, incorporating Amendments 2017;
- Occupational Health and Safety Act 2004;
- No Jab No Play Legislation.

### 4.4 Relevant Policy and Data Sources

- Australian Early Development Census;
- Early Childhood Agreement for Children in Out-of-Home-Care 2014;
- Education State Early Childhood Reform Plan;
- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- National Partnership on Universal Access to Early Childhood Education 2018-2020;
- National Partnership on Universal Access to Early Childhood Education 2018-2020 – Victorian Implementation Plan;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood;
- Reportable Conduct Scheme;
- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Early Years Learning and Development Framework;
- Victorian Child Safe Standards'

### 4.5 Charter of Human Rights

- This procedure has been assessed against and complies with the charter of Human Rights.

### 4.6 Related Council Policies

- Local Government Act 1989 or Local Government Act 2020 as applicable – Conflict and Interest Provisions.
- Funded Kindergarten Policy

### 4.7 Related Family and Children Services Documents

- Enrolment and Orientation Procedure
- Fees and Fee Payment Policy and Procedure
- Kindergarten Fees and Charges – Family Factsheet
- Kindergarten Registration – Family Factsheet
- Kindergarten Registration and Enrolment – Standard Work Practice





## DRAFT Funded Kindergarten Registration and Enrolment Procedure

### 5. Definitions

Acceptable Immunisation Documentation	Documentation as defined by the Immunisation Enrolment Toolkit for early education and care services as acceptable evidence that a child is fully vaccinated for their age, or is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or has a medical reason not to be vaccinated; or has been accessed as being eligible for a 16-week grace period.
Ballot	The process of a random selection via KEYS online to determine which registered applicants are offered a place in their nominated kindergarten group. This occurs in situations where there are a greater number of registrations with the same Priority of Access criteria than there are places available in the preferred kindergarten group.
Registration and Enrolment Scheme	Knox City Council's process of registering and enrolling children in kindergarten for families, ensuring the process is simple, consistent, inclusive and equitable for the Council Funded Integrated Kindergartens.
Deferral	When a child does not attend kindergarten in the year they are eligible for a funded place. DET is notified that this child has not accessed a year of funded kindergarten and is therefore eligible for DET funding in the following year.
Eligible Children	Children who are eligible for funded kindergarten, whose parent/guardian have nominated a Council funded kindergarten program for their child's kindergarten service.
Enrolment	Is when a family completes the required contact, personal and medical enrolment information for their child. Once all information is received, the child can attend the funded kindergarten service.
Kindergarten Funding Subsidy (KFS)	Promotes participation by enabling eligible children to attend a funded kindergarten program free of charge in the year before school.
Maternal Child Health Service	A free, universal primary health service for all Victorian families with children from birth to school age. It includes the Universal MCH program, Enhanced MCH program and the MCH Line, a 24-hour telephone support service.
Preferences	List of top five preferred kindergarten centres and groups provided by families during the kindergarten registration process.
Priority of Access (POA)	Council will ensure that Council managed funded kindergarten services are accessible to Knox residents, reflect the State Government Priority of Access criteria and funding requirements.
Registration	The process of families and carers giving initial information about the child to initiate their intention to enrol in kindergarten. This includes collection of basic contact information, kindergarten preferences and details on potential disadvantage or vulnerability and any other details that may inform prioritised allocation in kindergarten.



## DRAFT Funded Kindergarten Registration and Enrolment Procedure

### 6. Procedure

Council implements an annual cycle for the registration, allocation and enrolment process. (See figure 1).



*Figure 1: Knox City Council Kindergarten Registration annual cycle*

#### 6.1 Stage 1 – Engagement and Awareness

Council is committed to building strong relationships with other early year's practitioners and partners to support and engage with families on the importance of kindergarten and to promote available support to families, carers and their children who would otherwise face barriers to enrolment in kindergarten.

All children registering for Council Funded Kindergarten or Council Funded Kindergarten in a Long Day Care service must be eligible to attend kindergarten in the year they intend to enrol.

##### 6.1.1 Eligibility for Three-Year-Old Kindergarten (available from 2022)

A child must be 3 years of age by April 30 in the year they attend a funded kindergarten service.

**Please Note:** A child must be 3 years of age, before starting 3-year-old kindergarten. If a child turns 3 years of age between the start of Term 1 and 30 April, families have the option of accepting a place and confirming that their child will commence in Term 2. Alternatively; a child can be placed on the waiting list and offered a place (if one is available) once the child turns 3.

##### 6.1.2 Eligibility for Four-Year-Old Kindergarten

A child must be 4 years of age by April 30 in the year they attend a funded kindergarten service. In Victoria, a child cannot attend more than one State Government funded Kindergarten program at the same time.

##### 6.1.3 Group Size

All three-year-old and four-year-old groups will vary in size according to licensed capacity, up to a maximum of 33 children with a 1:11 staff/child ratio. All kindergarten groups incorporate a small team of educators who work together with children to deliver the kindergarten program.



## DRAFT Funded Kindergarten Registration and Enrolment Procedure

### 6.1.4 Second Year of Funded Kindergarten

It is recognised that some children may benefit from a second year of funded kindergarten prior to commencing school.

In these circumstances, an Early Childhood Educator will use DET guidelines to assess if a child has developmental delays in at least two keys areas of development and are likely to achieve better outcomes attending an additional year of kindergarten rather than going to school. The areas assessed include;

- Self-care – a child's ability to look after themselves sufficiently;
- Ability to speak and/or understand language;
- Cognitive (intellectual) development;
- Social development – how a child interacts with other children;
- Emotional development

Eligible applications are sent to the Department of Education and Training (DET) by the kindergarten administration team for second year approvals. Where an application for a second year of kindergarten is not approved by DET, the child will not be eligible to enrol for a second year at a Council managed kindergarten.

### 6.1.5 Early Start Kindergarten

Early Start Kindergarten provides free kindergarten to eligible three-year-old children. Council may be able to offer eligible children a kindergarten place in a four-year-old program. Children are eligible for Early Start Kindergarten if they are aged three by 30 April in the year they will be attending a kindergarten program, and;

- The child is Aboriginal and/or Torres Strait Islander; or
- The family has had contact with Child Protection (or been referred by them to Child FIRST)

### 6.1.6 Immunisation – 'No Jab No Play'

The 'No Jab No Play' legislation came into effect on 1 January 2016. Under the legislation:

- Children are required to have their immunisation up to date or have an approved exemption in order to commence kindergarten.
- Families must provide their approved kindergarten provider with an immunisation History Statement from the Australian Immunisation Register (AIR) prior to a child commencing kindergarten. The statement must confirm that the child is fully immunised for their age.

Please Refer to *Family and Children's Enrolment and Orientation Policy and Procedure* for further details.

## 6.2 Stage 2 – Registration for 3 and 4-year-old Kindergarten

Before completing the registration process, families are encouraged to visit a few kindergartens to help them determine the most suitable centres and group times for their needs.

When registering for the first time, [KEYS Online](#) allows families to indicate up to 5 preferences for centres and groups at the one time. Families are not required to register for each individual service.

Families are encouraged to register eligible children to attend a Council managed kindergarten service in the year prior to kindergarten attendance.

- Registrations received between 1 April and 31 June will be included in round 1 allocations.
- Registrations received after 31 June will be included in subsequent allocation rounds.
- Any changes to registrations including change of preferences received after 31 June will be processed after the first round allocations.
- If a child has attended a Council managed 3-year-old kindergarten and needs to register for 4-year-old kindergarten, families will need to register in the year prior to each kindergarten attendance, using the original family account logged in KEYS online.

If families believe an account should exist but the details cannot be found or, if a family has previously had a child registered but do not have a portal log in, the Knox Kindergarten Services can be contacted on 9298 – 8000 or [kindergarten@knox.vic.gov.au](mailto:kindergarten@knox.vic.gov.au).



## DRAFT Funded Kindergarten Registration and Enrolment Procedure

For registration timelines please refer to [Factsheet -Kindergarten Registration Dates](#).

### 6.2.1 How to register a child for kindergarten

Families can register their child for Council managed kindergartens and kindergarten within Council managed Long Day Care services through the KEYS online portal:

Step 1: Visit [KEYS Online](#);

Step 2: Create an account;

- Enter child and family details

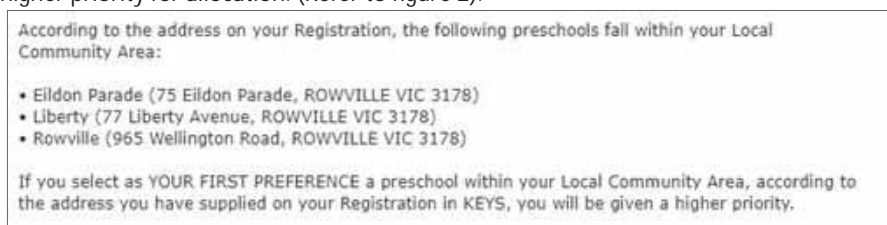
Below are examples of the documentation needed as part of the registration process:

Criteria	Documents
Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card.	<ul style="list-style-type: none"> <li>• Proof of Card (photo or scan copy)</li> </ul>
Priority of Access Child at Risk of Abuse or Neglect	<ul style="list-style-type: none"> <li>• Referral letter if applicable from DHHS/case worker.</li> </ul>
Proof of Address	<ul style="list-style-type: none"> <li>• Copy of a Rates Notice/Lease Agreement or Utility Invoice; for example, a mobile phone or electricity bill (issued in the last 3 months);</li> <li>• Copy of a Drivers Licence or current Health Care Card or Pension Concession Card displaying your current address.</li> </ul>

Step 3: Register for services using KEYS Online– applying for 3-year-old or 4-year-old kindergarten;

- 1.1 Families are encouraged to indicate up to 5 kindergarten centre and group preferences as part of the registration process.
- 3.1.1 Preferences must be listed in order from 1 to 5, starting with number 1 being the most preferred centre and group.
- 1.2 It is important for families to only list preferences that they are **willing to accept** if a place is offered.

**Please Note:** As part of the registration process, KEYS Online will automatically generate a list of kindergartens based on the family residential address. If a family selects one of these kindergartens as their first preference, they will be given a higher priority for allocation. (Refer to figure 2).



*Figure 2:  
Extract from  
KEYS online  
portal, local  
centre listing.*

- 1.3 To select your centre and group preferences, families must click and drag their choice from the list of kindergarten centres and groups on the left side of the screen) over to the right side, under selected groups. (Refer to figure 3).



## DRAFT Funded Kindergarten Registration and Enrolment Procedure

Figure 3: Extract from KEYS online portal, selecting preferred centres and groups.

### Step 4: Answer the Priority of Access Questions

Council managed kindergartens and kindergartens located in Council managing Long Day Care services have an approved 'Priority of Access Criteria' in line with Victorian Department of Education and Training (DET) Priority of Access Guidelines to prioritise registrations and to allocate places.

Set out below is the Priority of Access Criteria and the process that could be used to verify needs;

Priority One – High Priority Children	Process that could be used to verify need(s)
Children at risk of abuse or neglect, including Out of Home Care.	The child is; <ol style="list-style-type: none"> <li>1. attending a three-year-old kindergarten program through Early Start Kindergarten (ESK) or is;</li> <li>2. Referred by:                             <ul style="list-style-type: none"> <li>o Child Protection</li> <li>o Child and family services (family services referral and support team, Child FIRST/Integrated family services/Services Connect case worker)</li> <li>o Maternal Child Health nurse, or</li> <li>o Out of Home Care Provider;</li> </ul> </li> </ol>
Aboriginal and/or Torres Strait Islander children;	<ul style="list-style-type: none"> <li>• As part of the enrolment process, service providers must respectfully ask families 'is your child Aboriginal and/or Torres Strait Islander?' and record this information.</li> </ul>
Asylum seeker and refugee children	<ul style="list-style-type: none"> <li>• An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.</li> </ul>



## DRAFT Funded Kindergarten Registration and Enrolment Procedure

Children eligible for the Kindergarten Fee Subsidy

- A child or parent holds one of the below cards;

- A Commonwealth Health Care Card	- In-country Special Humanitarian visa (subclass 201)
- A Commonwealth Pensioner Concession Card	- Global Special Humanitarian visa (subclass 202)
- A Department of Veterans' Affairs Gold Card or White Card	- Temporary Humanitarian Concern visa (subclass 786)
- Refugee visa (subclass 200)	- Protection visa (subclass 866)
- Emergency Rescue visa (subclass 203)	- Women at risk visa (subclass 204)
- Bridging visas A-E	



- Multiple birth children (triplets, quadruplets).

Children with additional needs, defined as children who:

- Require additional assistance in order to fully participate in the kindergarten program
- Require a combination of services which are individually planned
- Have an identified specific disability or developmental delay

The child:

- Is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten
- holds a Child Disability Health Care Card
- has previously been approved for Kindergarten Inclusion Support Package, or referred by: –
  - the National Disability Insurance Scheme
  - Early Childhood Intervention Service
  - Preschool Field Officer, or
  - Maternal and Child Health nurse

### Priority Two

### Process that could be used to verify need(s)

Siblings.

An elder sibling must have attended a Council operated kindergarten service within 5 years of the new registration. The sibling must have attended the centre selected as the 1<sup>st</sup> preference for the new registration.

Local Community Area.

A Local Community Area recognises that:

- Families living within an area in Knox, often want to attend a local kindergarten, and also have strong links to primary schools in that area;
- Local transport and walkability are important factors for families; and
- Families make better social connections if they have attended first parent groups and local community and supported playgroups within their Local Community Area.

**Please Note:** Families that select a kindergarten within their local community area as **their 1<sup>st</sup> preference** will receive a high priority allocation.

Integrated Long Day Care attendance.

Child is currently utilising Council's Long Day Care Services on the same site as their first preference for four-year-old Kindergarten.

Attendance at a three-year-old Council managed kindergarten

Child has attended a three-year-old Council program on the same site as their first preference for four-year-old kindergarten.

**Note: Only Applicable for 2023 registrations and thereafter.**





## DRAFT Funded Kindergarten Registration and Enrolment Procedure

<b>Priority Three</b>	<b>Process that could be used to verify need(s)</b>
All eligible children who are Knox Residents	Eligible children of residents living in Knox.
<b>Priority Four</b>	<b>Process that could be used to verify need(s)</b>
Non Knox Resident	Eligible children of families who work or study in Knox
<b>Priority Five</b>	<b>Process that could be used to verify need(s)</b>
Non Knox Resident	Eligible children of families who have no connection with Knox.

### 6.3 Stage 3: Allocation of places and offers

To act in the best interests of all children and families, Council reserves the right to consider factors such as group size, group dynamics and other special circumstances when allocating kindergarten places.

Kindergarten registrations are only processed and included in the allocation process once all information including supporting documentation is provided. Incomplete registrations will be followed up by the kindergarten services team and may be subject to processing delays.

#### 6.3.1 First Round Allocations

- First round allocations are prepared and based on centre and group first preferences, are processed through the KEYS online portal and offers sent to families in August.

#### 6.3.2 Second Round Allocations

- Second round allocations are prepared, based on all 5 preferences, are processed through the KEYS online portal and offers sent to families in September.
- Any further subsequent allocations will be processed on a monthly basis.

#### 6.3.3 Inability to fulfil first round preferences

- First round allocations are based on first preferences. If a family doesn't receive their first preference, they will remain on the waiting list and must wait for the next round of allocations.
- For second and subsequent round allocations, if a first preference has no vacancies, KEYS online will default to the second, third, fourth and fifth preferences (if more than one has been selected).

### 6.4 Stage 4: Confirmation and communication

#### 6.4.1 Responding to an offer

KEYS online allocates places according to the priority of access criteria. If a family is allocated a place at one of their preferred centres and groups, they will receive an email directing them to view and respond to the offer via the KEYS Online portal. A response must be provided via [KEYS Online](#) to within 5 business days;

**Accept:** if a family is happy with the offer, it is accepted.

**Decline:** if a family does not wish to accept the place offered, they may decline the place. They must then log onto KEYS Online to change their preferences. A child will remain on the waiting list and any new preferences will be considered in the next round of allocations.

**Withdraw:** if a family decides that they do not wish their child to attend any of the Council managed kindergartens in Knox or the kindergartens located in Council managed Long Day Care services, they may withdraw their registration and will be removed from the wait list. The registration will become inactive.

If a response to an offer is not received by the due date and/or Council are unable to contact the applicable family, the child's registration will be deactivated and the family will receive an email accordingly.



## DRAFT Funded Kindergarten Registration and Enrolment Procedure

### 6.4.1 Waiting List

If a child was not offered a place, they will remain on the waiting list and will be considered during the next round of allocations.

A child's position on the waiting list is constantly changing, depending on factors including but not limited to;

- New Registrations
- Families who have chosen to decline an offer and remain on the waiting list for a place at a different kindergarten and/or group.
- Where 2 or more children have the same Priority of Access points, the KEYS system will allocate the place using the ballot process.

If a child has not been offered a place due to no further vacancies, Council highly recommend that the applicable family consider changing their centre and group preferences to give their child the best opportunity of a securing a place. Preferences can be changed by logging onto [KEYS Online](#).

**Please Note:** Changing preferences will not guarantee a place.

### 6.4.2 Reserved places for high priority children

The Department of Education and Training (DET) specifies that registration processes must assist children at risk of disadvantage to access a funded Kindergarten program.

A specific number of places will be reserved until the end of January to accommodate 'high priority' children who do not receive a place in accordance with the standard priority of access process outlined above in this document. Council will make every effort to provide a funded kindergarten place to all 'high priority children'. However, this may not be at their first preferred kindergarten group.

### 6.4.3 Exemption from School

Children who turn six at any time during the kindergarten year, including children attending a second year of funded kindergarten, must receive an exemption from attending school. Families are advised to apply for an exemption before the child starts kindergarten by submitting an ['Exemption from school due to attendance in a funded kindergarten program'](#) form to the appropriate DET regional office by 1 November in the year prior to the child turning six. For further information, refer to [DET](#) or [council's website](#).

## 6.5 Enrolment

Enrolment occurs at the beginning of the year at the kindergarten or Long Day Care service.

Refer to **Enrolment and Orientation Procedure**.

Refer to the Knox City Council website for all Family and Children Services [Policies and Procedures](#)

## 6.6 Administrative Updates

From time to time, circumstances may change leading to the need for administrative changes to this procedure. Knox City Council Kindergartens operate under a set of guiding principles and has a funding and service agreement with DET. Changes of intent will be consulted about under the Local Government Act however changes to administrative processes to simplify activities without a negative cost impact on Council will be completed by Executive Management.

Where an update does not materially alter this procedure such a change may be made administratively. Examples of administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.





## Appendix A

# FUNDED PRESCHOOL POLICY

<b>Policy Number:</b>	Issued by Governance	<b>Directorate:</b>	Community Services
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Family and Children's Services
<b>Approval Date:</b>	July 2018	<b>Version Number:</b>	1
<b>Review Date:</b>	July 2020		

## 1. Purpose

The purpose of this policy is to guide and direct the operations of Knox City Council's funded preschool services central enrolment process in its role as Early Years Manager (EYM).

## 2. Context

Council delivers high quality funded preschool services for eligible children in partnership with the State Government in the year before school including Early Start Kindergarten and Access to Early Learning in its designated role as an Early Years Manager. Operating as an EYM and under the Education and Care Services National Law and Regulations as an Approved Provider, Council:

- Administers a funded preschool central registration and enrolment process;
- Employs, supervises, trains and supports staff employed across different preschool service settings;
- Provides and maintains educational and operational equipment and supplies;
- Manages operational support activities and services across multiple preschool service settings;
- Maintains, renews and establishes purpose built early years facilities across the Knox community; and
- Works with families to develop responsive, family-centered services in local community settings.

### 2.1 Broader Roles of Council in the Early Years

Knox City Council plays a number of varied roles in relation to early years services in the Knox community. These roles include:

- *Direct Service Delivery and Community Infrastructure* of a variety of early years services, and fit-for-purpose infrastructure;
- *Advocacy* on behalf of, and with, the community with other levels of government and other organisations;
- *Research and Planning* for services and facilities to meet community needs and service gaps, including planning for the significant changes occurring in the early years sector;
- *Community Capacity Building* including direct investment in early years services and staff, support of volunteer committees and families, and funding and services partnerships with other levels of government;
- *Governance and Stewardship* in relation to the funding, development, support and monitoring of services and facilities, staff and volunteer committees, physical assets, and funding and service partnerships; and



- *Regulatory controls* ensuring compliance with quality and regulatory requirements for early years services, including facilities, and program characteristics.

## 2.2 The Role of Legislative and Quality Frameworks

All of Council's funded preschool services are approved children's services under the Australian Education and Care Services National Law Act (2010) and Regulations (2011). As an Approved Provider, Council is responsible for meeting the National Quality Framework (NQF) requirements for standards and practices described in the 7 Quality Areas.

Council is also committed to creating a Child Safe environment as described in the Child Safe Standards in the Child Wellbeing and Safety Amendment Act 2015 and Child Wellbeing and Safety Regulations 2017.

## 2.3 We work in Partnership with Others

**Partnerships with children** is central to the delivery of high quality and engaging preschool programs. Children are naturally motivated to play. A play-based program builds on this motivation, using play as a context for learning. In this context, children can explore, experiment, discover and solve problems in imaginative and playful ways. A play-based approach involves both child-initiated and teacher-supported learning. The teacher encourages children's learning and inquiry through interactions that aim to stretch their thinking to higher levels. Play-based learning has traditionally been the educational approach implemented by teachers in Australian preschool programs. It underpins State and Commonwealth Government early learning frameworks.

Research demonstrates that quality early childhood education programs improve children's learning, health, wellbeing and behaviour and supports a successful transition to school. These impacts extend into adult life with improved life outcomes for individuals and whole communities.

**Partnerships with families** is a key focus in delivering preschool programs to local communities. This partnership is expressed through such activities as:

- Regular engagement, communication and planning with individual families about their child attending and participating in the preschool program at individual service settings;
- Opportunities for individual families to be part of local service Parent Groups that work together to strengthen connections and achieve common objectives together to support the preschool service their child attends;
- Opportunities for individuals from across a number of services in local community precincts to work together to strengthen connections across local areas and to work together on common, larger objectives that support families attending preschool services and preschool services themselves;
- Opportunities to represent families from local community precincts in advising and guiding Council in its considerations about service design and service delivery.

**Partnerships with Other Service Providers.** The following principles will guide Council's interactions with various service and community partners in the delivery of funded preschool services:

- Where Council is the Approved Provider, Council will deliver preschool services to the community consistent with Council's EYM roles and legislative responsibilities;
- All early years service providers working in partnership with Council should support a whole-of-municipality approach to the delivery of early years services, in accordance with Council's endorsed vision, direction, and priorities for early years services and facilities;
- Service design and delivery should wherever possible, consider the potential for effective co-located and collaborative service delivery and practice;
- Services delivered in partnership with Council support Council's goal to prioritise access to early years services by vulnerable families; and



- Any agreement with Council to co-locate complementary services through a license or lease agreement in a purpose built Council facility, ensures Council is able to prioritise access to that facility to deliver funded preschool services as required as part of Council's role as an EYM.

**Partnerships across the Early Years Service System.** Council also directly delivers and works in partnership with a broad range of other early years and specialist services including centre-based early childhood education and care services, Family Day Care, Maternal and Child Health Services, Community and Supported Playgroups, NDIS Early Childhood Early Intervention Services, Preschool Field Officer Service, 3-year-old preschool services, Family Support Services and local Primary Schools.

**Partnership with Victorian Government.** Council's funded preschool services are delivered in the year before school in partnership with the State Government.

From January 2019, Council will fully administer its funded preschool programs in accordance with the Early Years Management model. The EYM model is part of the funding and service agreement to deliver funded preschool services in partnership with the State Government.

Council delivers funded preschool services to eligible children in both sessional and centre-based service settings. As such, Council designs and delivers funded preschool services to be delivered at a local community level to meet funding and policy frameworks set by the State Government.

Council is also a partner in the Early Years Compact with State Government established in 2017. The compact is a 10 year agreement aimed at driving better outcomes; creating a more empowered and coherent early childhood system; strengthening place-based governance and planning; promoting early childhood and service quality and ensuring a more inclusive service system.

### 3. Scope

This policy applies to Council delivered funded preschool programs for eligible children in the year before they enter school for which Council receives in partnership funding subsidy from the State Government. This includes sessional funded preschool programs and long day/extended hours funded preschool programs in centre-based services.

### 4. References

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

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

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

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

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

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

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

#### 4.2 Council's Key Life Stages Plan 2017-2021

Council's vision for children and families in Knox is that:

- Knox children are enjoying a fun, happy, safe childhood where they are loved, supported and nurtured. They are engaged towards optimal health, wellbeing and are active participants in their own learning, development and community;
- Childhood in Knox is an important and recognised stage of life, where children play and explore and are part of neighbourhoods, as their learning is supported by their family, friends and wider community; and



- Knox families are richly diverse, and their role as their child's first and most important teachers is acknowledged and valued. They are supported, encouraged, connected, informed and empowered to be nurturing, confident and thriving families.

#### **4.3 Relevant Legislation**

- Education and Care Services National Law 2010;
- Education and Care Services National Regulations 2011 incorporating Amendments 2017;
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Disability Discrimination Act 1992;
- Disability Services Act 2006;
- Occupational Health and Safety Act 2004; and
- Occupational Health and Safety Regulations 2017.
- No Jab No Play Legislation.

#### **4.4 Relevant Policy and Data Sources**

- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood;
- Australian Early Development Census;
- Victorian Early Years Compact 2017-2021;
- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Department of Education and Training Funding and Service Agreement;
- Victorian Early Years Learning and Development Framework;
- Education State Early Childhood Reform Plan;
- MAV Central Enrolment Working Group;
- Victorian Child Safe Standards;
- Reportable Conduct Scheme.

#### **4.5 Charter of Human Rights**

- This policy has been assessed against and complies with the charter of Human Rights.

#### **4.6 Related Council Policies**

- Local Government Act 1989 – Conflict and Interest Provisions



#### 4.7 Related Council Procedures

- Funded Preschool Procedure Early Childhood Education and Care Settings

## 5. Definitions

In this Policy:

Term	Definition
<b>Approved Provider</b>	Means a person who holds a provider Approval for an Approved Service/s, through the Education and Care National Law and Regulations.
<b>Approved Capacity</b>	Is the maximum number of children a preschool service location is permitted and licensed by DET to have on premises, as part of a preschool group at any one time.
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Definition of Vulnerability</b>	The definition of vulnerability applies to those who are designated 'High Priority' children for Priority of Access purposes as nominated vulnerable by the Victorian State Government.
<b>Early Years Management (EYM)</b>	A model that groups individual preschools under one single body responsible for the management of the preschools, including employment of staff.
<b>Early Years Services / Early Childhood Education and Care Services (ECEC)</b>	Services provided for children from age 0-6 years and their families.
<b>Early Years Compact 2017-2021</b>	A ten year agreement established in 2017 between the Department of Education and Training (DET) the Department of Health and Human Services (DHHS) and local government - represented by the Municipal Association of Victoria (MAV).
<b>Eligible Children</b>	Children who are eligible for a funded year of four year old preschool, whose parent/guardian have nominated a Knox City Council funded preschool program for their child's preschool service.
<b>Enrolment</b>	Is when a family completes the required enrolment information for the funded preschool service and the child commences at the funded preschool service.
<b>National Quality Framework (NQF)</b>	Is the framework used to assess the quality of preschool and other early childhood services against seven Quality Areas of the National Quality Standards and the National Act and Regulations.
<b>Parent Group</b>	A group of parents and family members of children attending a Knox City Council early years service who provide daily support for and participate in the educational program; work with other parent groups and local services towards achieving common objectives for children; and provide representation for families in the community to Council guide Council's work in the early years.



<b>Preschool</b>	Is also referred to as Kindergarten in Victoria (frequently in State Government documentation).
<b>Registration</b>	Preschool registration applications are accepted from birth of a child and ongoing whilst the child is eligible for a funded preschool place.

## 6. Council Policy

In the delivery of funded four year old preschool services to Knox children and families, Council will endeavour at all times to provide a service that is:

- **Inclusive:** able to provide for all children regardless of their abilities, backgrounds and needs and particularly acknowledges the lifelong positive impact that access to high quality early years services can have for children and families experiencing vulnerability;
- **Accessible:** easy to reach, supportive of all participants, embracing of diversity, promoting acceptance, aware of people's different needs and responsive to the inequalities in people's control over resources;
- **Integrated:** well connected with other early years and community services understanding that the responsibility for positive outcomes for those who have difficulty participating fully is a shared one;
- **Strengths-based:** focused on strengths of families and children;
- **Collaborative:** providing opportunities to develop relationships with, and between families, communities and other service providers;
- **Building Capacity:** maximising potential to build capacity within families, individuals and organisations to enhance participation in preschool for all;
- **Sustainable:** implementing actions which are sustainable for all in terms of environmental, social and economic sustainability; and
- **Compliant with Relevant Mandatory Legislation, Quality Standards and Funding Agreements:** Council's commitment to the provision of compliant quality, sustainable services that impact positively on the future of children and families.

In providing funded four-year-old preschool services the following parameters will apply:

- **Eligible Children:** Children who are eligible for a funded four-year-old preschool place will be assessed in accordance with the State Government's Priority of Access and Funding and Service Agreement requirements. These requirements may change from time to time;
- **Priority of Access:** Council will ensure that Council managed funded preschool services are accessible to Knox residents, reflect the State Government Priority of Access requirements and Commonwealth and State Government funding requirements;
- **Places:** the number of preschool places to be available within each preschool group across the municipality in any given year will be determined by Council based on matters such as approved capacity, available staffing to operate the service and demand for the service in particular communities;
- **Administration of Central Registration and Allocation** the administration of Council's Central Registration and Allocation process is described in the 'Funded Preschool Procedure;' and
- **The Funded Preschool Procedure is reviewed and adjusted** on a regular basis to reflect any changes required by the Victorian Kindergarten Policy, Procedures and Funding Criteria. Council administers registration and allocation through its KEYS Online portal.



### 6.1 Priority of Access to Approved Playrooms

It is Council's policy to:

- Maximise current and future 4 year old preschool enrolments now and into the future by prioritising access to purpose-built Council facilities to deliver funded 4 year old preschool programs; and
- Provide priority of access to community playgroups in *existing un-licensed* Council facilities. However, where the increased enrolment demands for 4-year-old preschool in a local community exceeds the current capacity of approved preschool places, and Council chooses to create additional approved space to meet this demand, it is recognised that the non-approved space may need to be upgraded to approved space as the most efficient use of Council's resources. Where this occurs, Council will work to ensure that an early years service is relocated to a suitable facility.

### 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Where any change or update may materially change the intent of this policy, it must be considered by Council.



# Funded Preschool Procedure

Policy Number:	Issued by Governance	Directorate:	Community Services
Approval by:	CEO	Responsible Officer:	Janine Brown
Approval Date:	July 2018	Version Number:	1
Review Date:	As Required and July 2020		

## 1. Purpose

The purpose of this procedure is to guide and direct the administration of Council's central registration, allocation and enrolment process relating to funded preschool for eligible children in the year prior to school including Early Start Kindergarten and Access to Early Learning in its designated role as an Early Years Manager. This Procedure should be read in conjunction with the Knox Funded Preschool Policy.

## 2. Context

This procedure describes how eligible children will be registered, allocated and enrolled for funded preschool places across the service settings managed by Council in its role as an Early Years Manager.

- The Procedure will apply the State Priority of Access criteria for funded preschool services outlined in the Victorian Kindergarten Policy, Procedures and Funding Criteria;
- The Procedure will also consider demand in local community settings in relation to group size, sustainable service provision, levels of support required at particular service locations relating to the nature of children and families registered, and workforce availability and allocation;
- The Procedure will support a transparent, automated and efficient registration and allocation process delivered through the KEYS Online software portal; and
- The Procedure will adhere to all relevant legislation and be responsive to changes in Priority of Access made by the Department of Education and Training through the Funding and Service Agreement to deliver funded preschool services in partnership with Council.

## 3. Scope

This Procedure applies to Council delivered funded preschool programs for eligible children in the year before they enter school for which Council receives in partnership funding subsidy from the State Government. This includes sessional funded preschool programs and long day/extended hours funded preschool programs in centre-based services.

## 4. References

### 4.1 Community & Council Plan 2017-2021

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

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





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

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

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

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

**4.2 Council's Key Life Stages Plan 2017-2021**

Council's vision for children and families in Knox is that:

- Knox children are enjoying a fun, happy, safe childhood where they are loved, supported and nurtured. They are engaged towards optimal health, wellbeing and are active participants in their own learning, development and community;
- Childhood in Knox is an important and recognised stage of life, where children play and explore and are part of neighbourhoods, as their learning is supported by their family, friends and wider community; and
- Knox families are richly diverse, and their role as their child's first and most important teachers is acknowledged and valued. They are supported, encouraged, connected, informed and empowered to be nurturing, confident and thriving families.

**4.3 Relevant Legislation**

- Education and Care Services National Law 2010;
- Education and Care Services National Regulations 2011 incorporating Amendments 2017;
- Child Wellbeing and Safety Amendment Act 2015;
- Child Wellbeing and Safety Regulations 2017;
- Disability Discrimination Act 1992;
- Disability Services Act 2006;
- Occupational Health and Safety Act 2004;
- Occupational Health and Safety Regulations 2017; and
- No Jab No Play Legislation.

**4.4 Relevant Policy and Data Sources**

- National Quality Framework for Early Childhood Education;
- National Partnership Agreement for Early Childhood Education;
- National Partnership Agreement for Indigenous Early Childhood Development;
- National Partnership Agreement on the National Quality Agenda for Early Childhood Education and Care;
- National Quality Framework;
- National Early Years Learning Framework;
- National Quality Standards for Early Childhood;
- Australian Early Development Census;
- Victorian Early Years Compact;



- Victorian Kindergarten Early Years Management Policy Framework;
- Victorian Kindergarten Policy, Procedures and Funding Criteria;
- Victorian Department of Education and Training Development Funding and Service Agreement;
- Victorian Early Years Learning and Development Framework;
- Education State Early Childhood Reform Plan;
- MAV Central Enrolment Working Group;
- Victorian Child Safe Standards;
- Reportable Conduct Scheme.

#### 4.5 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

#### 4.6 Related Council Policies

- Local Government Act 1989 – Conflict and Interest Provisions.

#### 4.7 Related Council Procedures

- Funded Preschool Procedure Early Childhood Education and Care Settings.

## 5. Definitions

In this Procedure:

Term	Definition
<b>ACECQA</b>	Australian Children’s Education and Care Quality Authority (ACECQA) is an independent statutory authority who provides national leadership in promoting quality and continuous improvement in early childhood education and care and school age care in Australia.
<b>Approved Capacity</b>	Is the maximum number of children a preschool service location is permitted and licensed by the Department of Education and Training to have on premises, as part of a preschool group at any one time.
<b>Approved Provider</b>	Means a person who holds a provider Approval for an Approved Service/s, though the Education and Care Services National Law and Regulations.
<b>Annual Service Plan</b>	The Annual Service Plan describes the operations of Knox City Council’s Preschool Services for the following year. This includes the preschool centres offering funded sessional preschool, the number of preschool groups planned and preschool session times.
<b>Ballot</b>	Is a process of random selection to determine which registered applicants are granted a place in one of their nominated preschool groups at a Knox City Council preschool service location. In situations where there are a greater number of registrations with the same Priority of Access under the Priority



	of Access Procedure than there are places available in the preferred preschool service group.
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Procedure.
<b>Deferral</b>	Means an application where an Official Offer is issued for a place in a nominated Knox City Council preschool group or where Council Officers have been informed by parents/guardians of the child that they have decided to defer the commencement of preschool until the following year.
<b>Definition of Vulnerability</b>	The definition of vulnerability applies to those who are designated 'High Priority' children for Priority of Access purposes as nominated vulnerable by the Victorian State Government.
<b>Department of Education and Training (DET)</b>	The State Government department responsible for funding, service approvals and regulations of approved early years services in Victoria.
<b>Early Start Kindergarten (ESK) Access to Early Learning (AEL)</b>	ESK specifically provides funding for vulnerable or Aboriginal and/or Torres Strait Islander children to attend preschool for two years before school at no cost. This allows children who turn 3 years of age before 30 April in the year they register to attend a funded four-year-old preschool program for two years. The AEL program is supported by the same criteria.
<b>Early Years Management (EYM)</b>	A model that groups individual preschools under one single body responsible for the management of the preschools, including employment of staff.
<b>Early Years Services / Early Childhood Education and Care Services (ECEC)</b>	Services provided for children from age 0-6 years and their families.
<b>Eligible Children</b>	Children who are eligible for a funded year of 4-year-old preschool, whose parent/guardian have nominated a Knox City Council funded preschool program for their child's preschool service.
<b>First Preference</b>	Is the process by which Council Officers assess the first preference applications for preschool places in Knox City Council preschool service locations, applying the Priority of Access.
<b>Funded Preschool service</b>	Means any funded 4-year-old preschool service provided by Knox City Council, before or after the commencement of this policy, unless otherwise stated.
<b>Integrated Services</b>	Bringing together services for improved service provision in arrangements that include co-location and local area collaboration.
<b>KEYS Online</b>	Is the online portal where families can register for their child/ren for 4-year-old preschool.
<b>Local Community Area</b>	A cluster of services in a local area which is based on the service boundaries allocated for the Maternal and Child Health Service. It considers local transport and walkability factors and local first parent and playgroup activities in that local area. The local area is reviewed and adjusted regularly to reflect emerging local demographics based on birth notification trends for that local area.



<b>May Update</b>	For all eligible registered applications made prior to <b>30 April</b> for preschool attendance in the following calendar year. Families will be contacted to: <ul style="list-style-type: none"> <li>• make changes make to their original registration if required;</li> <li>• confirm they still require the registration;</li> <li>• complete Priority of Access information and required evidence;</li> <li>• nominate up to 5 preferred preschool groups.</li> </ul>
<b>Offer</b>	Is a formal offer issued by Council offering a registered applicant a place in a preferred preschool service group.
<b>Preschool</b>	Is also referred to as Kindergarten in Victoria (frequently in State Government documentation).
<b>Priority of Access Criteria (POA)</b>	POA defines how preschool places are allocated to registrants.
<b>Registration</b>	Preschool registration applications are accepted from birth of a child and ongoing whilst the child is eligible for a funded preschool place.
<b>Rounds of Offer</b>	There are several Rounds of Offers made once the allocation process commences in September as families make decisions regarding whether they will accept, defer or wait for a more preferred preschool group offer.
<b>Waiting List</b>	Is the list of registered applicants to Knox City Council preschool services who have: <ul style="list-style-type: none"> <li>• Not been offered a place in a nominated preschool service group and who have chosen to wait for a place in that group rather than accept a place in another preschool service group.</li> <li>• Not been offered a place in any nominated preschool service group and who have chosen to wait for a place in any Knox City Council preschool service group rather than go elsewhere.</li> </ul>

## 6. Procedure

All children registered to enrol in a Knox City Council Funded Preschool service must be eligible to attend preschool in the year they intend to enrol. This means eligible children must:

- Be at least 4 years of age by April 30 in the year they attend a funded preschool service, or
- Be eligible for Early Start Kindergarten or Access to Early Learning as defined in the Victorian Kindergarten Policy, Procedures and Funding Criteria; and
- Be fully immunised and be able to provide relevant document to prove immunisation status as described in the No Jab No Play legislation when they commence at a funded preschool service.

Families can register to attend a Council funded preschool service at any time from birth onwards in Council's KEYS Online Portal. Families are encouraged to indicate five (5) service and group locations as part of the registration process to ensure every opportunity is provided to align preferences with available places across services identified by families to meet their particular preferences and needs.



The process for enrolment for a particular preschool year begins in May in the year prior to the nominated preschool year. As part of the commencement of the formal enrolment process, families will be requested to select the most applicable category within a POA Priority Area relating to their particular circumstances and provide the required evidence to substantiate these circumstances.

### 6.1 Priority of Access Procedure – Funded Preschool Settings

Upon commencement of the enrolment process in May of the year prior to the nominated preschool year, the Priority of Access Criteria is applied to all registered and eligible enrolments.

1. *The Priority of Access assessment process determines which registrants are granted a 'High Priority' place in a specific preschool service setting and group.*  
'High Priority' children as described in the Victorian Kindergarten Policy, Procedures and Funding Criteria are allocated as Priority 1. Registrations meeting the Priority 1 criteria will be prioritised to be offered a preschool place in all Rounds of Offer for a preschool group.
2. *All registrations for nominated preferred preschool groups will be processed using the Priority of Access criteria.*  
Following the application of the POA, and where the number of registrations exceeds the number of available places in a preschool group, a random automated ballot will occur with registrations under the Priority of Access Procedure. This ballot will determine which registrations are offered to a nominated preferred service group place.
3. Registrants who are not offered a place in the preschool service group listed as their first preference, may be offered a place at their second, third, fourth or fifth preferred preschool service group.

### FUNDED PRESCHOOL PRIORITY OF ACCESS CATEGORIES AND SUPPORTING DOCUMENTATION REQUIRED

PRIORITY AREA	CRITERIA	DESCRIPTION	SUPPORTING DOCUMENTATION REQUIRED
<b>PRIORITY 1</b> (High Priority Children as described in the Victorian Kindergarten Policy, Procedures and Funding Criteria)	Children at risk of abuse or neglect, including children in Out-of-Home Care.	The child is: <ul style="list-style-type: none"> <li>- attending a preschool program through Early Start Kindergarten or Access to Early Learning; or</li> <li>- is referred by Child Protection, Child and Family Services (Family Services referral and support team, Child FIRST/integrated family services/Services Connect case worker), Maternal and Child Health nurse, Out-of-Home Care provider.</li> </ul>	Attach supporting documentation <u>or</u> contact from relevant professional for supporting documentation eg: <ul style="list-style-type: none"> <li>- a letter of support a referral</li> </ul>
	Aboriginal and/or Torres Strait Islander children.	Families identify as Aboriginal and/or Torres Strait Islander.	No supporting documentation required
	Asylum seeker and refugee children.	An appropriate visa identifies the child and/or parents as a refugee or asylum seeker.	Attach a copy of supporting documentation eg: Visa



	Children eligible for the Kindergarten Fee Subsidy.	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, or for multiple birth children (triplets, quadruplets).	Attach a copy of supporting an eligible concession card.
	Children with additional needs, defined as children who: <ul style="list-style-type: none"> <li>- require additional assistance in order to fully participate in the kindergarten program;</li> <li>- require a combination of services which are individually planned;</li> <li>- have an identified specific disability or developmental delay.</li> </ul>	The child is: <ul style="list-style-type: none"> <li>- is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten;</li> <li>- holds a Child Health Care Card;</li> <li>- has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> <li>▪ the National Disability Insurance Scheme;</li> <li>▪ Early Childhood Intervention Service;</li> <li>▪ Preschool Field Officer; or</li> <li>▪ Maternal and Child Health nurse.</li> </ul> </li> </ul>	Eligibility according to DET criteria must be met. This requires agreement from both the parent/guardian and Teacher Educator at the conclusion of Term 3. <p>Attach supporting documentation <u>or</u> contact from relevant professional for supporting documentation eg:</p> <ul style="list-style-type: none"> <li>- a letter of support</li> <li>- a referral</li> </ul>
<b>PRIORITY 2</b>	All eligible Knox resident children whose sibling attended a preferred Knox Council operated preschool service within the last 3 years.	The same Knox Council operated preschool service as an elder sibling attended is selected as the first preference preschool service for the eligible Knox resident child.	Provide the sibling's name and address at the time of attendance. Council will cross check with previous central enrolment records.
	All eligible Knox resident children in a defined Local Community Area in which they reside.	Preferred funded preschool program located in defined Local Community Area that includes where the child and family reside.	Attach one supporting document eg: Rates notice, Licence or utility account
<b>PRIORITY 3</b>	All eligible children who are Knox Residents.	Children of residents living in Knox.	Attach one supporting document eg: Rates notice, Licence or utility account



<b>PRIORITY 4</b>	Non Knox Resident.	Who works or studies in Knox.	Attach one supporting document eg: Rates notice, Licence or utility account
<b>PRIORITY 5</b>	Non Knox Resident.	No connection with Knox.	No supporting documentation required

## 6.2 Local Community Areas

A Local Community Area is cluster of services in a local area, which is based on the service boundaries allocated for the Maternal and Child Health Service. It considers local transport and walkability factors together with local first parent and playgroup activities in that area. The Local Community Area is reviewed and adjusted regularly to reflect emerging local demographics based on birth notification trends in that area.

## 6.3 Other Considerations

- **Multiple birth children or siblings in the same preschool year**

Multiple birth children or siblings applying for their first and same year of preschool attendance at the same nominated preschool service will be awarded equal priority as any one of these siblings who are eligible for a higher priority category.

If a ballot is required at the nominated preschool service for siblings to attend then when the first sibling is selected from the ballot for the nominated service the other siblings are immediately eligible **for the same nominated service**.

- **Second year funded children**

DET provides funding to support children to access a preschool program in the year before they begin school. When considering whether a second year of funded preschool will benefit a child, the early childhood teacher and parent/guardian must ensure the child meets the eligibility criteria for a second year of funded preschool which is outlined in DET's Funding Guide.

- **Deferred children**

Children who are deferred from their first eligible year of a funded preschool program will be required to re-register for prior to the May Update of that year in order to be processed for Priority of Access to attend preschool in the following year.

- **Funded Preschool in Council's Centre-Based Services**

The Priority of Access will be applied for all registrants accessing long day/extended hours funded preschool programs in Council's centre-based services.

## 6.4 Central Registration and Allocation Procedure

### Registration

1. Families of eligible children may register their child in a Knox City Council preschool from birth. Registrations will be accepted throughout the year prior to the child commencing preschool and in the year they are due to commence preschool.
2. For all eligible registered applications made prior to 30 April for preschool attendance in the following calendar year, families will be contacted to:
  - make changes make to their original registration if required
  - confirm they still require the registration



3. As part of the May Update process families will be able to nominate up to 5 preferences from the list of proposed preschool groups for the following year.
  - Families of eligible children enrolled in Council's centre-based services will be asked to confirm if they will nominate the centre-based service as their preferred funded preschool programs, or nominate preferences for a enrolling in a sessional preschool service location.
4. Once families have received this email or letter (known as the 'May Update') they are asked to return their registration update/s and any supporting evidence required to Knox City Council primarily through the KEYS Online Family Web Portal or to the Preschool Coordination Unit.
5. Registrations for preschool attendance in the following calendar year will be processed against the Priority of Access Procedure in the months of June and July.
6. A draft Annual Service Plan is developed in June using the First Preference Assessment process and this will be used as a guide to establishing staff allocations and number of proposed groups at each location for the following year.

#### ***Second Year of Funded Preschool***

7. Families who are considering a second year of funded preschool in consultation with the Teacher Educator for their child/ren will provide written notification commencing from July to Council's Preschool Coordination Unit. Once Council receives a notification of a proposed second year, families will then be required to update their registration in KEYS for the following preschool year. Once the registration for a proposed second year has been completed and Rounds of Offers for the following year have commenced an allocation offer will be made with the proviso that the Teacher Educator agrees to sign the required Declaration of Eligibility for Second Funded Year of Preschool at the conclusion of 3<sup>rd</sup> term.

#### ***Allocation***

8. First Round Offers are prepared based on the Priority of Access, First Preference Assessment process, and draft Annual Service Plan.
9. Where the demand for registrations for a proposed group exceeds the current available places and where a group of families have equal Priority of Access criteria following the application of the Priority of Access Procedure, a random automated ballot will be conducted prior to First Round Offers to determine those families who will be offered available places.
10. In late August of each year, First Round Offers are emailed through the KEYS Online Portal (or if requested posted) directly to families. Families are asked to respond to the First Round Offers within 10 working days.
11. Once families have received this First Round Offer email or letter they are asked to reply through the KEYS Online Portal as the primary process or if they require additional support through the Preschool Coordination Unit to update registration status for families throughout the First Round Offer process.
12. First Round Offers family responses are analysed and the draft Annual Service Plan is updated following the completion of First Round Offers. Remaining vacant places are then identified and matched against the number of remaining registrations.
13. Where the demand for registrations of a preschool group exceeds the current available places and following the application of the Priority of Access Procedure, a random automated ballot will be conducted prior to Second Round Offers being made to families.





14. Families are offered available places in Second Round Offers in September and families are asked to respond to the Second Round Offers within 10 working days through KEYS Online Portal Preschool as the primary process, or if they require additional support, through Council's Preschool Coordination Unit. In accordance with employment requirements, preliminary discussions are then undertaken with staff across Council's Early Years Management team in relation to provisional work locations for the following preschool year.
15. Second Round Offers family responses are analysed and the draft Annual Service Plan is updated in October.
16. Subsequent Rounds of Offers will be undertaken as required.
17. All children registered for attendance in the 2020 preschool year onwards will be processed under this Funded Preschool Procedure.

***Allocation of places to individual preschool groups***

1. Where the number of first preference applications for a specific preschool group is greater than the number of available places, and the applications have the same priority under the Priority of Access Procedure, a random automated ballot overseen by the Manager, Family and Children's Services (or delegate), will determine places.
2. Council will hold a selected number of places each year in preschools for late enrolling vulnerable families. These places remain open until the end of January prior to the beginning of Term 1 of each year.
3. The specific number of places held open for vulnerable children will be determined by the Manager, Family and Children's Services (or delegate).

***Knox Preschool Service Waiting List***

A waiting list of applicants will be maintained who:

1. Have not been offered a place at their nominated preferred preschool groups and who have chosen to wait for a place in a preferred group rather than accept a place at in another preschool group.
2. Have not been offered a place at any Knox City Council nominated preferred preschool group and who have chosen to wait for a place in any Knox preschool group rather than go elsewhere.
3. As and when places in Knox City Council preschool service groups become available, offers will be made to registrants on the Knox City Council Preschool Service Waiting List after the application of Priority of Access criteria.
4. Where two or more applicants on the waiting list have been allocated the same priority under the Priority of Access Procedure, a random automated ballot overseen by the Manager, Family and Children's Services (or delegate), will determine places.



#### Key Dates for the Central Registration, Allocation and Enrolment Process

DATE	ACTION
February	Policy and associated procedures presented to Volunteer Preschool Parent Group training meeting.
May	<ul style="list-style-type: none"> <li>• Educators and families informed of proposed groups for following year.</li> <li>• Council begins contacting families to confirm registration details and for families to nominate up to 5 proposed preferred preschool groups prior to first round offer process.</li> </ul>
June –July	POA applied after May Update information from registrants.
July	<ul style="list-style-type: none"> <li>• A draft Annual Service Plan is developed using the First Preference and this information commences planning for staff allocations and number of proposed groups at each location for the following year.</li> <li>• Memo to Executive Management Team (EMT) informing them of proposed preschool service provision for the following year with a Draft Annual Service Plan attached.</li> <li>• Registration of children for a proposed second year commences.</li> </ul>
Late August	First Round Offers are emailed or sent to families.
September-February	Ongoing offers provided to families.
February onwards	Enrolment form is completed for chosen funded preschool program and funded preschool programs commence.

#### Administrative Updates

From time to time, circumstances may change leading to the need for administrative changes to this procedure. Knox City Council has a Funding and Service Agreement with DET and as part of this Agreement 'High Priority' children as designated by DET must be placed as the highest priority in a nominated preschool group.

From time to time, there may be some adjustments to Priority of Access requirements required as part of the Funding and Service Agreement with DET.

Where an update does not materially alter this procedure, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this procedure, it must be considered by Council.

## 9.5 Knox Electronic Gaming Policy Update

**SUMMARY:** Senior Social Planner, Sharon Barker

Knox City Council's particular responsibility in relation to gambling arises through its role in determining planning permits for gaming venues and electronic gaming machines (EGMs) in Knox. Council also has a role in minimising harm arising in the community from the use of EGMs.

A project was undertaken by the Municipal Strategic Social Planning Team in May and June 2020 to update Council's Electronic Gaming Machine Policy (the Policy) with the support of a Project team.

Consultation, which included a survey, was conducted with key stakeholders comprising venue operators, members of the Knox Community Health, Safety and Wellbeing Committee and Council's business units of Youth Leisure and Cultural Services, Strategic Planning, Community Access, Equity & Safety, and Municipal Strategic Social Planning. The City Planning & Building Department was also supplied with draft documents.

The proposed changes to the Policy will strengthen provisions to inform Council's statutory decision-making responsibilities, support its harm minimisation approach into the future, and align the format and language used in the document with current best practice standards. The update does not involve major restructuring of the document, as it remains drafted in accordance with Council's standard policy format.

### RECOMMENDATION

That Council endorse the updated Electronic Gaming Machine Policy, shown at attachment 2.

#### 1. INTRODUCTION

In the 2018-2019 financial year, expenditure<sup>1</sup> on electronic gaming machines was \$73,890,071.24 and expenditure per adult was \$571.61. There were 5.93 electronic gaming machines per 1,000 people. In this financial year, compared with metropolitan municipalities and Victoria, the City of Knox had a higher total expenditure (loss) on electronic gaming machines and expenditure (loss) per adult. The municipality also had a higher number of total electronic gaming machines, electronic gaming machines per 1,000 adults, and venues. Relative to the other 31 metropolitan municipalities, Knox was ranked 15<sup>th</sup> for total expenditure (loss) on electronic gaming machines, 10<sup>th</sup> for electronic gaming machines per 1,000 adults, and 15<sup>th</sup> for expenditure (losses) per adult.

Council's first Gaming Policy was developed in October 2001 and revised in December 2005. This was followed by the current Electronic Gaming Policy 2016-2020, which was scheduled for review in May 2020.

In May 2020, Symplan was engaged to undertake a Project (the Project) to update the Policy and supply relevant data updates for Council's Gambling Profile, which was updated in 2019.<sup>2</sup> As part

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<sup>1</sup> The Victorian Commission for Gambling and Liquor Regulation defines expenditure as "the total amount lost by players".

<sup>2</sup> Data update recommendations are located in the Background Report at 4. *Update of Knox Gambling Profile 2019*, pgs. 9-13 (Attachment 1) and were given to Council's Research and Mapping Team for consideration when next updating the Knox Gambling Profile.

of this Project, Symplan produced a Background Report (refer Attachment 1) setting out the method, process and deliberations that occurred during the Project. This included guidance to Council when translating the local planning provisions for gaming in the Knox Planning Scheme.<sup>3</sup>

### 1.1 Aims and Objectives of the Project

The aims of the Project were to:

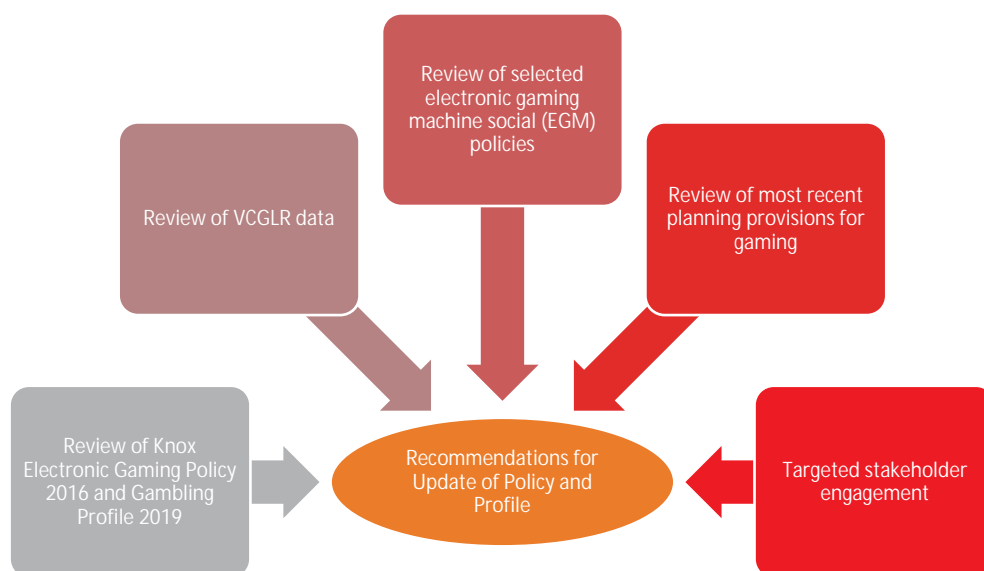
- Ensure that electronic gaming is conducted responsibly in Knox; and
- Mitigate the adverse impacts of electronic gaming on individuals and the community in Knox.

The objective of the Project was to:

- Update the current Electronic Gaming Policy to provide an effective policy framework to inform and guide Council's electronic gaming-related decision-making.

### 1.2 Methodology of the Project

The methodology utilised in the Project involved the following tasks:



The following criteria guided the selection of EGM social policies to be reviewed:

- Adjoining municipalities (Cities of Monash, Whitehorse, Greater Dandenong, Casey, Maroondah and the Shire of Yarra Ranges);
- Were in template form (Cities of Greater Dandenong, Maroondah and Greater Geelong, Mornington Peninsula Shire and Shire of Yarra Ranges);
- Included procedural toolkits (Cities of Melbourne and Casey); and
- Were recently prepared and are current (Cities of Whittlesea, Wyndham, Moreland, Kingston and Banyule).

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<sup>3</sup> This guidance is located in the Background Report at 6. *Review of Knox Planning Scheme*, pgs. 22-25 (Attachment 1) and was given to Council's Strategic Planning Team for reference.

## **2. DISCUSSION**

### **2.1 Purpose of the Update**

The purpose of the proposed updated Policy is, firstly, to strengthen Council's capacity to manage the location and operation of electronic gaming machines (EGMs) through transparent, consistent and coordinated decision-making processes, regulation and enforcement in the municipality; and, secondly, reduce the potential public health and wellbeing harm caused to individuals and the community by EGMs through engaging and collaborating with key stakeholders, disseminating information on the risks and impacts associated with gambling-related harms, facilitating access to non-gambling activities and advocacy.

The update sought to strengthen the current Policy's provisions to inform Council's statutory decision-making responsibilities, support its harm minimisation approach into the future and align the format and language used in the document with current best practice standards. The update does not, however, involve major restructuring of the document, as it remains drafted in accordance with Council's standard policy format.

### **2.2 Summary of the Proposed Updates**

The proposed updates to the Policy include:

- Relocation of some of the text to different sections within the Policy;
- Inclusion of additional definitions, references and updated language (Section 5, Definitions);
- Updating and rephrasing of part of the policy position (Section 6, Council Policy) to ensure it presents a balanced approach to preventing harms within a harm minimisation framework in accordance with best practice standards;
- Minor reworking of the body of the Report (including Section 6, Council Policy);
- Updating the context to include the most up-to-date gaming statistics and a brief discussion of the statutory decision-making framework and Council's roles;
- Rephrasing some of the actions so they read as "actions" rather than "statements of intent" and the inclusion of an additional action; and
- Rephrasing some of the "core areas of business" to make them more consistent with the Community and Council Plan 2017-2021 and utilising the term "functions and roles" to reflect the narrative and terminology used in other policies and strategies of Council.

The details of the proposed updates are located in the Background Report (refer Attachment 1, Section 5, Update of Electronic Gaming Policy 2016, pages 15-21).

A Track-change version of the draft Policy is also presented in Attachment 3.

### 2.3 Key Proposed Updates

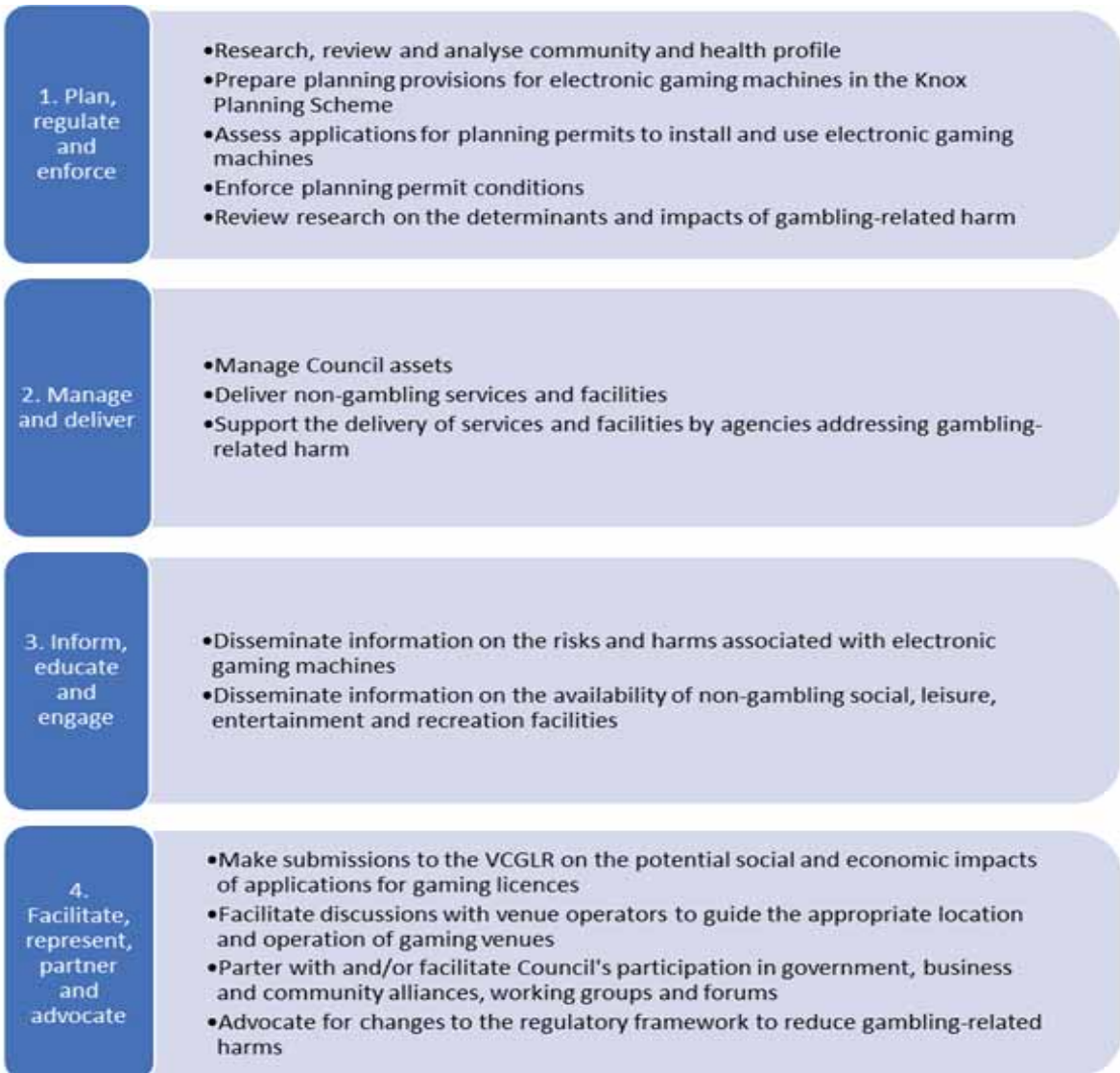
Further detail on the key proposed updates include:

#### 2.3.1 Updated Language to Align with Best Practice Standards

It is proposed that the language in the updated Policy be aligned with current best practice standards. Accordingly, the addition of the term "Machine" to the title of the Policy is proposed (i.e. Electronic Gaming Machine Policy). Also, the adoption of the term "electronic gaming machines" (EGMs) throughout the document seeks to add consistency. Further, a move to the terms "gambling-related harms", "harm for EGM gambling" and/or "gambling harm" in place of "problem gambling", "problem gambler" and "responsible gambling" aims to apportion blame for the harms caused by gambling away from the gambler and more towards the design and operation of the product, namely EGMs and the location, design and operation of venue within which it is used.

#### 2.3.2 Reworked Explanation of the Roles and Functions in the Context Section

It is proposed that the Roles and Functions section (pg. 2) be reworked to better explain Council statutory obligations and provide a redesigned diagram as outlined below:





### **2.3.3 Minor Rewording of the Scope Section to Better Capture its Original Intention**

It is proposed that the Scope section (pg. 3) be amended to:

The Electronic Gaming Machine Policy covers electronic gaming machines and their use in the municipality. In particular, it applies to:

- Knox City Council, in its role as the responsible authority under the Planning and Environment Act 1987, in making decisions on planning permit applications to use or install electronic gaming machines and in making submissions to the VCGLR under the Gambling Regulation Act 2003;
- Knox City Council, as a landowner, lessor, manager and regulator of land used to operate electronic gaming machines;
- Existing and potential operators of gaming venues in the City of Knox;
- Individuals, families and community in the City of Knox affected by gambling-related harm; and
- Community groups, service providers and agencies responsible for the delivery of non-gambling facilities and activities and services for people affected by gambling-related harm.

### **2.3.4 Amended “Policy Statement” to Provide a More Balanced Approach to Preventing Harms Within a Harm Minimisation Framework**

It is proposed to amend the Policy Statement section (pg. 4) to:

Council is committed to mitigating the negative impacts of electronic gaming in the municipality by adopting a harm minimisation approach in relation to the use of electronic gaming machines. This commitment is underpinned by its Community and Council Plan 2017-2021 goals, which seek to enable a community that is safe and secure; healthy, happy and well; and has confidence in Council’s decision-making.

Council recognises that electronic gaming machines can pose a threat to public health and wellbeing due to the harm this activity can cause for individuals, families and the community. However, it accepts that the use of electronic gaming machines is a legal form of entertainment, which may be associated with some benefits for people who do not experience harm from gambling. Council, therefore, does not advocate for the prohibition of electronic gaming.

### **2.3.5 Amended Policy Goal to Provide More Detail**

It is proposed that the Policy Goal section (page 5) be amended to:

Council is committed to mitigating the negative social and economic impacts of electronic gaming on local communities.

Council’s goal is therefore to demonstrate leadership in preventing and mitigating the negative social and economic impacts of electronic gaming machines on the community.

### **2.3.6 Amended “Policy Objectives” to Align Council to Best Practice Standards**

It is proposed that the Policy Objectives section (pg. 5) be amended to:

The key strategic objectives of the Electronic Gaming Machine Policy are:

- To strengthen Council's capacity to manage the location and operation of electronic gaming machines through transparent, consistent and coordinated decision-making processes, regulation and enforcement; and
- To reduce the potential public health and wellbeing harm caused to individuals and the community by electronic gaming machines through engaging and collaborating with key stakeholders, disseminating information on the risks and impacts associated with gambling-related harms, facilitating access to non-gambling activities and advocacy.

### **2.3.7 Minor Rewording of the Actions**

The actions primarily remain the same, however, some have been reworded to reflect language that aligns with best practice standards.

### **2.3.8 Additional Action**

During the consultation process, a gap was identified in Council's Policy concerning community grants, financial assistance or in-kind support to clubs and organisations. Therefore, it is proposed that an additional action be added to Section 6.4.2 Key Roles and Functions 2: Manage and Deliver/Provide, under 6.4.2.1 "Discourage the operation of electronic gaming machines on Council-owned land by", which states:

- Not providing community grants, financial assistance or in-kind support to an organisation or business that operates electronic gaming machines (dot-point 4, page 6).

The wording of this action has been amended in accordance with Councillors' feedback from the 31 August 2020 Confidential Issues Briefing meeting and aligns with the Minor Grants Policy (item 6.15) that was approved by Council in April 2020, which states:

To be eligible for a Minor Grant, applying organisations must:

- 6.15 Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

## **3. CONSULTATION**

### **3.1 Project Team**

A Project team was formed in May 2020 to guide the Project. The team comprised of staff from the Strategic Planning, Municipal Strategic Social Planning and Community Access Equity and Safety business units of Council. These officers worked with the consultant and the Project Manager to review and provide feedback on each part of the Project and support the consultation process with key stakeholders.

### **3.2 Stakeholders**

The following stakeholder groups were engaged during the Project:

- Venue operators;
- Members of the Knox Community Health, Safety and Wellbeing Committee;
- Knox City Council's Team including:
  - Youth Leisure and Cultural Services;
  - Strategic Planning;



- Community Access, Equity & Safety; and
- Municipal Strategic Social Planning.

City Planning and Building were also supplied with draft documents for review.

### **3.3 Consultation Process**

Attempts were made to contact each of the venue operators by telephone. Due to the COVID-19 shutdown, it was not possible to contact three of the gaming venues, which were closed.

Surveys were distributed to 12 members of the Knox Community Health, Safety and Wellbeing Committee. Six surveys were completed by the following agencies:

- The Basin Community House Inc.;
- Uniting Homelessness Services;
- EACH – Gamblers Help Eastern;
- Council officer (unknown department);
- Knox Infolink; and
- Knox Youth Services.

Telephone interviews were also held with Eastern Access Community Health and the operator of one of the hotels. Contact was made with the operator of five hotels who indicated they were comfortable with extracting feedback obtained on other gaming research projects undertaken by Symplan in the past.

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

The adoption of the proposed updated Policy will strengthen Council's capacity to respond to planning permit applications and prepare submission to the Victorian Commission for Gambling and Liquor Regulation.

Clubs and hotels that offer EGMs should be appropriately located to minimise any detrimental amenity issues. Applications for new EGMs require both:

- A planning permit (for the machines/venue) which will be assessed by Council based on the strategies and objectives set-out in the Knox Planning Scheme; and
- A determination of the impact on community wellbeing decided by the Victorian Commission for Gambling and Liquor Regulation on new EGM licence applications to which Local Government can make a submission.

An assessment on environmental/amenity impacts will be undertaken on a site-specific basis, under the above scenarios and the proposed updated Policy will strengthen Council's ability to ensure that these matters are appropriately considered in the assessment.

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

Existing resources will predominantly be utilised to implement the proposed updated Policy. Any additional resource requirements will be sought as part of Council's annual budget process.

## **6. SOCIAL IMPLICATIONS**

Council recognises that excessive gaming can have a detrimental impact upon individuals, families and the broader community. The proposed changes to the Policy will strengthen provisions that inform Council's statutory decision-making responsibilities, support its harm minimisation approach and mitigate the negative impact arising from EGMs into the future.

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

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

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition.

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

## **8. CONFLICT OF INTEREST**

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

Author – Senior Social Planner, Sharon Barker – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

The proposed updated Policy will strengthen provisions to inform Council's statutory decision-making responsibility, support a harm minimisation approach into the future and align the format and language of the document with current best practice standards.

The update does not involve a major restructuring of the document, as it remains drafted in accordance with Council's standard policy format.

Councillors' feedback from the 31 August 2020 Issues Briefing meeting has been incorporated into the revised draft Policy.

## **10. CONFIDENTIALITY**

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

**Report Prepared by:** Senior Social Planner, Sharon Barker

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## Attachments

1. Attachment 1 Background Report Electronic Gaming Machine Policy Update 2020 [9.5.1 - 38 pages]
2. Attachment 2 Electronic Gaming Machine Policy Update 2020 07 23 [9.5.2 - 7 pages]
3. Attachment 3 - Tracked changes version - Electronic Gaming Machine Policy Update 2020-07-22 ( D 20-1 [9.5.3 - 14 pages]

Attachment 1

# Knox City Council's Electronic Gaming Policy 2016 Update

30 June 2020



Symplan  
Planning for People, Place, Purpose

Background Report Knox City Council's Electronic Gaming Policy Update  
30 June 2020

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## ACRONYMS

<b>DELWP</b>	Department of Environment, Land, Water and Planning
<b>MSS</b>	Municipal Strategic Statement
<b>MPS</b>	Metropolitan Planning Strategy
<b>VCAT</b>	Victorian Civil and Administrative Tribunal
<b>VCGLR</b>	Victorian Commission for Gambling and Liquor Regulation



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## 1 INTRODUCTION

### 1.1 Background and purpose of project

The purpose of the Knox City Council's *Electronic Gaming Policy 2016* (Policy) is to guide Council in fulfilling its statutory roles with respect to planning permit and gaming applications for new electronic gaming machines (EGMs) in the municipality. This Policy is due for review on 24 May 2020.

The evidence underpinning the contents of the Policy is provided in the *Knox Gambling Profile* (Profile) which was originally prepared in 2008, and updated in 2016 and 2019.

Knox City Council (Council) engaged Symplan to update the Policy and update the Profile (the project). The primary purpose of the project is to update the Policy and ensure it align with contemporary gaming policies, decisions, gaming data published by the Victorian Commission for Gambling and Liquor Regulation (VCGLR), and incorporate any changes to the regulatory context within which EGMs operate in the municipality.

The review of the Profile was to value add to the update undertaken by Council in 2019 in order to incorporate the most recent gaming data produced by the Victorian Commission for Gambling and Liquor Regulation.

### 1.2 Scope of project

Council's policies are presented in a standard format or template. The recommended revisions to both the Profile and Policy therefore do not involve a restructuring of either document but rather suggestions regarding opportunities to update the evidence base in the Profile and update and strengthen the policy provisions in the Policy. The scope of the project is therefore an update rather than a review or replacement of the *Knox Electronic Gaming Policy 2016* and the *Knox Gambling Profile June 2019 (update)*.

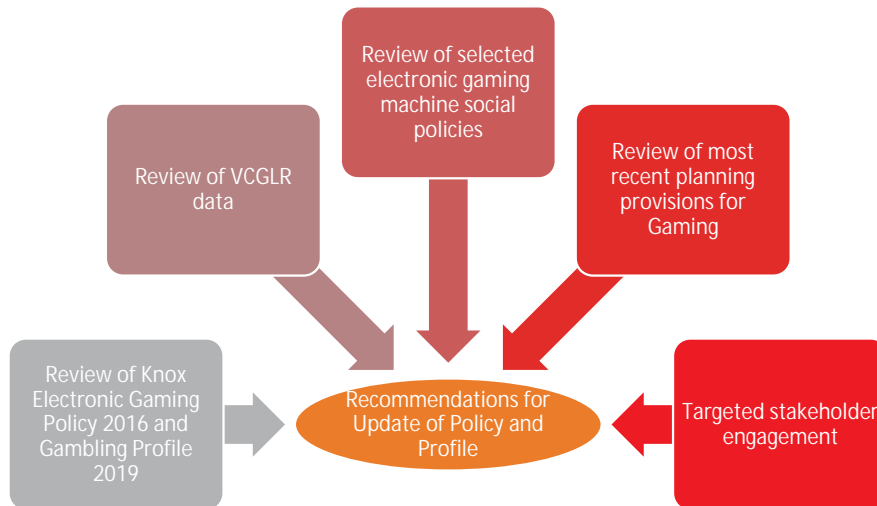
The project brief did not include updating or reviewing the relevant provisions in the Knox Planning Scheme relating to EGMs. However, this report includes a discussion on the implications of the recommended updates to the Policy and Profile, and changes to the format of planning schemes, on the gaming provisions in the Knox Planning Scheme. It also includes some recommendations on aspects of a draft schedule to Clause 52.28 Gaming prepared by the Department of Environment, Water, Land and Planning (DELWP). These recommendations relate to the policy-neutral translation of the existing planning provisions for gaming into the new schedule to Clause 52.28 Gaming of the Knox Planning Scheme.

The project brief also involved targeted engagement with selected stakeholders.

### 1.3 Methodology

The methodology guiding the updating process involved the following tasks:

**Figure 1 - Methodology**



The following criteria guided the selection of EGM social policies to be reviewed:

- Adjoining municipalities (Cities of Monash, Whitehorse, Greater Dandenong, Casey, Maroondah and the Shire of Yarra Ranges)
- Were in template form (Cities of Greater Dandenong, Maroondah and Greater Geelong, Mornington Peninsula Shire and Shire of Yarra Ranges)
- Included procedural toolkits (Cities of Melbourne and Casey)
- Were recently prepared and are current (Cities of Whittlesea, Wyndham, Moreland, Kingston and Banyule)

The list of EGM social policies reviewed is included in Appendix 1.

The topics covered during the targeted stakeholder engagement process are included in Appendix 2.

### 1.4 Limitations

The consultation and engagement process was undertaken during the shutdown caused by the Coronavirus pandemic. It was therefore not possible to conduct face to face workshops with key stakeholders and the gaming industry. Further, it was not possible to contact some of the nominees as the gaming venues were closed.

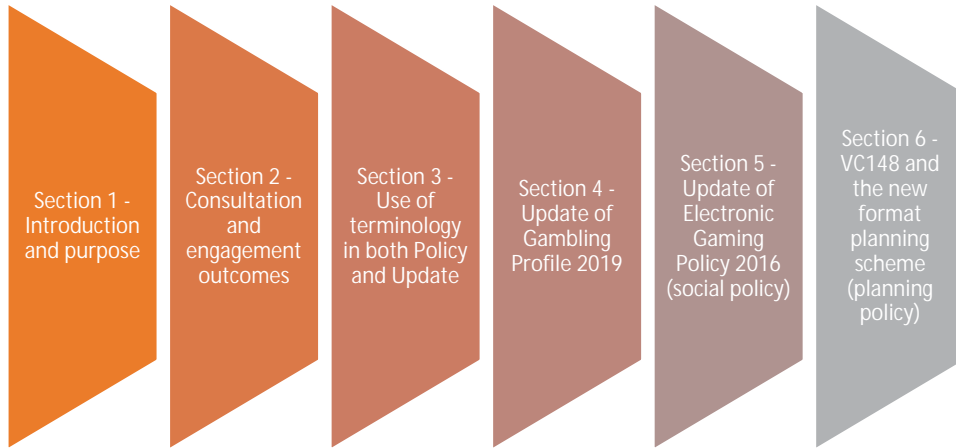
This limitation was overcome by making contact, where possible, with nominees and inviting them to participate in a personal telephone interview, and inviting the Community Safety and Wellbeing Committee to participate in an online engagement tool.

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### 1.5 Structure of report

The Update consists of the following sections:

**Figure 2 – Structure of the Report**



The recommendations in Sections 3, 4 and 5 have informed the discussion in Section 6.

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## 2 ENGAGEMENT OUTCOMES

This section provides a summary of the outcomes of the engagement process. It is structured around the topics covered with each of the stakeholders.

### 2.1 Stakeholders

The following stakeholder groups were engaged:

- Venue operators
- Members of the Knox Community Safety and Wellbeing Committee
- Knox City Council:
  - Youth Leisure and Cultural Services
  - Strategic Planning
  - Community Access, Equity & Safety, Community Wellbeing Department

### 2.2 Methodology

Attempts were made to contact each of the venue operators by telephone. Due to the coronavirus shutdown, it was not possible to contact three of the gaming venues which were closed.

Surveys were distributed to 12 members of the Knox Community Safety and Wellbeing Committee. Six surveys were completed by the following agencies:

- The Basin Community House Inc.
- Uniting Homelessness Services
- EACH – Gamblers Help Eastern
- Council officer (unknown department)
- Knox Infolink
- Knox Youth Services

Telephone interviews were held with Eastern Access Community Health and the operator of one of the hotels. Contact was made with the operator of five hotels who indicated they were comfortable with extracting feedback obtained on other gaming research projects undertaken by Symplan in the past.

### 2.3 Outcomes

#### **How does EGM gambling in the City of Knox differ from other municipalities?**

One of the venue operators indicated the City of Knox has a unique socio-economic and gaming context which differentiates the patterns of EGM use in the municipality.

#### **What are the impacts of EGMs in the City of Knox?**

Benefits identified by the venue operators include provision of social facilities and activities (particularly for older people), provide support for clubs and schools. One of the members of the Knox Community Safety and Wellbeing Committee felt EGM gambling can be “fun occasionally” and another identified revenue for state government as a benefit.

*EGMs are a poor form of socialising – the return to the community is in the clubs that gain from their machines.* Member Knox Community Safety and Wellbeing Committee

*Gambling addiction is an insidious problem and can lead to major social issues including Family Violence, Mental Health concerns and in extreme cases suicide.* Member Knox Community Safety and Wellbeing Committee

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The risk of harm from gambling was identified by all stakeholders as a negative impact. Specific harms identified by members of the Knox Community Safety and Wellbeing Committee included social isolation, loss of income, family breakdown, substance abuse, family violence, depression, anxiety, online gambling, suicide, homelessness, unemployment., crime and fraud.

*Evidence shows that gambling harm has a huge impact on individuals, families and the wider community.* Member Knox Community Safety and Wellbeing Committee

**What is the future of EGM gambling in the City of Knox?**

One of the hotel venue operators predicted there could be an increase in demand for and use of EGMs due to population growth.

*People that enjoy it socially will continue to enjoy it socially.* Hotel venue operator

The other hotel venue operator felt there could be a reduction in demand for EGM gambling in the municipality.

*I don't think there will be a new venue in Knox area, I wouldn't be surprised if venues shut.*  
Hotel venue operator

Three of the six members of the Knox Community Safety and Wellbeing Committee felt there will be more demand for electronic gaming machines with a fourth predicting there will be a "resurgence back to clubs and pubs once Covid-19 restrictions are relaxed but online [gambling] will have captured a new cohort given this event".

**What should Council do to prevent/minimise the negative impacts of EGM use?**

Both hotel venue operators felt Council plays a role in preventing and minimising the negative impacts of EGM use, particularly by disseminating information on support services for people affected by gambling-related harms. One of the hotel venue operators indicated they would welcome opportunities to work more closely with Council, possibly through a setting similar to the Liquor Forum or Accord.

*Gambling forum would be a good idea, it would be a discussion point to get a better understanding of our practice as venue operators, it would also give us an idea of what Council expects. It would be fantastic to have a relationship with Council - I enjoy these discussions as it illustrates what we do as operators.* Hotel venue operator

All six members of the Knox Community Safety and Wellbeing Committee on Council's felt Council plays a role in preventing and minimising harms from EGMs (refer to Figure 3).

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**Figure 3 - What is Council's role in preventing and minimising harm from EGMs?**



All six members of the Knox Community Safety and Wellbeing Committee felt Council plays a role in providing information on the causes and impacts of EGM gambling, working with agencies providing support for people directly and indirectly affected by gambling-related harm and advocating for the State Government to work with the gaming industry to collectively identify strategies to prevent and minimise harms.

**What role does the gaming industry play in preventing/minimising the negative impacts of EGMs?**

The venue operators indicated they have a role in preventing and minimising harm from gambling through the implementation of codes of conduct, patron interactions, staff training, YourPlay program and encouraging breaks in play.

**What are the causes of negative impacts from EGMs?**

Feedback from the members of the Knox Community Safety and Wellbeing Committee identified the following causes of gambling-related harm associated with the socio-economic, gaming and regulatory context.

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**Table 1 – Causes of negative impacts from EGMs**

Socio-economic context	Gaming context	Regulatory context
Socio-economic disadvantage	High participation in EGM gambling	Lack of regulation in self-exclusion
Older people	Lack of regional capping	Inadequate social support
People experiencing social isolation and loneliness	Location in areas experiencing socio-economic disadvantage	Planning provisions
International students	Number of venues	Inability for local governments to control
	EGM design	
	Gaming venue 'ambiance' which encourages prolonged use and higher expenditure	
	Betting limits	

Three members of the Knox Community Safety and Wellbeing Committee felt that gambling harm can affect anyone.

*EGMs cause harm as they are programmed to be addictive, and encourage, the vulnerable and often lower socioeconomic groups to gamble.* Member of the Knox Community Safety and Wellbeing Committee

*Venues are far from safe as the addictive nature of the gaming machines encourages people to gamble and spend more than they can afford.* Member of the Knox Community Safety and Wellbeing Committee

*Harms the same regardless of the type of gambling.* Hotel venue operator

**What factors are relevant to the gaming industry when considering increasing the number of EGMs in an existing gaming venue or establishing a new gaming venue?**

One of the hotel venue operators indicated they consider whether there the demand, whether the area is covered by a regional or municipal cap and whether there are entitlements allocated to the municipality.

**What challenges does the gaming industry face when applying for a planning permit to establish a new gaming venue or increase the number of EGMs in an existing venue?**

The biggest challenge facing venue operators is having an application for a gaming licence or planning permit refused. Other challenges are ensuring a return on the investment and implementing sufficient measures to prevent harm from gambling.

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### 3 UPDATE OF TERMINOLOGY IN BOTH POLICY AND PROFILE

This section provides recommended updates to the way in which the terms 'problem or responsible gambling/gambler' and EGMs are used in both the Policy and the Profile.

These recommendations will be considered by Council's Research and Mapping team when the Profile is next updated.

#### 3.1 Harm from gambling

The terms 'problem gambling', 'problem gambler' and 'responsible gambling' are used in both the Gambling Profile and the Policy.

In recent years there has been a shift from apportioning blame for the harms caused by gambling away from the gambler and more towards the design and operation of the product, namely the EGM and the location, design and operation of venue within which it is used. This is because EGMs are the form of gambling most associated with harm due to its design and operations.<sup>1</sup>

There has been a similar shift away from the 'behaviour' of gamblers, that is '*are they gambling responsibly or in a problematic fashion?*' towards a recognition that the location, design and operation of EGMs are the risk factor rather than the gambler's 'behaviour'.

The focus is therefore now on the harms caused by the use of EGMs and the venues within which they operate rather than the gambler.

**Recommendation** Use the terms 'gambling-related harms', 'harm from EGM gambling' and/or 'gambling harm' in place of 'problem gambling', 'problem gambler' and 'responsible gambling'.

#### 3.2 EGM gambling

The terms 'electronic poker machines', 'poker machines', 'pokies', and 'electronic gaming machines' are used in both the Gambling Profile and the Policy.

The *Gambling Regulation Act 2003* uses the term 'gaming machine'.

The following terms are used in the Knox Planning Scheme:

Clause 21.08-6 and Clause 52.28 are titled 'Gaming'

Clause 21.08-6 uses the term 'electronic gaming machines'

Clause 52.28 *Gaming* uses the term 'gaming machines'

Clause 72 *General Terms* of the Knox Planning Scheme defines gaming as 'the playing of a gaming machine'.

Even though the Planning Scheme uses the term 'gaming machine', it is suggested the term 'electronic gaming machine' be used rather than 'gaming machine' as it aligns with the acronym 'EGM' which is a widely understood and accepted concept used by the Gaming Commission, the Tribunal and Planning Panels Victoria. It also clearly defines EGMs as one of the forms of gaming.

The Policy is entitled 'electronic gaming' which reads as a verb. Electronic gaming machines are a noun. The Planning Scheme refers to 'gaming machines' which presents as a noun. In the interests of consistency, it is suggested the term 'electronic gaming machines' be used in place of 'electronic gaming'. This change would also reduce the emphasis on the 'behaviour' and act of using EGMs and place greater emphasis on EGMs as a product. This would align with the current use of the term 'gambling-related harm' rather than 'problem gambling'.

**Recommendation** In the interests of clarity and consistency, the term 'electronic gaming machines (EGMs)' should be used throughout both documents, including in the title.

<sup>1</sup> Browne M. et al., 2019, NSW Gambling Survey, *NSW Responsible Gambling Fund* September and <http://www.problemgambling.gov.au/facts/>



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## 4 UPDATE OF KNOX GAMBLING PROFILE 2019

It is suggested the following updates be made to the *Knox Gambling Profile, update, June 2019*.

### 4.1 Updated indicators

Tracked changes are inserted in the document to include the VCGLR gaming indicators for the 2018-19 Financial Year.

Other indicators have also been inserted, where possible, to assist in updating the other gaming indicators.

**Recommendation** Update the gaming indicators throughout the document to incorporate the most recent VCGLR and other relevant data.

### 4.2 Terminology

Reference is made to 'metropolitan Melbourne' in Sections 4.2 and 4.3. Perhaps this should read 'metropolitan municipalities' as it does elsewhere in these sections? This would make the terminology consistent with the terminology used by the VCGLR in describing the gaming data.

#### Recommendations

1. Review whether the term 'metropolitan municipalities' is more appropriate than 'metropolitan Melbourne' in **Sections 4.2 and 4.3**.
2. Consider including a glossary of terms into the Profile which may inform the definitions to be included in the updated Electronic Gaming Policy. Please refer to Appendix 4 for a list of terms which may be included in the Glossary of Terms.

### 4.3 Benchmarked municipalities

The City of Knox is included in the Eastern Metropolitan Region which also includes the Cities of Boroondara, Whitehorse, Maroondah, Monash and Yarra Ranges. With the exception of the City of Boroondara, the other municipalities have been used to benchmark the City of Knox's gaming indicators. Similarly, with the exception of the City of Boroondara, the other municipalities adjoin the City of Knox.

The municipality is also adjoined by the City of Casey to the south (refer to Figure 4).

Figure 4 – Location and suburbs, City of Knox



Source: i.d consulting

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Sections 4.2 and 4.3 discuss and analyse several gaming indicators for Knox's 'neighbours'. Perhaps the City of Casey should be included in this analysis as it adjoins the City of Knox.

#### Recommendations

1. Include a contextual map illustrating adjoining municipalities and suburbs (see Figure 4).
2. Use the term 'adjoining municipalities' in place of 'nearest neighbours' as this would be a more accurate description of the benchmarked municipalities.
3. Include gaming data for the City of Casey in the Knox Gambling Profile June 2019 as it is one of the adjoining municipalities.

#### 4.4 Section 3 – Gambling in Australia and Victoria

A discussion of the regulatory and decision-making framework within which EGMs operate in Victoria and the City of Knox may be useful background to the procedures table included in Electronic Gaming Policy (Appendix A). It would also provide a context for the different decision-making considerations for gaming and planning under the various statutory instruments and Council's statutory roles in preventing and minimising harms from gambling.

#### Recommendation Include the following text in Section 3 Gambling in Australia and Victoria

**Statutory framework.** *Council's statutory roles in preventing and minimising harm from EGM gambling are defined by four Victorian legislative instruments.*

*Gaming venues require two permissions to operate EGMs in Victoria. A planning permit is required to install and use EGMs under the Planning and Environment Act 1987 and a gaming licence is required to use a premise for EGMs under the Gambling Regulation Act 2003. Council assesses applications for planning permits to use and install EGMs under the Planning and Environment Act 1987 and makes submissions to the VCGLR on behalf of the community on the potential social and economic impacts of a gaming licence application under Gambling Regulation Act 2003.*

*The Local Government Act 1989 and the Public Health and Wellbeing Act 2008 relate more broadly to safeguarding and protecting the health and wellbeing of the community.*

**Regional caps and Municipal Limits** *Municipal caps were introduced in 2009 to regulate the density of EGMs in municipalities. The maximum number of EGMs permitted under the municipal cap is 10 EGMs per 1,000 adults. Municipal caps are not considered a benchmark but rather represent the maximum number of EGMs permitted relative to the size of the adult population.*

**Allocation of EGM entitlements** *On 7 July 2017 the Minister for Consumer Affairs, Gaming and Liquor Regulation introduced new arrangements regulating the allocation of EGM entitlements. The following arrangements are of relevance:*

- *The maximum number of EGMs permitted in a gaming venue will remain at 105.*
- *EGM entitlements will be in place for a 20 year term rather than a ten year term.*
- *The maximum number of EGM entitlements held by a club venue operator is increased from 420 to 840.*
- *The '50:50' rule is adjusted facilitating the allocation of unused club EGM entitlements to the hotel sector.*

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**4.5 Section 4 – Gaming machines in Knox**

If the *Knox Gambling Profile, Update, June 2019* will be used to inform the preparation of new planning provisions for electronic gaming in the Knox Planning Scheme, the following additional information and analysis describing the socio-economic and physical gaming context may be useful.

**4.5.1 Location, type and size of gaming venues**

A map illustrating the location and type of gaming venues may provide a useful visual representation of the gaming context in the City of Knox (refer to Figure 5 and Table 2).

**Figure 5 – Location and type of gaming venues, City of Knox**



Source: VCGLR

**Table 2 – Gaming venues, EGM numbers and EGM expenditure, 2018-19**

Map Ref	Venue name	Suburb	Venue type	Expenditure	EGM entitlements	Lic EGMs	Exp per attached EGM entitlement
1	Bayswater Hotel	Bayswater	Hotel	\$8,679,495.18	80	105	\$108,493.69
2	Club Hotel (Ferntree Gully)	Ferntree Gully	Hotel	\$4,851,253.12	40	45	\$121,281.33
3	Ferntree Gully Bowling Club	Ferntree Gully	Club	\$1,350,888.96	34	34	\$39,732.03
4	Ferntree Gully Hotel	Ferntree Gully	Hotel	\$3,659,935.86	49	70	\$74,692.57
5	Knox Club	Wantirna	Club	\$7,854,545.27	100	100	\$78,545.45
6	Knox Tavern	Wantirna South	Hotel	\$8,346,414.28	73	77	\$114,334.44
7	Stamford Hotel	Rowville	Hotel	\$12,008,813.86	85	103	\$141,280.16
8	The Royal Hotel Ferntree Gully	Ferntree Gully	Hotel	\$6,386,064.00	69	90	\$92,551.65
9	Wantirna Club	Wantirna South	Club	\$5,289,823.04	97	97	\$54,534.26
10	Wantirna Hill Club	Wantirna	Club	\$3,546,551.37	60	60	\$59,109.19
11	Zagame Boronia	Boronia	Hotel	\$11,916,286.30	80	80	\$148,953.58
<b>City of Knox</b>				<b>\$73,890,071.24</b>	<b>687</b>	<b>756</b>	<b>\$107,554.69</b>

Source: VCGLR

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In some instances, the Commission<sup>2</sup> and Tribunal<sup>3</sup> have given preference to clubs over hotels as they are considered to incorporate more protective factors such as sign in procedures and additional non-gambling activities. Although this is not the case in the City of Knox, they may also be smaller and therefore less risky. However, in other instances no preference is given to clubs over hotels.<sup>4, 5</sup>

A description of the number, type and size of gaming venues may therefore be useful in informing the assessment of a gaming or planning permit application.

#### Recommendations

1. Include Figure 5 and Table 2 in Sub-heading 4.2.
2. Include an additional sub-heading in Section 4.2 with the following text to describe the location, type and size of gaming venues in the municipality:

*Gaming venues: The City of Knox has 11 gaming venues, four of which are clubs and seven of which are hotels. These venues are located as follows (refer to Figure 1 and Table 2):*

*Bayswater x 1*

*Rowville x 1*

*Boronia x 1*

*Wantirna x 2*

*Wantirna South x 2*

*Ferntree Gully x 4*

*There are no existing clusters of gaming venues.*

*The gaming venues vary in size with the Ferntree Gully Bowling Club being the smallest with 34 attached EGM entitlements and the Knox Club being the largest with 100 attached EGM entitlements.*

*The average size for clubs is larger (73 attached EGM entitlements) than hotels (68 attached EGM entitlements).*

#### 4.5.2 Physical accessibility

Some additional background to the physical and socio-economic context within which the gaming venues and EGMs operate in the municipality could assist in the assessment of the social and economic impacts of a gaming proposal.

#### Recommendation: Include the following text in Section 4.2.6 of the Profile.

*The location of a gaming venue influences its accessibility and therefore its potential to contribute to convenience gaming. Convenience gambling is a determinant of gambling-related harm.<sup>6</sup>*

*The typical catchment used to assess accessibility to EGMs and the socio-economic profile of the community in metropolitan municipalities used by the Gaming Commission is 2.5 kilometres.*

*Figure 6 illustrates that the majority of the central and northern part of the municipality is located within 2.5 kilometres of at least one gaming venue. The suburbs of Upper Ferntree*

<sup>2</sup> Commission Decision, Edgewater Hotel 2008

<sup>3</sup> Glenroy RSL Sub Branch Inc v Moreland CC [2017] VCAT 531

<sup>4</sup> Prizac Investments Pty Ltd & Ors v Maribymong CC & Ors (includes Summary) (Red Dot) [2009] VCAT 2616, paragraph 132

<sup>5</sup> Australian Government Productivity Commission (2010) *Productivity Commission Inquiry Report, Gambling* No. 50

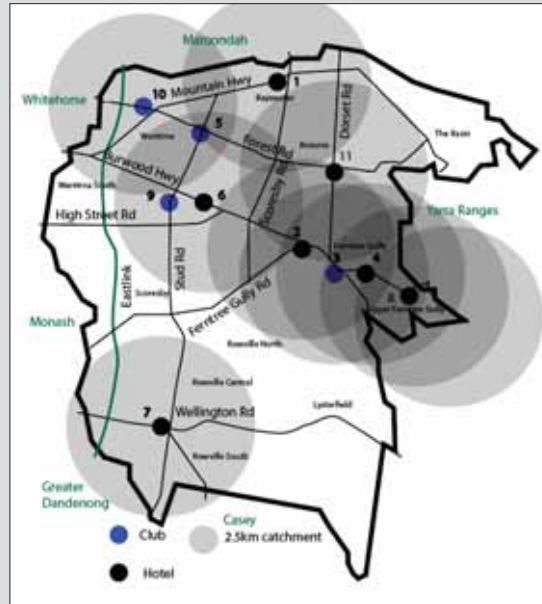
<sup>6</sup> Australian Government Productivity Commission (2010) *Productivity Commission Inquiry Report, Gambling* No. 50 p14.1

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*Gully and Ferntree Gully are covered by several overlapping catchments while Lysterfield is not located within any catchment.*

*This Figure also illustrates that all the gaming venues are located along major arterials.*

**Figure 6 – 2.5 kilometre catchment, gaming venues**



Source: VCGLR

**4.5.3 Socio-economic disadvantage**

The Commission and Tribunal have noted that socio-economic disadvantage is one of the key determinants of harm from gambling.<sup>7</sup> People experiencing socio-economic disadvantage are also more vulnerable to the harms associated with gambling due to their compromised financial and social living and working circumstances.

A map illustrating the physical location of the gaming venues in relation communities experiencing socio-economic disadvantage would supplement the discussion in Section 4.2.6.

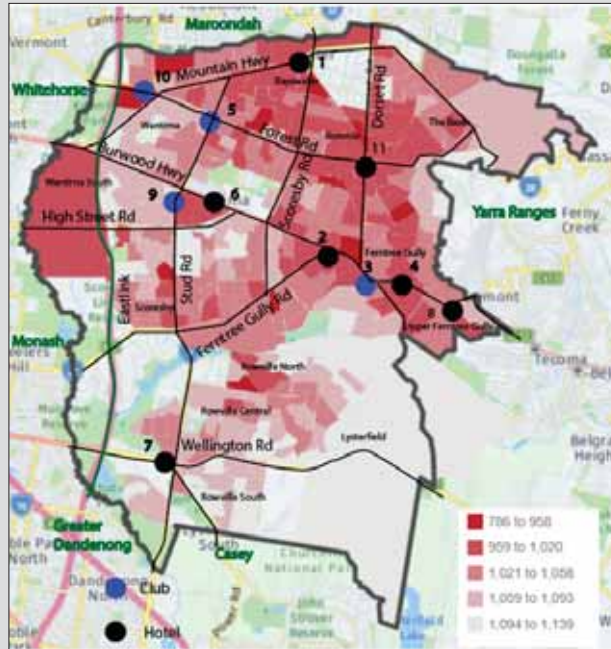
**Recommendation** Include the following text and Figure in the discussion in **Section 4.2.6**.

*The City of Knox is experiencing mixed levels of socio-economic disadvantage.*  
*Some of the gaming venues are located in or close to areas displaying the highest levels of socio-economic disadvantage (Bayswater Hotel, Wantirna Club) while others are located in or near areas with lower levels of socio-economic disadvantage (Stamford Hotel). Refer to Figure 6.*

<sup>7</sup> Commission Decision Berwick Springs Hotel 2017, Commission Decision Dandenong Cranbourne RSL 2018, Molwin Pty Ltd v Mornington Peninsula SC [2015] VCAT 1982 (23 December 2015) [68]

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Figure 7 – Gaming venues in relation to SEIFA Score of Relative Socio-economic Disadvantage, 2016



Source: VCGLR and ABS Census of Population and Housing 2016 compiled by i.d consulting

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## 5 UPDATE OF ELECTRONIC GAMING POLICY 2016

This section describes the recommended updates of each component of the Policy and provides the background and rationale, where appropriate to these updates. The recommended updates discussed in this section are included as tracked changes in the Electronic Gaming Policy.

This section commences with a summary of the updates and does not revisit the recommendations relating to terminology discussed in Section 3.

### 5.1 Main updates

The recommended updates to the Policy are summarised below:

- Relocation of some of the text to different sections of the Policy.
- Inclusion of additional definitions and references.
- Updates to and rephrase of part of the Policy Position to ensure it presents a balanced approach to preventing harms within a harm minimisation framework.
- Updates the context to include the most up to date gaming statistics and some brief discussion of the statutory decision-making framework and Council's roles.
- Rephrases some of the actions so they read as 'actions' rather than 'statements of intent'.
- Rephrases some of the 'core areas of business' to make them more consistent with the Community and Council Plan 2017-2021 and changed the term to 'Functions and roles' to reflect the narrative and align with the terminology used by Council in other policies and strategies.
- Makes recommendations in the body of the Report as to possible alternate structure for the Council Policy Section.
- Makes recommendations on additions and possible restructuring of the Procedure, Electronic Gaming Policy document.

### 5.2 Purpose

The 'Purpose' of an electronic gaming policy describes how it reflects and guides Council's statutory roles in preventing and minimising harm from gambling. The updated introductory section indicates that the Policy is a 'whole of council' approach relevant to all Council departments responsible for preventing and minimising harm from gambling, distinguishing it from the planning provisions in the Knox Planning Scheme which focus on the location and operation of gaming venues. It also indicates that the policy provides guidance to other stakeholders involved in the operation of EGMs in the municipality.

The policies reviewed do not include a position statement or what Council's roles are in the Purpose section. These elements are included in the relevant sections that follow.

Most policies however include a statement regarding Council's roles in harm minimisation and responding to gaming and planning permit applications in both the City of Knox and adjoining municipalities.

The Purpose also includes a statement indicating the Policy updates the content of previous versions of the Policy.

#### Recommendations:

1. Include a statement regarding Council's roles in harm minimisation and responding to gaming and planning permit applications in both the City of Knox and adjoining municipalities.
2. Include a statement indicating the Policy updates the content of previous versions of the Policy.



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### 5.3 Context

The context section describes the statutory, socio-economic and gaming context within which EGMs operate in the municipality. It doesn't include Council's position statement or roles in relation to responding to gaming applications or processing planning permit applications. The existing content has therefore been revised and moved into the appropriate sections of the Policy.

The Context briefly outlines the socio-economic profile of the community and where there are concentrations of socio-economic disadvantage and therefore vulnerability to harm from gambling.

The gaming context describes the number, location and type of gaming venues. It briefly benchmarks the key gaming indicators against metropolitan municipalities and Victoria, and includes a brief discussion of past trends.

Given some of Knox's gaming indicators present risk factors, it is suggested more emphasis is placed on the indicators relative to the appropriate benchmarks than on the reduction in expenditure

The new text is drawn from the updated indicators included in the Gambling Profile.

**Recommendation:** Include some text describing key gaming indicators relative to appropriate benchmarks.

### 5.4 Role and functions of local government

Council's role and functions are determined by four statutory instruments, two of which relate to the operation and management of EGMs (Planning and Environment Act 1987 and Gambling Regulation Act 2003), and two of which relate to effective governance and promoting the health and wellbeing of the community (Local Government Act 1989 and Public Health and Wellbeing Act 2008). A commentary to this effect would provide a useful context to Council's roles which are depicted as four 'areas of business activity'. It would be clearer if the phrase 'areas of business activity' was replaced by the term 'roles' as this is the term used in the Community and Council Plan 2017-2021.

Given Knox City Council is a member of the Alliance for Gambling Reform, it may be appropriate to refer to this as part of Council's roles and functions.

Reference should be made to Council's role as the referral authority for gaming applications in adjoining municipalities.

The commentary might be clearer if the figure was restructured to integrate the description of the roles into the figure (refer to Figure 8) rather than as separate text below the figure.

The roles listed in the Knox Council and Community Plan 2017-2021 'Council Role and Focus' are to "advocate, partner, provide, fund, educate, plan, regulate, research". Where appropriate, the wording of the roles in the Policy could align with the roles in the Community and Council Plan 2017-2021.

**Recommendation:** Include a revised figure and augment some of the existing text as follows:

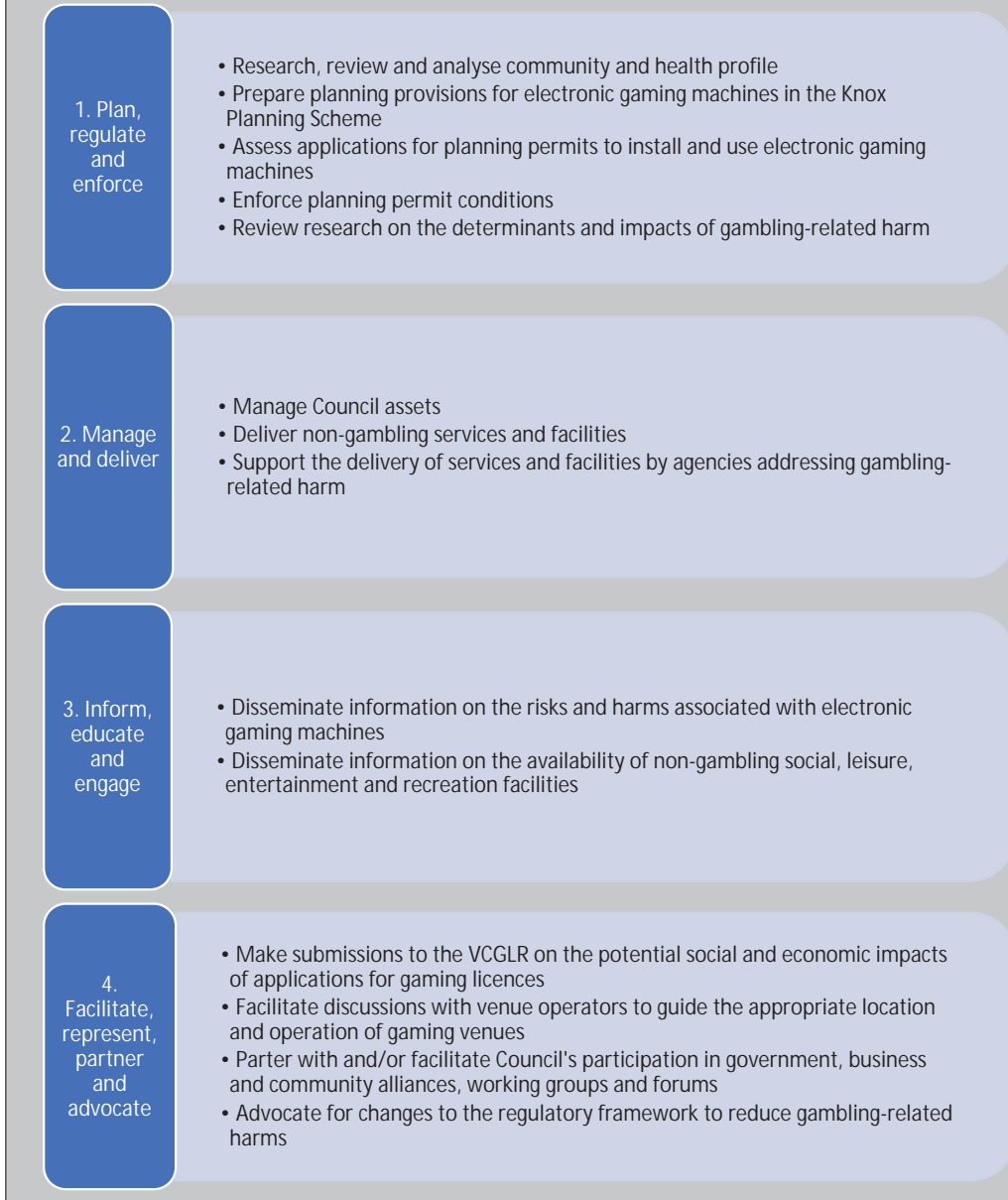
- Replace the concept of 'areas of business activity' with the term 'roles'.
- Rephrase, restructure and elaborate on some of the functions and roles to align them more closely with the roles and functions listed in the Community and Council Plan 2017-2021 by
  - Combining planning and gaming functions in first category as this consolidates Council's roles with respect to planning permit applications and planning permits, and gaming licences



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- Introducing a distinct category relating to Council assets, including non-gambling facilities, and providing the 'hook' for the action relating to service delivery in the policy section below.

**Figure 8 – Updated Council’s roles and functions (core business areas)**



### 5.5 Scope

An introductory sentence indicating the policy is applicable to electronic gaming machines clarifies the scope of the policy.

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The references to Council have been placed at the top of the list as it is a policy prepared for and by Council.

The Policy should apply to all stakeholders, including the gaming industry, community groups, service providers and agencies responsible for the delivery of non-gambling activities and support services.

**Recommendation:** Rephrase and review the existing text as follows:

- Clarify the policy is applicable to electronic gaming machines.
- Relocate references to Council and place up front.
- Broaden the scope to include all stakeholders, including the gaming industry, community groups, service providers and agencies responsible for the delivery of non-gambling activities and support services.

## 5.6 References

Some of the references include an explanation or context while others just list the reference. It is suggested an explanation is not necessary in a short template style policy.

Section 4.1 should consolidate all relevant Council policies, plans and strategies.

The Charter of Human Right could be incorporated under Section 4.2 'relevant legislation', alongside the other two relevant statutory instruments, namely the *Gambling Regulation Act 2003* and the *Public Health and Wellbeing Act 2008*.

See discussion below in Section 5.9 regarding the potential to include a procedures table for planning permit applications. If Council wishes to prepare this document, it could be referenced here.

**Recommendations:** Rephrase and restructure as follows:

- Remove explanatory text.
- Consolidate Council policies, plans and strategies under one heading.
- Relocate Charter of Human Rights reference to legislation
- Consider preparing and incorporating a procedures table for planning permit applications.

## 5.7 Definitions

It might be clearer if the definitions were listed alphabetically.

Additional definitions of concepts referred to in the Policy have been included.

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## 5.8 Council policy

### 5.8.1 Policy statement/position

The legislative and regulatory context within which EGMs operate in Victoria legitimises EGM gambling as a legal form of entertainment used by most people without harming themselves or others. The main objectives of the *Gambling Regulation Act 2003* are to minimise harm caused by 'problem gambling' and accommodate those who gamble without harming themselves or others. These objectives therefore reflect the State Government's acknowledgement and position that gambling is associated with both benefits and harms.

As the tier of government closest to the community, Council is required to consider all interests when making decisions relating to EGMs. This therefore also involves both considering the interests of those whose position it is that EGMs are associated with benefits and safeguarding and upholding the health and wellbeing of the community.

The policy position in a gaming policy is often the starting point for the assessment of a planning permit application to install or use EGMs, or prepare a social and economic impact assessment in response to a gaming application. It is given great weight by the Tribunal and Gaming Commission in their decisions. In accordance with the harm minimisation approach to managing EGMs, it is appropriate for Council to prioritise the needs of those affected by harm from EGM gambling over the broader community and industry interests. This can be achieved by including a strong policy imperative to adopt a harm minimisation approach to the use of EGMs in the municipality. However, the policy position also needs to acknowledge the State Government and gaming industry's position that EGM gambling is also associated with benefits. This will ensure the policy position, and therefore the Policy in its entirety, presents as a balanced framework within which harm minimisation strategies and actions are implemented, and is therefore not dismissed by the Tribunal or Gaming Commission.

**Recommendation:** Rephrase text to ensure it presents a balanced policy position but still communicates Council's priority to prevent and minimise harm, as follows:

*Council is committed to mitigating the negative impacts of electronic gaming in the municipality by adopting a harm minimisation approach in relation to the use of electronic gaming machines. This commitment is underpinned by its Community and Council Plan 2017-2021 goals, which seek to enable a community that is safe and secure; healthy, happy and well; and has confidence in Council's decision-making.*

*Council recognises that electronic gaming machines can pose a threat to public health and wellbeing due to the harm this activity can cause for individuals, families and the community. However, it accepts that the use of electronic gaming machines is a legal form of entertainment, which may be associated with some benefits for people who do not experience harm from gambling. Council therefore does not advocate for the prohibition of electronic gaming.*

### 5.8.2 Structure and framework for actions

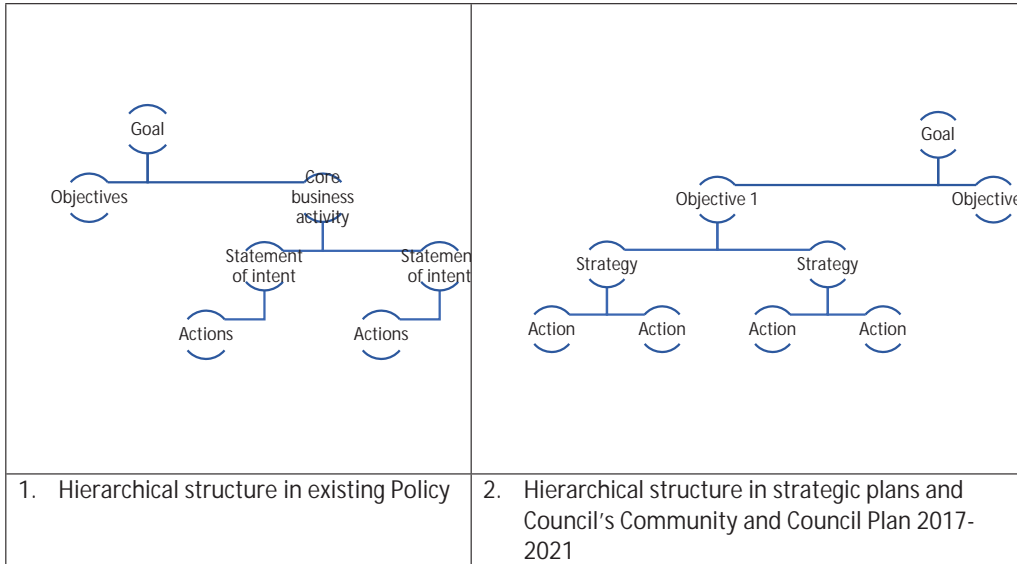
The Policy is a strategic plan guiding Council's actions in fulfilling its statutory roles in preventing harm from the use of EGMs in the municipality. Strategic plans typically have a goal, objectives and strategies which reflect the organisation's roles. These are typically presented in a hierarchical format.

The structure of the existing Policy consists of an overarching goal, two broad objectives and a series of actions structured around Council's core business activities or roles. A 'statement of intent', introduces some of the actions under each of the four 'core business areas'. This is illustrated in option 1 in Figure 9 below.

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Other gaming policies have an overarching goal and a separate and specific objective for each of Council’s roles or priorities. A series of strategies actions then flows from each of the objectives. This is illustrated in option 2 in Figure 9 below. The Maroondah and Melbourne gaming policies and Knox Community and Council Plan 2017-2021 follow the structure for option 2.

**Figure 9 – Alternate structure for goals, objectives, strategies and actions**



The two different optional structures are discussed and evaluated below.

**Option 1 – Retain existing structure**

This option retains the objectives as a separate component and updates the text to reflect ‘core business areas’ which have been reframed as ‘functions and roles’ in Figure 9.

The tracked changes in the existing Policy reflect option 1 and closely resemble the existing hierarchical structure.

The advantage of this option is that it is not a major departure from the existing structure and may therefore be not be considered to ‘rewrite’ rather than ‘update’ the existing policy. Although it does not reflect the traditional strategic plan format, the existing structure still includes objectives. Should this option be preferred, it will be necessary to refine the existing content of the objectives to ensure they are more closely aligned with Council’s roles and function.

**Option 2 – Align structure to hierarchy in some other gaming policies and the Knox Community and Council Plan 2017-2021**

**Goal**

The goal is the same as Option 1 (as presented in the updated draft).

**Objectives, strategies and actions**

**Functions and roles 1: Plan, regulate and enforce**

Objective: To strengthen Council’s capacity to manage the location and operation of electronic gaming machines through transparent, consistent and co-ordinated decision-making.

Actions: As reflected in tracked changes.

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#### Functions and roles 2: Manage and deliver

Objective: To maximise access to non-gambling facilities and activities.

Actions: As reflected in tracked changes.

#### Functions and roles 3: Inform, educate and engage

Objective: To protect those most at risk of harm from electronic gaming machines through capacity building

Actions: As reflected in tracked changes.

#### Functions and roles 4: Facilitate, represent, partner and advocate

Objective: To reduce the risks associated with electronic gaming machines through advocacy and collaboration with the gaming industry, service providers, local governments and peak bodies.

Actions: As reflected in tracked changes.

The advantage of this option is that it reflects the more traditional structure of a strategic plan. However, it may present as a policy 'rewrite' rather than a policy 'update' and therefore not fulfil the requirements of the task.

**Recommendation:** Retain existing structure with two overarching objectives but rephrase these objectives to ensure they align closely with the strategies and actions under each of Council's four roles and functions.

### 5.9 Procedure, Electronic Gaming Policy

The Policy refers to a document entitled the 'Electronic Gaming Policy Procedure' under the action relating to making submissions to the VCGLR on gaming applications. This document outlines the source of Council's statutory roles in the *Gambling Regulation Act 2003* and the delegate responsible for fulfilling this role. The final column is used to illustrate where Council's roles under the *Planning and Environment Act 1987* and *Gambling Regulation Act 2003* overlap.

While this is a useful document, it has limitations for use as a guide to preparing a social and economic impact assessment (under s. 3.3.6 of the *Gambling Regulation Act 2003*) or how to consider the social and economic impacts of the location of the proposal (under Clause 52.28-1 of the Knox Planning Scheme). It also gives little guidance to applicants on the structure and scope of a social and economic impact assessment required by Council as part of the planning permit application.

The Cities of Casey and Melbourne have bespoke 'toolkits' which are used for these purposes.

**Recommendation:** Consider one of the following options:

- Removing the 'Electronic Gaming Policy Procedure' from the Policy
- Redraft the 'Electronic Gaming Policy Procedure' in the form of a toolkit which guides the assessment of the social and economic impacts rather than presenting as a summary of the sources of Council's statutory roles in terms of the *Gambling Regulation Act 2003*
- Prepare an integrated toolkit to guide Council's statutory roles in preparing social and economic impact assessments in response to applications for gaming licences, and guide applicants when preparing the social and economic impact assessment referred to in Clause 6 of the schedule to Clause 52.28 'Application requirements'.

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## **6 REVIEW OF KNOX PLANNING SCHEME**

This section gives guidance to Council when translating the local planning provisions for gaming in the Knox Planning Scheme in accordance with VC148.

It discusses the implications of VC148 and describes what measures some Councils have already undertaken in this process.

It also gives a broad overview of how the draft translation of the existing planning provisions already undertaken reflects the recommended updates to the Policy and the learnings from other Councils' experience in undertaking this task.

Although not part of the brief to update the Knox Electronic Gaming Policy 2016 and Gambling Profile, this section also provides comments and recommendations on the most recent draft of the new schedule to Clause 52.28 Gaming prepared by DELWP in accordance with VC148.

### **6.1 Implications of VC148 New Format Planning Schemes**

VC148, which was gazetted on 31 July 2018, amended the content of the schedule to Clause 52.28 Gaming, permitting the schedule to include more substantial aspects that have previously been included in a local planning policy. These inclusions are objectives, application requirements, location guidelines, venue guidelines and decision guidelines and assist in exercising decision making with a local focus. The scope of the revised schedule still includes the opportunity to nominate specific shopping complexes within which EGMs are prohibited and prohibiting EGMs from all strip shopping centres.

The 'policy basis' which introduces the Pre-VC148 local planning policy and describes Council's position on gaming, the existing gaming context and key determinants of harm from EGM gambling is not included in the new structure of the schedule to Clause 52.28.

Another key change associated with VC148 is the lack of scope to include a reference document as part of the schedule to Clause 52.28. These documents can be included in Clause 72.08 as background documents. Although these documents will not be given any status in the Knox Planning Scheme, they can provide a useful resource when applying the provisions in Clause 52.28 and the schedule to the assessment of a planning permit to install and use EGMs.

### **6.2 Other Councils**

#### **Melbourne Amendment C307**

Documentation supporting Amendment C307 was prepared prior to VC148. As a result, the recommendations in the supporting documentation still included amendments to the relevant clauses in the MSS and the local planning policy.

The Panel agreed with both Council and the submitters' suggestions to translate the proposed local planning policy directly into a schedule to Clause 52.28 Gaming as part of the amendment scheme process.

The Panel preferred version of the planning provisions were a direct translation of the content of the new local planning policy, other than the Policy basis, into the schedule to Clause 52.28 Gaming. Council is awaiting DELWP's final decisions to see where the Policy Basis has been placed and whether the recommended 'hooks' will still be included in the MPS. It is Council's wish that these two recommended amendments take place.

The Panel indicated it may be appropriate to include some of these aspects in the Municipal Planning Strategy.

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### **Melton Amendment C182**

Documentation supporting Amendment C182 was prepared prior to VC148. As a result, the recommendations in the supporting documentation still included amendments to the relevant clauses in the MSS and the local planning policy.

The Panel accepted Council's submission that changes introduced by VC148 do not restrict the ability for the Amendment to proceed. At the time of the hearing, DELWP advised Council that the Amendment could either be approved in its current form and translated to the Planning Policy Framework format as part of the Melton Transition, or approved and translated simultaneously, depending on the timing.

Council is still awaiting DELWP's final decision on whether the 'hooks' and Policy Basis will be included in the MPS.

### **Moonee Valley Planning Scheme**

The available documentation reviewed does not indicate there is any reference to EGMs in the MPS and that all planning provisions have been included in the Schedule to Clause 52.8 Gaming.

This may however not represent the content and structure of the full suite of documentation.

### **Murrindindi Planning Scheme**

The Murrindindi Planning Scheme translation process is the most advanced to date. Reference to EGMs is made in the Municipal Planning Strategy as follows:

Clause 02.03 Strategic Directions, Gaming

Gaming is part of Murrindindi Shire's recreation and entertainment offer, but for a significant few it causes serious personal, financial and social effects. Murrindindi Shire's current density of electronic machines and choice of gaming venues is low in the regional context. The strategic context and demographic characteristics of the Shire reveal that it is sensitive to unacceptable social costs arising from increases in gaming. Council aims to reduce harm to the community from problem gambling by: Ensuring that any new gaming venues or proposals to increase in electronic gaming machines take into account the possible health, social and economic consequences for the community.

This text appears to take the form of the Policy Basis which was typically included in a local planning policy prior to VC148.

### **6.3 Comments on proposed changes to Knox Planning Scheme as per VC148**

The Knox Planning Scheme currently refers to electronic gaming machines at Clause 21.01-2 Key Issues and Influences Community Development, Clause 21.08-6 Community Development Gaming, Clause 22.05 Gaming Premises and Gaming Machines and Clause 52.28 Gaming.

DELWP has commenced the process of translating the planning provision in the Knox Planning Scheme to reflect the new format planning schemes as per VC148. To date this has involved a 'policy neutral translation' of the existing provisions in Clause 21.08-6 Community Development Gaming, Clause 22.05 Gaming Premises into a new schedule to Clause 52.28 Gaming.

This 'policy neutral translation' broadly involves:

- including a reference to Gaming in Clause 02.03-9 Gaming, Strategic Directions of the MPS
- translating the objectives, policies, application requirements and decision guidelines into the schedule to Clause 52.28 Gaming

The following comments and recommendations indicate where:

- no changes are recommended

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- the recommended changes are policy neutral as they involve minor amendments or improvements which retain the intent of Clause 21.08-6 Community Development Gaming, Clause 22.05 Gaming Premises but clarify or refine the terminology used and therefore would not require a full planning scheme amendment

**6.3.1 Clause 02.03-9 Gaming, Strategic Directions of the MPS**

The text in this Clause reflects the Policy Basis typically included in a local planning policy. It presents as a balanced Policy Position, recognising both benefits and harms in the context of the benchmarked gaming indicators.

It also reinforces the role planning plays in minimising harm.

No revisions are recommended.

**6.3.2 Schedule to Clause 52.28 Knox Planning Scheme**

The following updates and revisions to the policy neutral translation of the existing planning provisions are recommended.

These recommendations are based on experience gained in preparing local planning policies and planning provisions for gaming, and principles emerging from Tribunal decisions and Planning Panels Victoria recommendations.

**NOTE:** These recommendations have not been discussed with DELWP or founded on a background report prepared specifically to inform the translation of the planning provisions in accordance with VC148. They are intended solely to assist Council in evaluating DELWP’s draft policy-neutral translation and express the opinion of the author of this Background Report. It is important to note that policy neutral changes are proposed for discussion and consideration by DELWP as part of PPF translation exercise led by the Department.

**1.0 Objectives:**

<p><u>Third objective</u> – A more concise way of expressing this objective is ‘To discourage convenience gambling’.</p>	<p><u>Policy neutral</u> as it does not alter the intent of the objective which is to discourage convenience gambling and aligns the objective with the third decision guideline.</p>
<p><u>Fourth objective</u> – The Panel typically does not support the word ‘ensure’ as the achievement of net community benefit is not a statutory test. It would be better to use the word ‘encourage’.</p>	<p><u>Policy neutral</u> as it does not alter the intent of the objective which relates to net community benefit but aligns more closely with the scope of planning considerations</p>

**2.0 Venues for gaming machines**

<p><u>First dot point</u> – Inserting the phrase ‘in the local area’ at the end of the sentence would make the policy intention clearer.</p>	<p><u>Policy neutral</u> as it does not alter the intent of the policy but just makes it more specific and consistent with the purpose of Clause 52.28.</p>
<p><u>Third dot point (2)</u> - This component of the dot point may be more appropriately included in Clause 4.0.</p>	<p><u>Policy neutral</u> as it involves a restructure rather than alteration to the provisions.</p>
<p><u>Fifth dot point (1)</u>- Remove the main dot point and promote the first sub-dot point to make the policy more concise.</p>	<p><u>Policy neutral</u> as it involves a restructure rather than an amendment of the policy.</p>



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<u>Fifth dot point (2)</u> - Remove the main dot point and promote the second dot point to make the policy more concise.	<u>Policy neutral</u> as it does not alter the intent of the policy but makes it more concise.
<u>Fifth dot point (3)</u> - The third sub-dot point may be more appropriately included in Clause 4.0.	<u>Policy neutral</u> as it does not alter the intent of the policy.

### 3.0 Application requirements

<u>Second dot point – SEIA</u> Replace the phrase 'problem gambling' with 'people affected by gambling-related harm'	<u>Policy neutral</u> as it updates the terminology in accordance with current discourse.
<u>Third dot point – Venue Management Plan</u> Replace the phrase 'problem gambling' with 'people affected by gambling-related harm'	<u>Policy neutral</u> as it updates the terminology in accordance with current discourse.

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## **7 NEXT STEPS**

Council may wish to consider the following 'next steps' which reflect the findings from the research undertaken to inform the updating of the Policy and Profile

1. Implement the suggested amendments to the Policy and Profile.
2. Provide stakeholders with a copy of the updated Policy and Profile.
3. Update the Profile to reflect the most current gaming indicators on a regular basis.

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## **APPENDIX 1 – SELECTED EXPERIENCE**

The discussion and recommendations in this Background Report are based on the following experience:

### **Preparation of social gaming policies**

Stakeholder engagement processes informed the preparation of social gaming policies for the Cities of Melbourne and Maroondah, and early drafts of the Darebin Gaming Policy.

### **Preparation of local planning policies for gaming**

Stakeholder engagement processes informed the preparation of planning provisions for electronic gaming machines for the Cities of Melbourne, Melton, Manningham and Darebin, and the Shire of Yarra Ranges.

### **Presentation of expert evidence**

The author has appeared as an expert witness before the Gaming Commission, Tribunal and Planning Panels Victoria on numerous occasions in relation to both gaming licences and planning permit applications to establish a new gaming venue or increase the number of EGMs in an existing gaming venue.

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## APPENDIX 2 – CONSULTATION AND ENGAGEMENT TOPICS

### Venue operators

How do you think the use of electronic gaming machines (EGMs) in the City of Knox differs from other municipalities?

What are the impacts of EGMs in the City of Knox?

What is the future of gaming in the City of Knox?

What should Council do to prevent/minimise the negative impacts of EGM use?

What role does the gaming industry have to prevent/minimise negative impacts from EGMs?

What are the causes of negative impacts from EGMs?

What harm minimisation measures do you think are most effective?

What factors are relevant to the gaming industry when deciding to establish a new gaming venue or increase the number of EGMs in an existing venue?

What challenges does the gaming industry face when applying for a planning permit to establish a new gaming venue or increase the number of EGMs in an existing venue?

### Manager Youth, Leisure and Cultural Services

Do gaming venues play a role in providing social, leisure recreation and entertainment activities and facilities in the City of Knox?

Does the presence of EGMs on Council owned land affect Council's capacity to deliver social, leisure, entertainment and recreation facilities (positively, negatively or not at all)?

What should Council's policy position be in relation to accommodating EGMs on Council owned land?

What role do youth, leisure and cultural facilities and activities play in preventing and minimising gambling-related harm in the City of Knox?

### Community Safety and Wellbeing Committee

What is the future of EGMs in the City of Knox?

What are the impacts (positive and negative impacts of EGMs in the City of Knox)?

What is Council's role in preventing and minimising harm from EGMs?

What are the causes of harm from EGMs in the City of Knox (population profile, gaming context and regulatory context)?

What role does your organisation play in preventing and minimising harm from EGMs in the City of Knox?

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### **APPENDIX 3 – LIST OF ELECTRONIC GAMING POLICIES REVIEWED**

Banyule Gambling Policy – Gambling Reduction and Harm Minimisation 2019-2022

City of Casey EGM Strategy 2015-2020 and Casey Gambling Impact Assessment Toolkit

City of Dandenong Gaming Policy 2018

City of Melbourne Electronic Gaming Machine Decision-Making Framework 2017

City of Monash Public Health Approach to Gambling Policy Statement 2016-2020

City of Whitehorse Responsible Gambling Policy 2011

Greater Geelong Gaming Policy Framework

Kingston Gambling Policy and Action Plan 2014-2019

Manningham Gambling Policy 2012-2017

Maroondah Gambling Policy 2018

Moreland – Gambling in Moreland 2015-2020

Mornington Peninsula Shire Responsible Electronic Gaming Policy 2016

Shire of Yarra Ranges Electronic Gaming Machine Policy and Guidelines 2013

Whittlesea Gambling Strategy and action Plan 2014-2024

Wyndham Gambling Strategy 2018-2022

Yarra Gambling Policy 2017

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## APPENDIX 4 - GLOSSARY OF TERMS

<b>Alternative non-gambling entertainment and recreation facilities</b>	Alternative non-gaming entertainment and recreation facilities include hotels, clubs, cinemas, restaurants, bars, theatres, galleries, exhibition centres, sporting venues and indoor recreation facilities.
<b>Attached EGM entitlements</b>	The number of EGMs (together with a corresponding entitlement) attached and operating at an approved venue <sup>8</sup>
<b>Catchment area</b>	Area serviced by the premises, regarded as the community of the municipal district in which the approved venue is located <sup>9</sup> , often defined by the gaming room patron profile <sup>10</sup> .  Could also be considered to be the 'spatial distribution of EGM harm' <sup>11</sup>
<b>Cluster of gaming venues</b>	Three gaming venues, including the proposal site, located within a radius of 400m <sup>12</sup>
<b>Convenience gambling</b>	Gambling that comes about as a result of people going about other business and other concerns being confronted with opportunities to gamble that they have not set out to find. <sup>13</sup> This has the potential to result in spontaneous rather than predetermined decisions to gamble.
<b>Electronic gaming machines</b>	Also known as 'slots', 'pokies', 'poker machines' and 'fruit machines'. EGMs usually have three or more computer-simulated reels which 'spin' when a button is pushed. When winning symbols line up a prize is awarded. <sup>14</sup>
<b>Expenditure</b>	The net amount spent/lost or the amount wagered less the amount won, by people who gamble. It is gross profit (or gross winnings) due to the operators of each particular gambling activity. <sup>15</sup>
<b>Gambling</b>	Changes to the <i>Gambling Regulation Act 2003</i> (the Act) came into effect on 1 July 2015. The new legislation provides, for the first time, a definition of gambling in the legislation <sup>16</sup> .  Under the Act, gambling means an activity in which:  (a) a prize of money or something else of value is offered or can be won; and  (b) a person pays or stakes money or some other valuable consideration to participate; and

<sup>8</sup> VCGLR

<sup>8</sup> ABS Census of Population and Housing 2016, compiled by i.d consulting  
Francis Hotel 2017 paragraph 39

<sup>10</sup> Commission decision Berwick Springs Hotel 2017 paragraph 41

<sup>11</sup> Doran, B and Young, M (2010) "Predicting the spatial distribution of gambling vulnerability: An application of gravity modelling using ABS Mesh Blocks" *Applied Geography* 30(1): 131-152 January 2010 DOI: [10.1016/j.apgeog.2009.04.002](https://doi.org/10.1016/j.apgeog.2009.04.002)

<sup>12</sup> Francis Hotel Pty Ltd v Melbourne CC (includes Summary) (Red Dot) [2012] VCAT 1896 (12 December 2012)

<sup>13</sup> Queensberry Hotel Pty Ltd v Minister for Planning and Community Development [2013] VCAT 444

<sup>14</sup> Armstrong, A., & Carroll, M. (2017). *Gambling activity in Australia*. Melbourne: Australian Gambling Research Centre, Australian Institute of Family Studies.

<sup>15</sup> Armstrong, A., & Carroll, M. (2017). *Gambling activity in Australia*. Melbourne: Australian Gambling Research Centre, Australian Institute of Family Studies.

<sup>16</sup> <http://www.vcglr.vic.gov.au/utility/about-us/news/gambling+defined+and+offences+consolidated+from+1+july+2015>

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	<p>(c) the outcome involves, or is presented as involving, an element of chance.</p> <p>Even if the outcome of the activity can be influenced by a person’s skill, the activity may still be defined as gambling if it involves an element of chance.</p> <p>The definition also states that any game that is played on a device or piece of equipment is considered to be gambling. This includes the use of EGMs.</p>
<b>Gambling-related harm</b>	<p>Any initial or exacerbated adverse consequence due to an engagement with gambling that leads to a decrement to the health or wellbeing of an individual, family unit, community or population.<sup>17</sup></p> <p>The adverse impacts from gambling on the health and wellbeing of individuals, families, communities and society. These harms affect resources, relationships and health. The impact from them may be short-lived and episodic but can be durable, having enduring consequences and exacerbating existing inequalities. The impact of these harms can be felt by individuals, families and communities.<sup>18</sup></p> <p>The concept looks at harm beyond the individual gambler, recognising that the adverse impacts of gambling extend beyond the individual and that gambling can have adverse indirect impacts to others. For this reason it is recognised as a public health concern.<sup>19</sup></p> <p>The term gambling-related harm is broader than the term problem gambling as it incorporates those who are both directly and indirectly adversely affected by gambling. It is therefore more conservative than problem gambling.</p>
<b>Gaming</b>	<p>Gaming includes all legal forms of gambling other than wagering including lotteries, EGMs, casino table games, keno and minor gaming such as raffles<sup>20</sup>.</p> <p>Clause 72 <i>General Terms</i> of the Knox Planning Scheme defines gaming as ‘the playing of a gaming machine’.</p>
<b>Gaming machine</b>	<p>Also referred to as electronic gaming machines or EGMs, a gaming machine is defined by the <i>Gambling Regulation Act 2003</i> as:</p> <p>“Any device, whether wholly or partly mechanically or electronically operated, that is so designed that –</p> <ul style="list-style-type: none"> <li>• it may be used for the purpose of playing a game of chance or a game of mixed chance and skill; and</li> <li>• as a result of making a bet on the device, winnings may become payable.</li> </ul> <p>A gaming machine has the same meaning in terms of Clause 72 of the Knox Planning Scheme.</p>

<sup>17</sup> Browne, M, Langham, E, Rawat, V, Greer, N, Li, E, Rose, J, Rockloff, M, Donaldson, P, Thorne, H, Goodwin, B, Bryden, G & Best, T 2016, Assessing gambling-related harm in Victoria: a public health perspective, Victorian Responsible Gambling Foundation, Melbourne.  
<sup>18</sup> Wardle, Heather and Reith, Gerda and Best, David and McDaid, David and Platt, Stephen (2018) *Measuring gambling-related harms: a framework for action*. Gambling Commission, Birmingham, UK.  
<sup>19</sup> Bramley, S; Norrie, C; and Manthorpe, J; (2017) *The nature of gambling-related harms for adults at risk: a review* Kings College London  
<sup>20</sup> Productivity Commission (2010)

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<b>Harm minimisation</b>	<p>Harm minimisation or reduction has been defined as follows:</p> <p>“Harm reduction refers to a policy or program directed towards minimizing or decreasing the adverse health, social and economic consequences of gambling behaviour for individuals, families, communities and society. A harm reduction strategy does not require abstention from gambling”.<sup>21</sup></p> <p>Harm minimisation strategies aim to reduce the risks associated with gambling without necessarily disturbing those who gamble without harming themselves or others. (Gainsbury &amp; Blaszczynski, 2012). These are based on underlying principles of pragmatism and empirical evidence and are part of a public health framework (Stockwell, 2001).<sup>22</sup></p> <p>A harm reduction strategy does not require abstention from gambling”.<sup>23</sup></p>
<b>Licensed EGMs</b>	<p>The maximum permissible EGM with an approved venue (i.e. the premises has been considered suitable and approved to install up to this number)<sup>24</sup>. The number of licensed EGMs may exceed a cap as long as the number of attached and operating EGMs does not exceed the cap.</p>
<b>Municipal and regional caps</b>	<p>This refers to the maximum permissible number of EGM entitlements under which gaming may be conducted in the municipality. The municipal and regional caps are described in the Ministerial Direction published on 20<sup>th</sup> September 2017. The municipal cap is calculated at a maximum of ten EGM entitlements per 1,000 adults. Regional caps are applied to municipalities or specific postcodes within a municipality that have been identified as vulnerable to gambling-related harm due to their density of EGMs per 1,000 adults, level of socio-economic disadvantage and expenditure per adult on EGMs.</p>
<b>Net detriment test</b>	<p>The ‘no net detriment’ test is a composite test requiring consideration of a single net impact in economic and social terms on the wellbeing of the community. The test will be satisfied if, following the weighing of any likely impacts, the Commission is satisfied that the net economic and social impacts of approval on the wellbeing of the relevant community will be either neutral or positive. The <i>Gambling Regulation Act 2003</i> does not specify the matters which the Commission must consider in deciding whether the ‘no net detriment’ test is satisfied. The statutory signposts include the likely economic and social impacts of approval. In terms of Section 3.4.20 (1) (C) of the Act the Commission must be satisfied that the net economic and social impact of the amendment will not be detrimental to the wellbeing of the community of the municipal district in which the approved venue is located.</p>
<b>Problem gambling</b>	<p>Problem gambling has been defined by experiencing difficulties in limiting money and/or time spent on gambling which leads to adverse</p>

<sup>21</sup> Canadian Public Health Association (2000) in <https://www.adelaide.edu.au/saces/docs/problemgamblingandharmtowardnationaldefinition.pdf>

<sup>22</sup> Sally M. Gainsbury, Laura Jakob & David Aro (2017): Understanding end-user perspectives to enhance perceived value uptake of harm-minimization tools: considering gambler's views of a pre-commitment system, *International Gambling Studies*, DOI:10.1080/14459795.2017.1370723

<sup>23</sup> Canadian Public Health Association (2000) in <https://www.adelaide.edu.au/saces/docs/problemgamblingandharmtowardnationaldefinition.pdf>

<sup>24</sup> Commission Decision, Lynbrook Hotel, 2018



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	<p>consequences for the gambler, others, or for the community.<sup>25</sup> This definition contains reference to both gambling behaviours and harms.</p> <p>Differs from gambling-related harm as problem gambling refers to the individual gambler where gambling-related harm incorporates the problem gambler and those indirectly by the gambling behaviours.</p> <p>Problem gambling is a medical construct, focusing on the individual and his or her behaviours. It places the responsibility on the individual to act in rational ways. Gambling-related harm is a social construct, recognising the environmental determinants of harm. It also acknowledges that the harm is experienced by both the gambler and significant others, and infers some responsibility lies the system regulating the context or setting within which people gamble. This setting or context refers to both the physical space i.e. the venue, but also the socio-economic and socio-cultural characteristics of the community within which the individual gambler lives, works, recreates and conducts their daily tasks.</p>
<b>Risk factor</b>	Any identifiable factor that increases the probability of excessive gambling and thereby substantially increases the occurrence of harmful effects. <sup>26</sup>
<b>SEIFA</b>	Socio-Economic Indexes for Areas (SEIFA) ranks areas in Australia according to relative socio-economic advantage and disadvantage. The indexes are based on information from the five yearly Census. <sup>27</sup>
<b>SEIFA score</b>	A SEIFA score is created using information about people and households in a particular area. This score is standardised against a mean of 1000 with a standard deviation of 100. This means that the average SEIFA score will be 1000 and the middle two-thirds of SEIFA scores will fall between 900 and 1100 (approximately). A SEIFA score provides more information and is used for more sophisticated analysis. Deciles should be used for most analyses <sup>28</sup>
<b>VCGLR</b>	The Victorian Commission for Gambling and Liquor Regulation (VCGLR) is the independent statutory authority that regulates Victoria's gambling and liquor industries.
<b>VCAT</b>	The Victorian Civil and Administrative Tribunal (VCAT) is a tribunal that hears and decides civil and administrative legal cases in the State of Victoria, Australia.

<sup>25</sup> South Australian Centre for Economic Studies (2005) *Problem Gambling and Harm: Towards a National Definition* Office of Gaming and Racing, Victorian Government Department of Justice, Melbourne, Victoria

<sup>26</sup> Blaszczynski, A. et al (2015) *Gambling Harm Minimisation Report* NSW Government Department of Trade and Investment: Office of Liquor, Gambling and Racing

<sup>27</sup> Armstrong, A., & Carroll, M. (2017). *Gambling activity in Australia*. Melbourne: Australian Gambling Research Centre, Australian Institute of Family Studies.

<sup>28</sup> <http://www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/2039.0Main%20Features42006?opendocument>



# Electronic Gaming Machine

Policy Number:	2001/09	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	September 2020	Version Number:	4
Review Date:	3 Years from Meeting Date		

## 1. Purpose

The purpose of this Policy is to articulate to the community and gaming industry Council's position on electronic gaming machines in the municipality. It is a 'whole of Council' social policy guiding Council's statutory roles in preventing and minimising gambling-related harm in the community.

This Policy also guides Council in assessing the potential social and economic impacts associated with applications for gaming licenses and planning permits to operate electronic gaming machines in the municipality and in adjoining municipalities.

This Policy updates the Knox Electronic Gaming Policy 2016 by integrating current electronic gaming machine data.

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

## 2. Context

The City of Knox has 11 gaming venues and 767 electronic gaming machines. The Ferntree Gully Bowling Club operates on land owned and managed by Council.

In the 2018-19 financial year, expenditure<sup>1</sup> on electronic gaming machines was \$73, 890,071.24 and expenditure per adult was \$571.61. There were 5.93 electronic gaming machines per 1,000 people.

In this financial year, compared with metropolitan municipalities and Victoria, the City of Knox had a higher total expenditure (loss) on electronic gaming machines and expenditure (loss) per adult. The municipality also had a higher number of total electronic gaming machines, electronic gaming machines per 1,000 adults, and venues. Relative to the other 31 metropolitan municipalities, Knox was ranked fifteenth for total expenditure (loss) on electronic gaming machines, tenth for electronic gaming machines per 1,000 adults and fifteenth for expenditure (losses) per adult.

Since 2009, however, the number of electronic gaming machines, total expenditure and number of electronic gaming machines per 1,000 adults has dropped in the City of Knox. This has occurred alongside similar trends across Victoria and metropolitan municipalities, a growth in population and the introduction of statutory harm minimisation measures.

The City of Knox has lower levels of socio-economic disadvantage compared with Greater Melbourne and Victoria, but higher levels of socio-economic disadvantage compared with the Eastern Metropolitan Region. In particular, there are concentrations of socio-economic disadvantage in Bayswater, Boronia and Ferntree Gully. Four of the eleven gaming venues are located in Ferntree Gully. Socio-economic disadvantage and high access to electronic gaming machines are indicators of gambling-related harm.

<sup>1</sup> The Victorian Commission for Gambling and Liquor Regulation defines expenditure as 'the total amount lost by players'.



### The Role and Functions of Local Government

Council has a statutory obligation to:

- Assess a planning permit application to install or use electronic gaming machines within the framework of the planning provisions of the Knox Planning Scheme and the *Planning and Environment Act 1987*; and
- Assess the potential social and economic impacts of an application for a gaming licence in the municipality or adjoining municipality in accordance with the *Gambling Regulation Act 2003* and, if required, make a submission on behalf of the community to the Victorian Commission for Gambling and Liquor Regulation.

Clause 52.28 of the Knox Planning Scheme enables Council to prohibit electronic gaming machines in designated shopping complexes and all strip shopping centres<sup>2</sup>. Council does not have the same defined roles in relation to other forms of gambling.

Council also has broader statutory roles under the *Local Government Act 1989* and *Public Health and Wellbeing Act 2008*, which focus on exercising good governance and promoting and protecting the health and wellbeing of the community. Additionally, Council seeks to mitigate harms arising from other forms of gambling through its membership of the Alliance for Gambling Reform, which is a national advocacy organisation, and initiatives informed by the Knox Community and Council Plan 2017-21<sup>3</sup>.

Council's roles and functions that relate to minimising harm from electronic gaming machines fall into four distinct but overlapping functions and roles.

1. Plan, regulate and enforce	<ul style="list-style-type: none"> <li>• Research, review and analyse community and health profile.</li> <li>• Prepare planning provisions for electronic gaming machines in the Knox Planning Scheme.</li> <li>• Assess applications for planning permits to install and use electronic gaming machines.</li> <li>• Enforce planning permit conditions.</li> <li>• Review research on the determinants and impacts of gambling-related harm.</li> </ul>
2. Manage and deliver	<ul style="list-style-type: none"> <li>• Manage Council assets.</li> <li>• Deliver non-gambling services and facilities.</li> <li>• Support the delivery of services and facilities by agencies addressing gambling-related harm.</li> </ul>
3. Inform, educate and engage	<ul style="list-style-type: none"> <li>• Disseminate information on the risks and harms associated with electronic gaming machines.</li> <li>• Disseminate information on the availability of non-gambling social, leisure, entertainment and recreation facilities.</li> </ul>
4. Facilitate, represent, partner and advocate	<ul style="list-style-type: none"> <li>• Make submissions to the VCGLR on the potential social and economic impacts of applications for gaming licences.</li> <li>• Facilitate discussions with venue operators to guide the appropriate location and operation of gaming venues.</li> <li>• Partner with and/or facilitate Council's participation in government, business and community alliances, working groups and forums.</li> <li>• Advocate for changes to the regulatory framework to reduce gambling-related harms.</li> </ul>

<sup>2</sup> Department of Planning and Community Development, 2006, Amendment VC 39 Gaming, State Government of Victoria

<sup>3</sup> Goal 6, Strategy 6.1



### 3. Scope

The Policy covers electronic gaming machines and their use in the municipality. This Policy applies to:

- Knox City Council, in its role as the responsible authority under the *Planning and Environment Act 1987*, in making decision on planning permit applications to use or install electronic gaming machines and in making submissions to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) under the *Gambling Regulation Act 2003*;
- Knox City Council, as a land owner, lessor, manager and regulator of land used to operate electronic gaming machines;
- Existing and potential operators of gaming venues in the City of Knox;
- Individuals, families and community in the City of Knox affected by gambling related harm; and
- Community groups, service providers and agencies responsible for the delivery of non-gambling facilities and activities and services for people affected by gambling-related harm.

### 4. References

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

- Goal 5 – We are happy, healthy and wise

#### 4.2 Relevant Legislation

- Gambling Regulation Act, 2003
- Planning and Environment Act, 1987
- Local Government Act, 1989
- Public Health and Wellbeing Act, 2008

#### 4.3 Charter of Human Rights

- This Policy has been assessed against and complies with the Charter of Human Rights Act, 2006.

#### 4.4 Related Council Policies and background documents

- Knox Planning Scheme
- Knox City Council Gaming Policy Direction Paper, 2015
- Knox Gambling Profile Update, June 2020

#### 4.5 Related Council Procedures

- Electronic Gaming Policy Procedure for making a submission to the Victorian Commission for Gambling and Liquor Regulation

### 5. Definitions

Club	A place of assembly with a full club licence and permission to operate electronic gaming machines.
Community	People who live, work, shop, visit or study in the Knox municipality.
Community Group(s)	Means a legal entity who provide services, support or activities to the Knox community and may be the beneficiary of community contributions.
Community contributions	A financial contribution to community organisations made by a venue operator as a condition of approval by the VCGLR.
Convenience gambling	Gambling that comes about as a result of people going about other business and other concerns being confronted with opportunities to gamble that they have not set out to



	find. <sup>4</sup> This has the potential to result in spontaneous or impulse rather than predetermined decisions to gamble.
Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Electronic Gaming Machine	Any device, whether wholly or partly mechanically or electronically operated, that is so designed that: (a) it may be used for the purpose of playing a game of chance or a game of mixed chance and skill; and (b) as a result of making a bet on the device, winnings may become payable ( <i>Gambling Regulation Act 2003</i> , S1.3).
Expenditure	The net amount spent/lost or the amount wagered less the amount won, by people who gamble. It is gross profit (or gross winnings) due to the operators of each particular gambling activity. <sup>5</sup>
Gambling sensitive use	A service or facility used by people directly or indirectly affected by gambling-related harm.
Gambling-related harm	The adverse impacts from gambling on the health and wellbeing of individuals, families, communities and society. These harms affect resources, relationships and health. The impact from gambling-related harm may be short-lived and episodic but can be durable, having enduring consequences and exacerbating existing inequalities. The impact of these harms can be felt by individuals, families and communities. <sup>6</sup>
Harm Minimisation	Harm minimisation or reduction has been defined as follows: "Harm reduction refers to a policy or program directed towards minimising or decreasing the adverse health, social and economic consequences of gambling behaviour for individuals, families, communities and society. A harm reduction strategy does not require abstention from gambling". <sup>7</sup>
Hotel	A venue with a general liquor licence and permission to operate electronic gaming machines.
Individual(s)	Means a resident(s) of the Knox Municipality.
Non-gambling facilities	Alternative non-gaming entertainment and recreation facilities include hotels, clubs, cinemas, restaurants, bars, theatres, galleries, exhibition centres, sporting venues and indoor recreation facilities.
VCGLR	The Victorian Commission for Gambling and Liquor Regulation (VCGLR) is the independent statutory authority that regulates Victoria's gambling and liquor industries.

## 6. Council Policy

### 6.1 Policy Statement

Council is committed to mitigating the negative impacts of electronic gaming in the municipality by adopting a harm minimisation approach in relation to the use of electronic gaming machines. This

<sup>4</sup> *Queensberry Hotel Pty Ltd v Minister for Planning and Community Development* [2013] VCAT 444

<sup>5</sup> Armstrong, A., & Carroll, M. (2017). *Gambling activity in Australia*. Melbourne: Australian Gambling Research Centre, Australian Institute of Family Studies.

<sup>6</sup> Wardle, Heather and Reith, Gerda and Best, David and McDaid, David and Platt, Stephen (2018) *Measuring gambling-related harms: a framework for action*. Gambling Commission, Birmingham, UK.

<sup>7</sup> Canadian Public Health Association (2000) in <https://www.adelaide.edu.au/saces/docs/problemgamblingandharmtowardnationaldefinition.pdf>



commitment is underpinned by its Community and Council Plan 2017-2021 goals, which seek to enable a community that is safe and secure; healthy, happy and well; and has confidence in Council's decision-making.

Council recognises that electronic gaming machines can pose a threat to public health and wellbeing due to the harm this activity can cause for individuals, families and the community. However, it accepts that the use of electronic gaming machines is a legal form of entertainment, which may be associated with some benefits for people who do not experience harm from gambling. Council, therefore, does not advocate for the prohibition of electronic gaming.

## 6.2 Policy Goal

Council is committed to mitigating the negative social and economic impacts of electronic gaming on local communities.

Council's goal is, therefore, to demonstrate leadership in preventing and mitigating the negative social and economic impacts of electronic gaming machines on the community.

## 6.3 Policy Objectives

The key strategic objectives of the Electronic Gaming Machine Policy are:

- 6.3.1 To strengthen Council's capacity to manage the location and operation of electronic gaming machines through transparent, consistent and coordinated decision-making processes, regulation and enforcement; and
- 6.3.2 To reduce the potential public health and wellbeing harm caused to individuals and the community by electronic gaming machines through engaging and collaborating with key stakeholders, disseminating information on the risks and impacts associated with gambling-related harms, facilitating access to non-gambling activities and advocacy.

## 6.4 Electronic Gaming Machine Policy Actions

The strategies in the Policy have been developed utilising data from the Victorian Commission for Gambling and Liquor Regulation and other credible sources and are in line with the four key roles and functions that Council can undertake in relation to electronic gaming.

### 6.4.1 Key Roles and Functions 1: Plan, Regulate and Enforce

- 6.4.1.1 Manage the location and operation of gaming venues and electronic gaming machines in Knox by:
  - o Discouraging proposals for new gaming venues or the relocation of electronic gaming machines in or in close proximity to communities at an elevated risk of gambling-related harms;
  - o Discouraging proposals for electronic gaming machines to be located within 400 metres (convenient walking distance) or in a clear line of sight of facilities and services associated with day to day activities, or gambling sensitive uses;
  - o Discouraging a proposal for electronic gaming machines if there are reasonable grounds to consider that the operation of the gaming venue and its associated activities may adversely affect the amenity of the surrounding area through opening hours of the venue, management of patrons, generation of noise or disturbance, or other off-site amenity impacts; and
  - o Discouraging proposals for electronic gaming machines in areas with a high density of electronic gaming machines per 1,000 adults.



- 6.4.1.2 Oppose applications for new gaming venues or an increase in the number of electronic gaming machines within or outside the City of Knox which would result in a net social and economic detriment for the Knox community. Refer to Electronic Gaming Policy Procedure for making a submission to the VCGLR (Appendix A).
- 6.4.1.3 Identify and understand the impacts of electronic gaming machines by collecting, analysing and reporting data on electronic gaming machine activity and its impact on the Knox community on a regular basis.
- 6.4.1.4 Integrate the Electronic Gaming Machine Policy and supporting evidence in the Knox Gambling Profile 2020 into Council plans and policies and decision-making processes.
- 6.4.2 Key Roles and Functions 2: Manage and Deliver/Provide
  - 6.4.2.1 Discourage the operation of electronic gaming machines on Council-owned land by:
    - Not renewing a lease to any club which operates or entering into a new lease with a club that intends to operate electronic gaming machines on Council-owned land;
    - Not supporting any increase in the number of electronic gaming machines held by the gaming venue which currently leases Council-owned land<sup>8</sup>;
    - Not accepting sponsorship from organisations or businesses that derive their income from electronic gaming machines; and
    - Not providing community grants, financial assistance or in-kind support to an organisation or business that operates electronic gaming machines.
  - 6.4.2.2 Identify opportunities to continue providing non-gambling social, leisure, entertaining and recreation facilities.
  - 6.4.2.3 Facilitate access to alternative recreational and social activities by engaging with community organisations and gaming venues to encourage, support and grow additional recreational and social activities in Knox, particularly where gaming venues are located and populations are vulnerable to the high cost of living and have limited access to local services and facilities.
  - 6.4.2.4 Prohibit Knox City Council ratepayer directly funded or sponsored meetings, functions or events of any kind at a Knox hotel or club that operates electronic gaming machines.
- 6.4.3 Key Roles and Functions 3: Inform, Educate and Engage
  - 6.4.3.1 Raise awareness of the risks and harms associated with electronic gaming machines by collaborating with relevant organisations to support community education and information campaigns which focus on:
    - Expenditure on electronic gaming machines in Knox; and
    - The health and wellbeing impacts of electronic gaming on individuals, families and community businesses.
  - 6.4.3.2 Continue to engage with stakeholders and the community when preparing submissions to the VCGLR on gaming applications and assessing planning permit applications to install and use electronic gaming machines.

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<sup>8</sup> There is only one club with electronic gaming machines that currently leases Council land.





- 6.4.4 Key Roles and Functions 4: Facilitate, Represent, Partner and Advocate
  - 6.4.4.1 Advocate for electronic gaming machine reform in partnership with State-wide alliances and stakeholders for gaming reform in the following areas:
    - o Transparent and equitable allocation of State Government revenue acquired from taxes from electronic gaming machines;
    - o The community contribution made by clubs with electronic gaming machines; and
    - o The implementation of best-practice harm minimisation measures relating to gaming venue design, operation, standards, regulation and administration.
  - 6.4.4.2 Continue to participate in the initiatives of the Alliance for Gambling Reform.
  - 6.4.4.3 Continue to collaborate with adjoining municipalities when preparing appropriate responses to applications for gaming licences or planning permits to install and use electronic gaming machines within and beyond the Knox municipal boundary.

## 7. Administrative Updates

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



Attachment 3

## KNOX POLICY



### ELECTRONIC GAMING MACHINE POLICY

<b>Policy Number:</b>	2001/09	<b>Directorate:</b>	Community Services
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager, Community Wellbeing
<b>Approval Date:</b>	24 May 2016	<b>Version Number:</b>	34
<b>Review Date:</b>	24 May 2020		

#### 1. PURPOSE

This Policy articulates to the community and gaming industry Council's position on electronic gaming machines in the municipality. It is a purpose of this policy is to foster responsible electronic gaming and provide a 'whole of Council' social policy guiding direction to Council's statutory roles, the community and businesses in preventing and minimising gambling-related harm in the community.

This Policy also guides Council in assessing the potential social and economic impacts associated with applications for gaming licenses and planning permits to operate electronic gaming machines in the municipality and in adjoining municipalities.

in relation to applications for new electronic gaming machines in Knox. This Policy updates the Knox Electronic Gaming Policy 2016 by integrating current electronic gaming machine data.

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

**Commented [BR1]:** This has been relocated from Legislation.

**Commented [BR2]:** This has been relocated from References.

#### 3-2. CONTEXT

Knox City Council acknowledges that gaming is a legal activity in which people participate for recreational purposes. Council also recognises that problem gaming can have a detrimental impact upon individuals, families and the broader community. Council supports a harm minimisation approach to gaming which seeks to mitigate possible adverse individual and community impacts.

**Commented [BR3]:** The content in this paragraph belongs partly in the purpose and partly in the policy position.

Council's particular responsibility concerning gaming arises through its role in determining planning permits for gaming venues and electronic gaming machines in Knox. Accordingly, Council requires a detailed social policy on electronic gaming, as well as policies and strategies in the Knox Planning

**Commented [BR4]:** The content in this paragraph belongs partly in the purpose and partly in the policy position.

Scheme to inform its decision making. Council does not have the same defined role in relation to other gambling methods.

There has been an 11% (92) reduction in the number of electronic gaming machines in Knox since 2009 – from 855 in 2009 to 763 in 2014. Electronic gaming machine losses have also dropped by almost \$15,000,000 for the same period – from \$89,494,002 in 2008/09 to \$74,200,233 in 2013/14. Nevertheless, Knox has a slightly higher density of electronic gaming machines than the Melbourne Metropolitan average – at 6.12 machines per 1,000 adults compared with 5.48 machines (2013/14). The reduction in the density of electronic gaming machines in Knox coincided with the changes in the Victorian licensing regime in 2011. The City of Knox has 11 gaming venues and 767 electronic gaming machines. The Ferntree Gully Bowling Club operates on land owned and managed by Council.

Commented [BR5]: This text is updated below.

In the 2018-19 financial year, expenditure<sup>1</sup> on electronic gaming machines was \$73,890,071.24 and expenditure per adult was \$571.61. There were 5.93 electronic gaming machines per 1,000 people.

In this financial year, compared with metropolitan municipalities and Victoria, the City of Knox had a higher total expenditure (loss) on electronic gaming machines and expenditure (loss) per adult. The municipality also had a higher number of total electronic gaming machines, electronic gaming machines per 1,000 adults, and venues. Relative to the other 31 metropolitan municipalities, Knox was ranked fifteenth for total expenditure (loss) on electronic gaming machines, tenth for electronic gaming machines per 1,000 adults, and fifteenth for expenditure (losses) per adult.

Since 2009, however, the number of electronic gaming machines, total expenditure and number of electronic gaming machines per 1,000 adults has dropped in the City of Knox. This has occurred alongside similar trends across Victoria and metropolitan municipalities, a growth in population and the introduction of statutory harm minimisation measures.

The City of Knox has lower levels of socio-economic disadvantage compared with Greater Melbourne and Victoria, but higher levels of socio-economic disadvantage compared with the Eastern Metropolitan Region. In particular, there are concentrations of socio-economic disadvantage in Bayswater, Boronia and Ferntree Gully. Four of the eleven gaming venues are located in Ferntree Gully. Socio-economic disadvantage and high access to electronic gaming machines are indicators of gambling-related harm.

<sup>1</sup> The Victorian Commission for Gambling and Liquor Regulation defines expenditure as 'the total amount lost by players'.

**The Role and Functions of Local Government**

Council has a statutory obligation to:

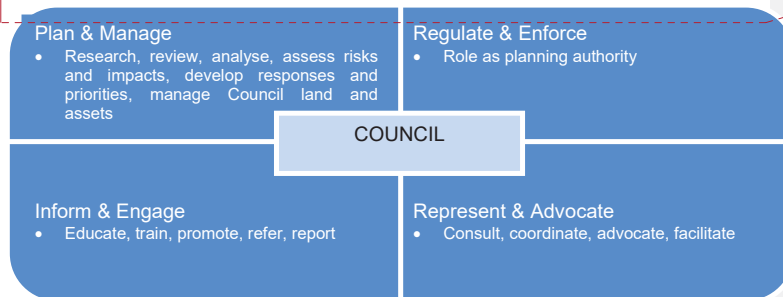
- assess a planning permit application to install or use electronic gaming machines within the framework of the planning provisions of the Knox Planning Scheme and the *Planning and Environment Act 1987*; and
- assess the potential social and economic impacts of an application for a gaming licence in the municipality or adjoining municipality in accordance with the *Gambling Regulation Act 2003* and, if required, make a submission on behalf of the community to the Victorian Commission for Gambling and Liquor Regulation.

Clause 52.28 of the Knox Planning Scheme enables Council to prohibit electronic gaming machines in designated shopping complexes and all strip shopping centres<sup>2</sup>. Council does not have the same defined roles in relation to other forms of gambling.

Council's other statutory roles under the *Local Government Act 1989* and the *Public Health and Wellbeing Act 2008* are to exercise good governance and promote and protect the health and wellbeing of the community.

The City of Knox is a member of the Alliance for Gambling Reform which is a national advocacy organisation working to prevent and minimise gambling-related harm.

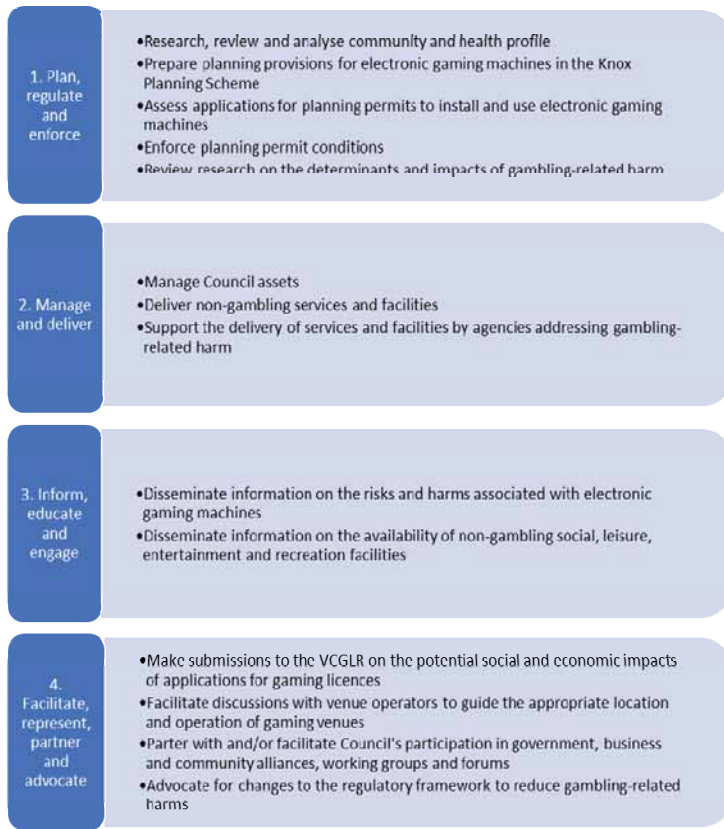
Local government Council's roles and functions and activities that relate to minimising harm from electronic gaming machines fall into four distinct but overlapping areas of core business activity functions and roles.



**Commented [BR6]:** Keep terminology consistent with heading.

**Commented [BR7]:** This figure is replaced with the one below.

<sup>2</sup> Department of Planning and Community Development, 2006, Amendment VC 39 Gaming, State Government of Victoria



~~Key activities local governments undertake with regard to the electronic gaming role are:~~

- ~~1. Plan and Manage: including researching, reviewing, analysing and assessing characteristics of the population and environment to determine risk and impact on public health of new electronic gaming machines and venues and develop appropriate responses and strategies, such as local gaming policies in the Knox Planning Scheme, as well as managing Council land and assets;~~
- ~~2. Regulate and Enforce: including determination of planning permits and make submissions to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) with regard to applications for new electronic gaming machines;~~

**Commented [BR8]:** The content from these four paragraphs is restructured and incorporated into the figure above.

- 3. ~~Inform and Engage~~: including education and promotion of a range of recreational and leisure activities that do not pose a risk to public health, to residents and community organisations as well as working in collaboration with business, residents and community organisations and other tiers of government;
- 4. ~~Represent and Advocate~~: including consulting, coordinating and facilitating Council's participation in government, business and community alliances, working groups, forums and reviews.

**4-3. SCOPE**

The policy covers electronic gaming machines and their use in the municipality.

This policy applies to:

- Knox City Council, in its role as the responsible authority under the Planning and Environment Act 1987, in making decisions on planning permit applications to use or install electronic gaming machines and in making submissions to the VCGLR under the Gambling Regulation Act 2003;
- Knox City Council, as a landowner, lessor, manager and regulator of land used to operate electronic gaming machines;
- existing and potential operators gaming venues of clubs and hotels in the City of Knox~~Knox with electronic gaming machines;~~
- individuals, families and community in the City of Knox who are affected by gambling-related harm~~gaming/gambling on an electronic gaming machine;~~ and
- community groups, service providers and agencies responsible for the delivery of non-gambling facilities and activities and services for people affected by gambling-related harm.

**5-4. REFERENCES**

**4.1 Council Strategies and Policies and background documents**~~Plan~~

- Knox City Council Community and Council Plan 2017-2021
- Knox Planning Scheme
- Knox City Council Gaming Policy Direction Paper 2015
- Knox Gambling Profile Update, June 2020
- ~~Effective Governance~~
- ~~Partnering and Engaging~~

**4.2 Relevant Victorian Legislation**

- Gambling Regulation Act 2003 (Vic)
- Planning and Environment Act 1987 (Vic)
- Local Government Act 1989
- Public Health and Wellbeing Act 2008
- Charter of Human Rights and Responsibilities Act 2006

**4.3 Charter of Human Rights**

~~This policy has been assessed against and complies with the charter of Human Rights.~~

**4.4 Related Council Policies**

~~Knox City Council Gaming Policy Direction Paper 2015~~

**Commented [BR9]:** These are roles and responsibilities and have therefore been removed.

**Commented [BR10]:** This has been incorporated under legislation

**Commented [BR11]:** This has been relocated to the Purpose.

**Commented [BR12]:** This has been incorporated under Council Strategies and Policies and background documents

Knox Gambling Profile Update, January 2015

Knox Planning Scheme (Clause 52-28)

**4.5.4 Related Council Procedures**

- Electronic Gaming Policy Procedure for making a submission to the Victorian Commission for Gambling and Liquor Regulation

**5. DEFINITIONS**

<b>Club</b>	<u>A place of assembly with a full club licence and permission to operate electronic gaming machines.</u>
<b>Community</b>	<u>People who live, work, shop, visit or study in the Knox Municipality.</u>
<b>Community Group (s)</b>	<u>A legal entity providing services, support or activities to the Knox community and which may be the beneficiary of community contributions.</u>
<b>Community contributions</b>	<u>A financial contribution to community organisations made by a venue operator as a condition of approval by the VCGLR</u>
<b>Convenience gambling</b>	<u>Gambling that comes about as a result of people going about other business and other concerns being confronted with opportunities to gamble that they have not set out to find.<sup>3</sup> This has the potential to result in spontaneous or impulse rather than predetermined decisions to gamble.</u>
<b>Council</b>	<u>Knox City Council, whether constituted before or after the commencement of this Policy.</u>
<b>Electronic Gaming Machine</b>	<u>Any device, whether wholly or partly mechanically or electronically operated, that is so designed that</u>  <u>(a) it may be used for the purpose of playing a game of chance or a game of mixed chance and skill; and</u>  <u>(b) as a result of making a bet on the device, winnings may become payable (Gambling Regulation Act 2003, S1.3).</u>
<b>Expenditure</b>	<u>The net amount spent/lost or the amount wagered less the amount won, by people who gamble. It is gross profit (or gross winnings) due to the operators of each particular gambling activity.<sup>4</sup></u>
<b>Gambling sensitive use</b>	<u>A service or facility used by people directly or indirectly affected by gambling-related harm.</u>
<b>Gambling-related harm</b>	<u>The adverse impacts from gambling on the health and wellbeing of individuals, families, communities and society. These harms affect resources, relationships and health. The impact from gambling-related harm may be short-lived and episodic but can be durable, having enduring consequences</u>

**Commented [BR13]:** update 2020

**Commented [BR14]:** If Council decides to prepare a similar procedures document for planning permit applications, this is where it could be referenced.

**Commented [BR15]:** These have been arranged alphabetically and additional concepts have been included.

<sup>3</sup> Queensberry Hotel Pty Ltd v Minister for Planning and Community Development [2013] VCAT 444

<sup>4</sup> Armstrong, A., & Carroll, M. (2017). *Gambling activity in Australia*. Melbourne: Australian Gambling Research Centre, Australian Institute of Family Studies.

	<u>and exacerbating existing inequalities. The impact of these harms can be felt by individuals, families and communities.<sup>5</sup></u>
<b>Harm minimisation</b>	<u>Harm minimisation or reduction has been defined as follows: "Harm reduction refers to a policy or program directed towards minimising or decreasing the adverse health, social and economic consequences of gambling behaviour for individuals, families, communities and society. A harm reduction strategy does not require abstention from gambling".<sup>6</sup></u>
<b>Hotel</b>	<u>A venue with a general liquor licence and permission to operate electronic gaming machines.</u>
<b>Individual(s)</b>	<u>A resident(s) of the Knox Municipality.</u>
<b>Non-gambling facilities</b>	<u>Alternative non-gaming entertainment and recreation facilities include hotels, clubs, cinemas, restaurants, bars, theatres, galleries, exhibition centres, sporting venues and indoor recreation facilities.</u>
<b>VCGLR</b>	<u>The Victorian Commission for Gambling and Liquor Regulation (VCGLR) is the independent statutory authority that regulates Victoria's gambling and liquor industries.</u>

**6. COUNCIL POLICY**

**6.1 Policy Statement**

Council is committed to mitigating the negative impacts of electronic gaming in the municipality by adopting a harm minimisation approach in relation to the use of electronic gaming machines. This commitment is underpinned by its Community and Council Plan 2017-2021 goals, which seek to enable a community that is safe and secure; healthy, happy and well; and has confidence in Council's decision-making.

Council recognises that electronic gaming machines can pose a threat to public health and wellbeing due to the harm this activity can cause for individuals, families and the community. However, it accepts that the use of electronic gaming machines is a legal form of entertainment, which may be associated with some benefits for people who do not experience harm from gambling. Council therefore does not advocate for the prohibition of electronic gaming.

Council commits to the mitigation of the negative impacts of electronic gaming. This commitment is underpinned by Knox City Council's City Vision to create a safe, healthy and connected community with high quality services, transport options, facilities and culturally rich experiences.

Council does not advocate the prohibition of electronic gaming. However, Council recognises that electronic gaming machines can

<sup>5</sup> Wardle, Heather and Reith, Gerda and Best, David and McDaid, David and Platt, Stephen (2018) *Measuring gambling-related harms: a framework for action*. Gambling Commission, Birmingham, UK.

<sup>6</sup> Canadian Public Health Association (2000) in <https://www.adelaide.edu.au/saces/docs/problemgamblingandharmtowardnationaldefinition.pdf>

~~pose a threat to public health and wellbeing due to the harm this activity can create for individuals, families and the community.~~

**6.2 Policy Goal**

Council is committed to mitigating the negative social and economic impacts of electronic gaming on local communities.

Council's goal is therefore

~~Council is committed to mitigating the negative social and economic impacts of electronic gaming on local communities; to demonstrate leadership in preventing and mitigating the negative social and economic impacts of electronic gaming machines on the community.~~

**Commented [BR16]:** As this reads, it's part of the policy statement. A new policy goal reflecting the outcome or vision has been drafted. The new policy goal retains the intent i.e. to minimise harm. It incorporates the concept of 'leadership'.

**6.3 Policy Objectives**

~~Council is committed to fostering responsible gaming and gaming venues. Council will adopt necessary actions to minimise the adverse effects of electronic gaming on individuals and the community.~~ The key strategic objectives of the Electronic Gaming Machine Policy are:

**Commented [BR17]:** This reads as a position statement rather than what Council would like to achieve and has therefore been removed.

6.3.1 ~~To strengthen Council's capacity to manage the location and operation of electronic gaming machines through transparent, consistent and coordinated decision-making processes, regulation and enforcement with regard to electronic gaming machine and gaming venues.~~

**Commented [BR18]:** This reworked objective relates to Role 1

6.3.2 ~~To reduce the potential public health and wellbeing harm caused to individuals and the community by electronic gaming machines through actions including engaging and collaborating with key stakeholders, disseminating information on the risks and impacts associated with gambling-related harms, facilitating access to non-gambling activities and advocacy;~~

**Commented [BR19]:** This reworked objective relates to Roles 1, 2 and 3

~~6.3.3~~ 6.3.2

- ~~o advocacy for best practice regulation and administration of electronic gaming; and,~~
- ~~o managing the location of new electronic gaming machines and gaming venue design.~~
- ~~o~~

**Commented [BR20]:** Better to keep it as one integrated sentence.

**Commented [BR21]:** This has been incorporated into the first objective

**6.4 Electronic Gaming Machine Policy Actions**

The strategies in the Policy have been developed utilising data from the Victorian Commission for Gambling and Liquor Regulation and other credible sources and are in line with the four key roles and functions that Council can undertake in relation to electronic gaming;

**6.4.1 Key roles and functions**

**6.4.2**



**6.4.36.4.1 1: Plan, Regulate and Enforce and Manage**

**6.4.3.16.4.1.1** Manage the location and operation of gaming venues and EGMS-electronic gaming machines in Knox by

- o ~~Council will discourage proposals for new gaming venues or the relocation of EGMS-electronic gaming machines in or in close proximity to communities at an elevated risk of gambling-related harms, areas of relative socio-economic disadvantage as measured by SEIFA score (Index of Relative Socio-Economic Disadvantage) lower than the Knox average.~~
- o ~~Council will discourage proposals to transfer EGMS to another location within the municipality of greater socio-economic disadvantage, as measured by a low SEIFA score (Index of Relative Socio-Economic Disadvantage) relative to the Knox average.~~
- o ~~Council will discourage proposals for EGMS electronic gaming machines to be located within 400 metres (convenient walking distance) or in a clear line of sight of places with high pedestrian activity, including shops and railway stations, facilities and services associated with day to day activities, or gambling sensitive uses.~~
- o ~~Council will discourage proposals for EGMS at locations where activity focuses upon children, families or young people. Accordingly, the establishment of gaming venues within 400m convenient walking distance of child care centres, playgrounds, kindergartens, schools, libraries, aged care facilities, churches and community centres, will be discouraged.~~
- o ~~Council will discourage a proposal for EGMS electronic gaming machines if there are reasonable grounds to consider that the operation of the gaming venue and its associated activities may adversely affect the amenity of the surrounding area through opening hours of the venue, management of patrons, generation of noise or disturbance, or other off-site amenity impacts.~~
- o ~~No Knox City Council ratepayer directly funded or sponsored meeting, function or event of any kind will be held at a Knox hotel, club or premises that operate electronic poker machines. Discouraging proposals for electronic gaming machines in areas with a high density of electronic gaming machines per 1,000 adults.~~

**Commented [BR22]:** This role relates to planning, research and enforcement of planning permits. The manage component is included in the second role.

**Commented [BR23]:** This aligns with the purpose of Clause 52.28 Gaming.

**Commented [BR24]:** The term transfer was not supported by the Panel in the Melbourne PSA.

**Commented [BR25]:** The concept of vulnerability goes beyond just SEIFA and allows Council to incorporate more indicators of potential harm. I would not include a benchmark here as it may limit Council's assessment on a particular case. The specifics are best included in a planning policy rather than a social policy.

**Commented [BR26]:** This is covered above.

**Commented [BR27]:** The Tribunal has been clear in dismissing these facilities and services as 'gambling sensitive uses' as there is no evidence demonstrating they are used by people directly affected by gambling-related harms.

Manage the number of density of EGMs in Knox

Council will discourage proposals for EGMs where the resulting number of EGMs per 1000 adults within a 2.5 km radius of that site (estimated) is greater than the average for Metropolitan Melbourne.

- 6.4.3.2 — Respond to applications for additional EGMs in Knox.  
 6.4.1.2 — Oppose applications for new gaming venues or an increase in the number of electronic gaming machines within or outside the City of Knox which would result in a net social and economic detriment for the Knox community. Refer to Electronic Gaming Policy Procedure for making a submission to the VCGLR (Appendix A).

6.4.3.3 — Council may oppose by written submission to the VCGLR applications for additional or transfer of EGMs within or outside of Knox which would produce a net social and economic detriment for the Knox community. Refer to Electronic Gaming Policy Procedure for making a submission to the VCGLR (Appendix A).  
~~Discourage the operation of EGMs on Council land.  
 Council will not grant new leases to any club which operates or intends to operate EGMs on Council land.~~

~~Council will not support any increase in the number of EGMs held by the club which currently leases Council land<sup>2</sup>.~~

- 6.4.3.4 — Identify and understand the impacts of EGMs  
 6.4.3.5 — Council will collect, analyse and report data on electronic gaming activity and its impact on the Knox community on a regular basis.  
 6.4.1.3 — Identify and understand the impacts of electronic gaming machines by collecting, analysing and reporting data on electronic gaming machine activity and its impact on the Knox community on a regular basis.  
 6.4.3.6 6.4.1.4 — Integrate the Electronic Gaming Machine Policy and supporting evidence in the Knox Gambling Profile 2020 with into Council plans and policies and decision-making processes.

~~Council will consider the Electronic Gaming Policy and current data when developing the Knox City Plan (Council's Municipal Public Health and Wellbeing Plan).~~

~~Council will not accept sponsorship for its activities from organisations or businesses that derive their income from EGMs.~~

**Commented [BR28]:** This has been deleted as it repeats what's in the preceding action and I think is therefore self-explanatory.

<sup>2</sup> There is only one club with EGMs that currently leases Council land.

**6.4.2 Key roles and functions 2: Manage and Deliver/Provide**

**6.4.2.1 Discourage the operation of electronic gaming machines on Council-owned land by:**

- o not renewing a lease to any club which operates or entering into a new lease with a club that intends to operate electronic gaming machines on Council-owned land
- o not supporting any increase in the number of electronic gaming machines held by the gaming venue which currently leases Council-owned land<sup>8</sup>
- o not accepting sponsorship from organisations or businesses that derive their income from electronic gaming machines
- o prohibiting Knox City Council ratepayer directly funded or sponsored meeting, function or event of any kind at a Knox hotel or club that operates electronic gaming machines
- o not providing community grants, financial assistance or in-kind support to sporting clubs, community groups, organisations or associations that promote, benefit from or operate electronic gaming machines

**Commented [BR29]:** These have been relocated from Role 1 above and included in a 'new' role

**6.4.2.2 Identify opportunities to continue providing non-gambling social, leisure, entertaining and recreation facilities**

**Commented [BR30]:** This is a new one as discussed, based on policies in other social policies

**Commented [BR31]:** This is a new one in line with Council's role as a provider of services.

**6.4.2.3 Facilitate access to alternative recreational and social activities by engaging with community organisations and gaming venues to encourage, support and grow additional recreational and social activities in Knox, particularly where gaming venues are located and populations are vulnerable to the high cost of living and have limited access to local services and facilities**

**Commented [BR32]:** This has been relocated from Role 3 below.

**6.4.4.3 Key roles and functions 3: Inform, Educate and Engage**

**6.4.4.1 Support alternative recreational and social activities**

- o ~~Council will engage with community organisations and clubs etc. to encourage support and grow additional recreational and social activities in Knox, particularly where gaming venues are located and populations are vulnerable to the high cost of living and have limited access to local services and facilities.~~

xxx

**6.4.3.1 Raise awareness of the risks and harms associated with electronic gaming machines by collaborating with relevant organisations to support community education and information campaigns which focus on:**

- o Support community education on EGMs

**Commented [BR33]:** This is the same as the one below.

<sup>8</sup> There is only one club with electronic gaming machines that currently leases Council land.

- ~~o Council will collaborate with relevant organisations to support community education and information campaigns which focus on:~~
- ~~the amount expended on EGMs expenditure on electronic gaming machines in Knox; and~~
- ~~o information about the potential harm of electronic gaming; and~~
- ~~o the health and wellbeing impacts of electronic gaming on individuals, families and community businesses~~

~~6.4.3.2 Continue to engage with stakeholders and the community when preparing submissions to the VCGLR on gaming applications and assessing planning permit applications to install and use electronic gaming machines~~

**Commented [BR34]:** This is an additional suggested action to frame Council's engagement activities

~~**6.4.5.4.4 the health and wellbeing impacts of electronic gaming on individuals, families and community businesses. Represent Key roles and functions 4: Facilitate, Represent, Partner and Advocate**~~

~~6.4.5.4.4.1 Advocate for electronic gaming machine reform in partnership with State-wide alliances and stakeholders for gaming reform in the following areas:~~

- ~~o In collaboration with state-wide alliances for gaming reform, Council will:~~
- ~~o Advocate for the transparent and equitable allocation of State Government revenue acquired from taxes on from electronic gaming machines;~~
- ~~o Advocate for reform of the community contribution made by clubs with EGMs electronic gaming machines;~~
- ~~o Advocate for the implementation of best-practice harm minimisation measures relating to electronic gaming venue design, operation, standards, regulation and administration.~~

~~6.4.4.2 Continue to participate in the initiatives of the Alliance for Gambling Reform~~

**Commented [BR35]:** I've suggested this new one to support Council's participation in the Alliance for Gambling Reform.

~~6.4.4.3 Continue to collaborate with adjoining municipalities when preparing appropriate responses to applications for gaming licences or planning permits to install and use electronic gaming machines within and beyond the Knox municipal boundary~~

**Regulate and Enforce**

Update the Knox Planning Scheme

Applications for new electronic gaming machines require both:

a planning permit (for the machines/venue) determined by Council, based on the strategies and objectives set out in the Knox Planning Scheme; and a determination of the impact on community wellbeing decided at a Victorian Commission for Gambling and Liquor Regulation hearing to which local government can make a submission.

Commented [BR36]: this should go up front

The clause relating to electronic gaming in the Knox Planning Scheme is Clause 52.28-1 which requires a planning permit to install or use EGMs and enables local government to prohibit EGMs in designated shopping complexes or strip shopping centres.

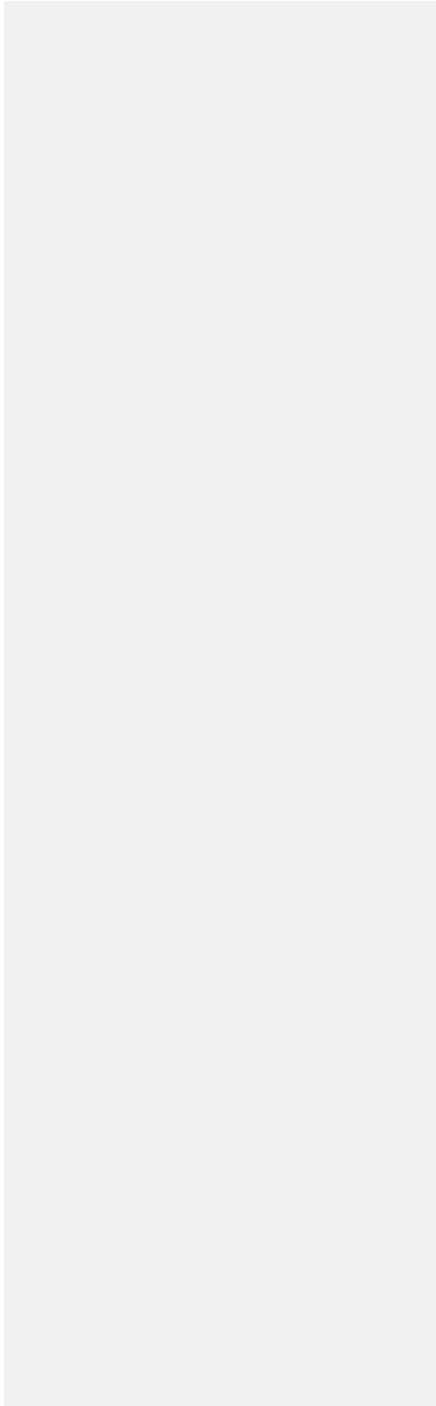
Commented [BR37]: this should also go upfront

Council will undertake a planning scheme amendment to include specific objectives and strategies relating to gaming and a new gaming local policy to provide local guidance and direction in the assessment of planning permit applications for new EGMs as set out in this Gaming Policy Direction Paper; This Electronic Gaming Policy will be specified as a reference document to the local policy in the planning scheme. This allows Council to refer to the broader Council policy in the assessment of planning applications, and, along with the Gaming Policy Direction Paper, provides the appropriate evidence base for the local policies contained in the Knox Planning Scheme.

Commented [BR38]: Delete as Council will no longer need to undertake a planning scheme amendment due to VC148 which involves a policy neutral translation of Clause 22.05 into the schedule to Clause 52.28.

<sup>5</sup> Department of Planning and Community Development, 2006, Amendment VC 39 Gaming, State Government of Victoria

| OTHER



|

## 9.6 Community Development Fund Grants Panel Recommendations 2020

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

This report presents the recommendations of the Community Development Fund (CDF) Evaluation Panel for Council's 2020-21 CDF grants allocation to not-for-profit community groups operating within Knox.

### RECOMMENDATION

That Council:

1. Approve the recommendations of 2020-21 Community Development Fund (CDF) Evaluation Panel to allocate 77 grants totaling \$456,745.21 as detailed in Attachment 2 of this report.;
2. Approve the reallocation, under delegation, of any CDF funds returned to Council from approved projects/events/activities impacted by COVID restrictions into 2021 to approved projects, as ranked by the Panel that did not receive the full amount requested; and
3. Note that an on-line grants announcement will be scheduled in November 2020 to showcase the 2020-21 approved projects and a networking event for grant recipients will be held in 2021 to launch the next year's grants program.

### 1. INTRODUCTION

The Community Development Fund (CDF) provides annual grants to locally focused, not-for-profit organisations to encourage and support community activities and initiatives of Knox residents. Over the last five years, this Council program has provided \$1.5 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;
- Improve skills of Knox residents across a range of areas; and
- Support a positive sense of place and activities that celebrate our community.

The CDF Grants Program 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 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 2017-2021.

This year, the program encouraged community organisations to plan for needs beyond the immediate COVID pandemic crisis and consider activities and initiatives that will help rebuild community momentum and involvement.

## **2. DISCUSSION**

### **2.1 Applications for 2020-2021**

Amidst the uncertainty and challenges of the COVID-19 Pandemic, it was heartening to receive the substantial number of 112 applications this year, an increase of 9.8% from 2019. Applications were submitted by 105 organisations, with seven submitting two applications each, as allowed in the CDF guidelines and policy.

Council's Community Partnership Team spoke with representatives from 93 organisations to discuss potential CDF grant projects, and 64 proceeded to submit applications. There were 26 first time applicants.

Applications for the 2020-21 period continue to reflect the broad range of community priorities seen in previous years including local welfare outreach initiatives, environment initiatives and community gardens, equipment purchases, and early years play space revitalisation. However, there are several regular arts, culture and recreation events that were deferred this year due to COVID-19 and have carried forward their grants from 2019-20, and a number of the proposed activities for support groups, community and club capacity building have a COVID-19 response or recovery component.

### **2.2 Application and Assessment Process**

The ten week application period commenced on Monday 13 April 2020, scheduled early in anticipation of the constraints of the election period and was extended to 22 June 2020 in acknowledgement of the COVID-19 disruption to community activity.

Of the 112 applications received, only one was determined ineligible, as primarily a capital works project on private land. Additional detail of all CDF applications, ineligible, recommended, and not recommended, are provided in Attachments 1, 2 and 3.

The assessment of the eligible grant applications was conducted by the 2020-21 CDF Evaluation Panel (the Panel), comprising Councillor Nicole Seymour (Chair), Councillor Marcia Timmers-Leitch and community representatives Lance Deveson, Gary Saultry and Jeff Somers. Councillor Jake Keogh advised his withdrawal from the Panel and did not participate in the assessment process.

Council officers from Council's Community Partnership Team participated in a support capacity.

The assessment process included:

1. An initial staff review of all received applications regarding basic eligibility and provision of required information.
2. A preliminary meeting of the Panel held on 25 June 2020 to confirm applications eligible for assessment and identify any conflicts of interest for Panel members with any of the received applications. Panel members with a declared conflict of interest in an application were excluded from assessment of that application and required to exclude themselves from Panel decision-making in relation to that application.



3. Consultation by CDF staff with other Council departments to confirm and/or clarify programs or strategies relevant to applications and advise of potential project duplication or any issues of concern in relation to any applications.
4. CDF Panel members had four weeks to do their individual assessment and scoring of eligible applications against criteria in the program guidelines to provide the basis for Panel discussion and deliberation.
5. All eligible applications were then reviewed by the Panel at four meetings held in the first three weeks of August 2020, at which the proposed funding allocations for each project were discussed and determined.

The Panel agreed at its preliminary meeting that it did not see value in inviting applicants for larger grants (\$15,000 and over) to make presentations, especially taking into account the large number of applications to assess and the additional constraints of the COVID-19 restrictions.

### **2.3 CDF Evaluation Panel Recommendations**

The Panel recommends the allocation of 77 grants to a total of \$456,745 (GST adjusted). A table listing the recommended projects with both the amount requested and the grant amount recommended is attached in Attachment 2.

The Panel has recommended that 48 of these projects receive a lesser amount than requested, in response to managing the gap between in the grant amounts sought and the budget available to allocate. These recommended allocations generally considered priorities identified by applicants in the context of relative need and a reasonable assessment that modified project outcomes are still achievable.

The Panel was mindful of the other grant opportunities and support made available by Council with its COVID-19 Community and Business Support Package. It also considered the potential of changing circumstances for some of the recommended projects if the COVID-19 emergency continues to impact community activity. If some projects are unable to proceed in 2021 the Panel has identified applicants that should receive priority in top-up funding from the reallocation of any reimbursed grant funds.

If returned reimbursed grants funds are in excess of the four nominated top-up projects, the Panel recommends that funds be rolled over to 2021/2022 CDF round.

Based on both the initial ranking process and subsequent discussion at Panel meetings, 34 projects have not been recommended for funding. The Panel's recommendations considered potential duplication of Council funding, the level of clarity in demonstrating need, the extent to which projects could be funded or supported through other avenues and the extent of benefits to Knox residents.

There were several projects that the Panel considered promising and worthy of encouragement to develop further for submission next year.

Unsuccessful applicants will be offered feedback on their applications and 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 Attachment 3.

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

funding may be required to be returned to Council. The potential impact of COVID-19 will be referenced in this year's funding agreements and Council staff will follow up on projects that may be at risk.

The diagrams in Attachment 4 summarises the range of applications by their primary focus.

### **3. CONSULTATION**

Promotion of the 2020-21 CDF Program commenced in February 2020 with Facebook posts, notification in the Community Wellbeing Department's e-bulletin to 540 subscribers across Knox and an email message to previous Minor Grant and CDF applicants. Social media, an article in Knox News and promotions through other Council department external newsletters were the main strategy for promotion this year.

Council's Community Partnerships Team were proactive in calling previous grant recipients to check on how their groups were managing with the pandemic restrictions, and fielded calls from potential applicants over the ten week period.

More than 90 community groups/organisations were engaged through either on-line sessions or one-on-one meetings with Council's Community Partnership Team to promote the opportunities of the CDF. The CDF Evaluation Panel, which met five times throughout the assessment process, supported active 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**

One recommended project will pilot water quality and waste management improvements in the Dandenong Creek and several of the recommended projects will improve the amenity of local community facilities with the provision of more natural play environments and outdoor seating.

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

The program costs of \$456,745 for the recommended allocations will be covered by the following:

- \$357,183 - 2020-21 approved budget allocation for CDF grants;
- \$80,000 - additional allocation from COVID-19 Business and Community Support Package; and
- \$20,678 - estimated GST (as applicable).

There is a difference of \$1,116.45 between the program costs (excluding GST) and the Program budget to allow for further GST adjustment if required.

### **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.

CDF grants are a means by which Council supports not-for-profit community groups and assists them to be active, sustainable and resilient. During the current COVID-19 Pandemic, the CDF and the Minor Grants Programs have been a valuable connection point for Council staff to check in on community activity and wellbeing and facilitate positive planning for the future.

Grants offered through the CDF Grant Program complement the information and training support provided through Council's Community Group Training Program. Both programs contribute to the broader objective of building the capacity of local groups to be self-sustaining and viable. The recommended projects 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.

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

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

Strategy 1.1 - Protect and enhance our natural environment

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

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others

Strategy 4.2 - Enhance community connectedness opportunities to improve perceptions of safety

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

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

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

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

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

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

Strategy 7.2 - Celebrate our diverse community

Strategy 7.3 - Strengthen community connections

Strategy 7.4 - Promote and celebrate the contribution of our volunteers

## **8. CONFLICT OF INTEREST**

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

Author – Community Partnerships Officer, Deb Robert – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## 9. CONCLUSION

The CDF Grants Program is an important Council program that assists in building and supporting local community capacity and enhancing quality of life. It also supports community initiatives that contribute to 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 residents and the Knox community more broadly, as well as acknowledging the significant volunteer effort represented in many of the grant applications.

The CDF projects recommended for funding in 2020-21 represent a range of community led activities in Knox and will support a diverse cross-section of the Knox community.

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. Applicants with ineligible capital projects have been referred to other external grant sources where applicable.

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

A function to celebrate both the CDF and the Leisure Minor Capital Works (LMCW) Grant Programs cannot be held this year, however, it is proposed to prepare a celebratory video in recognition of successful applicants and to schedule a networking event for CDF participants in 2021 when the next grant program is launched.

The CDF Evaluation Panel will meet for its annual reflection meeting in late November 2020 to evaluate the assessment process of the 2020-21 CDF program and recommend any appropriate changes to Council's Policy and Procedure.

## 10. CONFIDENTIALITY

This report contains no confidential information.

**Report Prepared By:** Community Partnerships Officer, Deb Robert

**Report Authorised By:** Director, Community Services, Tanya Scicluna

### Attachments

1. ATTACHMENT 1 Community Development Fund 2020 21 Projects deemed ineligible [9.6.1 - 1 page]
2. ATTACHMENT 2 Community Development Fund 2020 21 Projects Recommended [9.6.2 - 9 pages]
3. ATTACHMENT 3 Community Development Fund 2020 21 Projects Not Recommended [9.6.3 - 4 pages]
4. ATTACHMENT 4 Community Development Fund 2020 21 Projects by Primary Focus [9.6.4 - 1 page]

**ATTACHMENT 1 – Community Development Fund 2020-21 - Applications deemed ineligible**

Organisation	Project	Rationale
Waterford Park Retirement Village Residents Committee	Convert Village street lighting to LED fittings.	Substantially capital works

## COUNCIL – COMMUNITY SERVICES

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ATTACHMENT 2 – Community Development Fund 2020-21 Projects **Recommended**

Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
2nd/3rd Bayswater Scout Group	Crate Stacking - A different way to climb	Equipment for activities to encourage youth to be more active and build team working skills.	\$6,320.80	\$4,500.00
Bayswater Football Club	Bayswater Football Club inclusive corner	Installation of a change table in a gender neutral bathroom as part of creating a more inclusive environment.	\$4,500.00	\$3,000.00
Bena Angliss Kindergarten	Enhancing our Natural Play Spaces	Equipment to enhance natural play spaces to encourage active play and the growth of children's imagination experiences.	\$9,825.20	\$5,000.00
Billoo Park Pre School	Pre- School new bike path	Installation of bike path to develop children's gross motor skills, balance and to strengthen their fitness and bike safety rules.	\$10,700.00	\$7,000.00
Boronia & The Basin Community Fete	Event Readiness & Volunteer Support	Installation of shelves in storage container to streamline annual event preparation and reduce impact on volunteers.	\$4,431.75	\$4,431.75
Boronia and The Basin Community News	Engage, Enlighten, Encourage, Expand	Increase community distribution and maximise interest in local journalism through advertising effectiveness.	\$9,744.00	\$5,000.00
Boronia Hawks Football Netball Club Ince	Mental & Physical Wellbeing - making it a priority	Mental Health and Crisis Support training for volunteer coaches and trainers.	\$5,410.00	\$2,650.00
Chinese Association of Victoria Incorporated	Stay Connected through Online Activities	Expansion of online capability for activities to stay connected with members and the local community reducing social isolation.	\$15,740.00	\$4,000.00

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Church of Christ Boronia Inc.	Church St Community Garden and cooking classes	Establishment of a shared community garden in Bayswater with cooking classes utilising grown produce to create healthy meals.	\$18,000.00	\$18,000.00
Coonara Community House Inc	Connecting through play	Intergenerational school holiday play based activities for families with limited incomes and limited community connections to increase community engagement, promote well being and to educate about sustainability, good nutrition and being physically active	\$5,112.00	\$5,112.00
Didi Bahini Samaj Victoria (DBSV)	Reach The Sky	Support and empower Nepalese women through a series of workshops, coaching and confidence building and motivational activities.	\$9,500.00	\$3,500.00
Different journeys	Autism Inclusion and Connection Through Recreation	Host a series of swim nights for people with autism and their families/carers at Knox Leisureworks to build their skill sets and support their transition to mainstream recreational experiences.	\$18,438.60	\$15,243.00
EACH	Telehealth- Improving healthcare in our community	Pilot expansion of digital health services and information utilised in COVID pandemic to improve access and overall health outcomes for Knox clients.	\$7,650.00	\$7,650.00
Fab Nobs Theatre	Fab Nobs Theatre Youth Music Theatre Workshops	A series of workshops for young people to provide expert advice on preparing for auditions, participation in singing, dancing and acting activities to help prepare them for positive participation in community music theatre and beyond.	\$5,850.00	\$5,850.00

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Fairpark Football Club	Making Football Participation Safe and Affordable	Equipment purchases to make football more affordable and increase senior female participation	\$4,000.00	\$2,500.00
Ferntree Gully and District Cricket Association	Junior Representative Cricket - Helping Everyone	Contribution to uniform expenses for families participating in junior representative cricket.	\$6,500.00	\$6,500.00
Ferntree Gully Cricket Club	Bat to the Future Development Program	Contribution to ipads and scoring equipment to attract and retain junior players and increase volunteering.	\$7,457.00	\$1,200.00
Ferntree Gully Eagles Football Netball - Junior Club	Sanitize Me FTG Eagles JFC	Establish sanitising stations and equipment for Wally Tew and Picketts Reserve to set up social distancing and protection for club members and volunteers.	\$7,250.00	\$3,500.00
First Friends of dandenong Creek	Sock it to 'em	Pilot the installation of a drain sock to monitor and remove debris and rubbish from the creek and provide suitable sorting and recycling.	\$17,370.00	\$17,370.00
Flamingo Community Group Inc.	Installation of cafe blinds to verandah area.	Provision of a weather safe outdoor learning environment to enable children to have gross motor experiences even on wet days.	\$3,800.00	\$3,800.00
Friends of Rowville Primary School (FORPS)	Smarter Lunchrooms Demonstration project	Essential equipment to enable healthy meals to be cooked onsite for the canteen menu to entice students to purchase healthy items	\$12,216.00	\$8,767.00
Girl Guides Association of Victoria - Ferntree Gully	Temporary Noise reduction curtains, FTG Guide hall	Installation of noise reduction curtains to reduce impact of noise level in the hall.	\$7,500.00	\$7,500.00
Hands Off Foundation	Family Violence Care Pack Drive	Provision of care packs to survivors of sexual assault and family violence within the Knox municipality.	\$20,000.00	\$7,500.00



## COUNCIL – COMMUNITY SERVICES

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Heany Park Scout Group	Equipment upgrade of sports cupboard	Contribution to additional tables enabling children to maintain social distancing and replace aged sporting equipment.	\$3,112.83	\$2,000.00
Hindi Niketan Inc	Holi - The Festival of Colour Celebration	A one day festival in April celebrating social harmony within Knox.	\$4,500.00	\$2,850.00
Hungarian Community Co-Op Association Limited	Refurbishment at the Hungarian Community Centre	Contribution to the replacement of old tables and chairs to provide comfortable seating.	\$19,943.00	\$10,000.00
iDareU Ltd	Carers Life Balance Day	An event for carers to connect with others to improve their ongoing physical & mental well-being after isolation and burnout during the pandemic.	\$3,468.00	\$3,468.00
Interchange Outer East	Volunteer Development Camp 2021	Fun, educational, developmental training for existing volunteers and other youth members of Knox with focus on empowering young people, teamwork, mental health, LGBTQIP + inclusivity and giving back to the community.	\$11,000.00	\$11,000.00
Kinderlea Preschool	Outdoor Learning space improvement	Creation of a more inclusive, safe and age appropriate outdoor area for the 3 year old program.	\$20,000.00	\$16,225.00
Knox & District Toy Library	Rebuilding Community Connections Through Play	Contribution to rebuilding the capacity of the toy library after COVID-19 pandemic closure.	\$5,094.44	\$3,000.00
Knox BMX Club Inc.	Knox Thunderdome (BMX Racing)	A two day event in Knox showcasing BMX racing and encouraging participation in sport.	\$5,000.00	\$5,000.00
Knox Boronia Churches Cricket Club	Replace Tables & Chairs in Disrepair	Replacement of table and chairs to brighten up the clubrooms and make them more user friendly for all visitors.	\$4,947.25	\$4,947.25

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Knox Chinese Elderly Citizens Club	Active Healthy Ageing and Living	Equipment to improve administration of membership and promotion of club activities to improve social interaction and health.	\$3,421.30	\$2,423.00
Knox City Tennis Club	BBQ & Spectator Facility Upgrade	Replacement of BBQ, bench tables and seats to create a comfortable and safe area for the community.	\$5,600.00	\$2,280.00
Knox Community Baptist Church	Purchased of a Defibrillator	Purchase of a defibrillator to assist first aid.	\$3,000.00	\$3,000.00
Knox Community Chess Enthusiasts (KCCE)	Knox Community Chess Enthusiasts	Contribution to chess equipment and cleaning supplies to assist with safe social distancing measures when weekly chess classes resume.	\$7,236.45	\$1,000.00
Knox Community Gardens Society Inc	Maintenance and Gardening Equipment	Contribution to new mowers and trolleys that are safe and easy for members to use for maintenance of grounds.	\$4,573.00	\$3,500.00
Knox Historical Society	Conserving your Collection	Workshop sessions to reengage the community post COVID-19 with an introduction to artefact preservation and cultural heritage.	\$3,500.00	\$3,000.00
Knox Infolink	COVID 19 2IC/Caseworker	Pilot a 2nd In Command/Caseworker to support new volunteers replacing those impacted by COVID restrictions and provide back up to existing ER staff	\$20,000.00	\$20,000.00
Knox Interfaith Network Inc (KIN)	Learn, Discuss, Appreciate	Contribution to activities that broaden people's knowledge of other faiths	\$5,480.00	\$2,600.00
Knox United Soccer Club	Aluminium goals for U8-U12 girl and boy teams	Contribution to new aluminium goals for use by all teams on game days and during training.	\$6,235.90	\$3,000.00

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Knoxfield Tennis Club	Rejuvenation of Club Facilities & Memorial Garden	Contribution to new tennis nets and sweepers for a better playing experience for the community.	\$4,166.98	\$3,000.00
Life Activities Club Knox Inc.	Catch Up of All Catch Ups	Contribution to a luncheon event for members to reconnect after the COVID-19 restrictions.	\$3,100.00	\$2,000.00
Melbourne Steam Traction Engine Club	Visitor Amenity	Contribution to additional tables and seating to allow for social distancing practices.	\$9,780.50	\$5,000.00
Migrant Information Centre (Eastern Melbourne)	Zomi Men's Healthy Living Program	Establishment of a men's table tennis group for Zomi refugees from Burma in the Knox community to increase their physical and emotional health and well-being.	\$5,174.00	\$5,174.00
Mountain Gate Tennis Club	Community Gathering at Reta Mathews Reserve	Contribution to a community gathering with car boot sale and market stalls to reconnect after COVID-19 restrictions.	\$5,247.00	\$4,447.00
One Hope Community Church	Community @ Cavell	Contribution to bathroom and laundry facilities for use by homeless and disadvantaged members of the community.	\$20,000.00	\$14,900.00
Orana Neighbourhood House	Community Lunches at Orana	Establishing regular free community lunches for vulnerable and marginalised people to come together in a safe environment and re-engage with their local community.	\$7,150.00	\$7,150.00
Our Saviour's Lutheran Church Knox	New Refrigeration required for Community Programs	Replacement of refridgerator and freezer to allow better food storage for community programs.	\$3,409.84	\$2,275.00

## COUNCIL – COMMUNITY SERVICES

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
PLEDGE - People Linking to Embrace & Develop Gender Equality	A Gender Equal Future in the City of Knox	Contribution to the Knox Local Champions for Gender Equity Awards event that acknowledges people who have made a significant difference to the lives of women and children in the City of Knox.	\$18,721.00	\$5,080.00
Rotary Club of Bayswater Inc.	The 47th Annual Knox Art Exhibition	An annual art exhibition showcasing the work of local and established mixed media and photographic artists.	\$5,000.00	\$5,000.00
Rowville Baptist Cares Inc.	Community Christmas Lunch	Provision of Christmas hampers.	\$3,000.00	\$3,000.00
Rowville Tennis Club	Security for Rowville Tennis Club	Installation of secure shutters and a security system for a safer and more secure facility.	\$8,554.90	\$8,554.90
Scoresby Cricket Club	Equipment for volunteers and members	Contribution to the purchase of equipment to support local volunteers with simple scoring technology.	\$6,320.00	\$1,320.00
Sherbrooke Little Athletics Centre	Kids Athletics Equipment	Purchase of hurdles and high jump equipment for junior athletics.	\$3,058.00	\$3,058.00
Shree Kutchi Leva Patel Samaj Vic Incorporated	Navratri 2020	Contribution to the annual Hindu event celebrating cultural traditions.	\$3,107.17	\$2,350.00
SLAMS Music Theatre Company	SLAMS Reactivation Initiative	Contribution to a comeback production reactivating the company after COVID-19.	\$20,000.00	\$10,000.00
Society of St. Vincent de Paul	Community Seniors Christmas Lunch	Contribution to the annual community christmas lunch for seniors in the Knox community.	\$3,000.00	\$2,000.00
Southern Cross Kids' Camps	Southern Cross Kids' Camps Knox	An early intervention respite camp for children at risk in Knox and other areas.	\$20,000.00	\$20,000.00

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
Southern Migrant & Refugee Centre	You & Me - we're all in this together		\$20,000.00	\$17,600.00
Special Olympics Melbourne Eastern Ranges	Special Olympics Open Day and 2020 Registrations	Contribution to an event promoting and encouraging participation in sporting activities for all abilities.	\$4,010.00	\$3,500.00
St John Ambulance Australia (Vic)	Keep Hearts Beating, Replacing Lifesaving Equipment	Replacement of defibrillators and training equipment to upskill volunteers.	\$4,920.00	\$4,920.00
Studfield Wantirna Community News	The time is now for community newspapers	Maintain production of Studfield Wantirna Community News throughout the COVID-19 pandemic.	\$4,500.00	\$4,500.00
Tamil Community Empowerment Council Australia Inc	Vaanavill 2021	Annual community musical event celebrating the Tamil culture.	\$5,000.00	\$5,000.00
Temple Society Australia	Growing Community Part 2 - Garden Glory	Contribution to workshops enhancing sustainable gardening practices, seasonal planting and nutrition.	\$16,014.14	\$4,000.00
Templeton Cricket Club	Templeton Reserve Scoreboard Software Upgrade	Purchase of scoreboard software to make scoring easier for volunteers.	\$5,000.00	\$5,000.00
The Basin Music Festival Association Incorporated	TBMF 2021 - Traffic and Security	Overnight security to allow equipment to remain set up during the festival and a traffic marshall to guide motorists to suitable parking at The Basin Triangle.	\$3,356.00	\$3,356.00
The Basin Preschool	Cubby rejuvenation and new deck space	Contribution to a new cubby and deck space as part of the playspace renewal.	\$11,800.00	\$6,900.00
The Basin Theatre Group	Covid 19 - Road to recovery	Contribution to rebuilding the Theatre and reconnecting with audiences after COVID-19.	\$20,000.00	\$10,000.00
The Cat Corner Rescue Group Incorporated	Upgrade to volunteer resources.	Contribution to upgrading equipment and improving hygiene for volunteers.	\$7,133.60	\$3,390.60

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Applicant	Project/Event	Brief description	Amount Requested	Grant Recommended
The Fields Preschool	Cool Kids at The Fields	Contribution to the purchase of a split heating and cooling system to maintain a comfortable environment for all.	\$7,672.00	\$5,000.00
The Links at Waterford Residents Association	Workshop Extension and Fit-out	Contribution to the purchase of an air conditioner for the original maintenance shed to provide a 'workable' temperature.	\$5,940.00	\$4,026.00
Upper Ferntree Gully Fire Brigade CFA	Mule & Stretcher patient recovery equipment	Purchase of equipment to assist local paramedics and enable faster, safer transportation of patients from areas with no vehicular access.	\$4,576.71	\$4,576.71
Upper Ferntree Gully Football Club	Upper Ferntree Gully football club strategic plan.	Purchase of debibrillator, tents and benches to provide suitable treatment on second oval.	\$19,475.45	\$10,000.00
Wantirna South Cricket Club	Walker Reserve Furniture Upgrade	Contribution to the replacement of tables and chairs to provide comfortable seating.	\$10,000.00	\$6,500.00
Wantirna South Junior Football Club	Canteen White Goods	Contribution to the purchase of a fridge and freezer.	\$3,600.00	\$3,000.00
Wantirna Tennis Club Inc	Extra seats for COVID19 physical distancing	Contribution to the purchase of additional seating to allow for social distancing during games.	\$3,120.00	\$2,275.00
			<b>Total Amount Requested</b> <b>\$658,334.81</b>	<b>Total Amount Recommended</b> <b>\$456,720.21</b>

## COUNCIL – COMMUNITY SERVICES

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**ATTACHMENT 3 – Projects **not recommended** for funding through 2020-21 Community Development Fund**

Applicant	Project/Event	Rationale	Amount Requested
All Stars Basketball Club (Knox) inc.	Basketball Camp for Beginners	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$4,520.00
Anchor Inc.	Forward Families Foster Care Volunteer Program	Insufficient demonstration of need relative to other applications.	\$19,892.00
Animal Aid	City of Knox Feline Desexing Program	More clarity in scoping required and demonstration of relevant partnerships in Knox.	\$20,000.00
Bayswater Bowls Club Inc	Community Barefoot Bowls Challenge	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$3,200.00
Bipolar Life Victoria inc.	Bipolar Disorder Enlightenment and Education	Not supported this year - insufficient information. Refer to Minor Grants program.	\$3,130.00
Church of Christ Boronia Inc.	COVID-19 Health Improvements For The Hub Play Cafe	Second project - not supported this year.	\$3,000.00
EACH	Bush Tucker Recipe Cards for Early Childhood	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$6,580.00
EASTERN DOMESTIC VIOLENCE SERVICES (EDVOS)	Gender Equity Resource Tubs	Not supported this year. Recommend consultation with Knox Early Years Advisory Committee before applying next time.	\$15,817.00
Eastern Volunteer Resource Centre Inc.	Strengthening Knox Volunteer Boards and Committees	Not supported this year. Insufficient evidence of relevant partnerships in Knox.	\$10,000.00
Fab Nobs Theatre Inc	Fab Nobs Jnr Production - Performance Rights	Second project - not supported this year.	\$5,200.00

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Applicant	Project/Event	Rationale	Amount Requested
Ferntree Gully Bowling Club	Come & Try Day - Membership Drive	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$3,000.00
Ferntree Gully Tennis Club	Creating an All Abilities Tennis program	Not supported this year due to pending facility works but worthwhile project for future application.	\$13,131.00
Glengollan Village	Fitness, Wellness Project	Not supported - insufficient information. Refer to Minor Grants program.	\$3,000.00
Gyongyosbokreta Hungarian Folk Dance Group Melbourne	Gyongyosbokreta Hungarian Folk Dance Group Lessons	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$5,000.00
Kinderlea Preschool	Equipment Upgrade	Second project - not supported this year.	\$13,234.39
Knox City Football Club	Back To The Future	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$6,435.00
Knox Community Gardens Society Inc	Printer for Plant Labels	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$6,570.30
Knox Environment Society	Trailer for Transport of Plants	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$4,250.00
Knox Hockey Club	Mental Health Support Series	Duplicates a pending Council program for local sports clubs commencing in January.	\$5,100.00
Liberty Avenue Playgroup & Liberty Avenue Three Year Old Kindergarten	Connecting with Nature, the outdoor classroom.	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$3,704.77



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Applicant	Project/Event	Rationale	Amount Requested
Life Saving Victoria	'Sink or Swim' Aquatic Safety & First Aid Online	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$6,111.00
Melbourne Boomers Foundation Limited	Balls for kids	Already receive significant sponsorship support from Council.	\$18,700.00
MELBOURNE KAMAL HAASAN WELFARE ASSOCIATION (MKHWA)	Musical Event 2021	Not supported this year. Insufficient demonstration of connection to Knox community.	\$5,000.00
Neighbourhood Connect	Let's Get Neighbourly Knox!	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$10,000.00
Pancretan Association of Melbourne	Children's Playground Upgrade	More clarity in project planning and evidence of relevant local partnerships.	\$20,000.00
Polish Community Council of Victoria Inc.	Seniors Diversity Picnic	Not sufficient demonstration of community benefit in Knox.	\$5,000.00
Rowville Lions Club	Life Saving AED/CPR training for our community	More clarity in scoping and project detail required.	\$4,836.90
Shakti Australia Ltd	Immigrant Women Support for COVID19 Crisis	More clarity in scoping required and demonstration of relevant partnerships in Knox.	\$20,000.00
Shakti Australia Ltd	Empowering Immigrant Women and Children.	More clarity in scoping required and demonstration of relevant partnerships in Knox.	\$20,000.00
St Vincent de Paul Society (Boronia Conference)	Junior Sport Programme	More clarity in scoping required and demonstration of relevant partnerships in Knox.	\$3,000.00
Tabulam and Templer Homes for the Aged Inc (TTHA)	TTHA Cultural Community Cafe	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$20,000.00

## COUNCIL – COMMUNITY SERVICES

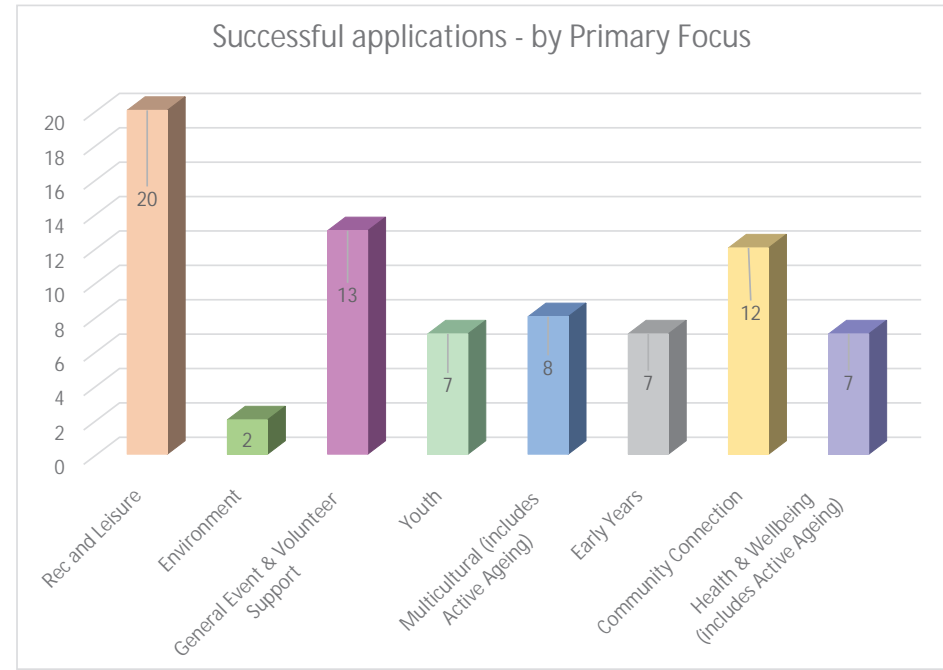
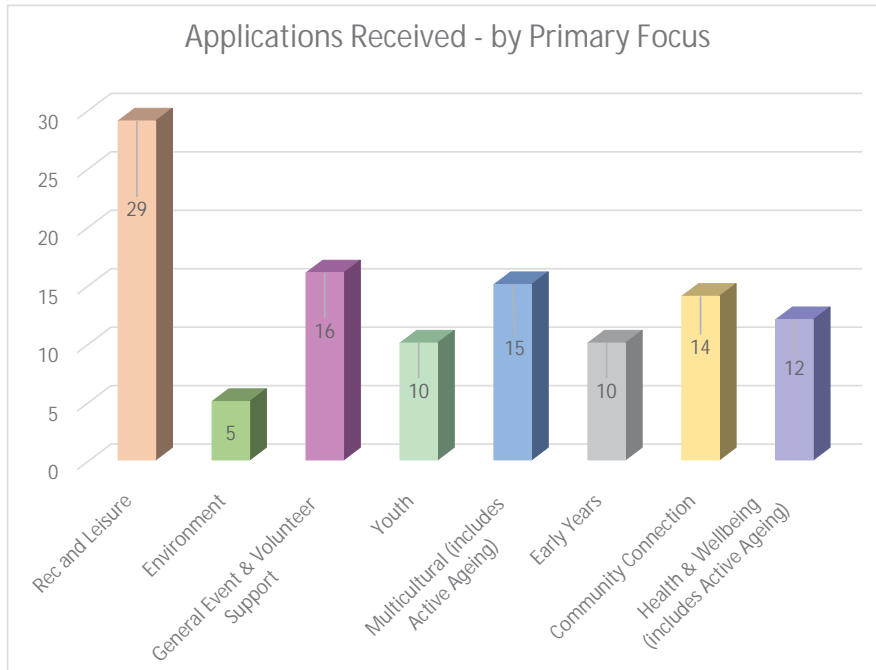
22 October 2018

Applicant	Project/Event	Rationale	Amount Requested
Tamil community Empowerment Council Australia Inc	Revamping of Sports Equipment/ Sports meet 2021	Second project - not supported this year.	\$17,798.22
Templeton Netball Club	Templeton Netball Club Community Invitation	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$4,916.11
The Basin Cricket Club	Back Into Cricket School Holiday Program	Not supported this year. Other projects warranted priority in response to COVID-19 environment.	\$5,019.70
			<b>\$315,146.39</b>

COUNCIL – COMMUNITY SERVICES

28 October 2018

ATTACHMENT 4 – Community Development Fund 2020-21 Projects by Primary Focus



## 9.7 Minor Grants Program 2020-21 Monthly Report

**SUMMARY:** Coordinator Community Partnerships, Saskia Weerheim

This report summarises the grant applications recommended for approval in September 2020 for the Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000, which has been the current limit since the commencement of the 2020-2021 financial year.

### RECOMMENDATION

That Council:

1. Approve ten applications for a total of \$24,727.26 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Billoo Park MCHC Playgroup	Purchase of play and climbing equipment for outdoors	\$2,229.26	\$2,229.26
Rowville Neighbourhood Learning Centre	Mental health and wellbeing for children and adults	\$2,900.00	\$2,900.00
Scoresby Wantirna South Tennis Club	Vending machine and shade sails	\$3,000.00	\$3,000.00
Waterford Park Retirement Village – Men’s Shed	Men’s Shed equipment upgrade	\$1,600.00	\$1,600.00
St Paul’s Anglican Church Boronia	Microwave purchase and freezer installation for community meals	\$2,101.00	\$2,101.00
Footscape Inc.	Foot care kits for homeless people, Aboriginal people and asylum seekers in Knox	\$1,000.00	\$1,000.00
Templeton Tennis Club	Windbreaks for Courts 1-3	\$3,000.00	\$3,000.00
The Basin Community House	COVID related expenses for hall management	\$3,000.00	\$3,000.00
The Basin Football and Netball Club	Point of sale software	\$2,897.00	\$2,897.00
Reaching Out Because We Can Inc.	ROBWC truck hire to transport furniture and goods to assist people who are escaping family violence or homelessness	\$3,000.00	\$3,000.00
<b>TOTAL</b>		<b>\$24,727.26</b>	<b>\$24,727.26</b>

2. Refuse one ineligible Minor Grants Program applications requesting a total of \$3000 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Refusal
Knox Environment Society	Community fights for Lake Knox	\$3,000.00	Procedural fairness (as detailed in the discussion section of this report)
<b>TOTAL</b>		<b>\$3,000.00</b>	

3. Note that inclusive of the above recommended grants, which total \$24,727.26, a total of \$73,617.25 has been awarded to date under the 2020-2021 Minor Grants Program to support 35 community-based organisations and their programs.

## 1. INTRODUCTION

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objectives of the Minor Grants Program are:

- To increase and sustain participation in a wide range of quality services within the municipality; to build and strengthen local networks and partnerships; and to support community leadership, learning and skill development;
- To support new initiatives or the expansion of an existing service that will address a clearly identified community need and contribute to the development, promotion and accessibility of a diverse range of quality community services and community resources within Knox; and
- To increase the level of resources of community organisations that provide, help, advice or support to the Knox community.

Applications are assessed against criteria specified in the Minor Grants Program Policy (updated and approved in April 2020) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Policy, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

## 2. DISCUSSION

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Policy.

Eleven complete Minor Grant applications were received since the August 2020 Council meeting, requesting grants totalling \$27,727.26.

This report is recommending ten of the applications over \$500 for Council's approval as they meet the eligibility requirements of Council's Minor Grants Program Policy. Documentation in support of each application has been sighted by Officers and meets eligibility requirements.

Three applications are in response to the Pandemic:

- Rowville Neighbourhood Learning Centre applying for funds to enable them to offer yoga and meditation for children and teenagers as well as meditation for adults;
- Saint Paul's Anglican Church Boronia have applied for funding to purchase a new microwave as well as create a small lockable room for storage. It is noted that this application would normally only be recommended for \$2000.00 as the remaining amount would take the applicant over the \$5,000.00 limit across the current and previous two financial years (section 6.21 of the Minor Grants Policy). However, it is recommended that Council waive this clause, under Section 7 of the Policy which relates to crisis response provisions and approve the application for the entire amount of \$2,101.00; and
- The Basin Community House have applied for funding for COVID-related expenses for hall management, including utility and cleaning expenses. It is noted that this application would normally only be recommended for \$2,055.00 as the remaining amount would take the applicant over the \$5,000.00 limit across the current and previous two financial years (section 6.21 of the Minor Grants Policy). Further, the expenses claimed are retrospective (section 6.28). However, as this application is in response to the Pandemic, it is recommended that Council waive these two clauses, under Section 7 of the Policy and approve the entire amount of \$3000.00.

Footscape Inc. have applied for funding for foot care kits to enhance foot health for homeless people, Aboriginal people and asylum seekers in Knox.

Reaching Out Because We Can (ROBWC) have applied for funding for truck hire to transport furniture and goods to assist people who are escaping family violence or homelessness.

Several of the applications are for equipment including: machine replacement and timber for Waterford Park Retirement Village – Men's Shed; windbreaks for three tennis courts at Templeton Tennis Club; a vending machine and shade sails for Scoresby Wantirna South Tennis Club; point of sale software for The Basin Football and Netball Club; and new outdoor play and climbing equipment for Billoo Park MCHC Playgroup.

All of these projects are clearly targeted to the benefit of the Knox community and address the objectives of the Minor Grants program.

An application was received from the Knox Environment Society (KES) for assistance to engage a wetland ecologist's study of a body of water referred to as "Lake Knox". Following careful consideration, officers are recommending this application be refused.

“Lake Knox” is a body of water on land owned by the Victorian Government which is proposed to be developed by the state, through Development Victoria. Development Victoria is proposing to remove “Lake Knox” as part of their development. This proposal is opposed by KES and the ecologist study sought by KES is intended to be used as part of their advocacy campaign for its retention.

The recommendation to refuse the grant is not based on a failure by KES to meet relevant Minor Grant criteria, but on the grounds of procedural fairness. Under the Planning Environment Act 1987, Council is the responsible authority for the land in question and is expecting to receive an application from Development Victoria for a planning permit for the development. An essential element of procedural fairness is that Council be, and be perceived to be, independent and impartial in its decision-making role. KES has an evident interest in the outcome of the planning permit application, and the study in question may form part of KES’s advocacy to Council in relation to that permit application. Awarding a grant that would essentially fund KES’s advocacy to Council would at the very least undermine the perception of procedural fairness and consequently is not supported.

### **3. CONSULTATION**

Consultation is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council’s consideration.

Advice or information may be sought from officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

The Policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council’s determination.

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

There are no environmental or amenity issues associated with this report.

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

The approval of Minor Grants is managed within Council’s adopted budget. The 2020/21 budget provides \$200,000.00 for the Minor Grants Program. Recommended applications for the September 2020 period total \$24,727.26. If approved as recommended, the remaining Minor Grants budget for 2020/21 will total \$137,209.38, before GST adjustments.

### **6. SOCIAL IMPLICATIONS**

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. The Minor Grants is a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

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

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

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others

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

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

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

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

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

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

Strategy 7.3 - Strengthen community connections

## **8. CONFLICT OF INTEREST**

Under Section 130 of the Local Government Act 2020 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Coordinator Community Partnerships, Saskia Weerheim – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

This report contains the recommendation for funding through the Minor Grants program.

## **10. CONFIDENTIALITY**

There is no information of a confidential nature in this report. Personal information, including names and address information, has been redacted from Attachment 1 to facilitate its inclusion in the public agenda.

**Report Prepared By:** Coordinator Community Partnerships, Saskia Weerheim

**Report Authorised By:** Director Community Services, Tanya Scicluna

## **Attachments**

1. Attachment 1 - Minor Grant Applications - September 2020 [9.7.1 - 60 pages]



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 49- MGP - 2020-21 From Billoo Park MCHC Playgroup**  
 Form Submitted 25 Aug 2020, 8:15pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Billoo Park MCHC Playgroup

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 49- MGP - 2020-21 From Billoo Park MCHC Playgroup**  
 Form Submitted 25 Aug 2020, 8:15pm AEST

[Redacted] Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

ata/Province, Postcode, and Country are required.

**Phone Number**

[Redacted]

phone number.

**Mobile Phone Number \***

[Redacted]

phone number.

[Redacted]

**Please provide your ABN**

32 693 366 514

Information from the Australian Business Register	
<b>ABN</b>	32 693 366 514
<b>Entity name</b>	Billoo Park Maternal & Child Health Centre
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3152 VIC

Information retrieved at 12:57am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 49- MGP - 2020-21 From Billoo Park MCHC Playgroup**  
Form Submitted 25 Aug 2020, 8:15pm AEST

A0015887K

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Purchase of Play and Climbing Equipment for outdoors

**(a) Briefly describe details of the request: \***

We are requesting funds to purchase new outdoor play and climbing equipment to replace our existing slide which is to be removed by council. The council is in the process of planning to remove the rubber rock and our existing slide due to safety concerns. We are wishing to purchase some new moveable play equipment to provide our playgroup families with a challenging, safe and inviting outdoor space.

**(b) What community benefit is gained from this project / activity? \***

Billoo park playgroup currently has 53 families and 78 children enrolled from the local Knox Area attending with capacity to accommodate more families in the future. Sessions at Billoo are non facilitated parent led sessions and currently include a Japanese and Korean Group. We have intentionally kept our fees low to allow access for all members of the community. Playgroup plays an important lifeline for many parents reducing social isolation and providing a sense of community. Children who attend playgroup benefit from development of social skills, increased emotional confidence, learning through play and most of all fun with their friends within their groups. Whilst we have been unable to have any playgroup sessions since 1st Term due to COVID-19 we have surveyed our families and many are looking forward to returning as soon as it is safe to do so. The committee have been meeting regularly during this time to plan a return when we are able.

Our current outdoor area had some recent improvements, however council recently noted that Billoo Park still had rubber rock in our outdoor area that was starting to lift and causing tripping hazards, and they recently contacted the committee to advise that the rubber rock was to be removed. As the rubber rock is situated around the existing slide area, it was proposed by council to remove the slide and level the area for our playgroup to use the area for moveable play equipment.

The current slide has undergone modifications to meet standards over the years, however there were various safety concerns for the committee including; perspex to sides making it difficult to assist children with stairs if required, rubber on sharp edges, steep metal stairs and therefore we have agreed for council to remove this and level the area as part of the works.

We propose to replace the current equipment with moveable A Frame trestles, climbing equipment and a slide. This equipment will assist children in building their physical strength, gross motor skills and problem solving. In addition the materials of the equipment will make it easy for the families to clean in accordance with Covid-19 requirements between session.

**Project Start Date \***

28/09/2020

Must be a date.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 49- MGP - 2020-21 From Billoo Park MCHC Playgroup**  
 Form Submitted 25 Aug 2020, 8:15pm AEST

**Project End Date \***

30/06/2021

Must be a date.

**BUDGET****\* indicates a required field****(d) What is the total cost of the project / activity? \***

\$2,474.78

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,229.26

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Long Straight slide	\$999.95
Rock Climber	\$369.95
Ladder Walkway Set	\$549.94
Aluminium 90cm Trestle	\$329.95
GST	\$224.99
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$2,474.78

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: Billoo Park quote .pdf

File size: 29.8 kB

**Other Grant Funding**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 49- MGP - 2020-21 From Billoo Park MCHC Playgroup**  
Form Submitted 25 Aug 2020, 8:15pm AEST

**(e) Have funds been sought / provided from other Council grants? \***  
 Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: Project Plan Outdoor equipment .pdf  
File size: 76.3 kB

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Certificate of Currency for Playgroups 2020-2021.pdf  
File size: 862.9 kB

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Filename: Consumer Affairs Doc 2019.pdf  
File size: 162.6 kB

**Public Liability Expiry Date \***

30/06/2021  
Must be a date.

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Position (if organisation) \***

President

**Declaration Date \***

25/08/2020  
Must be a date.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 49- MGP - 2020-21 From Billoo Park MCHC Playgroup**  
Form Submitted 25 Aug 2020, 8:15pm AEST

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 52- MGP - 2020-21 From Rowville Neighbourhood Learning Centre**  
 Form Submitted 19 Aug 2020, 4:21pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Rowville Neighbourhood Learning Centre

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 52- MGP - 2020-21 From Rowville Neighbourhood Learning Centre**  
 Form Submitted 19 Aug 2020, 4:21pm AEST

[Redacted]

Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Province, Postcode, and Country are required.

**Phone Number**

[Redacted]

alain phone number.

**Mobile Phone Number \***

[Redacted]

phone number.

[Redacted]

**Please provide your ABN**

45 733 747 388

Information from the Australian Business Register	
<b>ABN</b>	45 733 747 388
<b>Entity name</b>	Rowville Neighbourhood Learning Centre Inc.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3178 VIC

*Information retrieved at 1:32am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 52- MGP - 2020-21 From Rowville Neighbourhood Learning Centre**  
Form Submitted 19 Aug 2020, 4:21pm AEST

A0033463G

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Mental Health & Well Being for Children & Adults

**(a) Briefly describe details of the request: \***

Yoga and Meditation for Children 8-12years old and Teenagers Program

The reason being with children learning from home, there is so much pressure, uncertainty, and a lot of anxiety within children and parents are not sure how to help them with the lockdown situation. The trainer is qualified and has a year of experience delivering the Yoga classes to children. The trainer will help children how to explore breathwork, physical practice (asanas), and introduces children to relaxation and meditation.

Children walk away from the class feeling more mindful of their bodies, thoughts, and aware of tools they can use in life to reduce stress

Meditation and Relaxation for Adults

With the current lockdown affecting the community in different ways, RNLC would like to provide the community a relaxation through Meditation.

Our trainer with over 12 years' experience, will share different forms of meditation as she gently guides participants to learn simple methods of visualisation and breathing techniques to calm the body, mind, and soul.

**(b) What community benefit is gained from this project / activity? \***

Yoga & Meditation class

This is would be a great opportunity for children to feel grounded and deal with anxiety and get through this strange phenomenon of lockdown and learning from home.

Meditation & Relaxation for Adults

Learning simple methods of visualisation and breathing techniques to calm the body, mind, and soul. Joining in a friendly, welcoming environment to help them relaxed and grounded.

Both the sessions for Children and Adults will provide strategies to help them positively manage stress and anxiety.

**Project Start Date \***

05/10/2020

Must be a date.

**Project End Date \***

16/12/2020

Must be a date.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 52- MGP - 2020-21 From Rowville Neighbourhood Learning Centre**  
 Form Submitted 19 Aug 2020, 4:21pm AEST

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,500.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,900.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Trainers cost	\$2,500.00
Administration cost	\$400.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$2,900.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: RNLC costing for Yoga & Meditation for children & Adults.xlsx

File size: 11.1 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 52- MGP - 2020-21 From Rowville Neighbourhood Learning Centre**  
 Form Submitted 19 Aug 2020, 4:21pm AEST

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: Certificate of Incorporation.pdf  
 File size: 148.0 kB

Filename: Project Plan Mental Health and Wellbeing for children & Adults.docx  
 File size: 19.1 kB

## **Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Rowville Neighbourhood Learning Centre Incorporated Certificate of Currency FY2 1.pdf  
 File size: 282.8 kB

**Public Liability Expiry Date \***

30/06/2021  
 Must be a date.

## **DECLARATION**

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Program Coordinator

**Declaration Date \***

19/08/2020  
 Must be a date.

## **Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 52- MGP - 2020-21 From Rowville Neighbourhood Learning Centre**  
Form Submitted 19 Aug 2020, 4:21pm AEST

purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 53- MGP - 2020-21 From Scoresby Wantirna South Tennis Club Inc**  
 Form Submitted 14 Aug 2020, 3:25pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Scoresby Wantirna South Tennis Club Inc

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 53- MGP - 2020-21 From Scoresby Wantirna South Tennis Club Inc**  
 Form Submitted 14 Aug 2020, 3:25pm AEST

[Redacted]

Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Province, Postcode, and Country are required.

**Phone Number**

[Redacted]

phone number.

**Mobile Phone Number \***

[Redacted]

tralian phone number.

**Email \***

[Redacted]

**Please provide your ABN**

27 379 793 783

Information from the Australian Business Register	
<b>ABN</b>	27 379 793 783
<b>Entity name</b>	Scoresby Wantirna South Tennis Club Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3179 VIC

*Information retrieved at 12:44am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 53- MGP - 2020-21 From Scoresby Wantirna South Tennis Club Inc**  
Form Submitted 14 Aug 2020, 3:25pm AEST

A0060782R

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Vending Machine and Shade Sails

**(a) Briefly describe details of the request: \***

The Scoresby tennis centre has seen an increase in the number of participants and supporting parents due to the new coach and his involvement with the Rowville Secondary College High Performance Sports program and a vending machine will assist the club in its fundraising as well as providing access to food and drink for these attendees to the centre. The club is also looking at the installation of shade sails between the courts where these support people sit as a way of improving this area and protecting them from UV whilst they are at the Scoresby Tennis Centre

**(b) What community benefit is gained from this project / activity? \***

Improvement in the fundraising for the club as well as offering a healthy option of various drinks and food items to the players and those that attend as support personal. The shade sails will also provide a greater level of protection for these sitting areas for both the players as well as those that attend to watch and support.

**Project Start Date \***

30/10/2020

Must be a date.

**Project End Date \***

20/11/2020

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,500.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 53- MGP - 2020-21 From Scoresby Wantirna South Tennis Club Inc**  
 Form Submitted 14 Aug 2020, 3:25pm AEST

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Polyvend Vending machine see scan attached	\$2,000.00
Shade Sails Quote to be obtained after Covid lockdown	\$1,500.00
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$3,500.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: 2020-08-14\_14-15-44.jpg

File size: 90.1 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

Filename: 2020-08-14\_14-37-37.jpg

File size: 105.3 kB



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 53- MGP - 2020-21 From Scoresby Wantirna South Tennis Club Inc**  
Form Submitted 14 Aug 2020, 3:25pm AEST

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File size: 137.5 kB

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Filename: 2020-08-14\_14-39-21.jpg  
File size: 127.1 kB

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Filename: 2020-08-14\_14-39-46.jpg  
File size: 38.9 kB

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Filename: 2020-08-14\_14-58-40.jpg  
File size: 67.5 kB

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Filename: download (1).pdf  
File size: 356.1 kB

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Filename: DSCN3398.jpg  
File size: 196.7 kB

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Filename: DSCN3399.jpg  
File size: 197.3 kB

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

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Filename: 2019-2020 PLI.jpg  
File size: 170.1 kB

### Public Liability Expiry Date \*

30/09/2020  
Must be a date.

## DECLARATION

\* indicates a required field

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

### Name \*

[REDACTED]

### Position (if organisation) \*

President

### Declaration Date \*

14/08/2020  
Must be a date.

## Privacy Statement

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 53- MGP - 2020-21 From Scoresby Wantirna South Tennis Club Inc**  
Form Submitted 14 Aug 2020, 3:25pm AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 56- MGP - 2020-21 From Waterford Park Retirement Village-Men's Shed**  
 Form Submitted 19 Aug 2020, 1:03pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Waterford Park Retirement Village-Men's Shed

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 56- MGP - 2020-21 From Waterford Park Retirement Village-Men's Shed**  
 Form Submitted 19 Aug 2020, 1:03pm AEST

[Redacted] te/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]  
 te/Province, Postcode, and Country are required.

**Phone Number**

[Redacted]  
 alian phone number.

**Mobile Phone Number \***

[Redacted]  
 an phone number.

**Email \***

[Redacted]

**Please provide your ABN**

Information from the Australian Business Register	
<b>ABN</b>	
<b>Entity name</b>	
<b>ABN status</b>	
<b>Entity type</b>	
<b>Goods &amp; Services Tax (GST)</b>	
<b>DGR Endorsed</b>	
<b>ATO Charity Type</b>	
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	
<b>Main business location</b>	

Must be an ABN.  
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

A0053564N

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 56- MGP - 2020-21 From Waterford Park Retirement Village-Men's Shed**  
 Form Submitted 19 Aug 2020, 1:03pm AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Men's Shed Equipment Upgrade

**(a) Briefly describe details of the request: \***

The Waterford Park Village Men's Shed facility is basically a self funded operation set up to provide an activity centre for residents (men & women) to enjoy their particular hobby in a safe and caring workshop environment. The Shed is reasonably well equipped with necessary machines and tools, however the thickneser that was originally purchased in 2015 has some operational faults particularly with cutting blades and operational noise level. A later model machine with lower maintenance costs and vastly reduced noise level is sought to replace the existing outdated unit.

Additionally, the Shed members have been making a variety of timber toys for the Royal Melbourne Children's Hospital Auxiliary for approx. 2 years and is an ongoing activity as the need is always there. Our stock of suitable timber for the toy making needs to be replenished and this need has been included as part of our funding application.

**(b) What community benefit is gained from this project / activity? \***

1). The new Thickneser machine selected incorporates some significant improvements with a much quieter operation due to the new spiral head cutter design. The Shed Machine Shop is located near some villas of the village and reducing machine noise has always been a priority. Also the newer machine maintenance requirement is greatly reduced with the new spiral cutter design. The existing machine has a fairly high maintenance cost with constant cutting blade sharpening/replacement and arr particularly vulnerable to misuse which damages the cutting blades. The timber toys activity has regularly involved several village residents in a practical activity providing connection opportunities with others, particularly for those who may have lost their partner at some time and experience loneliness.

**Project Start Date \***

01/10/2020

Must be a date.

**Project End Date \***

30/06/2021

Must be a date.

## BUDGET

\* indicates a required field

**(d) What is the total cost of the project / activity? \***

\$1,584.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 56- MGP - 2020-21 From Waterford Park Retirement Village-Men's Shed**  
 Form Submitted 19 Aug 2020, 1:03pm AEST

**(c) What amount is being requested? \***

\$1,600.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Sherwood Thicknesser Model No. MBSC-193 6	\$1,134.00
Assorted Timber ex Bunnings-Scoresby	\$450.00
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$1,584.00

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: Sherwood thicknesser July 2020.pdf

File size: 749.4 kB

**Other Grant Funding****(e) Have funds been sought / provided from other Council grants? \*** Yes  No**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field****Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 56- MGP - 2020-21 From Waterford Park Retirement Village-Men's Shed**  
Form Submitted 19 Aug 2020, 1:03pm AEST

**Attach relevant documentation:**

*No files have been uploaded*

**Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: VILLAGE General Liability Insurance to 01 October 2020.pdf

File size: 282.9 kB

**Public Liability Expiry Date \***

01/10/2020

Must be a date.

**DECLARATION**

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Men's Shed Committee member

**Declaration Date \***

19/08/2020

Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 58- MGP - 2020-21 From Saint Pauls Anglican Church Boronia**  
 Form Submitted 26 Aug 2020, 10:02am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Saint Pauls Anglican Church Boronia

**Organisation**

[REDACTED]



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 58- MGP - 2020-21 From Saint Pauls Anglican Church Boronia**  
 Form Submitted 26 Aug 2020, 10:02am AEST

[REDACTED] Province, Postcode, and Country are required.

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED] Province, Postcode, and Country are required.

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[REDACTED] Australian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

59 511 977 832

Information from the Australian Business Register	
<b>ABN</b>	59 511 977 832
<b>Entity name</b>	St Paul's Anglican Church Boronia
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3155 VIC

Information retrieved at 2:06am today  
 Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 58- MGP - 2020-21 From Saint Pauls Anglican Church Boronia**  
Form Submitted 26 Aug 2020, 10:02am AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Microwavepurchase and Freezer installation for Community Meal

**(a) Briefly describe details of the request: \***

We are requesting funding for the replacement of the broken microwave used in the preparation of food for the free community meals program run on a Thursday night at Saint Pauls. Also, we have just purchased vis a grant with the Bendigo Bank a large freezer to help store bulk food for the community meal and need funds to modify a existing room to create a smaller lockable room to store the freezer and shelving for the food and personal care products.

**(b) What community benefit is gained from this project / activity? \***

We are running a free community hot meals program on the Thursday night in partnership with Knox Council to provide hot meals, personal care products etc to people that are currently falling on hard times. This is more important today as we are working through Covid-19.

**Project Start Date \***

30/09/2020

Must be a date.

**Project End Date \***

30/11/2020

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,101.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,101.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 58- MGP - 2020-21 From Saint Pauls Anglican Church Boronia**  
 Form Submitted 26 Aug 2020, 10:02am AEST

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Mircowave	\$616.00
Room Modifcations	\$1,485.00
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$2,101.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: 23011\_2020-08-18.pdf  
 File size: 105.6 kB

Filename: Price for Microwave for ST. PAUL ANGLICAN CHURCH.msg  
 File size: 292.0 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

*No files have been uploaded*

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 58- MGP - 2020-21 From Saint Pauls Anglican Church Boronia**  
Form Submitted 26 Aug 2020, 10:02am AEST

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

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Filename: 2019-20 Public Liability Cert of Currency Melbourne.pdf  
File size: 152.5 kB

### Public Liability Expiry Date \*

30/10/2020  
Must be a date.

## DECLARATION

\* indicates a required field

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

### Name \*

[REDACTED]

### Position (if organisation) \*

Church Warden

### Declaration Date \*

26/08/2020  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 60- MGP - 2020-21 From Knox Environment Society**  
 Form Submitted 4 Sep 2020, 7:34am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Knox Environment Society

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 60- MGP - 2020-21 From Knox Environment Society**  
 Form Submitted 4 Sep 2020, 7:34am AEST

[Redacted] Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted] Postcode, and Country are required.

**Phone Number**

[Redacted] phone number.

**Mobile Phone Number \***

[Redacted] tralian phone number.

**Email \***

[Redacted]

**Please provide your ABN**

91 668 341 122

Information from the Australian Business Register	
<b>ABN</b>	91 668 341 122
<b>Entity name</b>	Knox Environment Society Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC

*Information retrieved at 3:26am today*

Must be an ABN.  
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 60- MGP - 2020-21 From Knox Environment Society**  
Form Submitted 4 Sep 2020, 7:34am AEST

A0006726D

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Community fights for Lake Knox

**(a) Briefly describe details of the request: \***

A collective of community groups is currently trying to save an important ecological habitat in Knox from destruction in a development project. This requires the group commissioning and funding a wetland ecologist study of the area to counter the current ecologist report. It will also help to fund appearances by specialists at hearings and briefings. The group is also looking to obtain reports from a storm water management expert and an expert in dam structures.

**(b) What community benefit is gained from this project / activity? \***

The community benefit is

- 1) An important ecosystem containing locally rare and threatened plant and animal species can be saved.
- 2) The area will form a great adjunct zone to the current Blind Creek area and future daylighting project by Melbourne Water and KCC
- 3) Local community groups are working hard to prevent this area from being destroyed and are raising money through a funding page but it will not cover all of the upcoming costs for what could be a protracted battle
- 4) The area of Lake Knox has seen many outpourings of community support - public meetings, petitions, ribbon tying, posters and it would be great to see it supported by the KCC

**Project Start Date \***

22/08/2020

Must be a date.

**Project End Date \***

31/12/2020

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$10,056.00

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 60- MGP - 2020-21 From Knox Environment Society**  
 Form Submitted 4 Sep 2020, 7:34am AEST

Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Detailed Wetland Ecologist Report	\$3,000.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Wetland Ecologist Costing.docx  
 File size: 12.7 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 60- MGP - 2020-21 From Knox Environment Society**  
Form Submitted 4 Sep 2020, 7:34am AEST

• **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Certificate of Association 2019 Statement.pdf  
File size: 161.2 kB

**Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: CEIP Certificate 21.05.20.pdf  
File size: 269.5 kB

**Public Liability Expiry Date \***

01/04/2021  
Must be a date.

**DECLARATION**

\* indicates a required field

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**



**Position (if organisation) \***

Knox Environment Society Inc

**Declaration Date \***

31/08/2020  
Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 61- MGP - 2020-21 From Footscape Inc.**  
 Form Submitted 2 Sep 2020, 9:23am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Footscape Inc.

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 61- MGP - 2020-21 From Footscape Inc.**  
 Form Submitted 2 Sep 2020, 9:23am AEST

[Redacted] ate/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

ate/Province, Postcode, and Country are required.

**Phone Number**

[Redacted]

phone number.

**Mobile Phone Number \***

[Redacted]

tralian phone number.

**Email \***

[Redacted]

**Please provide your ABN**

26 687 474 315

Information from the Australian Business Register	
<b>ABN</b>	26 687 474 315
<b>Entity name</b>	Footscape Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3085 VIC

*Information retrieved at 12:43am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 61- MGP - 2020-21 From Footscape Inc.**  
 Form Submitted 2 Sep 2020, 9:23am AEST

A0053320F

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Foot Care Kits

**(a) Briefly describe details of the request: \***

Since 2016 Footscape has been assembling and distributing Foot Care Kits (see attached image) through project affiliate organisations to empower Homeless Persons, Aboriginal persons and Asylum Seekers through daily self-care practices and improved foot health. Footscape intends to continue maintaining this project work within the Knox community and therefore kindly requests Knox City Council financial support to acquire a further 50 kits for distribution.

The short term objectives and relevant measures of success for this project pertain to:

- Objective One: To enhance foot health for Homeless Persons, Aboriginal Persons and Asylum Seekers by improving access to necessary resources. Measure of Success: Number of Foot Care Kits distributed throughout the project period.
- Objective Two: To empower Homeless Persons, Aboriginal persons and Asylum Seekers by facilitating daily self-care practices. Measure of Success: Feedback received from recipient clients at the conclusion of the project period.

**(b) What community benefit is gained from this project / activity? \***

Footscape's provision of high quality new/second hand footwear, new socks and foot care kits greatly improves the ability of project affiliate organisations to support clients as they work to achieve their goals. Footscape has distributed an extraordinary 6,000 pairs of new/second hand footwear, 25,000 pairs of new socks and 700 foot care kits to recipients of care at over forty affiliate organisations in Melbourne. These affiliates include the EACH and Bolton Clarke. Affiliates recognise that Footscape is addressing health inequity by providing essential resources, delivering social justice and empowering affected individuals

Homeless Persons, Aboriginal Persons and Asylum Seekers confronting complex health needs have difficulty prioritising their foot health despite the risk of problems, including diabetes complications. Nonetheless painful foot problems affecting such persons are accentuated as individuals may be forced to walk long distances upon poor footwear and socks. In regards to homeless persons, who receive the majority of Footscape material aid, individuals progressively use their feet as their primary mode of transport to get food, attend appointments or even to keep warm. It's not uncommon for individuals to report walking 10-15km every day which can put stress on their bodies.

**Project Start Date \***

01/10/2020

Must be a date.

**Project End Date \***

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 61- MGP - 2020-21 From Footscape Inc.**  
 Form Submitted 2 Sep 2020, 9:23am AEST

31/10/2020  
 Must be a date.

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Foot Care Kits (x50 kits at \$20 each. Please note: As per a recent order through Briggate Medical Company/DBS Medical - see attached invoices - the average kit price is \$20)	\$1,000.00
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$1,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

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Filename: Footscape - LEWIS1\_Invoice\_618334 (1) (1).pdf  
 File size: 93.5 kB

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Filename: Footscape Inv 138534 (1).pdf

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 61- MGP - 2020-21 From Footscape Inc.**  
Form Submitted 2 Sep 2020, 9:23am AEST

File size: 65.3 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## Other Fund Details

**Year of Application:**

2020-21

**Grant Program:**

COVID-10 Supporting Local Services Fund

**Amount:**

\$1,000.00

Must be a dollar amount.

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Footscape - Certificate of Incorporation (2).jpeg

File size: 232.8 kB

---

Filename: Footscape - Image 1.png

File size: 4.8 MB

## Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Footscape - Certificate of Currency 2020-06-04 (1).pdf

File size: 30.9 kB

**Public Liability Expiry Date \***

30/06/2021

Must be a date.

## DECLARATION

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 61- MGP - 2020-21 From Footscape Inc.**  
 Form Submitted 2 Sep 2020, 9:23am AEST

\* Indicates a required field

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Chief Executive Officer

**Declaration Date \***

01/09/2020

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

### EFT PAYMENT CONSENT

\* Indicates a required field

#### Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

**Bank Account \***

Account Name:

BSB Number:

Account Number:

Must be a valid Australian account format.

[REDACTED]

**Contact Name \***

[REDACTED]

**Position \***

Chief Executive Officer

**Organisation \***

Footscape Inc.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 61- MGP - 2020-21 From Footscape Inc.**  
Form Submitted 2 Sep 2020, 9:23am AEST

**Email Address \***

[REDACTED]

**Contact Phone Number \***

[REDACTED]

tralian phone number.

**Date \***

01/09/2020

Must be a date.



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 63- MGP - 2020-21 From Templeton Tennis Club**  
 Form Submitted 3 Sep 2020, 3:21pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Templeton Tennis Club

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 63- MGP - 2020-21 From Templeton Tennis Club**  
 Form Submitted 3 Sep 2020, 3:21pm AEST

[Redacted] Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]  
 [Redacted] State/Province, Postcode, and Country are required.

**Phone Number**

[Redacted] phone number.

**Mobile Phone Number \***

[Redacted] an phone number.

**Email \***

[Redacted]

**Please provide your ABN**

15 947 015 664

Information from the Australian Business Register	
<b>ABN</b>	15 947 015 664
<b>Entity name</b>	Templeton Tennis Club Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3152 VIC

Information retrieved at 12:16am today  
 Must be an ABN.  
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 63- MGP - 2020-21 From Templeton Tennis Club**  
Form Submitted 3 Sep 2020, 3:21pm AEST

15947015664

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Windbreaks for Courts 1 - 3

**(a) Briefly describe details of the request: \***

To install windbreaks on the newly completed court refurbishment. Project plan is part of the quotation provided.

**(b) What community benefit is gained from this project / activity? \***

This will allow for, as much as is possible, a reduction in wind interference in tennis being played. It will benefit all people who use the courts by reducing the level of wind interference in play and practise together with adding to the aesthetics of the complex.

**Project Start Date \***

23/10/2020

Must be a date.

**Project End Date \***

12/11/2020

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,359.40

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 63- MGP - 2020-21 From Templeton Tennis Club**  
 Form Submitted 3 Sep 2020, 3:21pm AEST

<b>Expenditure</b>	<b>\$</b>
3359.40	\$3,360.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**  
 \$3,360.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Kelmatt Windbreak Quote.docx  
 File size: 817.7 kB

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

Filename: Certificate of Incorporation TTC 2018.pdf  
 File size: 429.7 kB

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Tennis Vic Public Liability Insurance 2020.pdf  
 File size: 136.8 kB

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 63- MGP - 2020-21 From Templeton Tennis Club**  
Form Submitted 3 Sep 2020, 3:21pm AEST

**Public Liability Expiry Date \***

31/12/2020

Must be a date.

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

President

**Declaration Date \***

03/09/2020

Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 2 of 2)**  
**Application 65- MGP - 2020-21 From The Basin Community House Inc.**  
 Form Submitted 9 Sep 2020, 1:45pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

The Basin Community House Inc.

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 2 of 2)**  
**Application 65- MGP - 2020-21 From The Basin Community House Inc.**  
 Form Submitted 9 Sep 2020, 1:45pm AEST

[Redacted]

te/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

te/Province, Postcode, and Country are required.

**Phone Number**

[Redacted]

alian phone number.

**Mobile Phone Number \***

[Redacted]

tralian phone number.

**Email \***

[Redacted]

**Please provide your ABN**

11 943 299 166

Information from the Australian Business Register	
<b>ABN</b>	11 943 299 166
<b>Entity name</b>	The Basin Community House Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3154 VIC

*Information retrieved at 4:10pm yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 2 of 2)**  
**Application 65- MGP - 2020-21 From The Basin Community House Inc.**  
 Form Submitted 9 Sep 2020, 1:45pm AEST

606104910

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Covid related expenses for hall management

**(a) Briefly describe details of the request: \***

The Basin Community House manages 3 halls for Knox Council (The Basin Progress Hall, The Basin Senior Citizens Hall and The Boronia Progress Hall) as well as our community house.

Since the beginning of Covid19 we have accrued many expenses for utilities and cleaning/sanitization products for these facilities in line with Councils Covid Safe Plan.

Since Council closed all sites we have not been able to attract any income from Hall users.

For goodwill we have allowed Knox Infolink to use the hall FREE for emergency food relief and distribution, over the winter months the electricity expenses have been increased.

We acknowledge that Council are flexible in this Minor Grants round with the Crisis Response Provision noted in the guidelines, and that you may consider waiving the fact that these utility and cleaning product expenses have already been paid (but will be ongoing into the coming months & future cleaning requirements) during the COVID19 crisis and re-engagement of hall users .

**(b) What community benefit is gained from this project / activity? \***

The only allowable benefit is to Knox Infolink for emergency relief and food distribution during COVID19 restrictions as all other hall events and hires have been cancelled.

**Project Start Date \***

30/03/2020

Must be a date.

**Project End Date \***

30/09/2020

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 2 of 2)**  
**Application 65- MGP - 2020-21 From The Basin Community House Inc.**  
 Form Submitted 9 Sep 2020, 1:45pm AEST

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Utility Expenses/ Cleaning products	\$3,000.00
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Covid hall expenses.docx

File size: 18.2 kB

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 2 of 2)**  
**Application 65- MGP - 2020-21 From The Basin Community House Inc.**  
Form Submitted 9 Sep 2020, 1:45pm AEST

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Filename: Covid hall expenses.docx  
File size: 18.2 kB

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Filename: Screenshot (36).png  
File size: 733.5 kB

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

---

Filename: VMIA Insurance TBCH.pdf  
File size: 282.4 kB

### Public Liability Expiry Date \*

30/06/2021  
Must be a date.

## DECLARATION

\* indicates a required field

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

### Name \*

[REDACTED]

### Position (if organisation) \*

The Basin Community House Inc.

### Declaration Date \*

08/09/2020  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 66- MGP - 2020-21 From The Basin Football & Netball Club**  
 Form Submitted 9 Sep 2020, 2:30pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

The Basin Football & Netball Club

**Organisation Address \***

██████████

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 66- MGP - 2020-21 From The Basin Football & Netball Club**  
 Form Submitted 9 Sep 2020, 2:30pm AEST

[Redacted] State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]  
 State/Province, Postcode, and Country are required.

**Phone Number**

[Redacted]  
 Australian phone number.

**Mobile Phone Number \***

[Redacted]  
 Australian phone number.

**Email \***

[Redacted]

**Please provide your ABN**

76 878 070 628

Information from the Australian Business Register	
<b>ABN</b>	76 878 070 628
<b>Entity name</b>	The Basin Football Club Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3154 VIC

*Information retrieved at 8:07pm yesterday*

Must be an ABN.  
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 66- MGP - 2020-21 From The Basin Football & Netball Club**  
Form Submitted 9 Sep 2020, 2:30pm AEST

A0004456G

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Point of Sale Software

**(a) Briefly describe details of the request: \***

We would like to introduce the Square POS system for the club to use. We would use this as our POS and would be used for our canteen, uniform, fees, fundraising payments and keep track of our inventory. This would be used for all three clubs. The Football Club, Cricket Club and Netball Club.

**(b) What community benefit is gained from this project / activity? \***

The Football Club, Cricket Club and Netball Club would all benefit from this system. This would also help reduce the amount of volunteer time needed and ensure all clubs have the correct information for a better financially managed club. The volunteer time saved by using this system will ensure there is less strain on the committees going forward. With the current landscape we are going to need to dedicate more resources into safety etc. This will help with time management for this. We have also had confirmation that this system can integrate with a future card tracking system if it is needed for restrictions going forward.

**Project Start Date \***

01/10/2020

Must be a date.

**Project End Date \***

08/10/2020

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,897.85

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,897.85

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 66- MGP - 2020-21 From The Basin Football & Netball Club**  
 Form Submitted 9 Sep 2020, 2:30pm AEST

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Square Terminal Hub x 3	\$147.00
Ipad for use with the Terminal Hub x 3	\$1,554.00
Square Stand (Ipad Dock) x 3	\$897.00
Cash Draw x 3	\$299.85
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$2,897.85

This number/amount is calculated.

## Quotes For Planned Expenses

Attach quotes for expenses here. \*

Filename: Quote - Officeworks.pdf

File size: 108.5 kB

## Other Grant Funding

(e) Have funds been sought / provided from other Council grants? \*

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

\* indicates a required field

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Plan .pdf

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 66- MGP - 2020-21 From The Basin Football & Netball Club**  
Form Submitted 9 Sep 2020, 2:30pm AEST

File size: 302.4 kB

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

---

Filename: EFL-2020-Season-COC-The-Basin-Football-Club-Inc.pdf  
File size: 332.3 kB

### Public Liability Expiry Date \*

01/01/2021  
Must be a date.

## DECLARATION

\* indicates a required field

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

### Name \*

[REDACTED]

### Position (if organisation) \*

President The Basin Football & Netball Club

### Declaration Date \*

09/09/2020  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 3 of 3)**  
**Application 67- MGP - 2020-21 From ROBWC Inc**  
 Form Submitted 10 Sep 2020, 4:06pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

ROBWC Inc

**Organisation Address \***

[REDACTED]



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 3 of 3)**  
**Application 67- MGP - 2020-21 From ROBWC Inc**  
 Form Submitted 10 Sep 2020, 4:06pm AEST

[Redacted] Postcode, and Country are required.

**Contact Name**

**Project Contact Address \***

[Redacted] vince, Postcode, and Country are required.

**Phone Number**

[Redacted] phone number.

**Mobile Phone Number \***

[Redacted] phone number.

**Email \***

**Please provide your ABN**

17 381 317 370

Information from the Australian Business Register	
<b>ABN</b>	17 381 317 370
<b>Entity name</b>	Robwc Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	GST Concession, Income Tax Exemption
<b>Main business location</b>	3149 VIC

*Information retrieved at 4:02pm today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

## Incorporation Details

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 3 of 3)**  
**Application 67- MGP - 2020-21 From ROBWC Inc**  
Form Submitted 10 Sep 2020, 4:06pm AEST

A0102939B

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

ROBWC filling homes

**(a) Briefly describe details of the request: \***

An area we have seen a significant increase in most recently is our domestic violence re housing and homeless rehousing in the Knox area . Our main aim here is to get items i.e fridges, lounge furniture, kitchen items, beds and bedding and supply these to families and individuals coming out of a domestic violent situation and or homelessness and help them turn a house into a home somewhere where they can feel comfortable and safe.

Our request is for funding to hire trucks to transport these goods.

**(b) What community benefit is gained from this project / activity? \***

With helping those escaping domestic violence or homelessness in Knox the service we offer helps them regain some dignity and self worth and feel whole within their local community, taking away the embarrassment/ stigma around these situations and to motivate and inspire them to get their lives back on the track. A fresh start in a sense!!!

**Project Start Date \***

14/09/2020

Must be a date.

**Project End Date \***

30/06/2021

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$4,991.50

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 3 of 3)**  
**Application 67- MGP - 2020-21 From ROBWC Inc**  
 Form Submitted 10 Sep 2020, 4:06pm AEST

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
truck hire x 25	\$4,991.50
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$4,991.50

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Screen Shot 2020-09-09 at 3.19.35 pm.png  
 File size: 299.7 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

Filename: Cert incorp.pdf  
 File size: 291.3 kB

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020 (Version 3 of 3)**  
**Application 67- MGP - 2020-21 From ROBWC Inc**  
Form Submitted 10 Sep 2020, 4:06pm AEST

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Filename: Project filling homes.docx  
File size: 32.2 kB

## **Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: COC GI.pdf  
File size: 163.1 kB

**Public Liability Expiry Date \***

14/02/2021  
Must be a date.

## **DECLARATION**

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Public officer

**Declaration Date \***

09/09/2020  
Must be a date.

## **Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## 10 Chief Executive's Office - Officers' Reports for consideration

### 10.1 Proposal to Sell Council Property - 27 Tyner Road, Wantirna South

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

Following a strategic review of some of Council's early years facilities, 27 Tyner Rd, Wantirna South was resolved by Council in November 2018 to be retained for a long-term commercial lease, which was subsequently declined. The subject property has since been re-assessed against Council's Policy assessment criteria and deemed it to be surplus to Council requirements.

This paper is being reported for Council's determination on the matter.

#### RECOMMENDATION

That Council:

1. Note that Council's offer to lease 27 Tyner Road, Wantirna South to the Victorian School Building Authority was declined.
2. Note an initial policy assessment indicates that 27 Tyner Road, Wantirna South, as shown in Attachment 1, identified within Lot 51 on Plan of Subdivision 050544, Certificate of Title Volume 08406 Folio 988 is not required and consequently resolve:
  - a. To commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the subject land through a public process, for no less than market value (plus GST);
  - b. Pursuant to Section 223 of the Local Government Act 1989, give notice of the proposed sale in a newspaper circulating in the municipality.
3. Note a further report will be presented to a Council or Strategic Planning Committee Meeting to enable consideration of any submissions and the final determination of the matter.

#### 1. INTRODUCTION

In 2018, following a strategic review of some of Council's early years facilities, Council resolved to retain 27 Tyner Rd, Wantirna South and offer it to the Victorian School Building Association through a First Right of Refusal process. The offer was subsequently declined, and the asset re-assessed against Sale of Council Land and Building Policy identifying the asset as surplus to Council's requirement.

#### 2. DISCUSSION

In early 2019, two new early year's hubs were opened in Wantirna South and Bayswater, offering the opportunity to consolidate Council's early years' services and deliver a holistic program for local families from fewer locations. This project provided an opportunity to review Council assets and future use.

At the November 2018 Council meeting, Council resolved to offer a long-term commercial lease for 27 Tyner Road, Wantirna South to the Victorian School Building Authority. In November 2018, the Victorian School Building Authority declined Council's First Offer of Refusal for leasing the

premises. Following the VSBA declining of the leasing offer and extensive consultation, the property has been re-assessed as surplus to Council requirements.

Due to the establishment of the early years hubs, a strategic review of some of Council's early years facilities was undertaken in 2018. This review indicated that Council should consider retaining 27 Tyner Road given its proximity to the Knox Central Activity Centre boundary. Since then, a more comprehensive review of all of Council's early years facilities has been completed that involved a long-term assessment of demand and supply of early years services, including funded kindergarten for 3 and 4-year old children, which is a significant State Government reform. This assessment did not identify a need for Council to retain the 27 Tyner Road property.

In light of the more recent strategic early years infrastructure assessment, and the more recent review of 27 Tyner Road, Wantirna South use for Council, it is appropriate to deem this asset as surplus to Council needs.

### Assessment against Council's Sale of Land and Buildings Policy Assessment Criteria

#### Economic

<i>Principle:</i>	<i>Council evaluation of surplus property will consider the value of the land as well as the cost of retaining the land, ongoing maintenance, utilities and any foregone revenue, as well as any potential return available from use for alternative purposes.</i>
<i>Assessment:</i>	Council has no current or planned future use for the asset. It has been determined that maintaining this asset for no planned future use provides limited foreseeable value.

#### Environment

<i>Principle:</i>	<i>Council will sell surplus land where retention will not enhance or protect its environmental value.</i>
<i>Assessment:</i>	The property contains no significant environmental value that requires protection.

#### Physical Works

<i>Principle:</i>	<i>Council will sell surplus land where it is not required in the foreseeable future for the development of new assets or the improvement of existing assets.</i>
<i>Assessment:</i>	There is no reason to retain this property for physical work.

#### Recreation

<i>Principle:</i>	<i>Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.</i>
<i>Assessment:</i>	There is no reason to retain this land for recreational purposes.

#### Land Use Planning

<i>Principle:</i>	<i>Council will sell surplus land where there are not compelling land use planning grounds for retention.</i>
<i>Assessment:</i>	There is no land use planning grounds for retention.

#### Social

<i>Principle:</i>	<i>Council will sell surplus land where alternative social uses have not been identified.</i>
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Assessment:	There are no identified social uses for this site.
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### **3. CONSULTATION**

In 2018, extensive consultation was carried out with internal Council officers from multiple departments, Family and Children's Services staff and some facility user groups. More recently, internal consultation was completed to re-assess this site, and a subsequent assessment against Sale of Council's Land and Building assessment criteria which is detailed above in the discussion section of this paper.

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

The site's original fence line was extended to the south into Council's Walker Reserve, in order to extend the internal play area within the service. There are rectification works that need to be carried out on the site to align fencing with the title boundary and ready the building and land for sale. This will include demolition of the existing fence, removal of ground cover vegetation, demolition and removal of existing play structures, pergola and shed that impede re-instating the boundary fence line; installation of a new fence to the southern boundary title; reinstatement with gravel and mulch under trees. These works will be funded from the sale of this property.

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

The proceeds from the sale of 27 Tyner Road, Wantirna South, will fund the works required to ready the property for sale, with the remainder to be allocated against Council's building budget which funded the construction of the early years hubs.

Once Council resolves to sell the subject site, a valuation will be received which will inform Council of the property's value.

### **6. SOCIAL IMPLICATIONS**

There are no social implications relating to this report.

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

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

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

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

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

Author - Acting Senior Property Officer, Paige Kennett - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Chief Executive Officer, Tony Doyle - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

It should be noted that the Victorian School Building Association declined Council's First Right of Refusal offer to lease 27 Tyner Rd, Wantirna South, and as a result a re-assessment of the asset has again deemed it surplus to Council's requirements. It is recommended to commence the statutory process to dispose of this asset.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Acting Senior Property Officer, Paige Kennett

**Report Authorised By:** Chief Executive Officer, Tony Doyle

### **Attachments**

1. Attachment 1 - Title Plan - 27 Tyner Rd Wantirna South [10.1.1 - 2 pages]
2. Aerial GIS Image 27 Tyner Rd Wantirna 2020 09 11 [10.1.2 - 2 pages]





## Imaged Document Cover Sheet

The document following this cover sheet is an imaged document supplied by LANDATA®, Land Use Victoria.

Document Type	<b>Plan</b>
Document Identification	<b>LP050544</b>
Number of Pages (excluding this cover sheet)	<b>1</b>
Document Assembled	<b>06/04/2018 15:13</b>

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LP 50544

PLAN OF SUBDIVISION OF EDITION 1  
PART OF CROWN ALLOTMENT 43  
PARISH OF SCORESBY

COUNTY OF MORNINGTON

VOL. 4911 FOL. 059

SCALE OF FEET



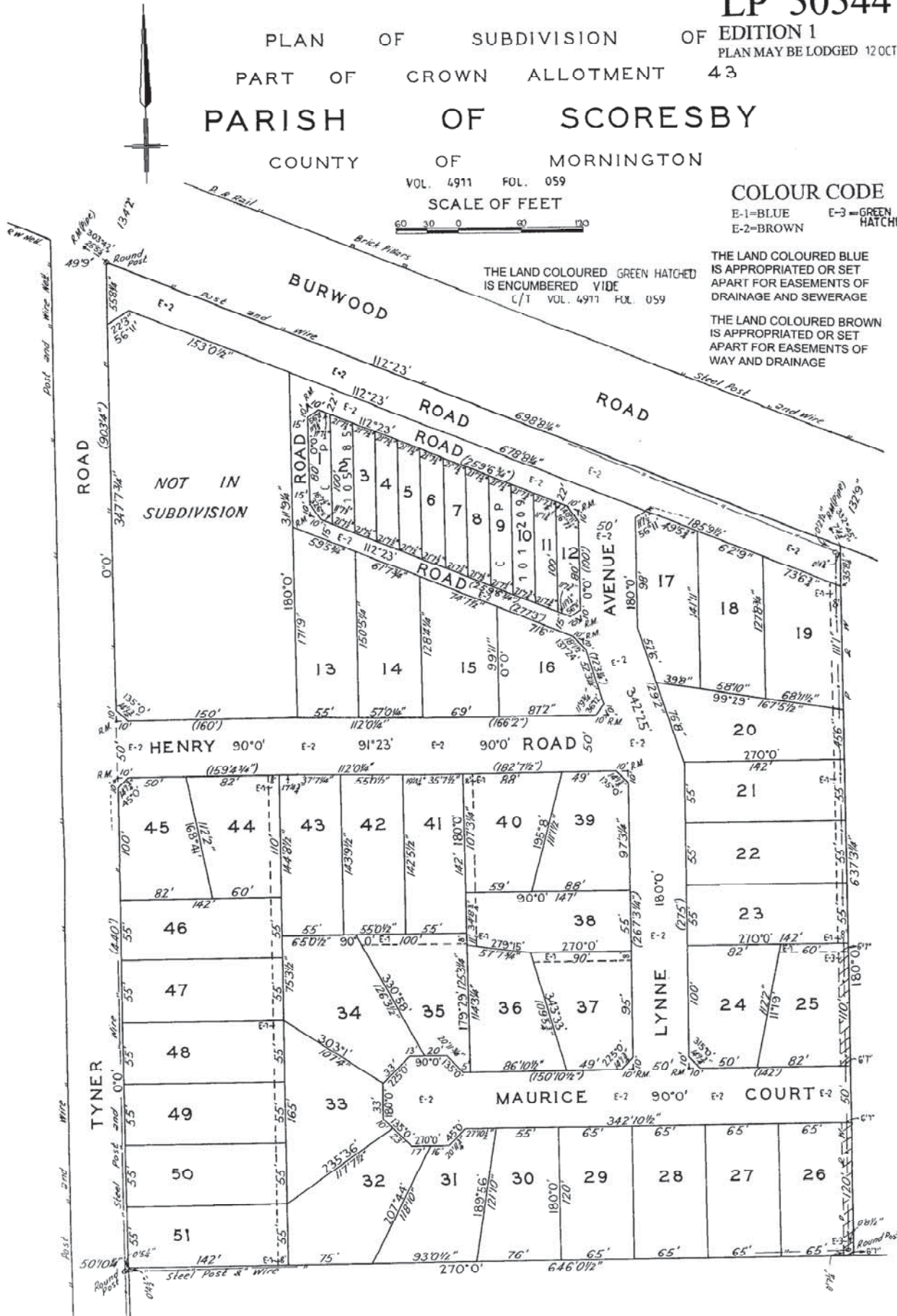
COLOUR CODE

E-1=BLUE E-3=GREEN HATCHED  
E-2=BROWN

THE LAND COLOURED GREEN HATCHED IS ENCUMBERED VIDE C/T VOL. 4977 FOL. 059

THE LAND COLOURED BLUE IS APPROPRIATED OR SET APART FOR EASEMENTS OF DRAINAGE AND SEWERAGE

THE LAND COLOURED BROWN IS APPROPRIATED OR SET APART FOR EASEMENTS OF WAY AND DRAINAGE



GIS Image - 27 Tyner Rd Wantirna – Showing Intersection of Burwood Highway and Stud Road





GIS Image – 27 Tyner Rd Wantirna – Tyner Rd Wantirna and Walker Reserve



## 10.2 Proposed Discontinuance and Sale of Part Service Road - Adjacent to 622 Burwood Highway, Knoxfield

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

This report is presented to Council following the completion of the statutory process regarding the proposed discontinuance and sale of road adjacent to 622 Burwood Highway, Knoxfield.

### RECOMMENDATION

#### PART A

That Council, acting under section 17(4) of the *Road Management Act 2004* resolves that the road adjoining 622 Burwood Highway, Knoxfield, shown as lot 1 on the plan attached as Attachment 1 to this report (Road) and being part of the land contained in certificate of title volume 6097 folio 315, be removed from Council's register of public roads on the basis that the Road is no longer reasonably required for general public use for the reasons set out in this report.

#### PART B

That Council, having resolved Part A of this resolution and having completed the statutory process under sections 207A and 223 of the Local Government Act 1989 ("Act"), and acting under clause 3 of Schedule 10 of the Act, and having received no submissions in response to the public notice regarding Council's proposal to discontinue and sell the Road to the adjoining owner of 622 Burwood Highway, Knoxfield:

1. is of the opinion that the Road is no longer reasonably required for general public use;
2. resolves to discontinue the Road and sell the land to the adjoining owner of the property at 622 Burwood Highway, Knoxfield;
3. directs that a gazettal notice of the road discontinuance be published in the Victoria Government Gazette under clause 3(a) of Schedule 10 of the Act;
4. authorises the sale of the Road to the property owner at 622 Burwood Highway, Knoxfield for \$460,000 plus GST (being market value) plus all of Council's costs in relation to the discontinuance and sale;
5. includes as a condition of sale the requirement for the property owner of 622 Burwood Highway, Knoxfield to, within 12 months from the date of transfer of the Road:
  - a. consolidate the titles to the Road and 622 Burwood Highway, Knoxfield; and
  - b. carry out landscaping works to protect the large indigenous tree located on the far east side of the road at 622 Burwood Highway, Knoxfield; and
6. authorises the Chief Executive Officer to sign and seal all necessary documentation associated with the discontinuance and sale of the Road.

### 1. INTRODUCTION

Council received a request from the property owner at 622 Burwood Highway to purchase the part service road adjacent to 622 Burwood Highway and as detailed in plan attached at Attachment 1. The part service road abuts 622 Burwood Highway Knoxfield, and is currently utilised as a carpark for the property owner at 622 Burwood Highway, Knoxfield.

Following the Strategic Planning Committee in July 2020, Council resolved to progress through the statutory process to progress the discontinuance and sale of part road reserve.

The statutory process of public consultation has been completed, and this matter is now ready for Council to resolve upon.

## **2. DISCUSSION**

The Strategic Planning Committee (SPC) at its meeting on 13 July 2020 resolved as follows:

*That Council:*

*Having completed an initial policy assessment of the area of road (343m<sup>2</sup>) located at 622 Burwood Highway, known as part of R1 on LP50200 and contained in Certificate of Title Volume 6097 Folio 315, shown on the plan attached (Attachment A), indicates it is not reasonably required as a road and hereby resolves:*

- 1. Under Section 189 and Sec 206, Schedule 10 Clause 3 of the Local Government Act 1989, give notice that the statutory process be commenced to discontinue and sell an area (343m<sup>2</sup>) of Burwood Highway, Knoxfield for no less than a value determined by an independent valuer appointed by Council plus GST (plus Council's costs in relation to this sale);*
- 2. Note that as a condition of sale, that 'Landscaping works are to be undertaken by the owner to the satisfaction of Council Arborist to protect the large remnant indigenous tree within the property of 622 Burwood Highway';*
- 3. Under section 207(a) and Section 223 of that Act, give public notice of the proposed discontinuance and sale in the local newspaper and Council's website;*
- 4. To hear submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 and appoint the following Committee of Council comprising Cr Cooper, Cr Holland, and Cr Seymour to consider submissions at 5:00pm on 25th of August 2020;*
- 5. Note that a further report be presented to Council or the Strategic Planning Special Committee meeting to enable consideration of the submissions and the final determination of the matter.*

Following this resolution, Council officers commenced the administrative procedures associated with the proposed discontinuance and sale including publication of a public notice declaring Council's intent to discontinue and sell part of the road reserve.

Following the closure of the submission period, there were no submissions received, and therefore, there was no need for the Committee of Council to meet.

Council may now resolve to sell road reserve (343m<sup>2</sup>) abutting 622 Burwood Highway, Knoxfield.

## **3. CONSULTATION**

In accordance with the Local Government Act 1989, public notice was given in The Age newspaper on Saturday 18<sup>th</sup> July 2020. At the conclusion of the 28-day submission period, no submissions were received.

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

At the July 2020 Strategic Planning Committee Meeting, Council resolved to add a condition of sale to protect a large remnant indigenous tree within the property. Any other amenity issues would be addressed with Council as part of any planning permit application.

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

It is proposed that any sale would be subject to the purchaser meeting all of Council's costs in relation to the sale and the land to be sold at market value as determined by a valuation obtained in accordance with Council's Valuation of Council Land for Sale Policy. A valuation in relation to this property is attached as Attachment 2.

The proceeds of the sale of 622 Burwood Highway, Knoxfield will be placed into the municipal fund.

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

There are no direct social implications as a result of this report.

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

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

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

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

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

Author - Acting Senior Property Officer, Paige Kennett - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Chief Executive Officer, Tony Doyle - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

#### **9. CONCLUSION**

Following the conclusion of the statutory process, it is recommended to discontinue the road adjacent to 622 Burwood Highway Knoxfield, as identified in plan attached as Attachment 1, and sell to the adjoining property owner at 622 Burwood Highway Knoxfield Pty Ltd (ABN 65167124193).

#### **10. CONFIDENTIALITY**

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

**Report Prepared By:** Acting Senior Property Officer, Paige Kennett

**Report Authorised By:** Chief Executive Officer, Tony Doyle

**Attachments**

1. Attachment 1 - Title Plan - land adjacent to 622 Burwood Highway [10.2.1 - 1 page]
2. Attachment 2 - Valuation - 622 Burwood Highway Knoxfield [10.2.2 - 10 pages]



TITLE PLAN		EDITION 1	TP965721Q		
<p style="text-align: center; font-weight: bold;">LOCATION OF LAND</p> <p>PARISH: SCORESBY</p> <p>TOWNSHIP: _____</p> <p>SECTION: _____</p> <p>CROWN ALLOTMENT: 41 (PART)</p> <p>CROWN PORTION: _____</p> <p>TITLE REFERENCE: VOL. 6097 FOL. 315</p> <p>LAST PLAN REFERENCE: LP50200</p> <p>DEPTH LIMITATION: DOES NOT APPLY.</p>		<p>WARNING: THIS PLAN REPRESENTS AN EXPECTED DIVISION OF LAND; ANY ONE LOT MAY NOT HAVE BEEN CREATED; CHECK THE LOT/PLAN INDEX FOR CURRENT INFORMATION;</p> <p style="text-align: center; font-weight: bold;">NOTATIONS</p>			
EASEMENT INFORMATION					
Easement Reference	Purpose/ Authority	Width (Metres)	Origin	Land Benefited/ In Favour Of	
E-1	AS PROVIDED FOR IN SEC. 207(C) L.G.A. 1989.	2.44	SEC 207(C) L.G.A. 1989.	KNOX CITY COUNCIL	
				<p>THIS PLAN HAS BEEN PREPARED FOR LAND VICTORIA TITLE DIAGRAM PURPOSES.</p> <p>Date:</p> <p>Assistant Registrar of Titles</p>	
<p>SCALE</p> <p>LENGTHS ARE IN METRES</p>		<p>SCALE</p> <p>1:500</p>	<p>SHEET SIZE</p> <p>A3</p>	<p>FILE NO:</p> <p>LGD</p>	
<p style="font-weight: bold; font-size: 1.1em;">Millar   Merrigan</p> <p>Land Development Consultants Millar &amp; Merrigan Pty Ltd ACN 005 541 668 Metro 2126 Menzies Drive, Croydon 3136 Regional 156 Commercial Road, Morwell 3840 Mail PO Box 247 Croydon, Victoria 3136</p>		<p>SURVEYORS REF</p> <p style="font-weight: bold; font-size: 1.1em;">17444S1</p> <p>VERSION 2 DATE 13/12/19</p>	<p>DEALING CODE: LGA</p>		<p>SHEET 1 OF 1</p>

TITLEPL.DWG

# VALUATION REPORT

Car Park Adjoining  
622 Burwood Highway  
Knoxfield  
Victoria 3180

16 June 2020





## Market Valuation

This valuation is to be read in conjunction with the comments, assumptions and limitations contained within the Qualifications section of this document.

### 1. VALUATION PARTICULARS

<b>Client:</b>	Knox City Council 511 Burwood Highway Wantirna South VIC 3152
<b>Instructing Officer:</b>	Paige Kennett Senior Property Officer
<b>Address of Property:</b>	Car Park Adjoining 622 Burwood Highway, Knoxfield
<b>Purpose of Valuation:</b>	To provide a market assessment of the freehold of the subject property for prospective sale to adjoining owner.
<b>Definition of Market Value:</b>	In accordance with the standard established by the Australian Property Institute, we have adopted the following definition of market value:  <i>“Market Value is the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm’s length transaction, after proper marketing, wherein the parties had each acted knowledgeably, prudently, and without compulsion.”</i>

### 2. SITE LOCATION & DESCRIPTION

<b>Zoning and Planning Details:</b>	The subject property is zoned Commercial 1 (C1Z). Overlays present on the parcel include a partial Vegetation Protection Overlay – Schedule 1.  The subject is not affected by any easements or encumbrances, shown on title. If any encumbrances, encroachments, restrictions, leases or covenants are known or discovered, we should be advised in order that we may assess their impact on the property.
<b>Land Area:</b>	<u>Subject Property:</u> 343m <sup>2</sup> approximately  <u>Adjoining Property - 622 Burwood Highway:</u> 1,796m <sup>2</sup> approximately
<b>Location:</b>	The acquiring property is located adjacent to 622 Burwood Highway, Knoxfield and is within close proximity to Westfield Knox City Shopping Centre.
<b>Site Description:</b>	The property is described as a portion of land known as R1 on Plan of Subdivision 50200, more particularly described in Certificate of Title Volume 06097 Folio 315.  We note the title was searched in 14 January 2015 and specifically assume that no material alterations have occurred.



Should the title be found to be varied Westlink Consulting reserve the right to review our valuation.

The subject land has an area of approximately 343 square metres with frontage to a slip road off Burwood Highway.

### 3. VALUATION

**Subject Property Considerations:** The subject property comprises a parcel of land situated at the front of 622 Burwood Highway, Knoxfield with an area of approximately 343m<sup>2</sup>; currently utilised as car parking for the adjacent property.

An aerial photo showing the location of the subject land is included as Appendix 1.

As advised this portion of 'road' will be discontinued under a new plan of subdivision and therefore, able to be purchased by the adjoining owner.

In addition, we note the subject parcel forms part of a larger allotment. This valuation has been undertaken on the basis that the notional parcel (subject property) will be subdivided, separately titled and ready for acquisition.

We have made no allowances for the cost associated with the subdivision of the land and specially assume they will be borne by the relevant party as per their agreement. Further, we specifically assume that the purchaser will bear the cost of consolidating the land with their property.

The parcel is currently zoned Commercial 1, however, noting its current location and shape of site is restricted in potential development purposes. Therefore, the most logical purchaser of the land would be the adjoining owner of 622 Burwood Highway for its continued use as a car park. If the subject land were to be acquired, the total land area of 622 Burwood Highway would increase from 1796m<sup>2</sup> to 2139m<sup>2</sup>. The value of the subject land would logically therefore be the difference between the land value of 622 Burwood Highway 'before' and 'after' the acquisition of the subject land. Based on comparable sales evidence a rate range of \$1,250 to \$1,350 per square metre of land is applicable.

We note the parcel of land to be acquired, having main road frontage, provides the proposed consolidated parcel with a non-sensitive interface increasing development potential of the allotment. Therefore, for the purpose of this valuation we have adopted a rate at the higher end of the range, and we are of the opinion that the appropriate land rate would be \$1,340 per square metre as below.

**COVID-19:**

We would like to highlight that the sales evidence we have captured does not quantify or predict future market movements of the impact of COVID-19. We are of the view that it is still early to quantify the extent of the impact on the economy and property market of the COVID-19 pandemic. However, we have conservatively adopted a notional allowance for the impact of COVID-19 pandemic.



Before & After Summary			
	Land Area (m <sup>2</sup> )	Analysed Value \$/m <sup>2</sup> of Land	Indicative Valuation
'Before' Valuation	1796	\$1,340	\$2,406,640
'After' Valuation	2139	\$1,340	\$2,866,260
Valuation of Subject Land			\$459,620
<b>Say</b>			<b>\$460,000</b>

Subject to all qualifications and assumptions contained within the body of this report, we assess the Market Value of car park adjoining 622 Burwood Highway Knoxfield as:

**Date of Inspection:** 16 June 2020  
**Date of Valuation:** 16 June 2020  
**Valuation:** **\$460,000 (Four Hundred and Sixty Thousand Dollars) GST Exclusive**  
**Valuer Contact Details:** In case of queries, please contact the undersigned on 9416 2800.  
**Valuer:**

Brian Robinson AAPI  
 Certified Practising Valuer



Tommy Ha  
 Senior Assistant Valuer

*Liability limited by a scheme approved under Professional Standards Legislation.*



#### 4. QUALIFICATIONS

##### PECUNIARY INTEREST

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Neither Westlink Consulting, its directors, or staff have any pecuniary interest in the subject property, nor do they have a connection with either the registered proprietor or any business entity with which they are associated.

##### LIMITATIONS

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The valuations have been prepared for the use of Knox City Council only. The reports are not to be relied upon by any other person or for any other purpose. We accept no liability to third parties nor do we contemplate that the reports will be relied upon by third parties. We invite other parties who may come into possession of the report(s) to seek our consent to them relying on the report(s). We reserve the right to withhold consent or to review the contents of the report(s) in the event that our consent is sought. The valuation is current as at the date of valuation only.

##### BASE ASSUMPTIONS

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The valuation(s) is conducted on the basis that we are not engaged to carry out all possible investigations in relation to the property. Where in our report we identify certain limitations to our investigations, this is to enable you to instruct further investigations if you consider this appropriate or we recommend as necessary to allow us to complete the valuation. Westlink Consulting is not liable for any loss occasioned by a decision not to conduct further investigations.

Assumptions are a necessary part of undertaking valuation(s). Westlink Consulting adopts assumptions for the purpose of providing its valuation advice because some matters are not capable of accurate calculation or fall outside the scope of our expertise, or our instructions. The person or entity to whom the report is addressed acknowledges and accepts that the valuation(s) contains certain specific assumptions and as such the person or entity to whom this report is addressed acknowledges and accepts the risk that if any of the assumptions adopted in the valuation(s) are incorrect, then this may have an effect on the valuation.

##### MARKET MOVEMENT

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The valuations are current as at the date of valuation only. The value assessed therein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value.

Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where the valuation is relied upon after the expiration of 3 months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

##### MARKET VALUE

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In accordance with the standard established by the Australian Property Institute, we have adopted the following definition of market value:

*“Market Value is the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm’s length transaction, after proper marketing, wherein the parties had each acted knowledgeably, prudently, and without compulsion.”*



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#### GST

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The Federal Government legislated for the imposition of a GST from 1 July 2000 and this has impacted on all sectors of the economy. Any newly created property may apply the Margin Scheme which will enable the GST applicable on the sale of properties to be assessed on the difference between the value of the parcel as at 1 July 2000 and the sale price. For the purpose of this assessment, we assume the sales analysed and rates applied to the subject premises are GST Exclusive. As the imposition of the tax creates a short term cash flow issue only and there is no net impact on the amount to be received by the vendor, the property has been valued on a GST Exclusive basis.

The valuation(s) detailed in the report provided are the GST exclusive value(s). Our use of the term "Ex GST" indicates that the purchaser(s) bear no responsibility to pay any additional amount for GST. That is, the value(s) reflect the total amount (excluding normal purchase expenses such as legal costs and stamp duty) that a buyer would pay for the parcel(s). If there is a GST liability on the parcel(s), that is the responsibility of the vendor to remit. The amount and basis for calculation of GST payable, if any, is not the concern of a purchaser, and therefore does not form part of our value consideration. The comparable sales analysed are all "re-sales" and thus, no GST liability exists for these.

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#### ENCUMBRANCES

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Our valuations are subject to there being no other easements or other encumbrances other than those noted in the reports, shown on the title(s) provided. If any other encumbrances, encroachments, restrictions, leases or covenants which are not noted in the reports are known or discovered, we should be advised in order that we may assess their impact on the property.

We assume for the purpose of the valuations that the Titles are free and marketable and that there is no title, fencing or building encroachments on, over or to the subject properties.

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#### PLANNING

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The planning information set out in the reports(s) has been obtained by reference to the Department of Environment, Land, Water and Planning Online website. We have relied upon this information in assessing the value of this property. Should further confirmation be required, we recommend that formal searches and enquiries be undertaken and if the information obtained differs to that detailed above, the report(s) should be referred back to us for reassessment.

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#### CONTAMINATION

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We have not been provided with an environmental site assessment and/or environmental audit, which suggest that the property is contaminated. This valuation has been prepared on the basis that the site is not contaminated and has not been affected by pollutants of any kind.

This valuation takes no account of the actual or possible effect on value of the subject property of any environmental hazard. Westlink Consulting is not qualified to provide environmental advice on the physical condition of the land and the valuer is not an expert in the identification of site contamination. We advise that we are unable to warrant that the site is free from risk of contamination and has not been affected by pollutants of any kind.

Should further investigation or an environmental site assessment and/or audit reveal any contamination, environmental hazard, or matter that may affect the value of the property the we reserve the right to review this valuation (and if necessary vary valuation figures).



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#### GENERAL CONSTRUCTION

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A Certificate of Compliance has not been sighted and accordingly, our assessment is subject to the building complying in all material respects with any restrictive covenants affecting the site and has been built, is occupied and being operated, in all respects, in compliance with all requirements of law, including any zoning, land use classification, building, planning, fire and health bylaws (including asbestos), rules, regulations, orders and codes of all authorities and that there are no outstanding requisitions. Our assessment is also subject to full compliance with all Occupation Health and Safety legislation; as well as compliance with all Essential Services Maintenance legislation

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#### STRUCTURAL DISCLAIMER

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We have not carried out a structural survey nor tested any of the services or facilities and are therefore unable to state that the building(s) is free from defect. We advise that we have not inspected unexposed or inaccessible portions of the building(s) and are therefore unable to state that these are free from rot, infestation; asbestos or other hazardous and/or contaminated materials. Unless otherwise stated in the valuation report our valuation is based upon the assumption that the building(s) does not have any defects requiring any significant expenditure. Also unless otherwise stated in the valuation report, the valuation assumes that the building complies with all relevant statutory requirements in respect of matters such as health, building and fire safety regulations.

If the person or entity relying on the report becomes aware of any information contrary to these assumptions, then they must not rely upon the valuation and that information should be referred to Westlink Consulting for consideration and possible review of the valuation, and no reliance should be placed on this valuation until such time as that review has been completed and provided to the person or entity to whom responsibility is accepted for this advice.





## 5. APPENDICES

### Appendix One: Letter of Instruction



#### Valuation Services Request Form

Date Requested: Paige Kennett

Date Required by: 18/06/2020 (minimum two weeks)

Client Details	
Name of person requesting valuation:	Paige Kennett
Contact Details:	Phone: 9298-8458 Email: <a href="mailto:paige.kennett@knox.vic.gov.au">paige.kennett@knox.vic.gov.au</a>
Purpose of Valuation:	To provide a market assessment of the freehold of the subject property for prospective sale to adjoining owner.

Property Details	
Property address:	Service Road/car park adjoining 622 Burwood Highway, Knoxfield
Owner Name/s:	Knox City Council
Assessment Number:	
Property Key:	
Lot/Plan:	Portion of land known as R1 on Plan of Subdivision 50200
Volume/Folio:	Certificate of Title Volume 06097 Folio 315.
Special Instructions:	Please provide updated valuation – last valuation prepared by Westlink 2 October 2019
Report Type: (Select Report Type Required)	<input type="checkbox"/> Single Page: Memo format. <input type="checkbox"/> Short Form: Basic detail report. <input type="checkbox"/> Medium Form: Intermediate valuation report. <input type="checkbox"/> Long Form: Comprehensive valuation report.
Title Search Required?	YES / NO

Property Consultancy | Valuations | Asset Management  
 Suite 7, 2 Gilda Court, Mulgrave VIC 3170 T: 03 9416 2800 Email: [enquiries@westlinkconsulting.com.au](mailto:enquiries@westlinkconsulting.com.au) ABN: 99 852 302 712

Liability limited by a scheme approved under Professional Standards Legislation



**Appendix Two:** Aerial photo showing location of subject land






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**Appendix Three: Comparable Sales**

	Land Area (m2)	Zoning	Ovelays	Sale Price	Sale Date	Added Value	Demo Cost	Adjusted Sale Price	Sale \$ psm (Land)
<b>1 91-93 Canterbury Road HEATHMONT</b>									
Existing single storey office and 19 car spaces with redevelopment potential. Sold with vacant possession. Suitable for mixed use. Main road exposure opposite Heathmont Village shopping centre.									
	1689	C1Z	SLO4, DDO8	\$2,850,000	9/06/2020	\$352,500	\$25,000	\$2,522,500	\$1,493
<b>2 1 Mount View Road Upper Ferntree Gully</b>									
Sold with pre-application for Development of five shops and five apartments and dispensation of carparking - 18/10/2019. Have placed in supp batch and changed AVPCC to 202. Corner site, reasonable veg (30-40%), regular shape, flat top. Opposite Maxi-foods UFTG and shopping precinct, close prox to station. No leasing details available online 17/1/20 GST/related parties checked									
	1078	C1Z	VPO1, DDO12	\$805,000	14/12/2019	\$60,000	\$25,000	\$770,000	\$714
<b>3 293-295 Maroondah Highway RINGWOOD</b>									
Prime corner site. Existing side by side single level retail shops. Sold with approved permits for 10-storey mixed use development. Main road exposure close to Eastland shopping centre.									
	1360	C1Z	DDO3	\$3,500,000	12/11/2019	\$200,000	\$25,000	\$3,325,000	\$2,445
<b>4 6-8 Floriston Road BORONIA</b>									
Three Separate offices - no permits but could hold a substantial resi/commercial/retail development. Within close proximity to Boronis Station. Short Term income.									
	2429	C1Z	VPO3, DDO7	\$4,418,182	11/09/2019	\$320,000	\$25,000	\$4,123,182	\$1,697
<b>5 484 Canterbury Road Forest Hill</b>									
Prime corner site, existing petrol station use. Sold with vacant possession. Part of Brentford Shopping centre. Petrol station is demolished post sale.									
	1480	C1Z	DDO4	\$3,574,375	4/09/2019	\$750,000	\$25,000	\$2,849,375	\$1,925

## 10.3 Proposal to Sell Council Property - 276 Wantirna Road, Wantirna

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

Following Council's resolution in November 2018, the Council property located at 276 Wantirna Road, Wantirna was declared surplus and the reservation status subsequently removed. The property is now ready for Council to resolve to commence the statutory process to sell the property.

### RECOMMENDATION

That Council:

1. Note that the reservation status on the property located at 276 Wantirna Road, Wantirna, identified within Certificate of Title Volume 08767 Folio 922 has been successfully removed.
2. Note Council's November 2018 resolution declaring the subject site as surplus to Council's requirements and therefore resolve to:
  - a. Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the subject property through a public process, for no less than market value (plus GST);
  - b. Pursuant to Section 223 of the Local Government Act 1989, give notice of the proposed sale in a newspaper circulating within the municipality.
3. Note that a further report will be presented to a Council or Strategic Planning Committee meeting to enable consideration of the submissions and the final determination of the matter.

### 1. INTRODUCTION

At the November 2018 Council meeting, Council resolved to declare the early year's facility located at 276 Wantirna Road, Wantirna as surplus to Council's requirements, and remove the reservation status for use for municipal purposes only, in accordance with Section 24A of the Subdivision Act 1988.

The reservation status was successfully removed in accordance with Council's resolution, which now allows Council to resolve to sell this property.

### 2. DISCUSSION

The establishment of the two early year's hubs in Bayswater and Wantirna South enabled a comprehensive strategic review of family and children's services delivered in the area, which provided an opportunity to relocate services to better utilise community assets. The services delivered at the Knox Early Parenting Centre, located at 276 Wantirna Road, Wantirna were successfully relocated to the Park Crescent Children and Family Centre, leaving the site at 276 Wantirna Road, Wantirna, vacant.

The subject site is located at 276 Wantirna Road, Wantirna, and is known as Volume 8800, Folio 019, with a Residential Growth Zone. The site previously had a reservation status with a condition for municipal use only.

A strategic review of the Knox Early Parenting Centre located at 276 Wantirna Road, Wantirna, together with an assessment against Council's Sale of Land and Buildings Policy was presented to Council, with Council resolving to declare this site as surplus to Council's requirements at the November 2018 Council meeting. Council also resolved to remove the reservation status on the site which allowed for municipal uses of the building only.

Following Council's resolution, the reservation status was successfully removed, enabling Council to resolve on the disposal of the asset.

### **3. CONSULTATION**

To inform the previously delivered strategic review of the site, extensive internal consultation was completed which included Council staff, family and children services staff and some facility user groups.

Following a resolution to sell this property, a further community consultation process will commence in accordance with Section 189 of the Local Government Act 1989.

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

As was reported in the November 2018 Council meeting, the site at 276 Wantirna Road, Wantirna is within a Residential Growth Zone, and therefore it is anticipated that this site could be developed for residential purposes. Any future residential development proposals would require planning permit approval and would need to demonstrate an appropriate design response with respect to the local and surrounding environment and amenity.

A small play space located to the south west of the property (on Bellbird Drive) was part of the family and children's facility. This was accessible to the public, however as it is located on the one title, that land will also form as part of the sale. Given that in 2018 the land was deemed surplus, and in anticipation of its future disposal, Council has recently invested in the renewal and upgrade of the two nearest play spaces being Juniper Road Reserve and Inchcape Avenue Reserve.

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

Proceeds in the order of \$150-\$200K of the sale of 276 Wantirna Road, Wantirna will be reallocated to Council's Playground Renewal Program in recognition of the removal of this playground, which allowed the renewal and upgrade of the two nearest play spaces. The remaining proceeds of the sale will contribute to the building budget which funded the construction of the early year's hubs.

Once Council resolve to sell the subject site, a valuation will be received which will inform Council of the property's value.

### **6. SOCIAL IMPLICATIONS**

Council's strategic review of the area's family and children's services has enabled planning and response to best utilise our community assets, retaining valued services, consolidating facilities, and freeing up assets that are no longer required. It is important to note that the services that

were relocated from the Early Parenting Centre to Park Crescent Children and Family Centre, have continued to operate.

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

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

Strategy 5.2 - Plan for a range of key strategic centres that provide a diversity of employment, services and amenities to support the changing needs of our community

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

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

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

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

## **8. CONFLICT OF INTEREST**

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

Author - Acting Senior Property Officer, Paige Kennett - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Chief Executive Officer, Tony Doyle - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

Following Council's resolution to declare the Early Parenting Centre at 276 Wantirna Road, Wantirna surplus, Council officers proceeded to remove the reservation status from the site. The property is now ready for Council to consider and resolve on the status of the site.

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Acting Senior Property Officer, Paige Kennett

**Report Authorised By:** Chief Executive Officer, Tony Doyle

### **Attachments**

1. Attachment 1 - Previous Title With Reserve Status - 276 Wantirna Road, Wantirna [10.3.1 - 2 pages]
2. Attachment 2 - New Title with Reserve Status Removed - 276 Wantirna Road Wantirna [10.3.2 - 3 pages]





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**REGISTER SEARCH STATEMENT (Title Search) Transfer of  
Land Act 1958**

Page 1 of 1

VOLUME 08800 FOLIO 019

Security no : 124076744574N  
Produced 27/03/2019 08:59 AM

**LAND DESCRIPTION**

Reserve 1 on Plan of Subdivision 085430.  
PARENT TITLE Volume 08767 Folio 922  
Created by instrument D517362 29/09/1969

**REGISTERED PROPRIETOR**

Estate Fee Simple  
Sole Proprietor  
THE MAYOR COUNCILLORS AND CITIZENS OF THE CITY OF KNOX  
D517362 29/09/1969

**ENCUMBRANCES, CAVEATS AND NOTICES**

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

**DIAGRAM LOCATION**

SEE LP085430 FOR FURTHER DETAILS AND BOUNDARIES

**ACTIVITY IN THE LAST 125 DAYS**

NIL

DOCUMENT END

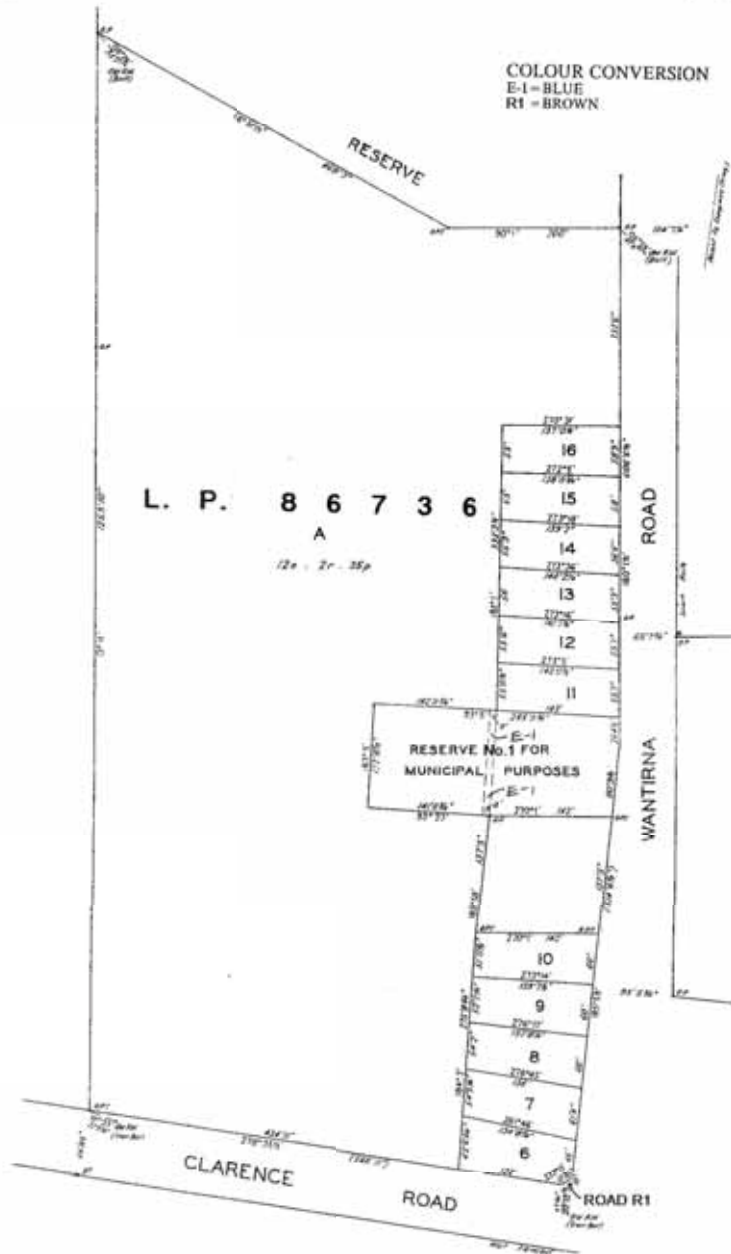
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**LP85430**  
**EDITION 1**  
 APPROVED 15/7/69

PLAN OF SUBDIVISION OF PART OF CROWN PORTION 24  PARISH OF SCORESBY COUNTY OF MORNINGTON VOL.8767 FOL.922	CONSENT OF COUNCIL	SURVEYORS CERTIFICATION	APPROPRIATIONS <i>Blue — Drainage and Sewerage Purposes</i> <i>Brown — Hwy</i>
	ENCUMBRANCES AND OTHER NOTATIONS <i>Lot numbers 1 to 1 have been omitted</i>		

**Measurements are in Feet & Inches**  
 Conversion Factor  
 FEET X 0.3048 = METRES





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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 12237 FOLIO 366

Security no : 124084681056B  
Produced 03/08/2020 08:27 AM

LAND DESCRIPTION

Lot 1 on Plan of Subdivision 831539Q.  
PARENT TITLE Volume 08800 Folio 019  
Created by instrument PS831539Q 01/08/2020

REGISTERED PROPRIETOR

Estate Fee Simple  
Sole Proprietor  
KNOX CITY COUNCIL of 511 BURWOOD HIGHWAY WANTIRNA SOUTH VIC 3152  
PS831539Q 01/08/2020

ENCUMBRANCES, CAVEATS AND NOTICES

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

DIAGRAM LOCATION

SEE PS831539Q FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER	PLAN OF SUBDIVISION	STATUS	DATE
PS831539Q (S)	PLAN OF SUBDIVISION	Registered	01/08/2020

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

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

Street Address: 276 WANTIRNA ROAD WANTIRNA VIC 3152

ADMINISTRATIVE NOTICES

NIL

eCT Control 09872N KNOX CITY COUNCIL  
Effective from 01/08/2020

DOCUMENT END

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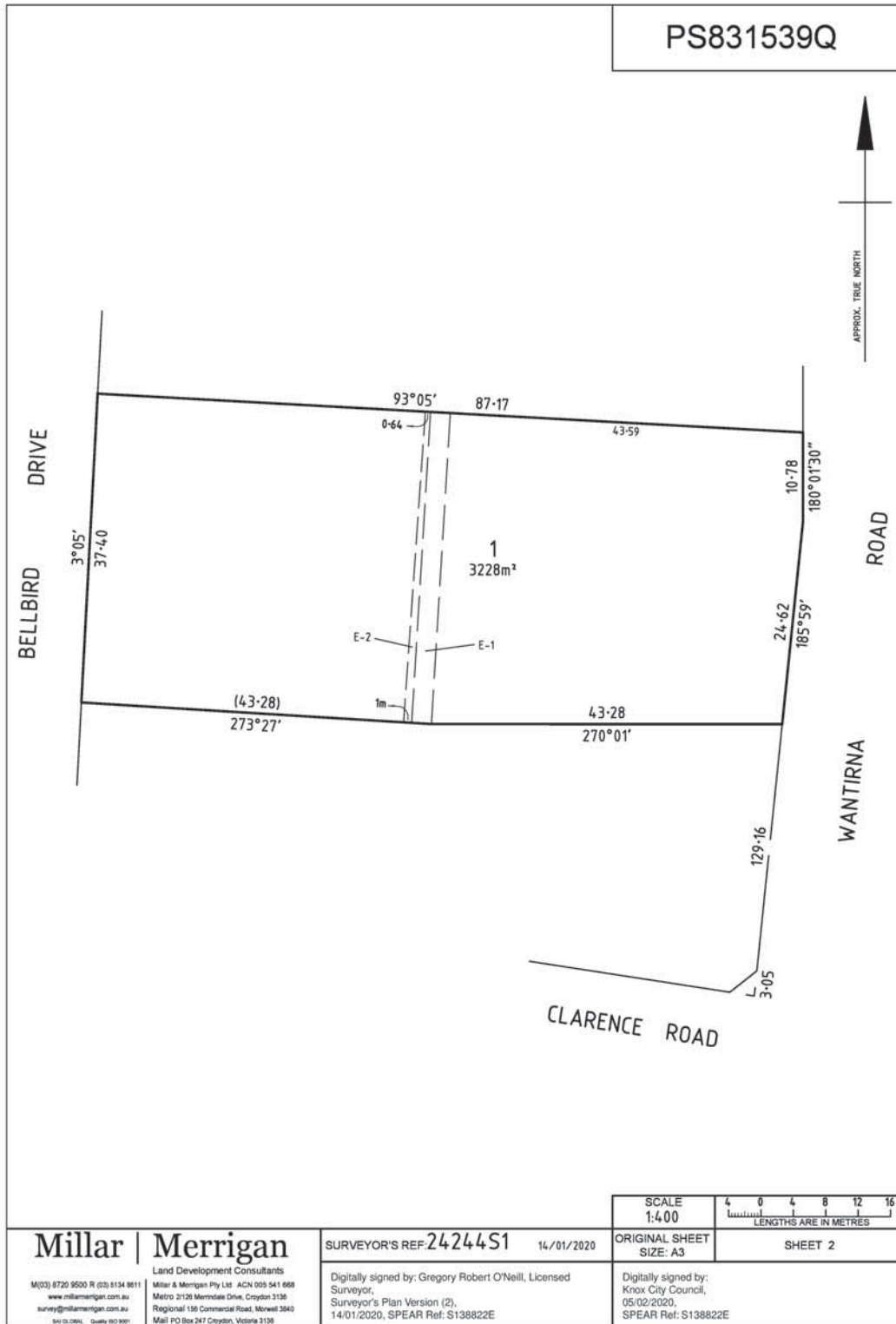
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PLAN UNDER SECTION 24A OF THE SUBDIVISION ACT 1988		EDITION 1	PS831539Q	
<b>LOCATION OF LAND</b> PARISH: SCORESBY  CROWN PORTION: 24 (PART)  TITLE REFERENCE: VOL.8800 FOL.019  LAST PLAN REFERENCE: LP85430, RESERVE No.1  POSTAL ADDRESS: 276 WANTIRNA ROAD (at time of subdivision) WANTIRNA, 3152  MGA CO-ORDINATES E: 343 970 ZONE: 55 (at approx centre of land N: 5810 310 GDA2020 in plan)		Council Name: Knox City Council  Council Reference Number: CRT/2019/8070 Planning Permit Reference: P/2019/7113 SPEAR Reference Number: S138822E  <b>Certification</b> This plan is certified under section 6 of the Subdivision Act 1988  <b>Statement of Compliance</b> This is a statement of compliance issued under section 21 of the Subdivision Act 1988  Public Open Space  A requirement for public open space under section 18 of the Subdivision Act 1988 has not been made  Digitally signed by: Simon Itley for Knox City Council on 05/02/2020		
<b>VESTING OF ROADS AND/OR RESERVES</b>		<b>NOTATIONS</b>		
<b>IDENTIFIER</b>	<b>COUNCIL/BODY/PERSON</b>	<b>PURPOSE OF PLAN</b> TO REMOVE THE RESERVE STATUS FROM RESERVE No.1 ON LP85430, SHOWN AS LOT 1 ON THIS PLAN  <b>GROUND FOR REMOVAL</b> KNOX CITY COUNCIL PLANNING PERMIT No. P/2019/7113		
NIL	NIL			
<b>NOTATIONS</b>				
DEPTH LIMITATION DOES NOT APPLY				
SURVEY: This plan is not based on survey  STAGING This is not a staged subdivision.  Planning Permit No. P/2019/7113  This survey has been connected to permanent marks No(s).  In Proclaimed Survey Area No. 21				
<b>EASEMENT INFORMATION</b>				
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				
<b>Easement Reference</b>	<b>Purpose</b>	<b>Width (Metres)</b>	<b>Origin</b>	<b>Land Benefited/in Favour Of</b>
E-1	DRAINAGE & SEWERAGE SEWERAGE	2.44	LP85430 THIS PLAN	LOTS ON LP85430 SOUTH EAST WATER CORPORATION
E-2	SEWERAGE	SEE DIAG.	THIS PLAN	SOUTH EAST WATER CORPORATION
<b>Millar   Merrigan</b> Land Development Consultants Millar & Merrigan Pty Ltd ACN 005 541 688 Metro 2128 Merivale Drive, Croydon 3136 Regional 156 Commercial Road, Morwell 3665 Mail PO Box 347 Croydon, Victoria 3136 M(02) 8720 9500 R (03) 5134 8611 www.millarmerrigan.com.au survey@millarmerrigan.com.au 844 05 0661 Quality ISO 9001		SURVEYOR'S REF: 24244S1 14/01/2020  Digitally signed by: Gregory Robert O'Neill, Licensed Surveyor, Surveyor's Plan Version (2), 14/01/2020, SPEAR Ref: S138822E	ORIGINAL SHEET SIZE: A3 SHEET 1 OF 2  <b>PLAN REGISTERED</b> TIME: 12.04 PM DATE: 1/08/2020 RHills Assistant Registrar of Titles	

Delivered by LANDATA®, timestamp 03/08/2020 08:27 Page 2 of 2



## 10.4 Proposal to Sell Council Property - 2A Francis Crescent, Ferntree Gully

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

This report is presented to Council following the completion of the statutory process and now recommends for sale, Council land located at 2A Francis Crescent, Ferntree Gully.

### RECOMMENDATION

That Council, having completed the statutory process in accordance with the Local Government Act 1989:

1. Proceed with the sale of 2A Francis Crescent, Ferntree Gully, identified as Lot 1 on Title Plan 92088IU within Certificate of Title Volume 8892 Folio 173;
2. Commence the process to sell 2A Francis Crescent, Ferntree Gully to Think Childcare for market value (As per Confidential Attachment 1) with a settlement period of a date agreed between the parties that is no later than 6 months after the date of sale; and
3. Authorise the Chief Executive Officer to finalise the negotiations and sale of this property and sign and seal all documents pertaining to this sale.

### 1. INTRODUCTION

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 funds tied up in these assets in order to acquire, develop or improve other assets. Council was approached by the abutting property owner at 2 Francis Crescent, Ferntree Gully to purchase 2A Francis Crescent, Ferntree Gully. At the July 2020 Council meeting, Council resolved to complete the statutory process to sell Council land. With the statutory process now complete, Council may now resolve upon this matter.

### 2. DISCUSSION

The Strategic Planning Committee (SPC) at its meeting on 13 July 2020, resolved as follows:

*That Council:*

1. *Note the sale of 2A Francis Crescent did not proceed following the statutory process being completed.*
2. *Initial policy assessment indicates that 2A Francis Crescent, Ferntree Gully, as shown in Attachment 1, identified as Lot 1 on TP 92088IU within Certificate of Title Volume 8892 Folio 173 is not required, and therefore recommend Council to:*
  - a. *Commence the statutory process, under Section 189 of the Local Government Act 1989, to sell the subject land to the owner of 2 Francis Crescent by private treaty for no less than the price noted on the current valuation (plus GST);*
  - b. *Pursuant to Section 223 of the Local Government Act 1989, give public notice of the proposed sale of the subject land in The Age or Herald Sun newspaper;*
  - c. *Appoint a Committee of Council comprising Cr Keogh, Cr Holland and Cr Lockwood to consider submissions in accordance with Section 223(1)(b) of the Local Government Act 1989 at 5.00pm on Wednesday 26 August 2020.*

3. *A further report will be presented to a Council or Strategic Planning Committee meeting to enable consideration of the submissions and the final determination of the matter.*

Following Council's resolution, Council officers commenced the statutory process in accordance with the Local Government Act 1989, including publication of a public notice declaring Council's intent to sell the property. The notice also outlined the process for people to make a submission about the proposed sale.

At the conclusion of the submission process, no submissions were received.

It is now recommended to sell 2A Francis Crescent, Ferntree Gully to the abutting property owner by private treaty at market value as determined by a certified valuer.

Think Childcare, the property owner of 2 Francis Crescent, has agreed to purchase 2A Francis Crescent, Ferntree Gully from Council at market value.

### **3. CONSULTATION**

Public consultation was completed in accordance with the Local Government Act 1989.

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

Amenity issues such as impact on neighboring properties and landscaping will be considered as part of any future planning application.

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

It is proposed to sell the property at market value, as determined by a certified valuer, by private treaty to the abutting property owner at 2 Francis Crescent, Ferntree Gully, with the proceeds from the proposed sale of 2A Francis Crescent, Ferntree Gully, being added to the municipal fund.

### **6. SOCIAL IMPLICATIONS**

There are no identified social implications associated with this report.

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

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

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

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

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

Author - Acting Senior Property Officer, Paige Kennett - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Chief Executive Officer, Tony Doyle - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

**9. CONCLUSION**

Having completed the statutory process, it is now recommended to sell 2A Francis Crescent, Ferntree Gully by private treaty to the abutting property owner at 2 Francis Crescent, at market value as determined by a certified valuer.

**10. CONFIDENTIALITY**

Attachment 1 is included in the confidential agenda, having been declared confidential information pursuant to Section 77(2)(c) of the Local Government Act 1989, as the information relates to Council business information in the form of a property valuation, that will prejudice Council's position when negotiating a property settlement if prematurely released.

**Report Prepared By:** Acting Senior Property Officer, Paige Kennett

**Report Authorised By:** Chief Executive Officer, Tony Doyle

**Attachments**

Nil

## 10.5 Loan Borrowings

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

The purpose of this report is to recommend that Council exercise its powers to borrow up to \$40.906 million to enable funding of the 2020-21 capital works program, and to authorise the Chief Executive Officer to sign and seal documents with approved lending institutions to execute the borrowings.

### RECOMMENDATION

That Council:

1. Authorise the Chief Executive Officer to procure borrowings of \$40.906 million via a suitable procurement process; and
2. Authorise the Chief Executive Officer to sign and seal all relevant documents necessary to give effect to the above resolution.

### 1. INTRODUCTION

Sections 144 and 145 of the *Local Government Act 1989* (the Act) gives Council the power to borrow.

Council's Adopted 2020-21 Budget includes borrowings of \$74.841 million. Council can borrow up to this amount without needing to revise the 2021-21 Budget, as per Section 146(2) of the Act. Section 146 of the Act states that Council cannot borrow unless the borrowings are included in its Budget or Revised Budget.

Although Council has made provision for these borrowings in its budget, a resolution is required to constitute authorisation, or a decision, to activate these borrowings and authorise the Chief Executive Officer to draw down the borrowings as they are required and determine an appropriate term and interest rate.

Approval is being sought to borrow \$40.906 million, to assist in funding the approved \$114.222 million capital works program. A further report will be presented to Council in the first quarter of next calendar year regarding the remaining budgeted borrowings.

### 2. DISCUSSION

The 2020-21 Budget was developed through a comprehensive review process and sound financial management principles as required by Section 144 of the Act. Councillors, together with staff, rigorously analysed available information and financial data to ensure the Budget delivers Council's objectives and financial plans.

Council has a very robust and diligent budget setting framework in place, focused on delivering community services and infrastructure whilst ensuring the long term financial sustainability of the organisation.



Council's budget is developed over a six month period, during which extensive Councillor workshops are undertaken examining Council's financial position and proposed operational and capital expenditure for the budget year. An important component of this budget framework is the development of Council's long term financial forecast. This forecast is an important "roadmap" that informs the affordability of investments Council makes in its community and provides assurance regarding long term financial sustainability.

Importantly, underpinning this forecast are principles that govern Council's financial decisions to ensure debt servicing can be managed within the context of Council's annual cash flow and liquidity is always sufficient to repay any debt.

Through strong financial management, Council has been able to progressively grow its investment in much needed new community infrastructure. This has seen the capital program grow to a record \$114.222 million in the 2020-21 year. This expenditure is across the majority of Council's asset classes and includes improvements to open space reserves, parks, playgrounds, public toilets, wetlands, and sporting upgrades.

As noted above, Council's 2020-21 Budget was formulated based on borrowings of \$74.841 million, including \$40.906 million of borrowings that were forecast to have been borrowed by 30 June 2020. The borrowings are to assist in funding the \$114.222 million capital works program.

As acknowledged in the adoption of Council's 2020-21 budget, this capital expenditure will also provide an important economic stimulus, expected to create 700 jobs and \$254million in economic benefits.

Council's endorsement is sought to borrow \$40.906 million of the budgeted borrowings of \$74.841 million. These borrowings will be progressively drawn over the next six months as required by Council's cash flow. Approval is also sought to delegate authority to the Chief Executive Officer to determine the appropriate timing of these borrowings, which will be governed by the delivery of our capital program, and the appropriate loan structure. This delegation is important to ensure borrowings and this interest are not incurred until required and the best possible interest rates are sought at the time.

Council will conduct a process to seek quotations from a number of banks. Council will consider a mix of facility types that are likely to include an overdraft and term debt. Whilst typically a more expensive facility in terms of interest rate, an overdraft will allow an element of our debt to fluctuate back into credit as we are in receipt of revenue, which for Council is quite lumpy. If we had a term debt facility only, this would mean there will be periods where we have a fully drawn term facility and large cash balances in our current account, unnecessarily paying interest on debt.

An example of two borrowing options are discussed below:

- A variable interest only loan for a 364 day term with the option to roll over/extend. Such a facility would enable Council to make any repayments at any roll over period. This type of loan gives Council flexibility in terms of loan repayments with no additional costs incurred if repayments are made during a roll over period. Currently interest rates for this type of arrangement are very favourable. The risk to Council is if interest rates rise significantly, however, Council would again have an opportunity to consider other borrowing options at that point; or



- A principal and fixed interest loan for a period of up to ten years with quarterly repayments. A fixed interest rate loan would provide Council with long term certainty on the interest rate, however, if Council sought to terminate the loan early, Council could incur significant break costs.

Officers will undertake cash flow modeling that will inform the type and amount of facilities drawn. We will also engage with Banks to understand the range of financial products that Council may be able to avail of, including interest offset and fixed rate facilities.

The Reserve Bank of Australia (RBA) currently has the cash rate set at 0.25%. The RBA's most recent commentary indicates they are foreshadowing a significant economic contraction and for interest rates to be held at current levels for at least the next 12 months. The result of this outlook is that fixed interest rates currently provided by financial institutions over a 5 year term are at an historic low.

Council's preferred borrowings option will be the one most favourable to Council based on the lowest interest rate and preferred terms and conditions.

Council's Loan Borrowing Policy states that any proposed new borrowings must be assessed against the following financial indicators:

- Total Debt Servicing (interest expense) to be below 5.0% of Total Revenue; and
- Total Indebtedness to be below 80% of Annual Rate Revenue; and
- Working Capital Ratio (Current Assets/Current Liabilities) must remain in excess of 100% or 1.0.

Council's Long Term Financial Forecast demonstrates that the proposed new borrowings included in the 2020-21 Adopted Budget are within these financial indicators.

### **3. CONSULTATION**

Loan borrowings have been included in the 2020-21 Adopted Budget. In accordance with Section 129 of the Act, the 2020-21 annual Budget was publicly advertised prior to its adoption, inviting the community to make submissions. A hearing for submissions was held on Monday 1 June 2020.

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

This report does not have any environmental or amenity issues for discussion.

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

The total cost of these borrowings have been factored into Council's 2020-21 Adopted Budget and Council's Long Term Financial Forecast.

Council's 2020-21 Adopted Budget includes loan principal repayments of \$3.563 million and loan interest payments of \$1.187 million. Principal repayments and borrowing costs have been factored into Council's Long Term Financial Forecast.

With the borrowings undertaken during 2020-21, Council's financial sustainability ratios are within the healthy range over the short and medium term.

## **6. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report.

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

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

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

## **8. CONFLICT OF INTEREST**

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

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

Officer Responsible – Chief Executive Officer, Tony Doyle - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

## **9. CONCLUSION**

It is proposed that Council exercise its power to borrow up to a total of \$40.906 million to help fund the capital works program and authorise the Chief Executive Officer to sign and seal documents giving effect to the acceptance of a preferred lender.

## **10. CONFIDENTIALITY**

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

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

**Report Authorised By: Chief Executive Officer, Tony Doyle**

### **Attachments**

Nil

## 11 Items for Information

### 11.1 ICT Capital Works Report

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

The ICT Works Report shows projects on Council's ICT Capital Works Program and indicates the status of each project as at 10 September 2020.

#### RECOMMENDATION

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

#### 1. INTRODUCTION

This report summarises Council's ICT Capital Works Program for the 2020/2021 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 10 September 2020 is attached in Confidential Attachment 1. Highlights of the Works Report as at 10 September 2020 include:

##### **1242 - Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development**

Website Build Procurement Report on track to be presented to Council for approval, 21 September. Business Case on track to be endorsed by ICT Governance Committee, 11 September. Once Procurement Report and Business Case are endorsed the website build contract will be awarded and the build phase will begin.

##### **812 - Asset Management System**

Project Implementation phase progressing to schedule. High level design workshops completed and requirements signed off for the Inspections, Work Orders, and Buildings. Continuing to work with vendor to finalise the data/integration specification workshops. Project Implementation timeframes on schedule for May 2021 Go Live.

##### **1036 – HR System Enhancement**

The first parallel test run (result comparison with existing system) for Humanforce Time & Attendance is nearing completion with exceptions rectified in preparation for the second parallel test run. The project team have determined a third parallel test run will be necessary due to the number of exceptions identified in the first test. Go live for the first teams is now planned for late October 2020 (1-month delay).

##### **1034 - Business Intelligence**

Project implementation in progress with development for first report build initiated 1 September 2020. 3 sprints confirmed until end of October 2020. Project team engaging business for

subsequent back log items. Executive Management Team (EMT) showcase of initial development planned for the end of September.

### **1031 – ICT Spatial Capability**

Existing GIS systems have all been successfully upgraded in June, with the business users now taking advantage of improved functionality for Intramaps and QGIS. As approved by Steering Committee on 14 July 2020, the project will now take a hiatus until November 2020, before commencing the second stage of the delivery of additional spatial capabilities.

### **1369 – Master Data Management**

The Discovery phase of the project has been completed in August, which kicked off the engagement with the selected vendor, including review of key artefacts and gathering current state information on data and processes which support online community services. Throughout September the project will complete a Review and Analysis phase, refining the current state with the business teams and identifying the business priorities for a Master Data Management framework.

### **1371 – Community Engagement Participation Platform**

Community Engagement Platform Request for Tender evaluation in progress. Appointment of successful vendor and contract negotiations expected September 2020.

## **2. CONFIDENTIALITY**

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

The information also meets the definition of confidential information under the Local Government Act 2020 on the basis that:

- the information includes Council business information the disclosure of which may prejudice the Council's position in commercial negotiations; and/or
- private commercial information that may unreasonably expose a business, commercial or financial undertaking to disadvantage if disclosed; and/or
- information which has been declared as confidential information for the purposes of Section 77 of the Local Government Act 1989.

**Report Prepared By:** Acting Manager Information and Communications Technology, Paul Barrett

**Report Authorised By:** Executive Manager Strategy, People & Culture, Interim Information Technology and Transformation (Change/Lean), Sam Stanton

### **Attachments**

1. ICT Status Report # 9 [11.1.1 - 3 pages]  
Confidential Attachment 1 is circulated under separate cover

## Knox City Council Project Status Report

10-Sep-2020

Project Number	Project Name
<b>789</b>	<b>Facilities Booking Solution</b>
All Wards	New facilities booking solution has been selected through a Request for Quote process. The project has completed process review workshops with the business to align the solution functionality. Training sessions commenced this week with stakeholder teams and will be completed end September. Functionality for internal room booking, function room bookings, fleet bookings and a number of external facilities is expected to be live by 16 October.
<b>812</b>	<b>Asset Management Information System</b>
All Wards	Project Implementation phase progressing to schedule. High level design workshops completed and requirements signed off for the Inspections, Work Orders, and Buildings. Continuing to work with vendor to finalise the data/integration specification workshops. Project Implementation time frames on schedule for May 2021 Go Live.
<b>827</b>	<b>Digital Customer Channels Transformation (DCCT) - Phase 3 Cust Portal &amp; Integration</b>
All Wards	This phase will expand on earlier delivery of the program, with the implementation of a secure portal to Knox staff, a Knox business hub, and fully integrate with Knox systems. The phase will commence 2021.
<b>977</b>	<b>Pathway Program</b>
All Wards	<p>Completed in August: A financial year update to the Pathway benefits register was completed, with the 10-year projected benefit increasing to \$4.5M. Also, the ePathway online customer survey quarterly results were compiled, with an average score of 4.0 out of 5.0 satisfaction result achieved. The high scores were attributed to online services that were easy to submit or where customer expectations were clearly defined, and low scores due to no update provided on the customer's request or where no information on service expectation was provided. This warrants a review of existing online service requests and internal processes to ensure consistency for the management of customer requests across all service types.</p> <p>In progress: Local Law Permits online –Street Trading permits – due to the recommencement of the Better Approvals project, we will now focus on developing Street Trading permits, rather than Real Estate boards permits as reported last month. Street Trading permits online will support the outcomes to be achieved with Better Approvals, namely supporting small business to easily navigate council application processes.</p> <p>Parking Driver Nominations online – this process will enable customers to submit details of other driver details where an infringement was issued. Further refinement of the test build to occur in September, expected to go live end of September.</p> <p>Planning Written Advice applications online – this will enable customers to submit and pay for their request for council planning advice in writing. Requirements have been gathered, a test online system developed and further refinement to occur prior to scheduling go live.</p> <p>Better Approvals Project - project has recommenced with the demonstration system build work completed, in readiness for testing, sign off and training activities prior to go live planned for Monday 21st September 2020.</p> <p>Internal Building Maintenance Requests (Sports Clubs and Indoor Centres) – Roll out to community sports teams to enable online submission of building issues remains on hold due to Covid-19 Stage 4 restrictions. If restrictions are scaled back in September, plan will be to pilot with two summer season clubs in October.</p> <p>Late with Low Impact - Municipal Building Permits online – Business lead availability still restricted in August however further development work to online process has occurred. Expected go live delayed until October.</p>

## Knox City Council Project Status Report

10-Sep-2020

<b>Project Number</b>	<b>Project Name</b>
<b>1031</b>	<b>Spatial Capability</b>
All Wards	Existing GIS systems have all been successfully upgraded in June, with the business users now taking advantage of improved functionality for IntraMaps and QGIS. As approved by Steering Committee 14 July 2020, the project will now take a hiatus until November 2020, before commencing the second stage of the delivery of additional spatial capabilities.
<b>1034</b>	<b>Business Intelligence</b>
All Wards	Project implementation in progress with development for first report build initiated 1 September 2020. 3 sprints confirmed until end of October 2020. Project team engaging business for subsequent back log items. Executive Management Team (EMT) showcase of initial development planned for the end of September.
<b>1036</b>	<b>HR System</b>
All Wards	The first parallel test run (result comparison with existing system) for Humanforce Time & Attendance is nearing completion with exceptions rectified in preparation for the second parallel test run. The project team have determined a third parallel test run will be necessary due to the number of exceptions identified in the first test. Go live for the first teams is now planned for late October 2020 (1 month delay).
<b>1037</b>	<b>Project Management Office - ICT Governance</b>
All Wards	Tracking as planned
<b>1242</b>	<b>Digital Customer Channels Transformation (DCCT) - Phase 1 Website Development</b>
All Wards	Website Build Procurement Report on track to be presented to Council for approval, 21 September. Business Case on track to be endorsed by ICT Governance Committee, 11 September. Once Procurement Report and Business Case are endorsed the website build contract will be awarded, and the build phase will begin.
<b>1245</b>	<b>Corporate Reporting Solutions</b>
All Wards	This project has funding available to commence in FY20/21, the target date will be agreed at ICT Governance Committee in November 2020.
<b>1257</b>	<b>Project Management Office</b>
All Wards	Project Management Office oversees quality aspects of the overall Portfolio of ICT, and the budget for this function continues to be managed according to plan.
<b>1368</b>	<b>Data Integration</b>
All Wards	Data integration review kicking off in FY20/21 to ensure solutions and data are effectively connected to deliver ICT community and staff outcomes.

## Knox City Council Project Status Report

10-Sep-2020

Project Number	Project Name
<b>1369</b>	<b>Master Data Management</b>
All Wards	The Discovery phase of the project has been completed in August, which kicked off the engagement with the selected vendor, including review of key artefacts and gathering current state information on data and processes which support online community services. Throughout September the project will complete a Review and Analysis phase, refining the current state with the business teams and identifying the business priorities for a Master Data Management framework.
<b>1371</b>	<b>Participation Platform</b>
All Wards	Community Engagement Platform Request for Tender evaluation in progress. Appointment of successful vendor and contract negotiations expected September 2020.
<b>1373</b>	<b>Active Aging System Platform</b>
All Wards	In consultation with the sponsoring business, this initiative has been re-prioritised on the ICT Roadmap V5 to commence in July 2021, and this decision has been endorsed by the March 2020 ICT Governance Committee. This decision reflects the business readiness to commence given competing priorities and operating decisions.
<b>1374</b>	<b>Early Years Platform</b>
	The Transformation team are currently working with Family and Children's Services Early Years to to implement activities which will create the additional capacity required to commence the ICT Project. Project commencement date is to be confirmed in November 2020.
<b>1376</b>	<b>Digital Customer Channels Transformation - DCCT Ph2</b>
All Wards	Phase 2 - Deliver a new staff Intranet and a secure portal for residents within our new website, as well as continued rollout of services. Will commence end of 2020.
<b>1377</b>	<b>Cloud Solutions</b>
All Wards	Project waiting to be scheduled
<b>1379</b>	<b>Customer Relationship Management (CRM)</b>
All Wards	This project is due to commence in FY 20/21

## 11.2 Assemblies of Councillors

**SUMMARY:** Manager, Governance, Phil McQue

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

### RECOMMENDATION

That Council:

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

### 1. INTRODUCTION

Under section 80A(2) of the Local Government Act, the Chief Executive Officer must present a written record of an Assembly of Councillors to an ordinary meeting of Council as soon as practicable after an Assembly occurs. This written record is required to be incorporated into the minutes of the meeting.

### 2. CONFIDENTIALITY

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

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

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

### Attachments

1. Attachment 1 - Assemblies of Councillors [11.2.1 - 13 pages]





## Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 10/8/2020

Name of Committee or Group (if applicable): Issues Briefing (via Zoom)

Time Meeting Commenced: 8.29pm

**Name of Councillors Attending:**

Cr Nicole Seymour, Mayor

Cr Adam Gill

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Tony Holland

Cr Peter Lockwood

Cr Lisa Cooper

C John Mortimore

Cr Darren Pearce

**Name of Members of Council Staff Attending:**

Tony Doyle

Phil McQue

Matt Hanrahan

Andrew Dowling

Matt Kelleher

Angela Morcos (Item 1)

Sam Mazer

Tanya Scicluna

Sam Stanton

**Matters Considered:**

1. Knox COVID-19 Relief and Recovery Verbal Update
2. COVID-19 Restrictions on Election Signage

**Any conflict of interest disclosures made by a Councillor attending: \* No**

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Andrew Dowling

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 11/8/2020

Name of Committee or Group (if applicable): Youth Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Jake Keogh

Name of Members of Council Staff Attending:

Katie Scott

Tony Justice

Nicole Columbine

Andrea Szymanski

Matters Considered:

1. Open Space

2. Lewis Park Masterplan Update

Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Katie Scott

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 12/8/2020

Name of Committee or Group (if applicable): Environment Advisory Committee

Time Meeting Commenced: 7.30pm

Name of Councillors Attending:

Cr John Mortimore

Name of Members of Council Staff Attending:

Anthony Petherbridge

Trish Winterling

Sam Sampanthar

Matters Considered:

Anticipated Urban Change and Growth in Knox

Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Sam Sampanthar

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 13/8/2020

Name of Committee or Group (if applicable): Community Development Fund Evaluation Panel

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Nicole Seymour, Mayor

Cr Marcia Timmers-Leitch, Deputy Mayor

Name of Members of Council Staff Attending:

Deb Robert

Cassie Wright

Saskia Weerheim

Matters Considered:

Assessment and discussion of 2020-21 applications

Any conflict of interest disclosures made by a Councillor attending: \* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Cassie Wright

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 17/8/2020

Name of Committee or Group (if applicable): Issues Briefing (via Zoom)

Time Meeting Commenced: 6.30pm

**Name of Councillors Attending:**

Cr Nicole Seymour, Mayor

Cr Jake Keogh

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Lisa Cooper

Cr John Mortimore

Cr Darren Pearce

Cr Adam Gill

**Name of Members of Council Staff Attending:**

Tony Doyle

Deborah Wilding (Item 2)

Matt Hanrahan

Jo Liu (Item 3)

Matt Kelleher

Madeleine Cheah (Item 3)

Sam Mazer

Anthony Petherbridge (Item 3)

Tanya Scicluna

Bronwyn Commandeur (Item 4)

Sam Stanton

Nicole Columbine (Item 4)

Phil McQue

Andrew Dowling

**Matters Considered:**

1. Knox COVID-19 Relief and Recovery Verbal Update

2. Wantirna Parking Management Plan

3. Development Contributions Plan (DCP)

4. Knox Leisureworks Update

5. Financial Impact of COVID-19

6. Meeting Protocols for Council Meeting via Zoom

**Any conflict of interest disclosures made by a Councillor attending:\*** No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Andrew Dowling

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 18/8/2020

Name of Committee or Group (if applicable): Community Development Fund Evaluation Panel

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Nicole Seymour, Mayor

Cr Marcia Timmers-Leitch, Deputy Mayor

Name of Members of Council Staff Attending:

Cassie Wright

Saskia Weerheim

Jodie Heriot

Matters Considered:

Assessment and discussion of 2020-21 applications

Any conflict of interest disclosures made by a Councillor attending: \* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Cassie Wright

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



**Record of Assembly of Councillors**  
(Section 80A Local Government Act)

Complete this Section

**Date of Assembly:** 18/8/2020

**Name of Committee or Group (if applicable):** Knox Multicultural Advisory Committee

**Time Meeting Commenced:** 6.30pm

**Name of Councillors Attending:**

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Peter Lockwood

**Name of Members of Council Staff Attending:**

Lisette Pine

Joan Pepi

Sam Sampanthar

Tracie Armstrong

Tony Justice

**Matters Considered:**

1. Knox City Council COVID-19 Recovery Planning Stakeholder Discussion

2. Knox City Council Climate Response Plan

3. Knox City Council Community Response to Increased Incidents of Racism

**Any conflict of interest disclosures made by a Councillor attending:** \* No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Joan Pepi

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 19/8/2020

Name of Committee or Group (if applicable): Knox Arts and Culture Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Peter Lockwood

Cr John Mortimore

Name of Members of Council Staff Attending:

Elissa Pachacz

Ellen Ramsay

Brit Josephs

Sam Sampanthar

Tracie Armstrong

Matters Considered:

1. Presentation/Feedback: Climate Response Plan

2. Stringybark Virtual Festival 2020

3. Knox Factor Virtual Program 2020

4. Update on COVID-19 Recovery, Resources and Projects

5. Arts Festival Update

Any conflict of interest disclosures made by a Councillor attending: \* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Elissa Pachacz

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.





**Record of Assembly of Councillors**  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 20/8/2020

Name of Committee or Group (if applicable): Early Years Advisory Committee

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Adam Gill

Name of Members of Council Staff Attending:

Liz Stafford

Robyn Renkema

Jennifer Richardson

Tracie Armstrong

Sam Sampanthar

Nadine Gaskell

Matters Considered:

1. Climate Response Plan

2. Knox Parks Passport

Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Jennifer Richardson

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 21/8/2020

Name of Committee or Group (if applicable): CEO Performance Evaluation Committee

Time Meeting Commenced: 9.30am

Name of Councillors Attending:

Cr Nicole Seymour, Mayor

Cr Marcia Timmers-Leitch, Deputy Mayor

Cr Peter Lockwood (joined 10.34am)

Cr John Mortimore (joined 10.31am)

Name of Members of Council Staff Attending:

Tony Doyle

Matters Considered:

1. Draft CEOs Key Performance Indicators 2020/2021

2. Confirmation of Minutes and CEO KPI Scoring from Meeting Held 23 July 2020

3. Next Meeting

Any conflict of interest disclosures made by a Councillor attending: \* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Tony Doyle

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



## Record of Assembly of Councillors

(Section 80A Local Government Act)

### Complete this Section

**Date of Assembly:** 31/8/2020

**Name of Committee or Group (if applicable):** Issues Briefing (via Zoom)

**Time Meeting Commenced:** 6.25pm

#### Name of Councillors Attending:

Cr Nicole Seymour, Mayor	Cr Jake Keogh
Cr Marcia Timmers-Leitch, Deputy Mayor	Cr Tony Holland
Cr Peter Lockwood	Cr Lisa Cooper
Cr John Mortimore	Cr Darren Pearce

#### Name of Members of Council Staff Attending:

Tony Doyle	Carrie Hudson (Item 4)
Matt Hanrahan	Kathryn Holland (Item 4)
Matt Kelleher	Jon Wright (Item 4)
Sam Mazer	Darlene Swan (Item 4)
Tanya Scicluna	Tanya Styles (Item 4)
Sam Stanton	Andrea Szymanski (Item 5)
Phil McQue	Helene Agius (Item 5)
Andrew Dowling	Tracie Armstrong (Item 6)
Angela Morcos (Item 1)	Sam Sampanthar (Item 6)
Sharon Barker (Item 2)	Anthony Petherbridge (Item 6)
Petrina Dodds Buckley (Item 2)	Monica Micheli (Item 7)
Janine Brown (Item 3)	John Williams (Item 7)
Liz Stafford (Item 3)	Nicole Columbine (Item 7)

#### Matters Considered:

1. Knox COVID-19 Relief and Recovery Verbal Update
2. Knox Electronic Gaming Policy Update
3. Funded Kindergarten Policy
4. State of Knox and Municipal Survey Reports
5. Boronia Park Masterplan
6. Climate Response Plan Update
7. Knox Netball Centre – Final Concept Plans and Progress Update

#### Any conflict of interest disclosures made by a Councillor attending: \* No

Name	Disclosure	Relevant Matter	Left Assembly **

**Name of Person Completing Record:** Andrew Dowling

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 7/9/2020

Name of Committee or Group (if applicable): Issues Briefing (via Zoom)

Time Meeting Commenced: 6.30pm

Name of Councillors Attending:

Cr Nicole Seymour, Mayor Cr Jake Keogh

Cr Marcia Timmers-Leitch, Deputy Mayor Cr Tony Holland

Cr Peter Lockwood Cr Lisa Cooper

Cr John Mortimore Cr Darren Pearce

Cr Adam Gill

Name of Members of Council Staff Attending: Petrina Dodds Buckley (Item 2 and 4)

Tony Doyle Andrea Szymanski (Item 2)

Matt Hanrahan Monic Micheli (Item 3)

Matt Kelleher Nicole Columbine (Item 3 and 5)

Sam Mazer Pam Kunst (Item 3)

Tanya Scicluna Raini Nailer (Item 4)

Sam Stanton Angela Morcos (Item 5)

Andrew Dowling Imogen Kelly (Item 5)

Phil McQue Dennis Bastas (Item 5)

Linda Merlino (Item 2) Steve Dickson (Item 5)

Matters Considered:

1. Knox COVID-19 Relief and Recovery Verbal Update
2. The Basin CFA Redevelopment
3. Fairpark Reserve Multi-Purpose Community Facility
4. COVID-19 Household Survey
5. COVID-19 Community and Business Support Package
6. Agreement with the WNBL Boomers
7. Use of Knox Logo
8. Tree Assets – Liability and Insurance
9. Acknowledgement of Acting Director, Engineering and Infrastructure

Any conflict of interest disclosures made by a Councillor attending:\* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Andrew Dowling

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.



Record of Assembly of Councillors  
(Section 80A Local Government Act)

Complete this Section

Date of Assembly: 8/9/2020

Name of Committee or Group (if applicable): Knox Disability Advisory Committee

Time Meeting Commenced: 2.30pm

Name of Councillors Attending:

Cr Nicole Seymour, Mayor

Name of Members of Council Staff Attending:

Petrina Dodds Buckley

Alison Treeby

Sylvester Ng

Damien Tran

Zara Ariarta

Matters Considered:

1. Traffic and Transport Presentation

2. Knox Disability Advisory Committee Work Plan

Any conflict of interest disclosures made by a Councillor attending: \* No

Name	Disclosure	Relevant Matter	Left Assembly **

Name of Person Completing Record: Alison Treeby

\* Note: A Councillor making a disclosure must (80A(3)) make a disclosure under s79 and complete a Disclosure of Conflict of Interest Form.

\*\* Councillor disclosing to an assembly that he or she has a conflict of interest must leave the assembly prior to the matter being discussed and not return until the item has been considered.

## 12 Motions for Which Notice has Previously Been Given

### 13 Supplementary Items

#### 13.1 State Basketball Centre – Memorandum of Understanding (Confidential)

A confidential supplementary report will be circulated prior to the meeting

#### 13.2 State Basketball Centre – Funding Agreement (Confidential)

A confidential supplementary report will be circulated prior to the meeting

14 Urgent Business

14.1 Urgent Business

14.2 Call Up Items

15 Questions Without Notice

16 Confidential Items (all confidential items are circulated under separate cover)

16.1 Knox Leisureworks Update

16.2 Digital Customer Channels Transformation – Website Build Stream Procurement Report

16.3 Sale of Council Property – Set Reserve for 1221 Mountain Highway, The Basin

16.4 Chief Executive Officer June 2020 Performance Review and Key Performance Indicators 2020-21

16.5 Chief Executive Officer Remuneration Review

# **SUPPLEMENTARY AGENDA**

**knox**  
your city



Ordinary Meeting of Council

To be held via Zoom

On

Monday 21 September 2020 at 7:00 pm



**Order of Business**

12 Motions for Which Notice has Previously Been Given .....3

    12.1 Notice of Motion No 109 – Activity Centre Building Design Quality.....3

    12.2 Notice of Motion No 110 – Knox Landfill Solar Farm Business Case.....4

13 Supplementary Items.....5

    13.1 State Basketball Centre Expansion – Memorandum of Understanding (Confidential).....5

    13.2 Funding Agreement – State Basketball Centre Expansion Project (Confidential).....5

    13.3 Additional Applications - Minor Grants Program 2020-21.....6

Tony Doyle  
Chief Executive Officer

## 12 Motions for Which Notice has Previously Been Given

### 12.1 Notice of Motion No. 109 – Activity Centre Building Design Quality



21 September 2020

## Notice of Motion No. 109

### Activity Centre Building Design Quality

I hereby give notice that it is my intention to move at the Ordinary Meeting of Council on 21 September 2020 the following motion.

That Council:

*Acknowledge its investment over the years to improve building design in activity centres through preparing plans and strategies and the convening of the Knox Design and Development Excellence Awards; that a report be provided to the February 2021 Ordinary Meeting advising if it is possible to make it mandatory for apartment, townhouse and commercial developments within activity centres to be designed by a registered architect to help facilitate better design outcomes. If this is possible, the report should address how this may be achieved (for example via the planning scheme or any other mechanism) or if not possible, identify other options Council could consider to facilitate better design outcomes.*

Cr Adam Gill  
Dinsdale Ward

21 September 2020

## 12.2 Notice of Motion No. 110 – Knox Landfill Solar Farm Business Case



21 September 2020

# Notice of Motion No.110

## Knox Landfill Solar Farm Business Case

I hereby give notice that it is my intention to move at the Ordinary Meeting of Council on 21 September 2020 the following motion.

*That a report be provided to the February 2021 Ordinary Meeting providing an update on the development of a business case for the Knox Landfill Solar Farm proposal, as part of investigating the potential for a solar power generation on the former landfill site at 1180 High Street Road, Wantirna South.*

Cr Adam Gill  
Dinsdale Ward

21 September 2020

## 13 Supplementary Items

### 13.1 State Basketball Centre Expansion – Memorandum of Understanding (Confidential)

A confidential report has been circulated under separate cover

This report is included in the confidential agenda, having been declared confidential information pursuant to Section 77(2)(c) of the Local Government Act 1989, as it relates to:

- Council business information, that could prejudice Council's position in negotiations with the Victorian Government and or other stakeholders in the Knox Regional Sports Park site.
- legal privileged information, being information from confidential communications between Council and its lawyer created for the dominant purpose of the lawyer providing legal advice to Council regarding the MOU.

### 13.2 Funding Agreement – State Basketball Centre Expansion Project (Confidential)

A confidential report has been circulated under separate cover

This report is included in the confidential agenda, having been declared confidential information pursuant to Section 77(2)(c) of the Local Government Act 1989, as it relates to:

- Council business information, that could prejudice Council's position in negotiations with the Victorian Government and or other stakeholders in relation to the Knox Regional Sports Park site and the State Basketball Centre Expansion Project.

### 13.3 Additional Applications - Minor Grants Program 2020-21

#### **SUMMARY: Coordinator Community Partnerships, Saskia Weerheim**

This supplementary Minor Grants report summarises the grant applications received since submission of the September Minor Grants Program report. As Council is about to enter caretaker period and the opportunity for Council to consider Minor Grant applications won't occur again until late November 2020, a decision was made to assess all applications that were received in the intervening period prior to the September Council meeting. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000, which has been the current limit since the commencement of the 2020-2021 financial year.

#### **RECOMMENDATION**

That Council:

1. Approve four applications for a total of \$9,232.91 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Ferntree Gully Eagles Football Netball Club – Junior Division	Financial assistance with utilities	\$3,000.00	\$3,000.00
Rowville Cricket Club	Scoreboard processor and laptop	\$2,678.50	\$2,678.50
Ferntree Gully Girl Guides	Financial assistance with utilities	\$3,000.00	\$3,000.00
Rowville Lions Club	Renewal of insurance for club's general properties	\$554.41	\$554.41
<b>TOTAL</b>		<b>\$9,232.91</b>	<b>\$9,232.91</b>

2. Note that inclusive of the above recommended grants, which total \$9,232.91, a total of \$82,304.70 has been awarded to date under the 2020-2021 Minor Grants Program to support 39 community-based organisations and their programs.

#### **1. INTRODUCTION**

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objectives of the Minor Grants Program are:

- To increase and sustain participation in a wide range of quality services within the municipality; to build and strengthen local networks and partnerships; and to support community leadership, learning and skill development;
- To support new initiatives or the expansion of an existing service that will address a clearly identified community need and contribute to the development, promotion and accessibility of a diverse range of quality community services and community resources within Knox; and
- To increase the level of resources of community organisations that provide, help, advice or support to the Knox community.

Applications are assessed against criteria specified in the Minor Grants Program Policy (updated and approved in April 2020) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Policy, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

## **2. DISCUSSION**

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Policy.

A further four complete Minor Grant applications were received since submitting the September Minor Grants Program report for Council consideration, requesting grants totalling \$9,232.91.

This report recommends all four applications for Council's approval as they meet the eligibility requirements of Council's Minor Grants Program Policy. Documentation in support of each application has been sighted by Officers and meets eligibility requirements.

Rowville Cricket Club have applied for an amount of \$2,678.50 to replace a stolen laptop and scoreboard processor.

The three remaining applicants have applied for funding for operating expenses. All three applicants have noted the impact the pandemic has had on their club's ability to meet these financial obligations. They are as follows:

- Ferntree Gully Eagles Football Netball Club – Junior Division for financial assistance with utilities for \$3000.00;
- Ferntree Gully Girl Guides for financial assistance with utilities for \$3,000.00; and
- Rowville Lions Club for assistance with renewal of insurance for the club's general properties for \$554.41.

The Minor Grants Program does not normally assist with expenses that would form part of a reasonable operating budget for the applicant organisation (clause 6.22). However, as these applications are in response to the pandemic, it is recommended that Council waive this clause, under Section 7 of the Policy, and approve the entire amount for each of the organisations.

All of these projects are clearly targeted to the benefit of the Knox community and address the objectives of the Minor Grants program.

### **3. CONSULTATION**

Consultation is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

The Policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

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

There are no environmental or amenity issues associated with this report.

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

The approval of Minor Grants is managed within Council's adopted budget. The 2020/21 budget provides \$200,000.00 for the Minor Grants Program. Recommended applications in this supplementary report for the September 2020 period total \$9,232.91. If approved as recommended, the remaining Minor Grants budget for 2020/21 will total \$128,521.93, before GST adjustments.

### **6. SOCIAL IMPLICATIONS**

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. The Minor Grants is a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

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

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

Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others

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

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

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

Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

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

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

Strategy 7.3 - Strengthen community connections

**8. CONFLICT OF INTEREST**

Under Section 130 of the Local Government Act 2020 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Coordinator Community Partnerships, Saskia Weerheim – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Director, Community Services, Tanya Scicluna – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

**9. CONCLUSION**

This report contains the recommendation for funding through the Minor Grants program.

**10. CONFIDENTIALITY**

There is no information of a confidential nature in this report. Personal information, including names and address information, has been redacted from Attachment 1 to facilitate its inclusion in the public agenda.

**Report Prepared By:** Coordinator Community Partnerships, Saskia Weerheim

**Report Authorised By:** Director Community Services, Tanya Scicluna

**Attachments**

1. ATTACHMENT 1 - Minor Grant Applications - September - Supplementary Report [13.3.1 - 22 pages]



**Minor Grants Program - 2020 - 2021****Minor Grants Program Application Form 2020****Application 39- MGP - 2020-21 From Ferntree Gully Eagles Football Netball - Junior Divison**

Form Submitted 16 Sep 2020, 5:57am AEST

**MINOR GRANTS PROGRAM APPLICATION FORM****Minor Grants Information**

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

**Application Category****Application Amount**

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details****Organisation Name \***

Ferntree Gully Eagles Football Netball - Junior Divison

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021****Minor Grants Program Application Form 2020****Application 39- MGP - 2020-21 From Ferntree Gully Eagles Football Netball - Junior Divison**

Form Submitted 16 Sep 2020, 5:57am AEST

[Redacted] Postcode, and Country are required.

**Contact Name****Project Contact Address \***

[Redacted] Province, Postcode, and Country are required.

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[Redacted] Australian phone number.

**Email \*****Please provide your ABN**

49 562 259 379

Information from the Australian Business Register	
<b>ABN</b>	49 562 259 379
<b>Entity name</b>	Ferntree Gully Eagles Football Netball Club
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC
<i>Information retrieved at 5:21am yesterday</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 39- MGP - 2020-21 From Ferntree Gully Eagles Football Netball - Junior Divison**  
 Form Submitted 16 Sep 2020, 5:57am AEST

**Please provide your Incorporated number**  
 A0102940G

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Financial Assistance with utilities

**(a) Briefly describe details of the request: \***

Due to Covid 19 we have not been able to fundraise through our canteens to pay for amenity utilities. We are requesting financial assistance with utilities for 2020/2021.

**(b) What community benefit is gained from this project / activity? \***

Ferntree gully eagles junior football club provide a service for over 500 youth members within Knox and our request for financial assistance with utilities helps us to continue to provide assistance to these members in 2021.

**Project Start Date \***

01/11/2020

Must be a date.

**Project End Date \***

01/06/2021

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$4,200.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 39- MGP - 2020-21 From Ferntree Gully Eagles Football Netball - Junior Divison**  
 Form Submitted 16 Sep 2020, 5:57am AEST

<b>Expenditure</b>	<b>\$</b>
Gas	\$1,156.00
Electricity	\$2,575.00
Water	\$469.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$4,200.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: FTG Eagles JFC 2019 EFL Submission.xls  
 File size: 41.0 kB

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Filename: Profit Loss May 18.pdf  
 File size: 16.2 kB

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: CERT Ferntree Gully Eagles Football Netball Club.pdf  
 File size: 119.7 kB

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 39- MGP - 2020-21 From Ferntree Gully Eagles Football Netball - Junior Divison**  
Form Submitted 16 Sep 2020, 5:57am AEST

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Filename: COC-Ferntree-Gully-Football-Netball-Club-Inc 2020.pdf  
File size: 98.3 kB

**Public Liability Expiry Date \***

01/01/2021  
Must be a date.

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Ferntree Gully Eagles Football Netball - Junior Divison

**Declaration Date \***

16/09/2020  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 68- MGP - 2020-21 From Rowville Cricket Club**  
 Form Submitted 16 Sep 2020, 6:30pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Rowville Cricket Club

**Organisation Address \***

██████████

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 68- MGP - 2020-21 From Rowville Cricket Club**  
 Form Submitted 16 Sep 2020, 6:30pm AEST

[REDACTED] State/Province, Postcode, and Country are required.

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

State/Province, Postcode, and Country are required.

**Phone Number**

Must be an Australian phone number.

**Mobile Phone Number \***

[REDACTED]

Australian phone number.

**Email \***

[REDACTED]

s.

**Please provide your ABN**

91 631 081 607

Information from the Australian Business Register	
<b>ABN</b>	91 631 081 607
<b>Entity name</b>	Rowville Cricket Club
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 1:10pm yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 68- MGP - 2020-21 From Rowville Cricket Club**  
 Form Submitted 16 Sep 2020, 6:30pm AEST

A0014416F

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Scoreboard processor and laptop replacement

**(a) Briefly describe details of the request: \***

The RCC & RFC are applying for this Minor Grants programme to replace a stolen laptop and scoreboard processor. Due to the Covid 19 situation and the immediate lockdown of all council facilities the RFC had no chance to remove the computer and processor from our shipping container at Seebeck reserve. Container keys are kept locked behind the bar and access wasn't possible due to facility keys being handed back to council in March. In June 2020 RFC were advised that scoreboard container had been broken into with both the scoreboard processor and laptop required to run the scoreboard stolen.

**(b) What community benefit is gained from this project / activity? \***

If successful in our application the Rowville Cricket and Football clubs will be able to put the money that will have to be spent on the processor and laptop towards the increased expenditure on items such as increased cleaning for the 2020/21 cricket and 2021 football seasons due to Covid 19. As local sporting clubs we like many local businesses are already feeling the financial effect of the Covid 19 pandemic, reduced participants and reduced sponsorships have already been identified as issues we will be faced with this season.

**Project Start Date \***

16/11/2020  
 Must be a date.

**Project End Date \***

16/11/2020  
 Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,678.50  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 68- MGP - 2020-21 From Rowville Cricket Club**  
 Form Submitted 16 Sep 2020, 6:30pm AEST

\$2,678.50

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Replacement of laptop and scoreboard Processor	\$2,678.50
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$2,678.50

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Electronic Signage Australia - Rowville Football & Cricket Club - Video Board Equipment Quotation.pdf  
 File size: 154.8 kB

### Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 68- MGP - 2020-21 From Rowville Cricket Club**  
Form Submitted 16 Sep 2020, 6:30pm AEST

**Attach relevant documentation:**

---

Filename: Certificate of Incorporation - A0014416F.pdf  
File size: 101.0 kB

**Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Public Liability Insurance 20-21.pdf  
File size: 145.4 kB

**Public Liability Expiry Date \***

30/06/2021  
Must be a date.

**DECLARATION**

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

President Rowville Cricket Club

**Declaration Date \***

16/09/2020  
Must be a date.

**Privacy Statement**

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2020 - 2021****Minor Grants Program Application Form 2020****Application 69- MGP - 2020-21 From Girl Guides Association of Victoria - Ferntree Gully**

Form Submitted 16 Sep 2020, 6:32am AEST

**MINOR GRANTS PROGRAM APPLICATION FORM****Minor Grants Information**

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

**Application Category****Application Amount**

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details****Organisation Name \***

Girl Guides Association of Victoria - Ferntree Gully

**Organisation Address \***

[REDACTED]

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 69- MGP - 2020-21 From Girl Guides Association of Victoria - Ferntree Gully**  
 Form Submitted 16 Sep 2020, 6:32am AEST

[REDACTED]  
 Province, Postcode, and Country are required.

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

an phone number.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

Information from the Australian Business Register	
<b>ABN</b>	
<b>Entity name</b>	
<b>ABN status</b>	
<b>Entity type</b>	
<b>Goods &amp; Services Tax (GST)</b>	
<b>DGR Endorsed</b>	
<b>ATO Charity Type</b>	
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	
<b>Main business location</b>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Auspice Details**

**Auspice Organisation Name \***

Girl Guides Association of Victoria - Knox District

**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 69- MGP - 2020-21 From Girl Guides Association of Victoria - Ferntree Gully**  
 Form Submitted 16 Sep 2020, 6:32am AEST

**Auspice ABN**  
 59 533 729 847

Information from the Australian Business Register	
<b>ABN</b>	59 533 729 847
<b>Entity name</b>	Girl Guides Association Of Victoria
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3008 VIC

*Information retrieved at 6:00am yesterday*

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

District Manger

**Auspice Phone Number \***

[REDACTED]

Australian phone number.

**Auspice Email \***

[REDACTED]

**Signature of auspice representative - permission required \***

Filename: Knox Council FTG Auspice.docx

File size: 406.2 kB

Please upload signed declaration from auspice representative

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Financial Assistance with utilities for Ferntree Gully Guide Girls group

**(a) Briefly describe details of the request: \***

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Due to Corvid19 all avenues of fund raising have been stopped. It is vital that we receive some financial assistance as we are not able to hire out our hall to cover funds like hall costs including insurance, electricity, water and gas bill for the rest of 2020 and into 2021.

**(b) What community benefit is gained from this project / activity? \***

Ferntree Gully Girl Guides group has 42 families that attend girl guides there every week. We are based in a low social economic area and financially fund several families within this group, the girls annual registration fees so they can attend girl guides. Without this funding we will not financially be able to continue to assist these families as with no income at all we can afford the hall hire or utilities expenses. Assistance with the utilities will also mean we will still be able to provide a subsidised hall hire cost to Foothills community groups for their weekly meals night.

**Project Start Date \***

01/11/2020

Must be a date.

**Project End Date \***

01/06/2021

Must be a date.

## BUDGET

\* indicates a required field

**(d) What is the total cost of the project / activity? \***

\$3,207.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Gas	\$789.42
Electricity	\$1,234.60
Water	\$357.00
Hall insurances	\$826.20
	Must be a dollar amount.

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## Minor Grant Budget Total

### Total Expenditure Amount

\$3,207.22

This number/amount is calculated.

## Quotes For Planned Expenses

### Attach quotes for expenses here. \*

Filename: FTG - Knox District 2019 - December[17188].pdf  
 File size: 54.6 kB

Filename: FTG Hall Electricity 2020.docx  
 File size: 225.7 kB

Filename: FTG Hall Gas 2020.docx  
 File size: 221.9 kB

Filename: Inv\_105794[17182].pdf  
 File size: 72.2 kB

Filename: SSE 310119[17176].pdf  
 File size: 597.1 kB

## Other Grant Funding

### (e) Have funds been sought / provided from other Council grants? \*

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

\* indicates a required field

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

Filename: LEGEndorsementDeductibleGiftRecipient.pdf  
 File size: 22.1 kB

Filename: LEGNoticeEndorsementOfCharityTaxConcessions.pdf  
 File size: 40.2 kB

## Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

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Filename: Public Liability Insurance 2020-21.pdf  
File size: 175.7 kB

**Public Liability Expiry Date \***

01/06/2021  
Must be a date.

## DECLARATION

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Girl Guides Association of Victoria - Knox District

**Declaration Date \***

16/09/2020  
Must be a date.

## Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.



**Minor Grants Program - 2020 - 2021**  
**Minor Grants Program Application Form 2020**  
**Application 70- MGP - 2020-21 From Rowville Lions Club**  
 Form Submitted 16 Sep 2020, 3:55pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

**Application Amount**

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Rowville Lions Club

**Organisation Address \***

[REDACTED]

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[REDACTED] ate/Province, Postcode, and Country are required.

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

ate/Province, Postcode, and Country are required.

**Phone Number**

[REDACTED]

tralian phone number.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Email \***

[REDACTED]

**Please provide your ABN**

70 977 340 038

Information from the Australian Business Register	
<b>ABN</b>	70 977 340 038
<b>Entity name</b>	Lions Club of Rowville Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 3:16pm yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Incorporation Details**

**Please provide your Incorporated number**

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A0027176U

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

This application is intended to request from you a grant to pay renewal of insurance for our clubs' general properties

**(a) Briefly describe details of the request: \***

Due to COVID - 19 is really being affect our club fundraising activities. This is very difficult time for us and the future has never felt so unpredictable. We are facing financial difficulties to pay our dues. We hope is that you able to grant this request for us to pay our policy.

**(b) What community benefit is gained from this project / activity? \***

The reality of COVID - 19 is really being felt by all our community throughout Victoria. These are difficult time for everyone, but for the vulnerable and isolated in our community it is as difficult as it gets. As COVID - 19 continues to spread, the future has never felt so unpredictable. These are challenging time for us all, specially the newly unemployed, non-resident international students, temporary visa holders, asylum seekers and many more. Our club members have been working hard to assist them and have adjusted our services to continue to provide support. We are a small chapter of Lions, doing big things within our community. We have done a food drive to collect canned foods, dry goods, groceries and gift cards.

Rowville Lions club is running a free food corner to provide lunch pack, bread and gift vouchers to the newly unemployed, non-resident international students, temporary visa holders, asylum seekers and many more.

So we need to pay our insurance policy therefor we can continue to use those item to support our community peoples.

**Project Start Date \***

30/09/2020

Must be a date.

**Project End Date \***

30/09/2021

Must be a date.

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$554.41

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Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$554.41

Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Renewal Rowville Lions Club BBQ Trailer	\$237.74
Renewal Rowville Lions Club public and products liability	\$223.17
Renewal Rowville Lions Club project equipment	\$93.50
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$554.41

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: RLC1.pdf  
 File size: 434.9 kB

Filename: RLC2.pdf  
 File size: 381.1 kB

Filename: RLC3.pdf  
 File size: 440.5 kB

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

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**\* indicates a required field**

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: RLC4.jpg  
 File size: 96.6 kB

Filename: RLC5.jpg  
 File size: 85.2 kB

## **Evidence of Public Liability**

**Evidence of current Public Liability Insurance must be supplied \***

Filename: certificate of currency 2020 2021 (1).pdf  
 File size: 81.1 kB

**Public Liability Expiry Date \***

01/09/2021  
 Must be a date.

## **DECLARATION**

**\* indicates a required field**

**I declare that all information within this application is true and correct. If successful I will provide an acquittal of all funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

Rowville Lions Club

**Declaration Date \***

16/09/2020  
 Must be a date.

## **Privacy Statement**

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request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**EFT PAYMENT CONSENT**

**\* indicates a required field**

**Payment of Grant**

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

**Bank Account \***

Account Name: [REDACTED]  
BSB Number: [REDACTED]  
Account Number: [REDACTED] format.

[REDACTED]

**Position \***

President

**Organisation \***

Rowville Lions Club

**Email Address \***

[REDACTED]

**Contact Phone Number \***

[REDACTED] an phone number.

**Date \***

16/09/2020  
Must be a date.