

MINUTES

Meeting of Council

Held via Zoom

On

Monday 22 November 2021

The Agenda for the Meeting of Council, Monday 22 November 2021, forms part of these Minutes and is attached in full at the end of the Minutes.

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

The meeting commenced at 7:04 pm.

PRESENT:

<i>Cr S Laukens (Mayor)</i>	<i>Friberg Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr J Dwight</i>	<i>Chandler Ward</i>
<i>Cr M Timmers-Leitch</i>	<i>Collier Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Thorne</i>	<i>Director – Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - Strategy and Integrity</i>
<i>Ms T Scicluna</i>	<i>Director – Connected Communities</i>
<i>Ms I Kelly</i>	<i>Acting Director - City Centre</i>
<i>Ms S Stanton</i>	<i>Executive Manager - Strategy, People and Culture, Interim Information Technology & Transformation</i>
<i>Mr P McQue</i>	<i>Manager, Governance</i>
<i>Mr A Dowling</i>	<i>Coordinator, Governance</i>

THE MEETING OPENED WITH A PRAYER, STATEMENT OF ACKNOWLEDGEMENT, A STATEMENT OF COMMITMENT AND ACKNOWLEDGEMENT OF THE COMMUNITY VISION 2031

“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

Apologies were received from Councillor Cooper.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

Councillor Timmers-Leitch left the meeting at 7.10pm and returned at 7.10pm.

The Chairperson, Councillor Laukens invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 25 October 2021, the Ad Hoc Meeting of Council on Wednesday 3 November 2021 and the Meeting for the Election of the Mayor and Deputy Mayor on Monday 15 November 2021. There being none, the Chairperson declared the Minutes be confirmed.

4 Presentations, Petitions and Memorials

Nil.

5 Reports by Councillors

5.1.1 Councillor Dwight

Councillor Dwight reported attending the following meetings:

- The Basin Community House Annual General Meeting
- The Basin Music Festival Committee Meeting
- Knox Remembrance Day Ceremony
- The Basin Triangle Stakeholder Engagement
- EAGA Executive and Steering Committee Joint Meeting

Councillor Dwight also:

- Advised a large portion of land in the Salvation Army Farm has been advertised for sale by expression of interest, noting the property was outside the Urban Growth Boundary and would require a planning scheme amendment to change the zoning.
- Reminded the community to have their say on Council's draft Knox Green Areas and Rural Strategy (GARS) to protect areas outside the urban growth boundary, advising consultation closes on Sunday 12 December.

5.1.2 Councillor Timmers-Leitch

Councillor Timmers-Leitch reported attending the following meetings:

- Youth Advisory Committee Meeting
- Knox Factor Semi Finals
- Your Library Board Meeting- Eastern Regional Libraries
- VLGA Connect Live Panel Discussion: In Conversation with Victoria's Local Government Policy and Integrity Agencies
- Knox Hockey Club Working Group Meeting
- Knox Remembrance Day Service
- Knox Arts and Culture Committee Meeting
- Youth Advisory Committee Meeting
- Billoo Park Annual General Meeting
- Sustainable Libraries By Design Meeting
- Announcement of the new Knox Library
- Unveiling of new scoreboard at Templeton Reserve
- Green Areas Rural Strategy consultation at Wantirna Farmers and Makers Market

Councillor Timmers-Leitch also:

- Announced the delivery of public toilets at Templeton Reserve.

5.1.3 Councillor Grasso

Councillor Grasso reported attending the following meetings:

- Opening of the Diwali Festival in Knox
- Knox Arts and Culture Committee Meeting
- Knox Remembrance Day Ceremony

Councillor Grasso also:

- Congratulated First Friends of Dandenong Creek who have been named as finalists in the Premier's Sustainability Awards
- Acknowledged local issues raised with her included Traffic volumes, speed, bike paths, cat curfew and local trees.

5.1.4 Councillor Baker

Councillor Baker reported attending the following meetings:

- Station Street Mural Discussion
- Meeting regarding Dobson Park Usage for Upper Ferntree Gully Cricket Club
- Briefing regarding Upper Ferntree Gully Railway Station Car Parks
- Knox Active Ageing Advisory Committee Meeting

Councillor Baker also:

- Acknowledged the return of local community sport.
- Addressed long grass, mud and drainage concerns at Kings Park which has been raised with Council's Infrastructure team.

5.1.5 Councillor Seymour

Councillor Seymour reported attending the following meetings:

- Diwali Function for the Hindi-Niketan Group
- Knox Remembrance Day Ceremony
- Knox Active Ageing Advisory Committee Meeting
- Knox Disability Advisory Committee Meeting
- Re-opening of the Gates of the Caribbean Gardens

Councillor Seymour also:

- Expressed disappointment regarding the impact of the rules from the Chief Health Officer on the use of community facilities.
- Outlined concerns regarding mowing and high grass with the excess rain and humidity contributing to significant growth.
- Acknowledged there had been an increase in potholes being reported by the community.
- Expressed disappointment in the vandalising of a Gandhi statue recently erected at the Knox Indian Community Centre.

5.1.6 Councillor Laukens

Councillor Laukens reported attending the following meetings:

- Ministerial Announcement- Empowered Communities Grant
- Economic Development- Knox Biz and Business Support
- MAV Webinar- How to Navigate Social Media and the High Court Ruling
- Bunjil Way Users Group Meeting
- Knox Arts and Culture Committee Meeting
- Knox Remembrance Day Service
- Eastern Transport Coalition Meeting
- Knox United Churches Club Day and Annual General Meeting
- Financial Performance Report Briefing
- MAV Representatives Welcome Session
- Special Olympics Event at the Knox Italian Community Centre
- Mayoral Governance Guide Meeting

Councillor Laukens also:

- Acknowledged the assistance of the Chief Executive Officer, the Personal Assistant to Mayor and Councillors and other members of the Governance team in settling in to the Mayoral role.

5.1.7 Councillor Allred

Councillor Allred reported attending the following meetings:

- Your Library Board Meeting- Eastern Regional Libraries
- Friends of Blind Creek Billabong Meeting
- Recycle Right Webinar
- Knox Remembrance Day Ceremony

6 City Strategy and Integrity Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation 1 October 2021 to 31 October 2021

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 October 2021 to 31 October 2021) be noted.

RESOLUTION

MOVED: Councillor Allred

SECONDED: Councillor Timmers-Leitch

That the planning applications decided under delegation reports (between 1 October 2021 to 31 October 2021) be noted.

CARRIED

6.2 C184knox and P/2020/6049 – Norvel Estate combined amendment and planning permit

SUMMARY: Patrick Dubuc, Senior Strategic Planner

Amendment C184knox is a combined planning scheme amendment and permit application under Section 96A of the *Planning and Environment Act 1987*. The Amendment has been requested by Norvel Estate Pty Ltd C/- Urbis Pty Ltd.

The Amendment proposes to rezone the subject site from Special Use Zone Schedule 2 (SUZ2) to:

- Neighbourhood Residential Zone Schedule 7 (NRZ7), consistent with the established surrounding residential area;
- Public Conservation and Resource Zone (PCRZ) to reflect part of the land within bushland reserve; and
- Public Park and Recreation Zone (PPRZ) to reflect part of the land connecting to pedestrian/bike trails.

The permit application (P/2020/6049) is for a 138 residential lot staged subdivision, additional reserves and associated works, buildings and works associated with the construction of pathways and pedestrian/bike trail, and vegetation removal.

This report recommends Council seek authorisation from the Minister for Planning to prepare and exhibit the proposed combined amendment and planning permit application and enter into a Section 173 Agreement to procure social housing outcomes. In parallel, officers will voluntarily work with the landowner to undertake actions to conserve vegetation regrowth identified as important off site.

RECOMMENDATION

That Council resolves:

1. To endorse the draft Amendment C184knox documents and draft Planning Application P/2020/6049 permit (Attachments 4 and 5) for the purpose of seeking Ministerial authorisation to prepare and exhibit the Amendment, noting these may be subject to further changes during the authorisation process prior to public exhibition;
2. To write to the Minister for Planning seeking authorisation to prepare and exhibit Planning Scheme Amendment C184knox including the draft Planning Application P/2020/6049 permit to the Knox Planning Scheme;
3. Subject to receiving authorisation from the Minister for Planning, to place Amendment C184knox (Attachment 4), draft Planning Application P/2020/6049 permit (Attachment 5), and the associated supporting documents on public exhibition for a period of at least one month in accordance with Section 19 of the *Planning and Environment Act 1987*; noting the supporting documents include:
 - a. geotechnical and compaction testing of the site undertaken and certified by Civil Test Pty Ltd Soil Testing & Geotechnical Consultants (Attachment 1).
 - b. certificate of environmental audit by Australian Environmental Auditors Pty Ltd (Attachment 2),
 - c. background technical reports (Attachment 3)

- d. statutory planning officer assessment (Attachment 6).
 - e. ecological report by Biosphere Pty Ltd (Attachment 8)
4. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to make minor changes where changes do not affect the purpose or intent of the amendment and approve any further changes to Amendment C184knox and the draft Planning Application P/2020/6049 permit, in response to DELWP comments and/or authorisation conditions prior to public exhibition.
 5. To enter into an agreement under Section 173 of the *Planning and Environment Act 1987* (the “New 173 Agreement”) relating to land situated at Norvel Road, Ferntree Gully, generally in accordance with the draft agreement set out in Attachment 7 to the officer report.
 6. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to:
 - a. negotiate and modify, at their discretion, the New 173 Agreement including in respect of the proposed social housing contribution set out in Attachment 7, noting any such amendments should maintain general accordance with the draft referred to in Resolution 5; and
 - b. sign any relevant documents (including the New 173 Agreement), take any actions and provide any necessary consents, to give effect to these resolutions.
 7. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to liaise with the landowner and key stakeholders (Knox Environment Society and Friends of Blind Creek) seeking agreement to the undertaking of the recommended rescues as outlined in section 2.5 of this report and the ecological report by Biosphere Pty Ltd (Attachment 8).

RESOLUTION

MOVED: Councillor Allred

SECONDED: Councillor Seymour

That Council resolves:

- 1. To endorse the draft Amendment C184knox documents and draft Planning Application P/2020/6049 permit (Attachments 4 and 5) for the purpose of seeking Ministerial authorisation to prepare and exhibit the Amendment, noting these may be subject to further changes during the authorisation process prior to public exhibition;**
- 2. To write to the Minister for Planning seeking authorisation to prepare and exhibit Planning Scheme Amendment C184knox including the draft Planning Application P/2020/6049 permit to the Knox Planning Scheme;**
- 3. Subject to receiving authorisation from the Minister for Planning, to place Amendment C184knox (Attachment 4), draft Planning Application P/2020/6049 permit (Attachment 5), and the associated supporting documents on public exhibition for a period of at least one month in accordance with Section 19 of the *Planning and Environment Act 1987*; noting the supporting documents include:**

- a. geotechnical and compaction testing of the site undertaken and certified by Civil Test Pty Ltd Soil Testing & Geotechnical Consultants (Attachment 1).
 - b. certificate of environmental audit by Australian Environmental Auditors Pty Ltd (Attachment 2),
 - c. background technical reports (Attachment 3)
 - d. statutory planning officer assessment (Attachment 6).
 - e. ecological report by Biosphere Pty Ltd (Attachment 8)
4. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to make minor changes where changes do not affect the purpose or intent of the amendment and approve any further changes to Amendment C184knox and the draft Planning Application P/2020/6049 permit, in response to DELWP comments and/or authorisation conditions prior to public exhibition.
 5. To enter into an agreement under Section 173 of the *Planning and Environment Act 1987* (the “New 173 Agreement”) relating to land situated at Norvel Road, Ferntree Gully, generally in accordance with the draft agreement set out in Attachment 7 to the officer report.
 6. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to:
 - a. negotiate and modify, at their discretion, the New 173 Agreement including in respect of the proposed social housing contribution set out in Attachment 7, noting any such amendments should maintain general accordance with the draft referred to in Resolution 5; and
 - b. sign any relevant documents (including the New 173 Agreement), take any actions and provide any necessary consents, to give effect to these resolutions.
 7. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to liaise with the landowner and key stakeholders (Knox Environment Society and Friends of Blind Creek) seeking agreement to the undertaking of the recommended rescues as outlined in section 2.5 of this report and the ecological report by Biosphere Pty Ltd (Attachment 8).

CARRIED

6.3 980 Stud Road, Rowville

SUMMARY: Simon Ilsley, Principal Planner

Request for the ending of Section 173 Agreement AM657781B from lot S22 on Plan of Subdivision 743596S/S3, affecting Lot S22 in Stage 3 of the Waterlea subdivision in Rowville.

RECOMMENDATION

That Council resolve to end Section 173 Agreement AM657781B affecting lot S22 on Plan of Subdivision 743596S/S3.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Pearce

That Council resolve to end Section 173 Agreement AM657781B affecting lot S22 on Plan of Subdivision 743596S/S3.

CARRIED

6.4 Planning Delegations Review

SUMMARY: Manager City Planning & Building, Paul Dickie

The purpose of this report is to review the Planning Instrument of Delegation which was adopted by Council on 27 September 2021 and previously reviewed in 2017. This report recommends several changes to the Instrument of Delegation due to changes in officer titles, as well as a number of changes to the delegation itself, in particular relating to the triggers relating to when an application can be determined under delegated authority or when it must be determined by Council. The proposed Instrument of Delegation seeks to provide a balance with respect to what applications are determined by Council and the need to provide a timely and cost effective service.

RECOMMENDATION

That Council, in the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1 to the officers’ report), resolve that:

1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the Instrument of Delegation – Planning (Attachment 1) the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;
2. The Instrument of Delegation – Planning set out in Attachment 1 come into force immediately upon this resolution being made and, following the acceptance of tracked changes, the instrument being signed by the Mayor and Council’s Chief Executive Officer;
3. On the coming into force of the above Instrument of Delegation – Planning, the respective previous Instrument of Delegation – Planning executed in September 2021 be revoked; and
4. The duties and functions set out in the Instrument of Delegation – Planning must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may adopt from time to time.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Dwight

PART A

That Council, in the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1 to the officers’ report), resolve that:

- 1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the Instrument of Delegation – Planning (Attachment 1) the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;**
- 2. The Instrument of Delegation – Planning set out in Attachment 1 come into force immediately upon this resolution being made and, following the acceptance of tracked changes, the instrument being signed by the Mayor and Council’s Chief Executive Officer;**

3. On the coming into force of the above Instrument of Delegation – Planning, the respective previous Instrument of Delegation – Planning executed in September 2021 be revoked; and
4. The duties and functions set out in the Instrument of Delegation – Planning must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may adopt from time to time.

PART B

That Council acknowledges that the adopted changes to the Instrument of Delegation - Planning may increase the number of applications required to be reported to Council potentially increasing workload, therefore receive a report in the future if additional resourcing is required for the Planning service as a result, including data on the increased service demands.

CARRIED

A Division was called by Councillor Pearce

**For the motion: Councillor Allred, Councillor Baker, Councillor Grasso, Councillor Laukens
Councillor Seymour**

Against the motion: Councillor Dwight, Councillor Pearce, Councillor Timmers-Leitch

Abstention: Nil

CARRIED 5:3

6.5 Review of Planning Consultative Committee Terms of Reference

SUMMARY: Manager City Planning and Building, Paul Dickie

This report relates to the Terms of Reference for the Planning Consultative Committee. The Terms of Reference are proposed to be reviewed together with the scheduled review of the Instrument of Delegation – Planning. It is recommended that Council adopt a revised Terms of Reference.

RECOMMENDATION

That Council adopt the Terms of Reference for the Planning Consultative Committee, as outlined in Attachment 1 of this report.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Allred

That Council:

- 1. Adopt the Terms of Reference for the Planning Consultative Committee, as outlined in Attachment 1 of this report; subject to the following amendments in Section 5 – Meeting Procedures:**
 - a. Meetings be held online using appropriate meeting technology as the standard approach, with the Ward Councillor having the discretion to recommend that an in person meeting be held at the Knox Civic Centre or other appropriate venue; and**
 - b. The Director City Strategy & Integrity (rather than City Development) require the recommendation of both the Ward Councillor and the Mayor that a Committee Meeting is not required for a particular planning application;**

- 2. Acknowledges that the adopted changes to the Planning Consultative Committee Terms of Reference may increase the number of meetings required, and therefore will receive a report in the future if additional resourcing is required for the Planning service as a result, including data on the increased service demands.**

CARRIED

6.6 Review of Procedure for Consideration of Appeals of Victorian Civil and Administrative Tribunal Decisions

SUMMARY: Manager City Planning and Building, Paul Dickie

This report relates to the internal procedure for the practice of consideration of appeals to the Supreme Court for a review of Victorian Civil and Administrative Tribunal (VCAT) decisions. The procedure is overdue for review, and it is recommended that Council adopt the procedure unchanged with a four year review period.

RECOMMENDATION

That Council adopt the Knox Procedure – Appeals of Victorian Civil and Administrative Tribunal Decisions, as outlined in Attachment 1 of this report.

Councillor Timmers-Leitch left the meeting at 8.17pm and returned at 8.18pm before the vote on item 6.6.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Allred

That Council adopt the Knox Procedure – Appeals of Victorian Civil and Administrative Tribunal Decisions, as outlined in Attachment 1 of this report.

CARRIED

6.7 Submission in Response to the Eastern Metro Land Use Framework Plan

SUMMARY: Senior Strategic Planner, Jo Liu

In response to Victorian Government's Draft Eastern Metro Land Use Framework Plan (LUFP), Officers have prepared and lodged a submission on behalf of Council on a 'without prejudice basis'. This report seeks Council's retrospective adoption of the submission. Any further updates may be provided (if required) following the Council meeting.

RECOMMENDATION

That Council adopt the submission to the Victorian Government's Draft Eastern Metro Land Use Framework Plan (Attachment 1 to the Officers' report) and note that it has been lodged on behalf of Council on a 'without prejudice basis'.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Dwight

That Council adopt the submission to the Victorian Government's Draft Eastern Metro Land Use Framework Plan (Attachment 1 to the Officers' report) and note that it has been lodged on behalf of Council on a 'without prejudice basis'.

PROCEDURAL MOTION

MOVED: Councillor Baker

SECONDED: Councillor Allred

That Councillor Seymour be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.

CARRIED

THE SUBSTANTIVE MOTION WAS CARRIED

6.8 Instrument of Delegation - Council to Strategic Planning Delegated Committee

SUMMARY: Senior Governance Officer, Joyleen Mathias

The Strategic Planning Committee (SPC) was established as a Delegated Committee under section 63 of the *Local Government Act 2020*, comprised solely of Knox Councillors as members of the Committee.

The Strategic Planning Committee considers such business as determined in accordance with the *Local Government Act 2020*, Council Governance Rules and the Instrument of Delegation to the Strategic Planning Committee.

This delegation is being presented to Council for review to comply with the requirement of the *Local Government Act 2020* that delegations be reviewed within the period of 12 months after a general election.

RECOMMENDATION

That Council:

In the exercise of the powers conferred by section 63 of the Local Government Act 2020, Council resolve that:

1. There be delegated to the members of Strategic Planning Committee the powers, duties and functions set out the Attached Instrument of Delegation (the Instrument, included as Attachment 1 to the Officers Report).
2. The Instrument:
 - a) Comes into force immediately upon this resolution being made and the Instrument is signed by Council's Chief Executive Officer and the Mayor.
 - b) Remains in force until Council resolves to vary or revoke it; and
 - c) Is to be exercised in accordance with the guidelines or policies which Council from time to time adopts.
3. On the coming into force of the above instrument, the previous instrument of delegation to the Strategic Planning Committee is revoked.

RESOLUTION

MOVED: Councillor Dwight

SECONDED: Councillor Timmers-Leitch

That Council:

In the exercise of the powers conferred by section 63 of the Local Government Act 2020, Council resolve that:

1. **There be delegated to the members of Strategic Planning Committee the powers, duties and functions set out the Attached Instrument of Delegation (the Instrument, included as Attachment 1 to the Officers Report).**
 2. **The Instrument:**
-

- a) Comes into force immediately upon this resolution being made and the Instrument is signed by Council's Chief Executive Officer and the Mayor.
 - b) Remains in force until Council resolves to vary or revoke it; and
 - c) Is to be exercised in accordance with the guidelines or policies which Council from time to time adopts.
3. On the coming into force of the above instrument, the previous instrument of delegation to the Strategic Planning Committee is revoked.

CARRIED

6.9 Ferntree Gully Cemetery Ashes Extension Update

SUMMARY: Coordinator Governance, Andrew Dowling

Following the construction of new ashes positions at Ferntree Gully Cemetery (FTG Cemetery), this report presents the proposed fees structure for the new positions at FTG Cemetery for Council's approval.

RECOMMENDATION

That Council, as Trustee for Ferntree Gully Cemetery Trust, resolve:

1. To prescribe (subject to approval by the Victorian Department of Health) the following fees for new positions constructed at Ferntree Gully Cemetery:

Fee Descriptor	Location	Proposed Fee
Single - 25 Year	The Grove (New Walls, Lower 2 Rows)	\$1,145
Single - Perpetual	The Grove (New Walls, Lower 2 Rows)	\$2,699
Single - 25 Year	The Grove (New Walls, Middle 3 Rows)	\$1,288
Single - Perpetual	The Grove (New Walls, Middle 3 Rows)	\$3,036
Single - 25 Year	The Grove (New Walls, Top 2 Rows)	\$1,431
Single - Perpetual	The Grove (New Walls, Top 2 Rows)	\$3,373
Single - Perpetual	Adjacent to Main Entrance Gateway	\$7,626

2. To endorse the fee application documentation set out in Attachment 2 and authorise Councillors _____, _____, and _____ to execute the Application on behalf of the Ferntree Gully Cemetery Trust.
3. Authorise the Chief Executive Officer (or such person as the Chief Executive officer selects) to:
 - a. Prepare a written submission to accompany the fee application generally in accordance with these resolutions and the Officer's report; and
 - b. Make minor modifications to the application documentation in Attachment 2, subject to consultation with Councillors _____, _____, and _____ prior to submission to the Victorian Department of Health for approval.
4. Note that new positions will be released for sale subject to the Department of Health approving the new fees, and:
 - a. Positions will initially be offered to those parties who have been recorded on the Expression of Interest list for purchasing new positions generally in accordance with the terms set out in the Officers' report; and
 - b. The process for offering positions for sale shall otherwise be determined by the Chief Executive Officer (or such person as the Chief Executive Officer selects).
5. Note a public consultation process will be undertaken to determine the name for the new ashes position area adjacent to the Cemetery's main entrance with a final recommendation to be presented to a future Council Meeting.

Councillor Dwight left the meeting at 8.37pm and returned at 8.42pm before the vote on item 6.9.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Timmers-Leitch

That Council, as Trustee for Ferntree Gully Cemetery Trust, resolve:

- 1. To prescribe (subject to approval by the Victorian Department of Health) the following fees for new positions constructed at Ferntree Gully Cemetery:**

Fee Descriptor	Location	Proposed Fee
Single - 25 Year	The Grove (New Walls, Lower 2 Rows)	\$1,145
Single - Perpetual	The Grove (New Walls, Lower 2 Rows)	\$2,699
Single - 25 Year	The Grove (New Walls, Middle 3 Rows)	\$1,288
Single - Perpetual	The Grove (New Walls, Middle 3 Rows)	\$3,036
Single - 25 Year	The Grove (New Walls, Top 2 Rows)	\$1,431
Single - Perpetual	The Grove (New Walls, Top 2 Rows)	\$3,373
Single - Perpetual	Adjacent to Main Entrance Gateway	\$7,626

- 2. To endorse the fee application documentation set out in Attachment 2 and authorise Councillors Baker, Laukens, and Timmers-Leitch to execute the Application on behalf of the Ferntree Gully Cemetery Trust.**
- 3. Authorise the Chief Executive Officer (or such person as the Chief Executive officer selects) to:**
 - a. Prepare a written submission to accompany the fee application generally in accordance with these resolutions and the Officer's report; and**
 - b. Make minor modifications to the application documentation in Attachment 2, subject to consultation with Councillors Baker, Laukens, and Timmers-Leitch prior to submission to the Victorian Department of Health for approval.**
- 4. Note that new positions will be released for sale subject to the Department of Health approving the new fees, and:**
 - a. Positions will initially be offered to those parties who have been recorded on the Expression of Interest list for purchasing new positions generally in accordance with the terms set out in the Officers' report; and**
 - b. The process for offering positions for sale shall otherwise be determined by the Chief Executive Officer (or such person as the Chief Executive Officer selects).**
- 5. Note a public consultation process will be undertaken to determine the name for the new ashes position area adjacent to the Cemetery's main entrance with a final recommendation to be presented to a future Council Meeting; and**
- 6. Notes a further report is to be received by Council by May 2022 that considers the long term sustainability of the cemetery including:**
 - 1. Opportunities for further internment locations**
 - 2. Pricing policy for available sites**

- 3. Future cemetery governance model and**
- 4. Community involvement in cemetery sustainability**

CARRIED

Councillor Seymour requested the minutes reflect she was not comfortable with the proposed fee for the positions adjacent to the Gateway.

PROCEDURAL MOTION

ADJOURNMENT

MOVED: Councillor Pearce

SECONDED: Councillor Baker

That Council adjourn the Meeting for 5 minutes.

CARRIED

The Meeting was adjourned at 8:50pm and resumed at 8:55pm with all Councillors present except Councillor Grasso.

Councillor Grasso returned to the meeting at 8.58pm

7 Public Question Time

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

Question Time commenced at 8:56 pm.

The following questions were raised with Council:

7.1 Question 1 - Darren Wallace

Could Council please provide information where available on the numbers of people watching the live stream over the last 12 months?

The Director City Strategy and Integrity, Matt Kelleher, responded by providing details for just the Council meetings in 2021 – and invited Mr Wallace to reach out directly to the Governance Team if he would like more detail.

The views on the day for our Monthly Council meetings (excluding any extra ad hoc Council meetings) in 2021 were:

January	38 views
February	65 views
March	56 views
April	168 views
May	51 views
June	53 views
July	80 views
August	146 views
September	34 views
October	140 views

The viewing statistics for last week's Mayoral election were 53 views.

7.2 Question 2 - Graham Crichton

The Foothills policy in the Knox planning scheme was a partnership between the Ferntree Gully foothills community, Knox Council and the State Government, designed to protect the vistas and environment of the Dandenong Ranges foothills.

Regarding the application by EACH at 3 The Avenue Ferntree Gully for a multi-storey building, which exceeds the Foothills policy height limit by approx. 3 metres, the applicant advertised that they are consulting with Knox Council. They advised that this planning application will also bypass Council and be decided by the State Government thereby denying the community any opportunity to be heard at council and/or VCAT.

Can Council please confirm that Council requested changes to EACH to reduce the height and site coverage and visual bulk in line with the Foothills policy?

Is council comfortable with the intervention by the State Government in determining local planning decisions which disregard the strategic objectives of the Foothills policy?

The Director City Strategy and Integrity, Matt Kelleher, responded by stating that:

- Clause 52.20 'Victoria's Big Housing Build' has been introduced by the state government to facilitate housing projects funded by Victoria's Big Housing Build program. This clause, introduced by the Minister in 2020, provides far reaching planning permit and process exemptions and Council is not the responsible authority, HomesVic is the lead authority.
- -Council resolved at its August 2021 meeting its advocacy position to the Minister for Planning regarding concerns about State Government initiated changes to Planning Schemes and the impacts of these changes on local planning scheme provisions, policies and plans developed with community input.
- The site is within the Ferntree Gully Village Structure Plan area so Clause 21.10-1 Dandenong Foothills doesn't apply, however the provisions complement each other.
- Council officers have provided very clear advice that proposed building heights are not supported as they would exceed the mandatory height limit of the controls. Officers have analysed the plans in detail and have stepped out a number of points drawn from the policy and controls that represent Council's adopted policy position that need to be addressed as part of the design response. Issues of visual bulk, site coverage and setbacks are not in contention with the planning scheme provisions that apply to the site.

7.3 Question 3 - Darren Wallace

Having previously sent 2 snap, send, solve request to council without a removal outcome, could Council please make contact with Knox Private Hospital hospital and ask them to reinstate their landscape as per the relevant endorsed landscape plans, and associated permit conditions?

Would Council agree this appears to be the only way to ensure the removal of the expansive areas of the regionally controlled environmental and local law listed weed, *Genista linaria* (flax leaf broom) which has been allowed to prosper over many years, and continuing to spread?

The Director City Strategy and Integrity, Matt Kelleher, responded by stating that:

- This matter has previously been investigated against Council's Local Law, and responded to following a public question that was lodged at the December 2019 Council meeting. As the site is over 2 hectares in area the Local Law and its weed management provisions do not apply. For land that is over 2 hectares is subject to the Catchment and Land Protection Act 1994 (enforced by the State Government).
- Separately, if Mr Wallace was comfortable to provide additional details, the query can be investigated by Council's Landscape Officer to determine compliance and that process can be initiated for Mr Wallace.

7.4 Question 4 - Stephen Mead

According to the Council's instructions for lodging a question to the Council the DHHS has approved public attendance at Council meetings provided they are held in a Covid safe way. As I understand it all Council operated buildings are now open to the public - subject to them following

State Government and Council Covid safe practices. So my two questions (according to the rules) are:

Why are the Council offices not open to the public like every other council operated building with a Covid safe plan?

Why has Knox Council not returned to public (rather than online only) council meeting like most other Councils have already done with a Covid Safe plan as permitted by the DHHS?

The Chief Executive Officer, Bruce Dobson, responded by stating that:

- The Local Government Act (2020) allows for Council meetings to be held in person or by electronic means. With the Victorian Government Phase D roadmap settings having just come in place, and as we navigate arrangements for COVID safe living and working, at this stage Knox Council will be continuing the practice of meeting online for the remainder of this calendar year.
- Council staff are commencing returning to the office and we are in the process of determining when the Civic Centre will reopen to the public. In the meantime, Council services will continue to be provided to the Knox community via phone, email and online, as has been done successfully during periods of COVID restrictions.

7.5 Question 5 - Linda Groom

Is Council aware that 100 Hectares of "undeveloped and open space" Salvation Army land in The Basin is "For Sale by Expressions of Interest"?

Can the council advise the residents what safeguards are currently in place to protect the current amenities against any development that may occur after the sale?

The Director City Strategy and Integrity, Matt Kelleher, responded by stating that:

- Council is aware that Savills has commenced an Expression of Interest process for the land at 1267 Mountain Highway Boronia and 11 and 49 Basin-Olinda Road, The Basin.
- There are a number of safeguards that already exist in relation to this site regarding future development. The land is entirely located outside the State Urban Growth Boundary, which limits any potential for more intense development. A change to the Urban Growth Boundary requires majority support of both houses of the Victorian Parliament.
- The development of this site would require a full planning scheme amendment process to change the zoning. This cannot even be contemplated without a change to the Urban Growth Boundary. A planning scheme amendment requires the support of both Council and the Minister before it can proceed to community consultation. Both Council and the Minister also have subsequent review processes before an amendment is finally supported.
- Council is also developing a new strategy to further protect these areas, Known as the Green Areas and Rural Strategy. Council is currently consulting the community on this draft strategy for how Council protects green and rural areas, including all land outside the Urban Growth Boundary. Consultation closes Sunday 12 December. For more information about opportunities to have your say go to knox.vic.gov.au/haveyoursay

Councillor Pearce left the meeting at 8.58pm and returned at 9.07pm.

Question Time Concluded at 9:08 pm.

8 Infrastructure Officers' Reports for consideration

Nil.

9 Connected Communities Officers' Reports for consideration

9.1 Minor Grants Program 2021-22 Monthly Report

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in November 2021 for the 2021-2022 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 within the current financial year.

RECOMMENDATION

That Council:

1. Approve 12 applications for a total of \$29,976.56 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Lowich Polish Vocal-Dance Ensemble	45 th Anniversary Celebration	\$1,990.00	\$1,990.00
Upper Ferntree Gully Playgroup	Indoor Play space Update - new indoor play equipment	\$2,000.00	\$2,000.00
Hindu Satsang Mandal of Vic	Diwali Sweets Drive	\$2,000.00	\$2,000.00
The Haven Day Care	New activity resources for people with memory loss	\$1,000.00	\$1,000.00
Rowville Playgroup	Indoor Play space - new indoor play resources	\$2,986.56	\$2,986.56
Jaffaria Association of Vic	Children's Drama and Self Expression	\$3,000.00	\$3,000.00
Sherbrooke Little Athletics Centre	Trolleys for equipment(hurdles)	\$3,000.00	\$2,000.00
Migrant Information Centre	Chinese Seniors Information Sessions Project	\$3,000.00	\$3,000.00
Ringwood Community Garden	Installation of Raised Garden Beds	\$3,000.00	\$3,000.00
The Links at Waterford Residents Association	Workshop Fit-out	\$3,000.00	\$3,000.00
Knox Gardens Tennis Club	Replace old fridges and TV	\$3,000.00	\$3,000.00
Didi Bahini Samaj Vic	Let's Dance –Promoting Community Wellbeing	\$3,000.00	\$3,000.00
TOTAL		\$30,976.56	\$29,976.56

2. Note that the following application for a grant of \$499.00 has been approved under delegation in accordance with Cl.6.3 of the Minor Grants Program Policy.

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knox Boronia Cricket Club	Pitch Blower	\$499.00	\$499.00

3. Note that inclusive of the above recommended grants, totalling \$30,475.56, a total of \$91,232.30 has been awarded to date under the 2021-22 Minor Grants Program supporting 41 community-based organisations and their programs.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Seymour

That Council:

1. Approve 12 applications for a total of \$29,976.56 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Lowich Polish Vocal-Dance Ensemble	45 th Anniversary Celebration	\$1,990.00	\$1,990.00
Upper Ferntree Gully Playgroup	Indoor Play space Update - new indoor play equipment	\$2,000.00	\$2,000.00
Hindu Satsang Mandal of Vic	Diwali Sweets Drive	\$2,000.00	\$2,000.00
The Haven Day Care	New activity resources for people with memory loss	\$1,000.00	\$1,000.00
Rowville Playgroup	Indoor Play space - new indoor play resources	\$2,986.56	\$2,986.56
Jaffaria Association of Vic	Children's Drama and Self Expression	\$3,000.00	\$3,000.00
Sherbrooke Little Athletics Centre	Trolleys for equipment(hurdles)	\$3,000.00	\$2,000.00
Migrant Information Centre	Chinese Seniors Information Sessions Project	\$3,000.00	\$3,000.00
Ringwood Community Garden	Installation of Raised Garden Beds	\$3,000.00	\$3,000.00
The Links at Waterford Residents Association	Workshop Fit-out	\$3,000.00	\$3,000.00
Knox Gardens Tennis Club	Replace old fridges and TV	\$3,000.00	\$3,000.00
Didi Bahini Samaj Vic	Let's Dance –Promoting Community Wellbeing	\$3,000.00	\$3,000.00
TOTAL		\$30,976.56	\$29,976.56

2. Note that the following application for a grant of \$499.00 has been approved under delegation in accordance with Cl.6.3 of the Minor Grants Program Policy.

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knox Boronia Cricket Club	Pitch Blower	\$499.00	\$499.00

3. Note that inclusive of the above recommended grants, totalling \$30,475.56, a total of \$91,232.30 has been awarded to date under the 2021-22 Minor Grants Program supporting 41 community-based organisations and their programs.

CARRIED

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

SUMMARY: Acting Coordinator Property Management, Paige Kennett

Following a strategic review of some of Council's early years facilities, 27 Tyner Road, Wantirna South was resolved by Council in November 2018 to be retained specifically 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 was subsequently presented to Council at the Ordinary Meeting in September 2020, and deferred to an Issues Briefing where Councillors were briefed on the matter. 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, identified within Lot 51 on Plan of Subdivision 050544, Certificate of Title Volume 08406 Folio 988 is not required to be retained and consequently resolve:
 - a. To commence the statutory process, under Section 114 of the Local Government Act 2020, as to Council's intent to sell the subject land through a public process, for no less than market value (plus GST) as determined by an independent valuer;
 - b. Pursuant to Section 114 of the Local Government Act 2020, to give public notice of the proposed sale of the subject land on the Council internet site;
 - c. Undertake Community Consultation in accordance with Section 114 (2)(b) of the Local Government Act 2020.
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 Pearce

SECONDED: Councillor Seymour

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, identified within Lot 51 on Plan of Subdivision 050544, Certificate of Title Volume 08406 Folio 988 is not required to be retained and consequently resolve:**

- a. **To commence the statutory process, under Section 114 of the Local Government Act 2020, as to Council's intent to sell the subject land through a public process, for no less than market value (plus GST) as determined by an independent valuer;**
 - b. **Pursuant to Section 114 of the Local Government Act 2020, to give public notice of the proposed sale of the subject land on the Council internet site;**
 - c. **Undertake Community Consultation in accordance with Section 114 (2)(b) of the Local Government Act 2020.**
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.**

CARRIED

9.3 Community Facilities Planning Policy

SUMMARY: Community Planning Project Officer, Emma Hayton

This report presents the scheduled review of the Community Facilities Planning Policy.

The review recommends changes to the Policy to provide clear and concise guidance to Officers involved in the planning process to assess, prioritise and deliver Council community facility projects.

RECOMMENDATION

That Council adopt the revised Community Facilities Planning Policy (refer Attachment 3).

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Baker

That Council adopt the revised Community Facilities Planning Policy (refer Attachment 3), subject to an amendment on Page 1, Section 2 (Context) of the Policy to replace the reference to the superseded '*Knox Community and Council Plan 2017-2021*' with '*Knox Community and Council Plans*'.

CARRIED

9.4 Casual Hire of Community Facilities Policy

SUMMARY: Community Planning Project Officer, Emma Hayton

Tenants in Council owned and managed facilities are, in most instances, permitted to hire out their facility to the wider community on a casual basis. This assists in optimising community use of Council facilities. In April 2016, Council introduced the Interim Guidelines for the Casual Hire of Community Facilities (Attachment 1), which tenants must follow. The draft Casual Hire of Community Facilities Policy (Attachment 3) and Casual Hire of Community Facilities Handbook (Attachment 4) are intended to replace the Interim Guidelines. These documents provide a clear policy position and practical support to all facility managers undertaking casual hire arrangements.

RECOMMENDATION

That Council resolve to:

1. Adopt the draft Casual Hire of Community Facilities Policy in accordance with Attachment 2.
2. Approve the draft Casual Hire of Community Facilities Handbook in accordance with Attachment 3.
3. Note Council's Executive Management Team will approve any future updates to the Casual Hire of Community Facilities Handbook that are consistent with Council's Policy.
4. Approve the waiving of adopted fees for public liability insurance cover for new bookings by individuals casually hiring Council's community facilities.
5. Approve the removal of fees for public liability insurance cover for individuals casually hiring Council's community facilities from the annual fees and charges schedule from 1 July 2022.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Dwight

That Council resolve to:

1. **Adopt the draft Casual Hire of Community Facilities Policy in accordance with Attachment 2.**
2. **Approve the draft Casual Hire of Community Facilities Handbook in accordance with Attachment 3.**
3. **Note Council's Executive Management Team will approve any future updates to the Casual Hire of Community Facilities Handbook that are consistent with Council's Policy.**
4. **Approve the waiving of adopted fees for public liability insurance cover for new bookings by individuals casually hiring Council's community facilities.**

5. **Approve the removal of fees for public liability insurance cover for individuals casually hiring Council's community facilities from the annual fees and charges schedule from 1 July 2022.**

CARRIED

9.5 Kindergarten Expansion Reform - Infrastructure

SUMMARY: Acting Head of Strategy, Learning and Evaluation, Liz Stafford and
Manager Family and Children's Services, Janine Brown

The State Government's Kindergarten Expansion Reform (KER) has fundamentally shifted the future of early learning for Victorian children to a two-year model in which both 3 and 4-year-old children will be eligible to attend funded kindergarten. It will change the way the Knox community accesses and experiences kindergarten.

Although kindergarten is primarily the responsibility of the State Government, Knox City Council has a long, established history of providing high quality sessional 4-year-old kindergarten to the Knox community. Council supports the intent of the reform and has expanded its existing kindergarten service to include five hours of 3-year-old kindergarten in 2022, alongside its existing 4-year-old programs.

Council's past, current, and future role as a community infrastructure provider for early years services is a key element for Knox children to successfully access and participate in two years of kindergarten across the Knox community. Since 2014 Council has invested \$26.6M in a significant portfolio of early years facilities. In the same period, Council has only received \$2.1M in State Government infrastructure grants to offset these costs to the community.

The Kindergarten Expansion Project has identified potential infrastructure responses and projects within its own portfolio of facilities which could be undertaken to address the anticipated unmet demand for kindergarten places because of the reform. However, the cost of these projects is prohibitive. In the current rate-capped environment, the investment required to cover any further expansion of Knox early years facilities to support this reform could not be undertaken without negating Council's ability to remain agile and respond to other community infrastructure needs or unforeseen financial shocks for the coming decade.

Council's current Long Term Financial Plan (LTFP) does not currently incorporate funds to account for the investment required to meet the infrastructure challenges brought about by the Kindergarten Expansion Reform.

The proposed resolutions outlined in this report reiterate the State Government's primary responsibility for education as well as Council's support for kindergarten and the intentions of the reform. Officers recommend that Council's existing investment and limited capacity for further investment is a first premise from which Council should progress discussions toward a suitable Partnership Agreement for at least an 85% contribution from the State Government towards infrastructure projects required. In the absence of a suitable offer for a Partnership Agreement, officers outline the benefits and challenges of Council adopting a status quo position on further investment in early years infrastructure.

RECOMMENDATION

That Council:

1. Note that kindergarten, including the reform, is primarily the responsibility of the State Government.
2. Note the significant financial contribution and support which Council currently provides for kindergarten as an Early Years Manager and service provider, through the maintenance

- and operation of a significant portfolio of community facilities and the annual Capital Works Program.
3. Note that fully funding the additional financial resources required to transform 11 of Council's aged kindergarten buildings into contemporary facilities able to support implementation of the State Government's Kindergarten Expansion Reform, in a rate capped environment, is beyond Councils financial capacity.
 4. Resolve that in the context of resolutions 1, 2 and 3, to authorise the Chief Executive Office (or such person as the Chief Executive Officer selects) to progress discussions with the Department of Education and Training regarding a Building Blocks Partnership Agreement for co-investment toward five priority infrastructure projects, including either:
 - i. a minimum State Government contribution of 85% towards any or all infrastructure project costs;OR
 - ii. an alternative proposal that will enable Council to sustainably finance priority projects within its broader Capital Works Program.
 5. Resolve that if the State Government declines to offer a Building Blocks Partnership Agreement satisfactory to Council, Council's default position will be to continue to invest in early years facilities according to its existing prioritisation process applicable to Council's broader Capital Works Program or a status quo position.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Allred

That Council:

1. **Note that kindergarten, including the reform, is primarily the responsibility of the State Government.**
2. **Note the significant financial contribution and support which Council currently provides for kindergarten as an Early Years Manager and service provider, through the maintenance and operation of a significant portfolio of community facilities and the annual Capital Works Program.**
3. **Note that fully funding the additional financial resources required to transform 11 of Council's aged kindergarten buildings into contemporary facilities able to support implementation of the State Government's Kindergarten Expansion Reform, in a rate capped environment, is beyond Councils financial capacity.**
4. **Resolve that in the context of resolutions 1, 2 and 3, to authorise the Chief Executive Office (or such person as the Chief Executive Officer selects) to progress discussions with the Department of Education and Training regarding a Building Blocks Partnership Agreement for co-investment toward five priority infrastructure projects, including either:**
 - i. **a minimum State Government contribution of 85% towards any or all infrastructure project costs;**

OR

- ii. an alternative proposal that will enable Council to sustainably finance priority projects within its broader Capital Works Program.**
- 5. Resolve that if the State Government declines to offer a Building Blocks Partnership Agreement satisfactory to Council, Council's default position will be to continue to invest in early years facilities according to its existing prioritisation process applicable to Council's broader Capital Works Program or a status quo position.**

CARRIED

A Division was called by Councillor Seymour

For the motion: Councillor Allred, Councillor Baker, Councillor Dwight, Councillor Laukens, Councillor Pearce, Councillor Seymour, Councillor Timmers-Leitch

Against the motion: Nil

Abstention: Councillor Grasso

CARRIED 7:1

10 Office of the CEO Reports for consideration

10.1 Financial Performance Report for the Quarter Ended 30 September 2021

SUMMARY: Coordinator Finance Operations, James Morris

The Financial Performance Report for the period ended 30 September 2021 is presented for consideration.

RECOMMENDATION

That Council receive and note the Financial Performance Report for the year to date ended 30 September 2021.

RESOLUTION

MOVED: Councillor Dwight

SECONDED: Councillor Pearce

That Council receive and note the Financial Performance Report for the year to date ended 30 September 2021.

CARRIED

10.2 2020-21 Annual Report

SUMMARY: Corporate Reporting Officer, Elisa De Iuliis

Knox City Council's 2020-21 Annual Report is presented to Council for consideration, in accordance with the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 (as per the transitional provisions of the Local Government Act 2020).

RECOMMENDATION

That Council:

1. Consider and endorse the 2020-21 Annual Report in accordance with Sections 131 and 134 of the Local Government Act 1989: and
2. Note that the 2020-21 Annual Report has been made available via Council's website and libraries. Copies will also be made available at Council's Customer Service Centre upon its reopening.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Dwight

That Council:

1. Consider and endorse the 2020-21 Annual Report in accordance with Sections 131 and 134 of the Local Government Act 1989: and
2. Note that the 2020-21 Annual Report has been made available via Council's website and libraries. Copies will also be made available at Council's Customer Service Centre upon its reopening.

CARRIED

10.3 Vacant Land / Derelict Property Notice of Motion

SUMMARY: Chief Financial Officer, Navec Lorkin

The Council considered 'Notice of Motion 123 – Differential Rates (Vacant and Derelict Land)' in July 2021 and resolved to receive a report by November 2021 on this matter.

Work has been undertaken to prepare a response to this Notice of Motion however given agenda timings it has not been possible to present the item to the November Council meeting. It is recommended Council note that the response to 'Notice of Motion 123 – Vacant/Derelict land' will now be presented instead to the December 2021 Council Meeting.

RECOMMENDATION

That Council note an officer report responding to Notice of Motion 123 – Differential Rates (Vacant and Derelict Land) will be presented to the December 2021 Council meeting.

RESOLUTION

MOVED: Councillor Timmers-Leitch

SECONDED: Councillor Dwight

That Council note an officer report responding to Notice of Motion 123 – Differential Rates (Vacant and Derelict Land) will be presented to the December 2021 Council meeting.

CARRIED

11 City Centre Reports for Consideration
Nil.

12 Items for Information
Nil.

13 Notices of Motion

13.1 Notice of Motion 126 - Rates

Councillor Allred left the meeting at 9.53pm and returned at 9.54pm before the vote on item 13.1.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Seymour

That Council, as per the relevant guidelines of the Victorian Government Fair Rates System, will not apply for any rate cap variation, under any circumstances, for the remainder of this Council term.

LOST

A Division was called by Councillor Pearce

For the motion: Councillor Dwight, Councillor Pearce

Against the motion: Councillor Allred, Councillor Baker, Councillor Grasso, Councillor Laukens, Councillor Seymour, Councillor Timmers-Leitch

Abstention: Nil

LOST 2:6

14 Supplementary Items

14.1 Loan Borrowings

SUMMARY: Chief Financial Officer, Navec Lorkin

The purpose of this report is to recommend the preferred finance provider for loan borrowings and associated terms for \$25.00 million, and to authorise the Chief Executive Officer to sign documents with the preferred lending institution to execute the borrowings.

RECOMMENDATION

That Council:

1. Note the Chief Executive Officer has determined the necessary borrowings required as per the latest cash flow forecasts amounts to \$25.00 million, however the Chief Executive Officer has discretion to amend that amount (to a maximum of \$50.03 million) if required, according to Council's resolution of 25 October 2021.
2. Note the responses to Council's request for updated quotes for loan finance as set out in Confidential Attachment 1.
3. Authorise the Chief Executive Officer to liaise with the preferred lending institution and to finalise negotiations and procure borrowings based on the terms and conditions and proposed next steps as set out in Confidential Attachment 2.
4. Authorise the Chief Executive Officer to execute all relevant documents to give effect to the above resolutions.
5. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in Confidential Attachment 1 to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it.
6. Authorise the Chief Executive Officer to determine, at their discretion, that the information in Confidential Attachment 1 is no longer confidential information for the purposes of Sections 66 and 125 of the Local Government Act 2020, including for the purpose of informing the community of the nature of Council's decision.

Councillor Timmers-Leitch left the meeting at 10.08pm and returned at 10.09pm before the vote on item 14.1.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Pearce

That Council:

1. **Note the Chief Executive Officer has determined the necessary borrowings required as per the latest cash flow forecasts amounts to \$25.00 million, however the Chief Executive Officer has discretion to amend that amount (to a maximum of \$50.03 million) if required, according to Council's resolution of 25 October 2021.**
2. **Note the responses to Council's request for updated quotes for loan finance as set out in Confidential Attachment 1.**

- 3. Authorise the Chief Executive Officer to liaise with the preferred lending institution and to finalise negotiations and procure borrowings based on the terms and conditions and proposed next steps as set out in Confidential Attachment 2.**
- 4. Authorise the Chief Executive Officer to execute all relevant documents to give effect to the above resolutions.**
- 5. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in Confidential Attachment 1 to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it.**
- 6. Authorise the Chief Executive Officer to determine, at their discretion, that the information in Confidential Attachment 1 is no longer confidential information for the purposes of Sections 66 and 125 of the Local Government Act 2020, including for the purpose of informing the community of the nature of Council's decision.**

CARRIED

15 Urgent Business

Nil.

16 Questions Without Notice

Councillor Seymour asked the Chief Executive Officer, Bruce Dobson, when he was anticipating staff would to return to the Civic Centre.

Mr Dobson noted staff had started to progressively return to the office and that the question would need to be otherwise taken on notice to provide more specific timing information once it was available.

17 Confidential Items

Nil.

MEETING CLOSED AT 10:13 pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Monday, 20 December 2021

.....
Chairperson

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

AGENDA



Meeting of Council

To be held via Zoom

On

Monday 22 November 2021 at 7:00 PM

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Bruce Dobson
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Meetings of Council held on Monday 25 October and Wednesday 3 November 2021

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 City Strategy and Integrity Officers' Reports for consideration
 6.1 Report of Planning Applications Decided Under Delegation 1 October 2021 to 31 October 2021

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 October 2021 to 31 October 2021) be noted.

1. REPORT

Details of planning applications decided under delegation from 1 October 2021 to 31 October 2021 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	11
Other	4
Subdivision	20
Units	7
Tree Removal / Pruning	16
Single Dwelling	5
Change of Use	3
Removal of Easement	1
Variation to Restrictive Covenant	1
Liquor License	2
Child Care Centre	1
Car Parking Reduction	1
Telecommunications Facility	1
TOTAL	73

2. CONFIDENTIALITY

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

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

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Knox City Council

Planning Applications Decided - Council

1 October 2021 and 31 October 2021

Ward	No/ Type	Address	Description	Decision
Baird	2021/6221	28 Park Boulevard FERNTREE GULLY VIC 3156	The development of the land for two (2) double storey dwellings	8/10/2021 Approved
Baird	2021/6567	41 Rowson Street BORONIA VIC 3155	Removal of one (1) Grevillea robusta (Silky Oak)	12/10/2021 Approved
Baird	2021/9134	24A/49 Corporate Boulevard BAYSWATER VIC 3153	Buildings and Works (Storage Mezzanine) and waiver of car parking requirements	6/10/2021 Approved
Baird	2021/9137	1-2/1 Murene Court BORONIA VIC 3155	2 Lot Subdivision (Approved Development Site)	15/10/2021 Approved
Baird	2020/6623	265 Boronia Road BORONIA VIC 3155	The use and development of a Child Care Centre, display of Business Identification signage and alterations to the access of a Category 1 Road Zone	15/10/2021 Approved
Baird	2021/6606	22 Wells Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus botryoides (Swamp Mahogany)	21/10/2021 Approved
Baird	2020/6733	6A/841 Mountain Highway BAYSWATER VIC 3153	Change of Use to a Panel Beating Business	20/10/2021 Approved
Baird	2021/6539	733 Burwood Highway FERNTREE GULLY VIC 3156	Removal of Easement	22/10/2021 Approved
Baird	2021/6447	9 Farnham Road BAYSWATER VIC 3153	3 Lot Subdivision (Approved Development Site)	27/10/2021 Approved
Chandler	2021/6532	1A Owen Street BORONIA VIC 3155	Removal of one (1) Liquidambar styraciflua (Sweetgum)	5/10/2021 Approved
Chandler	2021/6529	21 Flinders Crescent BORONIA VIC 3155	Removal of one (1) Hesperocyparis lusitanica (Mexican Cypress) and one (1) Cedrus deodara (Himalayan Cedar)	5/10/2021 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2021/6590	47 Landscape Drive BORONIA VIC 3155	Pruning of one (1) Grevillea robusta (Silky Oak)	6/10/2021 Approved
Chandler	2021/6542	8 Montana Avenue BORONIA VIC 3155	Pruning of one (1) Corymbia ficifolia (Flowering Gum) and four (4) Corymbia maculata (Spotted Gum)	6/10/2021 Approved
Chandler	2021/6361	1D Moncoe Street BORONIA VIC 3155	Development of the land for a double storey dwelling	8/10/2021 Approved
Chandler	2021/6554	5 Cottesmore Court BORONIA VIC 3155	Removal of one (1) Betula pendula (Silver Birch)	18/10/2021 Refused
Chandler	2021/6082	1333A Mountain Highway THE BASIN VIC 3154	Construction of one (1) Double Storey Dwelling, Vegetation Removal and Variation to Building Envelope to the satisfaction of the RA	14/10/2021 Notice of Decision
Chandler	2021/6041	2/21 Augusta Road THE BASIN VIC 3154	Construction of a dwelling and removal of vegetation (Pyrus calleryana)	20/10/2021 Approved
Chandler	2021/9136	5 Fleur Court BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua (Messmate)	22/10/2021 Approved
Chandler	2021/9141	27 Doongalla Road THE BASIN VIC 3154	Construction of a shed	20/10/2021 Approved
Chandler	2021/9138	320 Forest Road THE BASIN VIC 3154	Buildings and Works (construction of a deck to the rear of the existing dwelling)	20/10/2021 Approved
Chandler	2021/6574	1/3 Oak Avenue BORONIA VIC 3155	buildings and works (construction of a 1.8m high front boundary fence)	15/10/2021 Approved
Chandler	2021/9129	221 Forest Road BORONIA VIC 3155	buildings and works (construction of a pergola)	12/10/2021 Approved
Chandler	2021/6577	8 Madge Street BORONIA VIC 3155	The removal of one (1) Eucalyptus botryiodes (Swamp Mahogany), one (1) dead Eucalyptus cephalocarpa (Silver Leaved Stringybark) and one (1) dead Eucalyptus stag	26/10/2021 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2021/6423	2 Cassia Court WANTIRNA VIC 3152	Three Lot Subdivision (Approved Development Site)	1/10/2021 Approved
Collier	2021/6071	314 Mountain Highway WANTIRNA VIC 3152	Buildings & Works and Business Identification Signage	1/10/2021 Approved
Collier	2021/9127	1-2/452 Mountain Highway WANTIRNA VIC 3152	2 lot subdivision (Approved Development Site)	4/10/2021 Approved
Collier	2021/6568	9 Hibiscus Street WANTIRNA VIC 3152	2 lot subdivision (Approved Development Site)	8/10/2021 Approved
Collier	2021/9116	2/9 St Davids Drive WANTIRNA VIC 3152	Buildings and Works (construction of an alfresco area)	6/10/2021 Approved
Collier	2021/6339	40 Milpera Crescent WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	22/10/2021 Approved
Collier	2021/6443	560 Boronia Road WANTIRNA VIC 3152	Six lot subdivision (Approved Development Site)	20/10/2021 Approved
Collier	2021/6520	28 Mint Street WANTIRNA VIC 3152	Two (2) lot subdivision (approved development site)	30/10/2021 Approved
Dinsdale	2021/6419	627 Mountain Highway BAYSWATER VIC 3153	Six (6) Lot Subdivision (approved development site)	1/10/2021 Approved
Dinsdale	2021/6270	213 Stud Road WANTIRNA SOUTH VIC 3152	Liquor Licence (Restaurant & Cafe Licence)	4/10/2021 Approved
Dinsdale	2021/6178	32 Lemal Avenue BORONIA VIC 3155	Development of a single storey dwelling to the rear of existing dwellings (total three dwellings)	11/10/2021 Notice of Decision
Dinsdale	2021/6353	1 Maple Street BAYSWATER VIC 3153	The construction of three (3) single storey dwellings	13/10/2021 Notice of Decision
Dinsdale	2021/9095	1/664 Mountain Highway BAYSWATER VIC 3153	Car Parking Dispensation	14/10/2021 Approved
Dinsdale	2021/9143	2 Hertford Court WANTIRNA SOUTH VIC 3152	Two Lot subdivision (approved development site)	26/10/2021 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2021/6533	7 Anderson Street FERNTREE GULLY VIC 3156	Habitat Prune one (1) Eucalyptus obliqua (Messmate)	5/10/2021 Approved
Dobson	2021/6547	15 Francis Crescent FERNTREE GULLY VIC 3156	Removal of one (1) Quercus robur (English Oak)	12/10/2021 Approved
Dobson	2021/9131	32 Warrabel Road FERNTREE GULLY VIC 3156	Buildings and works (construction of a deck, pool and roof attached to the dwelling)	6/10/2021 Approved
Dobson	2021/6298	6 Dorian Avenue FERNTREE GULLY VIC 3156	Two lot subdivision and Buildings and Works to convert an existing Dependant Persons Unit to a Second Dwelling	14/10/2021 Approved
Dobson	2021/6481	946 Burwood Highway FERNTREE GULLY VIC 3156	Use and buildings and works associated with a commercial display area, signage and alteration of access to a road zone category 1 (within a Public Acquisition Overlay)	19/10/2021 Approved
Dobson	2021/6433	1145 Burwood Highway FERNTREE GULLY VIC 3156	Four (4) lot subdivision (approved development site)	14/10/2021 Approved
Dobson	2021/6609	5B Bambury Place FERNTREE GULLY VIC 3156	Pruning of one (1) Eucalyptus goniocalyx (Long Leaf Box)	21/10/2021 Approved
Dobson	2021/6607	65 Ferndale Road UPPER FERNTREE GULLY VIC 3156	Lopping of one (1) Eucalyptus melliodora (Yellow Box)	28/10/2021 Approved
Dobson	2021/6444	30 Sheldon Court LYSTERFIELD VIC 3156	The Use and Development of the land for a single dwelling and associated works	29/10/2021 Approved
Dobson	2021/6575	3 Myrtle Crescent FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus melliodora (Yellow Box), one (1) Melaleuca styphelioides (Prickly Paperbark), one (1) Casuarina cunninghamiana (River She Oak), one (1) Eucalyptus obliqua (Messmate) and the pruning of one (1) Eucalyptus cephalocarpa (Silver leaved Strinybark), one (1) Corymbia ficifolia (Flowering Gum) and one (1) Eucalyptus bicostata (Southern Bluegum)	27/10/2021 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2021/6561	7 Dawson Street UPPER FERNTREE GULLY VIC 3156	Mitigation pruning of one (1) Eucalyptus viminalis (Manna Gum)	28/10/2021 Approved
Friberg	2021/6436	26 Rushdale Street KNOXFIELD VIC 3180	12 Lot Subdivision (Approved Development Site)	6/10/2021 Approved
Friberg	2021/6243	48 Allister Close KNOXFIELD VIC 3180	Construction of two double storey dwellings on the land	6/10/2021 Notice of Decision
Friberg	2021/6439	5 Adele Avenue FERNTREE GULLY VIC 3156	4 Lot Subdivision (Approved Development Site)	18/10/2021 Approved
Friberg	2021/6506	58 Silverton Drive FERNTREE GULLY VIC 3156	3 Lot subdivision (approved development site)	29/10/2021 Approved
Friberg	2021/6192	1774 Ferntree Gully Road FERNTREE GULLY VIC 3156	The construction of a double storey dwelling to the rear of the existing dwelling and the creation and alteration of access to a road in a Road Zone, Category 1	28/10/2021 Notice of Decision
Friberg	2021/6624	65/10 Waterford Park Avenue KNOXFIELD VIC 3180	Buildings and Works (enclosed verandah)	28/10/2021 Approved
Friberg	2021/6625	60/10 Waterford Park Avenue KNOXFIELD VIC 3180	Buildings and Works (construction of an enclosed verandah)	28/10/2021 Approved
Scott	2021/6363	14 Anderson Court WANTIRNA SOUTH VIC 3152	Variation to restrictive covenant no. L867892P applicable to Certificate of Title Volume 09520 Folio 653 (14 Anderson Court, Wantirna South) to replace the words 'external walls made of stone, brick or brick veneer' with the words 'external ground floor walls made of stone, brick or brick veneer'	1/10/2021 Approved
Scott	2021/9135	110 Allister Avenue KNOXFIELD VIC 3180	2 lot subdivision (Approved Development Site)	13/10/2021 Approved
Scott	2021/6458	3&4/476 Scoresby Road FERNTREE GULLY VIC 3156	The construction of two (2) separate dwellings on two (2) separate lots of less than 300sqm	28/10/2021 Approved

Ward	No/ Type	Address	Description	Decision
Taylor	2021/9115	41 Major Crescent LYSTERFIELD VIC 3156	Buildings and Works (construction of a pergola and associated tree removal)	5/10/2021 Approved
Taylor	2021/9133	1 Reeve Place ROWVILLE VIC 3178	Two lot subdivision (Approved Development Site)	7/10/2021 Approved
Taylor	2021/6585	19 Tamboon Drive ROWVILLE VIC 3178	Two Lot Subdivision (Approved Development Site)	22/10/2021 Approved
Taylor	2021/6629	Waverley Country Club 1277 Stud Road ROWVILLE VIC 3178	The Habitat Pruning of one (1) Eucalyptus cephalocarpa (Silver leaved Stringybark)	28/10/2021 Approved
Tirhatuan	2021/6462	1270 Ferntree Gully Road SCORESBY VIC 3179	Development and use of a telecommunications facility comprised of a 35m-tall monopole, antennas, equipment shelter and fencing	1/10/2021 Approved
Tirhatuan	2021/9130	45/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Buildings and Works (Storage Mezzanine)	1/10/2021 Approved
Tirhatuan	2021/6393	701 Stud Road SCORESBY VIC 3179	Four (4) lot Subdivision (Approved Development Site)	5/10/2021 Approved
Tirhatuan	2021/9140	4 Kiama Close SCORESBY VIC 3179	Two Lot Subdivision (approved development site)	15/10/2021 Approved
Tirhatuan	2021/6519	1421 Ferntree Gully Road SCORESBY VIC 3179	Carport and other buildings and works	14/10/2021 Approved
Tirhatuan	2021/6201	11 Luton Court ROWVILLE VIC 3178	Construction of a double storey dwelling to the rear of existing dwelling	18/10/2021 Approved
Tirhatuan	2021/6381	Stud Park SC 61A/1101 Stud Road ROWVILLE VIC 3178	Change of use for an Indoor Recreation Centre (Martial Arts)	26/10/2021 Approved
Tirhatuan	2021/6412	38 Dalmore Drive SCORESBY VIC 3179	Liquor Licence	19/10/2021 Approved
Tirhatuan	2021/6632	5 Gerda Street SCORESBY VIC 3179	2 Lot Subdivision (Approved Development Site)	21/10/2021 Approved
Tirhatuan	2021/6460	37 Stamford Crescent ROWVILLE VIC 3178	Three (3) Lot Subdivision (Approved Development Site)	28/10/2021 Approved
Tirhatuan	2021/6276	10/6 Enterprise Drive ROWVILLE VIC 3178	Change of use for a cafe and reduction in car parking	26/10/2021 Approved

6.2 C184knox and P/2020/6049 – Norvel Estate combined amendment and planning permit

SUMMARY: Patrick Dubuc, Senior Strategic Planner

Amendment C184knox is a combined planning scheme amendment and permit application under Section 96A of the *Planning and Environment Act 1987*. The Amendment has been requested by Norvel Estate Pty Ltd C/- Urbis Pty Ltd.

The Amendment proposes to rezone the subject site from Special Use Zone Schedule 2 (SUZ2) to:

- Neighbourhood Residential Zone Schedule 7 (NRZ7), consistent with the established surrounding residential area;
- Public Conservation and Resource Zone (PCRZ) to reflect part of the land within bushland reserve; and
- Public Park and Recreation Zone (PPRZ) to reflect part of the land connecting to pedestrian/bike trails.

The permit application (P/2020/6049) is for a 138 residential lot staged subdivision, additional reserves and associated works, buildings and works associated with the construction of pathways and pedestrian/bike trail, and vegetation removal.

This report recommends Council seek authorisation from the Minister for Planning to prepare and exhibit the proposed combined amendment and planning permit application and enter into a Section 173 Agreement to procure social housing outcomes. In parallel, officers will voluntarily work with the landowner to undertake actions to conserve vegetation regrowth identified as important off site.

RECOMMENDATION

That Council resolves:

1. To endorse the draft Amendment C184knox documents and draft Planning Application P/2020/6049 permit (Attachments 4 and 5) for the purpose of seeking Ministerial authorisation to prepare and exhibit the Amendment, noting these may be subject to further changes during the authorisation process prior to public exhibition;
2. To write to the Minister for Planning seeking authorisation to prepare and exhibit Planning Scheme Amendment C184knox including the draft Planning Application P/2020/6049 permit to the Knox Planning Scheme;
3. Subject to receiving authorisation from the Minister for Planning, to place Amendment C184knox (Attachment 4), draft Planning Application P/2020/6049 permit (Attachment 5), and the associated supporting documents on public exhibition for a period of at least one month in accordance with Section 19 of the *Planning and Environment Act 1987*; noting the supporting documents include:
 - a. geotechnical and compaction testing of the site undertaken and certified by Civil Test Pty Ltd Soil Testing & Geotechnical Consultants (Attachment 1).
 - b. certificate of environmental audit by Australian Environmental Auditors Pty Ltd (Attachment 2),
 - c. background technical reports (Attachment 3)

- d. **statutory planning officer assessment (Attachment 6).**
 - e. **ecological report by Biosphere Pty Ltd (Attachment 8)**
4. **To authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to make minor changes where changes do not affect the purpose or intent of the amendment and approve any further changes to Amendment C184knox and the draft Planning Application P/2020/6049 permit, in response to DELWP comments and/or authorisation conditions prior to public exhibition.**
 5. **To enter into an agreement under Section 173 of the *Planning and Environment Act 1987* (the “New 173 Agreement”) relating to land situated at Norvel Road, Ferntree Gully, generally in accordance with the draft agreement set out in Attachment 7 to the officer report.**
 6. **To authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to:**
 - a. **negotiate and modify, at their discretion, the New 173 Agreement including in respect of the proposed social housing contribution set out in Attachment 7, noting any such amendments should maintain general accordance with the draft referred to in Resolution 5; and**
 - b. **sign any relevant documents (including the New 173 Agreement), take any actions and provide any necessary consents, to give effect to these resolutions.**
 7. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to liaise with the landowner and key stakeholders (Knox Environment Society and Friends of Blind Creek) seeking agreement to the undertaking of the recommended rescues as outlined in section 2.5 of this report and the ecological report by Biosphere Pty Ltd (Attachment 8).**

1. INTRODUCTION

Background

The subject site at 29Q Norvel Road, Ferntree Gully (Norvel Estate) is located between Norvel Road and the Blind Creek valley in Ferntree Gully. Formerly a quarry, the Norvel Estate is identified as a ‘Strategic Investigation Site – residential’ in the Knox Planning Scheme and the 2015 Knox Housing Strategy. The site is located in the Baird Ward south-west of the Boronia Activity Centre, south of Blind Creek, and north of Burwood Highway.

The site is currently zoned Special Use Zone Schedule 2 (SUZ2) for the purpose of extraction. The extractive activity has since ceased and the site was fully remediated in 2015. The site is surrounded by established residential areas (Knox Neighbourhood).

The northern part of the site includes remnant bushland identified as a Site of Biological Significance with the rest being vacant land. Regrowth of native vegetation has occurred on the former quarry area of the site, which is not protected by the Planning Scheme.



Figure 1 – general location of the Norvel Estate and the bushland reserve (site of biological significance)

Site Rehabilitation and Remediation

Formerly known as the ‘Norvel Road Quarry’ operated by Robertsons Industries, the site was used for clay extraction for the manufacturing of bricks from 1955 until its closure around 2009. Following the closure of the extractive activity, the site was remediated and rehabilitated through filling and levelling works to original land level and subject to an environmental audit.

The geotechnical and compaction testing of the site was undertaken and certified by *Civil Test Pty Ltd Soil Testing & Geotechnical Consultants* and issued in 2015 (**Attachment 1**). This provides information on the properties of the soil to determine the suitability for construction based on

Australian standards. A “Class M” (moderately reactive) classification has been determined for this site. As a general rule, soils classified as M can have generic foundations.

The environmental audit was undertaken by *Australian Environmental Auditors Pty Ltd*, and the certificate of environmental audit was issued in April 2016 (**Attachment 2**), which certifies that the site is suitable for sensitive uses such as residential.

Existing Section 173 Agreement

The site is subject to an existing Section 173 Agreement AG370823M entered in 2009 prior to the extractive activity ceasing. This agreement refers to different matters which either require updating because they are outdated or are no longer necessary as they have been completed. A separate report was brought to Council on 25 October 2021. At that meeting Council resolved to end the current agreement and replace it with a new agreement reflecting updated urban design guidelines (UDGs) and a revised bushland reserve contribution.

The revised bushland reserve contribution area and updated UDGs have been considered and reflected as part of this proposed amendment and draft permit application.

Combined amendment and permit application

In April 2018, an application was lodged with Council to consider a combined planning permit application and planning scheme amendment under Section 96A of the *Planning and Environment Act 1987*. This allows Council to simultaneously prepare and exhibit a proposed amendment to a Planning Scheme and give notice of an application for a permit. Not only can this process be more efficient, it also has the benefit of the community being able to understand and comment on the overall development proposal in a single process.

Where this process is used, the component of the process relating to the permit application is dealt with in a similar fashion to the amendment and is different to the normal planning permit process. The referral and notice requirements differ from the normal permit process i.e., feedback on the planning application will be received concurrently with the rezoning proposal, as part of the public exhibition of Amendment C184knox, and the final decision to issue the permit is made by the Minister for Planning.

2. DISCUSSION

Following further assessment and discussion with officers, C184knox was subsequently amended in December 2019 and February 2021. A revised proposal for rezoning and subdivision including supporting technical reports was submitted (**Attachment 3**) and in summary proposes the following:

2.1 Rezoning

The Amendment proposes to rezone the:

- Subject site from Special Use Zone Schedule 2 (SUZ2) to Neighbourhood Residential Zone Schedule 7 (NRZ7) to facilitate residential uses that is in keeping with the Knox Neighbourhood character of the surrounding area.
- Part of the land comprising the bushland reserve from SUZ2 to the Public Conservation and Resource Zone to protect and conserve the areas of biological significance.

- Abutting linear Reserve from part SUZ2 and part Neighbourhood Residential Zone Schedule 4 to Public Park and Recreation Zone to provide a linear reserve comprising the future bike trail connection to the Blind Creek Regional Trail.

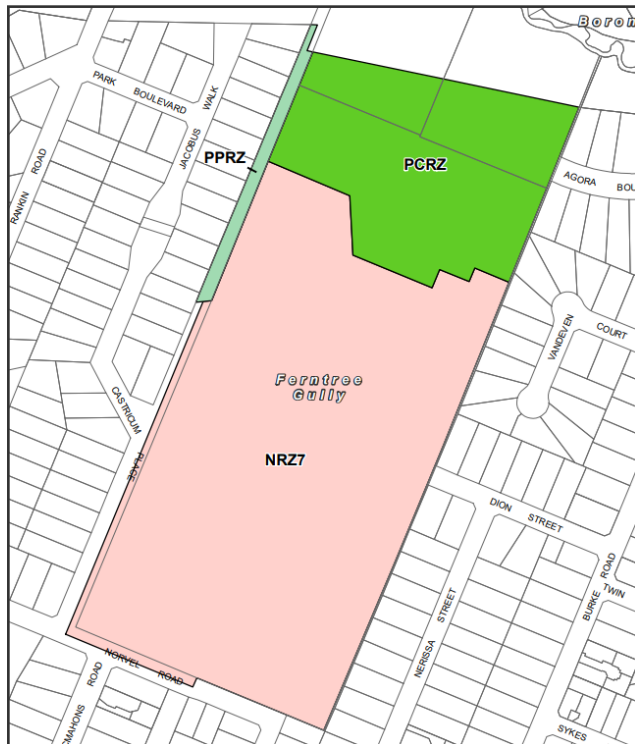


Figure 2– Proposed rezoning plan

The proposed rezoning of the site for residential uses is consistent with the following clauses of the Knox Planning Scheme and the Knox Housing Strategy:

- Clause 21.06 and Knox Housing Strategy 2015. The site is identified as a Strategic Investigation Site suitable for residential use only, with a density consistent with the surrounding area.
- Clause 21.02 Strategic Framework Plan marks the subject land as a Strategic Investigation Sites – Residential.

The rezoning is required as the current SUZ2 is for the purpose of earth and energy resource use, and the proposed future residential use of the land is prohibited in this zone. To enable future residential uses, the application of the Neighbourhood Residential Zone is proposed in keeping with the surrounding area.

Draft planning scheme amendment documents (**Attachment 4**) to rezone the site have been prepared and will be exhibited as part of C184knox if supported by Council.

2.2 Subdivision

The planning permit application (P/2020/6049) seeks approval for a 138 residential lot staged subdivision and associated works.

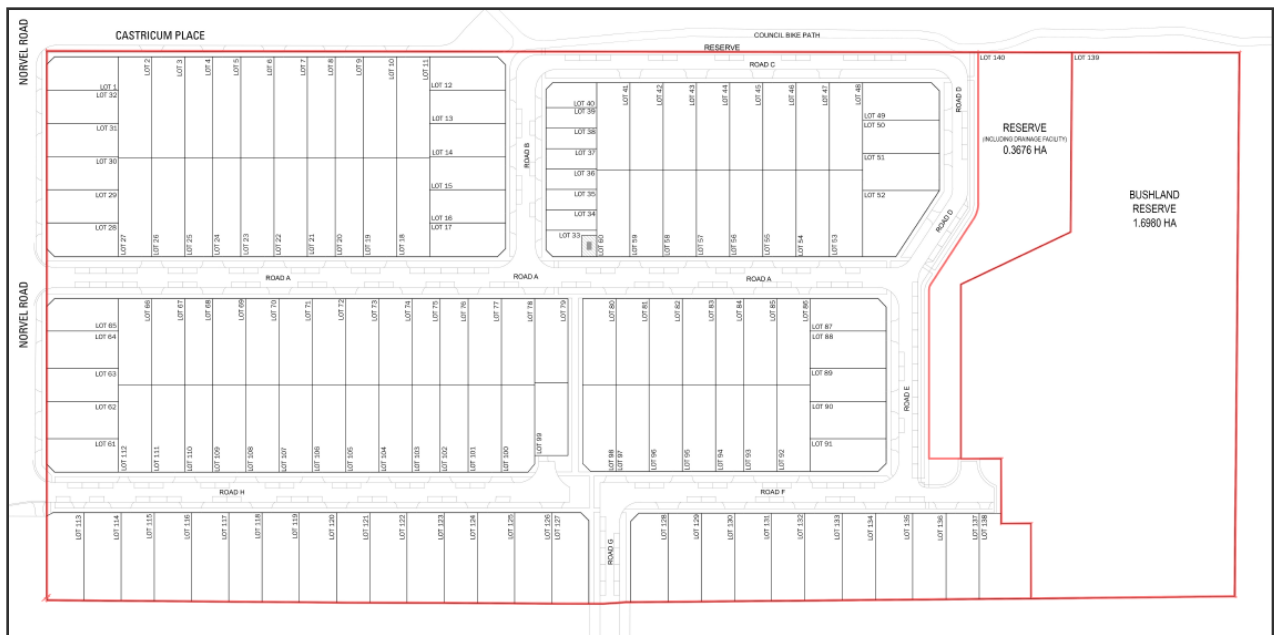


Figure 3 – Proposed subdivision plan

The proposed subdivision:

- Includes 8 lots for social housing in accordance with the Knox Affordable Housing Action Plan and Clause 21.06 of the Knox Planning Scheme.
- Aligns with the Urban Design Guidelines for the site with a layout that respects the local character.
- Ensures the road network provides space for significant streetscaping and for pedestrian connectivity throughout the Estate and to the surrounding area.
- Ensures the future built form provides for the recessing of garages and adequate setbacks for front yard vegetation and separation to adjoining dwellings.

The proposed staged subdivision of the land and associated works will be subject to planning permit conditions. Council’s statutory planning team has prepared a draft permit (**Attachment 5**) which will be exhibited as part of Amendment C184knox if supported by Council. The draft permit is based on the statutory planning assessment of the proposal as set out in **Attachment 6**.

2.3 Social Housing Contribution

The Knox Affordable Housing Action Plan 2015-2020 requires officers to “negotiate with developers (on a case-by-case basis) for a voluntary 5% contribution of social housing in larger-scale private land developments, including Strategic Investigation Sites.”

Consequently, officers have negotiated to procure a total of 8 social housing dwellings on the site to be managed by a registered housing provider. This represents 6% of the proposed yield.

A draft Section 173 Agreement (**Attachment 7**) under the *Planning and Environment Act 1987* has been prepared and, if supported by Council, is proposed to be entered into with respect to the provision of social housing. The draft Agreement has been prepared by Council’s lawyers Russell Kennedy. A letter of in-principle support for the draft section 173 from the proponent is also included in **Attachment 7**.

2.4 Draft Amendment C184knox documents

It should be noted that the draft amendment documents including the draft planning permit and associated background reports (**Attachments 1 – 6 and 8**), after being endorsed by Council, will be submitted to the Minister for Planning as part of Council's request for authorisation to prepare and exhibit Amendment C184knox. The amendment may be subject to further changes through the authorisation and subsequent public exhibition process.

To streamline the process, the Council resolution seeks to authorise the CEO or their delegate, to approve any further changes to the proposed C184knox amendment documents in response to the Minister or Department of Environment Land Water and Planning (DELWP) comments and/or authorisation conditions before public exhibition.

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

2.5 Vegetation Regrowth

Following community feedback that regrowth of locally rare plants had appeared where the clay pit and bunds had been, Council officers commissioned an ecological report from Dr. Graeme Lorimer (Biosphere Pty Ltd). The report (**Attachment 8**) identified the location and vegetation species found on site.

The report notes that the only part of the regrowth vegetation with planning protection is in the north-eastern corner, where an Environmental Significance Overlay applies. That area is proposed to become a drainage reserve, requiring excavation. None of the regrowth elsewhere is protected under the *Flora and Fauna Guarantee Act 1988*. Whilst the site is important for conserving the locally-threatened species, that importance is diminished because the site is evidently too dry for the rarer plants to survive in the long-term.

Consequently, the report recommends the following, subject to landowner support:

- Leaving the area of regrowth as identified in the report unmown until January 2022 to allow seed reproduction.
- Collecting seeds and/or digging up as many as possible of the species as recommended in the report.

Once these actions are taken, a plant nursery would nurture the dug-up plants and propagate the collected seeds for planting. The report recommends suitable planting sites in the vicinity.

If supported by Council, officers will liaise with the landowner and key stakeholders such as the Knox Environment Society and Friends of Blind Creek Group to seek agreement and coordinate the above actions. This is outside of the planning regulatory framework and is intended to be undertaken on a voluntary basis in parallel with the commencement of the planning scheme amendment process.

2.6 Current Section 173 AG370823M Obligations

Clause 4.4 of the current section 173 Agreement states that:

"It [the Council] will expeditiously seek authorisation under the Act and use its best endeavours to prepare and exhibit the Amendment to the Planning Scheme and

undertake the necessary statutory processes required to submit the Amendment to the Minister for Approval by the Minister;”.

This agreement was entered into in 2009 and while the Council resolution of 25 October 2021 will seek to end and replace this agreement with a new agreement, this clause remains effective until the new agreement is registered.

Note that this clause is a commitment to only seek authorisation in respect of a particular amendment, it does not fetter the exercise of any of the discretions of Council in relation to processing, potentially abandoning and eventually, upon receipt of any Panel report (if there is one) determining not to send the matter to the Minister for approval.

On this basis, it is recommended that Council satisfies its obligation to seek authorisation from the Minister for Planning to prepare and exhibit the amendment as part of an open and transparent process that allows Council to hear from all parties and benefit from advice from an independent Panel, if one is appointed.

3. CONSULTATION

Subject to Ministerial authorisation, Amendment C184knox and application P/2020/6049 together with its associated documents will be placed on public exhibition. Notices of the amendment will be given in accordance with the *Planning and Environment Act 1987* which includes notice in the government gazette, in a newspaper in circulation for the area, letters to all potentially materially affected owners and occupiers surrounding the site, and all relevant community groups, as well as all prescribed Ministers and Authorities. The community will have an opportunity to make a submission to the Amendment and key stakeholders will be further consulted. The information related to C184knox will also be placed on a Council webpage with a ‘have your say’ link to engage with the community.

The assessment of the proposal thus far involved consultation with several internal Council departments from the following directorates: City Strategy and Integrity, Connected Communities, and Infrastructure.

The proposal was also referred to key agencies for preliminary consultation including Melbourne Water, South East Water, Department of Transport, Country Fire Authority (CFA), Environmental Protection Authority (EPA), Comdain and Ausnet. These authorities have not objected to the proposal and will be formally engaged with through the exhibition process.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation to exhibit this proposal is considered to have no direct implications or has no direct impacts upon Council’s Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

However, the analysis, planning, design of this proposal has considered opportunities for adapting to climate change including reduced bushfire risks, biodiversity protection, improved stormwater amelioration, streetscape layout that supports reduction of urban heat island effect, and a subdivision layout that encourages active transport.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

If approved and incorporated into the Knox Planning Scheme, the Amendment provides a positive environmental/amenity benefit through the conservation of significant bushland areas, consideration of bushfire risks, minimising vegetation removal and design that respects and is in keeping with the surrounding area.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The processing of the amendment and planning application will be accommodated within existing Council budgets and has no broader financial implications.

The proponent has already paid the application fees to the Planning and Responsible Authority (*i.e. stage 1 and S96A fees*). The proponent will contribute to the subsequent stages of planning scheme amendment and Panel fees in accordance with the Planning and Environment (Fees) Regulations 2016.

7. SOCIAL IMPLICATIONS

If approved and incorporated into the Knox Planning Scheme, Amendment C184knox will have positive social benefit through greater clarity to the community about the future development outcomes for the site and contribution to social housing for the community.

8. RELEVANCE TO COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

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

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

Natural Environment & Sustainability

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

Amendment C184knox is a combined planning scheme amendment and permit application under Section 96A of the *Planning and Environment Act 1987* requested by Norvel Estate Pty Ltd C/- Urbis Pty Ltd.

The Amendment proposes to rezone the subject site from Special Use Zone Schedule 2 (SUZ2) to Neighbourhood Residential Zone Schedule 7 (NRZ7), Public Conservation and Resource Zone and Public Park and Recreation Zone. The permit application (P/2020/6049) is for a 138 residential lots staged subdivision and associated works.

This report recommends Council seek authorisation from the Minister for Planning to prepare and exhibit the Amendment and enter into a Section 173 Agreement to procure social housing outcomes. In parallel, officers will voluntarily work with the landowner to undertake actions to conserve vegetation regrowth identified as important off site.

11. CONFIDENTIALITY

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

Report Prepared By: Senior Strategic Planner, Patrick Dubuc

Report Authorised By: Director City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - C184knox - Geotechnical Letter - Civil Test (11 March 2015) [6.2.1 - 2 pages]
2. Attachment 2 - Environmental Audit Report - Norvel Road Quarry [6.2.2 - 74 pages]
3. Attachment 3 - C184knox and P/2020/6049 - Proposed Masterplan and Development reports [6.2.3 - 442 pages]
4. Attachment 4 - C184knox - Draft Explanatory Report and Planning Controls - Norvel Estate [6.2.4 - 12 pages]
5. Attachment 5 - C184knox P20206049 Draft Permit Exhibition - Norvel Estate Form 9 [6.2.5 - 22 pages]
6. Attachment 6 - C184knox Combined Subdivision Officer Report - 29 Q and 41 Q Norvel Road, FERNTREE GULLY VIC 3156, [6.2.6 - 26 pages]
7. Attachment 7 - Norvel Estate Social Housing S173 Agreement and letter of support from owner [6.2.7 - 16 pages]
8. Attachment 8 - Norvel Estate Plant Regeneration [6.2.8 - 13 pages]

Please note due to their size, the attachments for item 6.2 - Norvel Estate are published as a separate file

6.3 980 Stud Road, Rowville

SUMMARY: Simon Ilsley, Principal Planner

Request for the ending of Section 173 Agreement AM657781B from lot S22 on Plan of Subdivision 743596S/S3, affecting Lot S22 in Stage 3 of the Waterlea subdivision in Rowville.

RECOMMENDATION

That Council resolve to end Section 173 Agreement AM657781B affecting lot S22 on Plan of Subdivision 743596S/S3.

1. INTRODUCTION

Council has received an application requesting the ending of the Section 173 Agreement affecting lot S22 in stage 3 of the Waterlea subdivision in Rowville, developed by Stockland. The purpose of this request is to avoid the Section 173 Agreement being transferred onto individual house lots, as the obligations of the agreement are not relevant to future individual house lot owners.

Council at its Ordinary Meeting of 29 April 2019 considered a request to remove the same Section 173 Agreement (AM657781B) from stages 1 to 14 on Plan of Subdivision 743596S. In determining this request, Council carried the following resolution:

- *That Council agree that with the exception of Stages 16, 17, 18 & 19 and Lot B, to remove Section 173 Agreement AM657781B from Stages 1 to 14 on Plan of Subdivision of 743596S, and consent to the registration of removal by Land Registry only, pursuant to Section 178E of the Planning and Environment Act 1987.*
- *That Council agree to remove Section 173 Agreement AM657781B from Stages 16, 17, 18 & 19 and Lot B on Plan of Subdivision 743596S, and consent to the registration of removal by the Land Registry only, pursuant to Section 178E of the Planning and Environment Act 1987, once all obligations contained within the agreement have been satisfied and subject to a further report being presented to Council for formal approval.*

Council at an ordinary meeting on 27 July 2020 considered a request to remove the same Section 173 Agreement (AM657781B) from lots S16, S17, S18 and S19 in stage 3 on Plan of Subdivision 743596S. In determining this request, Council resolved the following:

- *To end Section 173 Agreement AM657781B affecting lots S16, S17, S18 and S19 on Plan of Subdivision 743596S/S3.*

In line with the Council resolution above, this application is being reported to Council.

2 DISCUSSION

This proposal is a request made under Section 178 of Planning and Environment Act (1987) for the ending of Section 173 Agreement AM657781B from Lot S22 in this subdivision.

Section 173 Agreement AM657781B is an agreement between Council and Stockland Development Pty Ltd registered on the copy of title. The Agreement was required as part of the sale of land. Council sold the land and the Contract for the sale of the land included obligations on the Owner to enter into this Agreement, the key components of which are:

- Requiring the owner to obtain all the necessary planning permits and other approvals;
- Requiring the relocation of stormwater drains on site;
- Specifying the nature of the Development proposed by the Owner on the Land;
- Outlining works to be constructed on the Council Homestead Land;
- Outlining works to be constructed within the Council Park Land;
- The provision of social housing on the site;
- Requiring the Owner to exercise its best endeavours to obtain all necessary planning permits and other approvals for the Development by a prescribed date;
- Specifying the date by which Substantial Commencement and Practical Completion (as defined in this Agreement) of the Development must be achieved;
- Requiring the Owner to comply with certain Requirements in respect of the Development and land in the vicinity of the Development;
- Undertaking the Development in a manner consistent with the provision of the Possible Future Link to the Kingston Links Golf Course Land across the Council Park Land;
- Entitling Council to specified rights as set out in this Agreement in the event that the Owner fails to provide Social Housing within the Development in accordance with the Requirements; and
- Providing a Bank Guarantee in favour of Council to secure performance of specified obligations of the Owner as contained in this Agreement.

3 CONSULTATION

Pursuant to Section 178C of the *Planning and Environment Act 1987*, the proposal to end the Section 173 Agreement was advertised to Stockland, who is the only party to the agreement.

Section 178C(2)(b) of the *Planning and Environment Act* also requires Council to give notice to any other person Council considers may suffer material detriment as a result of the decision to end the agreement. As previously mentioned, the outstanding obligations in the agreement only relate to matters internal of the development and these will cause no material detriment to any other person. For these reasons this application was not advertised more broadly than the party to the agreement.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no significant environmental impacts or amenity issues associated with the proposal.

6. FINANCIAL & ECONOMIC IMPLICATIONS

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

7. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposal. Lot S22 contains five social housing lots and Section 4 of the Officer's Report at Attachment 1 discusses this matter in detail.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-25

Key Direction – Neighbourhoods, Housing and Infrastructure

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

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

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

The ending of Section 173 Agreement AM657781B from lot S22 is appropriate as most of the obligations in this agreement have been satisfied. The one outstanding obligation relates to securing social housing on five lots in lot S22. Council have received signed contracts of sale for the five social housing lots with lot S22 and this confirms the future sale of these lots to a social housing provider. Council has also agreed to the draft Section 173 Agreement that will be attached to the title for these five social housing lots, which will secure the use of these lots for social housing in perpetuity. Further security is also provided in the form of Council holding bonds in excess of \$2million dollars for matters that include the provision of social housing.

It is considered that ending the agreement from the land will not disadvantage any persons.

11. CONFIDENTIALITY

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

Report Prepared By: Principal Planner, Simon Ilsley

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Officer Report 980 Stud Road Rowville [6.3.1 - 5 pages]
2. Attachment 2 - Council Attachments - 980 Stud Road Rowville [6.3.2 - 2 pages]



Attachment 1



Ending of Section 173 Agreement AM657781B from lot S22 at 980 Stud Road, Rowville.

1. Summary:

Subject Site:	Stamford Park Estate, 980 Stud Road, Rowville
Proposed Development:	Ending of Section 173 Agreement AM657781B from lot S22 on Plan of Subdivision 743596S/S3
Existing Land Use:	Residential
Site Area:	6.3 hectares
Planning Scheme Controls:	General Residential Zone – Schedule 8 and Development Plan Overlay – Schedule 9
Application Received:	23 September 2021
Number of Objections:	N/A
PCC Meeting:	N/A
Ward:	Tirhatuan

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of the request to end the Section 173 Agreement AM657781B effecting lot in S22 in stage 3 of the Waterlea development at Stamford Park. This is the final stage in the Waterlea development.

2. Background

2.1 History

Council initiated the redevelopment of the Council owned parkland between Corhanwarrabul Creek and Stud Road, which was being used for informal recreation purposes. Following community consultation, the Stamford Park Master Plan Report was prepared by Tract Consultants in conjunction with Council. This Master Plan outlined Council's vision for the redevelopment of the parkland, the Homestead and future residential precinct.

The Stamford Park Master Plan was implemented into the Knox Planning Scheme through the gazettal of Amendment C93 on the 8 August 2013.

In line with Council's vision for the parkland, the Amendment rezoned a portion of Stamford Park to Residential 1 Zone (now the General Residential Zone – Schedule 1) and applied a new Development Plan Overlay – Schedule 9 (DPO9) to the residential precinct to ensure built form outcomes that are consistent with the Master Plan.

In March 2016, Stockland purchased the residential land from Council with contractual obligations to deliver a residential community in line with the Stamford Park Master Plan Report 2014. One of the contractual obligations was for Stockland to enter into a Section 173 Agreement, which is the agreement Stockland is now seeking to remove.



Attachment 1

Roberts Day Consultants acting on behalf of Stockland, prepared the Development Plan in accordance with the requirements of DPO9. This Development Plan was approved by Council on 22 November 2016.

Council at an ordinary meeting on 29 April 2019 considered a request to remove the same Section 173 Agreement (AM657781B) from stages 1 to 14 on Plan of Subdivision 743596S. In determining this request, Council carried the following resolution:

- That Council agree that with the exception of Stages 16, 17, 18 & 19 and Lot B, to remove Section 173 Agreement AM657781B from Stages 1 to 14 on Plan of Subdivision of 743596S, and consent to the registration of removal by Land Registry only, pursuant to Section 178E of the Planning and Environment Act 1987.
- That Council agree to remove Section 173 Agreement AM657781B from Stages 16, 17, 18 & 19 and Lot B on Plan of Subdivision 743596S, and consent to the registration of removal by the Land Registry only, pursuant to Section 178E of the Planning and Environment Act 1987, once all obligations contained within the agreement have been satisfied and subject to a further report being presented to Council for formal approval.

Lot B referenced in the resolution above is now Lot S22 on the current plan of subdivision.

Council at an ordinary meeting on 27 July 2020 considered a request to remove the same Section 173 Agreement (AM657781B) from lots S16, S17, S18 and S19 in stage 3 on Plan of Subdivision 743596S. In determining this request, Council carried the following resolution:

- To end Section 173 Agreement AM657781B affecting lots S16, S17, S18 and S19 on Plan of Subdivision 743596S/S3.

2.2 Subject Site and Surrounds

The subject site is a large single allotment accessed from Stud Road via Emmeline Row that has been subdivided from Council land that surrounds the site. Residential development of the site is currently well advanced and this development has occurred in accordance with the Development Plan approved under the Development Plan Overlay – Schedule 9 (DPO9).

As previously mentioned, the site predominantly adjoins Council land used for unimproved open space. To the immediate north-east is the Stamford Park homestead and beyond this in the industrial development on Enterprise Drive.

To the immediate east is a place of assembly and to the south adjoining Council land is an established residential area.

Section 173 Agreement AM657781B is registered on the copy of title.

2.3 The Proposal

The proposal seeks to end Section 173 Agreement AM657781B affecting lot S22 of the Waterlea development at Stamford Park. Lot S22 is the final stage of development in the Waterlea Estate and is the final lot burdened by this Section 173 Agreement.

Section 173 Agreement AM657781B is an agreement between Council and Stockland Development Pty Ltd registered on the copy of title. The Agreement was required as part of the sale of land. Council sold the land and the Contract



Attachment 1

for the sale of the land included obligations on the Owner to enter into this Agreement, the key components of which are:

- Requiring the owner to obtain all the necessary planning permits and other approvals
- Requiring the relocation of stormwater drains on site
- Specifying the nature of the Development proposed by the Owner on the Land
- Outlining works to be constructed on the Council Homestead Land
- Outlining works to be constructed within the Council Park Land
- The provision of social housing on the site
- Requiring the Owner to exercise its best endeavours to obtain all necessary planning permits and other approvals for the Development by a prescribed date;
- Specifying the date by which Substantial Commencement and Practical Completion (as defined in this Agreement) of the Development must be achieved;
- Requiring the Owner to comply with certain Requirements in respect of the Development and land in the vicinity of the Development;
- Undertaking the Development in a manner consistent with the provision of the Possible Future Link to the Kingston Links Golf Course Land across the Council Park Land;
- Entitling Council to specified rights as set out in this Agreement in the event that the Owner fails to provide Social Housing within the Development in accordance with the Requirements; and
- Providing a Bank Guarantee in favour of Council to secure performance of specified obligations of the Owner as contained in this Agreement.

3. Consultation

3.1 Advertising

Pursuant to Section 178C of the Planning and Environment Act, the proposal to end the Section 173 Agreement was advertised to Stockland, who is the only party to the agreement.

- Section 178C(2)(b) of the Planning and Environment Act also requires Council to give notice to any other person Council consider may suffer material detriment as a result of the decision to end the agreement. As previously mentioned, the outstanding obligations in the agreement only relate to matters internal of the development and these will cause no material detriment to any other person. For these reasons this application was not advertised more broadly than the party to the agreement.

3.2 Referrals

The application has not been referred to external authorities or internal departments for advice.

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.



Attachment 1

4.1 Zoning and Overlays

4.1.1 Zone

General Residential Zone – Schedule 8

The site is located within the General Residential Zone – Schedule 8 (GRZ8).

- A planning permit is not required for the proposal under the GRZ8.

4.1.2 Overlays

Development Plan Overlay – Schedule 9

The site is affected by the Development Plan Overlay 9 (DPO9).

A planning permit is not required for the proposal under the GRZ8.

4.2 Policy Consideration: State and Local Planning Policy Framework

The application to end a Section 173 Agreement is not affected by the State and Local planning policy Frameworks.

4.3 Section 178B(2) of the Planning and Environment Act (1987)

Section 178B(2) of the Planning and Environment Act (1987) outlines the matters that must be considered by the Responsible Authority when considering a proposal to end an agreement. These matters are:

4.3.1 The purpose of the agreement.

- The purpose of the agreement was to enforce permit conditions, site restrictions and create and construct a road. These obligations will remain on the parent title, and will only be removed from individual lots as they are sold for development.
- The owner has obtained all necessary planning permits.
- The owner has met and passed the substantial commencement date, and has obtained practical completion on the early stages.
- The carpark has been constructed, and the land released to Council.
- The owner provided an area for the future link, and Kingston Links (Bankside) has had the connection approved within a Development Plan.
- Bank Guarantees' have been provided and are held by Council to ensure the development is completed to a satisfactory standard and the social housing is provided in accordance.

4.3.2 Whether and why the agreement is no longer required.

- The applicant is requesting the ending of the agreement from the final stage of the development. A review of the obligations in Section 4 of the agreement confirm that the majority of these obligations have been satisfied by Stockland.
- The one outstanding obligation is the transferring of the five social housing lots to a social housing provider. The applicant has provided fully signed contracts of sale for the five social housing lots that confirm the future sale of these lots to a social housing provider. Council has also agreed to the draft Section 173 Agreements that will be attached to the title for these five social housing lots, which will secure the use of these lots for social housing in perpetuity. Council also hold bonds in excess of \$2million dollars that provide further assurance that the social housing will be provided.
- Section 173 Agreement AM657781B should not be registered on the future lots subdivided from lot S22 as the agreement has no relevance to future landowners and was only intended to place obligations on Stockland to achieve development and social housing outcomes.



Attachment 1

4.3.3 Whether the ending of the agreement would disadvantage any person, whether or not a party to the agreement.

- As mentioned above, the basis for the agreement was to obligate Stockland to achieve certain development and social housing outcomes. The majority of the obligations pertaining to development outcomes have been satisfied. The outstanding requirement relates to the provision of social housing and as previously mentioned Council have received signed contracts of sale for the five social housing lots that confirm the future sale of these lots to a social housing provider. Council has also agreed to the draft Section 173 Agreement that will be attached to the title for these five social housing lots, which will secure the use of these lots for social housing in perpetuity.
- The obligations in the agreement that have potential for off-site considerations have been satisfied and therefore there are no parties that will be disadvantaged by the ending of Section 173 Agreement AM657781B.

4.3.4 The reasons why the Responsible Authority entered into the agreement.

- The Responsible Authority entered into the agreement to ensure that land was developed in accordance with pre-determined conditions on the site. These obligations should not affect new owners of subdivided lots.

4.3.5 Any relevant permit or other requirements the land is subject to under the Subdivision Act 1988.

- The requirements of the agreement under the Subdivisions Act are considered satisfied.

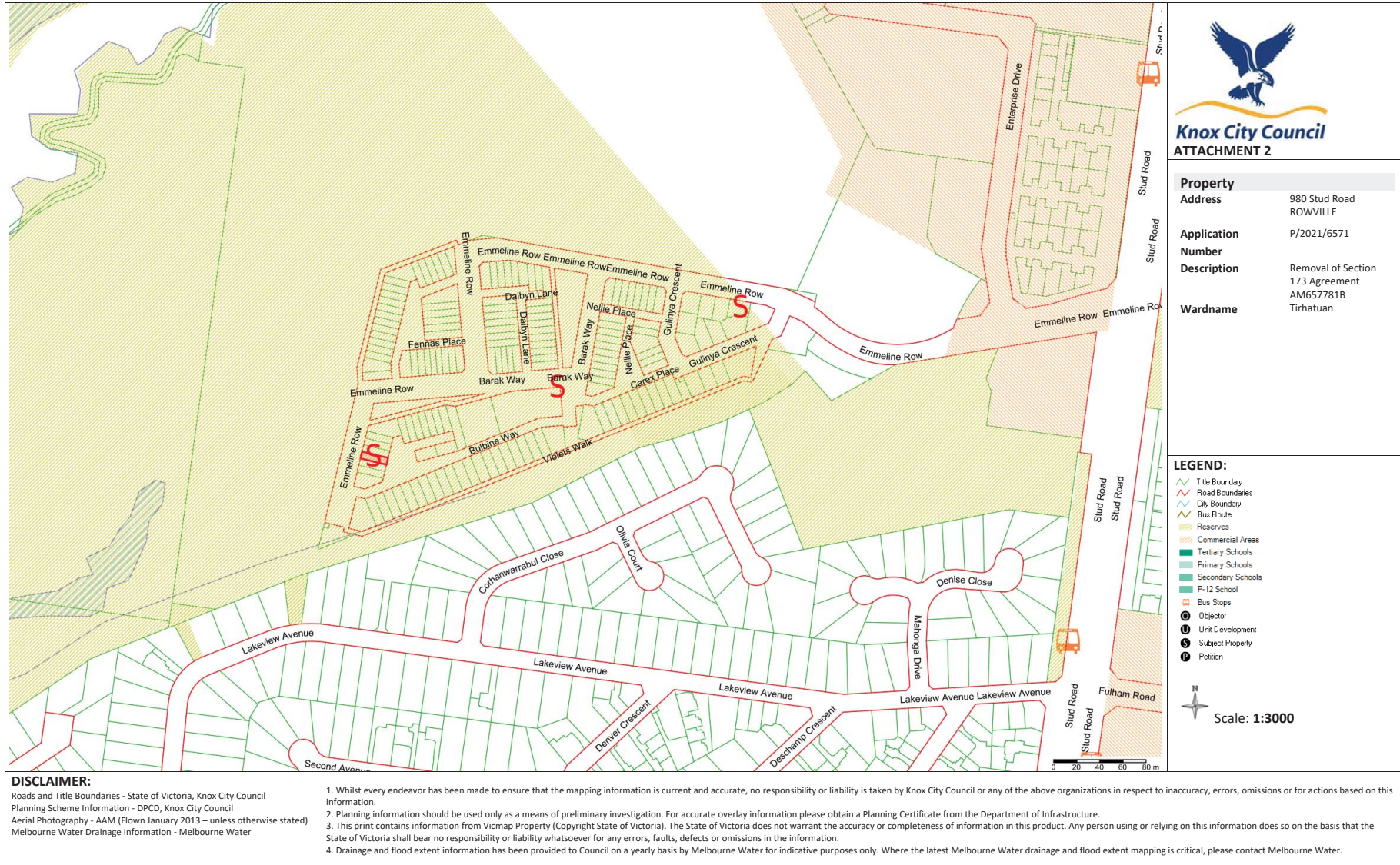
4.3.6 Any other prescribed matter.

- There are no other prescribed matters.

5. Conclusion

The proposal to end the Section 173 Agreement AM657781B affecting lot S22 will not disadvantage any person or parties. The owner has satisfied the obligations prescribed by the agreement and any potential risks to Council are mitigated by Council holding bonds in excess of \$2 million dollars.

It is therefore recommended that Council agree to end Section 173 Agreement AM657781B affecting lot S22 on Plan of Subdivision 743596S/S3.





6.4 Planning Delegations Review

SUMMARY: Manager City Planning & Building, Paul Dickie

The purpose of this report is to review the Planning Instrument of Delegation which was adopted by Council on 27 September 2021 and previously reviewed in 2017. This report recommends several changes to the Instrument of Delegation due to changes in officer titles, as well as a number of changes to the delegation itself, in particular relating to the triggers relating to when an application can be determined under delegated authority or when it must be determined by Council. The proposed Instrument of Delegation seeks to provide a balance with respect to what applications are determined by Council and the need to provide a timely and cost effective service.

RECOMMENDATION

That Council, in the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Planning (Attachment 1 to the officers’ report), resolve that:

1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the Instrument of Delegation – Planning (Attachment 1) the powers, duties and functions set out in that instrument, subject to the conditions and limitations specified in that Instrument;
2. The Instrument of Delegation – Planning set out in Attachment 1 come into force immediately upon this resolution being made and, following the acceptance of tracked changes, the instrument being signed by the Mayor and Council’s Chief Executive Officer;
3. On the coming into force of the above Instrument of Delegation – Planning, the respective previous Instrument of Delegation – Planning executed in September 2021 be revoked; and
4. The duties and functions set out in the Instrument of Delegation – Planning must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may adopt from time to time.

1. INTRODUCTION

1.1 Background

The current Instrument of Delegation - Planning was adopted by Council on 27 September 2021, however the last significant review of the Instrument of Delegation was adopted by Council on 22 May 2017. The Instrument of Delegation – Planning details the duties and functions associated with planning and health processes that are delegated from the following Acts and Regulations:

- Heritage Act 2017;
- Section 185L(4) of the Local Government Act 1989;
- Planning and Environment Act 1987;
- Planning and Environment Regulations 2015;
- Planning and Environment (Fees) Regulations 2016;
- Residential Tenancies Act 1997;
- Residential Tenancies (Caravan Parks and Movable Dwellings Registrations and Standards) Regulations 2020; and
- Residential Tenancies Regulations 2021.

Knox City Council receives around 1,000 Planning Applications per year, plus another 500 or more requests to amend permits/plans or extend the time of permits. The processing of applications, as well as the enforcement of permits or the Knox Planning Scheme, requires decisions and actions in accordance with the abovementioned legislation. The Planning Instrument of Delegation is therefore an important aspect of the effective and timely operation of Council's planning function.

A review of the Instrument of Delegation – Planning has been undertaken in accordance with the *Local Government Act 1989*. Under the *Local Government Act*, Council must undertake a review of all delegations within 12 months of an election. Whilst the 27 September 2021 review satisfies the Local Government Act requirement, there is no obstacle to reviewing the Planning Delegations at any time if there is a change in circumstances, and/or the current Instrument of Delegation does not meet Council expectations.

The review of the Instrument of Delegation – Planning was discussed with Councillors at issues Briefings on 3 May 2021 and 3 November 2021, with the feedback provided also being considered.

Council's lawyers have assisted in the preparation of this delegation document.

1.2 Delegation under the Planning and Environment Act

The *Planning and Environment Act 1987* (the Act) prescribes certain duties to Planning Authorities relating to power to prepare Planning Scheme Amendments, and to Responsible Authorities relating to the administration and enforcement of Planning Schemes. Knox City Council acts as both Planning Authority and Responsible Authority to the Knox Planning Scheme.

The Act enables the delegation of most tasks and duties to a Committee of Council or to officers – except in relation to the following:

- Adopt or abandon a planning scheme amendment;
- Appoint a committee if one is proposed for hearings prior to a decision;
- Applying to a Court for an injunction relating to an enforcement order or interim enforcement order;
- Purchase, hold, lease, sell or otherwise dispose of land or exchange land on behalf of Council;
- Subdivide or develop land on behalf of Council;
- Compulsory acquisition;
- The power to delegate (hence, planning delegation is not within the scope of the CEO's powers to delegate, and must be determined by Council).

Delegation is necessary for the effective and efficient operation of Council's planning functions, as well as to enable routine and administrative tasks to be carried out with consistency and certainty (e.g. Keeping of registers and making applications available to the public).

2. DISCUSSION

The proposed Instrument of Delegation – Planning can be found at Attachment 1 to this report. The tracked changes version can be found at Attachment 2 for information.

There are a number of changes proposed to the Instrument of Delegation. The main areas of change are as follows:

2.1 Staff Titles Updated

Part 2 of the Instrument of delegation details various officer positions to which the delegation applies to. For ease of operation the positions are included in groupings.

Since 2017 there have been a number of changes in position titles within the City Planning and Building Department. The following positions have changed title:

- Major Projects Subdivision Planner (formerly Senior Subdivision Planner);
- Coordinator Business Support (formerly Team Leader City Planning and Building Administration);
- City Planning and Building Business Support Officer (formerly City Planning and Building Administration Officer); and
- City Planning and Building Counter Support Officer (formerly Customer Service Officer HUB).

The position of Major Projects Subdivision Planner is proposed to be included with Group B (previously Group C) which reflects current duties.

The position of Student Planner is proposed to be included in Group C (previously Group D) which reflects current duties.

The position of City Planning and Building Counter Support Officer is proposed to be included in Group G (previously Group H) which reflects current duties.

The positions of Senior Sustainable Development Engineer and Development Engineer have been included in the Instrument of Delegation for the first time, and it is proposed that both positions are included in Group H which reflects current duties.

2.2 Changes to Delegation to Approve an Application

The following Sections of the *Planning and Environment Act 1987* relate to decisions to approve a planning application:

- Section 61(1)(a) - Power to decide to grant a permit;
- Section 61(1)(b) - Power to decide to grant a permit with conditions;
- Section 84(1) - Power to decide on an application at any time after an appeal is lodged against failure to grant a permit; and
- Section 96G(1) - Power to determine to recommend to the Minister for Planning that a Permit be granted or refused for a combined Planning Scheme Amendment / Permit Application.

The above sections all currently have the same triggers to determine to approve an application under delegated authority. Currently delegated authority exists to approve applications unless one or more of the following triggers apply:

- Any application once it is "called Up" by a Knox Councillor (in consultation with the Director City Development), or the CEO, Director City Development or Manager City Planning & Building.*
- Approval of an application which has received objections from the owners and/or occupiers of 15 or more separate properties, unless:*
 - The site is located within an Activity Centre with a Structure Plan approved by Council; or*
 - The site is located within an 'Activity Area' as identified in the Knox Housing Strategy 2015 (or as amended).*

The triggers for determination of applications by Council, or by officers under delegated authority, were extensively discussed at the Issues Briefing Meetings on 3 May and 3 November 2021. It is noted that there were different views regarding the appropriate levels of delegation. Despite the differing views, a strong view held was that there was Councillor and community concern with the determination of planning applications in the Dandenong Foothills area under delegated authority, and therefore the delegations for the approval of planning applications should be amended to provide lower objection triggers within the Dandenong Foothills Policy Area, and to remove the current exemptions that apply to applications within Activity Centres with approved Structure Plans, and Activity Areas under the Knox Housing Strategy.

It is important that the triggers facilitate the efficient operation of Council's planning function (particularly given the increasing pressure to avoid failure appeals and improve the timeliness of decision making), whilst still meeting community expectations that significant applications, or controversial applications (where approval is recommended) are determined by Council.

It is therefore recommended that the following changes be made to the triggers where approval of an application is recommended:

- That the objections trigger remain at 15 objector properties for most of the municipality, however where application sites are located within the Dandenong Foothills Policy Area the objections trigger be reduced to 10 objector properties.
- That the exemptions to the objection trigger of sites within Activity Centres with an approved structure plan, or sites located within an 'Activity Area' as identified in the Knox Housing Strategy 2015 be removed.

The 'call up' provision is proposed to remain for any application that a Councillor or Senior Officer considers should be determined by Council.

The removal of the two exemptions relating to sites within Activity Centres with an approved Structure Plan, and sites within 'Activity Areas' under the Knox Housing Strategy, reflect concern that despite significant change expected in those areas, applications can still generate significant community concern which should be addressed in a way that is consistent with the rest of the municipality.

Overall, the changes reflect a simplification of the triggers with the Councillor call up provision remaining and an objection trigger that has one variation depending on whether a site is located within the Dandenong Foothills Policy Area or outside the Dandenong Foothills Policy Area.

2.3 Other Changes

The delegations in the following sections – 61(1)(a), 61(1)(b), 61(1)(c), 61(2), 61(2A), 61(4), 84(1), 96G(1), 178E(2)(a), 178E(2)(b), 178E(3)(c) and 184F(1) – contain a provision where the limitations do not apply to the Chief Executive Officer in a number of circumstances. Part (b) previously referred to a table within the Chief Executive Officer's Instrument of Delegation. That provision is proposed to change to refer to Schedule 2 of the Instrument of Delegation – Planning. The proposed change will not alter the practical operation of the clause, should it be required to be implemented.

Section 97O of the Planning and Environment Act outlines Council's duty to consider an application of a Certificate of Compliance, and either issue or refuse to issue a certificate. The proposed delegation reduces the delegation for this purpose to Groups A and B only. The change

reflects the current practice of the Department, as well as the significance of decisions on these requests.

Section 120(1) of the Planning and Environment Act enables Council to apply for an Interim Enforcement Order at VCAT. The proposed delegation reduces the delegation for this purpose to Groups A and B only. The change reflects the current practice of the Department, as well as the significance of decisions on these requests.

Sections 177(2), 178, 178A(5), 178B(1), 178B(2), 178E(1), 178E(2)(a), 178E(2)(b), 178E(2)(c), 178(3)(a), 178E(3)(b), 178E(3)(c), 178E(3)(d), 184F(1), 184F(2) and 184G(2) of the Planning and Environment Act relate to consideration and determination of applications to amend or end Section 173 Agreements. The proposed delegation increases the delegation for these sections from the Chief Executive Officer and Director City Strategy & Integrity to Group A (which includes the Manager City Planning & Building and Manager City Futures). The change will improve efficiency whilst retaining decision making at a Senior level. It is noted that there is no change proposed to the conditions or limitations of the delegations for the above sections – in particular the requirement that any request to amend or end a Section 173 that was entered into via a resolution of Council, must be determined by Council.

Delegation for four miscellaneous matters relating to the Planning and Environment Act and relating to determinations that something has been done to the satisfaction of Council, consenting to a matter, approval of documents, and providing authorisation in accordance with the planning scheme are proposed to be increased. The proposed increase will allow for Planning Investigation Officers, Development Engineers and Landscape Officers to make delegate decisions. The proposed changes will improve the effectiveness and efficiency for the determination of day to day matters.

Finally, it is proposed to expand the condition / limitation on the miscellaneous provision providing officers with the power to mediate an appeal at VCAT. The current provision has the following limitation: “The mediated outcome shall be generally in accordance with the Council decision on the application.” It is proposed that the following additional words be included in the limitation - “... unless an agreed outcome involves major changes being made to a proposal that addresses issues or concerns identified with the Council decision.” The proposed change will provide for increased flexibility in mediating planning decisions at VCAT and allow for officers to pursue significant changes to a proposal rather than having to refuse to agree to a positive outcome because of a lack of delegated authority.

3. CONSULTATION

There has been no community consultation on the issues raised in this report. Consultation has occurred with Councillors (at the Issues Briefings on 3 May and 3 November 2021) and Officers affected by the proposed Instrument of Delegation.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council’s Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL / AMENITY CONSIDERATIONS

The determination of planning applications seeks to consider environmental and amenity issues.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The processing and determination of planning applications seeks to consider resource and economic issues. The determination of applications under delegated authority saves Council resources and expedites decision making.

Any changes to the Instrument of Delegation may have significant resourcing implications for the City Planning and Building Department, which should be considered by Council during the decision making process.

An examination of applications over the 2017, 2018, 2019 and 2020 calendar years has found that if the delegations proposed had applied at that time, the number of matters reported to Council for determination would have increased by between 8% and 22% (depending on the year).

In raw figures the number of additional reports is not significant (between 1 and 5 additional reports to Council over a year), however the cumulative impact of changes to the Instrument of Delegation and the PCC Terms of Reference could be significant. It is advised that during the year where there is a high number of applications that attract large number of objections, there is likely to be a reduction in service levels and timeliness of the Planning Team unless additional resources can be allocated during those periods. The additional workload is considered to be manageable during quieter years (such as 2020 and 2021 which have been affected by the COVID19 pandemic) within existing resources, however it should be noted that the service is entering a peak workload period again.

7. SOCIAL IMPLICATIONS

The determination of planning applications seeks to consider social issues.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Key Direction – Civic Engagement and Integrity

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

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

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

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Delegation s6 Council to Council Staff Planning Oct 2021 Final Version [**6.4.1** - 84 pages]
2. Attachment 2 - Delegation - s 6 - Council to Council Staff - Planning - UNDER REVIEW Oct 2021 - Tracked changes [**6.4.2** - 80 pages]



Council to Council Staff: Planning

In exercise of the powers conferred by the legislation referred to in the attached Schedule 1, the Council:

1. delegates each duty and/or function and/or power described in column 1 of Schedule 1 (and summarised in column 2 of Schedule 1) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of Schedule 1;
2. records that reference in the Schedules to:

“Group A” means	Chief Executive Officer Director City Strategy and Integrity Manager City Planning & Building Manager City Futures
“Group B” means	Coordinator Planning Coordinator City Strategy and Planning Major Projects Subdivision Planner Principal Planner Senior Strategic Planner
“Group C” means	Senior Planner Strategic Planner Planning Officer Student Planner
“Group D” means	Subdivision Planner
“Group E” means	Planning Investigation Officer Landscape Inspection Officer
“Group F” means	Planning Support Officer Student Strategic Planner Project Support Officer
“Group G” means	Coordinator Business Support City Planning and Building Business Support Officer City Planning and Building Counter Support Officer
“Group H” means	Senior Sustainable Development Engineer Development Engineer



“Group I” means Arborist
 Landscape Assessment Officer
 Assistant Landscape Office

3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 22 November 2021 and
- 3.2 the delegation:
- 3.2.1 comes into force immediately upon its execution;
- 3.2.2 remains in force until varied or revoked;
- 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule1; and
- 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
- 3.3 the delegate must not determine the issue, take the action or do the act or thing:
- 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
- 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
- (a) policy; or
- (b) strategy
- adopted by Council; or
- 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
- 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

Cr Lisa Cooper - Mayor

Bruce Dobson – Chief Executive Officer

Date:



SCHEDULE 1

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HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	power to sub-delegate Executive Director's functions, duties or powers	Chief Executive Officer	Must first obtain Executive Director's written consent first. Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.185L(4)	power to declare and levy a cladding rectification charge	Chief Executive Officer	Council must first have entered into a cladding rectification agreement under Section 185I



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victorian Planning Provisions	Group A	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Group A	
s.4H	duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	All Groups	
s.4I	duty to keep Victoria Planning Provisions and other documents available in accordance with public availability requirements	All Groups	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	Group A	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	Group A	
s.8A(5)	function of receiving notice of the Minister's decision	Group A	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Group A	

Instrument of Delegation – Council to Staff
Planning

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not Delegated	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Groups A, B & C	
s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Groups A, B & C	
s.12B(1)	duty to review planning scheme	Groups A, B & C	
s.12B(2)	duty to review planning scheme at direction of Minister	Groups A, B & C	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Groups A, B & C	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Groups A, B, C, D, E, F & I	
s.17(1)	duty of giving copy amendment to the planning scheme	Groups A, B & C	
s.17(2)	duty of giving copy s.173 agreement	Groups A, B & C	

Instrument of Delegation – Council to Staff
Planning

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Groups A, B & C	
s.18	duty to make amendment etc. available in accordance with public availability requirements	All Groups	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Groups A	Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.
s.19	function of receiving notice of preparation of an amendment to a planning scheme	Groups A, B & C	Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	Groups A, B & C	
s.21(2)	duty to make submissions available in accordance with public availability requirements	All Groups	
s.21A(4)	duty to publish notice in accordance with section	Groups A, B & C	
s.22	duty to consider all submissions	Groups A, B & C	except submissions which request a change to the items in s.22(5)(a) and (b)

Instrument of Delegation – Council to Staff
Planning

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	Groups A, B & C	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	Groups A, B & C	Only where Council has already resolved to refer the Amendment to a Panel
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Groups A, B & C	
s.26(1)	power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s.26(2)	duty to keep report of panel available in accordance with public availability requirements	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s.27(2)	power to apply for exemption if panel's report not received	Group A	
s.28(1)	duty to notify the Minister if abandoning an amendment	Groups A, B & C	Note: the power to make a decision to abandon an amendment cannot be delegated



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
S 28(2)	Duty to publish notice of the decision on Internet Site	Groups A, B & C	
S 28(4)	Duty to make notice of the decision available on Council's internet site for a period of at least 2 months	Groups A, B & C	
s.30(4)(a)	duty to say if amendment has lapsed	Group A	
s.30(4)(b)	duty to provide information in writing upon request	Group A	
s.32(2)	duty to give more notice if required	Groups A, B & C	
s.33(1)	duty to give more notice of changes to an amendment	Groups A, B & C	
s.36(2)	duty to give notice of approval of amendment	Groups A, B & C	
s.38(5)	duty to give notice of revocation of an amendment	Groups A, B & C	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Groups A, B & C	
s.40(1)	function of lodging copy of approved amendment	Groups A, B & C	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41(1)	duty to make approved amendment available in accordance with the public availability requirements during inspection period	All Groups	
s. 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends	All Groups	
s.42(2)	duty to make copy of planning scheme available in accordance with the public availability requirements	All Groups	
s. 46AW	function of being consulted by the Minister	Groups A, B and C	where Council is a responsible public entity
s. 46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy	Groups A, B and C	where Council is a responsible public entity
s.46AZC(2)	duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Groups A, B,C & D	where Council is a responsible public entity



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46AZK	duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Groups A, B, C & D	where Council is a responsible public entity
s.46GI(2)(b)(i)	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Groups A, B, C & D	where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s.46GJ(1)	function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Groups A, B, C & D	
s.46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	Groups A, B, C & D	
s.46GN(1)	duty to arrange for estimates of values of inner public purpose land	Groups A, B, C & D	
s.46GO(1)	duty to give notice to owners of certain inner public purpose land	Groups A, B, C & D	
s.46GP	function of receiving a notice under s.46GO	Groups A, B, C & D	where Council is the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GQ	function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Groups A, B, C & D	
s.46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Groups A, B, C & D	
s.46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister	Groups A, B, C & D	
s.46GS(1)	power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	Groups A, B, C & D	
s.46GS(2)	duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Groups A, B, C & D	
s.46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Groups A, B, C & D	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GT(4)	function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Groups A, B, C & D	
s.46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Groups A, B, C & D	
s.46GU	duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Groups A, B, C & D	
s.46GV(3)	function of receiving the monetary component and any land equalisation amount of the infrastructure contribution power to specify the manner in which the payment is to be made	Groups A, B, C & D	where Council is the collecting agency
s.46GV(3)(b)	power to enter into an agreement with the applicant	Groups A, B, C & D	where Council is the collecting agency
s.46GV(4)(a)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	where Council is the development agency

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Planning

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GV(7)	duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Groups A, B, C & D	
s.46GV(9)	power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Groups A, B, C & D	where Council is the collecting agency
s.46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Groups A, B, C & D	Where Council is the collecting agency
s.46GX(2)	duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Groups A, B, C & D	where Council is the collecting agency
s.46GY(1)	duty to keep proper and separate accounts and records	Groups A, B, C & D	where Council is the collecting agency
s.46GY(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	where Council is the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(2)(a)	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Groups A, B, C & D	where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s.46GZ(2)(a)	function of receiving the monetary component	Groups A, B, C & D	where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s.46GZ(2)(b)	duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities	Groups A, B, C & D	where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s.46GZ(2)(b)	function of receiving the monetary component	Groups A, B, C & D	where Council is the development agency under an approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency
s.46GZ(4)	duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	Groups A, B, C & D	where Council is the collecting agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(5)	duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Groups A, B, C & D	where Council is the collecting agency specified under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Groups A, B, C & D	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s.46GZ(7)	duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	Groups A, B, C & D	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(9)	duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Groups A & B	if any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
s.46GZ(9)	function of receiving the fee simple in the land	Groups A & B	where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZA(1)	duty to keep proper and separate accounts and records	Groups A & B	where Council is a development agency under an approved infrastructure contributions plan
s.46GZA(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	where Council is a development agency under an approved infrastructure contributions plan
s46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)		Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(4)	duty in accordance with the requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Groups A & B	if the VPA is the collecting agency under an approved infrastructure contributions plan where Council is a development agency under an approved infrastructure contributions plan
s.46GZD(2)	duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	Groups A & B	where Council is the development agency under an approved infrastructure contributions plan
s.46GZD(3)	duty to follow the steps set out in s.46GZD(3)(a) and (b)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZD(5)	duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZE(2)	duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Chief Executive Officer Director City Strategy and Integrity	where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Strategy and Integrity	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s.46GZE(3)	Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
s.46GZF(2)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Groups A & B	where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46 GZF (3)(a) and (b)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)		Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	Groups A & B	where Council is the collection agency under an approved infrastructure contributions plan this provision does not apply where Council is also the development agency
s.46GZF(4)	duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(6)	duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZH	power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZI	duty to prepare and give a report to the Minister at the times required by the Minister	Groups A & B	where Council is a collecting agency or development agency
s.46GZK	power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Groups A & B	where Council is a collecting agency or development agency

Instrument of Delegation – Council to Staff
Planning

MONTH 2021



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46LB(3)	duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	Groups A & B	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Groups A, B, C & D	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	Groups A, B, C & D	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Groups A & B	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Groups A & B	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	Groups A & B	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Groups A & B	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	Groups A & B	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(1)	duty to keep proper accounts of levies paid	Chief Executive Officer Director - City Strategy and Integrity	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Chief Executive Officer Director - City Strategy and Integrity	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Chief Executive Officer Director - City Strategy and Integrity	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer Director - City Strategy and Integrity	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	Chief Executive Officer Director - City Strategy and Integrity	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Director - City Strategy and Integrity	must be done in accordance with Part 3



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46Q(4)(e)	duty to expend that amount on other works etc.	Chief Executive Officer Director - City Strategy and Integrity	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	Chief Executive Officer Director - City Strategy and Integrity	
s.46QD	duty to prepare report and give a report to the Minister	Groups A & B	where Council is a collecting agency or development agency
s46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Groups A & B	
s46Y	Duty to carry out works in conformity with the approved strategy plan	Groups A & B	
s.47	power to decide that an application for a planning permit does not comply with that Act	All Groups	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	All Groups	
s.49(2)	duty to make register available for inspection in accordance with the public availability requirements	All Groups	
s.50(4)	duty to amend application	Groups A, B, C, D, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50(5)	power to refuse to amend application	Groups A, B, C, D & I	
s 50(6)	Duty to make note of amendment to application in register	Groups A, B, C, D, F & I	
s.50A(1)	power to make amendment to application	Groups A, B, C, D, F & I	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Groups A, B, C, D, F & I	
s.50A(4)	duty to note amendment to application in register	Groups A, B, C, D, F & I	
s.51	duty to make copy of application available for inspection in accordance with the public availability requirements	All Groups	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Groups A, B, C, D, F & I	
s.52(1)(b)	duty to give notice of the application to other municipal Councils where appropriate	Groups A, B, C, D, F & I	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Groups A, B, C, D, F & I	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Groups A, B, C, D, F & I	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Groups A, B, C & D	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Groups A, B, C, D, F & I	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Groups A, B, C & D	
s.52(3)	power to give any further notice of an application where appropriate	Groups A, B & C	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	Groups A, B, C, D, F, G & I	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	Groups A, B, C, D, F, G & I	
s.54(1)	power to require the applicant to provide more information	Groups A, B, C, D, F, G & I	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1A)	duty to give notice in writing of information required under section 54(1)	Groups A, B, C, D, F, G & I	
s.54(1B)	duty to specify the lapse date for an application	Groups A, B, C, D, F & I	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Groups A, B, C, D, F & I	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Groups A, B, C, D, F, G & I	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Groups A, B, C, D, F, G & I	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Group A	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Groups A, B, C, D, F & I	
s.57(5)	duty to make a copy of all objections available in accordance with the public availability requirements	All Groups	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	Groups A, B, C, D, F & I	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57A(5)	power to refuse to amend application	Groups A, B, C & D, F & I	
s.57A(6)	duty to note amendments to application in register	All Groups	
s.57B(1)	duty to determine whether and to whom notice should be given	Groups A, B, C & D, F & I	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	Groups A, B, C & D, F & I	
s.57C(1)	duty to give copy of amended application to referral authority	Groups A, B, C, D, F & I	
s.58	duty to consider every application for a permit	Groups A, B, C, D, F & I	
s.58A	power to request advice from the Planning Application Committee	Chief Executive Officer Director - City Strategy and Integrity	
s.60	duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1A)	Duty to consider certain matters	Groups A, B, C, D, F & I	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	Groups A, B, C, D, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(1)(a)	power to decide to grant a permit	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. ○ • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(1)(b)	power to decide to grant a planning permit with conditions	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. <ul style="list-style-type: none"> ○ • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(1)(c)	power to refuse the permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Groups A, B, C, D, F & I	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Groups A, B, C, D, F & I	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <ul style="list-style-type: none"> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s.62(1)	duty to include certain conditions in deciding to grant a permit	Groups A, B, C, D, F & I	
s.62(2)	power to include other conditions	Groups A, B, C, D, F & I	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Groups A, B, C, D, F & I	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Groups A, B, C, D, F & I	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	Groups A, B, C, D, F & I	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Groups A, B, C & D, F & I	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section ss 46N(1), 46GV(7) or 62(5)	Groups A, B, C & D, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	Groups A, B, C, D, F & I	
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Groups A, B, C, D, F & I	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Groups A, B, C, D, F & I	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	Groups A, B, C, D, F & I	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	Groups A, B, C, D, F & I	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Groups A, B, C, D, F & I	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Groups A, B, C, D, F & I	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Groups A, B, C, D, F & I	
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Groups A, B, C, D, F & I	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Groups A, B, C, D, F & I	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s.69(1)	function of receiving application for extension of time of permit	All Groups	
s.69(1A)	function of receiving application for extension of time to complete development	All Groups	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(2)	power to extend time	Groups A, B, C, D, F & I	<p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> • Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy); • Whether there has been a change in the material circumstances of the site and surrounds; • The steps the owner may or may not have undertaken in an endeavour to act on the permit; • Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions. <p>Group B, C, D, & F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p>
s.70	duty to make copy permit available in accordance with the public availability requirements	Groups A, B, C, D, F & I	
s.71(1)	power to correct certain mistakes	Groups A, B, C, D, F & I	
s.71(2)	duty to note corrections in register	Groups A, B, C & D	
s.73	power to decide to grant amendment subject to conditions	Groups A, B, C & D	
s.74	duty to issue amended permit to applicant if no objectors	Groups A, B, C, D, F & I	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Groups A, B, C, D, F & I	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Groups A, B, C, D, F & I	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Groups A, B, C, D, F & I	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Groups A, B, C, D, F & I	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	Groups A, B, C & D	
s.83	function of being respondent to an appeal	Groups A, B, C, D, E, F & I	
s.83B	duty to give or publish notice of application for review	Groups A, B, C, D, F & I	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. <ul style="list-style-type: none"> ○ • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			any opinions which they express before exercising the delegation



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Groups A, B, C, D, F & I	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Groups A, B, C, D, F & I	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	Groups A, B, C, D, F & I	
s.84AB	power to agree to confining a review by the Tribunal	Groups A, B, C, D, F & I	
s.86	duty to issue a permit at order of Tribunal within 3 working days	Groups A, B, C, D, F & I	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Group A	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Groups A, B, C, D & E	
s.91(2)	duty to comply with the directions of VCAT	Groups A, B, C, D & E, F & I	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	Groups A, B, C, D & E, F & I	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.92	duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90	Groups A, B, C, D & E, F & I	
s.93(2)	duty to give notice of VCAT order to stop development	Groups A, B, C, D & E	
s.95(3)	function of referring certain applications to the Minister	Groups A, B & C	
s.95(4)	duty to comply with an order or direction	Groups A, B & C, F & I	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Groups A & B	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Group A	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Groups A, B, C & D	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Groups A, B, C & D	
s.96F	duty to consider the panel's report under section 96E	Group A	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. <ul style="list-style-type: none"> ○ • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <ul style="list-style-type: none"> • <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p>

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. • Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s.96H(3)	power to give notice in compliance with Minister's direction	Groups A, B & C	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96J	power to issue permit as directed by the Minister	Groups A, B & C	
s.96K	duty to comply with direction of the Minister to give notice of refusal	Groups A, B & C	
s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	All Groups	
s.97C	power to request Minister to decide the application	Group A	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Groups A, B & C	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Groups A, B & C	
s.97G(6)	duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements	All Groups	
s.97L	duty to include Ministerial decisions in a register kept under section 49	Groups A, B & C	
s.97MH	duty to provide information or assistance to the Planning Application Committee	Group A	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	Group A	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Groups A & B	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Groups A, B, C, D & E	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Groups A, B, C, D & E	
s.97Q(4)	duty to comply with directions of VCAT	Groups A, B, C, D & E	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Groups A, B, C, D & E	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	Group A	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Group A	
s.101	function of receiving claim for expenses in conjunction with claim	Group A	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.103	power to reject a claim for compensation in certain circumstances	Group A	
s.107(1)	function of receiving claim for compensation	Group A	
s.107(3)	power to agree to extend time for making claim	Group A	
s.114(1)	power to apply to the VCAT for an enforcement order	Groups A, B & E	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	Groups A, B, C, D & E	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	Groups A & B	
s.123(1)	power to carry out work required by enforcement order and recover costs	Groups A & E	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Group A	except Crown Land
s.129	function of recovering penalties	Groups A, B & E	
s.130(5)	power to allow person served with an infringement notice further time	Groups A, B & E	
s.149A(1)	power to refer a matter to the VCAT for determination	Groups A & B	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Groups A & B	
s.156	duty to pay fees and allowances (including a payment to the Crown under s.156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s.156(2B) power to ask for contribution under s.156(3) and power to abandon amendment or part of it under s.156(4)	Group A	where Council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	Groups A, B, C, D & E	
s.171(2)(g)	power to grant and reserve easements	Group A	
s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Group A	where Council is a development agency specified in an approved infrastructure contributions plan
s.172D(1)	power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	Group A	where Council is a collecting agency specified in an approved infrastructure contributions plan



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.172D(2)	power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	Group A	where Council is the development agency specified in an approved infrastructure contributions plan
s.173(1)	power to enter into agreement covering matters set out in section 174	Chief Executive Officer Director City Strategy and Integrity	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Group A	where council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Groups A, B, C & D	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	Groups A, B, C & D	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Group A	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Group A	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s.178A(1)	function of receiving application to amend or end an agreement	Groups A, B, C & D	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Groups A, B, C & D	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Groups A, B, C & D	
s.178A(5)	power to propose to amend or end an agreement	Group A	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Group A	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Group A	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Groups A, B, C & D	
s.178C(4)	function of determining how to give notice under s.178C(2)	Groups A, B, C & D	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	Group A	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(2)(c)	power to refuse to amend or end the agreement	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Group A	<p>After considering objections, submissions and matters in s.178B This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(d)	power to refuse to amend or end the agreement	Group A	<p>After considering objections, submissions and matters in s.178B This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Groups A, B, C & D	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Groups A, B, C & D	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Groups A, B, C & D	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer Director City Strategy and Integrity	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Groups A, B, C & D	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Groups A, B, C & D	
s.179(2)	duty to make a copy of each agreement available in accordance with the public availability requirements	Groups A, B, C, D & E	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Groups A, B, C & D	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	Groups A, B, C & D	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	Groups A, B, C & D	
s.182	power to enforce an agreement	Groups A, B, C, D & E	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Groups A, B, C & D	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Group A	<p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Group A	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Groups A, B, C & D	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Groups A, B, C & D	
s.184G(2)	duty to comply with a direction of the Tribunal	Group A	
s.184G(3)	duty to give notice as directed by the Tribunal	Groups A, B, C, D & F	
s.198(1)	function to receive application for planning certificate	Groups A, B & C	
s.199(1)	duty to give planning certificate to applicant	Groups A, B & C	
s.201(1)	function of receiving application for declaration of underlying zoning	Group A	
s.201(3)	duty to make declaration	Group A	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Misc	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Groups A, B, C, D, E, H & I	
Misc	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Groups A, B, C, D, E, H & I	
Misc	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Groups A, B, C, D, E, H & I	
Misc	power to give written authorisation in accordance with a provision of a planning scheme	Groups A, B, C, D, E & I	
Misc.	power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference	Groups A, B, C, & D	The mediated outcome shall be generally in accordance with the Council decision on the application, unless an agreed outcome involves major changes being made to a proposal that address issues or concerns identified with the Council decision.
Misc.	power to request that the Minister for Planning prepare and approve a Planning Scheme Amendment	Group A	The Planning Scheme Amendments requested must be matters which do not require advertising and have no policy implications, such as urgent, minor, administrative or procedural matters, or rectification of errors.
Misc.	power to make minor changes to a Planning Scheme Amendment	Group A	Changes must not affect the purpose or intent of the Amendment.



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	All Groups	
s201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	All Groups	



RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s91ZU(1)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	Where Council is a public statutory authority engaged in the provision of housing
S91ZZC(1)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
S91ZZE(1)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	Where Council is a public statutory authority engaged in the provision of housing
S91ZZE(3)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	Where Council is a public statutory authority engaged in the provision of housing
s.142D	function of receiving notice regarding an unregistered rooming house	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	



RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
s. 142G(2)	power to enter certain information in the Rooming House Register	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
S206AZA(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
S207ZE(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	



RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
S311A(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
S317ZDA(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator – Health Services	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
s.522(1)	power to give a compliance notice to a person	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	

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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.525(4)	duty to issue identity card to authorised officers	Chief Executive Officer Director –City Strategy and Integrity Manager – Governance	
s.526(5)	duty to keep record of entry by authorised officer under section 526	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
s.526A(3)	function of receiving report of inspection	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer Director –City Strategy and Integrity Manager – City Safety & Health	



PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	All Groups	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Groups A, B, C, D, F & I	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Groups A, B, C, D, G, G & I	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Groups A, B, C, D, F, G & I	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Groups A, B, C, D, & G	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.



PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	Group A	
r.20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Group A & B	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	Groups A & B	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 10	Function of receiving application for registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 11	Function of receiving application for renewal of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	

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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(4) & (5)	Duty to issue certificate of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 14(1)	Function of receiving notice of transfer of ownership	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 14(3)	Power to determine where notice of transfer is displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 15(1)	Duty to transfer registration to new caravan park owner	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 15(2)	Duty to issue a certificate of transfer of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Director - City Strategy and Integrity	
r 17	Duty to keep register of caravan parks	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 18(4)	Power to determine where the emergency contact person's details are displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 18(6)	Power to determine where certain information is displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 22(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	



RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 25(3)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 26	Duty to have regard to any report of the relevant fire authority	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	

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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 41(4)	Function of receiving installation certificate	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	



RESIDENTIAL TENANCIES REGULATIONS 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 4 of cl3(a)(iii)	Power to approve any other toilet system	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	



SCHEDULE 2

1. The delegate must determine the timeframe for an issue to be determined, an action to be taken, or an act or thing to be done.
2. The delegate (or any person directed by the delegate) must contact each Councillor by:
 - 2.1 calling their Council-provided phone (including leaving a voice mail message);
 - 2.2 sending a text message to their Council-provided phone; or
 - 2.3 sending an email to their Council-provided email address,
 and advising them what the issue, action, act or thing is and:
 - 2.4 the timeframe in which a meeting is to be held to determine the issue, take the action or do the act or thing;
 - 2.5 that they are required to respond advising whether they are willing and able to physically and legally attend a meeting within that timeframe in order to determine the issue, take the action or do the act or thing; and
 - 2.6 the deadline by which their response (to the delegate) is required.
3. Only after:
 - 3.1 receiving responses from a majority of the Councillors indicating that they are unwilling or unable to physically and legally attend the meeting; or
 - 3.2 the expiration of the stipulated deadline
 may the delegate form the opinion that the meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum.
4. For the purposes of paragraph 3.2:
 - 4.1 'stipulated deadline' means –
 - (a) a minimum of three (3) hours from the time the final Councillor was contacted by the delegate; or
 - (b) any other time at the delegate's discretion. When exercising his or her discretion, the delegate must have regard to the timeframe within which the issue must be determined, the action must be taken, or the act or thing must be done; and
 - 4.2 following expiration of the stipulated deadline, any Councillor who has not responded to the delegate is deemed, for the purposes of this procedure, to be physically or legally unwilling or unable to attend the meeting.



Council to Council Staff: Planning

In exercise of the powers conferred by the legislation referred to in the attached Schedule 1, the Council:

1. delegates each duty and/or function and/or power described in column 1 of ~~the~~ Schedule 1 (and summarised in column 2 of ~~the~~ Schedule 1) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of ~~the~~ Schedule 1;

2. records that reference in the Schedules s to:

- “Group A” means Chief Executive Officer
Director City Strategy and Integrity
Manager City Planning & Building
Manager City Futures
- “Group B” means Coordinator Planning
Coordinator City Strategy and Planning
~~Major Projects Subdivision Planner~~
Principal Planner
Senior Strategic Planner
- “Group C” means Senior Planner
Strategic Planner
~~Senior Subdivision Planner~~
Planning Officer
~~Student Planner~~
- “Group D” means Subdivision Planner
- “Group E” means Planning Investigation Officer
Landscape Inspection Officer
- “Group F” means Planning Support Officer
~~Student Planner~~
Student Strategic Planner
Project Support Officer
- “Group G” means ~~Team Leader City Planning and Building Administration~~
~~City Planning and Building Administration Officers~~
~~Coordinator Business Support~~
~~City Planning and Building Business Support Officer~~
~~City Planning and Building Counter Support Officer~~

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“Group H” means ~~Customer Service Officer (HUB)~~ Senior Sustainable Development Engineer
Development Engineer

“Group I” means Arborist
 Landscape Assessment Officer
 Assistant Landscape Office

3. declares that:

3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 22 November 2021 and

3.2 the delegation:

3.2.1 comes into force immediately upon its execution;

3.2.2 remains in force until varied or revoked;

3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and ~~the Schedule 1~~; and

3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and

3.3 the delegate must not determine the issue, take the action or do the act or thing:

3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or

3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a

(a) policy; or

(b) strategy

adopted by Council; or

3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or

3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

 Cr Lisa Cooper - Mayor

 Bruce Dobson – Chief Executive Officer

Date:

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SCHEDULE 1

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HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.116	power to sub-delegate Executive Director's functions, duties or powers	Chief Executive Officer	Must first obtain Executive Director's written consent first. Council can only sub-delegate if the instrument of delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.185L(4)	power to declare and levy a cladding rectification charge	Chief Executive Officer	Council must first have entered into a cladding rectification agreement under Section 185I



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.4B	power to prepare an amendment to the Victorian Planning Provisions	Group A	if authorised by the Minister
s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Group A	
s.4H	duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	All Groups	
s.4I	duty to keep Victoria Planning Provisions and other documents available in accordance with public availability requirements	All Groups	
s.8A(2)	power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	Group A	
s. 8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	Group A	
s.8A(5)	function of receiving notice of the Minister's decision	Group A	
s.8A(7)	power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Group A	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not Delegated	
s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Groups A, B & C	
s 12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under section 19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Groups A, B & C	
s.12B(1)	duty to review planning scheme	Groups A, B & C	
s.12B(2)	duty to review planning scheme at direction of Minister	Groups A, B & C	
s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Groups A, B & C	
s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Groups A, B, C, D, E, F & I	
s.17(1)	duty of giving copy amendment to the planning scheme	Groups A, B & C	
s.17(2)	duty of giving copy s.173 agreement	Groups A, B & C	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.17(3)	duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Groups A, B & C	
s.18	duty to make amendment etc. available in accordance with public availability requirements	All Groups	
s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Groups A	Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.
s.19	function of receiving notice of preparation of an amendment to a planning scheme	Groups A, B & C	Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s.20(1)	power to apply to Minister for exemption from the requirements of section 19	Groups A, B & C	
s.21(2)	duty to make submissions available in accordance with public availability requirements	All Groups	
s.21A(4)	duty to publish notice in accordance with section	Groups A, B & C	
s.22	duty to consider all submissions	Groups A, B & C	except submissions which request a change to the items in s.22(5)(a) and (b)

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	Groups A, B & C	
s.23(2)	power to refer to a panel submissions which do not require a change to the amendment	Groups A, B & C	Only where Council has already resolved to refer the Amendment to a Panel
s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Groups A, B & C	
s.26(1)	power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s.26(2)	duty to keep report of panel available in accordance with public availability requirements	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s.27(2)	power to apply for exemption if panel's report not received	Group A	
s.28(1)	duty to notify the Minister if abandoning an amendment	Groups A, B & C	Note: the power to make a decision to abandon an amendment cannot be delegated

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
S 28(2)	Duty to publish notice of the decision on Internet Site	Groups A, B & C	
S 28(4)	Duty to make notice of the decision available on Council's internet site for a period of at least 2 months	Groups A, B & C	
s.30(4)(a)	duty to say if amendment has lapsed	Group A	
s.30(4)(b)	duty to provide information in writing upon request	Group A	
s.32(2)	duty to give more notice if required	Groups A, B & C	
s.33(1)	duty to give more notice of changes to an amendment	Groups A, B & C	
s.36(2)	duty to give notice of approval of amendment	Groups A, B & C	
s.38(5)	duty to give notice of revocation of an amendment	Groups A, B & C	
s.39	function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Groups A, B & C	
s.40(1)	function of lodging copy of approved amendment	Groups A, B & C	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.41(1)	duty to make approved amendment available in accordance with the public availability requirements during inspection period	All Groups	
s. 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends	All Groups	
s.42(2)	duty to make copy of planning scheme available in accordance with the public availability requirements	All Groups	
s. 46AW	function of being consulted by the Minister	Groups A, B and C	where Council is a responsible public entity
s. 46AX	function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy power to endorse the draft Statement of Planning Policy	Groups A, B and C	where Council is a responsible public entity
s.46AZC(2)	duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Groups A, B,C & D	where Council is a responsible public entity



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46AZK	duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Groups A, B, C & D	where Council is a responsible public entity
s.46GI(2)(b)(i)	power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Groups A, B, C & D	where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s.46GJ(1)	function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Groups A, B, C & D	
s.46GK	duty to comply with a Minister's direction that applies to Council as the planning authority	Groups A, B, C & D	
s.46GN(1)	duty to arrange for estimates of values of inner public purpose land	Groups A, B, C & D	
s.46GO(1)	duty to give notice to owners of certain inner public purpose land	Groups A, B, C & D	
s.46GP	function of receiving a notice under s.46GO	Groups A, B, C & D	where Council is the collecting agency

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GQ	function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Groups A, B, C & D	
s.46GR(1)	duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Groups A, B, C & D	
s.46GR(2)	power to consider a late submission duty to consider a late submission if directed to do so by the Minister	Groups A, B, C & D	
s.46GS(1)	power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	Groups A, B, C & D	
s.46GS(2)	duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Groups A, B, C & D	
s.46GT(2)	duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Groups A, B, C & D	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GT(4)	function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Groups A, B, C & D	
s.46GT(6)	function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Groups A, B, C & D	
s.46GU	duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Groups A, B, C & D	
s.46GV(3)	function of receiving the monetary component and any land equalisation amount of the infrastructure contribution power to specify the manner in which the payment is to be made	Groups A, B, C & D	where Council is the collecting agency
s.46GV(3)(b)	power to enter into an agreement with the applicant	Groups A, B, C & D	where Council is the collecting agency
s.46GV(4)(a)	function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	where Council is the development agency

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GV(7)	duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Groups A, B, C & D	
s.46GV(9)	power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Groups A, B, C & D	where Council is the collecting agency
s.46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Groups A, B, C & D	Where Council is the collecting agency
s.46GX(2)	duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Groups A, B, C & D	where Council is the collecting agency
s.46GY(1)	duty to keep proper and separate accounts and records	Groups A, B, C & D	where Council is the collecting agency
s.46GY(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	where Council is the collecting agency



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(2)(a)	duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Groups A, B, C & D	where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s.46GZ(2)(a)	function of receiving the monetary component	Groups A, B, C & D	where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s.46GZ(2)(b)	duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities	Groups A, B, C & D	where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s.46GZ(2)(b)	function of receiving the monetary component	Groups A, B, C & D	where Council is the development agency under an approved infrastructure contributions plan this provision does not apply where Council is also the collecting agency
s.46GZ(4)	duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	Groups A, B, C & D	where Council is the collecting agency under an approved infrastructure contributions plan

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZ(5)	duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Groups A, B, C & D	where Council is the collecting agency specified under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Groups A, B, C & D	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s.46GZ(7)	duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	Groups A, B, C & D	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZ(9)	duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Groups A & B	if any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
s.46GZ(9)	function of receiving the fee simple in the land	Groups A & B	where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZA(1)	duty to keep proper and separate accounts and records	Groups A & B	where Council is a development agency under an approved infrastructure contributions plan
s.46GZA(2)	duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	where Council is a development agency under an approved infrastructure contributions plan
s46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)		Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(4)	duty in accordance with the requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Groups A & B	if the VPA is the collecting agency under an approved infrastructure contributions plan where Council is a development agency under an approved infrastructure contributions plan
s.46GZD(2)	duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	Groups A & B	where Council is the development agency under an approved infrastructure contributions plan
s.46GZD(3)	duty to follow the steps set out in s.46GZD(3)(a) and (b)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZD(5)	duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46GZE(2)	duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Chief Executive Officer Director City Strategy and Integrity	where Council is the development agency under an approved infrastructure contributions plan this duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City Strategy and Integrity	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s.46GZE(3)	Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is also the development agency
s.46GZF(2)	duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Groups A & B	where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46 GZF (3)(a) and (b)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)		Where Council is the development agency under an approved infrastructure contributions plan
s.46GZF(3)	s.46GZF(3)(a) function of receiving proceeds of sale	Groups A & B	where Council is the collection agency under an approved infrastructure contributions plan this provision does not apply where Council is also the development agency
s.46GZF(4)	duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZF(6)	duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZH	power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Groups A & B	where Council is the collecting agency under an approved infrastructure contributions plan
s.46GZI	duty to prepare and give a report to the Minister at the times required by the Minister	Groups A & B	where Council is a collecting agency or development agency
s.46GZK	power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Groups A & B	where Council is a collecting agency or development agency

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46LB(3)	duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	Groups A & B	
s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Groups A, B, C & D	
s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	Groups A, B, C & D	
s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Groups A & B	
s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Groups A & B	
s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	Groups A & B	
s.46P(1)	power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Groups A & B	
s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	Groups A & B	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.46Q(1)	duty to keep proper accounts of levies paid	Chief Executive Officer Director - City Strategy and Integrity	
s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Chief Executive Officer Director - City Strategy and Integrity	
s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Chief Executive Officer Director - City Strategy and Integrity	
s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer Director - City Strategy and Integrity	only applies when levy is paid to Council as a 'development agency'
s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	Chief Executive Officer Director - City Strategy and Integrity	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Director - City Strategy and Integrity	must be done in accordance with Part 3



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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46Q(4)(e)	duty to expend that amount on other works etc.	Chief Executive Officer Director - City Strategy and Integrity	with the consent of, and in the manner approved by, the Minister
s.46QC	power to recover any amount of levy payable under Part 3B	Chief Executive Officer Director - City Strategy and Integrity	
s.46QD	duty to prepare report and give a report to the Minister	Groups A & B	where Council is a collecting agency or development agency
s46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Groups A & B	
s46Y	Duty to carry out works in conformity with the approved strategy plan	Groups A & B	
s.47	power to decide that an application for a planning permit does not comply with that Act	All Groups	
s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	All Groups	
s.49(2)	duty to make register available for inspection in accordance with the public availability requirements	All Groups	
s.50(4)	duty to amend application	Groups A, B, C, D, F & I	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.50(5)	power to refuse to amend application	Groups A, B, C, D & I	
s 50(6)	Duty to make note of amendment to application in register	Groups A, B, C, D, F & I	
s.50A(1)	power to make amendment to application	Groups A, B, C, D, F & I	
s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Groups A, B, C, D, F & I	
s.50A(4)	duty to note amendment to application in register	Groups A, B, C, D, F & I	
s.51	duty to make copy of application available for inspection in accordance with the public availability requirements	All Groups	
s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Groups A, B, C, D, F & I	
s.52(1)(b)	duty to give notice of the application to other municipal Councils where appropriate	Groups A, B, C, D, F & I	
s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Groups A, B, C, D, F & I	



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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Groups A, B, C, D, F & I	
s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Groups A, B, C & D	
s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Groups A, B, C, D, F & I	
s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Groups A, B, C & D	
s.52(3)	power to give any further notice of an application where appropriate	Groups A, B & C	
s.53(1)	power to require the applicant to give notice under section 52(1) to persons specified by it	Groups A, B, C, D, F, G & I	
s.53(1A)	power to require the applicant to give the notice under section 52(1AA)	Groups A, B, C, D, F, G & I	
s.54(1)	power to require the applicant to provide more information	Groups A, B, C, D, F, G & I	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.54(1A)	duty to give notice in writing of information required under section 54(1)	Groups A, B, C, D, F, G & I	
s.54(1B)	duty to specify the lapse date for an application	Groups A, B, C, D, F & I	
s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Groups A, B, C, D, F & I	
s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Groups A, B, C, D, F, G & I	
s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Groups A, B, C, D, F, G & I	
s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Group A	
s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Groups A, B, C, D, F & I	
s.57(5)	duty to make a copy of all objections available in accordance with the public availability requirements	All Groups	
s.57A(4)	duty to amend application in accordance with applicant's request, subject to section 57A(5)	Groups A, B, C, D, F & I	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.57A(5)	power to refuse to amend application	Groups A, B, C & D, F & I	
s.57A(6)	duty to note amendments to application in register	All Groups	
s.57B(1)	duty to determine whether and to whom notice should be given	Groups A, B, C & D, F & I	
s.57B(2)	duty to consider certain matters in determining whether notice should be given	Groups A, B, C & D, F & I	
s.57C(1)	duty to give copy of amended application to referral authority	Groups A, B, C, D, F & I	
s.58	duty to consider every application for a permit	Groups A, B, C, D, F & I	
s.58A	power to request advice from the Planning Application Committee	Chief Executive Officer Director - City Strategy and Integrity	
s.60	duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1A)	Duty to consider certain matters	Groups A, B, C, D, F & I	
s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect	Groups A, B, C, D, F & I	

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s.61(1)(a)	power to decide to grant a permit	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application <u>located</u> outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. unless <ul style="list-style-type: none"> o The site is located within an Activity Centre with a Structure Plan approved by Council; or o The site is located within an 'Activity Area' as identified in the Knox Housing Strategy 2015 (or as amended); • <u>An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</u> <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application</p>
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2 the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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s.61(1)(b)	power to decide to grant a planning permit with conditions	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application <u>located</u> outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. unless <ul style="list-style-type: none"> o The site is located within an Activity Centre with a Structure Plan approved by Council; or o The site is located within an 'Activity Area' as identified in the Knox Housing Strategy 2015 (or as amended); • <u>An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</u> <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application</p>
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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s.61(1)(c)	power to refuse the permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation



<p>s.61(2)</p>	<p>duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit</p>	<p>Groups A, B, C, D, F & I</p>	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
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<p>s.61(2A)</p>	<p>power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit</p>	<p>Groups A, B, C, D, F & I</p>	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Groups A, B, C, D, F & I	
s61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Groups A, B, C, D, F & I	



<p>s.61(4)</p>	<p>duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant</p>	<p>Groups A, B, C, D, F & I</p>	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <ul style="list-style-type: none"> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 <u>Schedule 2</u>, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.62(1)	duty to include certain conditions in deciding to grant a permit	Groups A, B, C, D, F & I	
s.62(2)	power to include other conditions	Groups A, B, C, D, F & I	
s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Groups A, B, C, D, F & I	
s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Groups A, B, C, D, F & I	
s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	Groups A, B, C, D, F & I	
s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Groups A, B, C & D, F & I	
s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section ss 46N(1), 46GV(7) or 62(5)	Groups A, B, C & D, F & I	
s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	Groups A, B, C, D, F & I	

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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Groups A, B, C, D, F & I	
s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Groups A, B, C, D, F & I	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(3)	duty not to issue a permit until after the specified period	Groups A, B, C, D, F & I	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64(5)	duty to give each objector a copy of an exempt decision	Groups A, B, C, D, F & I	this provision applies also to a decision to grant an amendment to a permit - see section 75
s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Groups A, B, C, D, F & I	this provision applies also to a decision to grant an amendment to a permit - see section 75A
s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Groups A, B, C, D, F & I	
s.66(1)	duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Groups A, B, C, D, F & I	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Groups A, B, C, D, F & I	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority
s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Groups A, B, C, D, F & I	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s.69(1)	function of receiving application for extension of time of permit	All Groups	
s.69(1A)	function of receiving application for extension of time to complete development	All Groups	



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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.69(2)	power to extend time	Groups A, B, C, D, F & I	<p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> • Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy); • Whether there has been a change in the material circumstances of the site and surrounds; • The steps the owner may or may not have undertaken in an endeavour to act on the permit; • Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions. <p>Group B, C, D, & F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p>
s.70	duty to make copy permit available in accordance with the public availability requirements	Groups A, B, C, D, F & I	
s.71(1)	power to correct certain mistakes	Groups A, B, C, D, F & I	
s.71(2)	duty to note corrections in register	Groups A, B, C & D	
s.73	power to decide to grant amendment subject to conditions	Groups A, B, C & D	
s.74	duty to issue amended permit to applicant if no objectors	Groups A, B, C, D, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Groups A, B, C, D, F & I	
s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Groups A, B, C, D, F & I	
s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Groups A, B, C, D, F & I	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	if the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Groups A, B, C, D, F & I	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s.76D	duty to comply with direction of Minister to issue amended permit	Groups A, B, C & D	
s.83	function of being respondent to an appeal	Groups A, B, C, D, E, F & I	
s.83B	duty to give or publish notice of application for review	Groups A, B, C, D, F & I	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p>



		<ul style="list-style-type: none"> • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application <u>located</u> outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. unless <ul style="list-style-type: none"> ○ The site is located within an Activity Centre with a Structure Plan approved by Council; or ○ The site is located within an 'Activity Area' as identified in the Knox Housing Strategy 2015 (or as amended). • <u>An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</u> <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building.
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 <u>Schedule 2</u>, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Groups A, B, C, D, F & I	
s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Groups A, B, C, D, F & I	
s.84(6)	duty to issue permit on receipt of advice within 3 working days	Groups A, B, C, D, F & I	
s.84AB	power to agree to confining a review by the Tribunal	Groups A, B, C, D, F & I	
s.86	duty to issue a permit at order of Tribunal within 3 working days	Groups A, B, C, D, F & I	
s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Group A	
s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Groups A, B, C, D & E	
s.91(2)	duty to comply with the directions of VCAT	Groups A, B, C, D & E, F & I	
s.91(2A)	duty to issue amended permit to owner if Tribunal so directs	Groups A, B, C, D & E, F & I	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.92	duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90	Groups A, B, C, D & E, F & I	
s.93(2)	duty to give notice of VCAT order to stop development	Groups A, B, C, D & E	
s.95(3)	function of referring certain applications to the Minister	Groups A, B & C	
s.95(4)	duty to comply with an order or direction	Groups A, B & C, F & I	
s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Groups A & B	
s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Group A	
s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Groups A, B, C & D	
s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Groups A, B, C & D	
s.96F	duty to consider the panel's report under section 96E	Group A	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p>



			<ul style="list-style-type: none"> • an application once it is "called up" by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director - City Strategy and Integrity or Manager City Planning & Building. • an application <u>located</u> outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. unless <ul style="list-style-type: none"> ○ The site is located within an Activity Centre with a Structure Plan approved by Council; or ○ The site is located within an 'Activity Area' as identified in the Knox Housing Strategy 2015 (or as amended). • <u>An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties.</u> <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <ul style="list-style-type: none"> • <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p>
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		<p><u>Decision to Oppose an Application</u> This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Strategy and Integrity) or the CEO, Director City Strategy and Integrity or Manager City Planning & Building. • Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ol style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 <u>Schedule 2</u>, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.96H(3)	power to give notice in compliance with Minister's direction	Groups A, B & C	
s.96J	power to issue permit as directed by the Minister	Groups A, B & C	
s.96K	duty to comply with direction of the Minister to give notice of refusal	Groups A, B & C	
s. 96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate	All Groups	
s.97C	power to request Minister to decide the application	Group A	
s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Groups A, B & C	
s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Groups A, B & C	
s.97G(6)	duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements	All Groups	
s.97L	duty to include Ministerial decisions in a register kept under section 49	Groups A, B & C	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.97MH	duty to provide information or assistance to the Planning Application Committee	Group A	
s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	Group A	
s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Groups A <u>&</u> B, C, D & E	
s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Groups A, B, C, D & E	
s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Groups A, B, C, D & E	
s.97Q(4)	duty to comply with directions of VCAT	Groups A, B, C, D & E	
s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Groups A, B, C, D & E	
s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	Group A	
s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Group A	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.101	function of receiving claim for expenses in conjunction with claim	Group A	
s.103	power to reject a claim for compensation in certain circumstances	Group A	
s.107(1)	function of receiving claim for compensation	Group A	
s.107(3)	power to agree to extend time for making claim	Group A	
s.114(1)	power to apply to the VCAT for an enforcement order	Groups A, B & E	
s.117(1)(a)	function of making a submission to the VCAT where objections are received	Groups A, B, C, D & E	
s.120(1)	power to apply for an interim enforcement order where section 114 application has been made	Groups A & B & E	
s.123(1)	power to carry out work required by enforcement order and recover costs	Groups A & E	
s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Group A	except Crown Land
s.129	function of recovering penalties	Groups A, B & E	
s.130(5)	power to allow person served with an infringement notice further time	Groups A, B & E	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.149A(1)	power to refer a matter to the VCAT for determination	Groups A & B	
s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Groups A & B	
s.156	duty to pay fees and allowances (including a payment to the Crown under s.156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s.156(2B) power to ask for contribution under s.156(3) and power to abandon amendment or part of it under s.156(4)	Group A	where Council is the relevant planning authority
s.171(2)(f)	power to carry out studies and commission reports	Groups A, B, C, D & E	
s.171(2)(g)	power to grant and reserve easements	Group A	
s.172C	power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Group A	where Council is a development agency specified in an approved infrastructure contributions plan
s.172D(1)	power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	Group A	where Council is a collecting agency specified in an approved infrastructure contributions plan

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.172D(2)	power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	Group A	where Council is the development agency specified in an approved infrastructure contributions plan
s.173(1)	power to enter into agreement covering matters set out in section 174	Chief Executive Officer Director City Strategy and Integrity	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s.173(1A)	power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Group A	where council is the relevant responsible authority
---	power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Groups A, B, C & D	



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	Groups A, B, C & D	
s.177(2)	power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.
s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s.178A(1)	function of receiving application to amend or end an agreement	Groups A, B, C & D	
s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Groups A, B, C & D	
s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Groups A, B, C & D	
s.178A(5)	power to propose to amend or end an agreement	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	
s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	
s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Groups A, B, C & D	
s.178C(4)	function of determining how to give notice under s.178C(2)	Groups A, B, C & D	
s.178E(1)	duty not to make decision until after 14 days after notice has been given	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 <u>Schedule 2</u>, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	<p style="text-align: center;"> Group A Chief Executive Officer Director City Strategy and Integrity </p>	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(2)(c)	power to refuse to amend or end the agreement	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 <u>Schedule 2</u>, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Group A Chief Executive Officer Director City Strategy and Integrity	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A Chief Executive Officer Director City Strategy and Integrity	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p>

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Group A Chief Executive Officer Director City Strategy and Integrity	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 <u>Schedule 2</u>, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation



PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178E(3)(d)	power to refuse to amend or end the agreement	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	After considering objections, submissions and matters in s.178B This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council. The above conditions and limitations to do not apply to the Chief Executive Officer where : (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Groups A, B, C & D	
s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Groups A, B, C & D	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Groups A, B, C & D	
s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer Director City Strategy and Integrity	
s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Groups A, B, C & D	
s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Groups A, B, C & D	
s.179(2)	duty to make a copy of each agreement available in accordance with the public availability requirements	Groups A, B, C, D & E	
s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Groups A, B, C & D	
s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement	Groups A, B, C & D	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement	Groups A, B, C & D	
s.182	power to enforce an agreement	Groups A, B, C, D & E	
s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Groups A, B, C & D	
s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Group A Chief Executive Officer Director City Strategy and Integrity	<p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020 <u>Schedule 2</u>, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	
s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Groups A, B, C & D	
s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Groups A, B, C & D	
s.184G(2)	duty to comply with a direction of the Tribunal	<u>Group A</u> Chief Executive Officer Director City Strategy and Integrity	
s.184G(3)	duty to give notice as directed by the Tribunal	Groups A, B, C, D & F	
s.198(1)	function to receive application for planning certificate	Groups A, B & C	
s.199(1)	duty to give planning certificate to applicant	Groups A, B & C	
s.201(1)	function of receiving application for declaration of underlying zoning	Group A	

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.201(3)	duty to make declaration	Group A	
Misc	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Groups A, B, C, D, <u>E, H & I</u>	
Misc	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Groups A, B, C, D, <u>E, H & I</u>	
Misc	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Groups A, B, C, D, <u>E, H & I</u>	
Misc	power to give written authorisation in accordance with a provision of a planning scheme	Groups A, B, C, <u>& D, E & I</u>	
Misc.	power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / <u>Compulsory Conference</u>	Groups A, B, C, & D	The mediated outcome shall be generally in accordance with the Council decision on the application, <u>unless an agreed outcome involves major changes being made to a proposal that address issues or concerns identified with the Council decision.</u>
Misc.	power to request that the Minister for Planning prepare and approve a Planning Scheme Amendment	Group A	The Planning Scheme Amendments requested must be matters which do not require advertising and have no policy implications, such as urgent, or minor, administrative or procedural matters, or rectification of errors.
Misc.	power to make minor changes to a Planning Scheme Amendment	Group A	Changes must not affect the purpose or intent of the Amendment.

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PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	All Groups	
s201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	All Groups	



RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s91ZU(1)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	Where Council is a public statutory authority engaged in the provision of housing
S91ZZC(1)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	Where Council is a public statutory authority authorised to acquire land compulsorily for its purposes
S91ZZE(1)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	Where Council is a public statutory authority engaged in the provision of housing
S91ZZE(3)	Power to give a renter a notice to vacate rented premises	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	Where Council is a public statutory authority engaged in the provision of housing
s.142D	function of receiving notice regarding an unregistered rooming house	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	

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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
s. 142G(2)	power to enter certain information in the Rooming House Register	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
s.142I(2)	power to amend or revoke an entry in the Rooming House Register if necessary to maintain the accuracy of the entry	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
S206AZA(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
S207ZE(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	

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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
S311A(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
S317ZDA(2)	Function of receiving written notification	Chief Executive Officer Director – City Strategy and Integrity Manager - City Safety & Health Coordinator – Health Services	
s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
s.522(1)	power to give a compliance notice to a person	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
s.525(2)	power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	

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RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s.525(4)	duty to issue identity card to authorised officers	Chief Executive Officer Director –City Strategy and Integrity Manager – Governance	
s.526(5)	duty to keep record of entry by authorised officer under section 526	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
s.526A(3)	function of receiving report of inspection	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer Director –City Strategy and Integrity Manager – City Safety & Health	



PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	All Groups	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Groups A, B, C, D, F & I	
r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Groups A, B, C, <u>& D, G, G & I</u>	where Council is the responsible authority
r.25(b)	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Groups A, B, C, D, <u>F, G & I</u>	where Council is not the responsible authority but the relevant land is within Council's municipal district
r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Groups A, B, <u>C, & D, & G</u>	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.

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PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r.19	power to waive or rebate a fee relating to an amendment of a planning scheme	Group A	
r.20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Group A & B	
r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	Groups A & B	

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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 10	Function of receiving application for registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 11	Function of receiving application for renewal of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	

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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 12(4) & (5)	Duty to issue certificate of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 14(1)	Function of receiving notice of transfer of ownership	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 14(3)	Power to determine where notice of transfer is displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 15(1)	Duty to transfer registration to new caravan park owner	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 15(2)	Duty to issue a certificate of transfer of registration	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	

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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Director - City Strategy and Integrity	
r 17	Duty to keep register of caravan parks	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services	
r 18(4)	Power to determine where the emergency contact person's details are displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 18(6)	Power to determine where certain information is displayed	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 22(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	

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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 25(3)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 26	Duty to have regard to any report of the relevant fire authority	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	

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RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 41(4)	Function of receiving installation certificate	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	

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RESIDENTIAL TENANCIES REGULATIONS 2021			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 4 of cl3(a)(iii)	Power to approve any other toilet system	Chief Executive Officer Director - City Strategy and Integrity Manager - City Safety & Health Coordinator - Health Services Environmental Health Officer	

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SCHEDULE 2

1. The delegate must determine the timeframe for an issue to be determined, an action to be taken, or an act or thing to be done.
2. The delegate (or any person directed by the delegate) must contact each Councillor by:
 - 2.1 calling their Council-provided phone (including leaving a voice mail message);
 - 2.2 sending a text message to their Council-provided phone; or
 - 2.3 sending an email to their Council-provided email address,

and advising them what the issue, action, act or thing is and:

 - 2.4 the timeframe in which a meeting is to be held to determine the issue, take the action or do the act or thing;
 - 2.5 that they are required to respond advising whether they are willing and able to physically and legally attend a meeting within that timeframe in order to determine the issue, take the action or do the act or thing; and
 - 2.6 the deadline by which their response (to the delegate) is required.
3. Only after:
 - 3.1 receiving responses from a majority of the Councillors indicating that they are unwilling or unable to physically and legally attend the meeting; or
 - 3.2 the expiration of the stipulated deadline

may the delegate form the opinion that the meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum.
4. For the purposes of paragraph 3.2:
 - 4.1 'stipulated deadline' means –
 - (a) a minimum of three (3) hours from the time the final Councillor was contacted by the delegate; or
 - (b) any other time at the delegate's discretion. When exercising his or her discretion, the delegate must have regard to the timeframe within which the issue must be determined, the action must be taken, or the act or thing must be done; and
 - 4.2 following expiration of the stipulated deadline, any Councillor who has not responded to the delegate is deemed, for the purposes of this procedure, to be physically or legally unwilling or unable to attend the meeting.

6.5 Review of Planning Consultative Committee Terms of Reference

SUMMARY: Manager City Planning and Building, Paul Dickie

This report relates to the Terms of Reference for the Planning Consultative Committee. The Terms of Reference are proposed to be reviewed together with the scheduled review of the Instrument of Delegation – Planning. It is recommended that Council adopt a revised Terms of Reference.

RECOMMENDATION

That Council adopt the Terms of Reference for the Planning Consultative Committee, as outlined in Attachment 1 of this report.

1. INTRODUCTION

To align the review of statutory planning processes, the operation of the Council's Planning Consultative Committee (PCC) has been carried out at the same time as the review of the Instrument of Delegation – Planning. The Terms of Reference have been reviewed, and a revised Terms of Reference prepared for Council consideration.

2. DISCUSSION

2.1 Background

The purpose of the PCC is to exchange information and to explore any areas of common ground in relation to a planning application in an informal environment. The PCC is not convened in order to make a formal decision.

The scope of the PCC is to generate an understanding of the planning application proposal and any issues and concerns from all perspectives, as an input to Council's formal decision-making as a Responsible Authority under the *Planning and Environment Act 1987*.

The PCC operates according to Council's Community Engagement Policy and is clearly aligned to the objectives of that policy. The PCC is seen as aligning with the 'consult' level of the engagement spectrum and is designed to inform and obtain feedback from, the community regarding planning applications that meet the adopted Planning Delegation criteria.

The review of the PCC Terms of Reference was discussed by Councillors at Issues Briefings on 3 May 2021 and 3 November 2021, with the feedback provided being considered.

2.2 Proposed Changes

The proposed PCC Terms of Reference can be found at Attachment 1 to this report. The tracked changes version can be found at Attachment 2 for information.

2.2.1 Trigger Threshold for PCC Meeting

The current PCC Terms of Reference states:

"The trigger threshold for holding a Committee Meeting is the receipt of objections from 50 or more separate properties for any planning application received by Council that relates to land

outside an adopted Structure Plan area. For clarity, a Committee Meeting will not be held for planning applications that fall within an adopted Structure Plan area.”

The triggers for consideration of applications at a PCC Meeting were extensively discussed at the Issues Briefing Meetings on 3 May and 3 November 2021. It is noted that there were different views regarding the appropriate triggers. Despite the differing views, there was a strong view that there was Councillor and community concern with the processing and determination of planning applications in the Dandenong Foothills area of Knox, and that the trigger for applications should be lower within the Dandenong Foothills Policy Area. It was also considered that the exemption that applies to areas with an approved Structure Plan should be removed.

It is important that the PCC Meeting trigger facilitate the efficient operation of Council’s planning function (particularly given the increasing pressure to avoid failure appeals and improve the timeliness of decision making), whilst still meeting community expectations that significant or controversial applications are processed in a way that allows for effective community discussion prior to applications being determined by Council.

It is therefore recommended that the current trigger for holding a PCC Meeting be replaced with the following:

The trigger threshold for holding a Committee Meeting is:

- The receipt of objections from 50 or more separate properties for any planning application received by Council that relates to land outside the Dandenong Foothills Policy Area; or
- The receipt of objections from 30 or more separate properties for any planning application received by Council that relates to land within the Dandenong Foothills Policy Area.

It is noted that the proposed trigger does not include the exemption for sites within approved Structure Plan areas, meaning that planning applications for sites within areas with an approved structure plan will now trigger a PCC meeting if the relevant objection threshold is reached.

The following three exemptions are specified in the current Terms of Reference, and are not proposed to be changed:

- Where an application is subject to an upcoming VCAT appeal, and it is not practical from a timing perspective to schedule a PCC meeting to hear a matter in advance of the VCAT appeal proceedings;
- Where an application is a repeat application where there has already been a previous PCC meeting for an identical or similar proposal; and
- Where the Ward Councillor recommends that a PCC meeting is not required for a particular application.

2.2.2 Online PCC Meetings

During the COVID-19 Pandemic, restrictions on public gatherings meant that PCC meetings could not take place in person. Whilst not covered in the Terms of Reference, two PCC meetings took place in an online format (6 Gilda Court Rowville and 2-8 St Elmo Avenue Ferntree Gully) out of necessity.

Officers felt, along with feedback from some participating Councillors, was that the online format of the meetings was a successful way of holding the meeting and was certainly more accessible for some participants who would otherwise struggle to attend in person - and would support moving all PCC meetings to online meetings.

However, it is acknowledged that the online format can be difficult for some people, and there can be differing views as to whether online meetings can effectively mediate difficult issues.

It is therefore recommended that the Terms of Reference be amended to allow for online PCC meetings on the recommendation of the Ward Councillor.

3. CONSULTATION

There has been no community consultation on the issues raised in this report, although feedback has previously been received that some applicants and objectors find PCC meetings frustrating and pointless. Consultation has occurred with Councillors (at the Issues Briefings on 3 May and 3 November 2021) and Officers affected by the terms of reference.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The proposed changes to the PCC Terms of Reference will not have any direct environmental/amenity impact.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed changes to the PCC Terms of Reference will not have any direct economic impact.

Any changes to the PCC Terms of Reference may have significant resourcing implications for the City Planning and Building Department, should those changes significantly increase the number of PCC Meetings. The resourcing implications should be considered by Council during the decision making process.

An examination of PCC Meetings over the 2017, 2018, 2019 and 2020 calendar years found that if the triggers for PCC Meetings proposed in this report had applied at the time, the number of PCC Meetings held over a year would have increased by between 57% and 100% (depending on the year).

In raw figures the number of additional PCC Meetings is not significant (between 1 and 4 additional meetings over a year), however the cumulative changes to the PCC Terms of Reference and the Instrument of Delegation – Planning could be significant. It is advised that during a year where there is a high number of applications that attract a large number of objections, there is likely to be a reduction in service levels and timeliness of the Planning Team unless additional resources can be allocated during those periods. The additional workload is considered to be manageable during quieter years (such as 2020 and 2021 which have been affected by the COVID-19 Pandemic) within existing resources.

Council should also consider allocating funds within the Councillor Education and Training budget for training on the effective chairing and facilitation of meetings, which is important to getting the best possible outcome for PCC Meetings.

7. SOCIAL IMPLICATIONS

The proposed changes to the PCC Terms of Reference will not have any direct social impact.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Key Direction – Civic Engagement and Integrity

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

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

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

The proposed revised Terms of Reference for the Planning Consultative Committee reflect Council and Community feedback regarding the processing and determination of planning applications within the Dandenong Foothills Policy Area, and the need to balance the community expectations that significant or controversial applications are processed in a way that allows for effective community discussion prior to applications being determined by Council, with the need to provide for a cost effective and timely planning service.

The proposed revised Terms of Reference also propose the option of online PCC Meetings instead of in person meetings. Experience during the COVID-19 pandemic has shown that it is possible to effectively carry out meetings online, and that there are some positive impacts when meetings are held online.

It is recommended that Council adopt the revised Planning Consultative Committee Terms of Reference.

11. CONFIDENTIALITY

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

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

Report Authorised By: **Director, City Strategy and Integrity, Matt Kelleher**

Attachments

1. Attachment 1 - PCC Terms of Reference November 2021 [**6.5.1** - 5 pages]
2. Attachment 2 - PCC Terms of Reference November 2021 Tracked Changes [**6.5.2** - 5 pages]



Terms of Reference

PLANNING CONSULTATIVE COMMITTEE

Directorate	City Strategy & Integrity
Responsible Officer	Director City Strategy & Integrity
Committee Type	Advisory Committee
Approval Date:	November 2021
Review Date:	November 2025

1. PURPOSE

The Planning Consultative Committee (Committee) is an Advisory Committee of Council, offering a forum for applicants, supporters and objectors of specific planning proposals to present their views and to explore opportunities to resolve issues, in an informal setting. The Committee seeks to facilitate outcomes; to facilitate an exchange of information; and to allow all parties to learn more about the circumstances of a proposal and the views of various stakeholders, to inform the Council's decision as the Responsible Authority.

The Committee operates according to Council's Community Engagement Policy and is clearly aligned to the objective of that Policy, and the associated Community Engagement Manual and engagement framework. The Committee is seen as aligning with the 'consult' level of the engagement spectrum and is designed to inform, and obtain feedback from, the community and applicants regarding planning applications under consideration.

2. OBJECTIVES

The objectives of the Committee are to:

- Exchange information and explore any areas of common ground in an informal environment. The meetings are not convened in order to make a formal decision on any planning application.
- Generate an understanding of the planning application proposal and any issues and concerns from all perspectives, as an input to Council decision making as the Responsible Authority.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Any meeting of the Committee shall comprise the following:



- Two (2) Councillors (one being the Ward Councillor for the application being presented, and one being any other Knox City Council Councillor who will act as chairperson for that meeting of the Committee).

A quorum for the Committee shall be the Ward Councillor relevant to the subject planning application.

4. DELEGATED AUTHORITY AND DECISION MAKING

The Committee is an Advisory Committee and has no delegated authority or decision making powers.

5. MEETING PROCEDURES

The trigger threshold for holding a Committee Meeting is:

- The receipt of objections from 50 or more separate properties for any planning application received by Council that relates to land outside the Dandenong Foothills Policy Area;
- The receipt of objections from 30 or more separate properties for any planning application received by Council that relates to land within the Dandenong Foothills Policy Area.

Committee meetings will be held on the third Tuesday of every month (excepting those times where no meeting is required).

Meetings are scheduled for 45mins to one hour duration.

Meetings will;

- Held in person at the Knox Civic Centre or other appropriate venue, or on the recommendation of the Ward Councillor, be held online using appropriate online meeting technology;
- Commence on time and aim to conclude at the scheduled time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each party to attend the Committee meeting;
- Encourage fair and reasonable discussion and respect for each others' views; and
- Focus on the relevant issues presented.

The Director City Development, with the consent of the relevant Ward Councillor, may determine that a Committee meeting is not required for a particular planning application where the following exceptional circumstances exist:-

- An upcoming VCAT appeal has been lodged and it is not practical from a timing perspective to schedule a meeting of the Committee to hear the matter in advance of the VCAT appeal proceedings.



- The subject application is a repeat application where there has already been a previous Committee meeting for an identical or very similar proposal.
- The Ward Councillor recommends that a Committee meeting is not required for a particular planning application.

6. CHAIR

Any Councillor other than the relevant Ward Councillor will act as Chairperson of the Committee. Councillors will be invited to chair the Committee on a monthly basis (or as needed) and on a rotating basis.

In the absence of a Councillor Chairperson (other than the relevant Ward Councillor), the most senior Council officer present will act as the Chairperson for the purpose of conducting the meeting.

If a Councillor Chair cannot be found for a particular Committee meeting, Council may use an independent external Chair for the purpose of conducting the meeting.

7. AGENDAS AND MEETING NOTES

Agendas will be circulated to all relevant parties not less than seven days prior to the time fixed for holding the meeting.

The meeting will generally follow a structure which will cover a summary of the application, confirmation of the issues, followed by a discussion during which the applicant is invited to comment. A summary and outline of next steps will be provided to ensure all parties are aware of the progression of the application.

From time to time there may be a requirement to change this format, which will be largely dependent on the number of attendees, and as such a level of flexibility will be applied to the meeting structure when necessary.

Formal minutes are not taken of the Committee meeting. Meeting notes are taken and provided to the relevant planning officer responsible for the application, and referenced in the relevant planning application report to Council.

8. VOTING

The Committee does not have any delegated authority to make decisions.

9. CONDUCT AND INTEREST PROVISIONS

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

- Act with integrity;



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

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

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the notes of the meeting.

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

10. REPORTING

There are no reporting requirements for the Committee.

11. ADMINISTRATION SUPPORT

Administration support will be provided by the City Planning & Building Department.

12. CONTACT WITH THE MEDIA

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies.

13. SUNSET CLAUSE AND REVIEW DATE



The Committee will be reviewed as per the standard 4 year schedule and a report will be prepared for Council together with a recommendation for either a re-endorsement or disbanding of the Committee.

14. MEALS

The provision of refreshments during the course of an Advisory Committee meeting will be in accordance with the Meals and Beverages for Council Committees Policy.

Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this 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.



Terms of Reference

PLANNING CONSULTATIVE COMMITTEE

Directorate	City Development Strategy & Integrity
Responsible Officer	Director City Development City Strategy & Integrity
Committee Type	Advisory Committee
Approval Date:	May 2017 <u>November 2021</u>
Review Date:	May 2021 <u>November 2025</u>

1. PURPOSE

The Planning Consultative Committee (Committee) is an Advisory Committee of Council, offering a forum for applicants, supporters and objectors of specific planning proposals to present their views and to explore opportunities to resolve issues, in an informal setting. The Committee seeks to facilitate outcomes; to facilitate an exchange of information; and to allow all parties to learn more about the circumstances of a proposal and the views of various stakeholders, to inform the Council's decision as the Responsible Authority.

The Committee operates according to Council's Community Engagement Policy and is clearly aligned to the objective of that Policy, and the associated Community Engagement Manual and engagement framework. The Committee is seen as aligning with the 'consult' level of the engagement spectrum and is designed to inform, and obtain feedback from, the community and applicants regarding planning applications under consideration.

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The objectives of the Committee are to:

- Exchange information and explore any areas of common ground in an informal environment. The meetings are not convened in order to make a formal decision on any planning application.
- Generate an understanding of the planning application proposal and any issues and concerns from all perspectives, as an input to Council decision making as the Responsible Authority.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Any meeting of the Committee shall comprise the following:

- Two (2) Councillors (one being the Ward Councillor for the application being presented, and one being any other Knox City Council Councillor who will act as chairperson for that meeting of the Committee).



A quorum for the Committee shall be the Ward Councillor relevant to the subject planning application.

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The Committee is an Advisory Committee and has no delegated authority or decision making powers.

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- The receipt of objections from 30 or more separate properties for any planning application received by Council that relates to land within the Dandenong Foothills Policy Area.

Committee meetings will be held on the third Tuesday of every month (excepting those times where no meeting is required).

Meetings are scheduled for 45mins to one hour duration.

Meetings will;

- Held in person at the Knox Civic Centre or other appropriate venue, or on the recommendation of the Ward Councillor, be held online using appropriate online meeting technology;
- Commence on time and aim to conclude at the scheduled time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each party to attend the Committee meeting;
- Encourage fair and reasonable discussion and respect for each others' views; and
- Focus on the relevant issues presented.

The Director City Development, with the consent of the relevant Ward Councillor, may determine that a Committee meeting is not required for a particular planning application where the following exceptional circumstances exist:-

- An upcoming VCAT appeal has been lodged and it is not practical from a timing perspective to schedule a meeting of the Committee to hear the matter in advance of the VCAT appeal proceedings.
- The subject application is a repeat application where there has already been a previous Committee meeting for an identical or very similar proposal.



- The Ward Councillor recommends that a Committee meeting is not required for a particular planning application.

6. CHAIR

Any Councillor other than the relevant Ward Councillor will act as Chairperson of the Committee. Councillors will be invited to chair the Committee on a monthly basis (or as needed) and on a rotating basis.

In the absence of a Councillor Chairperson (other than the relevant Ward Councillor), the most senior Council officer present will act as the Chairperson for the purpose of conducting the meeting.

If a Councillor Chair cannot be found for a particular Committee meeting, Council may use an independent external Chair for the purpose of conducting the meeting.

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Agendas will be circulated to all relevant parties not less than seven days prior to the time fixed for holding the meeting.

The meeting will generally follow a structure which will cover a summary of the application, confirmation of the issues, followed by a discussion during which the applicant is invited to comment. A summary and outline of next steps will be provided to ensure all parties are aware of the progression of the application.

From time to time there may be a requirement to change this format, which will be largely dependent on the number of attendees, and as such a level of flexibility will be applied to the meeting structure when necessary.

Formal minutes are not taken of the Committee meeting. Meeting notes are taken and provided to the relevant planning officer responsible for the application, and referenced in the relevant planning application report to Council.

8. VOTING

The Committee does not have any delegated authority to make decisions.

9. CONDUCT AND INTEREST PROVISIONS

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

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;



- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

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

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the Committee is concerned, they must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the notes of the meeting.

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

10. REPORTING

There are no reporting requirements for the Committee.

11. ADMINISTRATION SUPPORT

Administration support will be provided by the City Planning & Building Department.

12. CONTACT WITH THE MEDIA

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies.

13. SUNSET CLAUSE AND REVIEW DATE

The Committee will be reviewed as per the standard 4 year schedule and a report will be prepared for Council together with a recommendation for either a re-endorsement or disbanding of the Committee.

14. MEALS

The provision of refreshments during the course of an Advisory Committee meeting will be in accordance with the Meals and Beverages for Council Committees Policy.

Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this 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.

6.6 Review of Procedure for Consideration of Appeals of Victorian Civil and Administrative Tribunal Decisions

SUMMARY: Manager City Planning and Building, Paul Dickie

This report relates to the internal procedure for the practice of consideration of appeals to the Supreme Court for a review of Victorian Civil and Administrative Tribunal (VCAT) decisions. The procedure is overdue for review, and it is recommended that Council adopt the procedure unchanged with a four year review period.

RECOMMENDATION

That Council adopt the Knox Procedure – Appeals of Victorian Civil and Administrative Tribunal Decisions, as outlined in Attachment 1 of this report.

1. INTRODUCTION

Approximately 30 Victorian Civil and Administrative Tribunal (VCAT) decisions are made each year for Knox planning applications. From time to time Council may consider seeking leave to appeal a VCAT decision to the Supreme Court based on a question of law.

In 2008 a Boarding Houses Special Audit was undertaken by DFK Collins. The audit considered a number of matters relating to boarding house issues and made a number of recommendations, including:

- *Clarifying in writing the process to clearly define the CEO's powers of delegation in relation to VCAT Appeals.*

Council at its meeting on 23 September 2008 adopted a procedure which provided a documented process to formalise consideration of such appeals. The procedure was reviewed by Council on 14 May 2013 and 22 May 2017 where it was adopted unchanged on both occasions. The procedure was due for review in May 2021.

2. DISCUSSION

2.1 Legislation

Section 148 of the *Victorian Civil and Administrative Tribunal Act 1998*, Sections (1) and (2) state:

- (1) *A party to a proceeding may appeal, on a question of law, from an order of the Tribunal in the proceeding -*
- (a) *if the Tribunal was constituted for the purpose of making the order by the President or a Vice President, whether with or without others, to the Court of Appeal with leave of the Court of appeal; or*
 - (b) *in any other case, to the Trial Division of the Supreme Court with leave of the Trial Division.*

- (2) *An application for leave to appeal must be made -*
- (a) *no later than 28 days after the day of the order of the Tribunal; and*
 - (b) *in accordance with the rules of the Supreme Court.*

The above provisions allow Council to appeal a VCAT decision only on a question of law, no later than 28 days after the decision is made.

Section 86 of the *Planning and Environment Act 1987* requires that if an order made by VCAT requires Council as the Responsible Authority to issue a permit, Council must issue that permit within three working days after the first Ordinary Meeting of Council after it receives a copy of the order.

There are a number of other provisions in the Planning and Environment Act which require that Council carry out an order made by the Tribunal for other types of appeals.

It is normal practice that VCAT orders are acted upon as soon as practicable by Council Officers.

2.2 The Procedure

The Procedure for Appeals Against Victorian Civil and Administrative Tribunal Decisions (the Procedure) outlines a process for considering appeals to the Supreme Court on VCAT Orders and is attached as Attachment 1 to this report.

The Procedure anticipates two origins of potential appeals; Councillor and Officer driven, however it ensures that Council will always be the decision maker to proceed to appeal to the Supreme Court.

The Procedure specifies that the CEO only exercise delegated authority to lodge an appeal if time frames mean that the next Council Meeting is more than 28 days after VCAT makes the decision, and only after advising all Councillors of his/her intention to proceed to an appeal under delegation. The Chief Executive Officer must consider any response received to that advice from a Councillor.

The Procedure also requires that two legal opinions be obtained before proceeding to a Supreme Court appeal. This is considered appropriate as Supreme Court Appeals can be very costly, and tie up significant resources, and therefore decision making should be based on more than one legal opinion.

For Councillor generated matters, the Procedure requires that Councillors nominate VCAT appeals they have an interest in, using the Appeals List that is provided to Councillors fortnightly in the City Strategy and Integrity Bulletin.

The Procedure has been in place since September 2008. In that time it has not been activated and Council has not lodged any Supreme Court Appeals against VCAT decisions. The Procedure remains up to date and provides a clear and transparent decision making framework should an appeal be contemplated. The Procedure has been re-formatted to the standard format, with some updates to Directorate and Officer names, as well as some minor administrative changes.

3. CONSULTATION

There has been no community consultation on the issues raised in this report. Consultation has occurred with Councillors (at the Issues Briefing on 3 May 2021) and Officers affected by the Procedure.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no direct environmental/amenity implications as a result of this report and procedure.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Supreme Court Appeals can be very costly for Council. It is therefore appropriate that procedures are in place to ensure that Council retains the decision making authority to appeal.

The provision of two legal opinions before a decision is made will have some impacts (between \$5,000 and \$10,000 per case depending on complexity), however it is considered a reasonable expense, given the potential cost implications of a decision to lodge an appeal at the Supreme Court.

7. SOCIAL IMPLICATIONS

There are no direct social implications as a result of this report and procedure.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Key Direction – Civic Engagement and Integrity

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

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

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

The Procedure maintains Council as the final decision maker to appeal VCAT decisions to the Supreme Court, and provides for an effective process so that such a decision can be taken with relevant advice.

Whilst the Procedure has never been activated, its existence provides for a clear and transparent decision making framework should an appeal be contemplated in the future.

It is recommended that the procedure, attached as Attachment 1, be adopted and reviewed again in four years time.

11. CONFIDENTIALITY

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

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

Report Authorised By: **Director, City Strategy and Integrity, Matt Kelleher**

Attachments

1. Attachment 1 - Knox Appeals against Victorian Civil Administrative Tribunal Decisions November 2021 [6.6.1 - 4 pages]



Procedure for Consideration of Appeals of Victorian Civil and Administrative Tribunal Decisions

Procedure Number: 2008/02	Directorate: City Strategy & Integrity
Approval by: Council	Responsible Officer: Director City Strategy & Integrity
Approval Date: 22 November 2021	Version Number: 3
Review Date: November 2025	

1. Purpose

To provide procedures for considering an appeal against a decision of the Victorian Civil and Administrative Tribunal (VCAT) on a Town Planning matter

2. Context

2.1 Legislation

Section 86 of the *Planning and Environment Act 1987* requires that if an order made by VCAT requires Council as the Responsible Authority to issue a permit, Council must issue that permit within three working days after the first Ordinary Meeting of Council after it receives a copy of the order.

There are a number of other provisions in the Planning and Environment Act which require that Council carry out an order made by the Tribunal for other types of Appeals.

Section 148 of the *Victorian Civil and Administrative Tribunal Act 1998* Sections (1) and (2) state:

- (1) *A party to a proceeding may appeal, on a question of law, from an order of the Tribunal in the proceeding—*
 - (a) *if the Tribunal was constituted for the purpose of making the order by the President or a Vice President, whether with or without others, to the Court of Appeal with leave of the Court of Appeal; or*
 - (b) *in any other case, to the Trial Division of the Supreme Court with leave of the Trial Division.*
- (2) *An application for leave to appeal must be made—*
 - (a) *no later than 28 days after the day of the order of the Tribunal; and*
 - (b) *in accordance with the rules of the Supreme Court.*



2.2 Delegation

Council's Planning Instrument of Delegation to Staff acknowledges the duty to comply with a VCAT order, and delegates that duty to Staff as appropriate.

Council's Instrument of Delegation to the Chief Executive Officer allows the Chief Executive Officer to commence proceedings to appeal a decision of VCAT. This power is not further delegated.

3. Scope

This procedure will apply to Councillors, the Chief Executive Officer and all Staff of the City Strategy and Integrity Directorate. This Procedure only applies to Town Planning matters.

4. References

4.1 Council Plan

- Opportunity and Innovation
- Neighbourhoods, Housing and Infrastructure
- Natural Environment and Sustainability
- Connection, Resilience and Wellbeing
- Civic Engagement and Integrity

4.2 Relevant Legislation

- Planning and Environment Act 1987
- Victorian Civil and Administrative Tribunal Act 1998

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

- Nil

4.5 Related Council Procedures

- Nil

5. Definitions

Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Councillor	means a person who holds the office of member of Knox City Council.

6. Procedure

6.1 Process for Appealing a VCAT decision – Councillor Nomination

The City Strategy & Integrity Bulletin is distributed to Councillors fortnightly and contains details of all upcoming VCAT Planning Appeals.



Councillors can nominate an “Appeal of Interest” with the Director City Strategy & Integrity, as a matter that they would like to be informed of when the VCAT Appeal Order (Order) has been received by Council and before it is acted upon. Nominations must be in writing or email, and be received by the Director City Strategy & Integrity prior to the Order being received from VCAT.

Subject to Clause 6.2 below, if an Order is received from VCAT, and there has been no “Nomination” of that appeal by a Councillor, the Order shall be complied with, as soon as practicable, in accordance with the Planning and Environment Act and the Planning Instrument of Delegation.

If the order is one which has been “Nominated” by a Councillor, officers shall not comply with the VCAT Order immediately. Instead the following steps shall be followed:

- a) A copy of the Order and VCAT decision shall be provided to the Councillor who nominated the matter and the Chief Executive Officer as soon as practicable after receipt at Council.
- b) The Councillor who nominated the matter must notify the Chief Executive Officer, within 7 calendar days of receipt of the order, if they would like further investigation into the matter. Should the next Ordinary Meeting of Council occur within 7 calendar days of receipt of the Order, the Councillor is required to advise the Director City Strategy & Integrity of a decision to request further legal investigation as soon as is practicable, to allow Officers to act as required by sections d) and e) of this procedure below.
- c) If the Councillor provides no response within 7 days of receiving the Order; or indicates to the Chief Executive Officer that they do not seek further investigation into the matter – the VCAT order shall be complied with as soon as practicable.
- d) If the Councillor who nominated the matter indicates that they believe that the decision raises a ‘question of law’, and that they would like further investigation into the matter, the Councillor in the first instance, must consult with the Chief Executive Officer and Director City Strategy & Integrity to determine the planning merits of the case, the strategic significance of the decision and the merits of any proposed question of law. If following this consultation, the Councillor indicates that legal advice is warranted, the Chief Executive Officer must seek a minimum of two legal opinions (from suitably qualified and experienced legal practitioners) to advise on the probability of any error in law, the risks involved in pursuing litigation and the chances of success of an appeal of the VCAT Order.
- e) If the next Ordinary Meeting of Council is scheduled within 28 days of the date of the VCAT Order; the Chief Executive Officer must provide to all Councillors – a report providing advice as to whether appeal of the Order is recommended or not, a copy of the Order, and all legal opinions received as per item d) above. Should Council wish to pursue an appeal of the Order it must resolve to do so at the Ordinary Meeting of Council.
- f) If the next Ordinary Meeting of Council is more than 28 days from the date of the Order and the Chief Executive Officer recommends that an appeal be pursued; the Chief Executive Officer may to pursue an appeal of the Order under delegation, after receiving a minimum of two legal opinions as required by Section d) above. Prior to making such a decision the Chief Executive Officer must advise all Councillors of his/her intention to proceed to an appeal under delegation. The Chief Executive Officer must consider any response received to that advice from a Councillor.
- g) If an appeal is lodged in accordance with section f) above; the appeal must be reported to Council at the next Ordinary Meeting of Council.



- h) If the next Ordinary Council Meeting is more than 28 days from the date of the Order and the Chief Executive Officer does not intend to lodge an appeal under item f) above; the Chief Executive Officer must advise the Councillor who nominated the matter of his/her recommendation as soon as is practicable. Should the Councillor who nominated the matter still seek to pursue an appeal they must seek to call a Special Meeting of Council in accordance with the Meeting Procedure and Use of Common Seal Local Law to have the matter determined by Council.
- i) If there is no resolution by Council to proceed with an appeal of the Order under items e) or h) above, the Order shall be complied with within three days of the Ordinary Meeting of Council.

6.2 Process for Appealing a VCAT decision – Officer Nomination

If in reviewing any VCAT decision and order, any Officer of the City Strategy & Integrity Directorate believes that VCAT raises a question of law; that officer shall bring the matter to the attention of the Director City Strategy & Integrity.

If the Director City Strategy & Integrity, after consultation with appropriate officers believes that a decision raises a question of law; the Director must seek a minimum of two legal opinions (from suitably qualified and experienced legal practitioners) seeking advice on the probability of any 'error in law', the risks involved in pursuing litigation and the chances of success of an appeal of the Order.

If following consideration of the above advice the Director City Strategy & Integrity is of the opinion that an appeal is warranted, the Director must advise the Chief Executive Officer of the VCAT decision, concern(s) with the decision, and provide copies of the legal advice received.

From this point the same process as outlined in items e), f), g) and i) of 6.1 above shall be followed.

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.

6.7 Submission in Response to the Eastern Metro Land Use Framework Plan

SUMMARY: Senior Strategic Planner, Jo Liu

In response to Victorian Government's Draft Eastern Metro Land Use Framework Plan (LUFPP), Officers have prepared and lodged a submission on behalf of Council on a 'without prejudice basis'. This report seeks Council's retrospective adoption of the submission. Any further updates may be provided (if required) following the Council meeting.

RECOMMENDATION

That Council adopt the submission to the Victorian Government's Draft Eastern Metro Land Use Framework Plan (Attachment 1 to the Officers' report) and note that it has been lodged on behalf of Council on a 'without prejudice basis'.

1. INTRODUCTION

In September 2021, the Victorian Government released Melbourne's Future Planning Framework for public consultation. The six Land Use Framework Plans (LUFPP) will guide strategic land-use, industry growth, services and infrastructure development for the next 30 years across the following six key themes:

- Productivity;
- Housing Choice;
- Integrated Transport;
- Liveability;
- Strong Communities; and
- Sustainability and Resilience.

The LUFPP relevant to Knox is the Eastern Metro LUFPP, which also includes Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges Local Government Areas (Attachment 2). Submissions closed on 24 October 2021.

2. DISCUSSION

In preparation of a submission on behalf of Council, City Futures sought comments from Council's various service areas as relevant to the six key LUFPP themes. Referral responses received from the following teams have informed Council's submission (Attachment 1).

LUFPP Chapter/Theme	Referral responses received
Ch.3 – Vision	City Strategy & Planning Bayswater Business Precinct Coordinator Community Access and Support
Ch.4 – Productivity	City Strategy & Planning Bayswater Business Precinct Coordinator
Ch. 5 – Housing Choice	Community Wellbeing Community Access and Support City Research and Mapping
Ch. 6 – Integrated Transport	City Strategy & Planning Transport & Traffic

LUFP Chapter/Theme	Referral responses received
	Bayswater Business Precinct Coordinator Community Access and Support
Ch. 7 – Liveability	City Strategy & Planning Community Wellbeing Community Access and Support Open Space & Landscape Design Traffic and Transport
Ch. 8 – Strong Communities	Community Wellbeing Community Access and Support City Strategy & Planning
Ch. 9 – Sustainability and Resilience	Bayswater Business Precinct Coordinator Open Space & Landscape Design Sustainable Futures
Ch. 10 – Implementation	City Strategy & Planning Traffic and Transport

Officers generally agree with the 30-year vision, the directions and strategies in the LUFP. However, there appears to be a heavy focus on the inner, western part of the region, i.e. municipalities to the west of Eastlink Freeway, where many State significant precincts are located, e.g. Suburban Rail Loop precincts, National Employment and Innovation Clusters (NEIC), etc.

Therefore, officers have made recommendations to strengthen the discussions on the eastern part of the region where Knox is located, with regards to Knox's five major activity centres, regionally significant industrial land (e.g. Bayswater Business Precinct), transport connections, liveability, community services and sustainability.

Officers have also commented on the five-year implementation program in consideration of its impact to Council's future work program.

Further details are provided in Attachment 1.

The submission (Attachment 1) has been approved by Director City Strategy & Integrity and lodged on a 'without prejudice basis' via the Engage Victoria website on 22 October 2021. Any further updates may be provided (if required) following Council's retrospective endorsement of the submission.

3. CONSULTATION

To inform the preparation of the Council submission, City Strategy and Planning has undertaken internal consultation via an internal referral form. The request for referral response was sent to the following Departments and teams:

- Community Wellbeing; Family & Children's Services; Active and Creative Communities; City Planning & Building; Sustainable Infrastructure; Community Infrastructure; Major Initiatives; Community Access and Support;
- City Strategy & Planning; Economic Development; City Investments and Partnership; City Research and Mapping; Bayswater Business Precinct Coordinator; Transport & Traffic; Open Space & Landscape Design; Sustainability; Biodiversity; Corporate Planning.

On behalf of the Victorian Government, the Department of Environment, Land, Water and Planning (DELWP) undertook community information sessions on the LUF. The relevant community information session for Knox was shared on Knox's website and social media channels.

4. CLIMATE CHANGE

This submission has been prepared in response to the Victorian Government's draft LUF. The preparation of Council's submission has no direct implications upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The submission makes a positive contribution to Council's environmental and amenity objectives by providing comments on the LUF themes of Liveability, Sustainability and Resilience, as relevant to the City of Knox.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The submission makes a positive contribution to improving Knox's economic outlook by providing comments on the LUF themes of Vision and Productivity, as relevant to the City of Knox.

7. SOCIAL IMPLICATIONS

The submission makes a positive contribution to improving Knox's social cohesion by providing comments on the LUF themes of Housing Choice and Strong Communities, as relevant to the City of Knox.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

The submission (Attachment 1) in response to Victorian Government's Draft Eastern LUF is provided for Council's retrospective endorsement. Any further updates may be provided to DELWP (if required) following the Council meeting.

11. CONFIDENTIALITY

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

Report Prepared By: Senior Strategic Planner, Jo Liu

Report Authorised By: Director City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Knox Submission - Eastern LUFP - 22 October 2021 [6.7.1 - 18 pages]
2. Attachment 2 - Draft Eastern Metro Land Use Framework Plan [6.7.2 - 149 pages]

22 October 2021

Melbourne's Future Planning Framework
Department of Environment Land Water and Planning

Knox City Council Submission

Eastern Region Land Use Framework Plan (LUFF)



Council officers have prepared this submission on a 'without prejudice basis' in response to the LUFF. The submission will be tabled for Council's retrospective endorsement and any further updates may be provided (if required) following the Council meeting.

The comments are structured in accordance to the themed chapters in the LUFF.

VISION

Council generally agrees with the 30 year vision and the statements set out in this chapter. However, there appears to be a heavy emphasis on the western portion of the region, i.e. the activity centres, Suburban Rail Loop (SRL) precincts, National Employment and Innovation Clusters (NEIC), etc. to the west of Eastlink Freeway, many of which have state significant designation.

Therefore, key aspects of the eastern part of the region, e.g. the various regionally significant industrial precincts and the Wantirna Health Precinct to Bayswater corridor are not given the required emphasis or identification in relation to their strategic importance.

The statements in the Vision should be reviewed to provide a better balance between the western and eastern parts of the region in the following areas:

- Growth and job creation should have an extended focus to reach outer areas and include additional information to fully capture the diversity of the economy and productivity. It should relate to regionally significant industrial land and precincts, e.g. the Bayswater Business Precinct and Scoresby-Rowville within the area which provide vast employment opportunities and produce high economic outputs. It should be noted that the Bayswater Business Precinct is referred to by other names e.g. Bayswater Industrial Precinct but should consistently be referred to as the Bayswater Business Precinct.
- 'Medium and higher density housing', 'an increase in the amount of social and affordable housing' and 'a greater choice of housing' in statements 2 and 3 could be consolidated as they need to be considered and provided at all locations as appropriate and not just the nominated precincts or centres, whilst considering the specific characters of local areas, e.g. the Dandenong Foothills within Knox, where bushfire risks and environmental features limit development height and densities in some Neighbourhood Activity Centres and train station areas.
- "Improved east-west connections in the eastern part of the region" in statement 4 needs to be reflected on the map and translated into actions/outcomes in the transport section. E.g. Burwood Highway Tram extension should be discussed in the LUFF. The recommended tram route extension to Upper Ferntree Gully via Burwood Hwy and to the Bayswater Business

Precinct via Mountain Hwy would support improved transport connections to the Burwood Station proposed on the SRL.

- Further acknowledgement should be given in this section to freight routes and the importance of these to the ongoing access and productivity of the east. Given the region's vast output and contribution to the Melbourne and Victorian economy and the interconnected role freight has with regionally significant industrial precincts, it is important that it is acknowledged as part of the wider transport ecosystem. Under the Melbourne 2030 plan, Bayswater was identified as a key Road-Road freight hub. The Bayswater Business Precinct is still a very strong freight hub for the outer east and its status as a key Road-Road freight hub should be reinstated and supported in the future. The hub allows ease of connections through to Dandenong South's Freight Road-Train hub via Eastlink and acts as a gateway to the greater Yarra Valley and the outer eastern industries.
- It is also noted that tourism is highlighted as a strength of this region yet there is limited discussion throughout the plan as to how to leverage and support this competitive advantage of the region.

It is also important to consider changing needs across all life stages and connect the long term vision with outcomes for people's mental health, physical health and wellbeing and promote innovative models of housing.

PRODUCTIVITY

Regional strengths and challenges

This section should identify the finer grain strengths, challenges or opportunities within the sub-classifications of activity centres, corridors, various precincts and industrial land classifications (state, regional, and local).

With the emphasis on development and growth in the western portion of the region, there is a risk that lack of investment and inequity will prevail across the balance of the region. The LUFPP needs to identify the role of the outer urban east in relation to the SRL to avoid unequal stratification.

Local industrial land plays an important role in providing employment, economic diversity and a range of services to the local community. However, this is not acknowledged in this chapter. These pockets are often subject to speculative pressures and other uses and are particularly vulnerable to rezoning resulting in the irreversible loss of employment land.

Directions and strategies

Council generally supports the directions and their supporting strategies in this chapter. However, further details should be provided to acknowledge and describe the role of the eastern part of the region and to intensify and diversify the range of employment uses within regionally-significant industrial precincts.

- **Need to integrate and recognise the role of industrial land and precincts within the region**

The Eastern Freeway already forms a physical separation bifurcation of the eastern region. The SRL and the associated increase in employment and intensification of land use in the SRL precincts will have further significant ramifications on the remainder of the region. The LUFPP needs to consider the possible impacts for councils such as Knox, Maroondah and Yarra Ranges with regards to employment, business and investment opportunities, and provide greater clarity on how the eastern part of the region either competes with or complements the SRL precincts.

Direction 1 Monash NEIC and **Direction 2** Health and Education Precincts are overwhelmingly located within the SRL precincts (compared to the balance of the region). The role of the remaining regionally significant industrial land, particularly Bayswater Business Precinct and Scoresby Rowville Precinct will have a different role to play in supporting the diversity of industrial, manufacturing and employment uses across the region.

Direction 3 Activity Centres need to provide greater acknowledgement on the role of major activity centres across the region, particularly given their proliferation across the Knox, Maroondah and Yarra Ranges council areas and the level of amenity and economic importance they play.

The SRL precincts are set to transform the urban and economic function of the eastern region and are proposed to contain significant employment growth and intensification. Therefore, the more localised Major Activity centres to the east of the freeway will need to articulate their role in the local and regional context to both serve the community and attract and retain the right mix of use.

This distinction should flow through with greater detail in **Direction 4** - regionally significant industrial precincts and place a stronger emphasis on its protection from encroachment of uses that are incompatible with existing and preferred industrial and manufacturing priorities. The direction should seek to provide further guidance via adding an extra strategy on each regionally significant industrial precinct and articulating each precinct's competitive strength and investment and land use potential.

Further, it is noted that Knox and Maroondah are recognised for containing 70% of the regions industrial land with less than 10% available for future redevelopment and only 12 years supply left (Page 18). These are alarming statistics and should warrant further detailed content on the importance of the biggest industrial land holdings in the region. As such, a table (similar to Table 5 on page 34) or a section dedicated to each precinct could be explored to provide more depth and detail to each regionally significant precinct listed below:

- Bayswater Business Precinct
- Scoresby-Rowville Industrial Area
- Clayton Business Park (part of the Monash NEIC)
- Huntingdale Industrial Area (part of the Monash NEIC)
- Nunawading MegaMile Home and Lifestyle Precinct
- Blackburn Industrial Precinct
- Rooks Road Industrial Precinct
- Redland Estate Industrial Precinct

The above precincts are vastly different and should be celebrated, with emphasis placed on their strengths, contributions and their interconnectedness (where it exists). Their roles will become ever more pronounced due to the SRL and their ability to retain or provide a complementary or particular offering to the region will be paramount.

Direction 4 should also include additional strategies to facilitate improved information and communications technology infrastructure, access and amenity within State significant Industrial areas to remain competitive and resilient; and to undertake further investment across the balance of the region to respond to the vast and expected land use change that will be occurring in SRL precincts. **Direction 4 Strategy 16** should be focussed on protecting local industrial land from incompatible uses by providing stronger strategic direction and recognition of the important role these smaller precincts play.

Direction 5 Activity Corridors should recognise the area identified in the Enterprise Corridor from Knox Hospital to the Bayswater Business Precinct, and promoted for better transport connections and the level of amenity and investment it provides to the region.

Other comments:

Table 5 Metropolitan and major activity centres (page 35)

In relation to the **Bayswater Activity Centre**, Council has undertaken preliminary consultation in 2020 and is currently in early stages of developing a renewal strategy. In addition to what has been included in the table, there are also opportunities for community facilities, improving pedestrian/bike connectivity, place activation and public realm improvements.

Regarding **Boronia Activity Centre**, Council has recently re-adopted the Boronia Renewal Strategy 2019 (revised 2021) ([Boronia Renewal Project \(Amendment C192knox\) | Knox](#)). To align with the revised strategy, the section ‘what needs to be considered’ should be replaced with the following:

- improvement to the train station precinct
- protect significant viewlines to the Dandenong Ranges
- ageing, failing or inadequate community and physical infrastructure
- social disadvantage in the area, including low incomes, family violence, lower education levels
- the redevelopment of significant parcels of under-utilised Victorian Government land within the Train Station Precinct which is expected to attract private sector investment; and
- community safety and perceptions of safety.

The section ‘future role/strategic opportunities’ should be replaced with the following:

- support local business growth and attract new business and investment
- encourage a business mix with a focus on niche retail, food, health and wellbeing, knowledge and digital, and the arts based creative sectors
- encourage a strong night-time economy
- protects and enhances the valued character and identity of the Boronia MAC and maximises opportunities for redevelopment and revitalisation
- encourage a diversity of dwelling types and tenures, including increased social and affordable housing
- encourage walking and cycling to and within the centre
- support integrated and accessible public transport; and
- provide an expanded network and increased diversity of accessible public open spaces and urban plazas that promote community gathering and interaction and reflect Boronia’s character.

In relation to the **Rowville Activity Centre**, Council’s adopted plan Rowville Plan 2015 reflects the following community priorities in terms of “what needs to be considered” and should be incorporated into the LUPF:

- preserve existing neighbourhood character
- limit high-rise buildings and high-density development
- reduce traffic congestion/Rail to Rowville/Improve choices for transport
- more local options for shopping, dining, and entertainment for all ages
- expanded Rowville Library and opportunities for arts and culture
- jobs, skills, and training for the future economy
- improve choices for housing
- increase native trees and vegetation
- maintain protection from flooding and storms; and

- a greater voice in planning for the future and active participation in civic events such as the Stringybark Festival.

The section 'future role/strategic opportunities' should also reflect the following directions for Rowville:

- protect the quiet, leafy character of Rowville's neighbourhoods
- increase different housing choices in a smaller Activity Centre
- encourage better transport choices to combat congestion
- create a public 'heart' for Rowville's community
- support more local options for shopping, dining, & entertainment
- balance services and support for a changing and ageing population
- promote sustainable solutions to building resilient infrastructure; and
- enable a greater voice for the community in future planning.

In relation to **Knox Central**, Council's adopted plan Knox Central Structure Plan 2017 reflects the outcomes Council wants to see and should be reflected in terms of "what needs to be considered" in the LUPP:

- improved civic and public spaces and places that allow for more active use by the community
- a distinctive built and natural environment that creates a sense of arrival at 'Knox's CBD'
- rejuvenation of Lewis Park and Blind Creek and 'unlocking' green open spaces and better integrating them with their surrounds provides increasingly valuable access for the community
- increased private and public sector investment including increasingly diverse housing options and greater employment opportunities
- transport infrastructure improvements such as the extension of the Route 75 Tram from Vermont South to Knox Central
- investment that provides maximum benefit to the community – particularly by making Knox Central more accessible, providing greater amenity, and a greater 'sense of place'; and
- proximity to the Dandenong Ranges and easy access to both the Mornington Peninsula and the Yarra Valley, offering significant lifestyle opportunities.

The section 'future role/strategic opportunities' should also reflect the following directions for Knox Central to:

- enhance Knox Central's role as the civic and public heart of the municipality, where communities connect and congregate
- enable the development of high quality medium and higher density housing that responds to the housing needs of the Knox community, and supports the activity of the centre
- establish Knox Central as a focal point of activity including employment, retail, community, entertainment and leisure activity
- capitalise on Knox Central's natural and environmental features to distinguish it from other activity centres
- facilitate an accessible and safe active and public transport network to and within Knox Central
- provide an efficient street network that connects key destinations including nodes of activity within Knox Central
- achieve high quality built form and public realm which defines Knox Central as a premier mixed use activity centre

HOUSING CHOICE

State of Play

The LUPF sets an aspirational housing growth target for the Eastern Region and in particular for a target of 76,300 dwellings by 2036. Council generally supports the directions that aim for improved housing diversity and housing growth in and around activity centres as well as urban renewal areas. That said the plans to accommodate housing growth and diversity needs to be subject to local area plans that balance amenity, environment, character and access. This means that Knox's commitment to accommodating the growth aspired to in the LUPF and in identifying the areas capable of accommodating housing growth needs to recognise local context and is subject to refinement when preparing structure plans, neighbourhood character analysis and further work through the review of the Knox Housing Strategy.

Further, Council notes that the LUPF forecasts are based on VIF, which estimates higher forecasts than Council's projections from 2026 onward (Table below). VIF forecasts are generally based on what is known as a 'top-down' model. This means that forecasts are prepared for major regions and then allocated to Local Government Areas, ensuring that these total to the numbers for the larger areas. The forecasts prepared for the City of Knox by .id, in contrast are based on a 'bottom-up' approach, where development assumptions are made for each suburb and the forecast for the LGA is a sum of the forecasts for each of these. Therefore, based on the assessment of past and planned residential development in Knox, and local demographic trends, the population of Knox is not anticipated to grow as strongly as predicted by VIF. Both VIF and Council forecasts were calculated pre-pandemic and more recent data suggests that population growth in Victoria is considerably lower than expected.

Population	2016	2020	2026	2031	2036
LUPF (VIF)	160350	165150	174270	182510	191530
Council (.id)	160350	165412	172915	178904	185406
Difference (LUPF)	0	-262	+1355	+3606	+6124

Dwellings	2021	2036
LUPF	64200	75600 (VIF) 76300 (70/30 redistribution)
Council (.id)	62921	71969
Difference	+1279	+3631 (VIF) +4331 (70/30 redistribution)

The pandemic has seen the Victorian population decline. Therefore, demand in the Eastern Region may be less than anticipated pre 2020. The June 2021 VIF projected population for Victoria was 6,861,925. The latest ABS population estimate (for March 2021) was 6,648,564 (a difference of 213,000).

Regional strengths and challenges

Council generally agrees with the strengths and challenges outlined for Eastern Metro Melbourne.

However, it is noted that the key challenges (as outlined on Page 50) should refer to affordable and social housing or homelessness as key social issues that require addressing across the region. The reference to increasing housing supply needs to recognise that with the anticipated population growth the challenges of housing stress will only be compounded.

Development should be liveable for people with limited mobility and other disabilities, especially as high density housing increases.

Directions and strategies

Council generally agrees with the directions and their supporting strategies within this chapter. However, LUPF should consider the following:

Regarding **Direction 7** (Increase the supply of housing in the Eastern Metro Region), Council notes that further to comments provided under 'State of Play', and based on VIF figures, to get to 76,300 dwellings (the 70/30 redistributed figure) by 2036 requires an average annual growth of 806 dwellings in Knox, as opposed to the 603 forecast by Council (.id). Growth in Knox during each intercensal period since 2001 (i.e. 2001 to 2006, 2006 to 2011 and 2011 to 2016) has been less than average 650 dwellings per annum. Knox last saw growth greater than average 800 per annum in the 1990s, when several large estates in the Rowville and Lysterfield areas (e.g. Carrington and Sovereign Crest) were developed. Consequently, the LUPF dwelling targets needs to be cognisant of economic and external factors that are outside of Council's control and beyond the planning framework.

It is also important to recognise capacity to accommodate growth. The Knox Housing Strategy 2015 capacity analysis suggested Knox had capacity for approximately 92,500 dwellings under the policies that existed at the time (Knox Housing Strategy 2015, Knox Residential Design Guidelines 2015 and other relevant Council plans). This is larger than the 2036 dwelling target published in the LUPF. So, even though our forecasts suggest we won't reach the target by 2036, Knox does have capacity to accommodate those targets.

Regarding **Direction 8** (Prioritise housing growth in areas with access to jobs, services and good public transport), social housing should be prioritised in these locations to support the needs of vulnerable community members.

Regarding **Direction 10** (Increase the supply of social and affordable housing in the Eastern Metro Region), Council notes that in relation to the social housing figures (i.e. the shortfall estimate of 11,420 properties by 2036 for the six Eastern Metro Region (EMR) LGAs in the Housing Alliance), an updated calculation suggests that the figure has increased to around 12,540 by 2036 (and 13,540 by 2041) since that estimate was produced, partially due to a decline in the supply of affordable private rentals (which can accommodate some of the need for low cost housing). Direction 10 of the LUPF refers to an aspiration to reach 4.2% of total dwellings in Victoria being social housing (in line with the national average). At Knox's 2036 forecast dwelling count (71,969) that would mean roughly 3,020 social housing dwellings in Knox. That exceeds our estimated need for social housing at 2036 (2,373 dwellings). So, while Knox certainly does have a shortfall of social housing (estimated to be around 900 dwellings by 2036), a blanket proportion target may not be appropriate.

In addition, further direction and mechanisms on how social housing can be achieved and coordinated is sought from State Government as the issue cannot be resolved by any one LGA alone. In addition, increasing homelessness also needs to be considered. This challenge has been compounded by the COVID-19 pandemic, with an increase in people experiencing homelessness, housing stress, and/or requiring housing support.

Council has a preference for dispersed models of social housing (rather than concentrated in one location) and it would be good to see this reflected in the LUPF.

In addition, **Direction 10 Strategy 32** should reference partnerships, i.e. how the State Government will work with other key stakeholders (including local government, community housing providers etc.) to support the development and delivery of social housing.

INTEGRATED TRANSPORT

Council considers that the LUFPP generally aligns with the Plan Melbourne outcomes and provide a more regional lens to their strategic targets, acknowledges the inter-relationship between State and Local Government Strategic Planning, the impacts of Covid-19 and the alteration of the way people live and work.

Regional strengths and challenges

Council generally agrees with the strengths and challenges outlined for Eastern Metro Melbourne, the directions and their supporting strategies in this Chapter. However, regarding the challenge noted as "*There is limited opportunity to augment, expand or extend existing major roads which are already subject to high vehicle use*", the LUFPP does not consider the inclusion of:

- The construction of Police Road between Stud Road and Churchill Park Drive to improve connections from Casey and Cardina travelling to Stud Road and Wellington Road.
- Upgrade of Lysterfield Road from the Dorset Road Extension to Wellington Road to provide an alternative North-South road connection to the very congested Stud Road.

Consideration should also be given to key urban development that is planned to occur within the area that may impact the site's green wedge status such as the Mirvac development proposed along High Street Road. Similarly, as there is an extensive amount of parkland, an investigation on cycling and recreational trails within the Dandenong Valley is required to plan for future extension of the recreational network.

The LUFPP should also:

- consider and openly discuss the Burwood Highway Tram extension, Rapid Transport options to Rowville, and improvement to Rowville bus services
- improve directions on freight efficiency while protecting urban amenity given the importance to industrial areas and the Bayswater Business Precinct
- improve age-friendliness of public transport bus services, particularly regarding passenger safety, confidence of use, and timetabling/scheduling; and
- improve options for recreational cycling.

Directions and strategies

Overall the directions identified in this chapter place a strong emphasis on the western part of the region, e.g. suburbs surrounding the SRL precincts, where communities east of the Eastlink are forgotten. Primary cycling routes or rail improvements have not been highlighted implying lack of future investment in the outer east.

Regarding **Direction 11**, Knox's suburbs are continuing to grow with large scale suburban developments which will increase the population density in Knox (e.g. Mirvac Development on High Street Road, Kingston Link's Bankside Estate and the Norvel Quarry Reserve). Without any real investment in public transport or active transport in the outer east, these suburbs will continue to be left behind. The existing transport network will also become even more congested with residents continue to rely on private motorised vehicles to travel to their desired destinations, further exacerbating congestion on the middle eastern suburban arterials.

The LUFPP places a strong emphasis on the SRL in relation to improving walking, cycling and public transport access for the region (page 69). Realistically, this is only going to improve access within suburbs west of Eastlink. The existing connections to Knox are quite poor and are reliant on the Smart bus 900 and the 732 bus routes. Faster and more reliable public transport connections need to

be provided to better connect Knox with the wider Metropolitan network. Recommendations to bolster public transport connections to Knox include:

- Delivering a high speed and frequent transport solution to Rowville such as the proposed Trackless Tram from Rowville to Caulfield via Chadstone Shopping Centre.
- Extending the 75 Tram to Upper Ferntree Gully via Burwood Road and/or Bayswater Business Precinct via Mountain Hwy to provide a direct and more reliable transport option to connect into the proposed SLR.

In addition, **Direction 11** highlights that Knox including Yarra Ranges "will require improved transport access" (page 73). Further clarification is required on the proposed projects that would support improved transport access for Knox residents. The Dandenong Valley Parklands have been used as justification for rail infrastructure (Rowville Rail and Knox Tram) not to be delivered until such a time these areas are populated. Given that the Dandenong Valley Parklands forms part of Melbourne's Green Wedge and acts as its lungs to offset urban development, this area is very unlikely to be developed. In fact, it is more important to protect this area from further development. Therefore, Council seeks clarification on how the State Government will better support and improve the transport opportunities of suburbs east of the Dandenong Valley Parklands.

Considerations should also be given to improve north south link on the east of Knox to provide access for residents from Casey and Cardinia to the Bayswater Business Precinct. Notably the State Government, with Federal Government funding, is developing business cases for funding the extension of Dorset Road to Lysterfield Rd and the upgrade of Wellington Road. However, there has been no discussion on upgrading Lysterfield Road which is the missing link between the two upgrade projects.

Direction 12 highlights "level crossing removal projects" and their importance in improving major activity centres. However, the Belgrave Line is not yet free of level crossings. The Ferntree Gully level crossing and the Upper Ferntree Gully level crossing both have not been scheduled for removal with Ferntree Gully level crossing being the more important of the two.

Regarding **Direction 13**, there is minimal emphasis placed on cycling facilities even though a significant uptake in cycling and usage of shared paths has been observed in the outer east for transport and recreational purposes.

Given that the Implementation chapter (page 123) indicates that accessible pedestrian networks and cycling links are to be delivered within the next 5 years, Council would like to seek clarification on how this will be translated into the LUFPP actions program, and if there will be financial support to deliver these actions from State Government as these projects are costly especially when working within corridors of highly significant ecologies.

Direction 14 also encourages the '20 minute neighbourhood' concept. Council notes that Principal Public Transport Corridors support reduced car parking requirements for developments. However, the public transport network in the outer east does not provide sufficient coverage. Therefore, consideration should be given to improve public transport provisions including renewal of train station precincts in activity centres like Boronia and invest in rapid transport options along the designated Principal Public Transport Corridors in the outer east. This will allow for public transport to be a viable alternative to the private car.

Other comments:

- **Map 4** Eastern Metro Region integrated transport state of play - Strategic cycling corridor should include the Blind Creek Trail past Knox Central (and connection to Boronia) and the Belgrave-Ringwood Rail Trail. Clarification is also required on the Melbourne CBD to Scoresby Cycling Route/Corridor.
- **Map 5** Eastern Metro Region integrated transport 2050 – Council seeks further clarification on the indicated ‘Caulfield to Rowville Link’ proposal. Council is still in support of a high speed public transport solution for the area to reduce vehicular congestion on Wellington Road and Stud Road.
- The Healesville Freeway has been marked on Map 4 and 5 but not discussed as a potential future project. Council would like to ensure that any road constructed within the Healesville Freeway Reservation does not present an urban barrier but rather facilitates improved access to Manson Reserve, the Dandenong Creek Trail and other Recreational opportunities to the area. We request that more detail around this corridor is included in the document.
- **Figure 15** Key regional linkages – need to describe how Bayswater Business Precinct or any other significant industrial land precinct is expecting to increase its linkages and interconnectivity. Given the number of people that work in these precincts and the level of economic output these precincts should be better represented on the maps.
- The LUPF discusses the cycling network and active modes under multiple objectives. An overarching spatial map highlighting the whole active transport network combined would be beneficial to appreciate the whole active transport network and the connectivity it provides.
- With consideration to future proofing and sustainability, it is recommended that State Government provide guidance in the framework and potentially amendments to the planning scheme around the following key transport programs to allow Local Government to better align their strategies and encourage future developments to consider alternative transport modes as part of their build:
 - Electric vehicle charging facilities in future residential developments or within the urban form
 - Active transport share schemes
 - Car share schemes

LIVEABILITY

Regional strengths and challenges

Council generally agrees with the strengths and challenges outlined for the Eastern Metro Melbourne. Additional challenges include an improved strategic and operational alignment of land management practices and priorities across state government agencies and LGAs.

Directions and strategies

Council generally agrees with the directions and the supporting strategies in this Chapter.

Regarding **Direction 16** (Protect and enhance the region’s landscapes, waterways and biodiversity), it is noted that the blue and green aspects of our landscape are vital to the life of the surrounding ecosystems for flora, fauna and people alike. These elements of living infrastructure must be protected, enhanced and enable life to thrive now and into the future. In addition, focus on First Nations is considered a strength.

Council supports the discussion under **Direction 16** regarding the need for stronger protections in Green Wedge areas and in particular **Strategy 49** to ensure the landscape character and

environmental values of Green Wedge land in proximity to the Urban Growth Boundary (UGB) are protected. Proximity to the UGB should not be used as grounds to promote more intense or higher impact uses in these areas.

Direction 17 (Create a legacy of great civic places) needs to be done with considerations to use. Great civic spaces where all feel a sense of belonging, feel welcome and feel safe is a key element to a prosperous and happy city/community life. Great design and great delivery is critical to the success of creating great spaces where people want to be.

Regarding **Direction 18** (Transform key road corridors into green boulevards), Council supports the greening of key arterial road corridors into green boulevards. Mindful that the greening of the boulevard needs to ensure pedestrian and cyclists permeability along these road corridors are maintained and not cause a sight distance concern. Similarly, as road space is limited, sufficient space should be maintained to allow for future shared path facilities to be constructed within the road reserve.

It is also noted that roads need to be viewed as much more than avenues of vehicle transportation. They foster a place of transition and movement of people and fauna. A more sustainable lens with greening of our streets, will cool the area, provide opportunities for habitat connection corridors, create and enhance amenity and should encourage sustainable modes of transport, bike, ebikes, etc, making the journey for people easy, safe and pleasant. Further, building height / natural light considerations and beautification to enhance civic pride and engagement are strengths.

Direction 19 (Strengthen the network of open spaces and trail connections across the Eastern Metro Region) should consider the following:

- prioritise people and movement of cycling and shared trails over vehicles;
- provide easy connections to local activity centres and quality open spaces;
- widen and accommodate the current and future use of these trails;
- ensure equity in distribution of quality open spaces and access to shared trails;
- provide education and wayfinding to make the navigation simple, easy, intuitive and educational;
- integrate with active recreation and expanding access to encourage active transport; and
- ensure all ages and life stages are considered.

Other comments:

- The focus on not only functional and climate improvements to green boulevards but increasing civic pride through beautification will bring opportunities for increased community participation.
- The former Healesville Freeways reservation in Whitehorse has been designated for a linear open space corridor. The delivery of this corridor will provide great opportunities for recreational and habitat corridor connectivity between Knox and Whitehorse connecting to the Dandenong Creek riparian and trail network. This corridor should be included in the maps and actions to be included to make sure it gets designed and delivered.
- Map 6 in the accessible version of the LUPF (WORD) is incorrect.

STRONG COMMUNITIES

Regional strengths and challenges

Council generally agrees with the strengths and challenges outlined for the Eastern Metro Melbourne. The aspirations of this Plan capture our vision for the community. However, financial support needs to be provided to community organisations to provide the social infrastructure to support this Plan.

Particular attention should be given to shared-space community hubs where community can access a range of services to support their needs in the one place. This approach encourages partnerships and innovative planning and service provision, as is the case with the Orange Door model of integrated family violence service provision.

Reference to the State Basketball Centre under Social Infrastructure should refer to Wantirna South and the location of the Centre on Map 7 should be at the corner of George Street and High Street in Wantirna South.

Directions and strategies

Council generally agrees with the directions and the supporting strategies in this Chapter.

Regarding **Direction 22** (Support a network of activity centres to anchor 20-minute neighbourhoods across the Eastern Metro Region), it is noted that the 20-minute neighbourhood concept is an important one to support the community access to services such as health, libraries, passive recreation spaces etc. This concept is particularly relevant for Knox in the absence of widespread train and tram connections.

SUSTAINABILITY AND RESILIENCE

Regional strengths and challenges

Council generally agrees with the strengths and challenges outlined for the Eastern Metro Melbourne in this Chapter.

Directions and strategies

Council generally agrees with the directions and the supporting strategies in this Chapter.

However, regarding **Direction 23** (reduce bushfire risk to buildings and communities), it is important to consider if any proposed land use and infrastructure planning measures may impact on the existing tree canopy coverage in the region. The removal of trees in areas as part of the Bushfire Management Overlay will reduce tree canopy cover overtime.

Therefore, beyond the consideration of protecting buildings, the LUPP should question the appropriate location of buildings, e.g. if the siting requires the removal and clearing of large trees on private land.

Regarding **Direction 25**, consideration should be given to the availability and sharing of data to assist and support Councils with monitoring this target. Recent benchmarking suggests different LGAs have used differing approaches (including technologies) to the monitoring of tree canopy. Different approaches are likely to yield incomparable results, which will make monitoring the achievement of the target at a state level difficult. At the moment, budget and resource constraints dictate Councils' ability to measure their canopy cover. Some Councils have in-house resources for interpretation and analysis of vegetation cover data (once it's captured), some rely more on consultants.

The DELWP Cooling and Greening vegetation and canopy cover data is a highly useful resource that has already informed Council's planning, however, it is uncertain whether/when it will be repeated. The Cooling and Greening data is limited in that it is aggregated to mesh block. Although it provides

vegetation and canopy cover percentages for monitoring, it is not especially informative for understanding the cause of canopy change that is evident. Having individual tree level data would enable Councils to better understand exactly where tree canopy cover is declining and therefore address the causes in a more targeted fashion.

Further, it is noted that Plan Melbourne Direction 6 (Melbourne is a sustainable and resilient city) and in particular the following should be addressed in the LUFP:

- *6.1 Transition to a low-carbon city to enable Victoria to achieve its target of net zero greenhouse gas emissions by 2050*
- *6.7 Reduce waste and improve waste management and resource recovery*

Consideration should be given to the following:

- Promote built form guidance and innovative design and construction techniques for both new and retrofitted building stock in industrial and commercial areas to reduce climate impacts and assist in transitioning to a low carbon economy by 2050.
- Provide for greater uptake of circular economy opportunities within exciting industrial precincts to reduce waste and improve waste management and resource recovery.
- Incorporation of climate variables and future climate risk into land use and infrastructure planning decisions to ensure that climate stressors, such as storms, bushfires, floods and heatwaves are considered.
- Embedding future planning and design criteria that ensure critical facilities and emergency services are in accessible and resilient locations.
- Provide guidance on planning and design criteria that support renewable energy infrastructure and net zero gas districts. New buildings and urban renewal precincts should not be locked into natural gas infrastructure and community should be supported to prepare for the transition away from natural gas.
- Strengthening minimum standards for building and construction techniques in residential areas in order to achieve Plan Melbourne's net zero greenhouse gas emissions target by 2050.

IMPLEMENTATION

Council's comments on the five-year action program is provided at Attachment 1.

Thank you for the opportunity to provide a formal submission. If you have further queries please do not hesitate to contact Shiranthi Widan, Manager City Futures on 9298 8254 or by email Shiranthi.Widan@knox.vic.gov.au

Yours sincerely

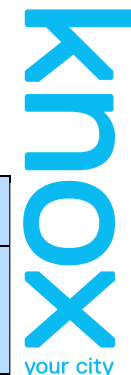


Matt Kelleher
Director City Strategy & Integrity

Enquiries: Shiranthi Widan
Document ID: D21-246054

Attachment 1 – Comments on LUFPP Five-year Action Program

	Action	Timeframe	Lead agency	Implementation partner(s)	Council's comments
1	Establish a long-term state and local government partnership to oversee, coordinate and manage land use planning for the Monash NEIC.	S	DELWP, DJPR	Councils, VPA	N/A
2	Implement a program of State Government-led planning projects, in partnership with local government, to ensure metropolitan and major activity centres and urban renewal areas maximise their respective strategic opportunities. Priority will be given to those which deliver significant jobs and housing; leverage investment in state infrastructure; and play an important role in the growth corridor and/or region. State-led planning for these state- and regionally-significant places will contribute to creating liveable communities and achieving more dwellings and jobs in established areas and identify implementation and coordination actions that support growth and economic investment.	S	VPA	Councils, DELWP	Council officers seek clarification on how this applies to Knox's five major activity centres and a number of urban renewal areas, in particular whether decision making for these centres and regionally significant places will remain with Council.
3	Undertake Precinct Planning for Suburban Rail Loop Precincts with local councils and other stakeholders to guide land use change, transport integration and the creation of liveable, walkable and prosperous precincts.	M	SRLA	Councils, DELWP, DJPR	N/A



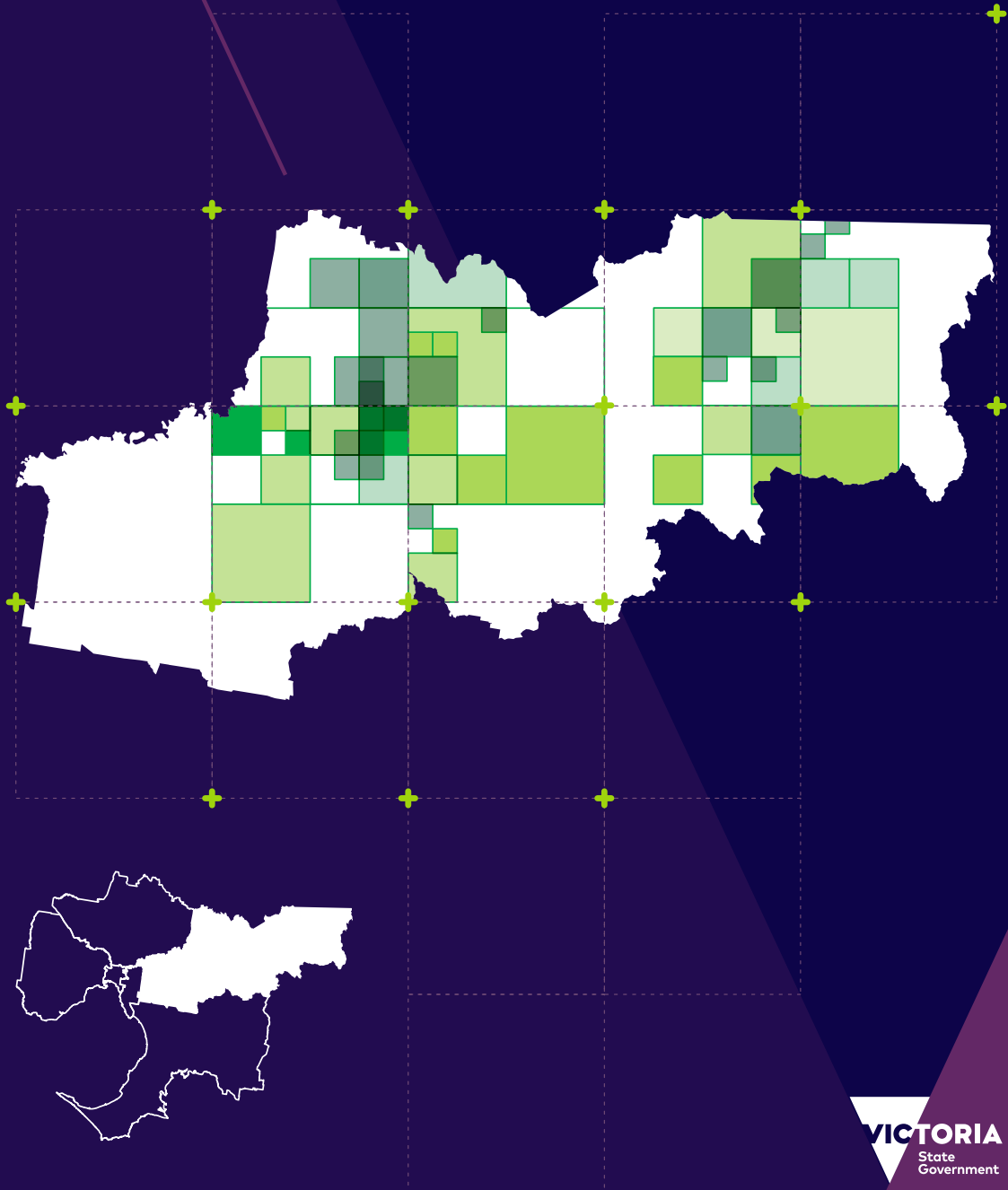

	Action	Timeframe	Lead agency	Implementation partner(s)	Council's comments
4	<p>Update planning schemes to align with housing policies in Plan Melbourne and the Eastern Metro Region Land Use Framework Plan and the implementation of the reformed residential zones. This includes:</p> <ul style="list-style-type: none"> • Providing capacity for 15 years of regional housing supply focusing on locations identified for housing growth in the LUFP • Reviewing planning controls in housing investigation areas as potential locations for substantial or incremental housing change <p>This may require strategic planning work to support these changes such as preparing or updating local housing strategies or preparing structure plans to further investigate where increased densities can be supported, and determine specific changes required to planning schemes.</p>	S	Councils	DELWP	<p>The plans to accommodate housing growth and diversity needs to be subject to local area plans and context that balance amenity, environment, character and access.</p> <p>Council will continue to plan and progress the review of local policies in relation to housing and activity centres through structure plans and its housing strategy. This work program however is subject to available resources and commitments. As such the medium term timeframe (2-5 years by 2026) is more appropriate to align with already committed Council Plan actions and planning scheme amendment timelines.</p>
5	Identify underutilised and surplus government land that has potential to deliver additional social housing.	S	DFFH (HV)	DELWP	A further action could be added to focus on the legislative and policy reform that would support Councils to develop partnerships with social housing providers and leverage contributions to acquire and develop social and affordable housing.

	Action	Timeframe	Lead agency	Implementation partner(s)	Council's comments
6	In partnership with councils, identify a pipeline of sites in the Eastern Metro Region for social and affordable housing.	M	DFFH (HV)	Councils	Supported
7	Undertake a review of the regional bus network including improvements to the SmartBus routes, Doncaster and Regional Transport (DART) and improved access to Deakin University to support regional access and movement in the short to medium terms and to plan integration with major public transport changes such as the SRL.	S	DoT	Councils	Supported
8	Prepare a vision for the Dandenong Valley Parklands, including defining the optimal extent of the parklands, and a framework to ensure key access points and integrated water management objectives are acknowledged in local planning decisions.	S	Parks Victoria	Councils, DELWP	The leading agency should be clarified (this work should ideally be led by DELWP but needs close collaboration with the relevant councils including Knox).
9	Assess the health services infrastructure in the region's rural locations and prepare a regional response to improving access to services.	S	DH	Councils	N/A
10	Review local planning policy and provisions for identified regionally-significant health and/or education precincts to support their continued effective operation and their future growth and expansion, including in the case of health precincts, for associated allied health services.	M	Councils	DELWP, DET, DH	Supported

	Action	Timeframe	Lead agency	Implementation partner(s)	Council's comments
11	Develop guidance on a new approach to neighbourhood planning in partnership with local councils of the Eastern Metro Region which embeds the hallmarks of 20-minute neighbourhoods.	S	DELWP	Councils, DoT	Supported
12	Prepare a regional bushfire response for suburban and peri-urban communities that are subject to bushfire risk.	M	DELWP	Councils, Country Fire Authority	Supported
13	Update planning provisions for flooding (i.e. Special Building Overlay, Land Subject to Inundation Overlay and Urban Flood Zone) to represent current and forecast flooding data.	M	DELWP	Councils, Melbourne Water	Supported
14	Update budget business case submission templates and guidance to identify how initiatives align with Plan Melbourne and the Land Use Framework Plans.	S	DTF		N/A
Other					Given that the Implementation chapter (page 123) indicates that accessible pedestrian networks and cycling links are to be delivered within the next 5 years, Council would like to seek clarification on how this will be translated into the LUFPA actions program, and if there will be financial support to deliver these actions from State Government as these projects are

	Action	Timeframe	Lead agency	Implementation partner(s)	Council's comments
					costly especially when working within corridors of highly significant ecologies.

Plan Melbourne 2017-2050
DRAFT EASTERN METRO
LAND USE FRAMEWORK PLAN



VICTORIA
State
Government

Acknowledgement

We acknowledge and respect the Traditional Owners of Victoria's lands and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

We are committed to genuinely partner and meaningfully engage with Traditional Owners to support the protection of their Country, the maintenance of spiritual and cultural practices and their broader aspirations in the 21st century and beyond.



Aboriginal self-determination

Pupangarli Marnmarnepu - Wadi Wadi and Mutti Mutti language for 'Owning Our Future' - is DELWP's *Aboriginal Self-Determination Reform Strategy 2020-2025*. As the framework for supporting and enabling Aboriginal self-determination for all DELWP projects, **Pupangarli Marnmarnepu** forms the basis of an ongoing dialogue and partnership with Traditional Owners to influence metropolitan planning and the implementation of *Plan Melbourne 2017-2050* in each of the six metropolitan regions.

Ongoing partnership opportunities with Traditional Owners are currently being explored. This process will determine the preferred involvement and level of influence Traditional Owners would like to have in shaping the outcomes and implementation of the Land Use Framework Plans.

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Photo credit: Tim Bell Studio

ABBREVIATIONS

ABBREVIATIONS

ABS	Australian Bureau of Statistics	NEIC/s	National Employment and Innovation Cluster/s
BIFT	Beveridge Interstate Freight Terminal	OMR	Outer Metropolitan Ring/E6 Transport Corridor
BMO	Bushfire Management Overlay	PBN	Principal Bicycle Network
BPA	Bushfire Prone Area	PFN	Principal Freight Network
CBD	Central Business District	PPTN	Principal Public Transport Network
DELWP	Department of Environment, Land, Water and Planning	PSP/s	Precinct Structure Plan/s
DJPR	Department of Jobs, Precincts and Regions	RSIP	Regionally-Significant Industrial Precinct
DoT	Department of Transport	SBO	Special Building Overlay
EIIA/s	Extractive Industry Interest Area/s	SEIFA	Socio-Economic Indexes for Areas
EPWG	Economy and Planning Working Group	SERA/s	Strategic Extractive Resource Area/s
ESD	Environmentally Sustainable Development	SRL	Suburban Rail Loop
GRP	Gross Regional Product	SRLA	Suburban Rail Loop Authority
HVI	Heat Vulnerability Index	SSIP	State-Significant Industrial Precinct
LGA	Local Government Area	TAFE	Technical and Further Education
LSIO	Land Subject to Inundation Overlay	UDP	Urban Development Program
LST	Land Surface Temperature	UGB	Urban Growth Boundary
LUFP	Land Use Framework Plan	VIF	Victoria In Future
MICLUP	Melbourne Industrial and Commercial Land Use Plan	VPA	Victorian Planning Authority
MRF	Materials Recovery Facility	WIFT	Western Interstate Freight Terminal

CHAPTER 01 INTRODUCTION

Melbourne is the fastest growing city in Australia. The city's population is projected to reach 8 million by 2050. This growth, in combination with a changing climate, increased globalisation and congestion, is testing the resilience of Melbourne's built and natural environment. Victoria needs to plan for this growth and change. That is why *Plan Melbourne 2017-2050* is important.

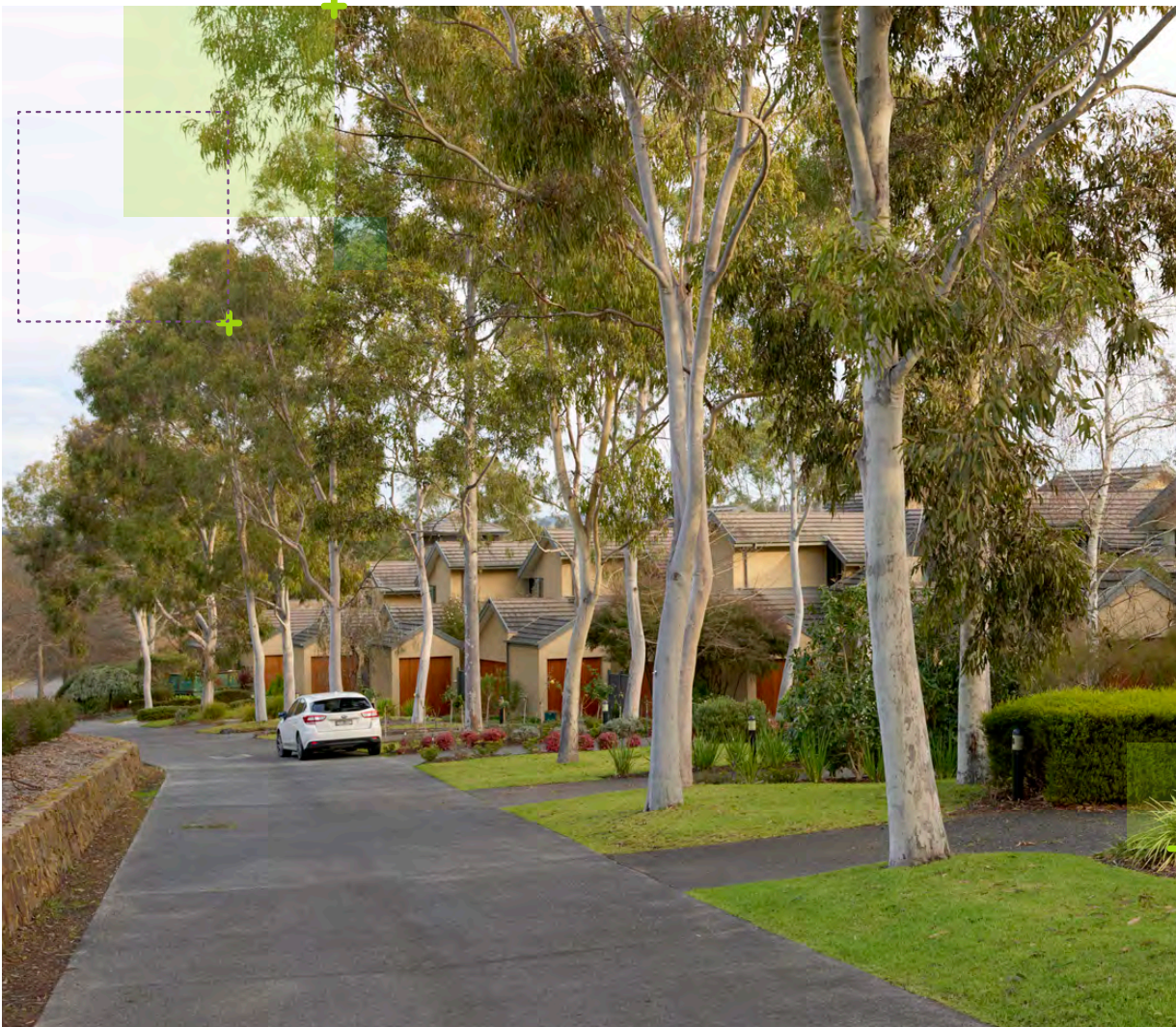
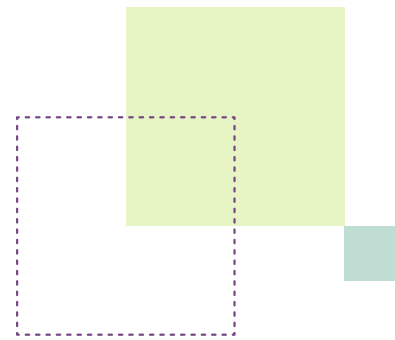


Photo credit: Tim Bell Studio



Plan Melbourne has a clear vision:

‘Melbourne will continue to be a global city of opportunity and choice.’

What this vision demonstrates is that Plan Melbourne is more than a planning document. It is a blueprint guiding the actions of planners, local councils, landowners and developers – ensuring Melbourne grows more sustainable, productive and liveable.

Plan Melbourne seeks to deliver seven outcomes. How these will be delivered in each of the six metropolitan regions is the subject of the Land Use Framework Plans (LUFPs).

Outcome 1	Melbourne is a productive city that attracts investment, supports innovation and creates jobs
Outcome 2	Melbourne provides housing choice in locations close to jobs and services
Outcome 3	Melbourne has an integrated transport system that connects people to jobs and services and goods to market
Outcome 4	Melbourne is a distinctive and liveable city with quality design and amenity
Outcome 5	Melbourne is a city of inclusive, vibrant and healthy neighbourhoods
Outcome 6	Melbourne is a sustainable and resilient city
Outcome 7	Regional Victoria is productive, sustainable, and supports jobs and economic growth

Land use framework plans

Plan Melbourne identifies six metro regions within the city as illustrated on Figure 1:

- Inner (Melbourne, Port Phillip and Yarra Local Government Areas or LGAs)
- Inner South East (Bayside, Boroondara, Glen Eira and Stonnington LGAs)
- Eastern (Knox, Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges LGAs)
- Southern (Cardinia, Casey, Frankston, Greater Dandenong, Kingston and Mornington Peninsula LGAs)
- Western (Brimbank, Hobsons Bay, Maribyrnong, Melton, Moonee Valley and Wyndham LGAs)
- Northern (Banyule, Darebin, Hume, Mitchell, Moreland, Nillumbik and Whittlesea LGAs).

The Victorian Department of Environment, Land, Water and Planning (DELWP) has led the development of a LUFP for each region, supported by six Economy and Planning Working Groups (EPWGs).

The six EPWGs are chaired by a chief executive officer from a council within each region and include senior representatives from the region’s local councils, DELWP, the Department of Jobs, Precincts and Regions (DJPR) and the Department of Transport (DoT).

Through the EPWGs, local councils have helped shape the vision for their regions – providing local insight into the regional opportunities and challenges that require joint action by state and local government.

CHAPTER 01

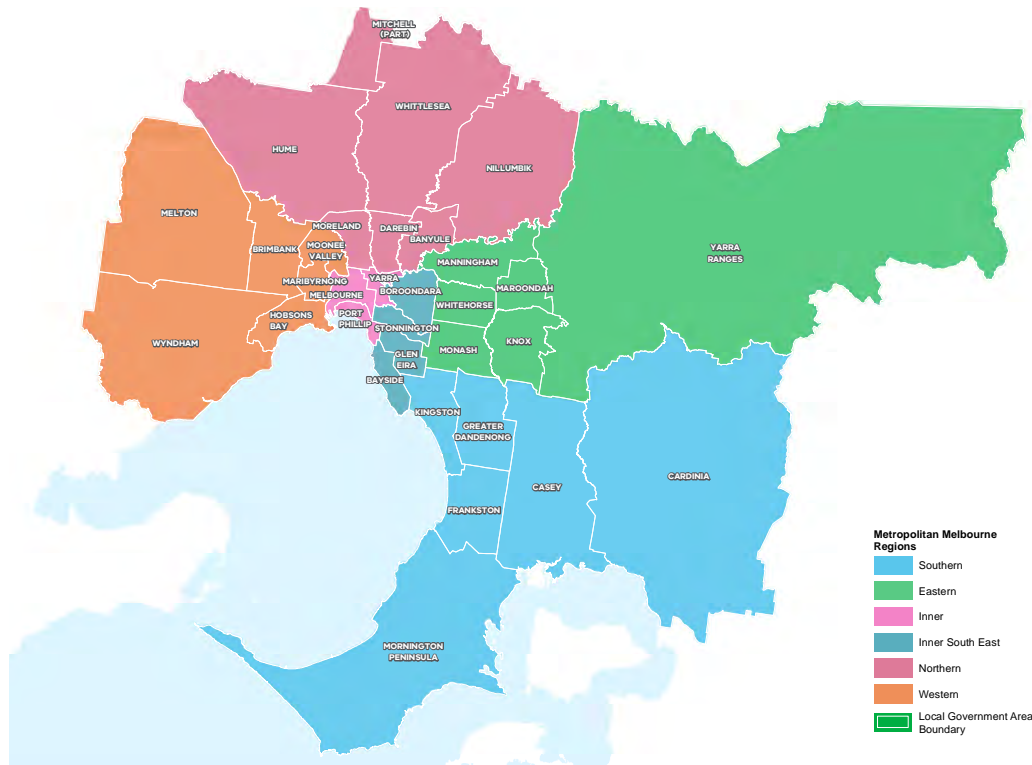
Responding to these regionally-specific opportunities and challenges, the LUFs:

- are 30-year strategic land use and infrastructure plans for Melbourne’s six metropolitan regions
- provide a common long-term framework to manage growth and land use pressures in each region
- are spatial plans that translate Plan Melbourne and the Plan Melbourne Addendum to the regional level
- focus on resolving metropolitan regional issues
- provide context for planning at the precinct or local level
- ensure the review and update of local planning schemes align with Plan Melbourne

- provide directions and strategies for state- and regionally-significant projects that are implemented through state planning policy and local planning schemes
- drive the accommodation of the majority of Melbourne’s growth into established areas through a land use framework that identifies places of state and regional significance, and integrate greenfield growth area planning with wider metropolitan planning.

The LUFs support the implementation of Plan Melbourne – guiding the implementation of Plan Melbourne’s nine principles, seven outcomes, 32 directions and 90 policies at a regional and local level.

FIGURE 1. Location of the Eastern Metro Region



How will the land use framework plans be used?

The LUFs will be used to:

- Drive the majority of Melbourne’s population growth into established areas through a land use framework that identifies places of state and regional significance
- Guide the strategic integration of land use and infrastructure (including housing and jobs aspirations) in key areas and precincts
- Guide the development of Melbourne’s greenfield growth areas
- Facilitate collaboration by state and local government, key agencies and partners on regional planning and regional priorities
- Inform priority places for state-led planning
- Enable metropolitan councils to update their municipal strategies and policies within a clearly defined land use framework.

The LUFs will set regional-level planning policy to be implemented into planning schemes. They will inform local councils in decision-making for precinct planning, local and regional planning strategies, and infrastructure and servicing projects.

The LUFs include a number of short- to medium-term actions for state and local government, which will contribute to planning outcomes in each region alongside existing actions under Plan Melbourne and other government programs and initiatives. Action monitoring will be led by DELWP in

partnership with the metropolitan region through the EPWGs, and the actions will be formally reviewed every five years in conjunction with *Plan Melbourne 2017-2050 Five-Year Implementation Plan*.

Annual progress reports outlining the status of actions will be published by DELWP as a part of Plan Melbourne monitoring. These progress reports will be publicly available.

The chapter on implementation provides further details on how the LUFs will be used to deliver Plan Melbourne outcomes across the regions.

Appendix 01 identifies the range of related initiatives already underway by state and local government to support the implementation of Plan Melbourne. The LUFs are designed to complement these initiatives.

The land use framework

The LUFs establish a common land use framework across the regions (Table 1). This common framework confirms places of state significance as identified in Plan Melbourne and introduces places of regional significance for each metro region.

The land use framework will direct land use decisions and investment, better align state and local government planning, and inform the development of local council planning strategies (including housing strategies). In the process, this common framework will also ensure land use, planning and development all support the vision of Plan Melbourne.

TABLE 1. The land use framework

PLACES OF STATE SIGNIFICANCE (AS IDENTIFIED IN PLAN MELBOURNE)	PLACES OF REGIONAL SIGNIFICANCE
<ul style="list-style-type: none"> • Central City • National employment and innovation clusters (NEICs) • Metropolitan activity centres • State-significant industrial precincts (SSIPs) • Transport gateways • State-significant health and/ or education precincts • Major urban renewal precincts 	<ul style="list-style-type: none"> • Major activity centres • Activity corridors • Regionally-significant industrial precincts (RSIPs) • Enterprise precincts • Regionally-significant health and/ or education precincts • Inter-regional environmental features • Regional open space • Growth corridors • Urban renewal areas • Housing opportunity and investigation areas • Green wedges

CHAPTER 01

Regional planning and collaboration

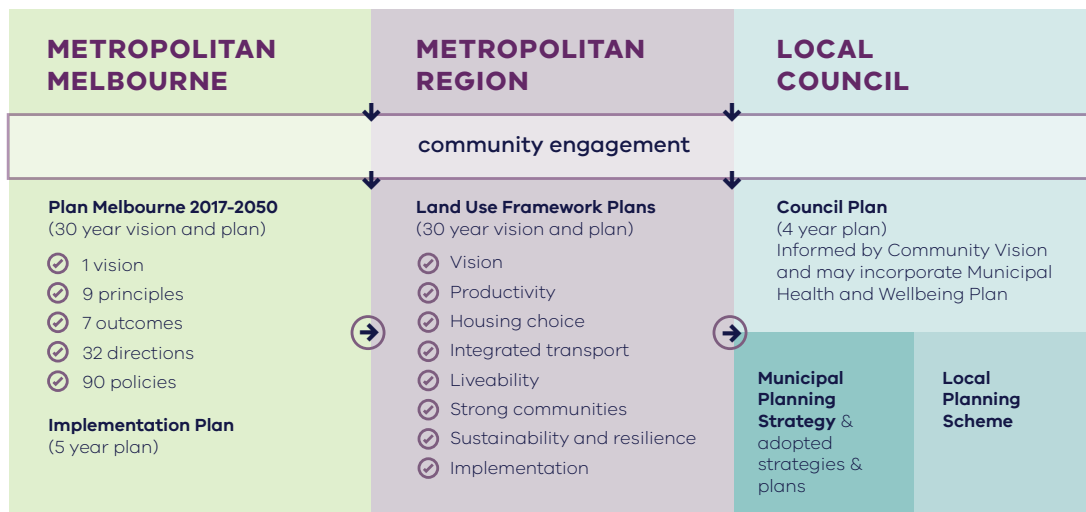
Planning at a regional level is an opportunity for state and local governments to work together to manage long-term growth and change across Melbourne (Figure 2).

While the Eastern Metro Region has many unique opportunities and challenges, there are some opportunities and challenges common across all metropolitan regions, such as ensuring jobs are

available close to public transport; increasing housing supply in areas with access to jobs, services and public transport; and mitigating and adapting to climate change. The LUFF allows for these differences and recognises regional initiatives already underway.

The LUFFs will guide regional planning and collaboration vertically (between state and local government) and horizontally (across local councils in partnership with other stakeholders, including Traditional Owners).

FIGURE 2. Inter-relationship between state and local planning



State-led planning

The Victorian Government has identified priority areas for state-led planning. The purpose of state-led planning in those areas is to maximise land use and infrastructure integration, attract investment, and deliver housing, jobs and services within established urban areas (Table 2).

State-led planning often involves the Victorian Government partnering with local councils and other stakeholders to develop or implement strategic plans, plan for change or respond to an investment, and/or identify key catalyst projects or programs that support growth and attract investment.

All identified places are part of the SRL led by the Suburban Rail Loop Authority.

TABLE 2. Current places for state-led planning in the Eastern Metro Region

PLACES OF STATE SIGNIFICANCE
National employment and innovation clusters Monash
Metropolitan activity centres Box Hill
Education Precinct Deakin University (Burwood)
PLACES OF REGIONAL SIGNIFICANCE
Major activity centres Clayton Glen Waverley

The broader context

Climate change – the need for both mitigation and adaptation

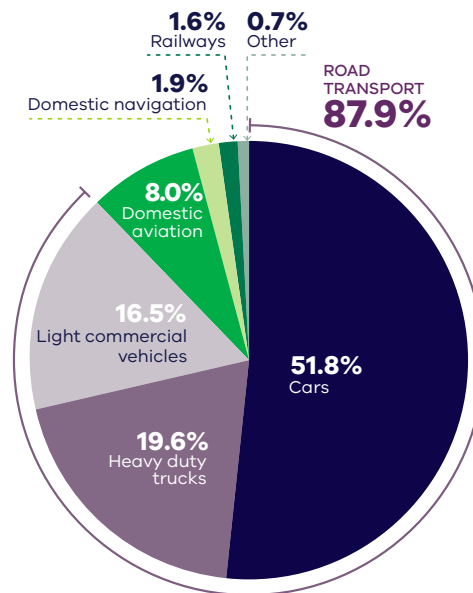
Victoria's Climate Change Strategy (2021) translates the Climate Change Act 2017 into concrete action by introducing ambitious but achievable interim emissions reduction targets to keep Victoria on track to net zero emissions by 2050. The Strategy includes actions to reduce emissions now and lay the foundations for future reductions across the economy, including but not limited to the following: continuing the transition to clean, renewable energy production; establishing a light vehicle sales target of 50 per cent zero emissions vehicles by 2030; investing in land restoration and carbon farming initiatives; supporting Victorian farmers to respond to the impacts of climate change; and, creating new jobs by promoting growth within the waste recycling and renewable energy sectors. These measures will help reduce the size of Melbourne's carbon footprint and improve its resilience to the impacts of climate change.

Land use and transport integration – such as locating homes close to public transport and bike and walking paths – is critical to achieving net-zero emissions. In 2018, cars made up just over half of all transport emissions, with road vehicles responsible for almost 90 per cent of those transport emissions. Transport emissions by mode and road transport sub-categories are shown in Figure 3.

In Melbourne, despite increased public transport usage and significant public transport investment, cars remain the dominant mode of transport. In 2016, for example, private vehicles accounted for 67 per cent of trips in Melbourne. To achieve net-zero emissions, Victoria's private vehicle use must be dramatically reduced.

The Victorian Government is working towards a more sustainable built environment through reforms to construction, planning and energy provision across metropolitan Melbourne and Victoria. These regulatory reforms will reduce the energy consumption of appliances, require improved environmentally sustainable development (ESD) outcomes in new buildings and subdivisions, and improve the efficiency of energy production and distribution.

FIGURE 3. Transport emissions by mode and road transport sub-categories – Victoria 2018



Source: DELWP (2020) Victorian Greenhouse Gas Emissions Report 2018, State of Victoria: Melbourne, Australia.

The Victorian Government recently released its *Environmentally Sustainable Development of Buildings and Subdivisions – A Roadmap for Victoria's Planning System* (the Roadmap). This document outlines updates to the planning system that support broader, state-level ESD policy objectives. It sets out additional ESD objectives and standards for the design of new buildings, as well as the layout of large-scale residential subdivisions proposed through the Victoria Planning Provisions.

The Roadmap also sets out other initiatives, including new approaches to energy management – such as renewable and distributed energy technologies, microgrids and battery farms, better stormwater management, increased landfill diversion practices, and the promotion of sustainable modes of transport.

Victoria is actively decarbonising the energy sector through the construction of better buildings and the transition to renewable energy generation (including onsite solar photovoltaic and large-scale renewable energy projects). Victoria's planning policies will also facilitate appropriate development of low emission and zero emission energy supply infrastructure.

Good precinct structure planning can also reduce greenhouse gas emissions and make communities more climate resilient. That is why affordable and clean energy infrastructure should be used to support sustainable development and sustainable transport.

CHAPTER 01

20-minute neighbourhoods

The LUFPs aim to create more 20-minute neighbourhoods in Melbourne's six metropolitan regions by planning for established areas, growth areas and major transport infrastructure projects. The LUFPs also provide the regional direction and strategies to inform the delivery of 20-minute neighbourhoods through structure planning.

City-shaping transport projects

The Victorian Government is currently implementing the largest transport infrastructure program in the state's history. City-shaping projects (Figure 4) include:

- The West Gate Tunnel – creating a second river crossing to link the Western Metro Region with the Port of Melbourne, CityLink and the Central Business District (CBD), and take traffic pressures off the West Gate Bridge.
- Level crossing removals including along the Belgrave and Lilydale lines, reducing congestion and unlocking land for development.
- Metro Tunnel – linking Melbourne's south-east and Gippsland to the Sunbury line in Melbourne's west and north-west.
- North East Link – connecting Melbourne's south-east to the Eastern Freeway, the Western Ring Road and Hume Freeway.
- Melbourne Airport Rail – connecting Melbourne Airport to Victoria's regional and metropolitan train network.
- Suburban Rail Loop (SRL) – connecting every major passenger railway line in Melbourne from the Frankston line in the south to the Werribee line in the west. SRL East (Cheltenham to Box Hill) is scheduled to begin in 2022. SRL East will also connect key employment and education precincts, facilitate uplift and intensive development of station precincts. SRL East Stabling Facility is planned to be located in the Kingston LGA.

These city-shaping projects will improve access to jobs, education and social opportunities in the Eastern Metro Region. They will also connect the Eastern Metro Region with other areas of Melbourne and Victoria. In addition, they are also creating opportunities to make the Eastern Metro Region more prosperous, sustainable and liveable through the integration of land use and transport planning.

The purpose of integrated land use and transport planning is to bring jobs, services and leisure opportunities closer to where people live. This means shorter trips, the option to use active transport, and less time spent travelling – leading to a better quality of life and the creation of 20-minute neighbourhoods. In addition, this integrated approach also frees up capacity for freight, public transport and active transport journeys – reducing transport emissions.

Coronavirus (COVID-19) impacts

The coronavirus (COVID-19) pandemic is having dramatic impacts on Victoria's population, economy and society.

With movement restricted, migration to Victoria has been reduced almost to zero. The Australian Government's expectations for overseas migration losses will see Victoria's population decline slightly in 2020-21, compared with average growth of 2 per cent for most of the previous decade. International migration is expected to resume within one to two years but not return to normal until the mid-2020s at the earliest.

This interruption to growth is not expected to change the long-term future direction of Melbourne.

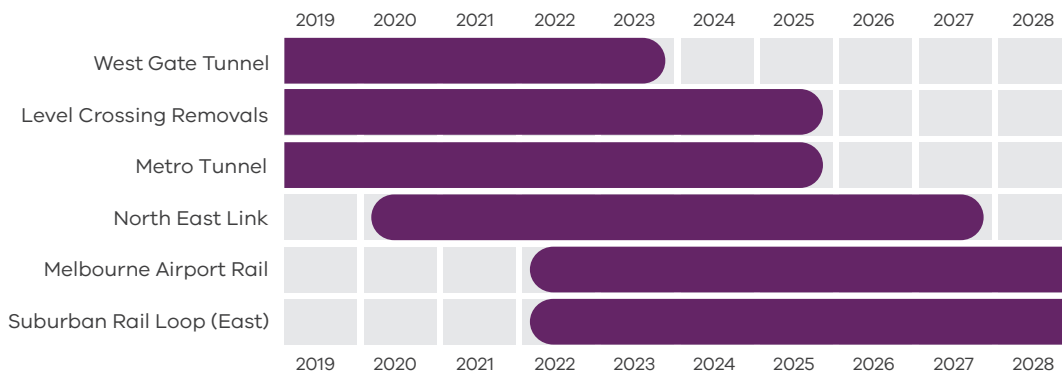
However, the global pandemic has had significant impacts. This includes the shift to work-from-home arrangements for large parts of the metropolitan workforce, a greater uptake of online retail services and a shift to local living, with more people are relying on their activity centres and neighbourhoods to meet their day-to-day needs. Many industry sectors impacted by COVID-19 restrictions, including tourism, the arts and international education, are still recovering.

The LUFPs will help Melbourne's metropolitan regions manage the economic and social impacts of the pandemic especially in specific areas such as Melbourne's CBD and the Monash and Bundoora education precincts.

The progress of each LUPF will be monitored and revisited to ensure each regional land use pathway continues to contribute to Plan Melbourne's outcomes.

INTRODUCTION

FIGURE 4. City-shaping transport projects



Source: Department of Environment, Land, Water and Planning 2021

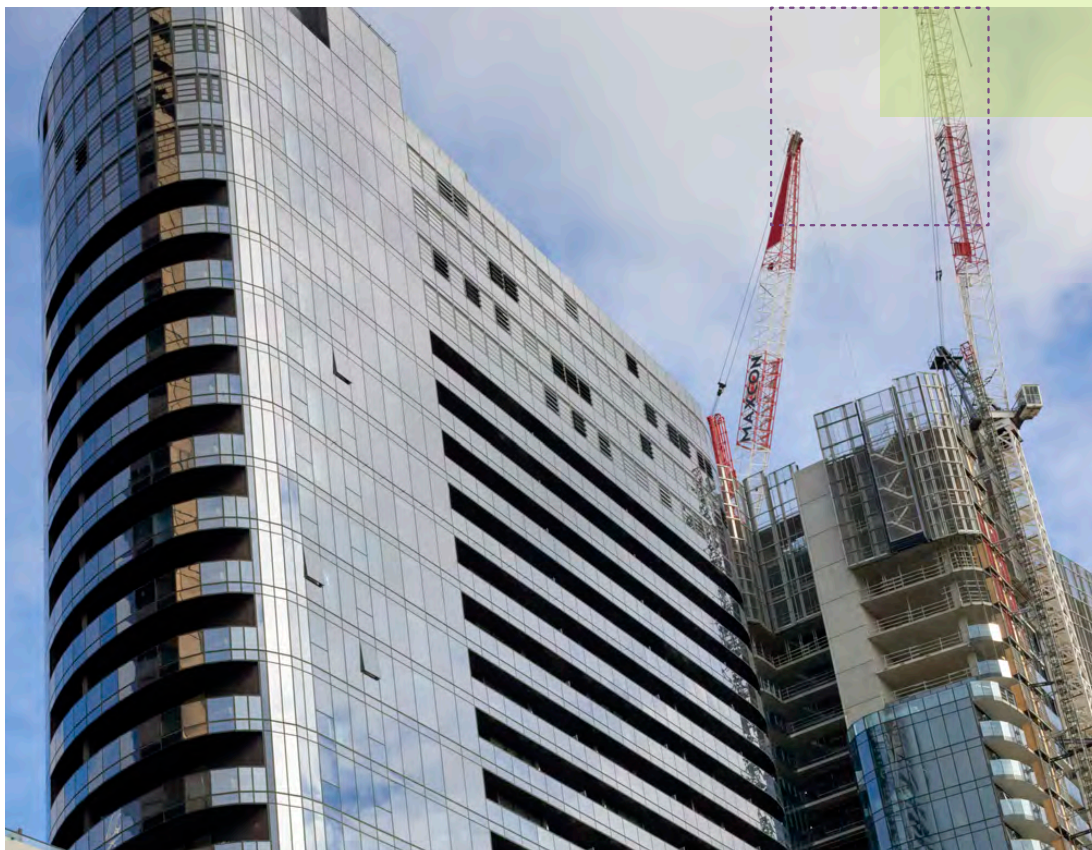
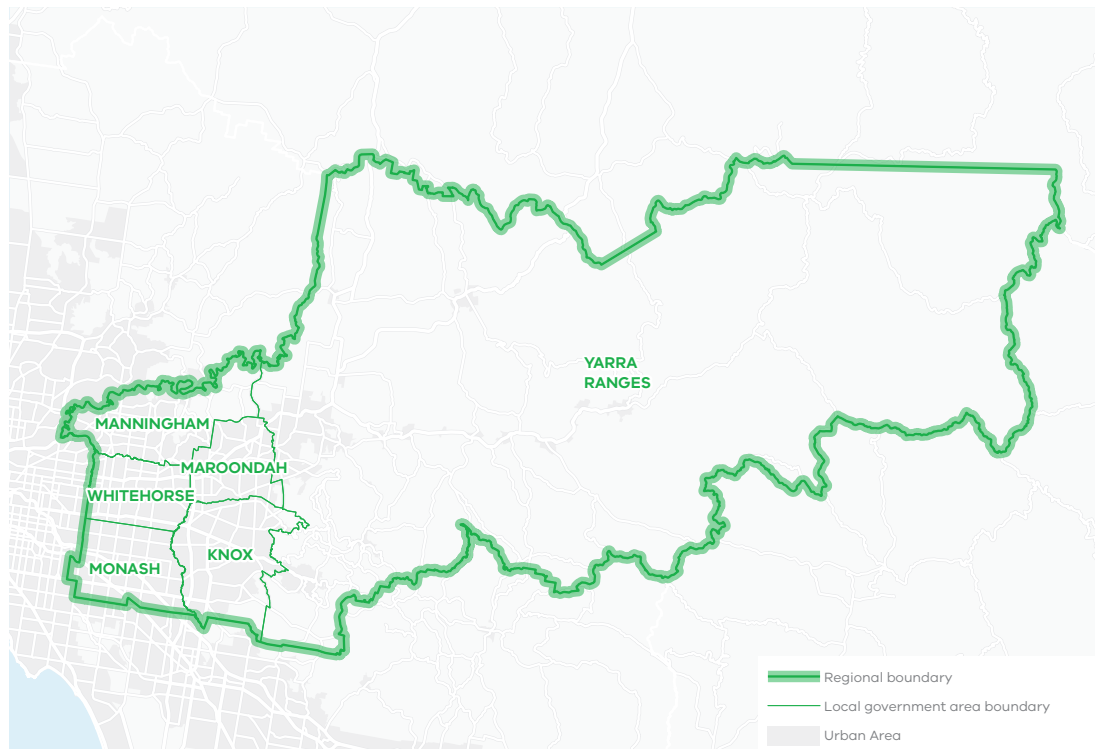


Photo credit: Tim Bell Studio

CHAPTER 02 REGIONAL SNAPSHOT

The Eastern Metro Region includes the local government areas (LGAs) of Knox, Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges. The region extends eastwards from the suburbs Doncaster, Box Hill and Glen Waverley to encompass the Yarra Valley and the Dandenong Ranges.

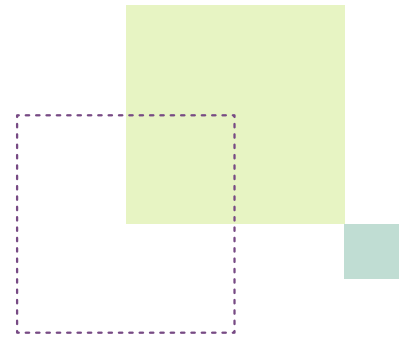
FIGURE 5. Eastern Metro Region



TOTAL AREA: 290,333HA

33% OF METROPOLITAN MELBOURNE

Over 84% of the region is designated green wedge land



The Wurundjeri people of the Kulin Nation are the Traditional Owners of the lands that now make up the majority of the Eastern Metro Region. The Taungurung people are the Traditional Owners of parts of the north-east of the region and the Bunurong people are the Traditional Owners of the southern part of the region.

The Wurundjeri people take their name from the Woi Wurrung language word ‘wurun’ meaning the Manna Gum (*Eucalyptus viminalis*) which is common along the Yarra River (Birrarung), and ‘djeri’, the grub which is found in or near the tree. Wurundjeri are the ‘Witchetty Grub People’ whose ancestors lived on the land for millennia (Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, 2020).

Urban structure

The Eastern Metro Region’s urban geography and structure is defined by its undulating landscape, established and well-treed neighbourhoods, extensive parklands, boulevards, green wedge land and rural townships.

The Eastern Metro Region comprises an established urban area in the western third of the region with development densities generally decreasing towards the Dandenong Ranges and foothills. The other two-thirds of the region’s land area, beyond the Urban Growth Boundary (UGB), contains extensive green wedges of high scenic value with agricultural land and rural townships, state forest reserves and state-significant designated water supply catchments. The region has no new greenfield growth areas. The urban areas include:

- Existing urban areas that extend from the Yarra River at Templestowe in the north, to Monash University and Rowville in the south, and corridors of urban development extending east along the arterial road corridors of Maroondah Highway and Canterbury Road and rail corridors to Lilydale, Belgrave and Glen Waverley
- Rural townships and small established settlements through the Dandenong Ranges and Yarra Valley including Healesville, Yarra Glen, Warburton and Emerald
- Increasing densities of development along key east-west transport corridors focused on Box Hill

and Ringwood in the north, Burwood and Knox in the east, and Clayton to the south

- Strong connections to important industrial and commercial precincts via Monash Freeway, Maroondah Highway, Eastern Freeway and EastLink
- Suburbs in bushland along the Yarra River and in the foothills of the Dandenong Ranges such as Warrandyte, Kilsyth, Montrose, Lysterfield.

Population and demographics

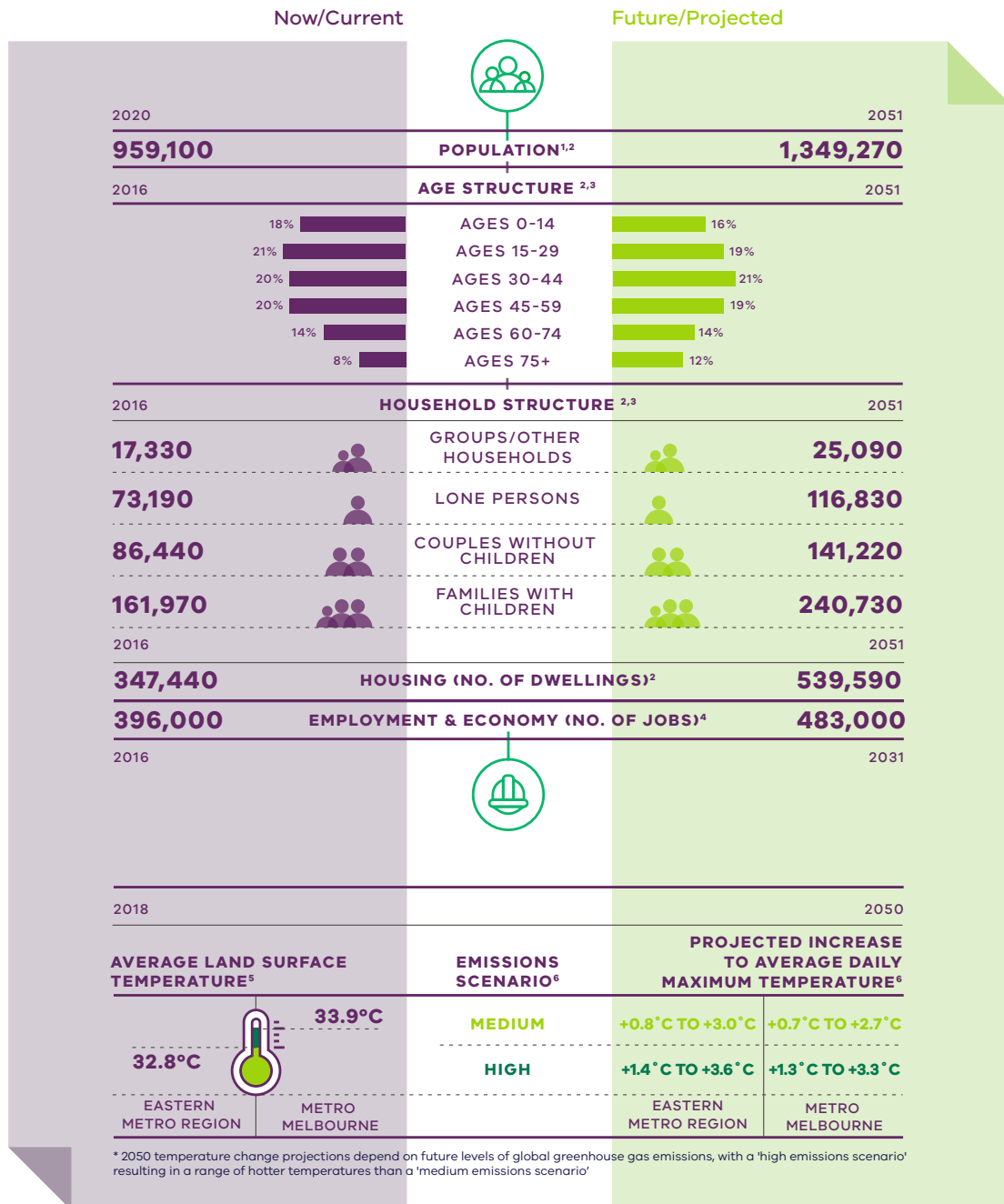
In 2020 the Eastern Metro Region had a population of 959,100 persons, or approximately 19 per cent of Melbourne’s total population.

The region’s population is projected to increase by more than 390,000 people between 2020 and 2051, to 1.35 million people. From 2016 to 2051 an additional 192,150 dwellings will be needed to accommodate this growth. Consistent with metropolitan Melbourne, the most prevalent household type is families with children and this is expected to remain so until 2051. The population aged 75 years and over is the fastest growing cohort in the region, which will have aged care and health implications.

Future population projections and industry trends suggest the Eastern Metro Region will continue to undergo significant growth and change as it experiences increased transport connectivity and consolidates its role in the health, medical technology, education, advanced technology and engineering, and retail sectors.

Outlined below are some of the key demographics and land use features of the Eastern Metro Region.

EASTERN METRO REGION - REGIONAL SNAPSHOT



(1) Australian Bureau of Statistics (2021) Regional Population 2019-20 financial year, Commonwealth of Australia, Canberra, Australia.
 (2) Department of Environment, Land, Water and Planning (2019) *Victoria in Future 2019*, Department of Environment, Land, Water and Planning, Melbourne, Australia.
 (3) Australian Bureau of Statistics (2016) *Census of Population and Housing*, Commonwealth of Australia, Canberra, Australia.
 (4) Department of Environment, Land, Water and Planning (2020) *Melbourne Industrial and Commercial Land Use Plan*, State of Victoria, Melbourne, Australia.
 (5) Department of Environment, Land, Water and Planning (2018) *Land Surface Temperature Data*, State of Victoria, Melbourne, Australia.
 (6) Clarke JM, Grose M, Thatcher M, Hernaman V, Heady C, Round V, Rafter T, Trenham C & Wilson L. (2019). *Victorian Climate Projections 2019 Technical Report*, CSIRO, Melbourne, Australia.
 (7) Victorian Planning Authority (2017) *Metropolitan Open Space Network - provision and distribution*, State of Victoria, Melbourne, Australia.
 (8) Hurley, J, Saunders, A, Both, A, Sun, C., Boruff, B., Duncan, J., Amati, M., Caccetta, P. and Chia, J. (2019) *Urban Vegetation Cover Change in Melbourne 2014 - 2018*, Centre for Urban Research, RMIT University, Melbourne, Australia.
 (9) Hurley, J., Saunders, A., Amati, M., Boruff, B., Both, A., Sun, C., Caccetta, P., and Duncan, J. (2019) *Melbourne Vegetation Cover 2018, Eastern Region*, Department of Environment, Land, Water and Planning, Melbourne, Australia.
 (10) The Nature Conservancy and Resilient Melbourne (2019) *Living Melbourne: Our Metropolitan Urban Forest*, The Nature Conservancy and Resilient Melbourne, Melbourne, Australia.

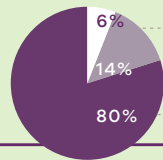
EASTERN METRO REGION VS METRO MELBOURNE

Eastern Metro Region

Metro Melbourne

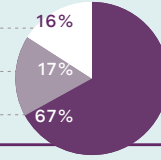


959,100	CURRENT POPULATION 2020¹	5,098,530
+390,170	PROJECTED POPULATION CHANGE 2020 TO 2051^{1,2}	+3,254,310
41% (FUTURE)	TOTAL % INCREASE	(FUTURE) 64%
1,349,270	PROJECTED POPULATION 2051²	8,352,840
192,150	NET ADDITIONAL DWELLINGS 2016-2051²	1,613,660
12%	SHARE OF NET ADDITIONAL DWELLINGS²	100%



2016 DWELLING TYPE³

- FLATS, UNITS, APARTMENTS
- SEMI-DETACHED, ROW, TERRACES
- SEPARATE HOUSES



\$52 (BN)	2016 GROSS REGIONAL PRODUCT⁴	\$333 (BN)
17%	SHARE OF JOBS ACROSS METRO MELBOURNE ⁴	
17%	PROJECTED JOB GROWTH 2016 TO 2031 ⁴	

2016 JOURNEY TO WORK - MODE SHARE⁵

81%		67%
3%		1%
12%		10%
0.3%		2%
0.5%		1%
2%		3%
1%	...	0.5%



56.9	PUBLIC OPEN SPACE PER PERSON (m²)⁷	57.5
19.5%	SHARE OF METRO MELBOURNE'S PUBLIC OPEN SPACE⁷	100%
28.2%	2014 URBAN TREE CANOPY COVER	15.6%
-2.3%	2014 TO 2018 CHANGE TO URBAN TREE CANOPY COVER⁸	-0.3%
25.9%	2018 URBAN TREE CANOPY COVER⁹	15.3%
+4.1%	2018 TO 2050 CHANGE TO MEET URBAN TREE CANOPY COVER TARGET	+12.2%
30.0%	2050 URBAN TREE CANOPY COVER TARGET¹⁰	27.5%

CHAPTER 03

VISION: EASTERN METRO REGION IN 2050

The Eastern Metro Region has a significant and unique role in ensuring that *“Melbourne will continue to be a global city of opportunity and choice.”*

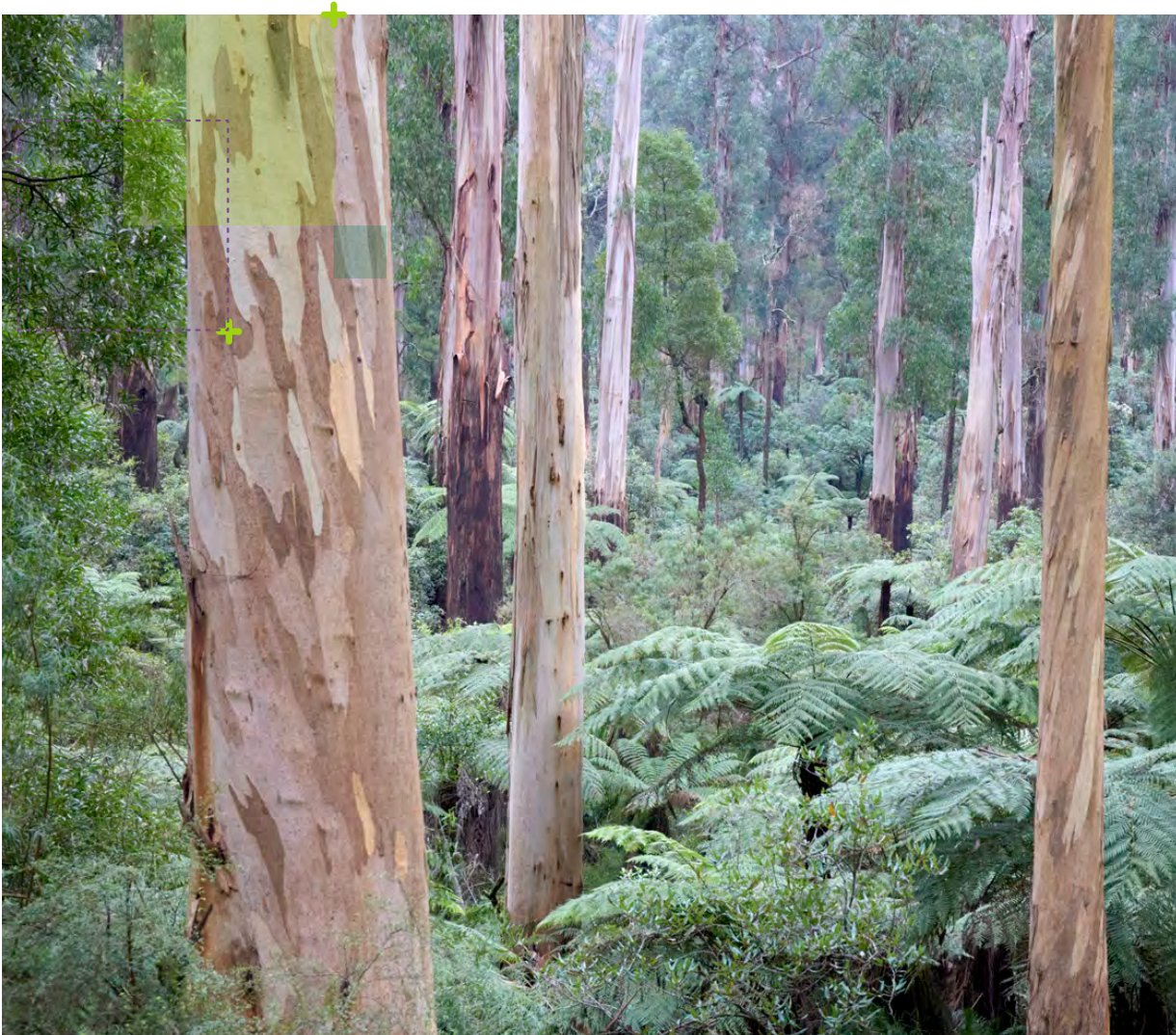


Photo credit: Tim Bell Studio

The Eastern Metro Region will be a highly connected, vibrant community. It will meet the challenges of population growth and climate change by attracting investment and jobs closer to where people live, providing diverse housing choices, offering a range of public and active transport options, and protecting the green and leafy character of the region's urban areas and its prized rural environments, including the Yarra Valley and Dandenong Ranges.

By 2050 the region's renowned economic, social and environmental assets will be enhanced and celebrated, and the region will become increasingly liveable and sustainable. Specifically the region will experience:

- Strong growth and job creation driven by the health, technology, education and retail sectors, and underpinned by continued investment in the Monash NEIC, the region's metropolitan activity centres of Box Hill and Ringwood and health and education precincts
- Medium- and higher-density housing in the most accessible locations to meet the needs of a growing population and create more 20-minute neighbourhoods, including at Suburban Rail Loop precincts, activity centres, close to train stations, transport corridors and urban renewal opportunities
- An increase in the amount of social and affordable housing; and a greater choice of housing to reflect community needs, including an ageing population and the accommodation needs for workers and students associated with the Monash NEIC and the region's health and education precincts
- Improved connectivity and accessibility activated by the Suburban Rail Loop, North East Link and an improved regional cycling network. In particular, there will be better north-south links in the west of the region and improved east-west connections in the eastern part of the region
- The transformation of key road corridors into green boulevards; and strengthening of the region's network of civic spaces, public open space, and trail connections
- More tree canopy cover, as well as enhanced parklands and open space corridors which will continue to be key aspects of the region's identity and liveability
- Integrated water management that supports the creation of resilient urban communities, sustains agricultural production, helps prevent flooding and maintains the health of the region's precious open water catchments.

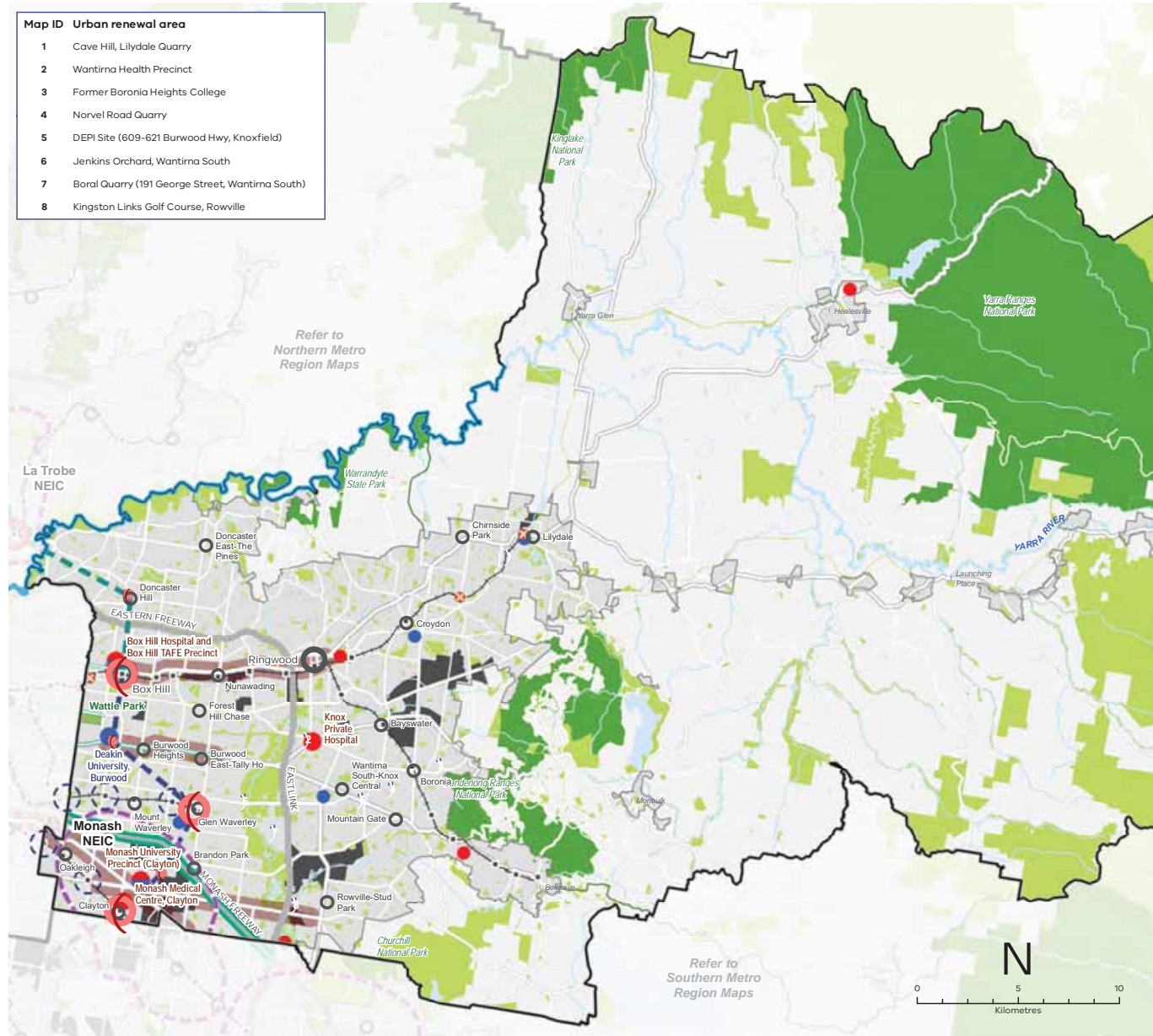
The region's green wedges will continue to be valued for their landscape character, biodiversity and tourism offer. Its highly productive agricultural areas will serve as Melbourne's primary food bowl. Townships such as Healesville, Warburton and Yarra Glen will provide services and facilities for the local population while also supporting a strong visitor economy based on promotion of the region's local wine and food, farmers and makers markets, accommodation and outdoor activities.

For a more detailed picture of how land use in the Eastern Metro Region is expected to change in 2050 refer to Map 1.

Map 1: Eastern Metro Region 2050 Plan

Precincts and Activity Centres	Suburban Rail Loop
National employment & innovation cluster (NEIC)*	SRL North (Box Hill to Airport)
Metropolitan activity centre	SRL East (Cheltenham to Box Hill)
Major activity centre	SRL - interchange station
Activity corridor	SRL - station
Housing investigation area	Transport projects - committed
Health & education precinct (state)	Monash freeway capacity upgrades
Health precinct (state)	Level crossing removal site
Education precinct (state)	Environment
Health precinct (regional)	National park/state park
Education precinct (regional)	Regional park - expanded/improved
Regionally-significant industrial precinct - existing	Public open space
Urban renewal area	Water's edge parkland
Transport	Waterway
State-significant road corridor	Waterbody
Road network	Land use/Administration
Train station	Regional boundary
Potential station	Green wedge land
Rail network	Urban area
Tram network	Urban growth boundary

- Map ID Urban renewal area**
- 1 Cave Hill, Lilydale Quarry
 - 2 Wantirna Health Precinct
 - 3 Former Boronia Heights College
 - 4 Norvel Road Quarry
 - 5 DEPI Site (609-621 Burwood Hwy, Knoxfield)
 - 6 Jenkins Orchard, Wantirna South
 - 7 Boral Quarry (191 George Street, Wantirna South)
 - 8 Kingston Links Golf Course, Rowville



*NEIC boundary is indicative only and subject to detailed planning.



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CHAPTER 04 PRODUCTIVITY

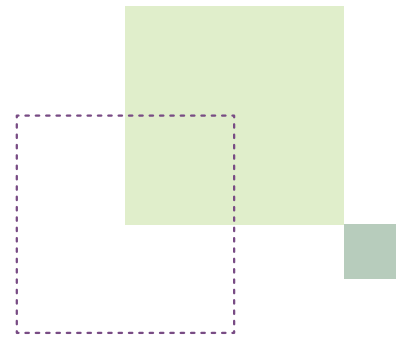


Plan Melbourne Outcome 1:
Melbourne is a productive city that attracts investment, supports innovation and creates jobs

The Eastern Metro Region contributes about 16 per cent of metropolitan Melbourne's total Gross Regional Product (GRP) and adds \$52 billion to the Victorian economy. With economic specialisations in the health, technology and education sectors, the region has the second largest number of jobs and second highest share of GRP for metropolitan Melbourne after the Inner Metro Region.



Photo credit: Tim Bell Studio



SRL East (Cheltenham to Box Hill) will facilitate growth and diversity within station precincts and open up employment opportunities by connecting established precincts such as the Monash National Employment and Innovation Cluster (NEIC), Deakin University, Box Hill Metropolitan Activity Centre, and Glen Waverley and Clayton major activity centres. The north-south alignment will increase access to jobs and services and increase the reach of businesses to attract workers from across the region and beyond. This transformational infrastructure will accelerate jobs and investment in the Eastern Metro Region.

Plan Melbourne creates a city structure that strengthens Melbourne's competitiveness for jobs and investment. It identifies NEICs, state-significant industrial precincts (SSIPs), a network of metropolitan and major activity centres, transport gateways and state-significant health and education precincts to ensure employment growth occurs outside of the Central City linked by transport.

State of play

The Eastern Metro Region contains a total of 2,573 hectares of land zoned for industrial uses with less than 10 per cent available for future development. Around 70 per cent is concentrated in Knox and Maroondah LGAs while Manningham LGA has the lowest supply of industrial land. Based on an average annual consumption rate of 11 hectares per annum, the region only has about 12 years' supply of industrial land remaining.

A total of 761 hectares of land in the region is zoned for commercial uses. An estimated 2.8 million square metres of floorspace is occupied or available for commercial purposes on this land. Almost half of all existing floorspace supply is found in Monash and Whitehorse LGAs.

The Monash NEIC, located in the south-western corner of the Eastern Metro Region, contains the largest concentration of jobs in the region and is expected to see the most growth. The region is also home to the Upper Yarra Valley and Dandenong Ranges which are major tourism and agricultural assets producing nationally and internationally recognised wines and fresh produce.

The following places contribute to the productivity of the Eastern Metro Region:

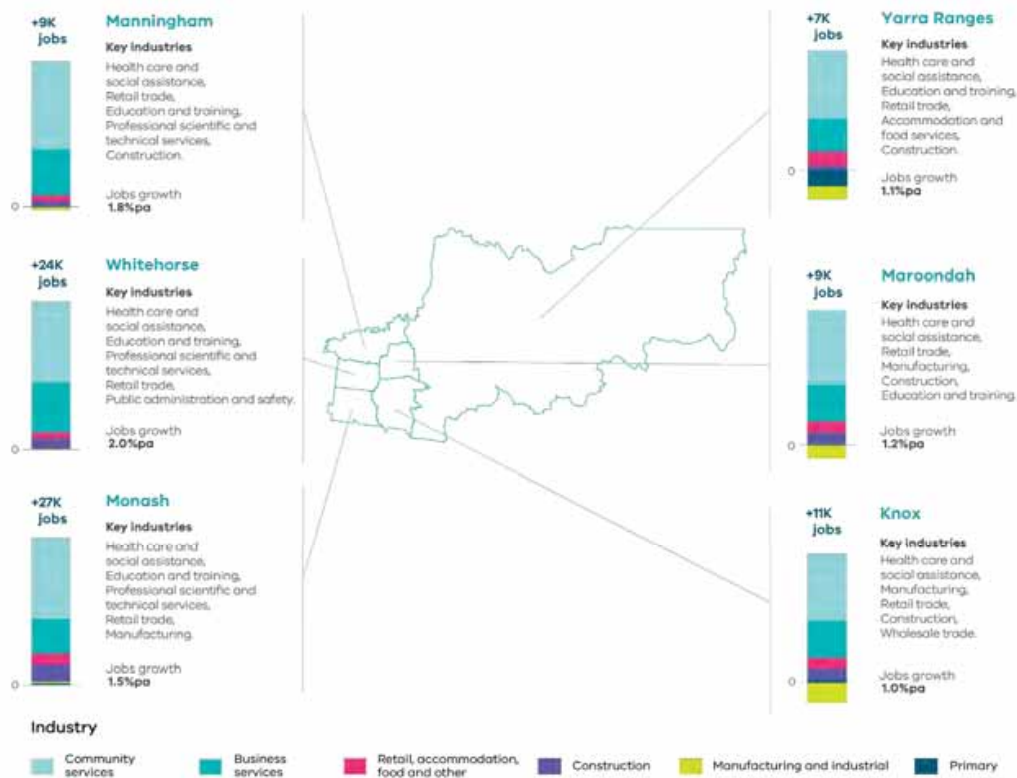
- The Monash NEIC, supported by a network of state-significant technology, health and education precincts such as Monash University, Monash Medical Centre, Monash Children's Hospital, Eastern Innovation Business Centre, CSIRO, Australian Synchrotron, Victorian Heart Hospital and the Melbourne Centre for Nanofabrication
- Other state-significant health and/or education precincts at Box Hill Hospital, Box Hill Institute of TAFE Precinct, Deakin University (Burwood), Monash University Precinct (Clayton) and Knox Private Hospital
- Metropolitan activity centres at Box Hill and Ringwood
- Regionally-significant industrial precincts at Bayswater Business Precinct and Scoresby-Rowville Industrial Precinct, Clayton-Mulgrave Industrial Precinct (part of Monash NEIC), Nunawading MegaMile Home and Lifestyle Precinct, Blackburn Industrial Precinct, Rooks Road and Redland Estate
- Regionally-significant health and/or education precincts at Maroondah Hospital, Healesville Hospital, Angliss Hospital, Wantirna Health Precinct and Box Hill Institute (Lilydale campus)
- A network of 19 major activity centres, including freestanding shopping centres, strip-based centres and business parks
- Major tourism attractions and significant regional agricultural production areas for wine and intensive horticulture in the region's three green wedges of Yarra Valley and Yarra and Dandenong Ranges, Manningham and Southern Ranges.

In 2016, the region accounted for around 17 per cent of all employment across metropolitan Melbourne with over 396,000 jobs. The region's top five employment industries are healthcare and social assistance, retail trade, education and training, manufacturing, and construction. Employment growth is projected to continue in these same five industries (Figure 6).

Projected population growth in the Eastern Metro Region is less than that projected for regions with greenfield growth areas and the Inner Metro Region, and all of this growth will be accommodated in the established urban area. By 2031, an estimated 87,000 additional jobs will be required and almost 60 per cent of these will be expected within the Monash and Whitehorse LGAs.

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FIGURE 6. Projected employment growth for the Eastern Metro Region 2016 to 2031



Source: Melbourne Industrial and Commercial Land Use Plan, DELWP, 2020

Regional strengths

- The region has a strong network of health and education precincts, primarily anchored by the Monash NEIC.
- A specialisation in the health, medical technology, education, advanced technology and engineering, and retail sectors will continue to grow.
- The metropolitan activity centres of Box Hill and Ringwood are well connected and will be supported by infrastructure investment and improvements.
- A network of activity centres, transport corridors and regionally-significant industrial precincts can grow and diversify the employment base of the region.
- Productive green wedges support a strong visitor economy and are a food bowl of metropolitan Melbourne.

Regional challenges

- The region doesn't have any greenfield growth areas. This means existing employment land needs to be protected and new opportunities to expand, intensify and diversify employment activity within the existing urban context need to be explored.

Directions and strategies

The directions identified to achieve the 2050 vision for the Eastern Metro Region in terms of Productivity and Outcome 1 of Plan Melbourne are:

Direction 1	Facilitate the development of the Monash NEIC as a globally recognised health, education, technology and advanced manufacturing centre supported by increased transport connectivity
Direction 2	Ensure the region’s strong health and/or education precincts continue to provide local jobs while supporting the region’s growing population
Direction 3	Support the development of a strong network of activity centres to provide jobs closer to where people live
Direction 4	Intensify and diversify the range of employment uses within regionally-significant industrial precincts
Direction 5	Develop activity corridors to support increased employment and housing opportunities
Direction 6	Ensure protection of green wedges and support their role to provide agriculture, tourism and state infrastructure for the long-term benefit of all Victorians

Each direction is implemented through regionally-specific strategies identified in this LUFFP.












Map 2 shows how productivity will be enhanced across the Eastern Metro Region by 2050 as a result of these directions and strategies, together with Plan Melbourne and other strategies and initiatives as outlined in Appendix 01.














Photo credit: Department of Jobs, Precincts and Regions



MAP 2. Eastern Metro Region productivity 2050

Precincts and Activity Centres


-  National employment & innovation cluster (NEIC)*
-  Health & education precinct (state)
-  Health precinct (state)
-  Education precinct (state)
-  Health precinct (regional)
-  Education precinct (regional)
-  State-significant commercial land*
-  Regionally-significant commercial land*
-  Activity corridor
-  Regionally-significant industrial precinct - existing
-  Extractive Industry (temporary land use)

Transport







-  State-significant road corridor
 -  Road network
 -  Train station
 -  Rail network
 -  Strategic Cycling Corridor
- Principal Freight Network**
-  PFN road
 -  PFN rail
- Suburban Rail Loop**
-  SRL East (Cheltenham to Box Hill)
 -  SRL North (Box Hill to Airport)
-  SRL - interchange station
 -  SRL - station

- Transport projects - committed**
-  Rail improvements - Sunbury to Cranbourne
 -  North East Link

Environment

-  Waterbody

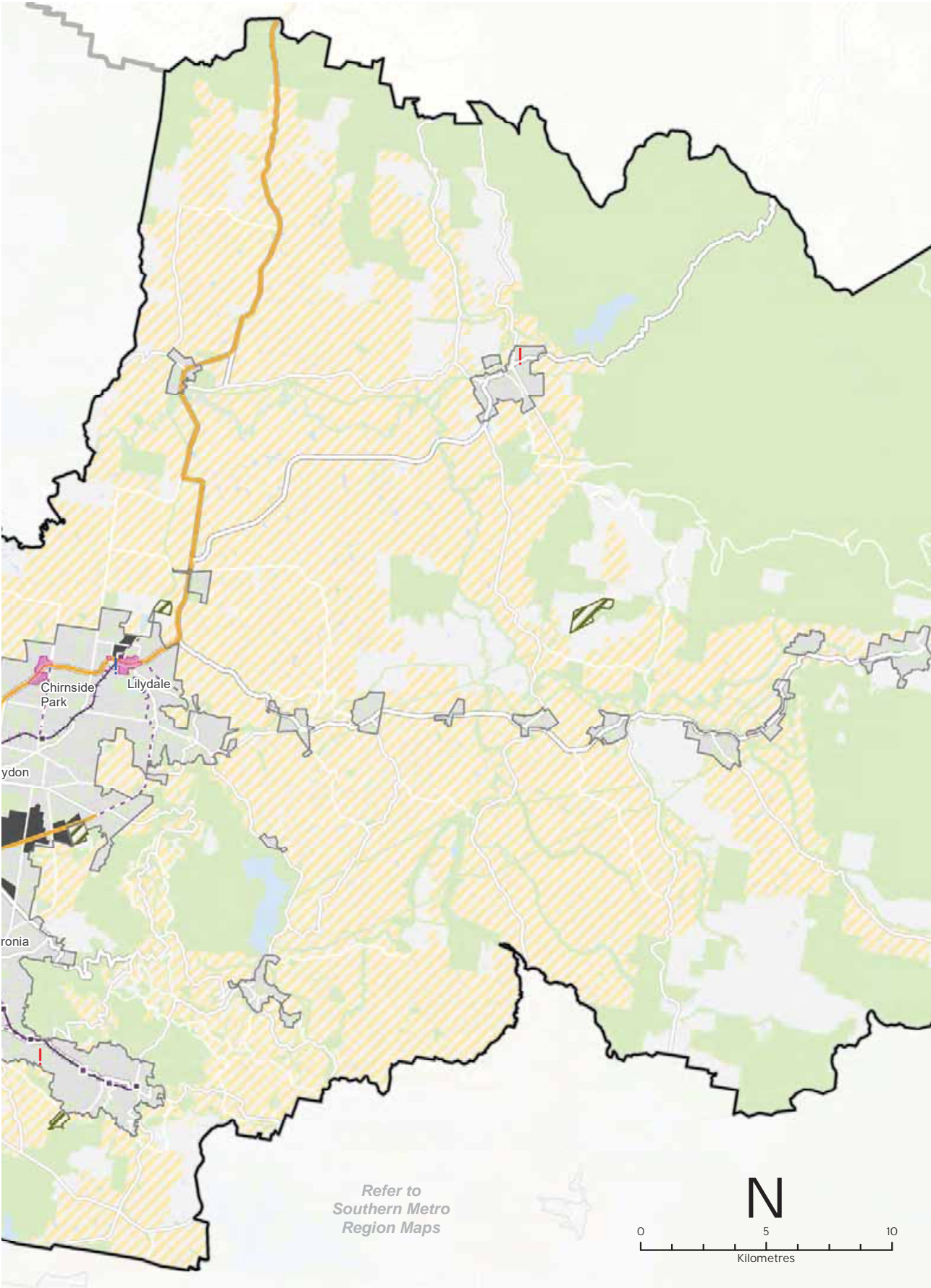
Land use/Administration

-  Regional boundary
-  Green wedge land
-  Urban area
-  Urban growth boundary
-  Principal Agricultural Zones
-  Public and Commonwealth Land

*NEIC boundary is indicative only and subject to detailed planning.
 *These layers are based on the state- and regionally-significant commercial land identified in MICLEUP, 2019. The activity centre boundaries identified in local council planning schemes may differ.

Note:
 The Principal Freight Network reflects the version published in 2013 (Victoria the Freight State - the Victorian Freight and Logistics Plan, August 2013) in addition to Mordialloc Highway and West Gate Tunnel. East West Link has been removed. The Department of Transport is currently undertaking a review of the Principal Freight Network.





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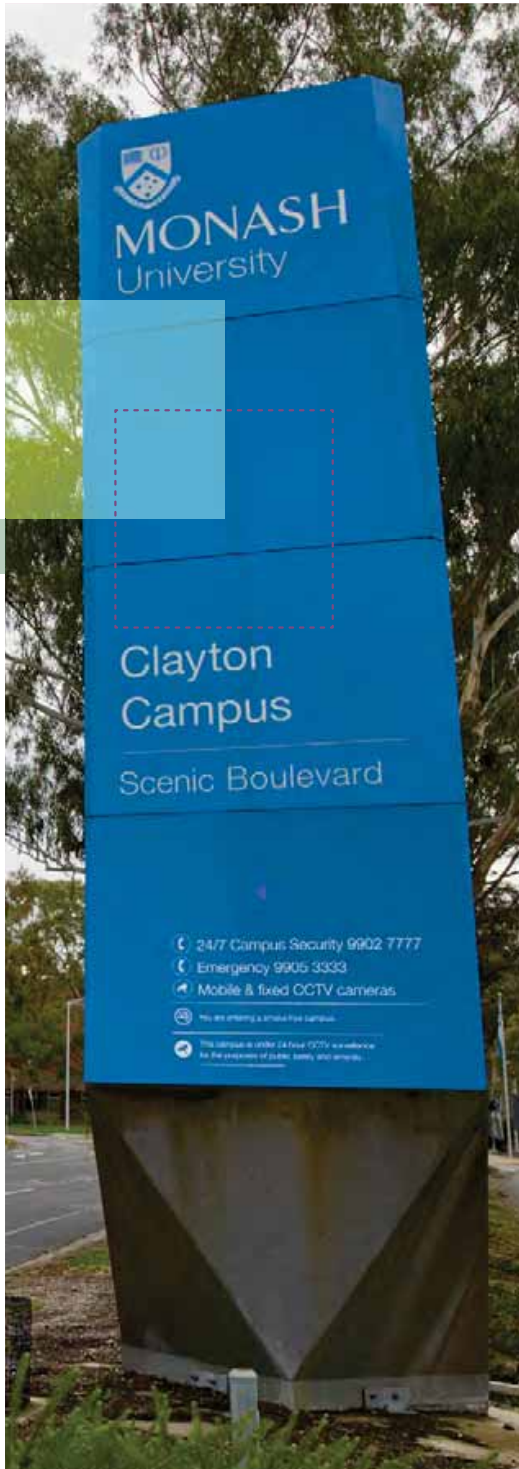


Photo credit: Tim Bell Studio

DIRECTION 01.**Facilitate the development of the Monash NEIC as a globally recognised health, education, technology and advanced manufacturing centre supported by increased transport connectivity**

The Monash NEIC (Figure 7) is expected to become a globally recognised precinct for employment, education, innovation, leading-edge technology and research.

The Monash NEIC already services the Eastern, Inner South East and Southern metro regions but once new stations are constructed in Clayton and Monash as part of SRL this could extend to the Latrobe Valley, with significant opportunities for inter-regional connectivity, investment and land use change.

A significant mixed-use activity area around the SRL station at Monash will support employment in the Monash NEIC. Further development of Clayton Major Activity Centre as a SRL precinct, as well as Clayton Business Park and regionally-significant industrial precincts, would also increase residential density, provide a range of complementary uses and enable more workers to live closer to where jobs are located.

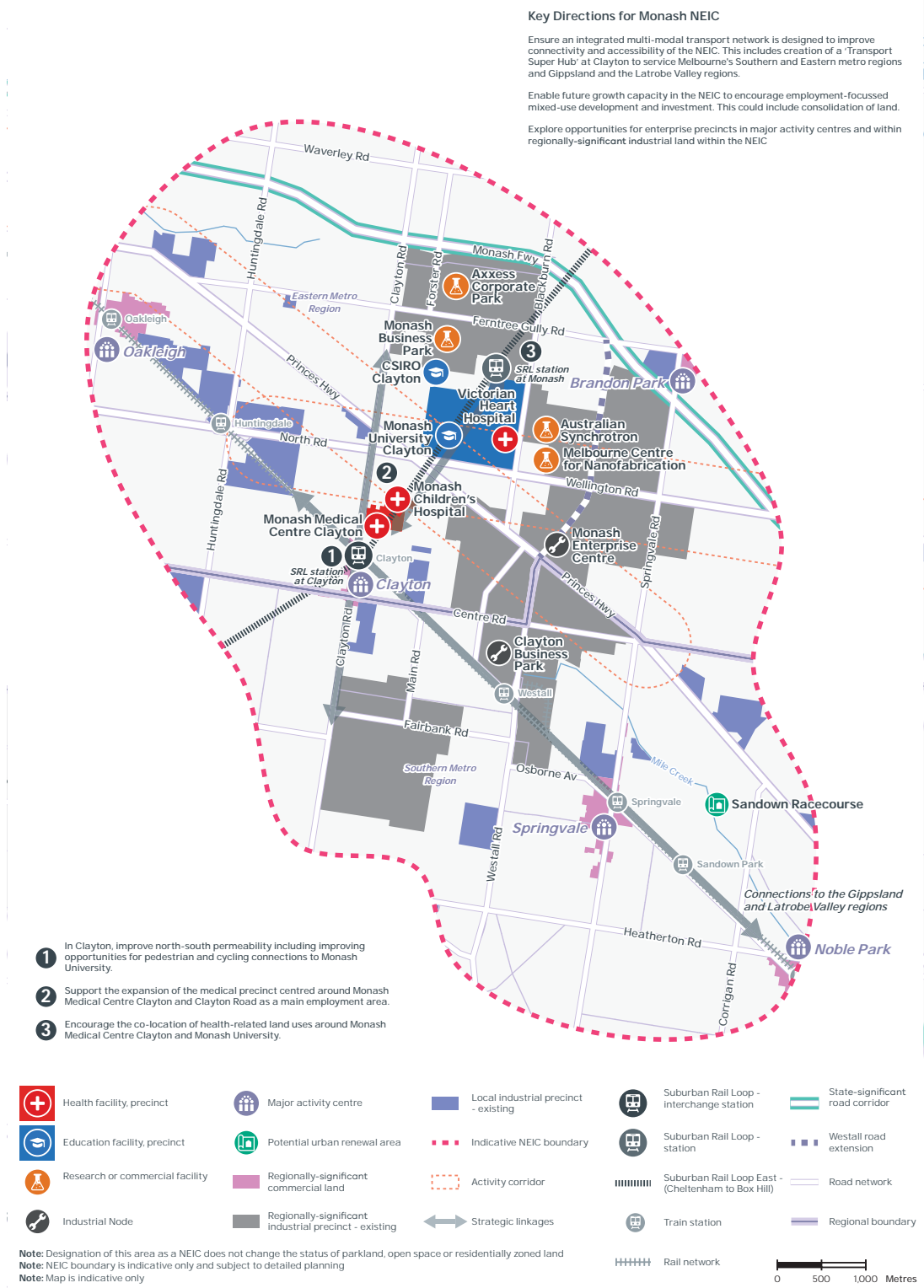
Careful and collaborative planning across multiple municipal boundaries will ensure Monash NEIC's connected institutions maximise shared economic opportunities. A clear governance arrangement between relevant local councils and Victorian Government departments and agencies is needed to ensure the planning objectives for the Monash NEIC are realised.

STRATEGY 01. Strengthen Monash NEIC as a pre-eminent healthcare, education, technology, advanced manufacturing and health research provider and activity cluster in the Eastern Metro Region.

STRATEGY 02. Facilitate land use and economic intensification of the Monash NEIC to leverage transport infrastructure investment and improved public transport connectivity, including Suburban Rail Loop.

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FIGURE 7. Monash National Employment and Innovation Cluster



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Photo credit: Tim Bell Studio

DIRECTION 02.**Ensure the region's strong health and/or education precincts continue to provide local jobs while supporting the region's growing population**

The Eastern Metro Region's health sector supports over 58,000 jobs across 20 major health facilities and 6,000 related businesses and organisations while the education sector supports over 40,000 jobs, 30 per cent of which are in the tertiary education sector (Regional Development Australia, 2020).

As the second largest exporter of education services in Melbourne, the Eastern Metro Region would benefit from significant investment in tertiary student support and short-term stays. Access to health and education is also a key aspect of liveability that underpins the region's economic success.

SRL has been purposely planned to connect key employment precincts and provide opportunities for ancillary businesses in the Eastern Metro Region, particularly where health and education precincts are co-located with metropolitan and major activity centres such as Box Hill, Burwood and Clayton. Precinct planning for SRL precincts would support improved inter-regional movement.

- STRATEGY 03.** Support significant land use change and higher-density development in SRL precincts.
- STRATEGY 04.** Encourage investment that will attract major anchor tenants, start-ups and specialised labour in the region's health and/or education precincts.
- STRATEGY 05.** Support convenience retail, service and business uses in health and/or education precincts and SRL precincts to provide ancillary business opportunities and amenities.
- STRATEGY 06.** Improve transport connections between health and/or education precincts in the Eastern Metro Region, particularly north-south connectivity.
- STRATEGY 07.** Improve pedestrian amenity, cycling access, public transport access and linkages within and between the region's health and/or education precincts and activity centres.

DIRECTION 03.**Support the development of a strong network of activity centres to provide jobs closer to where people live**

The Eastern Metro Region's two metropolitan activity centres of Box Hill and Ringwood are located in the northern half of the region on the Belgrave-Lilydale railway line, with convenient access to the Central City.

Box Hill is a significant regional centre for retail, office, hospitality, civic, health and community uses and will play a significant regional role as the SRL interchange station integrated with the existing tram and bus network. Ringwood is predominantly retail-focused with a large-scale shopping centre. As the gateway to the Yarra Valley, Ringwood is a key employer for residents further east.

Across the region, there are 19 major activity centres that are either based around large freestanding shopping centres (e.g. Chirnside Park, Doncaster Hill, Forest Hill Chase, Glen Waverley, Nunawading and Wantirna South-Knox Central) or strip-based centres (e.g. Boronia, Croydon, Lilydale and Oakleigh).

Box Hill and Ringwood provide over 100,000 square metres of commercial floorspace each, along with three other larger major activity centres of Doncaster Hill, Glen Waverley and Wantirna South. It is anticipated that 837,000 square metres of additional commercial floorspace will be needed across the Eastern Metro Region by 2031.

With no future commercial areas identified, the Eastern Metro Region must rezone, consolidate or intensify land uses to accommodate future requirements. A significant proportion of the region's recent office development has been in freestanding business or office parks. There is a need to identify and supply additional commercial floorspace in designated activity centres close to public transport, including underutilised land and surplus state and local government land. Existing and future commercial floorspace requirements for the Eastern Metro Region are shown in **Figure 8**.

SRL precincts will support significant land use change and higher-density development opportunities in the Box Hill, Doncaster Hill, Clayton, and Glen Waverley activity centres (**Figure 9**). There will also be flow-on development opportunities in neighbouring activity centres along SRL alignment. New stations and interchanges must be strategically located to service existing land use, drive land use change and incentivise public and private investment.

STRATEGY 08. Direct high-value jobs and higher-density development to Box Hill and Ringwood metropolitan activity centres as well as suitable major activity centres.

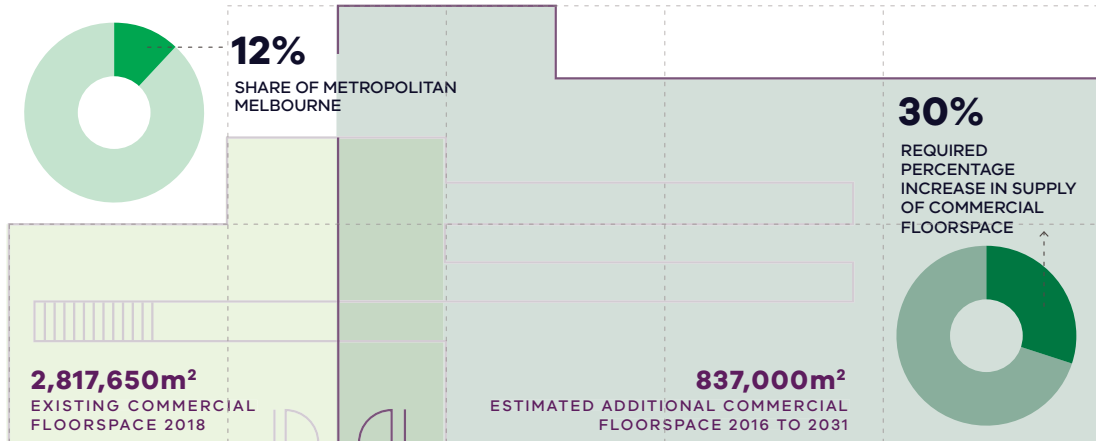
STRATEGY 09. Retain existing commercial zoned land and identify areas that can support future demand for commercial floorspace and new investment with a focus on metropolitan and major activity centres.

STRATEGY 10. Maximise land use and economic intensification around Suburban Rail Loop precincts, particularly those co-located with activity centres, leveraging public transport improvements

STRATEGY 11. Encourage the agglomeration of commercial investment by locating employment uses and office development in activity centres

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FIGURE 8. Existing and future commercial floorspace requirements for the Eastern Metro Region

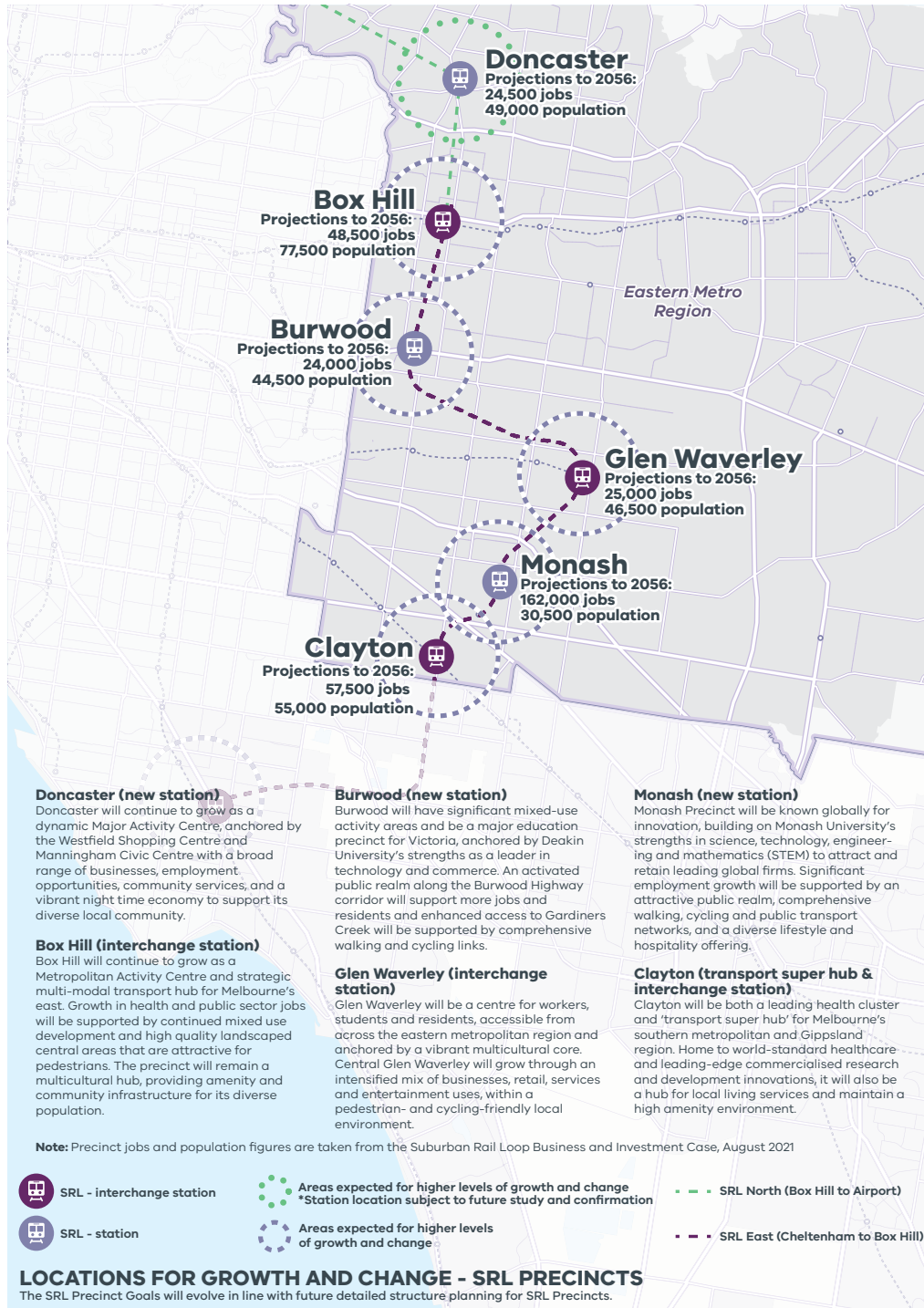


Source: Department of Environment, Land, Water and Planning (2020) *Melbourne Industrial and Commercial Land Use Plan*, State of Victoria, Melbourne, Australia.



Photo credit: Department of Jobs, Precincts and Regions

FIGURE 9. Locations for growth and change – Suburban Rail Loop precincts



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DIRECTION 04.**Intensify and diversify the range of employment uses within regionally-significant industrial precincts to be continued generators of economic activity and employment**

The regionally-significant industrial precincts in the Eastern Metro Region should be carefully planned for and protected (Table 3). As the region is fully established, no future industrial precincts have been identified. Opportunities exist for underutilised land to be redeveloped, and for buildings and land to be recycled for new industrial uses. Existing and future industrial floorspace requirements for the Eastern Metro Region are shown in Figure 10.

The Bayswater Business Precinct is a large industrial area accommodating 40,000 jobs in 730 hectares of land in the Knox, Maroondah and Yarra Ranges LGAs. A coordinated approach to planning for this precinct will benefit the Eastern Metro Region as a whole. The precinct has less than 10 per cent vacant land available for future development. To remain economically competitive the precinct should encourage adaptation by existing businesses and attract new businesses. Increasing the amenity in and around the precinct will add to Bayswater Business Precinct's marketability for new businesses. Bayswater Major Activity Centre is located south-west of the precinct offering housing, retail and services for the precinct's workforce.

The Scoresby-Rowville Industrial Area accommodates a range of production and service industries as well as business parks and is located with direct access to EastLink. The Clayton-Mulgrave Industrial Precinct forms part of the broader Monash NEIC and has the potential to contribute to significant growth in technology, medical and health-based industries and advanced manufacturing.

The Nunawading MegaMile Home and Lifestyle Precinct is home to over 250 businesses (mostly bulky goods retailing) and supports over 2,500 jobs. Nearby is the Blackburn Industrial Precinct as well as a number of other key industrial precincts such as Rooks Road and Redland Estate. These locations are important for small and medium-sized businesses.

The high concentration of technology and innovation-based industries already located in the Eastern Metro Region will likely see the development of creative industries, 'start-up' businesses and home-based businesses. The region has the potential to develop 'enterprise precincts' in areas that are well serviced by public transport, contain industrial land and are located close to services and amenities. Enterprise precincts facilitate the creation and commercialisation of new ideas and support metropolitan economies by growing jobs in ways that leverage their distinct economic attributes. The planning system should be flexible to support investment in these anticipated business

by establishing 'incubator' and co-working spaces to encourage collaboration. Additionally, some regionally-significant industrial land in the region, such as land around the Monash NEIC, could transition to higher-order employment opportunities.

STRATEGY 12. Retain industrial zoned land at Bayswater Business Precinct, Scoresby-Rowville Industrial Area and Clayton-Mulgrave Industrial Precinct (within Monash NEIC) predominantly for industrial uses.

STRATEGY 13. Retain regionally-significant industrial land by managing encroachment by other uses that would cause fragmentation and may compromise the development and efficient operation of existing businesses.

STRATEGY 14. Improve the amenity, walking, cycling and public transport access of regionally-significant industrial precincts.

STRATEGY 15. Maximise investment opportunities for start-ups and/or creative industries in the Bayswater Business Precinct, Scoresby-Rowville Industrial Area and Clayton-Mulgrave Industrial Precinct (within Monash NEIC) and across the activity centre network to support innovation and collaboration.

STRATEGY 16. Identify and plan for future enterprise precincts that are well serviced by public transport, contain identified locally-significant industrial land and are located close to services and amenities provided.

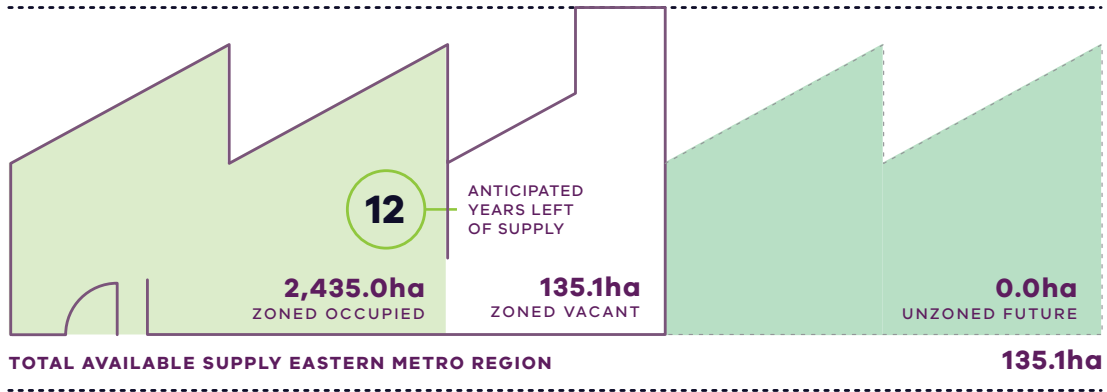
TABLE 3. Regionally-significant industrial precincts within the Eastern Metro Region

EXISTING PRECINCTS
<ul style="list-style-type: none"> • Bayswater Business Precinct • Scoresby-Rowville Industrial Area • Clayton Business Park (part of the Monash NEIC) • Huntingdale Industrial Area (part of the Monash NEIC) • Nunawading MegaMile Home and Lifestyle Precinct • Blackburn Industrial Precinct • Rooks Road Industrial Precinct • Redland Estate Industrial Precinct

Source: Melbourne Industrial and Commercial Land Use Plan, DELWP, 2020

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FIGURE 10. Existing and future industrial floorspace requirements for the Eastern Metro Region



Source: Department of Environment, Land, Water and Planning (2020) Melbourne Industrial and Commercial Land Use Plan, State of Victoria, Melbourne, Australia.



Photo credit: Department of Jobs, Precincts and Regions

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DIRECTION 05.**Develop activity corridors to support increased employment and housing opportunities**

While activity centres will be the primary locations for concentrated development, the Eastern Metro Region has several 'activity corridors' that are heavily used by commuters or are undergoing city-shaping infrastructure upgrades. Often, they contain linear commercial, mixed-use and land zoned for increased housing densities.

Plan Melbourne supports the development of a network of activity centres linked by transport. This includes encouraging increased diversity and density of developments on the PPTN, particularly at interchanges, activity centres and where principal public transport routes intersect.

Activity corridors, given their high levels of accessibility, have the potential to link up the activity centre network and provide local-scale employment and higher-density housing. Activity corridors will become increasingly attractive locations as a result of SRL and other infrastructure projects.

Within activity corridors, existing commercial land should be retained and opportunities to support future demand for commercial floorspace investigated. Designation as an activity corridor could attract additional investment and development aligned to strategic land use objectives along each corridor. Neighbourhood activity centres in close proximity to activity corridors may also support increased housing opportunities.

The SRL station at Burwood will enable substantial uplift in jobs and housing in a well-connected precinct and growth corridor. Future employment growth should be targeted around Deakin University and existing employment areas that are well connected. It will also create an opportunity to facilitate increased investment and development along Burwood Highway.

STRATEGY 17. Encourage increased investment and development along key activity corridors in the region, specifically:

- Whitehorse Road between Box Hill and Ringwood metropolitan activity centres, including Nunawading Mega Mile Home and Lifestyle Precinct (Nunawading Major Activity Centre)
- Burwood Highway between Deakin University (state-significant education precinct and SRL station at Burwood), Burwood Heights and Burwood East-Tally Ho major activity centres
- Dandenong Road/Princes Highway between Caulfield and Chadstone major activity centres (Inner South East Metro Region) and the Monash NEIC
- North Road/Wellington Road from Monash NEIC to Rowville Major Activity Centre.

STRATEGY 18. Facilitate land use and economic intensification of the SRL Burwood Precinct given improved public transport connectivity.

DIRECTION 06.
Ensure protection of green wedges and support their role to provide agriculture, tourism and state infrastructure for the long-term benefit of all Victorians

The Eastern Metro Region's green wedges are highly productive regions, valued for their landscape character, biodiversity and tourism offer.

The green wedges are protected from urban encroachment by the UGB and planning controls are in place to protect the environment and landscape in many areas. View lines to the treed slopes of the Dandenong Foothills, the Yarra River corridor and Christmas Hills are also a key consideration for adjacent urban areas.

The region's green wedges support the production of flowers and nursery plants, berries and orchard fruits, wine grapes, beef and grain. They also support a strong visitor economy based on local wine and food, farmers and makers markets, accommodation, outdoor activities such as walking and hiking, parklands and river corridors, cycling and horse-riding, and attractions such as Healesville Sanctuary and Puffing Billy. These significant natural landscapes and cultural values attract four million visitors each year and provide over 15,200 jobs across the region.

Non-urban areas of the Eastern Metro Region include townships such as Healesville, Warburton and Yarra Glen that provide services and facilities to the local population. Much of the land within the green wedges has significant conservation value for its natural bushland, which also brings a high bushfire risk. However, its contribution to the regional and national economy, based on rural produce and natural attractions, should be promoted and protected.

STRATEGY 19. Protect and optimise the productive potential of agricultural land for agricultural purposes to encourage jobs in the agricultural sector in the Eastern Metro Region.

STRATEGY 20. Support tourism and recreation activities that contribute to vibrant green wedge communities, economic growth, and which respect other green wedge priorities such as landscape and environmental values, biodiversity conservation, cultural heritage and agricultural production.

STRATEGY 21. Support value-adding sustainable agricultural uses and complementary tourism activities where they contribute to viable, productive operations.

ACTIONS – Productivity

ACTION 1. Establish a long-term state and local government partnership to oversee, coordinate and manage land use planning for the Monash NEIC.

ACTION 2. Implement a program of State Government-led planning projects, in partnership with local government, to ensure metropolitan and major activity centres and urban renewal areas maximise their respective strategic opportunities. Priority will be given to those which deliver significant jobs and housing; leverage investment in state infrastructure; and play an important role in the growth corridor and/or region. State-led planning for these state- and regionally-significant places will contribute to creating liveable communities and achieving more dwellings and jobs in established areas and identify implementation and coordination actions that support growth and economic investment.

ACTION 3. Undertake Precinct Planning for Suburban Rail Loop Precincts with local councils and other stakeholders to guide land use change, transport integration and the creation of liveable, walkable and prosperous precincts.

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TABLE 4. Green wedges: current role and strategic opportunities

GREEN WEDGE	CURRENT ROLE	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Yarra Valley and Yarra and Dandenong Ranges Green Wedge	<ul style="list-style-type: none"> • Landscape and open space • Environment and biodiversity • Water supply and catchments • Agricultural land • Tourism and recreation • Cultural heritage • Rural living 	<ul style="list-style-type: none"> • Continue to support intensive horticulture and floriculture activities of state significance, including nurseries, cut flowers, fruit and nuts, grapes, berries and vegetables, and other value-added primary activities • Provide a variety of land uses around the foothills of the Dandenong Ranges including tourism, restaurants, wineries, recreation activities and co-located agricultural and ancillary uses • Focus tourism clusters around existing commercial and community facilities • Build and maintain an economy based on agriculture, leisure, accommodation and tourism (with a focus on food, wine, art, culture and the natural environment), especially in the Macclesfield/Yellingbo Rural Areas and Dixons Creek/Upper Yarra Valley, where uses can provide for the protection of productive agricultural land
Manningham Green Wedge	<ul style="list-style-type: none"> • Landscape and open space • Agriculture • Environment and biodiversity 	<ul style="list-style-type: none"> • Support efforts to maintain environment and biodiversity in view of climate change, reduced water, risk of fire, pest management • Provide an attractive permanent edge to urban development to manage the interface between urban and green wedge land • Protect and enhance landscape character and environmental values when providing housing in these areas • Provide commercial activity that complements and enhances the visual character and environmental significance of areas and does not negatively impact agricultural areas • Support the viability of existing agricultural activities
Southern Ranges Green Wedge	<ul style="list-style-type: none"> • Landscape and open space • Tourism and recreation • Mineral, stone and resources 	<ul style="list-style-type: none"> • Support the rural and pastoral character of the valley and hills • Continue to support the agricultural potential of the land • Support the operation of quarries for 20-30 years

TABLE 5. Metropolitan and major activity centres: existing attributes and strategic opportunities

EXISTING ATTRIBUTES	WHAT NEEDS TO BE CONSIDERED	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Metropolitan Activity Centres		
Box Hill (Whitehorse)		
<ul style="list-style-type: none"> Hybrid centre along Whitehorse Road and integrated with Box Hill Station and transport interchange Plays a major service delivery role including retail, local community hub, commercial and accommodation uses State-significant health and education precinct Medium- and high-rise apartment buildings Box Hill Hospital and Box Hill Institute of TAFE, Epworth Hospital, Australian Taxation Office branch Train (Box Hill and Mont Albert stations) and tram services 	<ul style="list-style-type: none"> SRL Box Hill Precinct, including an interchange station Level crossing removals at Mont Albert and Surrey Hills 20 years of apartment development approved for the activity centre core Connections to Box Hill Community Arts Centre and Aqualink Box Hill 	<ul style="list-style-type: none"> Support significant growth and investment in retail, public transport, health, justice, education, entertainment, and medium- and higher-density residential development Support health and public sector jobs and maximise employment growth, accommodate more intensive and diverse range of activities Grow the state-significant health and education precinct and attract allied sectors Support higher-density housing beyond activity centre core Maximise integration and transit-oriented development opportunities with new SRL station Leverage new SRL interchange and improved amenity of the station and provide active transport connections to broader transport network
Ringwood (Maroondah)		
<ul style="list-style-type: none"> Hybrid centre east of EastLink, north of Maroondah Highway and south of the Ringwood bypass Plays a major service delivery role including Eastland Shopping Centre, a major freestanding shopping centre surrounded by other large format retail and strip-based and bulky good retail along Maroondah Highway The Realm cultural hub and library is a gateway to the Yarra Valley Regionally-significant Ringwood Health Precinct Regionally-significant industrial land along Heatherdale Road Train (Ringwood and Heatherdale stations) and SmartBus services 	<ul style="list-style-type: none"> Mullum Mullum Creek (Aboriginal Cultural Heritage Sensitivity) Through traffic along Maroondah Highway is a challenge to pedestrian amenity Proximity to EastLink 	<ul style="list-style-type: none"> Reinforce role as principal retail, commercial, community, entertainment and employment focal point Centralise employment and office space Support higher-density housing development Consolidate small, fragmented allotments for greater opportunities to intensify development Maximise opportunities to attract specific industries such as health and education Maximise opportunities afforded by connections to EastLink

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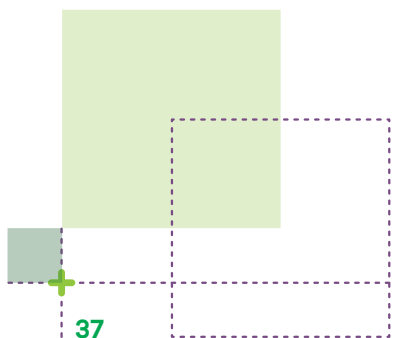
EXISTING ATTRIBUTES	WHAT NEEDS TO BE CONSIDERED	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Major Activity Centres		
Bayswater (Knox)		
<ul style="list-style-type: none"> Hybrid centre south of Mountain Highway and west of the Belgrave railway line Mountain High Shopping Centre and offices, and light industrial uses Knox Community Arts Centre Regionally-significant industrial land Train (Bayswater Station) service 	<ul style="list-style-type: none"> Directly to the west of the Bayswater Business Precinct (regionally-significant industrial precinct), the largest significant business location in Knox 	<ul style="list-style-type: none"> Support broad range of retail, commercial and community uses including retail activity within the activity centre core; office, showroom, entertainment and community uses outside retail core; and education and bulky goods uses east of railway line Discourage industrial uses from locating within activity centre and provide ancillary services to Bayswater Business Precinct Support higher-density housing opportunities beyond the commercial areas and mixed-use/residential apartments on select sites and above active commercial ground floor uses in the core of the activity centre Facilitate and support development as key employment destination and support transition from large format to a mix of site sizes
Boronia (Knox)		
<ul style="list-style-type: none"> Hybrid centre at the intersection of Boronia Road and Dorset Road Two freestanding shopping centres, surrounded by retail, commercial, entertainment, office and community uses on Dorset Road Near the foothills of the Dandenong Ranges Train (Boronia Station) service 	<ul style="list-style-type: none"> Connections to state-significant Knox Basketball Centre Former Boronia Heights College and Norvel Road Quarry urban renewal areas Protected views towards Dandenong Ranges – landscape setting and character to be respected (including building height) Vegetation Protection Overlay over activity centre 	<ul style="list-style-type: none"> Encourage increased activity while ensuring development respects Dandenong Ranges foothills Encourage broad range of retail, commercial and community uses Encourage medium-rise residential development beyond the commercial areas and mixed-use/residential apartments on select sites and above active commercial ground floor uses in the core of the activity centre

PRODUCTIVITY

EXISTING ATTRIBUTES	WHAT NEEDS TO BE CONSIDERED	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Brandon Park (Monash)		
<ul style="list-style-type: none"> • Freestanding shopping centre at the intersection of Springvale and Ferntree Gully roads, north of Monash Freeway • Retail, large format retail, entertainment, mixed commercial, offices, hotel and community facilities surrounded by residential uses • Regionally-significant industrial land 	<ul style="list-style-type: none"> • Between Monash NEIC and Glen Waverley Major Activity Centre, both future SRL station precincts • North of regionally-significant industrial land in Mulgrave 	<ul style="list-style-type: none"> • Support redevelopment and concentration of activity • Locate higher-density housing in proximity to the SRL station at Monash to maximise inter- and cross-regional opportunities to access employment, educational and health services • Support improvement to pedestrian and cycling linkages and greater public transport linkages and services
Burwood East-Tally Ho (Whitehorse)		
<ul style="list-style-type: none"> • Freestanding business park at the intersection of Burwood Highway and Springvale Road • A mix of large offices, information technology-based businesses, health services, retail and community uses surrounded by residential uses • Tram and SmartBus services 	<ul style="list-style-type: none"> • Proximity to Burwood Heights Major Activity Centre and Deakin University Burwood campus to the west • Future SRL Burwood Precinct • Part of the Burwood Highway Activity Corridor 	<ul style="list-style-type: none"> • Promote as a key office, knowledge and technology-based business and innovation precinct for the region • Encourage continued investment in high-quality office space in attractive settings with extensive landscaping • Promote as preferred location for further retail and commercial activities • Support and complement office precincts with growth in neighbourhood convenience retail, housing, hospitality and associated infrastructure • Plan for and support land use change from access to SRL Burwood Precinct and role in the activity corridor
Burwood Heights (Whitehorse)		
<ul style="list-style-type: none"> • Hybrid centre at the intersection of Burwood Highway and Middleborough Road • A retail centre with a retirement village, the RSPCA and a 20-hectare former brickworks strategic redevelopment site including the Burwood Brickworks Shopping Centre and a mix of residential development densities • Tram services 	<ul style="list-style-type: none"> • Future SRL Burwood Precinct • State significant education precinct, Deakin University – Burwood, to the west • Regionally-significant industrial precinct to the north 	<ul style="list-style-type: none"> • Encourage growth as a large activity centre that accommodates a mix of uses including retail, commercial, community, entertainment, health, leisure, residential and other associated requirements that respond to the needs of the local and regional population • Accommodate significant proportion of higher-density new dwellings

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EXISTING ATTRIBUTES	WHAT NEEDS TO BE CONSIDERED	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Chirnside Park (Yarra Ranges)		
<ul style="list-style-type: none"> • Freestanding shopping centre on Maroondah Highway near Manchester Road, Edward Road and Kimberly Drive • A retail and entertainment focus with community facilities and large format retailing and redevelopment sites along Maroondah Highway • Principal retail activity centre in Yarra Ranges LGA • Gateway to the Yarra Ranges • Local industrial precinct to the south 	<ul style="list-style-type: none"> • Proximity to Lilydale Major Activity Centre • Close to green wedge • Identified as a priority for stormwater management • Maroondah Highway is a barrier to activity centre integration 	<ul style="list-style-type: none"> • Encourage a thriving, compact activity centre with mixed uses, including a broad range of retail, entertainment, commercial and community facilities • Encourage redevelopment of key sites for community facilities, businesses and employment uses • Promote opportunities for more intensive redevelopment including employment-generating commercial uses and higher-density housing • Encourage provision of additional public open space in strategic locations • Improve bus services and supporting infrastructure and increase the provision of shared use paths



PRODUCTIVITY

EXISTING ATTRIBUTES	WHAT NEEDS TO BE CONSIDERED	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Clayton (Monash)		
<ul style="list-style-type: none"> Strip-based centre on Clayton Road from its intersection with Carinish Road to Centre Road A major focus on retail, entertainment, mixed commercial, offices, apartments and community facilities State-significant health precinct at Monash Medical Centre to the north Regionally-significant industrial land to the east Train (Clayton Station) service 	<ul style="list-style-type: none"> Within the Monash NEIC and proximity to state-significant health, and health and education precincts Location of the future SRL Clayton interchange station Near potential Caulfield to Rowville Link At the border of Southern Metro Region, boundary of Monash and Kingston LGAs 	<ul style="list-style-type: none"> Support future role as a health cluster and transport super hub for the Eastern and Southern metro regions and Gippsland Region (La Trobe Valley) Continue support for major high-density, high amenity, lifestyle and service hub for the Monash NEIC Encourage the growth of health-related uses and stronger integration with Monash Medical Centre Encourage higher-density development Connect higher-density housing to the station to maximise inter- and cross-regional opportunities to access employment, educational and health services Encourage public and active transport improvements to existing transport infrastructure and new projects Support a wide range of arts, cultural and entertainment facilities, and hospitality and office uses where contiguous retail frontage is not compromised Maximise integration with transit-oriented development opportunities around the future SRL station
Croydon (Maroondah)		
<ul style="list-style-type: none"> Hybrid centre focused on Main Street and Mt Dandenong Road and dissected by the Lilydale rail line Strip-based retail and commercial with extensive open space and industrial, employment and education uses Regionally-significant education precinct at Swinburne University of Technology, Croydon Train (Croydon Station) service 		<ul style="list-style-type: none"> Strengthen retail, industrial, business and employment role, and opportunities for integration and mixed uses Provide a range of higher-density housing Encourage redevelopment around the Croydon Station precinct

CHAPTER 04

EXISTING ATTRIBUTES	WHAT NEEDS TO BE CONSIDERED	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Doncaster East -The Pines (Manningham)		
<ul style="list-style-type: none"> • Freestanding shopping centre at the intersection of Reynolds Road and Blackburn Road • A focus on retail, commercial and community uses • Higher-density residential development • PPTN interchange with SmartBus services 	<ul style="list-style-type: none"> • Neighbouring green wedge and low-density residential, fringe of urban area • Preservation of biosites and habitat on Andersons Park and along road reserves 	<ul style="list-style-type: none"> • Encourage mixed-use development, higher-density housing, and arts, community, cultural and entertainment facilities • Provide apartment-style development within and adjacent to the activity centre to maximise use of the commercial and social facilities • Promote greater use and frequency of public transport to and from the activity centre and well-defined bicycle and pedestrian access
Doncaster Hill (Manningham)		
<ul style="list-style-type: none"> • Freestanding shopping centre, Westfield Doncaster Shoppingtown, around the intersection of Doncaster Road and Williamsons Road • Retail, recreation, accommodation, education, large format retailing, and community and civic uses, as well as medium- and high-rise apartment development • PPTN interchange with SmartBus services 	<ul style="list-style-type: none"> • Future SRL Doncaster station • Proximity to Eastern Freeway and Doncaster Park and Ride facility • Views of Dandenong Ranges, Kinglake Ranges and Melbourne city skyline 	<ul style="list-style-type: none"> • Support Doncaster Hill as the civic hub for the municipality with quality civic, education, community services and facilities • Promote as prime location for higher-density mixed-use development including residential, commercial and community uses • Encourage the connection between higher-density housing and the train station to maximise inter- and cross-regional opportunities to access employment, educational and health services • Support active transport improvements to existing transport infrastructure and new projects • Maximise integration and transit-oriented development opportunities with future SRL station (Box Hill to Airport) including pedestrian, bicycle and public transport
Forest Hill Chase (Whitehorse)		
<ul style="list-style-type: none"> • Freestanding shopping centre at the intersection of Canterbury Road and Mahoneys Road • Retail, cinema complex and entertainment facilities • PPTN interchange with SmartBus services 		<ul style="list-style-type: none"> • Promote as preferred location for further retail, commercial, entertainment and cultural activities • Accommodate housing growth in surrounding residential areas • Enhance the amenity of the activity centre

PRODUCTIVITY

EXISTING ATTRIBUTES	WHAT NEEDS TO BE CONSIDERED	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Glen Waverley (Monash)		
<ul style="list-style-type: none"> Hybrid centre at the intersection of High Street Road and Springvale Road, including The Glen Shopping Centre and strip shopping focused around Kingsway Regional focus for higher-order goods, specialty retailing, department stores, entertainment, mixed commercial, offices, apartments, residential hotels, community facilities and public transport Civic functions including council offices Train (Glen Waverley Station) and SmartBus services 	<ul style="list-style-type: none"> Future SRL Glen Waverley Precinct Proximity to regionally-significant health and education precinct at Waverley Private Hospital and Holmesglen Institute of TAFE Glen Waverley Campus 	<ul style="list-style-type: none"> Future role as a regional business, retail, community services, civic and entertainment centre Encourage further development of retail, entertainment, office, medical services and community facilities Facilitate a wide range of arts, cultural and entertainment uses Encourage medium- and higher-density housing and mixed-use in appropriate locations in and around the centre Support active/sustainable transport improvements to existing transport infrastructure and new projects
Lilydale (Yarra Ranges)		
<ul style="list-style-type: none"> Gateway to the Yarra Valley Civic and administrative activity centre for Yarra Ranges Employment hub, convenience shopping, education, commercial functions Regionally-significant education precinct at Box Hill Institute – Lilydale Lakeside campus Supports agricultural producers and rural industries in Yarra Valley 	<ul style="list-style-type: none"> Level crossing removal at Maroondah Highway Benefits of the level crossing removal, and new station and bus interchange Lilydale Quarry urban renewal area 	<ul style="list-style-type: none"> Reinforce regional service role in retail, business and community services supporting tourism, agriculture and regional businesses Facilitate further expansion of Box Hill Institute of TAFE Precinct and improve integration with Lilydale Major Activity Centre Reinforce retail core and avoid further dispersal of retail activities Encourage redevelopment of key sites for mixed business and higher-density residential use Encourage provision of additional housing at higher densities within the centre
Mountain Gate (Knox)		
<ul style="list-style-type: none"> Hybrid centre on Ferntree Gully Road A focus on bulky goods, restricted retail uses, small-scale offices, and light and service industries, and includes the Mountain Gate Shopping Centre Scoresby-Rowville Industrial Precinct to the west 	<ul style="list-style-type: none"> Poor access to public transport which limits development potential (only serviced by local bus routes) Protected views towards Dandenong Ranges 609-621 Burwood Highway, Knoxfield, and the Norvel Road Quarry urban renewal areas 	<ul style="list-style-type: none"> Encourage and support broad range of retail activities, cafés, restaurants and community facilities, and consolidate retail uses within the retail core Improve public transport services (number and frequency)

CHAPTER 04

EXISTING ATTRIBUTES	WHAT NEEDS TO BE CONSIDERED	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Mount Waverley (Monash)		
<ul style="list-style-type: none"> Strip-based centre on Stephenson's Road A focus on higher-order goods, specialty retailing, entertainment, mixed commercial, offices, apartments, hotels and community facilities Train (Mount Waverley Station) service 	<ul style="list-style-type: none"> Proximity to the Monash NEIC located to the south Proximity to the regionally-significant health and education precinct at Waverley Private Hospital and Holmesglen Institute of TAFE Glen Waverley Campus 	<ul style="list-style-type: none"> Encourage retail uses with an emphasis on food and multicultural strengths Support medium-rise residential development within the centre Encourage a wide range of arts, cultural, entertainment facilities and restaurant uses (and office uses where contiguous retail frontage is not compromised) Enhance pedestrian and cycling linkages, and greater public transport linkages and services
Nunawading (Whitehorse)		
<ul style="list-style-type: none"> Hybrid centre along Whitehorse Road, known as the Nunawading Megamile Home and Lifestyle Centre A focus on bulky goods retailing and motor vehicle sales Regionally-significant industrial land Train (Mitcham and Nunawading stations) and SmartBus services 	<ul style="list-style-type: none"> Part of the Whitehorse Road Activity Corridor and between Box Hill and Ringwood metropolitan activity centres Whitehorse Road which is major barrier for the activity centre 	<ul style="list-style-type: none"> Encourage development and promote of as one of Melbourne's largest shopping districts for bulky goods retailing and restricted retail uses Support mixed-use commercial/office/residential apartments on select sites and in key hubs within the retail strip Promote future development opportunities with large lots
Oakleigh (Monash)		
<ul style="list-style-type: none"> Hybrid centre at the intersection of Atherton Road and Atkinson Street A focus for higher-order goods, specialty retailing, entertainment, mixed commercial, offices, apartments, hotels and community facilities, and public transport Multicultural and culinary shopping and community services Train (Oakleigh Station) and SmartBus services 	<ul style="list-style-type: none"> Near the Dandenong Road/Princes Highway Activity Corridor Precincts and buildings with heritage significance 	<ul style="list-style-type: none"> Encourage redevelopment and concentration of activity while maintaining historical/cultural elements Promote retail uses with a food emphasis and as a Greek precinct Develop a wide range of arts, cultural and entertainment facilities, and restaurant uses (and offices where contiguous retail frontage is not compromised) Promote as a preferred location for higher-density residential development Support higher-density housing and mixed-use development that results in integrated housing, workplaces, shopping, recreation and community services

PRODUCTIVITY

EXISTING ATTRIBUTES	WHAT NEEDS TO BE CONSIDERED	FUTURE ROLE/STRATEGIC OPPORTUNITIES
Rowville-Stud Park (Knox)		
<ul style="list-style-type: none"> Hybrid centre on Stud Road Library, restaurants, offices large format retailing and the Stud Park Shopping Centre PPTN interchange serviced by SmartBus services 	<ul style="list-style-type: none"> Near the Wellington Road Activity Corridor and Eastlink Proximity to the Scoresby-Rowville Industrial Precinct Proposed Caulfield to Rowville Link 	<ul style="list-style-type: none"> Encourage a more diverse mix of activities, services, retail, dining and entertainment options and public spaces in the commercial core Support a variety of shops, cafés and outdoor dining with high pedestrian amenity and improved opportunities for local jobs Provide opportunities for higher-density housing and mixed-use development Support public transport improvement opportunities Promote Caulfield to Rowville Link as a catalyst for jobs and housing growth along this corridor
Wantirna South-Knox Central (Knox)		
<ul style="list-style-type: none"> Freestanding shopping centre at the intersection of Burwood Highway and Stud Road The Westfield Knox Shopping Centre is a local employment centre offering specialty retailing, department stores, entertainment, mixed commercial, offices and community facilities Higher-density residential development Major open space connections to the north and along Blind Creek to the east Regionally-significant education precinct at Swinburne University of Technology, Wantirna PPTN interchange serviced by SmartBus services 	<ul style="list-style-type: none"> Proximity to Wantirna Health Precinct (proposed mixed-use community anchored by new health facilities) Lewis Park and Blind Creek corridor interface 609-621 Burwood Highway urban renewal area 	<ul style="list-style-type: none"> Continue to develop activity centre's regional retail role Facilitate employment growth to develop a major commercial and employment focus and intensify level of activity Support the expansion of the Westfield Knox City Shopping Centre and diversification of retail business and employment opportunities in existing industrial areas Promote development of under-utilised land for higher-density housing and mixed-use as well as institutional, employment and residential uses Support active/sustainable transport improvements to existing transport infrastructure and new projects Promote connections to future SRL stations to the west

CHAPTER 05 HOUSING CHOICE

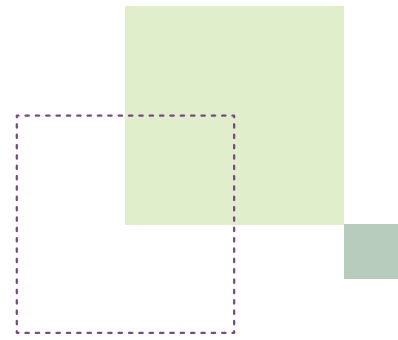


Plan Melbourne Outcome 2:
Melbourne provides housing choice in locations close to jobs and services.

Plan Melbourne seeks to increase the supply of housing in established areas close to jobs, services and public transport to accommodate the anticipated increase in population over the next 30 years while ensuring Melbourne remains liveable, sustainable and accessible.



Photo credit: Tim Bell Studio



The Eastern Metro Region has an established network of activity centres, linear corridors based along key transport routes for residential and employment growth, and urban renewal areas that will provide opportunities to increase the supply of housing. SRL will enhance inter-regional connectivity and create housing opportunities in proximity to the proposed stations such as the Monash NEIC. Focusing development close to these services will enable environmentally sensitive areas to be maintained.

State of play

Metropolitan Melbourne

Strong demand for housing in established inner areas with good access to jobs, services and public transport has led to increased competition for housing in inner and middle ring suburbs of Melbourne.

The residential development industry is responding to higher demands for housing by increasing supply across Melbourne. The amount and location of additional housing developed depends on the availability and suitability of land and the willingness of households to pay for it. Melbourne is seeing a significant number of homes developed in growth areas, in part due to the relative availability of zoned land which has enabled residential developers to meet demand for relatively affordable housing.

There has also been an increase in the supply of apartments in the Central City – and increasingly in inner suburbs of Melbourne – driven by investors purchasing apartments to meet increased demand for rental accommodation in the inner city. In other areas, particularly middle ring suburbs, the supply is less able to respond to demand, leading to increasing competition for a relatively fixed supply of housing.

Eastern Metro Region

Regional demographics

In 2020 the population of the Eastern Metro Region was 959,100, 19 per cent of the metropolitan Melbourne population of 5,098,530. By 2051 the population of the Eastern Metro Region will increase to around 1,349,270 people, which is 16 per cent of metropolitan Melbourne's projected population. Anticipated growth in the region from 2016 to 2051 will require a further 192,150 dwellings. This is an increase of more than half of the 2016 housing stock of 347,440 dwellings.

Melbourne's UGB extends along the eastern boundaries of four municipalities, limiting future development and protecting the significant landscape, agricultural and environmental values of the Upper Yarra Valley and Dandenong Ranges.

The Eastern Metro Region provides a picture of an ageing population. In 2016, 199,810 people, or 22 per cent of the region's population, were over the age of 60 compared to 18 per cent for metropolitan Melbourne. By 2051 this will increase to 350,770 people, or 26 per cent compared to 24 per cent for metropolitan Melbourne. By 2051 the region's largest age cohort will be people over the age of 60.

In 2016, families with children made up 48 per cent of households, with lone persons and couples without children making up 47 per cent of households in the Eastern Metro Region. By 2051 this trend will be reversed with 49 per cent of households consisting of lone persons and couples without children while families with children will make up 46 per cent of households.

Population growth differs between municipalities within the region as shown in Table 7. Between 2016 and 2036 Monash and Whitehorse are predicted to experience an increase of around 30 per cent while Maroondah will experience 25 per cent growth in population. Knox, Manningham and Yarra will each experience projected population growth of around 20 per cent (DELWP, 2019b).

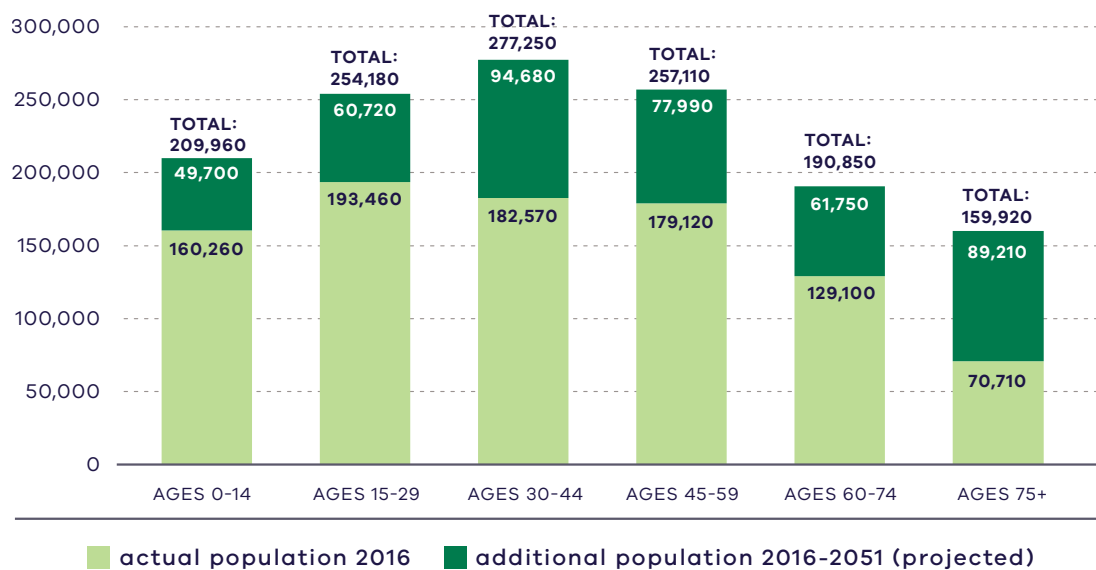
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TABLE 6. Actual and projected population by Local Government Area, 2016 - 2036

LGA	2016	2020	2026	2031	2036
Knox	160,350	165,150	174,270	182,510	191,530
Manningham	122,570	128,930	136,790	142,720	148,410
Maroondah	114,800	119,400	128,800	135,990	143,790
Monash	192,630	204,940	221,230	234,750	248,930
Whitehorse	169,640	180,740	195,470	207,840	220,250
Yarra Ranges	155,230	159,960	168,480	176,030	183,820
Eastern Metro Region	915,220	959,100	1,025,030	1,079,840	1,136,730

Source: Victoria in Future, DELWP, 2019 and Regional Population, Australian Bureau of Statistics, 2021

FIGURE 11. Regional actual and projected population by age, 2016 - 2051



Victoria in Future 2019, DELWP

Housing stock

Separate houses make up 80 per cent of the 2016 housing stock in the Eastern Metro Region, compared to 67 per cent for metropolitan Melbourne. Approximately 81 per cent of the dwellings in the region provide three or four bedrooms compared to 73 per cent in metropolitan Melbourne.

Flats, units and apartments make up 6 per cent of the housing stock in the region, compared to 16 per cent of metropolitan Melbourne. The remainder are largely detached dwellings, many of which were constructed in the 1950s and 1960s and are reaching the end of their useful life.

HOUSING CHOICE

Projected housing requirements

Victoria in Future (VIF) projections are published at LGA level for a 20-year horizon from the most recent Census data (currently from 2016 to 2036). Beyond this period knowledge of land supply, dwelling construction and population distribution trends become less certain.

VIF projections indicate that based on the continuation of current trends and knowledge of long-term greenfield land supply, approximately 66 per cent of net additional dwellings across metropolitan Melbourne are expected to be in established areas and 34 per cent in greenfield growth areas. The housing distribution figures between established areas and greenfield growth areas are shown in **Table 7**.

Plan Melbourne provides an alternate aspirational housing distribution scenario based on achieving 70 per cent of new housing provided within Melbourne's established areas and the remainder 30 per cent accommodated in greenfield growth areas. This scenario assumes that a total of 70,000 dwellings cross metropolitan Melbourne, which VIF 2019 projections allocated to greenfield growth areas, can be accommodated in the established area to realise the aspirational 70/30 distribution between 2019 to 2051 (**Table 8**).

The aspirational housing distribution scenario provides for a redistribution of 30,000 dwellings from the greenfield growth areas to the established area in the Eastern Metro Region. The Eastern Metro Region will need to accommodate 10,000 additional dwellings from the baseline VIF scenario.

TABLE 7. Scenario 1 VIF 2019

REGION	NET DWELLING ADDITIONS 2016 TO 2051		
	Total	Established	Greenfield
Inner Metro	225,000	225,000	0
Western	412,000	177,000	235,000
Northern	352,000	167,000	185,000
Inner South East	119,000	119,000	0
Eastern	192,000	192,000	0
Southern	313,000	184,000	129,000
Total Melbourne	1,613,000	1,064,000	549,000
	100%	66%	34%

TABLE 8. Scenario 2 Aspirational scenario

REGION	NET DWELLING ADDITIONS 2016 TO 2051		
	Total	Established	Greenfield
Inner Metro	235,000	235,000	0
Western	402,000	197,000	205,000
Northern	347,000	182,000	165,000
Inner South East	124,000	124,000	0
Eastern	202,000	202,000	0
Southern	303,000	194,000	109,000
Total Melbourne	1,613,000	1,134,000	479,000
	100%	70%	30%

Note: For the purpose of these figures, greenfield areas include land in a growth area council that is either currently under development or identified for future development

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Table 9 shows the aspirational housing distribution scenario for each LGA to 2036. This is achieved by apportioning the net dwelling additions in the established area for each metropolitan region and distributing the amount between LGAs in the region. The aspirational scenario is based on the locations where most housing growth is anticipated across the established metropolitan area such as the

Central City, NEICs, metropolitan and major activity centres, major urban renewal precincts and future SRL precincts. The 70/30 dwelling redistribution for the region will provide guidance for the councils to accommodate housing growth that achieves the aspirational housing distribution for metropolitan Melbourne.

TABLE 9. Eastern Metro Region 70/30 dwelling redistribution by LGA to 2036

LGA	VIF2019 DWELLINGS		INCLUDING 70/30 DWELLINGS	70/30 DWELLING REDISTRIBUTION	SHARE OF REGIONAL REDISTRIBUTION
	2021	2036			
Knox	64,200	75,600	76,300	700	14%
Manningham	49,600	57,800	58,400	600	12%
Maroondah	48,500	58,300	58,700	400	8%
Monash	74,100	91,300	92,900	1,600	32%
Whitehorse	72,800	89,000	90,400	1,400	28%
Yarra Ranges	62,600	73,300	73,600	300	6%
Eastern Metro Region	371,800	445,300	450,300	5,000	100%

Source: DELWP, 2021

Locations for housing growth

Between 2005 and 2016, around 45 per cent of net new dwellings in the region were constructed outside activity centres. Monash and Yarra Ranges LGAs saw 10 to 20 per cent of new dwellings constructed in and around activity centres. Knox, Manningham and Whitehorse LGAs saw between 35 and 50 per cent of medium- and higher-density housing growth in and around activity centres.

Drivers of this growth in the Monash LGA include the employment and educational opportunities provided by the Monash NEIC. The NEIC currently employs 80,000 people, with this figure predicted to double by 2035. Clayton Major Activity Centre is set to undergo substantial change that will include enhancing connections to Monash University and the Monash NEIC to the north.

Whitehorse LGA has also experienced substantial population growth due to its proximity to Melbourne's CBD and being home to Box Hill Metropolitan Activity Centre, Box Hill Hospital, Box Hill Institute of TAFE and Deakin University, as well as being located on the Lilydale and Belgrave railway line.

To respond to housing challenges in the Eastern Metro Region, supply is needed in the right locations to meet record demand. There are over 15,500 dwellings in the redevelopment pipeline for major housing development across activity centres in the region as at 2016 (DELWP, 2016) (Figure 12). Substantial housing development in or within 400 metres of activity centres will continue, with around 14,500 dwellings in the redevelopment pipeline in the region (Appendix 02). Of these, Box Hill has over 4,000 dwellings in the pipeline, Doncaster Hill has around 1,700 dwellings and Burwood Heights and Ringwood have over 1,000 dwellings each.

Housing in the Upper Yarra Valley and Dandenong Ranges

The Upper Yarra Valley and Dandenong Ranges are renowned for their natural beauty. They include the agricultural land throughout the Yarra Valley, Yarra Ranges National Park to the east, the Dandenong Ranges to the south and state-significant water catchments and waterways.

The *Upper Yarra Valley and Dandenong Ranges Regional Strategy* aims to protect the special features and characteristics of the region by ensuring no net increase in the total provision of residential development in the Dandenong Ranges and no significant increase in the Yarra Valley and southern foothills.

Planning provisions also seek to minimise the impact of bushfires and flooding within this area. Development is encouraged close to transport hubs, major road corridors, activity centres and health and/or education precincts generally found in the western and central areas of the Eastern Metro Region.

Housing demand and its impact on affordability

Housing affordability is an issue across metropolitan Melbourne. Moderate-income first homebuyers are increasingly priced out of the housing market in the inner and middle parts of the Eastern Metro Region. Even though housing is more affordable in the eastern part of the region, it is still unattainable for many low-income, prospective first homebuyers. Very low-income, single person households are increasingly priced out of the rental market in much of the region.

Research undertaken on behalf of the Eastern Affordable Housing Alliance, a collaboration between six LGAs in the Eastern Metro Region, estimates that in 2016 there was a shortfall of 7,970 social housing properties in the region. This shortfall is estimated to increase to 11,420 properties in 2036, equating to 570 dwellings per year.

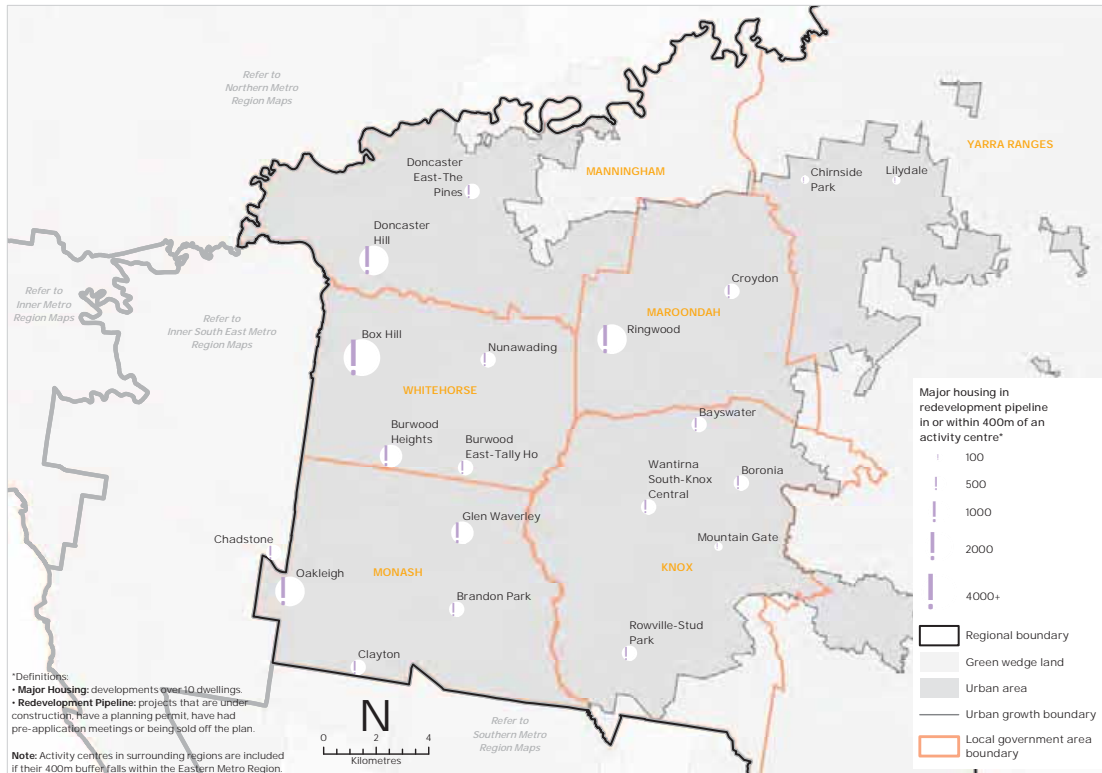
There are several existing Victorian Government initiatives in place to improve the supply of affordable housing, including social housing. These include Victoria's Big Housing Build, the Social Housing Growth Fund, 1,000 Homes Initiatives and the Redevelopment of Public Housing Estates.



Photo credit: Tim Bell Studio

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FIGURE 12. Major housing in the redevelopment pipeline in or within 400 metres of an activity centre



Source: Urban Development Program 2019, Department of Environment, Land, Water and Planning

Regional strengths

- There are significant opportunities to locate medium- and higher-density housing in and around metropolitan and major activity centres, the Monash NEIC, activity corridors and identified urban renewal areas, and in locations supported by good public transport, particularly the SRL.
- Urban growth boundaries applied to rural areas and townships direct housing away from areas of high sensitivity within the region's green wedges.
- There are significant future transport connections to other metro regions and the Central City which will improve access to jobs, services and infrastructure.

Regional challenges

- The Eastern Metro Region will experience a 41 per cent growth in population from 2020 to 2051 and there will need to be an increase in housing supply and diversity.
- Housing development must be balanced with protection of employment uses particularly around regionally-significant industrial precincts, and the Monash NEIC.
- Greater housing diversity must be provided to reflect community needs, especially providing adaptable housing options for the ageing population to 'age in place'.

Directions and strategies

The directions identified to achieve the 2050 vision for the Eastern Metro Region in terms of Housing choice and Outcome 2 of Plan Melbourne are:

Direction 7	Increase the supply of housing in the Eastern Metro Region
Direction 8	Prioritise housing growth in areas with access to jobs, services and good public transport
Direction 9	Provide greater choice and diversity of housing in the Eastern Metro Region
Direction 10	Increase the supply of social and affordable housing

Each direction is implemented through regionally-specific strategies identified in this LUFFP.





Map 3 shows how housing choice will be enhanced across the Eastern Metro Region by 2050 as a result of these directions and strategies, together with Plan Melbourne and other strategies and initiatives as outlined in Appendix 01.

MAP 3. Eastern Metro Region housing choice 2050





Precincts and Activity Centres

-  National employment & innovation cluster (NEIC)^
-  Walkable catchment - indicative^
-  Activity corridor
-  Housing investigation area
-  State-significant commercial land*
-  Regionally-significant commercial land*
-  Urban renewal area
-  Areas expected for higher levels of growth and change





Transport

-  State-significant road corridor
-  Road network
-  Train station
-  Rail network






Principal Public Transport Network

-  PPTN station
-  PPTN interchange
-  Bus
-  Tram

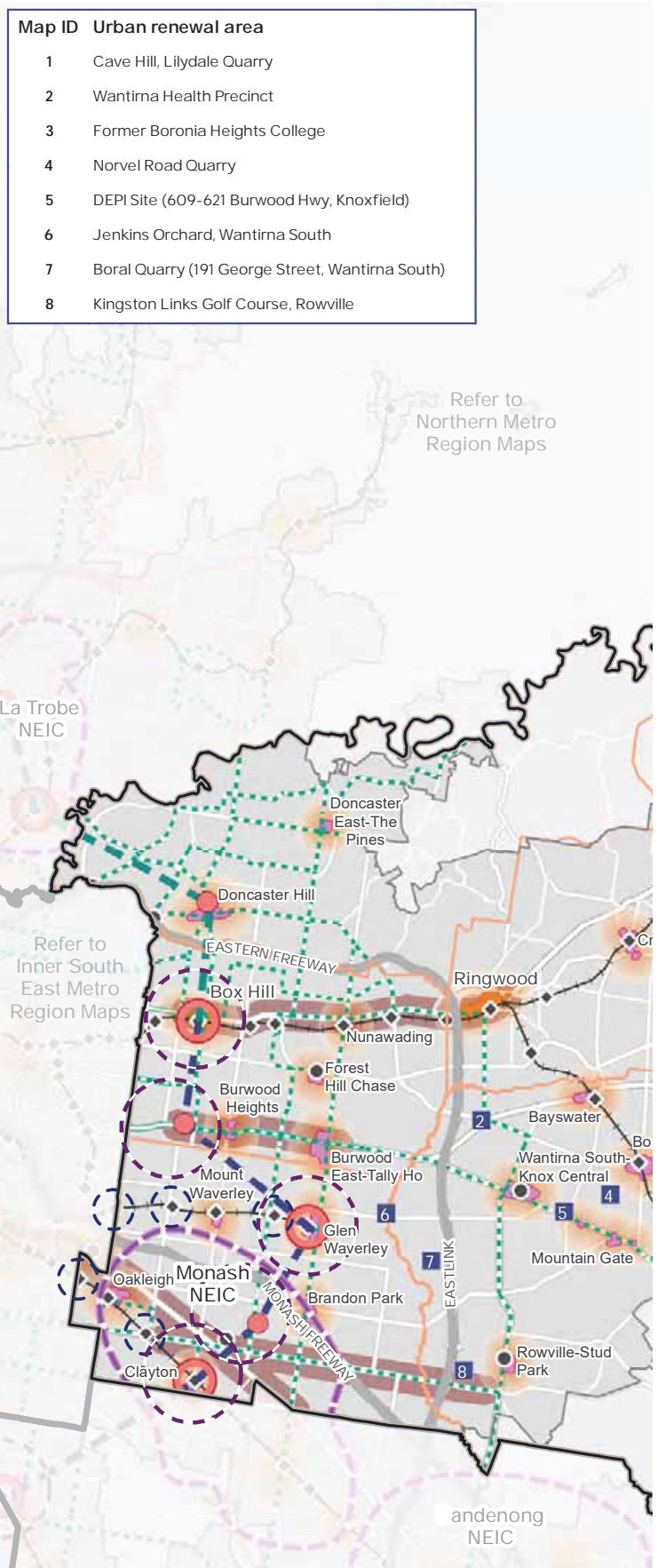
Suburban Rail Loop

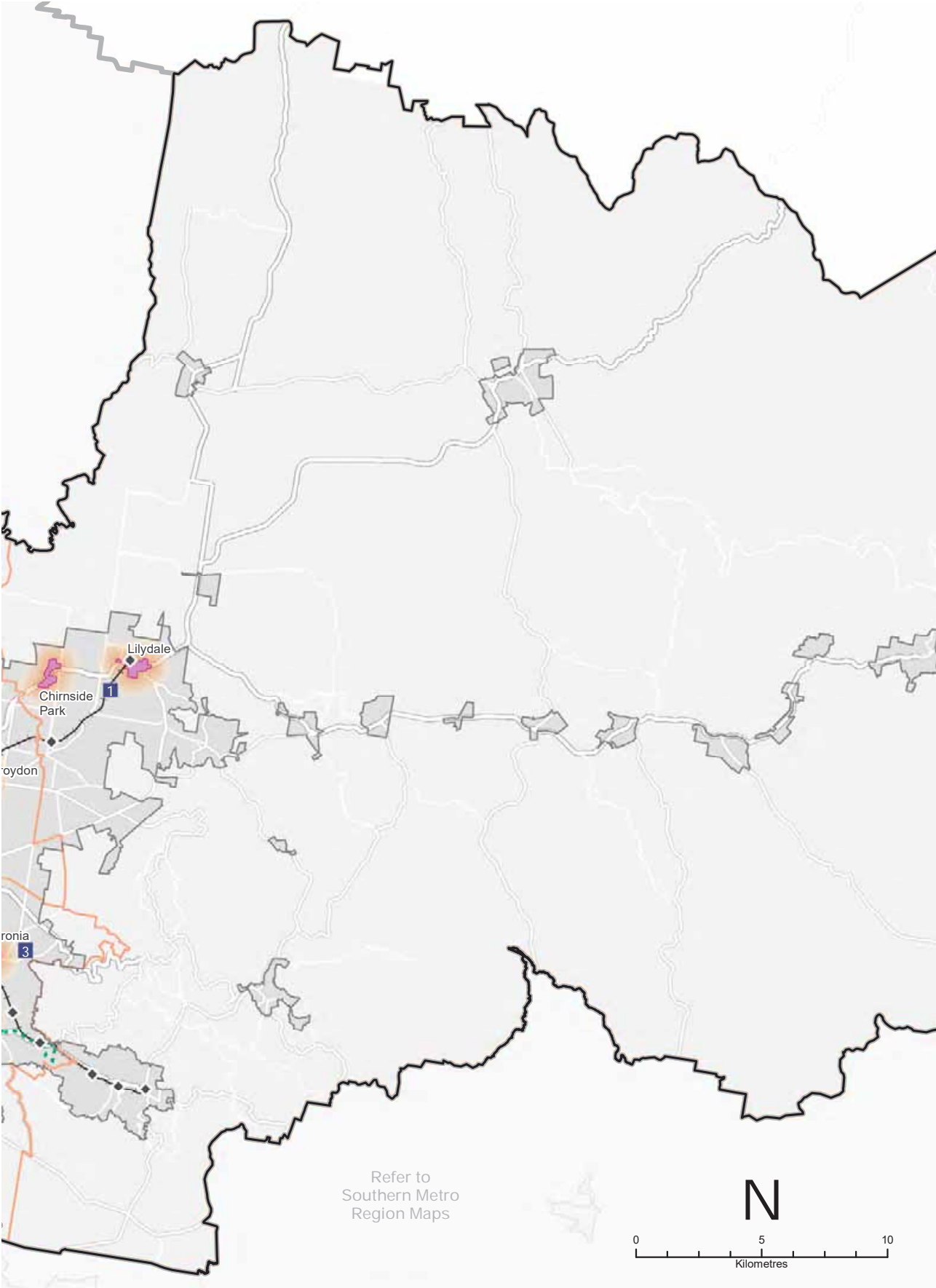
-  SRL East (Cheltenham to Box Hill)
-  SRL North (Box Hill to Airport)
-  SRL - interchange station
-  SRL - station

Land use/Administration

-  Regional boundary
-  Green wedge land
-  Urban area
-  Urban growth boundary
-  Local government area boundary

*NEIC boundary is indicative only and subject to detailed planning.
 *These layers are based on the state- and regionally-significant commercial land identified in MICALUP, 2019. The activity centre boundaries identified in local council planning schemes may differ.
 *Residential zoned land in these locations suitable for medium- and higher-density housing, subject to the provisions of any local council planning scheme or adopted municipal housing strategy





CHAPTER 05

DIRECTION 07.**Increase the supply of housing in the Eastern Metro Region**

Plan Melbourne aims for 70 per cent of net additional dwellings to be provided in Melbourne's established areas, with the balance provided in greenfield growth areas.

With no greenfield growth areas in the Eastern Metro Region, the region's inner and middle ring suburbs provide opportunities for well-located, medium-density housing in established areas where ageing housing stock is ready to be replaced.

Opportunities also exist in locally identified strategic sites close to activity centres, particularly those linked to SRL. The provision of housing in these areas will help achieve the overall aspiration of 70 per cent of new housing, subject to dwellings respecting the natural attributes of the region.

Substantial and incremental change areas will experience varying degrees of change relative to the existing context and not only increase the supply of housing, but also the diversity in housing types and built form outcomes. Lower density areas in the region are expected to accommodate housing growth within the context of the existing or preferred character. Minimal housing change areas are identified for their special characteristics such as neighbourhood, heritage, environmental or landscape characteristics that should be protected.

STRATEGY 22. Maximise housing development within the established areas of the Eastern Metro Region to achieve the aspirational housing distribution scenario for metropolitan Melbourne.

DIRECTION 08.**Prioritise housing growth in areas with access to jobs, services and good public transport**

Plan Melbourne directs medium- and higher-density housing development in and around the Monash NEIC, in and around metropolitan and major activity centres, in neighbourhood activity centres with good public transport connections, and in urban renewal areas. These areas generally contain a concentration of jobs and services and are well connected by public transport. Locating medium- and higher-density housing in these locations is important to meeting the employment, service and infrastructure needs of region's growing population while delivering on the 20-minute neighbourhood principle.

While growth will slow in the Eastern Metro Region in the near term, there will continue to be high demand for well-located housing. Planning for transit-oriented housing development is a high priority. SRL will enhance connectivity between activity centres and employment centres within the region and to adjoining regions. A key challenge for planning for housing around public transport will be balancing the strong demand for housing with the need to provide land for employment and jobs in and around activity centres.

Greater housing density should be directed in and around Box Hill and Ringwood, along residential activity corridors and in potential urban renewal sites. Together these locations contain a significant concentration of private, government and community sector jobs and services. Substantial development has already occurred around Box Hill, Ringwood and Doncaster and structure plans are in place to guide future development in many activity centres.

Table 10 identifies locations for medium- and higher-density housing in the Eastern Metro Region.

TABLE 10. Locations for medium- and higher-density housing in the Eastern Metro Region

CLASSIFICATION	LOCATIONS	ROLE/FUNCTION FOR HOUSING
National Employment and Innovation Cluster	Monash	<ul style="list-style-type: none"> • NEICs can provide housing opportunities in designated locations where it complements the NEICs' primary role as a cluster of business activity of national significance. • Monash NEIC will have two future train stations as part of SRL. Better accessibility to the NEIC will maximise inter- and cross-regional opportunities for housing, employment, education and health services.
Metropolitan activity centres	Box Hill Ringwood	<ul style="list-style-type: none"> • Metropolitan activity centres are suited to medium- and higher-density housing and mixed-use development. Substantial housing change opportunities may extend to a walkable catchment of 800 metres around the centre (depending on the local context) based on the 20-minute neighbourhood principle of locating housing close to jobs, services, amenities and public transport. • Metropolitan activity centres play a major role in supporting a broad range of other uses such as retail, commercial, entertainment and community uses to a regional catchment. Housing development in and around metropolitan activity centres will be complementary to the existing and future jobs and employment role of the centres (refer to Table 5) • Structure planning will identify the preferred locations, densities and types for housing and development constraints or limitations in each centre. • Box Hill Metropolitan Activity Centre is designated as an interchange station on SRL and higher-density development is supported.
Major activity centres	Bayswater Boronia Brandon Park Burwood East-Tally Ho Burwood Heights Chirnside Park Clayton Croydon Doncaster East-The Pines Doncaster Hill Forest Hill Chase Glen Waverley Lilydale Mount Waverley Mountain Gate Nunawading Oakleigh Rowville-Stud Park Wantirna South-Knox Central	<ul style="list-style-type: none"> • Major activity centres are suited to medium- and higher-density housing and mixed-use development. Substantial housing change opportunities may extend to a walkable catchment of 800 metres around the centre (depending on the local context) based on the 20-minute neighbourhood principle of locating housing close to jobs, services, amenities and public transport. • While all major activity centres will accommodate housing change, the degree of change is relative to the existing context and characteristics of each major activity centre (refer to Table 5). • Structure planning will identify the preferred locations, densities and types for housing and development constraints or limitations in each centre. • Clayton, Doncaster Hill and Glen Waverley major activity centres are designated as locations for SRL stations and will provide greater opportunities for housing change.

CHAPTER 05

CLASSIFICATION	LOCATIONS	ROLE/FUNCTION FOR HOUSING
Neighbourhood activity centres		<ul style="list-style-type: none"> Some neighbourhood activity centres may be locations for mixed-use medium- and higher-density housing, particularly when they are serviced by good public transport. Housing opportunities may also extend to a walkable catchment of 800 metres around the centre (depending on the local context) based on the 20-minute neighbourhood principle of locating housing close to jobs, services, amenities and public transport.
Activity corridors	<p>Whitehorse Road between Box Hill and Ringwood metropolitan activity centres, including Nunawading Mega Mile Home and Lifestyle Precinct (Nunawading Major Activity Centre)</p> <p>Burwood Highway between Deakin University, Burwood Heights and Burwood East-Tally Ho major activity centres</p> <p>Dandenong Road/ Princes Highway between Caulfield and Chadstone major activity centres (Inner South East Metro Region) and the Monash NEIC</p> <p>North Road/Wellington Road from Monash NEIC to Rowville Major Activity Centre</p>	<ul style="list-style-type: none"> Activity corridors are linear areas that are heavily used by commuters or undergoing city-shaping infrastructure upgrades. They contain a mix of commercial, retail, residential and industrial uses. Residentially zoned land in locations along the activity corridors may support medium- and higher-density housing due to its proximity to existing or future public transport. Regionally-significant industrial land will be retained for employment. Local industrial land may transition to residential uses if suitable and not required for employment purposes. Activity corridors are consistent with Plan Melbourne which encourages increased diversity and density of developments on the PPTN, particularly at interchanges, activity centres and where principal public transport routes intersect.

HOUSING CHOICE

CLASSIFICATION	LOCATIONS	ROLE/FUNCTION FOR HOUSING
Urban renewal areas and Greyfields	Cave Hill, Lilydale Quarry Jenkins Orchard, Wantirna South Kingston Links Golf Course, Rowville Norvel Road Quarry Former Boronia Heights College Wantirna Health Precinct DEPI site (northern portion of 609–621 Burwood Highway, Knoxfield zoned CDZ2) Boral Quarry (191 George Street, Wantirna South)	<ul style="list-style-type: none"> Urban renewal areas identified in the LUFPP are locations nominated by state or local government with opportunities for medium- and higher-density mixed-use development. These locations have regional value based on one or more of the following characteristics: land size, proximity to the PPTN or future transport infrastructure, government-owned, or require cross-municipal planning. These areas will be planned according to 20-minute neighbourhood principles. A coordinated approach to planning for these areas will maximise their development opportunity and any infrastructure needs.
Suburban Rail Loop precincts	Clayton (interchange) Monash Glen Waverley (interchange) Burwood Box Hill (interchange) Doncaster	<ul style="list-style-type: none"> SRL precincts are designated for medium- and higher-density housing development due to their proximity to future SRL stations. Housing development in SRL precincts will be supported by other uses such as commercial, retail and services and maximise their potential as transit-oriented development sites. They will undergo higher degrees of change and will be subject to further detailed precinct planning.
Housing investigation areas	Holmesglen Station (in Inner South East Metro Region) Hughesdale Station Jordanville Station Huntingdale Station Syndal Station	<ul style="list-style-type: none"> Housing investigation areas are areas within an 800 metre walkable catchment of existing and future train stations that have the potential to support medium- and higher-density housing development, in line with maximising access to public transport and achieving 20-minute neighbourhood principles. These areas are outside designated metropolitan and major activity centres and are based on their access to rail infrastructure, existing zones that allow residential development and the absence of 'special characteristics' such as heritage, landscape, bushfire values or airport environs. A further assessment to determine locations within housing investigation areas suitable for substantial housing change and rezoning, in response to the local context, will be required.

CHAPTER 05

- STRATEGY 23.** Increase the supply of medium- and higher-density housing around the Monash NEIC, in and around metropolitan and major activity centres, urban renewal areas, SRL precincts, along activity corridors, and in and around neighbourhood activity centres serviced by good public transport.
- STRATEGY 24.** Ensure new housing in and around the Monash NEIC does not encroach on the primary employment and innovation role of the NEIC.
- STRATEGY 25.** Support substantial housing change in locations where transport upgrades and improvements such as Suburban Rail Loop create opportunities to locate housing closer to jobs, services and infrastructure.
- STRATEGY 26.** Maximise development potential in housing investigation areas around existing train stations to leverage access to the PPTN.

DIRECTION 09.
Provide greater choice and diversity of housing in the Eastern Metro Region

With no greenfield growth area, the Eastern Metro Region's population growth will be wholly accommodated in the established urban area.

The UGB, regional environmental sensitivities and existing zonings and planning controls limit the scale of residential development that can occur in these established areas, particularly in the eastern part of the region. Incremental development in suburbs that do not face such constraints could provide housing diversity and contribute to the projected housing demand.

By 2051, 26 per cent of the population in the Eastern Metro Region will be over the age of 60. Greater diversity of housing types in the established areas in proximity to community services will enable 'ageing in place'. Smaller dwellings should also provide for more affordable arrangements and flexibility to allow 'ageing in place' in response to an ageing population. Residential aged care facilities and retirement homes will also be important due to the overall ageing population across metropolitan Melbourne, giving people the choice to remain in their existing communities.

With two renowned universities located in the Eastern Metro Region, demand for student accommodation close or well connected to university and higher education campuses is anticipated. There will also be demand for a variety of housing types that provide low-cost rental, supported accommodation and social housing.



Photo credit: Tim Bell Studio

- STRATEGY 27.** Encourage a genuine mix of dwelling types and sizes in the Eastern Metro Region particularly in the western part of the region and along SRL corridor, to accommodate the changing future needs of the region.
- STRATEGY 28.** Support alternative and sustainable residential development formats such as co-housing or build-to-rent in appropriate locations, and car-free residential developments models in locations with good access to alternative transport modes.
- STRATEGY 29.** Facilitate the development of housing that is adaptable and flexible to cater for changing demographics and to support 'ageing in place'.
- STRATEGY 30.** Optimise the opportunities for student accommodation and key worker housing around health and/or education precincts in the Eastern Metro Region.
- STRATEGY 31.** Adopt a place-based approach to the delivery of infill housing developments to replace ageing housing stock, ensure a high-quality of design that is appropriate for the local context and contributes to housing supply and diversity.

DIRECTION 10.**Increase the supply of social and affordable housing**

Affordable housing is defined in the *Planning and Environment Act 1987* as housing appropriate for the needs of very low-, low- and moderate-income households, and includes social housing provided by the government or a registered housing agency. The provision of social and affordable housing is not solely a planning issue. A range of programs and measures across all levels of government are required to deliver more social and affordable housing.

Housing affordability is affecting a larger number of residents across metropolitan Melbourne. Planning should facilitate the delivery of affordable housing in the Eastern Metro Region by considering opportunities to develop under-utilised or disused government-owned land for social housing. Facilitating the supply of affordable housing in locations that are closer to jobs, services and public transport — in addition to sustainable design — will lower household costs, which is particularly important to the very low-, low- and moderate-income households.

The social and affordable housing system consisting of the government, community housing sector and industry provides housing options for those unable to access the private housing market. There are currently 116,351 people living in social housing that is owned or managed by the Homes Victoria (Director of Housing) or a registered housing corporation across Victoria. Victoria has the lowest proportion of social housing in Australia and will require 4,000 homes per year for Victoria's social housing to reach the national average of 4.2 per cent of social housing to total dwellings.

The Victorian Government's Big Housing Build program aims to increase the existing social housing stock across Victoria by 10 per cent in the coming years and in the next five years, over 12,000 new dwellings will be built. The program is Victoria's largest investment in social and affordable housing and Homes Victoria has been established to deliver the program as well as ensure an ongoing pipeline of social and affordable housing development beyond the Big Housing Build. In addition, existing social housing dwellings will be upgraded, maintained or replaced under the program of work.

- STRATEGY 32.** Facilitate more affordable housing across the region, particularly in locations that have good access to jobs, services and public transport.

CHAPTER 05

ACTIONS – Housing choice

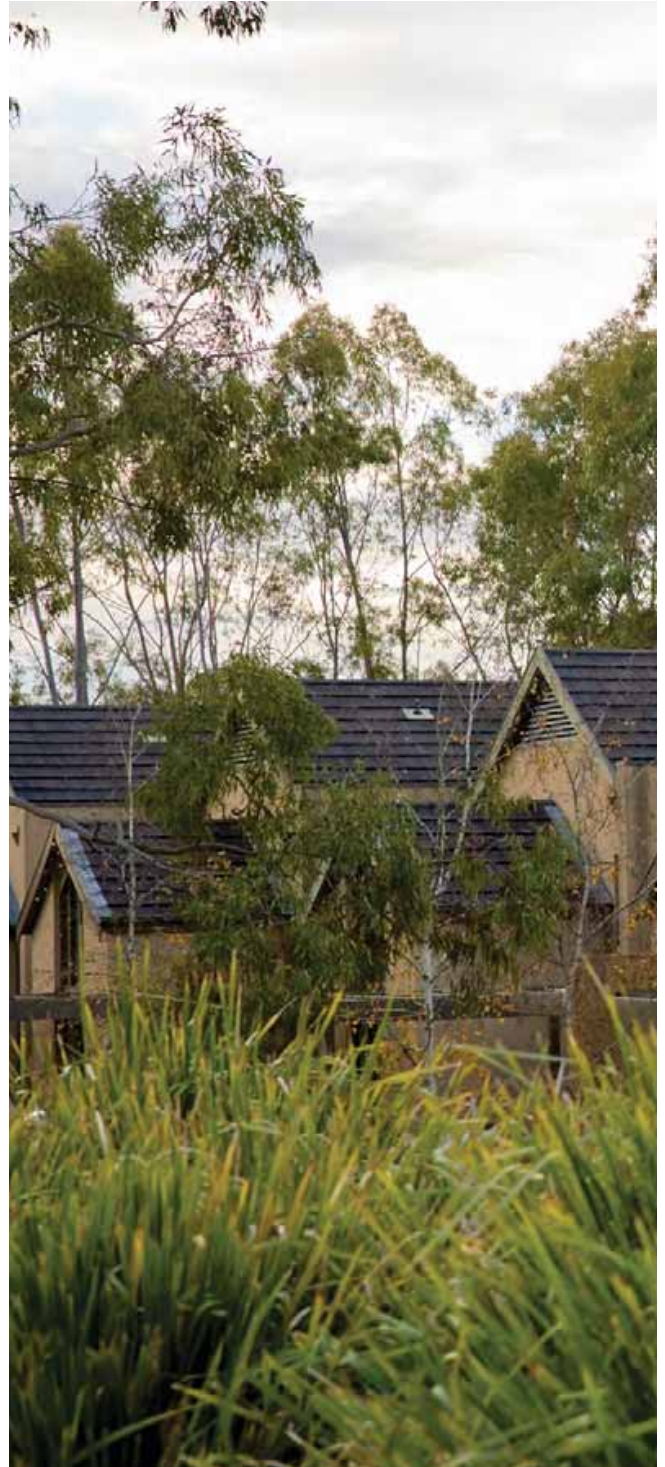
ACTION 4. Update planning schemes to align with housing policies in Plan Melbourne and the Eastern Metro Region Land Use Framework Plan and the implementation of the reformed residential zones. This includes:

- Providing capacity for 15 years of regional housing supply focusing on locations identified for housing growth in the LUF
- Reviewing planning controls in housing investigation areas as potential locations for substantial or incremental housing change.

This may require strategic planning work to support these changes such as preparing or updating local housing strategies or preparing structure plans to further investigate where increased densities can be supported, and determine specific changes required to planning schemes.

ACTION 5. Identify underutilised and surplus government land that has potential to deliver additional social housing.

ACTION 6. In partnership with councils, identify a pipeline of sites in the Eastern Metro Region for social and affordable housing.



HOUSING CHOICE



Photo credit: Tim Bell Studio

CHAPTER 06 INTEGRATED TRANSPORT



Plan Melbourne Outcome 3:
Melbourne has an integrated transport system that connects people to jobs and services and goods to market.

As the Eastern Metro Region grows, this will require better integration of land use and transport planning, better use of existing roads, and increased investment in public transport, walking and cycling. Making better use of transport infrastructure, complemented by good precinct design, can improve connections without necessarily the expense and disruption of delivering new infrastructure. Land use decisions, as well as mode shift opportunities, can significantly improve access and reduce transport-generated emissions.



The Eastern Metro Region has good transport connections internally and to Melbourne's CBD by road and rail networks. SRL will deliver significant transport benefits for the Eastern Metro Region improving access within the region and to the other metro regions.

State of play

Map 4 outlines the current state of play for transport in the Eastern Metro Region.

Road network

There are a range of road transport options for accessing jobs within the Eastern Metro Region, in adjacent regions and to Melbourne's CBD. The region's main north-south connection is EastLink which extends through the region connecting Ringwood to the Southern Metro Region. Other key north-south connections are Warrigal Road, Blackburn Road, Springvale Road and Stud Road.

There is a strong network of east-west connections across the region particularly in the western part of the region creating a 'grid' of arterial roads with the north-south routes. Major east-west road networks include Monash Freeway, Princes Highway, Maroondah Highway, Burwood Highway and the Eastern Freeway. The Maroondah and Warburton highways continue into the region's rural east.

Congestion is increasing particularly during peak hours. By 2031, traffic volumes in the western part of the region are expected to increase by 22 per cent, while increases of about 19 per cent are expected in the outer eastern part of the region. Most arterial roads will be at or approaching capacity by 2031 (KPMG & ARUP, 2017).

Key road freight routes are the Eastern and Monash freeways linking to the Southern Industrial Precinct (SSIP) at Dandenong South, the Port of Hastings and west to Melbourne's CBD. Construction of North East Link will better link the region to Melbourne Airport and the Northern Metro Region. There is no rail freight network in the region other than the Gippsland rail line.

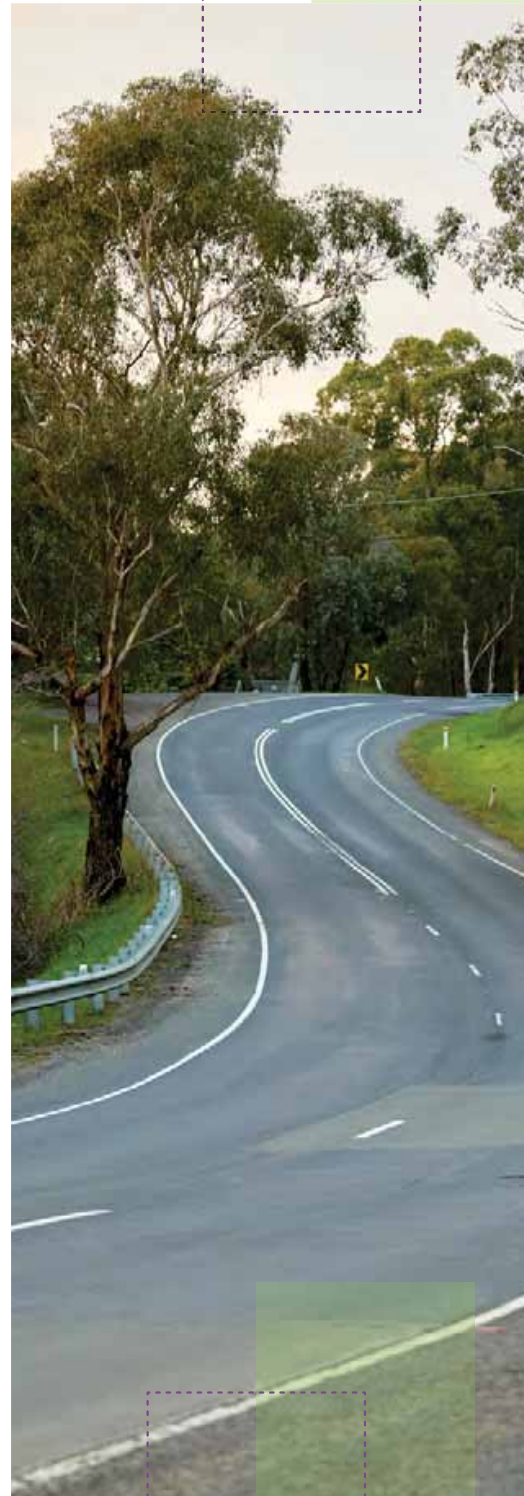















Photo credit: Tim Bell Studio

MAP 4. Eastern Metro Region integrated transport state of play

Precincts and Activity Centres

-  National employment & innovation cluster (NEIC)*
-  Metropolitan activity centre
-  Major activity centre
-  Regionally-significant industrial precinct - existing

Transport

-  State-significant road corridor
-  Road network
-  Train station
-  Rail network
-  Regional rail network
-  Tram network
-  Bus network
-  High frequency bus network
-  Strategic Cycling Corridor





Principal Freight Network

-  PFN road
-  PFN rail

Transport projects - committed

-  Level crossing removal site

Land use/Administration

-  Regional boundary
-  Green wedge land
-  Urban area
-  Urban growth boundary

*NEIC boundary is indicative only and subject to detailed planning.

Note:
The Principal Freight Network reflects the version published in 2013 (Victoria the Freight State - the Victorian Freight and Logistics Plan, August 2013) in addition to Mordialloc Highway and West Gate Tunnel. East West Link has been removed. The Department of Transport is currently undertaking a review of the Principal Freight Network.

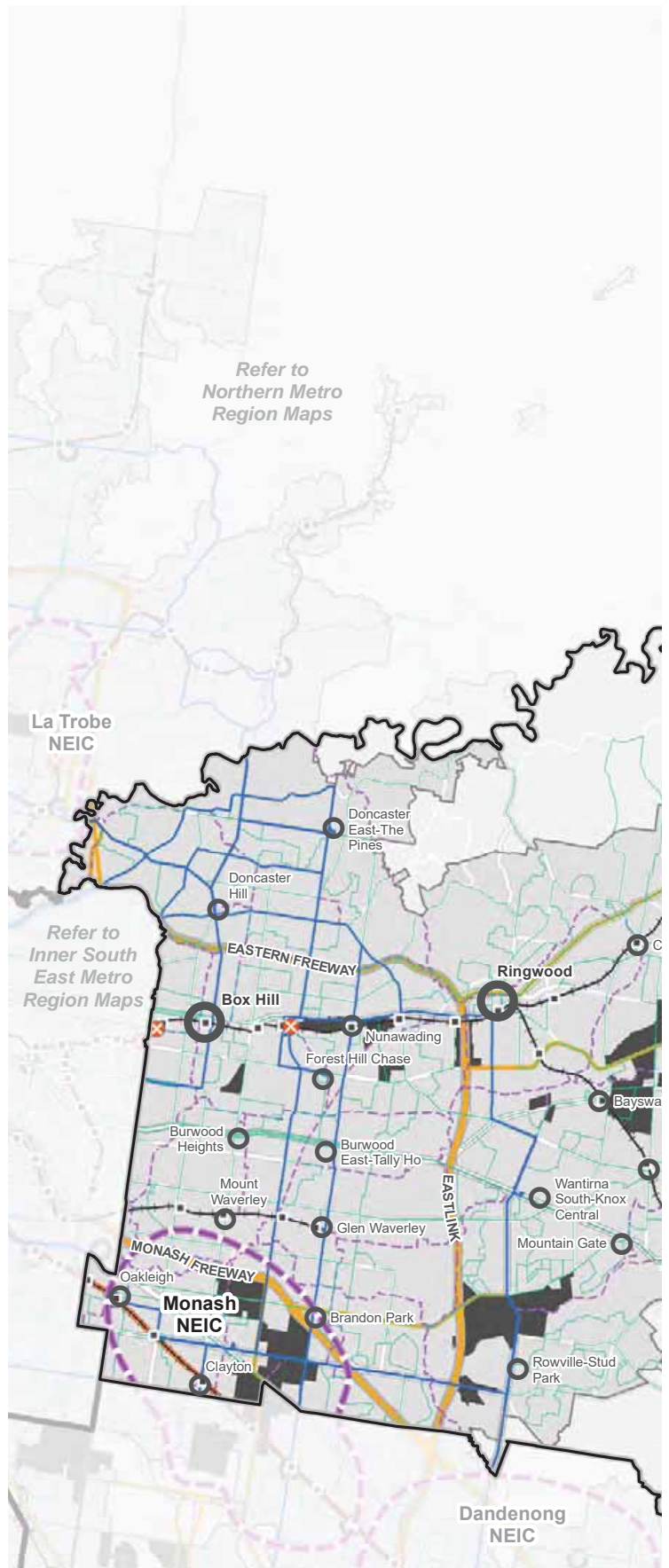














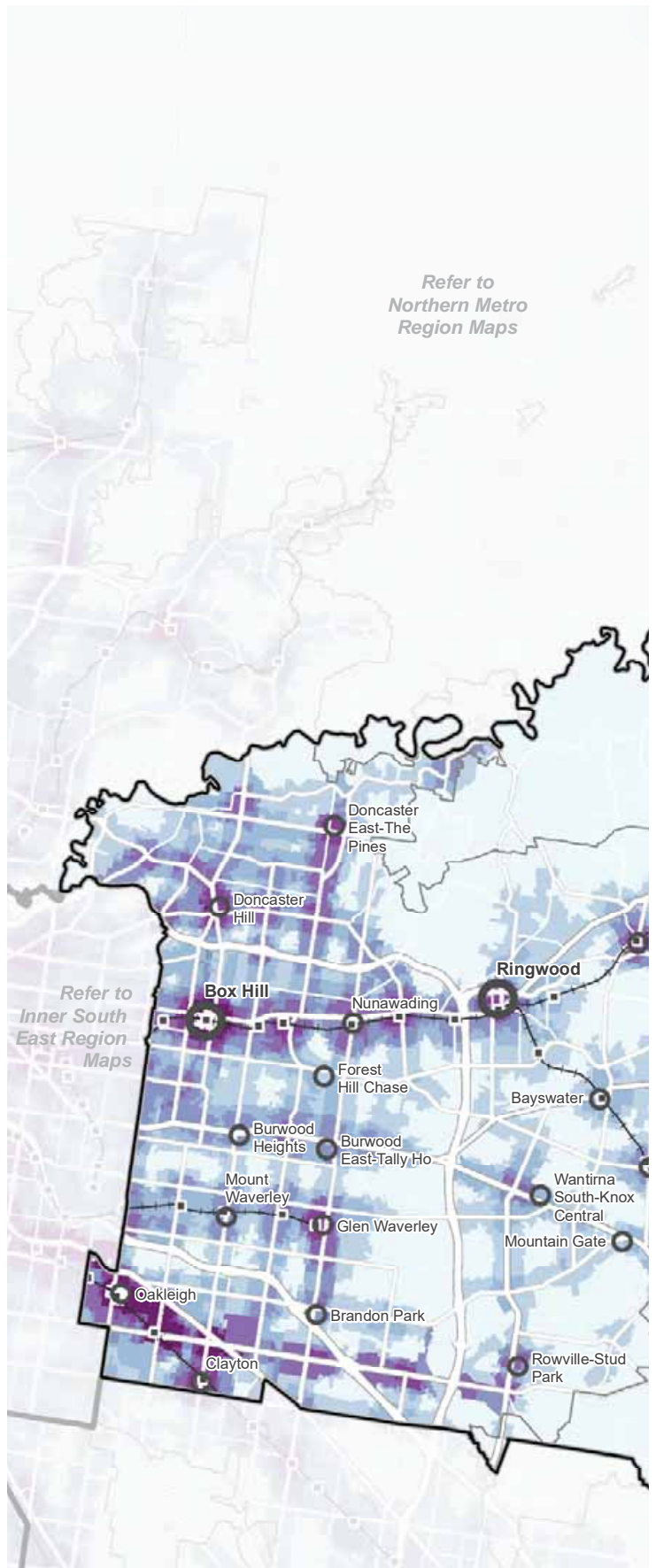




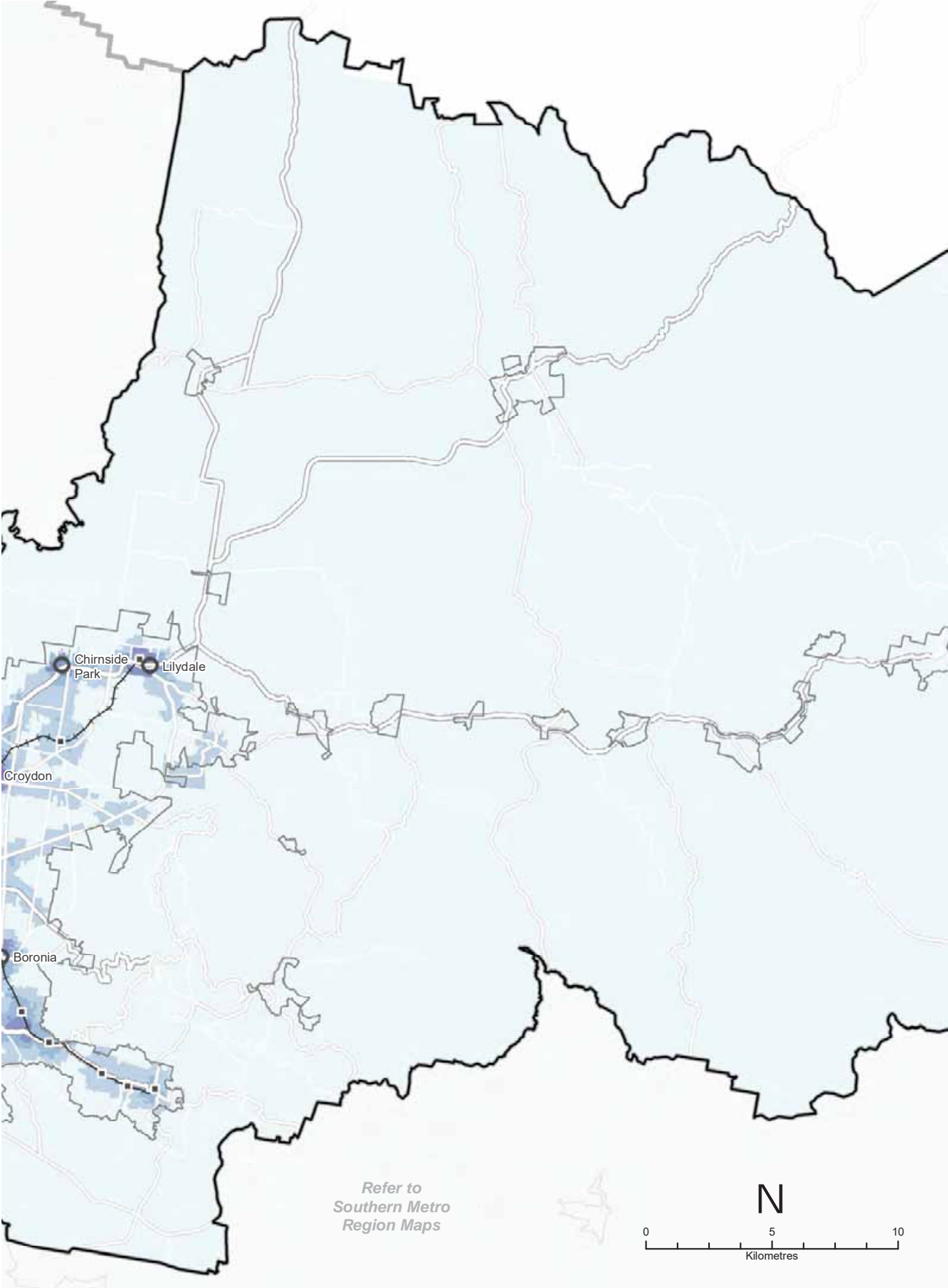
FIGURE 13. Public transport accessibility in the Eastern Metro Region

-  Metropolitan activity centre
 -  Major activity centre
 -  Train station
 -  Rail network
 -  Road network
 -  Urban growth boundary
 -  Regional boundary
- Public transport accessibility (train, tram and bus services)**
-  Very low
 -  Low
 -  Low to medium
 -  Medium
 -  Medium to high
 -  High
 -  Very High



Map derived from train, tram and bus services across the metropolitan area for the public transport timetables for the AM peak period (0700 – 0859) in October 2020





CHAPTER 06

Public transport network

The Eastern Metro Region has an established public transport network, especially in the western part of the region. Figure 13 shows the accessibility to public transport for people who live within the region based on how far they need to walk to access train, tram and bus services. Inner parts of the Eastern Metro Region are well connected to Melbourne's CBD by train, bus and tram with multiple services each hour.

The region's rail network includes three metro passenger services to Lilydale/Belgrave, Glen Waverley and a small section of the Cranbourne/Pakenham/Gippsland rail corridor. The outer sections of the Lilydale and Belgrave lines are single track with limited capacity. Inter-regional connectivity is limited although SmartBus routes fill this gap in some locations. The tram network extends to Box Hill, Wattle Park and Vermont South.

The region has an extensive bus network particularly in the western LGAs and western areas of Yarra Ranges LGA. Complementing the rail network is the SmartBus service that uses a well-spaced network of arterial roads, especially to the west of Dandenong Creek. All nine orbital SmartBus routes service the region providing north-south and east-west connections. Manningham LGA has the highest average number of bus services per hour, per stop for the region. Whitehorse LGA also has a high average compared to other LGAs in the region indicating the bus network fills gaps left by other forms of public transport. All activity centres and most education precincts contain multi-modal transport interchanges. The Eastern Freeway includes the Doncaster Park and Ride bus interchange.

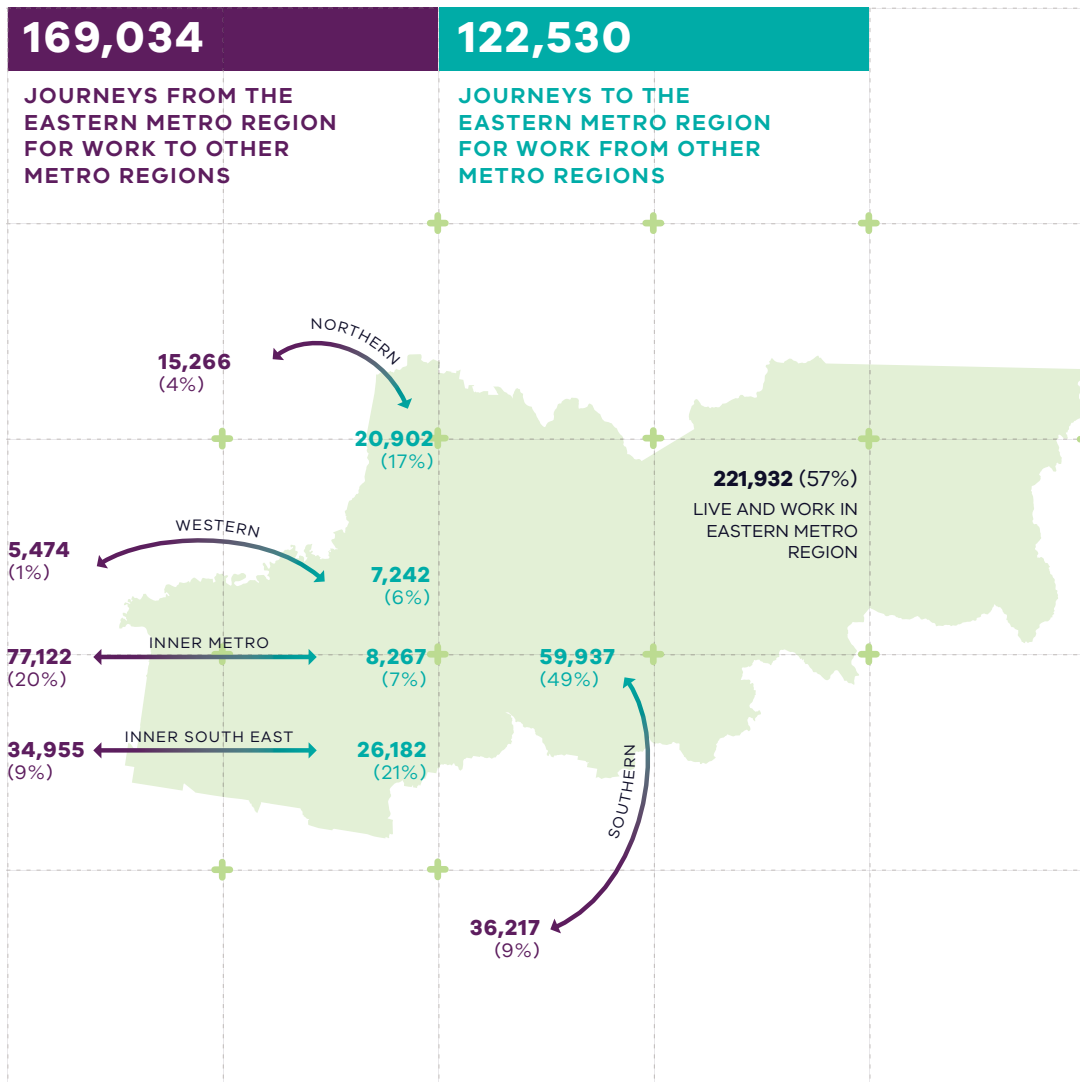
Active transport network

The Eastern Metro Region's cycling network is well developed especially in the western, more populated part of the region including Strategic Cycling Corridors from Melbourne's CBD to Scoresby, Box Hill to Ashburton and Chirnside Park to Mordialloc. However, further improvements are needed to make cycling a more attractive form of transport. Currently 0.5 per cent of weekday trips undertaken by residents in the region are by bicycle, compared to 1 per cent for metropolitan Melbourne. Two per cent of people walked to work in 2016, compared to 3 per cent for metropolitan Melbourne.

Regional access and movement

Figure 14 shows journeys to and from the Eastern Metro Region for work. In 2016, 57 per cent of Eastern Metro Region residents also worked in the region. The most popular work destination after the region itself is the Inner Metro Region. Popular LGA work destinations within the region include Monash and Whitehorse LGAs. A significant amount of people from the Southern Metro Region travel to the Eastern Metro Region for work, in particular from the Casey, Greater Dandenong and Kingston LGAs. There is less but still substantial movement into the region from the Inner South East Region and the Northern Metro Region. There was little connection with the Western Metro Region for the purpose of travelling to work.

FIGURE 14. Journey to work in and out of the Eastern Metro Region



Source: Australian Bureau of Statistics (2016) Census of Population and Housing, Commonwealth of Australia, Canberra, Australia.

CHAPTER 06

Regional strengths

- There is a strong freeway network linking the region to the Southern Industrial Precinct at Dandenong South (SSIP), the Port of Hastings and Melbourne’s CBD.
- The region benefits from the foundations of a strong existing bus network, multi-modal transport interchanges at train stations and the Doncaster Park and Ride bus interchange.
- A strong network of east-west road connections, particularly in the western part of the region, creates a ‘grid’ of arterial roads with the north-south routes.
- Access improvements for walking, cycling and public transport will result from the development of SRL stations and supplement the existing transport network.

Regional challenges

- There is limited opportunity to augment, expand or extend existing major roads which are already subject to high vehicle use.
- High private vehicle use is resulting in increasing congestion in the region.
- There is a need to connect Monash NEIC more effectively into the broader transport network in the region.
- The region’s west has poor north-south connectivity, particularly between the key destinations of Doncaster Hill, Ringwood, Box Hill and Monash NEIC.
- Poor east-west connections in the eastern part of the region impacts upon access to health, education and employment areas.
- Cycling for commuting is lower than the Melbourne average, with take-up higher in the western part of the region compared to the east.
- There are more public transport options for residents in the western part of the region compared to the east.

Directions and strategies

The directions identified to achieve the 2050 vision for the Eastern Metro Region in terms of Integrated transport and Outcome 3 of Plan Melbourne are:

Direction 11	Improve transport connections to support the productivity of the Eastern Metro Region
Direction 12	Improve public and active transport access to Monash NEIC, metropolitan and major activity centres and Suburban Rail Loop precincts
Direction 13	Improve regional cycling networks to increase the attractiveness of cycling in the region
Direction 14	Improve active and public transport options to promote mode shift and support 20-minute neighbourhoods
Direction 15	Allow more flexible use of the existing road network

Each direction is implemented through regionally-specific strategies identified in this LUPF.

Map 5 shows how integrated transport will be enhanced across the Eastern Metro Region by 2050 as a result of these directions and strategies, together with Plan Melbourne and other strategies and initiatives as outlined in Appendix 01.

INTEGRATED TRANSPORT

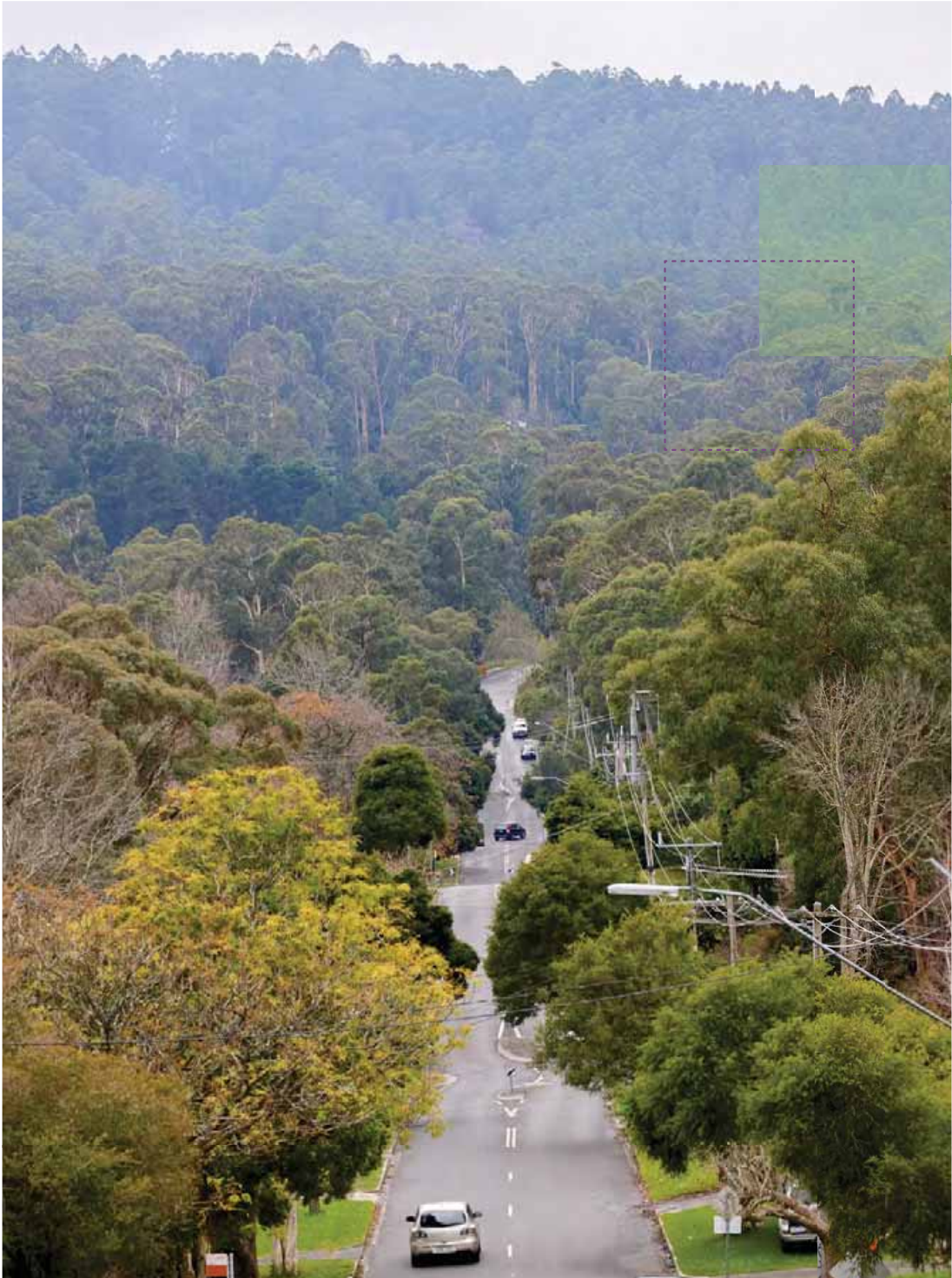













Photo credit: Tim Bell Studio

MAP 5. Eastern Metro Region integrated transport 2050





Precincts and Activity Centres

-  National employment & innovation cluster (NEIC)*
-  Activity corridor
-  State-significant commercial land*
-  Regionally-significant commercial land*
-  Regionally-significant industrial precinct - existing

Transport

-  State-significant road corridor
-  Road network
-  Train station
-  Rail network
-  Regional rail network
-  Strategic Cycling Corridor





Principal Public Transport Network

-  PPTN station
-  PPTN interchange
-  Bus
-  Tram



Principal Freight Network

-  PFN road
-  PFN rail

Suburban Rail Loop

-  SRL East (Cheltenham to Box Hill)
-  SRL North (Box Hill to Airport)
-  SRL - interchange station
-  SRL - station





Transport projects - committed

-  North East Link
-  Road Project - Monash freeway capacity upgrades

Transport projects - potential

-  Proposed Caulfield to Rowville Link**

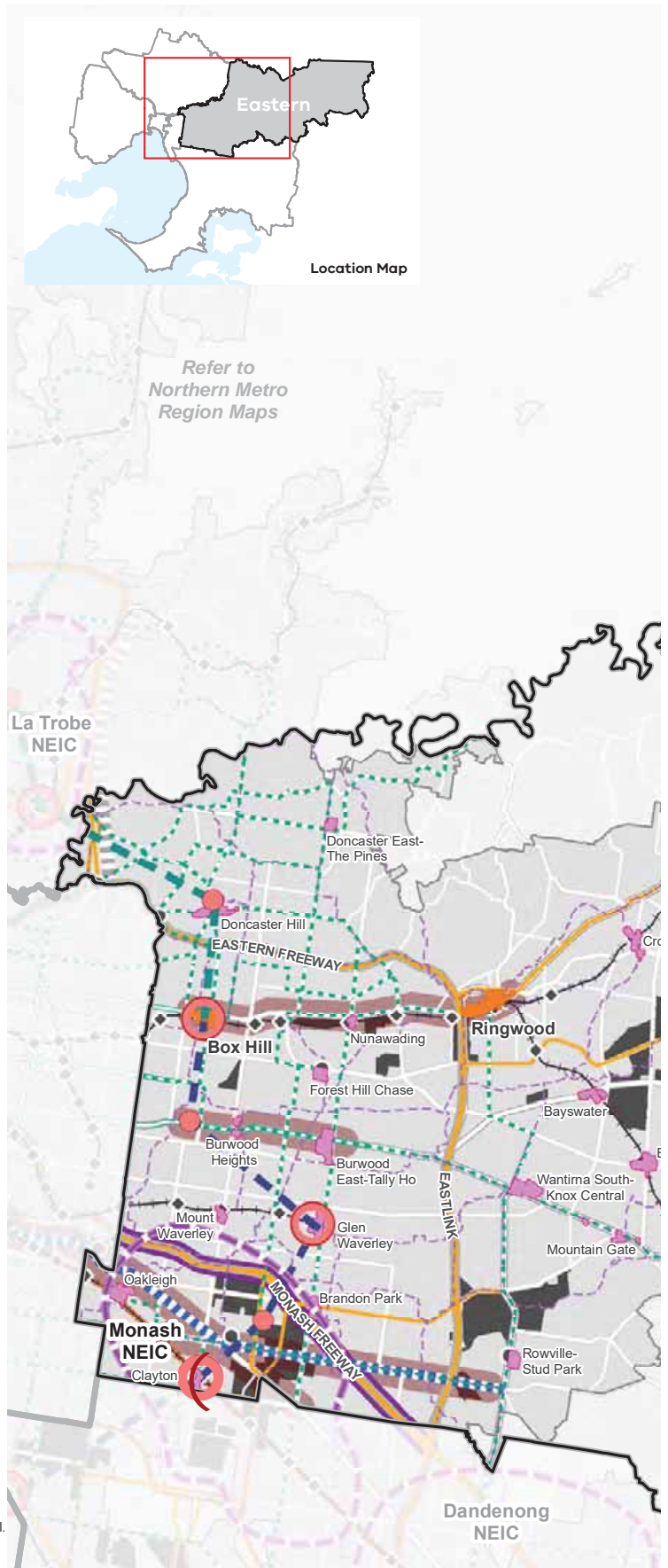
Land use/Administration

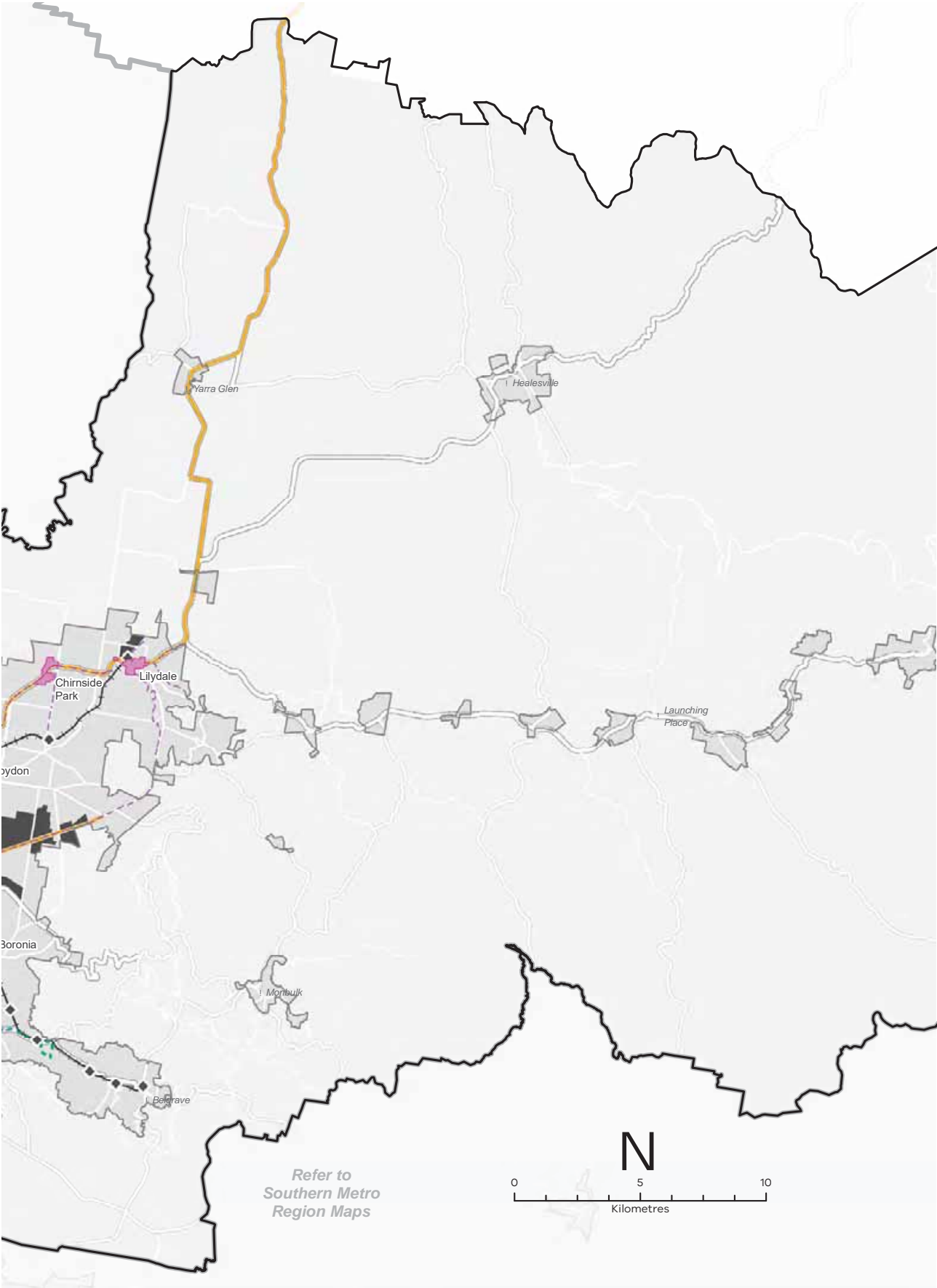
-  Regional boundary
-  Green wedge land
-  Urban area
-  Urban growth boundary

*NEIC boundary is indicative only and subject to detailed planning.
 *These layers are based on the state- and regionally-significant commercial land identified in MCLUP, 2019. The activity centre boundaries identified in local council planning schemes may differ.
 **Caulfield to Rowville Link Concept route subject to design and planning work to examine alignments

Note:

The Principal Freight Network reflects the version published in 2013 (Victoria the Freight State - the Victorian Freight and Logistics Plan, August 2013) in addition to Mordialloc Highway and West Gate Tunnel. East West Link has been removed. The Department of Transport is currently undertaking a review of the Principal Freight Network.





DIRECTION 11.

Improve transport connections to support the productivity of the Eastern Metro Region

Sustainable population and economic growth in the Eastern Metro Region relies on improving public transport access to and between job-rich locations such as the Monash NEIC, metropolitan and major activity centres, regionally-significant industrial precincts and health and/or education precincts. This will support an expanded network of economic activity in the east which is less reliant on the car and provide more reliable, frequent public transport services to encourage mode shift and reduce road congestion.

Linking the Monash NEIC more effectively to the broader transport network will be critical to the region's economy into the future. A number of projects are planned to better integrate and improve access to Monash NEIC including the proposed Caulfield to Rowville Link and SRL.

SRL will deliver five new train stations in the region which will intersect with the radial rail lines from Melbourne's CBD. Linking major destinations, SRL will change the way people travel to and move around the Eastern Metro Region.

A potential road project of regional significance is the Westall Road extension. This would provide an extension of Westall Road between Dandenong Road and the Monash Freeway. This project would provide improved north-south connectivity through the Monash NEIC and between the Monash NEIC and regionally-significant employment areas in Moorabbin and Braeside.

As the region grows, resulting land use changes will alter the destinations and distances people travel, enabling more people to access jobs and education by public transport. The integration of SRL stations with surrounding land uses and public and active transport will also make sustainable modes of transport more attractive to residents and visitors to SRL destinations.

Knox and Yarra Ranges LGAs will require improved transport access to health, education and employment locations in the western part of the region. There are opportunities to better connect this area through enhancements to the public transport network and improved open space links through the Dandenong Valley Parklands. This will improve transport options for Knox residents, reduce the physical barrier of EastLink and better integrate the Bayswater Industrial Precinct to the north.

The capacity and frequency of the regional bus network needs to be enhanced to improve integration with train and tram services. This will also increase public transport options to key locations in the short to medium term until longer-term transport projects are delivered such as North East Link and SRL.

As part of the North East Link Project, a dedicated busway will provide separated lanes for buses along the Eastern Freeway from an upgraded Doncaster Park and Ride to the city.

The key regional linkages are shown in **Figure 15**. Decisions regarding appropriate modes for these links should consider the capacity of existing infrastructure, ongoing sustainability and providing travel choices over a longer time period including evening and late-night travel.

Regionally-significant industrial precincts generate significant freight movement. These vehicles will continue to require fast, efficient and safe movement on arterial roads with direct connections to the freeway network. North East Link will better connect the region to major freight origins and destinations in Melbourne's Northern and Western metro regions, to sea and air-based transport gateways and to interstate markets.

Metropolitan freight volumes are expected to grow at an average annual rate of 2.6 per cent each year between 2014 and 2051. This flow-on effect of population growth and higher levels of ecommerce will increase the potential for conflicting land use, requiring state and local government to work together to plan for more efficient use of the existing network, with technology and adapting operations likely a key component of this.

This requires ongoing assessment of how the planning scheme influences urban freight outcomes, with the need to manage the economic, community and environmental impacts of freight movements while supporting effective and efficient delivery of goods.

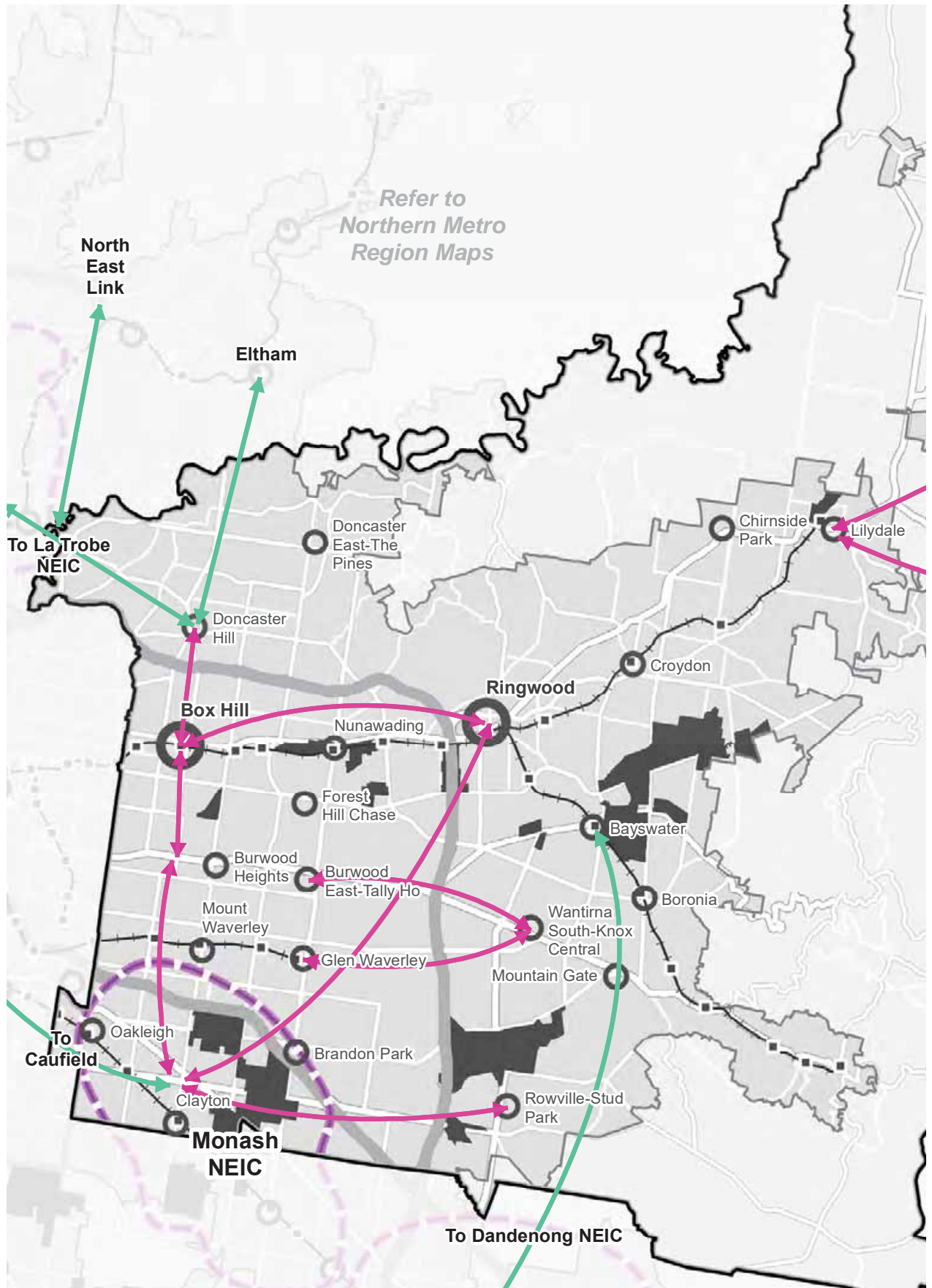
INTEGRATED TRANSPORT

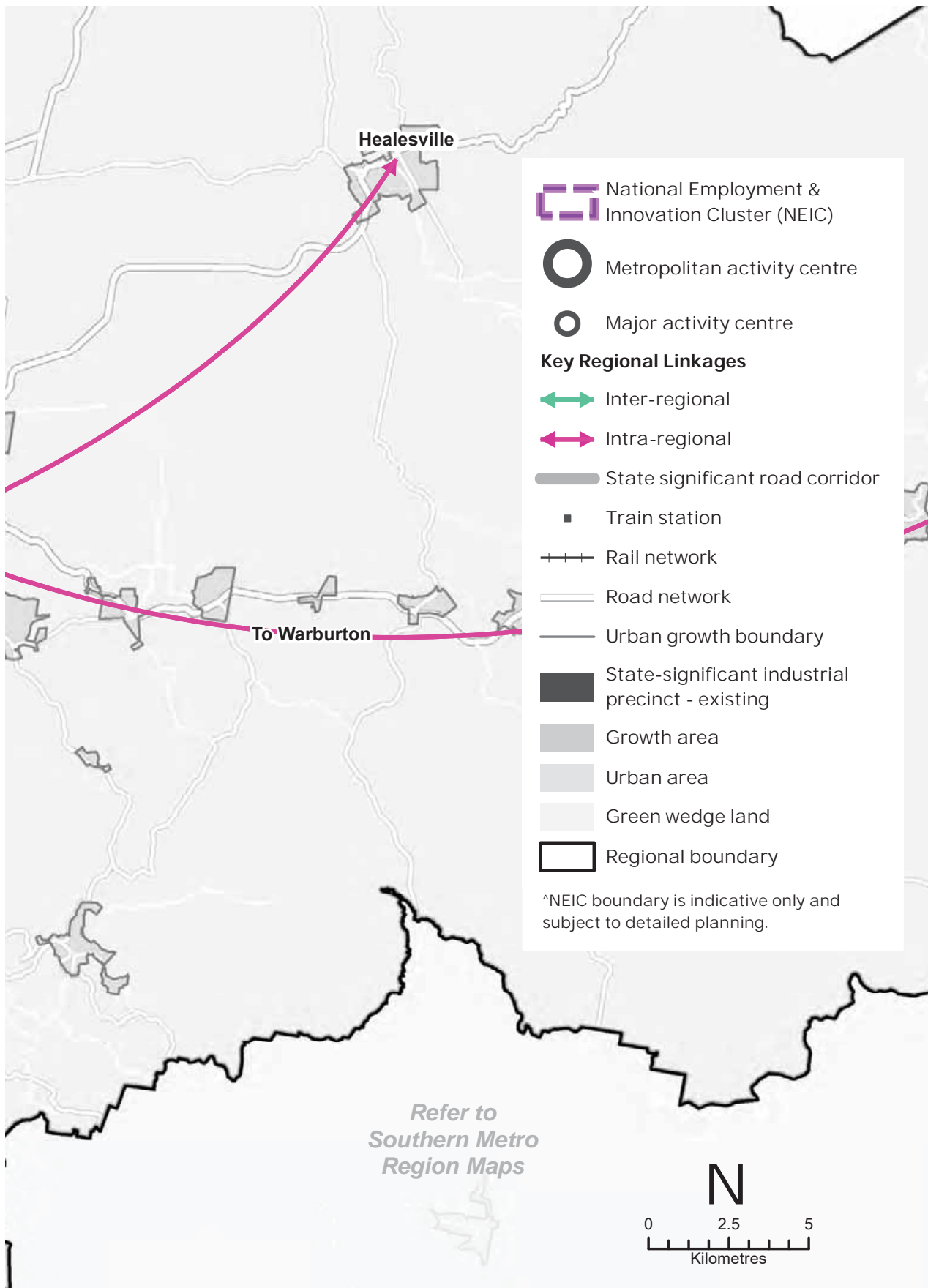
- STRATEGY 33.** Improve public and active transport access to job-rich areas such as Monash NEIC, Box Hill and Ringwood metropolitan activity centres and along activity corridors which link major activity centres along Maroondah Highway, Burwood Highway and Princes Highway/Wellington Road.
- STRATEGY 34.** Improve public and active transport to Bayswater, Boronia, Brandon Park, Croydon, Doncaster East (The Pines), Doncaster Hill, Forest Hill Chase, Glen Waverley, Lilydale, Mount Waverley, Mountain Gate, Oakleigh, Rowville (Stud Park), and Wantirna South (Knox Central).
- STRATEGY 35.** Improve north-south public and active transport connections especially between Box Hill and Ringwood metropolitan activity centres and Doncaster Hill Major Activity Centre in the north, and Monash NEIC in the south.
- STRATEGY 36.** Provide east-west public and active transport connections especially between Knox LGA to Burwood, Glen Waverley and Clayton.
- STRATEGY 37.** Provide access to regionally-significant industrial precincts and health and/or education precincts by public transport, walking and cycling and better integrate these precincts into an expanded network of economic activity in the Eastern Metro Region.



Photo credit: Tim Bell Studio

FIGURE 15. Key regional linkages – Eastern Metro Region





CHAPTER 06

DIRECTION 12.**Improve public and active transport access to Monash NEIC, metropolitan and major activity centres and Suburban Rail Loop precincts**

Increasing the proportion of people using public transport, walking and cycling means making these alternatives easier, more convenient and cheaper than car travel. Continued improvement of public and active transport infrastructure and services and new and improved infrastructure for cycling and walking is vital, in particular to job-rich locations such as Box Hill and Ringwood metropolitan activity centres and major activity centres in the region.

Plan Melbourne seeks to embed an approach to 20-minute neighbourhoods in major infrastructure projects, including SRL and level crossing removal projects. This ensures communities affected by new transport infrastructure benefit from investment and growth via placed-based planning of local services. These opportunities need to be carefully considered as part of the planning and delivery of SRL precincts at Clayton and Monash (in the Monash NEIC), Glen Waverley, Burwood and Box Hill.

The location and design of SRL precincts will link in closely with other public transport and active transport routes and existing and proposed land uses.

STRATEGY 38. Improve public and active transport in the Monash NEIC, activity centres and health and education precincts to support higher-density mixed-use walkable precincts.

STRATEGY 39. Ensure the planning and design of Suburban Rail Loop precincts maximises opportunities for public and active transport connections and links between key destinations and surrounding activity centres.

STRATEGY 40. Improve bus service connectivity prior to the delivery of the Suburban Rail Loop.

DIRECTION 13.**Improve regional cycling networks to increase the attractiveness of cycling in the region**

As the metropolitan activity centres of Box Hill and Ringwood change to a more compact urban form and the Monash NEIC is further developed, these areas will require active transport networks that logically connect with public transport nodes. In established higher-density locations, networks should better connect to existing cycling and walking infrastructure to fill transport gaps.

A more cohesive network of active transport connections will be developed, including paths and trails, and along waterways and prioritising Strategic Cycling Corridors where they connect centres as part of the Principal Bicycle Network. Priority active transport projects will promote additional safe use of the region's cycling and walking network.

Figure 16 shows the Strategic Cycling Corridor network for the Eastern Metro Region.

Primary routes provide a core network of Strategic Cycling Corridors that connect places of state significance – the Central City, metropolitan activity centres and National Employment and Innovation Centres (NEICs) within metropolitan Melbourne. Main routes are Strategic Cycling Corridors that provide additional connections to state significant destinations, as well as connections to major activity centres and key train stations within metropolitan Melbourne.

STRATEGY 41. Support cycling for transport through the development of Strategic Cycling Corridors in the Eastern Metro Region.

INTEGRATED TRANSPORT

DIRECTION 14.**Improve active and public transport options to promote mode shift and support 20-minute neighbourhoods**

Access to public transport varies significantly across the region. Improvements to local bus, cycling and pedestrian access is needed to address gaps and support the delivery of 20-minute neighbourhoods across the Eastern Metro Region.

Thirty-six per cent of people in the region used a car when making a short trip under 5 kilometres in the region. Whereas 23 per cent of people walked, and only 1 per cent of people cycled for short trips (DELWP, 2021b). To reduce dependence on private vehicles, public transport, cycling and walking need to be more accessible. This means significant upgrades to public transport access, and improvements to pedestrian and cycling accessibility, better linking neighbourhoods to employment, and social and community services.

Priority locations for improving cycling links and pedestrian access are neighbourhoods around existing activity centres and along activity corridors.

Until SRL is completed, there are many transit-oriented development opportunities around the existing transport system and activity centre network that could accommodate growth and improve amenity of key locations.

Continued, innovative development of the bus network is a priority for the region to cater for communities with limited access to public transport.

STRATEGY 42. Create pedestrian-friendly neighbourhoods by enhancing major pedestrian links and expanding the network.

STRATEGY 43. Create a network of cycling links for local trips.

STRATEGY 44. Provide walking and cycling routes and drop-off zones to health and community services and recreation facilities.

DIRECTION 15.**Allow more flexible use of the existing road network**

To accommodate future travel needs and support the shift to active and sustainable modes of transport, flexible use of the existing road network will be required.

In doing so, a regional approach to the DoT's Movement and Place Framework should be considered. This balances the needs of both transport users and place users, and designs a mix of transport modes that are appropriate to how roads and places are used by communities.

Opportunities to increase the capacity of the existing road network within this region are limited although some gains can be made through better use of existing roads for public and active transport. These alternatives need to be easier, more convenient and cheaper than car travel to increase the proportion of people using public transport, walking or cycling.

Making better use of the existing road infrastructure will be particularly important in high change locations and around key employment destinations. The potential for SRL to drive greater levels of employment and housing growth must be matched by more effective multi-modal streets and connections in key locations.















STRATEGY 45. Improve existing road infrastructure to provide for public transport, walking and cycling.

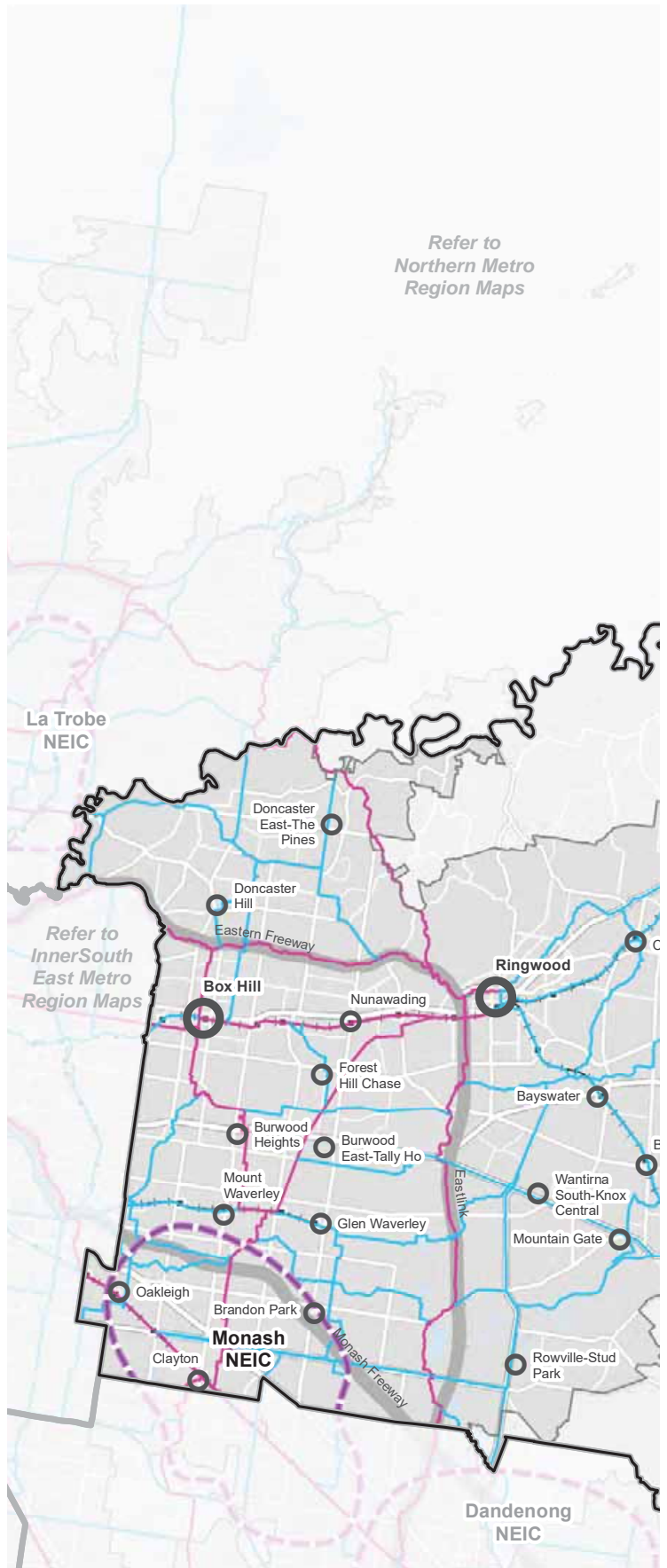
STRATEGY 46. Balance movement and place when designing and upgrading the region's road network.

ACTIONS – Integrated transport

ACTION 7. Undertake a review of the regional bus network including improvements to the SmartBus routes, Doncaster and Regional Transport (DART) and improved access to Deakin University to support regional access and movement in the short- to medium-terms and to plan integration with major public transport changes such as the SRL.

FIGURE 16. Strategic Cycling Corridor network – Eastern Metro Region

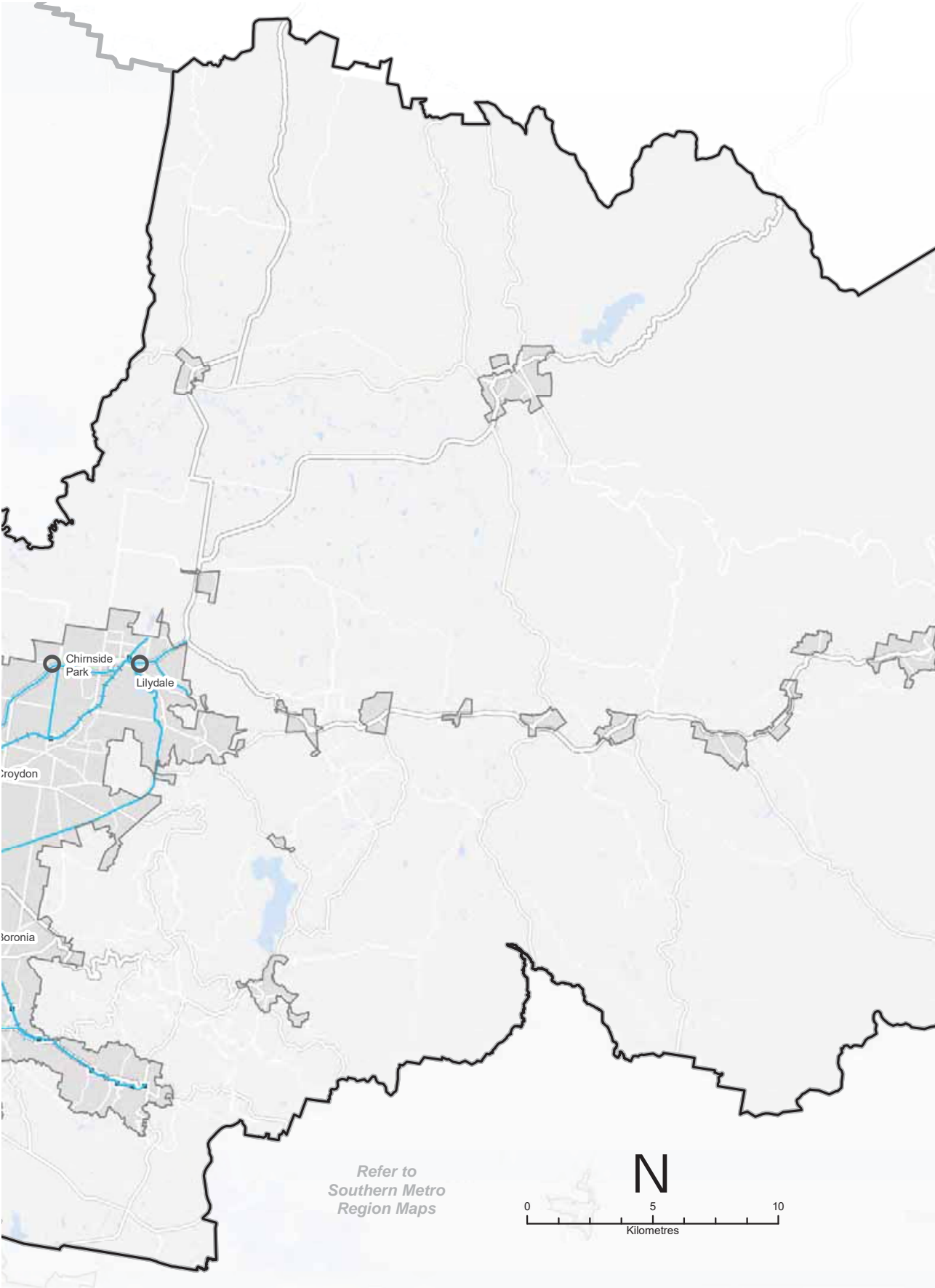
-  National Employment & Innovation Cluster (NEIC)*
 -  Metropolitan activity centre
 -  Major activity centre
 -  State significant road corridor
 -  Road network
 -  Train station
 -  Rail network
 -  Regional boundary
 -  Green wedge land
 -  Urban area
 -  Urban growth boundary
 -  Waterbody
- Strategic Cycling Corridor**
-  Primary route (C1)
 -  Main route (C2)



*NEIC boundary is indicative only and subject to detailed planning.



Location Map



CHAPTER 07 LIVEABILITY



Plan Melbourne Outcome 4:
Melbourne is a distinctive and
liveable city with quality design
and amenity

'Liveability' is about the things that enhance people's quality of life. For many years Melbourne has been regarded as one of the world's most liveable cities due to its social and economic stability, diverse communities, distinctive heritage, high level of amenity and the opportunities it provides for a rich social and cultural life.

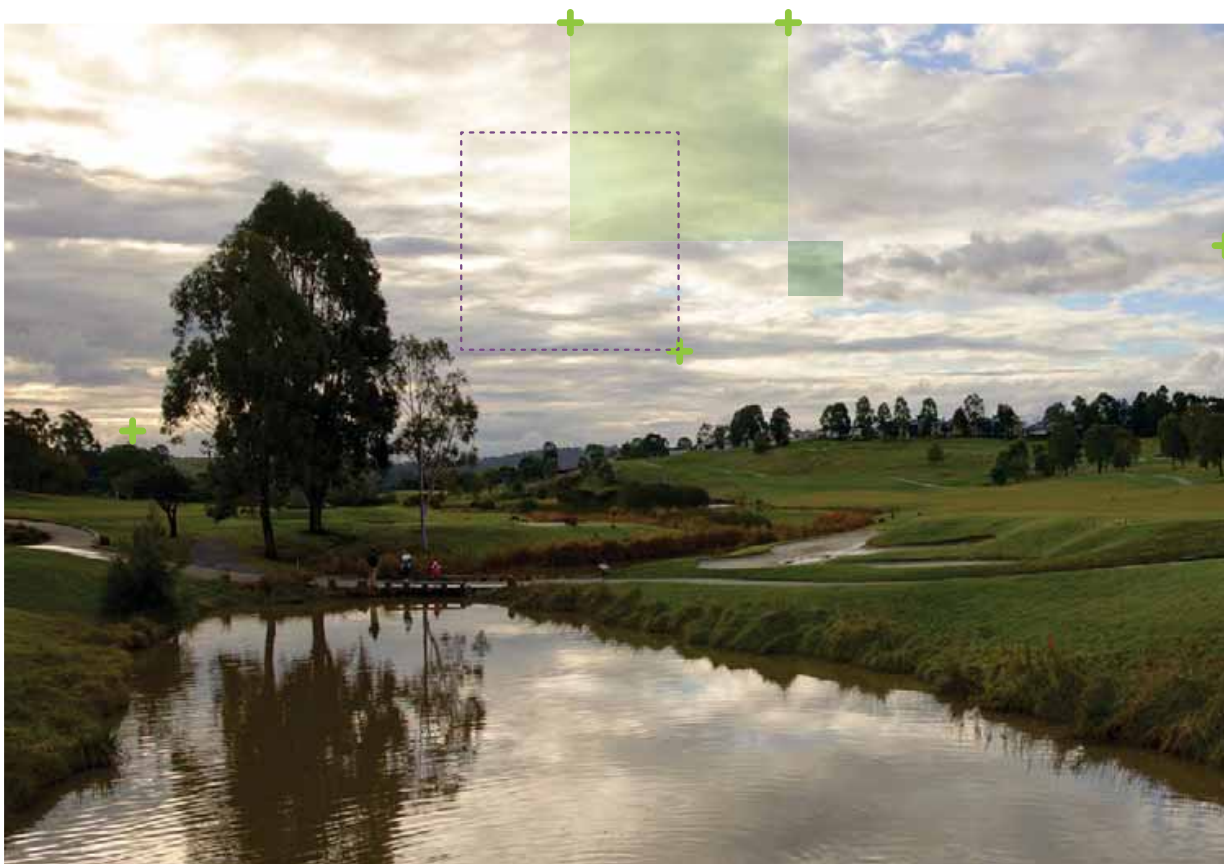
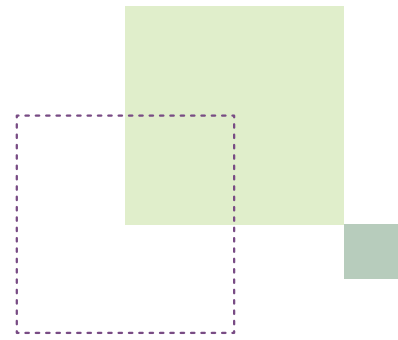


Photo credit: Tim Bell Studio



Plan Melbourne aims to maintain and extend the city's liveability by celebrating its culture, diversity and distinctiveness. The challenge ahead is to design and plan for a future city that protects the best aspects of the natural and built environment, supports social and cultural diversity, and creates a strong sense of place.

The Eastern Metro Region is renowned for its distinctive and varied landscapes, which have high amenity, tourism and biodiversity values. The region has high cultural significance for Aboriginal people and a rich post-European settlement heritage. Its regional-scale landscapes and open spaces include the Yarra Ranges and Dandenong Ranges National Parks, the Yarra River (Birrarung) corridor and the Yarra Valley. It is important for these natural and cultural values to be protected into the future.

State of play

Landscapes and biodiversity

The Eastern Metro Region is defined by its distinctive landscape of mountains, forests, valleys, rolling green foothills and waterways. These landscapes are intrinsic to the region's identity and have high biodiversity and cultural values. They are protected within the region's three green wedges.

The rural landscapes, waterways and forests of the Eastern Metro Region's green wedges provide highly significant areas of habitat and regional biodiversity. Within urban areas, vital pockets of biodiversity such as Blackburn Lake Sanctuary, Mullum Mullum Valley and Dandenong Valley Parkland, provide habitat for flora and fauna and a sense of escape for residents.

Throughout urban areas, the existing tree canopy, waterways and parklands are defining features and major contributors to its amenity and liveability. These features assist in extending the region's biodiversity links into and throughout the urban area.

Protecting and enhancing these features will also provide residents with a range of benefits, such as urban cooling during heatwaves, reduced stormwater pollution and healthier ecosystems, improved neighbourhood character and aesthetics, and access to areas for social connection and recreation.

The region's key landscapes and biodiversity areas are described in [Table 11](#).

Aboriginal cultural heritage

The lands that now make up the Eastern Metro Region feature places and waterways of cultural significance and continuing connection for Traditional Owners. The Wurundjeri people, represented by Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation, are the recognised Traditional Owners for much of the Eastern Metro Region. The Taungurung people, represented by the Taungurung Land and Waters Council, and the Bunurong people, represented by the Bunurong Land Council Aboriginal Corporation, are also Registered Aboriginal Parties within the region, as shown in [Figure 17](#).

As Registered Aboriginal Parties (RAPs), these corporations have responsibilities to protect cultural heritage assets under the *Aboriginal Cultural Heritage Act 2006*.

The Yarra River is central to the lands of the Wurundjeri people. The *Yarra River Protection (Wilip-gin Birrarung murron) Act 2017* sets the foundation for Traditional Owner management of the river and its lands, and delivery on the aspirations of the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation's *Nhanbu narrun ba ngargunin twarn Birrarung (Ancient Spirit & Lore of the Yarra)* water policy.

Heritage and visitor places

Following European settlement of Melbourne, the region was one of the city's early growth areas, due to its attractive, undulating topography, good soils and relatively high rainfall. In the early 20th century, urban development in the region closely followed the Lilydale, Belgrave and Glen Waverley rail corridors. It later radiated out to occupy the remaining available land, stopping at the environmentally sensitive Dandenong Ranges and Upper Yarra Valley, which limit Melbourne's expansion to the east. This early settlement history is identified through a legacy of industrial heritage including timber, brick and tiling industries that evolved around the expanding train network, particularly around the Yarra Valley and Dandenong Ranges. Forestry and agriculture were of great significance in the development of the region, with orchards and farms still operating in the region.

Significant visitor places include the Heide Museum of Modern Art, Puffing Billy Railway and Schwerkolt Cottage Museum. Tourism precincts of Upper Yarra Valley and Dandenong Ranges include the Warrandyte Township, Healesville, Healesville Railway and Healesville Sanctuary, Puffing Billy Railway, Yarra Ranges Regional Museum, Dandenong Ranges Botanic Garden and William Ricketts Sanctuary. Key visitor places are shown in [Figure 19](#).

CHAPTER 07

TABLE 11. Key landscapes and biodiversity areas in the Eastern Metro Region

LANDSCAPE AND BIODIVERSITY AREA	SIGNIFICANCE, PROTECTION AND MANAGEMENT
Yarra River	The Yarra River is a major environmental, biodiversity and tourism feature of the region, flowing from its source in the state-significant Upper Yarra catchment. <i>The Yarra River Protection (Willip-gin Birrarung Murrn) Act 2017</i> declared the river corridor, and many hundreds of parcels of public land it flows through, as 'one living, integrated natural entity' for protection and improvement. The Yarra River corridor is identified in Plan Melbourne as one of the city's most significant networks of water's edge parklands.
Waterways	Many of the region's waterways are tributaries of the Yarra River, including the Watts and O'Shannessy rivers and the Mullum Mullum, Hoddles, Coranderrk, Koonung Koonung, Brushy and Gardiners (Kooyongkoot) creeks. Most of these waterways are now enclosed by parkland corridors and some are part of the region's trail network. Other major waterways are the Dandenong and Scotchmans creeks.
Wetlands	Numerous wetlands exist throughout the region. Many wetlands within rural areas are located on private property and lacking in protection. The Bolin Bolin Billabong in Bulleen, Montpellier Wetland in Ivanhoe, the wetland at Spadonis Bushland Reserve in Yering and Yering Backswamp are key wetlands along the Yarra River corridor.
Dandenong Ranges	The ridgeline of Dandenong Ranges forms the highest point of elevation in metropolitan Melbourne and is a prominent natural landmark on the city's eastern horizon.
Yarra Valley and other rural landscapes	The Dandenong Ranges, Christmas Hills and Warburton Ranges create the backdrop to the Yarra Valley, which is a picturesque and productive agricultural region of state significance. Other parts of the region's green wedge areas comprise rolling open grazing land, densely wooded areas and pleasant rural-residential environments for people who seek to live in semi-rural surroundings.

Open space and regional trails

The Eastern Metro Region's open space areas, river corridors and wetlands provide places for a diverse range of recreation and leisure experiences, and an opportunity to connect with others and to nature.

The Eastern Metro Region provides for an average of 58.9 square metres of public open space per person, similar to the metropolitan Melbourne average of 57.5 square metres per person. Manningham has the greatest public open space per person at 92.5 square metres while the Whitehorse provides for 36.7 square metres. Approximately 80 per cent of the Eastern Metro Region is within 400 metres of public open space.

Open space per person for the Eastern Metro Region LGAs is shown in **Figure 18**. Open space per person across metropolitan Melbourne is shown in **Figure 19**. While the quantity of open space is one measure of provision, the function, mix, quality, accessibility and proximity of open space also need to be considered.

Open space across the region includes major parklands such as the Yarra Valley Parklands along the Yarra River corridor, the six parklands that make up the Dandenong Valley Parklands along the Dandenong Creek and Lysterfield Park-Churchill National Park. Many of the region's waterways are now enclosed by parkland corridors and some of these form part of the region's trail network. The Dandenong Ranges Botanic Garden, the R J Hamer Arboretum and Pirianda Garden are just a few of the formal public gardens in the region.

Current open space initiatives identified in *Open Space for Everyone: Open Space Strategy for Metropolitan Melbourne 2020* include the designation of the Greater Yarra Urban Parklands along the Yarra River corridor, the creation of the 3,000 hectare Yellingbo Conservation Area, completion of the Healesville Freeway Linear Park Reserve, upgrades to Wattle Park and the Warburton Mountain Bike District project.

LIVEABILITY

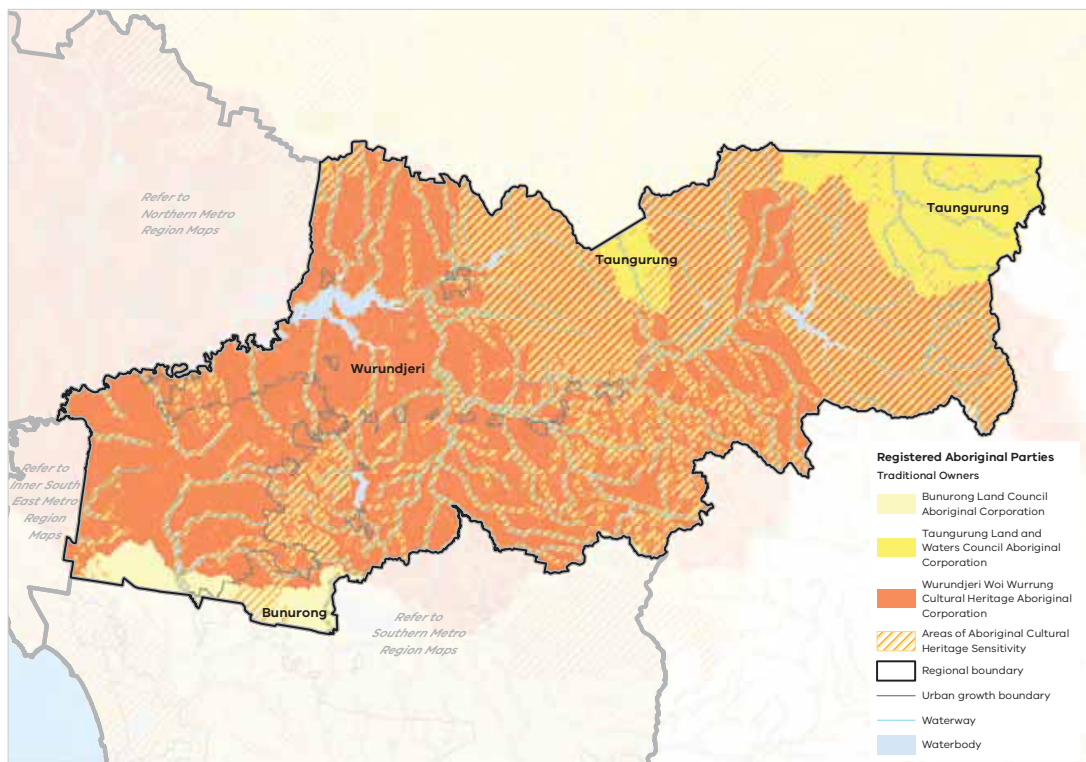
The Eastern Metro Region has an extensive network of interconnected trails used by pedestrians and cyclists for commuting and recreation including the Main Yarra Trail, the EastLink Trail, Heathmont to Belgrave Trail, Nunawading to Syndal Creek Trail and Healesville Freeway Reservation Trail (Eastern Regional Trails Strategy, 2018, p. 2).

Construction projects are expected to link and/or extend many of these trails. The Box Hill to Ringwood Rail Trail is proposed to be extended west

of Box Hill Station to Hawthorn Station and east of Ringwood Station to Croydon Station, to link up with the Carrum to Warburton Trail. Upgrades to the Glen Waverley Rail Trail are proposed to close the gaps around Jordanville, Mount Waverley and Glen Waverley stations.

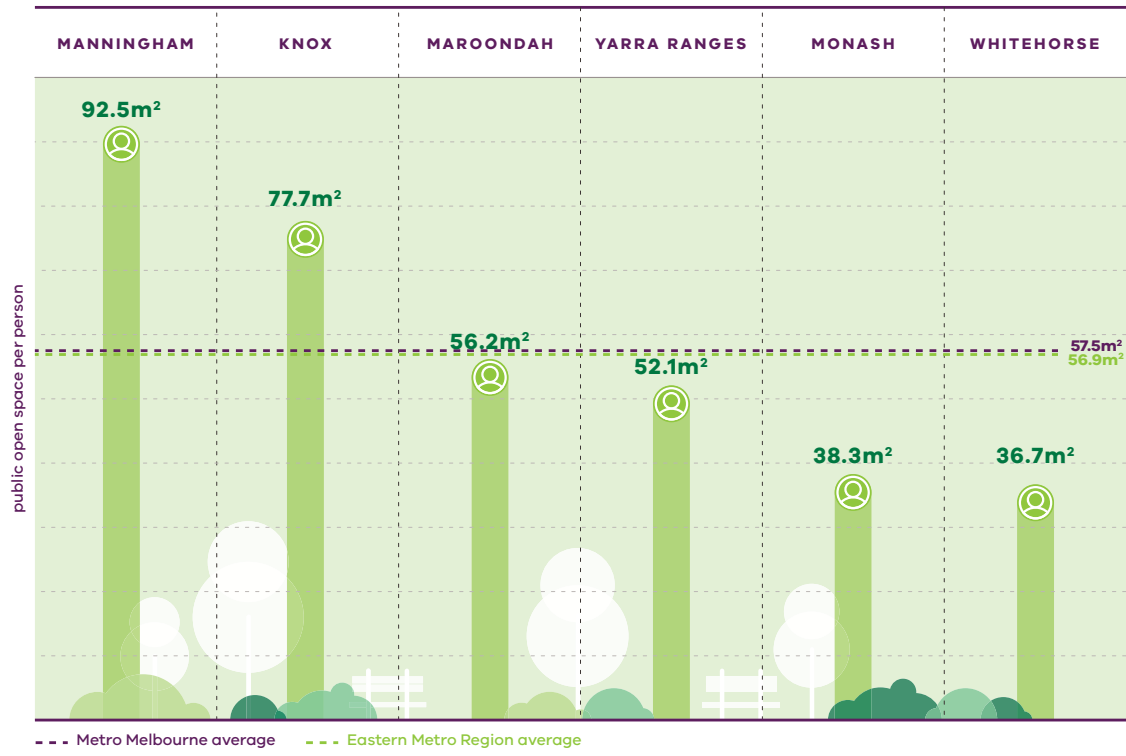
Work is currently underway to build the Yarra Valley Trail. This will link Lilydale, Yarra Glen and Healesville and join into the Lilydale to Warburton Rail Trail, creating a valley-wide loop.

FIGURE 17. Eastern Metro Region Aboriginal cultural heritage



CHAPTER 07

FIGURE 18. Open space per person for Eastern Metro Region LGAs



Source: Victorian Planning Authority (2017) Metropolitan Open Space Network: Provision and Distribution, State of Victoria, Melbourne, Australia.

Regional strengths

- There are opportunities for Traditional Owners to play a greater role in the protection and management of the region’s landscapes and biodiversity.
- The Eastern Metro Region benefits from extensive open space and recreational trails – opportunities exist to expand this network and fill in gaps.
- The region’s waterways, including the Yarra River, present opportunities for improvement as the spines of an integrated open space network.
- Green boulevards are a key feature of many of the region’s urban areas and new boulevards can be created to further enhance its sense of place.

Regional challenges

- Areas of heritage, landscape and biodiversity value must be protected from the impacts of development.

Directions and strategies

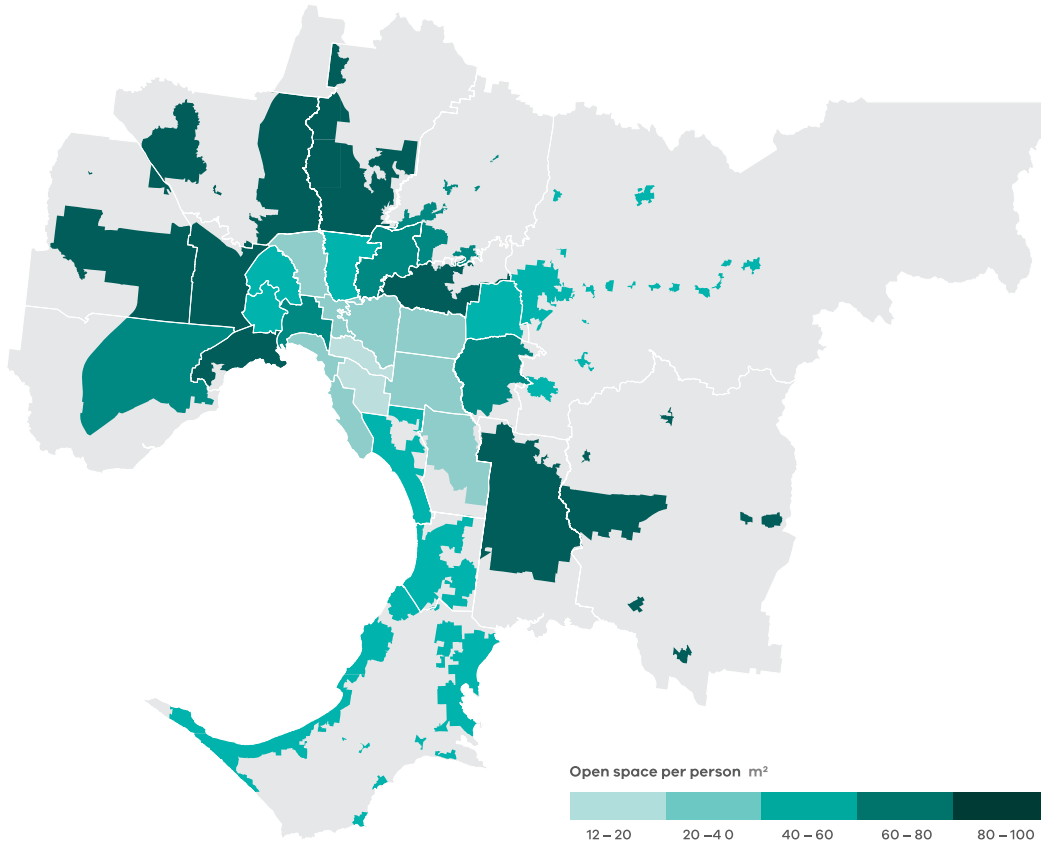
The directions identified to achieve the 2050 vision for the Eastern Metro Region in terms of Liveability and Outcome 4 of Plan Melbourne are:

Direction 16	Protect and enhance the region’s landscapes, waterways and biodiversity
Direction 17	Create a legacy of great civic places
Direction 18	Transform key road corridors into green boulevards
Direction 19	Strengthen the network of open spaces and trail connections across the Eastern Metro Region

Each direction is implemented through regionally-specific strategies identified in this LUIFP.

Map 6 shows how liveability will be enhanced across the Eastern Metro Region by 2050 as a result of these directions and strategies, together with Plan Melbourne and other strategies and initiatives as outlined in Appendix 01.






FIGURE 19. Open space per person for metropolitan LGAs








Source: Data from the Victorian Planning Authority Metropolitan Open Space Network portal, 2016
Note: only areas within the UGB were calculated and mapped in this figure. Areas outside the UGB are shown in grey.

MAP 6. Eastern Metro Region liveability 2050

Precincts and Activity Centres

-  Metropolitan activity centre
-  Major activity centre
-  Victorian Heritage Register Site
-  Community/tourism site
-  Puffing Billy tourist railway





Transport

-  State-significant road corridor
-  Road network
-  Train station
-  Rail network
-  Strategic Cycling Corridor

Environment

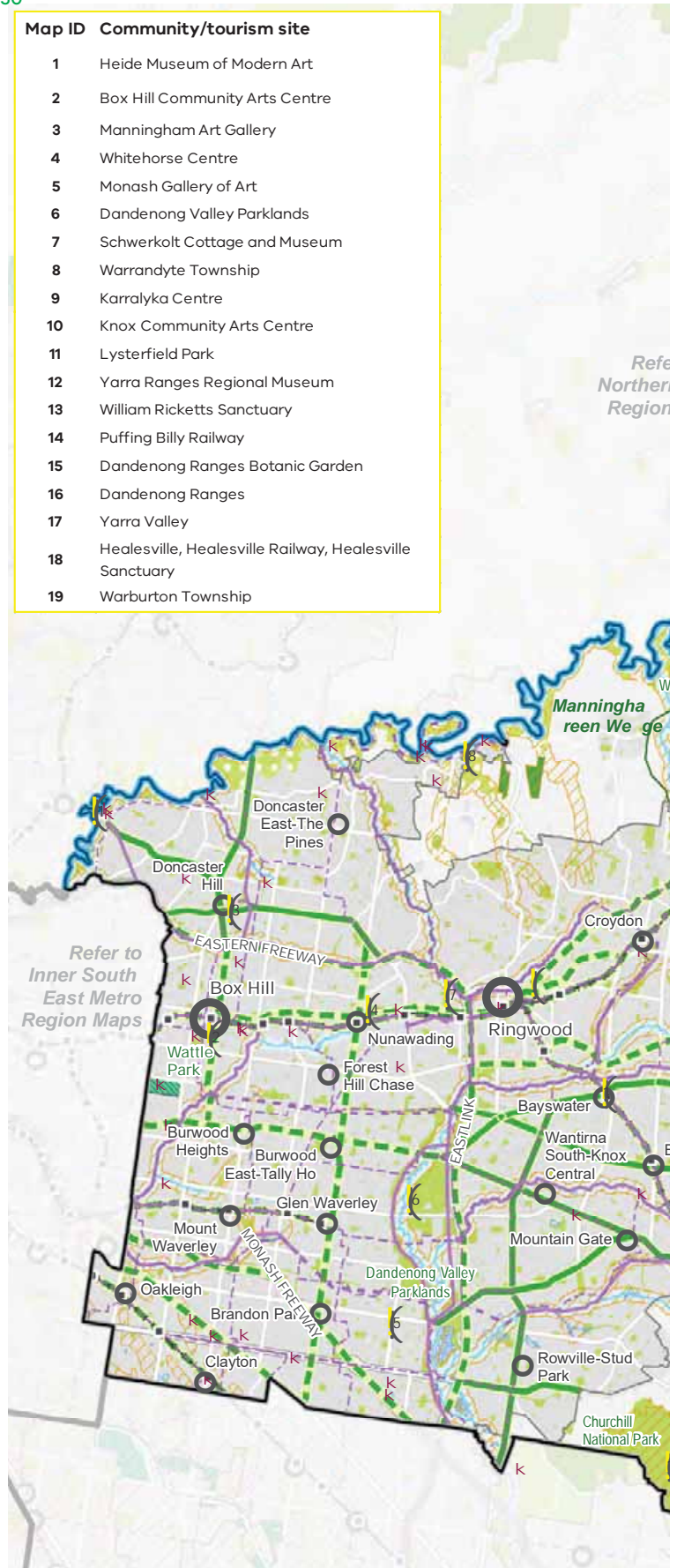
-  National park/state park
-  Regional Park - expanded/improved
-  Public open space
-  Regional green boulevard - existing
-  Regional green boulevard - potential
-  Yarra River land
-  Wetlands
-  Water's edge parkland
-  Waterway and waterway corridor
-  Reservoir
-  Waterbody
-  Existing regional trails
-  Proposed regional trails
-  Areas of Aboriginal Cultural Heritage Sensitivity

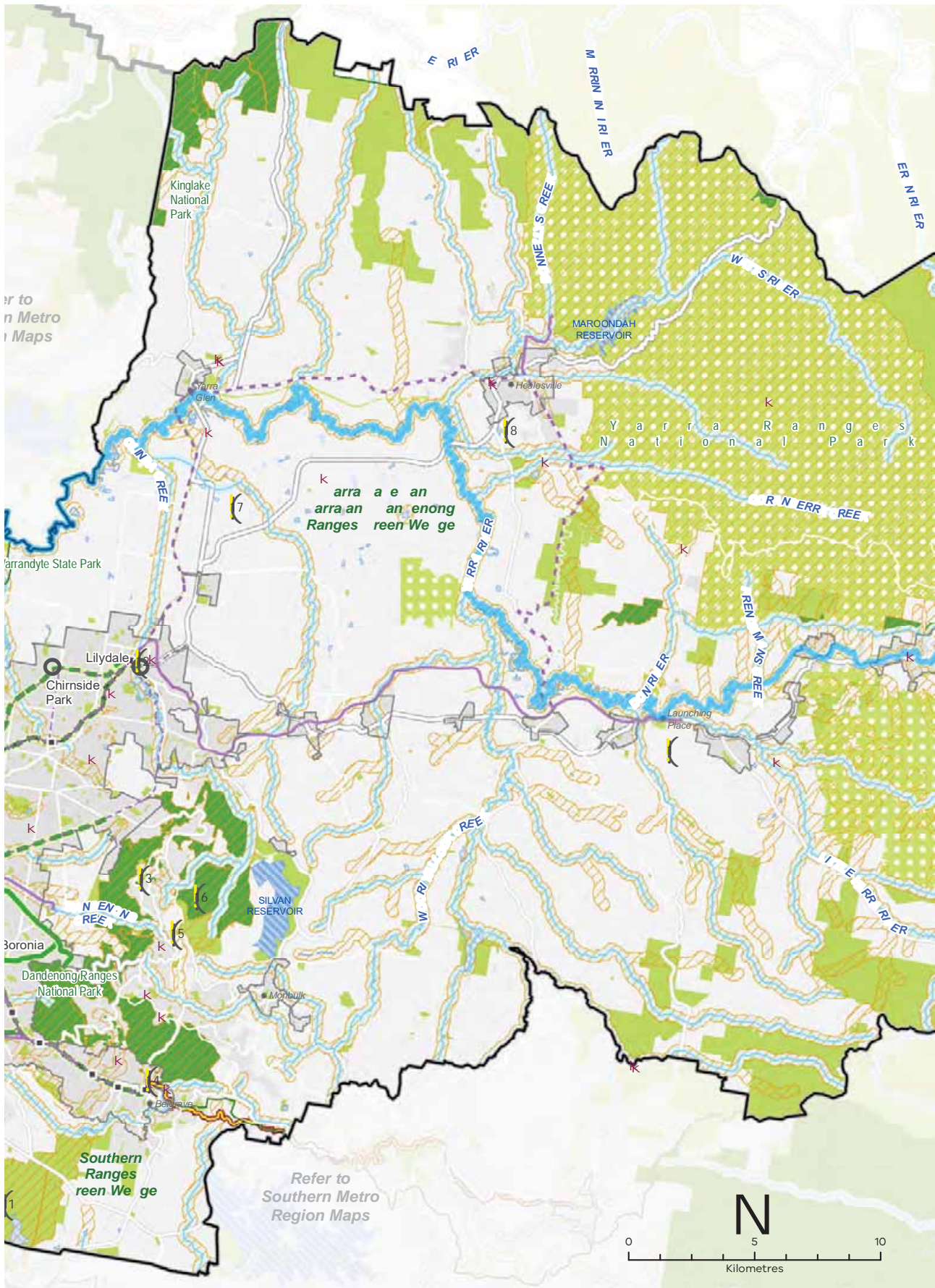
Land use/Administration

-  Regional boundary
-  Green wedge land
-  Urban area
-  Urban growth boundary



Map ID	Community/tourism site
1	Heide Museum of Modern Art
2	Box Hill Community Arts Centre
3	Manningham Art Gallery
4	Whitehorse Centre
5	Monash Gallery of Art
6	Dandenong Valley Parklands
7	Schwerkolt Cottage and Museum
8	Warrandyte Township
9	Karralyka Centre
10	Knox Community Arts Centre
11	Lysterfield Park
12	Yarra Ranges Regional Museum
13	William Ricketts Sanctuary
14	Puffing Billy Railway
15	Dandenong Ranges Botanic Garden
16	Dandenong Ranges
17	Yarra Valley
18	Healesville, Healesville Railway, Healesville Sanctuary
19	Warburton Township





CHAPTER 07

DIRECTION 16.
Protect and enhance the region's landscapes, waterways and biodiversity

A range of planning policies and protections apply to the landscape and environmental values of the Eastern Metro Region's green wedge areas (Figure 20). However, additional protection is required to ensure that development does not impact on waterways, wetlands, ridgelines and key view corridors.

Engaging with Traditional Owners and Aboriginal Victorians to include Aboriginal values and traditional ecological knowledge in biodiversity planning and management is an essential component of protecting and enhancing the region's landscapes and biodiversity.

Implementation of the Wurunderji Woi Wurrung *Ancient Spirit and Lore of the Yarra* and the *Yarra Strategic Plan* will ensure long-term protection of the Yarra River, including actions to improve its overall environmental health, enhance community access to and use of the river and adjoining parklands, improve development interfaces with the river, and recognise cultural and heritage values.

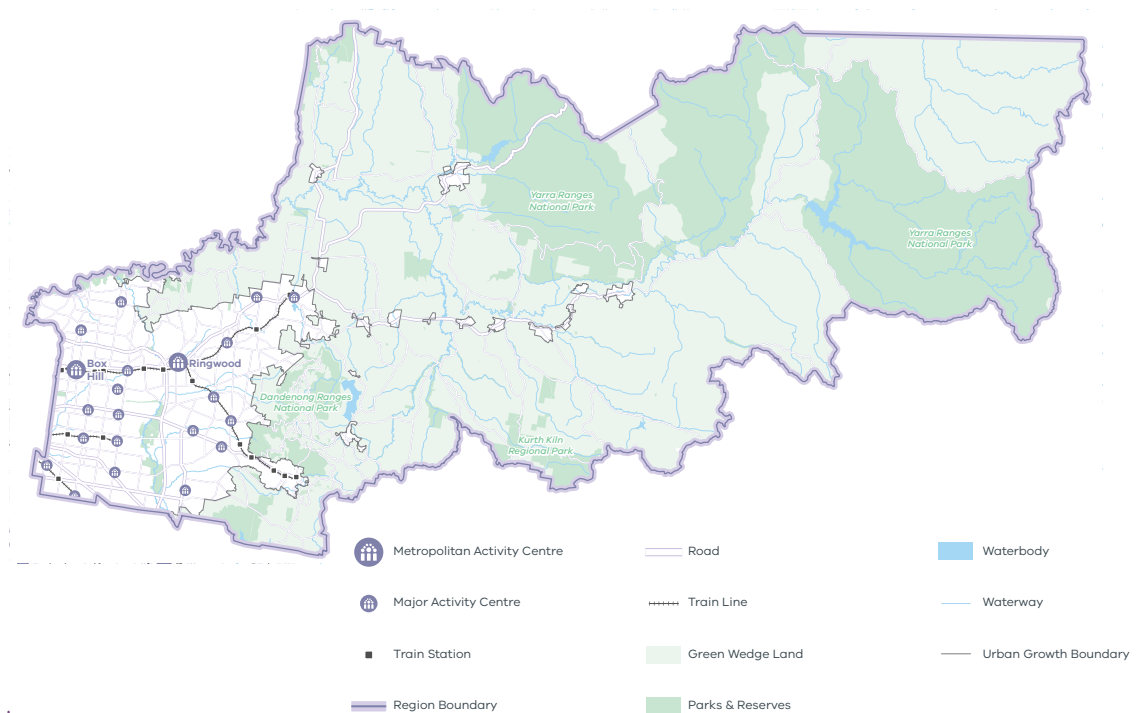
The *Healthy Waterways Strategy* (Yarra and Dandenong catchments), has identified the need to protect the values of waterways and wetlands in the region, including identifying priority areas for revegetation and enhanced stormwater management.

STRATEGY 47. Work with Traditional Owners to protect and enhance the region's significant landscapes of waterways, waterway corridors, wetlands, mountain ranges, forests and rural landscapes for their contribution to biodiversity and liveability.

STRATEGY 48. Strengthen the region's inter- and intra-regional open space and habitat connections.

STRATEGY 49. Ensure the design of new development within the region's green wedges responds to its landscape and biodiversity values and provides adequate buffers from areas of landscape or biodiversity sensitivity, including the rural character of land adjoining the UGB.

FIGURE 20. Eastern Metro Region green wedge areas



DIRECTION 17.**Create a legacy of great civic places**

There is already a legacy of great civic spaces and precincts across the Eastern Metro Region that are critical to establishing people's mental map of the area and their enjoyment of place. The region's rich cultural heritage provides a strong legacy for creating distinctive places which foster community pride and a sense of place.

Many activity centres, both large and small, include formal and informal places with high civic values that help people better understand, orientate within and appreciate where they live and visit. Existing places that establish the region's civic legacy include the former Box Hill Town Hall, the newly established Realm in Ringwood, MC Square in Doncaster, Ringwood Lake, the Bellbird area and Blackburn Lake, the Yarra Valley Parklands and Jells Park. Heritage townships in the Upper Yarra Valley and Dandenong Ranges also have highly valued civic spaces. It is important to protect and enhance these civic places for future generations.

As the region's activity centres grow, new civic places will be created that add to the region's sense of place. Regionally-significant places such as the Monash NEIC have the potential to evolve as unique and memorable civic precincts.

STRATEGY 50. Identify, enhance and protect existing places and spaces that have high civic values, and which contribute to people's understanding and enjoyment of the region.

STRATEGY 51. Ensure well designed, high-quality public spaces in new developments to foster a strong sense of place and reinforce the region's amenity, character and identity.

STRATEGY 52. Recognise the different layers and aspects of the region's history in the design of new buildings, public spaces, infrastructure and public artwork.

DIRECTION 18.**Transform key road corridors into green boulevards**

Green boulevards exist throughout the Eastern Metro Region and should be extended to other main road corridors where possible to reinforce the treed character of the region. This includes planting of canopy trees (or vegetation appropriate to the available road space) and enhancing pedestrian and cycling amenity.

Several road corridors in the region have been identified as potential green boulevards with high pedestrian and cycling amenity. These include Burwood Highway, Manningham Road, Doncaster Road, Fitzsimmons Lane/Williamson Road, Boronia Road, Mount Dandenong Road, Stud Road, Maroonah Highway, Springvale Road, Canterbury Road, Wellington Road and Ferntree Gully Road.

Maintaining the green character of streets and boulevards with well-established street trees will contribute to the amenity of the region. Designing streets to harvest stormwater would also help strengthen tree canopies and lower storey vegetation while strategic undergrounding of powerlines in key locations would enhance the streetscape character.

Design of new development along these corridors should make a positive contribution to the region's valued character. This includes key attributes such as ensuring buildings are an appropriate scale for the local context, preserving sunlight access to public streets and spaces, minimising the impact of car parking and making a positive aesthetic contribution to the streetscape.

STRATEGY 53. Upgrade key pedestrian streets and public spaces to foster their civic and community role.

CHAPTER 07

DIRECTION 19.

Strengthen the network of open spaces and trail connections across the Eastern Metro Region

Plan Melbourne envisages a network of accessible, attractive and connected linear parklands, river corridors, green wedge areas and associated shared trail networks.

Within the Eastern Metro Region this includes the major parkland and river assets of the Yarra River corridor and the creation of the Greater Yarra Urban Parklands. It also includes the Scotchmans, Gardiners, Koonung Koonung and Mullum Mullum creeks, the Dandenong Valley Parklands along the Dandenong Creek corridor, the Lilydale-Warburton Rail Trail and the new Yarra Valley Rail Trail currently under construction.

Collaboration at a regional and metropolitan level and with Traditional Owners will be necessary to connect open space and enhance biodiversity assets.

Open Space for Everyone: Open Space Strategy for Metropolitan Melbourne 2020 focuses on providing a diverse range of open spaces to meet the needs of the community while protecting existing open space assets.

The *Eastern Regional Trail Strategy* is a planning framework and action plan prepared jointly by the region's local councils to establish a high-quality network of integrated shared trails that link communities, destinations and urban and natural environments. It identifies immediate priorities to expand the regional trail network, including the extension of the Box Hill-Ringwood Rail Trail, connections from the Main Yarra Trail to Warrandyte, the Yarra Valley Trail and the extension of the Main Yarra Trail to Warrandyte.

Dandenong Valley Parklands is a significant open space asset and biodiversity corridor that will be even more important to the region's liveability as the population grows. Regional cooperation is needed to plan for the future of this parkland corridor which spans three municipalities.

STRATEGY 54. Protect the region's network of significant parklands and open space corridors as key aspects of its identity and liveability.

STRATEGY 55. Create new open space where it can serve a walkable catchment from residential areas or activity centres.

STRATEGY 56. Improve the region's shared trail network, including key inter- and intra-regional connections, to improve access to open space and active transport opportunities.

STRATEGY 57. Support active recreation and cycling trails in the green wedges.

ACTIONS – Liveability

ACTION 8. Prepare a vision for the Dandenong Valley Parklands, including defining the optimal extent of the parklands, and a framework to ensure key access points and integrated water management objectives are acknowledged in local planning decisions.

LIVEABILITY



Photo credit: Tim Bell Studio

CHAPTER 08 STRONG COMMUNITIES

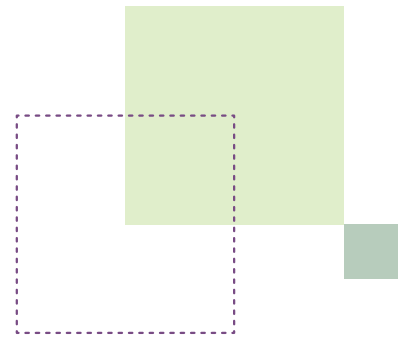


Plan Melbourne Outcome 5:
Melbourne is a city of
inclusive, vibrant and healthy
neighbourhoods

The Eastern Metro Region has many of the key attributes of strong, inclusive and healthy communities. This plan will ensure it continues to do so by providing community services, open space, hospitals, educational and cultural institutions, and transport infrastructure that keeps pace with a projected 390,000 increase in population by 2051.



Photo credit: Tim Bell Studio



Taking a regional approach to planning will ensure social infrastructure and open space services the widest possible catchment and cross-section of people. Plan Melbourne aims to build on the fundamentals of strong, healthy and sustainable neighbourhoods by improving access to and provision of amenity, social infrastructure, health and education, open space and the promotion of walking and cycling options.

The Eastern Metro Region is well placed to achieve the Plan Melbourne vision of all key services being accessible within a 20-minute walk, cycle or local transport trip from home. Having easy access to key services reduces social exclusion, improves health and wellbeing, promotes a sense of place, and reduces travel costs and traffic congestion thereby reducing carbon emissions.

State of play

Community profile

The Eastern Metro Region is a culturally diverse community with 35.4 per cent of its population born overseas. This is slightly lower than the overall metropolitan population of 36.5 per cent of people born overseas. Key countries of origin are China, United Kingdom and India, consistent with Greater Melbourne. A strong international student population and established migrant communities, such as the Chinese community centred around Box Hill, contribute to a vibrant community character.

The Socio-Economic Index for Areas (SEIFA) ranks LGAs according to their relative socio-economic advantage and disadvantage. The 2016 SEIFA rankings for the Eastern Metro Region are shown in **Figure 21**. Residents of the Eastern Metro Region are clustered around the upper end of the SEIFA spectrum, indicating a greater overall level of socio-economic advantage. In 2016, the Manningham LGA had the lowest level of disadvantage in the region, followed by Whitehorse. The most disadvantaged LGA was Yarra Ranges, and the rural townships within Yarra Ranges are shown to have some of the highest levels of disadvantage in the region.

Health and education facilities

The Eastern Metro Region's high SEIFA ranking can be attributed to its outstanding, state-significant health and education precincts, social infrastructure, parkland and open spaces.

The Eastern Metro Region features 154 government primary schools and 37 government secondary schools (DELWP, 2017). Education is a strength for the Eastern Metro Region with four universities and five TAFE institutions across eight campuses, attracting both regional, national and international students.

The link between health, wellbeing and nature is reflected in many Victorian Government strategies including the *Public Health and Wellbeing Plan 2019–2023* and *Active Victoria – A Strategic Framework for Sport and Recreation in Victorian 2017–2021*.

The region has a total of 10 public hospitals and 13 private hospitals (excluding private day hospitals). In addition to the health facilities located in precincts listed in **Table 8**, Mulgrave Private Hospital, Jessie Mcpherson Private Hospital, Melbourne Eastern Private Hospital, Ringwood Private Hospital, Donvale Rehabilitation Hospital, Manningham Private Hospital and Bellbird Private Hospital, are regionally-significant facilities. The region is also well serviced by a network of allied, disability and retail health providers in the region's activity centres.

Social infrastructure

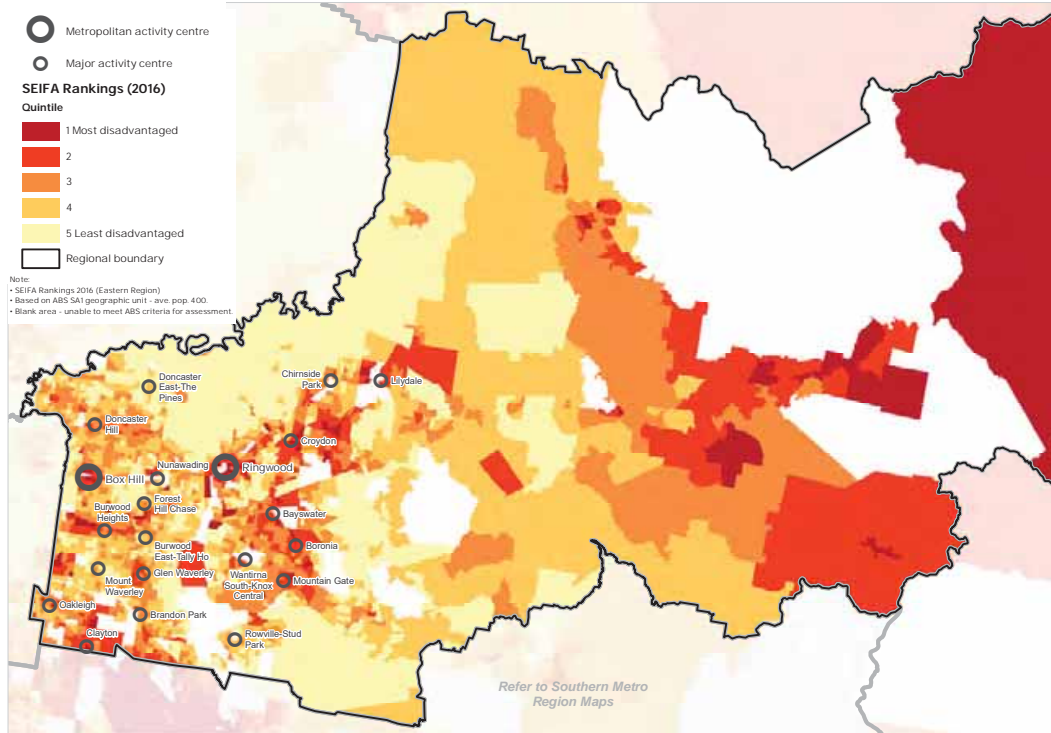
The Eastern Metro Region features a network of galleries and art spaces that support community creative and cultural expression including Monash Gallery of Art, Karralyka Centre in Ringwood, Artspace at Realm in Ringwood and Wyneena Community Arts Centre in Croydon among others.

The region is well serviced by recreational facilities. Major recreational facilities include the State Diving Centre in Ringwood and the State Basketball Centre in Vermont South. Other regionally-significant recreation sites represent a variety of sports including aquatics, badminton, golf, netball, basketball, cricket, football and soccer. The regional recreational facilities are identified in **Map 7**.

The Eastern Metro Region also features one Magistrates' Court, three Community Corrections Locations and three Justice Service Centres.

CHAPTER 08

FIGURE 21. SEIFA rankings (2016) in the Eastern Metro Region



STRONG COMMUNITIES

Regional strengths

- The region is well serviced by recreation facilities.
- There is an opportunity for the Eastern Metro Region to build on its state- and regionally-significant health and education precincts to keep pace with population growth.
- Use of existing social infrastructure can be expanded and diversified in innovative ways to meet the needs of residents and inter-regional visitors.
- With the region’s many activity centres, there is potential to achieve the hallmarks of 20-minute neighbourhoods.

Regional challenges

- There is an uneven distribution of primary health, education and community services across the region, particularly in the outer areas and rural townships.

Directions and strategies

The directions identified to achieve the 2050 vision for the Eastern Metro Region in terms of Strong communities and Outcome 5 of Plan Melbourne are:

Direction 20	Plan for major social infrastructure at a regional level
Direction 21	Deliver health and education services in strategic locations
Direction 22	Support a network of activity centres to anchor 20-minute neighbourhoods across the Eastern Metro Region

Each direction is implemented through regionally-specific strategies identified in this LUPF.

Map 7 shows how strong communities will be enhanced across the Eastern Metro Region by 2050 as a result of these directions and strategies, together with Plan Melbourne and other strategies and initiatives as outlined in Appendix 01.








Photo credit: Tim Bell Studio

MAP 7. Eastern Metro Region strong communities 2050





Precincts and Activity Centres

-  National employment & innovation cluster (NEIC)[^]
-  Metropolitan activity centre
-  Major activity centre
-  Health & education precinct (state)
-  Health precinct (state)
-  Education precinct (state)
-  Health precinct (regional)
-  Education precinct (regional)
-  Major recreational facility
-  Regional recreational facility





Transport

-  State-significant road corridor
-  Road network
-  Train station
-  Rail network
-  Strategic Cycling Corridor




Principal Public Transport Network

-  PPTN station
-  PPTN interchange
-  Bus
-  Tram

Environment

-  National park/state park
-  Public open space
-  Waterway
-  Waterbody

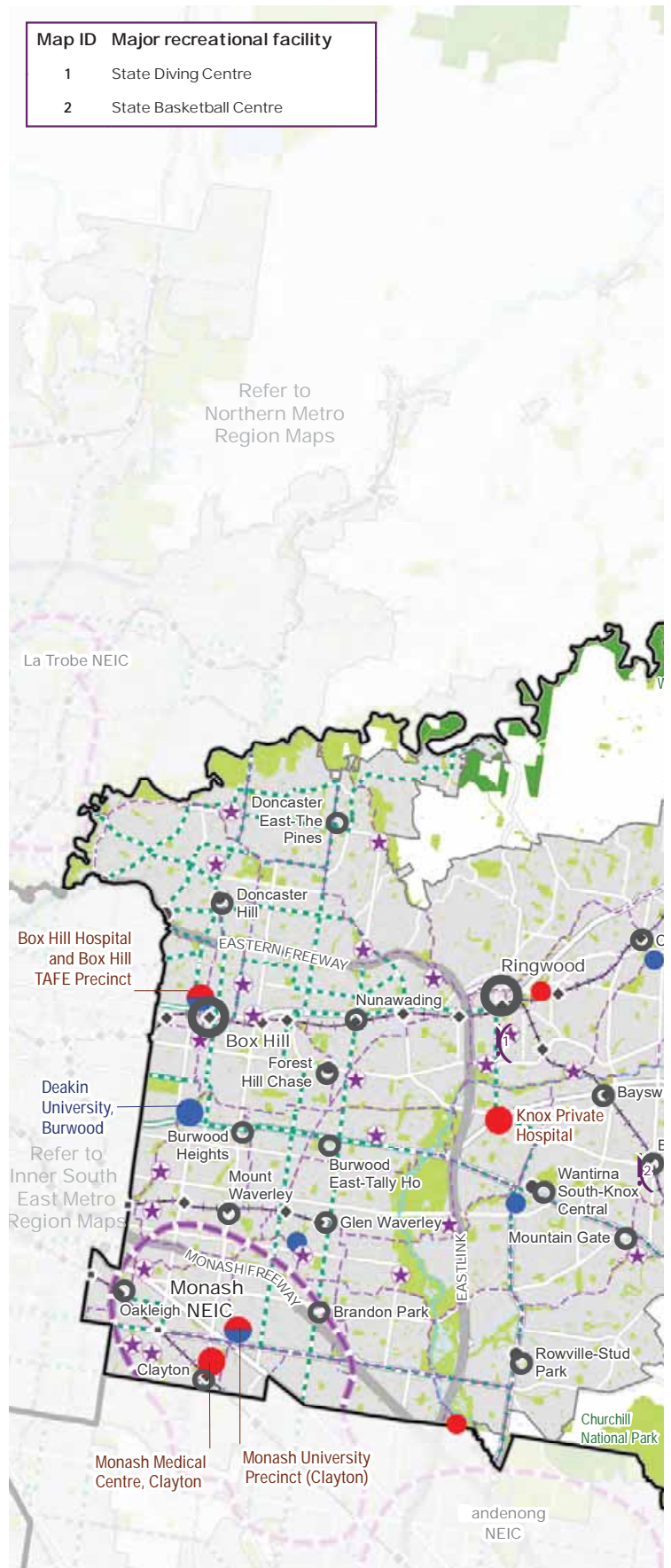
Land use/Administration

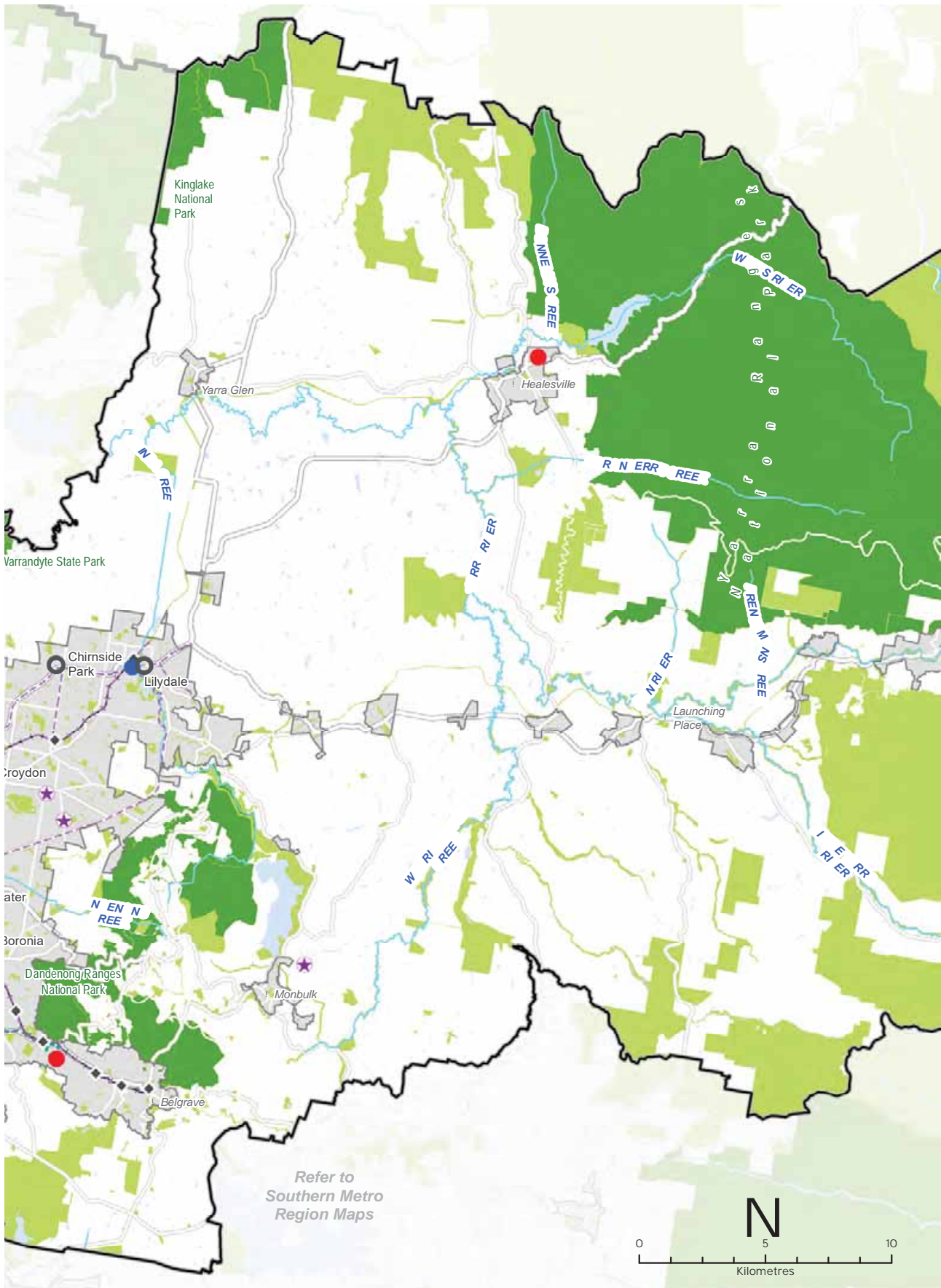
-  Regional boundary
-  Urban area
-  Urban Growth Boundary

[^]NEIC boundary is indicative only and subject to detailed planning.



Map ID	Major recreational facility
1	State Diving Centre
2	State Basketball Centre





CHAPTER 08

DIRECTION 20. **Plan for major social infrastructure at a regional level**

Social infrastructure includes all of the facilities, services and networks that help people to meet their social, cultural and community needs, in addition to health and education facilities.

Planning from a regional perspective requires coordination between different levels of government to acknowledge that local councils plan for local infrastructure such as kindergartens, while the Victorian Government plans for state-level services such as schools.

The Eastern Metro Region has a high level of community facilities in comparison to other parts of Melbourne including performing art centres, museums, community halls, aquatic facilities, major outdoor sports grounds and indoor stadiums. However, many of these assets were designed for a single purpose and are unlikely to adequately meet the projected future needs of the community.

The *Melbourne East Regional Sport and Recreation Strategy 2016* identifies current gaps in regional level sport and recreation facilities and provides a planning framework to help prioritise regional projects. With significant competition for land to build new assets, one new approach may be to better use existing social infrastructure on larger open space land holdings (such as golf courses, pipe tracks or easements) and government owned land (such as schools, universities or cemeteries) for complementary passive open space or recreational opportunities.

STRATEGY 58. Encourage planning for major social infrastructure (such as libraries, recreation facilities, cultural centres or community hubs) to be undertaken in conjunction neighbouring regions to maximise co-location of facilities.

STRATEGY 59. Locate social infrastructure near activity centres and in SRL precincts to be accessible by walking, cycling or public transport.

STRATEGY 60. Support regional planning that will provide for a range of sporting and active recreation facilities to meet the needs of the growing population.

STRATEGY 61. Support the upgrade and expansion of existing social infrastructure to enable it to be more flexibly and intensively used.

STRATEGY 62. Encourage utilisation of public land such as school grounds or golf courses for open space, recreation activities or trail connections by providing community access at times and in ways that do not jeopardise their primary purpose.

STRONG COMMUNITIES

DIRECTION 21. **Deliver health and education services in strategic locations**

Greater demand is expected for the region's health and education services over the next 30 years given the region's projected population increase and cross-regional movement facilitated by SRL.

To accommodate anticipated demand, existing infrastructure will need to be updated or relocated to health and education precincts that encourage synergies between users. Plan Melbourne identifies state-significant health and/or education precincts. Regionally-significant health and/or education precincts (Table 12) have a regional catchment, are accessible by a range of transport options and have a specialised economic function. This identification provides opportunities for the agglomeration of ancillary health and education services, retail, commercial and accommodation uses.

Victorian Government is working in partnership with Knox LGA to establish an integrated health precinct for Wantirna that includes a new aged care facility and synergies with Knox Private Hospital.

Planning for activity centres and health and education precincts should consider their role as part of the broader network of public and private community service providers. Health infrastructure should be planned at a regional level. For more remote areas of the region, provision of adequate local health services is essential, in addition to transport connections to regional health services.

Additionally, a significant portion of the demand on health and education services could be accommodated through upgrading, expanding and diversifying existing services. Where necessary, outdated services should be identified for redevelopment.

Aged care service capacity should be monitored and planned for to keep pace with the expanding and ageing population in the Eastern Metro Region.

STRATEGY 63. Strengthen the role of the health and/or education precincts of the Eastern Metro Region by co-locating new health and/or education facilities within these precincts and encouraging an agglomeration of ancillary uses such as primary healthcare, retail and accommodation.

STRATEGY 64. Expand the network of health and/or education facilities and precincts across the region to meet the needs of the growing population. Ensure that these facilities and precincts are accessible by public transport, walking and cycling.

STRATEGY 65. Support the upgrade of existing health and education infrastructure to allow for more intensive use of those services.

CHAPTER 08

TABLE 12. State-significant and regionally-significant health and/or education precincts

STATE-SIGNIFICANT HEALTH PRECINCT	REGIONALLY-SIGNIFICANT HEALTH PRECINCT
Knox Private Hospital Monash Medical Centre	Maroondah Hospital (Ringwood) Healesville Hospital (Healesville) Mulgrave Private Hospital (Mulgrave) Angliss Hospital (Upper Ferntree Gully)
STATE-SIGNIFICANT EDUCATION PRECINCT	REGIONALLY-SIGNIFICANT EDUCATION PRECINCT
Deakin University (Burwood)	Swinburne University of Technology (Wantirna) Swinburne University of Technology (Croydon) Box Hill Institute (Lilydale) Holmesglen Institute of TAFE Waverly Campus (Glen Waverley)
STATE-SIGNIFICANT HEALTH AND EDUCATION PRECINCT	REGIONALLY-SIGNIFICANT HEALTH AND EDUCATION PRECINCT
Monash University Precinct (Clayton – including Victorian Heart Hospital) Box Hill Hospital and Box Hill Institute of TAFE Precinct	



Photo credit: Tim Bell Studio

STRONG COMMUNITIES

DIRECTION 22.**Support a network of activity centres to anchor 20-minute neighbourhoods across the Eastern Metro Region**

The 20-minute neighbourhood is about 'living locally' and giving people the ability to meet most of their daily needs within a 20-minute walk, cycle or public transport trip from home.

All Eastern Metro Region LGAs recognise the importance of neighbourhood activity centres in providing convenient, accessible services and generating employment opportunities. They each have programs in place to help neighbourhood activity centres remain economically viable and to enhance the vitality of local streetscapes. The role and function of each neighbourhood activity centre should be understood to ensure an adequate provision of services across the region.

The Eastern Metro Region has the largest number of smaller scale commercial areas or centres in metropolitan Melbourne. The region contains 265 commercial areas that are not classified as a metropolitan or major activity centres. Almost 80 per cent of these are small-scale local commercial areas with less than 10,000 square metres of commercial floorspace. Collectively this network of small centres and neighbourhood activity centres provides a range of retail, hospitality, health and community functions and supports the delivery of 20-minute neighbourhood hallmarks.

Urban design for existing and new activity centres needs to support increased population densities as well as adequately plan for and integrate social infrastructure. Place-based planning for existing and new developments will support the retention of the existing sense of place of centres and provide opportunities for community engagement to ensure a sense of place is retained. This means an emphasis on walkable areas, shared trail links and public transport options to enhance connectivity to neighbourhood activity centres, open spaces, recreation and community facilities. A well planned, safe urban realm would also enable ageing members of the community to remain in their own homes with good access to essential services and facilities.

Townships in the region should also have appropriate residential, commercial, retail, community and recreational facilities.

STRATEGY 66. Plan for existing and new activity centres to embed the 20-minute neighbourhood hallmarks, through a place-based, community partnership approach.

STRATEGY 67. Support a consistent designation of neighbourhood activity centres and their role in the network of activity centres across the Eastern Metro Region.

STRATEGY 68. Embed the 20-minute neighbourhood hallmarks in planning within the catchment of major infrastructure projects.

STRATEGY 69. Support the role of neighbourhood activity centres to provide retail, community and allied health services to their respective local catchments.

**ACTIONS –
Strong communities**

ACTION 9. Assess the health services infrastructure in the region's rural locations and prepare a regional response to improving access to services.

ACTION 10. Review local planning policy and provisions for identified regionally-significant health and/or education precincts to support their continued effective operation and their future growth and expansion, including in the case of health precincts, for associated allied health services.

ACTION 11. Develop guidance on a new approach to neighbourhood planning in partnership with local councils of the Eastern Metro Region which embeds the hallmarks of 20-minute neighbourhoods.

CHAPTER 09 SUSTAINABILITY AND RESILIENCE

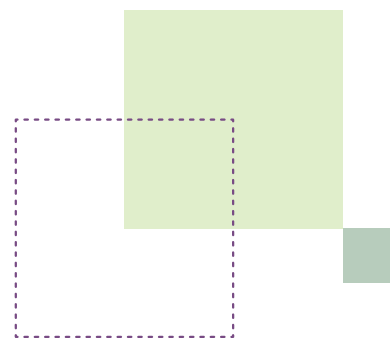


**Plan Melbourne Outcome 6:
Melbourne is a sustainable and
resilient city**

Plan Melbourne aims to create a resilient and sustainable city. It recognises the need to mitigate greenhouse gas emissions, reduce exposure to natural hazards and undertake whole of water cycle planning. It also encourages resource efficiency and promotes the benefits of urban cooling and greening.



Photo credit: Tim Bell Studio



The Eastern Metro Region has the highest tree canopy coverage in metropolitan Melbourne and lower surface temperatures than other Melbourne regions. With these benefits, however, come certain risks: forested areas and some urban areas in the Eastern Metro Region are highly susceptible to floods, bushfires and damage to property, infrastructure and public assets from extreme weather events.

Green infrastructure (trees, vegetation, green spaces and water systems) play an important role in maintaining water supply catchments, providing habitat and contributing to the character of parks and green wedges.

State of play

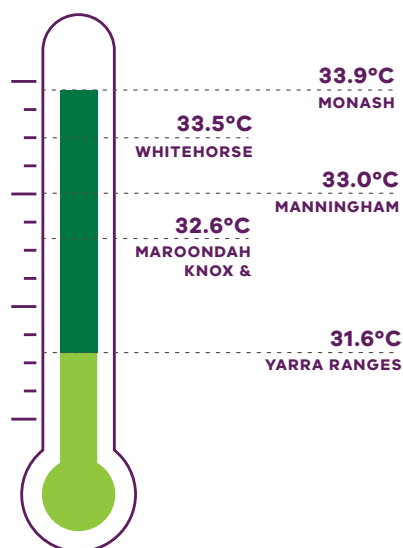
Urban heat environments

By 2050, the average annual temperature in the Eastern Metro Region is forecast to increase between 0.8° and 3.0° Celsius under a medium emissions climate change scenario (Clarke, et al., 2019). As our climate warms the number of people exposed to the risk of mortality from heatwaves will increase. Older people, younger people, those with pre-existing illnesses and people with fewer resources to adapt are more at risk on hot days and in prolonged periods of hot weather.

Although the Eastern Metro Region is the coolest within Metro Melbourne, it is still estimated that around 23,000 residents in the region were exposed to high urban heat conditions in 2018 (Urich, C. & Hardy, M., 2020). The average land surface temperature (LST) in the Eastern Metro Region was 32.8° Celsius, and LST was highest in Monash LGA (33.9° Celsius) and coolest in Yarra Ranges LGA (31.6° Celsius), as shown in Figure 22.

There are scattered areas of urban heat across the inner-west portion of the Eastern Metro Region including the Monash NEIC, Clayton, Glen Waverley, Bayswater, Boronia and Croydon. These areas have less trees and more hard surfaces compared to other areas possessing higher vegetation cover and, in particular, higher tree canopy cover. This means individual suburbs within the region offer different levels of amenity on hot days.

FIGURE 22. Average land surface temperature by LGA, 2018



Source: Department of Environment, Land, Water and Planning (2018) *Land Surface Temperature Data, State of Victoria, Melbourne, Australia.*

Urban environments that stay cooler on hot days are more physically comfortable to humans and animals and continue to support movement and recreation. As the number and duration of hot days increases, these environments will be important to reduce the likelihood of heat-related illness. Cooler urban environments are characterised by more tree cover, less hard surfaces, more water infiltration into the ground and fewer heat-absorbing building materials.

Vegetation cover

Vegetation cover is a defining feature of the Eastern Metro Region, which in 2018 had 61 per cent vegetation cover and 27 per cent tree canopy cover including both urban and non-urban areas. This is 14 per cent more vegetation cover and almost 11 per cent more tree cover than the metropolitan average and the highest of Melbourne’s metropolitan regions (Hurley, et al., 2018b). The Eastern Metro Region as a whole contributed 39,096 hectares of tree canopy cover and 88,355 hectares of combined vegetation cover (grass, shrubs and trees) to Melbourne (Hurley, et al., 2018b).

CHAPTER 09

FIGURE 23. Heat vulnerability index map for the Eastern Metro Region, 2018

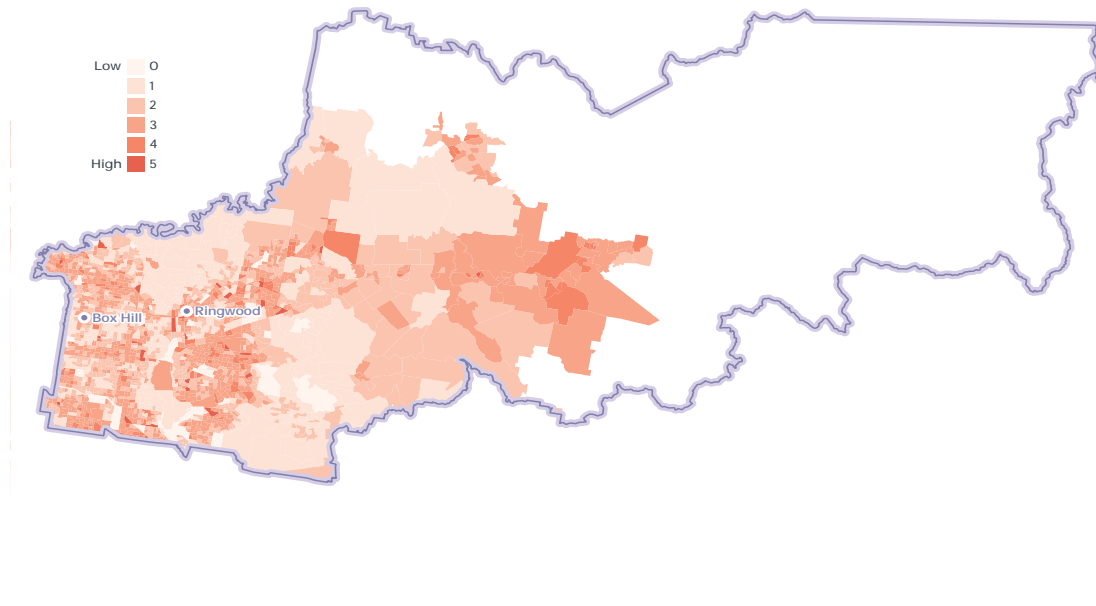
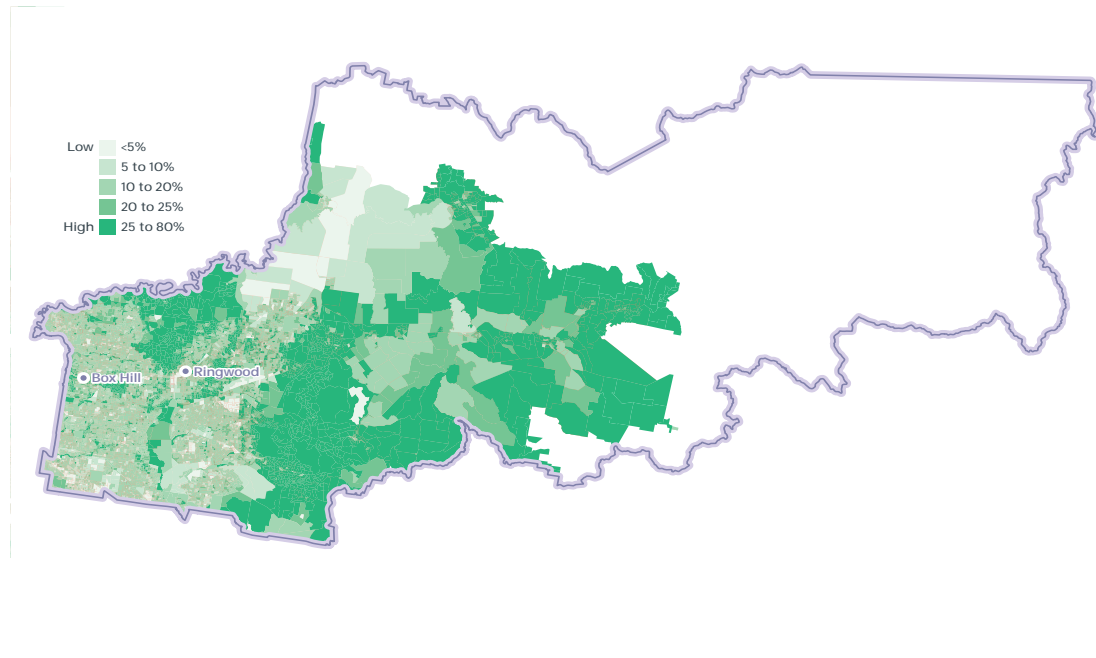


FIGURE 24. Eastern Metro Region tree canopy cover, 2018



Urban tree canopy

Trees provide cooling, amenity, habitat, and recreation and respite to residents. In 2018, the Eastern Metro Region had around 26 per cent urban tree cover, higher than the metropolitan average of 15.3 per cent (Hurley, et al., 2018a).

The region accounted for 40 per cent of Melbourne's overall tree canopy coverage in urban areas, with tree canopy varying across the region. Most urban tree canopy is on residential land, parkland and linear infrastructure such as streets (Figure 25).

In 2018, the Yarra Ranges had the highest urban tree canopy cover of almost 37 per cent, reflecting its interface with the Dandenong Ranges while Monash had around 14 per cent urban canopy cover (Figure 26) (Hurley, et al., 2018a).

Between 2014 and 2018 the Eastern Metro Region had the largest loss of tree canopy of any metropolitan region. Maroondah and Whitehorse LGAs had the highest loss of average tree canopy of all metropolitan LGAs. The high level of urban tree canopy loss in the Eastern Metro Region was offset by gains in the Inner, Western and Northern metro regions (Figure 26) (Hurley, et al., 2019).

All local councils in the Eastern Metro Region have adopted the *Living Melbourne Urban Forest Strategy*, specifying targets for the Eastern Metro Region of 30 per cent total tree canopy and 50 per cent total tree and shrubs canopy by 2050 (The Nature Conservancy and Resilient Melbourne, 2019).

Water supply

Melbourne sources most of its water from remote, forested mountain streams and enjoys some of the best quality natural water in world (Melbourne Water, 2020).

The Eastern Metro Region includes significant water catchment and storage areas such as the Yarra River, the Upper Yarra open water catchment and the Upper Yarra, Silvan, Maroondah and O'Shannassy reservoirs. These water catchments and storage facilities are regionally-significant assets that provide around 70 per cent of Melbourne's drinking water.

Healesville, McCrae's Creek, Mick's Creek and Britannia Creek are all officially recognised as Declared Special Area Water Supply Catchments in the Eastern Metro Region.

Flooding risk

Stormwater flooding is prevalent in urban areas of the Yarra River catchment in the Eastern Metro Region. Higher volumes of stormwater during periods of heavy rain impact the health of rivers and their tributaries (DELWP, 2018a).

While overall annual rainfall will reduce as a result of climate change, the region is predicted to see more frequent and intense rainfall events that will increase the risk of flooding (DELWP, 2018a). Flooding may also be exacerbated by an increase in impervious surfaces and stormwater flows unless this risk is properly managed.

Harvesting stormwater and increasing water infiltration are important in dense suburbs to reduce runoff and service vegetation. Stormwater and recycled water can support the maintenance of water-reliant facilities and amenities such as sporting fields and gardens, contribute to more resilient vegetation, reduce demand on drinking supplies and improve the environment of receiving streams and rivers.

Bushfire risk

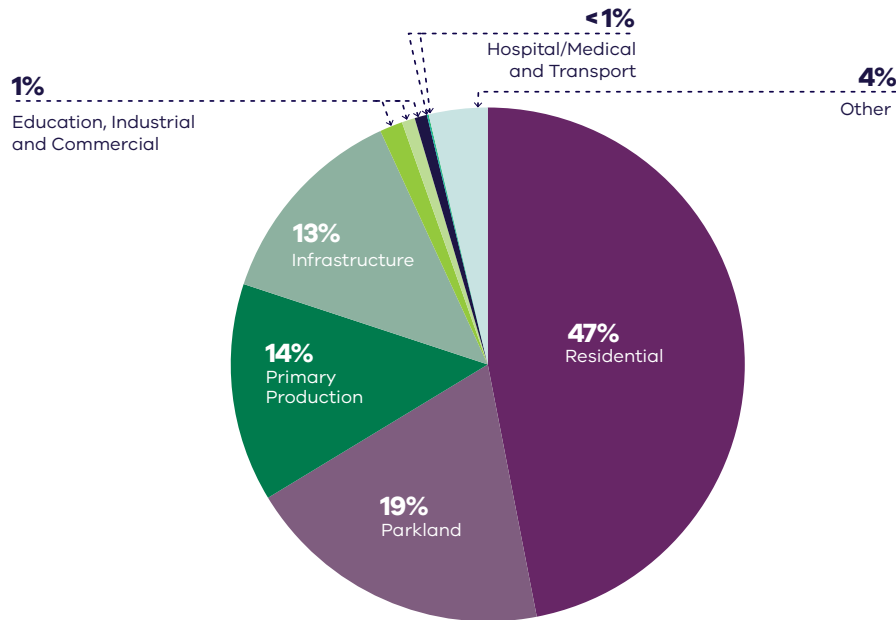
The Eastern Metro Region has bushfire risk at the local and landscape scale as shown in Map 8. There are large areas of land, mostly beyond the urban area in the green wedges, already governed by State planning policy for bushfire (Clause 13.02), the Bushfire Management Overlay (BMO) and Bushfire Prone Areas (BPA). The likelihood of a bushfire, its severity and intensity depend on a site's location and surrounding landscape characteristics.

The BMO aims to strengthen community resilience to bushfire by considering bushfire measures as part of the design process and ensuring new development achieves an acceptable level of bushfire risk in areas of highest bushfire risk. However, there is still a need to strengthen the resilience of settlements and communities to bushfire. Strategic risk-based planning that prioritises the protection of human life over other policy considerations should extend to sensitive uses and uses that encourage high visitation to the green wedges during hotter months.

Bushfire risk exists in the heavily vegetated environments of the Yarra Ranges and in vegetated areas across most established urban areas the region. The frequency and intensity of bushfires in the Dandenong Ranges is forecast to increase with climate change. Bushfire poses a serious threat to the region's communities, infrastructure and high-value forests and ecosystems (DELWP, 2018a). Planning for the risk of bushfire will be vital as the climate warms and overall rainfall decreases.

CHAPTER 09

FIGURE 25. Urban tree canopy cover by land use, 2018



Source: Hurley, J., et al. (2019) Melbourne Vegetation Cover 2018, Eastern Region, Department of Environment, Land, Water and Planning, Melbourne, Australia.

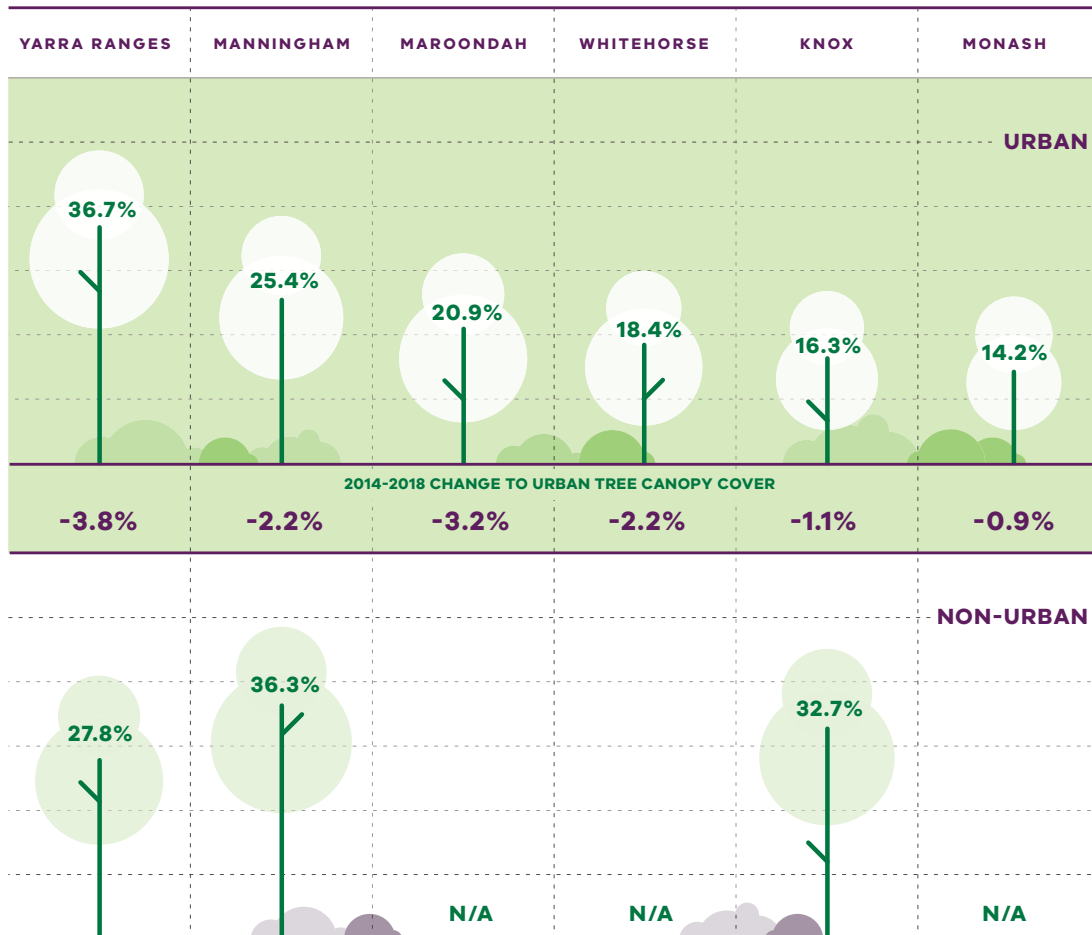
Sustainability in the built environment

In 2013, residential buildings were responsible for nearly 12 per cent of Australia’s national greenhouse gas emissions, and commercial buildings contributed just over 11 per cent. The majority of these emissions were generated through the consumption of grid-supplied electricity to power appliances, lighting, and predominantly heating, ventilation and cooling (HVAC) systems (Australian Sustainable Built Environment Council, 2016).

As average temperatures rise due to climate change, greater numbers of people are expected to seek comfort indoors during high heat conditions. This, combined with population growth and overall poor-performing building stock, means our city lacks energy efficiency and resilience on hot days. Maximising opportunities to incrementally improve the performance of buildings will reduce our reliance on appliances to cool buildings and contribute to a lower likelihood of blackouts during periods of hot weather.

Local councils within the Eastern Metro Region are active in adopting policies and strategies to reduce carbon emissions and improve the sustainability of the built environment. Many are innovators and leaders in environmentally sustainable development (ESD) through their strategies and are implementing new practices to improve the energy efficiency of their civic buildings and reduce emissions from operations.

FIGURE 26. Tree canopy cover 2018 and tree canopy cover change 2014 to 2018, by LGA



Source: Hurley, J., Saunders, A., Amati, M., Boruff, B., Both, A., Sun, C., Caccetta, P., and Duncan, J. (2019) *Melbourne Vegetation Cover 2018, Eastern Region*, Department of Environment, Land, Water and Planning, Melbourne, Australia.
 Hurley, J., Saunders, A., Both, A., Sun, C., Boruff, B., Duncan, J., Amati, M., Caccetta, P. and Chia, J. (2019) *Urban Vegetation Cover Change in Melbourne 2014 - 2018*, Centre for Urban Research, RMIT University, Melbourne, Australia.




All of the region’s LGAs are members of the Council Alliance for a Sustainable Built Environment (CASBE), an association committed to designing and applying a range of practical methodologies to increase sustainability outcomes for new buildings (CASBE, 2021). The Built Environment Sustainability Scorecard (BESS) is an online tool developed by CASBE that assesses the sustainability of proposed developments. It aims to reduce waste and improve energy efficiency from the outset of the construction phase, through to occupation. As well as onsite energy generation, BESS promotes the use of energy-efficient appliances, thermally-efficient

glazing, wall cladding and insulation, water-efficient fittings and fixtures, thermal comfort and overall environmentally sustainable performance.





Other rating systems being increasingly utilised by the building design industry to measure and assess the performance of ESD principles include Green Star (Green Building Council of Australia, 2021), NatHERS (Department of Industry, Science, Energy and Resources, 2021) and MUSIC (eWater, 2021).

MAP 8. Eastern Metro Region sustainability and resilience state of play





Precincts and Activity Centres

-  National employment & innovation cluster (NEIC)*
-  Metropolitan activity centre
-  Major activity centre





Transport

-  State-significant road corridor
-  Road network
-  Train station
-  Rail network

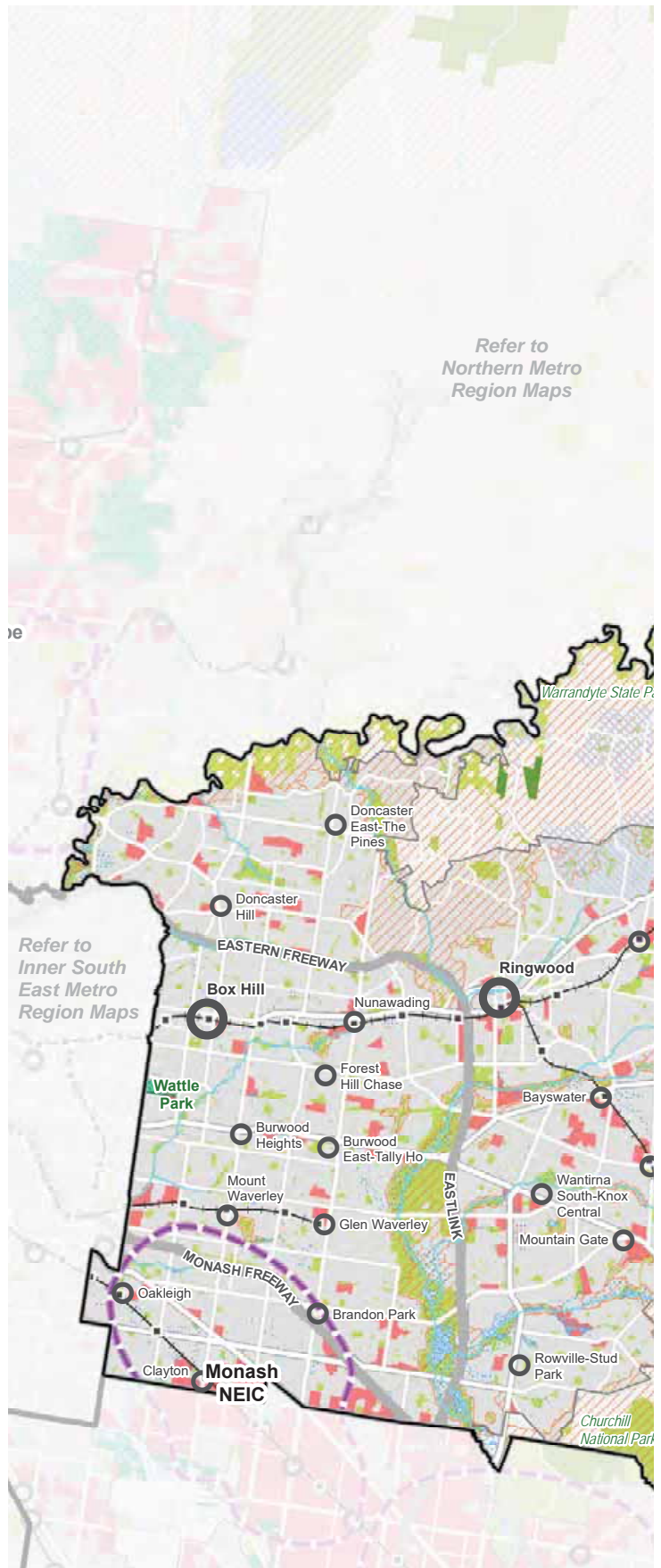
Environment

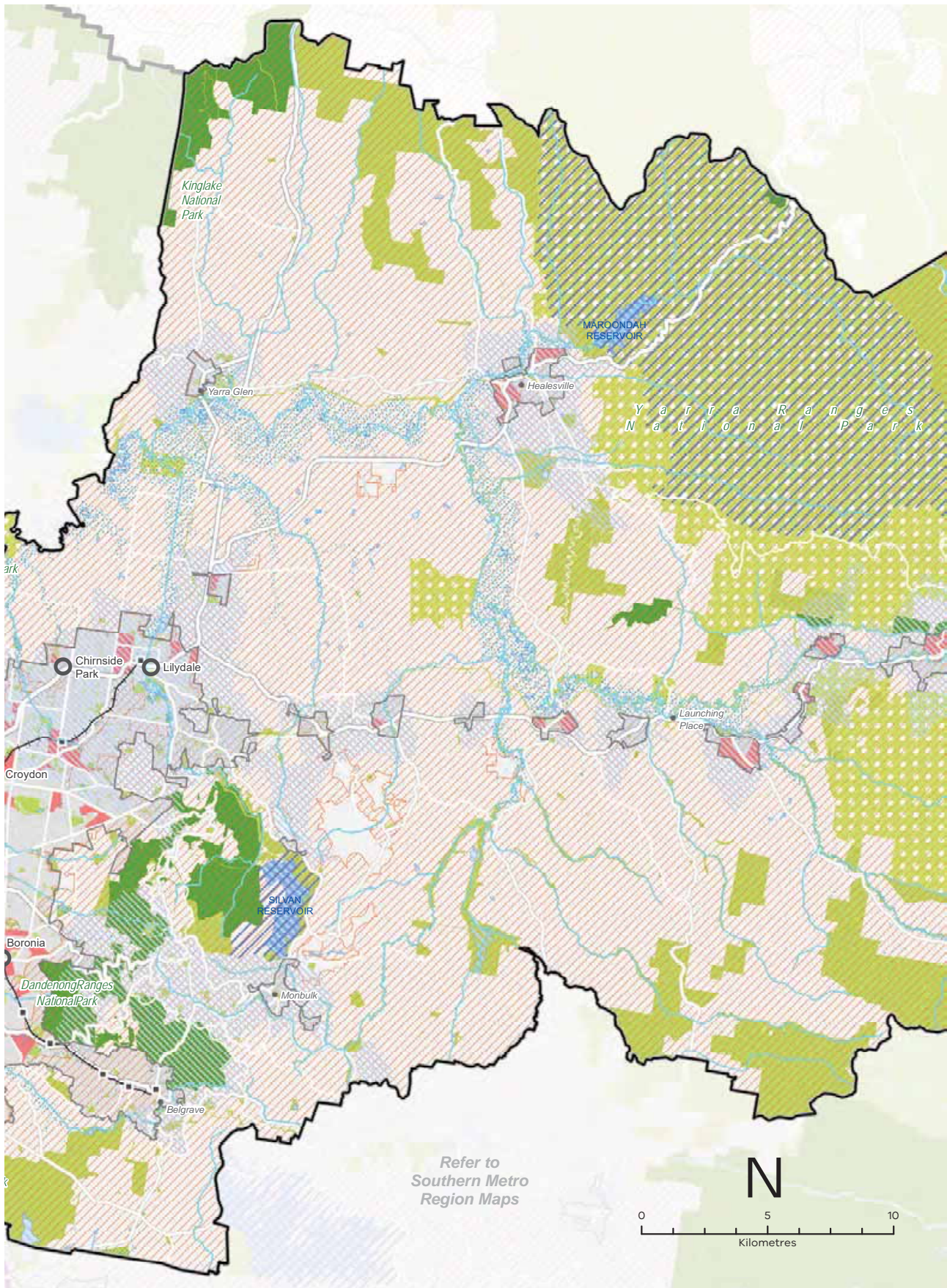
-  National park/state park
-  Regional park - expanded/improved
-  Public open space
-  Yarra River land
-  Wetlands
-  Waterway
-  Areas subject to flooding (existing planning controls)
-  Priority stormwater sub catchments
-  Water supply catchment (closed & uninhabited)
-  Reservoir
-  Waterbody
-  Bushfire risk area (Bushfire Management Overlay + bushfire prone area)
-  High heat vulnerability areas (HVI >3)
-  High land surface temperatures

Land use/Administration

-  Regional boundary
-  Green wedge land
-  Urban area
-  Urban growth boundary

*NEIC boundary is indicative only and subject to detailed planning.





CHAPTER 09

Regional strengths

- The region has the highest tree canopy coverage in metropolitan Melbourne; however, it also has the highest rates of tree canopy loss due to continuing pressure to accommodate growth.

Regional challenges

- The region’s drinking water supply catchments are essential to Melbourne’s liveability and require protection.
- Environmental risks such as waterway health and bushfire hazards are key considerations for future planning.
- Green infrastructure can play a significant role in reducing the urban heat of public places and spaces.
- Urban stormwater management and water harvesting can assist in managing flooding risk and supporting green infrastructure.

Directions and strategies

The following directions have been developed to achieve the 2050 vision for the Eastern Metro Region in terms of maximising sustainability and climate change resilience:

Direction 23	Minimise and reduce bushfire risk to buildings and communities
Direction 24	Increase the network of cool places, particularly in areas with communities vulnerable to urban heat and areas with high urban heat
Direction 25	Increase urban tree canopy across the Eastern Metro Region to achieve 30 per cent coverage by 2050
Direction 26	Integrate green infrastructure with land use and infrastructure change to maintain cool urban environments
Direction 27	Protect the role of the Eastern Metro Region as the major water catchment for Melbourne
Direction 28	Increase the retention and reuse of water in the urban and rural environments to contribute water security and enhance waterways

Each direction is implemented through a number of strategies, which together will ensure the Eastern Metro Region is sustainable and resilient in accordance with Outcome 6 of Plan Melbourne.

Map 9 shows the extent of green urban areas, cool urban areas, public open space and waterway catchments across the Eastern Metro Region by 2050 as a result of these directions and strategies.

SUSTAINABILITY AND RESILIENCE



Photo credit: Tim Bell Studio

MAP 9. Eastern Metro Region sustainability and resilience 2050

Precincts and Activity Centres

National employment & innovation cluster (NEIC)^

Metropolitan activity centre

Major activity centre

Transport

State-significant road corridor

Road network

Train station

Rail network

Environment

National park/state park

Public open space

Yarra river land

Waterway

Areas subject to flooding (Melbourne Water)

Priority areas for enhanced stormwater management

Priority waterways for enhanced vegetation

Indicative recycled water supply areas

Reservoir

Waterbody

Bushfire Risk Area (Bushfire Management Overlay + bushfire prone area)

Priority - urban heat response

Priority - expand urban tree canopy cover

Land use/Administration

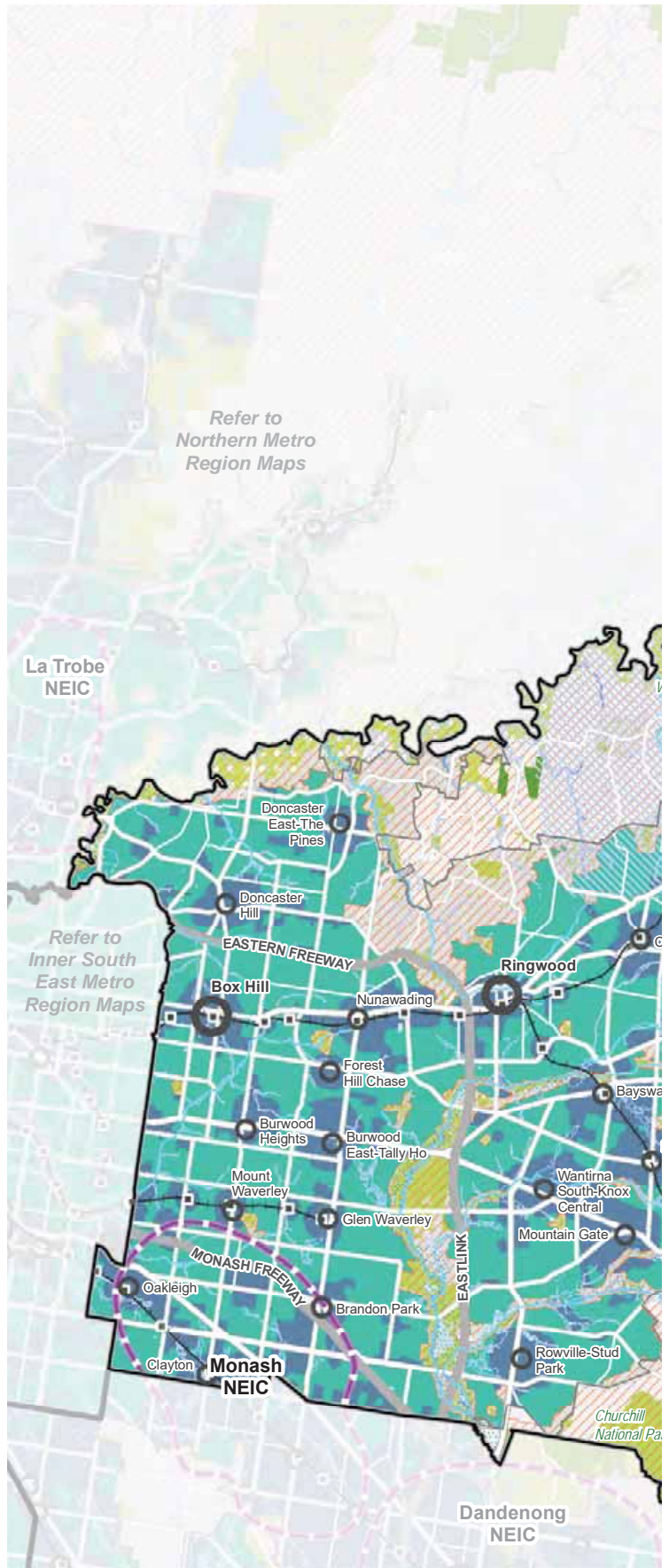
Regional boundary

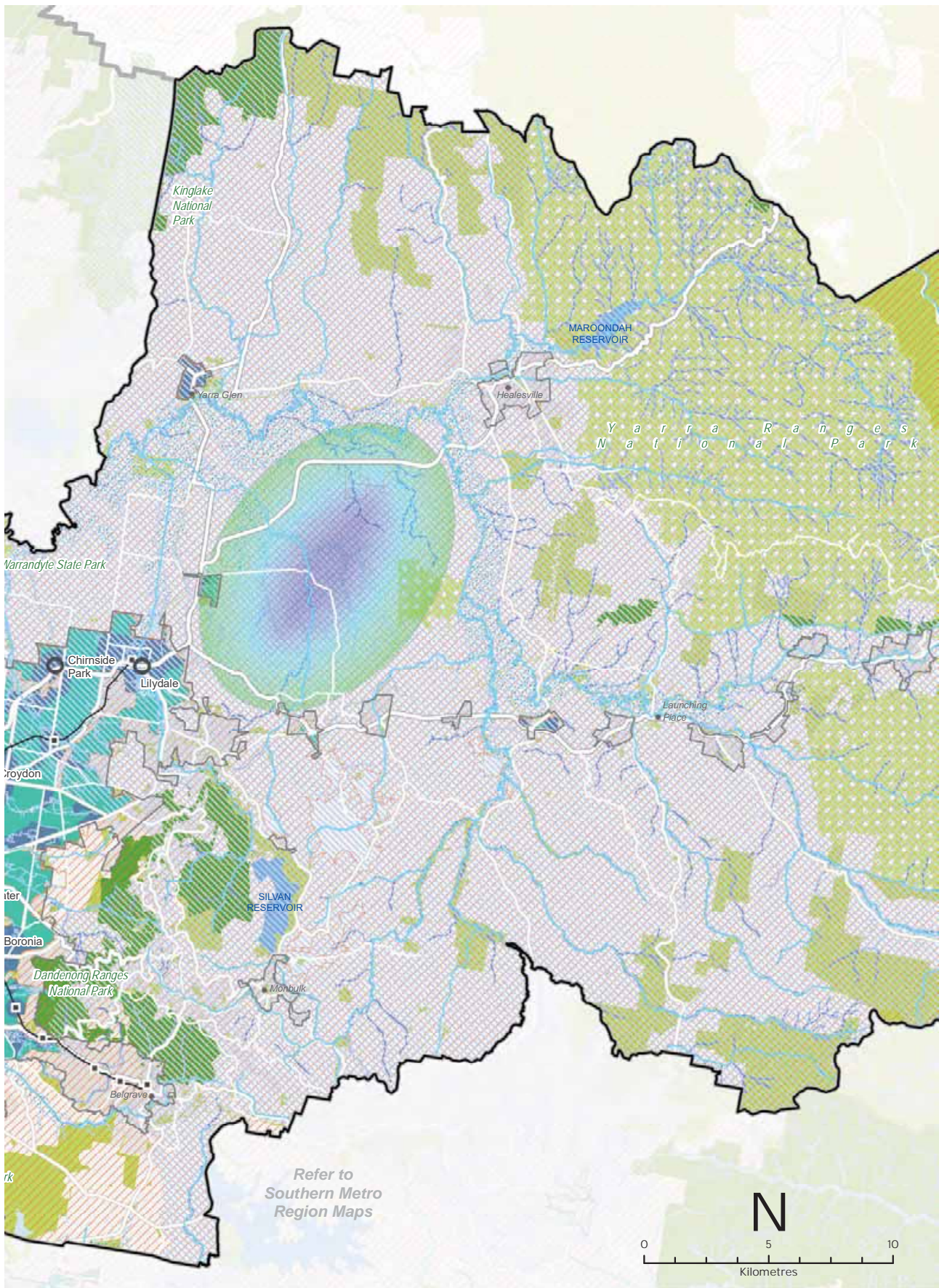
Green wedge land

Urban area

Urban growth boundary

^NEIC boundary is indicative only and subject to detailed planning.





CHAPTER 09

DIRECTION 23. **Minimise and reduce bushfire risk to buildings and communities**

Bushfire risk, frequency and severity will continue to increase as our climate warms. The Eastern Metro Region will need to plan for the evacuation of people from areas of higher bushfire risk to safer refuge areas on days of extreme fire risk.

Bushfire risk can be reduced through land use and infrastructure planning that incorporates bushfire protection measures and seeks to maximise separation between the hazard and built form. Vegetation management, including lower risk species selection and maintenance, will have a key role in urban areas.

In order to prioritise the protection of human life from bushfire, population growth and development should be directed to low-risk locations and areas that are safely evacuated. Development within areas of the highest bushfire risk must achieve acceptable levels of risk reduction. These areas should be avoided for development that will accommodate more vulnerable populations, such as the elderly or very young, that may have difficulties evacuating in the event of a bushfire.

Careful management of vegetation and water resources will be required across the Eastern Metro Region in response to bushfire risk. River and creek corridors will continue to be important as the climate warms to provide habitat, recreation and cooling. However, given their higher levels of vegetation, they will also pose bushfire risk. Vegetation management strategies, including selecting lower risk species and maintaining vegetation, will have a key role in mitigating risk in urban areas while recognising the value of these corridors for habitat and urban cooling.

STRATEGY 70. Avoid housing growth and sensitive land uses within and in proximity to bushfire prone areas in the Yarra Ranges, Manningham, Knox and Maroondah LGAs.

STRATEGY 71. Provide new and upgraded regional social infrastructure that provides refuge in extreme bushfire and weather events.

STRATEGY 72. Recognise and manage bushfire risk posed by vegetation within waterway corridors.

DIRECTION 24. **Increase the network of cool places, particularly in areas with communities vulnerable to urban heat and areas with high urban heat**

More tree canopy cover, permeable surfaces and water in the urban environment will help reduce urban temperatures and create cooler, more comfortable local micro-climates across the Eastern Metro Region. Plan Melbourne notes that temperature decreases of between 1° Celsius and 2° Celsius can have a significant impact on reducing heat-related morbidity and mortality.

In addition to trees, green walls, shade structures and low heat absorbing building materials can help reduce urban surface temperatures and create cool urban areas. These techniques will be important to incorporate in the Monash NEIC and in activity centres located in the inner-west portion of the Eastern Metro Region that experience high urban heat. The residents of these communities are at a higher risk of heat-related illness during periods of multiple hot days. Within these areas, land uses frequented by older people and children, who are more vulnerable to urban heat, will need to provide for more active cooling of outdoor environments.

Buildings with vegetation and roof gardens will need to be combined with onsite rainwater harvesting and storage to maintain vegetation health and reduce potable water demand.

STRATEGY 73. Increase tree canopy and water sensitive urban design in areas with high urban heat vulnerability and high urban heat.

STRATEGY 74. Design and develop outdoor spaces that are cool on hot days through the use of water-permeable paving, vegetation and water sensitive urban design in the Monash NEIC and in the Clayton, Glen Waverley, Bayswater, Boronia and Croydon major activity centres.

STRATEGY 75. Encourage green roofs and green structures with climate resilient planting and irrigation on apartment developments in areas with high urban heat and large commercial and industrial sites.

DIRECTION 25.

Increase urban tree canopy across the Eastern Metro Region to achieve 30 per cent coverage by 2050

Trees provide an essential service for the surrounding environment. In the absence of water, trees and in particular clusters of trees, make the greatest contribution to reducing surface temperatures, along with contributing to stormwater infiltration, amenity and biodiversity.

These important functions are vital for sustainability and resilience as our climate warms and the Eastern Metro Region’s population and major centres grow.

Increasing vegetation on public and private land to create corridors of vegetation will support improved biodiversity, reduce stormwater impacts and reduce urban heat. Local planning should consider the transition of some corridors to higher risk bushfire environments and guide land use, water and vegetation management to manage bushfire risk in these areas.

Infrastructure, such as streets, rail corridors, existing and new arterial roads and large at-grade car parks can play a multi-purpose role for both movement and greening to contribute to urban forest targets. Green boulevards are encouraged along road plantations and street verges.

All Eastern Metro Region LGAs have endorsed the *Living Melbourne: Our Metropolitan Urban Forest* strategy, specifying a regional target of 30 per cent total tree canopy and 50 per cent combined tree canopy and shrubs by 2050 (The Nature Conservancy and Resilient Melbourne, 2019). To support this commitment, the tree canopy target is accompanied in **Table 13** by an aspirational distribution of tree canopy cover across four different land use types, adapted by DELWP from several related datasets (Hurley, et al., 2018a) (Urich & Hardy, 2020) (PSMA Australia Limited, 2021).

TABLE 13. Eastern Metro Region tree canopy cover target and aspirational distribution

2018 TREE CANOPY COVER: 25.9%	
2050 TREE CANOPY COVER TARGET: 30%	
(+4.1% OR +2,685 HECTARES ADDITIONAL TREE CANOPY COVER)	
Private land:	45%
Streets, roads and rail:	15%
Parks, open space and waterways:	35%
Education and community Infrastructure:	5%

STRATEGY 76. Protect more trees on private land outside of locations identified for higher levels of housing and mixed-use change.

STRATEGY 77. Support alternative siting of buildings and more compact building forms to retain mature canopy vegetation.

STRATEGY 78. Increase tree canopy on streetscapes, public land, large development in activity centres, along urban waterways, open spaces and road reserves, and large commercial and industrial sites.

CHAPTER 09

DIRECTION 26.**Integrate green infrastructure with land use and infrastructure change to maintain cool urban environments**

Public and private land both make significant contributions to the tree canopy cover of the Eastern Metro Region, with existing vegetation fundamental to the region's sense of place.

One of the challenges of increasing the tree canopy is the ability to retrofit existing urban areas with green infrastructure (trees, vegetation, green spaces and water systems) due to the availability of public and private space and its multiple functions. For example, there are potential conflicts with transport movement and electrical powerlines, underground cabling, gas and stormwater pipe works and regulations.

Most of the Eastern Metro Region's growth will be accommodated in and around activity centres and other identified locations with good access to existing services and transport infrastructure. Some areas will need a precinct or site responsive design to retain mature trees. Other sites will be less able to accommodate trees and other cooling and greening methods will be required.

While some locations will be more constrained, tree planting and water sensitive urban design (WSUD) may yield greater co-benefits, such as reduced urban temperatures, local climate regulation and stormwater benefits.

Making space, providing good growing conditions and using stormwater in high use activity locations will be important to maintain comfortable outdoor environments. Locations designated for higher levels of growth and change are a priority for urban heat response measures. Other priority locations for planting and WSUD are activity centres and activity corridors, train stations and bus stops.

STRATEGY 79. Design and develop outdoor spaces that are cool on hot days through materials, vegetation and water sensitive urban design particularly in the Monash NEIC, Box Hill and Ringwood metropolitan activity centres, major activity centres, activity corridors, and state- and regionally-significant health and education precincts.

STRATEGY 80. Provide green roofs and green structures with climate resilient planting and irrigation on apartment developments in areas with high urban heat and large commercial and industrial sites.

DIRECTION 27.**Protect the role of the Eastern Metro Region as the major water catchment for Melbourne**

There is limited public access to Melbourne's declared catchments to minimise impacts on drinking water quality. However, as the Eastern Metro Region's population grows, there may be additional pressure on bushland environments for recreational use. It is important to the resilience and sustainability of Melbourne that we continue to protect the important role of water supply catchments.

Key threats to the health of Melbourne's water catchments include bushfire risk, and human and animal contamination. Bushfires can impact the quality and quantity of water through ash and sediment, and result in less water entering the reservoir while the forests recover from bushfire which can take over a century.

Additionally, some of Melbourne's water is sourced from open water supply catchments, including the Mid-Yarra catchment upstream of Sugarloaf Reservoir and Yering Gorge. The Mid-Yarra catchment is Melbourne's largest open drinking water supply catchment, at around 142,000 hectares. Of this approximately 33 per cent is zoned for primary production, 20 per cent for residential and 23 per cent for conservation. There are 90,000 residents and up to 23,000 onsite domestic wastewater systems within the catchment. It is also a popular tourist destination. Human activities that occur in the Mid-Yarra catchment mean that water supplied from Sugarloaf Reservoir requires filtration at the Winneke water treatment plant.

STRATEGY 81. Maintain protection for Declared Special Water Supply Catchments and minimise threats to catchment health through land use planning.

STRATEGY 82. Update planning protection required to manage the water quality of the mid-Yarra open water supply catchment.

DIRECTION 28.**Increase the retention and reuse of water in the urban and rural environments to contribute water security and enhanced waterways**

Integrated stormwater management, reduced runoff into waterways and wetlands, and water recycling will improve climate resilience and liveability across the Eastern Metro Region.

The Eastern Metro Region will undergo significant built form and land use change over the coming decades, resulting in increased impervious surfaces. More impervious surfaces increase rapid runoff and downstream flooding, and negatively affects water quality and waterway health for aquatic life.

Land around the Yarra River and Dandenong Creek, and other areas across the region, are subject to flooding overlays such as the Land Subject to Inundation Overlay (LSIO) and the Special Building Overlay (SBO).

Development can reduce the impacts of flooding, support healthy vegetation and prepare for drying conditions by increasing permeable areas, increasing proportions of green space, avoiding paved areas and passively irrigating vegetation.

In addition to managing flood risk, there is an opportunity to increase the stormwater and floodwater harvesting capabilities in the Eastern Metro Region. This is particularly important in developing urban centres where impervious areas and flooding can increase the risk and the cost of property and infrastructure damage, and at the top of catchment in priority stormwater sub-catchments (DELWP, 2018a).

Local stormwater capture, water recycling and water sensitive urban design of open spaces and new residential subdivisions will improve the region's hydrological and ecological systems and allow for revegetation of urban waterways. A regional approach is needed to capture the full value of stormwater harvesting and accelerate the delivery of projects (DELWP, 2018a).

Development also increases the quantity of wastewater generated in urban areas, which provides another opportunity to diversify water sources. For example, wastewater can be recycled and used to irrigate public open space and sporting grounds. This will help improve water security as the climate warms and overall rainfall decreases. Further, wastewater contains nutrients and organic matter that could be used to create valuable products such as fertilisers and energy sources. Given increasing limits in resource availability, this creates an opportunity to expand the benefits of wastewater management by exploring different options for resource recovery.

Within the rural context, access to fit-for-purpose water underpins productive agriculture. A potential area for water recycling has been identified in the Yarra Valley around Coldstream. Recycled water could be supported in this location through existing wastewater treatment infrastructure and water pipe networks.

The Victorian Government's strategies *Water for Victoria and Integrated Water Management Framework for Victoria* provide the strategic framework for water management in Victoria. At the regional scale, options to increase the retention and reuse of water in the urban environment should be based on the actions contained in the Yarra Catchment Scale Integrated Water Management Plan (IWM), flooding strategies, relevant sub-catchment IWM plans and local governments' IWM plans.

These plans should be used as the basis to support governments and relevant agencies to prioritise and align water infrastructure needs and deliver integrated water management outcomes. This may include the preparation of an appropriately scaled IWM Plan (i.e. sub-catchment, precinct or local scale) by the lead planning authority in collaboration with relevant referral agencies to guide sustainable water design and development decisions.

STRATEGY 83. Improve regional water outcomes by aligning sub-catchment and local IWM planning with opportunities and directions identified at the catchment scale.

STRATEGY 84. Facilitate stormwater harvesting close to the source in priority sub-catchments.

STRATEGY 85. Facilitate stormwater harvesting at a range of scales throughout the region and places designated for high levels of change.

STRATEGY 86. Support land uses that will enable greater use of recycled wastewater to best meet water needs, particularly for agriculture and around Coldstream in the Yarra Valley.

CHAPTER 09

ACTIONS – Sustainability and resilience

ACTION 12. Prepare a regional bushfire response for suburban and peri-urban communities that are subject to bushfire risk.

ACTION 13. Update planning provisions for flooding (i.e. Special Building Overlay, Land Subject to Inundation Overlay and Urban Flood Zone) to represent current and forecast flooding data.



SUSTAINABILITY AND RESILIENCE

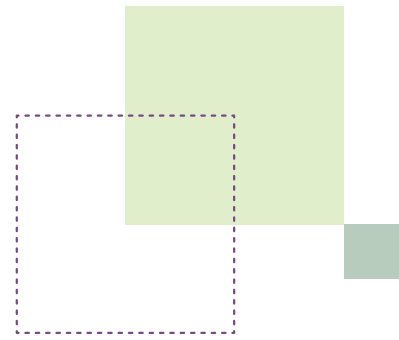


CHAPTER 10 IMPLEMENTATION

The Eastern Metro Region LUF is a planning document that will be implemented primarily through planning schemes. This will guide and support decision-making at the local level and improve the consistency of decisions at the regional level.



Photo credit: Tim Bell Studio



There are many actions under Plan Melbourne and other government programs and initiatives, such as the Metropolitan Partnerships, that will contribute to improving planning outcomes in the Eastern Metro Region. This LUFP includes a targeted list of regional actions.

The Eastern Metro Region LUFP identifies specific regional planning priorities for state and local government to progress the implementation of Plan Melbourne as well as address specific planning issues for the region. Other priorities will emerge over the five-year timeframe for LUFP implementation that may supersede actions in the LUFP or complement and further refine these actions.

Implementation of this LUFP will require ongoing collaboration between state government and local government in the Eastern Metro Region. A five-year action program is outlined below.

Putting the plan into action

Local councils in the Eastern Metro Region are already working together to address priority issues for their region. Existing metropolitan regional governance arrangements such as the Eastern Metropolitan Partnership provide forums to bring together experts and leaders from all levels of government, business and the community to identify and progress issues of importance to the region.

The strategies outlined in this LUFP will be implemented at the local level in a range of ways. For instance, amendments will be made to the planning schemes to give relevant regional strategies status in the Planning Policy Framework and updates will be made to local housing and local industrial land use strategies. The LUFP will be used to guide and inform future strategic planning across the Eastern Metro Region by individual local councils, the regional groupings of local councils or other entities such as the Metropolitan Partnerships.

As part of the implementation process, the Department of Treasury and Finance will update budget business case submission templates and guidance to identify how initiatives align with Plan Melbourne and the LUFPs. This will bolster the consideration of metropolitan and regional policy when business cases are drafted.

The process for implementing this LUFP is outlined in Figure 27.

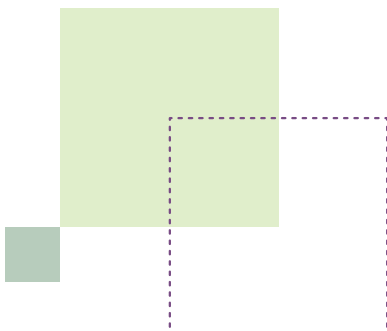
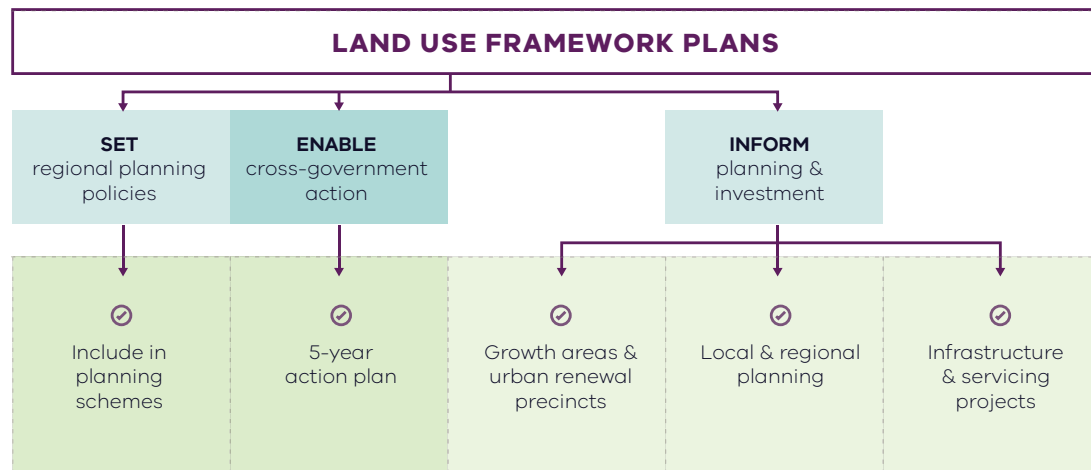


FIGURE 27. Implementation of the land use framework plan



Five-year action program

A number of short- to medium-term actions are included in the Eastern Metro Region LUF. The five-year action program (Table 14) summarises these actions to be delivered collaboratively by the state government and councils in the Eastern Metro Region. These actions deliver on the strategic directions identified in the LUF and in turn, Plan Melbourne outcomes. The actions will positively and proactively address some of the challenges being experienced by the region.

Plan Melbourne and the Melbourne Industrial and Commercial Land Use Plan (MICLUP) also contain actions that may require regional collaboration and will support the outcomes sought by the LUF. This LUF's five-year action program is a targeted list of actions identified during the development of the draft LUF. It is not intended that this list duplicate existing Plan Melbourne or MICLUP actions other than where confirming a particular action was warranted given its regional implications.

In relation to transport, the following actions from Plan Melbourne Implementation Plan are identified as being well suited to being implemented at the regional level for this metro region and there is a commitment to deliver them as part of the implementation of Plan Melbourne and the LUF:

- Action 43: Safe, efficient and accessible pedestrian networks
- Action 44: Local networks of cycling links
- Action 45: Local transport forums.

The implementation and prioritisation of the five-year action program will be driven by existing metro-regional governance arrangements including the Metropolitan Partnerships and EPWGs.

The indicative timeframes for completing actions are:

- Short term: By the end of 2023 (0–2 years)
- Medium term: By the end of 2026 (2–5 years).

Each action is allocated to a lead agency and implementation partners. Detail on the timing of actions and how they are implemented will be determined in line with normal government and council policy and budget processes. All actions requiring budget allocation will be carefully assessed against budget capacity, with rigorous business cases and cost-benefit analyses applied as part of their economic impact assessment.

Decision-making processes to support the delivery of the LUFs

The LUFs are a statement of policy intent. Detailed decisions about the implementation and timing of actions and infrastructure delivery will be made in line with normal government policy and budget processes.

The Victorian Government will continue its commitment to rigorous decision-making about initiatives that require funding, statutory amendments or new regulations in line with its economic and fiscal strategy, including the Government's long-term financial management objectives.

For infrastructure projects, this will include ensuring consistency with the Victorian Government's Investment Lifecycle and High Value/High Risk Guidelines. For all other initiatives and actions, implementation and timing will be subject to consideration of its evidence base and likely net benefits.

Monitoring, reporting and review

Action monitoring will be led by DELWP in partnership with the metropolitan region through the EPWG. DELWP will publish an annual progress report outlining the status of actions against the specified timeframe (whether an action has been 'completed', is 'in progress' or 'not started'). These progress reports will be publicly available.

LUF implementation will be formally reviewed every five years in conjunction with the Plan Melbourne Five-Year Implementation Plan. The review will be conducted in an open way and involve engagement with key stakeholders including Metropolitan Partnerships and EPWGs.

ACTIONS – Implementation



ACTION 14. Update budget business case submission templates and guidance to identify how initiatives align with Plan Melbourne and the Land Use Framework Plans.








Photo credit: Tim Bell Studio

TABLE 14. Five-year action program

Timeframe - Short term (S): By the end of 2023 (0–2 years). Medium term (M): By the end of 2026 (2–5 years)

	ACTION	SOURCE	TIMEFRAME	LEAD AGENCY	IMPLEMENTATION PARTNER(S)
	<p>1 Establish a long-term state and local government partnership to oversee, coordinate and manage land use planning for the Monash NEIC.</p>		S	DELWP, DJPR	Councils, VPA
	<p>2 Implement a program of State Government-led planning projects, in partnership with local government, to ensure metropolitan and major activity centres and urban renewal areas maximise their respective strategic opportunities. Priority will be given to those which deliver significant jobs and housing; leverage investment in state infrastructure; and play an important role in the growth corridor and/or region. State-led planning for these state- and regionally-significant places will contribute to creating liveable communities and achieving more dwellings and jobs in established areas and identify implementation and coordination actions that support growth and economic investment.</p>		S	VPA	Councils, DELWP
	<p>3 Undertake Precinct Planning for Suburban Rail Loop Precincts with local councils and other stakeholders to guide land use change, transport integration and the creation of liveable, walkable and prosperous precincts.</p>		M	SRLA	Councils, DELWP, DJPR
	<p>4 Update planning schemes to align with housing policies in Plan Melbourne and the Eastern Metro Region Land Use Framework Plan and the implementation of the reformed residential zones. This includes:</p> <ul style="list-style-type: none"> • Providing capacity for 15 years of regional housing supply focusing on locations identified for housing growth in the LUFP • Reviewing planning controls in housing investigation areas as potential locations for substantial or incremental housing change <p>This may require strategic planning work to support these changes such as preparing or updating local housing strategies or preparing structure plans to further investigate where increased densities can be supported, and determine specific changes required to planning schemes.</p>		S	Councils	DELWP

	ACTION	SOURCE	TIMEFRAME	LEAD AGENCY	IMPLEMENTATION PARTNER(S)
	5 Identify underutilised and surplus government land that has potential to deliver additional social housing.	Plan Melbourne Five-Year Implementation Plan	S	DFFH (HV)	DELWP
	6 In partnership with councils, identify a pipeline of sites in the Eastern Metro Region for social and affordable housing.		M	DFFH (HV)	Councils
	7 Undertake a review of the regional bus network including improvements to the SmartBus routes, Doncaster and Regional Transport (DART) and improved access to Deakin University to support regional access and movement in the short to medium terms and to plan integration with major public transport changes such as the SRL.		S	DoT	Councils
	8 Prepare a vision for the Dandenong Valley Parklands, including defining the optimal extent of the parklands, and a framework to ensure key access points and integrated water management objectives are acknowledged in local planning decisions.		S	Parks Victoria	Councils, DELWP
	9 Assess the health services infrastructure in the region's rural locations and prepare a regional response to improving access to services.		S	DH	Councils
	10 Review local planning policy and provisions for identified regionally-significant health and/or education precincts to support their continued effective operation and their future growth and expansion, including in the case of health precincts, for associated allied health services.		M	Councils	DELWP, DET, DH
	11 Develop guidance on a new approach to neighbourhood planning in partnership with local councils of the Eastern Metro Region which embeds the hallmarks of 20-minute neighbourhoods.		S	DELWP	Councils, DoT
	12 Prepare a regional bushfire response for suburban and peri-urban communities that are subject to bushfire risk.		M	DELWP	Councils, Country Fire Authority
	13 Update planning provisions for flooding (i.e. Special Building Overlay, Land Subject to Inundation Overlay and Urban Flood Zone) to represent current and forecast flooding data.		M	DELWP	Councils, Melbourne Water
	14 Update budget business case submission templates and guidance to identify how initiatives align with Plan Melbourne and the Land Use Framework Plans.		S	DTF	

APPENDIX 01 RELEVANT POLICIES, STRATEGIES AND INITIATIVES

There are several current Victorian Government policies, strategies and initiatives that have implications for planning in the Eastern Metro Region. In addition, there are existing regional initiatives, initiated by councils and/or the Metropolitan Partnerships. This appendix provides an overview of the most relevant policies, strategies and initiatives for the Eastern Metro Region LUPF.

Plan Melbourne 2017-2050 and Plan Melbourne 2017-2050 Addendum, 2019, which will guide the growth of our city. Plan Melbourne sets out the strategy for supporting jobs, housing and transport, while building Melbourne's legacy of distinctiveness, liveability and sustainability. The Addendum updates Melbourne's projected population, housing and employment growth and the Melbourne 2050 spatial framework to align with major transport investments including SRL.

The Eastern Metro Region has regional initiatives relevant to the LUPF. These include:

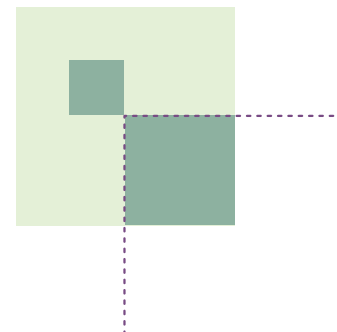
The **Melbourne East Regional Plan 2020** is a plan set out for Eastern Metro Councils, state and federal government agencies, businesses and communities of interest. The plan is future-focused to meeting the demands of increasing population, changing demographics, and evolving workforce needs in the Eastern Metro Region to manage growth.

The **Eastern Affordable Housing Alliance** is a collaboration between the six Local Government Authorities in the Eastern Metro Region of Melbourne aims to ensure access to safe, secure, affordable housing.

The **Melbourne East Regional Sport and Recreation Strategy 2016** identifies the current gaps in regional level sport and recreation facility provision and provides clear strategic directions and a planning framework to assist stakeholders and funding providers to prioritise and develop regional projects.

The **Eastern Regional Trails Strategy 2018** is a collaborative project by the region's local governments to provide guidance on the delivery and maintenance of the regional cycling network. The strategy focuses on shared trails that are mostly off-road or recreational.

Specific Victorian Government policies, strategies and initiatives are outlined below under the relevant chapter of the LUPF to which they most strongly relate, acknowledging that many policies, strategies and initiatives are relevant to multiple chapters, or to the whole LUPF.



Productivity

The **Melbourne Industrial and Commercial Land Use Plan 2019** provides an overview of current and future needs for industrial and commercial land across metropolitan Melbourne and puts in place a planning framework to support state and local government to more effectively plan for future employment and industry needs, and better inform future strategic directions.

The 2020/21 Victorian State Budget allocates funding for **key Innovation and Employment Precincts, including Monash Clayton**, supports delivering projects in partnership with knowledge institutes and industry stakeholders.

The **Unlocking Enterprise in a Changing Economy** policy paper provides support for the development of enterprise precincts. The newly introduced Commercial 3 Zone aims to provide land for creative and knowledge-based industries and to reduce the planning burden for a diversity of employment uses.

Support for Victoria's creative industries is provided through the **Creative State 2016-2020** strategy which aims to grow the state's creative and cultural economy. Work is currently underway to develop the next creative industries strategy which will guide initiatives and investment between 2020 and 2024.

Protection of the long-term future of Melbourne's green wedges and agricultural land is provided through the **Planning for Melbourne's Green Wedges and Agricultural Land** project, which is exploring a range of planning system changes for how this can best be achieved.

The **Metropolitan Partnerships** are advisory groups established for each of the metropolitan regions by the Victorian Government that bring community and business together with state and local government and advise on the top priorities for jobs, services and infrastructure across the region.

Housing choice

Planning system administrative and policy reforms such as **Smart Planning** are reducing red tape and, in doing so, facilitating the supply of housing.

Planning Practice Notes on Residential Zones and Planning for Housing provide greater clarity for local councils on the technical aspects of how to apply the residential zones and how to plan for housing growth and protect neighbourhood character.

The **Housing Development Data** dashboard will provide improved access to information on the quantity and location of housing being developed.

The **Better Apartments Design Standards and Apartment Design Guidelines for Victoria** assists in improving the quality and functionality of apartments in Victoria.

The **Future Homes Project** is producing better apartment designs and helping Melbourne become a world leader in apartment design, sustainability and liveability.

Housing Outcomes in Established Melbourne 2005 to 2016 highlights how housing development data can be used to understand changes in density, development of housing in activity centres and the influence of zones and overlays on housing change.

Big Housing Build will deliver 9300 new social housing dwellings and 2900 new affordable and market homes for first homebuyers and renters across the state. It includes:

- \$532 million to replace obsolete properties on Homes Victoria land and constructing new homes – this includes Fast Start projects at Victoria Street, Flemington and Elizabeth Street in Richmond.
- \$948 million for ready to build and spot purchase, working with private sector to bring forward new developments ready to start construction and purchase existing residential properties.
- \$1.38 billion funding for projects by the community housing sector, through the Social Housing Growth Fund.
- \$2.14 billion in partnerships with the private and community housing sector – exploring options to build on surplus government owned sites.

The **Social Housing Growth Fund** is the vehicle for allocating new funds to suitable projects proposed by the community housing sector.

The **Homelessness and Rough Sleeping Action Plan** initiatives include 20 one-bedroom modular units with intensive onsite support, multidisciplinary housing teams to support complex clients to maintain stable housing, eight additional assertive outreach teams in locations of highest need, and funding therapeutic services in major inner city crisis accommodation centres to improve health, wellbeing and housing outcomes.

The **redevelopment of public housing estates** is a program to transform ageing public housing estates across metropolitan Melbourne and key regional centres into vibrant, well-connected neighbourhoods. This will create at least 1,800 new public housing homes.

The **Building new homes to fight homelessness** is a program to help Victorians escaping family violence, homelessness and life on the streets by building 1,000 new public housing properties.

APPENDIX 01

Integrated transport

North East Link will provide the 'missing link' between the Eastern Freeway and the M80 Ring Road in Melbourne's north east and, in doing so, reduce travel times, remove trucks from local roads and link growth areas in the north and south-east of Melbourne and enhance connections between the Western Ring Road, Hume Freeway and Eastern Freeway to Melbourne's south-east.

The **West Gate Tunnel** will create a second river crossing to link the Western Metro Region with the Port of Melbourne, CityLink and the CBD, and take traffic pressures off the West Gate Bridge.

The Level Crossing Removal Project will continue to provide improved travel and safety for road users, public transport users, cyclists and pedestrians by removing additional level crossings across metropolitan Melbourne.

The **Urban Congestion Fund** will upgrade the urban road network to reduce congestion upgrading pinch points, intersections and commuter car park upgrades at train stations.

The **South Eastern Roads Upgrade** will improve six roads within this region making it quicker, easier and safer for road users.

The **Victorian Infrastructure Plan** seeks to build, improve and care for Victoria's infrastructure. It responds to Infrastructure Victoria's 30-year Infrastructure Strategy and presents priorities and directions across nine key sectors.

Suburban Rail Loop is a new orbital rail link connecting Melbourne's middle suburbs from Cheltenham to Werribee via Melbourne Airport and includes preparing detailed precinct frameworks and structure planning for all SRL precincts. Suburban Rail Loop consists of SRL East (Cheltenham to Box Hill), SRL North (Box Hill to Airport) and SRL West (Airport to Werribee).

The 2020/21 Victorian State Budget allocates funding for **SRL East (Cheltenham to Box Hill)** the first section of the SRL to be delivered.

Melbourne Airport Rail will connect Melbourne Airport to metropolitan and regional rail networks via Sunshine.

The **Metro Tunnel** will create additional capacity on Melbourne's rail network by running the Cranbourne, Pakenham and Sunbury lines through a new tunnel.

The proposed **Caulfield to Rowville Link** will be a connection between Caulfield and Rowville linking Caulfield Station to Monash University Clayton via Chadstone Shopping Centre then to Rowville via Waverley Park.

Moving freight throughout the state will be enhanced as part of the **Delivering the Goods: Creating Victorian Jobs – Victorian Freight Plan**.

Movement and Place is a way of thinking about the roles and challenges facing our transport system now and into the future. The Movement and Place approach recognises that transport links perform two functions: movement of people and goods and serving as a place (a destination in its own right). This way of thinking ensures that while we are planning for and developing our network, we are considering the needs for movement and placemaking simultaneously.

Victoria's Zero Emissions Vehicle Roadmap sets out a plan to achieve half of all light vehicle sales in Victoria to be Zero Emission Vehicles by 2030.

The 2020/21 Victorian State Budget allocates funding for **road and intersection upgrades** at Albert Avenue and Mountain Highway intersection, Boronia, will improve road safety and travel times.

Liveability

The **Aboriginal Heritage Act 2006** acts primarily to provide for the protection of Aboriginal cultural heritage in Victoria. It allows different organisations, groups and bodies to connect and better enforce and preserve policies regarding Aboriginal Heritage

The **Upper Yarra Valley and Dandenong Ranges Regional Strategy Plan** was prepared by the former Upper Yarra Valley and Dandenong Ranges Authority in the late 1970s and early 1980s. The plan provides a framework to protect the special features and character of this part of the region and is legislated through the *Planning and Environment Act 1987*.

Protecting Victoria's Environment – Biodiversity 2037 is the Victorian Government's plan to stop the decline of the state's biodiversity and achieve overall biodiversity improvement over the next 20 years.

The **Victorian Heritage Register** lists and provides legal protection for heritage places and objects that are significant to the history and development of Victoria. It includes a wide range of places and objects, such as buildings, trees, gardens, archaeological sites and structures.

Open Space for Everyone: Open Space Strategy for Metropolitan Melbourne 2020 supports a cooler, greener city with a network of quality open spaces to which all members of the community have access.

The **Healthy Waterways Strategy 2018** provides a framework for managing rivers, wetlands and estuaries in Melbourne's five major catchments to ensure their value to the community is protected and improved.

The **Yarra River Protection (Wilip-gin Birrarung murrn) Act 2017** identifies the Yarra River as a single living and integrated natural entity for protection. It recognises intrinsic connection of the Traditional Owners to the Yarra River and its Country and further recognises them as the custodians of the land.

The **Yarra River Action Plan**, released in February 2017, details 30 specific actions to ensure the long-term protection of the river and its parklands.

The **draft Yarra Strategic Plan** sets the foundation to achieve the Yarra River 50 Year Community Vision and deliver on the aspirations contained in the Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation's **Nhanbu narrun ba ngargunin twarn Birrarung (Ancient Spirit & Lore of the Yarra)** water policy. It includes a land use framework plan for the river corridor.

Strong communities

The **20-minute Neighbourhoods** project delivers a range of initiatives to create a city of 20-minute neighbourhoods, enabling communities to live more locally.

The 2020/21 Victorian State Budget allocates funding for **investment in public libraries** that will support the expansion of public library services in the Eastern Metro Region.

The 2020/21 Victorian State Budget allocates funding for the **Community Sports Infrastructure Stimulus Program** that will fast-track shovel-ready community sports infrastructure projects across Victoria.

The **Victorian Cycling Strategy 2018-28** guides planning and investment in cycling in the state.

Active Victoria – A Strategic Framework for Sport and Recreation in Victoria 2017-2021 provides a strategic framework for future work into Victoria's sports and active recreation sector.

The 2020/21 Victorian State Budget allocates funding for the redevelopment of the **State Basketball Centre** at Knox will create one of Australia's premier basketball facilities.

The **Suburban Parks Program** will deliver more than 6,500 hectares of new and upgraded parks and trails across greater Melbourne.

The 2020/21 Victorian State Budget allocates funding for **park upgrades** at Jells Park, Olinda Precinct and Wattle Park will improve quality of open space for the region.

The Victorian Government has committed \$675 million to the **Community Hospitals Program** to build ten community hospitals close to major growth areas enhancing access to health services in growing communities.

The **Statewide Design, Service and Infrastructure Plan for Victoria's Health System 2017-2037** provides a planning framework to guide service, workforce and infrastructure investment in Victoria's health system.

Health 2040: Advancing Health, Access and Care presents a clear vision for the health and wellbeing of Victorians and for the Victorian healthcare system.

The **Victorian Public Health and Wellbeing Plan 2019-2023** seeks to ensure that all Victorians enjoy the highest attainable standard of health, wellbeing and participation at every age. The production of this Plan is legislated for under the Victorian Public Health and Wellbeing Act 2008.

The 2020/21 Victorian State Budget allocates funding for the **Metropolitan Health Infrastructure Fund** will work with hospitals and health services to upgrade infrastructure to support the delivery of new or enhanced services to patients.

The 2020/21 Victorian State Budget allocates funding for the accelerated planning and design for the **expansion of Angliss Hospital at Ferntree Gully** will improve healthcare services in Melbourne's outer east.

The **Land Utilisation Assessment Program** works to improve utilisation of government land.

The **Victorian Aboriginal Affairs Framework 2018-2023** (the VAAF) is the Victorian Government's overarching framework for working with Aboriginal Victorians, organisations and the wider community to drive action and improve outcomes.

The **Suburban Revitalisation** program facilitates the delivery of urban renewal in metropolitan activity centres experiencing economic transition and/or significant levels of disadvantage. The Program is centred on a partnership between State agencies, local councils and regional stakeholders to accelerate the development and delivery of local infrastructure upgrades, small business stimulus initiatives and community connectedness activities. The Eastern Metro Region includes Suburban Revitalisation projects in Boronia and Lilydale.

APPENDIX 01

Sustainability and resilience

Sector and whole-of-government emission reduction pledges will help achieve the Victorian Government's target of net-zero emissions by 2050.

The **Climate Change Act 2017** provides Victoria with a world-leading legislative foundation to manage climate change risks, maximise the opportunities that arise from decisive action, and drive our transition to a climate resilient community and economy with net-zero emissions by 2050.

Adaption Action Plans (Climate Change Act 2017) will help build the state's resilience and help Victorians plan for the inevitable impacts of climate change.

Victoria's Climate Change Strategy (2021) has a range of specific measures to support the uptake of renewable energy in businesses, industry and homes. It includes further reforms to drive greater energy efficiency of electrical appliances, lighting and air-conditioning/heating equipment and to improve the thermal performance of new buildings. Transport emissions will be reduced by accelerating Victoria's transition to zero emissions vehicles, improving public transport and investing more in cycling and walking options. The Strategy will also support the circular economy reforms to Victoria's waste management system contained in the Recycling Victoria action plan, *Recycling Victoria: A New Economy*.

The Victorian State Budget 2020/21 delivered a landmark \$2 billion for the **Breakthrough Victoria Fund** to drive translation and commercialisation of knowledge in Victoria. The Clean Economy is one of the five key sectors the Fund will prioritise.

The Victorian State Budget 2020/21 also provided funding for clean energy transition initiatives, including establishing renewable energy zones to develop and deliver renewable energy projects.

The **Victorian Climate Projections 2019 Technical Report** describes how the regional climate of Victoria is likely to respond to global warming with different scenarios of human greenhouse gas emissions.

The **Cooler, Greener Melbourne** project will create more liveable and climate-adapted communities through green infrastructure and other cooling and greening initiatives. Tree planning on public land will create a cooler and greener Melbourne as part of **Melbourne Water's Urban Cooling Program**. The program includes changes to planning schemes to protect and strengthen the urban forest.

Living Melbourne: Our Urban Forest Strategy (2019) is a strategy for a greener, more liveable Melbourne, developed by Nature Conservancy and Resilient Melbourne.

The **Renewable Energy (Jobs and Investment) Act 2017** legislates an increase of the Victorian Renewable Energy Target (VRET) to 50 per cent by 2030.

Water for Victoria is a plan for a future with less water as Victoria responds to the impact of climate change and a growing population.

The **Victorian Water and Climate Initiative** supports research into the impact of climate change and climate variability on Victoria's water resources. Additional investments will be made to enhance the scientific understanding of Victoria's climate and provide authoritative data and information on climate change to the community.

Integrated Water Management Framework for Victoria provides a collaborative approach to the way we plan for and manage all elements of the water cycle, including the health of waterways and bays, wastewater management, alternative and potable water supply, stormwater management and water treatment. In the Eastern Metro Region this applies to the Yarra River and Dandenong Creek catchments.

The **Statewide Waste and Resource Recovery Infrastructure Plan 2018 (SWRRIP)** guides future planning for waste and resource recovery infrastructure to achieve an integrated system.

The **Metropolitan Waste and Resource Recovery Implementation Plan** brings together the statewide priorities set out in the SWRRIP and applies them within the metropolitan context.

The **Recycling Industry Strategic Plan** transitions Victoria's recycling industry to a more sustainable and resilient model.

Recycling Victoria: A New Economy outlines a plan for reform to establish a recycling system that Victorians can rely on and transforms how our economy uses materials and how our state reuses, repairs and recycles.

The 2020/21 Victorian State Budget allocates funding for the 10-year Recycling Victoria action plan, **Recycling Victoria: A New Economy** to transform Victoria's recycling sector and develop a circular economy.

APPENDIX 02

HOUSING CHOICE

SUPPORTING DATA

TABLE A2-1. Major housing development completed in the Eastern Metro Region in and within 400m of activity centres (2005-2018) and in the redevelopment pipeline

ACTIVITY CENTRE	MAJOR HOUSING REDEVELOPMENT COMPLETED 2005-2016*		MAJOR HOUSING REDEVELOPMENT COMPLETED 2017-2018*		MAJOR HOUSING REDEVELOPMENT PIPELINE*	
	In Centre	Within 400m of Centre	In Centre	Within 400m of Centre	In Centre	Within 400m of Centre
Bayswater	192	10	121	0	193	0
Boronia	222	0	97	0	225	27
Box Hill	1689	166	1669	96	3889	195
Burwood East, Tally Ho	69	19	13	0	136	236
Burwood Heights	31	353	46	85	724	127
Chadstone	NA	80	NA	0	NA	146
Chirnside Park	77	12	176	0	46	0
Clayton	30	61	0	0	21	146
Croydon	360	152	125	50	129	38
Doncaster East, The Pines	98	30	219	0	477	0
Doncaster Hill	1502	346	699	391	845	439
Forest Hill Chase	0	133	0	0	0	0
Glen Waverley	137	47	266	10	618	74
Lilydale	103	146	42	0	85	16
Mountain Gate	82	50	59	44	23	0
Nunawading	492	12	51	0	234	18
Oakleigh	369	156	152	129	222	1005
Ringwood	346	142	594	70	1161	54
Rowville, Stud Park	146	12	84	99	57	127

* Major development is defined as developments with over 10 dwellings

Note: Dwelling numbers are calculated based on constructed not net additions dwellings.

Note: Pipeline refers to projects that are: under construction, have a planning permit, have had pre-application meetings, or being sold off the plan.

Note: 400m activity centre buffer may be in multiple metro Regions.

Source: Housing Development Data 2016, Urban Development Program – Redevelopment 2018, Urban Development Program – Redevelopment 2019

GLOSSARY

GLOSSARY

Where the term is defined in Plan Melbourne or the Victoria Planning Provisions, that definition is used.

Aboriginal	Aboriginal refers to both Aboriginal and Torres Strait Islander peoples. They may have connections in and outside of Victoria.
Active transport	Transport requiring physical activity, typically walking and cycling.
Activity centres	Areas that provide a focus for services, employment, housing, transport and social interaction. They range in size and intensity of use from smaller neighbourhood centres to major suburban centres and larger metropolitan centres.
Affordable housing	Housing that is appropriate for the needs of a range of very low to moderate income households, and priced (whether mortgage repayments or rent) so these households are able to meet their other essential basic living costs.
Agglomeration	The location of businesses in close proximity to each other, which allows them to get productivity and efficiency gains through large customer bases, knowledge sharing and access to skilled workers.
Biodiversity	The variety of all life forms, the different plants, animals and microorganisms, the genes they contain and the ecosystems of which they form a part.
Central Business District (CBD)	Melbourne's original 'Hoddle Grid' street layout bounded by the Yarra River, Spring Street, La Trobe Street and Spencer Street, as well as the triangular area to the north bounded by Victoria, Peel and La Trobe streets.
Central City	The area within the inner metro region that contains key capital city functions and civic facilities, as well as several precincts identified for major and strategic change. The Central City incorporates the CBD (Hoddle Grid, north to Grattan Street between Peel and Swanston streets) as well as Docklands, Southbank and St Kilda Road.
Climate change	A long-term change of the earth's temperature and weather patterns – generally attributed directly or indirectly to human activities such as fossil fuel combustion and vegetation clearing and burning.
Commercial land	Land used for commercial purposes including land used for business services, retail, accommodation, food and other industries.
Creative industry	Media, digital screen, design, writing and publishing, literature, fashion, performing arts, digital games development, broadcasting, music, cultural heritage, arts, education and craft industries.
Enterprise precincts	Precincts that facilitate the creation and commercialisation of new ideas and support metropolitan economies by growing jobs in ways that leverage their distinct economic attributes. These districts build on and revalue the intrinsic qualities of cities: proximity, density, authenticity, and vibrant places. (Brookings Institute definition)

GLOSSARY

Eastern Metro Region	Includes the LGAs of Knox, Manningham, Maroondah, Monash, Whitehorse, Yarra Ranges.
Established urban areas	Areas of Melbourne that have been urbanised for at least several decades.
Green wedges	Defined under Part 3AA of the <i>Planning and Environment Act 1987</i> as “land that is described in a metropolitan fringe planning scheme as being outside an urban growth boundary”. There are 12 defined green wedges spanning parts of 17 municipalities.
Greenfield land	Undeveloped land identified for residential or industrial/commercial development, generally on the fringe of metropolitan Melbourne.
Greenhouse gas emissions	Atmospheric gas that absorbs and emits infrared or heat radiation, giving rise to the greenhouse effect. Typical greenhouse gases include carbon dioxide, methane, nitrous oxide and refrigerants.
Greyfield	Residential areas where the building stock is near or has ended its useful life and land values make redevelopment attractive.
Gross regional product (GRP)	Gross regional product is a measure of the market value of all final goods and services produced in a region over a period of time.
Growth areas	Locations on the fringe of metropolitan Melbourne designated in planning schemes for large-scale transformation, over many years, from rural to urban use.
Growth corridor plans	<p>The growth corridor plans are high level integrated land use and transport plans that provide a strategy for the development of Melbourne’s growth corridors over the coming decades.</p> <p>The growth corridor plans focus on three metropolitan growth corridors: Northern, Western and South Eastern growth corridors. They identify broad transport networks, industrial and employment areas, residential areas and recreation precincts across the city’s newest metropolitan suburbs. Relevant information from the growth corridor plans have been integrated into the LUFPS containing growth corridors.</p>
Health and education precincts	Locations to cluster synergistic health and/or education services to improve access to integrated service provision, improve outcomes, develop the health and education workforce and deliver economic benefits (such as innovation and job creation). These precincts may provide solely health, solely education, or a combination of health and education services.
Hoddle Grid	The grid pattern of streets making up Melbourne’s CBD bounded by the Yarra River, Spring Street, La Trobe Street and Spencer Street, as well as the triangular area to the north bounded by Victoria, Peel and La Trobe streets. The grid was designed by Robert Hoddle in 1837.
Housing density	The number of dwellings in an urban area divided by the area of the residential land they occupy, expressed as dwellings per hectare.
Hybrid centre	A descriptor for an activity centre typology that contains a mixed arrangement of freestanding / enclosed shopping complexes and traditional open air strip-based commercial land.

GLOSSARY

Infill	Development of unused or underutilised land in existing urban areas.
Infrastructure	Basic facilities and networks needed for the functioning of a local community or broader society.
Integrated water management (IWM)	An approach to planning that brings together all facets of the water cycle including sewage management, water supply, stormwater management and water treatment, ensuring environmental, economic and social benefits.
Inner Metro Region	Includes the LGAs of Melbourne, Port Phillip and Yarra.
Inner South East Metro Region	Includes the LGAs of Boroondara, Glen Eira, Stonnington and Bayside.
Intermodal freight terminal	A location for the transfer of freight from one transport mode to another, for example between road and rail.
Knowledge-based industries and jobs	Production and services based on knowledge-intensive activities that contribute to an accelerated pace of technical and scientific advancement. Their key characteristic is a greater reliance on intellectual capabilities than on physical inputs or natural resources.
Liveability	A measure of a city's residential quality of life, used to benchmark cities around the world. It includes socioeconomic, environmental, transport and recreational measures.
Localised planning statement	Long-term policies for the future planning and development of areas identified as having significance to the broader Victorian community.
Major activity centres	Suburban centres that provide access to a wide range of goods and services. They have different attributes and provide different functions, with some serving larger sub-regional catchments. Plan Melbourne identifies 121 major activity centres.
Metropolitan activity centres	Higher-order centres with diverse employment options, services and housing stock, supported by good transport connections. Existing centres include Box Hill, Broadmeadows, Dandenong, Epping, Footscray, Fountain Gate/ Narre Warren, Frankston, Ringwood and Sunshine. Future centres will include Lockerbie and Toolern.
Metropolitan Melbourne	The 31 municipalities that make up metropolitan Melbourne, plus part of Mitchell Shire within the Urban Growth Boundary.
Moderate income household	Annual household income within the income range specified as a moderate range by Order under section 3AB of the <i>Planning and Environment Act 1987</i> . In 2020 this was \$87,671 to \$131,500 for a family (with one or two parents) and dependent children.
National employment and innovation clusters (NEIC)	Designated concentrations of employment distinguished by a strong core of nationally significant knowledge sector businesses and institutions that make a major contribution to the national economy and Melbourne's position in the global economy.

GLOSSARY

Natural hazard	A natural event that has potential to cause harm to people, property or the environment, including climate change, bushfire, flooding and sea level rise.
Neighbourhood activity centres	Local centres that provide access to local goods, services and employment opportunities and serve the needs of the surrounding community.
Northern Metro Region	Includes the LGAs of Banyule, Darebin, Hume, Mitchell (part), Moreland, Nillumbik and Whittlesea.
Open space	Includes land reserved for natural landscape, parklands, recreation and active sports, as well as waterways and bays.
Peri-urban areas	Areas beyond the green wedges made up of local government areas with a predominantly rural character, located all or partially within a 100-kilometre radius of Melbourne.
Precinct Structure Plans (PSPs)	Master plans for future growth corridor developments, informed by growth corridor planning. The plans identify alignments of transport routes, town centres, open space networks, densities of residential areas, and areas for industry and employment.
Primary healthcare	Primary healthcare is generally the first contact a person has with Australia's health system. It relates to the treatment of patients who are not admitted to hospital. It encompasses a wide range of health professionals and includes general practitioners, community nurses, midwives, pharmacists, dentists, and Aboriginal health workers, for example.
Principal Freight Network (PFN)	Part of the larger transport network over which the movement of heavy freight will be concentrated.
Principal Public Transport Network (PPTN)	A statutory land use planning tool that supports integrated land use and transport planning by providing certainty to land use planners and developers around locations that are and will be served by high-quality public transport.
Regional active open spaces	Large scale open spaces that cater for a range of recreational opportunities including informal outdoor recreation, active recreation and sports. Regional active open spaces serve a broad catchment and may comprise buildings and infrastructure to facilitate sporting or recreational activity.
Regional parks	Regional parks are large areas of open space that feature natural or semi-natural surroundings in close proximity to urban environments. They have high landscape, biodiversity and cultural values and provide a diversity of passive recreational, educational or tourism opportunities.
Regional Victoria	Includes all municipalities outside metropolitan Melbourne (except part of Mitchell Shire within the Urban Growth Boundary).

GLOSSARY

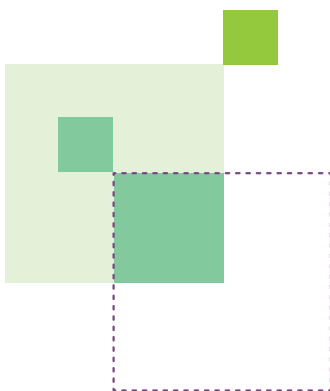
Regionally-significant industrial precincts (RSIP)	Key industrial areas that contribute significantly to local and regional economies. Some of these areas are well established and support a range of industrial uses while others are transitioning and supporting new uses. They include future employment areas identified through growth corridor plans that will support not just employment growth in outer areas, but to also meet Melbourne's longer term industrial and logistics needs. They are to be retained and planned for to allow a range of industrial uses, or where appropriate, new and emerging businesses that require access to affordable and well-located employment land.
Renewable energy	Energy that comes from resources which are naturally replenished on a human timescale such as sunlight, wind, rain, tides, waves, and geothermal heat.
Resilience	The capacity of individuals, communities, institutions, businesses, systems and infrastructure to survive, adapt and grow, no matter what chronic stresses or shocks they encounter.
Resource recovery	Extraction of useful material or energy from a waste stream.
Social housing	A type of rental housing that is provided and/or managed by the government or by a not-for-profit organisation. Social housing is an overarching term that covers both public housing and community housing.
Social infrastructure	Encompasses all the facilities, services and networks that help families, groups and communities to meet their social, health, education, cultural and community needs.
Southern Metro Region	Includes the LGAs of Cardinia, Casey, Greater Dandenong, Frankston, Kingston and Mornington Peninsula.
State-significant industrial precincts (SSIP)	Strategically located land available for major industrial development linked to the Principal Freight Network and transport gateways. They will be protected from incompatible land uses to allow continual growth in freight, logistics and manufacturing investment. There are five state-significant industrial precincts: Western Industrial Precinct, Northern Industrial Precinct, Southern Industrial Precinct, Port of Hastings Industrial Precinct and Officer-Pakenham Industrial Precinct.
Strategic Cycling Corridors (SCC)	Strategic Cycling Corridors are important transport routes for cycling and are a subset of the Principal Bicycle Network (PBN). The SCC network supports the needs of commuter trips (to work or education) and other important trips, such as to stations, shops or schools. The SCC network links up important destinations, including central Melbourne city, employment and activity centres, and other destinations of metropolitan and regional significance. SCCs can be on and off road, on municipal and state roads and are designed to provide a safe, lower-stress cycling for transport experience.

GLOSSARY

Strategic Extractive Resource Area (SERA)	<p>Recognised and secured extractive resource areas of strategic importance for the construction of public infrastructure, affordable housing and private sector development now and in the future.</p> <p>They cover extractive resources that actually and/or potentially occur in defined locations at various scales based on their likelihood or potential to supply growth areas, taking into account accessibility to markets, while minimising impacts on environment and other land use constraints.</p>
Traditional Owners	<p>People who, through membership of a descent group or clan, are responsible for caring for particular Country. A Traditional Owner is authorised to speak for Country and its heritage as a senior Traditional Owner, an Elder or, in more recent times, a registered native title claimant.</p>
Transit-oriented development	<p>Compact, walkable, mixed-use communities centred around high-quality train systems. Transit-oriented development assists in addressing the growing problems of climate change and global energy security by creating dense, walkable communities that greatly reduce the need for driving and energy consumption.</p>
Transport gateway	<p>Ports, airports and interstate terminals that serve as key locations for moving passengers and freight into and out of Victoria and also play a significant economic and employment-generating role.</p>
20-minute neighbourhoods hallmarks	<p>The 'hallmarks' are established in Plan Melbourne's Direction 5.1 — Create a city of 20-minute neighbourhoods. The 'hallmarks' developed in partnership with the Department of Health and the Heart Foundation (Victoria) are:</p> <ul style="list-style-type: none"> • be safe, accessible and well connected for pedestrians and cyclists to optimise active transport • offer high-quality public realm and open spaces • provide services and destinations that support local living • facilitate access to quality public transport that connects people to jobs and higher-order services • deliver housing/population at densities that make local services and transport viable • facilitate thriving local economies.
Urban forest	<p>All of the trees and other vegetation in a city as well as the soil and water that supports it.</p>
Urban Development Program (UDP)	<p>The Urban Development Program (UDP) provides an annual assessment of supply and consumption of industrial and residential land across metropolitan Melbourne.</p>
Urban Growth Boundary (UGB)	<p>A management tool to contain urban areas and limit their expansion. It divides land that is urban – to be used for housing, shops, factories – from land that is nonurban and to be used for purposes such as conservation, agriculture, mineral extraction, airports and the like. A UGB encourages urban consolidation and protects valued non-urban areas from urban development.</p>
Urban renewal	<p>The process of planning and redeveloping underutilised medium- and large-scale urban areas, precincts or sites for mixed land use purposes.</p>

GLOSSARY

Very low income household	Annual household income within the income range specified as a very low income range under section 3AB of the <i>Planning and Environment Act 1987</i> . In 2020 this was up to \$26,090 for a single adult.
Western Metro Region	Includes the municipalities of Brimbank, Hobsons Bay, Maribyrnong, Melton, Moonee Valley and Wyndham.
Water sensitive urban design (WSUD)	Integrating the urban water cycle into urban design to minimise environmental damage and improve recreational and aesthetic outcomes.
Wallan SA2	Statistical Areas Level 2 (SA2) are medium-sized general purpose areas established by the ABS that represent a community that interacts together socially and economically. The Wallan SA2 is larger than the area in Mitchell within the Urban Growth Boundary and generally follows the municipal boundary west of Wallan and extends north of Wandong and east into Kinglake National Park.
Yarra River Land	Crown and State Government-owned land within 500 metres of the Yarra River declared under the <i>Yarra River Protection (Wilip-gin Birrarung murron) Act 2017</i> . The declaration provides additional protection to this land. Yarra River Land that is used for public recreation forms the Greater Yarra Urban Parklands.



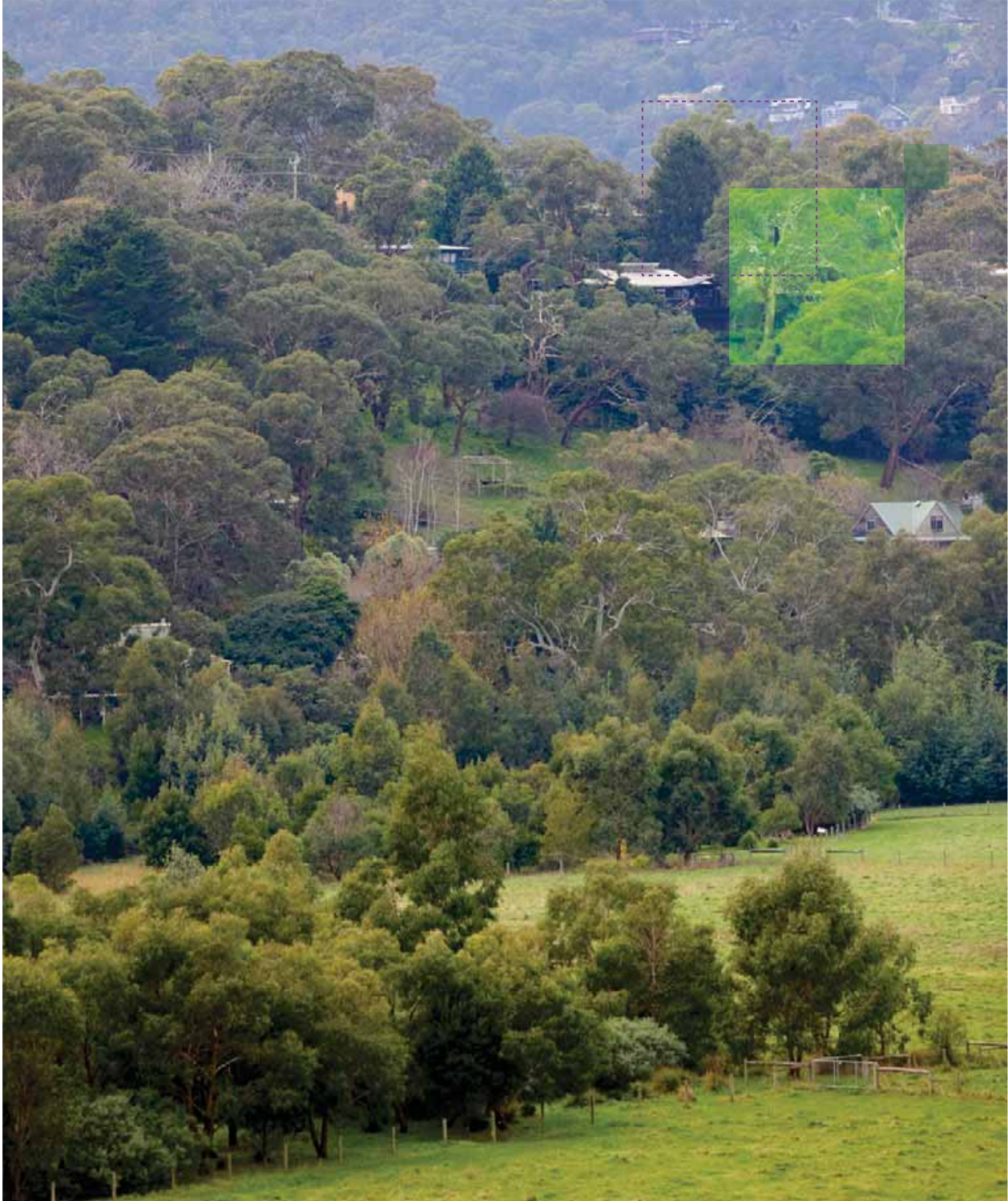


Photo credit: Tim Bell Studio

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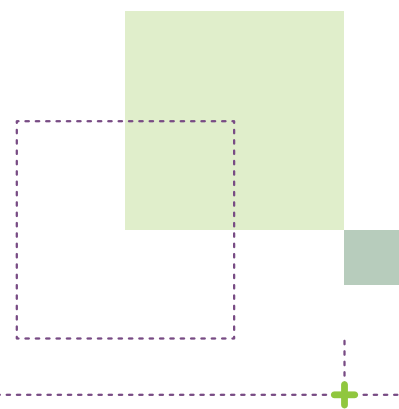
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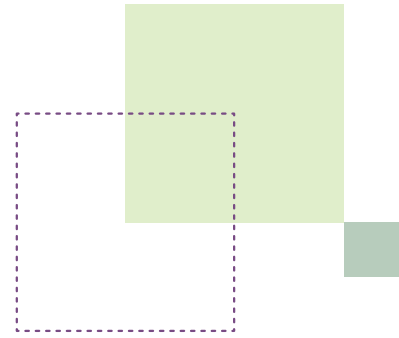
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6.8 Instrument of Delegation - Council to Strategic Planning Delegated Committee

SUMMARY: Senior Governance Officer, Joyleen Mathias

The Strategic Planning Committee (SPC) was established as a Delegated Committee under section 63 of the *Local Government Act 2020*, comprised solely of Knox Councillors as members of the Committee.

The Strategic Planning Committee considers such business as determined in accordance with the *Local Government Act 2020*, Council Governance Rules and the Instrument of Delegation to the Strategic Planning Committee.

This delegation is being presented to Council for review to comply with the requirement of the *Local Government Act 2020* that delegations be reviewed within the period of 12 months after a general election.

RECOMMENDATION

That Council:

In the exercise of the powers conferred by section 63 of the Local Government Act 2020, Council resolve that:

- 1. There be delegated to the members of Strategic Planning Committee the powers, duties and functions set out the Attached Instrument of Delegation (the Instrument, included as Attachment 1 to the Officers Report).**
- 2. The Instrument:**
 - a) Comes into force immediately upon this resolution being made and the Instrument is signed by Council's Chief Executive Officer and the Mayor.**
 - b) Remains in force until Council resolves to vary or revoke it; and**
 - c) Is to be exercised in accordance with the guidelines or policies which Council from time to time adopts.**
- 3. On the coming into force of the above instrument, the previous instrument of delegation to the Strategic Planning Committee is revoked.**

1. INTRODUCTION

Under the *Local Government Act 2020* (the Act), members of delegated committees exercise the powers, duties or functions of Council that have been delegated to them in an Instrument of Delegation. A resolution of a delegated committee holds the same weight as a resolution made at a Council meeting. Members of Delegated Committees and its meetings are also subject to the same Governance Rules as Council.

2. DISCUSSION

The current SPC was established to provide a decision making forum with less procedural formality and to receive deputations and presentations from external parties and Council staff.

The current Instrument of Delegation has been in place since August 2020 and is an Instrument of Delegation by exception. This means it provides the SPC with the broadest possible powers, functions and duties, and specifies particular exceptions, conditions and limitations.

The SPC has been operating under its current instrument of delegation for 12 months and no issues have been identified which warrant significant amendment to the instrument of delegation.

A minor amendment is proposed to reflect that the practice of sealing delegations is not necessary and that the instrument will be signed by the Mayor and Chief Executive Officer.

A copy of the proposed instrument is set out at Attachment 1 to this report and changes made to the previous instrument are highlighted on the version included at Attachment 2.

3. CONSULTATION

Council subscribes to Maddocks Lawyers' Authorisations and Delegations service which provides advice and template instruments for Council's delegations which have been tailored to organisational requirements.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Nil

6. FINANCIAL & ECONOMIC IMPLICATIONS

Nil

7. SOCIAL IMPLICATIONS

Nil

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

To enable the seamless continued operation of Council business and that the delegation to the SPC remain contemporary, it is recommended that the delegation to the Strategic Planning Committee be re-made consistent with the current instrument.

11. CONFIDENTIALITY

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

Report Prepared By: Senior Governance Officer, Joyleen Mathias
Coordinator Governance, Andrew Dowling

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 Instrument of Delegation to the SPC 2021 11 Clean [6.8.1 - 3 pages]
2. Attachment 2 - Instrument of Delegation to the SPC - Track Changes [6.8.2 - 3 pages]



Instrument of Delegation to the

Strategic Planning Committee

Knox City Council (Council) delegates to each person who is from time to time appointed as a member of the Delegated Committee established by resolution of Council passed on 24 August 2020 and known as the "Strategic Planning Delegated Committee" or the "Strategic Planning Committee" (the Committee), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 24 August 2020;
2. the delegation:
 - 2.1 comes into force immediately upon being signed by Council's Chief Executive Officer and the Mayor; and
 - 2.2 remains in force until Council resolves to vary or revoke it.
3. all Councillors of the Knox City Council are members of Committee which is constituted solely of Councillors; and
 - 3.1 All members of the Committee have voting rights on the Committee.

Cr _____ - Mayor

Mr Bruce Dobson – Chief Executive Officer

Date:



SCHEDULE

Powers and functions

The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act and to do all things necessary or convenient to be done for or in connection with the performance those functions, duties and powers.

Exceptions, conditions and limitations

The Committee is not authorised by this Instrument to:

1. enter into contracts, or incur expenditure, for an amount which exceeds \$50,000,000;
2. exercise the powers which, by force of section 11(2) of the Local Government Act 2020 (the Act), cannot be delegated, namely:
 - (a) the power of delegation;
 - (b) electing a Mayor or Deputy Mayor;
 - (c) granting a reasonable request for leave under s 35 of the Act;
 - (d) the power to appoint the Chief Executive Officer, whether on a permanent or acting basis;
 - (e) the power to make any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - (f) the power to approve or amend the Council Plan;
 - (g) the power to adopt or amend any policy that the Council is required to adopt under this Act;
 - (h) the power to adopt or amend the Governance Rules;
 - (i) the power to appoint the chair (other than a temporary chair of the Strategic Planning Committee) or the members to a delegated committee;
 - (j) the power to make, amend or revoke a local law;
 - (k) the power to approve the budget or revised budget;
 - (l) the power to borrow money;
 - (m) the power to declare general rates, municipal charges, service rates and charges and special rates and charges;
 - (n) any power, duty or function prescribed by the regulations for the purposes of Section 11(2) of the Act.
3. adopt or amend the Annual Report;
4. determine the issue, take the action or do the act or thing if Council has previously designated it an issue, action, act or thing which must be the subject of a Resolution of a Council meeting.



SCHEDULE

5. exercise the powers which, by force of section 188 of the Planning and Environment Act 1987 cannot be delegated, namely:
 - (a) the powers of a planning authority under:
 - Section 28 - Abandonment of amendment
 - Section 29 - Adoption of amendment
 - Section 125 – Injunctions
 - Section 171(2)(b) - purchase, hold, lease and dispose of land;
 - Section 171(2)(c) - exchange land for other land
 - Section 171(2)(d) - consolidate, subdivide, re-subdivide and develop land
 - Section 172 - Powers of compulsory acquisition
 - Section 191 - Appointment of Committee
 - (b) the power of a responsible authority to authorise any officer to carry out a duty or function or to exercise a power.



Instrument of Delegation to the Strategic Planning Committee

Knox City Council (Council) delegates to each person who is from time to time appointed as a member of the Delegated Committee established by resolution of Council passed on 24 August 2020 and known as the "Strategic Planning Delegated Committee" or the "Strategic Planning Committee" (the Committee), the powers and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 24 August 2020;
2. the delegation:
 - 2.1 comes into force immediately upon being signed by Council's Chief Executive Officer and the Mayor ~~the common seal of Council being affixed to this Instrument of Delegation~~; and
 - 2.2 remains in force until Council resolves to vary or revoke it.
3. all Councillors of the Knox City Council are members of Committee which is constituted solely of Councillors; and
 - 3.1 All members of the Committee have voting rights on the Committee.

Cr _____ - Mayor

Mr Bruce Dobson – Chief Executive Officer

Date:

THE COMMON SEAL of KNOX CITY COUNCIL
was herunto affixed in the presence of:

Mayor

Chief Executive Officer

Date:



SCHEDULE

Powers and functions

The power to:

1. determine any issue;
2. take any action; or
3. do any act or thing

arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act and to do all things necessary or convenient to be done for or in connection with the performance those functions, duties and powers.

Exceptions, conditions and limitations

The Committee is not authorised by this Instrument to:

1. enter into contracts, or incur expenditure, for an amount which exceeds \$50,000,000;
2. exercise the powers which, by force of section 11(2) of the Local Government Act 2020 (the Act), cannot be delegated, namely:
 - (a) the power of delegation;
 - (b) electing a Mayor or Deputy Mayor;
 - (c) granting a reasonable request for leave under s 35 of the Act;
 - (d) the power to appoint the Chief Executive Officer, whether on a permanent or acting basis;
 - (e) the power to make any decision in relation to the employment, dismissal or removal of the Chief Executive Officer;
 - (f) the power to approve or amend the Council Plan;
 - (g) the power to adopt or amend any policy that the Council is required to adopt under this Act;
 - (h) the power to adopt or amend the Governance Rules;
 - (i) the power to appoint the chair (other than a temporary chair of the Strategic Planning Committee) or the members to a delegated committee;
 - (j) the power to make, amend or revoke a local law;
 - (k) the power to approve the budget or revised budget;
 - (l) the power to borrow money;
 - (m) the power to declare general rates, municipal charges, service rates and charges and special rates and charges;
 - (n) any power, duty or function prescribed by the regulations for the purposes of Section 11(2) of the Act.
3. adopt or amend the Annual Report;
4. determine the issue, take the action or do the act or thing if Council has previously designated it an issue, action, act or thing which must be the subject of a Resolution of a Council meeting.



SCHEDULE

5. exercise the powers which, by force of section 188 of the Planning and Environment Act 1987 cannot be delegated, namely:
 - (a) the powers of a planning authority under:
 - Section 28 - Abandonment of amendment
 - Section 29 - Adoption of amendment
 - Section 125 – Injunctions
 - Section 171(2)(b) - purchase, hold, lease and dispose of land;
 - Section 171(2)(c) - exchange land for other land
 - Section 171(2)(d) - consolidate, subdivide, re-subdivide and develop land
 - Section 172 - Powers of compulsory acquisition
 - Section 191 - Appointment of Committee
 - (b) the power of a responsible authority to authorise any officer to carry out a duty or function or to exercise a power.

6.9 Ferntree Gully Cemetery Ashes Extension Update

SUMMARY: Coordinator Governance, Andrew Dowling

Following the construction of new ashes positions at Ferntree Gully Cemetery (FTG Cemetery), this report presents the proposed fees structure for the new positions at FTG Cemetery for Council's approval.

RECOMMENDATION

That Council, as Trustee for Ferntree Gully Cemetery Trust, resolve:

1. To prescribe (subject to approval by the Victorian Department of Health) the following fees for new positions constructed at Ferntree Gully Cemetery:

Fee Descriptor	Location	Proposed Fee
Single - 25 Year	The Grove (New Walls, Lower 2 Rows)	\$1,145
Single - Perpetual	The Grove (New Walls, Lower 2 Rows)	\$2,699
Single - 25 Year	The Grove (New Walls, Middle 3 Rows)	\$1,288
Single - Perpetual	The Grove (New Walls, Middle 3 Rows)	\$3,036
Single - 25 Year	The Grove (New Walls, Top 2 Rows)	\$1,431
Single - Perpetual	The Grove (New Walls, Top 2 Rows)	\$3,373
Single - Perpetual	Adjacent to Main Entrance Gateway	\$7,626

2. To endorse the fee application documentation set out in Attachment 2 and authorise Councillors _____, _____, and _____ to execute the Application on behalf of the Ferntree Gully Cemetery Trust.
3. Authorise the Chief Executive Officer (or such person as the Chief Executive officer selects) to:
 - a. Prepare a written submission to accompany the fee application generally in accordance with these resolutions and the Officer's report; and
 - b. Make minor modifications to the application documentation in Attachment 2, subject to consultation with Councillors _____, _____, and _____ prior to submission to the Victorian Department of Health for approval.
4. Note that new positions will be released for sale subject to the Department of Health approving the new fees, and:
 - a. Positions will initially be offered to those parties who have been recorded on the Expression of Interest list for purchasing new positions generally in accordance with the terms set out in the Officers' report; and
 - b. The process for offering positions for sale shall otherwise be determined by the Chief Executive Officer (or such person as the Chief Executive Officer selects).
5. Note a public consultation process will be undertaken to determine the name for the new ashes position area adjacent to the Cemetery's main entrance with a final recommendation to be presented to a future Council Meeting.

1. INTRODUCTION

Background

Knox City Council is the Trustee for the Ferntree Gully Cemetery Trust (the Trust). The Trust's finances operate independently of Council's and the Trust pays Council an annual management fee intended to reflect the operational and administrative costs Council incurs in managing the cemetery on behalf of the Trust.

New ashes positions have been constructed at FTG Cemetery:

- In the Foothills Section (the north-east corner of the site) creating 3 new niche walls in The Grove, with 231 positions (completed in December 2020).



Figure 1 - The Grove

- In the north-west corner of the site situated between the main entrance gateway and the Forest Road pedestrian gate (completed in May 2020).



Figure 2 – Adjacent to the Main Entrance Gateway

Fees setting and sales process

Fees for sale of the new positions must be set by Council as the Trustee for FTG Cemetery and approved by the Victorian Department of Health (the Department) and gazetted before the positions can be released for sale.

There is strong public demand for positions at FTG Cemetery and staff have been maintaining a list of parties interested in purchasing positions. At the time of writing, there are almost 140 expressions of interest with most expressing an interest in two or more positions, suggesting there is significant demand for new positions at the Cemetery.

Once ready for sale, it is proposed that:

1. those who expressed an interest in purchasing a position prior to Monday 1 November 2021 be offered first opportunity to purchase (a maximum of two) new positions;
2. A second expression of interest list will be maintained and remaining positions offered to parties on that second list by means of a ballot.

2. DISCUSSION

Under s. 39 of the *Cemeteries and Crematoria Act 2003* (the Act), when fixing fees and charges, cemetery trusts must have regard to the costs of operating and managing the cemetery, including the need to provide for the maintenance of the cemetery in perpetuity.

The Department provides tools to assist with the development of fair and reasonable fees, which incorporate cost recovery principles, and cover:

- cemetery operational costs
- repair or replacement costs associated with cemetery facilities and equipment
- financial reserves for future operation.

Pricing recommendations have now been developed having regard to:

- Consideration of the (relatively limited) opportunities to develop new positions for sale at FTG Cemetery.
- The Trust's diminishing financial reserves, which underscore the need to ensure pricing of new positions is appropriate having regard to the broader market, as well as reflecting the underlying cost of the positions, to ensure sales contribute to securing the long term and independent financial sustainability of the Trust.
- Pricing of existing positions.

The new niches in The Grove are comparable to the existing positions, currently priced at:

- Single Ashes Position - 25 year tenure - \$1,015
- Single Ashes Position - Perpetual tenure - \$2,015

It is noteworthy however that the inputs that drove historic pricing is not applicable to the new positions. The new fees for niches in The Grove will apply to the new positions only. Existing pricing will remain in place for the existing positions in The Grove which might be returned and subsequently re-sold.

As the positions adjacent to the Main Entrance Gateway are both new and unique within the cemetery, there is no comparable product pricing within the Cemetery.

- Future maintenance and repair.

Positions in the Grove will continue to be sold with either 25 year or perpetual tenure.

The positions adjacent to the Main Entrance Gateway are proposed to be sold as perpetual tenure only. This reflects anticipation that should a position be returned, potential damage during re-opening would likely be difficult to repair in a manner consistent with the original materials and finish.

Land Development Cost

The Department provides a Land Development Costing Model, which takes into consideration:

- the valuation of the land upon which the positions are developed.
- the development cost (inclusive of materials, contractors / labour, etc.)
- Any marketing costs such as advertising.

The tool enables Council to factor into the pricing of the position, the Trust's investment in developing shared infrastructure in the form of the perimeter fencing and the Main Entrance Gateway.

The Land Development Costing Model generates the "Land value" per position, which is then used as an input into the Department's Fee Justification Tool.

Costs which have been included in the Land Development Costing Model are:

- Construction costs for positions in The Gateway (\$36,335 ex GST) and The Grove (\$97,460 ex GST).
- Replacement cost for the land on which FTG Cemetery is situated. The land value nominated is based on a 900m² block of developed land, on the basis that:
 - 900m² is considered a reasonably average block size in the vicinity of FTG Cemetery;
 - This land size is close to the size of the last lots of land purchased by the Trust; and
 - There are few opportunities to purchase undeveloped land in the vicinity of the Cemetery.

Block values were sourced from Council's Contract Valuer in May 2021 and valued a 900m² block at \$660,000, resulting in a land value of \$733 per square metre.

- Construction costs of shared infrastructure comprising \$91,782 for removal and replacement of perimeter fencing and \$144,104 for the construction of the Main Entrance Gateway (completed in late 2018).

The Land Development Costing Model is designed to cover the entirety of the input costs in the pricing of the positions sold. Any costs factored in cannot subsequently be considered as inputs when pricing any future positions which are developed for sale.

As such, it is proposed to recover only a portion of the costs of the fencing and fence and Main Entrance Gateway through the positions (5-10%). Further portions of the cost can be considered for recovery in any future positions which are developed for sale.

Additional Pricing considerations

In the Department's Fee Justification Tool, the remaining price drivers are:

- **Trust costs**

These reflects the administrative cost of selling rights of internment (ROIs) and primarily comprise staff costs (the administrative process of selling ROIs is quite time consuming) with incidental provision for ancillary costs (postage, phone calls, etc.).

Somewhat counter-intuitively, there is less administration involved in selling a perpetual ROI. For example, there is no requirement to contact owners towards the expiration of 25 years and either convert the tenancy to perpetual or recover the position. Consequently the Trust costs for a 25 year tenure ROI are higher than for a perpetual tenure.

Selling positions is done by Council staff, effectively as a contractor to the Trust, and consequently could be considered "contractor costs" in the Department's Fee Justification Tool. These costs have been included under "Trust Cost" to provide greater transparency in the fee setting process.

- **Contractor Costs**

There are no contractor costs associated with selling ROIs in the new positions. (See above)

- **Supplier Costs**

There are no supplier costs associated with selling ROIs in the new positions.

- **Perpetual maintenance**

The Department's Fee Justification tool requires an annual perpetual maintenance charge which is extrapolated over 25 years, or for 100 years for perpetual tenure sales.

In the interests of consistency, it is proposed to fix perpetual maintenance as a percentage of the direct costs of each position. In general, a 10% margin is considered appropriate to ensure the Trust (Council) accumulates the necessary capital to deliver its perpetual maintenance obligations.

Areas which inherently involve a higher maintenance obligation, could be made subject to a commensurately higher margin than other areas in the cemetery. Positions adjacent to the Main Entrance Gateway for example might attract a higher annual maintenance cost due to the high profile positioning and higher maintenance associated with the adjacent garden beds and their ongoing maintenance.

This needs to be carefully considered however as minor variations in the annual perpetual maintenance figure have an exponential impact on the proposed fee outcome.

Market Review

A review of similar positions at a range of cemeteries has been conducted to consider whether the prices proposed sit reasonably within the broader market, as well as reflecting the various cost drivers applicable to FTG Cemetery.

Attachment 1 includes examples of products available elsewhere in the market. It should be noted however that it is very difficult to compare products and pricing across cemeteries as each individual cemetery faces its own unique circumstances and cost drivers.

While Lilydale Cemetery is relatively proximate for example, unlike FTG Cemetery it was established on a very large, semi-rural land holding which will impact the land value. It also has significant long-term development opportunities which will contribute to its perpetual maintenance fund over decades. Box Hill Cemetery is comparable in terms of being a smaller, land-locked cemetery in a built-up location however while it has diminishing capacity, it is considered to have greater future sales capacity than FTG Cemetery.

Shortness of supply as well as aesthetic appeal of the cemetery itself and its unique position at the foot of Mt Dandenong must also be considered when determining final pricing. These elements will impact local demand and consequently can be reasonably be considered when assessing appropriate pricing in the broader market.

Fee Scenarios

The cost drivers above have been applied within the Department's tools in a variety of scenarios that recover the land value and development cost of The Grove and the area adjacent to the gateway (also referred to as the Main Entrance Gateway for ease of reference):

- Recovering the entire cost of the perimeter fence and Main Entrance Gateway with a minimum perpetual maintenance fee of 10%. This is not recommended as the perimeter fencing and Gateway contribute a benefit to the broader cemetery, so it is unreasonable to recover their entire costs solely from these new positions. The pricing outcomes generated by this scenario were also well beyond reasonable market expectations.
- Recovering none of the costs of the fencing and Main Entrance Gateway was considered similarly unreasonable as the positions adjacent to the Main Entrance Gateway were only able to be constructed as a consequence of the works, and the works also contribute an amenity benefit which is appropriate to reflect in the sale price of the new positions.
- Recovering a percentage of the perimeter fence and Main Entrance Gateway was considered the most reasonable scenario.

As the positions adjacent to the Main Entrance Gateway arguably benefit more directly from the perimeter fencing and entrance works; one scenario considered was to recover a larger portion of the Main Entrance Gateway works through these positions.

The scenario proposed recovering 5% of the works from The Grove and 10% from positions adjacent to the Main Entrance Gateway (with a minimum 10% perpetual maintenance margin). While this scenario arguably better reflects the cost drivers for the positions, the resulting prices generated by the Department's tools were considered beyond reasonable market expectations.

Recovering 10% of the works, apportioned 5% to positions in the Grove, and 5% from positions adjacent to the Main Entrance Gateway, is considered more reasonable, and is the recommended outcome.

This scenario recovers a reasonable proportion of the infrastructure cost, and recognises the higher benefit to positions adjacent to the Main Entrance Gateway by spreading the 5% over fewer positions, and results in a pricing proposal that is considered more market appropriate.

Proposed Fees

The fees generated by the Department's tools under the recommended scenario above are:

Fee Descriptor	Location	Proposed Fee
Single - 25 Year	The Grove	\$1,431
Single - Perpetual	The Grove	\$3,373
Single - Perpetual	Adjacent to the Gateway	\$7,626

It is acknowledged that pricing for The Grove is significantly higher in comparison to pricing for positions previously brought to market in the adjacent walls. As previously indicated however, the new pricing reflects contemporary price drivers.

Having regard to the Trust's obligation to ensure it can independently meet its perpetual maintenance obligations at the cemetery, it is also considered essential that pricing be not merely attractive; but ensure the Trust generates the revenue necessary to meet its future maintenance obligations. The alternative is an increasing reliance upon Council subsidies in order for the Trust to meet its perpetual maintenance obligations, which results in the cost of operating and maintaining the cemetery being borne generally by ratepayers.

In terms of comparison to previous positions in The Grove, the Department's view is that these new positions and consequently new fees, should reflect current cost drivers. Consequently, the existing fees will remain in place for the old walls and the new fees apply only to the new walls.

It is reasonable however, to have some regard to pricing of existing positions in The Grove, as the community may have been expecting the current pricing to extend to these new positions. Consequently, it is recommended that Council (the Trust) discounts the above fees for some positions in the Grove.

The recommended fee structure below differentiates between the 7 rows in the niche walls reflecting perceptions of the positions on a scale of:

- Good: the lower two rows of each wall (66 positions);
- Better: the middle three rows of each wall (99 positions); and
- Best: the top two rows of each wall (66 positions).

Progressive discounts are then applied which bring the lower positions to a price point more comparable to the pricing of the existing niche positions.

Fee Descriptor	Location	Comparison Fee	Indicative Fee	Discount Factor	Proposed Fee	% Increase
Single - 25 Year	The Grove (Lwr 2)	\$1,015	\$1,431	20%	\$1,145	12.8%
Single - Perpetual	The Grove (Lwr 2)	\$2,015	\$3,373		\$2,699	33.9%
Single - 25 Year	The Grove (Mid 3)	\$1,015	\$1,431	10%	\$1,288	26.9%
Single - Perpetual	The Grove (Mid 3)	\$2,015	\$3,373		\$3,036	50.7%
Single - 25 Year	The Grove (Top 2)	\$1,015	\$1,431	0%	\$1,431	41.0%
Single - Perpetual	The Grove (Top 2)	\$2,015	\$3,373		\$3,373	67.4%

This differential pricing also reflects supply and demand principles, placing a premium price on the positions perceived as most desirable.

Discounting is not recommended for the positions adjacent to the Main Entrance Gateway. Having regard to the “Good, Better, Best” approach, these positions will be quite unique in the cemetery and are considered to be some of the best that will be offered at FTG Cemetery, in a premium garden position offering an opportunity for seated reflection adjacent to the attractive main entrance and close to local amenities.

Additional detail regarding the fees is available in:

- Attachment 2 which comprises the outputs of the Department’s Land Development Costing and Fee Justification Tool which will form the basis of the Trust’s fee application.
- Attachment 3 which summarises the outputs of the Department’s fee setting tools for alternative scenarios (green highlighted cells indicate the starting point for the recommended fee structure).

Method of Allocation

Staff have been tracking expressions of interest in new positions.

There are almost 140 expressions of interest on file and it is proposed the new positions be offered in the first instance to those on the expression of interest list. In light of the expected demand, it is considered reasonable to offer each prospective purchaser a maximum of two niche positions in order to ensure there is a reasonably broad opportunity to purchase these positions.

Offering positions to those on the expression of interest list in a strictly first come first served basis affords the earliest customers the greatest opportunity to purchase the “best” positions and as previously indicated, historically demand has been strongest for positions in the upper rows of The Grove niches. If adopted, the differentiated pricing model may smooth demand across all rows in the niche walls.

The proposed process to be followed is:

1. Those who expressed an interest in purchasing a position prior to Monday 1 November 2021 will be offered first opportunity to purchase (a maximum of two) new positions.
2. Anyone who has expressed interest since 1 November 2021 will be placed on a second expression of interest list and offered an opportunity to purchase remaining positions by means of a ballot.

Communications with those on the expression of interest list and other prospective purchasers will inform them of the fee application; the imminent release of positions for sale and the process for allocating positions.

The process can be expected to be somewhat protracted, as it will be important that each prospective purchaser be able to select their desired position with a level of certainty that those positions identified as sold, are in fact sold.

Following each sale, remaining positions can only be determined with certainty if the purchaser transaction is finalised, so there will be an expectation that positions are paid for within 1 business day of selection so the next prospective purchaser has the best opportunity to make an informed selection.

The process for sales will otherwise take into account:

- Minimising in-person queuing to facilitate covid-safe arrangements.
- Ensuring staff can manage the administrative workload, having regard to the limited staff resources available to support the cemetery and other priorities.

Customer expectations and the efficiency of future sales will be managed by providing progressive updates to those customers remaining on the waiting lists regarding the availability of positions.

3. CONSULTATION

Staff have consulted with the Department in the development of this fee proposal to test the validity of the cost driver inputs.

Public consultation is proposed to determine the final naming of positions adjacent to the Main Entrance Gateway with the final naming to be determined by Council at a future date, having regard to consultation outcomes.

4. CLIMATE CHANGE CONSIDERATIONS

As the focus of this report and its recommendation is the pricing structure of positions which have already been constructed, the implementation of the recommendations is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental / amenity considerations arising as a direct result of this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

At 30 June 2021, the Trust's current assets balance (comprising cash, cash equivalents and receivables) was \$786,849. Maximising the revenue potential of new positions brought to market at FTG cemetery is essential to building up the Trust's financial reserves to a level capable of sustaining the Trust's perpetual maintenance obligations.

At the recommended prices, if all positions were fully sold in Financial Year 2021-22 (with sales in The Grove split equally between perpetual and 25 year tenure) revenue generated for the Trust and therefore available to fund the Trust's perpetual maintenance obligations, would be approximately \$872,000.

7. SOCIAL IMPLICATIONS

The local and broader community have a very strong connection with the Ferntree Gully Cemetery. Facilitating the interment and memorialisation of the Knox community's loved ones is a significant community service; and developing and maintaining the site within the constraints of the community's expected standard is a significant obligation and challenge.

The is strong demand for positions in the cemetery and what capacity there is for developing new positions, must be tempered by the need to respect the Cemetery's existing 6,000+ interments and the highly valued aesthetic of the cemetery in its present form.

It is unlikely that the number new positions developed to date will satisfy future demand for internments beyond FY2022-23. Future reports to Council in 2022 will consequently focus on the strategic management of the Cemetery, including future development opportunities.

That strategic planning will need to incorporate consultation with the Knox Community regarding future development opportunities, and will include exploration of options to ensure a range of products are offered at price points that maximise the accessibility of memorialisation at FTG Cemetery; while also contributing to the long-term financial sustainability of the Trust.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

2. Neighbourhoods, Housing & Infrastructure

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

5. Civic Engagement & Integrity

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Coordinator Governance, Andrew Dowling

Report Authorised By: Director City Strategy & Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Product Comparison [6.9.1 - 2 pages]
2. Attachment 2 - Fee Application Documentation [6.9.2 - 5 pages]
3. Attachment 3 - Alternative Fee Scenarios [6.9.3 - 1 page]



Box Hill Cemetery

Single – Perpetual Tenure

\$4,175

(Includes a standard commemorative plaque)

Preston Cemetery

Single – Perpetual Tenure

\$4,585



Melbourne Cemetery

Single – Perpetual Tenure

Rose Garden Position

\$4,455

Lilydale Lawn Cemetery

Single – Perpetual Tenure

Bill Trenker Niche Wall \$ 1,955



Lilydale Lawn Cemetery

Single – Perpetual Tenure

Front wall, \$ 2,230

Sorrento Cemetery

Casuarina Memorial Wall

Single – Perpetual Tenure

\$2,400



**Eaglehawk Remembrance Park
(near Bendigo)**

Niche Wall

Single – Perpetual Tenure

Top Row \$1,630,

Middle Row \$1,400,

Bottom Row \$1,165



Fee application for Ferntree Gully Cemetery Trust

Please ensure a signed hard copy *and* digital copy of this worksheet are provided to the Department.

A: INDIRECT COSTS	
Indirect Costs	Percentage
Overheads	10%
General Maintenance	5%
GST Registered (Y/N)*	Y

B: TRUST SIGNATURE BLOCK			
	Trust Member 1	Trust Member 2	Trust Member 3
Printed Trust Member Name			
Trust Member Signature			
Date (dd/mm/yyyy)			

This fee application form must be signed by three trust members

C: INTERACTIVE FEE SCHEDULE												
#	Proposed Fee Code	FEE DESCRIPTORS (trust to complete)			COST DRIVERS (trust to complete)					PROPOSED FEES (automatically calculated)		
		Fee Descriptor (automatically populated)	Trust Description (Trust to add where Appropriate)	Existing Fee Amount (leave blank if new fee)	Land Value	Trust Costs	Contractor Costs	Supplier Costs	Perpetual Maintenance (ongoing \$ p/a)	Direct Cost	Total Fee	% Increase
1	613	Right of interment cremated remains At Need - Single - 25 year tenure	The Grove		\$ 302.00	\$ 142.25			\$ 44.43	\$ 444	\$ 1,431	-
2	614	Right of interment cremated remains At Need - Single - Perpetual tenure	The Grove		\$ 504.00	\$ 87.75			\$ 59.18	\$ 592	\$ 3,373	-
3	614	Right of interment cremated remains At Need - Single - Perpetual tenure	Adj to Gateway		\$ 1,250.00	\$ 87.75			\$ 133.78	\$ 1,338	\$ 7,626	-
4									\$ -	\$ -	\$ -	-
5									\$ -	\$ -	\$ -	-
6									\$ -	\$ -	\$ -	-
7									\$ -	\$ -	\$ -	-
8									\$ -	\$ -	\$ -	-
9									\$ -	\$ -	\$ -	-
10									\$ -	\$ -	\$ -	-
11									\$ -	\$ -	\$ -	-
12									\$ -	\$ -	\$ -	-
13									\$ -	\$ -	\$ -	-
14									\$ -	\$ -	\$ -	-
15									\$ -	\$ -	\$ -	-
16									\$ -	\$ -	\$ -	-
17									\$ -	\$ -	\$ -	-
18									\$ -	\$ -	\$ -	-
19									\$ -	\$ -	\$ -	-
20									\$ -	\$ -	\$ -	-

* GST is exempt from a range of fee categories, including issue of right of interment, Memorialisation permits and approvals, other permits, and miscellaneous fees and charges such as search fees and other regulatory fees that dont apply to the previous categories. This spreadsheet automatically factors in these exemptions. Trusts should select 'Y' only if they are eligible, and registered for GST. If unsure, please contact the department to discuss.

Trust cost worksheet

Right of interment cremated remains At Need - Single - 25 year tenure - The Grove		
1	Labour rate (per hour)	\$ 52.50
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	2.5 \$ 131.25
	Materials used	\$ 5.00
	Utilities used	\$ 2.00
	Miscellaneous	\$ 4.00
	Trust Costs	\$ 142.25

Right of interment cremated remains At Need - Single - Perpetual tenure - The Grove		
2	Labour rate (per hour)	\$ 52.50
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	1.5 \$ 78.75
	Materials used	\$ 5.00
	Utilities used	\$ 2.00
	Miscellaneous	\$ 2.00
	Trust Costs	\$ 87.75

Right of interment cremated remains At Need - Single - Perpetual tenure - Adj to Gateway		
3	Labour rate (per hour)	\$ 52.50
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	2.5 \$ 131.25
	Materials used	\$ 5.00
	Utilities used	\$ 2.00
	Miscellaneous	\$ 4.00
	Trust Costs	\$ 142.25

4	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	\$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

5	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	\$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

6	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	\$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

7	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	\$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

8	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

9	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

10	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

11	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

12	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

13	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

14	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

15	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

16	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

17	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

18	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

19	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

20	Labour rate (per hour)	\$ -
	Time taken to complete tasks (hrs) (0.5 = 1/2hr)	0 \$ -
	Materials used	\$ -
	Utilities used	\$ -
	Miscellaneous	\$ -
	Trust Costs	\$ -

Fee Breakdown

#	FEE DESCRIPTORS (automatically populated)	UPLIFT FACTORS (\$) (automatically populated)			
		Overheads	Perpetual Maintenance	General Maintenance	GST
1	Right of interment cremated remains At Need - Single - 25 year tenure - The Grove	\$ 44.43	\$ 920.29	\$ 22.21	\$ -
2	Right of interment cremated remains At Need - Single - Perpetual tenure - The Grove	\$ 59.18	\$ 2,692.76	\$ 29.59	\$ -
3	Right of interment cremated remains At Need - Single - Perpetual tenure - Adj to Gateway	\$ 133.78	\$ 6,087.44	\$ 66.89	\$ -
4		\$ -	\$ -	\$ -	\$ -
5		\$ -	\$ -	\$ -	\$ -
6		\$ -	\$ -	\$ -	\$ -
7		\$ -	\$ -	\$ -	\$ -
8		\$ -	\$ -	\$ -	\$ -
9		\$ -	\$ -	\$ -	\$ -
10		\$ -	\$ -	\$ -	\$ -
11		\$ -	\$ -	\$ -	\$ -
12		\$ -	\$ -	\$ -	\$ -
13		\$ -	\$ -	\$ -	\$ -
14		\$ -	\$ -	\$ -	\$ -
15		\$ -	\$ -	\$ -	\$ -
16		\$ -	\$ -	\$ -	\$ -
17		\$ -	\$ -	\$ -	\$ -
18		\$ -	\$ -	\$ -	\$ -
19		\$ -	\$ -	\$ -	\$ -
20		\$ -	\$ -	\$ -	\$ -

DH STANDARDISED FEE DESCRIPTOR CODES AND CATEGORIES			
Fee Code	Fee Category 1	Fee Category 2	Fee Category 3
101	Administration Fees Miscellaneous	Cancellation Fees	
102	Administration Fees Miscellaneous	Certificate	Issue
103	Administration Fees Miscellaneous	Certificate	Second or additional issued
104	Administration Fees Miscellaneous	Grave testing	
105	Administration Fees Miscellaneous	Hire of facilities and equipment	
106	Administration Fees Miscellaneous	Interment administration	
107	Administration Fees Miscellaneous	Interment at short notice	
108	Administration Fees Miscellaneous	Interment out of standard hours	
109	Administration Fees Miscellaneous	Late arrival	
110	Administration Fees Miscellaneous	Own site selection	
111	Administration Fees Miscellaneous	Postage	
112	Administration Fees Miscellaneous	Search of cemetery records	
201	Cremation services	Adult	
202	Cremation services	Child	
203	Cremation services	Cremation at short notice	
204	Cremation services	Early weekday delivery	
205	Cremation services	Outside standard operating hours	
206	Cremation services	Stillborn or body parts	
207	Cremation services	Temporary storage (cremation next day)	
208	Cremation services	Witnessing of cremation	
301	Interment Services Alternative backfilling		
302	Interment Services Exhumation		
303	Interment Services Grave Capping		
304	Interment Services Interment of bodily remains	Adult	First interment
305	Interment Services Interment of bodily remains	Adult	Second interment
306	Interment Services Interment of bodily remains	Adult	Third interment
307	Interment Services Interment of bodily remains	Child	First interment
308	Interment Services Interment of bodily remains	Child	Second interment
309	Interment Services Interment of bodily remains	Child	Third interment
310	Interment Services Interment of bodily remains	Each additional 0.3m	
311	Interment Services Interment of cremated remains	Interment in grave	
312	Interment Services Interment of cremated remains	Interment in memorial	
313	Interment Services Interment of cremated remains	Officer attendance	
314	Interment Services Interment of cremated remains	Scattering of cremated remains	
315	Interment Services Interment of stillborn remains		
316	Interment Services Lift and Reposition		
317	Interment Services Oversized Grave		
318	Interment Services Oversized Vault		
319	Interment Services Re Opening Grave	With cover	
320	Interment Services Re Opening Grave	Without cover	
321	Interment Services Removal of ledger		
322	Interment Services Vault		
401	Memorial permit fees Certification	Completion	
402	Memorial permit fees Certification	Inspection	
403	Memorial permit fees Certification	Second and additional inspection for monument completion certificate	
404	Memorial permit fees Crypt Shutters		
405	Memorial permit fees Installation	Affixing bronze and or granite panel or other base by external supplier	On a lawn grave or lawn beam excludes concrete rest and or spacing block
406	Memorial permit fees Installation	Affixing bronze and or granite panel or other base by external supplier	On an inground cremation memorial excludes concrete rest and or spacing block
407	Memorial permit fees Installation	Affixing bronze and or granite panel or other base by external supplier	To an above ground cremation memorial excludes concrete rest and or spacing block
408	Memorial permit fees Installation	Affixing bronze externally supplied plaque and or granite panel or other base by cemetery	Affixing or installation or placement fee
409	Memorial permit fees Installation	Affixing bronze externally supplied plaque and or granite panel or other base by cemetery	Supply of concrete rest, spacing block or other necessary base
410	Memorial permit fees Installation	New headstone and base with existing foundation	Each additional grave forming the same monument
411	Memorial permit fees Installation	New headstone and base with existing foundation	Single Grave
412	Memorial permit fees Installation	New headstone and base without existing foundation	Each additional grave forming the same monument
413	Memorial permit fees Installation	New headstone and base without existing foundation	Single Grave
414	Memorial permit fees Installation	New monument with existing foundation	Each additional grave forming the same monument
415	Memorial permit fees Installation	New monument with existing foundation	Single Grave
416	Memorial permit fees Installation	New monument without existing foundation	Each additional grave forming the same monument
417	Memorial permit fees Installation	New monument without existing foundation	Single Grave
418	Memorial permit fees Installation	Out of Standard Hours	0-4hrs (memorial installation with prior approval)
419	Memorial permit fees Installation	Out of Standard Hours	4hr+ within same day (memorial installation with prior approval)
420	Memorial permit fees Renovation	Additional Inscription	

421	Memorial permit fees Renovation	Major	Each additional grave forming the same monument
422	Memorial permit fees Renovation	Major	Single Grave
423	Memorial permit fees Renovation	Minor	Single Grave
424	Memorial permit fees Renovation	Out of Standard Hours	
425	Memorial permit fees Supply of Approved Products		
501	Memorialisation	Base	
502	Memorialisation	Book of remembrance	
503	Memorialisation	Garden	
504	Memorialisation	Headstone	
505	Memorialisation	Memorial inscription	
506	Memorialisation	Monument	
507	Memorialisation	Niche	Ground
508	Memorialisation	Niche	Wall
509	Memorialisation	Photographic items	
510	Memorialisation	Plaque	
511	Memorialisation	Rock/boulder	
512	Memorialisation	Temporary grave marker	
513	Memorialisation	Tree/shrub	
514	Memorialisation	Urn	
515	Memorialisation	Vase	
601	Right of interment bodily remains At Need	Adult	First interment
602	Right of interment bodily remains At Need	Adult	Second interment
603	Right of interment bodily remains At Need	Adult	Third interment
604	Right of interment bodily remains At Need	Child	First interment
605	Right of interment bodily remains At Need	Child	Second interment
606	Right of interment bodily remains At Need	Child	Third interment
607	Right of interment bodily remains Pre Need	Adult	First interment
608	Right of interment bodily remains Pre Need	Adult	Second interment
609	Right of interment bodily remains Pre Need	Adult	Third interment
610	Right of interment bodily remains Pre Need	Child	First interment
611	Right of interment bodily remains Pre Need	Child	Second interment
612	Right of interment bodily remains Pre Need	Child	Third interment
613	Right of interment cremated remains At Need	Single	25 year tenure
614	Right of interment cremated remains At Need	Single	Perpetual tenure
615	Right of interment cremated remains At Need	Double	25 year tenure
616	Right of interment cremated remains At Need	Double	Perpetual tenure
617	Right of interment cremated remains At Need	Multiple	25 year tenure
618	Right of interment cremated remains At Need	Multiple	Perpetual tenure
619	Right of interment cremated remains Pre Need	Single	25 year tenure
620	Right of interment cremated remains Pre Need	Single	Perpetual tenure
621	Right of interment cremated remains Pre Need	Double	25 year tenure
622	Right of interment cremated remains Pre Need	Double	Perpetual tenure
623	Right of interment cremated remains Pre Need	Multiple	25 year tenure
624	Right of interment cremated remains Pre Need	Multiple	Perpetual tenure
625	Right of interment cremated remains Conversion or Extension	Conversion - 25yr to perpetual tenure	
626	Right of interment cremated remains Conversion or Extension	Conversion - Perpetual to 25yr tenure	
627	Right of interment cremated remains Conversion or Extension	Extension - Additional 25yrs	
628	Right of interment Surrender	Maintenance as per DH scale - Excluding administration costs	

Fee Descriptor (automatically populated)	Location	Fence & Gateway	Perpetual Maintenance Percentage	COST DRIVERS				Total Fee
				Land Value	Trust Costs	Perpetual Maintenance (ongoing \$ p/a)	Direct Cost	
Scenario 1								
Single - 25 Year Tenure	The Grove	Full Cost	10%	\$ 1,162.00	\$ 142.25	\$ 130.43	\$ 1,304	\$ 3,248
Single - Perpetual tenure	The Grove			\$ 1,406.00	\$ 87.75	\$ 149.38	\$ 1,494	\$ 8,726
Single - Perpetual tenure	Adj to Gateway			\$ 1,936.00	\$ 87.75	\$ 202.40	\$ 2,024	\$ 11,753
Single - Perpetual tenure	Adj to Gateway		12.5%	\$ 1,936.00	\$ 87.75	\$ 253.00	\$ 2,024	\$ 13,840
Single - Perpetual tenure	Adj to Gateway		15%	\$ 1,936.00	\$ 87.75	\$ 303.60	\$ 2,024	\$ 16,143
Single - Perpetual tenure	Adj to Gateway		20%	\$ 1,936.00	\$ 87.75	\$ 404.80	\$ 2,024	\$ 20,748
Scenario 2								
Single - 25 Year Tenure	The Grove	Nil	10%	\$ 267.00	\$ 142.25	\$ 40.90	\$ 409	\$ 1,318
Single - Perpetual tenure	The Grove			\$ 445.00	\$ 87.75	\$ 53.30	\$ 533	\$ 3,037
Single - Perpetual tenure	Adj to Gateway			\$ 976.00	\$ 87.75	\$ 106.40	\$ 1,064	\$ 6,064
Scenario 3								
Single - 25 Year Tenure	The Grove	5%	10%	\$ 302.00	\$ 142.25	\$ 44.43	\$ 444	\$ 1,431
Single - Perpetual tenure	The Grove			\$ 504.00	\$ 87.75	\$ 59.18	\$ 592	\$ 3,373
Single - Perpetual tenure	Adj to Gateway			\$ 1,250.00	\$ 87.75	\$ 133.78	\$ 1,338	\$ 7,626
Single - 25 Year Tenure	The Grove	5%	12.50%	\$ 302.00	\$ 142.25	\$ 55.53	\$ 444	\$ 1,661
Single - Perpetual tenure	The Grove			\$ 504.00	\$ 87.75	\$ 73.97	\$ 592	\$ 4,046
Single - Perpetual tenure	Adj to Gateway			\$ 1,250.00	\$ 87.75	\$ 167.22	\$ 1,338	\$ 9,148
Single - 25 Year Tenure	The Grove	5%	15%	\$ 302.00	\$ 142.25	\$ 66.64	\$ 444	\$ 1,891
Single - Perpetual tenure	The Grove			\$ 504.00	\$ 87.75	\$ 88.76	\$ 592	\$ 4,720
Single - Perpetual tenure	Adj to Gateway			\$ 1,250.00	\$ 87.75	\$ 200.66	\$ 1,338	\$ 10,670
Single - 25 Year Tenure	The Grove	5%	15%	\$ 302.00	\$ 142.25	\$ 88.85	\$ 444	\$ 2,351
Single - Perpetual tenure	The Grove			\$ 504.00	\$ 87.75	\$ 118.35	\$ 592	\$ 6,066
Single - Perpetual tenure	Adj to Gateway			\$ 1,250.00	\$ 87.75	\$ 267.55	\$ 1,338	\$ 13,713
Scenario 4								
Single - 25 Year Tenure	The Grove	10%	10%	\$ 337.00	\$ 142.25	\$ 47.93	\$ 479	\$ 1,544
Single - Perpetual tenure	The Grove			\$ 562.00	\$ 87.75	\$ 64.98	\$ 650	\$ 3,704
Single - Perpetual tenure	Adj to Gateway			\$ 1,525.00	\$ 87.50	\$ 161.28	\$ 1,613	\$ 9,193
Single - 25 Year Tenure	The Grove	10%	12.50%	\$ 759.00	\$ 142.25	\$ 59.91	\$ 479	\$ 1,792
Single - Perpetual tenure	The Grove			\$ 1,266.00	\$ 87.50	\$ 81.22	\$ 650	\$ 4,443
Single - Perpetual tenure	Adj to Gateway			\$ 1,525.00	\$ 87.50	\$ 201.59	\$ 1,613	\$ 11,028
Single - 25 Year Tenure	The Grove	10%	15%	\$ 759.00	\$ 142.25	\$ 71.89	\$ 479	\$ 2,040
Single - Perpetual tenure	The Grove			\$ 1,266.00	\$ 87.50	\$ 97.46	\$ 650	\$ 5,182
Single - Perpetual tenure	Adj to Gateway			\$ 1,525.00	\$ 87.50	\$ 241.91	\$ 1,613	\$ 12,863
Single - 25 Year Tenure	The Grove	10%	20%	\$ 759.00	\$ 142.25	\$ 95.85	\$ 479	\$ 2,537
Single - Perpetual tenure	The Grove			\$ 1,266.00	\$ 87.50	\$ 129.95	\$ 650	\$ 6,661
Single - Perpetual tenure	Adj to Gateway			\$ 1,525.00	\$ 87.50	\$ 322.55	\$ 1,613	\$ 16,532

7 Public Question Time

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

8 Infrastructure Officers' Reports for consideration

Nil

9 Connected Communities Officers' Reports for consideration

9.1 Minor Grants Program 2021-22 Monthly Report

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in November 2021 for the 2021-2022 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 within the current financial year.

RECOMMENDATION

That Council:

1. Approve 12 applications for a total of \$29,976.56 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Lowich Polish Vocal-Dance Ensemble	45 th Anniversary Celebration	\$1,990.00	\$1,990.00
Upper Ferntree Gully Playgroup	Indoor Play space Update - new indoor play equipment	\$2,000.00	\$2,000.00
Hindu Satsang Mandal of Vic	Diwali Sweets Drive	\$2,000.00	\$2,000.00
The Haven Day Care	New activity resources for people with memory loss	\$1,000.00	\$1,000.00
Rowville Playgroup	Indoor Play space - new indoor play resources	\$2,986.56	\$2,986.56
Jaffaria Association of Vic	Children's Drama and Self Expression	\$3,000.00	\$3,000.00
Sherbrooke Little Athletics Centre	Trolleys for equipment(hurdles)	\$3,000.00	\$2,000.00
Migrant Information Centre	Chinese Seniors Information Sessions Project	\$3,000.00	\$3,000.00
Ringwood Community Garden	Installation of Raised Garden Beds	\$3,000.00	\$3,000.00
The Links at Waterford Residents Association	Workshop Fit-out	\$3,000.00	\$3,000.00
Knox Gardens Tennis Club	Replace old fridges and TV	\$3,000.00	\$3,000.00
Didi Bahini Samaj Vic	Let's Dance –Promoting Community Wellbeing	\$3,000.00	\$3,000.00
TOTAL		\$30,976.56	\$29,976.56

2. Note that the following application for a grant of \$499.00 has been approved under delegation in accordance with Cl.6.3 of the Minor Grants Program Policy.

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knox Boronia Cricket Club	Pitch Blower	\$499.00	\$499.00

- 3. Note that inclusive of the above recommended grants, totalling \$30,475.56, a total of \$91,232.30 has been awarded to date under the 2021-22 Minor Grants Program supporting 41 community-based organisations and their programs.**

1. INTRODUCTION

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objective of the Minor Grants Program is to be an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

It operates under the principles of other Knox Council grants programs to ensure:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Minor Grants Program 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.

Thirteen complete grant applications were received since the Council Meeting held on 25 October 2021, requesting grants totalling \$31,475.56. All applicant groups are eligible for the grant amounts requested, except for Sherbrooke Little Athletics Centre which has previously received \$3,000 of the \$5,000 limit within last three years. The group is eligible to receive \$2,000 toward the purchase of trolleys to move hurdle equipment.

Several applications have been referred by the Community Development Fund Evaluation Panel, notably:

- Didi Bahini Samaj Vic for cultural dancing and wellbeing for Nepalese women in Knox;
- Ringwood Community Garden in Wantirna for extra raised garden beds;
- Knox Gardens Tennis Club for replacement of old clubroom fridges and TV;

- The Links at Waterford Residents Association to contribute to new equipment and materials for woodworking workshop; and
- Migrant Information Centre for bilingual health and wellbeing information for the Chinese community at Knox/Rowville libraries.

The remaining applications are for a range of local activities and events including:

- Upper Ferntree Gully and Rowville Playgroups are seeking to refresh and upgrade their indoor play equipment;
- Hindu Satsang Mandal of Vic is seeking assistance for Diwali sweet packs for local families in lieu of usual celebrations;
- The Haven Day Care needs to purchase new activity resources for participants with memory loss;
- Lowicz (pronounced Who-vich) Polish Vocal-Dance Ensemble seeks a grant for screen hire to show a film celebrating 45 years of the ensemble activities based at the Polish Community facility in Rowville;
- Jaffaria Association in Rowville is seeking assistance for media equipment for children's drama and self-expression activities; and
- Knox Boronia Cricket Club needs a pitch blower to clean the practice net area for safety.

Application details are provided in Attachment 1.

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. CLIMATE CHANGE CONSIDERATIONS

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

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental or amenity issues associated with this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of Minor Grants is managed within Council's adopted budget. The 2021-2022 budget provides \$193,729 for the Minor Grants Program (comprising the annual allocation of \$150,582 plus an additional \$43,147 carried forward from the 2020-21 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the November period total \$30,475.56. If approved as recommended, the remaining Minor Grants budget for 2021-2022 will total \$105,287.16 before GST adjustments.

7. SOCIAL IMPLICATIONS

The Minor Grants Program allows Council to respond promptly to requests from Knox-based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

Connection, Resilience & Wellbeing

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

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

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

This report contains the recommendation for funding through the Minor Grants program.

11. CONFIDENTIALITY

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

Report Prepared By: Community Partnerships Officer, Deb Robert

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. ATTACHMENT 1 - Minor Grants Applications - November - 2021-11-22 [9.1.1 - 79 pages]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 28- MGP - 2021-22 From Upper Ferntree Gully Playgroup
 Form Submitted 19 Oct 2021, 1:14pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Upper Ferntree Gully Playgroup

Organisation Address *

[REDACTED]

Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 28- MGP - 2021-22 From Upper Ferntree Gully Playgroup
 Form Submitted 19 Oct 2021, 1:14pm AEDT

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[Redacted]

tralian phone number.

Email *

[Redacted]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	
Main business location	

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 *

Knox Community Playgroups Inc

Auspice ABN

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 28- MGP - 2021-22 From Upper Ferntree Gully Playgroup
 Form Submitted 19 Oct 2021, 1:14pm AEDT

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	
Main business location	

Must be an ABN.

Contact *

[REDACTED]

Auspice Position *

[REDACTED]

Auspice Phone Number *

[REDACTED]

Must be an Australian phone number.

Auspice Email *

[REDACTED]

Must be an email address.

Signature of auspice representative - permission required *

Filename: Signed Auspice Agreement.pdf

File size: 2.5 MB

Please upload signed declaration from auspice representative

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Upper Ferntree Gully Playgroup - Indoor Playspace Update

Project Start Date *

01/12/2021

Must be a date.

Minor Grants Program - 2021 - 2022
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Project End Date *

28/02/2022

Must be a date.

(a) Briefly describe details of the request: *

To purchase new indoor equipment to support early childhood development at Upper Ferntree Gully Playgroup.

(b) What community benefit is gained from this project / activity? *

Community Playgroup is all about building relationships between parents, grandparents, carers, and their children aged 0-6. Upper Ferntree Gully Playgroup (UFTG Playgroup) currently runs sessions 6 days a week and in 2022 we anticipate a further expansion in the session times we offer.

The resources in our application will assist children to develop language and communication skills, creativity, and imagination. When children come together in role play, it aids in their social and emotional development; listening to others, negotiation, and co-operation.

The home corner set is specifically designed to support toddler development, which makes up for most of our membership at UFTG Playgroup. It will assist pre-walkers to safely pull themselves to a standing position, without the kitchen becoming a tipping hazard. Older children (3+) can kneel to use the kitchen, which develops their strength while improving balance and core muscle development.

The art drying racks will encourage members to feel more confident in the use of paint and craft at playgroup. At this stage, we have very limited options for children's artwork to dry. This ultimately is an additional barrier to children exploring art that we want to remove. If something feels overwhelming members often try to redirect children to other play, and while all play is important, UFTG Playgroup want to place an emphasis on children exploring their creativity through art and messy play. Other steps we have taken to remove barriers is to have materials more easily accessible and safely in eye of children, enabling parents to follow children's lead.

Other items in this application will invite children to examine the physics of light, shadow, refraction and prisms. It also encourages children's analysis of found objects and new discoveries from the natural world.

These resources are chosen with care and consideration of the space available to us. We want playgroup to be as accessible and inclusive to all families as it possibly can be. We anticipate these items will be highly beneficial and used for many years to come.

We thank Knox City Council for the consideration of our application.

How many people will directly benefit from or participate in your project / activity? *

144

Must be a number

How many of the above are Knox residents? *

120

Must be a number

BUDGET

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 28- MGP - 2021-22 From Upper Ferntree Gully Playgroup
 Form Submitted 19 Oct 2021, 1:14pm AEDT

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,130.91

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$2,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Toddler Home Corner Set	\$802.95
A2 Light Panel	\$255.16
Drying Rack	\$296.95
Double Cube Table	\$209.00
3 Panel Mirror	\$153.95
Round Baby Playmat	\$166.90
Height adjustable birch rectangle table x2	\$246.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,130.91

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Educating Kids Items.pdf
 File size: 233.2 kB

Filename: Freddy & Co - Baby Play Mat.pdf
 File size: 92.9 kB

Filename: Officeworks.pdf
 File size: 86.0 kB

Other Grant Funding

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 28- MGP - 2021-22 From Upper Ferntree Gully Playgroup
 Form Submitted 19 Oct 2021, 1:14pm AEDT

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2019-2020

Grant Program:

Minor Grant

Amount:

\$3,000.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2021-2022 Certificate of Currency for summary of Insurance cover for Registered Playgroups Latest (2).pdf
 File size: 510.1 kB

Public Liability Expiry Date *

30/06/2022

Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: CAV - Knox Community Playgroups.pdf
 File size: 74.8 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 28- MGP - 2021-22 From Upper Ferntree Gully Playgroup
Form Submitted 19 Oct 2021, 1:14pm AEDT

Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

[REDACTED]

Declaration Date *

19/10/2021

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 - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 60- MGP - 2021-22 From Hindu Satsang Mandal of Victoria
 Form Submitted 9 Nov 2021, 10:06am AEDT

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 *

Hindu Satsang Mandal of Victoria

Organisation Address *

[REDACTED]

e/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 60- MGP - 2021-22 From Hindu Satsang Mandal of Victoria
 Form Submitted 9 Nov 2021, 10:06am AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

e/Province, Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[REDACTED]

ustralian phone number.

Email *

[REDACTED]

ess.

Please provide your ABN

52 060 485 118

Information from the Australian Business Register	
ABN	52 060 485 118
Entity name	Hindu Satsang Mandal Of Victoria
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3153 VIC
<i>Information retrieved at 2:39am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? * Yes No

If No please provide details of Auspice below

Incorporation Details**Please provide your Incorporated number**

060 485 118

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 60- MGP - 2021-22 From Hindu Satsang Mandal of Victoria
 Form Submitted 9 Nov 2021, 10:06am AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Diwali Sweets Drive

Project Start Date *

01/12/2021

Must be a date.

Project End Date *

29/12/2021

Must be a date.

(a) Briefly describe details of the request: *

Diwali is an auspicious festival for us which is usually celebrated together as a community. This year, based on current roadmaps, we will still be in restrictions and unable to celebrate together as a community, hence we would like to deliver Diwali sweets to members and friends to celebrate Diwali and to ensure the community is able to still be connected.

(b) What community benefit is gained from this project / activity? *

Diwali is usually celebrated with lighting of lamps, getting together and sharing sweets. As we will not be able to get together, providing a sweets pack to community will keep the spirits up, ensure everyone is able to celebrate at home safely.

How many people will directly benefit from or participate in your project / activity? *

350

Must be a number

How many of the above are Knox residents? *

300

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,227.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$2,000.00

Must be a dollar amount.

Minor Grants Program - 2021 - 2022
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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	\$
Sweets - Faji Cafe and Sweets	\$1,620.00
Labels - Minute Man Press	\$308.00
Boxes - alpha packaging	\$99.72
Transportation and fuel costs	\$200.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,227.72

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Diwali Sweet Boxes_Alpha Packaging.docx
 File size: 184.0 kB

Filename: Quote 25083.pdf
 File size: 232.9 kB

Filename: SKM_C250i21100412100.pdf
 File size: 313.7 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Policy-03.100.0633634.pdf

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 60- MGP - 2021-22 From Hindu Satsang Mandal of Victoria
Form Submitted 9 Nov 2021, 10:06am AEDT

File size: 243.4 kB

Public Liability Expiry Date *

15/10/2022
Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

organisation) *

[REDACTED]

Declaration Date *

21/10/2021
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 - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 62- MGP - 2021-22 From The Haven Day Centre
 Form Submitted 13 Oct 2021, 2:14pm AEDT

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 Haven Day Centre

Organisation Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
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 Form Submitted 13 Oct 2021, 2:14pm AEDT

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

71 623 622 319

Information from the Australian Business Register	
ABN	71 623 622 319
Entity name	The Haven Day Centre Ltd
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3155 VIC
<i>Information retrieved at 4:09am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? * Yes No

If No please provide details of Auspice below

Incorporation Details**Please provide your Incorporated number**

623622319

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 62- MGP - 2021-22 From The Haven Day Centre
 Form Submitted 13 Oct 2021, 2:14pm AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

acquisition of new activity resources for social support program meeting the needs of people who have memory loss.

Project Start Date *

01/12/2021

Must be a date.

Project End Date *

28/02/2022

Must be a date.

(a) Briefly describe details of the request: *

We would like to purchase some equipment and resources to provide some new activities to be used in our program which offers social inclusion, engagement and support for our clients and carers. We would like to acquire audio visual, gardening, exercise, sporting and memory games suitable for Seniors with memory loss.

(b) What community benefit is gained from this project / activity? *

The majority of our clients reside in the Knox area. They attend our social support day program in groups and like to participate in group activities such as exercise, playing table games and competitive games. It would be great to offer additional options within our range of activities. The community benefit would result in greater enjoyment, a greater choice of activities we can tailor to their personal interests and more dementia friendly activities to enjoy.

Carers benefit in having some respite time away from their caring role knowing their loved one is socially engaged and enjoying meaningful activity at The Haven for the day.

How many people will directly benefit from or participate in your project / activity? *

30

Must be a number

How many of the above are Knox residents? *

23

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 62- MGP - 2021-22 From The Haven Day Centre
 Form Submitted 13 Oct 2021, 2:14pm AEDT

\$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	\$
potting mix and plants	\$150.00
Exercise and music DVDs	\$96.00
Companion Pet Toy	\$140.00
Games	\$225.00
postage and delivery	\$89.00
Large garden pots	\$300.00
	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. *

Filename: Activity games for grant.docx

File size: 2.3 MB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2021

Grant Program:

Knox CDF 2021-22

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 62- MGP - 2021-22 From The Haven Day Centre
Form Submitted 13 Oct 2021, 2:14pm AEDT

Amount:

\$10,620.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate_The Haven Day Centre - PL.pdf
File size: 26.8 kB

Public Liability Expiry Date *

30/09/2022

Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: 2021.10.12 Project management plan Minor grant .docx
File size: 13.5 kB

Filename: Certificate of Registration of a Company.pdf
File size: 995.8 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[Redacted]

sation) *

[Redacted]

Declaration Date *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 62- MGP - 2021-22 From The Haven Day Centre
Form Submitted 13 Oct 2021, 2:14pm AEDT

13/10/2021
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: [REDACTED]
BSB Number: [REDACTED]
Account Number: [REDACTED]
Must be a valid Australian bank account number in standard account format.

Contact Name *

[REDACTED]

[REDACTED]

Organisation *

The Haven Day Centre

Email Address *

[REDACTED]

Must be an email address.

Contact Phone Number *

[REDACTED]

Must be an Australian phone number.

Date *

13/10/2021
Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 64- MGP - 2021-22 From #owicz Polish Vocal-Dance Ensemble
 Form Submitted 14 Oct 2021, 4:28pm AEDT

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 *

Łowicz Polish Vocal-Dance Ensemble

Organisation Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 64- MGP - 2021-22 From #owicz Polish Vocal-Dance Ensemble
 Form Submitted 14 Oct 2021, 4:28pm AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[REDACTED]

tralian phone number.

Email *

[REDACTED]

Please provide your ABN

65 345 493 780

Information from the Australian Business Register	
ABN	65 345 493 780
Entity name	Polish Vocal-dance Ensemble "Iowicz" Inc.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC
<i>Information retrieved at 3:36am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? * Yes No

If No please provide details of Auspice below

Incorporation Details**Please provide your Incorporated number**

A0056342P

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 64- MGP - 2021-22 From #owicz Polish Vocal-Dance Ensemble
 Form Submitted 14 Oct 2021, 4:28pm AEDT

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

45th Anniversary Celebration

Project Start Date *

11/12/2021

Must be a date.

Project End Date *

11/12/2021

Must be a date.

(a) Briefly describe details of the request: *

Łowicz (Woh-vich) will be hosting a 45th Anniversary celebration in December. Our 45th Anniversary was last year but due to the ongoing pandemic we have had to postpone the event to this year. This event will be held outside at Polish House Rowville, the same venue that Łowicz rehearses at. The event will include a 7m wide blow up screen, which will be used to project a film made by Łowicz that will include interviews with members of the Łowicz community (past/current members, past/current artistic directors, community members) and clips from past performances as far back as 1985. We are requesting \$2000 to cover the cost of screen hire and venue hire.

Note: venue hire quote attached is quote only. No payment has been made yet, \$450 is written to indicate discounted price from \$900.

(b) What community benefit is gained from this project / activity? *

Łowicz has performed at venues across Knox, including at a nursing home in Scoresby and at multiple Multicultural Harmony Festivals. This specific event will be open to the public, inclusive of both Polish and non-Polish community members. This will be an opportunity for attendees to learn more about our history and how Polish folk dancing has been passed on through generations.

As noted in our constitution, one of Łowicz's aims is to 'Popularise and cultivate the traditions of Polish folk culture by participating in dancing, singing, training and performances for the public'. This event will be a great opportunity to promote Polish culture and specifically folk singing and dancing. It is also an opportunity for Łowicz to invite new members to join. We pride ourselves in being open to Knox City and surrounds, with rehearsals open to anyone aged 5+, including non-Polish speakers.

How many people will directly benefit from or participate in your project / activity? *

250

Must be a number

How many of the above are Knox residents? *

100 (dependant on who purchases tickets)

Must be a number

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 64- MGP - 2021-22 From #owicz Polish Vocal-Dance Ensemble
 Form Submitted 14 Oct 2021, 4:28pm AEDT

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$6,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,990.00

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	\$
Screen Hire	\$1,320.00
Venue Hire	\$450.00
Generator	\$220.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,990.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: IMG_6703.jpg

File size: 110.0 kB

Filename: Screen Shot 2021-10-12 at 4.38.17 pm.png

File size: 55.8 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 64- MGP - 2021-22 From #owicz Polish Vocal-Dance Ensemble
Form Submitted 14 Oct 2021, 4:28pm AEDT

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Avocalnsurance 20210525 Certificate of Insurance - LOWICZ - 58079 (2).pdf
File size: 151.2 kB

Public Liability Expiry Date *

15/04/2022
Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: Certificate of Incorporation 6.07.2011.pdf
File size: 886.2 kB

Filename: Lowicz 45th Project Plan.docx
File size: 14.4 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

14/10/2021
Must be a date.

Privacy Statement

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 64- MGP - 2021-22 From #owicz Polish Vocal-Dance Ensemble
Form Submitted 14 Oct 2021, 4:28pm AEDT

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 68- MGP - 2021-22 From Rowville Playgroup
 Form Submitted 16 Oct 2021, 6:55pm AEDT

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 Playgroup

Organisation Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 68- MGP - 2021-22 From Rowville Playgroup
 Form Submitted 16 Oct 2021, 6:55pm AEDT

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]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	
Main business location	

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 ***

Knox Community Playgroups Inc

Auspice ABN

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 68- MGP - 2021-22 From Rowville Playgroup
 Form Submitted 16 Oct 2021, 6:55pm AEDT

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	
Main business location	

Must be an ABN.

Contact *

[REDACTED]

Auspice Position *

[REDACTED]

Auspice Phone Number *

[REDACTED]

Must be an Australian phone number.

Auspice Email *

[REDACTED]

Must be an email address.

Signature of auspice representative - permission required *

Filename: Rowville Playgroup - Knox Community Playgroups Inc - Auspice Agreement 16-10-2021 - Signed.pdf

File size: 1.8 MB

Please upload signed declaration from auspice representative

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Rowville Playgroup - Indoor Playspace Update

Project Start Date *

01/12/2021

Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 68- MGP - 2021-22 From Rowville Playgroup
 Form Submitted 16 Oct 2021, 6:55pm AEDT

Project End Date *

28/02/2022

Must be a date.

(a) Briefly describe details of the request: *

To purchase quality indoor play resources for Rowville Playgroup.

(b) What community benefit is gained from this project / activity? *

In 2021 Knox Community Playgroups Inc worked hard with Rowville Playgroup to relaunch their service "post covid" and acquire new members.

It quickly became evident that most, if not all resources at Rowville playgroup were either unsafe or not appropriate for the space, and with little money in the bank, volunteers, (though disappointed) worked hard to get the space ready as best they could. At least until the latest lockdown hit.

There was a callout to our wonderful parent community across Knox, and Rowville Playgroup was very fortunate to receive a significant number of quality, playgroup friendly, toy donations. Donations often came with a story of fond Playgroup memories. It reminded everyone involved why we are doing this; for children and their adult person to connect through play in a safe secure place. And hopefully, to make lifelong friendships. Too many Knox families battle the ups and downs of parenthood in isolation and it doesn't need to be this way.

The items in our application will assist children to develop language and communication skills, creativity, and imagination. When children come together in role-play, it aids in their social and emotional development; listening to others, negotiation, and co-operation. All are highly important in early childhood development.

All of the items in our application are chosen with care and thought to complement the existing space and to engage children. We want Playgroup to be as accessible and inclusive as possible, and a magical wonder to children. We anticipate these items will be highly beneficial and used for many years to come by babies, toddlers and preschoolers alike.

We thank Knox City Council for the consideration of our application.

How many people will directly benefit from or participate in your project / activity? *

20 (this will increase in 2022)

Must be a number

How many of the above are Knox residents? *

18

Must be a number

BUDGET*** indicates a required field****(d) What is the total cost of the project / activity? ***

\$2,986.56

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 68- MGP - 2021-22 From Rowville Playgroup
 Form Submitted 16 Oct 2021, 6:55pm AEDT

(c) What amount is being requested? *

\$2,986.56

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Toddler Home Corner Set	\$802.95
A2 Light Panel	\$318.95
Art Drying Rack	\$296.95
Educational 8 Shelf Unit	\$119.00
Educational Tiered Bookcase x2	\$138.00
Round Baby Playmat	\$156.90
Educational 3 Shelf Unit	\$99.00
Sensory Play Table Pack	\$328.92
3 Panel Weaving Frame	\$76.95
12 piece soft blocks	\$361.90
Construction Pack	\$141.89
Doll Cradle	\$99.00
Interstruct	\$46.15
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,986.56

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Rowville Grant Application - Baby Play Mat.pdf
 File size: 95.3 kB

Filename: Rowville Grant Application - Educating Kids.pdf
 File size: 427.6 kB

Filename: Rowville Grant Application - Officeworks.pdf
 File size: 227.6 kB

Other Grant Funding

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 68- MGP - 2021-22 From Rowville Playgroup
Form Submitted 16 Oct 2021, 6:55pm AEDT

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2021-2022 Certificate of Currency for summary of Insurance cover for Registered Playgroups.pdf
File size: 510.1 kB

Public Liability Expiry Date *

30/06/2022
Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: CAV Incorporation - Knox Community Playgroups Inc.pdf
File size: 75.2 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Position (if organisation) *

Declaration Date *

15/10/2021
Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 68- MGP - 2021-22 From Rowville Playgroup
Form Submitted 16 Oct 2021, 6:55pm AEDT

Privacy Statement

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 69- MGP - 2021-22 From Jaffaria Association of Victoria
 Form Submitted 4 Nov 2021, 3:09pm AEDT

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:

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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 *

Jaffaria Association of Victoria

Organisation Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 69- MGP - 2021-22 From Jaffaria Association of Victoria
 Form Submitted 4 Nov 2021, 3:09pm AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

e/Province, Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[REDACTED]

ustralian phone number.

Email *

[REDACTED]

Please provide your ABN

69 902 431 519

Information from the Australian Business Register	
ABN	69 902 431 519
Entity name	Jaffaria Association Of Victoria Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3178 VIC
<i>Information retrieved at 3:59am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? * Yes No

If No please provide details of Auspice below

Incorporation Details**Please provide your Incorporated number**

A0045435D

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 69- MGP - 2021-22 From Jaffaria Association of Victoria
 Form Submitted 4 Nov 2021, 3:09pm AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Children's Drama and Self Expression

Project Start Date *

20/12/2021

Must be a date.

Project End Date *

28/01/2022

Must be a date.

(a) Briefly describe details of the request: *

As a means to support children in the age group of 6 to 15, the Jaffaria Association of Victoria is seeking financial assistance for the procurement of media equipment to establish and maintain drama style programs. The said programs will focus on a number of key goals, which includes:

1. Self-expression learned through drama instils life skills
2. Drama fosters teamwork and confidence
3. Drama nourishes the imagination
4. Inspire the community to be actively involved in prosocial activities

In order for this initiative to transition from concept into realisation, the requirement of audio-visual equipment including a camera, a computer/laptop that meets requirements and video-editing software. The other costs incurred such as marketing, props and activities including registered educators will be funded by the community organisation.

(b) What community benefit is gained from this project / activity? *

There a number of benefits for the children who participate in the programs, including foundation of vital skills to help them succeed in school and throughout their lives. This includes several fundamental abilities, including self-esteem, confidence, creative thinking, acting skills, public speaking skills, as well as leadership and teamwork skills.

In turn, the community benefit from a new generation of resilient, gratified, and committed children who be a catalyst to pro-social environment.

How many people will directly benefit from or participate in your project / activity? *

100

Must be a number

How many of the above are Knox residents? *

70

Must be a number

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 69- MGP - 2021-22 From Jaffaria Association of Victoria
 Form Submitted 4 Nov 2021, 3:09pm AEDT

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$10,000.00

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	\$
Panasonic AW-UE4 Compact 4K Integrated PTZ Camera	\$1,559.00
Adobe Premiere Pro	\$343.07
Acer 15.6" Nitro Gaming Notebook Core i5 16/512GB Black	\$1,297.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,199.07

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Acer 15.6 Nitro Gaming Notebook Core i5.pdf
 File size: 466.2 kB

Filename: Adobe Premiere Pro.pdf
 File size: 180.6 kB

Filename: Panasonic AW-UE4 Compact 4K Integrated PTZ Camera.pdf
 File size: 211.5 kB

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 69- MGP - 2021-22 From Jaffaria Association of Victoria
 Form Submitted 4 Nov 2021, 3:09pm AEDT

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate00000161239.pdf
 File size: 50.4 kB

Public Liability Expiry Date *

19/12/2021
 Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Evidence of Incorporation.pdf
 File size: 357.4 kB

Filename: Project PPlan - New Program - EOI - Kids Drama and Self Expression Program.pdf
 File size: 598.9 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

██████████

(if organisation) *

██████████

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 69- MGP - 2021-22 From Jaffaria Association of Victoria
Form Submitted 4 Nov 2021, 3:09pm AEDT

Declaration Date *

14/10/2021

Must be a date.

Privacy Statement

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 70- MGP - 2021-22 From Sherbrooke Little Athletics Centre
 Form Submitted 5 Nov 2021, 10:31am AEDT

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 *

Sherbrooke Little Athletics Centre

Organisation Address *

[REDACTED]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 70- MGP - 2021-22 From Sherbrooke Little Athletics Centre
 Form Submitted 5 Nov 2021, 10:31am AEDT

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

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

43 076 551 860

Information from the Australian Business Register	
ABN	43 076 551 860
Entity name	Sherbrooke Little Athletics Centre
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3156 VIC

Information retrieved at 2:10am 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 - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 70- MGP - 2021-22 From Sherbrooke Little Athletics Centre
Form Submitted 5 Nov 2021, 10:31am AEDT

A0061796K

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Trolleys for Athletics Equipment

Project Start Date *

01/12/2021

Must be a date.

Project End Date *

31/03/2022

Must be a date.

(a) Briefly describe details of the request: *

Over the past few years, Sherbrooke Little Athletics Club has been replacing our hurdles to ensure that we meet the competition regulations set out by Little Athletics Victoria, and improve the safety of our athletes. We have previously only been able to run six lanes of hurdles, but with grant support, including through Council's Community Development Fund, we have been able to afford to increase the number of hurdles so we have a full complement and can run hurdles in all lanes. We have since realised that our existing trolley cannot support the weight of the new hurdles. We are seeking funding to assist in purchasing two hurdles trolleys.

(b) What community benefit is gained from this project / activity? *

Having the additional hurdles allows us to provide better competition for our athletes by using all lanes on the track. Setting up hurdles is a considerable task and we use the trolleys to move them between our storage area and the track (approximately 150m), towed behind our small ride on vehicle. This speeds up the process and reduces the risk of injury that could be caused by having to carry them. We don't have the time or volunteer support to do this task manually, or to make multiple trips with our existing trolley, and would not be able to use them all.

How many people will directly benefit from or participate in your project / activity? *

730

Must be a number

How many of the above are Knox residents? *

420

Must be a number

BUDGET

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 70- MGP - 2021-22 From Sherbrooke Little Athletics Centre
 Form Submitted 5 Nov 2021, 10:31am AEDT

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,180.00

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	\$
Trolley purchase and delivery	\$3,180.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,180.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: HART Sport Quotation # 20170174.pdf

File size: 101.0 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 70- MGP - 2021-22 From Sherbrooke Little Athletics Centre
Form Submitted 5 Nov 2021, 10:31am AEDT

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: CoC_21_22_SherbrookeLAC.pdf
File size: 566.7 kB

Public Liability Expiry Date *

31/08/2022
Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Inc Evidence SLAC.pdf
File size: 57.3 kB

DECLARATION

* indicates a required field

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

21/10/2021
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 - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 70- MGP - 2021-22 From Sherbrooke Little Athletics Centre
Form Submitted 5 Nov 2021, 10:31am AEDT

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 72- MGP - 2021-22 From Knox Boronia Cricket Club
 Form Submitted 9 Nov 2021, 12:51pm AEDT

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 Boronia Cricket Club

Organisation Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 72- MGP - 2021-22 From Knox Boronia Cricket Club
 Form Submitted 9 Nov 2021, 12:51pm AEDT

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

92 001 084 034

Information from the Australian Business Register	
ABN	92 001 084 034
Entity name	Knox Boronia Churches Cricket Club Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3154 VIC
<i>Information retrieved at 5:18am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? * Yes No

If No please provide details of Auspice below

Incorporation Details**Please provide your Incorporated number**

92 001 084 034

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 72- MGP - 2021-22 From Knox Boronia Cricket Club
Form Submitted 9 Nov 2021, 12:51pm AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Pitch Blower

Project Start Date *

29/11/2021

Must be a date.

Project End Date *

30/11/2021

Must be a date.

(a) Briefly describe details of the request: *

We are looking at purchasing a blower for the cricket pitch and practice nets to remove debris and sand from the surface before training and matches. This is reduce the chance of injury to players slipping and increase the lifespan of the playing surface itself.

(b) What community benefit is gained from this project / activity? *

Cleaner facilities for wider community and extend the lifespan of the playing and training surface by reducing wear and tear.

How many people will directly benefit from or participate in your project / activity? *

50

Must be a number

How many of the above are Knox residents? *

50

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$499.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$499.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 72- MGP - 2021-22 From Knox Boronia Cricket Club
 Form Submitted 9 Nov 2021, 12:51pm AEDT

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Honda Blower	\$499.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$499.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Honda 25cc 4 Stroke Leaf Blower - Bunnings Australia.pdf
 File size: 511.2 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Marsh Certificate Of Currency - season 21 22.pdf
 File size: 110.7 kB

Public Liability Expiry Date *

30/06/2022
 Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 72- MGP - 2021-22 From Knox Boronia Cricket Club
Form Submitted 9 Nov 2021, 12:51pm AEDT

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

27/10/2021

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:

[REDACTED]

BSB Number:

[REDACTED]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 72- MGP - 2021-22 From Knox Boronia Cricket Club
Form Submitted 9 Nov 2021, 12:51pm AEDT

Account Number: [REDACTED]
Must be a valid Australian [REDACTED] ount format.

Contact Name *
[REDACTED]

Position *
[REDACTED]

[REDACTED]

Email Address *
[REDACTED]
Must be an email address.

Contact Phone Number *
[REDACTED]
Must be an Australian phone number.

Date *
05/11/2021
Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 73- MGP - 2021-22 From Migrant Information Centre (Eastern Melbourne)
 Form Submitted 8 Nov 2021, 11:40am AEDT

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 *

Migrant Information Centre (Eastern Melbourne)

Organisation Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 73- MGP - 2021-22 From Migrant Information Centre (Eastern Melbourne)
 Form Submitted 8 Nov 2021, 11:40am AEDT

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

27 084 251 669

Information from the Australian Business Register	
ABN	27 084 251 669
Entity name	Migrant Information Centre (eastern Melbourne) Limited
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3128 VIC

Information retrieved at 11:11am 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**

084 251 669

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 73- MGP - 2021-22 From Migrant Information Centre (Eastern Melbourne)
 Form Submitted 8 Nov 2021, 11:40am AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Chinese Seniors Information Sessions Project

Project Start Date *

01/12/2021

Must be a date.

Project End Date *

01/12/2022

Must be a date.

(a) Briefly describe details of the request: *

The project will provide an opportunity for Chinese Seniors in the City of Knox to come together to gain vital information about a range of topics including matters relating to their health and well being that arise from the COVID-19 pandemic. The group will include information

about how to access financial support, health advice and services they can access for support. The project aims include: increasing participants' knowledge of local services and how to access them during social restrictions and into the recovery period, including using interpreting services and creating an opportunity for participants to come together with others who speak their language and fostering greater sense of social connection and community well being as a result of engagement through on-line platforms.

(b) What community benefit is gained from this project / activity? *

The relationships will be strengthened between MIC and the Knox/Rowville library Chinese seniors groups and the families who used to attend the Knox Chinese Grandparents Playgroup which facilitated by the MIC. MIC will be able to promote and provide their services to help newly arrived migrants from Chinese background to settle down in City of Knox.

How many people will directly benefit from or participate in your project / activity? *

80

Must be a number

How many of the above are Knox residents? *

80

Must be a number

BUDGET

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 73- MGP - 2021-22 From Migrant Information Centre (Eastern Melbourne)
 Form Submitted 8 Nov 2021, 11:40am AEDT

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,421.00

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	\$
Project Worker salary and superannuation (4 hours per fortnight x 12 fortnights plus planning time)	\$2,521.00
Admin expenses (telephone, internet)	\$250.00
Staff supervision/management	\$200.00
Financial support/admin support/office accommodation (in kind)	\$400.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,371.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Budget.xlsx

File size: 17.2 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 73- MGP - 2021-22 From Migrant Information Centre (Eastern Melbourne)
Form Submitted 8 Nov 2021, 11:40am AEDT

Year of Application:
2021-22

Grant Program:
Community Development Fund

Amount:
\$3,021.00
Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of Currency VMIA 2021 2022.pdf
File size: 276.9 kB

Public Liability Expiry Date *
30/06/2022
Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: MIC Certificate of registration.pdf
File size: 135.4 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 73- MGP - 2021-22 From Migrant Information Centre (Eastern Melbourne)
Form Submitted 8 Nov 2021, 11:40am AEDT

Declaration Date *

04/11/2021

Must be a date.

Privacy Statement

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 75- MGP - 2021-22 From Ringwood Community Garden
 Form Submitted 5 Nov 2021, 3:49pm AEDT

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 *

Ringwood Community Garden

Organisation Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 75- MGP - 2021-22 From Ringwood Community Garden
 Form Submitted 5 Nov 2021, 3:49pm AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

te/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

65 354 862 500

Information from the Australian Business Register	
ABN	65 354 862 500
Entity name	Ringwood Community Garden Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3134 VIC
<i>Information retrieved at 3:36am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? * Yes No

If No please provide details of Auspice below

Incorporation Details**Please provide your Incorporated number**

A0020151Y

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 75- MGP - 2021-22 From Ringwood Community Garden
 Form Submitted 5 Nov 2021, 3:49pm AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Installation of Raised Vegetable Beds

Project Start Date *

01/12/2021

Must be a date.

Project End Date *

01/12/2022

Must be a date.

(a) Briefly describe details of the request: *

to help our more senior gardeners to remain longer as members of our community. We believe the raised beds will reduce the likely hood of tripping or injuries sustained in cultivating ground level plots.

(b) What community benefit is gained from this project / activity? *

to ensure our elderly members are not exposed to back and knee problems

How many people will directly benefit from or participate in your project / activity? *

12

Must be a number

How many of the above are Knox residents? *

6

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,786.09

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 - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 75- MGP - 2021-22 From Ringwood Community Garden
 Form Submitted 5 Nov 2021, 3:49pm AEDT

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
135x Treated micro pro timber 2.4mx200m-mx50mm @\$16.544 per length	\$2,232.90
Hardware fixings	\$286.00
Vegetable planting Mix 0.6cubic metre @ \$72/Metre X15Boxes=9Cubic metres	\$648.00
Total Delivery charges for timber, hardware and soil	\$275.00
Volunteer labour	\$0.00
Total cost per box	\$344.19
Plus 10% contingencies i.e price increases	
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,786.09

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: CCF24072021 - Raised vegetable Beds Quote.pdf
 File size: 1.0 MB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2021-22

Grant Program:

Community Development Fund - Unsuccessful and referred to Minor Grants

Amount:

\$3,786.09

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 75- MGP - 2021-22 From Ringwood Community Garden
Form Submitted 5 Nov 2021, 3:49pm AEDT

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: CCF11072021. Public Liability Insurance.pdf
File size: 638.9 kB

Public Liability Expiry Date *

30/06/2022
Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Ringwood Community Group INC details.PNG
File size: 59.0 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

(if organisation) *

[REDACTED]

Declaration Date *

04/11/2021
Must be a date.

Privacy Statement

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 75- MGP - 2021-22 From Ringwood Community Garden
Form Submitted 5 Nov 2021, 3:49pm AEDT

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 - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 77- MGP - 2021-22 From The Links at Waterford Residents Association Inc
 Form Submitted 9 Nov 2021, 10:24am AEDT

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 Links at Waterford Residents Association Inc

Organisation Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 77- MGP - 2021-22 From The Links at Waterford Residents Association Inc
 Form Submitted 9 Nov 2021, 10:24am AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Phone Number

[REDACTED]

alain phone number.

Mobile Phone Number *

[REDACTED]

tralian phone number.

Email *

[REDACTED]

s.

Please provide your ABN

22 867 798 527

Information from the Australian Business Register	
ABN	22 867 798 527
Entity name	The Links at Waterford Residents Association Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC
<i>Information retrieved at 12:52am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? * Yes No

If No please provide details of Auspice below

Incorporation Details**Please provide your Incorporated number**

A0095421Z

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 77- MGP - 2021-22 From The Links at Waterford Residents Association Inc
 Form Submitted 9 Nov 2021, 10:24am AEDT

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Workshop Extension and Fit-out

Project Start Date *

23/11/2021

Must be a date.

Project End Date *

31/12/2021

Must be a date.

(a) Briefly describe details of the request: *

Improve quantity and quality of items made for both CPEC and Nest Box Connections.

Our workshop extension has been completed and was fitted out with good equipment but there are some gaps that can and should be addressed for us to achieve our aims - increased quantity and improved quality.

The availability of some select materials that are difficult to obtain as "scrap" also needs attention.

(b) What community benefit is gained from this project / activity? *

CPEC has an ongoing intake and graduation of children. Children graduating take their furniture items with them. New children therefore require new items and this creates a never ending cycle of needing new such as chairs, stools, tables and aids. As such demand always exceeds supply. The additional pieces of equipment will increase supply.

The supply of nesting boxes that we have become involved in has resulted from the bushfires last year in the Gippsland area. The need for boxes is currently unlimited and we make as many as we can afford. Unfortunately they are made from marine ply that is expensive and not readily available as off-cuts.

Long term benefits continue to come from :

- a/. Ongoing Workshop membership, the frequent use of he facilities and the output produced,
- b/. Ongoing benefits to CPEC as the use of the items makes their job easier, and
- c/. Ongoing benefits to the children gaining increased mobility and the parents saving money.

How many people will directly benefit from or participate in your project / activity? *

350

Must be a number

How many of the above are Knox residents? *

150

Must be a number

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 77- MGP - 2021-22 From The Links at Waterford Residents Association Inc
 Form Submitted 9 Nov 2021, 10:24am AEDT

BUDGET

* indicates a required field

(d) What is the total cost of the project / activity? *

\$51,249.80

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	\$
Drum Sander including extension table and sand paper rolls incl GST *	\$2,496.00
Thicknesser spiral cutter heads incl GST	\$1,028.80
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,524.80

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: 01-01 - Sherwood - SWD-508-C 20 in Drum Sander Cost (2).pdf
 File size: 1.2 MB

Filename: 01-02 - Sherwood - SWD-508 Extension Tables Cost (2).pdf
 File size: 997.2 kB

Filename: 01-03 - ACR-180-M-25 Roll Sandpaper Costs (2).pdf
 File size: 1.1 MB

Filename: 02-10a - Sherwood - MB-1936 Thicknesser Costs (2).pdf
 File size: 884.0 kB

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 77- MGP - 2021-22 From The Links at Waterford Residents Association Inc
 Form Submitted 9 Nov 2021, 10:24am AEDT

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2021-22

Grant Program:

CDF - unsuccessful

Amount:

\$5,624.80

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of Currency - Insurance 20-21 (2).pdf

File size: 134.4 kB

Filename: Certificate of Currency - The Links at Waterford.pdf

File size: 93.4 kB

Public Liability Expiry Date *

01/10/2022

Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: 01 - Equipment Estimated Cost (4).xlsx

File size: 24.4 kB

Filename: 2016-04-12 Incorporation Certificate-A0095421Z.pdf

File size: 74.0 kB

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 77- MGP - 2021-22 From The Links at Waterford Residents Association Inc
Form Submitted 9 Nov 2021, 10:24am AEDT

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

09/11/2021

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 - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 78- MGP - 2021-22 From Knox Gardens Tennis Club
 Form Submitted 8 Nov 2021, 7:01pm AEDT

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 Gardens Tennis Club

Organisation Address *

[REDACTED]

Address, Phone Number, Email, Website, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
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Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

Address, Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[REDACTED]

Must be an Australian phone number.

Email *

[REDACTED]

Please provide your ABN

59 668 892 005

Information from the Australian Business Register	
ABN	59 668 892 005
Entity name	Knox Gardens Tennis Club Inc. A0007024u
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC
<i>Information retrieved at 6:56pm 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**Please provide your Incorporated number**

A007024U

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
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 Form Submitted 8 Nov 2021, 7:01pm AEDT

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Replace old Fridges. Replace broken T.V.

Project Start Date *

01/12/2021

Must be a date.

Project End Date *

28/02/2022

Must be a date.

(a) Briefly describe details of the request: *

We wish to upgrade our old Fridges with more energy efficient ones. We use these fridges for drinks for members during social & competition play. We also use them for storage of sausages for our Bunnings B.B.Q.'s. These raise funds for the club, and are a one of our main fund raising activities throughout the year. By upgrading we will save energy as the old fridges are not energy efficient. We also need to replace our T.V. which is not working. We use this for junior training clinics, as a tool to teach them specific techniques. The juniors & members often watch tennis & sports related programs at social gatherings.

(b) What community benefit is gained from this project / activity? *

We need to do this project as our fridges are old, & not efficient. They are using additional energy, they are not self defrosting. The new fridges will be fitted with locks to provide security. We store drinks & food for functions held at the club. Also for our annual fund raiser at Bunnings to store our sausages. We sometimes hire the clubrooms to the general public for functions, they would use the fridges.

Our current T.V. Is broken, and needs replacing. This T.V. Is used for Training & education purposes, for the juniors. We also watch events as a club, in a social environment at functions held at the club.

Yes there will be long term benefits by doing this project. We intend to use the fridges & the T.V. for years to come. They will significantly reduce our carbon footprint by lessening our energy usage. It will also make it easier to defrost the fridges. Social gatherings will enjoy the T.V. As an added social event. All members & visitors will enjoy the benefits for years to come.

How many people will directly benefit from or participate in your project / activity? *

150

Must be a number

How many of the above are Knox residents? *

100

Must be a number

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Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 78- MGP - 2021-22 From Knox Gardens Tennis Club
 Form Submitted 8 Nov 2021, 7:01pm AEDT

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,661.00

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	\$
Fridges (2 @ \$1150 + delivery)	\$2,466.00
TV	\$1,195.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,661.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: EH fridge quote (2).jpg

File size: 725.9 kB

Filename: Good Guys Sony TV quote (1).JPG

File size: 80.0 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

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Application 78- MGP - 2021-22 From Knox Gardens Tennis Club
Form Submitted 8 Nov 2021, 7:01pm AEDT

Other Fund Details

Year of Application:
2021-22

Grant Program:
CDF (unsuccessful)

Amount:
\$3,000.00
Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: MAI_Tennis - 01-10-2021 2.pdf
File size: 137.5 kB

Public Liability Expiry Date *
30/09/2022
Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:
No files have been uploaded

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.



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Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 78- MGP - 2021-22 From Knox Gardens Tennis Club
Form Submitted 8 Nov 2021, 7:01pm AEDT

Position (if organisation) *

[REDACTED]

Declaration Date *

05/11/2021

Must be a date.

Privacy Statement

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 79- MGP - 2021-22 From Didi Bahini Samaj Victoria
 Form Submitted 8 Nov 2021, 7:16am AEDT

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 *

Didi Bahini Samaj Victoria

Organisation Address *

[REDACTED]

State/Province, Postcode, and Country are required.

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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

95 634 093 167

Information from the Australian Business Register	
ABN	95 634 093 167
Entity name	Didi Bahini Samaj Victoria (DBSV)
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	GST Concession, Income Tax Exemption
Main business location	3046 VIC
<i>Information retrieved at 7:14am 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**Please provide your Incorporated number**

A0058478H

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 79- MGP - 2021-22 From Didi Bahini Samaj Victoria
 Form Submitted 8 Nov 2021, 7:16am AEDT

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Let's Dance! Promoting community well-being

Project Start Date *

04/12/2021

Must be a date.

Project End Date *

03/12/2022

Must be a date.

(a) Briefly describe details of the request: *

Through this program, we hope to connect our Nepalese community members together, improve physical health and mental wellbeing, promote our culture through dance, yoga and meditation. COVID has had a significant impact on all Victorians, especially our Nepalese community who are very well connected and enjoy community events and regular get-togethers. This program will contribute to the recovery from the impact of community on people's mental health and wellbeing. We will also be contributing to active ageing by involving the ageing community members.

(b) What community benefit is gained from this project / activity? *

There is a growing number of Nepalese people living in Victoria and the number of families is particularly increasing around the Knox area. Our organising first started organising a weekly yoga program for Nepalese women in Knox in 2019 when we first received a Community development grant from Knox city council. In 2020, we received a further grant to include Nepalese men and women in the program and have been holding weekly sessions since March 2021 focusing on yoga, meditation and dance. The program has been very successful and our participants have gained a great deal from the sessions, both in terms of mental health and physical health. We are now seeking further funds to hold weekly sessions which have been very popular among the group.

Yes, we believe our program will have long-term benefits both at an individual level for the participants and on a community and societal level. Individually, this program will benefit mental and physical health outcomes. By bringing community members together during a session where we can bond, dance and talk will increase the community connection and therefore improve overall community wellbeing. We will be asking volunteer yoga and dance teachers from our community to instruct the sessions which will increase their confidence and capacity as well.

How many people will directly benefit from or participate in your project / activity? *

100

Must be a number

How many of the above are Knox residents? *

70

Must be a number

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 79- MGP - 2021-22 From Didi Bahini Samaj Victoria
 Form Submitted 8 Nov 2021, 7:16am AEDT

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?

(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	\$
Hall hire for 2 hours for 40 weeks (@\$70 per week)	\$2,800.00
Refreshments during the session (tea/coffee /biscuits)	\$100.00
Gifts for volunteer instructors	\$100.00
	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: Invoice_17094.pdf

File size: 1.0 MB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

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Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 79- MGP - 2021-22 From Didi Bahini Samaj Victoria
Form Submitted 8 Nov 2021, 7:16am AEDT

Other Fund Details

Year of Application:
2021-22

Grant Program:
CDF (unsuccessful)

Amount:
\$3,000.00
Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: DIDI B Certificate of Insurance JUNE 21.pdf
File size: 136.3 kB

Public Liability Expiry Date *
06/03/2022
Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:
No files have been uploaded

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

[REDACTED]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
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Form Submitted 8 Nov 2021, 7:16am AEDT

Position (if organisation) *

[REDACTED]

Declaration Date *

08/11/2021

Must be a date.

Privacy Statement

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

SUMMARY: Acting Coordinator Property Management, Paige Kennett

Following a strategic review of some of Council's early years facilities, 27 Tyner Road, Wantirna South was resolved by Council in November 2018 to be retained specifically 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 was subsequently presented to Council at the Ordinary Meeting in September 2020, and deferred to an Issues Briefing where Councillors were briefed on the matter.

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, identified within Lot 51 on Plan of Subdivision 050544, Certificate of Title Volume 08406 Folio 988 is not required to be retained and consequently resolve:
 - a. To commence the statutory process, under Section 114 of the Local Government Act 2020, as to Council's intent to sell the subject land through a public process, for no less than market value (plus GST) as determined by an independent valuer;
 - b. Pursuant to Section 114 of the Local Government Act 2020, to give public notice of the proposed sale of the subject land on the Council internet site;
 - c. Undertake Community Consultation in accordance with Section 114 (2)(b) of the Local Government Act 2020.
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 Road, Wantirna South and offer it to the Victorian School Building Association (VSBA) 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 requirements.

2. DISCUSSION

In early 2019, two new early years 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 Victorian School Building Authority (VSBA). In November 2018, VSBA 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 this 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

Principle	Council evaluation of surplus property will consider the value of the land as well as the cost of retaining the land, utilities, and any foregone revenue, as well as any potential return available from sale for alternative purposes.
Assessment	Council has no current or planned future use for the asset. It has been determined through internal consultation that maintaining this asset for no planned future use provides limited foreseeable community or economic value/return. The value that the disposal of the Tyner Road asset will contribute to the development of the early years hubs is significant, and a better use of community funds and assets.

Change in Service(s) Delivery Needs

Principle	Council will consider the sale of surplus land and buildings where it does not or will not support, facilitate or contribute to current or future service delivery outcomes as identified in the Council Plan.
Assessment	The property has been assessed against identified future needs through internal consultation across multiple departments, and also considered future kindergarten plans, which deemed this site unsuitable.

Building Condition

Principle	Council will consider the building asset condition, maintenance, renewal and upgrade considerations.
Assessment	Alternate uses have been considered and several likely significant upgrades would be required. The Tyner Rd building is one of the oldest in the F&CS

	<p>property portfolio (51 years). Ageing buildings and infrastructure such as Tyner Rd, which was built in 1970, has now exceeded its expected functional use, and requires annual renewal and maintenance spend estimated in excess of \$32,000 p/a, and is expected to continue increasing.</p> <p>For these reasons, retaining this property for any community use purpose is not a cost-effective solution.</p>
--	---

Environment

Principle	Council will sell surplus land where retention will not enhance or protect its environmental value.
Assessment	The property contains no significant environmental value that requires protection.

Physical Works

Principle	Council will consider the sale of surplus land where it has not been identified in the Council Plan for the development of new assets or the improvement of existing assets.
Assessment	There is no reason to retain this property for physical work.

Recreation

Principle:	Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.
Assessment:	Consolidation with Walker Reserve has been considered and determined that there would be no additional benefit to the users of the reserve, the property is of limited size providing negligible contribution, and the property is in a location opposite the side entry road and car park which present accessibility challenges to the reserve and sportsground. For these reasons, there is no reason to retain this land for recreational purposes.

Land Use Planning

Principle	Council will sell surplus land where there are not compelling land use planning grounds for retention.
Assessment	There is no land use planning grounds for retention.

Social

Principle	Council will sell surplus land where alternative social uses have not been identified.
Assessment	There have been a number of community groups that have been identified during internal consultation which require a community facility to run their programs, however the Tyner Rd site has been deemed unsuitable due to the ageing infrastructure and increasing renewal and maintenance costs. Alternative community facilities are being considered.

Intergenerational Needs (Future Needs)

Principle	Council will consider social, environmental and economic future needs of the asset by considering how the land sale today benefits current and future generations in the municipality.
Assessment	The building and land have been considered for future community needs and services and assessed as unsuitable based on the renewal costs required. The sale proceeds to be realized from disposal of this property are much more valuable to the community in establishing the multi-use early years hubs.

Heritage and Cultural Value

Principle	Council will consider the assets heritage and cultural values to the community.
Assessment	The building and land for consideration has no heritage or cultural values requiring protection.

Risk

Principle	Council will identify and assess risks associated with holding and disposing of the asset.
Assessment	If Council were not to dispose of the asset to fund the two early years hubs as considered, options to Council are increased borrowings, reduce capital works program or approve a replacement land sale. Holding the asset with very limited identified community return and increasing renewal and maintenance costs, is not in the best interests of the community when balanced with the prospect of increasing borrowings or reducing capital works to cover early hubs construction.

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, and following the VSBA decline to take on a long-term lease, further internal consultation was carried out to validate earlier consultation findings. There were a number of community groups identified through this process looking for a permanent facility, with other more suitable options being considered.

An updated assessment against Sale of Council's Land and Building assessment criteria was also completed which is detailed above in the discussion section of this paper.

4. CLIMATE CHANGE CONSIDERATIONS

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

Implementation of the recommendation will:

- Positively impact on Council's Net zero 2030 target by removing ageing infrastructure from Council's property portfolio which has been replaced by the early years hubs that were

built incorporating an environmentally sustainable design, with the ability to operate under its own power and water supply with reduced maintenance and operating costs.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

When the site operated as an early years facility, 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, and reinstatement with gravel and mulch under trees. These works will be funded from the sale of this property.

6. 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 two early years hubs.

A valuation is included in the Confidential Attachment to this report to give Council an indication of market value. To note, the current property market is behaving unpredictably and valuations expire after 6 months so the attached valuation is an indication of market value only.

7. SOCIAL IMPLICATIONS

This site has been assessed against Councils Land and Building Assessment criteria and which has not identified any social implications or future uses for this property.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

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

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

It should be noted that VSBA declined Council's First Right of Refusal offer to lease 27 Tyner Road, 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.

11. CONFIDENTIALITY

Attachment 2 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position for any future auction to dispose of the asset if prematurely released.

Report Prepared By: Acting Coordinator Property Management, Paige Kennett

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - 2018-11-26 - Ordinary Council Meeting - Early Years Assets Report [9.2.1 - 21 pages]

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6.3 Early Years Assets

SUMMARY: Acting Manager City Futures, Anthony Petherbridge

This report discusses the strategic review of ten early years building assets in the context of Council's construction of two new early years hubs.

The strategic review has determined that in light of the new hubs being constructed, the ten early years building assets in the municipality should either be retained, repurposed and renovated, or be declared surplus to Council's requirements. The review and the recommendations for each of the early years building assets had regard to existing and future service provision, asset condition, and demand for future need.

The strategic review has identified five sites as being surplus to Council's requirements, and it is recommended that a number of actions occur in order to allow for their sale to be considered at a later stage.

It is also recommended that capital works are undertaken to refurbish early years building assets that are to be retained to ensure their continued suitability for delivery of early years services; and the Tyner Road Occasional Childcare to be offered to be leased to the Victorian School Building Authority.

RECOMMENDATION

That Council:

1. Having undertaken an assessment in accordance with Council's Sale of Land and Buildings Policy, declare the following sites as surplus to Council's requirements:
 - a. Coorie Avenue Children and Family Centre, 4 Coorie Avenue Bayswater;
 - b. Talaskia Children and Family Centre, Talaskia Road/Edward Street Upper Ferntree Gully;
 - c. NG Haynes Children and Family Centre, 10 Tamara Street Wantirna South;
 - d. Knox Early Parenting Centre, 276 Wantirna Road Wantirna; and
 - e. Eildon Parade Preschool, 73-75 Eildon Parade Rowville.
2. Note that a further report will be presented to Council regarding the future planning and actions in relation to the Talaskia Children and Family Centre;
3. Offer the Victorian School Building Authority a long term commercial lease for the facility known as the Tyner Road Occasional Childcare Centre, situated at 27 Tyner Road Wantirna South;
4. Proceed to remove the reservation status from land known as 276 Wantirna Road Wantirna in accordance with Section 24A of the Subdivision Act 1988;
5. Endorse Attachment 2 of this report - "Proposed Amendment C174 to the Knox Planning Scheme documentation" for the purpose of public exhibition;
6. Seek authorisation from the Minister for Planning to prepare and exhibit an amendment to the Knox Planning Scheme, for the following:
 - a. Rezone the Coorie Avenue Children and Family Centre from Public Use Zone 6 (Local Government) to a General Residential Zone (Schedule 2).

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- b. **Rezone the NG Haynes Children and Family Centre from Public Use Zone 6 (Local Government) to a General Residential Zone (Schedule 2).**
- c. **Rezone the Eildon Parade Preschool from Public Use Zone 6 (Local Government) to a General Residential Zone (Schedule 2);**
- 7. **Subject to receiving authorisation from the Minister for Planning, place Amendment C174 on public exhibition for a period of at least one month;**
- 8. **Authorise the Acting Director City Development to make minor changes to the amendment, where the changes do not affect the purpose of intent of the amendment documents in Attachment 2;**
- 9. **Note that one or more planning scheme amendments may be instigated to implement the proposed changes described under 6. above;**
- 10. **Note that notwithstanding the declaration under 1. above, Council must consider all submissions received during the exhibition of the proposed planning scheme amendment and may, after exhibition, resolve to abandon any proposal for rezoning based on the feedback obtained during exhibition; and**
- 11. **Approve the referral of relevant capital works projects to Council's 2019-20 Capital Works Program.**

1. INTRODUCTION

On 26 April 2016, Council approved the construction of two early years hubs and the consolidation of Council's five long day and one occasional early education and care services into the hubs. Council also resolved to receive a future report outlining the proposed plan to rationalise or repurpose Council's early years facilities that may no longer be required for Council's long day and occasional care services due to the establishment of the two new early years hubs.

In addition to the early years hubs, Council owns and maintains 43 purpose-built early years facilities across the municipality. In order to maximise the use of some Council-owned early years assets and plan for future demand for some early years services, a strategic review of ten of the existing 43 early years building assets was undertaken to assess their service levels, asset condition, and the future demand and need of these assets based on population and demographic projections.

The two new hubs will support the delivery of early years services for Knox's existing and future communities. They will allow for co-location and integration of services, will provide more modern facilities and will improve experiences for our community.

This report presents the findings of the strategic review of ten early years building assets and provides recommendations in relation to each of them in the context of the two new hubs. The location and surrounding context of the ten early years building assets is shown in Attachment 1.

2. DISCUSSION

2.1 Background

Two new early years hubs are opening in early 2019 in Wantirna South and Bayswater. These facilities will offer a range of services to the community, including early years programs focused on education and care, health and wellbeing, family support and community connectedness. They are designed to enhance children's learning and development, support parents and families, and provide a place for services and professionals to connect with each other as they work with

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children from birth to school age. The buildings are 7+ star energy rating with solar panels and water tanks and are designed with environmentally and economically sustainable design principles. The two new hubs will meet community needs into the future.

Council is consolidating its existing five long day and one occasional early education and care services into the two new early years hubs located in Wantirna South and Bayswater. These early years hubs will commence operation early in 2019; and five of the six facilities where these services have been operating will be vacant once the services transition to the early years hubs. Maternal and Child Health and community playgroups will continue to occupy the sixth facility (the Park Crescent Children and Family Centre).

Many of Council's early years facilities were constructed in the 1970s and 1980s and as they age, require ongoing maintenance and investment in renewal and upgrades to meet best practice and contemporary models of service delivery. In order to plan strategically for current and future demand of Council's early years services, this project has taken into consideration ten Council-owned early years facilities across the municipality.

2.2 Strategic Review

A summary of the strategic review of ten early years building assets is tabled below:

	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
1	Coorie Avenue Children and Family Centre	4 Coorie Avenue, Bayswater	Currently in a Public Use Zone 6 – Local Government (PUZ6).	This site is not required for Council's existing and future requirements and can be divested. A rezoning will be required prior to divestment as Council cannot sell land into private ownership when it is in a PUZ6. Recommendation: Divest.	Rezone the site to a GRZ2.

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	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
2	Talaskia Children and Family Centre	1A Edward Street, Upper Ferntree Gully	Site is part of the original Talaskia Reserve. Currently in a Public Park and Recreation Zone (PPRZ), and is affected by a Design and Development Overlay, Environmental Significance Overlay and Significant Landscape Overlay.	This site is not required for Council's existing and future requirements and can be divested. The future use and planning for the site is yet to be confirmed, however it is noted that the Centre will need to be subdivided from the larger park area, and a rezoning will be required prior to divestment as Council cannot sell land into private ownership when it is in a PPRZ. Recommendation: Consider future uses and actions as part of a separate process.	Prepare additional Council report to present recommended uses and actions.
3	Tyner Road Occasional Child Care	27 Tyner Road, Wantirna South	Currently in a General Residential Zone Schedule 2 (GRZ2). The site is opposite the Wantirna South Primary School.	Retain due to proximity to the Knox Central activity centre boundary. Given the site's location opposite the Wantirna South Primary School, the Victorian School Building Authority (VSBA) has indicated that it may be interested in leasing the property. Any leasing to the VSBA would be undertaken via a first right of refusal. Recommendation: Retain ownership, and lease to the VSBA.	Offer first right of refusal to the VSBA for a long-term commercial lease.

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	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
4	NG Haynes Children and Family Centre	10 Tamara Street, Wantirna South	Currently in a PUZ6.	This site is not required for Council's existing and future requirements and can be divested. A rezoning will be required prior to divestment as Council cannot sell land into private ownership when it is in a PUZ6. Recommendation: Divest.	Rezone the site to a GRZ2.

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	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
5	Knox Early Parenting Centre	276 Wantirna Road, Wantirna	Currently in a Residential Growth Zone Schedule 1 (RGZ1) and includes a 'reservation status' on the title for the site to be used for 'municipal purposes'.	<p>This site is not required for Council's existing and future requirements and can be divested. The 'reservation status' will need to be removed from the title prior to any divestment.</p> <p>In addition, any future contract of sale for this site will need to include a requirement for a Section 173 Agreement that will ensure an appropriate transition of height from Bellbird Drive to Wantirna Road (9m height limit on the western half of the site and 13.5m height limit on the eastern half of the site). In addition, the landscaping requirements of GRZ2 will also need to be included in any future Section 173 Agreement.</p> <p>The Bellbird Playground will need to be closed, and the upgrade of Juniper Road Reserve and Inchcape Avenue Reserve will be referred to the 2019-20 Capital Works Program.</p> <p>Recommendation: Divest.</p>	<p>Remove the reservation status from the title.</p> <p>Subject to Council proceeding with a land sale process for this site, include a requirement for a Section 173 Agreement in the contract of sale that will:</p> <ul style="list-style-type: none"> • ensure an appropriate transition of height from Bellbird Drive to Wantirna Road (9m height limit on the western half of the site and 13.5m height limit on the eastern half of the site); and • include the landscaping requirements of the GRZ2.

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	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
6	Eildon Parade Children and Family Centre	73-75 Eildon Parade, Rowville	Currently in a PUZ6. The Eildon Parade Preschool is to be relocated to the Rowville Children and Family Centre within Eildon Park.	This site is not required for Council's existing and future requirements and can be divested. The two lots are on two single titles and are able to be divested subject to the site being rezoned. Recommendation: Divest.	Rezone the two properties (identified in Volume 9613 Folio 349 and Volume 9613 Folio 350) from PUZ6 to GRZ2.
7	Rowville Children and Family Centre	69- Eildon Parade, Rowville	Currently in a Public Park and Recreation Zone.	This site will be required for Council's existing and future requirements – refer to 2019-20 Capital Works Program for refurbishment to enable relocation of preschool and playgroup from Eildon Parade Children and Family Centre. Recommendation: Retain and refurbish.	Refer refurbishment to the 2019-20 Capital Works Program.
8	Park Crescent Children and Family Centre	11 Park Crescent, Boronia	Currently in a Public Park and Recreation Zone.	This site will be required for Council's existing and future requirements – refer to 2019-20 Capital Works Program for refurbishment to enable relocation of services currently located at the Knox Early Parenting Centre. Recommendation: Retain and refurbish.	Refer refurbishment to the 2019-20 Capital Works Program.
9	Birchfield Crescent Children and Family Centre	40 Birchfield Crescent, Wantirna	Currently in a General Residential Zone Schedule 2 (GRZ2).	This site will be required for Council's existing and future requirements. Recommendation: Retain.	N/A

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	Name of Facility	Address	Current zone/ status	Strategic review determination	Actions required to support recommendations
10	Riddell Road Children and Family Centre	36 Riddell Road, Wantirna South	Currently in a GRZ2.	This site will be required for Council's existing and future requirements – refer to 2019-20 Capital Works Program to enable relocation of NG Haynes Activity Group. Recommendation: Retain and refurbish.	Refer refurbishment to the 2019-20 Capital Works Program.

2.3 Rationale

The rationale for the outcomes of the strategic review are provided below:

Surplus to Council's Service Delivery Requirements due to Consolidation into Early Years Hubs

Due to the consolidation of services into the new early years hubs, three facilities have been assessed as surplus to Council's service delivery requirements:

1. Coorie Avenue Children and Family Centre
2. Talaskia Children and Family Centre
3. Tyner Road Occasional Childcare

Tyner Road is surplus to Council's current service delivery requirements, but due to its proximity to the Knox Central precinct, it is recommended that the facility is retained under Council's ownership.

Surplus to Council's Service Delivery Requirements if Existing Users are Relocated

The following facilities have been assessed as surplus to Council's requirements because existing users can be relocated which will maximise the use of other facilities:

1. NG Haynes Children and Family Centre

The Maternal and Child Health Service and the community playgroup will be relocated from NG Haynes to the new early years hub in Wantirna South. The 3 Year-Old Activity Group from NG Haynes can be relocated to Riddell Road (dependent upon refurbishment).

2. Knox Early Parenting Centre

Services currently offered from the Knox Early Parenting Centre can be relocated to Park Crescent Children and Family Centre (dependent upon refurbishment). Bellbird Playground can be closed with an upgrade of Juniper Road Reserve and Inchcape Avenue Reserve.

3. Eildon Parade Preschool

Rowville Children and Family Centre is located within Eildon Park and will become vacant when the service relocates to the new early years hubs in early 2019. Eildon Parade Preschool is adjacent to Eildon Park. The rezoning and redevelopment of the Eildon Parade Preschool is considered a better alternative to rezoning and redeveloping the Rowville Children and Family Centre as any residential development of the Preschool facility could

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make use of two street frontages and better reflect the surrounding urban development pattern.

Retain and Refurbish

In consideration of current and future demand for early years services and in order to maximise the use of some early years facilities, it is recommended that the following facilities are retained:

1. Rowville Children and Family Centre

A refurbished Rowville Children and Family Centre will provide for services currently operating from Eildon Parade Preschool to be relocated to Rowville Children and Family Centre.

2. Park Crescent Children and Family Centre

The Maternal and Child Health Service and the community playgroup will continue to operate from this facility when the long day education and care service is consolidated into the new early years hubs. Following refurbishment, it is recommended that the Enhanced Maternal and Child Health services currently offered from the Knox Early Parenting Centre facility be relocated to Park Crescent which will maximise use of this facility.

The Park Crescent facility is located in an area of the municipality with higher numbers of families with young children who are experiencing vulnerability and disadvantage. It is in close proximity to public transport and the Boronia Renewal Project has confirmed the importance of retaining early years services in this area. It is as an optimal facility to co-locate and integrate the Knox Early Parenting Service with the universal Maternal and Child Health Service and community playgroups at the site. Longer-term planning for early years services and facilities will form part of the community infrastructure planning component of the Boronia Renewal Project.

3. Birchfield Crescent Children and Family Centre

This facility is one of three Council-owned early years facilities in a cluster that includes Billoo Park Maternal and Child Health and Billoo Park Playgroup; and Billoo Park Preschool. Billoo Park Playgroup is currently highly utilised and has recently been unable to meet demand for more groups.

The Birchfield/Billoo facilities in Wantirna are positioned close to the Knox Central precinct and are clustered in a way that support ease of access for families through co-location. There are no Council-owned early years facilities within the Knox Central precinct but there is demand expected for 2400 apartments in addition to town houses within the precinct by 2035. This is further to shorter-term demand expected for early years services from the 16% increase of the 0-5 year olds by 2021 in the Wantirna and Wantirna South area (forecast.id). There is already an increased demand for playgroups in the area.

Retaining this facility caters for increased additional playgroups and enables localised support to other early years and family support services.

4. Riddell Road Children and Family Centre

A refurbishment of Riddell Road Children and Family Centre will accommodate the 3 Year-Old Activity Group and support the provision of preschool services into the future when required to meet demand.

Based on the above review, it is recommended that the Rowville Children and Family Centre, the Park Crescent Children and Family Centre, the Birchfield Crescent Children and Family Centre and

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the Riddell Road Children and Family Centre be retained as Council facilities to continue to deliver early years services. Some facilities will need to be upgraded to ensure their suitability for the delivery of different early years services to those currently located at the sites. These upgrade projects will be referred to the 2019-20 Capital Works Program, in addition to the upgrade of Juniper Road Reserve and Inchcape Avenue Reserve.

Five early years building assets, as part of the strategic review, were deemed to be surplus to Council's requirements. In identifying the sites as surplus, Council can consider other uses or options for these sites, including their sale. The Knox Early Parenting Centre is already in a residential zone. The four other sites that are deemed to be surplus are in public zones, i.e. the Public Use Zone 6 – Local Government and the Public Park and Recreation Zone. These sites cannot be sold into private ownership while they are in a public zone.

2.4 Strategic Review Summary

In light of the strategic review that has occurred, it is considered appropriate that Council resolve to implement the actions detailed under 2.2 above. In relation to the sites that require a rezoning, authorisation to prepare and exhibit an amendment to the Knox Planning Scheme will need to be sought from the Minister for Planning. The planning scheme amendment documentation for this authorisation request is included as Attachment 2.

3. CONSULTATION

Internal consultation has occurred with relevant staff across the organisation including City Strategy and Planning, Property Management, Open Space and Landscape Design, Facilities, Traffic and Transport, Stormwater, the Boronia Renewal Project team and Community Wellbeing teams to consider all aspects of the sites prior to finalising recommendations for the future use of these building assets. Officers have also consulted with relevant Family and Children's Services staff, some facility user groups to understand future service requirements, the Victorian School Building Authority, and the Wantirna South Primary School.

Council will undertake public consultation on the Planning Scheme Amendment to fulfil its statutory obligations under the Planning & Environment Act 1987. Key elements of the proposed exhibition process include amendment notices to be sent to adjoining owners and occupiers of the three sites to be rezoned. Notices will also be sent to specific State Government departments, prescribed Ministers and authorities. Notices will also be published in the Government Gazette and Knox Leader. Targeted notification will be addressed to relevant local groups along with notification on Council's website. Subsequent sale of land processes will include a further public consultation process in accordance with Section 189 of the Local Government Act 1989.

If the three sites proposed to be rezoned (4 Coorie Avenue, Bayswater, 10 Tamara Street, Wantirna South, and 73-75 Eildon Parade, Rowville) are ultimately progressed by Council, a subsequent land sale process will be reported to Council for consideration.

If Council chooses not to pursue the proposed rezonings, Council cannot consider or commence a land sale process. Subject to Council's support for a land sale process, additional consultation will be undertaken.

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4. ENVIRONMENTAL/AMENITY ISSUES

As a result of the strategic review, four sites (the Rowville Children and Family Centre, the Park Crescent Children and Family Centre, the Birchfield Crescent Children and Family Centre and the Riddell Road Children and Family Centre) will be retained and renovated, creating a better environment and amenity for the users of these spaces.

If the VSBA enter into a long-term commercial lease with Council, the VSBA will be responsible for the environmental and amenity conditions of that site.

Residential zoning is already in place or proposed for the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre, the Knox Early Parenting Centre and the Eildon Parade Preschool. Subject to residential zones being approved, Council can choose whether to progress the land sale process for these sites (this would be reported to Council following completion of the rezoning processes). It is therefore anticipated that these sites 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 environmental and amenity issues.

The Talaskia Children and Family Centre will be considered as part of a separate report to Council.

5. FINANCIAL & ECONOMIC IMPLICATIONS

Any financial return from the sale or leasing of the six sites declared as surplus will assist in offsetting the cost of constructing two new hubs and refurbishing the five existing early years building assets that are to be retained. It is important to note that any financial return from the sale or leasing of the six sites declared as surplus will not completely cover the cost of the new or refurbished infrastructure, and Council will need to allocate additional budget to fully fund the new early years hubs or refurbished infrastructure.

The proposed planning scheme amendment to rezone three of the six sites declared as surplus can be undertaken within existing Council budget.

Refurbishment and upgrade projects will be referred for approval and funding in Council's 2019-20 Capital Works Program, and Officers will monitor any State Government grants (or other suitable opportunities) where funding can be sought to contribute to the refurbishment of relevant facilities.

Valuations will be obtained to determine the financial return to Council.

6. SOCIAL IMPLICATIONS

Council's early years building assets are highly valued by the community. The community makes strong connections between the early years building assets and the services that are delivered from them.

It is important to note that services will not be reduced as a result of the potential sale or leasing of land, as services have been relocated either into either one of the two new hubs or into one of the four existing early years building assets to be retained.

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

The outcomes of the strategic review align with the following components of the Community and Council Plan 2017-2021:

Goal 5 – We have a strong regional economy, local employment and learning opportunities.	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.	Early years buildings have been assessed to meet current and future family needs and demand for early years services including co-located and integrated early years services to better support children and families particularly those experiencing vulnerability or disadvantage.
Goal 6 – We are healthy, happy and well	6.2 Support the community to enable positive physical and mental health.	Co-located services contribute to the community target and increase the quality and effectiveness of services by offering accessible and integrated services for children and their families.
Goal 8 – We have confidence in decision making.	Strategy 8.1 Build, strengthen and promote good governance practices across government and community organisations.	The process to repurpose and realise early years assets is a transparent process in accordance with the Local Government Act 1989 and in consultation with the community and staff potentially impacted by the process.

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.

Officer Responsible and Author – Anthony Petherbridge, Acting Manager City Futures - In providing this advice as the Officer Responsible and Author, I have no disclosable interests in this report.

Officer Responsible – Dale Monk, Manager Business and Financial Services - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

Author – Angela Mitchell, Coordinator – Property Management – In providing this advice as the Author, I have no disclosable interests in this report.

Author – Angela Morcos, Coordinator – Early Years Strategy Planning and Evaluation – In providing this advice as the Author, I have no disclosable interests in this report.

9. CONCLUSION

As part of Council’s commitment to the construction of two new early years hubs, a strategic review of ten of Council’s 43 remaining early years building assets was undertaken.

This review determined that of these ten early years building assets, four should be retained, repurposed and reconfigured for other community uses. The review also determined that six sites

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were no longer required to provide existing or future Council early years services or other Council community services.

Given that these six sites are no longer required for existing or future community uses, they are considered surplus to Council's requirements. In relation to the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre, the Knox Early Parenting Centre, and the Eildon Park Preschool, it is recommended that a number of actions be undertaken as detailed in this report, including rezoning and removal of reservation status from title.

Subject to the rezonings ultimately being supported by Council and the Minister for Planning (and in the case of the Knox Early Parenting Centre having its reservation status removed from title), additional reports will be presented to Council to instigate a land sale process (noting that any land sale process will require additional community consultation).

In relation to the Tyner Road Occasional Child Care Centre, it is considered appropriate that a first right of refusal be offered to the VSBA. In relation to the Talaskia Children and Family Centre, future uses and actions for this site will be reported to Council at a later point in time.

The review and the recommendations for each of the early years building assets had regard to existing and future service provision, asset condition, and demand for future need. The divestment of four of the sites will importantly assist with offsetting the costs associated with the construction of the two new early years hubs.

10. CONFIDENTIALITY

There are no confidential issues associated with this report.

Report Prepared By: Acting Manager City Futures, Anthony Petherbridge

Report Authorised By: Acting Director City Development, Steven Dickson

Attachments

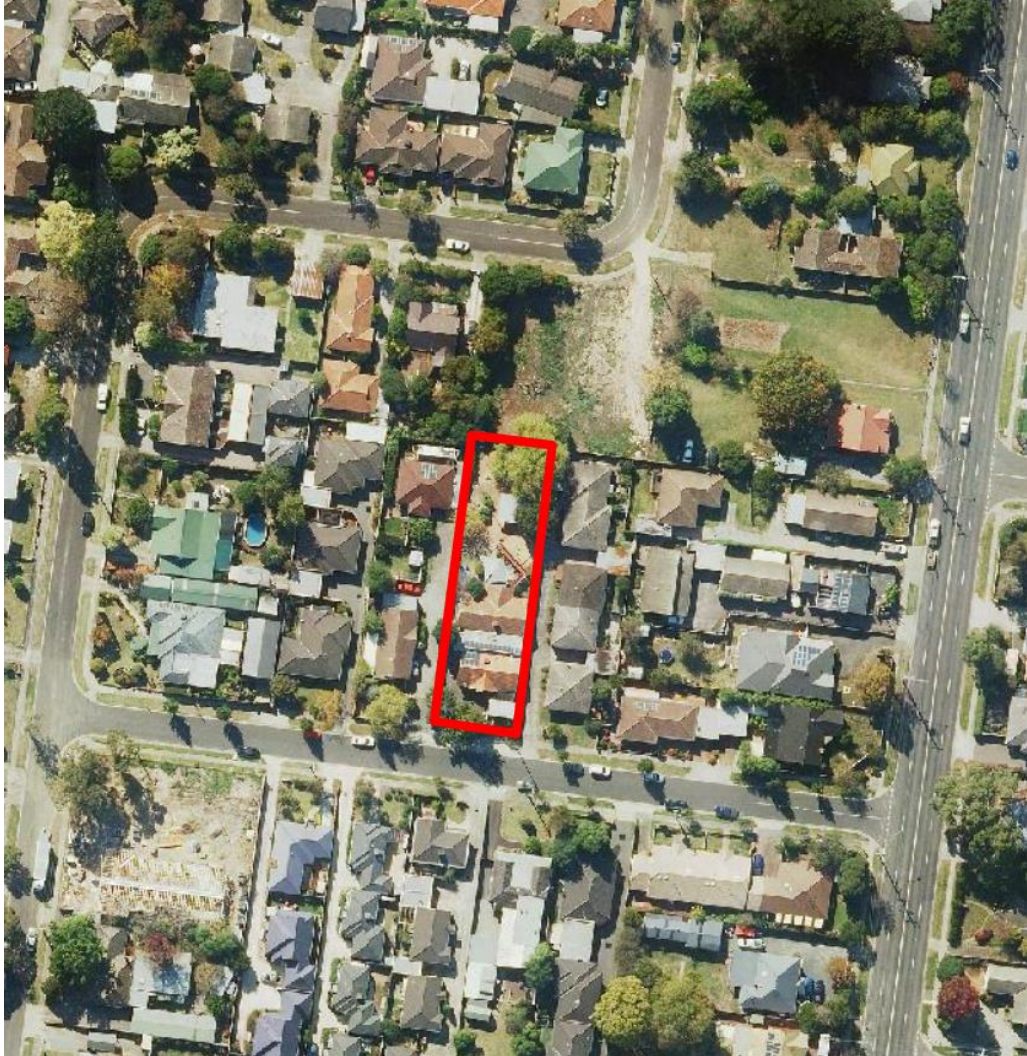
1. C 174 Attachment 1 Council meeting 26 November 2018 [6.3.1]
2. C 174 Attachment 2 Council meeting 26 November 2018 [6.3.2]

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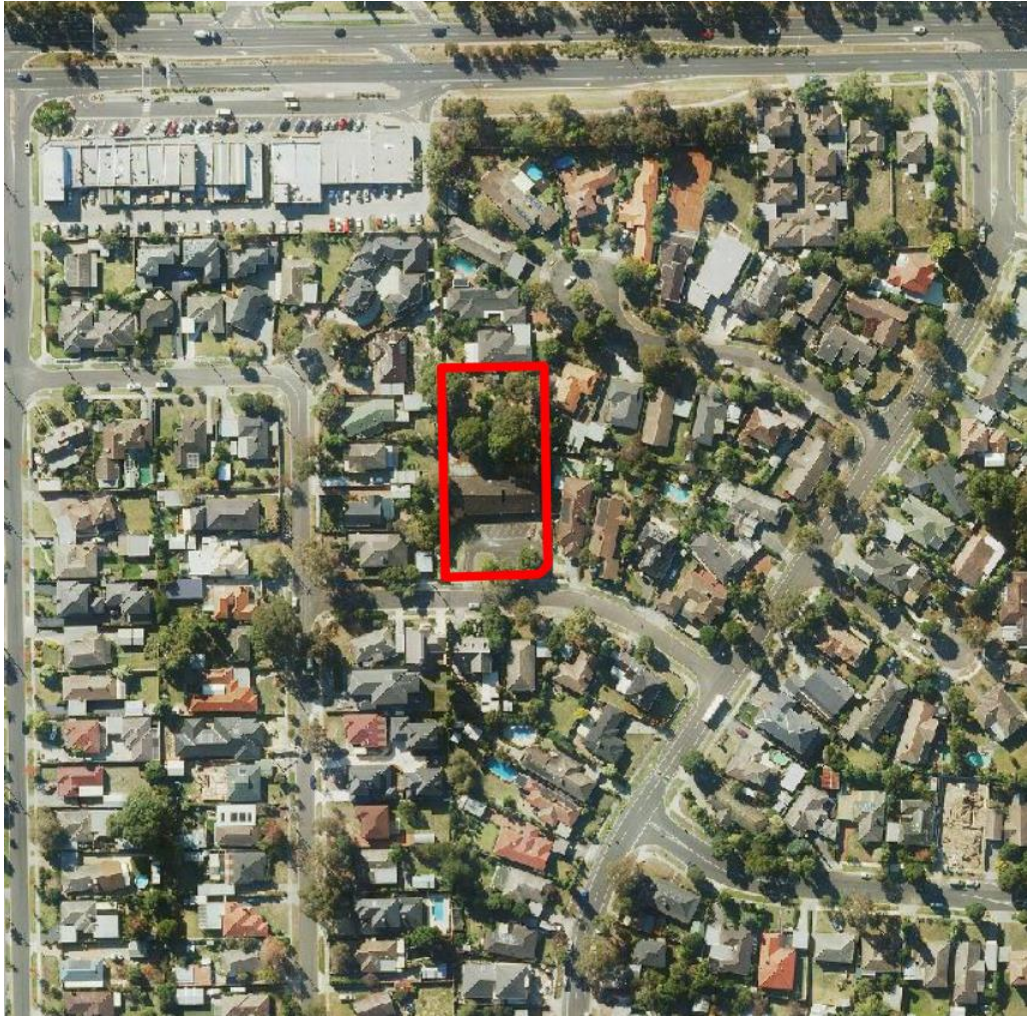
Attachment 6.3.1

Subject sites

The Coorie Children and Family Centre (4 Coorie Avenue, Bayswater)



The NG Haynes Children and Family Centre (10 Tamara Street, Wantirna South)



The Eildon Parade Preschool (south-east corner of 69-75 Eildon Parade, Rowville)



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Attachment 6.3.2

*Planning and Environment Act 1987***KNOX PLANNING SCHEME****AMENDMENT C174****EXPLANATORY REPORT****Who is the planning authority?**

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

The Amendment has been made at the request of Knox City Council.

Land affected by the Amendment

The Amendment applies to:

1. 4 Coorie Avenue, Bayswater (the Coorie Avenue Children and Family Centre);
2. 10 Tamara Street, Wantirna South (the NG Haynes Children and Family Centre); and
3. The south-east corner of 69-75 Eildon Parade, Rowville (the Eildon Parade Preschool) that is currently zoned Public Use Zone – Local Government (PUZ6).

A mapping reference table is attached at Attachment A to this Explanatory Report.

What the amendment does

The Amendment proposes to rezone the three sites containing early years building assets, as these sites are no longer required for the current and future delivery of Council's early years services.

The Amendment proposes to:

- Rezone 4 Coorie Avenue, Bayswater from PUZ6 to General Residential Zone – Schedule 2 (GRZ2).
- Rezone 10 Tamara Street, Wantirna South from PUZ6 to GRZ2.
- Rezone the PUZ6 portion of 69-75 Eildon Parade, Rowville to GRZ2.
- Amend Planning Scheme Maps 2, 5, 6 to reflect the above rezonings.

Strategic assessment of the Amendment**Why is the Amendment required?**

Council has approved the construction of two new early years hubs in Wantirna South and Bayswater. These two new hubs are opening in early 2019, and Council is consolidating its five long day and one occasional early education and care services into these hubs. The two new hubs will support the delivery of early years services for Knox's existing and future communities.

In addition to the new early years hubs, Council owns and maintains 43 purpose-built early years facilities across the municipality. Many of Council's existing early years facilities were constructed in the 1970s and 1980s and require ongoing maintenance and significant investment in renewal and upgrades to meet best practice and contemporary models of service delivery.

In order to maximise the use of Council's early years assets and plan for future demand of early years services, a strategic review of ten of the existing 43 early years building assets was undertaken to assess their service levels, asset condition, and the future demand and need of these assets based on population and demographic projections.

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Attachment 6.3.2

Of the ten sites reviewed, five sites were recommended to be retained, repurposed and renovated. The remaining five sites are considered surplus to Council's requirements. Three of the sites declared as surplus (the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre and the Eildon Parade Preschool) are currently in public use zones, i.e. the PUZ6.

Having identified the sites as surplus, Council is investigating other uses or options for these sites, including their sale. However while the sites are in a public use zone, Council cannot sell these sites into private ownership. The rezoning of the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre and the Eildon Parade Preschool will enable Council to consider the sale of these sites into private ownership.

How does the Amendment implement the objectives of planning in Victoria?

The Amendment implements the objectives of planning in Victoria as outlined in Section 4 of the *Planning and Environment Act 1987*, and in particular the following objectives:

- To provide for the fair, orderly, economic and sustainable use, and development of land;
- To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria; and
- To facilitate development in accordance with the above two dot points.

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

The Amendment will not result in any adverse environmental outcomes.

In relation to social effects, the level of early years services in Knox will not be reduced as a result of the three sites being rezoned. The Coorie Avenue Children and Family Centre services will be relocated into the new early years hubs. The NG Haynes Children and Family Centre services will be relocated to the new early years hub in Wantirna South and also the existing Riddell Road Children and Family Centre. The Eildon Parade Preschool services will be relocated into the Rowville Children and Family Centre. In addition, the rezoning of the three sites and redevelopment of the three sites for residential purposes will increase the availability of housing stock within Knox.

Any financial return from the sale or leasing of sites that are declared surplus will assist in offsetting the costs of constructing two new early years hubs and refurbishing the five early years assets that are to be retained.

Does the Amendment address relevant bushfire risk?

The three sites are not affected by a Bushfire Management Overlay, and are not located in a Bushfire Prone Area.

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

The Amendment complies with the Ministerial Direction on the Form and Content of Planning Scheme under section 7(5) of the Act. The Amendment is consistent with Minister's Direction No.9 – Metropolitan Strategy (as amended 30 May 2014) pursuant to Section 12 of the Planning and Environment Act 1987 – that requires planning authorities to have regard to the Metropolitan Planning Strategy (Plan Melbourne: Metropolitan Planning Strategy).

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

The Amendment is consistent with the following State planning policies:

- Clause 11.01-1S (Settlement) which seeks to limit urban sprawl and direct growth into existing settlements.
- Clause 11.02-1S (Supply of urban land) which seeks to ensure the provision of land and supporting infrastructure to support sustainable urban development.

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- Clause 13.02-1S (Bushfire planning) which seeks to give priority to the protection of human life by directing population growth and development to low risk locations.
- Clause 16.01-1S (Integrated housing) which seeks to increase the supply of housing in existing urban areas by facilitating increased housing yield in appropriate locations, including under-utilised urban land.
- Clause 16.01-2S (Location of residential development) which seeks to increase the proportion of new housing in designated locations within established urban areas and reduce the share of new dwellings in greenfield and dispersed development areas.
- Clause 19.02-4S (Social and cultural infrastructure) which seeks to plan and design community places and buildings so they can adapt as the population changes and different patterns of work and social life emerge.

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

The Amendment is consistent with, and is supported by, the following clauses within the Municipal Strategic Statement and local planning policies:

- Clause 21.06-1 (Scaled approach to residential development) which supports a scaled approach to residential development as demonstrated in the *Knox Housing Strategy 2015*.
- Clause 21.08-3 (Community facilities) which seeks to facilitate community infrastructure that is accessible and meets the existing and future needs of the community.
- Clause 22.07 (Development in Residential Areas and Neighbourhood Character) which seeks to support sustainable urban growth by directing housing to preferred locations, and which seeks to support a range of housing types and forms to meet the needs of the existing and future community.

Does the Amendment make proper use of the Victoria Planning Provisions?

The Amendment makes proper use of the Victoria Planning Provisions by ensuring that the sites declared as surplus are rezoned to reflect the zoning of surrounding land.

How does the Amendment address the views of any relevant agency?

External agencies are not directly affected by this Amendment, and as such, the views of external agencies have not been sought.

The views of the following Council departments and teams were considered when reviewing the early years assets: City Strategy and Planning, Property Management, Open Space and Landscape Design, Facilities, Traffic and Transport, Stormwater, the Boronia Renewal Project team and Community Wellbeing teams.

Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The relevant requirements of the Transport Integration Act 2010 were considered as part of the preparation of this Amendment, and the Amendment will not have a significant impact on the transport system.

Resource and administrative costs

The Amendment will not have a significant impact on the resources and administration costs to Knox City Council and can be undertaken within existing operational budget.

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Where you may inspect this Amendment

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

- Knox City Council Civic Centre (Customer Service Building and Planning counter)
511 Burwood Highway, Wantirna South, on weekdays from 8.30am to 5.00pm

The Amendment can also be inspected free of charge at the Department of Environment, Land, Water and Planning website at www.delwp.vic.gov.au/public-inspection.

Submissions

Any person who may be affected by the Amendment [and/or planning permit] may make a submission to the planning authority. Submissions about the Amendment [and/or planning permit] must be received by [insert submissions due date].

A submission must be sent to Knox City Council via:

- Email to: psamendments@knox.vic.gov.au
- Post (no stamp required) to: City Futures, Knox City Council, Reply Paid 70243, WANTIRNA SOUTH VIC 3152

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- directions hearing: [insert directions hearing date]
- panel hearing: [insert panel hearing date]

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ATTACHMENT A - Mapping reference table

Location	Land /Area Affected	Mapping Reference
Bayswater	4 Coorie Avenue (The Coorie Avenue Children and Family Centre)	Knox C174 003znMap02 Exhibition
Wantirna South	10 Tamara Street (The NG Haynes Children and Family Centre)	Knox C174 002znMap05 Exhibition
Rowville	South-east corner of 69-75 Eildon Parade (Eildon Parade Preschool)	Knox C174 001znMap06 Exhibition

9.3 Community Facilities Planning Policy

SUMMARY: Community Planning Project Officer, Emma Hayton

This report presents the scheduled review of the Community Facilities Planning Policy.

The review recommends changes to the Policy to provide clear and concise guidance to Officers involved in the planning process to assess, prioritise and deliver Council community facility projects.

RECOMMENDATION

That Council adopt the revised Community Facilities Planning Policy (refer Attachment 3).

1. INTRODUCTION

The Community Facilities Planning Policy outlines Council's commitment to an integrated, evidence-based planning process for the development and delivery of community facility projects. It also sets out the requirements for the consideration of multipurpose community facilities to ensure Council's infrastructure can meet the diverse and changing needs of the community now and into the future.

2. DISCUSSION

The Community Facilities Planning Policy was developed and adopted in 2016. This resulted from an action set out in Council's 2015-16 Annual Plan, which required a policy to be developed that "builds consideration of potential multiple uses in new constructions and upgrades for Council and community facilities." The Policy assists Council in making well-informed decisions that are guided by its strategic objectives and aligned with Council's short, medium and long terms goals.

Demand for community spaces that are flexible and can meet the needs of a diverse range of community needs is increasing, driven by population growth and changing demographics within the municipality. Many of Council's current facilities were built to deliver specific community services and are under-utilised. For example, most sporting pavilions are occupied after 4.00 pm on weekdays and on weekends, but are unused during the day. Multipurpose use allows Council to optimise community use of its facilities and this Policy is critical in guiding these considerations.

The Policy is triggered by:

- A request from a community organisation for a new facility, or a change of use to an existing facility;
- External capital funding opportunities and commitments, i.e., from State or Federal members;
- The outcomes of a service plan, strategic review, or issues or area-based review proposing the development of, or change to, Council community facilities;
- Community facility opportunities identified through Council's capital works program; and/or
- Consideration of allocations and/or use of community facilities.

The planning process, set out within the Policy, provides Council with a clearly defined process to approach and arrive at decisions for the community, taking into account a range of factors including strategic context, current and future demand, budget considerations, location, and stakeholder identification.

While financial opportunities and constraints should be considered as part of the planning process and inform Council's deliberations, the Policy does not set out criteria for financial decision making.

The current Policy (refer Attachment 1) was adopted in 2016 and remains substantially relevant in its intent. The proposed changes have been made to improve the conciseness and readability of the Policy. Changes to the structure of the document have been made to align with the current Council policy template.

Due to the structural changes of the Policy, it is not easy to identify the proposed amendments using Tracked Changes. Attachment 2 provides a version comparison summary of the proposed changes and reasoning.

The proposed revised Policy is available at Attachment 3.

3. CONSULTATION

Consultation was carried out with relevant officers in other Council departments involved with the planning, delivery and management of Council's community facilities, including Asset Management, Facilities, Major Initiatives, Open Space, Active and Creative Communities, Family and Children's Services, and Community Access and Support. Feedback was incorporated into the revised Policy. Benchmarking of other Council's policies in this area was also undertaken.

The Community Facility Planning Process (refer Section 6.4, Attachment 3) requires internal and external stakeholders to be consulted throughout to ensure that decisions in relation to community facility planning appropriately capture the existing and future needs of the Knox community.

4. CLIMATE CHANGE CONSIDERATIONS

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

Implementation of the recommendation will:

- Positively impact on Council's Net zero 2030 target by ensuring that consideration is given to environmentally sustainable design initiatives, including renewable energy, energy efficiency and water harvesting, in the planning, design and construction of new and upgraded Council facilities.
- Positively impact upon the Community Net zero 2040 target by enabling Council's community tenants to reduce their consumption of electricity, gas and other fossil fuels, through the consideration and inclusion of environmentally sustainable infrastructure in the planning, design and construction of Council facilities.
- Support the implementation of actions under the Knox Climate Response Plan, in particular, low emissions building design, increase energy efficiency in Council buildings, adapt and protect our buildings, and increase the resilience of our infrastructure.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

This Policy will support Council's commitment to planning and developing community facilities which are well located and designed to maximise accessibility, safety and functionality, with flexibility to meet changing needs over time, and minimise environmental and amenity impacts.

The Community Facility Planning Process will ensure that consideration of environmental, sustainable, cultural and amenity issues occurs as part of each community facility development.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The focus on an integrated, evidence-based approach to facility planning which incorporates multipurpose considerations and flexible use, will ensure that Council resources are optimised for maximum community benefit now and into the future.

7. SOCIAL IMPLICATIONS

This Policy will have positive social implications by supporting a considered approach to facility development that will result in high quality facilities which are well-located, meet current and future needs and optimise use by the local community. This will enhance opportunities for the community to access services and facilities, facilitate social participation and connection, and improve community health and wellbeing outcomes.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

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

Connection, Resilience & Wellbeing

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

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

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

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

Civic Engagement & Integrity

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

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

The Community Facilities Planning Policy was adopted in 2016 to outline Council's commitment to an evidence-based process for planning, delivering and managing community facilities, and the consideration of multipurpose use. The Policy is key to ensuring that the planning process addresses organisational values and planning philosophies that support the provision of services to the community. The proposed changes have been made to improve the conciseness and readability of the Policy. Changes to the structure of the document have been made to align with the current Council policy template.

110. CONFIDENTIALITY

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

Report Prepared By: Community Planning Project Officer, Emma Hayton

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Policy - CURRENT - Community Facilities Planning Policy 2016 05 [9.3.1 - 14 pages]
2. Attachment 2 - Policy Comparison - Community Facilities Planning Policy Review - 2021 (D 21-156559) [9.3.2 - 3 pages]
3. Attachment 3 - DRAFT - Community Facilities Planning Policy - 2021 [9.3.3 - 12 pages]

Attachment 1

KNOX POLICY



COMMUNITY FACILITIES PLANNING POLICY

Policy Number:	2016/05	Directorate:	Community Services
Approved by:	Council	Responsible Officers:	Manager Community Wellbeing/ Manager Sustainable Infrastructure
Approval Date:	28 June 2016	Version Number:	1
Review Date:	28 June 2019		

1 PURPOSE

This Policy outlines Council's commitment to an integrated planning process for the planning, delivery and management of community facilities, and as part of that process, to consider opportunities for multipurpose, co-located or integrated uses or community hub opportunities when planning for new and/or upgrades or change of use of Council community facilities.

The policy integrates with Council's Service Planning approach by ensuring that consideration of the community demand for services, Council's role and models for delivery of services are key elements of the Community Infrastructure Planning Process.

2 CONTEXT

The City of Knox is home to over 155,000 people who enjoy a diverse range of services supported by 264 Council owned community facilities. In an environment of rising expectations and significant resource constraints, Council has a responsibility to derive maximum community benefit from its current and future community facilities.

Council's strategic objectives outlined in the *Knox Vision: Our City, Our Future* and the *City Plan* identify that the provision for a range of community services is a key function of Council, and that these services in turn, rely on the provision of infrastructure assets to support Council's strategic objectives.

Knox is reasonably well serviced by community facilities which provides for multipurpose use, meets the needs of our diverse population, provides a focus for community connections and contributes to community wellbeing and the economy. Many of the community facilities owned by Council, however, are ageing, have been purpose-built for specific community services or interests and offer limited flexibility and adaptability to suit changing needs of the Knox community.

Demand for a diverse and adaptable range of community spaces is growing, driven by population increases and the increasingly diverse needs of ageing, socially and culturally diverse communities.

Consideration of opportunities for 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.

The provision of community facilities is also driven by the goals of the Knox City Plan, the Knox Planning Scheme and Council's Service plans.

The Knox City Plan 2013-2017 provides an objective to build consideration of potential multiple community uses into new and upgrades of Council facilities developments to allow for greater diversity of use and to maximise the use of facilities. This Policy supports this objective by providing policy direction for the planning and development of multipurpose community facilities in Knox, to assist in optimising use of Council resources including land, facilities and services for maximum community benefit.

This Policy is supported by Victorian State Government direction that clearly identifies priorities in the support of integrated planning and delivery of community infrastructure.

3 MULTIPURPOSE COMMUNITY FACILITIES AND HUBS

Multipurpose community facilities and community hubs can be considered either as joint use facilities (one building with many uses) or several facilities located in close proximity (each building providing a range of services).

Multipurpose facilities or community hubs can also be designed to maximise utilisation through shared use arrangements and/or integrated service provision, which can further maximise connections between programs and community users by promoting a strong integration between activities and service delivery.

The Definitions section of this Policy (refer Section 4) includes descriptions of the various types of community facilities, which includes co-located, integrated or multipurpose community facilities, or a multipurpose community hub. For simplicity, this Policy uses the terms 'multipurpose community facilities' to encompass this range of facility types unless otherwise explained. Further information about the various types of multipurpose facilities can be found in the Community Facility Planning Guidelines, where a detailed analysis of such facilities and examples already within Knox are explored in more detail.

While multipurpose use, co-location and integration of facilities and services are widely viewed as important components of community hubs, research suggests that a successful community hub needs to be more than a cluster of services and buildings.

Effective multipurpose community facilities and hubs should:

- be suitably and strategically located;
- aim to meet existing and future community needs;
- be developed to provide opportunities for co-location, flexible use and integrated service provision;
- provide for connection to, and compatibility with, surrounding land uses;
- provide best value for money in delivering community outcomes;
- house complementary services, and/or functions and activities; and
- have effective governance models in place.

4 DEFINITIONS

Asset	A physical item that is owned or controlled by Council, and provides or contributes to the provision of services to the community.
Asset Management	The process applied to manage assets over each stage of their service life from asset needs analysis, creation, operation, maintenance, renewal and disposal.
Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Community facilities	<p>Community facilities refers to buildings that are owned by Council or where Council is the Committee of Management, that support community services or provide community benefit, and include health, individual, family and community support, education, arts and culture, information, community development, employment and training, and active and passive recreation opportunities.</p> <p>Community facilities can be described as:</p> <p>Stand-alone facilities – the establishment of dedicated facilities serving a single or multiple community purpose.</p> <p>Co-located facilities – the joint location of service providers within a facility, usually without integration of services, but involving shared premises and possibly some administrative or other services.</p> <p>Integrated facility - the joint location of service providers within a facility (as per co-location) but with integration of services to provide a co-ordinated, one-stop-shop approach to case management and service delivery.</p> <p>Multipurpose Community Facility – a facility which provides a range of flexible, functional spaces to support access to services and participation in a range of active and passive lifestyle activities.</p> <p>Multipurpose Community Hub – 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.</p>
Change of Use	A use different to the current or former use.
Community Infrastructure Planning Process	Set of sequential and logically interrelated steps, completed in order to undertake integrated planning for community infrastructure.
Community infrastructure	Assets (which may or may not include a building), 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.
Facility Upgrade	Capital works undertaken to improve functionality and condition of a facility.

Fit for Purpose	Functionality and condition of a facility to provide appropriate and necessary standard for intended use.
Guidelines	Recommended, non-mandatory controls that help support principles or serve as a reference when no applicable standard is in place. Guidelines should be viewed as best practices that are not usually requirements, but are strongly recommended.
New Facility	A newly obtained or constructed facility.
Planning Principles	General statement of intention, which may be applied to particular cases to promote consistency.
Program	An ongoing activity which is developed and performed to meet a public need, and forming part of a service.
Service	A group of programs and projects primarily focussed on external recipients, which collectively provide support or guidance to the community in order to achieve the objectives of Knox's Vision and City Plan. A combination of tangible and intangible benefits that can be produced and consumed.
Service Level	A relevant measurable standard or target that reflects the required performance to meet agreed community expectations in relation to the type, quality and quantity of services delivered by Council.
Single purpose facility	A community facility designed or used for a single, specific purpose.
Technical Service Level	Describes the standard and performance of assets that Council delivers and managers to support broader customer service levels.

5 SCOPE

This Policy applies to Council and all Council staff.

The scope of this Policy includes, but is not limited to, Council owned facilities including sports pavilions, leisure centres, libraries, early years facilities, neighbourhood houses, community centres, community arts centres, senior citizens centres, community meeting spaces and public halls.

This Policy applies when planning for new or upgrades or a proposed change of use of existing Council owned community facilities as part of the following:

- A request from a community organisation for a new community facility or changing utilisation of an existing Council community facility;
- External capital funding opportunities which are available for community facilities;
- The outcomes of a Service Plan, strategic review, issues based or area based review proposing change or development of Council community facilities; and/or
- Process for the allocation, and/or use of Council community facilities.

6 COMMUNITY FACILITY PLANNING PROCESS

Achieving community hubs, integrated services and multipurpose or co-located community facilities requires investment in and understanding of foundation principles and integrated approaches to the planning, delivery and management of community facilities.

The process for consideration of multipurpose facility development therefore forms part of an integrated approach to the overall planning, delivery and management of community services, activities and facilities across Council. This integrated approach will also align with sector-wide best practice approaches to community facility planning.

6.1 Planning Principles

Eight key principles underpin the Community Facility Planning Process. These principles (outlined below) represent key organisational values and planning philosophies which provide statements of desirable outcomes to be considered during the 5 planning stages outlined in section 6 of the Policy.

1. Wellbeing

Community facilities are accessible, enhance community networks and activity, provide connections, strengthen local identity and contribute to self-sufficiency.

2. Equity and Opportunity

Community facilities encourage participation; enhance creativity, activity and healthy lifestyles, support gender equity and diverse needs of all demographic groups within the community.

3. Economic Benefit

Community facilities are located and designed to complement local businesses and services. They are affordable, technically and economically viable, provide security of tenure and are managed and operated to minimise duplication and costs.

4. Design & Sustainability

Community facilities are designed to support compatible multipurpose, flexible spaces, respond to the surrounding social, natural and built environment, contribute to sustainability outcomes and respect and celebrate the character and identity of local communities.

5. Location

Community facilities are located to service diverse communities, which is accessible to the widest possible range of community members in convenient and central locations. These locations are to be well served by a range of transport, particularly public transport.

6. Community Safety

Community facilities support the provision of safe and secure community places that enhance quality of life, equity, law and order and stability.

7. Partnership and Alliances

Community facilities are supported by collaborative arrangements and partnerships between government, education, industry, private sector and community.

8. Investment

Community facility planning considers a range of investment options including public and private sector contributions, owning, co-owning, renting or sharing.

6.2 Community Facility Planning Process

The Community Facility Planning Process (as outlined in Figure 1 below), consists of five stages which should be undertaken as part of all community facility projects.

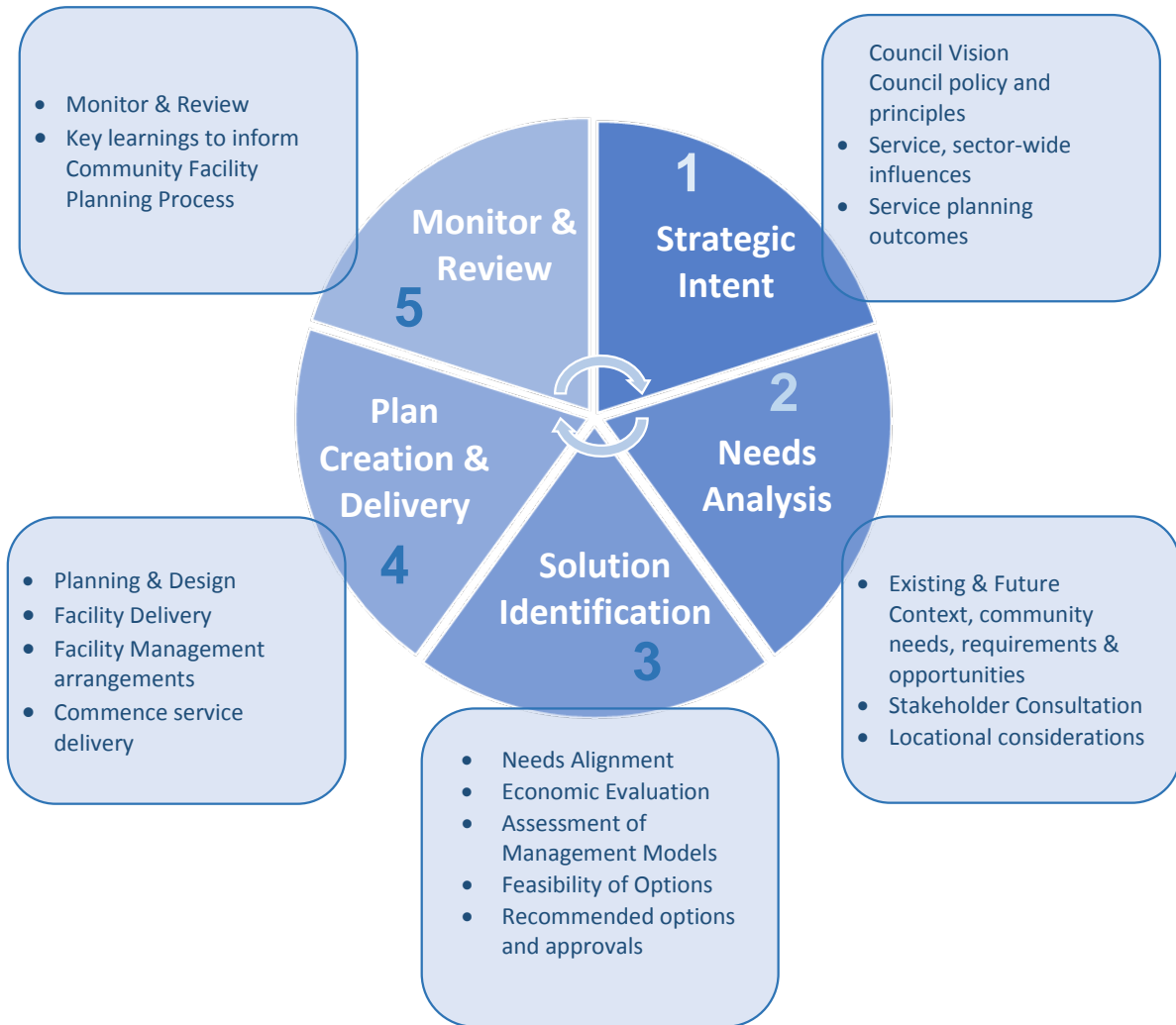
Outcomes of each stage need to inform all subsequent stages. The overall process will facilitate an informed, integrated and robust process to plan for, assess, prioritise, deliver and manage Council's community facilities.

The specific tasks and deliverables of each stage will vary depending on the nature and scale of the project; however the strategic intent of each stage will remain consistent.

The stages of the Community Facility Planning Process are:

- 1. Strategic Intent:** Establish organisational policy and principles shaping the service; Establish the strategic intent; Understand the service purpose and sector-wide influences.
- 2. Needs Analysis:** Analyse existing and future context, community needs, requirements and opportunities; stakeholder consultation 4 locational considerations.
- 3. Solution Identification:** Align needs; feasibility of options including economic evaluation and assessment of management models; identify and approve the recommended option.
Where needs alignment cannot meet Council expectations, it may be necessary to go back and review the assumptions and project parameters developed in Stages 1 and 2 of the project.
- 4. Plan Creation and Delivery:** Undertake planning, design; facility delivery; establish facility management arrangements; commence service delivery.
- 5. Monitoring and Evaluation:** Monitor usage, demand, user satisfaction and operations; Identify key learnings from the project to inform the Community Facility Planning Process.

Figure 1 - Community Facility Planning Process



6.3 Community Facility Planning Guidelines

The Community Facilities Planning Guidelines have been developed to support and guide the implementation of this policy as part of the above process. Further information and guidance about the Community Facility Planning Process and explanation of each stage of the process can be found in the Community Facilities Planning Guidelines.

7 COUNCIL POLICY

7.1 Policy

When planning for a new, upgrade or redevelopment of a community facility in Knox, including a change of use, it is policy that:

1. Planning for Council owned community facilities must consider :
 - (a) **Multipurpose Use:** Flexible, functional and adaptable spaces within a facility which can support a range of compatible services and activities;
 - (b) **Co-located Use:** Joint location of services within the same facility;
 - (c) **Integrated Service Provision:** The joint location of services within a facility and with integrated service delivery and management; or
 - (d) **Community Hub:** Creation of or enhancement of an existing cluster of community facilities on the same or adjoining sites, which creates a focal point for community activity.
2. The suitability of the location of community facilities to optimise multipurpose, co-located or integrated use or community hub opportunities, will be informed by the ability to maximise efficient land use, accessibility and convenience for users to achieve greatest community benefit. These locational considerations will give priority to:
 - Access to public transport, activity centres, open space, pedestrian connections, car parking and other community infrastructure; and
 - The level of support for the location of the facility that is provided in the Knox Planning Scheme or any approved Structure Plan for that area.
3. Planning for the multipurpose, co-located or integrated use of community facilities or community hub opportunities will include engagement with internal and external stakeholders in order to maximise opportunities to integrate service and asset planning and build collaboration and partnerships with community stakeholders.
4. Multipurpose, co-located or integrated facilities will have appropriate governance and facility management arrangements in place. Licensing Agreements entered into between Council and community groups shall be based on the policy criteria outlined in Section 7.1 of this Policy.
5. The **Community Facility Planning Process** (as outlined in Section 6.2 of this Policy) shall be used to guide the overall process for the planning, development and management of new/upgraded community facilities and for change of use of existing community facilities.
6. Consideration of the multipurpose criteria outlined in this policy (Policy statements No.1 – 4 inclusive) shall be undertaken as part of the integrated Community Facility Planning Process (outlined in Policy statement No.5), which takes into account all relevant Council objectives and policies. The Community Facilities Planning Guidelines shall be used to inform this process.

7.2 Assessment Criteria for Multipurpose Community Facilities

Assessment criteria for consideration of multi-purpose, co-located or integrated uses within community facilities and the creation or enhancement of community hub opportunities have been developed based on the policy statements in Section 7.1 above and have been incorporated into the checklist provided in the Community Facilities Planning Guidelines.

It is recognised that multipurpose, co-located or integrated community facilities or a community hub location may not always be the optimum outcome for a particular site, use or facility. The policy criteria are designed to support consideration of multipurpose use as part of the overall planning and design process, which in turn forms part of a broader assessment of the proposed facility against all relevant Council objectives and policies (being the Community Facility Planning Process). Discretion therefore exists for the suitability of multipurpose, co-located or integrated community facility use or community hub location to be balanced against other demonstrated needs (such as user-specific requirements, site constraints, or budget considerations).

7.3 Capital Works Priorities

To ensure the proposed development/upgrades of Council facilities reflect relevant consideration of multipurpose use as outlined in this policy, the ranking criteria for Council's Capital Works program will incorporate multipurpose assessment considerations for each project.

Balancing the multipurpose considerations against other relevant considerations and priorities will form part of the Solution Identification stage of each project, the outcomes of which will in turn be reflected in the Capital Works Ranking criteria.

7.4 Risk Management

The Policy supports:

- Prioritising programs, projects and the investment of public resources.
- Investment in sustainable community facility models.
- Strong link between service planning, community facility investment decisions and an evidence based understanding of community needs and expectations.
- Transparency and accountability to the community about the allocation of resources.
- Compliance with relevant legislation including public safety standards.

7.5 Integrated Service and Continuous Review

Council will continue to enhance its community facility planning and development knowledge, skills and operational practices with a commitment to a continuous improvement approach. Improved knowledge about the future direction of Council and non-Council services, and an understanding of sector-wide best practice will drive integrated community facility planning and the provision of community facilities, including co-located, integrated, multipurpose community facilities and community hubs.

Updated assessment criteria in response to Council's continuous improvement approach will be incorporated into the Community Facilities Planning Guidelines on an as-required basis.

7.6 Responsibilities

7.6.1 Council:

- To continue to invest in improving its knowledge of, and approaches to, community facility planning, development and management.
- To continue to support processes for integrating community service facility infrastructure planning across Council.
- To act as a steward for Council owned or managed community facilities infrastructure.
- To determine the most appropriate role for Council in the provision and support of community facilities and the multipurpose use of facilities.
- To determine allocation of resources and funding in accordance with this Policy.

7.6.2 Chief Executive Officer

- To manage implementation of the Community Facilities Planning Policy.
- To apply this Policy when considering change of use, development, redevelopment or management of community facilities.
- To report on the status and effectiveness of this Policy to Council and within the organisation.
- To be guided by this Policy in recommending the allocation of resources, when making decisions or providing advice to Council about community facility planning, development and management.

7.6.3 Directors

- To support the Chief Executive Officer to ensure community facility planning processes and decisions are consistent with this Policy.
- To support implementation of the Community Facilities Planning Policy.
- To be guided by this Policy in recommending the allocation of resources, when making decisions or providing advice to Council or the CEO about community facility planning, development and management.

7.6.4 Senior Management

- To implement this Policy within available budget and resource allocations.
- To be guided by this Policy in recommending the allocation of resources, when making decisions or providing advice to Council, the CEO or Directors about community facility planning, development and management.

7.6.5 Service Managers

- To implement this Policy within available budget and resource allocations.
- To be guided by this Policy in recommending the allocation of resources, when making decisions or providing advice to Council or senior management regarding community facility planning, development and management.

7.6.6 Staff

- To administer the Policy.
- To participate in appropriate training to develop the skill sets required to undertake community facility planning and consideration of multipurpose use of community facilities in accordance with this Policy, as appropriate for the responsibility of the role or position.

8 REFERENCES

8.1 Knox City Plan 2013-2017.

Theme	Strategies
<p>1. Healthy, Connected Communities</p> <p>The Knox community benefits from good health and wellbeing at all life stages.</p>	<p>Improve health and wellbeing factors and mitigate lifestyle risks such as smoking, alcohol consumption, drug use, lack of physical activity and poor nutrition, through a range of services, infrastructure and partnerships.</p> <p>Improve accessible public transport services and infrastructure so that public transport is a realistic transport choice for the Knox community.</p>
<p>2. Prosperous, Advancing Economy</p> <p>Improve local opportunities for people to live, work, learn and play in Knox.</p>	<p>Provide social infrastructure and a positive local amenity that make it attractive to live and work in Knox, and that encourages business development.</p>
<p>3. Vibrant and Sustainable Built and Natural Environments</p> <p>The changing needs of a diverse community are supported through planned growth and change in housing and infrastructure that respects both built form and natural systems, and resource availability. Infrastructure networks provide transport choice, affordability and connectivity.</p>	<p>Public infrastructure and open space is maintained and improved to support a vibrant community life in Knox.</p> <p>Significantly improved integrated and sustainable transport systems and infrastructure are provided to improve opportunity, choice and access for all.</p>
<p>4. Culturally Rich and Active Communities</p> <p>Improve the acceptance and valuing of diversity and difference in the Knox community. Increase use of public spaces and infrastructure for the purposes of cultural expression and physical activity.</p>	<p>Promote accessible opportunities to participate in leisure and recreation activities, through provision of public infrastructure and support to sporting and leisure groups in Knox.</p> <p>Develop multi-use facilities in co-located hubs that support active participation in sporting, cultural and leisure activities.</p>

8.2 Integrated City Strategy and Implementation Plan 2015-17

The *Integrated City Strategy and Implementation Plan 2015-17* is a key policy and implementation tool for Council to enhance multipurpose use of community facilities as part of an integrated planning process, which embeds consideration of the built, social, natural and economic environments into Council's planning, implementation and evaluation phases of its services and operations. Relevant strategies include:

Integrated Strategy	
1	<i>Encourage local living by providing a positive local amenity that makes it attractive to live and work in Knox.</i>
2	<i>Improve lifelong learning opportunities in Knox by raising community awareness of and increasing access to learning options for all ages.</i>

3	<i>Appropriately plan and provide guidance for land use and development by responding to changing family living structures and other City drivers of change.</i>
5	<i>Improve the physical and mental health and wellbeing of people in Knox and mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition, through the provision of high quality services, support, infrastructure, partnerships, advocacy and regulation</i>
6	<i>Ensure the municipality is responsive to people at all stages of life (child friendly, youth-friendly, aged-friendly) by developing policies, plans, services and infrastructure that recognise the range of needs that arise across the lifespan.</i>
8	<i>Enable people in Knox to participate in community life by providing high quality infrastructure and public space and access to services and facilities.</i>
12	<i>Improve personal and community safety and perceptions of safety in Knox by working together to address community safety problems, family violence and child and elder abuse.</i>
14	<i>Enable people to celebrate and feel proud of Knox's diverse culture and local identity by participation in artistic expression and protecting and enhancing the cultural heritage and strengths of Knox</i>
15	<i>Ensure Knox City Council is a contemporary, effective and well governed through the pursuit of excellence in Council's practices, projects and service delivery</i>

8.3 Related Council Policies

Council's strategic objectives outlined in the City and Council Plan 2013-17 acknowledge that provision of community infrastructure is a core function of Council. The following policies inform Council's response delivery and management of community facilities in Knox that are flexible, cost effective and respond to community need.

Policy	Response
Untied Funding Allocation Policy	Council's Untied Funding Allocation Policy outlines the methodology to determine allocation of untied funding between competing projects and services as part of the annual budget process.
Service Planning Policy 2013	Council's Service Planning Policy articulates Council's commitment to service planning, and establishes a framework to ensure service planning is undertaken in a structured, consistent, cost effective and financially sustainable manner across the whole of the organisation.
Sale of Land and Building Policy	Council's Sale of Land and Buildings Policy defines the process for identifying and proceeding with the sale of any Council land (with or without improvements) and to also identify how the proceeds from any land sales are to be allocated.
Asset Management Policy 2013	Council's Asset Management Policy ensures that Council assets deliver the required level of service in the most effective and efficient manner now and into the future and the Asset Management Policy provides direction for management of assets over each stage of its service life including creation, operation, maintenance and renewal.
Access to the Built Environment Policy 2011	Provides Council with a consistent approach to planning and provision of access for people with disabilities to the built environment.
Community Engagement Policy 2007	Defines a consistent approach to be taken by Council when engaging with the community.

Sustainable Buildings Policy 2013	Provides a consistent approach for the inclusion of Environmentally Sustainable Development (ESD) principles.
Support for Community Based Facility Development/Improvements – External Funding Submissions 2009	This Policy provides a framework for Council’s assessment and endorsement of community applications for funding of projects, by external agencies, such as the State and Federal governments and do not require funding from Council, for facility development/improvements on Council owned/managed land.
Sporting Reserve Facility Development Guidelines Policy	This Policy exists to provide Council and community sporting groups with a standard approach to the development of sporting reserve facilities.
Sporting Club Financial Contributions Towards Reserve Developments Policy	This Policy exists to provide Council and community sporting groups with a consistent framework when nominating financial contributions to fund facility developments and improvements at Council sporting reserves.

8.4 Relevant Legislation

- *Local Government Act 1989* – providing and maintaining community infrastructure in the municipal district.
- *Victorian Charter of Human Rights and Responsibilities* -community facilities should be developed and/or managed in a way that is consistent with the Charter.
- *Planning and Environment Act 1987* - The Knox Planning Scheme and its Municipal Strategic Statement encourage community facilities to be co-located and multipurpose in accessible locations, to service a range of activities to meet community needs.
- *National Disability Act 1992* – provides protection for everyone in Australia against discrimination based on disability, including access to premises used by the public.
- *National Construction Code 2015* – sets the minimum requirements for the design, construction and performance of buildings throughout Australia.
- *Building Control Act* – provides minimum building standards and requirements throughout Victoria.

8.5 External References

- A Guide to Delivering Community Precincts, Department of Planning and Community Development, 2011.
- A Guide to Governing Shared Community Facilities, Department of Planning and Community Development, 2011.
- Feasibility Study of Community Hubs for the Parramatta Local Government Area – Briefing Paper Elton Consulting, 2007.
- Greater Dandenong Multipurpose Use of Community Facilities Policy, 2008.
- Evaluation of Victorian Children’s Centres, Department of Education and Early Childhood Development, 2008.
- Infrastructure Victoria – Laying the Foundations 2016 – Setting objectives and indentifying needs for Victoria’s 30 year infrastructure strategy
- Plan Melbourne: Metropolitan Planning Strategy, Department of Transport, Planning and Local Infrastructure, 2014.

9 RELATED DOCUMENTS

- Knox City Plan 2013-2017
- Knox Vision: Our City, Our future 2015-2017
- Knox Integrated City Strategy 2015-2017
- Strategic Asset Management Plan 2003- 2013
- Building Asset Management Plan 2009
- Knox Leisure Plan 2014 -2019
- Municipal Early Years Plan-Off to a Flying Start 2011-15
- Knox Open Space Plan 2012-22
- Knox Liveable Streets Plan 2012-2022
- Open Space Assets Management Plan 2011
- Healthy Ageing Strategic Plan 2009-2013
- Knox Youth Strategic Plan 2012-2017
- Knox Arts and Cultural Plan 2012-2022
- Knox City Council Multicultural Strategic Plan 2012-17
- Knox City Council Access & Inclusion Plan 2011-2015
- Knox City Council Crime Prevention for Environmental Design Principles 2013
- Knox Planning Scheme
- Local Structure Plans



This document sets out the changes between versions 1 and 2 of the Community Facilities Planning Policy.

1. Purpose

There is no change to the purpose as Council remains committed to an integrated planning process for the planning, delivery and management of community facilities and the consideration of multipurpose facilities. Minor changes to the wording strengthens the commitment to using evidence and context to demonstrate the strategic need. The paragraphs have been restructured to improve readability and clarity.

2. Context

References to figures and Council strategies have been updated to reflect the current situation. Discussion on the types of community facilities within Knox and the needs of the community has been edited for conciseness and readability.

3. Multipurpose Community Facilities and Hubs

This section provides background information and definitions of the types of multipurpose facilities there are. This has been removed to avoid repetition as each type is included in the definitions of the proposed Policy.

The list of attributes of an effective multipurpose community facility has been moved to 6.1 of the proposed Policy. The proposed Policy requires all these areas to be considered when assessing the suitability of a project for multipurpose use.

4. Definitions

This section has been moved to Section 5 of the proposed Policy, in line with the Council policy template.

The following definitions have been removed due to repetition/not required:

- Asset Management – the term did not appear within the Policy
- Community Infrastructure Planning Process - the term did not appear within the Policy and appears to define the Community Facility Planning Process which is explained in detail within the Policy
- Community Infrastructure – the term had the same definition as community facilities and has been replaced with same to improve readability
- Fit for Purpose - the term did not appear within the Policy
- Guidelines - the term did not appear within the Policy
- Planning Principles – these are explained in detail within the Policy
- Program – the term is broadly understood without the need for a definition
- Service – the term is broadly understood without the need for a definition
- Service level – the term did not appear within the Policy
- Single purpose facility – the term did not appear within the Policy
- Technical service level – the term did not appear within the Policy

The following definitions have been amended:



Community Facilities Planning Policy – Version Comparison

- Community Facilities – the definitions for different types of multipurpose and stand-alone facilities were included under community facilities. These have been added separately for clarity. Stand-alone facilities was removed as the term did not appear within the Policy.
- Facility Upgrade – changed to define upgrade only to reflect term used within Policy

The following definitions have been added:

- Building Asset Management Plan
- Place-Service-Asset Framework

5. Scope

This section has been moved to Section 3 of the proposed Policy, in line with the Council policy template.

The proposed Policy will continue to apply to Council and all Council staff when undertaking planning for a new facility, upgrade to an existing facility or change of use of an existing facility. References to the catalyst for the planning (community request, external funding, service plan outcomes, allocation process) have been removed for conciseness as the Policy will apply regardless of the reason for the project initiation.

Libraries have been removed from the scope due to the different management structure through Eastern Regional Libraries. Community owned facilities, including Scout buildings on Council land has been included to ensure evidence-based planning is undertaken for all community facilities on Council land, regardless of ownership.

6. Community Facility Planning Process

This section has been integrated into Section 6 of the proposed Policy, in line with the Council policy template.

The introductory paragraphs explain the need for an integrated planning process. These have been deleted to improve conciseness and avoid repetition as this is explained within the policy purpose.

The Community Facilities Planning Principles in 6.1 are unchanged.

The contents of 6.2 have been expanded to provide greater detail and support for officers implementing the Policy. A list of areas to be addressed and required outcomes for each stage was previously in the associated guidelines, but it has been included in the Policy itself for ease of access.

Figure 1, a model showing the process has been updated with the version used in the BAMP.

Section 6.3 has been deleted as guidelines are included within Policy document.

7. Council Policy

This section has been integrated into Section 6 of the proposed Policy, in line with the Council policy template.

The intent of 7.1.1 remains the same, with officers required to consider multipurpose use when planning for Council owned facilities, however it has been rewritten to avoid repetition and improve readability. The information in 7.1.2 to 7.1.6 have been deleted as all these areas are addressed in the Community Planning Process at 6.4 of the proposed Policy.

7.2 has been rewritten for conciseness and readability and included within 6.1 of the proposed Policy.

7.3 has been deleted as this forms part of wider asset service delivery considerations, which are already included in the capital works ranking criteria as approved by Council for 2021-2025 at the Council meeting on 21 September 2020.

7.4 has been deleted for conciseness and readability. This information duplicates the planning principles.

7.5 has been deleted for conciseness and readability.



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7.6 has been deleted for conciseness and readability.

8. References

This section has been moved to Section 5 of the proposed Policy, in line with the Council policy template.

The references have been updated to remove outdated strategies, plans and documents and add current versions. Detailed overviews were included of the Knox City Plan 2013-2017 (Section 8.1), the Integrated City Strategy and Implementation Plan (Section 8.2), and related Council policies (Section 8.1); these overviews have been removed for conciseness and readability. The documents that are still relevant have been included within the list of references, in line with the Council Policy template. It should be noted that following the adoption of the new Knox Community and Council Plan, the Policy will be updated to ensure the new Plan and goals are included within the Policy.

Section 8.4 included a list of relevant legislation with explanation of the purpose of each Act; each reference is still included within Section 4.2 of the proposed Policy, but without the explanation, for conciseness.

Section 8.5 included a list of external references, such as State Government Guides and community facility policies from other Councils. These have been removed as the Council policy template does not contain space for external references, and the references are outdated and no longer relevant.

9. Related Documents

This section has been incorporated into Section 4 of the proposed Policy, in line with the Council Policy template.

The related documents have been updated to remove outdated strategies, plans and documents, and add current versions.

10. Additions to the Proposed Policy

Information on the BAMP has been added at 6.2. The BAMP is closely linked with Policy and the Community Facility Planning Process. This section requires officers to consider the tools, frameworks and methodologies set in the BAMP during the relevant stages of the Community Facility Planning Process.

An attachment has been included which lists internal and external policies, strategies, plans and tools that may assist officers in each stage of the planning process.

A section on administrative updates has been included as per the Council policy template.



Community Facilities Planning Policy

Policy Number:	Issued by Governance	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	Meeting Date	Version Number:	2
Review Date:	3 Years from Meeting Date		

1. Purpose

This Policy outlines Council's commitment to an integrated, evidence-based planning process for the planning, delivery and management of community facilities. The Community Facilities Planning Process, which is aligned with Council's Building Asset Management Plan and Service Planning Policy, facilitates a more informed and robust planning process to assess, prioritise and deliver Council's community facility projects that strengthen the link between asset management and service delivery.

The Policy also outlines Council's commitment to the consideration of multipurpose use when planning new facilities, or upgrades or changes of use to existing Council facilities.

2. Context

Knox City Council owns approximately 258 community facilities, which provide a diverse range of services to the community. Council has a responsibility and a strategic objective to optimise the community benefit from its current and future community facilities.

The provision of community facilities is driven by the goals of the Knox Community and Council Plan 2017-2021. This plan aims to provide infrastructure to meet changing community needs by planning and delivering community facilities and infrastructure, including multi-use hubs.

Many of the community facilities owned by Council were purpose built for specific community services and are now ageing and offer limited flexibility to suit the changing needs of the Knox community. Demand for a diverse and adaptable range of community spaces is growing, driven by population increases and the increasingly diverse needs of ageing and socially and culturally diverse communities. Multipurpose use can address the growing challenge of meeting community expectations and changing needs for community facilities within a constrained financial environment by optimising use of Council facilities.

The Policy links to a number of other Council policies, plans and strategies. It provides an overarching framework for the development of community facilities. The outcomes of the Community Facility Planning Process set out in 6.4 of this Policy will be informed by these policies, plans and strategies, including the Building Asset Management Plan (the BAMP), Community Access and Equity Implementation Plan, Service Plans, Pavilion Strategy, Master Plans and



any other relevant documents that sets out a strategic position in relation to community facilities. Figure 1 below shows how these documents work together.



3. Scope

This Policy applies to Council and all Council staff when undertaking planning for a new facility, upgrades to an existing facility, or a change of use of an existing facility.

The scope of this Policy includes, but is not limited to, Council owned facilities including sports pavilions, leisure centres, early years facilities, neighbourhood houses, community centres, community arts centres, senior citizens centres, community meeting spaces, public halls, and community owned facilities on Council land.

4. References

4.1 Community & Council Plans – Key Directions

- Opportunity and innovation
- Neighbourhoods, housing and infrastructure
- Natural environment and sustainability
- Connection, resilience and wellbeing
- Civic engagement and integrity

4.2 Relevant Legislation

- Local Government Act 2020
- Planning and Environment Act 1987
- Disability Discrimination Act 1992
- National Construction Code 2015
- Building Control Act 1981

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 and Plans
- Election Period Policy
 - Councillor Code of Conduct
 - Sustainable Building and Infrastructure Policy 2019
 - Community Engagement Policy 2021
 - Asset Management Policy 2019
 - Building Asset Management Plan 2019
 - Knox Community Access and Equity Implementation Plan 2017-2022
 - Knox Key Life Stages Plan 2017-2021
 - Knox Pavilion Strategy 2021
 - Public Toilet Implementation Plan 2017-2022
 - Knox Open Space Plan 2012- 2022
 - Knox Livable Streets Plan 2012-2022
 - Knox Arts and Cultural Plan 2012-2022
 - Guidelines for Developing Sports Facilities Policy 2019
 - Modular Building Review
 - Knox Planning Scheme
 - Local Structure Plans
- 4.4 Related Council Procedures
- Capital Works Process and Guidelines

5. Definitions

Asset	means a physical item that is owned or controlled by Council, and provides or contributes to the provision of services to the community.
BAMP (Building Asset Management Plan)	means Council's plan to support evidence-based decision making regarding building lifecycles, using a Place-Asset-Service Framework.
Change of Use	means a use different to the current or former use.
Co-located Facility	means a facility in which two or more service providers are located, usually without integration of services, but involving shared premises and possibly some joint administrative or other services.
Community Facility	means buildings or other assets owned or managed by Council, that support community services or provide community benefit, including health, support services, education, arts and culture, information, community development, employment and training and active and passive recreation opportunities.
Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Council Staff	means any permanent, part-time, temporary or casual employee of Council; a contractor, agency or labour hire worker who provides services or undertakes work on behalf of Council,. For the purposes of this Policy it also includes a volunteer on a work/student placement with Council.
Integrated Facility	means a facility in which two or more service providers are located (as per co-location), but where services are integrated to provide a coordinated, one-stop-shop approach to service delivery.



Multipurpose Community Facility	means a community facility which provides a range of flexible, functional spaces that support access to services and participation in a range of active and passive lifestyle activities. This Policy uses the term multipurpose community facility as an umbrella term for all types of multipurpose use.
Multipurpose Community Hub	means a collection of facilities clustered together on the same or adjoining sites, which may or may not have interaction between facilities. Together, they create a focal point for community activity. A hub is often a base for outreach services to other smaller facilities and surrounding communities.
New Facility	means a newly obtained or constructed facility.
Place-Service-Asset Framework	means the system of assessing the performance of a facility across a range of areas which are split into three groups: 'Place' – the location of a facility, 'Service' – the standard of service delivery, and 'Asset' – the features of a building or space.
Upgrade	means capital works undertaken to improve the condition and/or functionality of a facility.

6. Council Policy

6.1 Multipurpose Community Facilities

Multipurpose community facilities offer an opportunity to maximise efficient land use, accessibility and convenience for users to achieve the greatest community benefit.

There are a number of different types of multipurpose facilities, including Multipurpose Community Facilities, Multipurpose Community Hubs, Co-Located Facilities and Integrated Facilities, as defined individually in Section 4 above. For simplicity, this Policy uses the term 'multipurpose community facilities' to encompass this range of facility types.

When planning for a new or upgraded facility, including a change of use, the potential for a multipurpose community facility must be considered. The following considerations are key components of successful multipurpose facilities and must be addressed as part of the Community Facility Planning Process for all projects:

- The site is strategically located for maximum community access;
- Aim to meet existing and future community needs;
- Opportunities for co-location, flexible use and/or integrated service provision;
- Provide connection to, and compatibility with, surrounding land uses;
- Provide best value for money in delivering community outcomes;
- Opportunities to house complementary services, functions and/or activities;
- Engagement with internal and external stakeholders to integrate planning and build partnerships; and
- Appropriate and effective governance in place.

The consideration of multipurpose community facilities must form part of a broader assessment of the proposed facility. It is recognised that multipurpose community facilities may not always be the optimum outcome, and discretion exists to allow the benefits of multipurpose use to be balanced against other demonstrated needs, such as user-specific requirements, site constraints or budget considerations.

6.2 Building Asset Management Plan

Council's Building Asset Management Plan (the BAMP) seeks to improve the management of Council's buildings through implementation and monitoring of specific and measure service levels that document the performance



expectations of buildings. The BAMP provides a set of evidence-based tools, frameworks and methodologies that assist Council staff in the implementation of the Community Facility Planning Process. Methodology in the BAMP that should be considered in the relevant stages of the Community Facility Planning Process include:

- Place-Service-Asset Framework;
- Level of Service Lens;
- Knox Facility Planning Tool;
- Sustainable Investment Scenarios; and
- Asset Hierarchy.

6.3 Community Facility Planning Principles

Eight key principles underpin the Community Facility Planning Process. These principles set out desirable outcomes that should be considered during the planning process. The principles represent key organisational values and planning philosophies that support the provision of services to the community.

1. Wellbeing

Community facilities are accessible, enhance community networks and activity, provide connection, strengthen local identity and contribute to self-sufficiency.

2. Equity and Opportunity

Community facilities encourage participation, enhance creativity, activity and healthy lifestyles, support gender equity and the diverse needs of all demographic groups within the community.

3. Economic Benefit

Community facilities are designed to complement local businesses and services. They are affordable, technically and economically viable, provide security of tenure and are managed and operated to minimise duplication and costs.

4. Design and Sustainability

Community facilities are designed to support compatibility multipurpose, flexible spaces, respond to the surrounding social, natural and built environment, contribute to sustainability outcomes, and respect and celebrate the character and identity of local communities.

5. Location

Community facilities are located to service diverse communities, and accessible to widest possible range of community members in convenient and central locations. These locations are to be well served by a range of transport, particularly public transport.

6. Community Safety

Community facilities support the provision of safe and secure community places that enhance quality of life equity, law and order and stability.

7. Partnership and Alliances

Community facilities are supported by collaborative arrangements and partnerships between government, education, industry, private sector and community.

8. Investment

Community facility planning considers a range of investment options, including public and private sector contributions, owning, co-owning, renting or sharing.



6.4 Community Facility Planning Process

The Community Facility Planning Process guides the overall method for the planning, development and management of new community facilities and for upgrades and/or a change of use of existing facilities. When reviewing or planning for a community facility, the Community Facility Planning Process, as shown in Figure 2 below, should be undertaken. It consists of five stages and the outcome of each stage will inform all subsequent stages. The potential for multipurpose community facilities must be considered as part of the Community Facility Planning Process (refer to 6.1 of this Policy).



6.4.1 Stage 1: Strategic Intent

This Stage is about understanding the strategic drivers for the project and the wider influences and context. It should focus on the key influences across Council and in the sector that will impact on and inform the project. It should not be about a predetermined project outcome.

Areas to address include:

- Identify the driver for project, e.g. specific funding opportunity, service review, community request, needs assessment or strategy plan, or local area based plan;
- Identify the key organisational values and strategies that will impact on and inform the project;
- Review asset management planning frameworks and tools as set out in the BAMP;
- Review service planning outcomes to identify any that will impact on and inform the project;
- Establish the boundaries of the project, including what is and isn't included within its scope;
- Identify Council's role in the process, such as land owner, facility providers, service provider, or partner;
- Confirm non-negotiable aspects of the project, such as budget, resources and timing constraints;
- Identify budget (capital, renewal, maintenance or operational) and/or likely funding model, including need for grant applications to be lodged;
- Assign responsibility for each project stage to the relevant department and confirm process for approving progress to the next stage, such as a cross-department working group;
- Seek input relating to community access and equity for everyone, in particular, for including strategic requirements for a diverse range of groups including First Nations populations, multicultural



communities, LGBTIQ+ communities, people with disabilities and their families, parents and carers and their families, and seniors;

- Establish key decision-making points, and who the decision-makers are;
- Establish the applicable hierarchy level; local, municipal or regional, and the impact this will have on future stages;
- Identify what skills are required for each stage of the project and whether these are available in-house, or if external consultants are required;
- Agree on project deliverables and timeframes for each stage and deliverable, e.g. project scope, needs analysis, community engagement plan, development of options, and costings; and
- Identify any other specific issues which will impact on understanding the strategic intent and establishing the project parameters.

The outcome of this Stage is a documented understanding of strategic intent and drivers of the project, including agreed project goals, hierarchy level, deliverables, tasks, budget constraints and delivery timeframes. This will define the project through to its completion and provide a structure for making decisions about the project in future stages.

6.4.2 Stage 2: Needs Analysis

A Needs Analysis uses research, data analysis and stakeholder consultation to determine what the project needs to deliver to meet existing and future demand. The Needs Analysis is critical to inform the development of options in Stage 3.

Areas for consideration include:

- Policy context
 - Review relevant organisational strategies, policies and plans, plus any external documents that may have a bearing on the project.
- Demand assessment
 - Identify existing and projected user groups, age cohorts and other demand factors, such as First Nations populations, multicultural communities, LGBTIQ+ communities, people with disabilities and their families, parents and carers and their families, and seniors.
 - Develop a gap analysis by comparing existing provision with need to identify where service and infrastructure requires improvement.
- Site/facility audit
 - Undertake a facility audit and/or condition report, including an assessment of fitness for purpose and ease of access for people with disabilities and their families, parents and carers and their families, and seniors.
 - Consider property-related matters such as ownership, management arrangements, planning restrictions, etc.
 - Identify any cultural heritage issues or local cultural elements, such as First Nations heritage or public art linked to the site and/or existing facility.
- Location assessment
 - Consider locational aspects, including accessibility to primary catchment, ease of access by public transport, parking and access to activity centres, open space, pedestrian/cycle networks and other community spaces.
 - Consider community safety issues at the site and surrounding areas, including access to and from the site.
 - Consider connection to, and compatibility with, surrounding land uses.
- Stakeholder consultation
 - Develop a community engagement plan which identifies key internal and external stakeholders and consultation activities.
 - Assess consultation outcomes to help define user needs.



- Review any relevant previous consultation that may inform the assessment.
- Multipurpose use
 - Consider opportunities for multipurpose, co-located or integrated use.
 - Consider opportunities to house complementary services, functions and/or activities.
- Gender impact assessment
 - Undertake a gender impact assessment to comply with and respond to the requirements of the Gender Equality Act 2020

By combining this information, the future demand for the service/facility can be established. The outcomes of this Stage include:

- Understanding the policy context of the service/facility;
- Understanding the population and community profiles which influences demand now and into the future;
- Gap analysis of existing service/facility;
- Audit of service and facility/site;
- Locational assessment of site suitability; and
- Understanding of the needs and priorities of stakeholders.

The demand assessment for the service and facility should reflect all of the above outcomes.

6.4.3 Stage 3: Solution Identification

When the needs analysis has been completed, a solution must be identified which balances its outcomes with a range of other factors, including, functional space requirements, financial constraints, governance models and timing.

Some projects, especially larger projects, may require different options and/or concept plans to be developed for consideration. Others may develop one option based on a set of key functional requirements that will determine the detailed design. This Stage may benefit from further stakeholder consultation, particularly with those previously involved in Stage 2.

The development of options should seek to:

- Identify the best location/site options, if this has not been pre-determined;
- Undertake detailed site assessments, including flora and fauna assessments, site surveys service locations, geotechnical assessments, Cultural Heritage Management Plans, preliminary assessment of planning requirements, preliminary authority advice;
- Identify and prioritise key functional requirements (land, facility, floor space, capacity) to meet the outcomes of the needs analysis;
- Identify required service standards, including Green Star accreditation;
- Ensure location requirements (parking provision, public transport access, building/planning permits) can be met;
- Consider opportunities to embed Principles of Safe Design and Crime Prevention Through Environmental Design to enhance community safety;
- Assess options for multipurpose use of the proposed spaces, including co-located and/or integrated facility (this may require adjusting the key functional requirements);
- Undertake gender impact assessment for each option;
- Consider opportunities for the preferred option to share programming with other user groups;
- Consider access and equity requirements, particularly in relation to culturally safe spaces for First Nations communities and equity and accessibility for multicultural communities, LGBTIQ+ communities, people with disabilities and their families, parents and carers and their families and seniors;
- Identify management models to suit the facility and service;



- Where alternative options are presented, identify pros and cons of each option in achieving the outcomes of the needs analysis;
- Where a concept plan is developed, explain how the design meets the outcomes and key functional requirements;
- Consider scope for further expansion or conversion of the facility to meet future needs (if required);
- Establish a financial framework to support the delivery of the project, including cost estimates, ongoing running costs, grant opportunities and other external funding sources;
- Examine options for expanding or reducing scope of project to meet funding considerations; and
- Present project for consideration as part of Council's budgetary processes, including ranking against relevant Capital Works Program assessment criteria.

This Stage will result in the development of key functional requirements and identify a preferred facility option and management model. Information should be documented to guide the decision of which option to progress with, and to support and justify the project through Council's Capital Works Budget process.

6.4.4 Stage 4: Design and Delivery

Information gathered throughout the preceding stages will provide the essential information to support the design and delivery stage.

Designs are often developed by external architectural and urban design consultants, who will be required to work to a project scope to deliver a design that meets the key functional requirements whilst taking into account relevant factors such as site constraints and planning requirements. The following should be considered as part of the design process:

- Alignment with the strategic intent of the project and key functional requirements;
- Optimisation of connections with neighbouring public space;
- Reflecting and contributing to the character and identity of the local community;
- Potential to integrate with adjoining uses;
- Potential for future expansion and/or change of use to meet developing community needs over time;
- Reduce potential impact where there are noise, environmental, land use or other sensitivities;
- Adequate and accessible parking arrangements;
- Opportunities to facilitate cultural expression, including First Nations heritage elements;
- Statutory approvals, including building and planning permit requirements, and the impact these may have on the delivery of the project;
- Compliance with relevant legislation;
- Compliance with Council's Sustainable Buildings Policy, Public Art Policy, Community Access and Equity Implementation Plan and other relevant policies; and
- Application of Principles of Safe Design, Crime Prevention Through Environmental Design and Healthy Active by Design principles.

The governance of the facility needs to be considered at this stage to ensure it will be effectively and appropriately managed to achieve intended outcomes and maximise community benefit. Consideration should be given to the following:

- Optimum service delivery model;
- Optimum management model to achieve the desired service delivery;
- Ongoing maintenance and management costs;
- Opportunities to maximise efficiencies where there is integrated service provision;
- Fee structures for facility use;
- Monitoring and assessment of the facility and service provision; and
- Establishing partnerships with relevant external bodies.



The outcomes of Stage 4 are project scopes and specifications, detailed design, budgetary approvals, establishment of a management model, facility constructions, and the commencement of service delivery.

6.4.5 Stage 5: Monitor and Review

Following the commencement of service delivery, this Stage will assess operation and usage to ensure the facility has met the needs identified in the initial stages, that service provider and user expectations are being met, and identify any key learnings as a result of the process. The level of monitoring and review should be aligned with the scale of development. Developments with more complex management structures should be considered for ongoing reviews over a longer period of time, while simpler projects and services may only require a one-off review. Monitoring and review should be carried out by designated officers in the project working group in consultation with stakeholders, and include the following:

- Assess utilisation, user satisfaction and operational benchmarks against agreed performance standards to ascertain if expectations are being met;
- Analyse cost effectiveness of the delivery method;
- Review the planning process, including whether the outcomes of each stage of the Community Facilities Planning Process were taken into account;
- Alignment with the BAMP;
- Analyse whether the project resulted in any increase in multipurpose use or opportunities for future multipurpose use; and
- Identify key learnings that could inform future Council community facility planning processes.

6.4.6 Resources and Tools

There are a range of resources which can be used to support and inform the stages of the Community Facility Planning Process. These include internal Council documents as well as State Government plans, legislation, and building standards. The Policies, Strategies and Tools Resource List at Attachment 1 provides a list of resources that can be used to inform the outcomes of each stage.

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.



Attachment 1: Policies, Strategies and Tools Resource List

Area	Policy/Strategy	Applicable Stage				
Organisational and Governance	Knox Vision	1	2	3		
	Knox Community and Council Plan	1	2	3		
	Knox Key Life Stages Plan	1	2	3		
	Knox Planning Scheme	1	2	3		
	Community Engagement Policy	1	2	3		
State/Federal Government	Plan Melbourne 2013		2			
	State Government policies/regulations		2			
	Australian Standards		2			
	Building/Planning Requirements		2			
Issue and Service	Community Facilities Planning Policy	1	2	3	4	5
	Community Access and Equity Implementation Plan	1	2	3	4	5
	Service Plans	1	2	3	4	
	Open Space Plan	1	2	3	4	
	Play Space Plan	1	2	3	4	
	Pavilion Strategy	1	2	3	4	
	Guidelines for Developing Sports Facilities	1	2	3	4	
	Modular Building Review	1	2	3	4	
	Arts and Cultural Plan	1	2	3	4	
	Public Art Policy	1	2	3	4	
	Climate Response Plan (draft)	1	2	3		
	Tennis Facilities Strategic Plan Report	1	2	3		
	Healthy Ageing Profile	1	2	3		
	Knox Housing Strategy	1	2	3		
	Bridge Asset Management Plan	1	2	3		
	Carpark Asset Management Plan	1	2	3		
	Drainage Asset Management Plan	1	2	3		
	Playground Asset Management Plan	1	2	3		
	Road Asset Management Plan	1	2	3		
	Public Toilet Implementation Plan	1	2	3		
Integrated Transport Plan	1	2	3			
Knox Urban Design Framework	1	2	3			
Area Based	Feasibility Studies (place based)	1	2	3		
	Structure Plans	1	2	3		
	Master Plans	1	2	3		
	Liveable Streets Plan	1	2	3		
Facility Based	Building Asset Management Plan	1	2	3	4	5
	Graffiti Management Policy				4	
	Sustainable Buildings Policy		2		4	
	Feasibility Studies (facility based)		2	3		
	Facility audits and condition reports		2			
	Council Facility Advocate	1	2	3	4	5
	Occupancy Agreement	1	2			5



Other	Other Council/Agency reports	1			
	Regional reports	1			
	Legislation and Regulations	1	2	3	4
	Property titles		2		
	Funding guidelines	1	2	3	
	Capital works guidelines and ranking criteria			3	
	Healthy Active by Design			3	4
	Crime Prevention Through Environmental Design			3	4
	Building Code of Australia	1	2	3	4
Data Sources	Facility utilisation		2		
	GIS/Social mapping		2		
	Demographics/community profiles		2		

Tools

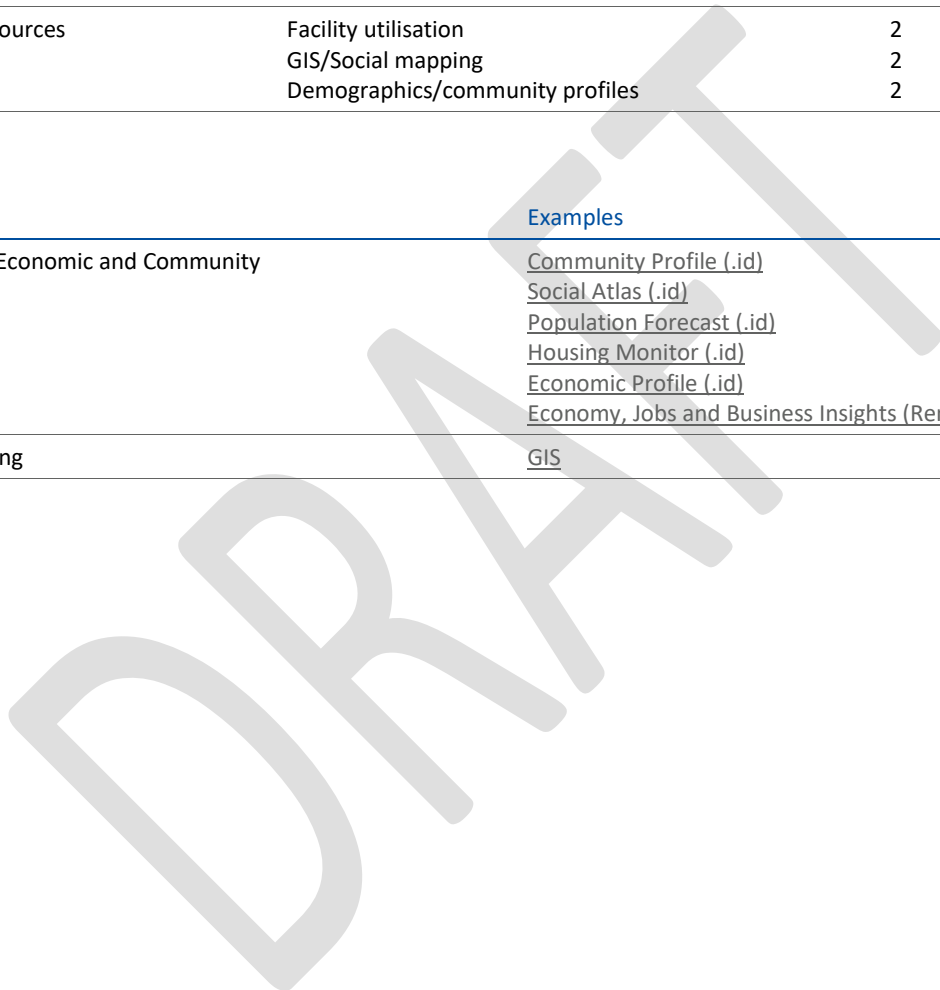
Examples

Socio-Economic and Community

- [Community Profile \(.id\)](#)
- [Social Atlas \(.id\)](#)
- [Population Forecast \(.id\)](#)
- [Housing Monitor \(.id\)](#)
- [Economic Profile \(.id\)](#)
- [Economy, Jobs and Business Insights \(Remplan\)](#)

Mapping

[GIS](#)



9.4 Casual Hire of Community Facilities Policy

SUMMARY: Community Planning Project Officer, Emma Hayton

Tenants in Council owned and managed facilities are, in most instances, permitted to hire out their facility to the wider community on a casual basis. This assists in optimising community use of Council facilities. In April 2016, Council introduced the Interim Guidelines for the Casual Hire of Community Facilities (Attachment 1), which tenants must follow. The draft Casual Hire of Community Facilities Policy (Attachment 3) and Casual Hire of Community Facilities Handbook (Attachment 4) are intended to replace the Interim Guidelines. These documents provide a clear policy position and practical support to all facility managers undertaking casual hire arrangements.

RECOMMENDATION

That Council resolve to:

1. **Adopt the draft Casual Hire of Community Facilities Policy in accordance with Attachment 2.**
2. **Approve the draft Casual Hire of Community Facilities Handbook in accordance with Attachment 3.**
3. **Note Council's Executive Management Team will approve any future updates to the Casual Hire of Community Facilities Handbook that are consistent with Council's Policy.**
4. **Approve the waiving of adopted fees for public liability insurance cover for new bookings by individuals casually hiring Council's community facilities.**
5. **Approve the removal of fees for public liability insurance cover for individuals casually hiring Council's community facilities from the annual fees and charges schedule from 1 July 2022.**

1. INTRODUCTION

The Interim Guidelines for the Casual Hire of Community Facilities (the Guidelines) were introduced in April 2016. This document (refer to Attachment 1) was developed in response to escalating episodes involving anti-social behaviour requiring a Police response and culminating in a significant incident that occurred during the casual hire of a Council community facility. The incident prompted a review, carried out in 2015 by ASR Research, of the casual hire arrangements at all Council owned and managed facilities.

The review recommended the development of a set of policy directions and procedures that ensured a consistent approach to casual hire and addressed community safety concerns. The aim of the Guidelines is to provide a consistent process for casual hiring and reduce the risk associated with this activity. The Guidelines apply to the casual hire of Council owned or managed facilities, and community owned facilities on Council land, by community organisations, groups and individuals. The Guidelines were intended to be in place in an interim capacity to provide guidance while a policy was developed. The Guidelines have been in place longer than anticipated due to changes to the responsible department and staffing capacity.

Council's priority is to optimise use of our facilities by the community, including casual users, while adequately managing the associated risks. Feedback from facility managers has indicated that the introduction of the Guidelines has resulted in a drop of the number of casual hire bookings being made, with anecdotal evidence provided that strict security bond requirements are a key barrier for hirers. The development of the Casual Hire of Community Facilities Policy (refer to Attachment 3) aims to strike a balance between ease of access to Council facilities by community and risk management and the needs of facility managers, and to provide support to facility managers on best practice for the management of casual bookings.

The cost of public liability insurance cover for individuals is perceived as a barrier to the casual access of community. A review of the process and cost of public liability insurance provided by Council to individuals hiring Council facilities has been undertaken to identify options aimed at reducing this barrier.

2. DISCUSSION

2.1 Background

Council owns more than 250 community facilities which are available for community use, including facilities owned by Council and those owned by others on land which is Council owned or managed. The management arrangements in place for these community facilities include direct Council administration, and occupancy under a lease, licence or seasonal tenancy agreement. Many of these facilities are available for the public to hire out on a casual basis. Where a facility is occupied under a tenancy arrangement, it is the responsibility of the tenant to undertake the casual hire process.

The broad mix of facility managers means that there is not one single approach to casual hire arrangements, which can expose Council to increased risk and result in inconsistent and inequitable access for the community. Council has previously faced challenges relating to casual hire, specifically inappropriate use, including vandalism and anti-social behaviour. As a result, the Guidelines were introduced in 2016 to provide a consistent process for the casual hire of Council facilities.

2.2 Response to the Interim Guidelines for Casual Hire of Community Facilities

Following the introduction of the Guidelines, a number of facility managers reported a reduction in the number of casual bookings, which they attributed to the strict application of security bonds, which many hirers could not afford, or did not want to pay. A particular concern was that the Guidelines did not allow facility managers the autonomy to assess a range of factors and apply a suitable bond. For example, the Guidelines require that all weekend events with alcohol served, pay a bond of \$1,000. This amount applies if the event was a business networking lunch for 20, or an 18th birthday party for 150, despite the two having very different risk profiles.

Facility managers also reported that the increased requirements were difficult for volunteer committee members to manage. The requirement that all bookings must be made four weeks in advance was highlighted as an issue with many hirers seeking less than four weeks ahead of the planned event. Several facility managers reported that they no longer accepted casual bookings due to the requirements of the process.

A survey of facility managers undertaken as part of the development of the proposed Policy indicated that the majority of respondents believe the introduction of the Guidelines have resulted in over-regulation and/or discouraged bookings. Council officers believe that the Guidelines are too restrictive in some areas, and do not adequately address the relevant issues in other areas, which has impacted the ability of facility managers to continue offering casual access to the facility.

2.3 Casual Hire of Community Facilities Policy and Handbook

The proposed Policy aims to provide a framework for facility managers to develop a comprehensive casual hire process that optimises community use of facilities, increases access and participation, and promotes responsibility toward facilities. The Policy sets out mandatory and recommended conditions for casual hire.

To further assist facility managers, the Casual Hire of Community Facilities Handbook (refer to Attachment 4) has been developed to sit alongside the Policy and provide practical support in meeting the requirements of the Policy. It also provides template booking request forms, terms and conditions and confirmation of hire that, if used, ensures that all requirements of the Policy are met. The template documentation has scope for managers to provide facility specific information as required.

A Quick Reference Guide (refer to Attachment 5), based upon the contents of the Policy, provides a summary of the key process and requirements for hirers who are considering hiring a Council community facility. This overview answers a series of 15 frequently asked questions, including topics relating to booking processes, security and risk requirements and regulations relating to alcohol, food and noise.

2.3.1 Scope

The Policy applies to the casual hire of all Council owned facilities and community owned facilities on Council land, including community centres and halls, early years' facilities, senior citizens' centres, sporting pavilions and Scout and Guide Halls. It does not apply to regular hire, commercial tenants, or areas of open space. Active sportsgrounds and fields of play are also excluded on the basis that seasonal tenants in sporting facilities are not permitted to hire out their sportsground, with all casual hire being managed by Council under the Sporting Reserve and Facility Usage Policy.

2.3.2 Mandatory Conditions

The Policy sets out a number of mandatory conditions which must be applied to all casual hire bookings. These conditions focus on reducing the risks to Council, the facility, the facility manager, and users. A number of these conditions remain as per the Guidelines, however, there has been a notable change in the requirements relating to security bonds. These changes are in response to feedback from facility managers and Council officers and aim to strike a balance between risk mitigation, regulations, and community access. Attachment 2 sets out the changes between the Guidelines and the Policy, as well as an overview of new inclusions in the Policy.

2.3.3 Casual Hire of Community Facilities Handbook

The Casual Hire of Community Facilities Handbook (the Handbook) (refer to Attachment 4) has been created as a “how to” guide to support facility managers to develop casual hire processes and implementing the requirements of the Policy. The Handbook provides more detailed explanations of mandatory and recommended conditions to assist facility managers in understanding why they have been included, how to implement them and, where appropriate, where to find further information. The Handbook sets out each topic in alphabetical order to enable quick and easy access to the information being sought.

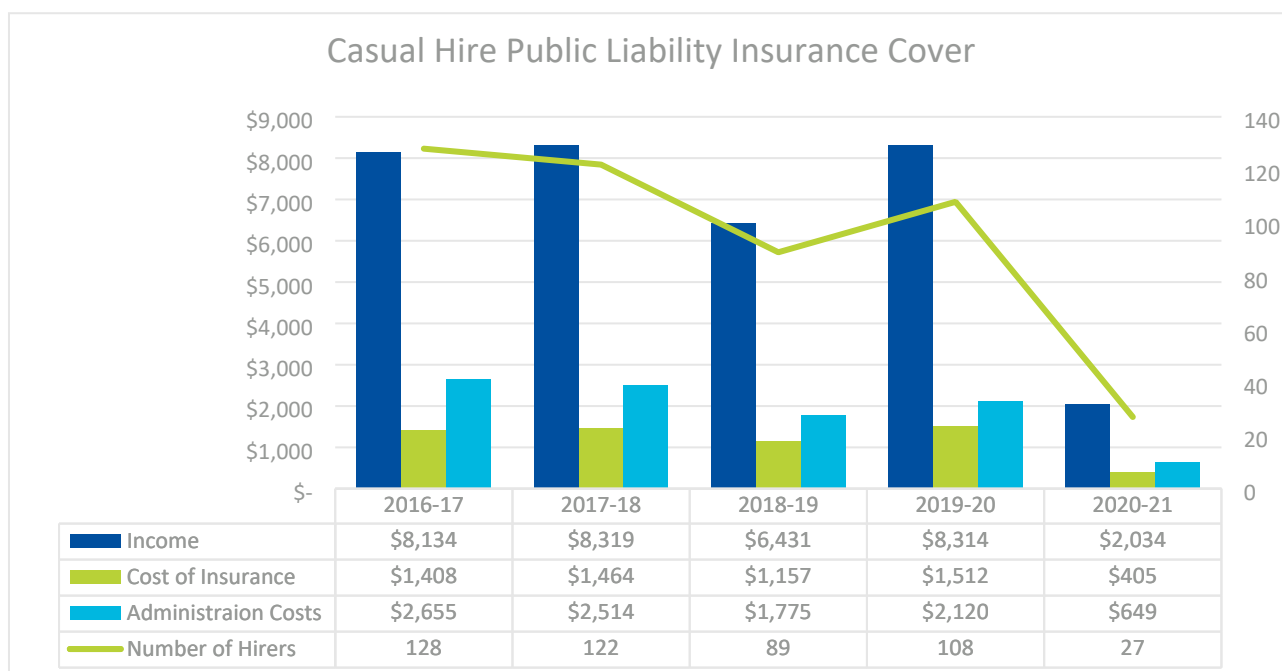
The Handbook also provides template documentation. Included is a sample booking process, template application for hire and terms and conditions and template confirmation of hire. Facility managers are not required to use the templates, but by doing so, they will be ensuring that the terms and conditions of hire meet the requirements and recommendations of the Policy. The terms and conditions have been colour coded to denote mandatory, recommended, and facility specific conditions and can be adapted as required.

2.3.4 Public Liability Insurance

All users of Council’s community facilities must hold \$20million public liability insurance cover for the period of their use. Council offers public liability insurance for individuals who require cover. The cost of public liability is currently \$83 (including GST) per day for bookings of up to 100 guests, and \$130 (including GST) for 101 or more guests. In some instances, the cost of public liability cover exceeds the cost of the booking fee, and it can be a barrier to access, particularly for smaller facilities.

Chart 1 below shows the income and cost of Council’s public liability insurance provision to casual hirers for the past five years, including the quantum paid to Council’s insurer and administration costs. The costs incurred are covered by the charge to hirers with a small surplus to Council. It should be noted that the reduction in the number of bookings in 2020-2021 is due to limited access to facilities due to COVID-19 restrictions.

Chart 1



Benchmarking at neighbouring Councils showed that Knox public liability insurance charges are significantly above average. Table 1 below shows the fees charged.

Table 1

Council	Cost 1	Cost 2
Knox	\$83 (up to 100 guests)	\$130 (101 or more guests)
Yarra Ranges	\$15	N/A
Maroondah	\$16.50 (events without alcohol)	\$33 (events with alcohol)
Monash	\$27	N/A

To improve opportunities for casual hire and reduce financial barriers, the charge for public liability insurance cover could be reduced. There are several options:

- Cost recovery – the fee covers the insurance and administration costs incurred by Council;
- Basic fee – the cost of the insurance premium paid by Council only is recovered; and
- Zero fee – Council absorbs the cost of the insurance and administration.

The current process for obtaining public liability insurance requires hirers to attend the Knox Civic Centre in person to provide evidence of a booking at a community facility and pay the fee. They are then provided with a receipt which they must produce to the facility manager to confirm cover is in place. This process can be improved regardless of the fee charged, however, the biggest reduction in administration costs would come from implementation of the zero fee option.

The zero fee option would allow the process to be undertaken online via an online form submitted by facility managers. It is desirable to move to an online process even if payment is still required; however, if a fee is charged, it is anticipated that administration costs would remain approximately the same. Table 2 below sets out the anticipated costs for each option, based on 112 bookings, which is the average for the period between 2017-18 and 2019-20. Data from 2020-2021 was excluded to avoid COVID-19 restrictions skewing the average.

Table 2

Option	Fee (Excl. GST)	Income	Insurance Cost	Admin Cost	Total Cost	Profit/(Loss)
Status Quo	\$75	\$8,451	\$1,680	\$2,364	\$4,044	\$4,407
Cost Recovery	\$36	\$4,032	\$1,680	\$2,364	\$4,044	(\$12)
Basic Fee	\$15	\$1,680	\$1,680	\$2,364	\$4,044	(\$2,364)
Zero Fee	-	-	\$1,680	\$291	\$1,971	(\$1,971)

The cost recovery option would result in a fee of \$39.60 (including GST) per day to the hirer. Both the basic fee and zero fee options would require Council to absorb a small loss. The zero fee option results in a smaller loss due to the decrease in administration costs through process improvement. If bookings increase above the average, zero fee remains a better option than a basic fee. The process improvement will also improve administration processes for facility managers.

To improve outcomes for Council, facility managers and hirers, it is recommended that the fee for public liability cover for casual hirers be waived for all future bookings in Council's community facilities, and that the line item for public liability insurance cover be removed from the annual fees and charges schedule from 1 July 2022.

3. CONSULTATION

Consultation was undertaken with a wide range of stakeholders involved with the management of Council's community facilities.

Internal stakeholders included officers who manage occupancy agreements from the Community Wellbeing, Active and Creative Communities, Community Access and Support, Family and Children's Services and Property Departments, as well as specialist officers in the areas of Community Safety, Health Services, and Waste. These officers contributed to the review of the Guidelines and development of policy throughout the project.

All community tenants in Council's community facilities were given the opportunity to provide feedback on the impact of the Guidelines and the proposed Policy.

Victoria Police and the Victorian Commission for Gambling and Liquor Reform were consulted on the proposed Policy. All feedback received during consultation was considered and, where appropriate, incorporated into the Policy.

4. CLIMATE CHANGE CONSIDERATIONS

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

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The adoption of the Policy will ensure clear and consistent requirements are implemented across a wide variety of Council facilities, including those in residential areas. The requirements assist in maintaining the peaceful amenity of the neighbourhood and minimising the risk of noise and other disturbances to those residing near Council's community facilities.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Ensuring facility managers apply appropriate conditions for casual hire assists in protecting Council from issues that may cause a financial impact, such as damage to facilities, vandalism, and security of facilities. The amendments to the security bond requirements protect the facility manager from financial impact and provide an incentive to hirers to take responsibility for the facility. It also reduces the financial barrier to the community which will allow greater access.

Council currently makes \$4,000 profit on public liability insurance cover. Removing this fee will result in a net annual loss of \$2,000, based on average usage of 112 events which would need to be absorbed by Council. An increase in bookings would result in a greater loss; 200 bookings would result in a loss to Council of \$3,300.

7. SOCIAL IMPLICATIONS

There are a wide range of Council facilities that offer casual hire to the community, including community halls, early years' facilities, arts centres and leisure centres. Provision of casual hire of these facilities is a valuable community service which encourages social connection and community cohesion. Adoption of the Policy ensures Council's community facilities are operated in a consistent manner which supports community access while also reducing the risk of anti-social behaviour and associated potential harm.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Neighbourhoods, Housing & Infrastructure

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

Connection, Resilience & Wellbeing

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

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

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

Council officers have undertaken a comprehensive process to develop the Policy and Handbook to provide managers of Council's community facilities with clear guidance that will assist in balancing risk management, legal requirements and best practice with optimal use of Council's facilities. The Handbook is a practical resource which sets out a standard approach to assist volunteer organisations in meeting the needs of the Policy.

Removing the fee for public liability insurance cover will support community groups and members of the public to increase use of Council facilities and improve Council processes.

11. CONFIDENTIALITY

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

Report Prepared By: Community Planning Project Officer, Emma Hayton

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Interim Guidelines Casual Hire Community Facilities [9.4.1 - 7 pages]
2. Attachment 2 Council Report Policy Comparison Casual Hire of Community Facilities Pol [9.4.2 - 4 pages]
3. Attachment 3 DRAFT Casual Hire of Community Facilities Policy 2021 [9.4.3 - 9 pages]
4. Attachment 4 DRAFT Casual Hire of Community Facilities Handbook 2021 [9.4.4 - 31 pages]
5. Attachment 5 Quick Reference Document Casual Hire of Community Facilities Policy 2021 [9.4.5 - 6 pages]

Attachment 1



Dear Facility Manager,

Knox City Council would like to acknowledge the valuable work facility managers do which enables the community greater access to community facilities.

Council has recently completed a review of the *casual hire* of Council community facilities including scout halls. The review, conducted by a consultant included discussions with Council staff, facility advocates, a representative sample of Council community group facility managers and also the scout association. Council also took the opportunity to benchmark with other Councils to establish best practice in community facility management (for casual hire).

The outcomes of the review established that, overall, facility managers have good processes in place to manage the casual hire of Council community facilities. However, there were some inconsistencies identified across facilities particularly in relation to functions where alcohol is to be available. Facility managers indicated that they would appreciate clearer guidelines to manage risk and safety particularly associated with events/ gatherings that involve alcohol.

In response to the review findings, interim guidelines have now been developed and are supported by Council to provide a consistent process for the casual hiring of Council owned facilities and community owned facilities on Council land.

The most significant changes to the process are in relation to the hire of a facility where alcohol is included and also the notice required for bookings to enable realistic clarification of the identity of the hirer/s, appropriate insurances and permits are in place.

The interim guidelines are attached and it is recommended that they should now be implemented. If you need any support or further clarification in relation to implementation of the guidelines please contact your facility advocate.

Yours Sincerely

A handwritten signature in black ink, appearing to read "K Stubbings".

Kerry Stubbings
Director Community Services

pg. 1

Interim Guidelines For The Casual Hire of Community Facilities

Revised April 2016

Introduction

Council owns and maintains over 200 community facilities and vast areas of open space which are available for community use. Currently there is a mix of hiring arrangements in relation to the casual hire.¹ This includes clauses in seasonal tenancy agreements, leases, licences, arrangements with committees of management, community organisations and direct Council administration. This broad mix of hiring arrangements has the potential to expose Council to increased risk and does not support equitable access or consistency for the community.

The casual hire of community facilities has presented a number of challenges for Council in relation to inappropriate use including vandalism, and anti social behaviour. In 2007, there was a rise in incidents following parties at community facilities which required a police response. This resulted in a review of the casual hiring arrangements with changes being implemented to hire practices including: ceasing of hire for 18th and 21st birthday parties; and the requirement of Party Safe registration with Victoria Police for any parties.

In 2014, notwithstanding these measures, a further significant incident occurred following a party at a Council managed community facility. This highlighted the need to conduct a review of the casual hire arrangements for all Council owned and managed facilities to provide a consistent, and equitable approach to manage risk.

In December 2014, ASR Research was engaged to conduct the review of the casual hire of community facilities and open space. The objective of the review was to establish:

- Suitability and effectiveness of Council's current policies and process with respect to the casual hire of community facilities and passive open space and,
- Recommend a set of policy directions and procedures which when implemented will:
 - Ensure a consistent and equitable approach to the casual hire of community facilities and passive open space; and
 - Address community safety concerns associated with the hiring of facilities and open space.

¹ Casual hire refers to the once off use of a facility where a fee is payable and may be for a community or private function for the purpose of training, meetings, recreation activities or celebrations such as birthday's, engagements, Christmas or awards ceremonies.

A report on the review and recommendations to support improved coordination of the casual hire of community facilities and community infrastructure in passive open space was provided to Council's Executive Management Team (EMT) in October 2015. This included the development of a new policy, procedures, resources, training and development to better support council staff and community facility managers in their role. EMT further supported that Council's Property Management unit lead this work pending appropriate resources.

These interim guidelines have been developed to support facility managers for the casual hiring of community facilities pending the development of Council policy and procedures.

Interim Guidelines

Scope

The interim guidelines apply to:

- The casual hire of Council owned or managed facilities and community owned facilities on Council land by community organisations, groups and individuals.

The interim guidelines do not apply to the casual hire of open space².

Objective

To provide a consistent process for the casual hiring of Council owned facilities and community owned facilities on Council land.

Risk Management

Knox Council is a local government authority with over 70 worksites, approximately 250 occupiable buildings, extensive infrastructure assets and services ranging from family and children's services to construction.

Risk is inherent in all of the functions and activities of Council, and in the wider environment. By integrating risk management into the way Council conducts its business, action can be taken to minimise Council's uncontrolled exposure to risk and therefore provide the optimum path to achieve Council's goals. Risk cannot be totally avoided, but can be effectively identified and managed.

Following consideration of Council's Integrated Risk Matrix a rating of **medium** has been allocated to the casual hire of council facilities. Further information on the risk management process can be found at [Council's Risk Management Framework](#). The interim guidelines have been developed in line with risk control measures outlined in this framework.

² Open space is to be considered via a working group convened to address issues specific to open space and do not form part these interim guidelines.

properties (as per the Environmental Protection Authority Residential Noise Regulation, 2008 and the Knox Good Neighbour Guidelines, 2011).

Occupational Health and Safety

- The Facility Managers/Booking Officers are responsible for ensuring that the hirer of the facility is aware of the Occupational Health and Safety requirements;
 - Electrical safety requirements – *hirers to ensure that all electrical appliances brought onto the site have been tested and tagged by a qualified tester and electrical equipment are set up correctly and used safely;*
 - First aid – *Council facilities are not required to provide first aid kits for community use. Hirers should ensure access to first aid requirements;*
 - Emergency Evacuation Procedures – *hirers to be aware of the evacuation procedures of the facility;*
 - Hirers must not permit smoking within the facility or within 4 metres of the entrance to the facility.

Alcohol

- It is illegal for an adult or a minor to give alcohol to someone who is underage without parental consent (Secondary Supply Legislation (Victoria) November 2011);
- Facility Managers/Booking Officers must inform hirers using Council facilities that they are not permitted to sell liquor or to include liquor in the price of an entry fee. In the situation where a facility occupier already has an existing liquor licence, they are required to adhere to the existing terms and conditions of the existing licence and those of Council, including adhering to consumption hours.

Permits

- The hirer is responsible for obtaining any permits/registrations/arrangements, where applicable and must be sighted when booking the facility. Examples of permits that may be required:
 - A **liquor licence** is generally not required for private events where alcohol will be supplied free of charge. It is advised that information regarding the requirements for a temporary liquor licence are checked via the **Victorian Commission for Gambling and Liquor Regulation (VCGLR)** website;
 - Where food is to be sold a **Food Handling** permit must be obtained via this link: https://streatrader.health.vic.gov.au/public_site. Information regarding safe food handling can be found via the **Victoria Government - Department of Health website**.

Specific Hire Arrangements and Processes for activities over weekend periods where alcohol is to be consumed:

Any activity during the period of 3.00pm Friday to 8.00am Monday, where alcohol is to be consumed and inclusive of hire processes detailed above, the hirer is required to additionally provide:

- Documentary evidence of the engagement of licensed³ security officers which is to include the company name and ABN.
Ratio of Security Guards: As a general rule the ratio of security guards to patrons at an event is **1:75 patrons** – any additional patrons over this number up to 100 requires two security guards. Please contact **VCGLR** for further information,
- Council venues such as the Rowville Community Centre, Knox Arts Centre, Bayswater Youth Centre and Ferntree Gully Community Centre will also require the hiring of a Council Duty Officer (at the hirers expense),
- A **bond** amount of **\$1,000.00** is required for events under this section.
- Hirers should be encouraged **not** to advertise the event on open social media and ensure it is **strictly** by invitation only.

Casual Hire Exclusions

Council facilities are **not to be** hired for gambling activities or night club activities where an entry fee is to be charged. This includes ticketed dance parties.

³ Private Agents Act 1966;

Appendices

The following resources can be used by Facility Managers and Booking Officers to support the provisions within the interim guidelines:

EPA Noise from Public Premises Guidelines

<http://www.epa.vic.gov.au/>

Electrical 'Testing & Tagging' of Equipment

<http://www.ohsrep.org.au/ohs-in-your-industry/labour-hire/electrical-equipment-what-are-the-lawsguidelines>

Food Handling Permit

https://streatrader.health.vic.gov.au/public_site

Good Neighbour Guidelines

http://www.knox.vic.gov.au/Files/Leisure/Good_Neighbour_Guidelines_2011.pdf

Liquor Licence

<http://www.vcglr.vic.gov.au/>



This document explains the differences between the Interim Guidelines for the Casual Hire of Community Facilities (the Guidelines) and the Casual Hire of Community Facilities Policy.

1. Purpose and 2. Context

The purpose of the Policy and Handbook remains the same – to provide a framework for the casual hiring of Council facilities to minimise risk and optimise community use. The information in the introduction of the Guidelines has been rewritten to fit within the purpose and context sections of the Policy. Reference to the research carried out to develop the Guidelines has been omitted for conciseness.

3. Scope

The scope of facilities that are required to adhere to the Policy remains the same. A list of examples is provided for clarity. The Guidelines excluded only open space; the Policy clarifies that regular hire and commercial organisations are excluded. The Policy also excludes sportsgrounds and playing fields. Seasonal tenants are not permitted to hire out sportsgrounds and the casual booking process is managed by Council under the Sporting Facility and Reserve Usage Policy.

4. Definitions

This section has been included in line with the Council policy template. It includes definitions of the different types of facilities and facility managers for clarity, as well as other important terminology.

5. Council Policy

The objectives have been updated from a broad overview of providing a consistent process in the Guidelines to a more specific set of desired outcomes in the Policy. The desired outcomes are appropriate hire arrangements, clear documentation, consistency and risk minimisation.

Updates and Amendments to the Interim Guidelines

Bookings

The Guidelines require bookings be finalised with signed forms a minimum of four weeks in advance of the booking. Hirers must be 18 years of age and provide photo identification for proof of age and address, Party bookings must register with PartySafe Victoria a minimum of four weeks in advance.

The Policy permits facility managers to create their own booking process, which provides greater autonomy over bookings. Allowing facility managers to create their own process recognises the varied nature of Council's tenants and ensures each can work within its staffing and technological capacities. For example, the booking process used by an organisation with multiple facilities, regular casual hire, and paid staff will not be the most appropriate for a volunteer run organisation managing one facility with low demand for casual hire. The four week advance booking requirement has been removed to increase community access.

Bonds

The Guidelines require bonds to be paid for all bookings. The intention is that bond amounts should be in line with the amounts set out in Council's Fees and Charges Schedule, however this is not explicitly stated in the Guidelines.



Community Facilities Planning Policy – Version Comparison

The bond is to be used in case of damage, additional cleaning requirements or breach of hire agreement. The bond is to be kept for 14 days before it can be returned.

The Policy sets out greater detail in relation to the purpose of the bond and how it should be handled, including in the situation when the costs are higher than the security bond. The security bonds are linked to the Council fees and charges schedule, which have been renamed as level 1, level 2 and level 3, where level 3 is the highest quantum. The Policy requires that all bookings are charged a security bond, but allows facility managers to determine the level of bond, based upon an assessment of risk factors, including consumption of alcohol, number of attendees, activity and previous history with the hirer.

For all bookings of more than four hours, where alcohol is consumed, and that has an attendance of more than 75, it is mandatory that hirers pay a level 3 bond. If a mandatory level 3 bond is required, the hirer must also register the event with PartySafe at least one week in advance and engage licensed security services, and the event must be by direct invitation only. If the facility is a Council managed facility, a Council duty officer must also be present. This applies regardless of the day or time of the event, in line with feedback from Victoria Police.

Public Liability Insurance

Public liability insurance cover for the booking date is a requirement under the Guidelines and Policy. The Policy sets out the minimum level of cover of \$20million, which was not specified in the Guidelines.

Noise/Music

Noise and music is required to be kept within the EPA Guidelines for Residential Noise in relation to time and noise level in both documents. The Policy provides greater detail in relation to these requirements and clarifies the difference between available booking times and noise restriction times.

Occupational Health and Safety

Both the Guidelines and the Policy set out requirements in relation to electrical safety, first aid, emergency evacuation and smoking. The Policy bans smoke machines at community managed facilities, and pyrotechnics at all facilities. Lit candles can be permitted at the discretion of the facility manager. The Policy requires that the capacity is not exceeded and that entry and exit points are kept clear of obstruction.

Alcohol

Under both documents, hirers are not permitted to sell alcohol or include alcohol in the price of an entry fee. Hirers are required to adhere to the terms of the liquor licence if this is in place at the facility.

The Guideline include a reference to the supply of alcohol to minors. This has been deleted in the Policy as the Policy is directed at facility managers, not the hirers themselves, and applies beyond the scope of casual hire arrangements.

Permits

In the Guidelines, the permit section requires hirers to obtain any relevant permits. It refers to liquor licensing, although permits are generally not required for private events where alcohol is provided free of charge. Food permits are required and hirers are directed to the Streatrader website for temporary food permits.

The Policy requires relevant food permits to be obtained with evidence provided prior to the booking. Food permits are only required if food is being sold.

Specific Processes for Weekend Activities

The Guidelines set out specific requirements for weekend bookings with alcohol, including engagement of licensed security guards and a bond of \$1000. Hirers should be encouraged to avoid advertising events in social media and for Council managed facilities, a duty officer must be in attendance, at the hirer's expense.



Community Facilities Planning Policy – Version Comparison

The Policy does not distinguish between weekend and weekday bookings and therefore this section has been removed. Processes for higher risk events have been addressed in the section on security bonds.

Casual Hire Exclusions

The Guidelines exclude hire for gambling activities and night club activities where an entry fee is charged. The Policy excludes casino nights and gambling. Minor gaming activities, such as raffles and bingo, are permitted for fundraising purposes where a permit has been obtained. It also excludes adult entertainment.

Appendices

The appendices have been removed as all supporting documentation is available in the Casual Hire for Community Facilities Handbook.

Additions to the Casual Hire of Community Facilities Policy

The following requirements have been included in the Policy, which were not previously addressed in the Guidelines.

Indemnity

The Hirer must agree to indemnify Council and the facility manager against claims, actions, etc., as a result of the hire.

Child Safe Standards

The hirer must comply with the requirements of the Child Safe Standards if they provides services for children, or are required to comply for another reason set out in the Child Wellbeing and Safety Act 2005 (Vic).

Public Health Orders

The Hirer must comply with all public health orders, including COVID-19 restrictions such as QR codes, density limits, capacity and vaccination requirements. Facility Managers must provide all relevant information to ensure the Hirer can adhere to the requirements in place.

Transfer of Booking

The Hirer cannot transfer the booking to another party, unless the facility manager consents to this.

Responsibility and Supervision

A representative of the hirer must remain at facility at all times during the event and ensure those aged under 18 are appropriately supervised at all times. Bookings often include set up and pack down times, and the facility does not need to be attended during those periods, only during the event.

Key Collection and Return

Keys provided to hirers must be collected and returned at a mutually suitable time. If keys are not returned or lost, Council retains the right to change the key and/or locks. The facility manager can deduct this cost from the bond, and the hirer is liable if the cost exceeds the bond.

Availability of Venue

The facility manager is only permitted to hire out the facility during the permitted times of use. For example, if a tenant only has access to the facility on weekdays, it cannot offer casual hire on weekends.

Accessing and Exiting the Facility

The facility can only be accessed during the times of booking. When exiting, the hirer and guests must leave in a quiet and orderly manner and lock and alarm the facility.

Damage



Community Facilities Planning Policy – Version Comparison

The hirer is not permitted to decorate in any way that would cause damage to the facility. Decorations and displays must be approved by the facility manager.

Cancellation

The facility manager may cancel the booking if the facility is needed for emergency maintenance, closed due to Council use as an emergency relief facility or in accordance with bushfire protocols, or the hirer breaches the hire agreement.

Signage

Signage displayed by the hirer must be in line with Council's Community Signage on Council Open Space Policy.

Animals

The facility manager can determine whether animals are permitted, however service animals must always be allowed. Where the outdoor space is shared or publically accessible, Council approval must be obtained before animals are brought into the outdoor space.

Recommended Conditions

The Policy recommends that facility managers include additional clauses to support their casual hire process, however these are not compulsory, as they do not relate to risk, building condition or legal requirements. These conditions are:

- The hirer must keep the facility clean throughout the hire and undertake all required cleaning tasks at the end of the hire period.
- The hirer must carry out all set up and pack down of equipment, and this must be included in hire times.
- The facility manager may charge a cancellation fee.
- The facility manager must provide prior consent for the sale of food or refreshments.
- The facility manager is under no obligation to provide any equipment.
- No cash is to be left at the facility by the hirer.

Additional Conditions for Council Managed Facilities

If the facility is managed by Council officers, a Council duty officer must be present during higher risk bookings (this is a requirement of the mandatory level 3 security bond). The cost of the duty officer must be paid by the hirer.

Hire Fees

Hire fees for Council managed facilities are determined as part of the fees and charges schedule and revised annually. Fees for community managed halls are set by the facility manager and must be transparent, fair and equitable and promote participation.

6. References

References have been inserted in line with the Council policy template.

7. Administrative Updates

This section has been included as per the Council policy template.



Casual Hire of Community Facilities Policy

Policy Number:	To be issued by Governance	Directorate:	Connected Communities
Approval Date:	22 November 2021	Responsible Officer:	Manager Community Wellbeing
Review Date:	3 Years from Meeting Date	Version Number:	1

1. Purpose

The Community Facilities Casual Hire Policy (the Policy) provides an overarching framework for the hiring of Council community facilities.

Council is committed to ensuring a consistent and transparent approach is undertaken when hiring facilities to the community, and considers the needs of the intended hirer, other facility users and the wider Knox community.

The following objectives provide the framework for the establishment of a safe, equitable and transparent hire structure:

- Efficient and effective use of facilities to meet demonstrated community needs consistent with the Community and Council Plan;
- Optimise use of Council's community facilities and provide equitable access for the Knox community;
- Increase community access and participation in a wide range of leisure, social, cultural and educational activities; particularly to disadvantaged and socially isolated groups;
- Promote and encourage positive user attitudes and a sense of responsibility towards facilities;
- Ensure reliable reporting and legislative compliance, and the safe and effective management of associated risk issues; and
- Provision of a comprehensive and easy to understand facility hire process, which details the responsibilities of Council, casual hirer user groups, and individuals.

2. Context

Council has a number of facilities which can be hired by members of the public. These include facilities owned by Council and those owned by others on land which is Council owned or managed. Facilities can be classified into two categories: Council Managed Facilities (facilities managed directly by Council) and Community Managed Facilities (facilities managed by an external organisation).

The casual hire of community facilities has presented a number of challenges for Council, in particular, inappropriate use including vandalism and anti-social behaviour. Interim Guidelines for the Casual Hire of Community Facilities were implemented in 2016 to support Facility Managers with the casual hiring of community facilities.

This policy sets out the requirements that Facility Managers must adhere to for the casual hiring of facilities to other organisations or individuals to ensure they are managed responsibly and in line with Council and legislative requirements.



3. Scope

This Policy applies to Casual Hire at all Council Facilities, including, but not limited to, those detailed below:

- Community halls and meeting rooms;
- Community centres and neighbourhood houses;
- Kindergartens and playgroups;
- Senior citizens centres;
- Sporting pavilions;
- Scout and Guide halls;
- Rowville Community Centre;
- Carrington Park Leisure Centre;
- Knox Community Arts Centre; and
- Ferntree Gully Community Centre.

This Policy does not apply to the Regular Hire of Council Facilities, Commercial organisations occupying Council facilities, active sportsgrounds and fields of play, areas of open space and Knox Civic Centre.

4. References

The Casual Hire of Community Facilities Policy is supported by the following documents and legislation.

6.1 Community & Council Plans – Key Directions

- Neighbourhoods, housing and infrastructure
- Connection, resilience and wellbeing
- Civic engagement and integrity

6.2 Relevant Legislation and resources

- Liquor Licence
www.vcglr.vic.gov.au
- Food Handling Permit
<http://streatrader.health.vic.gov.au/>
- EPA Noise from Public Premises
<https://www.epa.vic.gov.au/your-environment/noise>
- Child Safe Standards
<https://ccyp.vic.gov.au/child-safety/>

6.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

6.4 Related Council documents/resources

- Casual Hire of Community Facilities Handbook
- Leasing & Licensing Policy
- Sporting Reserve Facility Usage Policy
- Smoke Free Festival Events and Council Facilities Policy
- Good Neighbor Guidelines
- Community Signage on Council Open Space Policy

5. Definitions

Casual Hire	A hire arrangement for a one off occasion, or occasional but irregular use.
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Commercial Organisation	A legal entity conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.
Community Managed Facility	A Facility tenanted by a community organisation which manages hire arrangements, or a Facility that is located on Council land but owned by a community organisation which manages hire arrangements.
Community Organisation	A legal entity who provide services, support or activities to the Knox community and operates on a not-for-profit basis.
Council	Knox City Council including employees, agents and Ward Councillors.
Council Managed Facility	A Facility that is directly managed by Council, where a Council Officer acts as Facility Manager.
Event	The part of a hire period where the Facility is used by the Hirer and guests. The hire period may also include set up and set down times.
Facility	A venue for hire located on land which is owned or managed by Council. This includes facilities where Council is the owner of the building as well as facilities owned by other organisations.
Facility Manager	An organisation which manages a Facility, or an appointed person with the responsibility of hiring out the Facility. The appointed person could be a Council employee or a representative from a community organisation.
Hire Agreement	A document, signed by the Hirer, which sets out the terms and conditions associated with the casual use of the Facility.
Hirer	The community organisation, group or individual specified in the Hire Agreement and, where consistent with the context, includes the Hirer's employees, agents, invitees and persons the Hirer allows in the Facility.
Occupancy Agreement	A lease, license agreement or seasonal tenancy agreement between Council and an external organisation that sets out the terms and conditions for the management and operation of a Facility.
Partysafe Program	A program whereby individuals, households and/or organisations running parties can register their parties with Victoria Police.
Public Health Orders	Directions issued by Victoria's Chief Health Officer to contain the spread of disease, including COVID-19.
Regular Hire	A hire arrangement that provides regular use of the Facility, either on an ongoing basis or for a predetermined period of time. It is usually on a weekly or monthly basis.
Security Bond	A security payment made against damage to the building, fixtures and fittings, furniture and/or any cleaning undertaken by Facility Managers resulting from the Hirer's use of the premises.
Victorian Commission for Gambling and Liquor Regulation (VCGLR)	Independent statutory authority that regulates Victoria's gambling and liquor industries.



6. Council Policy

This Policy outlines the requirements for the casual hire of Council Managed Facilities and Community Managed Facilities. The minimum standards ensure that the following objectives are achieved:

Appropriate	Hire arrangements will reflect the best fit for the Facility, the needs of the intended Hirer and those of the wider community.
Documentation	The use of a Facility will be documented in a clear and concise manner that Hirers understand. Hirers must enter into a Hire Agreement between the Facility Manager and Hirer. The Facility Manager must ensure the Hirer accepts the terms and conditions and signs the Hire Agreement form.
Consistent	Mandatory terms and conditions for the management of casual hire of Council Facilities will ensure a consistent approach is undertaken by all Facility Managers.
Risk Minimisation	The process of doing everything possible to reduce the probability and/or impact of a risk.

5.1 Mandatory Conditions

Facility Managers are required to enter into a Hire Agreement with all Hirers of the Facility. The Hire Agreement must include all mandatory terms and conditions as set out in this Policy, along with any additional terms and conditions deemed necessary by the Facility Manager. The Hire Agreement should be signed by the Hirer and Facility Manager. Mandatory conditions covering the following requirements must be included.

5.1.1 Alcohol

All Hirers must adhere to the Victorian Commission for Gambling and Liquor Regulation requirements relating to the provision of liquor. Hirers are not permitted to sell alcohol. This includes the inclusion of alcohol in the price of any entry fee and raffle prizes. If a liquor licence is in place, Facility Managers must advise Hirers of the conditions and Hirers must adhere to these at all times.

5.1.2 Security Bond

Payment of a refundable Security Bond is required prior to the Hirer accessing the Facility. The Security Bond amount must be in line with the requirements set out in 5.5 of this Policy.

The Security Bond is to be held as security for any damage to the Facility, including the surrounds and any equipment or items at the Facility, for any cleaning required if the Facility is left in an unclean condition, or any other breach of the Hire Agreement. The cost of the cleaning, repair or replacement is to be deducted from the Security Bond. In instances where the costs exceed the Security Bond, the Hirer will be liable for the additional cost.

5.1.3 Public Liability Insurance

The Hirer must have public liability insurance cover to a minimum of \$20 million which is valid for the date of hire. A copy of the Hirer's Certificate of Currency must be provided to the Facility Manager prior to accessing the Facility.

5.1.4 Indemnity

The Hirer must agree to indemnify Council and the Facility Manager against all claims, actions, costs, charges, losses, expenses and damages as a result of the hire.

5.1.5 Public Health Orders



Hirers must abide by all Public Health Orders, including COVID-19 restrictions, mandated by the Victorian Government or any other relevant bodies. Facility Managers must provide Hirers with Facility information that enables Hirers to adhere to public health orders, including, but not limited to:

- Density limits;
- Capacity;
- QR code check in; and
- Vaccination requirements.

Facility Managers must provide the Hirer with all necessary information to ensure the Hirer can adhere to the Facility's COVID Safe Plan.

5.1.6 Permitted Hiring Times

Community Managed Facilities must only be hired out during the permitted times of use set out in the Occupancy Agreement.

The number of guests in attendance at the Facility must not exceed the Facility occupancy limit.

5.1.7 Food Provision

If food is to be sold, the Hirer must obtain the relevant food permits and provide evidence to the Facility Manager prior to the booking.

5.1.8 Gambling

Gambling and electronic gaming are not permitted within the Facility. Minor gaming activities, including raffles, bingo and fundraising events may be conducted for fundraising purposes only, where the appropriate regulations are followed. Casino nights are not permitted.

5.1.9 Adult Entertainment

Adult entertainment is not permitted in any form.

5.1.10 Hirer

The Hirer must be aged 18 years or over.

5.1.11 Noise and Music

Noise, music and/or behaviour must not impact on the residents of surrounding properties, as per the Environmental Protection Authority Residential Noise Regulations 2018, and the Knox Good Neighbour Guidelines 2011.

All noise, including musical instruments, stereos, radios, televisions and public address systems, must cease by 10pm Sunday to Thursday, and 11pm Friday, Saturday and the night before a public holiday. Noise must not commence before 7am Monday to Friday, and 9am Saturday, Sunday and public holidays.

A booking may continue beyond these noise restriction times, if permitted under the Occupancy Agreement, however there must be no noise disturbance to residents of surrounding properties in line with the requirements of the Environmental Protection Authority Residential Noise Regulations 2018.

Noise levels from any music, amplification and/or public address systems must not exceed 65dBA.

5.1.12 Child Safe Standards

If the Hirer provides services for children or is otherwise required to comply with the requirements of the Child Wellbeing and Safety Act 2005 (Vic), the Hirer must comply with all requirements of the Child Safe Standards.

5.1.13 Partysafe Program



Hirers must register with the Victoria Police Partysafe Program if an Event meets **all** of the following conditions:

- alcohol is being consumed;
- duration of 4 hours or more; and
- attendance is expected to be more than 75 people.

Proof of registration must be provided to Facility Managers at least one week before the booking date. It is strongly recommended that Hirers who meet some, but not all, of these criteria, register with Partysafe.

5.1.14 Smoking

Smoking is not permitted within any enclosed areas of the Facility or within 4m of an enclosed area of the Facility.

5.1.15 Smoke machines, candles, flames and pyrotechnics

Smoke machines or any form of pyrotechnics are not permitted at Community Managed Facilities.

Smoke machines may be permitted at Council Managed Facilities, subject to the approval of the Facility Manager.

Lit candles may be permitted at the discretion of the Facility Manager.

5.1.16 Security Services

Hirers must engage licensed security officers if an Event meets **all** of the following conditions:

- alcohol is being consumed;
- duration of 4 hours or more; and
- attendance is expected to be more than 75 people.

Evidence of the engagement of security services must be provided to the Facility Manager before access can be permitted.

5.1.17 Transfer of Booking

Hirers are not permitted to transfer the booking to another organisation or individual, without the prior written consent of the Facility Manager.

5.1.18 Responsibility and Supervision

A representative of the Hirer must remain at the Facility at all times during the Event and ensure that all persons under the age of 18 are supervised while at the Facility or within the immediate vicinity.

Invitations to attend the Facility must not be publically posted on social media, and attendance must be by direct invitation only if an Event meets all of the following conditions:

- alcohol is being consumed;
- duration of 4 hours or more; and
- attendance is expected to be more than 75 people.

5.1.19 Key Collection and Return

Keys must be collected and returned at a mutually agreeable time. If a key is lost or not returned, Council will decide whether to replace the key and/or change the lock/s at the Facility. The Facility Manager may retain all or part of the Security Bond to cover the cost of replacement. In line with 5.1.2, in instances where the costs exceed the Security Bond, the Hirer will be liable for the additional cost.

5.1.20 Access to the Facility and Exiting the Facility



The Hirer must not access or use any part of the facility outside the hire period. The Hirer must ensure that attendees leave the Facility and surrounding areas in a quiet and orderly manner at the end of the hire, and that the facility is locked and, where relevant, alarmed.

5.1.21 Safety

The Hirer must ensure that the capacity of the Facility is not exceeded at any time, and that all entry and exit points are kept free from obstruction. Electrical equipment provided by the Hirer must have been tested and tagged, set up correctly and used safely.

5.1.22 Damage to Facility

The Hirer is not permitted to affix nails, screws or other items that pierce any part of the Facility. Approval to hang decorations and displays using other means is only permitted if approved in advance by the Facility Manager.

The Hirer is responsible for any damage caused to the Facility and/or its surrounds during the period of hire.

5.1.23 Cancellation by Facility Manager

The Facility Manager may cancel a booking and refund the hire fee and Security Bond if:

- the Hirer breaches the Hire Agreement;
- the Facility is required by Council for use as an emergency relief facility;
- the Facility is affected by a maintenance issue; or
- the Facility is closed in accordance with Council's Declared Fire Danger Ratings Procedure.

5.1.24 Signage

Any signage displayed at the Facility in relation to the Hirer's use of the Facility, must comply with Council's Community Signage on Council Open Space Policy.

5.1.25 Animals

The Facility Manager may determine whether animals are permitted in the Facility. Service animals must always be permitted.

If the Facility's outdoor space is shared or publically accessible, the Facility Manager must seek written approval from Council before permitting Hirers to bring animals into the outdoor space.

5.2 Recommended Conditions

It is recommended that the following terms and conditions are included within the Hire Agreement.

5.2.1 Cleaning

The Hirer must ensure that the Facility is kept in a clean and tidy state throughout the period of hire, and ensure that all cleaning tasks required by the Facility Manager are undertaken at the end of the hire.

5.2.2 Set Up/Pack Up

It is the responsibility of the Hirer to set up and clear away all equipment and furniture, including returning items belonging to the Facility to their original location and removing all items belonging to the Hirer from the Facility. Set up and pack up times must be included within the hire period.

5.2.3 Cancellation by Hirer

A reasonable cancellation fee may be charged by the Facility Manager, if it is specified in the Hire Agreement.

5.2.4 Food Provision

The Facility Manager must provide prior consent for the Hirer to sell food or refreshment at the Facility.

5.2.5 Equipment



The Facility Manager is under no obligation to provide any equipment to the Hirer.

5.2.6 Cash Handling

No cash is to be left at the Facility by the Hirer at any time.

5.3 Additional Conditions for Council Managed Facilities

5.3.1 A Council Duty Officer must be on site at all times for the duration of the Event if it meets **all** of the following conditions:

- alcohol is being consumed;
- duration of 4 hours or more; and
- attendance is expected to be more than 75 people.

5.3.2 If a Duty Officer is required in line with 5.3.1, the cost of the Council Duty Officer must be paid by the Hirer.

5.4 Hire Fees

5.4.1 Hire fees for Council Managed Facilities are determined by Council as part of its Fees and Charges Schedule (annually revised).

5.4.2 Hire fees for Community Managed Facilities are to be set by the Facility Manager and must transparent, fair and equitable and promote participation.

5.5 Security Bond

A Security Bond must be paid by the Hirer as security against damage to the building, furniture, fittings and any cleaning undertaken as a result of the Hirer's use of the premises. Security Bond amounts are determined by Council as part of its *Fees and Charges Schedule* (annually revised), and must be paid in full prior to the hire date. Facility Managers will be advised of the revised Security Bond rates at the commencement of Council's Financial Year in July annually.

2021 – 2022 Security Bond Fees		
Level 3 Security Bond	Per Function	\$1175.00
Level 2 Security Bond	Per Function	\$700.00
Level 1 Security Bond	Per Function	\$360.00

The Security Bond for each booking must be determined by the Facility Manager in line with the requirements below.

5.5.1 Mandatory Level 3 Security Bond

It is mandatory that a Level 3 Security Bond be applied to any Event which meets **all** of the following criteria:

- Alcohol is being consumed;
- Duration of 4 hours or longer; and
- Attendance of more than 75.

If the Mandatory Level 3 Security Bond is applicable, the following terms and conditions are compulsory, as per relevant clauses above:

- The Event must be registered with the Partysafe Program;
- Licensed security services must be engaged for the duration of the Event;
- The Event must be invitation only; and
- If a Council Managed Facility, a Council Duty Officer must be on site at all times.

5.5.2 Level 1, Level 2 and Level 3 Security Bond



If a booking does not meet all of the criteria set out in 5.5.1 above, the Facility Manager must determine which level Security Bond to apply, taking into account the following considerations:

- Consumption of alcohol
- Number of attendees
- Duration of hire
- Time of hire
- Previous bookings by the Hirer
- Type of activity
- Suitability of venue/amenity for the Hirer's activity
- Occupancy capacity
- Contents of 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. 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.



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Casual Hire of Community Facilities Handbook

1. Introduction

Community facilities in Knox include sports pavilions, community halls, meeting rooms, neighbourhood houses, and a variety of other facilities. They are vital to the community, providing a range of leisure, social, cultural and educational activities.

Council and the community work together to manage these facilities through occupancy agreements that govern the conditions of use. Where included in the occupancy agreements, the Facility Manager is permitted to hire out the facility on a casual basis to local community organisations, groups, businesses and individuals.

To ensure there is a consistent, fair, transparent and safe approach for the casual hire of its facilities, Council has developed the Casual Hire of Community Facilities Policy (the Policy). The Policy sets out the minimum standards for casual hire and must be adhered to by all organisations managing Council facilities.

The Casual Hire of Community Facilities Handbook has been designed as a practical resource to support facility managers in meeting the requirements of the Policy.

2. Scope

The Casual Hire of Community Facilities Policy applies to Casual Hire at all Council Facilities, including but not limited to:

- Community halls and meeting rooms;
- Community centres and neighbourhood houses;
- Kindergartens and playgroups;
- Senior citizens centres;
- Sporting pavilions;
- Scout and Guide halls;
- Rowville Community Centre;
- Carrington Park Leisure Centre;
- Knox Community Arts Centre; and
- Ferntree Gully Community Centre.

The Policy does not apply to the Regular Hire of Council Facilities, Commercial Organisations occupying Council Facilities, active sportsgrounds and fields of play, areas of open space, and Knox Civic Centre.

3. Definitions

Casual Hire	A hire arrangement for a one off occasion, or occasional but irregular use.
Commercial Organisation	A legal entity conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.
Community Managed Facility	A Facility that is managed by a community organisation that manages hire arrangements, or a Facility that is located on Council land but owned by a community organisation that manages hire arrangements.
Community Organisation	A legal entity who provide services, support or activities to the Knox community and operates on a not-for-profit basis.
Council	Knox City Council including employees, agents and Ward Councillors.
Council Managed Facility	A Facility that is directly managed by Council, where a Council Officer acts as Facility Manager.



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Event	The part of a hire period where the Facility is used by the Hirer and guests. The hire period may also include set up and set down times.
Facility	A venue for hire located on land which is owned or managed by Council. This includes facilities where Council is the owner of the building as well as facilities owned by other organisations.
Facility Manager	An appointed person with the responsibility of hiring out the Facility. This person could be a Council employee or a representative from a community organisation.
Hire Agreement	A document, signed by the Hirer, which sets out the terms and conditions associated with the casual use of the Facility. Also referred to as an Agreement for Hire.
Hirer	The community organisation, group or individual specified in the Hire Agreement and, where consistent with the context, includes the Hirer's employees, agents, invitees and persons the Hirer allows in the Facility.
Liaison Officer	The Council officer that is the primary point of contact between Council and the Facility Manager.
Occupancy Agreement	A lease, license agreement or seasonal tenancy agreement between Council and an external organisation that sets out the terms and conditions for the management and operation of a Facility.
Public Health Orders	Directions issued by Victoria's Chief Health Officer to contain the spread of disease, including COVID-19.
Regular Hire	A hire arrangement that provides regular use of the Facility, either on an ongoing basis or for a predetermined period of time. It is usually on a weekly or monthly basis.
Security Bond	A security payment made against damage to the building, fixtures and fittings, furniture and/or any cleaning undertaken by Facility Managers resulting from the Hirer's use of the premises.

4. Requirements and Conditions

The Facility Manager should consider the matters set out in this Section 4 when developing the terms and conditions for casual hire. If something is mandatory under Council's Casual Hire of Community Facilities Policy, it has been noted in each section. Recommended terms and conditions are also included for consideration.

4.1. Access to the Facility

Set up and pack down times must be included in the booking request and the Hirer must not access the Facility outside the hire period. If the Facility is accessed outside the hire period, or if the Hirer has not left the Facility at the end of the hire period, this is a breach of the Agreement and the Facility Manager may retain the Security Bond, as long as this has been set out in the Hire Agreement.

If the Facility has an alarm, the Hirer must ensure that the alarm is correctly disarmed on arrival and armed on departure. Guests and Hirers should leave the Facility in an orderly manner so as not to disturb neighbouring properties.

Mandatory Conditions:

- **The Hirer must not access or use any part of the Facility prior to or beyond the hire period. The booking time stated in the Application must include the time at which the first person will**



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arrive at the Facility to set up and the time that the last person will leave the Facility. Any unauthorised access is prohibited. The Hirer must ensure that:

- the alarm keypad is used correctly to disarm the building on entry and set the alarm on exit;
- all persons attending the Facility must leave in a quiet and orderly manner at the end of the hire;
- all persons have left the Facility and the immediate surround of the Facility by the time stated in the Confirmation of Hire, or, if not stated, by latest time of use as per occupancy agreement schedule; and
- upon exiting the Facility, the Facility is locked.
- If the Facility is accessed outside of the hire period, or if the Facility or the surrounding area is not vacated by the end time of the hire, this will be a breach of the Agreement for Hire and the Facility Manager may retain the Security Bond.

4.2. Adult Entertainment

Facilities may not be used for adult entertainment of any kind.

Mandatory Condition:

- **Adult entertainment is not permitted in any format.**

4.3. Alcohol

The *Victorian Commission for Gambling and Liquor Reform* (VCGLR) sets out the rules for selling, offering and serving of liquor. A liquor licence from VCGLR is required if alcohol is sold or given away (such as in a raffle). A liquor licence is not required for the general consumption of alcohol at parties or functions, if it is not being sold.

Casual hirers are not permitted to sell alcohol. If one or more free alcoholic drinks are included in the price of an entry fee it is considered to be a sale.

If an existing liquor licence is in place at the Facility, hirers must adhere to the terms and conditions, such as the designated area in which alcohol is permitted and the times alcohol can be consumed. The Facility Manager is responsible for informing the Hirer of any requirements under the associated liquor licence. The Facility Manager can also choose to ban alcohol from the Facility.

In the interest of community safety and wellbeing, Council supports environments that promote responsible drinking practices.

More information on liquor licensing and the provision of alcohol can be found at the VCGLR website on www.vcgldr.vic.gov.au.

The Hire Agreement must set out any Facility requirements in relation to alcohol provision and consumption.

Mandatory Conditions:

- **The Hirer must not sell alcohol at the Facility or include alcohol in the price of an entry fee.**
- **The Hirer must not allow alcohol to be consumed at the Facility, unless this is expressly permitted in the confirmation of hire provided by the Facility Manager to the Hirer. If the consumption of alcohol is permitted, then without limiting any of the Hirer's other obligations under this Agreement for Hire, the Hirer must comply with the following requirements:**
 - **The Hirer must adhere to the terms and conditions of the existing liquor licence for the Facility, as notified by the Facility Manager to the Hirer (eg: the designated area/s in which alcohol is permitted, and the times when alcohol can be consumed).**



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- **The Hirer must comply with all requirements of the *Victorian Commission for Gambling and Liquor Reform (VCGLR)*.**
- **The Hirer must comply with any further restrictions set out in the confirmation of hire.**

4.4. Animals

Facility Managers can determine whether animals, such as mobile petting farms, are permitted at the Facility. If allowing access, Facility Managers must obtain public liability insurance documentation from the provider prior to the booking.

If the outdoor area space is shared or publically accessible, the Facility Manager must seek written approval from Council before permitting Hirers to bring animals into the outdoor area.

Service animals must always be allowed.

4.5. Booking Process

Facility Managers can set up their own booking processes to best suit them. It can be online or paper-based. A sample booking process is available in Appendix 1. It is recommended that Facility Managers provide a copy of the terms and conditions to all prospective hirers prior to the Hirer making a booking request. If the Hirer's booking request is accepted, the confirmation must be signed by the Facility Manager, following execution by the Hirer. This provides a written record that the hirer agrees to abide by the terms and conditions. Templates are available in Appendix 2 and Appendix 3 which can be adapted to suit the requirements of your facility.

4.6. Cancellations

On occasion, there is need for a booking to be cancelled by either the Hirer or the Facility Manager. The Hire Agreement should include conditions that set out what will happen in either of these circumstances.

If set out in the Hire Agreement, the Facility Manager may charge a reasonable cancellation fee of either a set amount or a portion of the Hire Fee.

Sometimes the need arises for Council or the building owner to close community access to the Facility, such as for emergency support or maintenance works. The Hire Agreement should alert Hirers to this possibility, and should refund any costs to the Hirer where such an issue forces the cancellation of the booking.

Mandatory Conditions:

- **The Facility Manager may cancel the booking if the Hirer breaches the Agreement for Hire, if the Facility is required by Knox City Council as an Emergency Relief Facility, closed in accordance with Knox City Council's Declared Fire Danger Rating Procedures, or the Facility is affected by flooding, gas leak, electrical outage, blocked drains or other such incident.**
- **In the event of such termination, the Facility Manager will refund the Hire Fees, Security Bond and any other fees charged. The Facility Manager will not be liable to pay any other compensation to the Hirer.**

Recommended Conditions:

- **Where cancellation is received by the Facility Manager less than X days prior to the hire date, a cancellation fee of \$X will apply. Where cancellation is received by the Facility Manager less than 7 days prior to the hire date, a cancellation fee equal to the Hire Fees will apply. Where an ongoing booking is cancelled less than X days prior to the hire date, the cancellation fees will**



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only apply to any bookings within the X day period, not the entire booking. All cancellations or request to change a booking must be made in writing, by email or mail, to the Facility Manager.

4.7. Cash Handling

To ensure the safety and security of the Facility, Council prefers that cash is not permitted to be left in the Facility overnight or when the Facility is not in use.

Recommended Condition:

- **No cash is to be left at the Facility by the Hirer at any time.**

4.8. Child Safe Standards

The Child Safe Standards were introduced to promote the safety of children, prevent child abuse and ensure organisations have effective processes in place to deal with allegations of child abuse. All organisations that provide services and facilities for children are required by law to implement Child Safe Standards. Further information on the Child Safe Standards is available from the Commission for Children and Young People at <https://ccyp.vic.gov.au/child-safety/>.

Facility Managers must comply with the Child Safe Standards if the Facility is hired out to organisations, groups, businesses or individuals that are providing a service or facility for children. The Hirer must also comply with the Child Safe Standards. The Facility Manager is not required to obtain evidence that the Hirer complies with the Child Safe Standards, however the terms and conditions must include an acknowledgement from the Hirer that it is compliant with the Child Safe Standards.

Mandatory Condition:

- **If the Hirer is an applicable entity within the meaning of the *Child Wellbeing and Safety Act 2005 (Vic)* and is not otherwise exempt from the requirements of that Act, the Hirer warrants that it is compliant and will continue to comply with the Child Safe Standards published pursuant to the *Child Wellbeing and Safety Act 2005 (Vic)* (as amended from time to time).**

4.9. Cleaning

The Facility Manager must set out the cleaning process for the Facility and the expectations for how the Facility is to be left at the end of the Hire in the Hire Agreement. This could include a general requirement that the Facility must be kept clean and tidy, as well as more detailed requests such as ensuring crockery and cutlery is washed, dried and put away, locking internal doors, turning heaters and lights off.

Recommended Condition:

- **The Facility must be kept in good order and left in a clean and tidy state, with all specified cleaning tasks carried out at the end of the Hire.**

4.10. Damage to Facility

Hirers are responsible for any damage caused to the Facility during the period of hire. This includes damage caused by putting up decorations or similar items. Hirers must not use nails, screws or other items that pierce any part of the Facility. Facility Managers may provide approval in advance for Hirers to affix decorations using other methods.

Mandatory Conditions:

- **The Hirer must ensure that the floors, walls or any parts of the Facility are not broken or pierced in any way by any nail, screw or any other means. No audio, electrical or TV installation, decorations, posters, advertisements, flags, shields, emblems or any other thing shall be**



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attached, erected, fixed, hung or displayed in or on the Facility, unless approval is provided in writing either in the Confirmation of Hire or in response to a written request from the Hirer. The Hirer is responsible for any damage to the building or any internal part of it caused by any such items.

- **The Hirer is responsible for any damage to the Facility, including the area surrounding the Facility, fences, fittings, furniture, curtains, equipment, and other property at the Facility, that occurs during the hire period or as a result of, or in connection with, the Hirer's hire of the Facility.**

4.11. Equipment

Facility Managers are not obliged to provide any equipment to Hirers. Facility Managers should advise Hirers prior to the booking what is available for use. If equipment is provided, the Facility Manager should ensure that it is maintained in good condition and is safe to use. Any mechanical and electrical equipment must meet Australian Standards, be serviced in line with manufacturer's recommendations. Portable electrical equipment must be tested and tagged by a qualified tester.

All electrical appliances brought into the Facility by the Hirer must be tested and tagged by a qualified tester and set up and used safely.

Facility Managers can decide whether to permit storage of Hirer's equipment at the Facility overnight. If permitted, the Hire Agreement should note that any equipment stored at the Facility is done so at the Hirer's risk.

Recommended Condition:

- **Electrical equipment provided by the Hirer must be tested and tagged by a qualified tester, set up and used safely.**
- **The Facility Manager shall be under no obligation to provide any equipment in the Facility for the hire or to the Hirer under any circumstances.**
- **No equipment may be stored by the Hirer at the Facility without the prior written consent of the Facility Manager. Any equipment stored at the Facility is done so at the Hirer's own risk.**

4.12. First Aid

It is the responsibility of each Hirer to ensure the provision of adequate first aid coverage during their period of use. Hirers are responsible for dealing any injuries occurring within the Facility or its immediate surrounds. Facility Managers are not required to provide a first aid kit for Hirers. Facility Managers should make Hirers aware of this requirement.

Mandatory Condition:

- **Hirers are responsible for the provision of first aid during the period of booking.**
- **The Hirer must comply with the emergency plan established by the Facility Manager, and any directions the Facility Manager may give, for the handling of any injuries occurring within the Facility or within the immediate vicinity of the Facility.**

4.13. Food Provision

Any food provision must meet the requirements of the *Food Act 1984 (Vic)*. If the Hirer is using a person or company to provide catering, the Hirer must ensure that the caterer is a registered food business.

If the Hirer wishes to sell food, they are required to obtain the relevant permits and provide evidence of these to the Facility Manager that they have done so. Temporary or mobile food premises can use the



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Streatrader website at streatrader.health.vic.gov.au. More information can also be found on the Victorian Government's website at www2.health.vic.gov.au/public-health/food-safety.

Mandatory Conditions:

- **The Hirer must demonstrate that it has obtained the necessary permits for the preparation of food for sale.**
- **The Hirer must ensure that, where any catering is provided by a person or company that person or company is registered under the *Food Act 1984 (Vic)*.**

Recommended Condition:

- **No food or refreshment of any kind shall be sold at the Facility without the prior written consent of the Facility Manager. The Facility Manager may withhold its consent, for any reason, and any consent given can be on any terms the Facility Manager considers appropriate, at its absolute discretion.**

4.14. Gambling

Gambling and electronic gaming are not permitted within the Facility. Raffles and fundraising events can be held for fundraising purposes where VCGLR has declared the organisation is a community or charitable organisations, and a minor gambling permit has been obtained. Facility Managers must ensure that a permit is in place if these activities planned, and may be liable if another organisation is conducting these activities on the premises without a permit. Casino nights are not permitted.

Some activities do not require a minor gaming permit, but these can only be carried out by declared community and charitable organisations and in accordance with the rules set out by VCGLR.

For more information, visit the VCGLR website on <https://www.vcglr.vic.gov.au/>. Fact sheets are available for minor gambling permits at https://www.vcglr.vic.gov.au/sites/default/files/fundraising_involving_minor_gaming_activity.pdf and bingo at <https://www.vcglr.vic.gov.au/gambling/bingo/licensee-resources/faqs>.

Mandatory Condition:

- **Gambling and gaming equipment is not permitted within the Facility. Raffles and bingo (which may require a permit) conducted for fundraising purposes are permitted. Casino nights are not permitted.**

4.15. Hire Agreement

A Hire Agreement is the document that sets out the terms and conditions for the use of the facility. The Hire Agreement must include all mandatory conditions required by Council, along with any other facility-specific conditions that the Facility Manager deems necessary. It is recommended that Facility Managers seek legal advice to confirm that the Facility's Hire Agreement is legally binding.

A Hire Agreement must be in place and signed by the Hirer and the Facility Manager at least 7 days prior to the date of the booking.

4.16. Hire Fees and Deposits

Hire fees for Council Managed Facilities are set by Council as part of the annual budgeting process.

Facility Managers of Community Managed Facilities are responsible for setting their own hire fees. Hire fees must be set in advance, clearly advertised and apply to all hirers. Fees should be set at a level which allows operational costs to be covered while ensuring that Council's aim of optimising community access to its facilities can also be met.



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Facility Managers may choose to request a deposit when taking a booking, or full payment at the time of booking. The process for receiving deposits and/or full payments is for the Facility Manager to determine.

4.17. Hirer

Hire Agreements can only be entered into by adults aged over 18 years. Facility Managers must ensure the Hirer is over 18 years of age. It is recommended that Facility Managers require Hirers to provide photo identification at the time of booking to prove their age and address.

4.18. Indemnity

The Hirer must agree to provide indemnity in favour of Council and the Facility Manager. Indemnity means that the Hirer uses the Facility at their own risk, and that Council and the Facility Manager are not liable for any accident, damage, loss or injury. If the accident, damage, loss or injury is caused by a negligent or unlawful act, omission or default, of Council or the Facility Manager, they will remain liable.

Mandatory Condition:

- **The Hirer will use the Facility solely at the risk of the Hirer and releases to the full extent permitted by law the Facility Manager and the Knox City Council and their servants and agents from all claims and demands of any kind for or resulting from any accident, damage, loss or injury occurring in or at the Facility, except to the extent that any accident, damage, injury or loss is caused by the negligent or unlawful act, omission or default of the Facility Manager or the Knox City Council, as the case may be.**
- **The Hirer at all times indemnifies and will continue to indemnify, hold harmless and defend the Facility Manager and the Knox City Council against any losses which any of them suffer or incur as a result of any demand, suit, action, claim or proceeding against the Facility Manager or the Knox City Council where the losses arise as a direct or indirect result of any of the following:**
 - **personal injury, including sickness and death;**
 - **property damage;**
 - **a breach of an obligation of confidence or privacy, whether under this Agreement for Hire or otherwise;**
 - **fraudulent acts or omissions of the Hirer or any of its agents, servants, employees, contractors, associates or invitees;**
 - **any wilful misconduct or unlawful act or omission by the Hirer or any of its agents, servants, employees, contractors, associates or invitees; or**
 - **any third party claim arising out of a breach of this Agreement for Hire by the Hirer or any of its agents, servants, employees, contractors, associates or invitees (including breach of warranty) or any negligent act or omission of the Hirer or any of its agents, servants, employees, contractors, associates or invitees.**
- **The Hirer releases, to the fullest extent possible at law, the Facility Manager and the Knox City Council from any liability for any loss of, damage to or theft of any property or equipment owned by the Hirer or any third party at the Facility.**
- **The Agreement for Hire does not bind the Knox City Council. The Agreement for Hire does not fetter or restrict the powers or discretions of the Knox City Council in relation to any powers or obligations it has under any Act, regulation or local law that may apply to the Facility, the hire, the Hirer or the Facility Manager.**



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4.19. Key Collection

Facility Managers must make arrangements for key collection at a mutually agreeable time. Keys should not be provided unless the Hirer has paid the Security Bond and provided all required documentation, including public liability insurance Certificate of Currency and, where required, evidence of Partysafe registration.

If a key is lost or not returned as arranged, the Facility Manager must be reported to Council immediately. Council will decide if the keys and/or locks at the Facility need to be changed. If this occurs, Facility Managers will be required to reimburse Council for this cost. The Facility Manager may retain all or part of the Hirer's Security Bond to cover any costs, and can invoice the Hirer for additional costs if the Security Bond doesn't cover the full amount, if this was included in the Hire Agreement.

Mandatory Condition:

- **The Hirer must collect the keys directly from the Facility Manager. The Hirer must return the keys to the Facility Manager at a time mutually agreed between the Hirer and Facility Manager, but no later than 48 hours after the hire ceases.**
- **If any key is lost or not returned, the Facility Manager will notify the Knox City Council, who will, in its sole discretion, decide whether to replace the key and/or change the lock(s) relevant to the key. The Facility Manager is required to pay the Knox City Council for all costs associated with the replacement of any key and/or changing of locks at the Facility.**
- **The Facility Manager may retain all or part of the Security Bond if any key is not returned and, if the costs for the replacement of any keys and/or locks exceed the Security Bond, the Hirer must pay the difference to the Facility Manager. The Facility Manager can refuse to hire and can cancel any future booking by the Hirer if the Hirer does not pay the difference within 7 days of a request to do so.**

4.20. Noise and Music

It is important to ensure that the use of the Facility does not negatively impact on the peace and quiet of the local neighbourhood. To reduce noise disturbances, the Environment Protection Agency (EPA) [*Environment Protection \(Residential Noise\) Regulations*](#) should be followed in relation to the prohibited times for noise from musical instruments, stereos, radios, televisions and PA systems.

The times set out by the EPA relate to noise only, not to access times. A booking may be made for outside the noise restriction times, if permitted under the Occupancy Agreement, however there must be no noise disturbance to residents of surrounding properties, in line with the noise restriction times.

Facility Managers that do not inform Hirers of their responsibilities in relation to noise and music may be included in any investigations and enforcement actions taken as a result of complaints about noise disturbances at the Facility.

Mandatory Conditions:

- **All music (live or amplified) must cease by 10.00pm Sunday to Thursday or 11.00pm Friday, Saturday and the night before a public holiday. Noise must not commence before 7.00am Monday to Thursday or 9.00am Saturday, Sunday and public holidays. Noise levels from any music, amplification and/or public address systems must not exceed 65dBA. Noise emitted from the Facility must not be louder than that of a normal conversation when heard at any adjoining buildings, businesses or residences. The Hirer must ensure that his/her/its use of the Facility does not cause any disturbance to the peace and quiet of the neighbourhood.**



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4.21. Partysafe

The Partysafe Program is a Victoria Police program that provides advice on hosting a safe party, reduces the risk of violence or gatecrashers, encourages the responsible serving of alcohol, and helps local police in provide assistance if required. Victoria Police advise that registrations should be submitted as early as possible, and at least one week before the booking date. Hirers can register at the local police station or online at <https://www.police.vic.gov.au/party-safe>.

Registering the event with Partysafe at least one week prior to the booking is mandatory if the booking requires a Mandatory Level 3 Security Bond (see 4.26.1). This applies if the Event meets all of the following criteria:

- alcohol is being consumed; and
- duration of 4 hours or more; and
- attendance is expected to be more than 75 people.

The Hirer must provide the Facility Manager with proof of registration with Partysafe at least one week prior to the booking.

If a booking does not meet all of the above criteria, Facility Managers can request that the booking is registered with Partysafe as a condition of the Hire. It is strongly recommended that bookings that meet some, but not all, of the above conditions, register with Partysafe.

Mandatory conditions:

- **The Hirer must register the event with the Victoria Police PartySafe Program if:**
 - alcohol is planned to be consumed at the event;
 - the duration of the event will be four or more hours; and
 - attendance at the event is expected to be more than 75 people.
- **The Facility Manager may terminate any hire of the Facility where proof of registration is not delivered to the Facility at least seven (7) days prior to the date of the hire.**

4.22. Permitted Hiring Times

The Occupancy Agreement between Council and the Facility Manager sets out the times that the Facility is can be used.

Any agreement for casual hire of Community Managed Facilities must not extend beyond the permitted days and/or times of use.

4.23. Public Liability Insurance

Public Liability Insurance covers claims made by a member of the public against injury or property damage. Hirers are required to have their own public liability insurance as the public liability insurance held by Council and/or the Facility Manager does not provide cover for the hirer.

Hirers' public liability insurance must provide cover to a minimum of \$20million which is valid for the date of hire. A Certificate of Currency confirming the cover must be provided the Facility Manager before access is permitted.

If the Hirer does not have public liability insurance, cover may be purchased from Council for bookings in Council Facilities. Hirers will need to provide details of the booking along with written confirmation from the Facility Manager or, where required, the relevant Council department. Hirers should allow sufficient time to ensure cover can be provided in a timely manner. For more information, Hirers can contact Council's Customer Service Team on 9298 8000.



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Mandatory Condition:

- **The Hirer must have public liability insurance with a minimum of \$20 million cover for any one event with respect to any personal injury, death or property damage. The Hirer must provide the Facility Manager with a certificate of currency for the policy, and a copy of the policy. The policy must be valid for the date(s) of hire and provide cover to the satisfaction of the Facility Manager.**
- **The Facility Manager may terminate any hire of the Facility where a certificate of currency and a copy of the policy are not delivered to the Facility at least seven (7) days prior to the date of the hire.**

4.24. Public Health Orders

Facility Managers and Hirers must abide by all Public Health Orders, including COVID-19 restrictions mandated by the Victorian Government or any other relevant bodies.

Facility Managers must provide Hirers with Facility information to Hirers to enable adherence to public health orders, including, but not limited to:

- Density limits;
- Capacity;
- QR code check in; and
- Vaccination requirements.

Facility Managers must provide the Hirer with all necessary information to ensure the Hirer can adhere to the Facility's COVID Safe Plan.

4.25. Responsibility and Supervision

To support the safety of guests and reduce risk, a representative of the Hirer must remain at the facility at all times. Guests under the age of 18 must be appropriately supervised. In addition, hirers must only invite guests to attend the Facility by direct invitation if the booking meets all of the following criteria:

- alcohol is being consumed; and
- duration of 4 hours or more; and
- attendance is expected to be more than 75 people.

It is recommended that attendance at all party and function bookings are by direct invitation, however for the criteria listed above this is mandatory.

Mandatory Conditions:

- **A representative of the Hirer must remain at the Facility at all times when the Facility is accessed during the during the hire period and must ensure that all children (persons under the age of 18) are supervised by an appropriate adult at all times while at the Facility or within the immediate vicinity of the Facility during the hire period.**
- **The Hirer must only invite guests by direction invitation if:**
 - alcohol is planned to be consumed at the event;
 - the duration of the event will be four or more hours; and
 - attendance at the event is expected to be more than 75 people.

4.26. Safety

All Facilities are subject to a cap on the numbers allowed inside. This is set out in the Occupancy Certificate for the building. The Facility Manager must advise the Hirer of the limit, and it is the Hirer's



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responsibility to ensure that the capacity is not exceeded. If a Facility Manager is unsure of the venue capacity, they should contact their Liaison Officer to obtain this information.

In case an evacuation is required, the Hirer must ensure that exits, doors, corridors and gateways are kept clear.

Mandatory Conditions:

- **The Hirer must ensure that the capacity of the Facility is not exceeded at any time.**
- **The Hirer must ensure that at all times exits, doors, corridors and gateways are kept clear so that they can be used immediately in the event of an emergency.**

4.27. Security

Hiring security services helps to improve the safety of guests and reduce the risk of incidents at the Facility. Security services must be in place if the Event meets the following criteria:

- alcohol is being consumed; and
- duration of 4 hours or more; and
- attendance is expected to be more than 75 people.

The ratio of security guards to guests is 1 guard for every 75 guests. For example, if there are less than 75 guests, one security guard is required. If there are 76 to 150 guests, two security guards are needed.

The security services used must be the holder of a Private Security Business Licence or Private Security Individual Licence under the Victoria Police Licensing and Regulation Division. Hirers must provide evidence to Facility Managers that licensed security services have been engaged before access to the Facility can be permitted.

Mandatory Condition:

- **The Hirer must engage licensed security services at a ratio of one (1) security guard for every 75 guests for the duration of the event if:**
 - alcohol is planned to be consumed at the event;
 - the duration of the event will be four or more hours; and
 - attendance at the event is expected to be more than 75 people.
- **The Facility Manager may terminate any hire of the Facility where proof of engagement is not delivered to the Facility Manager at least seven (7) days prior to the date of the hire.**

4.28. Security Bond

A bond provides security against damage to the building, furniture, fittings, equipment, or in case of additional cleaning being required. The Security Bond will be held by the Facility Manager until the hire is complete and the Facility Manager has inspected the Facility and confirmed it has been left in a suitable condition. Any costs for repair, replacement, cleaning or anything else that occurs as a result of the hire must be deducted from the Security Bond. If these costs exceed the value of the Security Bond, the Hirer will be liable for the full cost, and must be invoiced by the Facility Manager. Where no issues have occurred, the Facility Manager must promptly return the full value of the Security Bond.

A Security Bond must be paid by all Hirers in full at least 7 days before the commencement of the booking. The Facility Manager should specify in the Hire Agreement a date that the Security Bond is due and must not provide keys to access the facility unless payment has been received.



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The fees for Security Bonds are determined by Council annually as part of its budget processes. There are three categories of Security Bonds – Level 1, Level 2 and Level 3.

4.28.1. Mandatory Level 3 Security Bond

A Mandatory Level 3 Security Bond must be applied where the Event meets all of the following conditions:

- alcohol is being consumed; and
- duration of 4 hours or longer; and
- attendance is expected to be more than 75 people.

If the Mandatory Level 3 Security Bond applies, the Hirer must:

- register the booking with the Partysafe Program; and
- engage licensed security services; and
- ensure the event is invitation only.

If the booking is at a Council Managed Facility, a Council Duty Officer must be on site at all times.

See 4.21, 4.24, and 4.27 for details of conditions that must apply if a booking requires a Mandatory Level 3 Security Bond.

4.28.2. Discretionary Level 1, Level 2 and Level 3 Security Bonds

If the booking does not meet the requirements for a Mandatory Level 3 Security Bond, the Facility Manager must assess the booking to determine the appropriate level of Security Bond is to be applied. Facility Managers should take into consideration:

- Consumption of alcohol
- Number of attendees
- Duration of hire
- Time of hire
- Previous bookings by the hirer
- Type of activity
- Suitability of venue/amenity for the Hirer's activity
- Occupancy capacity
- Contents of Facility

Mandatory Conditions:

- **A "Security Bond" of the amount nominated in the Confirmation of Hire must be paid in full by seven days before the hire or by any other date stated in the Confirmation of Hire. Failure to pay the Security Bond by the due date may result in the termination of the Agreement for Hire.**
- **The Security Bond will be held as security for any damage to the Facility (including the surrounds of the Facility and any equipment or items at the Facility), for any cleaning arranged by the Facility Manager if the Facility is left in an unclean condition or for any other breach of the Agreement for Hire. The cost to the Facility Manager of any damage cleaning, repair or replacement or incurred by the Facility Manager as a consequence of any breach of the Agreement for Hire by the Hirer, will be deducted from the Security Bond. Unless the Facility Manager has recourse, or proposes to have recourse, to the Security Bond, the Security Bond will be returned within 14 business days after the hire.**
- **Where any provision of the Conditions of Hire permits the Facility Manager to retain all or part of the Security Bond in particular circumstances, but the cost of rectifying the circumstances for which the Security Bond may be retained, including, without limitation, making repairs,**



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replacing items or performing cleaning, exceeds the amount of the Security Bond, the difference will be a debt immediately due and payable by the Hirer to the Facility Manager on issue of an invoice by the Facility Manager to the Hirer.

4.29. Set Up/Pack Up

To ensure there is no overlap with bookings, time to set up and pack up should be included in the hire period. The Facility Manager can agree with each Hirer if the room is to be set up in advance or if it is the Hirer's responsibility to do this.

Recommended Condition:

- **The Hirer is responsible for setting up and clearing away all equipment and furniture to its original location. The set-up and pack-up time must be included in the hire period on the Application. All equipment, goods and other items brought into the Facility by the Hirer must be removed from the Facility at the end of the Hire.**

4.30. Signage

Signage on Council land must be in line with the Knox Planning Scheme. Council's [*Community Signage on Council Open Space Policy*](#) sets out what types and sizes of signs can be displayed to ensure compliance with the Planning Scheme. Hirers must follow the Policy. For more details, Hirers should review the Policy on Council's website.

Mandatory Condition:

- **Any signage displayed at the Facility in relation to the Hirer's use of the Facility, must comply with Council's Community Signage on Council Open Space Policy.**

4.31. Smoke Machines, Candles, Flames and Pyrotechnics

To protect the Facility, Hirers are not permitted to use smoke machines or any kind of pyrotechnics at the Community Managed Facilities. Facility Managers can decide whether to allow the use of lit candles and naked flames. It is strongly recommended that lit candles and naked flames are only permitted on birthday cakes or similar, and are not permitted for decorative purposes.

Council Managed Facilities may allow the use of smoke machines, subject to any safety conditions which Council may impose.

Mandatory Conditions for Community Managed Facilities:

- **The Hirer must ensure that no smoke machines or any form of pyrotechnics, are used at the Facility. The Hirer is liable for:**
 - **the cost of any attendance by any emergency services at the Facility in relation to any incident or alarm arising out of or connected to the use of an item prohibited by this condition; and**
 - **any damage to any part of the Facility or surrounding property that is caused directly or indirectly by the use of any item prohibited by this condition.**
- **Barbecues must be located at least 4 metres away from the Facility and gas bottles must not be stored at the Facility.**

Mandatory Conditions for Council Managed Facilities:

- **The Hirer must ensure that no pyrotechnics of any form are used at the Facility. The Hirer is liable for:**



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- **the cost of any attendance by any emergency services at the Facility in relation to any incident or alarm arising out of or connected to the use of an item prohibited by this condition; and**
- **any damage to any part of the Facility or surrounding property that is caused directly or indirectly by the use of any item prohibited by this condition.**
- **The Hirer must ensure that use of smoke machines is carried out only under the supervision of an approved technician appointed by the Facility Manager.**

4.32. Smoking

In accordance with Council's Smoke Free Festival, Events and Council Facilities Policy, smoking is not permitted within the enclosed areas of the Facility or within 4 metres of an enclosed area of the Facility.

Mandatory Condition:

- **Smoking is not permitted within the Facility including the immediate vicinity of the Facility or within 4 metres of the external doors of the Facility.**

4.33. Transfer of Booking

The Hirer must not transfer the booking to another organisation or individual unless the Facility Manager agrees to this in writing prior to the booking. If the Facility Manager agrees to a booking transfer, they must ensure that all necessary documentation, including a signed Hire Agreement and public liability insurance Certificate of Currency, is obtained from the new Hirer before access can be provided.

Mandatory Condition:

- **A Hirer must not assign the right to use the Facility to any other person, without the Facility Manager's prior written consent, which may be given subject to such conditions as the Facility Manager considers appropriate or may be withheld at the Facility Manager's absolute discretion.**

4.34. Waste

Facility Managers must ensure that Hirers dispose of their rubbish and recycling in an appropriate manner. Consideration should be given to whether the Facility has sufficient capacity in the rubbish and recycling bins to cater for both Regular Hire and Casual Hire, or whether Casual Hirers should be required to remove all rubbish and recycling at the end of the hire period.

Recommended Condition:

- **At the end of the hire, all waste (rubbish and recycling) must be placed in the appropriate bin or receptacle/removed from site.**

5. Council Support

If you have any questions in relation to casual hire of community facilities, you should contact your Liaison Officer in the first instance.

6. Appendices

Appendix 1: Sample Booking Process

Appendix 2: Template Application for Hire and Terms and Conditions

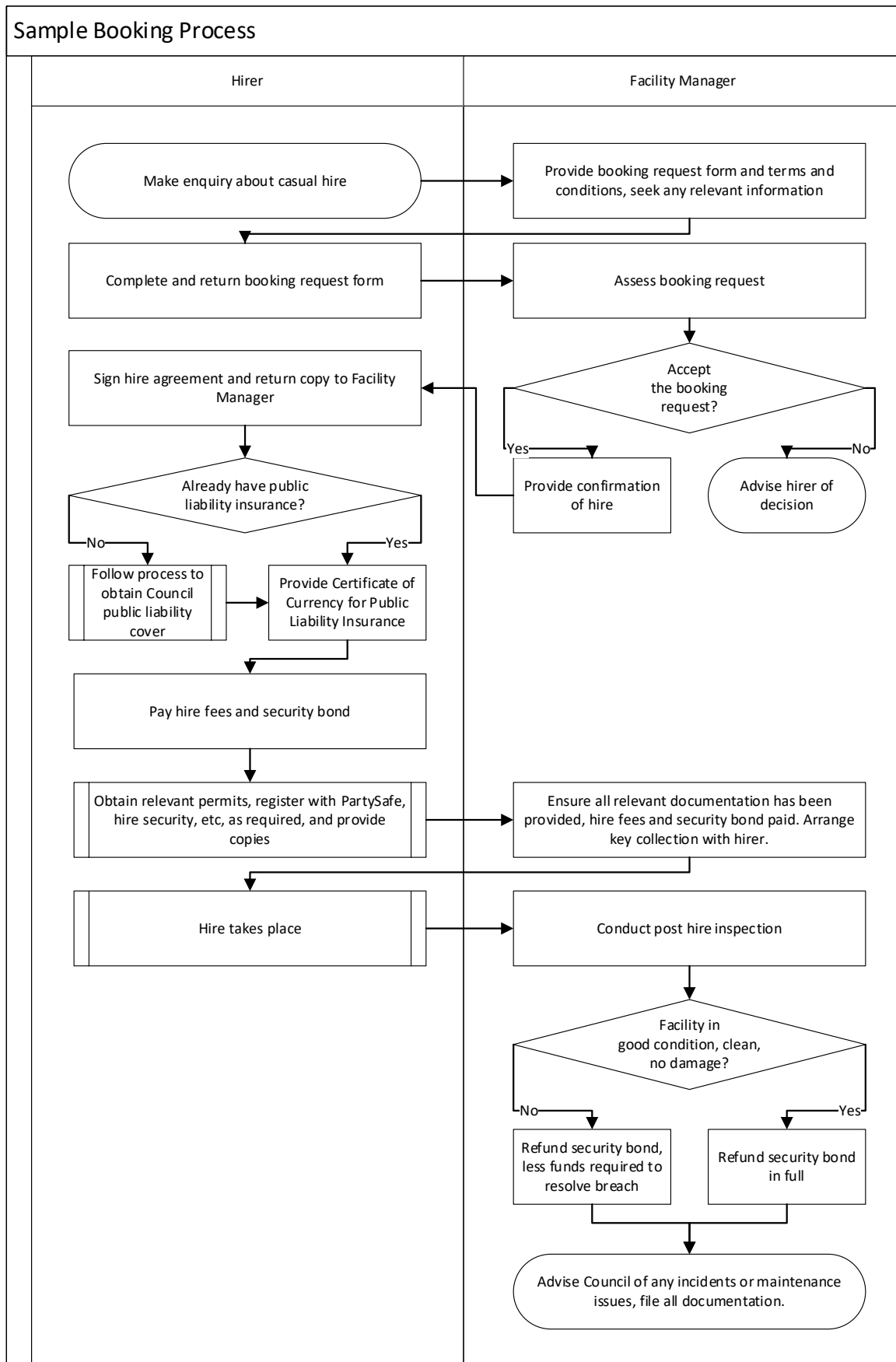
Appendix 3: Template Confirmation of Hire



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Appendix 1: Sample Booking Process

The document overleaf is a flow chart for a booking process that provides an example of how Facility bookings can be managed. This can be used as is, or used as a guide to develop a Facility-specific process.





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Appendix 2: Template Application for Hire and Terms and Conditions

The document overleaf is a template that Facility Managers can use to take bookings and set out terms and conditions of hire. The template includes all mandatory conditions as set out in the Casual Use of Community Facilities Policy.

The sample terms and conditions are colour coded as follows:

- Blue text indicates a mandatory condition that is required under the Policy;
- Green text indicates a recommended condition that can be removed or adapted as required;
- Red text indicates where the Facility Manager must insert specific information, such as the facility name and contact information.

Colour coding should be removed once any required adaptations have been made.

APPLICATION FOR HIRE: FACILITY

APPLICANT DETAILS

Name:	
Organisation: (if applicable)	
Postal address:	
Phone:	
Email:	

BOOKING REQUEST

Date of hire:				
Time of hire:	Set up time:		Event start time:	
	Event finish time:		Pack up finish time:	
Purpose of hire:				
Number attending:		Will alcohol be consumed during the booking?		

PUBLIC LIABILITY INSURANCE

Hire is not permitted without current public liability insurance. Proof of public liability insurance is required before access will be granted. Please attach a copy to this booking request.

ACCESS TO FACILITY

Access to the Facility is provided via a key that must be collected from the representative. You will be required to contact the Facility Manager to arrange for collection and return of the key. Please note that access to the Facility is not permitted outside the booking times as per the Conditions of Hire.

PAYMENT

A request for payment of hire fees and bond will be forwarded with the confirmation of hire once the booking has been approved by the Facility Manager.

AGREEMENT AND CONDITIONS OF HIRE

I hereby make this application and acknowledge having read the attached Conditions of Hire and undertake to be bound by and comply with these Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions. I have also read and agree to abide by the cancellation information found within the Conditions of Hire document.

If my application is accepted, then the Facility Manager will prepare a Confirmation of Hire for me to sign. I acknowledge and agree that no agreement for the hire of the Facility will be created unless and until the Facility Manager has counter-signed the Confirmation of Hire (following execution by me) and returned a copy of the fully-signed Confirmation of Hire to me.

Signature: _____ Date: _____

CONDITIONS OF HIRE

FACILITY

1. Application

An application to hire **Facility Name** (“**the Facility**”) must be made using the supplied booking request form (“**Application**”). The application must be submitted to the **Facility Manager Inc Incorporation Number** (“**the Facility Manager**”) by email to **contact email** or delivered to **postal address**.

When an Application is made by a person on behalf of an organisation, club or group of people, the person making the Application warrants that he or she is authorised by the organisation, club or group of people to submit and sign the Application on their behalf and bind it or them to comply with these Conditions of Hire on its or their behalf. Proof of authorisation must be provided in writing when requested by the Facility Manager.

These Conditions of Hire use the term “**Hirer**” to refer to:

- 1.1 if an Application is submitted by a person on his or her own behalf, that person; or
- 1.2 if an Application is submitted on behalf of an organisation, club or group of people, the person submitting the Application and that organisation, club or group of people.

2. Agreement for Hire

2.1 The submission of an Application is an offer by the Hirer to hire the Facility and to enter into an agreement for hire on the terms set out in these Conditions of Hire. The Facility Manager reserves the right to refuse an Application for any reason. In response to an Application by the Hirer, the Facility Manager may send a written acceptance of the Hirer’s request (“**Confirmation of Hire**”) to the Hirer to enter into an agreement with the Hirer. Subject to clause 2.2, an “**Agreement for Hire**” will come into existence between the Facility Manager and the Hirer on the date of the Confirmation of Hire. The Agreement for Hire will be evidenced by the Confirmation of Hire, these Conditions of Hire, and the Application. In the event of any inconsistency between the documents, they shall take precedence in the order stated in the previous sentence.

2.2 In the event that the Facility Manager is only prepared to accept an Application subject to conditions, the Facility Manager will specify such conditions to the Hirer in the Confirmation of Hire. In such circumstances, an Agreement for Hire will be deemed to come into existence on the Facility Manager’s receipt of payment of the Hire Fees by the Hirer.

3. Hire Fees

The “**Hire Fees**” are set out in the Confirmation of Hire. Hire Fees must be paid by the Hirer to the Facility Manager in full at least [**payment date**] prior to the hire or by any other date stipulated in the Confirmation of Hire. Failure to pay the Hire Fees by the due date may result in the termination of the Agreement for Hire by the Facility Manager.

4. Security Bond

A “**Security Bond**” of the amount nominated in the Confirmation of Hire must be paid in full by the Hirer to the Facility Manager at least seven days before the hire or by any other date stated in the Confirmation of Hire.

Failure to pay the Security Bond by the due date may result in the termination of the Agreement for Hire by the Facility Manager.

The Security Bond will be held as security for any damage to the Facility (including the surrounds of the Facility and any equipment or items at the Facility), for any cleaning arranged by the Facility Manager if the Facility is left in an unclean condition or for any other breach of the Agreement for Hire. The cost to the Facility Manager of any damage cleaning, repair or replacement or incurred by the Facility Manager as a consequence of any breach of the Agreement for Hire by the Hirer, will be deducted from the Security Bond. Unless the Facility Manager has recourse, or proposes to have recourse, to the Security Bond, the Security Bond will be returned within 14 business days after the hire.

Where any provision of the Conditions of Hire permits the Facility Manager to retain all or part of the Security Bond in particular circumstances, but the cost of rectifying the circumstances for which the Security Bond may be retained, including, without limitation, making repairs, replacing items or performing cleaning, exceeds the amount of the Security Bond, the difference will be a debt immediately due and payable by the Hirer to the Facility Manager on issue of an invoice by the Facility Manager to the Hirer.

5. Condition of Facility

The Hirer acknowledges and agrees that, unless the Hirer demonstrates otherwise to the satisfaction of the Facility Manager, the Facility, and all fixtures, fittings, equipment or items at the Facility, are deemed to be in a good and clean condition and working order at the start of the hire.

6. Insurance

The Hirer must have public liability insurance with a minimum of \$20 million cover for any one event with respect to any personal injury, death or property damage. The Hirer must provide the Facility Manager with a certificate of currency for the policy, and a copy of the policy. The policy must be valid for the date(s) of hire and provide cover to the satisfaction of the Facility Manager.

The Facility Manager may terminate any hire of the Facility where a certificate of currency and a copy of the policy are not delivered to the Facility at least seven (7) days prior to the date of the hire.

7. Indemnity

The Hirer agrees to indemnify, keep indemnified and hold harmless the Knox City Council, the Facility Manager, their servants and agents, and each of them, from and against all claims, actions, costs (including legal costs, on a full indemnity basis), charges, losses, expenses and damages suffered by the Knox City Council or the Facility Manager directly or indirectly as a result of or in relation or in connection with the Hirer's hire of the Facility or use of the Facility.

8. Alcohol

The Hirer is not permitted to sell alcohol or include alcohol in the price of an entry fee.

The Hirer agrees to abide by the requirements of the liquor licence in place at the Facility [insert relevant requirements/delete as necessary].

9. Security Services

The Hirer must engage licensed security services at a ratio of one (1) security guard for every 75 guests for the duration of the event if:

- 9.1 alcohol is planned to be consumed at the event;
- 9.2 the duration of the event will be four or more hours; and

9.3 attendance at the event is expected to be more than 75 people.

The Facility Manager may terminate any hire of the Facility where proof of engagement is not delivered to the Facility Manager at least seven (7) days prior to the date of the hire.

10. PartySafe Program

The Hirer must register the event with the Victoria Police PartySafe Program if:

- 10.1 alcohol is planned to be consumed at the event;
- 10.2 the duration of the event will be four or more hours; and
- 10.3** attendance at the event is expected to be more than 75 people.

The Facility Manager may terminate any hire of the Facility where proof of registration is not delivered to the Facility Manager at least seven (7) days prior to the date of the hire.

11. Key Collection and Return

The Hirer must collect the keys directly from the Facility Manager. The Hirer must return the keys to the Facility Manager at a time mutually agreed between the Hirer and Facility Manager, but no later than 48 hours after the hire ceases.

If any key is lost or not returned, the Facility Manager will notify the Knox City Council, who will, in its sole discretion, decide whether to replace the key and/or change the lock(s) relevant to the key. The Facility Manager is required to pay the Knox City Council for all costs associated with the replacement of any key and/or changing of locks at the Facility.

The Facility Manager may retain all or part of the Security Bond if any key is not returned and, if the costs for the replacement of any keys and/or locks exceed the Security Bond, the Hirer must pay the difference to the Facility Manager. The Facility Manager can refuse to hire and can cancel any future booking by the Hirer if the Hirer does not pay the difference within 7 days of a request to do so.

12. Setting Up/Packing Up

The Hirer is responsible for setting up and clearing away all equipment and furniture to its original location. The set-up and pack-up time must be included in the hire period on the Application. All equipment, goods and other items brought into the Facility by the Hirer must be removed from the Facility at the end of the Hire.

13. Noise Levels/Amplification

All music (live or amplified) must cease by **10.00pm Sunday to Thursday or 11.00pm Friday, Saturday and the night before a public holiday. Noise must not commence before 7.00am Monday to Thursday or 9.00am Saturday, Sunday and public holidays.** Noise levels from any music, amplification and/or public address systems must not exceed 65dBA. Noise emitted from the Facility must not be louder than that of a normal conversation when heard at any adjoining buildings, businesses or residences. The Hirer must ensure that his/her/its use of the Facility does not cause any disturbance to the peace and quiet of the neighbourhood.

14. Access to the Facility and Exiting the Facility

The Hirer must not access or use any part of the Facility prior to or beyond the hire period. The booking time stated in the Application must include the time at which the first person will arrive at the Facility to set up and the time that the last person will leave the Facility. Any unauthorised access is prohibited. The Hirer must ensure that:

- 14.1** the alarm keypad is used correctly to disarm the building on entry and set the alarm on exit;
- 14.2 all persons attending the Facility must leave in a quiet and orderly manner at the end of the hire;

- 14.3 all persons have left the Facility and the immediate surround of the Facility by the time stated in the Confirmation of Hire, or, if not stated, by **latest time of use as per occupancy agreement schedule**; and
 14.4 upon exiting the Facility, the Facility is locked.

If the Facility is accessed outside of the hire period, or if the Facility or the surrounding area is not vacated by the end time of the hire, this will be a breach of the Agreement for Hire and the Facility Manager may retain the Security Bond.

15. Cleaning

The Facility must be kept in good order and must be kept in a clean and tidy state by the Hirer throughout the hire. The Hirer must ensure that at the end of the hire:

- 15.1 all toilets in the Hirer's designated area are flushed, cleaned and facilities are in good order;
 15.2 the kitchen is left clean and tidy, with benches, sinks and other surfaces left clear;
 15.3 any crockery, glasses, cutlery and other related items are cleaned and returned to appropriate storage area;
 15.4 where the dishwasher has been used, this must be emptied and all dishes dried and returned to appropriate storage;
 15.5 internal doors are locked;
 15.6 blinds are pulled down; and
 15.7 heaters and lights are turned off.

16. Waste

At the end of the hire, all waste (rubbish and recycling) must be **placed in the appropriate bin or receptacle/removed from site (delete as appropriate)**.

17. Cancellation by Hirer

Where cancellation is received by the Facility Manager less than X days prior to the hire date, a cancellation fee of \$X will apply. Where cancellation is received by the Facility Manager less than 7 days prior to the hire date, a cancellation fee equal to the Hire Fees will apply. Where an ongoing booking is cancelled less than X days prior to the hire date, the cancellation fees will only apply to any bookings within the X day period, not the entire booking. All cancellations or request to change a booking must be made in writing, by email or mail, to the Facility Manager.

18. Cancellation by Facility Manager

The Facility Manager may cancel the booking and terminate the Agreement for Hire if the Hirer breaches the Agreement for Hire. The Facility Manager reserves the right to cancel any booking if:

- 18.1 the Facility is required by the Knox City Council as an Emergency Relief Facility;
 18.2 the Facility is closed in accordance with Knox City Council's Declared Fire Danger Rating Procedures; or
 18.3 the Facility is affected by flooding, gas leak, electrical outage, blocked drains or other such incident.

In the event of such termination, the Facility Manager will refund the Hire Fees, Security Bond and any other fees charged to the Hirer. The Facility Manager shall not be liable to pay any other compensation to the Hirer.

19. Hirer's Use of the Facility

The Facility Manager grants the Hirer a non-exclusive licence to use the Facility, or such part of the Facility as specified in the Application, for the hire period, for the purposes detailed in the Application, on the terms set out in the Agreement for Hire (unless the Confirmation of Hire specified different hire details, in which case, the Confirmation of Hire shall apply). If the Facility Manager specifies different hire details in the Confirmation of Hire, the Confirmation of Hire will constitute an acceptance of the Application subject to conditions for the purposes of clause 2.2. The Facility must not be used for any purpose other than the purpose stated in the

Confirmation of Hire. The Facility Manager has absolute discretion to prohibit access by the Hirer to any part of the Facility including, for example, storerooms, kitchens and any portions of the Facility which are being used by a third party. Members of the Facility Manager's Committee, Knox City Council staff members, and Facility Manager or Knox City Council contractors shall have access to the Facility at all times. The Hirer agrees that the Facility Manager can hire the Facility, or part of the Facility, to another party on the same day, provided that the other hire will not, in the Facility Manager's reasonable opinion, interfere with the Hirer's use of the Facility.

20. No transfer of booking or assignment of Agreement for Hire

A Hirer must not assign the right to use the Facility to any other person, without the Facility Manager's prior written consent, which may be given subject to such conditions as the Facility Manager considers appropriate or may be withheld at the Facility Manager's absolute discretion.

21. Equipment

Electrical equipment provided by the Hirer must be tested and tagged by a qualified tester, set up and used safely.

The Facility Manager shall be under no obligation to provide any equipment in the Facility for the hire or to the Hirer under any circumstances.

No equipment may be stored by the Hirer at the Facility without the prior written consent of the Facility Manager. Any equipment stored at the Facility is done so at the Hirer's own risk.

22. Responsibility and Supervision

A representative of the Hirer must remain at the Facility at all times when the Facility is accessed during the hire period and must ensure that all children (persons under the age of 18) are supervised by an appropriate adult at all times while at the Facility or within the immediate vicinity of the Facility during the hire period.

The Hirer must comply with the emergency plan established by the Facility Manager, and any directions the Facility Manager may give, for the handling of any injuries occurring within the Facility or within the immediate vicinity of the Facility.

The Hirer must only invite guests by direct invitation if:

22.1 alcohol is planned to be consumed at the event;

22.2 the duration of the event will be four or more hours; and

22.3 attendance at the event is expected to be more than 75 people.

23. Child Safe Standards

If the Hirer is an applicable entity within the meaning of the *Child Wellbeing and Safety Act 2005* (Vic) and is not otherwise exempt from the requirements of that Act, the Hirer warrants that it is compliant and will continue to comply with the Child Safe Standards published pursuant to the *Child Wellbeing and Safety Act 2005* (Vic) (as amended from time to time).

24. Cash Handling

No cash is to be left by the Hirer at the Facility at any time.

25. Food and Beverages

No food or refreshment of any kind shall be sold at the Facility without the prior written consent of the Facility Manager. The Facility Manager may withhold its consent, for any reason, and any consent given can be on any terms the Facility Manager considers appropriate, at its absolute discretion. No consent will be given unless the Hirer demonstrates that it has obtained the necessary permits for the preparation of food for sale. The Hirer must ensure that, where any catering is provided by a person or company that person or company is registered under the *Food Act 1984* (Vic).

The Hirer must not sell alcohol at the Facility or include alcohol in the price of an entry fee.

The Hirer must not allow alcohol to be consumed at the Facility, unless this is expressly permitted in the confirmation of hire provided by the Facility Manager to the Hirer. If the consumption of alcohol is permitted, then without limiting any of the Hirer's other obligations under this Agreement for Hire, the Hirer must comply with the following requirements:

- 25.1 The Hirer must adhere to the terms and conditions of the existing liquor licence for the Facility, as notified by the Facility Manager to the Hirer (eg: the designated area/s in which alcohol is permitted, and the times when alcohol can be consumed).
- 25.2 The Hirer must comply with all requirements of the *Victorian Commission for Gambling and Liquor Reform* (VCGLR).
- 25.3 The Hirer must comply with any further restrictions set out in the confirmation of hire.

26. Gambling

Gambling and gambling equipment is not permitted within the Facility. Raffles (which may require licensing) conducted for fundraising purposes are permitted. Casino nights are not permitted.

27. Adult Entertainment

Adult entertainment is not permitted in any format.

28. Smoking

Smoking is not permitted within or at the Facility, including the immediate vicinity of the Facility and within 4 metres from external doors.

29. Smoke machines, candles, flames and pyrotechnics

The Hirer must ensure that no smoke machines, lit candles, naked flames of any kind, or any form of pyrotechnics, are used at the Facility. The Hirer is liable for:

- 29.1 the cost of any attendance by any emergency services at the Facility in relation to any incident or alarm arising out of or connected to the use of an item prohibited by this condition; and
- 29.2 any damage to any part of the Facility or surrounding property that is caused directly or indirectly by the use of any item prohibited by this condition.

Barbecues must be located at least 4 metres from the Facility and gas bottles must not be stored at the Facility.

30. Animals

No animals shall be allowed in the Facility, with the exception of service dogs.

31. Safety

The Hirer must ensure that:

- 31.1 the capacity of the Facility (as notified by any sign or information at the Facility, or in the information sheet (if any) provided to the Hirer) is not exceeded at any time; and
- 31.2 at all times, exits, doors, corridor and gateways are kept clear so that they can be immediately used in the event of an emergency.

32. Damage to building, equipment or any item at the Facility

The Hirer must ensure that the floors, walls or any parts of the Facility are not broken or pierced in any way by any nail, screw or any other means. No audio, electrical or TV installation, decorations, posters, advertisements, flags, shields, emblems or any other thing shall be attached, erected, fixed, hung or displayed in or on the Facility, unless approval is provided in writing either in the Confirmation of Hire or in response to a

written request from the Hirer. The Hirer is responsible for any damage to the building or any internal part of it caused by any such items.

The Hirer is responsible for any damage to the Facility, including the area surrounding the Facility, fences, fittings, furniture, curtains, equipment, and other property at the Facility, that occurs during the hire period or as a result of, or in connection with, the Hirer's hire of the Facility.

33. Theft/Loss/Damage

The Hirer releases, to the fullest extent possible at law, the Facility Manager and the Knox City Council from any liability for any loss of, damage to or theft of any property or equipment owned by the Hirer or any third party at the Facility.

34. Release and indemnity in favour of Facility Manager and Knox City Council

The Hirer will use the Facility solely at the risk of the Hirer and releases to the full extent permitted by law the Facility Manager and the Knox City Council and their servants and agents from all claims and demands of any kind for or resulting from any accident, damage, loss or injury occurring in or at the Facility, except to the extent that any accident, damage, injury or loss is caused by the negligent or unlawful act, omission or default of the Facility Manager or the Knox City Council, as the case may be.

The Hirer at all times indemnifies and will continue to indemnify, hold harmless and defend the Facility Manager and the Knox City Council against any losses which any of them suffer or incur as a result of any demand, suit, action, claim or proceeding against the Facility Manager or the Knox City Council where the losses arise as a direct or indirect result of any of the following:

- 34.1 personal injury, including sickness and death;
- 34.2 property damage;
- 34.3 a breach of an obligation of confidence or privacy, whether under this Agreement for Hire or otherwise;
- 34.4 fraudulent acts or omissions of the Hirer or any of its agents, servants, employees, contractors, associates or invitees;
- 34.5 any wilful misconduct or unlawful act or omission by the Hirer or any of its agents, servants, employees, contractors, associates or invitees; or
- 34.6 any third party claim arising out of a breach of this Agreement for Hire by the Hirer or any of its agents, servants, employees, contractors, associates or invitees (including breach of warranty) or any negligent act or omission of the Hirer or any of its agents, servants, employees, contractors, associates or invitees.

35. Signage

Any signage displayed at the Facility in relation to the Hirer's use of the Facility, must comply with Council's Community Signage on Council Open Space Policy.

36. Severance

If a provision, or part of a provision, in these Conditions of Hire is held to be illegal, invalid, void, voidable or unenforceable, that provision, or part of a provision, must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable. If it is not possible to read down a provision, or part of a provision, as required in this clause, that provision, or part of a provision, is severable without affecting the validity or enforceability of the remainder of these Conditions of Hire.

37. Governing Law

The law of the State of Victoria governs the Agreement for Hire and any legal proceedings or arbitration under the Agreement for Hire.

38. No restriction of Knox City Council's powers

The Agreement for Hire does not bind the Knox City Council. The Agreement for Hire does not fetter or restrict the powers or discretions of the Knox City Council in relation to any powers or obligations it has under any Act, regulation or local law that may apply to the Facility, the hire, the Hirer or the Facility Manager.



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Appendix 3: Template Confirmation of Hire

The document overleaf is a template that Facility Managers can use to confirm bookings. It has been developed for use in conjunction with the Hire Agreement in Appendix 2. The confirmation of hire document can be edited to include the Facility Manager's letterhead and should include an attached copy of the Facility's Terms and Conditions.

CONFIRMATION OF HIRE

HIRER DETAILS			
Hirer:			
Organisation:			
Address:			
Email:			
Phone:			
BOOKING DETAILS			
Facility:			
Area/Room:			
Date of Hire:			
Time of Hire:			
FEES AND BONDS			
Hire Fee:		Due Date:	
Security Bond:		Due Date:	
SPECIAL CONDITIONS			
AGREEMENT			
<p>I hereby acknowledge having read the attached Conditions of Hire and undertake to be bound by and comply with these Conditions in every respect and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall comply with the Conditions. I have also read and agree to abide by the cancellation information found within the Conditions of Hire document.</p>			
Hirer Name:	Facility Manager:		
Organisation:	Organisation:		
Signature:	Signature:		
Date:	Date:		



Casual Hire of Community Facilities: Quick Reference Guide for Hirers

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Updated 25/10/2021



Casual Hire of Community Facilities Policy Quick Reference Guide

Introduction

Knox has many great community facilities, including sports pavilions, community halls, meeting rooms, neighbourhood houses, senior citizens' halls and children's facilities. These are important to the community.

The Casual Hire of Community Facilities Policy (the Policy) and Casual Hire of Community Facilities Handbook (the Handbook) set out the requirements that must be followed for casual hire of Council's community facilities.

These requirements ensure fair, equitable and consistent access, effective risk management and optimise use of community facilities.

This fact sheet summarises the key information in the Policy and Handbook to help hirers know what is required to book a community facility.

Scope

The requirements apply to bookings at these Council facilities:

- Community halls and meeting rooms;
- Community centres and neighbourhood houses;
- Kindergartens and playgroups;
- Senior citizens centres;
- Sporting pavilions;
- Scout and Guide halls;
- Council-run arts and leisure centres.

Frequently Asked Questions for Hirers

How do I book a facility?

Most Council community facilities are managed by a community organisation under an agreement with Council. Facility managers are responsible for advertising how to book their venues and making casual hire bookings.

Council's website has information on our community halls here:

<https://www.knox.vic.gov.au/our-services/libraries-venues-and-facilities/find-venue-or-facility-hire>

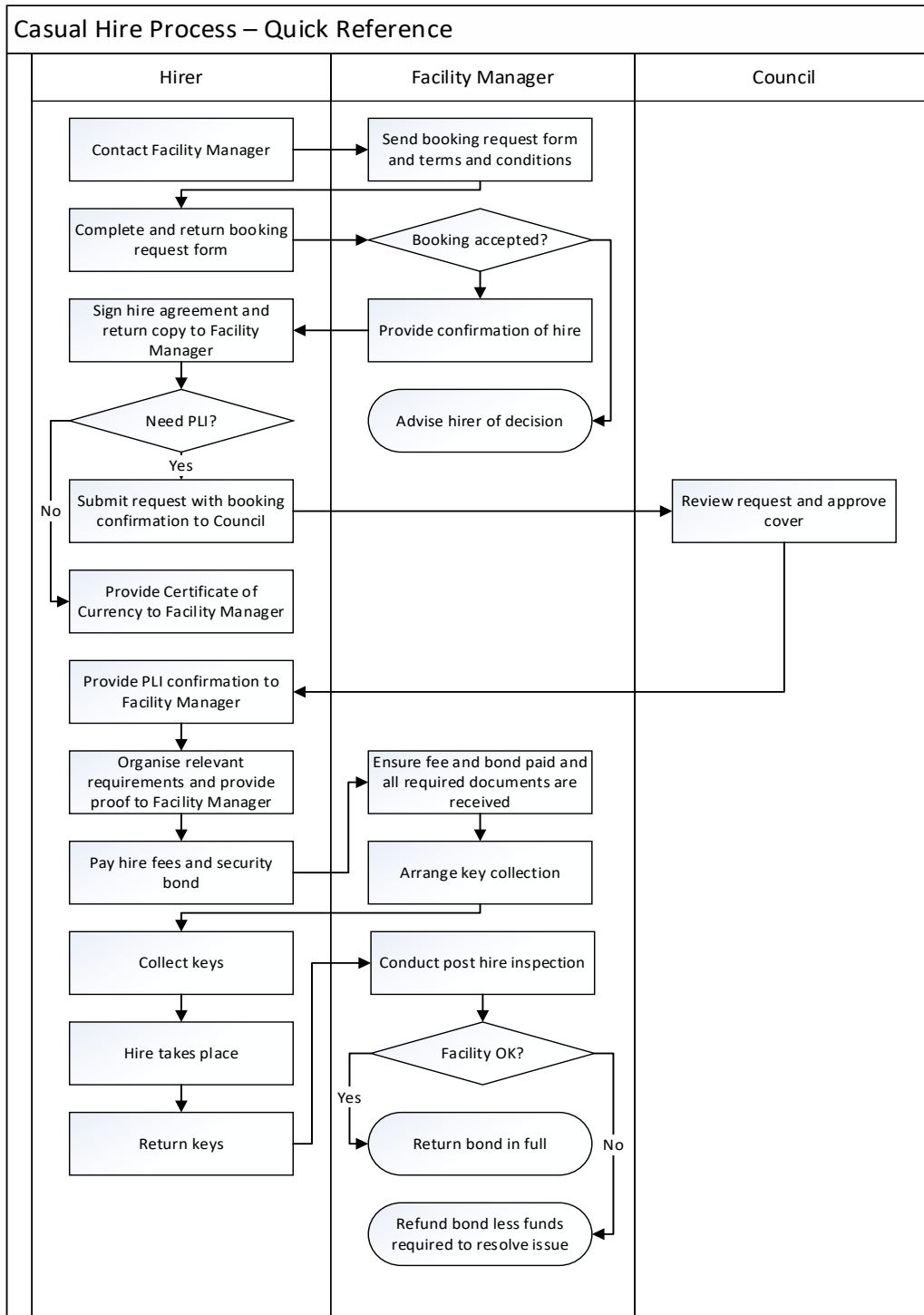
If the Council owned facility you want to hire isn't listed, you can contact Council's Customer Service Team on 9298 8000 or knoxcc@knox.vic.gov.au and we can help direct you to the right person.

The flow chart on the next page sets out the basic steps to book a community facility.



Casual Hire of Community Facilities Policy Quick Reference Guide

Booking Process Flow Chart





Casual Hire of Community Facilities Policy Quick Reference Guide

Do I need public liability insurance?

Yes, all hirers require \$20million public liability cover and this must be confirmed by facility managers before the event.

If you are hiring on behalf of an organisation, you may have this already, and should provide a copy of your Certificate of Currency to the facility manager.

If you don't, you can organise cover from Council. You will need to provide Council with a letter from the facility manager confirming the booking date and pay the associated fee. You will then receive confirmation of cover, which you can provide to the facility manager.

Will I have to pay a security bond?

Yes, all Hirers must pay a security bond, at least one week prior to the booking date.

The facility manager will assess a number of factors (number of guests, type of event, previous bookings, consumption of alcohol, time of hire, etc.), to determine the appropriate bond levels. Council sets the fee for each security bond level.

Bookings where there is alcohol consumed, the event last four hours or more, and is expected to have more than 75 guests in attendance must pay a Level 3 Security Bond.

Can people drink alcohol at my event?

If you are serving alcoholic drinks to your guests and they are not paying for it, or if they are bringing their own drinks, a liquor licence is not required.

If the facility has a liquor licence, you will need to abide by those rules. The facility manager will let you know what those rules are, such as what times alcohol can be consumed and where you are permitted to drink.

Casual hirers are not permitted to sell alcohol at Council facilities. Selling alcohol includes:

- A paid bar.
- Including alcohol in the cost of attending. For example, you cannot sell tickets to a fundraising event and offer free alcohol on arrival and throughout the night. Even if it is only one glass, this still counts as selling alcohol.
- Offering alcohol as a prize in a raffle.

What food can I bring in?

You can provide your guests with any food you like. The facility manager will tell you if they have any specific rules.

If you are not selling food, you don't need a permit. If you want to use a person or business to provide catering, they should be a registered food business. If you're doing the catering yourself, you don't need to be registered.

If you wish to sell food, you will need to obtain the relevant food permit, and provide a copy to the facility manager.

Temporary or mobile food premises can use the Streatrader website at streatrader.health.vic.gov.au



Casual Hire of Community Facilities Policy Quick Reference Guide

What are the requirements in relation to COVID restrictions?

All casual hirers must adhere to the current COVID requirements, including vaccination mandates. The facility manager will provide you with information relating specifically to their facility.

Do I have to register with Partysafe?

You must register your event with Victoria Police's Partysafe Program if alcohol will be consumed, the event will last four hours or more, and attendance is expected to be more than 75 guests (including children).

This must be done at least one week prior to the booking date. Depending on what your event is, the facility manager may require you to register your event with Partysafe even if it doesn't meet all these conditions. This is at their discretion.

You can register with Partysafe online at <https://www.police.vic.gov.au/party-safe>

Do I need to hire security guards?

If your event will have alcohol consumed, last four hours or more, and attendance is expected to be more than 75 guests (including children), you must hire licensed security guards. Proof must be provided to the facility manager at least one week prior to the booking date. Depending on the nature of your event, the facility manager may require you to register your event with Partysafe even if it doesn't meet all these conditions. This is at their discretion.

For every 75 people, there needs to be one security guard. For example, if your event has 50 people, you will require one security guard. If your event has 80 people, you will require two.

What are the rules about noise and music?

Hirers must make sure nearby residents aren't disturbed by noise. This includes music (live or recorded), televisions and PA systems as well as noise made by guests entering and exiting the facility.

The Environment Protection Agency (EPA) sets out times that noise must be ceased to ensure residents aren't disturbed. These times are:

Weekdays, before 7am	Weekends, before 9am
Sunday to Thursday, after 10pm	Friday, Saturday, and the night before a public holiday, after 11pm

For more information about noise and music, visit <https://www.epa.vic.gov.au/for-community/environmental-information/noise/residential-noise/residential-noise-law>

Can I hold a raffle or fundraising event?

Yes, Fundraising events are welcomed. Some types of fundraising, such as bingo and raffles may require a permit from the Victorian Commission for Gaming and Liquor Reform.

For more information about minor gaming permits, visit <https://www.vcglr.vic.gov.au/>

Who can hire a Council community facility?

Hirers must be aged 18 and over. Facility managers may ask for photo identification for proof of age and address.



Casual Hire of Community Facilities Policy Quick Reference Guide

What are the Child Safe Standards and do I need to comply with them?

If you are an organisation that is legally required to comply with the Child Safe Standards, as set out in the *Child Wellbeing and Safety Act 2005* (Vic), you must adhere to the Child Safe Standards. By agreeing to the terms and conditions, you confirm that you are compliant. You are not required to provide any documentation to the facility manager.

Can I decorate the venue?

You cannot decorate in a way that may cause damage to the facility. This means that you cannot nail, screw or otherwise pierce the walls, floors and doors at facility.

The facility manager can confirm what decorations are permitted and how they can be affixed.

Can I bring animals to the facility?

Service animals are always allowed at Council community facilities.

If you wish to bring a mobile petting zoo or similar animal activity, you will need to get approval from the facility manager. If the outdoor space at a facility is shared or publically accessible, you will need to seek approval from Council before permission can be provided.

Where can I get more information?

Because so many of Council's community facilities are managed by community groups, the best place to go for more information is the facility manager for the venue you want to book. They will be able to give you all the terms and conditions and explain the particular requirements for that facility.

Council's website has information on our community halls here:

<https://www.knox.vic.gov.au/our-services/libraries-venues-and-facilities/find-venue-or-facility-hire>

If speaking to the facility manager doesn't give you all the answers you need, contact Council on 9298 8000 and we can help.

9.5 Kindergarten Expansion Reform - Infrastructure

SUMMARY: Acting Head of Strategy, Learning and Evaluation, Liz Stafford and
Manager Family and Children's Services, Janine Brown

The State Government's Kindergarten Expansion Reform (KER) has fundamentally shifted the future of early learning for Victorian children to a two-year model in which both 3 and 4-year-old children will be eligible to attend funded kindergarten. It will change the way the Knox community accesses and experiences kindergarten.

Although kindergarten is primarily the responsibility of the State Government, Knox City Council has a long, established history of providing high quality sessional 4-year-old kindergarten to the Knox community. Council supports the intent of the reform and has expanded its existing kindergarten service to include five hours of 3-year-old kindergarten in 2022, alongside its existing 4-year-old programs.

Council's past, current, and future role as a community infrastructure provider for early years services is a key element for Knox children to successfully access and participate in two years of kindergarten across the Knox community. Since 2014 Council has invested \$26.6M in a significant portfolio of early years facilities. In the same period, Council has only received \$2.1M in State Government infrastructure grants to offset these costs to the community.

The Kindergarten Expansion Project has identified potential infrastructure responses and projects within its own portfolio of facilities which could be undertaken to address the anticipated unmet demand for kindergarten places because of the reform. However, the cost of these projects is prohibitive. In the current rate-capped environment, the investment required to cover any further expansion of Knox early years facilities to support this reform could not be undertaken without negating Council's ability to remain agile and respond to other community infrastructure needs or unforeseen financial shocks for the coming decade.

Council's current Long Term Financial Plan (LTFP) does not currently incorporate funds to account for the investment required to meet the infrastructure challenges brought about by the Kindergarten Expansion Reform.

The proposed resolutions outlined in this report reiterate the State Government's primary responsibility for education as well as Council's support for kindergarten and the intentions of the reform. Officers recommend that Council's existing investment and limited capacity for further investment is a first premise from which Council should progress discussions toward a suitable Partnership Agreement for at least an 85% contribution from the State Government towards infrastructure projects required. In the absence of a suitable offer for a Partnership Agreement, officers outline the benefits and challenges of Council adopting a status quo position on further investment in early years infrastructure.

RECOMMENDATION

That Council:

1. Note that kindergarten, including the reform, is primarily the responsibility of the State Government.
2. Note the significant financial contribution and support which Council currently provides for kindergarten as an Early Years Manager and service provider, through the

maintenance and operation of a significant portfolio of community facilities and the annual Capital Works Program.

- 3. Note that fully funding the additional financial resources required to transform 11 of Council's aged kindergarten buildings into contemporary facilities able to support implementation of the State Government's Kindergarten Expansion Reform, in a rate capped environment, is beyond Councils financial capacity.**
- 4. Resolve that in the context of resolutions 1, 2 and 3, to authorise the Chief Executive Office (or such person as the Chief Executive Officer selects) to progress discussions with the Department of Education and Training regarding a Building Blocks Partnership Agreement for co-investment toward five priority infrastructure projects, including either:**
 - i. a minimum State Government contribution of 85% towards any or all infrastructure project costs;**

OR

 - ii. an alternative proposal that will enable Council to sustainably finance priority projects within its broader Capital Works Program.**
- 5. Resolve that if the State Government declines to offer a Building Blocks Partnership Agreement satisfactory to Council, Council's default position will be to continue to invest in early years facilities according to its existing prioritisation process applicable to Council's broader Capital Works Program or a status quo position.**

1. INTRODUCTION

The State Government's Kindergarten Expansion Reform aims to recognise and extend the social, educational, and economic benefits of high-quality early learning to even more Victorian children. From 2029 it is intended that both 3 and 4-year-old children will have access to 15 hours of kindergarten education each week. This will significantly increase, beyond existing capacity, the number of children who will need to access kindergarten services and facilities across the Knox community.

The Knox community has indicated that it values high-quality sessional kindergarten and Council has considered the impact of the reform in distinct phases in accordance with its different roles as an Early Years Manager, municipal planner, and past, current, and future infrastructure provider. In April 2021, Council considered its history of providing high quality sessional 4-year-old kindergarten to the Knox community and agreed to expand its service to include five hours per week to 3-year-olds in Knox kindergarten services in addition to the 15 hours a week available to 4-year-olds.

As part of Council's Kindergarten Expansion Project, officers have researched several potential responses to the service provision and infrastructure challenges of the reform. This work has included the development of an Early Years Infrastructure Review and the finalisation and joint endorsement by Knox City Council and the Department of Education and Training (DET) of the Kindergarten Infrastructure Services Plan (KISP). The infrastructure review developed concept designs for 11 potential infrastructure projects and identified five of these as priority projects for new contemporary facilities. These projects would have the potential provide fit for purpose early childhood facilities and support sustainable and viable kindergarten services into the future.

However, the total current cost estimate for all 11 of the potential projects is \$70.4M. Completing just the five priority projects would still result in a total cost to Council of \$49.3M.

Assessments of the impact of such an investment on the LTFP have been undertaken and indicate that the indebtedness required would push Council into an unsustainable financial position in which the capacity to invest in any other community infrastructure projects would be significantly reduced, in addition to its capacity to respond to any other financial shocks or unforeseen borrowing required in the same period.

The resolutions contained in this report articulate officer recommendations that Council acknowledge its support for the intentions of the reform but that the infrastructure costs associated with this reform should rest with the State Government. Officers recommend that Council implement these resolutions to progress discussions with the State Government to seek a minimum of 85% contribution towards any/all the projects or reach another suitable proposal to sustainably finance the infrastructure costs of the State Government's reform.

Any Council investment toward infrastructure to support the reform will need to ensure that the community's future capacity, through Council, to respond to other community infrastructure needs and financial challenges is not significantly compromised. This decision is set against the backdrop of a very real need for fiscal recovery amidst the uncertainty of a post COVID19 future.

Failing the offer of a suitable Partnership Agreement from the State Government, it is recommended that Council adopt a status quo position, which includes Council's existing Capital Works Program with no further, additional investment in early years community infrastructure to meet the reform. The potential benefits and implications of adopting this position in the current fiscal and social climate in the context of the reform are considered in this report.

2. DISCUSSION

2.1 Early Years Infrastructure

At the Strategic Planning Committee Meeting held in September 2021, Council endorsed the Kindergarten Infrastructure Services Plan (KISP) completed by officers in partnership with the DET. The KISP highlights that meeting the anticipated community demand for kindergarten places will become increasingly problematic in some Knox suburbs. These suburbs are The Basin, Bayswater, Knoxfield/Scoresby and Wantirna. The infrastructure impact emerges when both 3 and 4-year-old children move to access 15 hours of kindergarten each week by 2029.

There is no explicit obligation to provide early years infrastructure in the Local Government Act, and the KISP is not a commitment by Council to meet the unmet demand for kindergarten places through infrastructure investment or service provision.

However, Council's role as municipal planner requires Council to consider the implications of the reform on Council's existing early years infrastructure stock, including the capacity of the existing facilities to provide access to quality kindergarten for the Knox community.

The Council Plan (2021-2025) includes a commitment to support planning for the roll out of 3-year-old kindergarten and implementation of Council's decision regarding kindergarten expansion, by continuing to work with the State Government to plan for early years infrastructure in the municipality.

2.2 Challenges of Kindergarten Reform in the Context of Community Infrastructure

The 33 community facilities used for kindergarten in Knox are on average 50 to 70 years old. These facilities are owned and maintained on behalf of, and to benefit the whole community.

These facilities host a range of universal services funded in partnership with Council by other levels of Government. These range from State Government programs such as Maternal and Child Health and playgroups to kindergarten and in the case of two community hubs, long day care, co-funded by the Commonwealth Government.

Of the 33 Council facilities currently used to provide kindergarten, 30 are directly managed by Council as an Early Years Manager. Two are managed by independent community providers. One additional independent community provider shares a facility with a kindergarten support service provided by Council. Another four independent providers share facilities with Council and provide programs alongside Council's funded kindergarten service. Lack of space in these four facilities limits both the service's capacity for growth and future viability as well as their capacity to meet the 15-hour requirement of the reform by 2029.

Council's early years facilities have been refurbished and expanded by Council over time to respond to changing community needs as well as an ever-changing policy and legislative landscape in the early years sector. Since 2009, this has included changed utilisation due to Universal Access to 15 hours, and changes in optimal group sizing in response to Child: Staff ratios when the National Law and the National Quality Standard were introduced.

State and Commonwealth policy change that increases the number of staff or children amplifies the impact beyond increased utilisation in the classrooms and outdoor play spaces. Increased demand for office space, bathroom amenities, storage and car parking are all infrastructure impacts of these reforms. Some small grants have offset these costs in some, but not all cases.

Over the last decade the majority of infrastructure costs associated with State and Commonwealth reform of the early childhood sector have been borne by local government.

2.3 Disproportionate Local Government Investment in Early Years Infrastructure

The infrastructure challenges of this reform are set against a backdrop of historically disproportionate investment by local government in infrastructure used to provide funded kindergarten. In the period between 2014 and 2018, local governments across Victoria invested a combined total of \$478M in early years infrastructure which is three times the amount invested by the State Government (\$123M) in the same period.

Since 2014 Knox has invested \$26.6M in early years facilities. While this was offset by \$2.1M in State Government grants, the redevelopment and replacement of early years facilities in Knox has continued to be majority funded by Council.

This is despite funded kindergarten, one of the key services provided in these facilities, being primarily a State Government responsibility. The State Government maintains the context of a rate-capped environment. Cost shifting the responsibility for infrastructure to support this significant educational reform to local government is not consistent with the State's responsibility for education.

2.4 Knox Early Years Infrastructure Review

In response to the anticipated increased demand because of the reform, Council's Major Initiatives Unit (MIU) engaged architects to investigate and develop potential concept designs based on a 2019 infrastructure review which ascertained existing capacity of Knox facilities and sites. The

2019 review identified the existing capacity of Council's facilities and the role that maintaining this capacity has on the viability of Council's kindergarten service and community access to funded kindergarten. The MIU project identified opportunities for expansion and redevelopment of 11 potential facilities to maintain access to 15 hours of kindergarten for as many children as possible when the full reform is implemented in 2029.

These 11 potential infrastructure projects identified where existing facilities could be expanded to increase existing capacity of kindergarten places. This included five projects for new contemporary facilities which, with additional consultation with the community, could be built to replace the existing services at Knoxfield, Taylors Lane, Haering Road, Talaskia and Alice Johnson. Officers have identified these five projects as "priority projects" based on a rating matrix which attributed scores based on:

- Impact on places in areas of local demand as identified in Knox' 2019 infrastructure review;
- Impact on places in areas of unmet demand as identified in the KISP;
- Maintaining sustainable and flexible service options into the future;
- Location in areas which tend not to attract childcare Development Applications;
- The level and extent of risks to Council associated with the proposal; and
- The consequences of not doing the project for kindergarten access for the community.

These five priority projects would provide expanded facilities which include additional kindergarten rooms, Maternal and Child Health consultation rooms, improved offices and amenity spaces, improved accessibility and in some cases multipurpose spaces and increased parking which could be used by a range of community groups. The projects would transform the existing facilities into contemporary fit for purpose spaces able to support sustainable and viable kindergarten services into the future.

However, the current cost estimates for all 11 of the potential projects come to a total of \$70.4M. Completing just the five priority projects would cost \$49.3M.

The cost estimates have been exposed to robust external review by Pricewaterhouse Coopers and assessed against the Victorian State Government's investment lifecycle guidelines. However, analysis undertaken by the Finance Department indicates that the level of investment required is not a sustainable option and would negate Council spending on any other community infrastructure for the next ten years. This is considered in further detail in Section 5.

2.5 Impact of the Potential Infrastructure Projects on Funded Kindergarten Places

Currently, 56% of the eligible cohort of 3 and 4-year-old children can potentially access a place in a Council facility with a service design of five hours access for 3-year-old children and 15 hours access for 4-year-olds. This service design maintains the percentage uptake and viability of Council's current service provision but does not support 3-year-old children increasing their access to 15 hours of funded kindergarten.

However, this service design and maintaining Council's service provision avoids market failure and ensures access to a funded kindergarten program for a significant percentage of children and families in Knox. Access to quality kindergarten through Council facilities and services ensures that even the most vulnerable children can access the lifelong benefits of early learning.

Completion of all 11 projects identified by the Infrastructure Review would result in maintaining 56% of both age groups of eligible cohorts to access a kindergarten place in a Council facility at

15 hours, together with a significant uplift in the amenity, access, and contemporary fit for purpose design of the existing early years infrastructure.

In comparison, completion of the five priority projects would result in 55% of the eligible cohort being able to access a kindergarten place in a Council facility at 15 hours for both 3 and 4-year-old children. This is because the five priority projects deliver the majority of the additional places identified in the pipeline of potential infrastructure projects. The other six projects increase small services from 30 to 33 places, delivering fewer additional places but comprehensively upgrading facilities so they are contemporary and capable of providing viable services into the future.

If Council was able to successfully secure the required contribution from the State Government, the completion of some or all of the projects would result in more contemporary fit for purpose early years infrastructure across the Knox community.

2.6 Infrastructure Scenarios

Officers developed potential infrastructure scenarios to assist in assessing options for strategically responding to the infrastructure challenges presented by the reform. These ranged from 100% investment in the 11 infrastructure projects, co-investment at a range of contribution levels, co-investment in five priority projects with a significant (85%) contribution from the State Government through a Building Blocks Partnership Agreement, no additional investment and complete divestment of existing early years facilities.

The resolutions contained in this report clearly outline the limits of Council's capacity to invest and define the parameters for progressing future discussions with the State Government towards a suitable offer of a Partnership Agreement.

It should be noted that despite the subsidy currently required to maintain Council's kindergarten facilities and service, the option which investigated complete divestment of kindergarten assets is not recommended by officers as at this stage, it has been assessed as not being in the interests of Council, nor the wider Knox community.

Without an offer of a suitable Partnership Agreement, Council will need to continue monitoring the on-going viability of the current kindergarten service provision model in the context of the limitations of the existing infrastructure into the future.

Discussions with the State Government will continue to explore opportunities for the Department of Education and Training to increase kindergarten service provision within schools and test the appetite for local place-based options in suburbs where there is potential to increase partnerships with the State Government schools system in existing facilities.

2.7 Potential Building Blocks Partnership Agreement with the State Government

The State Government has committed \$1.68 billion over the implementation period (2020-2029) to invest in building and expanding early years facilities to support the reform through "Building Blocks" grants and Partnership Agreements with individual local governments. Discussions to progress the development of a potential Partnership Agreement for Knox have been positive to date and represent an opportunity for Council to develop an authentic infrastructure partnership for co-investment which meets the aims of the Early Years Compact and addresses the disproportionate investment in early years facilities made by local governments, including Knox, in recent years.

2.8 Benefits of the Status Quo Position

A status quo scenario positions Council, as municipal planner, to monitor investment in additional kindergarten places in long day care by external parties (either private or Not for Profit long day care providers), combined with the uptake of two years of kindergarten by families over the short to medium term in the services that are available.

This would include observing and reporting trends in Development Applications for new childcare services and monitoring approved places and enrolment data. It would give officers the opportunity to analyse trends and observe if the current drift of families into long day care represents an on-going change embraced by the community. For example, between 2016 and 2019 the percentage of children accessing kindergarten in sessional programs in Knox dropped from 79% to 69%, but figures for 2020 and 2021 are not yet available.

It is also important in the context of the pandemic to consider the short to medium term impact on service engagement and enrolment as a result of the impact of COVID-19 in the Knox community.

In some parts of Victoria, a baby boom has been experienced whilst in other parts of metropolitan Melbourne, there are reports of birth rates dropping and an overall decrease in enrolments and utilisation of kindergarten services in general. A status quo position will allow officers to monitor the post-pandemic sector landscape in the context of the reform.

2.9 Impacts of the Status Quo Scenario on Kindergarten Access

A status quo infrastructure scenario, in which Council makes no further investment to expand infrastructure to support the reform could result in different possibilities being available to Council to consider before the full reform is implemented in 2029.

A decision about which of these is a “best fit” for Council’s kindergarten service will need to be considered in the next phase of the Kindergarten Expansion Project. For example:

- Council (as funded kindergarten service provider and Early Years Manager) could continue with five hours a week for 3-year-old children alongside 15 hours a week for 4-year-old children maintaining access to kindergarten for 56% of the 3 and 4-year-old population; or
- Council could remain at 15 hours for 4-year-olds and five hours a week for 3-year-olds but determine potential priority of access locations for 15 hours for vulnerable 3-year-olds; or
- Council could provide 15 hours of sessional kindergarten to a smaller percentage of the 3 and 4-year-old population (46%) and a higher percentage of children would need to access 15 hours of funded kindergarten in long day care; or
- Council could determine priority for 4-year-olds and maintain a higher percentage of the 4-year-old cohort (60%) and a reduced amount of access for 15 hours for eligible 3-year-olds (30%). This possibility would need further investigation particularly regarding facilities where Council shares the classroom with other providers. Prioritising 4-year-olds in facilities where Council services operate alongside other 3-year-old providers could impact those providers ability to grow to 15 hours and meet the reform.

2.10 Impacts of the Status Quo position on Quality and Cost of Kindergarten for Families

A status quo scenario in which more children access kindergarten in long day care is an impact of the reform foreshadowed by the Victorian Government who monitor and are responsive to changing quality profiles across service types in Victoria. Without additional State Government investment to expand the existing sessional kindergarten facilities in Knox, it will represent a

significant change for how the Knox community accesses kindergarten and may include increased direct costs and/or lower quality of kindergarten for families.

For the Knox community, there is currently no private investment or latent market in stand-alone or sessional kindergarten in the Knox municipality, so a move to allow the private market to meet the unmet demand for places will mean a shift to kindergarten provided in long day care for families in Knox.

The Department of Education and Training has encouraged kindergarten provided in long day care (childcare) to enable universal accessibility while expanding the kindergarten service model to include two years of kindergarten. Increasingly, private, and not-for-profit long day care providers include kindergarten in their service offering as existing services are expanded or new services are established across the state.

Most children in Knox have historically accessed kindergarten in high quality sessional stand-alone kindergarten programs provided by schools, Council and other community providers. Moving to the majority of children accessing kindergarten in long day care could be a significant shift for local families and may negatively impact their take up of two years of kindergarten, not least because long day care services can cost more and have lower quality ratings than sessional kindergarten. A comparison of the quality profiles of sessional and long day care services in Knox is provided in Attachment 1 - Quality Profiles: Kindergarten in Knox.

It is important to note the Victorian Department of Education and Training is pursuing the reform agenda in the context of a mixed market of kindergarten service providers. As the regulatory authority for Victoria, the State Government is responsible for granting service and provider approvals, carrying out the quality assessment and rating process and ensuring all education and care services meet the requirements of the National Law and National Regulations. The State Government monitors and is responsive to changing quality profiles across service types in Victoria, with established programs to lift the quality ratings of education and care services.

Across Australia, a comparison of fees paid per hour for kindergarten in long day care versus dedicated kindergartens in 2020 indicated that a higher proportion of families pay no or low fees in kindergarten (88%) than in long day care (66%). 36% of children enrolled in long day care pay \$5 per hour or more. This data is provided in Table 1.

Table 1: Percentage of Children Enrolled by Fees Paid – Long Day Care and Sessional Kindergarten

Service Type	No Fees	\$1-\$4 p/h	\$5 + p/h
Long Day Care	7%	57%	36%
Sessional Kindergarten	69%	19%	11%

Source: ABS, 2020

Existing long day care places were included in the publicly available, Knox municipality KISP, as such, adopting a status quo scenario will rely on the potential for private investment in early years places in Knox.

Private investment in childcare usually follows areas of high population growth and lower land costs. Outer suburban areas like Knox where the (0-5) year old population is stable (14% growth) may not be attractive to private investors. As a result of this, reliance on the private market to fill

the service gaps in suburbs where the places will be needed in future may not be a viable planning option for Knox.

3. CONSULTATION

The project team has consulted with existing providers of 3-year-old pre-kindergarten groups in Council facilities, families who currently use kindergarten and some families intending to use kindergarten in coming years, other service providers who do not use Council facilities and the Early Years Advisory Committee. Further community consultation in later stages of the project will be contingent upon the resolutions pursued.

Officers continue to meet with the Department of Education and Training to progress resolutions to the issues explored in this paper.

Internally, the Kindergarten Expansion Project team has consulted with the Major Initiatives Unit, the Sustainable Infrastructure and Community Infrastructure, Strategy, People and Culture, Governance teams and the Finance Department.

4. CLIMATE CHANGE CONSIDERATIONS

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

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The community facilities used for kindergarten in Knox are on average 50 to 70 years old and have been maintained and expanded by Council over time to respond to changing community needs as well as an ever-changing policy landscape in the early years sector.

These facilities are owned and maintained on behalf of the whole community but host a range of universal children's services co-funded by the State Government and the Commonwealth. Council has invested consistently in improving the amenity of these facilities for children and families in Knox, however, the costs of the infrastructure expansion currently needed would significantly impact on Council's capacity to fund any other community infrastructure projects over the next ten years.

On-going infrastructure requirements in the context of COVID-19 remain largely unknown. The transition to COVID "normal" may yet have unforeseen impacts with regards to Council's early years facilities and Council will need to remain responsive to these needs, including potential improvements to ventilation as well as an increased need for circulation space in common areas – staff offices, storerooms, bathrooms etc.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Council makes a significant financial contribution to the provision of kindergarten services as an infrastructure provider and Early Years Manager and has limited capacity for further investment. Based on the 2021/2022 budget, this currently includes an annual subsidy of \$2.7M (inclusive of

\$1.1M for the maintenance and operation of the significant suite of community infrastructure which hosts existing early years services).

In addition to this, the annual Capital Works Program has an average expenditure of \$500k per annum. While Council supports kindergarten and the intentions of the reform, Council already makes a considerable on-going financial contribution to kindergarten and is unable to respond to the significant and additional impact and challenges of such substantial State Government reform.

Council's current Long Term Financial Plan (LTFP) does not currently incorporate funds to account for the investment required to meet the infrastructure challenges brought about by the State Government Kindergarten Expansion Reform. Covering the cost of the infrastructure required through Council ratepayer funds would necessarily come at the cost of other community infrastructure projects over the next 10 years.

The recommendations tabled in this report acknowledge that Council is not in a financial position to allocate the resources needed to deliver the infrastructure required for the full rollout of the State Government's Kindergarten Expansion Reform without a significant (at least 85%) contribution from the State Government or an alternative sustainable proposal.

7. SOCIAL IMPLICATIONS

The evidence that two years of quality kindergarten improves educational and social outcomes for children is undisputed. The reform represents a significant change to how the Knox community, children and families will experience kindergarten.

Some of these considerations are covered in other sections of this report, i.e., the potential for increased private and long day care provision of kindergarten in Knox and the potential impact of this on the quality and cost of service provision.

The research on kindergarten expansion discusses kindergarten "dosage" which is a reference to the number of hours children can access per week. In a status quo scenario it could potentially become possible for 3-year-old children to continue to access five hours while 4-year-olds access 15 hours. However, this is not currently the policy position of the State Government. If the Government does not invest in renewed infrastructure in Knox, it is difficult to see how both cohorts can access 15 hours of funded kindergarten into the future.

Ensuring all children have access to the full benefit of 15 hours in a status quo infrastructure scenario may result in fewer children being able to access kindergarten in a Council facility. As indicated in Section 2, a status quo infrastructure scenario has a few potential outcomes. It may mean a smaller percentage (46%) of the 3 and 4-year-old population will be able to access 15 hours of kindergarten per week in Knox early years facilities. This outcome could mean that if long day care providers cannot fill the gap or if families reject long day care kindergarten provision, then some children will not be able to access kindergarten in Knox. This is only one potential outcome.

Not being able to access kindergarten may potentially have long-lasting impacts on children's health, wellbeing, and educational outcomes. Diminished access to kindergarten can also risk increasing barriers to workforce participation for families, particularly women, as well as lost community connections.

In the absence of a suitable State Government contribution, or increased kindergarten provided in Victorian schools, the other option would be increased investment and development from private or not for profit long day care providers implications of this are covered in Section 2.11.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Neighbourhoods, Housing & Infrastructure

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

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

Kindergarten, including the Kindergarten Expansion Reform, is primarily the responsibility of the State Government. In April 2021, Council considered in detail the potential implications of the reform for service provision. This report has considered responses to the increased demand it will place on community infrastructure, as well as potential impacts of the reform on the quality and cost of kindergarten available to the Knox community.

The investment required for infrastructure projects to implement the full reform when both 3 and 4-year-old children need to access 15 hours of kindergarten each week in 2029, would push Council into a financial position which would negate its capacity to respond to other community infrastructure needs and any unforeseen financial shocks over the coming decade.

Officers propose that Council resolve to acknowledge its support for the intent of the reform but to progress discussions for an authentic Partnership Agreement with the State Government which redresses the disproportionate investment local governments, including Knox, have made in early years infrastructure since 2014.

In the absence of being offered a suitable agreement officers recommend that Council continue with a status quo position which includes the anticipated expenditure foreshadowed in the existing capital works program but no further investment in infrastructure to support the reform. This position will enable officers to continue discussions with the State Government to seek an appropriate and sustainable resolution to support access to two years of kindergarten for children in Knox.

11. CONFIDENTIALITY

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

Report Prepared By: **Acting Head of Strategy, Learning and Evaluation, Liz Stafford and
Manager Family and Children's Services, Janine Brown**

Report Authorised By: **Director Connected Communities, Tanya Scicluna**

Attachments

1. Attachment 1 - Quality Profiles Kindergarten in Knox [**9.5.1** - 1 page]



Quality Profiles: Kindergarten in Knox

The following quality profiles are based on the latest available data from the Australian Children’s Education and Care Authority (ACECQA) Assessment and Ratings against the National Quality Framework. All children’s services in Australia are assessed and rated by their state or territory regulatory authority against the 7 areas of National Quality Standards and the National Regulations. Services are rated as either, Exceeding, Meeting, Working Towards or Not Yet Rated.

Sessional Kindergarten

The 33 sessional Kindergartens provided by Council and community based providers (Figure 1) are currently rated as either “Exceeding” (79%) or “Meeting” (21%) the National Quality Standard – indicating a very high level of quality which is above the national average for dedicated kindergartens (66%).

Kindergarten in Long Day Care

In contrast, the quality profile of the 43 long day care services in Knox (Figure 2) flips this quality rating profile. 75% of the long day care services in Knox are currently “Meeting” the National Quality Standard, 9% are “Exceeding” and 16% are “Working Towards” the National Quality Standard.



Figure 1: Knox Sessional Kindergartens Quality Rating Profile
ACECQA Ratings National Register as at 10 August 2021

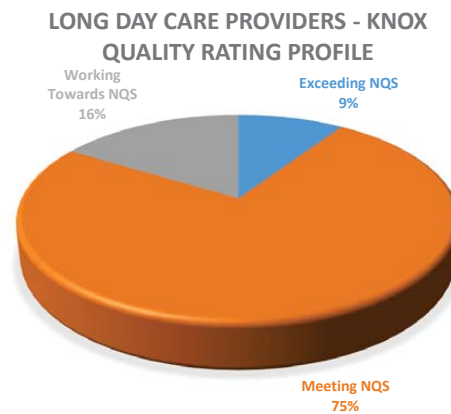


Figure 2: Knox LGA Long Day Quality Rating Profile
ACECQA Ratings National Register as at 10 August 2021

10 Office of the CEO Reports for consideration

10.1 Financial Performance Report for the Quarter Ended 30 September 2021

SUMMARY: Coordinator Finance Operations, James Morris

The Financial Performance Report for the period ended 30 September 2021 is presented for consideration.

RECOMMENDATION

That Council receive and note the Financial Performance Report for the year to date ended 30 September 2021.

1. INTRODUCTION

The provision of the quarterly Financial Performance Report to Council ensures that associated processes are accountable, transparent and responsible resulting in sound financial management.

The attached Financial Performance Report (Attachment 1) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

The Financial Performance Report is designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget. Council adopted its 2021-22 Annual Budget at its Ordinary Council Meeting held 28 June 2021 and adopted a Revised Budget at its Ordinary Council Meeting held on 26 July 2021.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted Budget is compared against the projected financial year-end position as reflected by the Forecast. The 2021-22 Forecast includes the following details:

- The 2021-22 Adopted Budget;
- Carry forward funding from 2020-21 into 2021-22 for both operational and capital works income and expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects; and
- Adjustments to forecasts as a result of officers periodically assessing Council's budgetary performance considering emerging events and matters.

2. DISCUSSION

General discussion in regards to this report is detailed under Section 5 'Financial & Economic Implications'.

3. CONSULTATION

This report does not necessitate community consultation. A copy of the quarterly Financial Performance Report is provided to Council's Audit and Risk Committee.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

This report does not have any environmental or amenity issues for discussion.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The overall financial position at 30 September 2021 is satisfactory with a working capital ratio of 4.18 to 1. The forecast position indicates that Council will have a reduced deficit outcome for 2021-22 however, COVID-19 continues to cause unfavorable financial impacts in Councils revenue streams primarily in user fees, statutory fees and fines and investment income. Council to date have approved a number of unbudgeted initiatives including COVID relief for rates. Council officers will continue to closely monitor the impacts on the financial position for the remainder of 2021-22.

For the period ended 30 September 2021, Council has achieved an operating surplus of \$105.007 million. This is \$3.484 million favorable to the year to date (YTD) Adopted Budget. Council expects to deliver an operating deficit of \$23.172 million, which is a \$10.857 million improvement on the Adopted Budget. This improvement is primarily due to the carry forward of income and expenditure from 2020-21 into 2021-22, in particular the carry forward of unearned capital grants totalling \$10.075 million from 2020-21 in accordance with accounting standards.

The forecast deficit is due to the anticipated transfer of the Knox Regional Sports Park assets to the State Government (\$23.581 million), together with Council's contribution towards this project (\$27.000 million).

The total capital works expenditure for the period ended 30 September 2021 is \$9.166 million. This is \$0.107 million greater than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$103.810 million and includes \$82.309 million in carry forward funding requirements from 2020-21 into 2021-22, and excludes \$33.320 million in anticipated carry forward expenditure from 2021-22 into 2022-23. Council's contribution of \$27.000 million towards the Knox Regional Sports Park project has been reduced from the capital works budget, and instead is being treated as an operational expense within the Comprehensive Income Statement in accordance with accounting standard requirements.

Council's cash and financial assets are \$27.056 million as at 30 September 2021, which is \$10.414 million greater than budgeted.

Further detail and discussion of the financial performance of Council for the period ended 30 September 2021 is provided in the attached Financial Performance Report (Attachment 1).

7. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

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

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

Council has achieved an operating surplus of \$105.007 million for the period ended 30 September 2021, which compares favorably with the year to date Adopted Budget operating surplus of \$101.524 million.

An operating deficit of \$26.362 million is forecast for 2021-22, with the forecast transfer of the Knox Regional Sports Park and Council's contribution towards this project leading to the forecast deficit.

11. CONFIDENTIALITY

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

Report Prepared By: Coordinator Finance Operations, James Morris

Report Authorised By: Chief Executive Officer, Bruce Dobson

Attachments

1. Financial Performance Report - September 2021 [**10.1.1** - 21 pages]

KNOX
your city



Financial Performance Report

For year to date ended 30 September 2021

Contents

Financial Performance Report for year to date ended 30 September 2021



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Executive Summary

Financial Performance Report for the year to date ended 30 September 2021



Introduction and Purpose

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the adopted budget and anticipate the financial position of Council as at financial year end by way of forecasts.

The full year adopted budget is compared against the full year projected position as reflected by the forecast. The 2021-22 forecast includes carry forward funding from 2020-21 into 2021-22 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.

Financial Performance

Summary

Summary	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Operating						
Income	142,309	147,105	4,795	194,793	206,647	11,854
Expense	40,786	42,097	(1,311)	228,821	229,818	(997)
Surplus (Deficit)	101,524	105,007	3,484	(34,029)	(23,172)	10,857
Capital Works	9,058	9,166	(107)	127,984	103,810	24,174
Cash and Investments	16,642	27,056	10,414	26,850	29,657	2,807

The overall financial position at 30 September 2021 is satisfactory with a working capital ratio of 4.18 to 1.

The adopted budget operating deficit of \$34.0M is driven by the transfer of the Knox Regional Sports Park assets to the State Government, together with Council's \$27.0M contribution towards this project. The forecast improvement of \$10.9M against the adopted budget is primarily due to the carry forward of unearned capital grants totalling \$10.1M from 2020-21 in accordance with accounting standards.

Although our financial position at the end of the September quarter indicates a forecast reduced deficit outcome, COVID-19 continues to cause unfavourable financial impacts in Councils revenue streams primarily in user fees, statutory fees and fines and investment income. Council to date have approved a number of unbudgeted initiatives including COVID relief for rates. Council officers will continue to closely monitor the impacts on the financial position for the remainder of 2021-22.

The forecast capital works expenditure includes \$82.3M in capital expenditure carried forward from 2020-21, while a total of \$33.3M in capital expenditure has been identified to be carried forward to 2022-23. Actual capital works expenditure for the September 2021 quarter is on budget. It is likely that there will be further capital works projects identified for carry forward to 2022-23.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2021



Operating

Operating Results	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Income	142,309	147,105	4,795	194,793	206,647	11,854
Expense	40,786	42,097	(1,311)	228,821	229,818	(997)
Surplus (Deficit)	101,524	105,007	3,484	(34,029)	(23,172)	10,857

Full year Forecast for Operating Results includes \$3.965M in carry forward net expenditure from 2020-21 in to 2021-22. Operational and capital grants received totalling \$11.657M were treated as unearned income in 2020-21 and carried forward to 2021-22 in accordance with accounting standards.

Year-to-Date

There is a \$3.5M favourable variance between the YTD actual result and the adopted budget. The surplus primarily relates to:

Revenue

- Unearned capital grants from 2020-21 being recognised as income \$2.0M.
- Favourable variance of \$0.8M for Public Open Space Contributions.

Expenditure

- Favourable variance in materials and services including \$0.6M in Waste Management due to timing of invoices, and \$0.2M for mowing
- Depreciation favourable \$1.0M due to the carry forward of capital works expenditure into 2021-22.
- Employee costs unfavourable by \$0.4M due to higher than budget Workcover premium.
- Net gain on disposal of property is impacted by the timing of property sales unfavourable by \$4.5M.

Forecast

The 2021-22 forecast result is showing a deficit of \$23.2M against an adopted budget deficit of \$34.0M, a variance of \$10.9M. An additional \$11.9M is forecast in revenue, while expenditure is forecast to increase by \$1.0M compared with the adopted budget position. The main variances relate to:

Revenue

- Operational and capital grants received totalling \$11.7M (\$1.6M operational and \$10.1M capital) were treated as unearned income in 2020-21 and carried forward to 2021-22 in accordance with accounting standards. This is partially offset by a reduction of \$2.1M for stage 2 of Local Roads and Community Infrastructure Program grant funding received in 2020-21 but budgeted in 2021-22.
- Capital contributions totalling \$2.3M were not received in 2020-21 and carried forward for receipt in 2021-22.

Expenditure

- \$4.0M in carry forward expenditure from 2020-21 into 2021-22 required for the completion and delivery of key operational projects; this includes \$1.6M in carry forward expenditure related to unearned operating grants that have been recognised as carry forward income.
- A reduction of \$2.9M in depreciation due to the carry forward of capital works from 2020-21 into 2021-22, together with the capital works projects identified to be carried forward to 2022-23.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2021



Capital

Capital Works Expenditure	Adopted Budget			Adopted Budget		
	\$'000's	Actual \$'000's	Variance \$'000's	\$'000's	Forecast \$'000's	Variance \$'000's
Property	2,816	3,462	(646)	37,546	46,291	(8,745)
Plant and Equipment	1,514	1,219	295	12,676	9,957	2,719
Infrastructure	4,728	4,484	243	77,762	47,562	30,200
Total Capital Works Expenditure	9,058	9,166	(107)	127,984	103,810	24,174

Full year Forecast for Capital Works Expenditure includes \$82.309M in carry forward expenditure from 2020-21 into 2021-22, and excludes \$33.320M in carry forward expenditure from 2021-22 into 2022-23.

Year-to-Date

Capital works expenditure for the September quarter is right on budget. Included in the expenditure is the \$1.8M deposit paid for the Knox Central land purchase, with the budget for this carried forward from the previous financial year.

Forecast

The forecast capital expenditure includes \$82.3M in capital expenditure carried forward from 2020-21, while a total of \$33.3M in capital expenditure has been identified to be carried forward to 2022-23. The adopted budget also includes \$27.0M for Council's contribution towards the Knox Regional Sports park project, the capital forecast has been reduced to reflect that this payment will occur through operational expenditure.

Balance Sheet

Balance Sheet	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Current Assets	145,010	161,436	16,426	44,053	50,375	6,322
Non-Current Assets	2,024,323	1,984,902	(39,421)	2,046,409	1,993,413	(52,996)
Total Assets	2,169,333	2,146,339	(22,995)	2,090,462	2,043,788	(46,674)
Current Liabilities	32,862	38,616	(5,754)	44,185	40,784	3,401
Non-Current Liabilities	36,671	4,542	32,128	82,028	45,979	36,049
Total Liabilities	69,533	43,158	26,374	126,213	86,763	39,450
Net Assets	2,099,801	2,103,180	3,380	1,964,249	1,957,026	(7,223)
Accumulated Surplus	816,997	807,361	(9,637)	692,632	672,899	(19,733)
Asset Revaluation Reserve	1,255,640	1,261,515	5,875	1,255,640	1,261,515	5,875
Other Reserves	27,164	34,304	7,141	15,977	22,611	6,634
Total Equity	2,099,801	2,103,180	3,379	1,964,249	1,957,026	(7,223)
Working Capital Ratio	4.41	4.18		1.00	1.24	

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2021



The Balance Sheet as at 30 September 2021 indicates a sustainable result. A comparison of total Current Assets of \$161.4M with total Current Liabilities of \$38.6M continues to depict a sustainable financial position (Working Capital Ratio of 4.18 to 1). The Working Capital Ratio for the same period last year was 5.03, with this year's ratio being impacted by the unearned grants of \$9.1M at the end of September. Current Assets primarily comprises Cash and Cash Equivalents (\$27.1M) and Trade and Other Receivables (\$132.2M). Trade and Other Receivables includes \$124.7M of rates debtors (of which \$10.6M relates to arrears pre July 2021) and \$6.9M in other debtors.

The working capital ratio of 4.18 is slightly lower than the Adopted Budget working capital ratio of 4.41. The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.24 at year end, which is an improvement on the Adopted Budget working capital ratio of 1.00 as a result of the carry forward of capital and operational expenditure from 2020-21, together with the carry forward of capital expenditure from 2021-22 into 2022-23, and the deferral of associated loan borrowings.

Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	114,139	0	0	10,607	124,746
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	36	36	54	423	549
Other Debtors	2,712	54	216	3,905	6,887
Total Trade and Other Receivables	116,887	90	270	14,987	132,234

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Penalty interest at 10.0% per annum also applies, however this is currently being waived due to COVID-19. Rates Notices for the current financial year were delivered in early September, with the first instalment due on 30 September 2021. The due date for rates being paid in full is 15 February 2022.

Rates outstanding for more than 90 days is \$1.6M greater than at the same time last year, reflective of the decision to waive interest and not actively pursue late payments during the COVID-19 pandemic. COVID-19 related payment arrangements or extensions are in place for 395 ratepayers.

Other Debtors outstanding for more than 90 days includes \$3.1M for Government grants that will be received.

Trade and Other Payables are \$5.3M as at 30 September 2021, which is as budgeted. Trade and Other Payables have decreased from \$13.9M as at 30 June 2021.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2021



Investment Analysis

Investment	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Cash and Cash Equivalents	16,642	27,056	10,414	26,850	29,657	2,807
Other Financial Assets	0	0	0	0	0	0
Total Funds Invested	16,642	27,056	10,414	26,850	29,657	2,807
Earnings on Investments	5	1	(3)	150	150	0

The earnings on investments for the period ended 30 September 2021 were minimal as a result of low interest rates and current holdings of Cash and Cash Equivalents and Other Financial Assets.

There are currently thirteen specific purpose reserves totalling \$34.3M as at 30 September 2021.

Financial Performance Indicators

as at 30 September 2021



The following table highlights Council's current and forecasted performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<p>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</p>					
<p>Adjusted Underlying Result</p>					
Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.	$[\text{Adjusted Underlying Surplus (Deficit)} / \text{Adjusted Underlying Revenue}] \times 100$	(20%) to 20%	(28.62%)	(28.36%)	⚠️ 1
<p>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</p>					
<p>Working Capital</p>					
Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.	$[\text{Current Assets} / \text{Current Liabilities}] \times 100$	100% - 400%	99.70%	123.52%	✅ 2
<p>Unrestricted Cash</p>					
Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.	$[\text{Unrestricted Cash} / \text{Current Liabilities}] \times 100$	10% - 300%	31.45%	28.23%	❌ 3
<p>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</p>					
<p>Loans and Borrowings</p>					
Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.	$[\text{Interest Bearing Loans and Borrowings} / \text{Rate Revenue}] \times 100$	0% - 70%	68.23%	36.73%	✅ 4
<p>Debt Commitments</p>					
Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	$[\text{Interest and Principal Repayments} / \text{Rate Revenue}] \times 100$	0% - 20%	3.63%	3.63%	⚠️ 5
<p>Indebtedness</p>					
Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations	$[\text{Non Current Liabilities} / \text{Own Source Revenue}] \times 100$	2% - 70%	55.58%	31.24%	✅ 6

Financial Performance Indicators

as at 30 September 2021



Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
Asset Renewal Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	$\frac{[\text{Asset Renewal Expenditure} / \text{Depreciation}] \times 100}{}$	40% - 130%	128.95%	129.64%	⚠ 7
Stability - Measures whether a council is able to generate revenue from a range of sources. Rates Concentration Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	$\frac{[\text{Rate Revenue} / \text{Adjusted Underlying Revenue}] \times 100}{}$	30.00% - 80.00%	70.97%	70.28%	⚠ 8

✓ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.
 ⚠ Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.
 ✗ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.

Notes:

1	Permanent Variance: - The adjusted underlying result ratio is outside the expected bands due to the transfer of the Knox Regional Sports Park assets to the State Government, together with Council's \$27.000M contribution towards the project
2	Timing Variance: - The working capital ratio is within the expected bands - The anticipated increase in the ratio is due to the expected carry forward of capital expenditure from 2021-22 in to 2022-23, and the subsequent reduction in the level of loan borrowings required during the financial year
3	Timing Variance: - The unrestricted cash ratio is within the expected bands - The anticipated decrease in the ration is due to the carry forward of operational and capital expenditure from 2020-21 in to 2021-22, together with associated transfers from restricted cash reserves
4	Timing Variance: - The loans and borrowings ratio is within expected bands - The anticipated decrease in the ratio is due to the expected carry forward of capital expenditure from 2021-22 in to 2022-23, and the subsequent reduction in the level of loan borrowings required during the financial year
5	Timing Variance: - The debt commitments ratio is within expected bands
6	Timing Variance: - The indebtedness ratio is within expected bands - The anticipated decrease in the ratio is due to the expected carry forward of capital expenditure from 2021-22 in to 2022-23, and the subsequent reduction in the level of loan borrowings required during the financial year
7	Timing Variance: - The forecast asset renewal is within the expected band
8	Timing Variance: - The rates concentration ratio is within the expected bands

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2021



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
Rates									
Rates and Valuation		(108,092)	(108,595)	504	0.47%	✓	(108,279)	(108,279)	0
Net (Income) / Expense - Rates		(108,092)	(108,595)	504	0.47%		(108,279)	(108,279)	0
CEO									
Chief Executive Officer		142	164	(23)	(16.06%)	✗	604	604	0
Chief Financial Officer	1	568	424	144	25.41%	✓	2,172	2,172	0
Net (Income) / Expense - CEO		710	588	122	17.13%		2,776	2,776	0
City Strategy and Integrity									
Directorate City Strategy and Integrity		130	133	(3)	(2.51%)	⚠	515	515	0
City Planning and Building	2	(940)	(1,607)	667	71.01%	✓	(3,811)	(3,811)	0
City Safety and Health	3	1,092	343	749	68.62%	✓	2,890	2,890	(0)
City Futures		1,121	1,034	87	7.80%	✓	4,283	5,178	(895)
Governance	4	1,080	853	227	21.03%	✓	3,981	3,981	0
Strategic Procurement and Property		207	167	40	19.37%	✓	816	816	0
Net (Income) / Expense - City Strategy and Integrity		2,691	923	1,768	65.70%		8,674	9,569	(895)
City Centre									
Directorate City Centre		80	81	(1)	(1.29%)	⚠	318	318	0
Customer Experience		518	443	75	14.53%	✓	2,089	2,089	0
Communications	5	533	399	134	25.07%	✓	1,943	2,091	(148)
Knox Central	6	175	25	150	85.86%	✓	696	696	0
Net (Income) / Expense - City Centre		1,306	948	358	27.41%		5,046	5,194	(148)
Connected Communities									
Directorate Connected Communities	7	62	200	(139)	(225.56%)	✗	245	243	1
Community Wellbeing	8	2,119	1,772	347	16.38%	✓	8,575	8,978	(403)
Family and Children's Services	9	1,564	257	1,307	83.57%	✓	5,783	5,894	(110)
Community Access and Support	10	969	813	156	16.13%	✓	3,959	3,959	(0)
Active and Creative Communities	11	826	617	209	25.27%	✓	3,308	3,569	(261)
Net (Income) / Expense - Connected Communities		5,540	3,659	1,881	33.95%		21,871	22,643	(773)
People and Innovation									
Directorate People and Innovation		0	1	(1)	(100.00%)	✗	0	0	0
Strategy People & Culture		3,074	3,093	(19)	(0.62%)	⚠	7,542	7,930	(388)
Chief Information Officer		2,910	2,842	69	2.37%	✓	7,240	7,240	0
Transformation	12	320	199	121	37.82%	✓	768	768	0
Net (Income) / Expense - People and Innovation		6,304	6,134	170	2.69%		15,550	15,938	(388)
Infrastructure									
Directorate Infrastructure		115	140	(25)	(21.96%)	✗	455	455	0
Sustainable Infrastructure	13	(16,852)	(17,937)	1,085	6.44%	✓	3,229	3,309	(80)
Community Infrastructure		1,720	1,651	69	4.00%	✓	6,964	7,039	(75)
Operations	14	3,738	3,456	282	7.55%	✓	15,895	15,895	0
Major Initiatives		90	101	(11)	(11.95%)	✗	350	350	0
Net (Income) / Expense - Infrastructure		(11,188)	(12,588)	1,400	12.52%		26,893	27,048	(155)

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2021



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 5%.
- ✘ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.

Notes:

1	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$51K favourable variance for Rates and Valuations postage, \$35K favourable variance for transaction charge payments and \$13K favourable variance for printing; these variances are all related to the issuing of rates notices and subsequent payment of rates
2	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$758K favourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality - Partially offset by a \$75K unfavourable variance for pool certification fees and \$42K unfavourable variance for fines
3	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$249K favourable variance in School Crossing employee costs and oncosts due to the closure of schools during the current COVID-19 lockdown <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$492K favourable variance in School Crossing grant income
4	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$84K favourable variance for election fines income received <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$47K favourable variance for Civic Management capital purchases
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$92K favourable variance for Communications employee costs and oncosts, partially due to the first year of the digital team costs being covered by the ICT program
6	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$91K favourable variance in contractors and services costs due to the timing of the program's activities - \$75K favourable variance in employee costs and oncosts due to timing of program's activities
7	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$102K unfavourable variance in employee costs and oncosts due to the staff vacancies budget for the Directorate sitting within the Director program
8	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$247K favourable variance for operational grants payable; payments will be made once acquittals are received
9	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$204K favourable variance for operating grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards; there has been corresponding expenditure - \$681K favourable variance for the kindergarten special education grant - \$124K favourable variance for the childcare special education grant - \$102K favourable variance for the Commonwealth business continuity payment <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$95K favourable variance in the childcare benefit subsidy; partially offset by a \$47K unfavourable variance for parent fees received
10	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$49K favourable variance for operating grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards; there has been corresponding expenditure <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$50K favourable variance in grants received for the Home Maintenance CHSP program - \$50K favourable variance for Food Services contract payments

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2021



Notes (continued):	
11	<p>Permanent Variance: - \$97K favourable variance for Knox Regional Sports Park income; originally this lease was to have transferred to the State Government in the 2021 financial year, but will now occur in the current financial year</p>
12	<p>Timing Variance: - \$59K favourable variance in contract payments</p>
13	<p>Timing Variance: - \$642K favourable variance for Waste Management materials and services due to the timing of receipt of invoices - \$201K favourable variance for Commercial Waste garbage charge - \$132K favourable variance for Green Waste bin charge due to a higher takeup of green waste bins - \$50K favourable variance for Asset Management survey/conditions ratings</p>
14	<p>Timing Variance: - \$205K favourable variance in Open Space Maintenance including \$179K favourable variance for mowing - \$117K favourable variance for Tree Maintenance - \$47K favourable variance for fuel payments - \$104K unfavourable variance for motor vehicle and plant comprehensive insurance due to the timing of invoices</p>

Appendix A

Comprehensive Income Statement

for year to date ended 30 September 2021



Description	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)	%	Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
Income									
Rates and Charges		125,490	126,055	565	0.45%	✓	126,258	125,823	(436)
Statutory Fees and Fines		832	751	(81)	(9.73%)	⚠	4,098	4,098	0
User Fees		7,618	8,160	542	7.12%	✓	16,212	16,207	(5)
Grants - Operating	1	4,862	6,816	1,953	40.17%	✓	21,757	23,328	1,570
Grants - Capital	2	1,624	2,663	1,040	64.02%	✓	15,111	23,555	8,444
Contributions - Monetary	3	1,704	2,369	664	38.97%	✓	8,326	10,606	2,280
Contributions - Non-Monetary		0	0	0	0.00%	✓	2,000	2,000	0
Increment on investment in associates		0	0	0	0.00%	✓	0	0	0
Other Income		179	291	112	62.88%	✓	1,031	1,031	0
Total Income		142,309	147,105	4,795	3.37%		194,793	206,647	11,854
Expenses									
Employee Costs		20,103	20,649	(546)	(2.71%)	⚠	75,557	75,526	31
Materials and Services	4	16,501	14,131	2,370	14.36%	✓	77,651	81,605	(3,954)
Depreciation	5	6,588	5,571	1,017	15.44%	✓	25,576	22,718	2,858
Amortisation - Intangible Assets		0	177	(177)	(100.00%)	✗	778	710	68
Amortisation - Right-of-Use Assets		328	161	166	50.77%	✓	1,311	1,311	0
Contributions and Donations		1,384	1,188	195	14.13%	✓	5,787	32,787	(27,000)
Borrowing Costs		186	0	186	100.00%	✓	743	743	0
Finance Costs - Leases		17	8	9	52.09%	✓	69	69	0
Bad and Doubtful Debts		19	66	(47)	(248.04%)	✗	75	75	0
Other Expenses		143	160	(17)	(12.12%)	✗	629	629	0
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment	6	(4,483)	(14)	(4,469)	(99.68%)	✗	40,645	13,645	27,000
Total Expenses		40,786	42,097	(1,311)	(3.22%)		228,821	229,818	(997)
Surplus (Deficit)		101,524	105,007	3,484	3.43%		(34,029)	(23,172)	10,857
Total Comprehensive Income for the Year		101,524	105,007	3,484	3.43%		(34,029)	(23,172)	10,857

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✓ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✗ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.



Comprehensive Income Statement

for year to date ended 30 September 2021

Notes:	
1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.492M favourable variance for operating grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards and have subsequently been expended - \$0.681M favourable variance for the kindergarten special education grant - \$0.124M favourable variance for the child care special education grant - \$0.102M favourable variance for the child care business continuity payment <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.492M favourable variance for the school crossing supervisors grant
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$2.024M favourable variance for capital grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards and have subsequently been expended - \$0.180M favourable variance for unbudgeted capital grant received for the Erica Avenue Streetscape Renewal <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.750M unfavourable variance for the Fairpark Reserve Pavilion Upgrade - \$0.330M unfavourable variance for the Drainage Pit & Pipe Renewal Program - \$0.200M unfavourable variance for the Carrington Park Senior Citizens Centre
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.758M favourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.642M favourable variance in Waste Management due to the timing of the receipt of invoices - \$0.311M favourable variance in Family & Children's Services including \$0.110M favourable variance for Integrated Early Years Operations and \$0.084M for the 3 Year-Old Kindergarten Expansion Project - \$0.205M favourable variance in Open Space Maintenance including \$0.179M favourable variance for mowing - \$0.143M unfavourable variance in Building Maintenance Services including \$0.071M unfavourable variance for unscheduled repairs and \$0.059M unfavourable variance for water rates - \$0.141M favourable variance for Rates & Valuations - \$0.128M favourable variance for Governance - \$0.123M favourable variance in Biodiversity Management including \$0.084M favourable variance for Bushland Management - \$0.105M favourable variance in Information Management - \$0.100M favourable variance in Leisure Services
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$1.017M favourable variance for depreciation due to the carry forward of capital works expenditure from 2020-21 into 2021-22 delaying the capitalisation of capital works programs
6	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$4.469M unfavourable variance in Net (Gain) Loss on Disposal of Property due to the timing of sale of property, plant and motor vehicles

The 2021-22 Forecast includes \$3.965M in carry forward expenditure from 2020-21 into 2021-22 required for the completion and delivery of key operational projects. Operational and capital grants received totalling \$11.657M were treated as unearned income in 2020-21 and carried forward to 2021-22 in accordance with accounting standards.

Balance Sheet

as at 30 September 2021



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance		Adopted Budget	Forecast	Variance
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
Current Assets								
Cash and Cash Equivalents	1	16,642	27,056	10,414	62.58%	26,850	29,657	2,807
Other Financial Assets		0	0	0	0.00%	0	0	0
Trade and Other Receivables		127,804	132,234	4,429	3.47%	16,639	19,423	2,784
Other Current Assets		558	69	(489)	(87.72%)	558	1,285	727
Non-Current Assets classified as Held for Sale	2	0	2,072	2,072	100.00%	0	0	0
Inventories		6	7	1	8.49%	6	11	5
Total Current Assets		145,010	161,436	16,426	11.33%	44,053	50,375	6,322
Non-Current Assets								
Investment in Associates		4,920	5,074	154	3.14%	4,920	5,074	154
Property, Infrastructure, Plant and Equipment		2,016,112	1,977,263	(38,849)	(1.93%)	2,040,062	1,985,367	(54,695)
Right-of-Use Assets		1,694	1,371	(323)	(19.05%)	813	1,601	788
Intangible Assets		1,597	1,194	(403)	(25.25%)	614	1,371	757
Total Non-Current Assets		2,024,323	1,984,902	(39,421)	(1.95%)	2,046,409	1,993,413	(52,996)
Total Assets		2,169,333	2,146,339	(22,995)	(1.06%)	2,090,462	2,043,788	(46,674)
Current Liabilities								
Trade and Other Payables		5,274	5,277	(3)	(0.06%)	14,350	13,997	353
Trust Funds and Deposits	3	1,640	4,291	(2,651)	(161.64%)	1,640	1,881	(241)
Unearned Income	4	0	9,141	(9,141)	(100.00%)	0	0	0
Provisions - Employee Costs		18,380	19,071	(691)	(3.76%)	18,883	19,110	(227)
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		385	389	(4)	(1.06%)	385	389	(4)
Interest-Bearing Loans and Borrowings	5	6,768	0	6,768	100.00%	8,565	4,802	3,763
Lease Liabilities		414	446	(32)	(7.71%)	362	605	(243)
Other Provisions		0	0	0	0.00%	0	0	0
Total Current Liabilities		32,862	38,616	(5,754)	(17.51%)	44,185	40,784	3,401
Non-Current Liabilities								
Provisions - Employee Costs		1,132	1,212	(80)	(7.09%)	1,132	1,241	(109)
Interest-Bearing Loans and Borrowings	6	32,229	0	32,229	100.00%	77,586	41,407	36,179
Provision - Landfill Rehabilitation		2,851	2,396	455	15.95%	2,851	2,396	455
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Lease Liabilities		459	934	(475)	(103.48%)	459	934	(475)
Other Provisions		0	0	0	0.00%	0	0	0
Total Non-Current Liabilities		36,671	4,542	32,128	87.61%	82,028	45,979	36,049
Total Liabilities		69,533	43,158	26,374	37.93%	126,213	86,763	39,450
Net Assets		2,099,801	2,103,180	3,380	0.16%	1,964,249	1,957,026	(7,223)
Equity								
Accumulated Surplus		816,997	807,361	(9,637)	(1.18%)	692,632	672,899	(19,733)
Asset Revaluation Reserve		1,255,640	1,261,515	5,875	0.47%	1,255,640	1,261,515	5,875
Other Reserves		27,164	34,304	7,141	26.29%	15,977	22,611	6,634
Total Equity		2,099,801	2,103,180	3,379	0.16%	1,964,249	1,957,026	(7,223)

Balance Sheet

as at 30 September 2021



Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$1M and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$1M and equal to or less than negative 10%.

Notes:

1	<p>Timing Variance:</p> <ul style="list-style-type: none"> - An improvement in the cash and cash equivalents balance is due to the carry forward of additional capital works expenditure (\$36.147M), together with a \$8.046M favourable variance in net cash used for operating activities, and a reduction of \$1.323M in cash used for financing activities - This is offset by borrowings forecast to occur by 30 June 2020 being yet to occur (\$40.906M), and an increase of \$5.109M in cash used for investing activities
2	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$1.194M favourable variance for land and buildings that have been agreed to sell
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$2.473M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th October 2021
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Unearned grants are operating and capital grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards and have yet to be expended
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be
6	<p>Timing Variance:</p> <ul style="list-style-type: none"> - The \$40.906M forecast borrowings for the 2019-20 financial year have been deferred to the 2020-21 financial year, and have yet to be

Cash Flow Statement

for year to date ended 30 September 2021



Description	Notes	Year-to-Date				Full Year		
		Adopted		Variance		Adopted		Variance
		Budget	Actual	Fav/(Unfav)		Budget	Forecast	Fav/(Unfav)
		\$000'S	\$000'S	\$000'S		\$000'S	\$000'S	
Cash Flows from Operating Activities								
Receipts								
Rates and Charges		18,287	17,272	(1,015)	(5.55%)	125,774	125,339	(436)
Statutory Fees and Fines		832	751	(81)	(9.73%)	4,098	4,098	0
User Fees		6,493	7,106	613	9.44%	16,194	16,189	(5)
Grants - Operating	1	2,852	4,511	1,658	58.14%	21,749	21,738	(12)
Grants - Capital	2	954	413	(541)	(56.73%)	15,110	13,479	(1,631)
Contributions - Monetary	3	1,034	2,142	1,108	107.07%	8,325	10,605	2,280
Interest Received		5	1	(3)	(70.24%)	150	150	0
Other Receipts		174	290	116	66.31%	881	881	0
Net Movement in Trust Deposits	4	24	2,434	2,410	10,041.64%	24	24	0
Employee Costs		(20,097)	(20,207)	(110)	(0.55%)	(75,048)	(75,017)	31
Materials and Services	5	(24,644)	(21,003)	3,642	14.78%	(77,549)	(81,502)	(3,954)
Contributions and Donations		(3,157)	(2,890)	267	8.45%	(5,745)	(32,745)	(27,000)
Short Term, Low Value and Variable Lease Payments		(2)	(1)	1	50.00%	(8)	(8)	0
Other Payments		(143)	(160)	(17)	(12.12%)	(629)	(629)	0
Net Cash Provided by /(Used in) Operating Activities		(17,387)	(9,340)	8,046	46.28%	33,326	2,601	(30,726)
Cash Flows from Investing Activities								
Payments for Property, Infrastructure, Plant and Equipment		(9,058)	(9,166)	(107)	(1.18%)	(110,523)	(83,159)	27,364
Proceeds from Sales of Property, Infrastructure, Plant and Equipment	6	5,133	131	(5,002)	(97.45%)	20,532	20,532	0
Payments for investments		0	0	0	0.00%	0	0	0
Proceeds from sale of investments		0	0	0	0.00%	0	0	0
Net Cash Used in Investing Activities		(3,925)	(9,035)	(5,109)	(130.16%)	(89,991)	(62,627)	27,364
Cash Flows from Financing Activities								
Proceeds of Borrowings		0	0	0	0.00%	50,030	50,030	0
Repayment of Borrowings	7	(959)	0	(959)	(100.00%)	(3,835)	(3,821)	14
Finance costs		(186)	0	(186)	(100.00%)	(743)	(743)	0
Interest Paid - Lease Liability		(17)	(8)	(9)	(52.09%)	(69)	(69)	0
Repayment of Lease Liabilities		(328)	(159)	(169)	(51.52%)	(1,311)	(1,311)	0
Net Cash Provided by/(Used in) Financing Activities		(1,490)	(167)	(1,323)	(88.77%)	44,072	44,086	14
Net increase / (decrease) in Cash and Cash Equivalents		(22,802)	(18,542)	(4,260)	(18.68%)	(12,593)	(15,941)	(3,348)
Cash and Cash Equivalents at the Beginning of the Financial Year		39,443	45,598	6,155	15.60%	39,443	45,598	6,155
Cash at the End of the Year		16,641	27,056	10,414	62.58%	26,850	29,657	2,807

Cash Flow Statement

for year to date ended 30 September 2021



Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

Notes:

1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.681M favourable variance for the kindergarten special education grant - \$0.124M favourable variance for the child care special education grant - \$0.102M favourable variance for the child care business continuity payment <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.492M favourable variance for the school crossing supervisors grant
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.180M favourable variance for unbudgeted capital grant received for the Erica Avenue Streetscape Renewal <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.750M unfavourable variance for the Fairpark Reserve Pavilion Upgrade - \$0.330M unfavourable variance for the Drainage Pit & Pipe Renewal Program - \$0.200M unfavourable variance for the Carrington Park Senior Citizens Centre
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.758M favourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on Developer activities in the municipality
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$2.473M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th October
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.642M favourable variance in Waste Management due to the timing of the receipt of invoices - \$0.311M favourable variance in Family & Children's Services including \$0.110M favourable variance for Integrated Early Years Operations and \$0.084M for the 3 Year-Old Kindergarten Expansion Project - \$0.205M favourable variance in Open Space Maintenance including \$0.179M favourable variance for mowing - \$0.143M unfavourable variance in Building Maintenance Services including \$0.071M unfavourable variance for unscheduled repairs and \$0.059M unfavourable variance for water rates - \$0.141M favourable variance for Rates & Valuations - \$0.128M favourable variance for Governance - \$0.123M favourable variance in Biodiversity Management including \$0.084M favourable variance for Bushland Management - \$0.105M favourable variance in Information Management - \$0.100M favourable variance in Leisure Services
6	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$5.002M unfavourable variance in Proceeds from Sale of Property due to the timing of sale of property, plant and motor vehicles
7	<p>Timing Variance:</p> <ul style="list-style-type: none"> - The \$40.906M forecast borrowings for the 2020-21 financial year have been deferred to the 2021-22 financial year, and have yet to be taken up

Statement of Capital Works

for year to date ended 30 September 2021



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
Expenditure - Capital Works Program								
Property								
Land	1	0	1,800	(1,800)	(100.00%)	0	18,235	(18,235)
Buildings	2	2,816	1,662	1,154	40.98%	37,546	28,056	9,490
Total Property		2,816	3,462	646	22.94%	37,546	46,291	(8,745)
Plant and Equipment								
Artworks		3	3	0	0.02%	120	122	(2)
Plant, Machinery and Equipment		534	266	268	50.19%	2,135	2,707	(572)
Fixtures, Fittings and Furniture		0	0	0	0.00%	0	0	0
Computers and Telecommunications		978	950	27	2.80%	10,421	7,129	3,292
Total Plant and Equipment		1,514	1,219	(295)	(19.50%)	12,676	9,957	2,719
Infrastructure								
Roads (including Kerb and Channel)	3	1,582	1,068	514	32.50%	9,156	8,376	780
Drainage		525	315	210	40.05%	5,486	3,910	1,576
Bridges		105	115	(11)	(10.27%)	545	1,014	(470)
Footpaths and Cycleways		705	651	54	7.61%	4,643	5,039	(396)
Off Street Car Parks		211	180	30	14.30%	1,168	936	232
Recreation, Leisure, Parks and Playgrounds		1,649	2,134	(485)	(29.43%)	56,047	27,710	28,337
Other Infrastructure		(48)	21	(69)	(142.80%)	717	576	141
Total Infrastructure		4,728	4,484	(243)	(5.15%)	77,762	47,562	30,200
Total Expenditure - Capital Works Program		9,058	9,166	(107)	(1.18%)	127,984	103,810	24,174
Represented by:								
Extension / Expansion		1,882	876	1,006	53.45%	7,959	8,754	(796)
Legal Requirements		0	12	(12)	(100.00%)	0	0	0
New		599	2,276	(1,677)	(280.08%)	44,801	26,702	18,098
Renewal		4,641	3,575	1,066	22.97%	39,255	35,792	3,463
Upgrade		1,937	2,427	(490)	(25.31%)	35,969	32,562	3,407
Total Expenditure - Capital Works Program		9,058	9,166	(107)	(1.18%)	127,984	103,810	24,174
Funding Source for Capital Works Program								
External Funding								
Contributions - Monetary - Capital		0	0	0	0.00%	1,685	3,965	2,280
Grants - Capital	4	1,624	2,663	1,040	64.02%	15,111	23,555	8,444
User Fees - Capital		0	0	0	0.00%	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	50,030	50,030	0
Other Income - Capital		0	0	0	0.00%	0	0	0
Total External Funding		1,624	2,663	1,040	64.02%	66,826	77,550	10,724
Internal Funding								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment	5	5,133	131	(5,002)	(97.45%)	20,532	20,532	0
Reserves	6	873	3,692	2,819	322.78%	16,322	14,177	(2,145)
Rate Funding	7	1,428	2,679	1,251	87.59%	24,304	(8,449)	(32,753)
Total Internal Funding		7,435	6,502	(932)	(12.54%)	61,158	26,260	(34,898)
Total Funding Source for Capital Works Program		9,058	9,166	107	1.18%	127,984	103,810	(24,174)
Carry forward expenditure from 2020-21							82,309	
Carry forward expenditure to 2022-23							(33,320)	
Movement in carry forward expenditure							48,989	

Statement of Capital Works

for year to date ended 30 September 2021



<p>Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:</p> <ul style="list-style-type: none"> ✔ 0% or greater. ⚠ Less than 0% and greater than negative 10%. ✘ Negative 10% or less. <p>Notes have been provided for the following variances:</p> <ol style="list-style-type: none"> 1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%. 2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%. 	
Notes:	
1	<p>Permanent Variance: The deposit for the Knox Central land acquisitions was paid in July 2021; the budget for this expenditure has been carried forward from the previous year</p>
2	<p>Permanent Variance: - Unfavourable variances due to utilisation of carry forward funds for the Carrington Park Senior Citizens Centre (\$0.129M); and the Community Toilet Replacement Program (\$0.103M) Timing Variance: - Favourable variance relating to timing of activities for the Fairpark Reserve Pavilion Upgrade (\$1.183M); the Building Renewal Program (\$0.162M); and the Modular Building Program (\$0.143M)</p>
3	<p>Permanent Variance: - Unfavourable variances due to utilisation of carry forward funds for Albert Street, Upper Ferntree Gully (\$0.198M); and Commercial Road, Ferntree Gully (\$0.112M) Timing Variance: - Favourable variance due to the timing of activities for the Road Resurfacing Program (\$0.859M) - Favourable variance relating to timing of reconstruction activities for Malvern Street, Batswater (\$0.100M)</p>
4	<p>Permanent Variance: - \$2.024M favourable variance for capital grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards and have subsequently been expended - \$0.180M favourable variance for unbudgeted capital grant received for the Erica Avenue Streetscape Renewal Timing Variance: - \$0.750M unfavourable variance for the Fairpark Reserve Pavilion Upgrade - \$0.330M unfavourable variance for the Drainage Pit & Pipe Renewal Program - \$0.200M unfavourable variance for the Carrington Park Senior Citizens Centre</p>
5	<p>Timing Variance: - \$0.624M favourable variance in Net (Gain) Loss on Disposal of Property due to the timing of sale of property, plant and motor vehicles</p>
6	<p>Permanent Variance: - Favourable variance of \$0.600M due to 50% of the 2021-22 Victoria Grants Commission being received in June 2021, and transferred from Reserves in July 2021 - Favourable variances due to utilisation of carry forward funds for the Knox Central land purchase (\$1.800M); Carrington Park Senior Citizens Centre (\$0.129M); the Modular Building Program (\$0.122M); Quarry Reserve, Ferntree Gully (\$0.106M); and the Peregrine Reserve Masterplan (\$0.102M)</p>
7	<p>Timing Variance: - Council generates cash from its operating activities which is used as a funding source for the capital works program - It is forecast that \$3.876M will be required from operations to fund the 2021-22 capital works program</p>
<p>The 2021-22 Forecast includes \$82.309M in carry forward expenditure from 2020-21 into 2021-22 required for the successful completion and delivery of key capital works projects. As at 30 September 2021, a total of \$33.320M of approved capital works projects for 2021-22 have been identified as being required to be carried forward into 2022-23.</p>	

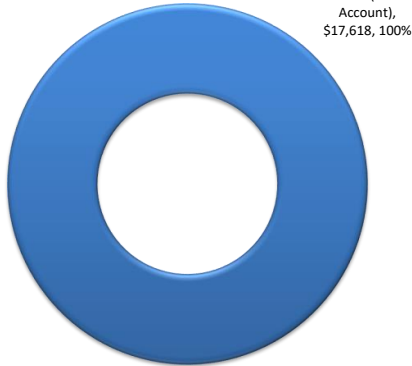


Investment Analysis

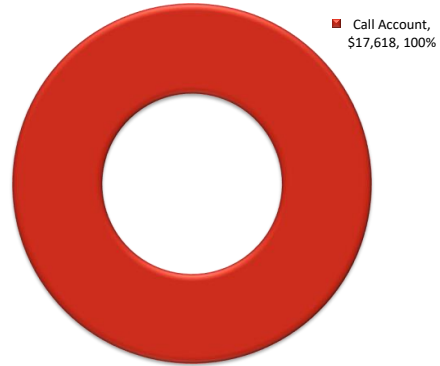
as at 30 September 2021

A total amount of \$17.618 million in funds were invested with various financial institutions as at 30 September 2021.

Investment Institutions (\$'000)



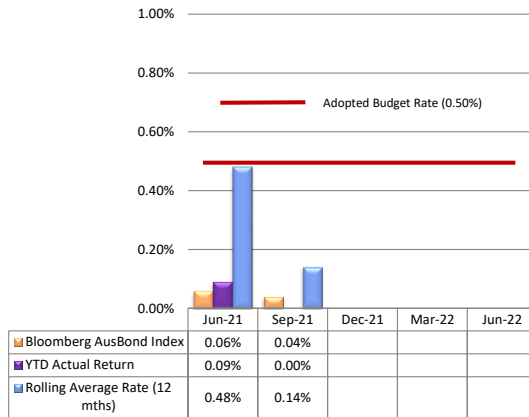
Investment Products (\$'000)



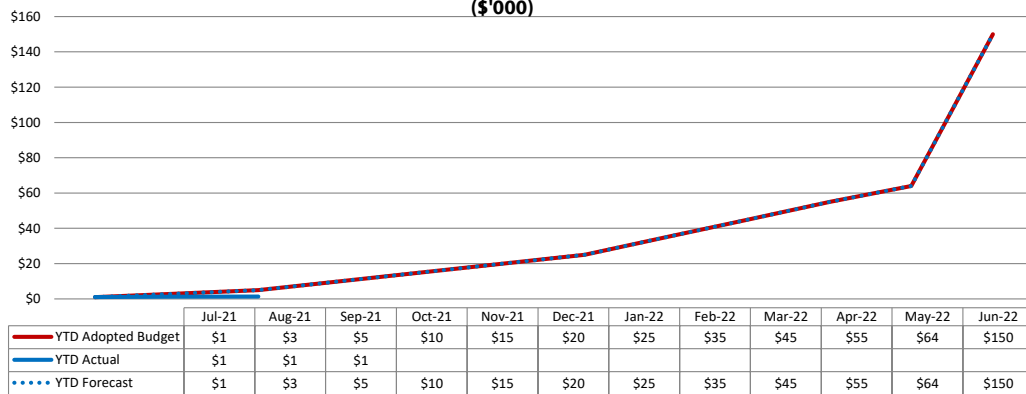
Investment Term (\$'000)



Investment Benchmark Indicator



Investment Income (\$'000)



10.2 2020-21 Annual Report

SUMMARY: Corporate Reporting Officer, Elisa De Iuliis

Knox City Council's 2020-21 Annual Report is presented to Council for consideration, in accordance with the Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 (as per the transitional provisions of the Local Government Act 2020).

RECOMMENDATION

That Council:

- 1. Consider and endorse the 2020-21 Annual Report in accordance with Sections 131 and 134 of the Local Government Act 1989: and**
- 2. Note that the 2020-21 Annual Report has been made available via Council's website and libraries. Copies will also be made available at Council's Customer Service Centre upon its reopening.**

1. INTRODUCTION

Section 131 of the Local Government Act 1989 (the Act) requires the Council to prepare an Annual Report containing:

- a) a report of its operations during the financial year
- b) audited financial statements for the financial year
- c) a copy of the audited performance statement prepared under section 132
- d) a copy of the report on the performance statement prepared under section 133
- e) any other matter required by the regulations.

2. DISCUSSION

On 27 September 2021, Council approved in principle the year-end financial statements and the performance statement in advance of the Auditor-General's consideration.

Final audit reports on the financial statements and performance statement were received from the Auditor General on 22 October 2021 and the Annual Report was submitted to the Minister for Local Government on 5 November 2021, in accordance with the requirements of the Act.

Section 134 of the Act requires Council to consider the Annual Report as soon as practicable, after it has been submitted to the Minister for Local Government.

In addition to fulfilling statutory obligations, the report of Council's performance for 2020-21 provides an opportunity to report to the Knox community about Council services and initiatives during the year.

The Annual Report continues to be produced in a primarily electronic format available through the Knox City Council website, with hard copies available by request. The structure of the report is outlined below.

Introduction

This includes summary highlights of 2020-21, Mayoral Message and Chief Executive Officer Message, Council's vision, values, and information about Council, Councillors and the organisation.

Performance Section

This section describes Knox's planning framework, outlines key services, and documents the performance of Knox against the Annual Plan 2020-21 and the Community and Council Plan 2017-21 by Goals.

The service performance indicators of the Local Government Performance Reporting Framework (LGPRF) are also included in this section. The Financial Performance and Sustainability Indicators are included in the Performance Statement. The Governance and Management Checklist is included in the governance and statutory information section of the report.

Governance and Statutory Information

This section captures annual statutory reporting requirements, Councillor meeting attendance, documents available for inspection, audit operations and the governance and management checklist.

Performance Statement

This is the statement prepared under sections 132 and 133 of the Act and reports on the LGPRF. The regulations require an explanation of any material variations for all relevant indicators.

Materiality thresholds have been set at +/- 10%. The performance statement has received an unqualified report from the Victorian Auditor-General's Office.

Financial Statements

This contains financial statements, as well as a guide to assist readers to understand their nature and content. These statements have received an unqualified report from the Victorian Auditor-General's Office.

3. CONSULTATION

Under sections 131 and 134 of the Local Government Act 1989, Council is required to advertise that the 2020-21 Annual Report will be considered at an open meeting of Council after the report has been submitted to the Minister for Local Government.

A notice was placed in The Age on Monday, 8 November 2021 advising that the Annual Report would be considered by Council at the 22 November 2021 Council Meeting. The Annual Report is also available at Council's libraries and website. Copies will also be made available at Council's Customer Service Centre upon its reopening.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Information about Council's achievements and aspirations for the environment are contained in the 2020-21 Annual Report. Producing the report in a primarily electronic format saves paper resources and printing costs.

6. FINANCIAL & ECONOMIC IMPLICATIONS

An overview of Council's financial performance is presented in the 2020-21 Annual Report. The Annual Report contains a guide on how to understand the detailed financial report which includes audited financial and standard statements. The financial position of Council is considered healthy, and the audit has been passed without qualification by the Victorian Auditor General's office.

7. SOCIAL IMPLICATIONS

Information about Council's achievements and aspirations for the community and social impacts are contained in the Annual Report 2020-21.

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

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

The 2020-21 Annual Report is Council's performance report to the Knox community on its services, initiatives, strategies and projects during the year. It provides information about Council's achievements and progress, as well as detailed information about the financial performance of Council.

11. CONFIDENTIALITY

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

Report Prepared By: Corporate Reporting Officer, Elisa De Iuliis

Report Authorised By: Chief Executive Officer, Bruce Dobson

Attachments

1. Knox City Council 2020-21 Annual Report [10.2.1 - 184 pages]

knox your city



Annual Report
2020-2021

Welcome to Knox City Council's Annual Report for 2020-21

The Annual Report provides a thorough account of Council's achievements, challenges and performance from 1 July 2020 to 30 June 2021. It also provides audited financial statements and a performance statement.

If you would like a printed copy or wish to provide feedback, please contact Council on 9298 8000 or email knoxcc@knox.vic.gov.au.

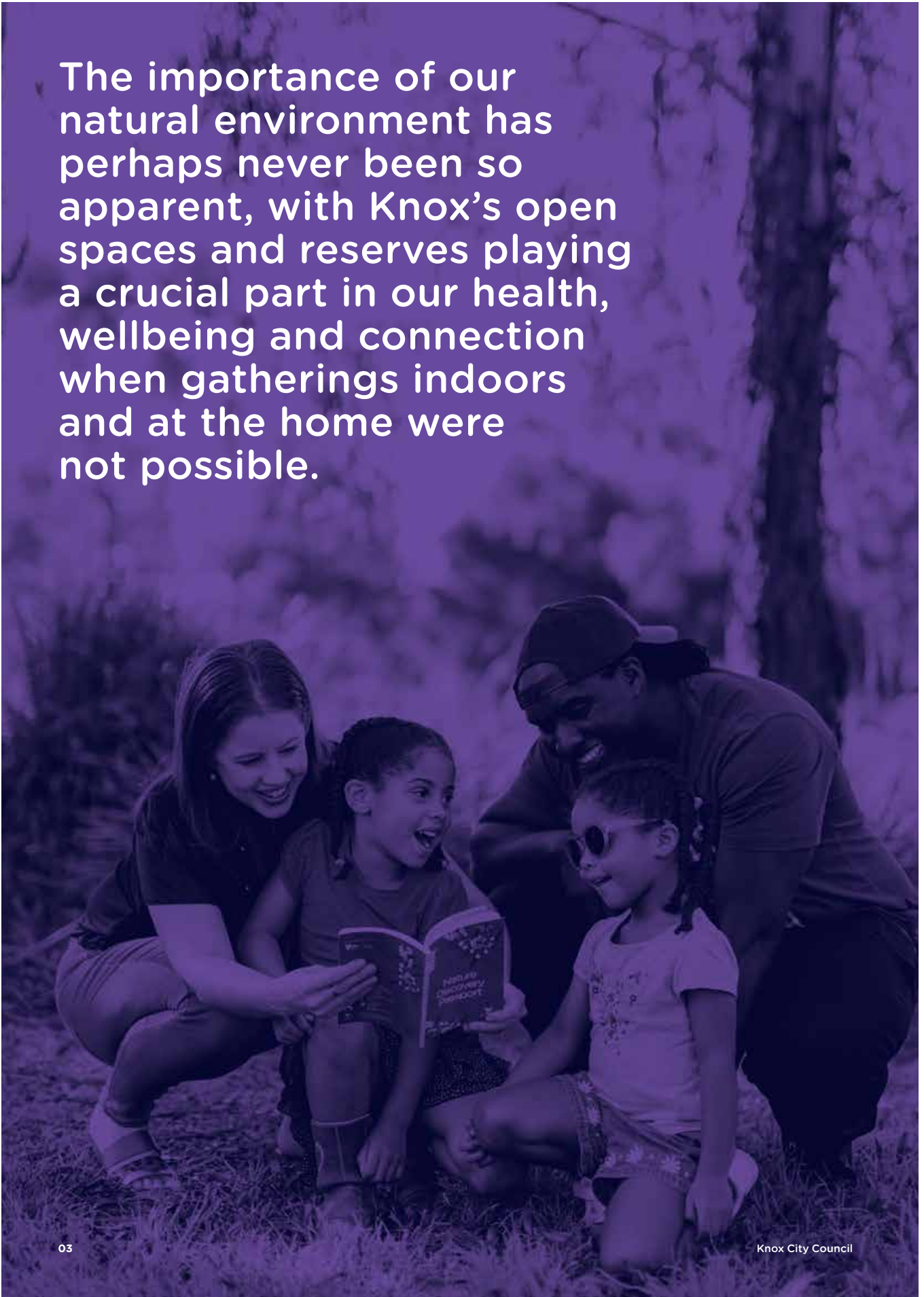
Knox City Council acknowledges the traditional custodians of the City of Knox, the Wurundjeri and Bunurong people of the Kulin Nation.

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The importance of our natural environment has perhaps never been so apparent, with Knox's open spaces and reserves playing a crucial part in our health, wellbeing and connection when gatherings indoors and at the home were not possible.



Report of operations

Knox City Council is committed to transparent reporting and accountability to the community. The report of operations 2020-21 is the primary means of advising the community about Council’s operations and performance during the financial year.

Who we are

Knox City Council covers an area of 114 square kilometres and consists of the suburbs of Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.



166,791
people call
Knox home

35%



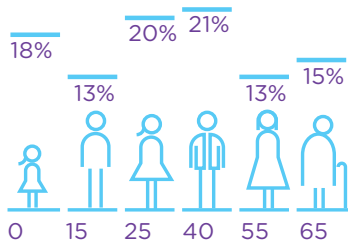
of residents
were born overseas

China:	3.9%
United Kingdom:	3.7%
India:	2.6%
Malaysia:	2.1%
Sri Lanka:	2.1%

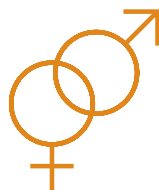


30%

of working
residents are
employed in Knox



39
is the average
age of residents



49% male
51% female



Family composition

51%	Couple family with children
33%	Couple family
15%	One-parent family
1%	Other family configurations

Source: 2016 Census & id. Estimated Residential population

Purpose

During 2020-21 we continued to strengthen our staff’s connection to our organisational purpose, ‘empowering our diverse community to thrive and prosper.’

In 2021, we launched key initiatives in our THRIVE: Future-Ready Knox strategy. This has been a collaborative journey, co-designed by Knox staff, for Knox staff. We integrated our renewed purpose, organisation vision and values with our new Wholehearted Leadership and Development Framework, and new ROADmap performance and development system. This work will directly enable the cultural evolution and transformation of our organisation, enhance our ability to adapt and embrace change and build our resilience, capability and capacity to meet the challenges and opportunities of the future.

Vision 2035

We will work with our community to achieve our vision for the future.

Nestled between the foothills of the Dandenong Ranges and the wetlands of the Dandenong Valley, Knox has a rich natural environment and picturesque landscape, highly valued by residents and visitors alike. Knox encompasses the best of city and suburban living. From the thriving modern city vibe of Knox Central at its heart, plentiful public open spaces, outstanding civic facilities and diverse residential offerings to its leafy suburban centres with abundant space, clean air, excellent schools and good transport links, Knox is the preferred place to live, work and play today and for generations to come.

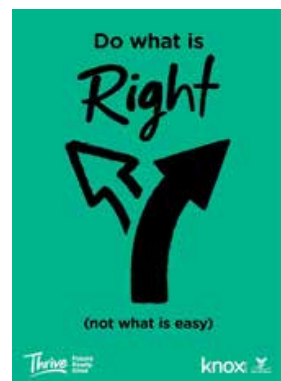
Our ability to lead with clear vision and purpose will be supported by the adoption of our new organisational vision in 2020 which recognises that people are our ‘Community, Inside and Out’. They are who we serve, who we are and are at the heart of everything we do and believe in.

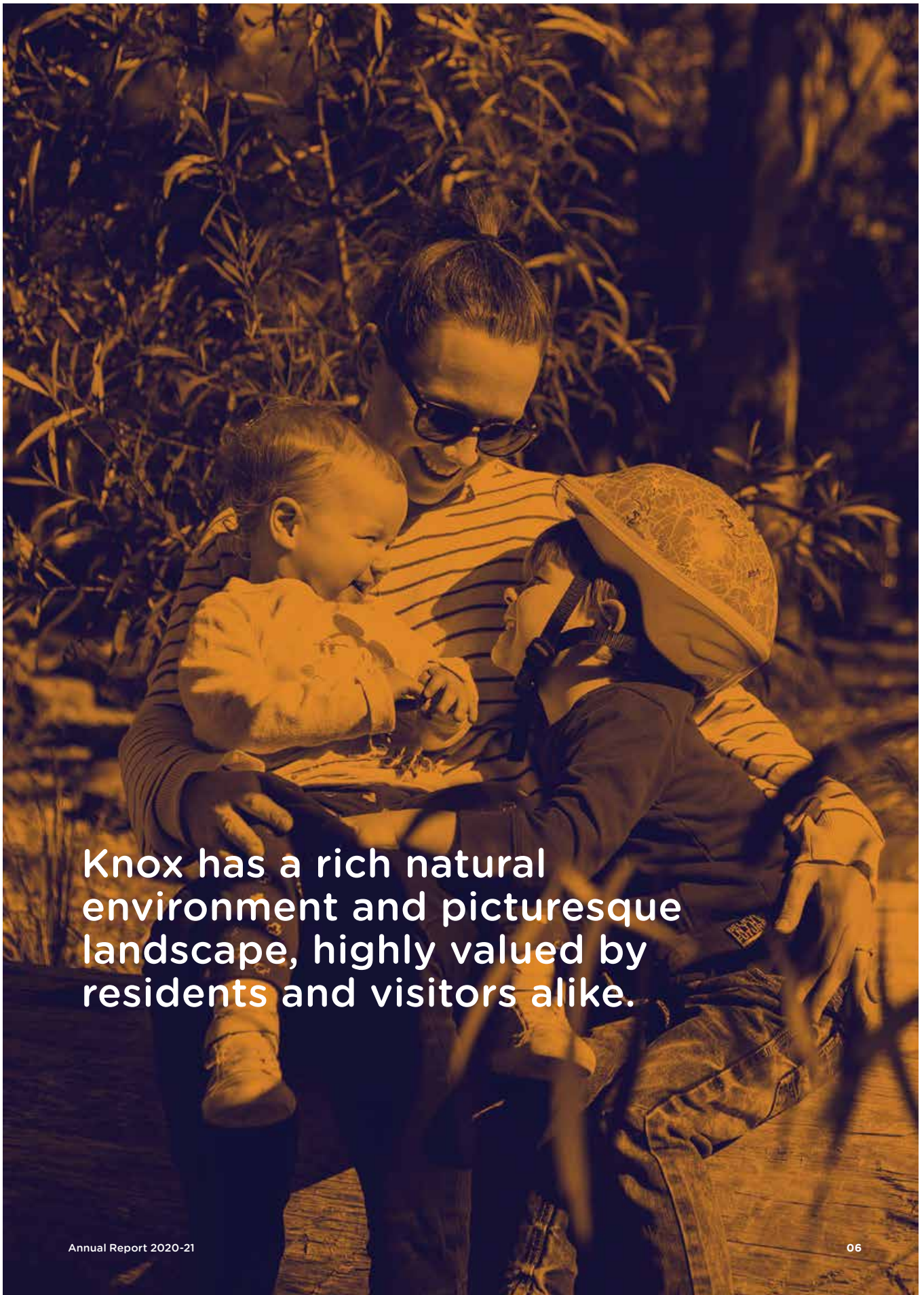
During 2020-21 we commenced a community visioning process and following the adoption of the new Community and Council plans in late 2021, we will seek to align the organisation’s vision and purpose with the community vision and these strategic plans.

Our values

Our values are the foundations to our success and culture at Knox. They represent what we stand for, they inspire us to bring our whole selves to work and they create a shared understanding to align the way we work with our vision and purpose.

A prior review of Council’s values provided insight to their currency and their limitations. As a way forward, our people explored the concept of ‘active values’ to provide a clear and concise organisational commitment. The organisation’s new values were launched in early 2021.





Knox has a rich natural environment and picturesque landscape, highly valued by residents and visitors alike.

Fast facts about our services

In 2020-21, there were...



65

sportsgrounds and major reserves maintained



32,167

hard waste bookings lodged



5,175

children provided with maternal and child health (MCH) services

1,574

MCH four-week key age and stage visits



139,942

visits to aquatic facilities



47,504

online service requests received



243

Council-owned buildings maintained

23,358m²

of graffiti removed from Knox Council's assets



6,005

infants and children immunised



1,158

animal management requests received



3,161

visits to Council's Customer Service Centre



643,242
physical library
items loaned

296,788
digital library items loaned



2,334
community transport
trips made



1,041
planning
applications
received



38,445
drainage pits
maintained



91,550
phone calls received,
with 95% resolved
at the first point
of contact



211
playgrounds
maintained



725km
of local roads
maintained



1,242km
of footpaths
maintained

The year in review

Mayor's message

Over the past year, our community like most around the world has faced significant challenges and disruption to the way we live, work and play. The impact of the COVID-19 pandemic has been felt in our homes, workplaces and community networks and continues to have a profound effect on many.

Through all this, it has been pleasing to witness the community spirit that is alive and well within Knox. As restrictions continued throughout 2020, we were shown daily examples of kindness, generosity and selflessness as residents and businesses reached out to one another to offer support and give of their time and resources.

As Mayor and on behalf of my fellow Councillors, I thank our community for coming together in spirit when we could not do so in person, being kind to one another and demonstrating true resilience.

I am proud that Council in turn has provided funding and support to local organisations and service providers working within the community during this time, maximising their impact and ability to help those most at risk.

Similarly, we have worked with our many clubs and groups and businesses to navigate the ever-changing landscape, and assist where we can with information, funding and resources. This has included an expansion of our Community Development Fund and other community and business grants programs to maximise the support available to local organisations.

As restrictions have eased I am pleased to see the community coming out to support local businesses and participating in community activities and events which will play a vital role in our continued recovery.

The importance of our natural environment has perhaps never been so apparent, with Knox's open spaces and reserves playing a crucial part in our health, wellbeing and connection when gatherings indoors and at the home were not possible. Council's ongoing investment in maintaining and enhancing these spaces has seen many successes in the past year, including the completion of a new adventure playspace at Stamford Park, a refresh of the beloved steam train playground at Marie Wallace Bayswater Park, and open space upgrades to several of our local reserves.

Many of our sporting, recreation and community facilities have similarly received upgrades to support greater accessibility, participation and inclusion. Some highlights include the installation of modular changeroom facilities at Liberty Reserve and Seebeck Reserve, upgrades and maintenance at Leisureworks, a new multi-purpose facility at Rowville Recreation Reserve, pavilion refurbishments at Batterham Reserve and commencement of works on the Knox Regional Netball Centre extension.

Recognising the need to address climate change in order to preserve these things we love most about Knox, we embarked on developing a Climate Response Plan which will be finalised this year following community feedback. The plan identifies small, everyday actions our community can take to address the impacts of climate change, how Council will support these efforts as well as the initiatives we will develop and drive on a city-wide level and in partnership with business and industry.

This is not to say sustainability is not already a focus, with several significant projects already completed in the past year. One such example is Knox's participation in a Power Purchasing Agreement which will see all our streetlights powered by 100% renewable energy from a wind farm in Gippsland. Commencing 1 July 2021, this agreement supports renewable energy projects while also providing price certainty for Council in the long-term.

Finally I would like to take the opportunity to thank our Chief Executive Officer, Mr Tony Doyle who ends his time with Knox City Council in July 2021. Mr Doyle has made a significant contribution to the organisation over the last five years and will be remembered for his leadership through unprecedented challenges, his compassion and love for the local community and his true understanding of the importance of community voice in Council decision making. We wish him all the best for the future.

While we recognise that the pandemic is not over and the impacts of COVID-19 are still prevalent for many, the next 12 months brings with it a hopeful period of recovery and growth, as we look to our city's future and focus on those areas we know our community values most.

On behalf of my fellow Councillors I am proud to recognise the achievements of our Council over this past year. While it has been a period of unpredictability and change, I am pleased with our ability to adapt and respond quickly to the needs of our community while maintaining a focus on our long-term priorities. This will place us in good stead for our continued recovery in the years to come.



Cr Lisa Cooper
Mayor
Knox City Council

While it has been a period of unpredictability and change, I am pleased with our ability to adapt and respond quickly to the needs of our community while maintaining a focus on our long-term priorities.



The year in review

CEO's message

I am pleased to present our Annual Report and provide the Knox community with an update on our performance and progress over the past 12 months.

As for most organisations, this has been a year of challenges in delivering our core services as well as opportunities to innovate the way we work and provide value to the community.

I am proud of the significant achievements Council has made towards its goals while managing the changing landscape of the COVID-19 pandemic and its impacts on our community, our staff and our organisation. This includes many new and enhanced services and programs that have developed as a result of the pandemic, both in addressing emerging needs as well as making our services more accessible and responsive.

As we approach the end of the current *Knox Community and Council Plan 2017-21*, we have continued to engage with our community over the past year to understand their aspirations, needs and priorities for the future of our city. These insights have helped to inform development of our new 10-year Community Plan and four-year Council Plan, which will be finalised later in 2021.

These plans set out a vision for Knox's future and a commitment from Council on how we will work towards these goals. Our community has helped us articulate this vision and identify key directions which guide our focus and ensure we're working towards our collective priorities.

Capturing the community's voice in our planning and decision-making has been a key focus of the last 12 months, with the introduction of a new Community Engagement Policy earlier this year. This policy ratifies our commitment to effective and open community engagement and was marked by the launch of our new Have Your Say platform which has already gathered thousands of ideas, comments and contributions from the people of Knox across many different projects and initiatives.

Our digital channels have received another significant upgrade this year with the launch of Council's new website. The website drastically improves our ability to offer online services and accessible information to those who wish to reach us digitally, bringing Council in line with best practice and improving customer experience.

At an organisational level, Council underwent a restructure over the last 12 months to create stability, efficiencies and improve outcomes for the community. This has included a rethink of some of our key leadership positions such as the introduction of a Chief Financial Officer.

On the topic of leadership, I would also like to take this opportunity to thank my colleagues and the people of Knox, as I have made the difficult decision to leave Council in July 2021. I am proud of the milestones I have been able to achieve and witness in my five years with the organisation.

In a year that has seen significant change and disruption to our community and more people than ever needing assistance from Council, I extend my thanks and appreciation to the Council staff who have found new ways to support the community and continue offering essential services and programs.

Finally, I would also like to thank our Councillors. Following the Council elections in November 2020, we welcomed five new and four returning Councillors and thank them, as well as our former Councillors, for their leadership, support and advocacy for the Knox community over the past 12 months.



Mr Tony Doyle
Chief Executive Officer
Knox City Council

I am proud of the significant achievements Council has made towards its goals while managing the changing landscape of the COVID-19 pandemic and its impacts on our community, our staff and our organisation.



Financial summary

Council's financial position continues to remain sound. A summary of our performance is outlined below while detailed information is included within the financial statements and performance statement sections of this report.

Operating result

Summary of financial performance as at 30 June 2021	Budget \$'000	Actual \$'000
Total income	180,802	182,598
Total expenses	217,208	173,023
Surplus for the reporting period	(36,406)	9,575

The operating surplus reported in the 2020-21 financial statements is \$9.6M, which compares favourably to a budgeted deficit of \$36.4M.

The variance is primarily due to the delay in the budgeted transfer of the Knox Regional Sports Park to the State Government (\$36.1M including the initial \$12.5M contribution towards the project); this is now budgeted to occur during the 2021-22 financial year.

Income

Total income for the year was \$182.6M.

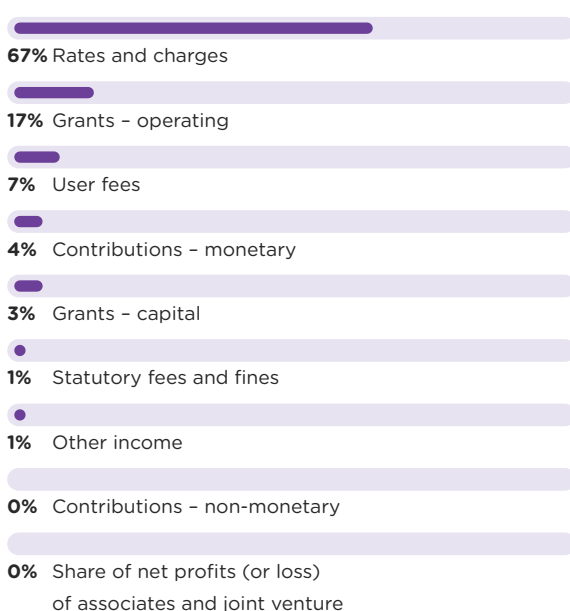
Overall income increased in 2020-21 by \$6.8M, a 3.85 per cent increase from the previous year. The majority of this income is derived from rates and charges of \$122.3M, representing 66.98 per cent of the total income generated.

Other major sources of income included grants of \$36.0M, user fees of \$13.4M and monetary contributions of \$6.8M.

User fees were negatively impacted by the COVID-19 pandemic, down \$4.0M on budget, while unbudgeted operating grants totalling \$5.5M were received in response to the pandemic.

A breakdown of Council's income sources is shown in the following chart, which highlights Council's reliance on rate income to fund community services and the renewal of community assets.

INCOME



Expenses

Total expenses for 2020-21 were \$173.0M, an increase of \$7.0M.

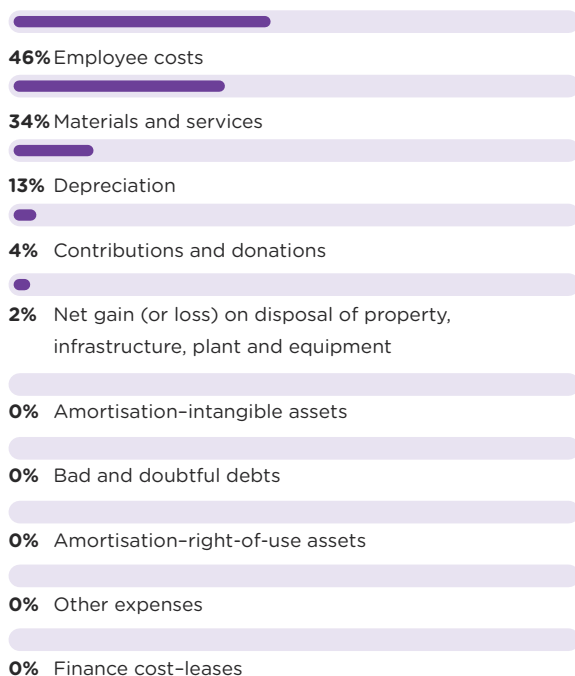
Materials and services were significantly down on budget (\$17.6M) with \$12.4M of this reduction relating to operating projects expenditure tied to the carry forward of capital works to 2021-22.

The capital works carry forward to 2021-22 has also been reflected in the decrease in depreciation (\$2.2M) and led to the delay in budgeted borrowings and therefore no borrowing costs (\$1.2M). This reduction in expenditure was partially offset by the increase in employee costs (\$5.1M).

The employee costs increase included \$2.8M in employee costs related to the Working for Victoria Fund, with corresponding grant revenue received. Also included were \$2.1M in redundancy payments paid upon Council's exit from selected Commonwealth Home Support Programme services.

A breakdown of Council's expenditure categories is shown in the following chart. It highlights that the majority of total expenses consisted of employee costs of \$80.3M and materials and services of \$58.1M.

EXPENSES



Overall financial position

Council ended the financial year with net assets of \$2.0B, an increase of \$15.5M when compared to the budget.

Summary of financial performance as at 30 June 2021	Budget \$'000	Actual \$'000
Total assets	2,177,987	2,058,732
Total liabilities	114,375	51,536
Net assets	2,063,612	2,007,196

The variance in total assets is primarily due to the net asset revaluation decrement of \$104.9M as at 30 June 2020. The revaluation of land, buildings and infrastructure in the 2020 financial accounts occurred after the adoption of the 2020-21 budget.

Borrowings budgeted for the 2021 financial year have yet to occur which accounts for the variance in total liabilities.

The Balance Sheet indicates that Council continues to be in a strong financial position, with a satisfactory level of cash assets and a positive working capital ratio of 1.45, meaning Council has \$1.45 of current assets for each \$1.00 of current liabilities.

Cash position

Council's cash position as at 30 June 2021 was \$45.6M. Of this amount, \$1.9M is restricted cash that is to be applied to trust funds and \$16.9M to other reserves. This result represents an increase in cash holdings from the previous year of \$5.1M.

Debt position

Council had budgeted to borrow \$74.8M to fund the capital works program based on the assumption the capital works projects budgeted to be completed in 2020-21. This was not needed due to the additional grant funding that was received and the delay in the delivery of some capital works projects.

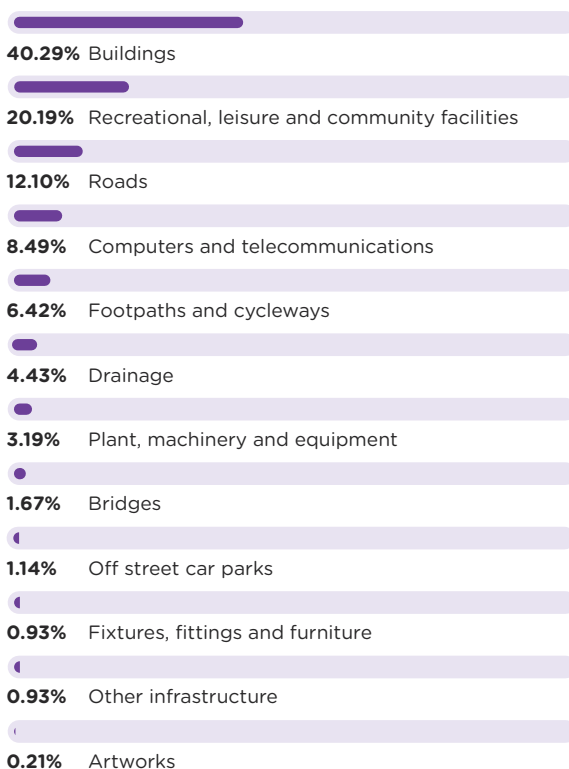
Capital works program

The City of Knox was largely developed between the 1960s and 1980s, with most of the roads, footpaths, drains and community buildings constructed during that time. Detailed condition assessments of many of Knox's major assets indicate that we need to continue to allocate renewal funding to meet current infrastructure requirements now and avoid increased costs in the future. To achieve long-term financial sustainability, effective asset management is essential.

Capital expenditure

Council allocates funding on an annual basis for the renewal of the community's assets, which are valued at over \$2.0B. Funding is also allocated for the new, upgrade, asset expansion and legal requirement programs, to deliver a range of works that enhance the city and its infrastructure. In 2020-21, Council delivered capital works to the value of \$44.97M, of which \$40.38M met the accounting requirements for capitalisation. The following chart details the allocation of the capital works expenditure for 2020-21.

CAPITAL EXPENDITURE



Major projects in 2020-21

During 2020-21 the major capital works included the following:

- Stamford Park—Adventure Play Precinct works completed.
- Knox Regional Sports Park—Design development for delivery by the Victorian Government.
- ICT Strategy—Ongoing introduction of innovation.
- Modular Building Program—Liberty Reserve and Seebeck Reserve facilities complete, Lakesfield Reserve and Gilbert Park Reserve under design development.
- Fairpark Reserve—Pavilion upgrade (incorporating U3A extension), design development continuing.
- Lewis Park, Wantirna South Masterplan—Design and stakeholder engagement progressing.
- Carrington Park Senior Citizen Centre—Construction nearing completion.
- Knox Regional Netball Centre Extension—Construction commenced.

Asset management

Council continued its journey towards providing a sustainable level of asset renewal funding to ensure financial sustainability into the future. Council's capital works adjusted budget for 2020-21 was \$126.1M, including projects carried forward from 2019-20. This included \$37.51M for asset renewal, which incorporated funding to support the renewal of existing assets such as roads, bridges, buildings, drainage, footpaths, shared paths, street trees, open space and recreation facilities.

Having implemented its initial suite of Asset Management Plans, Council is now developing the second generation of plans, which will bring a stronger service lens to the planning and management of Council's assets. These plans will ensure that key management directions have been defined and costed across all asset infrastructure categories. In line with requirements under the Local Government Act 2020, Council also completed a review of its Road Management Plan.

To support Council's knowledge of asset performance, an ongoing program of condition audits is completed across all asset categories to better inform planning and decision-making.

Asset renewals in 2020-21

Road pavement, kerb and channel, and footpath/shared-path reconstruction programs were completed, including the following:

- Road reconstructions of Cathies Lane, Laser Drive, Lydford Road, Commercial Road, Barry Street, Lewis Road and Albert Street.
- \$5.57M in road resurfacing works throughout Knox.
- \$2.40M in footpath improvements and \$0.70M in shared-path improvements.

The Active Open Space program included the following works:

- Renewal of sporting ovals at Knox Park Reserve, Milpera Reserve, Templeton Reserve and Liberty Reserve (drainage).
- Cricket net enhancements at Carrington Park and Eildon Park.
- Tennis court renewals at Templeton Reserve and Eildon Park Reserve.
- Fencing enhancements at various sporting grounds across Knox.
- Internal and external repairs and painting at multiple community facilities.

New assets built or upgraded in 2020-21

- New footpaths at Boronia Road, Bayswater; Wellington Road, Rowville; Albert Street, Upper Ferntree Gully.
- New shared paths at Napoleon Road, Lysterfield; Kelletts, Road, Rowville; Mountain Highway, Boronia; Ferntree Gully Road, Knoxfield.
- Open space upgrades at Scoresby Village Reserve, Scoresby; Egan Lee Reserve, Knoxfield; Quarry Reserve, Ferntree Gully; Emerson Place Reserve, Rowville; Talaskia Reserve, Upper Ferntree Gully; H V Jones Reserve, Ferntree Gully; Gilbert Park, Knoxfield; Picketts Reserve, Ferntree Gully.
- Floodlighting works at Knox Gardens Reserve and Milpera Reserve.
- Streetscape works in the Upper Ferntree Gully Activity Centre.
- Drainage works—Manson Reserve Wetland construction and ongoing flood mitigation upgrades.

Buildings and facilities new/upgrade works included the following:

- Multi-purpose facility at Rowville Recreation Reserve.
- New youth pavilion at the Knox Skate and BMX Park.
- Pavilion refurbishments at Batterham Reserve.
- Delivery of modular change room facilities at Liberty Reserve and Seebeck Reserve Park Community Facility.
- Major upgrade at Carrington Park Community Facility.
- Commencement of major works at Knox Regional Netball Centre.

Description of operations

Knox City Council provides a broad range of services from family and children's services, traffic regulation, open space, youth services and waste management to business development, planning for appropriate development and ensuring accountability to Council's budget.

This broad range of services and infrastructure for residents supports the wellbeing and prosperity of the community. Council's vision, goals and strategies to further improve services and facilities are described in our *Community and Council Plan 2017-21*. Further information regarding Council's services can be found in the 'our performance' section on page 37.

Council also has a wide range of responsibilities that have been legislated by the Victorian and Australian governments.

Economic factors

The Australian economy continues to experience a period of low inflation and record low interest rates. This has impacted Council's investment returns on cash holdings. Council does not have any borrowings at present, but borrowings are included in Council's Strategic Resource Plan for the upcoming years.

Changes to the market price for recyclable materials, together with breakdowns in the service provision of recycling providers, has resulted in an increase to the overall cost of waste services across the sector and will likely result in a price reset for waste processing costs.

Major projects

During 2020-21, the major capital works projects included:

State Basketball Centre

A total of \$132M has been allocated to the State Basketball Centre project which includes \$105M from the State Government and \$27M from Council.

Council has been working collaboratively with key stakeholders including Sport and Recreation Victoria and Development Victoria since late 2017 to progress the redevelopment of the Knox Regional Sports Park site and the expansion of facilities, including the State Basketball Centre. The overall funding is provided to create one of Australia's premier indoor sporting facilities and will help meet growing demand for basketball both locally and in the east of Melbourne and will support athlete development pathways and high-performance programs.

The redevelopment works will incorporate an additional 12 domestic basketball courts (for a total of 18 courts), a new regional-level gymnastics facility, high-performance training facilities, administration, storage and amenities, in conjunction with supporting infrastructure such as additional car parks, service upgrades and landscape works.

The redevelopment is an exciting project for our Knox community that will allow local sportspeople of all ages, genders and abilities to use professional facilities and experience the benefits of physical activity and team sport participation.

Playground updates

Two popular parks unveiled play space improvements in 2020-21 with work underway to deliver another six playground upgrades during 2021.

December 2020 saw the opening of a brand new play space at the historic Stamford Park Homestead and the reopening of Marie Wallace Bayswater Park, after the beloved steam train playground received a refresh.

Works at Marie Wallace focused on preserving the big red steam train, while also introducing a new little red steam train for toddlers. Visitors can now enjoy additional swings and play equipment, a new nature-based cubby and a maze space.

At Stamford Park an adventure playground has been installed with a flying fox, fitness equipment, landscaping and picnic spaces. Future Stamford Park features will include a second play space, walking and cycling trails, boardwalks and viewing platforms, public art, gardens and habitats for birds and wildlife.

The works have dramatically improved the space and aesthetics of both public areas making them much more inviting for families and children of all levels of ability.

Lewis Park Masterplan

Work continued on the Lewis Park Masterplan which provides a 20-year vision for inclusive public spaces, where visitors can engage with nature, culture and sport, and our natural environment can thrive.

The Masterplan will be delivered over a number of years as funding permits.

Stage one of the plan centres around the waterways. Working closely with Melbourne Water, stage one aims to improve Lewis Park by making the waterway more accessible and enhancing:

- returning Blind Creek to a natural creek between Scoresby Road and the retarding basin
- creating wetlands for water quality treatment and habitat
- improving access and connectivity through landscaping, pedestrian bridges and boardwalks.

Detailed scoping and significant design work was undertaken in 2020-21. A consultant team has been appointed for stage two of the plan – Sport and Play Hub design work. Construction timing is dependent on external funding becoming available.

Netball centre expansion

Construction of the new Knox Regional Netball Centre began in April 2021 and was celebrated with a sod turning ceremony attended by Federal Member for Aston, The Honourable Alan Tudge MP, State Member for Bayswater, Jackson Taylor MP and Knox City Council Mayor, Councillor Lisa Cooper.

The centre will be expanded to accommodate an expected increase of 1,000 players over the next 15 years. The Mountain District Netball Association has seen consistent growth across all age categories, with more than 40 new teams joining the association over the past five years.

The \$15M project will deliver:

- two new indoor courts, including change rooms, function rooms and observation deck
- upgrades to the existing stadium including improved accessibility, spectator comfort, umpire facilities, first aid, administrative areas and storage
- 180 extra parking spaces
- sheltered walkways, landscaping and public art
- four-star energy initiatives including solar power, recycled materials, natural light and rain water retention systems.

The project is being delivered by Knox City Council in partnership with the Victorian Government and the Australian Government and is expected to be completed by June 2022.

ICT project

In 2016, Council approved a \$16M Information and Communications Technology (ICT) Strategy to be delivered over a five-year period. This strategy was developed to ensure our digital and information technology assets would deliver convenient self-service options to our community and contemporary technologies to our staff. Key focus areas for the project include improving customer experience and community safety as well as reducing operational risk and improving internal efficiencies. In line with Council's COVID-19 response, more services and payment options were made available online in 2020-21. A key project within the strategy was the redevelopment of Council's website which was launched in June 2021 to create improved online services for the community. Council also launched Knox 'Have Your Say' which provides the community further opportunity to share their thoughts on decisions that affect them.

Description of operations

Modular Buildings

Council's Modular Buildings program is a three-year pilot initiative that has been introduced to address the gap in the availability of female-friendly changing facilities and provide changing facilities at secondary ovals at Council's sporting reserves.

As part of this program, in March 2021 new modular change rooms were opened at Liberty Avenue Reserve. The new female-friendly and fully accessible facility will help ensure the training and game-day needs of the increasing number of female footballers within the Rowville Knights Community Football Club can be accommodated.

Storage rooms incorporated into the project design will ensure any additional footballs, uniforms and other training and game-day equipment, needed to support the increasing number of teams within the Club, can also be stored securely on-site.

Major organisational changes

In 2020-21, Knox realigned how some services sit within the organisation to create stability, efficiencies and improve outcomes for our community.

The changes included:

- The City Development Directorate became City Strategy and Integrity and now includes Governance and Strategic Procurement and Property.
- The Community Services Directorate was renamed to Connected Communities.
- The Knox Central Directorate was renamed to City Centre and incorporates both Communications and Customer Experience.
- The Engineering and Infrastructure Directorate was renamed to Infrastructure.
- A Chief Financial Officer role was introduced reporting directly to the CEO.
- The interim arrangement for Strategy, People and Culture incorporating IT and Transformation continued in 2020-21.

Major achievements

A whole-of-Knox plan to address climate change

In late 2019, Knox City Council reaffirmed its commitment to taking urgent action on climate change and committed to commence developing a new Climate Response Plan in 2020-21.

The Draft Knox Climate Response Plan (CRP) delivers a pathway to an emissions neutral Knox City Council by 2030 and sets ambitious interim targets. It demonstrates how Knox will adapt and improve its resilience to the climate hazards that impact the city now and in future climate scenarios. The CRP outlines the social, environmental and economic benefits expected from implementing the Plan in line with the United Nations Sustainable Development Goals and details Council's governance, powers, and the partners who need to be engaged in order to accelerate the delivery of Knox's mitigation targets and resilience goals.

In 2020-21, the Plan was developed including gathering public input in order to ensure the thoughts and needs of our community were identified and included. The CRP will be finalised in early 2021-22.

Lighting Knox with green energy

In 2020, Knox Council, along with 12 Victorian Councils and one State Government Authority, signed a Power Purchasing Agreement (PPA) to purchase 100 per cent renewable energy from a wind farm in Gippsland.

In addition to supporting renewable energy projects, the long-term Agreement provides price certainty and eliminates price volatility.

This green energy transition builds on the street light energy efficiency works we have undertaken to drastically reduce our impact on the planet.

Since 2016, Knox has replaced 10,600 street lights with energy-efficient LED globes to reduce energy use by over 75 per cent to lower electricity and maintenance costs. From 1 July 2021, our street lights, which make up half of Council's electricity use, will be powered by wind energy for the next nine years.

A fit-for-purpose approach to community engagement

Knox Council is committed to effective, fit-for-purpose and open community engagement that results in improved decisions and services for the community.

Knox's new Community Engagement Policy was adopted by Council in February 2021 and sets the new approach, standards and principles of community engagement.

In February 2021, the new digital platform *Knox: Have Your Say* was launched as a key action under our new approach. The platform gives the community the ability to access a range of engagement opportunities online including being part of conversations, suggesting ideas, prioritising and providing direct feedback. During the first four months the site was viewed over 21,000 times, visited by 6,700 individual visitors and had 1,500 contributions made by the community.

Knox is committed to continually improving our community engagement processes and providing opportunities for all people in Knox to have their say.

Development of our new Community and Council plans

In 2020-21 Council worked with the community to develop a new *Community Plan 2021-2031* and *Council Plan 2021-2025*. The *Knox Community Plan 2021-2031* includes our Community Vision, describes the community's aspirations for the future and outlines what we, as a collective, need to focus on to achieve that vision.

Knox's Council Plan 2021-2025 outlines the priorities for the term of our newly elected Council. It provides direction to our organisation, describes how we are going to contribute to the achievement of the Community Vision and shows how we are going to measure our success. It also demonstrates our commitment to the health and wellbeing of our community by incorporating Knox's Municipal Public Health & Wellbeing Plan (MPHWP).

An extensive research and engagement program was undertaken to inform the development of these plans. The process began with a range of data being collected about the municipality. To validate this data and seek the opinions of our community, a variety of engagement activities were conducted. These ranged from broad discussions about a vision for Knox, to conversations around the goals in the *Community and Council Plan 2017-21*, determining priorities and considering what role Council and stakeholders can play in responding to these.

A number of community members participated in multiple engagement activities, allowing for progression through the process from broad to more in-depth discussions on the future of Knox. The engagement activities were directed at people who live, work, learn and play in Knox to:

- gain an understanding of the community's aspirations for the future of Knox;
- test the data gathered through research;
- gain feedback on the goals in the current plan; and
- identify priority areas for the community and Council.

Almost 4,500 people shared their thoughts on shaping the future of Knox and this information was used to create our Community Vision and Community Plan, as well as directly inform the development of our Council Plan. Both the *Community Plan 2021-2031* and *Council Plan 2021-2025* will be finalised and adopted in October 2021.

Youth Services wins LGPro Award

The Youth Services team won an LGPro Award on 25 February 2021, for the Young People's Film *MASKED* in the category of Diversity and Inclusion.

The film was created in conjunction with young people, Youth Services and with the 14-18 year olds from the Knox Free 2 Be Me LGBTIQ+ youth group. The project was proudly supported and funded by Knox City Council, YAC Vic and the Victorian Government. *MASKED* follows the story of high schooler, Zoe, struggling to come out as a trans-man. After knowing who they truly are for a while, Zoe finds themselves fatigued by their fear of whether others will accept them or not.

With over 1.7 million views, the film *MASKED* is available on YouTube at <https://www.youtube.com/watch?v=bLk8Dxf1xFk>

National Award for Excellence in Integrated Stormwater Design

Knox was the winner of the National Award for Excellence in Integrated Stormwater Design for the Tim Neville Arboretum & Dobson Oval IWM Scheme. This project demonstrated a holistic approach to stormwater, public open space and Integrated Water Management (IWM) that Knox prides itself on. Knox was also highly commended for the Excellence in Integrated Stormwater Design project—Returning our lost "wet spaces" to the city's environs – creating places where people and water meet.

Our City

The municipality of Knox is named after Sir George Hodges Knox (1885-1960), who was a local and state politician. Sir George was elected in 1923 to the Ferntree Gully Shire Council. In 1927, he won the Legislative Assembly seat of Upper Yarra for the Nationalists. Sir George was a diligent local member and remained unopposed between 1929 and 1940. From 1945 until his passing in 1960, he represented Scoresby and is now commemorated with a municipality named after him.

Approximately 25 kilometres from Melbourne's central business district, Knox is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality, with residents from 130 different countries speaking 54 languages. The City of Knox has an estimated residential population of 166,791 (30 June 2021) and covers an area of 114 square kilometres. The area boasts a green, leafy environment that extends to the foothills of the picturesque Dandenong Ranges. Knox comprises the following suburbs: Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.

Map of Knox

Council offices

Address:
511 Burwood Highway
Wantirna South VIC 3152

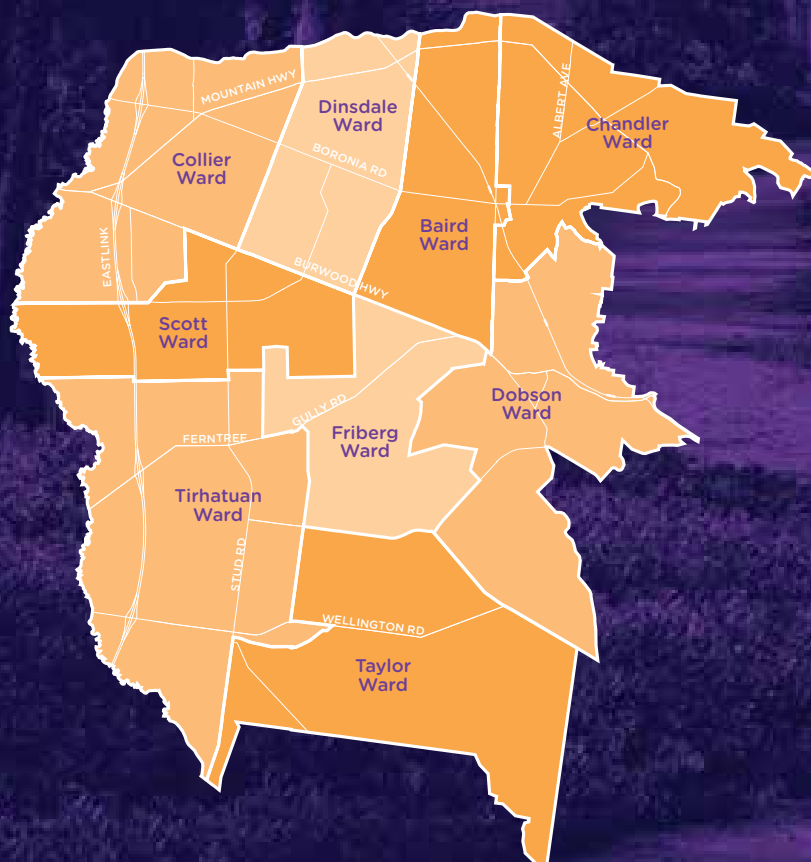
Opening hours:
8:30am to 5pm Monday to
Friday

How to contact Knox City Council

Phone:
9298 8000

Fax:
9800 3096

Email:
knoxcc@knox.vic.gov.au



Our Councillors

Council elections were held in October 2020 and this page includes all Councillors who served during the 2020-21 financial year.



Cr Peter Lockwood
Baird Ward
 Term on Council: 2012-October 2020
 Mayoral term:
 November 2014-November 2015
 Deputy mayoral term:
 December 2018-October 2019



Cr Lisa Cooper
 Mayor
Scott Ward
 Current term: 2015-current
 Mayoral term:
 November 2020-current



Cr John Mortimore
Chandler Ward
 Term on Council: 2008-October 2020
 Mayoral term:
 November 2017-October 2018
 Deputy mayoral term:
 February 2017-November 2017



Cr Yvonne Allred
Baird Ward
 Current term:
 November 2020-current



Cr Marcia Timmers-Leitch
 Deputy Mayor
Collier Ward
 Current term: April 2019-current
 Deputy mayoral term:
 October 2019-October 2020



Cr Jude Dwight
Chandler Ward
 Current term:
 November 2020-current



Cr Adam Gill
Dinsdale Ward
 Term on Council: 2003-October 2020
 Mayoral term:
 November 2011-November 2012



Cr Sorina Grasso
Dinsdale Ward
 Current term:
 November 2020-current



Cr Jake Keogh
Dobson Ward
 Term on Council: 2016-October 2020
 Mayoral term:
 October 2018-October 2019
 Deputy mayoral term:
 November 2017-October 2018



Cr Meagan Baker
Dobson Ward
 Current term:
 November 2020-current



Cr Tony Holland
Friberg Ward
 Term on Council: 2012-October 2020
 Mayoral term: November
 2015-November 2016



Cr Susan Laukens
 Deputy Mayor
Friberg Ward
 Current Term:
 November 2020-current
 Deputy mayoral Term:
 November 2020-current



Cr Nicole Seymour
Tirhatuan Ward
 Current term: 2012-current
 Mayoral term: October
 2019-October 2020



Cr Darren Pearce
Taylor Ward
 Current term: 2008-current
 Mayoral term: November 2013-
 November 2014, November
 2016-November 2017

Our people

Executive management team



Tony Doyle
Chief Executive Officer

Tony Doyle joined Knox Council as its Chief Executive Officer in July 2016. Tony's previous position was as Chief Executive Officer at Hindmarsh Shire Council in western Victoria, a position he held for three years. He has brought strong leadership and financial skills to the role as well as having a passion for working with communities and creating formative community partnerships.

Before joining the local government sector, Tony had a successful career in the financial services sector, holding senior leadership positions with one of Australia's largest banks. He has worked in Australia and the United Kingdom and has led large and diverse teams across a number of environments.



Matt Kelleher
Director City Strategy and Integrity

Matt Kelleher joined Knox Council in May 2019 as Director City Development, responsible for leading City Futures, City Planning & Building and City Safety & Health.

Before joining Knox, Matt was Director Community and Planning at Nillumbik Shire Council.

Matt has extensive experience in senior leadership and executive roles in the local government sector, leading teams across a diverse range of functional areas, including planning, city strategy, community services, customer experience, regulatory services and OD/HR.

Matt has a strong track record of delivering on a range of complex strategic projects, with strong community and stakeholder engagement supporting his ability to make a positive difference for communities.

Experience in service reviews and leading change has enabled Matt to build high performing teams with a clear shared vision in delivering improved services and results for customers and stakeholders. Matt's experience across a range of urban planning, community liveability, service performance and organisational capability projects and initiatives is focused on supporting teams and organisations to effectively position for strategic challenges in the external environment.

Matt's formal qualifications include an MBA along with a Bachelor of Applied Science in Planning and a Graduate Diploma of Management, and he is a certified change management practitioner (ProSci). Matt is a fellow of Local Government Professionals (LGPro) and has completed its Executive Leadership Program, XLP.

Matt's directorate consists of:

- City Planning & Building
- City Safety & Health
- City Futures
- Governance
- Strategic Procurement & Property



Tanya Scicluna
Director Connected Communities

Tanya Scicluna commenced as Director Community Services in October 2018.

Tanya has extensive experience working at a senior level in a wide range of community service programs in local government, State Government and the community sector. She is a highly regarded industry leader, renowned for her innovative and collaborative regional and sector leadership and has extensive experience leading teams and organisations through significant change.

Tanya's background includes the leadership of large teams providing a wide range of community services and experience across multiple sectors, including aged and disability, family and children's services, leisure and recreation, community development, public health, economic development and strategic planning.

Tanya's formal qualifications include a Bachelor of Applied Science (Disability Studies) and Post-Graduate Diploma of Health and Human Services Management (Deakin) and she is currently completing a Master of Management (Monash).

Tanya's directorate consists of:

- Family & Children's Services
- Community Access & Support
- Community Wellbeing
- Active & Creative Communities



Grant Thorne
Director Infrastructure

Grant Thorne joined Knox Council as its Director Infrastructure in September 2020.

Prior to joining Knox, Grant was Director City Infrastructure at Moreland City Council for over six years.

Grant has 27 years of experience across rural, growth and metropolitan councils and extensive experience in senior leadership and executive roles within local government. Grant's experience includes leading large and complex teams including open space design and development, open space maintenance, street cleansing, roads, fleet, waste, engineering, asset management, building maintenance, building projects, local laws, parking, animal management, transport and project management.

He brings strong leadership skills and a passion for working with and improving the local community.

Grant's formal qualifications include Bachelor of Engineering (Civil) and Graduate Diploma of Management, and is a Graduate of the Australian Institute of Company Directors.

Grant's directorate consists of:

- Sustainable Infrastructure
- Community Infrastructure
- Operations
- Major Initiatives

Our people

Executive management team



Samantha Mazer
Director City Centre

Director City Centre, Samantha leads Council's Communications and Customer Experience functions as well as the 220ha Knox Central urban renewal program, which brings together public and private sector stakeholders to deliver on an integrated vision for the heart of the city.

Samantha has spent many years blending her advocacy, leadership and commercial expertise to lead teams and organisations through periods of significant change. She has held senior and executive leadership positions in banking and professional services as well as consulting across a broad range of sectors including government, property, technology, retail, manufacturing and not-for-profit.

Samantha's diversity of experience combined with her passion for contemporary leadership has helped take a range of complex goals from aspiration into strategy and delivery whilst also adding a valuable perspective to the Knox executive team.

Samantha's directorate consists of:

- Communications
- Customer Experience
- Knox Central Planning & Development



Sam Stanton
Executive Manager Strategy, People & Culture

Sam Stanton is Knox's Executive Manager, Strategy, People & Culture, having originally joined Knox Council in November 2016.

Sam is an experienced senior leader and before joining Knox, Sam was Manager People & Performance with the City of Greater Bendigo. She is a contemporary leader, renowned for her strategic mindset and has a deep understanding of local government and the importance of creating public value through organisational transformation and growth, with particular strengths in corporate planning and performance, organisation design, facilitating new ways of working and pursuing digital and service innovation, managing corporate risk, and developing adaptive capacity in people, teams and cultures.

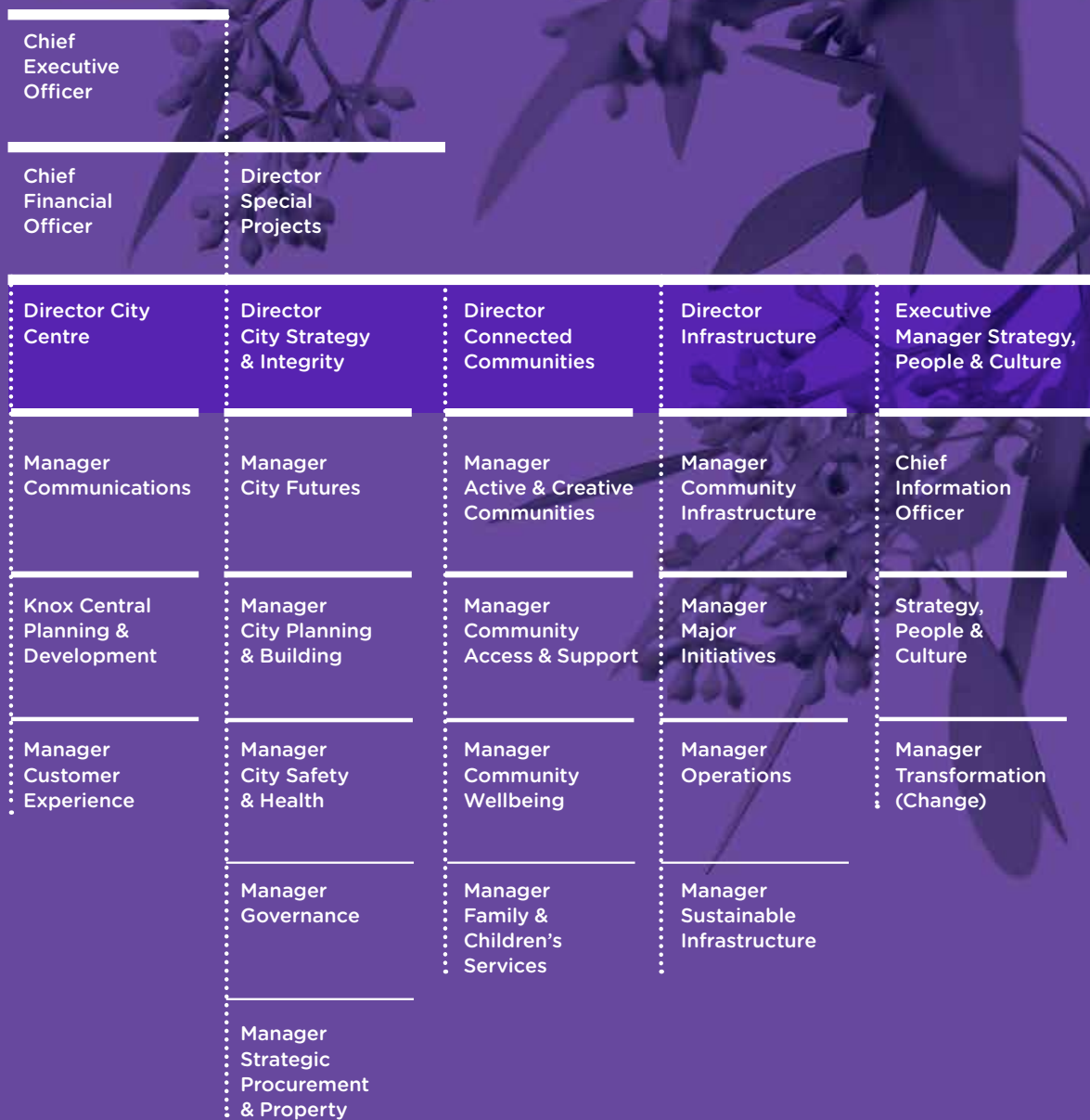
Sam's background and experience includes the leadership of strategy, integrated planning, innovation and service reviews, organisation development, human resources, risk management, emergency management, safety and wellbeing.

Sam's formal qualifications include a Master of Public Policy and Management (Monash), a Bachelor of Arts (Criminal Justice Administration), and Certificates in Business Excellence and Organisational Self Assessment. Sam is a member of Local Government Professionals (LGPro) and in 2014 completed its Executive Leadership Program, XLP. Sam is currently completing the Adaptive Cultures™ Practitioner Development Accreditation Program and an Advanced Diploma in the Neuroscience of Leadership.

Sam's directorate consists of:

- Strategy, People & Culture
- Information Technology
- Manager Transformation (Change)

Organisation chart



Our people

Workplace report

As at 30 June 2021, Council employed 1,112 staff, which consisted of full-time, part-time, temporary and casual positions.

Overall, 199 permanent, temporary or casual staff joined Council during the year to fill vacant positions and meet increased legislative, project and operational requirements.

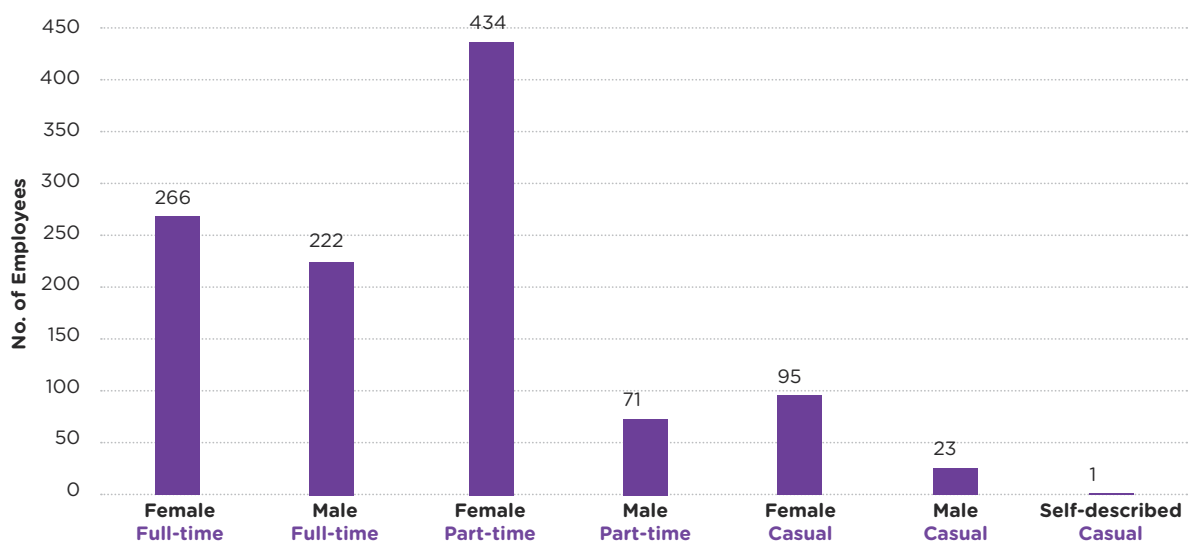
During the year, Council continued to participate in the State Government's Working for Victoria Scheme, which resulted in grant funding obtained across 2019-20 and 2020-21, which saw 70 new temporary positions created, and 80 people employed.

Staff by functional area 2020-21

Headcount as at 30 June 2021

Directorate	Full-time		Part-time		Casual		Self-described gender	Gender Total		Self-described gender	Grand total
	Female	Male	Female	Male	Female	Male		Female	Male		
Office of the CEO & Strategy, People & Culture	38	27	26	2	5			69	29		98
City Strategy & Integrity	45	52	98	45	23	14		166	111		277
Connected Communities	132	15	281	21	65	6	1	478	42	1	521
Infrastructure	33	125	11	2	1	3		45	130		175
City Centre	18	3	18	1	1			37	4		41
Total	266	222	434	71	95	23	1	795	316	1	1,112

Employee headcount by Employment Status and Gender

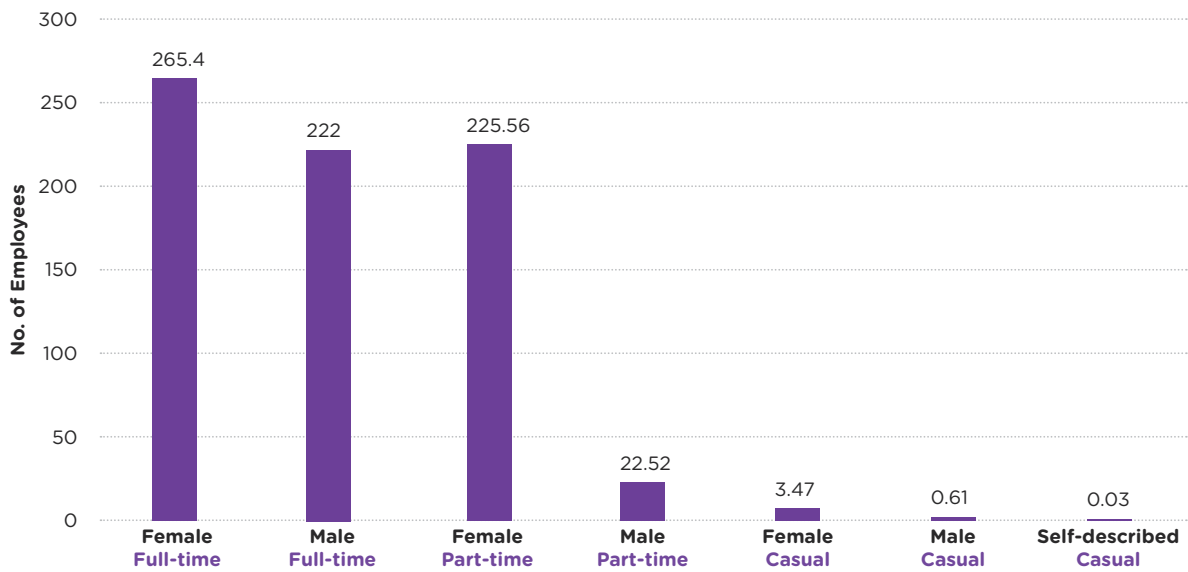


Full-time Equivalent (FTE) as at 30 June 2021

Directorate	Full-time		Part-time		Casual*		Self-described gender	Gender Total		Self-described gender	Grand total
	Female	Male	Female	Male	Female	Male		Female	Male		
Office of the CEO & Strategy, People & Culture	38.00	27.00	17.38	1.80	0.13			55.51	28.80		84.31
City Strategy & Integrity	45.00	52.00	34.87	9.95	0.61	0.37		80.48	62.32		142.80
Connected Communities	132.00	15.00	155.43	9.45	1.71	0.16	0.03	289.14	24.61	0.03	313.78
Infrastructure	32.40	125.00	6.96	0.69	1.00	0.08		40.36	125.77		166.13
City Centre	18.00	3.00	10.92	0.63	0.03			28.95	3.63		32.58
Total	265.40	222.00	225.56	22.52	3.47	0.61	0.03	494.44	245.13	0.03	739.59

*Each casual is calculated as 0.03, equivalent of 1 hour per week.

Employees by FTE Employment Status and Gender



Our people

Council staff

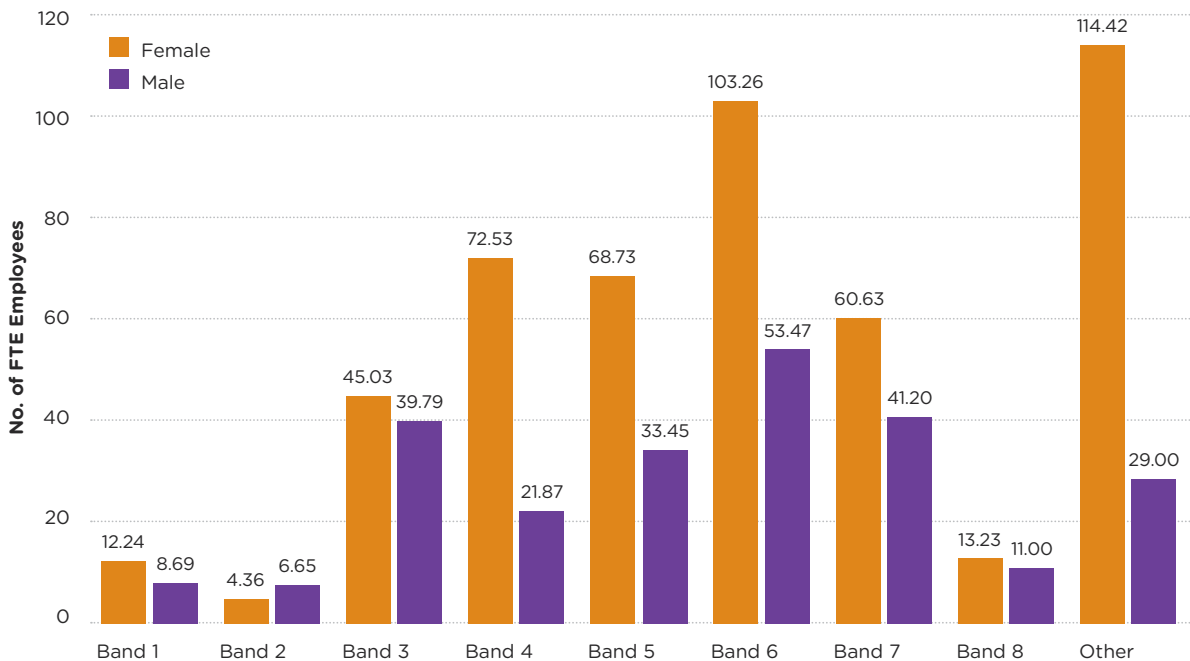
A summary of the number of FTE staff categorised by employment classification and gender is detailed in the following table.

Employee classification	Female	Male	Self-described gender	Total FTE
Band 1	12.24	8.69		20.94
Band 2	4.36	6.65		11.01
Band 3	45.03	39.79	0.03	84.85
Band 4	72.53	21.87		94.40
Band 5	68.73	33.45		102.18
Band 6	103.26	53.47		156.73
Band 7	60.63	41.20		101.83
Band 8	13.23	11.00		24.23
Other*	114.42	29.00		143.42
Grand total	494.44	245.13	0.03	739.59

Notes:

* "Other" includes non-banded workforce members, including health professionals and nurses, teachers, assistants and senior executive officers.

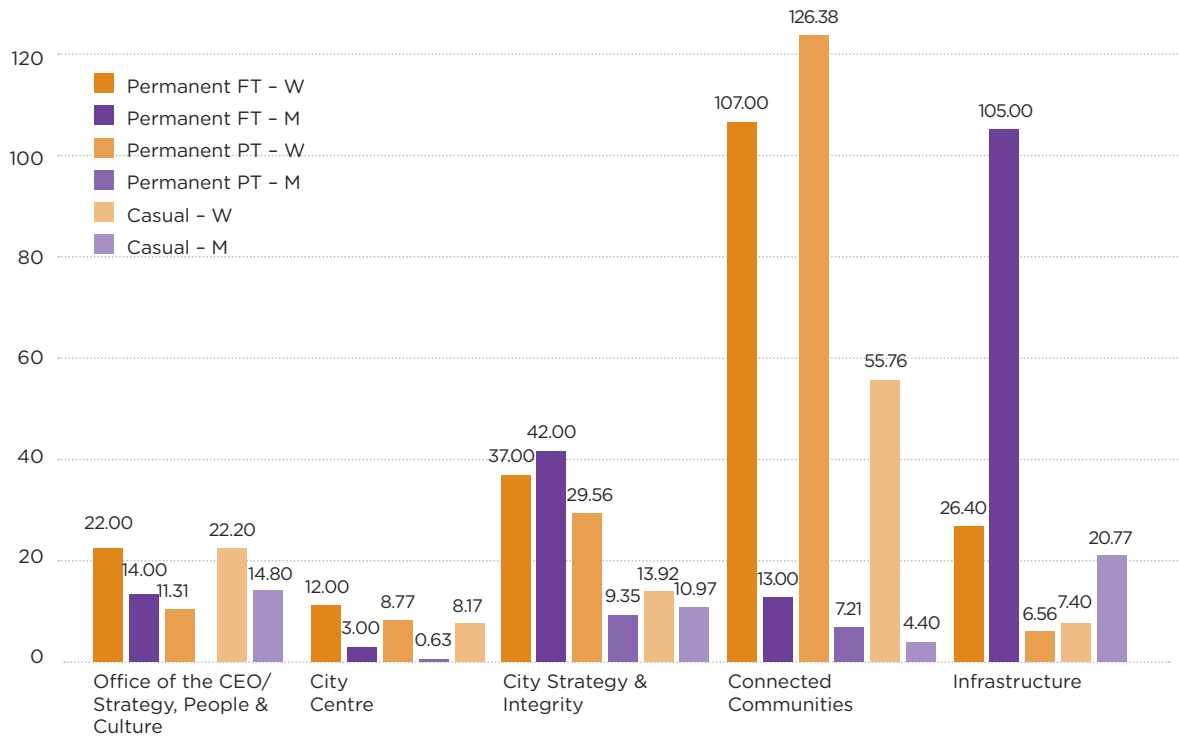
FTE Employees by Classification



A summary of the number of FTE Council staff by organisational structure, employment type and gender is detailed in the following table.

Employee type/ gender	Office of the CEO/ Strategy, People & Culture FTE	City Centre FTE	City Strategy & Integrity FTE	Connected Communities FTE	Infrastructure FTE	Total FTE
Permanent FT - W	22.00	12.00	37.00	107.00	26.40	204.40
Permanent FT - M	14.00	3.00	42.00	13.00	105.00	177.00
Permanent FT - X	-	-	-	-	-	-
Permanent PT - W	11.31	8.77	29.56	126.38	6.56	182.59
Permanent PT - M	-	0.63	9.35	7.21	-	17.19
Permanent PT - X	-	-	-	-	-	-
Casual - W	22.20	8.17	13.92	55.76	7.40	107.45
Casual - M	14.80	-	10.97	4.40	20.77	50.94
Casual - X	-	-	-	-	-	-
Total	84.31	32.58	142.80	313.78	166.13	739.59

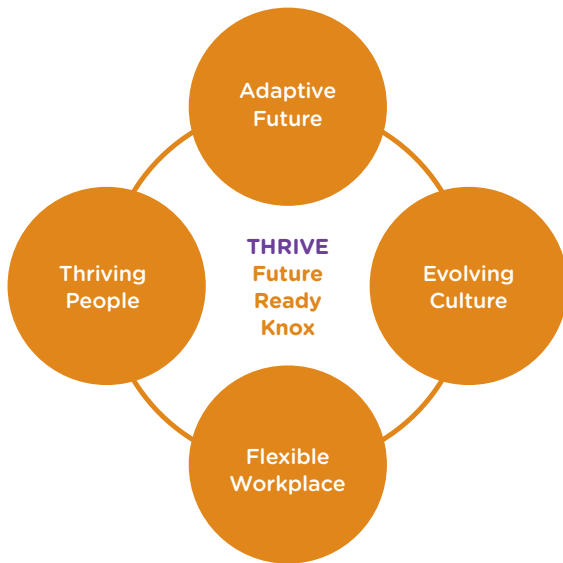
FTE Council Staff by Organisational Structure, Employment Type & Gender



Our people

People and culture

THRIVE: Future Ready Knox aligns our vision, purpose, values and strategic direction across four inter-related strategic priorities:



The organisation launched its new ROADmap approach to performance and development in 2021 to support our people to thrive by bringing their whole selves to work. ROADmap is enabled by the new PageUp technology platform introduced in 2019 and expanded in 2020-21 and focuses on growth and authentic conversations to enhance performance and development.

In addition, the organisation has adopted the Korn Ferry Leadership Architect™ Global Competency Framework as the foundation of its new Wholehearted Leadership and Development Framework. The framework consists of four dimensions, eight learning pathways and 38 competencies. The four dimensions are: leading self, leading people, leading Knox and leading futures. The framework guides the development of the mindsets and skill sets of our people to realise our business aspirations and to ensure we have the capacity to lead for the future with courage, creativity, critical thinking and compassion. The organisation's learning and development library is linked to the eight learning pathways and 38 competencies, creating a consistent approach to development and offering staff access to an extensive resource library to maximise our people experience.

PeoplePulse@Knox

During the COVID-19 pandemic we surveyed our people and monitored our organisational climate, to support our understanding across seven dimensions:

- wellbeing
- resilience
- connectedness
- trust
- manager support
- communications
- organisational support.

Engagement through our PeoplePulse@Knox survey allowed us to increase support and develop programs and initiatives to target assistance to our people during the pandemic and to help them remain connected. Five surveys were conducted in 2020-21 with an average response rate of 50 per cent. Key initiatives as a result of the engagement survey included a virtual staffroom, mental health awareness training, mindfulness and wellbeing programs, a dedicated intranet page of COVID-19 communication updates and virtual social connection opportunities.

Enhancing our people systems

Council has continued to make software enhancements and has automated and streamlined related processes. This has resulted in a saving of time and money by enabling greater volumes of work to be processed without an associated increase of resources. The way our employees now experience our workplace upon arrival and during their first six months has considerably improved due to changes introduced last financial year and further refined this year.

During 2020-21, considerable effort was invested in implementing a new time and attendance system that has minimised the manual data processing of staff salaries. In addition, a co-design approach using human centred design also led to the launch of the new ROADmap performance and development review system. This system will also enable enhanced talent management and succession practices, and better enable our people to be in the driver's seat of their careers. The benefits of a streamlined, user-friendly and integrated solution will be able to be fully realised now the project has concluded.

Equal opportunity

Council takes its equal opportunity responsibilities seriously and is committed to upholding the principles of the *Equal Opportunity Act 2010*, which are affirmed in Council's Enterprise Agreement.

The objectives of the equal opportunity program are to:

- achieve and maintain an environment that is free from discrimination, vilification, bullying and sexual harassment
- establish an internal contact officer program to provide a support and referral service to other staff who may have queries/concerns regarding equal opportunity in the workplace
- offer equity of access to training opportunities and career paths, particularly to those from disadvantaged groups in the workforce
- consistently apply the relevant policies and procedures throughout the organisation.

Equal opportunity, inclusion awareness, and the prevention of workplace bullying and sexual harassment are the areas of compulsory training programs for all staff. These training programs draw on the education of staff, staff feedback and opportunities for positive initiatives and implementation of any changes in legislation.

Implementation of Council's own 10-point Gender Equity Plan continues. This plan provides a strong basis for meaningful and lasting change. A key focus this year has been the launch of an Eliminating Everyday Sexism campaign to raise staff awareness of the more subtle, systemic and attitudinal barriers that may be felt, but are not always visible, unless attention is placed on their existence.

Planning occurred during the year to prepare for the introduction of the new *Gender Equality Act 2020* which commenced on 31 March 2020. This included:

- senior leaders attending an awareness session with the Public Sector Gender Equality Commissioner
- specialist staff undertaking training to better understand the detailed requirements of the new Act
- using the knowledge gained through training to plan and prepare to conduct new gender impact assessments
- participating in the anonymous People Matter Survey, run by the Victorian Public Sector Commission to collect people experience data as part of the new Workplace Gender Audit, as well as downloading workforce data as at 30 June 2021, for subsequent analysis to inform consultation mechanisms and the development of a new four-year Gender Equality Action Plan due by 1 December 2021.

In addition, planning occurred to prepare the organisation to meet new legal requirements specified in the new *Local Government Act 2020* related to gender equality, diversity and inclusiveness, including the new requirement to produce a four-year Workforce Plan. On a related front, the new *Local Government (Governance and Integrity) Regulations 2020* include the standards of conduct required by Councillors and the prescribed matters to be addressed in Councillor Induction training, including giving effect to gender equality, diversity and inclusiveness, and ensuring a Councillor "1(a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the *Equal Opportunity Act 2010*; and (b) supports the Council in fulfilling its obligation to achieve and promote gender equality;" (Schedule 1).

Following the release of the Victorian Auditor-General's Office *Sexual Harassment in Local Government (2020)*, the organisation will develop its first dedicated Sexual Harassment Prevention Plan and has commenced the planning phase. This plan will be aligned with the new Gender Equality Action Plan to be developed.

Our people

Health and wellbeing

Due to the COVID-19 pandemic being at its height at the beginning of 2020-21, there has been a continued concentration of Council's health and wellbeing focus related to mental health and wellbeing.

With many staff working from home, the potential for added psychological stress due to isolation and anxiety related to the pandemic in general, as well as infection fears for those who remained working on site, was very significant. This meant that considerable effort and resources were mobilised in providing a supportive framework around mental health for staff and an increase in Council's capabilities in this area.

This has included:

- utilisation of a recently procured additional panel of psychologists and counselling/coaching services over and above Council's ongoing Employee Assistance Program (EAP);
- two temporary Senior Mental Health and Wellbeing advisors recruited as part of the Working for Victoria Scheme;
- widening the services of our nominated EAP provider (Converge International);
- provision of training opportunities for people managers (e.g. Managing for Team Wellbeing provided by the Black Dog Institute) focussing on mental health issues in the workplace; and
- a commitment to train a significant proportion of employees in Mental Health First Aid. A Council staff member has also been trained to be able to deliver accredited Mental Health First Aid training internally.

While the Wellness@Knox Committee's activities have been limited by the pandemic (due to the large proportion of staff working from home), the Committee continued its health promotion work wherever possible in 2020-21.

The Committee underwent a revitalisation exercise to ensure it continues to achieve the wellbeing needs of staff and to provide improved clarity and direction of purpose for members and the wider organisation. This included the review of the Committee's Terms of Reference as well as the Healthy Workplace Charter and Healthy Workplace Policy and the development of an action plan aimed at enhancing the Committee's effectiveness. Key actions include:

- a recruitment drive for new members with a focus on encouraging diversity and representation across all areas of Council;
- a refresh of the Wellness@Knox page on the staff intranet;
- development of an annual calendar of activities and events; and
- building the Wellness@Knox brand through promotional activities and awareness campaigns.



...there has been a continued concentration of Council's health and wellbeing focus related to mental health and wellbeing.



Safety activities

Occupational health and safety (OHS) remains a core and major focus for Council, and the COVID-19 pandemic meant an even greater emphasis was placed on OHS in 2020-21. The Safety and Wellbeing team have been integral to mitigating pandemic infection risks with considerable success in that not a single Council staff member has contracted a COVID-19 infection while at work.

As well as responding to a range of pandemic risks, the organisation continued to adapt its health and safety system to be responsive to both compliance requirements and best practice, as well as the integration of wellbeing into the Health & Safety Management System and consultative structure. A significant amount of work was done to improve the OHS Management System, including:

- aligning the structure and relevant procedures with the new OHS Management System International Standard;
- improved auditing procedures; and
- improvements related to incident and hazard reporting, investigation and corrective actions.

Council's focus on the promotion of 'proactive' safety reporting (hazards and near misses) as a means to mitigate hazards and risks before they become a source of incident and injury has continued. With the large proportion of staff continuing to work from home throughout the 2020-21 year, it was anticipated that the previous trend of decreased proactive reporting since the onset of the pandemic would continue. However, a general increase in proactive reporting occurred.

Council saw:

- An overall increase (8%) in total Proactive Safety Reports (hazards + near misses): from 206 reports in 2019-20 to 223 reports in 2020-21.
- A slight increase (2%) in near miss reports: from 131 reports in 2019-20 to 134 reports in 2020-21.
- An increase (19%) in hazard reports: from 75 reports in 2019-20 to 89 in 2020-21.

This was a very positive result considering the number of staff who remained in a working from home environment, where there can be a behavioural tendency to report less hazards and near misses.

In addition:

- Overall, property damage incidents decreased by 18 per cent, from 50 reports in 2019-20 to 41 in 2020-21.

- Motor vehicle incidents reduced slightly (3%), from 36 in 2019-20 to 35 in 2020-21.
- Plant and Equipment incidents reduced significantly (57%), from 14 in 2019-20 to 6 in 2020-21.

Comparison of overall/total safety reporting (hazards, near misses, incidents, motor vehicle and plant/equipment reports) showed a slight increase in reporting (approximately 1.5%), with Total Safety Reports increasing from 423 in 2019-20 to 429 in 2020-21.

There was a decrease in WorkSafe Victoria incident notifications (required under the *Occupational Health and Safety Act 2004*) from 14 in 2019-20 to nine in 2020-21. The nine WorkSafe notifications this year comprised:

- three reports involving a client
- three reports resulting from impacts with objects causing lacerations
- two reports involving hospitalisation due to a personal illness
- one report involving a positive coronavirus test (contracted outside of the workplace).

Work continued in analysing and targeting lone worker risks, with an organisation-wide Lone Worker Working Group being reconvened and lone worker risk assessments prepared by key organisational areas/teams. Trials of technological enhancements and other strategies to manage lone worker risks within Council have taken place and this work is set to be followed through into a comprehensive lone worker risk mitigation strategy in the coming year.

Recommendations for strengthening OHS management as outlined in the internal OHS Audit (conducted by Crowe in late 2019) continue to be implemented, albeit at a slower pace than originally planned, due to the need to focus resources on pandemic safety risks.

Other areas of focus have included:

- Improvement of Safety and Injury data analysis capabilities via the finalisation of OHS and Injury Management 'real time' accessible data Dashboards (via the ICT Strategy sponsored Business Intelligence project).
- A comprehensive OHS Audit of Knox Leisureworks was completed to provide support to the Leisure and Facilities teams in managing Council's contractual obligations at the centre and any physical improvements necessary to ensure the safety of staff and visitors.

Our people

Injury management

Overall, injuries to Council staff decreased slightly (by 4%), from 167 injuries in 2019-20 to 161 injuries in 2020-21.

'Minor injuries' (injuries requiring no treatment or first aid only) increased slightly (5%) from 101 in 2019-20 to 106 in 2020-21, however there was a decrease (18%) in 'major injuries' (medical treatment and lost time injuries) from 66 in 2019-20 to 54 in 2020-21. Both 'major injury' categories showed a year-on-year decrease, with:

- medical treatment injuries decreasing from 40 to 38 (5%); and
- lost time injuries decreasing from 22 to 16 (27%).

There was a decrease in WorkCover claims lodged (from 34 in 2019-20 to 28 in 2020-21), illustrating the successful outcome of an effective early intervention program.

Significant changes in the claims profile included: manual handling injuries (resulting in claims) reduced by 43 per cent (16 in 2019-20 to four in 2020-21); and slips, trips and falls claims increasing by 400 per cent (four in 2019-20 to 16 in 2020-21).

Council's contract for its injury management program (on-site physiotherapy) ended in June 2020 and was not renewed due to the difficulty in providing a safe and accessible program during a pandemic, with a large segment of the workforce working from home. The service has remained suspended while a review of replacement options has been taking place, which will take into account factors such as the COVID-19 pandemic, program utilisation rates and return on investment with respect to claims outcomes. Alternative(s) for a longer-term strategy will be decided upon and implemented in the coming year.



There was a decrease in WorkCover claims lodged, illustrating the successful outcome of an effective early intervention program.

Business continuity management

The key elements of Council's Business Continuity Management System (BCMS), the Business Continuity Framework and Crisis Management Plan were reviewed and updated in 2020 just prior to the pandemic. A test exercise to assess business continuity capabilities was planned for the last quarter of 2019-20, however the COVID-19 pandemic has served as an ongoing 'real life' test of the system and Council's capabilities, which included the activation of the Crisis Management Plan and Team and Regional Pandemic Sub-Plan. As such, it was decided that a COVID-19 pandemic debrief would be a more efficient use of resources and produce better learning outcomes than a test/exercise. Recommendations following the debrief are currently with the CEO.

Council adopted the recommendations from an internal independent audit of Council's Business Continuity and Disaster Recovery processes in 2019-20 with recommendations tracked by the Executive Management Team and Council's Audit & Risk Committee. Some of the improvements already completed include new reporting KPIs for the BCMS being developed and undertaking of a Gap Analysis of the BCMS.

Risk management and review

The Executive Management Team continue to conduct quarterly reviews of Council's Risk Register, with regular reports for both operational and strategic risks provided to Council's Audit & Risk Committee. This process ensures that risks are effectively reported and monitored. To improve the risk review process, a new format for the risk register report was developed which includes a summary report and an additional report highlighting any changes in quarterly risk ratings for the past year. Planning is underway to provide risk management training to key staff in the new financial year. Learnings from responding to the COVID-19 pandemic have informed the development of a draft pandemic risk which will be included in the strategic risk register once finalised.

Vehicle insurance claims

Council's fleet of registered vehicles, which includes cars, trucks, tractors and trailers, remains at similar numbers in the reporting period (197 in 2018-19, 196 in 2019-20 and 200 in 2020-21), still allowing for a meaningful year-on-year comparison.

The number of over-excess (>\$2k) vehicle insurance claims has reduced over the last three years, dropping from 21 in 2018-19, to 13 in 2019-20, and 13 in 2020-21.

The number of under-excess vehicle claims increased slightly from 18 in 2019-20 to 20 in 2020-21.

Non-vehicle insurance claims

The number of non-vehicle under-excess insurance claims has decreased from 107 in 2019-20 to 88 in 2020-21.

Claims received are most commonly related to tree branch/debris failure, tree-root damage, trips and falls due to uneven surfaces, and flooding/stormwater damage.

There were only two over-excess liability claims reported to Council's insurer during 2020-21. During this time we experienced one tree root damage related claim and one flood damage related claim.

Council's over-excess claims numbers have remained low over the past three years with no particularly large claims occurring, leading to minimal increase in our insurance premium this year, which is particularly pleasing in a hardened insurance market.

Council's under-excess claims continue to be managed by Echelon Australia.



Our performance

Community and Council Plan 2017-21

This Annual Report provides an overview of the achievements of the final year of the *Community and Council Plan 2017-21*, which was endorsed by Council on 26 June 2017.

The *Community and Council Plan 2017-21* was informed by relevant legislation, research and a range of community engagement activities. It identifies the community's priorities and guides the decision-making of Council and its partners, agencies and all stakeholders.

The following planning framework illustrates how all of our planning documents fit together.



Goals

Together with the community, Council identified eight key goals, with associated strategies, as the framework for progressing towards achievement of the vision:



GOAL 1

We value our natural and built environment



GOAL 2

We have housing to meet our changing needs



GOAL 3

We can move around easily



GOAL 4

We are safe and secure



GOAL 5

We have a strong regional economy, local employment and learning opportunities



GOAL 6

We are happy, healthy and well



GOAL 7

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



GOAL 8

We have confidence in decision-making

Our performance

2020-21 Annual Plan

Each year, Council develops an annual action plan based on the strategies and initiatives outlined in the *Community and Council Plan 2017-21*. The 2020-21 Annual Plan was adopted by Council on 22 June 2020 as part of the Annual Budget.

The Annual Plan is made up of a number of major initiatives and initiatives that will be achieved during the financial year.

Local Government Performance Reporting Framework

The Local Government Performance Reporting Framework (LGPRF), established by the Victorian Government in 2014, is a mandated reporting requirement for all Victorian councils. The LGPRF is a comparative reporting framework that aims to ensure measuring and reporting on performance is undertaken in a consistent way for all local government authorities in Victoria.

Four indicator sets have been developed across three thematic areas—service performance, financial performance and sustainability—in order to provide a comprehensive picture of Council’s performance. These indicators and measures are reported on throughout the following sections of this report.

Service delivery

Service delivery accounts for a significant part of Council’s annual investment in the community and is one way to support and maintain Knox’s areas of strength.

It also addresses some key challenges for our community. Service delivery is equally as important as our priority strategies and actions.

Details of our performance

The following information is contained under each Community and Council Plan goal:

1. Four-year Community and Council Plan targets and measures

Progress against the targets and measures identified in the *Community and Council Plan 2017-21* to inform our success in achieving our goals and strategies.

2. Annual Plan initiatives

Details of the progress of major initiatives and initiatives identified in the 2020-21 Annual Plan.

3. Services

Details of the services funded in the 2020-21 Budget that most closely align to the particular Community and Council Plan goal and, where relevant, the associated LGPRF measures and results.



GOAL 1

We value our natural and built environment

2020-21 highlights



Planted 30,000 plants across 42 sites in Knox



Planted 2,574 trees



Developed the Draft Climate Response Plan



Implemented the Strategic Pest Animal Management Plan.

Results

Council targets

Council has progressed work towards achieving the Community and Council Plan targets identified under the strategies of each of the goals. These measures tell us if the work we have undertaken over the last four years has contributed to a positive change in our community.



Annual Plan progress

Council has completed 10 of the 12 initiatives identified under Goal 1 in the 2020-21 Annual Plan. Work continues to progress on the remaining initiatives.

GOAL 1 We value our natural and built environment

What we achieved in 2020-21

Progress against the targets and measures identified in the *Community and Council Plan 2017-21*.

Strategy 1.1: Protect and enhance our natural environment

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
A reduction in environmental impact	Council's corporate greenhouse gas emissions	-	5,257 tonnes per annum (CO ₂ equivalent)	5,969 tonnes per annum (CO ₂ equivalent)	8,446 tonnes per annum (CO ₂ equivalent)	Data includes emissions from streetlights, fleet and all Council operated buildings.
An increase in the usage of renewable energy	Council's corporate renewable energy usage	108.18 kW	306.00 kW	461.00 kW	662.00 kW	In 2020-21, Council's corporate renewal energy usage was 662 kW (total installed capacity—solar PV), an increase from 461kW in 2019-20.
A reduction in waste generated in our homes	Annual non-recyclable garbage generation per household (waste to landfill)	9.99 kg	9.25 kg	10.30kg	10.71kg	In 2020-21, non-recycling garbage generation was 10.71kg per household per week, a 3% increase from 2019-20. In 2019-20 and in 2020-21, the truck audit was completed in February rather than previous years when it was completed in November. This creates challenges in accurate comparison of year-on-year data.
	Annual diversion rate per household (recyclable and green waste)	51.97%*	55.89%*	53.44%	52.10%	In 2020-21, the diversion rate per household was 52.10%; this result was consistent with 2019-20. *Council aligned this measure in 2019-20 to reflect LGPRF reporting and ensure consistency. Council has reinstated 2017-18 and 2018-19 figures to reflect these changes and to ensure comparative data.
A reduction in water use of new buildings	Percentage of applicable buildings assessed in planning as meeting the best-practice target of a 25% reduction in potable water consumption	94.00%	97.39%	94.05 %	100%	All 74 applicable buildings were assessed as meeting the best practice target of a 25% reduction in potable water consumption.
A reduction in greenhouse gas emissions of new buildings	Percentage of applicable buildings assessed in planning as meeting the best-practice target of a 50% reduction in greenhouse gas emissions	69.00%	74.78%	60.71%	87%	52 of 60 applicable residential buildings assessed were found to meet the best practice target of a 50% reduction in greenhouse gas emissions. Non-residential buildings are difficult to quantify, however 14 out of the 14 assessed exceeded the minimum National Construction Code requirements.
Sustainable design of Council's new buildings	Percentage of applicable Council capital works buildings assessed as meeting the best-practice environmental targets in water savings, stormwater quality, sustainable materials, local biodiversity, sustainable transport user facilities, energy savings and greenhouse gas emissions reductions	100%	0%	0%	100%	Three projects were assessed which were determined to meet and exceed Council's best-practice environmental targets. These projects were: <ul style="list-style-type: none"> • Knox Fair Park Reserve Multi-purpose Development; • Eildon Park Childcare Centre; and Knox Regional Netball Centre.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in canopy tree cover along streets	Percentage of street corridors covered by canopy trees	494	1,249	1,189	1,249	Reporting against this measure focused on net gain (difference between trees removed and planted) as it can take many years for a new tree to grow large enough to provide canopy coverage. In 2020-21, a net gain of 1,249 trees was achieved.
An increase in canopy tree cover on private land	Under development	-	-	-	-	
An increase in the number of indigenous plant species in Knox	The total number of indigenous plant species in Knox	3,662	5,208	4,152	605	There are approximately 605 indigenous plant species in Knox, although not all of these are able to be cultivated. In 2020-21, Biodiversity changed the way this data is collected. In previous years, the numbers collected were in relation to our discreet threatened species program (in partnership with the Knox Environment Society). However, this year Council collected all threatened species planted across our planting programs. As approximately 48% of Knox's flora is threatened, the number was considerably larger in previous years.
An increase in local Knox residents' biodiversity awareness	The total number of Gardens for Wildlife participants	779	849	895	874	874 individuals participated in Gardens for Wildlife in 2020-21.



GOAL 1 We value our natural and built environment

What we achieved in 2020-21

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
A decrease in the number of 'at-risk buildings' in Knox	The number of at-risk buildings in Knox	6	6	10	10	There were 10 at risk buildings in Knox in 2020-21. A program of at risk buildings has been previously established. Initial assessment of all at-risk buildings is complete, with high priority works also complete.
Increase Council's urban design management and assessment capacity to facilitate best practice urban design outcomes	The number of workshops, forums and recognition programs to build Council's urban design management and assessment capacity	5	4	0	1	<p>The Design and Development Excellence Awards 2021 were officially presented at Council's Ordinary Meeting on 28 June 2021.</p> <p>COVID-19 restrictions impacted on the ability to deliver workshops, forums and urban design professional development/ learning sessions. However, urban design management and assessment capacity has continued with site-specific discussions with Council's Urban Design Advisor on an as-needs basis.</p> <p>The Wantirna Health Precinct and the Boral/Mirvac redevelopment site at 191 George Street, Wantirna South, continue to be key projects of focus from an Urban Design perspective.</p>



2020-21 Annual Plan

Key activities undertaken in 2020-21 to work towards the achievement of Goal 1.

Major initiative	Progress	Comment
Develop and implement a strategic pest animal plan.	100%	Council endorsed the Strategic Pest Animal Plan in August 2020. A local action plan for Knox that aligns with this strategy was developed and delivery of the action plan commenced and will continue into the next financial year.
Initiatives	Progress	Comment
Continue to implement initiatives to achieve resource efficiency, water and energy reduction.	96%	In 2020-21, significant work was undertaken to implement initiatives to achieve resource efficiency, water and energy reduction. This work included: <ul style="list-style-type: none"> • Two Gardens for Harvest webinars and a number of sessions at the Stringybark Festival attracting nearly 600 registrations. • The Draft Climate Response Plan was presented to Council and community engagement on the plan was undertaken. The Plan will be adopted by Council in the first half of 2021-22. • Energy efficiency upgrades through the Energy Performance Contract were completed including boiler upgrades to the Civic Centre, air conditioning works at Rowville Community Centre and lighting upgrades at a number of Council facilities.
Continue Council's waste and recycling education program.	100%	Work toward this initiative in 2020-21 has focused on collaboration with the Website Development team on Council's 'Waste and Recycling' web pages. The pages will set the framework for utilisation of the website as an education tool, with more focus on waste reduction and future initiative advice. Council has also engaged two Waste Education officers to undertake more work in this space.
Increase the volume of hard waste recycled.	100%	Council is participating in a grant approval process to assess opportunities to better utilise recycled content and environmentally preferred products in building projects. Council's Recycled Goods Shop continues to be promoted, although closures of Council's Recycled Goods Shop due to COVID-19 restrictions have impacted the capacity to divert from landfill through this service option. In 2020-21, the Waste Management team worked with the Website team on updating a large number of pages ahead of the new website launch. E-waste recycling opportunities continued to be promoted throughout 2020-21.
Phase in hybrid and electric vehicles into the Council vehicle fleet.	100%	Council has commenced phasing in hybrid and electric vehicles into its fleets. Council has installed electric charging stations at the Civic Centre for fleet and community use. A charging station has also been included at the new Operations Centre. As new fleet vehicles reach replacement, priority will be given to ordering hybrid or electric vehicles.
Revegetate priority sites as per the recommendations from the Knox Revegetation Plan 2012.	100%	In 2020-21, planting was completed at priority sites including the Mountain Highway Roadside Habitat Corridor, Colchester Reserve Wetland, Scoresby Linear Reserve, Dandenong Creek Corridor and Corhanwarrabul Creek Corridor.
Implement the Knox Locally Threatened Species Management Plan 2010.	100%	By the end of 2020-21, 42 different sites received revegetation with threatened species. There were 30,000 plants planted across these sites from plant material collected within the Knox municipality. Across these sites, 54 different species were planted. All threatened species were mapped and recorded on the geographic information system (GIS).
Conserve, protect and enhance sites of biological significance and increase connectivity between current sites.	100%	Scoping and planning of the Biodiversity Resilience Plan, which supports this initiative, has commenced. On-ground works were challenging during 2020-21 due to COVID-19 restrictions, as well as a significant increase in the number of members of the community using bushland sites for recreation and exercise. This led to increased damage of vegetation due to circumstances including increased littering and bike jump creation. The biodiversity team continues to work to rectify this ongoing damage.

GOAL 1 We value our natural and built environment

2020-21 Annual Plan

Key activities undertaken in 2020-21 to work towards the achievement of Goal 1.
(continued)

Initiatives	Progress	Comment
Strategic acquisition of sites of biological significance when they arise.	34%	In 2020-21, Council made the decision to fund the development of the full Biodiversity Resilience Plan over a two year period (2020-2022). Initial scoping and planning of the Biodiversity Resilience Plan and detailed works around tree canopy data analysis were completed in 2020-21. This analysis will inform the habitat corridor plan and hierarchy of sites of biological significance for acquisition which will now be delivered in 2021-22.
Continue to grow and support the Knox Gardens for Wildlife Program and Bushland Reserve Friends Groups and associated activities.	100%	Growth of environmental volunteerism has been challenging during the past year due to COVID-19 restrictions. However, increased interest in the bushland reserves through innovative virtual tours has created interest in additional community members staying involved once restrictions lifted. Scoping is occurring for the development of two new friends groups due to interest from community members. A partnership group has been created to include Gardens for Wildlife (G4W) volunteers, Knox Environment Society representation and Council officers to support the growth and support of the G4W program.
Plant a net gain of street trees annually.	100%	By the end of 2020-21, the bulk tree planting program was completed. Council planted 2,574 trees in 2020-21. Unfortunately, due to various reasons (dead/damaged/poor health), 1,325 trees were required to be removed. This resulted in a net gain of 1,249 trees being planted within the municipality.
Continue to address Council's asset renewal backlog.	100%	A number of accessible parking bays were installed in 2020-21 to improve access to schools and Council services. Delivery of the Mobility Implementation Plan has been delayed due to COVID-19 restrictions impacting the availability of consultants and contractors. Works are planned to be undertaken in the first half of the next financial year to address known issues. Pedestrian upgrades are currently being considered as part of intersection treatment upgrades at the intersections of Henderson Road/Kellets Road and Henderson Road/Ferntree Gully Road. Advocacy for a pedestrian crossings program across major arterial roads has been undertaken through the Eastern Transport Coalition with direct engagement with the Minister for Public Transport and Roads and Road Safety.
Complete an at-risk building assessment and develop a program of works for inclusion in Council's capital works program.	100%	In 2020-21, an assessment of all at risk-buildings was completed along with identified high priority works. The annual program of work was reviewed and progressed based on risk priorities. Four separate work packages for plumbing/drainage, civil works, structural rectifications and landscaping were determined from the collated recommendations from the structural reports received, and progressed to quotation/tender.

Services

The services funded in the 2020-21 Budget.

Service	Description	Net cost of providing this service in 2020-21	
		Budget	Actual Variance
		(\$'000)	
Asset Management	The Asset Management service provides strategic direction for asset management incorporating the development of processes and systems to maintain and regularly update Council's asset register and management system, collection of asset condition data and the development and implementation of strategic asset management plans for all asset categories. The service also provides asset preservation and protection functions in areas associated with subdivision, private developments; Council capital infrastructure projects and works undertaken by service authorities; contractors; and government agencies. The service also manages the coordination, planning, development and monitoring of the delivery of Council's capital works program.	1,707	1,213 494
Biodiversity	Biodiversity provides for the conservation, enhancement and celebration of local biodiversity within the City of Knox. The service provides bushland management to protect and enhance over 40 Council bushland reserves, over 120 sites of biological significance as well as education/awareness programs in order to increase the appreciation and understanding of the values of biodiversity within the broader community. This includes encouraging and supporting active participation by members of the community in the conservation and enhancement of remnant vegetation on public and private land.	1,219	1,304 (85)
Building	Council's Building service provides for building assessment and regulatory services in accordance with the <i>Building Act 1993</i> and other relevant legislation. The service issues Building Permits, performs building inspections, responds to complaints with inspections and performs swimming pool inspections.	182	553 (371)
Facilities	Facilities provides building services including capital construction, programmed and reactive maintenance and ancillary services (e.g. graffiti control, security, essential safety measures) for all Council buildings, internal architectural advice, and building management services on land where Council has an interest.	2,522	2,772 (250)
Integrated Water Management	The Integrated Water Management service provides technical and strategic advice and drainage advice/services related to developer and resident enquiries and the provision of integrated water management. The service aims to safeguard the community against flooding, provide a municipal drainage system that is safe and fit for purpose, ensure that stormwater is a valued and well-used resource, and maintain clean waterways.	2,265	2,237 28
Major Initiatives	The Major Initiatives Unit provides for the delivery of major projects supplementing the full program of capital projects being delivered by the various delivery teams across Council. The Unit utilises a combination of internal and specialist skills, and includes architectural, quantity surveying, project management, construction management, specialist engineering and site supervision services.	260	292 (32)
Open Space Management	Open Space Management provides planning, design, consultation and implementation of enhanced passive open space. The service also includes the development of policy and provision of planning and landscape architectural design expertise for other areas of Council.	10,915	11,617 (702)
Operations	Operations is responsible for the management and delivery of maintenance services and delivery of new, renewed and upgraded Council infrastructure assets. This includes Parks Services, Works Services, Construction, and Fleet Management. The service provides well maintained infrastructure assets that meet present day and future needs of the community, in compliance with various acts and regulations and Council policies.	3,185	2,653 532
Research and Mapping	Research and Mapping supports an evidence-based approach to policy development and decision-making by undertaking specialist research and mapping activities. The service also provides advice, builds organisational capacity and develops and implements new tools and applications in the area of research and mapping. The service is responsible for the maintenance of Council's GIS system, spatial database and online data resources.	76	85 (9)
Social and Community Infrastructure	The Social and Community Infrastructure service supports the organisation through an integrated approach to the development of community infrastructure plans relevant to the needs of local communities and the broader municipality. The service also manages the development, monitoring, compliance and review of all Community Wellbeing community facility licences and leases.	384	285 99
Sustainable Futures	Sustainable Futures provides for environmental planning, community engagement in sustainability, policy development and project implementation. The service provides a range of learning and engagement programs that focus on supporting Council and the community to move towards environmental, social and economic sustainability.	357	576 (219)
Waste Management	The Waste Management service aims to minimise waste and provides waste collection and disposal services for the Knox community.	20,608	19,410 1,198
Annual Report 2020-21		46	

GOAL 1 We value our natural and built environment

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/measure	2016-17	2017-18	Results 2018-19	2019-20	2020-21	Material variation comment
Waste Collection						
Satisfaction	63.86	76.56	109.58	100.60	108.85	
Kerbside bin collection requests [Number of kerbside garbage and recycling bin collection requests/Number of kerbside bin collection households] x1,000						
Service Standard	3.33	3.68	5.62	6.22	7.70	This year Council saw an increase in the number of missed bins due to an increase in working from home arrangements and parking pressures.
Kerbside collection bins missed [Number of kerbside garbage and recycling collection bins missed/Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000						
Service Cost	\$108.62	\$106.87	\$108.96	\$111.34	\$112.92	
Cost of kerbside garbage bin collection service [Direct cost of the kerbside garbage bin collection service/Number of kerbside garbage collection bins]						
Service Cost	\$11.65	\$19.89	\$45.00	\$64.64	\$72.79	Recycling processing costs continued to increase due to a changing waste and recycling sector, on a state, national and international level.
Cost of kerbside recyclables bin collection service [Direct cost of kerbside recyclables bin collection service/Number of kerbside recyclables collection bins]						
Waste Diversion	53.41%	51.97%	55.89%	53.44%	52.10%	
Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins] x100						

GOAL 2

We have housing to meet our changing needs

2020-21 highlights



Implemented the Housing Strategy to continue to guide residential development and strategic investigation sites



Reduced the time taken to decide planning applications from 31 days in 2019-20 to 28 days in 2020-21



Approved 240 one-and two-bedroom dwellings for construction

Results

Council targets

Council has progressed work towards achieving the Community and Council Plan targets identified under the strategies of each of the goals. These measures tell us if the work we have undertaken over the last four years has contributed to a positive change in our community.



Annual Plan progress

Council has completed one of the two initiatives identified under Goal 2 in the 2020-21 Annual Plan. Work continues to progress on the remaining initiative.

GOAL 2 We have housing to meet our changing needs

What we achieved in 2020-21

Progress against the targets and measures identified in the *Community and Council Plan 2017-21*.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in the number of smaller dwellings available	The number of one and two bedroom dwellings approved for construction in Knox	623	227	258	240	In 2020-21, 240 one and two bedroom dwellings were approved for construction.
An increase in the number of new housing developments in well-located areas	The number of approved dwellings in activity centres	510	210	241	102	In 2020-21, 102 dwellings in activity centres were approved.

Strategy 2.2: Encourage high quality sustainable design

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
Improve high-quality sustainable design for all new, large developments	The number of sustainable design assessments for new residential developments with two or more dwellings and for non-residential developments with gross floor area of 550m ² or more	159	115	84	74	74 sustainable design assessments were endorsed in 2020-21, relating to matters approved by a planning permit. Noteworthy outcomes included: <ul style="list-style-type: none"> Approximately 1,409kL of rainwater tanks offsetting potable water demand (noting however that the InSite Water tool generally dictates that applicants install increased rainwater tank sizes, post Drainage department's assessment/comment). An average potential delivery of 6.4 star energy-efficient rated dwellings (-10% improvement in thermal performance of dwellings, beyond National Construction Code Building Code of Australia minimum requirements). Approximately 1,520 tonnes of greenhouse gas emissions offset through developments incorporating energy-efficient design measures. Installation of solar photovoltaic systems amounting to approximately 211 kilowatts including solar hot water heating across several developments.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in social and affordable housing in Knox	The amount of social housing that is affordable to low-income households in Knox	2%	2%	2%	2%	In 2020-21, social housing accounted for 2% of the total housing stock in Knox. This figure has remained stable since 2017-18.
	The amount of rental housing that is affordable to low-income households in Knox	2.9%	3.1%	2.7%	2.6%	2.6% of rental stock in Knox was considered affordable to low-income households for the period 1 July 2020 to 31 March 2021. Data for the final quarter of 2020-21 was not available at the time of reporting.

2020-21 Annual Plan

Key activities undertaken in 2020-21 to work towards the achievement of Goal 2.

Major initiative	Progress	Comment
Implement Council's Housing Strategy including facilitation of strategic redevelopment sites.	96%	<p>The Housing Strategy was implemented into the Knox Planning Scheme via Amendment C131. The Strategy (and the Knox Planning Scheme) continues to guide residential development and strategic investigation sites.</p> <p>Two strategic sites are currently underway—the Norvel Road Quarry site and the Boral site in Wantirna South. Council officers are working with both developers to ensure appropriate development outcomes. Preparation of the Housing Monitoring Report has commenced, and is scheduled to be reported to Council in July 2021.</p> <p>Council continues to be informed by the Department of Environment, Land, Water & Planning of updates and progress of the Eastern Region Land Use Framework Plan, and continues to seek clarification.</p>
Initiatives	Progress	Comment
Implement the Affordable Housing Action Plan including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.	100%	<p>Council continues to work with members of the Eastern Affordable Housing Alliance (EAHA) and participate actively in the Regional Local Government Homelessness and Social Housing Charter as one of 13 councils across the East and South East. Council has commenced planning for the development of the Knox Social and Affordable Housing Strategy and Action Plan 2021-2025 which will detail key priorities for Council and strategically plan to deliver further social housing for specific identified population cohorts most in need. This document will replace the Affordable Housing Action Plan that expired in 2020.</p> <p>Council have updated the minimum supply paper and this information is being used to inform key stakeholders of the social housing need in Knox.</p> <p>Negotiations are underway with representatives of the Boral and Norvel Estate sites. Communication with registered housing associations and providers to understand their interest in these sites is continuing to occur.</p>

Services

The services funded in the 2020-21 Budget.

Service	Description	Net cost of providing this service in 2020-21	Budget	Actual	Variance
					\$'000
Municipal Strategic Social Planning	The Municipal Strategic Social Planning service supports the planning and implementation of the Community and Council Plan and related Council strategic plans and enables Council and community partners to make informed, effective decisions. The service conducts research, strategic planning, analysis and community consultation to identify relevant data to inform the development of evidence-based social policy and strategic planning responses and strategies for Council. This service supports and advises on service planning and community facility development within Knox service and facility proposals.		451	644	(193)
Planning Approvals	The Planning Approvals service provides for statutory planning assessment and enforcement and regulatory services under of the Planning and Environment Act and related Acts and Regulations.		1,795	1,821	(26)
Strategic Land Use Planning	The Strategic Land Use Planning Service undertakes research to inform planning policies and decisions. It also proactively updates the Knox Planning Scheme to reflect the Community and Council Plan. This includes the preparation and assessment of planning scheme amendments, internal referral responses to planning applications, provision of general strategic land use planning advice to internal and external customers, and a statutory requirement to review the Knox Planning Scheme every four years. Community engagement and consultation is a core part of this service.		2,298	1,845	453

GOAL 2 We have housing to meet our changing needs

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/measure	2016-17	2017-18	Results 2018-19	2019-20	2020-21	Material variation comment
Statutory Planning						
Timeliness	63	70	65	31	28	
Time taken to decide planning applications						
[The median number of days between receipt of a planning application and a decision on the application]						
Service Standard	80.19%	76.60%	73.66%	85.46%	82.04%	
Planning applications decided within required timeframes						
[Number of planning applications decisions made within 60 days for regular permits and 10 days for VicSmart permits/ Number of planning applications decisions made] x100						
Service Cost	\$1,762.98	\$2,031.59	\$1,951.76	\$1,878.71	\$1,685.93	The reduction in service cost per application is due to a combination of factors including an increase in applications from 2019-20 and therefore an increase in fee income, reduced legal and consultant costs due to fewer VCAT appeals, and reduced operating costs.
Cost of statutory planning service						
[Direct cost of statutory planning service/Number of planning applications received]						
Decision-making	52.00%	54.05%	33.33%	58.62%	47.06%	The percentage of Council decisions upheld at VCAT dropped in 2020-21. Factors that influenced this outcome include a reduction in the number of appeals and the individual circumstances of each case.
Council planning decisions upheld at VCAT						
[Number of VCAT decisions that did not set aside Council's decisions in relation to a planning application/Number of VCAT decisions in relation to planning applications] x100						

GOAL 3

We can move around easily

2020-21 highlights



Held cycling maintenance courses, speed trailer program and Active Ageing Team's road safety program for over 55s



Reviewed Council's current public transport position in light of the Suburban Rail Loop project



Achieved a two-point increase in community satisfaction for sealed local roads from 68 in 2019-20 to 70 in 2020-21

Results

Council targets

Council has progressed work towards achieving the Community and Council Plan targets identified under the strategies of each of the goals. These measures tell us if the work we have undertaken over the last four years has contributed to a positive change in our community.



Annual Plan progress

Council has completed three of the four initiatives identified under Goal 3 in the 2020-21 Annual Plan. Work continues to progress on the remaining initiative.

GOAL 3 We can move around easily

What we achieved in 2020-21

Progress against the targets and measures identified in the *Community and Council Plan 2017-21*.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in the number of vulnerable community members accessing Knox Council's Community Transport service	The number of people using Council's Community Transport service	16,945	17,679	12,095	2,334	2,334 clients used Council's Community Transport service in 2020-21. This was 9,761 fewer than 2019-20 due to the COVID-19 restrictions.
An increase in Council's advocacy efforts to improve transport in Knox	Media coverage relating to improving transport options in Knox	13	11	3	0	Significant changes in the media landscape have resulted in many local papers no longer being produced in print. As a result, Council's approach to advocacy on transport improvements has shifted to direct advocacy with the community and decision-makers, and this measure is no longer useful.
Maximising grant funding secured for transport improvements in Knox	The percentage of successful grant applications for transport improvements in Knox	71%	64%	78%	50%	Council was successful in receiving the Department of Transport Community Safety Grant to run cycling maintenance courses, speed trailer program and the Active Ageing Team's road safety program for over 55s.
An increase in the number of schools participating in the Walk2School program	The number of schools participating in the Walk2School program	28	25	18	0	Due to COVID-19 lockdowns and school closures, the Walk2School program was not run during 2020-21.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
A decrease in the number of school crossing incidents	The number of school crossing incidents reported to Council	425	43	103	107	The majority of the 107 incident reports in 2020-21 were technical drive-throughs. Council are working very closely with the Department of Transport and Victoria Police to make our crossings as safe as possible for our supervisors.
Improved footpath connectivity in Knox	Kilometres of new footpaths constructed	1.8 km	1.65 km	0.8 km	0.42km	In 2020-21, 420 metres of new footpaths were constructed in the municipality. The decrease in kilometres of footpath constructed in 2020-21 is partially due to emphasis being placed on the construction of shared paths to allow for cyclists as well as pedestrians.
An increase in cyclists using Knox's shared path networks	The number of cyclists recorded on a typical day at a typical site on Knox's shared path networks	423	882	553	-	In 2020-21, cyclist counts were not able to be completed due to COVID-19 restrictions.

2020-21 Annual Plan

Key activities undertaken in 2020-21 to work towards the achievement of Goal 3.

Major initiative	Progress	Comment
Advocate to state and federal governments for improved sustainable transport infrastructure and services.	100%	Council continued to advocate to the state and federal governments for improved sustainable transport infrastructure and services in Knox. In 2020-21 this work included a review of Council's current public transport position in light of the Suburban Rail Loop project and working with the Eastern Transport Coalition to prepare a Supplementary Bus Review by identifying key bus network improvements.
Initiatives	Progress	Comment
Continue to advocate for all priority transport projects, including the Knox Tram, Rowville Rail, improved bus services, and the Dorset Road extension.	100%	Discussions in relation to the Dorset Road project led to election commitments from the Federal Liberal party representative for both the duplication of Napoleon Road and the delivery of the Dorset Road extension. Since the election, initial meetings have been held with The Hon. Alan Tudge MP to discuss the implementation of the projects, some of which will be delivered by the Victorian Government through the Department of Transport. Council has met with the project delivery team from the Major Roads Project Victoria in relation to the Dorset Road extension and Napoleon Road duplication. Detailed information is being provided to the project delivery team when requested.
Reduce the backlog of missing footpaths in Knox.	100%	In 2020-21, new footpaths were constructed at Boronia Road, Bayswater; Wellington Road, Rowville; and Albert Street, Upper Ferntree Gully. New shared paths were constructed at Napoleon Road, Lysterfield; Kelletts Road, Rowville; Mountain Highway, Boronia; and Ferntree Gully Road, Knoxfield.
Continue to progress implementation of the Mobility Implementation Plan.	82%	A number of accessible parking bays were installed in 2020-21 to improve access to schools and Council services. Delivery of the Mobility Implementation Plan has been delayed due to COVID-19 restrictions impacting the availability of consultants and contractors. Works are planned to be undertaken in the first half of the next financial year to address known issues. Pedestrian upgrades are currently being considered as part of intersection treatment upgrades at the intersections of Henderson Road/Kelletts Road and Henderson Road/Ferntree Gully Road. Advocacy for a pedestrian crossings program across major arterial roads has been undertaken through the Eastern Transport Coalition with direct engagement with the Minister for Public Transport and Roads and Road Safety.

Services

The services funded in the 2020-21 Budget.

Service	Description	Net cost of providing this service in 2020-21	
		Budget	Actual Variance
		\$'000	
Community Transport	Council's Community Transport service offers residents who are older, who have a disability and/or are in other ways disadvantaged, to be engaged in community life through the provision of transport. The buses in operation enable people to do activities such as shopping, participate in senior citizen clubs or go to the library. The Community Transport Service is also used to transport residents to attend Council events, for the Council induction program and other Council activities.	302	<u>232</u>
			70
Traffic and Transport	Traffic and Transport provides local traffic management (on roads, footpaths, shared paths, etc.), advice and advocacy for broad transport choices for a range of traffic and transport services as provided by Council and others.	3,624	<u>3,633</u>
			(9)

GOAL 3 We can move around easily

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/ measure	2016-17	2017-18	Results 2018-19	2019-20	2020-21	Material variation comment
Roads						
Satisfaction of use Sealed local road requests [Number of sealed local road requests/ Kilometres of sealed local roads] x100	39.60	36.61	37.22	46.81	40.71	Fewer requests were made in relation to sealed road issues during 2020-21. This may correlate with an overall reduction in traffic volumes on the road network due to COVID-19 restrictions, and potentially a lower level of reporting. Council continues to invest in its road assets and their upkeep and recent condition audit results indicate that the overall condition of Council's roads is improving.
Condition Sealed local roads maintained to condition standards [Number of kilometres of sealed local roads below the renewal intervention level set by Council/Kilometres of sealed locals roads] x100	95.56%	95.31%	96.70%	94.49%	93.92%	
Service Cost Cost of sealed local road reconstruction [Direct cost of sealed local road reconstruction/Square metres of sealed local roads reconstructed]	\$0	\$103.51	\$115.76	\$133.20	\$101.29	The road renewal program was placed out to tender as a single contract, which this year attracted extremely competitive rates.
Cost of sealed local road resealing [Direct cost of sealed local road resealing/ Square metres of sealed local roads resealed]	\$21.56	\$24.01	\$25.13	\$24.37	\$25.40	
Satisfaction Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]	68	69	73	68	70	

GOAL 4

We are safe and secure

2020-21 highlights



Removed 23,358m2 of graffiti reported on Knox Council's assets



Immunised 6,005 infants and children at Council-run immunisation sessions



2,427 properties complied with the requirements during the annual inspections at the start of the Fire Danger Period

Results

Council targets

Council has progressed work towards achieving the Community and Council Plan targets identified under the strategies of each of the goals. These measures tell us if the work we have undertaken over the last four years has contributed to a positive change in our community.



Annual Plan progress

Council has completed all four of the initiatives identified under Goal 4 in the 2020-21 Annual Plan.

GOAL 4 We are safe and secure

What we achieved in 2020-21

Progress against the targets and measures identified in the *Community and Council Plan 2017-21*.

Strategy 4.1: Encourage and support the community to take responsibility for their own safety, and the safety of others

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in participation in community safety programs	The number of individuals participating in community safety activities	450	200	352	40	The ability to run face-to-face community safety activities was significantly impacted by COVID-19 in 2020-21. A community safety tool was developed and sent to all Knox sporting clubs and managers of Council facilities to increase awareness of community safety and crime prevention, as well as what they can do as a community group and how Council can support them.
An increase in the number of community safety programs delivered by Knox	The number of community safety activities delivered by Knox	3	8	9	5	In 2020-21, the Community Safety and Development Team facilitated the following community safety activities: <ul style="list-style-type: none"> • Knox Night Owl program (online) • three face-to-face Community Safety Audits • Liquor Accord meeting (online). <p>Due to COVID-19 restrictions and variance in the ability to conduct community safety programs face-to-face, programs were limited to online delivery in 2020-21.</p>

Strategy 4.2: Enhance community connectedness opportunities to improve perceptions of safety

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in the number of community activities on the prevention of family violence	The number of awareness-raising activities which incorporate family violence prevention	2	3	2	3	In 2020-21, Council ran three awareness-raising activities that incorporated the prevention of family violence: <ul style="list-style-type: none"> • 16 Days campaign—roadside banners and social media campaign • International Women's Day Choose to Challenge campaign (gender stereotypes) • Every Age Counts—Ageism campaign, prevention of elder abuse—Eastern Metropolitan Region collaboration
Improvement in knowledge and understanding of emergency management by non-emergency groups	Participation rates by non-emergency groups in emergency management education and programs	524	251	4	40	Emergency management education programs were impacted by COVID-19 restrictions in 2020-21. A number of online education programs were developed for non-emergency groups to participate in.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
A decrease in the amount of reported graffiti on Knox Council's assets	The square metre amount of graffiti reported on Knox Council's assets	3,500 m2	13,800 m2	31,049 m2	23,358 m2	In 2020-21 Council contractors removed graffiti from a number of Council buildings, facilities and assets. Council was unable to engage the services of the Corrections Graffiti Removal Program during 2020-21 due to the COVID-19 restrictions. This resulted in a decrease in the proactive graffiti removal compared to 2019-20.
	The total number of graffiti incidents reported to Council	404	903	727	900	900 graffiti incidents were reported to Council in 2020-21.
	Uptake and utilisation of the VandalTrak reporting app	447	351	43	26	Incidents logged via Vandaltrak this financial year were significantly lower than previous years. An increase in Snap Send Solve graffiti reporting occurred in 2020-21. Review of communication plans in relation to graffiti reporting to Council will occur in the near future as part of the Graffiti Management Policy review.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
Improved bushfire safety throughout the bushlands interface areas of the municipality	The number of properties that comply with the requirements during the annual inspections at the start of the Fire Danger Period	2,490	2,456	2,742	2,427	In 2020-21, 2,427 properties in the Bushfire Management Overlay (BMO) complied with their obligations. Only 46 properties required a Fire Prevention Notice—which was only 1.8% of the total BMO inspections conducted.
An increase in infant and child immunisation rates in Knox	The number of infants and children in the Knox region who are immunised at Council-run immunisation sessions	8,818	6,281	6,957	6,005	In 2020-21, 6,005 infants and children from the Knox region were immunised at Council-run immunisation sessions. COVID-19 restrictions impacted school-aged immunisations due to inability to attend schools whilst they were closed due to COVID-19 restrictions.
Improvement in the quality of food services in Knox	The time taken to action food complaints	1.16 days	1.88 days	1.97 days	1.98 days	In 2020-21 Council actioned food complaints within 1.98 days of notification. This result was consistent with 2019-20.

Strategy 4.5: Support the provision of emergency services

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
Improved knowledge of the Municipal Emergency Management Plan throughout Knox	The number of individuals participating in Council-run emergency management events	95	83	100	70	Due to COVID-19 restrictions, Council conducted online delivery of emergency management events in 2020-21, including Bushfire Planning Workshop (December 2020) with 60 participants, and various promotions of online forums provided to Emergency Support Staff (ESS) and MEMPC members.

GOAL 4 We are safe and secure

2020-21 Annual Plan

Key activities undertaken in 2020-21 to work towards the achievement of Goal 4.

Major initiative	Progress	Comment
Ensure Council's emergency management plans and sub-plans meet legislative requirements.	100%	<p>Council's Municipal Emergency Management Planning (MEMP) has been audited by the SES and meets current legislative compliance requirements.</p> <p>Work is underway in the Eastern Metropolitan region, with the Regional Emergency Management Planning Committee (REMPC) and Eastern Metropolitan Councils Emergency Management Partnership (EMCEMP) to develop a standard MEMP format that meets the Assurance Model.</p> <p>Community Emergency Risk Assessment (CERA) review process has been updated and this will be used into the future. The Storm & Flood Sub-Plan is being scheduled for review in the 2021 calendar year.</p> <p>With the commencement of the municipal arrangements under the <i>Emergency Management Legislation Amendment Act 2018</i> (EMLA Act 2018), the MEMP and sub-plans now sit under the auspices of the Knox MEMP Committee and Eastern Metropolitan Region Emergency Management Planning Committee—rather than in Council's plans. Council continues to administer these as they were originally developed as Council plans.</p> <p>MEMP and sub-plans remain compliant to legislative requirements. CERA reviews are scheduled through the MEMP period of operation (April 2019-April 2022) with any resulting changes to sub-plans to be effected as required. It is important to note that changes to sub-plans require external agency input and in some cases, authorisations.</p>
Initiatives	Progress	Comment
Implement a community safety program and build community connections to improve perceptions of safety within key locations across the municipality (including Boronia Activity Centre).	100%	<p>The public art project that includes the installation of light boxes and murals at key sites across Knox has progressed, with sites selected based on reducing the impact of graffiti and enhancing the look and feel of local areas. This project will continue over 2021-22. The commissioning of this work supports local artists with a program of art and design themes.</p> <p>Development of the Crime Prevention Through Environmental Design training package, upskilling staff in safer urban design, will continue over 2021-22, with staff workshops to be held towards the end of 2021.</p> <p>During school Term 3 2020, an online version of the Knox Night Owls program was developed and piloted over six weeks. The second Knox Night Owl program will commence in person at the end of July 2021 due to COVID-19 restriction delays. At this stage recruitment of volunteers and participants is progressing; training for volunteers commences early July 2021.</p> <p>The Lupton Way public art and lighting project is on track to be completed over 2021-22 as scheduled.</p>
Inform residents and conduct inspections of all properties within the Bushfire Management Overlay areas to ensure compliance with relevant legislation.	100%	<p>All 2020-21 Fire Hazard Inspections (FHIs) have been finalised. The FHIs for 2020-21 consist of two rounds. The first round was completed with 57 FHIs issued and three compulsory clearances. Inspections were completed prior to the declaration of the fire season (8 February 2021).</p> <p>The second round (first inspection with 18 FHIs issued) occurred in February 2021 and follow-up occurred mid-late March 2021, with 16 notices issued and one compulsory clearance.</p> <p>By the end of 2020-21, the final compulsory clearance was completed by a contractor.</p>
Engage with emergency services through the Municipal Emergency Management Planning Committee to assist with the adequate provision of emergency services across the municipality.	100%	<p>The Municipal Emergency Management Planning Committee (MEMPC) meets in accordance with the schedule and under the new requirements of the amended Emergency Management Act.</p>

Services

The services funded in the 2020-21 Budget.

Service	Description	Net cost of providing this service in 2020-21	
		Budget	Actual Variance
		\$'000	
Community Safety	This service provides advice, support and programs to strengthen community safety in order that neighbourhood amenity is protected, people feel safe and enjoy public spaces, and individual rights are preserved.	1,433	2,661
			(1,228)
Emergency Management	Emergency Management coordinates and delivers Council's legislative and community-focused responsibilities for emergency and fire management. It includes services to mitigate risk to people and property, preparedness/planning through to response and recovery.	555	458
			97
Local Laws	This service provides local law and parking enforcement, school crossing supervision, and animal management programs to the community.	1,338	842
			496



GOAL 4 We are safe and secure

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/measure	Results					Material variation comment
	2016-17	2017-18	2018-19	2019-20	2020-21	
Animal Management						
Timeliness	2.01	2.19	2.43	2.04	3.93	The time taken to action animal management requests in 2020-21 was impacted by the COVID-19 pandemic. Many non-urgent or non-essential animal requests such as registration follow-up were triaged and acted upon when circumstances allowed. Council did, however, act on all dogs at large, animal collection, attacks, and barking requests within 1-2 days.
Time taken to action animal requests [Number of days between receipt and first response action for all animal management requests/ Number of animal management requests]						
Service Standard	49.70%	51.51%	38.62%	51.18%	59.43%	Fewer animals were impounded in 2020-21 compared to the same period last year. Of the total number of animals collected (705), 419 were reclaimed or returned home. This figure includes animals directly reunited with their owners as part of Council's improved systems.
Animals reclaimed [Number of animals reclaimed/Number animals collected] x100						
Service Standard	-	-	-	33.38%	23.40%	Of the total number of animals collected (705), 165 were adopted or rehomed. This figure is significantly less than the previous reporting year, as there were more animals directly reunited with their owners as part of Council's improved systems.
Animal rehomed [Number of animals rehomed/Number of animals collected] x100						
Service Cost	-	-	-	\$5.35	\$5.03	
Cost of animal management service per population [Direct cost of animal management service/ Population]						
Health and safety	-	-	-	100%	100%	
Animal management prosecutions [Number of successful animal management prosecutions/Number of animal management prosecutions] x100						

GOAL 5

We have a strong regional economy, local employment and learning opportunities

2020-21 highlights



Organised 20 online events as part of Knox's Business Education program



Held 12 skills development workshops for community groups



Relocated Council's Operations Centre



Employed 80 individuals as part of the Working for Victoria scheme

Results

Council targets

Council has progressed work towards achieving the Community and Council Plan targets identified under the strategies of each of the goals. These measures tell us if the work we have undertaken over the last four years has contributed to a positive change in our community.



Annual Plan progress

One of the four initiatives identified under Goal 5 in the 2020-21 Annual Plan has been completed; work continues on the remaining four initiatives.

GOAL 5 We have a strong regional economy, local employment and learning opportunities

What we achieved in 2020-21

Progress against the targets and measures identified in the *Community and Council Plan 2017-21*.

Strategy 5.1: Attract new investment to Knox and support the development of existing local businesses, with a particular focus on the Advanced Manufacturing, Health, Ageing and Business Services sectors

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in access to and participation in Knox's Business Education Program	Participation numbers in Knox's Business Education Program	669	539	561	335	In 2020-21, 335 individuals attended a total of 20 online events as part of Knox's Business Education program, including Women on the Go Seminar, Digital Upskills Program, and Mentoring & Commercial Advice Program. Several events were cancelled due to poor registration numbers resulting from COVID-19 pressures placed on local businesses. Over 100 online events and workshops coordinated by other organisations such as the ATO, surrounding local governments and Australian Small Business Advisory Service were also promoted to local businesses during 2020-21. However, participation numbers by Knox businesses are not known.
Knox businesses have a better understanding of business support services offered by Council	The number of Knox businesses registered in the Knox Biz database	5,475	5,142	5,000	4,478	There are 4,478 businesses registered in the Knox Biz database as at June 2021. This figure is approximately 500 less than the 2019-20 reporting year due to the clean-up which occurred of the database during 2021. The clean-up focused on deleting duplicated, removing ceased businesses and other incorrect entries. This database relies on businesses keeping their details up to date.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
Community infrastructure that fits changing community needs	The number of Council facilities developed in activity centres in Knox	1	1	0	0	Council received a report at the June 2021 Ordinary Meeting of Council into planning considerations for the provision of multi-purpose community facilities in the Bayswater Activity Centre. The Boronia Renewal Strategy continues to explore opportunities for the provision of community facilities within the Boronia Activity Centre.
Initiate investment in Wantirna Health Precinct	Completion and initial implementation of an investment strategy and planning framework for the Wantirna Health Precinct	-	30%	70%	85%	The masterplanning for the Wantirna Health Precinct has been finalised by the Victorian Planning Authority, with input from Council officers. The planning scheme amendment process has commenced, and is being led by the Department of Transport in association with Council, AAG, DHHS, and Eastern Health. The investment strategy, known as the Enterprise Corridor Strategic Directions paper, is complete.

Strategy 5.3: Promote and improve infrastructure and technology within the municipality and enhance strategic employment places for business

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in contributions collected from new development towards essential community infrastructure in line with the Development Contributions Plan	Contributions collected from new development towards essential infrastructure in line with the Development Contributions Plan	-	-	-	-	The Development Contributions Plan has been completed and reported to Council in September 2020. A resolution has been made to commence the planning scheme amendment process to implement the Development Contributions Plan into the planning scheme. This could take 12-18 months post-September 2020 or longer subject to authorisation from the Minister. Contributions are therefore unlikely to be able to be collected until at least 2022 or 2023.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in the participation rates for Knox skills development programs for community groups	The number of individuals participating in skills development programs run for community groups	84	206	179	177	In 2020-21, 177 people attended 12 skills development workshops.
An increase in skills development programs run for community groups	The number of skills development programs run annually	9	11	13	12	In 2020-21, Council ran 12 skills development programs.

GOAL 5 We have a strong regional economy, local employment and learning opportunities

2020-21 Annual Plan

Key activities undertaken in 2020-21 to work towards the achievement of Goal 5.

Major initiative	Progress	Comment
Continue to implement the Knox Central program to progress the development of a new Civic and Arts precinct for Knox.	63%	<p>The relocation of Council's operations centre has now concluded and the new site is fully operational.</p> <p>Design of the Knox Central Library is awaiting confirmation of the Westfield shopping centre redevelopment timeline.</p> <p>The Contract of Sale has been executed for the land acquisition for Lewis Park frontage and Knox Central road links. The subdivision process required for road parcel is underway and expected to be completed within the first quarter of 2021-22. Settlement on both parcels will occur together once the road parcel title has been established.</p> <p>Land acquisition was a critical dependency for the development of a masterplan for the future civic precinct and Council's land holdings. Consequently, masterplanning was deferred by agreement until acquisition concluded.</p>
Initiatives	Progress	Comment
Develop and implement a Strategic Asset and Investment Strategy to best achieve community and Council outcomes through the implementation of targeted investment strategies.	85%	The Senior Strategic Advisor Sustainable Investment commenced on 29 March 2021, and a Draft Asset Leveraging Program has now been completed. Work to update the Strategic Asset Investment Framework has commenced.
Participate and collaborate regionally to plan for improved infrastructure in and between key priority employment precincts, activity centres and residential areas.	72%	The Eastern Region Land Use Framework Plan has been completed. Council officers continue to contribute to discussions, and the progress of, the Greater South East Melbourne City Deal.
Explore as part of the People Strategy opportunities for Knox City Council to provide employment opportunities for disadvantaged groups.	100%	<p>Council was successful in obtaining a \$3.073M grant to recruit people experiencing disadvantage via the Working for Victoria (WV) scheme. Council successfully filled all 70 approved WV grant positions. Due to resignations, roles vacated early were reappointed, therefore 80 project employees commenced in total with Knox during the life of the Agreement (9 June 2020-30 June 2021).</p> <p>16 WV employees were offered casual or temporary employment opportunities beyond the conclusion of their WV contract and three were successful in securing permanent employment with Council.</p> <p>Sessions have been held with WV participants—people managers and employees—to capture stories about people's experience through their employment with Knox and to acknowledge fantastic achievements.</p>
Advance the next stage of the collaborative Strategic Investment and Development Program in partnership with Maroondah City and Yarra Ranges councils and the State Government for the Bayswater Industrial/Employment Precinct with a focus on business networks, precinct amenity, streamlining assessment and new investment.	75%	The Bayswater Business Precinct Transformation Strategy, being undertaken by SGS Economics and Planning, is progressing. The new Bayswater Business Precinct Project Coordinator started on 15 March 2021. Consultation commenced in April 2021, and Draft Strategy is under review by the three member Councils.

Services

The services funded in the 2020-21 Budget.

Service	Description	Net cost of providing this service in 2020-21	
		Budget	Actual Variance
		(\$'000)	
Economic Development	The Economic Development service aims to realise Knox's potential as a prosperous, sustainable economy. It provides an integrated approach to information, advice and action to generate local employment opportunities, encourage and attract new investment, and position the municipality as a leading vibrant and diverse place of business. The services focuses on initiatives and projects around business support, partnerships and alliances, investment facilitation and research. The service contributes to the overall health and wellbeing of the Knox community.	4,647	1,424
			3,223
Investment and partnerships	This service creates the projects and implementation frameworks required to help Council activate its priorities from the Community and Council Plan. The service employs a venture planning and partnership building approach to align people, capital and ambition to create a sustainable and resilient City.	462	527
			(65)

Local Government Performance Reporting Framework

There are no prescribed LGPRF service performance indicators and measures relevant to Goal 5.



GOAL 6

We are happy, healthy and well

2020-21 highlights



Developed a Mental Health Action Plan 2021-2025



Re-designed the Knox Seniors Festival and Knox Over 55s Zest4Life as online events during COVID-19 to keep people connected



Provided additional mental health training and supports to Council staff as part of Council's response to its workforce

Results

Council targets

Council has progressed work towards achieving the Community and Council Plan targets identified under the strategies of each of the goals. These measures tell us if the work we have undertaken over the last four years has contributed to a positive change in our community.



Annual Plan progress

Council has completed all initiatives identified under Goal 6 in the 2020-21 Annual Plan.

What we achieved in 2020-21

Progress against the targets and measures identified in the *Community and Council Plan 2017-21*.

Strategy 6.1: Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in health promotion, harm minimisation education and capacity building within Knox sporting clubs	The number of health promotion, harm minimisation education and capacity building programs delivered within Knox sporting clubs	4	4	4	6	In 2020-21, Council held six programs which incorporated health promotion, harm minimisation education and capacity building. These programs were as follows: <ul style="list-style-type: none"> • Financial Management • Women in Sport Leadership • Participation Strategies • Mental Health Awareness (held twice) • Relationship Coaching

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in the number of females participating in sport	The number of females participating in organised sports in Knox	9,406	10,493	-	9,318	Due to the COVID-19 pandemic, participation numbers for 2020-21 are lower than 2019-20 when they were last reported.
Sustain the number of juniors (under 17) participating in sport	The number of juniors participating in organised sports	14,276	16,035	-	16,288	In 2020-21, 16,288 juniors participated in organised sports.
An increase in the number of people with a disability participating in sport	The number of people with a disability actively participating in organised sport	311	317	-	312	In 2020-21, 312 people with a disability actively participated in organised sport.
An increase in the number of Indigenous people participating in sport	The number of Indigenous people actively participating in organised sports	60	67	-	78	In 2020-21, 78 Indigenous people actively participated in organised sports.
An increase in the number of Council programs broadened to incorporate mental health messages	The number of Council programs/ activities that incorporate and/or promote mental health messages	9	8	7	3	In 2020-21, Council hosted three mental health forums and developed a Mental Health Action Plan 2021-2025. At the final mental health forum held in June 2021, over 40 mental health practitioners attended and 26 organisations were represented. Following this successful forum, Council will host a Round Table in August 2021, when it is expected partners will participate to commence the implementation of the plan.
An increase in participation in active ageing activities	The number of participants attending Knox Seniors Festival events and Knox Over 55s Zest4Life events	5,358	5,469	6,829	1,841	In 2020-21, a total of 1,841 people attended these events. <ul style="list-style-type: none"> • 235 attended Knox Seniors Festival online and Council distributed 200 'goody bags' to residents. This occurred in 2020 during lockdown. • 1,606 people attended a mixture of Knox Over 55s Zest4Life events, both online. <p>A great deal of work was involved in reimagining these events online during COVID-19 to keep people connected.</p>

GOAL 6 We are happy, healthy and well

2020-21 Annual Plan

Key activities undertaken in 2020-21 to work towards the achievement of Goal 6.

Major initiative	Progress	Comment
Finalise and implement the Key Life Stages Implementation Plan focusing on Early Years, Youth and Older People.	100%	<p>The Key Life Stages Plan is currently being discussed at Senior Leadership meetings to enable streamlining and improvement of current processes. It has been reviewed mid-year to ensure intergenerational and common actions are integrated into business planning across departments.</p> <p>Discussions with Council officers and the community occurred to identify emerging themes in light of COVID-19 and recovery efforts. Themes have been identified and included in the Key Directions, Strategies and Initiatives in the Draft Community and Council plans.</p>
Initiatives	Progress	Comment
Continue to implement Council's Health Promoting Organisation initiative in partnership with community organisations to positively affect organisational and community health outcomes.	100%	<p>Internally, the priority focus is on supporting Council to remain COVIDSafe. Significant and ongoing strategy, risk, people and culture support is being provided to departments and groups to ensure they plan for and operate in COVIDSafe ways.</p> <p>Additional mental health training and supports have been put in place and continue to be prioritised as part of Council's response to its workforce. Pulse surveys were introduced at the outset of the pandemic to monitor staff sentiment and feedback and to enable responsive support to arising issues and opportunities.</p> <p>In excess of 65 risk assessments related to COVID-19 have also been completed and are updated as circumstances change. In addition, Council employed additional temporary OHS & Wellbeing staff via the Working for Victoria grant program funded by the State Government, with these staff working on strategic and reactive aspects of Council's safety and wellbeing response.</p>
Deliver health promotion and harm minimisation programs including:	100%	<p>The Our Clubs project, looking at the impact on clubs accessing mental health support and healthy culture, is currently being evaluated, with a report due to be drafted in July 2021.</p> <p>The Men's Risky Drinking project has experienced delays due to COVID-19. Consultants have met and worked with clubs to discuss a co-design process to strengthen healthy club environments and family-friendly social events using a situational analysis club survey. The project will be completed in early 2023.</p>
<ul style="list-style-type: none"> • Education/capacity building programs with sporting clubs focused on cultural change • Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol outlets within places or locations. 		

Services

The services funded in the 2020-21 Budget.

Service	Description	Net cost of providing this service in 2020-21	
		Budget	Actual Variance
		(\$'000)	
Active Communities	Active Communities works to encourage Knox residents as they get older to socialise and participate in activities that will enable them to have greater independence and live active and healthy lives in the community. This is achieved by promoting active ageing and by providing events and programs, support to 11 Senior Citizens Clubs and other older persons' support groups within the municipality. Food Services provides meals that are nutritionally balanced, and can cater for people with special dietary needs or allergies.	699	727 (28)
Active Living	Active Living provides a range of Commonwealth Home Support Programme (CHSP) services that support over 2,500 frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.	1,038	2,324 (1,286)
Business Performance (Active Ageing & Disability Services)	Business Performance provides Home Maintenance and Home Modification services through the Commonwealth Home Support Programme (CHSP) and supports frail older people, people who have a disability and their carers. The service helps eligible Knox residents maximise their independence, remain living in their own homes, stay connected to the community and enhance their quality of their life.	385	353 32
Integrated Services (Family and Children's Services)	Integrated Services provides high quality, integrated early years and family support services including: <ul style="list-style-type: none"> integrated early years hubs (where Council's centre-based early education and care services are located and integrated with Maternal and Child Health, playgroup and funded kindergarten (preschool)) Maternal and Child Health community and supported playgroups State Government funded kindergarten (preschool)—Council is an Early Years Management Organisation additional support (including the Preschool Field Officer Program) coordination and support for early years service operations and facility management. 	3,279	1,246 2,033
Leisure Services	Leisure Services provides strategic advice and management for Council's leisure facilities to enable the provision of sport, leisure, recreation and wellbeing to the Knox municipality. Attracting over 1.9 million annual visitations across the major leisure facilities, the strategic management provided by Leisure Services to community organisations contributes to the positive physical and mental health outcomes for the community. This service includes the management, operation and/or support for Council's leisure facilities including two Council-managed leisure centres (including aquatic facilities).	658	2,678 (2,020)
Occupational Therapy	Occupational Therapy provides a service that aims to maximise the safety and independence of frail older people, people who have a disability and their carers in their home. This is achieved by providing education about alternate ways of completing tasks and the use of aides and equipment. The Occupational Therapist (OT) can also make recommendations for the home modifications service and/or referrals to other useful local services, such as a podiatrist.	32	40 (8)
Strategy, Learning and Evaluation (Family and Children's Services)	Strategy, Learning and Evaluation provides: <ul style="list-style-type: none"> strategic planning for children and families in the municipality, including Council's early years services and infrastructure strategic policy development, research, monitoring, and evaluation for projects and matters impacting children and families in the Knox community support for Council's Early Years Advisory Committee partnerships between Council and non-Council early years services and community managed programs coordinated professional development, quality assurance and policy development for Council's early years services. 	3,617	3,303 314
Youth Services	Youth Services promotes, develops and encourages physical, social and mental wellbeing of young people by providing, facilitating, planning, funding and advocating for the needs of young people, their families and their community. Youth Services includes delivery of youth counselling and referral, youth leadership development, parenting programs, and partnerships with schools in Knox.	946	812 134

GOAL 6 We are happy, healthy and well

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/measure	2016-17	2017-18	Results		Material variation comment
			2018-19	2019-20	
Aquatic Facilities					
Service standard Health inspections of aquatic facilities [Number of authorised officer inspections of Council aquatic facilities/ Number of Council aquatic facilities]	4	4	4	2	1 Due to the COVID-19 pandemic and State Government requirements, Council was only able to undertake one inspection of aquatic facilities in 2020-21. An aquatic water quality inspection conducted by an external contractor in December 2020. There was also an onsite meeting with Council's Environmental Health Office in preparation for Belgravia Leisure to submit the aquatic water quality risk assessment.
Utilisation Utilisation of aquatic facilities [Number of visits to aquatic facilities/Municipal population]	3.60	3.49	2.68	1.69	0.85 The COVID-19 pandemic resulted in multiple closures of Council's aquatic facilities and a decrease in attendance for 2020-21.
Service Cost Cost of aquatic facilities [Direct cost of aquatic facilities less income received/Number of visits to aquatic facilities]	-	-	-	\$0.32	\$3.65 The external costs of operating Knox Leisureworks in 2020-21 was \$511,376 (ex GST). This variance was due to COVID-19 closures and fee relief. The contract income fee was waived as a result and replaced with a caretaker fee for the duration of the closure.

Service/indicator/measure	2016-17	2017-18	Results		2020-21	Material variation comment
			2018-19	2019-20		
Food Safety						
Timeliness	1.62	1.16	1.88	1.98	1.98	
Time taken to action food complaints						
[Number of days between receipt and first response action for all food complaints/Number of food complaints]						
Service standard	99.55%	100.00%	100.00%	100.00%	103.05%	During last year COVID-19 saw the closure of many restaurants and ownership changes which meant they were inspected then closed or they were inspected and changed ownership. This is why we have 22 more inspections than premises registered.
Food safety assessments						
[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984/Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100						
Service cost	\$635.51	\$420.10	\$453.64	\$477.77	\$478.91	
Cost of food safety service						
[Direct cost of the food safety service/Number of food premises registered or notified in accordance with the Food Act 1984]						
Health and safety	90.50%	90.16%	100.00%	100.00%	98.04%	
Critical and major non-compliance outcome notifications						
[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up/ Number of critical non-compliance outcome notifications and major non-compliance notifications about food premises] x100						

GOAL 6 We are happy, healthy and well

Local Government Performance Reporting Framework

Service/indicator/measure	2016-17	2017-18	Results 2018-19	2019-20	2020-21	Material variation comment
Maternal and Child Health (MCH)						
Service standard	101.47%	101.28%	101.10%	101.14%	100.49%	
Infant enrolments in the MCH service						
[Number of infants enrolled in the MCH service (from birth notifications received)/Number of birth notifications received] x100						
Service Cost	\$71.95	\$71.80	\$78.51	\$78.53	\$82.86	
Cost of the MCH service						
[Cost of the MCH service/ Hours worked by MCH nurses]						
Participation	80.88%	81.25%	79.12%	76.27%	75.82%	
Participation in the MCH service						
[Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service] x100						
Participation in the MCH service by Aboriginal children	87.30%	75.47%	77.97%	80.36%	85.48%	
[Number of Aboriginal children who attend the MCH service at least once (in the year)/Number of Aboriginal children enrolled in the MCH service] x100						
Satisfaction	-	-	-	99.34%	96.33%	
Participation in 4-week Key Age and Stage visit						
[Number of 4-week key age and stage visits/Number of birth notifications received] x100						

GOAL 7

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

2020-21 highlights



5,400 people attended the virtual Knox Carols



110 Community Development Fund (CDF) grants were received



Knox recruited 94 volunteers

Results

Council targets

Council has progressed work towards achieving the Community and Council Plan targets identified under the strategies of each of the goals. These measures tell us if the work we have undertaken over the last four years has contributed to a positive change in our community.



Annual Plan progress

Council continues to work on one initiative identified under Goal 7 in the 2020-21 Annual Plan. One initiative was unable to progress due to a lack of funding.

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

What we achieved in 2020-21

Progress against the targets and measures identified in the *Community and Council Plan 2017-21*.

Strategy 7.1: Protect and preserve our local cultural heritage

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in people attending events aimed at embracing Aboriginal cultural heritage	The number of individuals attending Sorry Day	151	113	33	30	A limited number of people could attend Sorry Day due to COVID-19 restrictions. The event was live-streamed and received 1,413 views. The social media post was displayed in the feed of 3,145 Facebook users.
	The number of individuals attending National Aboriginal and Islander Day Observance Committee (NAIDOC) events	150	160	56	-	Due to COVID-19 restrictions, a social media campaign was undertaken for NAIDOC week in 2020-21.

Strategy 7.2: Celebrate our diverse community

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase the number of multicultural groups engaging in Council events and festivals	The number of multicultural groups participating in Council-run community festivals and events.	19	36	27	5	In 2020-21, significant changes needed to be made to each events program and mode of delivery, due to COVID-19. The stakeholders engaged, including multicultural groups, were vastly different to normal event seasons.
An increase in the number of new and emerging groups applying for Council grants	The number of applications for grants	76	76	102	110	In 2020-21, 110 Community Development Fund (CDF) grants were received. This is the highest number of applications ever received for CDF grants and may be attributed to the COVID-19 pandemic.



Strategy 7.3: Strengthen community connections

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
Sustain attendance at Knox-run community festivals, event and projects	The number of individuals attending the Knox Carols	-	15,000	21,000	5,400	In 2020-21, the Knox Carols event was adapted to a virtual program in response to COVID-19 restrictions. There were 5,400 views on the virtual Knox Carols Facebook live-stream.
	The number of individuals attending the Knox Festival	25,000	12,500	20,000	1,196	The Knox Festival was cancelled in response to the Public Events Framework and restrictions on events in response to COVID-19. Instead, a series of small-scale COVID-19 compliant pop-up events were delivered including: <ul style="list-style-type: none"> • three Drive-In Cinemas • Easter Fun at Miller's. <p>Unfortunately, two pop-up events had to be cancelled due to the February snap lockdown, these included:</p> <ul style="list-style-type: none"> • one Drive-In Cinema • Harmony at Sunset.
	The number of individuals attending Stringybark	15,000	12,000	11,000	11,000	In 2020-21, Stringybark Festival was adapted to a virtual program in response to COVID-19 restrictions. There were 11,000 views on the Stringybark Facebook live-stream of the virtual program.
An increase in the percentage of participants reporting their enjoyment of attendance at Knox-run events and festivals	The number of surveyed participants who report that they enjoyed the event/festival attended	89%	95%	83%	97%	Feedback was collected from attendees of the Drive-In Cinema series with 97% saying they would attend again.

Strategy 7.4: Promote and celebrate the contribution of our volunteers

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
An increase in the number of volunteers registered and trained to support Council programs	The number of volunteers registered and trained to support Council programs	112	167	58	96	In 2020-21, Council recruited 96 volunteers. Although this is a significant increase from 2019-20, we are not yet back to pre-pandemic recruitment levels. The increase is largely a result of Advisory Committee membership recruitment, and recruitment of volunteers who can engage 'online.' Many front-facing volunteer roles such as Kindergarten, Biodiversity and Night Owls have focused their efforts on returning current volunteers to active duty rather than on recruitment.

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

2020-21 Annual Plan

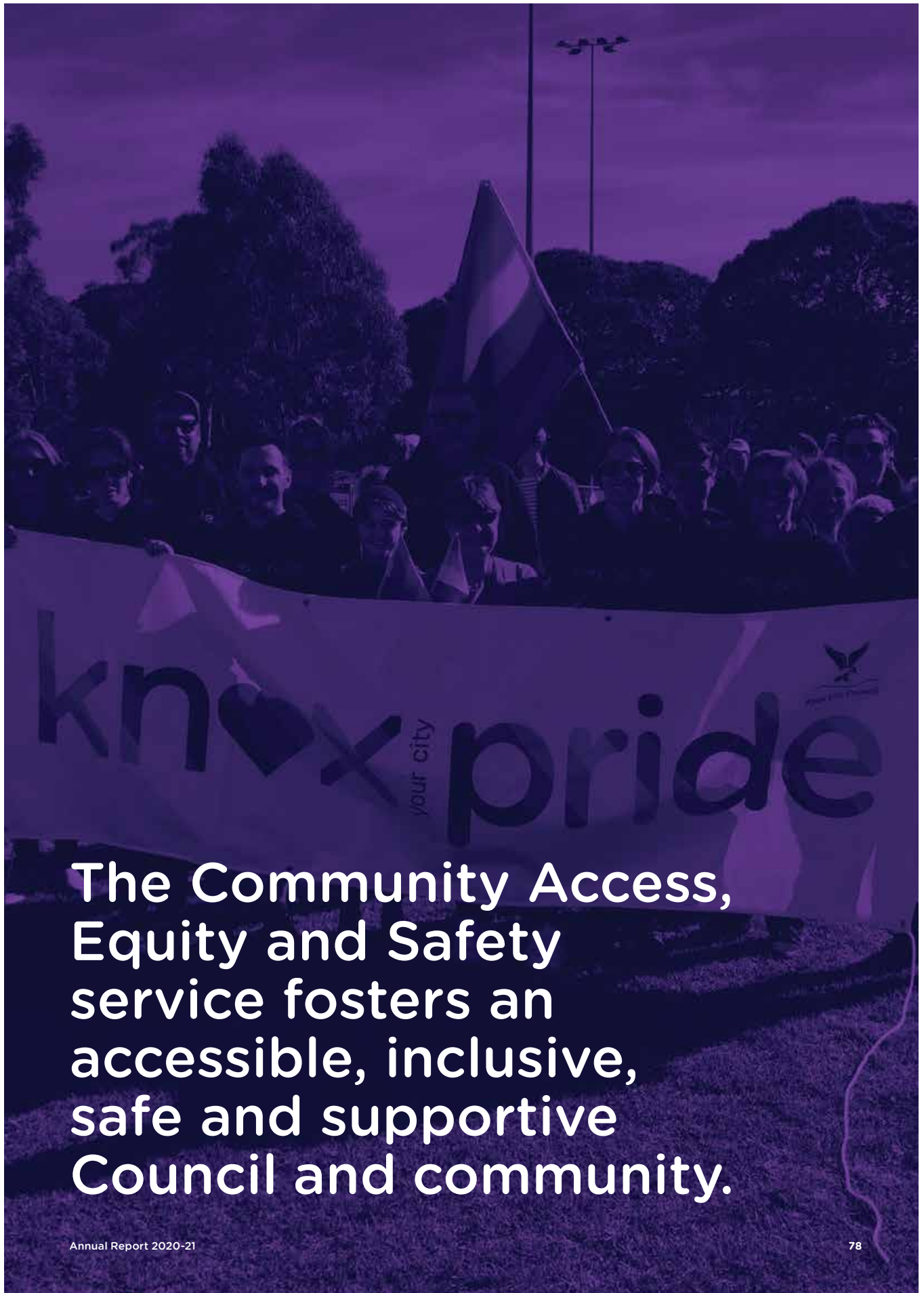
Key activities undertaken in 2020-21 to work towards the achievement of Goal 7.

Major initiative	Progress	Comment
Design, develop and implement an integrated facility and service advocacy and management approach across the organisation to ensure a consistent approach and improve efficiencies with the management of Council's buildings.	80%	A review of the Asset Renewal Gap was completed in February 2021. Asset condition audits and formal asset valuations inform the renewal backlog. Condition audits including the completion of drainage, shared paths and buildings will be completed in the next financial year. A review of the asset renewal gap will be completed when new condition audit data is received. Audits are currently on hold due to COVID-19.
Initiatives	Progress	Comment
Develop a plan for the ongoing protection and management of Indigenous and post-European settlement heritage resources related to Knox.	N/A	This initiative was addressed in a report to Council on 25 June 2018. Business cases were prepared in December 2018 and December 2019. These were not supported as part of the respective budget deliberations/adoptions, and as such, a heritage study cannot progress.

Services

The services funded in the 2020-21 Budget.

Service	Description	Net cost of providing this service in 2020-21	
		Budget	Actual Variance
		\$'000	
Arts & Cultural Services	Arts and Cultural Services delivers and engages the local community in a range of arts and cultural services and programs, including performing arts, events, festivals, arts courses, performances and public art projects.	1,865	1,575
			290
Community Access, Equity and Safety	The Community Access, Equity and Safety service supports and advocates for the disadvantaged and marginalised communities and fosters an accessible, inclusive, safe and supportive Council and community.	819	544
			275
Community Partnerships	Community Partnerships supports and strengthens local not-for-profit groups to be active, sustainable and resilient. This service also supports the development of new community organisations and community mobilisation and activity, as appropriate, in response to changing community needs and dynamics.	1,856	1,765
			91
Libraries	The Libraries service provides resources and programs and a variety of media for education, information, leisure and personal development. There are currently five branch libraries in Knox and one library service bus. The service is managed by the Eastern Regional Library Corporation, a formal partnership between Maroondah City, Yarra Ranges and Knox City councils.	5,033	4,638
			395



**The Community Access,
Equity and Safety
service fosters an
accessible, inclusive,
safe and supportive
Council and community.**

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

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/ measure	2016-17	2017-18	Results 2018-19	2019-20	2020-21	Material variation comment
Libraries						
Utilisation Physical library collection usage [Number of physical library collection item loans/Number of physical library collection items]	9.03	10.03	9.83	8.14	4.62	Physical library collection usage was impacted by the COVID-19 pandemic and library closures in 2020-21.
Resource Standard Recently purchased library collection [Number of library collection items purchased in the last 5 years/Number of library collection items] x100	78.25%	76.07%	73.30%	70.98%	80.78%	Due to the initial COVID-19 lockdown and associated logistical challenges, a backlog of 2019-20 library item orders were delivered during the 2020-21 year, increasing the number of new items in the collection compared to last year. Eastern Regional Libraries also performed a systematic weeding process to remove older/unused items from our collection in preparation for the new Library Management System migration in November 2020. This resulted in a significantly improved library collection standard compared to last year.
Participation Active library borrowers in municipality [Number of active library borrowers in the last three years/The sum of the population for the last three years] x100	13.01%	13.39%	13.28%	12.87%	11.41%	
Service Cost Cost of library service per population [Direct cost of library service/Population]	-	-	-	\$21.64	21.03	

GOAL 8

We have confidence in decision-making

2020-21 highlights



Adopted the new Community Engagement Policy



Launched the new Community Engagement Platform Knox: *Have Your Say*



Received the highest result to date for community perceptions of overall performance in the annual Community Satisfaction Survey

Results

Council targets

Council has progressed work towards achieving the Community and Council Plan targets identified under the strategies of each of the goals. These measures tell us if the work we have undertaken over the last four years has contributed to a positive change in our community.



Annual Plan progress

Council has completed two of the three initiatives identified under Goal 8 in the 2020-21 Annual Plan. Work continues to progress the remaining initiative.

GOAL 8 We have confidence in decision-making

What we achieved in 2020-21

Progress against the targets and measures identified in the *Community and Council Plan 2017-21*.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
Increased opportunities for community participation in Council's decision-making, clarifying the limits of influence.	Community perceptions of Council performance (Index Score 0-100) in making community decisions	56	60	58	60	Council increased community perceptions of performance in making community decisions by two index points in 2020-21 to a high of 60.
	Community perceptions of Council performance (Index score 0-100) in customer service	77	80	76	76	Knox maintained its strong results in the area of customer service in 2020-21. Community perceptions of Council's performance in this area were higher than both the metropolitan and state council averages.
	Community perceptions of overall Council direction (Index score 0-100)	52	57	53	54	Community perceptions of Council's overall direction increased by one point in 2020-21 and was higher than the state council average.
	Community perceptions of overall Council performance (Index score 0-100)	65	68	66	69	Council received its highest result to date for overall performance. This result was a three-point increase from 2019-20 and higher than both the metropolitan and state council averages.
	Number of Council decisions made at meetings closed to the public	5.81%	3.77%	5.88%	10.40%	Council endeavours to make decisions in public meetings wherever practicable. However, some decisions are appropriate to make in meetings closed to the public and, the volume of confidential resolutions will vary depending on the business coming before Council. The increase seen in 2020-21 is attributed to a significant proportion (5) of decisions relating to the management and recruitment of the Chief Executive Officer, and several matters that were the subject of multiple reports during the year.
An increase in the number of Council services with a technology-based self-service option	Council services with a technology-based self-service option	—	84	136	434	The delivery of the ICT Strategy and its programs has continued to deliver an increase in online service offerings and community convenience.
A reduction in the funding gap for the renewal of infrastructure	The funding gap for renewal of infrastructure	\$29.7m	\$29.1m	\$38.9m	\$38.9m	Council's renewal funding gap remains at \$38.9m. Condition audits of Council's infrastructure only occurred towards the end of 2020-21, therefore new data is yet to be processed.
Deliver community grant programs with robust governance structures	The number of funded groups who acquit their 'Community Operational Grants' or 'Community Development Funds' on time for their intended spend	94%	95%	100%	100%	All successful grant recipients have acquitted on time. As minor grants are offered throughout the year, acquittal times vary depending on the request.

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

What we are aiming for	How we measure our impact	2017-18 result	2018-19 result	2019-20 result	2020-21 result	Comment
Increased opportunities for community participation in Council's decision-making, clarifying the limits of influence	Community perceptions of Council performance (Index Score 0-100) in community consultation and engagement	53	59	57	58	Significant work was undertaken in 2020-21 to improve Knox's approach to Community Engagement and outcomes for the community. Knox achieved a one-point increase in community perceptions of performance in this area in 2020-21.
	Community perceptions of Council performance (Index Score 0-100) in advocacy (lobbying on behalf of the community)	55	58	57	58	Council continued to undertake significant advocacy work on behalf of the community in 2020-21 resulting in an increase in community perceptions of performance. Knox's result was above both state and metropolitan council averages.

2020-21 Annual Plan

Key activities undertaken in 2020-21 to work towards the achievement of Goal 8.

Major initiative	Progress	Comment
Conduct the 2020 general election and implement a comprehensive induction program for the elected members.	100%	The Councillor Induction Program, conducted in partnership with the Victorian Local Governance Association (VLGA), commenced in November 2020 and concluded in February 2021, in compliance with the <i>Local Government Act 2020</i> . The Councillor Induction Program comprised of seven modules.
Initiatives	Progress	Comment
Continue to implement the Community Group Training Program through community organisations and by Council.	100%	Twelve Community Group Training sessions were offered in 2020-21, with 177 people in attendance.
Review and implement Council's updated Community Engagement approach.	100%	<p>Knox's Community Engagement Policy was adopted at the ordinary Council meeting on 22 February 2021 after community consultation.</p> <p>Throughout the year, work progressed on the implementation of the policy and Council's fit-for-purpose approach to community engagement, including:</p> <ul style="list-style-type: none"> development of a Community Engagement Framework and Action Plan implementation of an ongoing staff training program launch of a new community engagement platform. <p>The new Community Engagement Platform, <i>Knox: Have Your Say</i>, was launched in February 2021. At the end of the financial year, the platform had been viewed over 17,000 times and community members made 1,026 contributions on decisions that directly affected them.</p> <p>Work continues to build Council's approach to engagement to improve outcomes for our community.</p>
Finalise and implement Council's Advocacy Framework through delivering targeted advocacy campaigns in line with Council's objectives.	59%	Progression of this initiative has been delayed as Council is in the process of determining priorities for the next Community and Council plans. The advocacy priorities will be drawn from the new plans. Advocacy priorities have now been confirmed to revise the Community Investment Plan. Work has commenced through regional groupings of councils on the federal election campaign.

GOAL 8 We have confidence in decision-making

Services

The services funded in the 2020-21 Budget.

Service	Description	Net cost of providing this service in 2020-21	
		Budget	Actual Variance
		\$'000	
Communications	Communications is responsible for organisational communications and promotions, leadership and advice in communications and marketing, the production and management of corporate publications (including brand development and integrity), media connections, staff communications and the development of community information.	1,742	<u>1,682</u> 60
Customer Service	Council's Customer Service is designed to support the delivery of a range of programs and services to the community via telephone and counter contact centres. The service supports the organisation to provide personalised, responsive customer service via all Council's contact channels, including online. The team provides guidance and support for all customer interactions and exists to support information and connection between Council and the community.	1,903	<u>1,795</u> 108
Financial Services	Financial Services provides the strategic thinking, leadership, service delivery and management of all matters relating to financial management. The service is responsible for leading the processes for budgeting and forecasting, regular financial reporting, Annual Financial Accounts preparation, rating services and management of the debtors and creditors, and provides oversight of Council's property management obligations. The service works closely with Governance to develop and support the organisational financial compliance frameworks and works across the organisation educating and supporting stakeholders.	2,368	<u>2,673</u> (305)
Governance	The Governance service provides key internal and external services to Councillors, staff and the community to facilitate a well-governed organisation. The service has overall responsibility for legislative compliance, Councillor support and development, Council meetings and the maintenance of the Civic Centre meeting rooms. The service is responsible for Council's integrity framework, including the Audit Committee, fraud and corruption prevention, privacy compliance and Freedom of Information.	4,578	<u>4,313</u> 265
Human Resources	The Human Resources service provides strategic and operational leadership, services and programs for all aspects of human resource management. These include industrial and employee relations, recruitment, induction, corporate learning and development, leadership development, organisational culture, performance management workforce planning, remuneration and employee safety, health and wellbeing. This service works across the organisation, developing and implementing programs, and works with stakeholders to educate and build capability and continuously develop their teams. This service also includes Council's risk management systems, insurances and the front line support to customers and residents for insurance-related issues.	5,934	<u>6,660</u> (726)
Information Technology	Information technology incorporates provision of information technology services and IT support for the organisation. This encompasses hardware and software support as well as internal and external telecommunications. This service is a key foundation platform for efficient service delivery for the community and the organisation.	6,814	<u>6,466</u> 348
Innovation	The Innovation service is responsible for the development and deployment of strategies to support the organisation transforming to a customer-centric, innovative, continuous improvement capable organisation. The service is responsible for the development, deployment and support of Knox LEAN and other innovation methods as developed and assessed as suitable for Council. The team tracks and reports the organisational activity and benefits associated with the programs.	649	<u>570</u> 79
Strategy and Business Intelligence	The Strategy and Business Intelligence team is an integrated suite of functions designed to enhance business insights, strategic planning and engagement to shape decision-making. The team leads the organisation in the development and implementation of Council's Strategic Planning Framework, including the Community and Council plans and aims to improve outcomes for the Knox community through developing and sharing crucial insights.	901	<u>667</u> 234

Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/measure	2016-17	2017-18	Results 2018-19	2019-20	2020-21	Material variation comment
Governance						
Transparency	4.05%	5.81%	3.77%	5.88%	10.40%	Council endeavours to make decisions in public meetings wherever practicable. However, some decisions are appropriate to make in meetings closed to the public and, the volume of confidential resolutions will vary depending on the business coming before Council. The increase seen in 2020-21 is attributed to a significant proportion (5) of decisions relating to the management and recruitment of the Chief Executive Officer, and several matters that were the subject of multiple reports during the year.
Council decisions made at meetings closed to the public [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public/Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100						
Consultation and engagement	55	53	59	57	58.00	
Satisfaction with community consultation and engagement [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]						
Attendance	99.21%	90.60%	90.48%	87.96%	98.41%	
Councillor attendance at Council meetings [The sum of the number of Councillors who attended each ordinary and special Council meeting/(Number of ordinary and special Council meetings) x (Number of Councillors elected at the last Council general election)] x100						
Service Cost	\$55,473.56	\$53,622.78	\$53,862.89	\$53,714.33	\$51,449.33	
Cost of elected representation [Direct cost of the governance service/Number of Councillors elected at the last Council general election]						
Satisfaction	55	56	60	58	60	
Satisfaction with Council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]						

Governance and statutory information

Governance

Knox City Council is constituted under the *Local Government Act 1989* to provide leadership for the good governance of the municipality and the Knox community.

Council is committed to effective and sustainable forms of leadership as the key to ensuring the community's priorities are met. The community has many opportunities to provide input into Council's decision-making processes, which include community consultation, public forums and the ability to make submissions to Council on a range of matters.

Council delegates the majority of its decision-making to Council's CEO and other staff. These delegations are exercised in accordance with adopted Council policies and budget. Knox's formal decision-making processes are conducted through Council meetings and special committees of Council.

Local Government Act 2020

Described as the most comprehensive reform of local government in Victoria for 30 years, the *Local Government Act 2020* (the Act) received Royal Assent on 24 March 2020. The Act will improve local government democracy, accountability and service delivery for all Victorians.

The Act is being implemented in four staggered stages to ensure councils have sufficient time to comply with the new statutory requirements.

Council has continued to implement the provisions of the Act in 2020-21 with stage three of the transition falling on 24 October 2020, aligned to the date of the general election.

This Annual Report has been prepared according to the requirements of the *Local Government Act 2020*.

Council and committee meetings

Council meetings

Council meetings are typically scheduled on the fourth Monday of each month. Additional Council meetings can be called for specific purposes if required.

Meetings are typically held at the Knox Civic Centre located at 511 Burwood Highway, Wantirna South and open to the public except in specific circumstances (for example, where the meeting is to consider confidential information).

During 2020-21, COVID-19 temporary measures inserted into the *Local Government Act 2020* enabled Council meetings to be conducted virtually through electronic attendance, and/or in the absence of a public gallery, provided they were live-streamed, or recorded, as is Council's practice.

Monthly meetings also provide the opportunity for community members to submit a question to the Council and to speak to their question.

Delegated/special committee meetings

Strategic Planning Committee meetings are typically scheduled on the second Monday of each month, excluding January.

The Strategic Planning Committee was originally established as a special committee under section 86 of the *Local Government Act 1989*. The Strategic Planning Committee was dissolved and re-established in August 2020, as a delegated committee under section 63 of the new *Local Government Act 2020*.

The purpose of the Strategic Planning Special Committee is to exercise Council's functions and powers and to perform Council's duties in relation to any matter within its delegation, in a decision-making forum with less procedural formality than a Council meeting, enabling more extensive discussion and debate, particularly for, but not limited to, strategic- and policy-related matters; and to receive deputations and presentations from external parties and Council staff.

Meetings were typically held at the Knox Civic Centre located at 511 Burwood Highway, Wantirna South and open to the public except in specific circumstances (for example, where the meeting is to consider confidential information). During 2020-21, COVID-19 temporary measures inserted into the *Local Government Act 2020* enabled delegated committee meetings to be conducted virtually through electronic attendance, and/or in the absence of a public gallery, provided they were live-streamed, or recorded, as is Council's practice.

Other committee meetings

In addition to the regular meetings of Council, Councillors are appointed to various internal and external committees.

The following tables provide a summary of Councillor attendance at Council meetings, Strategic Planning Committee meetings, and various other committees for the 2020-21 financial year.

Meetings of Council 2020-21 financial year

Committee	Councillors whose term concluded in October 2020					Councillors re-elected for Council term 2020-2024			
	Lockwood	Mortimore	Gill	Keogh	Holland	Timmers-Leitch	Cooper	Pearce	Seymour
SPECIFIC PURPOSE COMMITTEES									
Audit and Risk Committee					0/1		3/3	4/4	1/1
Australia Day Awards Committee									1/1
CEO's Performance Evaluation Committee	2/2	2/2	0/2	1/2	1/2	4/4	2/4	2/4	2/2
ICT Governance Committee	1/1							3/3	1/1
STRATEGIC PROJECTS COMMITTEES									
Knox Central Advisory Committee									
WORKING GROUPS									
Knox Regional Sports Park Working Group									
Knox Hockey Working Group						1/1			
LIFE STAGES GROUP									
Early Years Advisory Committee			0/1				0/1		
Youth Advisory Committee				2/2		2/2			
Active Ageing Advisory Committee		2/2							5/6
SUSTAINABLE DEVELOPMENT GROUP									
Environment Advisory Committee								3/4	
Community Safety, Health and Wellbeing Committee		2/2			0/2				
INCLUSIVE, ACTIVE AND CREATIVE COMMUNITIES GROUP									
Knox Disability Advisory Committee		0/2							6/6
Knox Multicultural Advisory Committee	3/3					5/5			
Arts and Culture Committee	1/1	1/1				4/4			
Recreation and Leisure Committee				2/2	1/2	2/2	2/2		
GRANTS EVALUATION GROUP									
Community Development Fund Evaluation Panel						5/5			
Leisure Minor Capital Works Grant				0/4					5/5

Governance and statutory information

Meetings of Council 2020-21 financial year

Councillors first elected for Council term 2020-2024

Committee	Grasso	Allred	Laukens	Baker	Dwight
SPECIFIC PURPOSE COMMITTEES					
Audit and Risk Committee					
Australia Day Awards Committee		1/1	1/1		
CEO Performance Evaluation Committee		2/2	1/2		1/2
ICT Governance Committee		2/2			
STRATEGIC PROJECTS COMMITTEES					
Knox Central Advisory Committee					
WORKING GROUPS					
Knox Regional Sports Park Working Group					
Knox Hockey Working Group					
LIFE STAGES GROUP					
Early Years Advisory Committee		3/3			1/3
Youth Advisory Committee					
Active Ageing Advisory Committee				3/3	
SUSTAINABLE DEVELOPMENT GROUP					
Environment Advisory Committee					3/4
Community Safety, Health and Wellbeing Committee	2/3		2/3		2/3
INCLUSIVE, ACTIVE AND CREATIVE COMMUNITIES GROUP					
Knox Disability Advisory Committee				2/2	
Knox Multicultural Advisory Committee	4/4				
Arts and Culture Committee	3/3		3/3		
Recreation and Leisure Committee		2/2	2/2		
GRANTS EVALUATION GROUP					
Community Development Fund Evaluation Panel			1/1		
Leisure Minor Capital Works Grant		1/1			

Council meeting attendance

	Councillors first elected for Council term 2020-2024					Councillors re-elected for Council term 2020-2024				Councillors whose term concluded in October 2020				
	Allred	Dwight	Grasso	Baker	Laukens	Cooper	Pearce	Seymour	Timmers-Leitch	Gill	Holland	Keogh	Lockwood	Mortimore
Council Meetings														
Meetings in term	9	9	9	9	9	14	14	14	14	5	5	5	5	5
Attendance	9	9	9	9	9	13	14	14	14	4	5	5	5	5
Strategic Planning Committee														
Meetings in term	5	5	5	5	5	8	8	8	8	3	3	3	3	3
Attendance	5	5	5	5	5	8	8	8	8	2	3	2	3	3

Councillor allowances

Councillors	Allowance
Cr Peter Lockwood	\$7,960
Cr John Mortimore	\$7,960
Cr Marcia Timmers-Leitch	\$33,031
Cr Adam Gill	\$7,960
Cr Jake Keogh	\$7,960
Cr Tony Holland	\$7,960
Cr Lisa Cooper	\$86,570
Cr Darren Pearce	\$33,031
Cr Nicole Seymour	\$50,496
Cr Jude Dwight	\$25,071
Cr Meagan Baker	\$25,071
Cr Sorina Grasso	\$25,071
Cr Susan Laukens	\$25,071
Cr Yvonne Allred	\$25,071

Governance and statutory information

Councillor expenses

Councillors are entitled to have paid, or reimbursed, any necessary out-of-pocket expenses incurred while performing their duties. Council is also required to make available a 'minimum toolkit' of resources for Councillors including computers, phones and a vehicle for the Mayor.

EXPENSES FOR 2020-21

Councillor	Performance of the role	Professional development	Travel	Grand total
Baird—Cr Allred	\$592.75			\$592.75
Baird—Cr Lockwood	\$840.78			\$840.78
Chandler—Cr Dwight	\$584.11			\$584.11
Chandler—Cr Mortimore	\$768.14			\$768.14
Collier—Cr Timmers Leitch	\$2,138.58	\$820.91		\$2,959.49
Dinsdale—Cr Gill	\$1,138.48			\$1,138.48
Dinsdale—Cr Grasso	\$801.38	\$407.00		\$1,208.38
Dobson—Cr Baker	\$753.50			\$753.50
Dobson—Cr Keogh	\$896.51			\$896.51
Friberg—Cr Holland	\$944.71			\$944.71
Friberg—Cr Laukens	\$1,385.80	\$4,020.45		\$5,406.25
Scott—Cr Cooper	\$2,958.67	\$5,000.00	\$12,253.68	\$20,212.35
Taylor—Cr Pearce	\$3,312.49		\$573.94	\$3,886.43
Tirhatuan—Cr Seymour	\$1,907.82	\$385.00	\$5,201.96	\$7,494.78
Grand total	\$19,023.72	\$10,633.36	\$18,029.58	\$47,686.66

Note: Council had new Councillors elected in five wards in the October 2020 elections, therefore some wards have the expenses apportioned between current and former Councillors where appropriate.

Car mileage

Car mileage represents the costs of providing a fully maintained vehicle for the Mayor. Depreciation, maintenance, registration and insurance costs are apportioned to the Mayor of the day on an annualised, pro-rata basis. Fuel costs are allocated to the Mayor of the day as incurred.

BREAK DOWN OF THE MAYORAL VEHICLE COSTS

Councillor	Period	Explanation	\$
Tirhatuan—Cr Seymour	1	Plant and vehicles	1,280.67
Tirhatuan—Cr Seymour	2	Plant and vehicles	1,280.67
Tirhatuan—Cr Seymour	3	Plant and vehicles	1,280.67
Tirhatuan—Cr Seymour	4	Plant and vehicles	1,280.67
Scott—Cr Cooper	5	Plant and vehicles	1,280.67
Scott—Cr Cooper	6	Plant and vehicles	1,280.67
Scott—Cr Cooper	7	Plant and vehicles	1,280.67
Scott—Cr Cooper	8	Plant and vehicles	1,280.67
Scott—Cr Cooper	9	Plant and vehicles	1,280.67
Scott—Cr Cooper	10	Plant and vehicles	1,280.67
Scott—Cr Cooper	11	Plant and vehicles	1,280.67
Scott—Cr Cooper	12	Plant and vehicles	1,280.67
Tirhatuan—Cr Seymour		Petrol costs—mayoral vehicle	79.28
Scott—Cr Cooper		Petrol costs—mayoral vehicle	730.37
Scott—Cr Cooper		Maintenance cost—mayoral vehicle	1,271.8
			\$17,449.49

Other expenses

Other expenses include minor equipment, subscriptions, memberships, and hospitality expenses.

Governance and statutory information

Governance and management checklist

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

Governance and management items	Assessment
1 Community engagement policy (policy under section 55 of the Act outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with section 55 of the Act Date of adoption: 22 February 2021
2 Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Guidelines Date of operation of current guidelines: 22 February 2021
3 Financial Plan (plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)	To be adopted in accordance with section 91 of the Act by 31 October 2021
4 Asset Plan (plan under section 92 of the Act setting out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Adopted in accordance with section 92 of the Act Date of operation of current plans: <ul style="list-style-type: none"> • Knox Council has endorsed the following asset management plans: • Footpath and Shared Path—June 2016 • Road— June 2021 • Building— September 2019 • Drainage—November 2010 • Open Space—December 2011 • Bridge—February 2013 • Car Park—February 2013 • Playground—December 2013 • Street Tree—May 2016 • Strategic—December 2014
5 Revenue and Rating Plan (plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act Date of adoption: 28 June 2021
6 Annual budget (plan under section 94 of the Act setting out the services to be provided and initiatives to be undertaken during the budget year and the funding and other resources required)	Adopted in accordance with section 94 of the Act Date of adoption: 28 June 2021
7 Risk policy (policy outlining council's commitment and approach to minimising the risks to council's operations)	Policy Date of commencement of current policy: September 2018
8 Fraud & Corruption policy (policy outlining council's commitment and approach to minimising the risk of fraud)	Policy Date of commencement of current policy: 25 June 2018
9 Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> Date of preparation: 29 January 2019
10 Procurement policy (policy under section 108 of the Act outlining the principles, processes and procedures that will apply to the purchase of goods and services by the council)	Adopted in accordance with section 108 of the Act Date of adoption: 4 June 2020
11 Business continuity plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Date of operation of current plan: Council's business continuity framework was approved in March 2020
12 Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Date of operation of current plan: June 2021

Governance and management items	Assessment
13 Risk management framework (framework outlining council's approach to managing risks to the council's operations)	Framework Date of commencement of current framework: September 2018
14 Audit and Risk Committee (see sections 53 and 54 of the Act)	Established in accordance with section 53 of the Act Date of establishment: 24 August 2020
15 Internal audit (independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls)	Engaged Date of engagement of current provider: 1 December 2018
16 Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Local Government Act 1989)	Framework Date of adoption of current framework: 26 June 2017
17 Council Plan report (report reviewing the performance of the council against the council plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Reports Dates of reports: 13 August 2020, 27 January 2021, 24 May 2021
18 Financial reporting (quarterly statements to the council under section 138(1) of the Local Government Act 1989, comparing actual and budgeted results and an explanation of any material variations)	Reports presented to the Council in accordance with section 138(1) of the Local Government Act 1989 Dates reports presented: 24 August 2020, 30 November 2020, 22 February 2021, 24 May 2021
19 Risk reporting (6-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports Dates of reports: 21 July 2020, 20 October 2020, 23 February 2021, 20 April 2021
20 Performance reporting (6-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Local Government Act 1989)	Reports Dates of reports: 13 August 2020, 27 January 2021, 24 May 2021
21 Annual report (annual report under sections 131, 132 and 133 of the Local Government Act 1989 containing a report of operations and audited financial and performance statements)	Presented at a meeting of the Council in accordance with section 134 of the Act Date statements presented: 21 December 2020
22 Councillor Code of Conduct (code under section 139 of the Act setting out the standards of conduct to be followed by Councillors and other matters)	Reviewed and adopted in accordance with section 139 of the Act Date reviewed: 22 February 2021

Governance and statutory information

Governance and management items

23 Delegations (documents setting out the powers, duties and functions of council and the Chief Executive Officer that have been delegated to members of staff, in accordance with sections 11 and 47 of the Act)

Assessment

Reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the Act

Date of review:

- Council to CEO—**27 July 2020**
- Council to SPC—**4 February 2021**
- Council to staff—Cemeteries and Crematory—**26 April 2021**
- Council to staff—Domestic Animals, Environmental Protection and Food—**26 April 2021**
- Council to staff—Road Management Responsibilities—**26 April 2021**
- Council to staff—Planning—**31 July 2020**
- VicSmart—**7 July 2020**
- CEO Powers—**14 February 2021**
- CEO sub-delegation to staff—**14 February 2021**
- MBS to Building Department—**29 April 2021**

24 Meeting procedures (governance rules under section 60 of the Act governing the conduct of meetings of council and delegated committees)

Governance rules adopted in accordance with section 60 of the Act

Date governance rules adopted: **24 August 2020**

I certify that this information presents fairly the status of Council's governance and management arrangements.



Bruce Dobson
Chief Executive Officer
27 September 2021
Wantirna South



Cr Lisa Cooper
Mayor
27 September 2021
Wantirna South

Audit operations

Knox City Council is committed to good governance, public transparency and accountability to the Knox community.

The Audit and Risk Committee (the Committee) is established to strengthen Council's governance, risk management and financial management, and to drive continuous improvement.

The Committee is an independent advisory committee, established under section 53 of the Act. The Committee reviewed its membership to three independent members and two Councillors in August 2020.

The Committee provides an autonomous link between Council, Management and its external and internal auditors, and assists in providing independent advice, assurance and recommendations to Knox Council on matters relevant to the Committee's Charter.

Council members of the Committee during 2020-21 were:

- Cr Darren Pearce (July to October 2020 and from November 2020)
- Cr Tony Holland (July to October 2020)
- Cr Nicole Seymour (July to October 2020)
- Cr Jake Keogh (July to October 2020)
- Cr Lisa Cooper (from November 2020).

Independent external members were:

- Ms Lisa Tripodi (Chair)
- Mr Homi Burjorjee
- Dr John Purcell (until July 2020)
- Mr Geoff Harry (from December 2020).

The Committee's role is to support Council in discharging its oversight and accountability responsibilities related to:

1. Compliance with Council's policies, procedures and governance principles;
2. Overarching governance principles;
3. Effectiveness of Council's system of internal controls, including fraud and corruption prevention;
4. Council's risk management framework;
5. Financial and performance reporting;
6. Internal audit and external audit functions;
7. Statutory and legislative compliance; and
8. Liaison between Council, Management and the external and internal auditors.

The Committee met on four occasions during 2020-21 and oversaw the internal audit work plan by Crowe:

- IT General Controls and Cyber Security
- Privacy Act Management
- Strategic Internal Audit Plan Development
- Emergency Management
- Volunteer Management
- Road Management Plan.

The Committee received reports on a range of matters relevant to its terms of reference as well as developments in the local government sector.

Statutory information

As part of its commitment to good governance, Knox City Council is required to report against several relevant acts and regulations.

Privacy and Data Protection

The *Privacy and Data Protection Act 2014* states that Council must not contravene the Information Privacy Principles in respect of personal information it has collected, held, managed, used, disclosed or transferred.

Council's Privacy Policy is a public document available from Council's website at www.knox.vic.gov.au or on request. The policy was reviewed in July 2016.

Two complaints were received and investigated by Council during 2020-21 for breaches of the Privacy and Data Protection Act.

All questions or complaints regarding Council's obligations under the Privacy and Data Protection Act and Council's Privacy and Data Protection Policy can be discussed with Council's Chief Privacy Officer on 9298 8000.

Chief Privacy Officer: Manager Governance

Governance and statutory information

Health Records

The *Health Records Act 2001* requires Council to responsibly handle the health information it collects and states that Council must not do an act, or engage in a practice that contravenes the Health Privacy Principles.

Council's Health Records Policy is a public document available from Council's website at www.knox.vic.gov.au or on request. The policy was approved in March 2018.

No complaints were received or investigated for breaches of the Health Records Act.

All questions or complaints regarding Council's obligations under the Health Records Act and Council's Health Records Policy can be discussed with Council's Chief Privacy Officer on 9298 8000.

Chief Privacy Officer: Manager Governance

Freedom of Information (FOI)

The *Freedom of Information Act 1982* gives members of the public a legal right of access to documents held by Council limited only by exemptions. It also provides individuals with the right to access and correct documents containing their own personal information.

Requests for access to Council documents under the Freedom of Information Act must be in writing, accompanied by the application fee of two fee units and should provide sufficient information to identify the particular documents being sought.

During 2020-21, Council received 19 valid FOI requests. Determinations were made on 15 of those applications during the period, three requests were withdrawn, and one request was still being processed at year-end. Three requests outstanding from 2019-2020 were also determined in the period.

The median time taken to issue a determination on FOI applications determined in 2020-21 was 21 days.

There was one application for review lodged with the FOI Commissioner in June 2021 which was not determined before the end of financial year. There were no appeals to VCAT regarding requests processed throughout the year.

Requests for access to information under the *Freedom of Information Act* should be lodged with the Freedom of Information Officer, Knox City Council, 511 Burwood Highway, Wantirna South VIC 3152.

Enquiries regarding the Freedom of Information Act can also be made by calling 9298 8000.

Freedom of Information Officer: Governance Officer

Improvement Incentive Principles Agreement

While payments under the Improvement Incentive Principles Agreement were terminated in 2005-06, Council was required to recommit to the principles contained in the agreement under the National Competition Policy, regarding Australian Consumer Law, local laws and competitive neutrality.

There were no complaints under the National Competition Policy or Australian Consumer Law received during the 2020-21 financial year. Council continues to comply with these principles under the national policy and in fulfilment of its obligations.

The Australian Consumer Law Compliance Officer: Manager Governance

Road Management Act

The *Road Management Act 2004* requires Council to develop a road management plan, which in effect provides an opportunity to establish a policy defence against civil liability claims associated with the management of its road network. Council's Road Management Plan outlines roads under management, inspection regimes and service and maintenance standards against which Council will manage its roads and road-related assets.

No formal guidance was received in 2020-21 in relation to the Road Management Act. A copy of the latest version of the Road Management Act can be viewed using the following link:

http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/rma2004138/

Council's latest iteration of its published Road Management Plan is available on Council's website.

National Competition Policy

Knox City Council continues to comply with the requirements of the National Competition Policy and the Australian Consumer Law legislation in the operation of its business. Knox's significant businesses operate in accordance with the principles of competitive neutrality to ensure that Council does not unduly influence the private market in the provision of services.

Officer responsible for National Competition Policy: Chief Financial Officer

Public Interest Disclosures Act 2012

Council is required to establish and publish procedures under section 58 of the *Public Interest Disclosures Act 2012* and in accordance with the Guidelines of Independent Broad-based Anti-corruption Commission published under section 57 of the Public Interest Disclosures Act.

Council's Public Interest Disclosure Procedures were adopted in January 2020 and are a resource for disclosers and potential disclosers, whether an internal Council member, staff or an external member of the public, who want to find out how to make a disclosure, receive the protections available under the Public Interest Disclosures Act, and how the discloser and their disclosure may be managed and handled by the Council.

Public Interest Disclosure Coordinator: Director City Centre

Charter of Human Rights and Responsibilities

The Victorian *Charter of Human Rights and Responsibilities Act 2006* is an Act of Parliament that sets out the rights, freedoms and responsibilities of all Victorians. Government departments and public bodies must observe the rights set out in the Charter of Human Rights and Responsibilities Act when creating laws, developing policy and providing services. This means that government, public servants, local councils, Victoria Police and others are required to act in a way that is consistent with the rights protected under the charter.

During 2020-21, no complaints were received by Council or the Victorian Ombudsman in relation to Knox City Council's implementation of the Charter of Human Rights and Responsibilities Act.

Any questions or complaints regarding the Charter of Human Rights and Responsibilities Act can be discussed with Council's Human Rights Officer on 9298 8000.

Human Rights Officer: Manager Governance

Best Value

In accordance with the *Local Government Act 2020*, Council applies Best Value Principles to its strategic and service planning processes. At Knox this happens through the regular process of future planning and ensuring continuous review and improvement across all Council's service areas. This means the following:

- All services provided by Council must meet quality and cost standards.
- Each service provided by Council must be accessible to those members of the community for whom the service is intended.
- All services provided by Council must be responsive to the needs of the community.
- Council provides for continuous improvement in providing services for its community.
- Council has developed a program of regular consultation with its community about the services it provides.
- Council reports regularly to its community on its achievements against the principles.

These principles are incorporated into the delivery of Knox's *Community and Council Plan 2017-21*, the Annual Budget and Council's business planning process. This Annual Report illustrates Council's performance against these Best Value Principles.

Documents available for inspection

Knox City Council adopted a Public Transparency Policy in August 2020 in accordance with Section 57 of the *Local Government Act 2020*. This policy is available on Council's website and specifies information which is publicly available and the ways in which it can be accessed.

Governance and statutory information

Contracts

During the year Council did not enter into any contracts valued at \$150,000 or more for services, or \$200,000 or more for works of a kind specified in section 186(5)(a) and (c) of the *Local Government Act 1989*.

Council identified two contracts in excess of \$150,000, including GST, that were entered into without conducting a competitive process.

These contracts are service agreements of existing IT platforms as follows:

- Pathway System—One Year Maintenance and Support Agreement Renewal Infor Global Solutions Pty Ltd
- Computron Financial System—Three (3) Year Maintenance and Support Renewal Computron Pty Ltd

These instances are under review and Council maintains its commitment to fair and transparent processes.

Food Act 1984

Knox City Council is responsible for meeting and enforcing the legislative requirements of the *Food Act 1984*.

Council manages its statutory obligations by meeting the necessary inspection targets, relevant follow-ups, food sampling requirements and food-related investigations.

Approximately 70 per cent of the work of Council's environmental health officers relates to food compliance functions at premises including restaurants, takeaway food outlets, hotels, cafés and supermarkets. Officers promptly react to food-related complaints with a same-day or next-day response to commence an investigation.

Council's emphasis is primarily aimed at educating proprietors of their responsibilities; however, escalating enforcement action is applied to those proprietors who continually breach food standards.

Food safety programs for relevant premises are monitored by the Environmental Health team, who also oversees the external third-party food audit system. Environmental Health Officers have continued to manage these responsibilities through the current COVID-19 pandemic.

Disability Act 2006— Disability Action Plan Implementation

Knox City Council is committed to creating a community that is accessible, welcoming and inclusive of everyone. Approximately 28,000 people in Knox have a disability of some kind. This equates to 17 per cent of Knox residents.¹

As the Knox population ages, this proportion is likely to increase.

Council acknowledges that initiatives to create a more accessible and inclusive community cannot be achieved without addressing the specific needs and rights of people with disabilities, their families and carers. Council's Access and Equity Implementation Plan 2017-22 (the plan) encapsulates the strategic directions Council will take to promote the rights of people with disabilities while enhancing access and inclusion to benefit the whole community. The plan focuses on building the capacity of people with disabilities and providing opportunities for leadership within the community.

The Knox Municipal Disability Leadership Plan 2020-2022 provides greater detail and direction on key focus areas to support and provide specific benefits for people with disabilities and their families that complement those delivered by the NDIS and those who are not eligible for the NDIS through the provision of information, building the capacity of services to be more inclusive of people with a disability, and strengthening the community service system.

Aligned to the *Disability Act 2006*, Council aims to:

- reduce barriers to people with a disability in accessing goods, services and facilities
- reduce barriers to people with a disability in obtaining and maintaining employment
- promote inclusion and participation in the community
- achieve tangible changes in the attitudes and practices that discriminate against people with a disability.

¹ (Source: SDAC 2018, published by ABS 2020 <https://www.abs.gov.au/statistics/health/disability/disability-ageing-and-carers-australia-summary-findings/2018/2018%20sdac%20lga%20modelled%20estimates.xlsx>)

To achieve this, Council provides a wide range of services and programs for the community, many of which are accessible and inclusive for people with disabilities. Council also provides a range of services to more directly meet the needs of people with disabilities, their families and carers. These include the following:

- Professional development training for Knox Early Years Services to build capacity and enhance the successful inclusion of children with a disability or developmental delay across universal early years services.
- Support and capacity building for families and carers including information sessions, carer groups and exercise groups aimed at social connection, health and building capacity.
- CHSP Food Services (meals on wheels)—home-delivered meals, distributed by community volunteers.
- Housing Support program—for residents aged over 55, including those with a disability, who are homeless or at risk of becoming homeless.
- Parking permits—Council administers the Accessible Parking Permit scheme.
- Wheelie Bin Assistance Scheme - Council provides support for people with a disability/frail aged who are unable to put bins out for Council collection.
- Retrofitting program—allocation of dedicated funds through the capital works program to enhance access to Council-owned buildings and facilities.
- Bi-monthly meetings of the Knox Disability Advisory Committee, which consists of people with a disability, carers and representatives from disability service providers to assist Council in the consultative process and provide feedback to support Council's decision-making.
- Provision of a range of communication materials on services and relevant information, which encourages and demonstrates actions to improve access and inclusion through such publications as a *Guide to Disability and Aged Services* in Knox, the *People First Guide* and the email newsletter, *Accessing Knox*.
- Facilitation and development of the Eastern Disability Housing Network, which is designed to engage community members and explore opportunities to improve housing options for people with a disability.
- Celebration of International Day of People with Disability.
- Inclusive features incorporated in all Knox festivals such as providing an access key and chill-out spaces for people with anxiety, designated accessible seating areas, carols songbooks in Braille and sighted guides, Auslan interpreters, paths for wheelchair mobility, accessible parking and toilets, and having a changing-places facility on site.
- Training and information sharing for community members and services on topics such as the National Disability Insurance Scheme (NDIS), NDIS self-management, managing challenging behaviours and autism.
- The Eastern Regional Libraries Corporation offers a range of services to people with disabilities, which includes a home delivery service, tactile, audio and large print books, captioned DVDs and assistive devices for computer users.
- Development of access keys for the Knox Civic Centre and a range of community venues in Knox including neighbourhood houses, libraries and sport venues to increase the accessibility of our community for people with anxiety, autism spectrum disorder, intellectual disability, dementia or sensory impairments.

Governance and statutory information

Carers Recognition Act 2012

Knox Council acknowledges the *Carers Recognition Act 2012* and has taken steps to deliver the principles of the Carers Recognition Act in a practical sense, supported by policy and practice relating to people who require care, those who are carers, and the wider community.

Council's Enterprise Agreement acknowledges that carer responsibilities for employees may extend beyond that of immediate family members. Carer responsibilities are now more broadly acknowledged to include a definition of a 'significant other person', where an employee is responsible for providing direct and immediate care and support to that person.

The Flexible Work Arrangements Policy and Procedure has been prepared, which recognises the role of the carer in accordance with the Carers Recognition Act. The policy provides flexible work options for staff who have carer responsibilities.

Council has taken all practicable measures to ensure staff, Council agents and volunteers working for Council are informed regarding the principles and obligations of the Carers Recognition Act by including information on the care relationship through the following:

- Council's induction and training programs for staff working in outward-facing community services, and for staff and volunteers in frontline positions with the general community.
- A number of initiatives have been implemented to ensure that the Carers Recognition Act is recognised and delivered to the community. Some of the programs are delivered in partnership with other community support services.
- Approximately 1,100 residents subscribe to *Accessing Knox*, the electronic publication distributed weekly by email. Council has received positive feedback about the information and available services provided in this communication.
- Provision of information such as: *A Guide to Disability and Aged Services in Knox* and *People First: Supporting the inclusion of people with disability—Your guide to an inclusive community*, available on Council's website. These guides include valuable information for carers and have been widely distributed to individuals and community organisations throughout Knox.

- Carer information sessions such as parent/carer legal information focusing on power of attorney, administration, guardianship, wills and trusts for carers; autism and managing routines during COVID-19 restrictions; autism and cyber safety online; and transitioning to meaningful employment have been well attended by Knox carers and parents.
- Council provides a weekly carer exercise program and monthly Pathways for Carer walks supporting carers to connect, stay well and find out more information to support them in their caring role.
- Council provided flexible respite services through the CHSP for people over 65 years which was supported by funding from the Federal Government.
- Council's Active Ageing team provides service coordination, referral and support to carers through the Regional Assessment and Home Support Assessment Services. CHSP and Council-funded services were provided to carers to support their caring role (for example, domestic assistance, community transport and food services).
- The Lab program is hosted by two Knox neighbourhood houses that provide programs for young people with autism and also respite for their parents and carers.
- The Playconnect Playgroup is part of the Federal Government's Helping Children with Autism package, which provides support and services for children with ASD.
- The Eastern Disability Housing Network is a network that has been established to support parents/carers, people with a disability and the disability sector to improve housing options for people with a disability.
- My Time is a support playgroup for parents and carers of young children who have a disability or a chronic medical condition. The playgroup is facilitated by a trained worker employed by Playgroup Victoria and supported by Knox City Council. The program is funded by the Federal Government.
- Knox City Council is a member of the Carer Card program, a State Government initiative that offers carers a wide range of discounts and benefits from businesses, local government and community organisations.
- The Knox RAS team continued to refer carers to the Carer Gateway website, which provides a range of practical information and resources to help in their caring role.

Domestic Animal Management Plan 2017-2021

In order to improve animal management in Victoria, all councils are required to have a Domestic Animal Management Plan (DAMP).

Knox City Council supports this strategic approach and has developed its DAMP using the guidelines provided by the Department of Economic Development, Jobs, Transport and Resources.

The DAMP 2017-2021 aimed to promote responsible pet ownership and the welfare of dogs and cats in the community as well as to protect the community and environment from nuisance dogs and cats.

Council's DAMP 2017-2021 highlighted 77 actions that were delivered throughout the life of the plan. In addition to some specific projects, there are a number of ongoing actions.

The following actions were delivered in 2020-21:

- Implemented a trial sunset-to-sunrise cat curfew effective 1 January 2020.
- Continued the use of an animal behaviourist to assist in the resolution of more complex nuisance matters.
- Delivery of a program of animal registration compliance that included:
 - an enhanced process to improve the timeliness and compliance of registration
 - issuing annual registration renewal notices earlier than in previous years
 - two renewal reminder text messages sent to owners who had provided Council with a mobile phone number in order to follow up unpaid

- registration renewals
- issuing overdue renewal notices
- follow-up contact with residents to obtain evidence of unregistered animals and issuing owners with fines for non-compliance
- improving the accuracy of Council's animal registration database
- letters being sent to the owners of animals that had been microchipped but not registered, advising them of registration requirements.
- Community education that included the promotion of animal registration through media releases, social media posts and Council's newsletter (distributed to all households in the municipality).
- Ongoing identification of properties where more than two dogs or two cats are registered in order to determine if they are an animal breeder requiring registration as a domestic animal business.
- Training of officers in situational awareness, conflict management and self-preservation and harm reduction strategy training.
- A detailed list of all actions from the DAMP and progress against those actions can be found at www.knox.vic.gov.au.

Council also commenced during the second quarter of 2021 the development of the 2021-2025 Domestic Animal Management Plan with associated community consultation, proposed to be adopted by Council in December 2021.



Annual Report 2020-21

Performance Statement

Year ending 30 June 2021

Description of the municipality

Located approximately 25 kilometres from Melbourne's central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality, with residents from 130 different countries who speak 54 languages. The City of Knox has an estimated resident population of 166,791 (as at 30 June 2021) and covers an area of 113.84 square kilometres. The area boasts a green, leafy image extending to the foothills of the picturesque Dandenong Ranges. Knox consists of the following suburbs: Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.

Understanding the Performance Statement

Council is required to prepare and include a performance statement within its Annual Report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures, together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989 and Local Government (Planning and Reporting) Regulations 2014 (as per the transitional provisions of the Local Government Act 2020)*.

Where applicable, the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the financial statements. The other results are based on information drawn from Council information systems or from third parties (for example, the Australian Bureau of Statistics).

The Performance Statement presents the actual results for the current year and for the prescribed financial performance indicators and measures and the results forecast by Council's Strategic Resource Plan. The Regulations require explanation of any material variations in the results contained in the Performance Statement. The materiality thresholds have been set as +/-10% of the 2019-20 results.

The forecast figures included in the statement are those adopted by Council in its Annual Budget on 28 June 2021. The Annual Budget includes estimates based on key assumptions about the future that were relevant at the time of adoption and are aimed at sustainability over the long term. Detailed information on the actual financial results is contained in the general purpose financial statements. The Annual Budget is available on Council's website.

The following statement provides the results of the prescribed service performance indicators and measures, including an explanation of material variations.



Sustainable capacity indicators

For the year ended 30 June 2021

Service/indicator/ measure	Results				Material variation comment
	2017-18	2018-19	2019-20	2020-21	
Population					
Expenses per head of municipal population	\$897.28	\$947.71	\$1,009.15	\$1,047.69	
[Total expenses/Municipal population]					
Infrastructure per head of municipal population	\$5,729.82	\$6,012.97	\$6,138.10	\$6,220.00	
[Value of infrastructure/Municipal population]					
Population density per length of road	224.54	225.42	227.26	227.91	
[Municipal population/Kilometres of local roads]					
Own-source revenue					
Own-source revenue per head of municipal population	\$804.21	\$828.59	\$835.22	\$846.27	
[Own-source revenue/Municipal population]					
Recurrent grants					
Recurrent grants per head of municipal population	\$153.57	\$156.50	\$153.90	\$174.66	Recurrent operational grants increased by \$1.7m (including a \$1.2m increase for Early Years services), while recurrent capital grants increased by \$1.8m.
[Recurrent grants/Municipal population]					
Disadvantage					
Relative socio-economic disadvantage	9.00	9.00	9.00	9.00	
[Index of Relative Socio-economic Disadvantage by decile]					
Workforce turnover					
Percentage of staff turnover	13.2%	13.0%	9.3%	15.0%	
[Number of permanent staff resignations and terminations/Average number of permanent staff for the financial year] x100					

Definitions

“adjusted underlying revenue” means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

“infrastructure” means non-current property, plant and equipment excluding land

“local road” means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

“population” means the resident population estimated by council

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“relative socio-economic disadvantage”, in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

“SEIFA” means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its internet website

“unrestricted cash” means all cash and cash equivalents other than restricted cash.

Service performance indicators

For the year ended 30 June 2021

Service/indicator/ measure	Results				Material variation comment
	2017-18	2018-19	2019-20	2020-21	
Aquatic Facilities					
Utilisation					
Utilisation of aquatic facilities [Number of visits to aquatic facilities/Municipal population]	3.49	2.68	1.69	0.85	The COVID-19 pandemic resulted in multiple closures of Council's aquatic facilities and a decrease in attendance for 2020-21.
Animal Management					
Health and safety					
Animal management prosecutions [Number of successful animal management prosecutions/Number of animal management prosecutions]	New in 2020	New in 2020	100%	100%	
Food safety					
Health and safety					
Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up/Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100	90.16%	100.00%	100.00%	98.04%	
Governance					
Satisfaction					
Satisfaction with Council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]	56	60	58	60	
Libraries					
Participation					
Active library borrowers in municipality [Number of active library borrowers in the last three years/The sum of the population for the last three years] x100	13.39%	13.28%	12.87%	11.41%	Active library borrowers in the municipality were impacted by the COVID-19 pandemic and library closures in 2020-21.
Maternal and Child Health (MCH)					
Participation					
Participation in the MCH service [Number of children who attend the MCH service at least once (in the year)/Number of children enrolled in the MCH service] x100	81.25%	79.12%	76.27%	75.82%	
Participation					
Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year)/ Number of Aboriginal children enrolled in the MCH service] x100	75.47%	77.97%	80.36%	85.48%	

Service/indicator/ measure	Results				Material variation comment
	2017-18	2018-19	2019-20	2020-21	
Roads					
Satisfaction	69	73	68	70	
Satisfaction with sealed local roads					
[Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]					
Statutory Planning					
Decision-making	54.05%	33.33%	58.62%	47.06%	The percentage of Council decisions upheld at VCAT dropped in 2020-21. Factors that influenced this outcome include a reduction in the number of appeals and the individual circumstances of each case.
Council planning decisions upheld at VCAT					
[Number of VCAT decisions that did not set aside Council's decisions in relation to a planning application/Number of VCAT decisions in relation to planning applications] x100					
Waste Collection					
Waste Diversion	51.97%	55.89%	53.44%	52.10%	
Kerbside collection waste diverted from landfill					
[Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins] x100					

Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the *Aboriginal Heritage Act 2006*

"active library borrower" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under section 98 of the Act

"class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the Food Act 1984

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

Performance Statement

Financial performance indicators

For the year ended 30 June 2021

Dimension/indicator/measure	2018	Results 2019	2020	2021
Efficiency				
Expenditure level				
<i>Expenses per property assessment</i> [Total expenses/Number of property assessments]	\$2,237.89	\$2,308.49	\$2,441.81	\$2,544.46
Revenue level				
<i>Average rate per property assessment</i> [Total rate revenue (general rates and municipal charges)/Number of property assessments]	New in 2020	New in 2020	\$1,523.82	\$1,563.94
Liquidity				
Working capital				
<i>Current assets compared to current liabilities</i> [Current assets/Current liabilities] x100	236.21%	236.52%	168.76%	144.58%
Unrestricted cash				
<i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash/Current liabilities] x100	-11.22%	27.20%	36.99%	30.88%
Obligations				
Loans and borrowings				
<i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings/Rate revenue] x100	0.00%	0.00%	0.00%	0.00%
Loans and borrowings repayments compared to rates				
<i>[Interest and principal repayments on interest bearing loans and borrowings/Rate revenue] x100</i>	0.00%	0.00%	0.00%	0.00%
Indebtedness				
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities/Own source revenue] x100	3.63%	4.37%	3.19%	3.25%
Asset renewal and upgrade				
<i>Asset renewal and upgrade compared to depreciation</i> [Asset renewal and asset upgrade expense/Asset depreciation] x100	New in 2020	New in 2020	139.94%	150.75%
Operating position				
Adjusted underlying result				

2022	Forecasts		2025	Material Variations and Comments
	2023	2024		
\$3,365.01	\$2,637.88	\$2,661.24	\$2,692.61	The 2021-22 forecast expenses per property assessment is impacted by the budgeted loss on disposal of property of \$40.6 million, including the budgeted transfer of Knox Regional Sports Park assets to the State Government.
\$1,591.44	\$1,607.16	\$1,627.31	\$1,679.76	
99.70%	98.05%	100.17%	98.47%	Unearned income has increased by \$10.3 million, with the majority of this related to capital grants received late in the financial year and not yet expended. This accounts for the majority of the \$12.8 million increase in current liabilities. Cash and cash equivalents, combined with other financial assets, have increased by \$5.1 million, which is half of the increase of \$10.2 million in current assets. Trade and other receivables increased by \$3.4 million. This ratio will decrease over the forecast period due to an increase in the capital works program, and the requirement to borrow funds to finance major projects.
31.45%	33.59%	35.12%	41.17%	Unearned income has increased by \$10.3 million, with the majority of this related to capital grants received late in the financial year and not yet expended. This accounts for the majority of the \$12.8 million increase in current liabilities.
68.23%	81.53%	73.58%	68.45%	Borrowings are forecast to increase significantly from 2021-22 to fund major projects within the capital works program.
3.63%	7.63%	9.53%	9.50%	Borrowings are forecast to increase significantly from 2021-22 to fund major projects within the capital works program.
55.57%	63.40%	55.51%	51.73%	Borrowings are forecast to increase significantly from 2021-22 to fund major projects within the capital works program.
294.12%	213.56%	202.91%	181.36%	Asset renewal is forecast to increase from 2021-22, while a number of upgrade projects are included in the major projects within the capital works program. The 2021-22 forecast figures include capital work projects that have been carried forward from 2020-21.

Performance Statement

Financial performance indicators

For the year ended 30 June 2021 (continued)

Dimension/indicator/measure	2018	Results 2019	2020	2021
<i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit)/Adjusted underlying revenue] x100	10.95%	9.37%	2.87%	4.66%
Stability				
Rates concentration				
<i>Rates compared to adjusted underlying revenue</i> [Rate revenue/Adjusted underlying revenue] x100	66.74%	66.92%	68.58%	67.40%
Rates effort				
<i>Rates compared to property values</i> [Rate revenue/Capital improved value of rateable properties in the municipality] x100	0.26%	0.22%	0.24%	0.23%

2022	Forecasts		2025	Material Variations and Comments
	2023	2024		
-25.10%	2.28%	4.97%	6.02%	Operating grants increased by \$6.1 million, with non-recurrent operating grants increasing by \$4.4 million. This increase is mainly due to COVID-19 related grants. This more than offset the decrease in user and statutory fees. The 2021-22 forecast adjusted underlying result is impacted by the budgeted loss on disposal of property of \$40.6 million, including the budgeted transfer of Knox Regional Sports Park assets to the State Government.
69.03%	70.06%	68.98%	70.16%	
0.24%	0.23%	0.23%	0.22%	

Definitions

“adjusted underlying revenue” means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

“adjusted underlying surplus (or deficit)” means adjusted underlying revenue less total expenditure

“asset renewal expenditure” means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

“current assets” has the same meaning as in the Australian Accounting Standards (AAS)

“current liabilities” has the same meaning as in the AAS

“non-current assets” means all assets other than current assets

“non-current liabilities” means all liabilities other than current liabilities

“non-recurrent grant” means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“population” means the resident population estimated by council

“rate revenue” means revenue from general rates, municipal charges, service rates and service charges

“recurrent grant” means a grant other than a non-recurrent grant

“residential rates” means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

“restricted cash” means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

“unrestricted cash” means all cash and cash equivalents other than restricted cash

Certification of the Performance Statement 2020-21

Statement by Principal Accounting Officer

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* (as per the transitional provisions of the *Local Government Act 2020*).



Navec Lorkin

Principal Accounting Officer

27 September 2021

Wantirna South

Statement by Councillors and Chief Executive Officer

In our opinion, the accompanying Performance Statement of Knox City Council for the year ended 30 June 2021 presents fairly the results of Council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* (as per the transitional provisions of the *Local Government Act 2020*). The Performance Statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the Performance Statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.



Cr Lisa Cooper

Mayor

27 September 2021

Wantirna South



Cr Susan Laukens

Deputy Mayor

27 September 2021

Wantirna South



Bruce Dobson

Chief Executive Officer

27 September 2021

Wantirna South



Located approximately 25 kilometres from Melbourne's central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne.

Auditor-General's Certification of Performance Statement

Certification of Performance Statement 2020-21



Independent Auditor's Report

To the Councillors of Knox City Council

Opinion	<p>I have audited the accompanying performance statement of Knox City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • description of municipality for the year ended 30 June 2021 • sustainable capacity indicators for the year ended 30 June 2021 • service performance indicators for the year ended 30 June 2021 • financial performance indicators for the year ended 30 June 2021 • understanding the performance statement and • the certification of the performance statement. <p>In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2021 in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the performance statement	<p>The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i> and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
Auditor's responsibilities for the audit of the performance statement	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.</p>

Level 31 / 35 Collins Street, Melbourne Vic 3000
T 03 8601 7000 enquiries@audit.vic.gov.au www.audit.vic.gov.au

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 decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the performance statement, 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 my 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 council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
22 October 2021



Sanchu Chummar

as delegate for the Auditor-General of Victoria

Understanding the Financial Statements

The Financial Report shows how Council performed financially during the 2020-21 year and the overall position at the end of the financial year on 30 June 2021.

What is contained in the Annual Financial Report?

Council's Financial Report contains a set of financial statements and accompanying notes. These are prepared by Council staff to meet the requirements of the *Local Government Act 1989*, Australian Accounting Standards (AASs) as well as the Victorian Auditor-General's model accounts which are designed to standardise financial reporting for local government bodies throughout Victoria.

The statements are audited by the Victorian Auditor-General's office before being approved in principle by Council's Audit Committee and Council itself. The financial statements are then forwarded to the Auditor-General for final approval. Once approval has been received, the statements are made available for public inspection.

The financial statements are made up of five key financial reports:

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works

The notes detail Council's accounting policies and a breakdown of values contained in the statements.

In addition to the financial statements, Council is also required to prepare budget comparison notes which are included in this Annual Report. The budget comparison notes provide a comparison between actual results for the year and the annual adopted budget, and provide explanations for major variances.

Comprehensive Income Statement

The Comprehensive Income Statement measures Council's performance over the year and indicates whether a surplus or deficit has resulted from the delivery of Council's services.

The statement presents the following:

The sources of Council's revenue under various income headings.

- The expenses incurred in the operation of Council during the 2020-21 financial year. This includes depreciation or the writing-down of the value of buildings, roads, footpaths, drains and all other infrastructure assets that are used to provide Council's services. These assets are depreciated over the life of the asset as they are used. Capital costs or new assets purchased or created during the year are excluded from the statement but as indicated above, are depreciated as they are used.
- Other Comprehensive Income that demonstrates the movement in the value of Council's net assets as a result of asset revaluations as at 30 June 2021

The statement is prepared on an 'accrual' basis.

This means that all income and expenses for the year are recognised even though the income may not yet have been received (such as interest on investments) or expenses may not yet have been paid (invoices that have not yet been received for goods and services already used).

The key figure to consider is the surplus (or deficit) for the year. A surplus means that Council is creating sufficient surplus to renew infrastructure assets at the time when they need to be renewed.

Balance Sheet

The Balance Sheet sets out Council's net accumulated financial worth at a point in time. It shows the assets that Council holds as well as liabilities or claims against these assets. The bottom line of this statement is net assets which indicates the net worth of Council that has been built up over many years.

The assets and liabilities are separated into current and non-current. Current assets or liabilities are those that will be due within the next 12 months, with non-current ones being due after 12 months.

The Balance Sheet has the following components:

Current and non-current assets

Council's assets are as follows:

- Cash and cash equivalents—cash held in the bank and in petty cash, and the value of Council's investments with a maturity term of no greater than three months.
- Other financial assets—the value of Council's investments with a maturity term of greater than three months.
- Trade and other receivables—monies owed to Council by ratepayers and others.
- Non-current assets classified as held for sale—assets available for immediate sale. For infrastructure assets including property, these relate to a resolution of Council.
- Other assets—includes prepayments which are expenses that Council has paid in advance of service delivery.
- Inventories—comprises various stock items held by Council.
- Investment in Eastern Regional Libraries Corporation—represents Council's investment in the Eastern Regional Libraries Corporation and its share of the Corporation's accumulated surplus.
- Property, infrastructure, plant and equipment—the largest component of Council's worth, representing the value of all the land, buildings, roads, plant and equipment that has been built up by Council over many years.
- Right-of-use assets—Council's right to use an underlying asset in a lease arrangement.
- Intangible assets—non-current assets held by Council that are not physical assets, for example computer software.

Current and non-current liabilities

Council's liabilities are as follows:

- Trade and other payables—people and businesses to whom Council owes money.
- Trust funds and deposits—monies held in trust by Council.
- Unearned income—revenue from grants where the associated performance obligation has yet to be satisfied.
- Provisions—the accrued value of annual and long service leave employee entitlements and the net present value of the cost of landfill rehabilitation at two facilities.
- Interest-bearing loans and borrowings—the outstanding balance Council owes on bank loans.
- Lease liabilities—Council's financial obligation to make payments arising from a lease.

NET ASSETS

This term is used to describe the difference between the value of total assets and the value of total liabilities. It represents the net worth of Council as at 30 June.

TOTAL EQUITY

This always equals net assets and is made up of the following components:

- Accumulated surplus—the value of all net assets, other than those below, accumulated over time.
- Reserves—the reserves are made up of asset revaluation reserve and other reserves. The asset reserve is the difference between the previously recorded value of assets and their current valuation, and other reserves that are funds that have restrictions placed on their use and are not readily available to Council.

Understanding the Financial Statements

Statement of Changes in Equity

The Statement of Changes in Equity summarises the change in Council's net worth. Council's net worth can only change as a result of one of the following:

- A surplus or (deficit) as recorded in the Comprehensive Income Statement.
- The use of monies from Council's reserves.
- An increase/decrease in the value of non-current assets that has resulted from a revaluation of those assets.

Statement of Cash Flows

The Statement of Cash Flows summarises Council's cash receipts and payments for the financial year and the net 'cash in hand' position. The values may differ from those shown in the Comprehensive Income Statement because the Comprehensive Income Statement is prepared on an accrual accounting basis.

- Cash in this statement refers to bank deposits and other forms of highly liquid investments that can readily be converted into cash.
- Council's cash arises from, and is used in, the following three main areas:

CASH FLOWS FROM OPERATING ACTIVITIES

- Receipts—all cash receipts arising from the general operations of Council, including rates, general trading sales and debtors, grants and interest earnings. Receipts do not include cash from the sale of assets or loan funds.
- Payments—all cash paid by Council from its bank account to employees, suppliers and other persons. It does not include the costs associated with the creation of assets.

CASH FLOWS FROM INVESTING ACTIVITIES

This section indicates the cash invested in the creation or purchase of property, infrastructure, plant and equipment assets, and the cash received from the sale of these assets.

CASH FLOWS FROM FINANCING ACTIVITIES

This is where the receipt and repayment of borrowed funds are recorded.

The bottom line of the Statement of Cash Flows is the cash at the end of the financial year. This shows the capacity of Council to meet its cash debts and other liabilities.

Statement of Capital Works

The Statement of Capital Works details Council's capital works expenditure for the financial year. It sets out the expenditure on creating or buying property, plant and equipment, and infrastructure by each category of asset. It also indicates how much has been spent on renewing, upgrading, expanding or creating new assets of this type.

Notes to the accounts

The notes to the accounts are a very important and informative section of the report. While the Australian Accounting Standards are not prescriptive about the provision of details of Council's accounting policies, they are provided here to enable the reader to understand the values shown in the statements.

Apart from describing the main accounting policies, they also provide details on many of the summary items contained in the Annual Financial Report. The note numbers are shown beside the relevant items in each of the statements. The notes also provide an opportunity for Council to disclose additional information that cannot be incorporated into the Annual Financial Report.

The notes should be read at the same time as, and together with, the other parts of the financial statements to get a clear picture of the accounts.

Statements by the Principal Accounting Officer, Councillors and the Chief Executive Officer

The certification of the Principal Accounting Officer is made by the person responsible for the financial management of Council that, in her/his opinion, the financial statements have met all the statutory and professional reporting requirements.

The certification of the Chief Executive Officer and Councillors is made by two Councillors and the Chief Executive Officer on behalf of Council that, in their opinion, the financial statements are fair and not misleading.

Auditor-General's Report on the Financial Report

An Independent Audit Report provides the reader with an external and independent opinion on the financial statements. It confirms that the financial report has been prepared in accordance with relevant legislation and professional standards and that it represents a fair picture of the financial affairs of the Council.

Financial Report

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FINANCIAL REPORT (continued)

Certification of the Financial Statements

Statement by Principal Accounting Officer

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, the Australian Accounting Standards and other mandatory professional reporting requirements.



Navec Lorkin CPA

Principal Accounting Officer

27 September 2021

Wantirna South

Statement by Councillors and Chief Executive Officer

In our opinion the accompanying financial statements present fairly the financial transactions of Knox City Council for the year ended 30 June 2021 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.



Cr Lisa Cooper

Mayor

27 September 2021

Wantirna South



Cr Susan Laukens

Deputy Mayor

27 September 2021

Wantirna South



Bruce Dobson

Chief Executive Officer

27 September 2021

Wantirna South

Victorian Auditor-General's Certification of the Financial Report



Independent Auditor's Report

To the Councillors of Knox City Council

Opinion	<p>I have audited the financial report of Knox City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2021 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • statement of capital works for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2021 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the financial report	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council'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 it is inappropriate to do so.</p>

FINANCIAL REPORT (continued)

Victorian Auditor-General's Certification of the Financial Report (continued)

Auditor's responsibilities for the audit of the financial report	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit 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 my 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.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> • 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 my 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 council's internal control • evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors • conclude on the appropriateness of the Councillors' 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 council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council 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. <p>I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p>
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MELBOURNE
22 October 2021



Sanchu Chummar
as delegate for the Auditor-General of
Victoria

Comprehensive Income Statement

For the Year Ended 30 June 2021

	Note	2021 \$'000	2020 \$'000
Income			
Rates and charges	3.1	122,310	117,249
Statutory fees and fines	3.2	2,689	3,102
User fees	3.3	13,428	14,608
Grants – operating	3.4	30,751	24,699
Grants – capital	3.4	5,293	4,120
Contributions – monetary	3.5	6,795	7,694
Contributions – non-monetary	3.5	-	1,801
Share of net profits (or loss) of associates and joint ventures	6.3	154	316
Other income	3.7	1,178	2,240
Total income		182,598	175,829
Expenses			
Employee costs	4.1	(80,316)	(76,789)
Materials and services	4.2	(58,113)	(57,216)
Depreciation	4.3	(22,417)	(22,374)
Amortisation – intangible assets	4.4	(478)	(429)
Amortisation – right-of-use assets	4.5	(645)	(299)
Bad and doubtful debts	4.6	(278)	(344)
Finance costs – leases	4.7	(33)	(18)
Contributions and donations	4.8	(6,371)	(5,865)
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	(3,575)	(1,624)
Other expenses	4.9	(797)	(1,085)
Total expenses		(173,023)	(166,043)
Surplus for the year		9,575	9,786
Other comprehensive income			
Items that will not be reclassified to surplus or deficit in future periods			
Net asset revaluation increment (or decrement)	9.1	5,876	(104,930)
Total comprehensive result		15,451	(95,144)

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.

FINANCIAL REPORT (continued)

Balance Sheet

As at 30 June 2021

	Note	2021 \$'000	2020 \$'000
Assets			
Current assets			
Cash and cash equivalents	5.1	45,598	30,584
Other financial assets	5.1	-	9,900
Trade and other receivables	5.1	18,989	15,492
Inventories		11	6
Non-current assets classified as held for sale	6.1	2,072	1,194
Other Assets	5.2	1,276	539
Total current assets		67,946	57,715
Non-current assets			
Property, infrastructure, plant and equipment	6.2	1,982,808	1,966,272
Right-of-use assets	5.7	1,533	813
Intangible assets	5.2	1,371	614
Investment in Eastern Regional Libraries Corporation	6.3	5,074	4,920
Total non-current assets		1,990,786	1,972,619
Total assets		2,058,732	2,030,334
Liabilities			
Current liabilities			
Trade and other payables	5.3	13,856	12,528
Trust funds and deposits	5.3	1,857	1,584
Unearned income	5.3	11,657	1,334
Provisions	5.4	19,019	18,392
Lease liabilities	5.7	605	362
Total current liabilities		46,994	34,200
Non-current liabilities			
Provisions	5.4	3,608	3,930
Lease liabilities	5.7	934	459
Total non-current liabilities		4,542	4,389
Total liabilities		51,536	38,589
Net assets		2,007,196	1,991,745
Equity			
Accumulated surplus		706,531	697,657
Reserves	9.1	1,300,665	1,294,088
Total equity		2,007,196	1,991,745

The above Balance Sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

For the Year Ended 30 June 2021

2021		Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
	Note				
Balance at beginning of the financial year		1,991,745	697,657	1,255,639	38,449
Surplus for the year		9,575	9,575	-	-
Net asset revaluation increment/(decrement)	6.2	5,876	-	5,876	-
Transfers to other reserves	9.1	-	(10,020)	-	10,020
Transfers from other reserves	9.1	-	9,319	-	(9,319)
Balance at end of the financial year		2,007,196	706,531	1,261,515	39,150
2020					
	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
Balance at beginning of the financial year		2,086,889	683,276	1,360,569	43,044
Surplus for the year		9,786	9,786	-	-
Net asset revaluation increment/(decrement)	6.2	(104,930)	-	(104,930)	-
Transfers to other reserves	9.1	-	(9,322)	-	9,322
Transfers from other reserves	9.1	-	13,917	-	(13,917)
Balance at end of the financial year		1,991,745	697,657	1,255,639	38,449

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

FINANCIAL REPORT (continued)

Statement of Cash Flows

For the Year Ended 30 June 2021

	Note	2021 Inflows/ (Outflows) \$'000	2020 Inflows/ (Outflows) \$'000
Cash flows from operating activities			
Rates and charges		121,238	114,914
Statutory fees and fines		2,618	2,691
User fees		12,467	15,561
Grants - operating		31,472	25,146
Grants - capital		13,922	8,024
Contributions - monetary		6,882	7,928
Interest received		88	623
Net GST refund		9,652	11,786
Other receipts		1,172	1,880
Net movement in trust deposits		272	(451)
Employee costs		(80,049)	(74,895)
Materials and services		(66,966)	(69,539)
Contributions and donations		(6,973)	(6,420)
Short-term, low value and variable lease payments		(241)	(466)
Other payments		(572)	(714)
Net cash provided by operating activities		44,982	36,068
Cash flows from investing activities			
Payments for property, infrastructure, plant and equipment	6.2	(40,765)	(52,143)
Proceeds from sales of property, infrastructure, plant and equipment		1,575	624
Payments for investments		-	(9,900)
Proceeds from sale of investments		9,900	23,100
Net cash used in investing activities		(29,290)	(38,319)
Cash flows from financing activities			
Interest paid - lease liability		(32)	(18)
Repayment of lease liabilities		(646)	(292)
Net cash used in financing activities		(678)	(310)
Net increase/(decrease) in cash and cash equivalents		15,014	(2,561)
Cash and cash equivalents at the beginning of the financial year		30,584	33,145
Cash and cash equivalents at the end of the financial year		45,598	30,584
Financing arrangements	5.5		
Restrictions on cash assets	5.1		

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Statement of Capital Works

For the Year Ended 30 June 2021

	2021 \$'000	2020 \$'000
Property		
Land	582	-
Total land	582	-
Buildings	8,496	18,797
Total buildings	8,496	18,797
Total property	9,078	18,797
Plant and equipment		
Artworks	46	42
Plant, machinery and equipment	1,219	1,853
Fixtures, fittings and furniture	-	17
Computers and telecommunications	2,264	1,057
Total plant and equipment	3,529	2,969
Infrastructure		
Roads	9,014	8,524
Bridges	1,048	2,962
Footpaths and cycleways	4,360	4,527
Drainage	3,801	3,641
Recreational, leisure and community facilities	8,196	8,442
Off street car parks	1,351	807
Other infrastructure	-	70
Total infrastructure	27,770	28,973
Total capital works expenditure	40,377	50,739
Represented by:		
New asset expenditure	5,169	18,792
Asset renewal expenditure	24,686	22,729
Asset expansion expenditure	1,414	636
Asset upgrade expenditure	9,108	8,582
Total capital works expenditure	40,377	50,739

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Overview

Introduction

Knox City Council was established by an Order of the Governor in Council in 1994 and is a body corporate. The Council's main office is located at 511 Burwood Highway, Wantirna South, Victoria.

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, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

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.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.4)
- the determination of landfill provisions (refer to Note 5.4)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.7)
- whether or not *AASB 1059 Service Concession Arrangements: Grantors* is applicable (refer to Note 8.2)
- other areas requiring judgements

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) Impact of COVID-19

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus, known as coronavirus. A state of disaster was subsequently declared on 2 August 2020. While the impacts of the pandemic have abated somewhat through the 2020-21 year, Council has noted the following significant impacts on its financial operations:

ADDITIONAL REVENUE

The following operating grants related to COVID-19 were received and expended through the 2020-21 financial year:

- \$2.766 million for the Working for Victoria Fund
- \$2.042 million for the kindergarten support special education grant
- \$0.428 million for the provision of outdoor dining
- \$0.227 million for aged care support
- \$0.121 million for the kindergarten support cleaning grant
- \$0.107 million for the childcare support special education grant

REVENUE REDUCTIONS

Council experienced the following significant reductions in revenue during the 2020-21 financial year related to COVID-19:

- \$1.350 million reduction in kindergarten parent fees, offset by the receipt of the kindergarten special education grant
- \$0.464 million reduction in leisure services revenue related to the closure during the pandemic of the Rowville Community Centre, Carrington Park Leisure Centre and the Knox Regional Netball Complex
- \$0.244 million reduction in parking and animal infringement revenue
- \$0.158 million reduction in arts and cultural services revenue related to the closure during the pandemic of the Knox Community Arts Centre and the Ferntree Gully Community Centre, together with the Knox Festival, Stringybark Festival and Candles by Candlelight only being able to run virtually

REVENUE FOREGONE

Council made the decision to waive the following revenue streams for the 2020-21 financial year due to COVID-19:

- \$0.682 million of the contract with Belgravia Leisure for the running of Knox Leisureworks
- \$0.575 million for interest on late payment of rates
- \$0.459 million for food and health premises registration fees
- \$0.402 million for revenue relating to the State Basketball Centre and Boronia Basketball Stadium
- \$0.389 million for summer and winter tenancies for sporting groups

ADDITIONAL COSTS

The following significant additional costs related to COVID-19 were incurred through the 2020-21 financial year:

- \$3.024 million related to the Working for Victoria Fund, including \$2.842 million in employee costs
- \$0.611 million for Council's COVID-19 community support package
- \$0.428 million relating to the provision of outdoor dining
- \$0.347 million for Council's COVID-19 business support package
- \$0.258 million for COVID-19 related cleaning of Council's infrastructure and facilities
- \$0.243 million for personal protective equipment
- \$0.180 million for COVID-19 related security for Council's facilities
- \$0.160 million towards financial support for Knox Basketball Incorporated
- a further \$0.869 million in expenditure directly related to COVID-19 related activities

TRADE AND OTHER RECEIVABLES

The following trade and other receivables have increased due the decision not to carry out debt collection during the 2020-21 financial year:

- \$1.038 million increase in rates debtors
- \$0.166 million increase in parking and animal infringement debtors
- \$0.299 million increase in the provision for doubtful debts for parking and animal infringement debtors

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. *The Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of greater than ten percent and \$1,000,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 22 June 2020. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989 and the Local Government (Planning and Reporting) Regulations 2014*.

1.1 Income and expenditure

	Budget 2021 \$'000	Actual 2021 \$'000	Variance 2021 \$'000	Variance 2021 %	Ref
Income					
Rates and charges	122,245	122,310	65	0%	
Statutory fees and fines	3,295	2,689	(606)	-18%	
User fees	17,468	13,428	(4,040)	-23%	1
Grants - operating	22,808	30,751	7,943	35%	2
Grants - capital	3,335	5,293	1,958	59%	3
Contributions - monetary	7,887	6,795	(1,092)	-14%	4
Contributions - non-monetary	2,000	-	(2,000)	-100%	5
Share of net profits (or loss) of associates and joint ventures	-	154	154	0%	
Other income	1,764	1,178	(586)	-33%	
Total income	180,802	182,598	1,796	1%	
Expenses					
Employee costs	75,212	80,316	(5,104)	-7%	6
Materials and services	75,667	58,113	17,554	23%	7
Depreciation	24,606	22,417	2,189	9%	
Amortisation - intangible assets	892	478	414	46%	
Amortisation - right of use assets	992	645	347	35%	
Bad and doubtful debts	67	278	(211)	-315%	
Borrowing costs	1,187	-	1,187	100%	8
Finance costs - leases	41	33	8	20%	
Contributions and donations	5,681	6,371	(690)	-12%	
Net loss (gain) on disposal of property, infrastructure, plant and equipment	32,229	3,575	28,654	89%	9
Other expenses	634	797	(163)	-26%	
Total expenses	217,208	173,023	44,185	20%	
Surplus/(deficit) for the year	(36,406)	9,575	45,981	-126%	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	User fees	Kindergarten user fees were down \$1.351 million due to the State Government kindergarten fee subsidy program, offset by the receipt of \$2.042 million for the kindergarten special education grant. Childcare user fees were \$0.626 million down on budget, offset by a \$1.273 million increase in the childcare benefit subsidy. Leisure Services user fees were down \$1.768 million against budget with community facilities being closed due to the COVID-19 pandemic. Health services annual and new registrations were waived due to the COVID-19 pandemic, leading to a \$0.459 million reduction in fees received.
2	Grants - operating	Unbudgeted Government grants totalling \$5.509 million were received in response to the COVID-19 pandemic, including Special Education Grants for preschool, grants for the Working for Victoria Fund, grants for outdoor dining, and COVID-19 Emergency Support for Aged Care Meals on Wheels.
3	Grants - capital	Unbudgeted capital grants which were expended throughout the financial year totalled \$3.395 million.
4	Contributions - monetary	Budgeted capital contribution of \$1.125 million relating to social housing has yet to be received.
5	Contributions - non-monetary	No assets were handed over to Council from developers during the 2021 financial year.
6	Employee costs	The employee costs variance is below the percentage materiality threshold of ten percent, however the \$5.104 million variance is considered material. The variance includes \$2.842 million in employee costs relating to the Working for Victoria Fund, with corresponding grant revenue received. \$2.102 million in redundancy payments were paid upon Council's exit from selected Commonwealth Home Support Programme services.
7	Materials and services	There is a continued focus on the containment of operating costs throughout Council, whilst maintaining services for the community. Contributing to the \$17.484 million reduction in materials and services was a \$12.396 million reduction in operating projects expenditure unable to be completed due to the carry forward of capital works to 2021-22, a \$0.613 million decrease in utility costs, and a \$0.451 million reduction in the landfill rehabilitation provision.
8	Borrowing costs	Budgeted borrowings have not occurred yet due to the carry forward of capital works in to 2021-22.
9	Net loss (gain) on disposal of property, infrastructure, plant and equipment	The budgeted transfer of the Knox Regional Sports Park to the State Government has yet to occur, and is now anticipated to occur during the 2022 financial year.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 1 Performance against budget

1.2 Capital works

	Budget 2021 \$'000	Actual 2021 \$'000	Variance 2021 \$'000	Variance 2021 %	Ref
Property					
Land	18,235	582	17,653	97%	1
Total land	18,235	582	17,653	97%	
Buildings	41,348	8,496	32,852	79%	2
Total buildings	41,348	8,496	32,852	79%	
Total property	59,583	9,078	50,505	85%	
Plant and equipment					
Artworks	80	46	34	43%	
Plant, machinery and equipment	2,391	1,219	1,172	49%	3
Fixtures, fittings and furniture	-	-	-	0%	
Computers and telecommunications	12,981	2,264	10,717	83%	4
Total plant and equipment	15,452	3,529	11,923	77%	
Infrastructure					
Roads	10,133	9,014	1,119	11%	5
Bridges	1,625	1,048	577	36%	
Footpaths and cycleways	4,691	4,360	331	7%	
Drainage	4,265	3,801	464	11%	
Recreational, leisure and community facilities	17,005	8,196	8,809	52%	6
Off street car parks	1,075	1,351	(276)	-26%	
Other infrastructure	393	-	393	100%	
Total infrastructure	39,187	27,770	11,417	29%	
Total capital works expenditure	114,222	40,377	73,845	65%	
Represented by:					
New asset expenditure	42,747	5,169	37,578	88%	
Asset renewal expenditure	39,430	24,686	14,744	37%	
Asset expansion expenditure	3,963	1,414	2,549	64%	
Asset upgrade expenditure	28,082	9,108	18,974	68%	
Total capital works expenditure	114,222	40,377	73,845	65%	

(i) Explanation of material variations

Variance Ref	Item	Explanation
1	Land	Capital expenditure is lower than budget due to the carry forward to 2021-22 of land purchases relating to the Knox Central Project.
2	Buildings	Capital expenditure is lower than budget due to \$1.301 million of works being unable to be capitalised, together with projects being capitalised under different classes (\$0.177 million) and works carried forward to 2021-22. Works carried forward to 2021-22 includes the first contribution towards the Knox Regional Sports Park project (\$12.500 million), the Stamford Park development (\$9.069 million), the operation centre relocation project (\$3.514 million), the Westfield library program (\$3.864 million), and the Modular Building Program (\$3.788 million).
3	Plant, machinery and equipment	Capital expenditure for plant, machinery and equipment mainly relates to Council's fleet renewal program. Funds totalling \$0.750 million are to be carried forward to 2021-22.
4	Computers and telecommunications	Capital expenditure is lower than budget due to the delay in commencing the ICT Strategy. From this year, \$1.059 million of works delivered were not able to be capitalised and a total of \$6.475 million for both the ICT strategy and renewal capital expenditure is being carried forward.
5	Roads	Capital expenditure is lower than budget due to \$0.073 million of works being unable to be capitalised, and works being carried forward to 2021-22 totalling \$0.874 million.
6	Recreational, leisure and community facilities	Capital expenditure is lower than budget due to landscaping and planting works being unable to be capitalised (\$1.372 million), projects being capitalised under different classes (\$1.137 million), and works carried forward to 2021-22. Work to be carried forward to 2021-22 includes \$2.619 million for unstructured recreation capital works, \$2.170 million for renewal of active open space and \$0.871 million for the Playground Renewal Program. The budgeted pitch resurfacing at Knox Regional Sports Park was postponed after a review of the pitch condition (\$2.500 million).

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 2 Analysis of Council results by program

Knox City Council delivers its functions and activities through the following programs.

2(a)

CEO

The office of the CEO incorporates the CEO and Finance.

CEO responsibilities include establishing and maintaining an appropriate organisational structure for the council, managing interactions between council staff and Councillors, ensuring that Council decisions are implemented promptly, providing timely advice to Council, providing timely and reliable advice to the Council about its legal obligations, and overseeing the daily management of council operations following the Council Plan.

Finance exists to enable Council to comply with statutory requirements, provide strategic financial direction, undertake essential business processes and to support the organisation with business and financial assistance and advice.

City Centre

The City Centre Directorate incorporates Communications, Customer Service and Knox Central.

Communications supports the organisation through coordinating, facilitating and managing a range of written and verbal media. The department supports consistent branding, delivery and renewal of Council's significant signage, advertising and key publications.

Customer Service strive to deliver service excellence and create great customer experiences by providing information, guidance and resolution where possible. They support and enable the delivery of Council services, programs and information to the community.

Knox Central supports Council's strategic direction for the Knox Central Activity Centre which serves a broad cross-section of the community within Knox and across the eastern suburbs of Melbourne. Anchored by the shopping centre it includes retail, residential, industrial, commercial, educational uses, along with significant areas of open space.

City Strategy and Integrity

The City Development Directorate incorporates City Safety and Health, City Futures, City Planning and Building, Governance and Strategic Procurement and Property. The Directorate's purpose relates directly to Council's purpose to enhance the quality of life of the Knox community.

City Safety and Health promotes and protects the safety, health and amenity of the community through the key functions of Emergency Management, Health Services and Local Laws.

City Futures purpose is to strategically work across the organisation and the community to understand and manage the changing city.

City Planning and Building covers planning and building approvals, subdivisions and enforcement.

Governance ensure that Council is complying with the statutory requirements associated with municipal elections, Council decisions (Chamber and delegated), information privacy, freedom of information and meeting procedure. It also includes the support services for Council's nine Councillors who have been elected by the residents and ratepayers of the municipality. This also includes Council functions such as citizenship ceremonies.

Strategic Procurement and Property provides expertise, guidance and processes for the purchase of goods and services. It also provides expertise for all property matters.

Connected Communities

The Community Services Directorate incorporates Community Wellbeing, Family and Children's Services, Community Access and Support and Active and Creative Communities. The Directorate is responsible for the management and delivery of a diverse range of community services and programs.

Community Wellbeing works strategically with the community and organisation to enable and contribute to the achievement of health and wellbeing outcomes for Knox.

Family and Children's Services delivers Council's early years services across the municipality.

Community Access and Support aims to make effective use of opportunities to enhance the physical, social and emotional wellbeing of people that enables them active participation in society.

Youth, Leisure and Cultural Services purpose is to make Knox an active, resilient, creative and inclusive community.

Strategy, People and Culture

Strategy, People and Culture provides strategic and operational leadership, services and programs around all aspects of human resource management.

Information Technology provide a centralised approach to the management and maintenance of Council's Information Technology systems and services.

Transformation is responsible for the rollout of the organisational continuous improvement program based on Lean thinking and practice.

Infrastructure

The Infrastructure Directorate incorporates Sustainable Infrastructure, Community Infrastructure, Operations and the Major Initiatives Unit. The Directorate is responsible for constructing new infrastructure and maintaining existing infrastructure across a very diverse range of assets that underpin the wellbeing of the community. These assets include capital works engineering services, environment and waste, city works, parks and gardens, emergency management and municipal resources.

Sustainable Infrastructure is responsible for waste management, local traffic management, and the management of the capital works program.

Community Infrastructure is responsible for the maintenance, renewal, upgrade and associated works of Council's buildings. It is also responsible for stormwater management, landscape and environmental design, and providing strategic direction in biodiversity enhancement.

Operations is responsible for asset rehabilitation and for reactive and proactive maintenance. It is also responsible for fleet management, and the maintenance of Council open space and reserves.

The Major Initiatives Unit provides for the delivery of major projects that supplement the full program of capital projects being delivered by the various delivery teams within Council.

FINANCIAL REPORT (continued)

Notes to the Financial Report
For the Year Ended 30 June 2021

Note 2 Analysis of Council results by program

2(b) Summary of revenues, expenses, assets and capital expenses by program

2021	Income \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income \$'000	Total assets \$'000
CEO	113,573	3,555	110,018	6,623	60,038
City Centre	9	3,908	(3,899)	-	125
City Strategy and Integrity	12,722	23,172	(10,450)	1,325	70,246
Connected Communities	25,170	55,746	(30,576)	20,596	556,720
Infrastructure	28,271	69,484	(41,213)	4,734	1,365,540
Strategy, People and Culture	2,853	17,158	(14,305)	2,766	6,063
	182,598	173,023	9,575	36,044	2,058,732

2020	Income \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income \$'000	Total assets \$'000
CEO	111,497	5,652	105,845	6,344	54,071
City Centre	54	3,719	(3,665)	-	129
City Strategy and Integrity	12,411	21,979	(9,568)	902	68,323
Connected Communities	24,403	52,852	(28,449)	17,504	550,979
Infrastructure	26,828	67,924	(41,096)	3,726	1,353,656
Strategy, People and Culture	636	13,917	(13,281)	343	3,176
	175,829	166,043	9,786	28,819	2,030,334

Note 3 Funding for the delivery of our services

3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV takes into account the total value of a property including all land, buildings and other improvements but excluding fixtures and fittings.

The valuation base used to calculate general rates for 2020-21 was \$51,761 million (2019-20 \$48,130 million). The 2020-21 rate in the CIV dollar was \$0.0016831 (2019-20 \$0.0017571) for the residential rate.

	2021 \$'000	2020 \$'000
General rates	106,143	103,438
Residential garbage charge	13,880	11,298
Service rates and charges	2,024	1,948
Supplementary rates and rate adjustments	205	182
Cultural and recreational	59	59
Interest on rates and charges	(1)	324
Total rates and charges	122,310	117,249

The date of the latest general revaluation for rating purposes within the municipal district was 1 January 2020 and the valuation first applied to the rating year commencing 1 July 2020.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

3.2 Statutory fees and fines

	2021 \$'000	2020 \$'000
Permits	1,952	2,006
Infringements and costs	452	715
Town planning fees	170	155
Land information certificates	113	102
Court recoveries	-	123
Other statutory fees and fines	2	1
Total statutory fees and fines	2,689	3,102

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

3.3 User fees

	2021 \$'000	2020 \$'000
Waste management services	6,605	5,966
Child care/children's programs	1,763	2,721
Registration and other permits	1,730	1,951
Leisure centre and recreation	939	1,733
Aged and health services	849	858
Building services	518	384
Other fees and charges	1,024	995
Total user fees	13,428	14,608

User fees are recognised as revenue when the service has been provided or Council has otherwise earned the income.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 3 Funding for the delivery of our services

3.4 Funding from other levels of government

Grants were received in respect of the following:

	2021 \$'000	2020 \$'000
Summary of grants		
Commonwealth funded grants	17,388	16,625
State funded grants	18,656	12,194
Total grants received	36,044	28,819

(a) Operating grants

Recurrent - Commonwealth Government

Financial Assistance Grants	6,623	6,344
General home care	4,347	4,283
Family and children - child care	3,562	3,011

Recurrent - State Government

Family and children - preschool	5,978	5,489
Family and children - maternal and child health	1,166	1,099
General home care	841	919
School crossing supervisors	689	704
Family and children - child care	466	390
Community health	270	109
Family and children - youth services	243	182
Other	12	6

Total recurrent operating grants	24,197	22,536
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Non-recurrent - Commonwealth Government

General home care	227	109
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Non-recurrent - State Government

Family and children - preschool	2,245	422
Family and children - maternal and child health	407	354
Family and children - child care	163	-
Environmental planning	153	727
Community health	69	107
Family and children - youth services	10	-
Recreational, leisure and community facilities	7	42
Other	3,273	402

Total non-recurrent operating grants	6,554	2,163
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Total operating grants	30,751	24,699
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Other non-recurrent State Government operating grants includes COVID-19 related grants for the Working for Victoria Fund (\$2.766 million) and for the provision of outdoor dining (\$0.428 million)

(b) Capital grants

	2021 \$'000	2020 \$'000
Recurrent - Commonwealth Government		
Financial Assistance Grants - local roads	1,159	1,162
Roads to recovery	733	733
Recreational, leisure and community facilities	550	634
Footpaths and cycleways	150	-
Recurrent - State Government		
Bridges	1,061	-
Recreational, leisure and community facilities	869	168
Buildings	126	89
Total recurrent capital grants	4,648	2,786
Non-recurrent - Commonwealth Government		
Footpaths and cycleways	100	-
Recreational, leisure and community facilities	(63)	349
Non-recurrent - State Government		
Recreational, leisure and community facilities	457	351
Buildings	79	88
Roads	42	480
Footpaths and cycleways	25	-
Drainage	5	-
Family and children - preschool	-	66
Total non-recurrent capital grants	645	1,334
Total capital grants	5,293	4,120

(c) Unspent grants received on condition that they be spent in a specific manner

	2021 \$'000	2020 \$'000
Operating		
Balance at start of year	677	829
Received during the financial year and remained unspent at balance date	1,364	534
Received in prior years and spent during the financial year	(459)	(686)
Balance at year end	1,582	677
Capital		
Balance at start of year	860	3,028
Received during the financial year and remained unspent at balance date	9,495	800
Received in prior years and spent during the financial year	(280)	(2,968)
Balance at year end	10,075	860

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 3 Funding for the delivery of our services

3.5 Contributions

	2021 \$'000	2020 \$'000
Monetary	6,795	7,694
Non-monetary	-	1,801
Total contributions	6,795	9,495

Contributions of non-monetary assets were received in relation to the following asset classes:

	2021 \$'000	2020 \$'000
Land	-	1,157
Drainage	-	278
Roads	-	315
Footpaths and cycleways	-	42
Car parks	-	9
Total non-monetary contributions	-	1,801

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

	2021 \$'000	2020 \$'000
Proceeds of sale	1,575	544
Written down value of assets disposed	(5,150)	(2,168)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	(3,575)	(1,624)

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

3.7 Other income

	2021 \$'000	2020 \$'000
Reimbursements	698	1,093
Interest	325	469
Rent	55	443
Other	100	235
Total other income	1,178	2,240

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Note 4 The cost of delivering services

4.1 Employee costs

(a) Employee costs

	2021 \$'000	2020 \$'000
Wages and salaries	59,242	53,520
Annual leave and long service leave	7,073	8,787
Agency staff	5,979	7,245
Superannuation	6,135	5,769
WorkCover	1,682	1,174
Fringe benefits tax	205	294
Total employee costs	80,316	76,789

Included in the employee costs is \$2.842 million related to the Working for Victoria Fund. This is funded by corresponding grant revenue (refer Note 3.4).

(b) Superannuation

Council made contributions to the following funds:

	2021 \$'000	2020 \$'000
Defined benefit fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	273	295
Employer contributions - other funds	-	-
	273	295
Employer contributions payable at reporting date	-	-
Accumulation funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,237	3,154
Employer contributions - other funds	2,595	2,209
	5,832	5,363
Employer contributions payable at reporting date	456	413

Refer to Note 9.3 for further information relating to Council's superannuation obligations.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 4 The cost of delivering services

4.2 Materials and services

	2021 \$'000	2020 \$'000
Contract payments		
Waste Management	18,453	15,260
Operations - Maintenance	6,998	6,745
Operating Projects Expenditure	3,365	5,623
Corporate Services	2,644	1,158
Active Ageing & Disability	1,161	1,129
Family & Children's Services	667	716
Arts & Cultural Services	341	542
People & Culture	499	411
Community Law	271	415
Other	879	614
Total contract payments	35,278	32,613
Administration costs	6,273	6,692
Consumable materials and equipment	3,316	3,429
Utilities	2,903	3,451
Information technology	3,131	2,735
Building maintenance	1,917	2,123
Insurance	1,849	1,599
Consultants	1,805	2,083
Finance and legal costs	965	1,776
General maintenance	676	715
Total materials and services	58,113	57,216

4.3 Depreciation

	2021 \$'000	2020 \$'000
Infrastructure	16,061	15,937
Property	4,820	4,853
Plant and equipment	1,536	1,584
Total depreciation	22,417	22,374

Refer to note 5.2(b), 5.7 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

4.4 Amortisation - intangible assets

	2021 \$'000	2020 \$'000
Software	478	429
Total amortisation - intangible assets	478	429

4.5 Amortisation - right of use assets

	2021 \$'000	2020 \$'000
Property	195	174
Computers and telecommunications	434	125
Plant and equipment	16	-
Total amortisation - right of use assets	645	299

4.6 Bad and doubtful debts

	2021 \$'000	2020 \$'000
Parking and animal infringement debtors	299	251
Other debtors	(21)	93
Total bad and doubtful debts	278	344

Movement in provisions for doubtful debts

Balance at the beginning of the year	92	26
New provisions recognised during the year	45	97
Amounts already provided for and written off as uncollectible	(23)	(31)
Amounts provided for but recovered during the year	(67)	-
Balance at the end of the year	47	92

Provision for doubtful debt is recognised when there is objective evidence that an impairment loss has occurred. Bad debts are written off when identified.

4.7 Finance costs - leases

	2021 \$'000	2020 \$'000
Interest - lease liabilities	33	18
Total finance costs - leases	33	18

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 4 The cost of delivering services

4.8 Contributions and donations

	2021 \$'000	2020 \$'000
Contribution to the Eastern Regional Libraries Corporation	4,105	4,196
Community support payments	2,266	1,669
Total contributions and donations	6,371	5,865

4.9 Other expenses

	2021 \$'000	2020 \$'000
Councillors allowances	368	383
Operating lease rentals	219	424
Auditor's remuneration - internal	150	219
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	60	59
Total other expenses	797	1,085

Note 5 Our financial position

5.1 Financial assets

(a) Cash and cash equivalents

	2021 \$'000	2020 \$'000
Cash on hand	5	5
Cash at bank	30,593	30,579
Term deposits	15,000	-
Total cash and cash equivalents	45,598	30,584

(b) Other financial assets

	2021 \$'000	2020 \$'000
Term deposits – current	-	9,900
Total other financial assets	-	9,900
Total financial assets	45,598	40,484

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

	2021 \$'000	2020 \$'000
• Trust funds and deposits (Note 5.3)	1,857	1,584
• Restricted reserves (Note 9.1 (b))	16,939	14,379
Total restricted funds	18,796	15,963
Total unrestricted cash and cash equivalents	26,802	14,621

As at balance date Council had \$15.000 million in term deposits maturing within 90 days.

Intended allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

	2021 \$'000	2020 \$'000
• Other reserves (Note 9.1 (b))	22,210	24,069
Total funds subject to intended allocations	22,210	24,069

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.

Term deposits are held to maturity and measured at original cost.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 5 Our financial position

5.1 Financial assets

(c) Trade and other receivables

	2021 \$'000	2020 \$'000
Current		
Statutory receivables		
Rates debtors	12,035	10,997
Special rate assessment	52	52
Parking and animal infringement debtors	2,151	1,985
Provision for doubtful debts - parking and animal infringement debtors	(1,609)	(1,310)
Non statutory receivables		
Other debtors	6,407	3,860
Provision for doubtful debts - other debtors	(47)	(92)
Total current trade and other receivables	18,989	15,492

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

(d) Ageing of receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

	2021 \$'000	2020 \$'000
Current (not yet due)	3,897	2,922
Past due by up to 30 days	1,532	144
Past due between 31 and 180 days	601	290
Past due between 181 and 365 days	167	221
Past due by more than 1 year	210	283
Total trade and other receivables	6,407	3,860

(e) Ageing of individually impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$nil (2020: \$nil) were impaired. The amount of the provision raised against these debtors was \$nil (2020: \$nil). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with the Council's debt collectors or are on payment arrangements.

The ageing of receivables that have been individually determined as impaired at reporting date was:

	2021 \$'000	2020 \$'000
Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 180 days	-	-
Past due between 181 and 365 days	-	-
Past due by more than 1 year	-	-
Total trade and other receivables	-	-

5.2 Non-financial assets

(a) Other assets

	2021 \$'000	2020 \$'000
Prepayments	1,257	420
Accrued income	19	119
Total other assets	1,276	539

(b) Intangible assets

Software	1,371	614
Total intangible assets	1,371	614

Gross carrying amount

Balance at beginning of year	4,725	4,616
Additions	1,235	109
Balance at end of year	5,960	4,725

Accumulated amortisation and impairment

Balance at beginning of year	4,111	3,681
Amortisation expense	478	430
Balance at end of year	4,589	4,111
Net book value at the end of the year	1,371	614

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 5 Our financial position

5.3 Payables

(a) Trade and other payables

	2021 \$'000	2020 \$'000
Trade payables	7,693	8,163
Accrued expenses	4,979	3,158
Prepaid income	1,184	1,207
Total trade and other payables	13,856	12,528

(b) Trust funds and deposits

Refundable deposits	1,612	1,358
Retention amounts	137	129
Fire services levy	43	19
Other	65	78
Total trust funds and deposits	1,857	1,584

(c) Unearned income

Grants received in advance - operating	1,582	534
Grants received in advance - capital	10,075	800
Other	-	-
Total unearned income	11,657	1,334

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

Purpose and nature of items

Refundable deposits - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

Fire service levy - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a four-instalment basis. Amounts disclosed will be remitted to the State Government in line with that process.

Retention amounts - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

5.4 Provisions

2021	Employee \$'000	Landfill rehabilitation \$'000	Total \$'000
Balance at beginning of the financial year	19,086	3,236	22,322
Additional provisions	7,018	(175)	6,843
Amounts used	(5,912)	(202)	(6,114)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(350)	(74)	(424)
Balance at the end of the financial year	19,842	2,785	22,627

Balance at beginning of the financial year	16,169	5,656	21,825
Additional provisions	7,779	(2,272)	5,507
Amounts used	(5,405)	(270)	(5,675)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	543	122	665
Balance at the end of the financial year	19,086	3,236	22,322

(a) Employee provisions

	2021 \$'000	2020 \$'000
Current provisions expected to be wholly settled within 12 months		
Annual leave	3,020	2,644
Long service leave	1,036	1,021
Gratuities	69	74
	4,125	3,739
Current provisions expected to be wholly settled after 12 months		
Annual leave	3,750	3,190
Long service leave	10,107	10,389
Gratuities	648	689
	14,505	14,268
Total current employee provisions	18,630	18,007
Non-current		
Long service leave	1,212	1,079
Total non-current employee provisions	1,212	1,079
Aggregate carrying amount of employee provisions:		
Current	18,630	18,007
Non-current	1,212	1,079
Total aggregate carrying amount of employee provisions	19,842	19,086

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 5 Our financial position

5.4 Provisions

Wages and salaries and annual leave

Liabilities for wages and salaries including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

	2021	2020
Key assumptions - AL:		
• Weighted average discount rate	0.03%	0.14%
• Weighted average index rate	2.26%	2.42%
• Average settlement period (years)	2	2
Key assumptions - LSL:		
• Weighted average discount rate - current	1.09%	0.72%
• Weighted average discount rate - non-current	0.39%	0.31%
• Weighted average index rate - current	2.21%	2.20%
• Weighted average index rate - non-current	2.46%	2.60%
• Average settlement period (years)	17	18

Gratuity retirement allowance

A Gratuity retirement allowance exists for employees who commenced prior to 3 May 1996, with new employees who commenced after that date not being eligible, and is recognised in the provision for employee benefits as a current liability. Liabilities expected to be wholly settled within 12 months of the reporting date are measured at their nominal values. Liabilities that are not expected to be wholly settled within 12 months of the reporting date are measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

	2021	2020
Key assumptions - Gratuity:		
• Weighted average discount rate	0.08%	0.23%
• Weighted average index rate	2.17%	2.20%
• Average settlement period (years)	24	23

(b) Landfill rehabilitation

	2021 \$000	2020 \$000
Current		
Cathies Lane landfill site	273	277
Llewellyn Reserve landfill site	116	108
	389	385
Non-current		
Cathies Lane landfill site	1,683	2,021
Llewellyn Reserve landfill site	713	830
Total non-current provisions	2,396	2,851
Total aggregate carrying amount of landfill rehabilitation provisions	2,785	3,236

Council owns two former landfill sites – Cathies Lane and Llewellyn Reserve. Under the terms of Post Closure Pollution Abatement Notices issued by the Environment Protection Authority (EPA), Council is required to monitor, progressively rehabilitate and conduct rectification works. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken including site aftercare and monitoring costs. The expected cost of works has been estimated based on current understanding of work required to progressively rehabilitate the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

	2021	2020
Key assumptions - Cathies Lane landfill site:		
• Weighted average discount rate	2.10%	1.83%
• Inflation rate	2.00%	2.00%
• Settlement period (years)	13	14
• Estimated cost to rehabilitate	\$2.031m	\$2.317m
Key assumptions - Llewellyn Reserve landfill site:		
• Weighted average discount rate	2.09%	1.83%
• Inflation rate	2.00%	2.00%
• Settlement period (years)	13	14
• Estimated cost to rehabilitate	\$0.860m	\$0.945m

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 5 Our financial position

5.4 Provisions (continued)

Cathies Lane landfill site

Council operated the Cathies Lane landfill site, Wantirna South from 1986 to 2004, under a licence issued by the Environment Protection Authority (EPA). The site is closed as a landfill but a portion of the site is still being used as a resource recovery centre (transfer station) to receive, process and transport waste to other sites for refuse and/or disposal. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice and Council has surrendered the landfill licence.

In the financial report for June 2021, Council has an amount of \$1.957 million as a provision for the restoration of the Cathies Lane landfill site and includes an ongoing commitment of approximately \$0.147 million per annum for site aftercare to meet EPA obligations where restoration works have been completed. This is based on the assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs. Included in the aftercare is the cost to provide a bank guarantee to meet the Financial Assurance requirements imposed by the EPA on Council for thirty years post closure of this site.

Llewellyn Reserve landfill site

Council's landfill site at Llewellyn Reserve was closed in 1985. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice.

In the financial report for June 2021, Council has an amount of \$0.829 million as a provision for the restoration of the Llewellyn Reserve landfill site and includes an ongoing commitment of approximately \$0.062 million per annum to cover sampling, testing and reporting requirements as required by the EPA. This is based on an assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs.

Summary of provisions

	2021 \$'000	2020 \$'000
Current	19,019	18,392
Non-current	3,608	3,930
Total provisions	22,627	22,322

5.5 Financing arrangements

	2021 \$'000	2020 \$'000
The Council has the following funding arrangements in place as at 30th June 2021		
Bank overdraft	1,500	1,500
Credit card facilities	200	200
Total facilities	1,700	1,700
Used facilities	17	11
Unused facilities	1,683	1,689

5.6 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet.

2021	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
Operating					
Garbage collection and recycling	6,903	7,075	7,252	-	21,230
Library services	4,472	4,510	9,157	-	18,139
Infrastructure management	2,350	1,547	367	48	4,312
Consultancies	975	390	176	-	1,541
Cleaning contracts for council building	816	691	-	-	1,507
Open space management	-	-	-	-	-
Total	15,516	14,213	16,952	48	46,729
Capital					
Buildings	14,461	-	-	-	14,461
Other infrastructure	1,369	120	100	-	1,589
Total	15,830	120	100	-	16,050
2020					
2020	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
Operating					
Garbage collection and recycling	12,239	6,345	13,169	-	31,753
Library services	4,376	4,472	9,066	-	17,914
Infrastructure management	1,068	739	242	-	2,049
Consultancies	3,850	1,353	466	-	5,669
Cleaning contracts for council buildings	1,036	832	204	-	2,072
Open space management	1,564	-	-	-	1,564
Total	24,133	13,741	23,147	-	61,021
Capital					
Buildings	622	58	-	-	680
Other infrastructure	2,980	-	-	-	2,980
Total	3,602	58	-	-	3,660

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 5 Our financial position

5.7 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

5.7 Leases

Right-of-use assets

	Property \$'000	Computers and Telecommunications \$'000	Plant and Equipment \$'000	Total \$'000
Balance at 1 July 2020	457	356	-	813
Additions	400	884	81	1,365
Amortisation charge	(195)	(434)	(16)	(645)
Balance at 30 June 2021	662	806	65	1,533

Balance at 1 July 2019	560	44	-	604
Additions	71	437	-	508
Amortisation charge	(174)	(125)	-	(299)
Balance at 30 June 2020	457	356	-	813

Lease liabilities

	2021 \$'000	2020 \$'000
Maturity analysis - contractual undiscounted cash flows		
Less than one year	633	368
One to five years	959	625
More than five years	-	-
Total undiscounted lease liabilities as at 30 June	1,592	993
Lease liabilities included in Balance Sheet at 30 June:		
Current	605	362
Non-current	934	459
Total lease liabilities	1,539	821

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 5 Our financial position

5.7 Leases

Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

Expenses relating to:	2021 \$'000	2020 \$'000
Short-term leases	206	415
Leases of low value assets	13	9
Total	219	424
Variable lease payments (not included in measurement of lease liabilities)	-	-

Non-cancellable lease commitments - short-term and low-value leases

Payable:		
Within one year	11	10
Later than one year but not later than five years	9	11
Total lease commitments	20	21

Note 6 Assets we manage

6.1 Non-current assets classified as held for sale

	2021 \$'000	2020 \$'000
Buildings	227	808
Land at fair value	1,845	386
Total non-current assets classified as held for sale	2,072	1,194

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of their carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 6 Assets we manage

6.2 Property, infrastructure, plant and equipment

Summary of property, infrastructure, plant and equipment

	At Fair Value 30 June 2020 \$'000	At cost 30 June 2020 \$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000
Land	949,183	7,139	582	-	-
Buildings	179,691	-	7,295	-	-
Plant and equipment	-	9,391	1,290	-	-
Infrastructure	742,614	64,254	27,868	-	5,926
Work in progress	-	14,000	13,033	-	-
	1,871,488	94,784	50,068	-	5,926

Summary of work in progress

	Opening work in progress \$'000	Additions \$'000	Transfers \$'000	Write offs \$'000	Closing work in progress \$'000
Property	3,836	4,581	(3,380)	(11)	5,026
Infrastructure	10,164	8,452	(7,546)	(28)	11,042
	14,000	13,033	(10,926)	(39)	16,068

(a) Property	Land - specialised \$'000	Land - non specialised \$'000
At fair value 1 July 2020	774,287	174,897
At cost 1 July 2020	3,984	-
Accumulated depreciation at 1 July 2020	-	-
	778,271	174,897
Movements		
Additions at cost	-	582
Contributions	-	-
Revaluation	-	-
Disposal at fair value	(1,310)	-
Disposal at cost	-	-
Impairment losses recognised in operating result	-	-
Transfers and write offs	-	-
	(1,310)	582
Movements in accumulated depreciation		
Depreciation and amortisation	-	-
Accumulated depreciation of disposals	-	-
Revaluation	-	-
	(1,310)	-
At fair value 30 June 2021	772,977	174,897
At cost 30 June 2021	3,984	582
Accumulated depreciation at 30 June 2021	-	-
	776,961	175,479

Depreciation \$'000	Disposal \$'000	Impairment \$'000	Transfers and write offs \$'000	At fair value 30 June 2021 \$'000	At cost 30 June 2021 \$'000	Total WDV 30 June 2021 \$'000
-	(1,310)	-	-	947,874	7,720	955,594
(4,820)	(1,380)	(50)	-	173,665	7,071	180,736
(1,536)	(269)	-	-	-	8,876	8,876
(16,061)	(3,068)	-	-	732,234	89,300	821,534
-	(39)	-	(10,926)	-	16,068	16,068
(22,417)	(6,066)	(50)	(10,926)	1,853,773	129,035	1,982,808

Land improvements \$'000	Total land \$'000	Buildings - specialised \$'000	Total buildings \$'000	Work in progress \$'000	Total property \$'000
-	949,184	301,173	301,173	-	1,250,357
3,154	7,138	-	-	3,836	10,974
-	-	(121,482)	(121,482)	-	(121,482)
3,154	956,322	179,691	179,691	3,836	1,139,849
-	582	7,295	7,295	4,582	12,459
-	-	-	-	-	-
-	-	-	-	-	-
-	(1,310)	(4,661)	(4,661)	-	(5,971)
-	-	-	-	(11)	(11)
-	-	(50)	(50)	-	(50)
-	-	-	-	(3,380)	(3,380)
-	(728)	2,584	2,584	1,191	3,047
-	-	(4,820)	(4,820)	-	(4,820)
-	-	3,281	3,281	-	3,281
-	-	-	-	-	-
-	-	(1,539)	(1,539)	-	(1,539)
-	947,874	296,462	296,462	-	1,244,336
3,154	7,720	7,295	7,295	5,026	20,041
-	-	(123,021)	(123,021)	-	(123,021)
3,154	955,594	180,736	180,736	5,026	1,141,356

FINANCIAL REPORT (continued)

Notes to the Financial Report
For the Year Ended 30 June 2021

Note 6 Assets we manage

6.2 Property, infrastructure, plant and equipment

(b) Plant and equipment

	Plant, machinery and equipment \$'000	Fixtures, fittings and furniture \$'000
At cost 1 July 2020	13,049	2,291
Accumulated depreciation at 1 July 2020	(5,306)	(1,986)
	7,743	305
Movements		
Additions at cost	1,218	-
Disposal at cost	(966)	-
	252	-
Movements in accumulated depreciation		
Depreciation and amortisation	(1,220)	(81)
Accumulated depreciation of disposals	705	-
	(515)	(81)
At cost 30 June 2021	13,301	2,291
Accumulated depreciation at 30 June 2021	(5,821)	(2,067)
	7,480	224

	Roads \$'000	Bridges \$'000	Footpaths and cycleways \$'000
(c) Infrastructure			
At fair value 1 July 2020	685,131	16,054	146,741
At cost 1 July 2020	8,867	-	2,804
Accumulated depreciation at 1 July 2020	(202,669)	(4,172)	(84,864)
	491,329	11,882	64,681
Movements			
Additions at cost	7,883	1,225	5,497
Contributions	-	-	-
Revaluation	-	-	-
Disposal at fair value	(2,898)	-	(3,288)
Disposal at cost	-	-	-
Transfers and write offs at cost	-	-	-
	4,985	1,225	2,209
Movements in accumulated depreciation			
Depreciation and amortisation	(6,634)	(170)	(2,969)
Accumulated depreciation of disposals	2,097	-	2,150
Revaluation	409	-	7,738
	(4,128)	(170)	6,919
At fair value 30 June 2021	682,233	16,053	143,453
At cost 30 June 2021	16,750	1,225	8,300
Accumulated depreciation at 30 June 2021	(206,797)	(4,341)	(77,944)
	492,186	12,937	73,809

Computers and telecomms \$'000	Artworks \$'000	Total plant and equipment \$'000
4,286	437	20,063
(3,380)	-	(10,672)
906	437	9,391
72	-	1,290
-	(8)	(974)
72	(8)	316
(235)	-	(1,536)
-	-	705
(235)	-	(831)
4,358	429	20,379
(3,615)	-	(11,503)
743	429	8,876

Drainage \$'000	Recreational, leisure and community facilities \$'000	Off street car parks \$'000	Other infrastructure \$'000	Work in progress \$'000	Total infrastructure \$'000
326,669	-	25,056	5,646	-	1,205,297
-	68,490	1,049	295	10,164	91,669
(161,111)	(17,146)	(7,014)	(2,958)	-	(479,934)
165,558	51,344	19,091	2,983	10,164	817,032
4,071	7,815	1,377	-	8,451	36,319
-	-	-	-	-	-
-	-	-	(2,221)	-	(2,221)
-	-	-	(3,425)	-	(9,611)
-	(1,337)	-	(236)	(28)	(1,601)
-	-	-	-	(7,546)	(7,546)
4,071	6,478	1,377	(5,882)	877	15,340
(4,105)	(1,749)	(432)	(2)	-	(16,061)
-	919	-	2,950	-	8,116
-	-	-	-	-	8,147
(4,105)	(830)	(432)	2,948	-	202
326,669	-	25,056	-	-	1,193,464
4,071	74,968	2,426	60	11,042	118,842
(165,216)	(17,976)	(7,446)	(10)	-	(479,730)
165,524	56,992	20,036	50	11,042	832,576

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 6 Assets we manage

6.2 Property, infrastructure, plant and equipment

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods	Depreciation Period Years	Threshold Limit \$'000
Land & land improvements		
Land	n/a	10
Land improvements	n/a	10
Land under roads	n/a	10
Buildings		
Buildings	20-200	10
Plant and equipment		
Plant, machinery and equipment	3-10	10
Fixtures, fittings and furniture	3-10	10
Computers and telecommunications	3-10	10
Artworks	n/a	10
Infrastructure		
Roads – surfacing	2-50	5
Roads – kerb and channel	70	5
Roads – substructure	30-185	20
Roads – earthworks	n/a	20
Bridges	30-100	5
Footpaths and cycleways	2-50	5
Drainage	80	5
Recreational, leisure and community facilities	15-60	10
Off street car parks	2-185	10
Other infrastructure	7-30	2
Intangible assets		
Software	5	10

Land under roads

Land under roads acquired after 30 June 2008 is brought to account at cost. Council does not recognise land under roads that it controlled prior to that date.

Depreciation and amortisation

Buildings, plant and equipment, infrastructure and intangible assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Land, land improvements, land under roads, roads – earthworks and artworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are consistent with the prior year unless otherwise stated.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold, the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Valuation of land and buildings

Valuation of land and buildings were undertaken by Brian Robinson from Westlink Consulting, a qualified independent valuer, registration number 62215. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.

The date of the current valuation is detailed in the following table. Details of the Council's Land and Buildings and information about the fair value hierarchy as at 30 June 2021 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Land	-	174,897	-	June 2020
Specialised land	-	-	772,977	June 2020
Specialised buildings	-	-	173,665	June 2020
Total	-	174,897	946,642	

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 6 Assets we manage

6.2 Property, infrastructure, plant and equipment

Valuation of infrastructure

The valuation of fire hydrants (other infrastructure) was to have been determined in accordance with a valuation undertaken by Mr Alexander Bourke, BE (Hons)(Civil), Asset Engineer, Knox City Council. However a determination has been made that Council does not own the fire hydrants listed on the asset register under the class of fire hydrants, and accordingly there has been a derecognition of fire hydrants in the financial accounts.

The date of the current valuation is detailed in the following table. The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

A full revaluation of roads, footpaths and off street car parks will be conducted in 2021-22 and a full revaluation of bridges, cycleways and drainage will be conducted in 2022-23.

Details of the Council's Infrastructure and information about the fair value hierarchy as at 30 June 2021 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation
Roads	-	-	475,829	June 2019
Bridges	-	-	11,716	June 2020
Footpaths and cycleways			65,587	June 2019 / June 2020
Drainage	-	-	161,461	June 2020
Off street car parks	-	-	17,641	June 2019
Other Infrastructure	-	-	-	June 2021
Total	-	-	732,234	

Description of significant unobservable inputs into level 3 valuations

Specialised land is valued using a market based direct comparison technique. Significant unobservable input include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 20% and 50%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$8 and \$1,317 per square metre.

Specialised buildings are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$320 to \$8,130 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary up to 145 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary up to 185 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

Reconciliation of specialised land at fair value

	2021 \$'000	2020 \$'000
Parks and reserves	705,817	707,126
Community facilities	30,967	30,967
Civic precinct	24,856	24,856
Transfer station	11,337	11,337
Total specialised land at fair value	772,977	774,286

6.3 Investments in associates, joint arrangements and subsidiaries

(a) Investment in associates	2021 \$'000	2020 \$'000
Investment in associate accounted for by the equity method is:		
Eastern Regional Libraries Corporation (ERLC)	5,074	4,920

Eastern Regional Libraries Corporation (ERLC)**Background**

The principal activity of ERLC is the operation of libraries. Council's ownership interest of ERLC as at 30 June 2021 was 36.39% (2020 - 36.39%) based on Council's contribution of the net assets to the entity on its commencement on 1 July 1996. Council's proportion of voting power as at 30 June 2021 was 33.33% (2020 - 33.33%).

	2021 \$'000	2020 \$'000
Fair value of Council's investment in Eastern Regional Libraries Corporation	5,074	4,920
Council's share of accumulated surplus		
Council's share of accumulated surplus at start of year	4,920	4,604
Reported surplus for year	154	316
Council's share of accumulated surplus at end of year	5,074	4,920
Movement in carrying value of specific investment		
Carrying value of investment at start of year	4,920	4,604
Share of surplus for year	154	316
Carrying value of investment at end of year	5,074	4,920
Council's share of expenditure commitments		
Operating commitments	69	115
Capital commitments	-	-
Council's share of expenditure commitments	69	115

FINANCIAL REPORT (continued)

Notes to the Financial Report
For the Year Ended 30 June 2021

Note 6 Assets we manage

6.3 Investments in associates, joint arrangements and subsidiaries (continued)

Council directly provides a number of additional resources free of charge to the Eastern Regional Libraries Corporation in relation to the mobile library and library branches in the Knox municipality. The annual operating cost to Council for providing these facilities are as follows:

Table with 3 columns: Description, 2021 \$'000, 2020 \$'000. Rows include Mobile library and Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches.

An associate is an entity over which Council has significant influence but not control or joint control. Investment in an a associate is accounted for using the equity method of accounting, after initially being recognised at cost. Changes in the net assets of the ERLC are brought to account as an adjustment to the carrying value of the investment.

Note 7 People and relationships

7.1 Council and key management remuneration

(a) Related parties

Parent Entity

Knox City Council

Associates

Eastern Regional Libraries Corporation (ERLC). Interests in associates are detailed in Note 6.3.

(b) Key management personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year were:

Councillors

Councillor Nicole Seymour (Mayor)	Mayor from 1 July 2020 to 24 October 2020 Councillor from 9 November 2020 to current
Councillor Lisa Cooper (Mayor)	Mayor from 16 November 2020 to current Councillor from 1 July 2020 to 24 October 2020 and from 9 November 2020 to 16 November 2020
Councillor Marcia Timmers-Leitch (Deputy Mayor)	Deputy Mayor from 1 July 2020 to 24 October 2020 Councillor from 9 November 2020 to current
Councillor Susan Laukens (Deputy Mayor)	Deputy Mayor from 16 November 2020 to current Councillor from 9 November 2020 to 16 November 2020
Councillor Yvonne Allred	Councillor from 9 November 2020 to current
Councillor Meaghan Baker	Councillor from 9 November 2020 to current
Councillor Jude Dwight	Councillor from 9 November 2020 to current
Councillor Adam Gill	Councillor from 1 July 2020 to 24 October 2020
Councillor Sorina Grasso	Councillor from 9 November 2020 to current
Councillor Tony Holland	Councillor from 1 July 2020 to 24 October 2020
Councillor Jake Keogh	Councillor from 1 July 2020 to 24 October 2020
Councillor Peter Lockwood	Councillor from 1 July 2020 to 24 October 2020
Councillor John Mortimore	Councillor from 1 July 2020 to 24 October 2020
Councillor Darren Pearce	Councillor from 1 July 2020 to 24 October 2020 and from 9 November 2020 to current

Chief Executive Officer and other key management personnel

Tony Doyle - Chief Executive Officer	
Dr Ian Bell - Director of Special Projects	
Tanya Scicluna - Director Connected Communities	
Matt Hanrahan - Acting Director Infrastructure	1 July 2020 to 11 September 2020
Matt Kelleher - Director City Strategy and Integrity	
Samantha Mazer - Director City Centre	
Grant Thorne - Director Infrastructure	14 September 2020 to 30 June 2021
Sam Stanton - Executive Manager Strategy, People and Culture	

	2021 No.	2020 No.
Total number of Councillors	14	9
Chief Executive Officer and other key management personnel	8	8
Total key management personnel	22	17

FINANCIAL REPORT (continued)

Notes to the Financial Report
For the Year Ended 30 June 2021

Note 7 People and relationships

7.1 Council and key management remuneration

(c) Remuneration of key management personnel

Total remuneration of key management personnel was as follows:

	2021 \$'000	2020 \$'000
Short-term benefits	2,483	2,473
Long-term benefits	64	52
Termination benefits	-	95
Total	2,547	2,620

The numbers of Key Management Personnel whose total remuneration from Council and any related entities fall within the following bands:

	2021 No.	2020 No.
\$1 - \$9,999	5	-
\$20,000 - \$29,999	5	-
\$30,000 - \$39,999	2	7
\$50,000 - \$59,999	1	1
\$80,000 - \$89,999	1	-
\$90,000 - \$99,999	-	1
\$200,000 - \$209,999	1	-
\$220,000 - \$229,999	1	-
\$230,000 - \$239,999	1	1
\$240,000 - \$249,999	1	1
\$250,000 - \$259,999	-	2
\$270,000 - \$279,999	-	1
\$280,000 - \$289,999	-	1
\$290,000 - \$299,999	1	-
\$310,000 - \$319,999	1	1
\$320,000 - \$329,999	1	-
\$340,000 - \$349,999	1	-
\$370,000 - \$379,999	-	1
	22	17

(d) Senior officer remuneration

A senior officer is an officer of Council, other than key management personnel who:

- (a) has management responsibilities and reports directly to the Chief Executive Officer; or
- (b) whose total annual remuneration exceeds \$151,000 (\$151,000 in 2019-20).

The number of senior officers are shown below in their relevant income bands:

Income range	2021 No.	2020 No.
<\$151,000	8	10
\$151,000 - \$159,999	1	2
\$160,000 - \$169,999	8	2
\$170,000 - \$179,999	3	2
\$180,000 - \$189,999	5	4
\$190,000 - \$199,999	1	3
\$200,000 - \$209,999	-	-
\$210,000 - \$219,999	-	1
\$220,000 - \$229,999	1	1
\$260,000 - \$269,999	-	1
	27	26
	2021 \$'000	2020 \$'000
Total remuneration for the reporting year for senior officers included above amounted to:	3,975	3,884

7.2 Related party disclosure

(a) Transactions with related parties

During the period Council did not enter into any transactions with related parties.

	2021 \$'000	2020 \$'000
Contributions to Eastern Regional Libraries Corporation	4,192	4,282
Total transactions with related parties	4,192	4,282

Council directly provides a number of additional resources free of charge to the Eastern Regional Libraries Corporation in relation to the mobile library and library branches in the Knox municipality. The annual operating cost to Council for providing these facilities are as follows:

	2021 \$'000	2020 \$'000
Mobile library	36	36
Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches	668	745

(b) Outstanding balances with related parties

There were no balances outstanding at the end of the reporting period in relation to transactions with related parties.

(c) Loans to/from related parties

There were no loans in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

(d) Commitments to/from related parties

There were no commitments in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 8 Managing uncertainties

8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

(a) Contingent assets

Developer contributions

As a result of development activity within the Knox municipality, Council has identified as a contingent asset the developer contributions of infrastructure assets and open space contributions to be received in respect of subdivisions that are currently under development totalling \$15.700 million (2019-20, \$15.346 million).

Operating lease receivables

Council has a number of leases with external entities where they pay for the use of Council land and buildings. A number of these leases include a CPI based revision of the rental charge annually.

Future minimum rentals receivable under non-cancellable operating leases are as follows:

	2021 \$'000	2020 \$'000
Not later than one year	536	505
Later than one year and not later than five years	1,956	1,717
Later than five years	7,567	8,809
	10,059	11,031

(b) Contingent liabilities

Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

Future superannuation contributions

In addition to the disclosed contributions, Knox City Council has paid unfunded liability payments to Vision Super totalling \$Nil during the 2020-21 (2019-20 \$Nil). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2021. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 are \$0.252 million.

Landfill

Council has identified a previously unknown former landfill at Wantirna Reserve. Council is engaging an environmental consultant to undertake a risk assessment via additional data collection over an estimated two year period. Depending on the risk assessment outcome, Council may have to carry out site rehabilitation works in the future. The additional costs to be incurred would be determined following assessment of the data collected. At balance date Council is unable to accurately assess the financial implications of such works.

Council is currently carrying out site rehabilitation at its two former landfill sites at Cathies Lane and Llewellyn Reserve. Council has calculated its ongoing rehabilitation costs for a period up to 30 June 2034. The Environment Protection Authority (EPA) has issued Council with a requirement to review and have financial assurances for both landfill sites verified by an environmental auditor, with this work expected to be completed by December 2021. This process will determine whether the after care period and the provisions put aside for both landfill sites should extend beyond 30 June 2034.

Knox City Council Depot

During the 2020 financial year, Council ceased operations at the Knox City Council Depot located in Bridgewood Court, Wantirna South. Council is now managing the rehabilitation of this site. It is expected that works could continue for up to another two years, however at balance date Council is unable to accurately assess the financial implications of such works.

Insurance Claims

As a large local authority with ownership of numerous parks, reserves, roads and other land holdings, the Council is regularly met with claims and demands allegedly arising from an incident that occurs on land belonging to the Council, or allegedly arising from incidents relating to Council business, services or activities. There are ten outstanding insurance claims against the Council in this regard. The Council carries \$600,000 million of public liability and professional indemnity insurance and has an excess of \$0.020 million per claim on this policy. Therefore, the maximum liability of the Council in any single claim is the extent of its excess. The primary insurer is Liability Mutual Insurance (MAV Insurance). There are no claims that Council is aware of which would fall outside the terms of the Council's policy.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 8 Managing uncertainties

8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2021 reporting period. Council assesses the impact of these new standards. As at 30 June 2021 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2022 that are expected to impact Council.

8.3 Financial instruments

(a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

(b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

(c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

All financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements, we will not have sufficient funds to settle a transaction when required, we will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has an investment policy which specifies the need to meet Council's cash flow requirements;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the Balance Sheet and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

All financial liabilities are expected to be settled within normal terms of trade.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

(e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next twelve months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 0.218%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 8 Managing uncertainties

8.4 Fair value measurement

Fair value hierarchy

Knox City Council does not have any financial assets that are measured at fair value subsequent to initial recognition.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 – Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

Level 2 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than land under roads, recreational leisure and community facilities, plant and equipment, bus shelters, artworks and intangibles are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 3 years. The valuations are performed either by experienced Council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the relevant asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of asset, revaluation increments and decrements within the year are offset.

Impairment of assets

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

8.5 Events occurring after balance date

Due to the significant uncertainty surrounding the COVID-19 outbreak and the government's response to this, it is not possible to estimate the full impact on Council's operations, financial position and cashflows at this point in time. This being the case, Council does not consider it practicable to provide a quantitative or qualitative estimate of the potential impact of this outbreak on Council at this time.

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 9 Other matters

9.1 Reserves

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
(a) Asset revaluation reserve			
2021			
Property			
Land	777,063	-	777,063
Buildings	60,601	(50)	60,551
	837,664	(50)	837,614
Plant and equipment			
Artworks	31	-	31
	31	-	31
Infrastructure			
Roads	288,163	409	288,572
Bridges	2,272	-	2,272
Footpaths and cycleways	15,541	7,738	23,279
Drainage	105,475	-	105,475
Off street car parks	4,272	-	4,272
Other infrastructure	2,221	(2,221)	-
	417,944	5,926	423,870
Total asset revaluation reserve	1,255,639	5,876	1,261,515
2020			
Property			
Land	884,034	(106,971)	777,063
Buildings	64,842	(4,241)	60,601
	948,876	(111,212)	837,664
Plant and equipment			
Artworks	31	-	31
	31	-	31
Infrastructure			
Roads	287,071	1,092	288,163
Bridges	5,462	(3,190)	2,272
Footpaths and cycleways	15,538	3	15,541
Drainage	97,153	8,322	105,475
Off street car parks	4,217	55	4,272
Other infrastructure	2,221	-	2,221
	411,662	6,282	417,944
Total asset revaluation reserve	1,360,569	(104,930)	1,255,639

Nature and purpose of asset revaluation reserve

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

9.1 Reserves

	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
(b) Other reserves				
2021				
Restricted reserves				
Open space reserve	12,955	5,900	(3,225)	15,630
Basketball stadium infrastructure reserve	100	-	-	100
State Basketball Centre asset renewal fund	597	-	-	597
Football pitch replacement fund	727	-	(115)	612
Total restricted reserves	14,379	5,900	(3,340)	16,939
Unrestricted reserves				
Mountain Gate reserve	140	-	-	140
City futures fund	2,915	-	-	2,915
Revegetation net gain	406	55	-	461
Revolving energy fund	136	-	(76)	60
Aged care reserve	4,949	-	(58)	4,891
Unexpended grant reserve (Financial Assistance Grants)	3,885	4,038	(3,885)	4,038
Stamford Park	10,883	-	(1,960)	8,923
Blue Hills	3	-	-	3
Scoresby Recreation Reserve	117	27	-	144
HACC capital reserve	635	-	-	635
Total unrestricted reserves	24,069	4,120	(5,979)	22,210
Total other reserves	38,448	10,020	(9,319)	39,149
2020				
Restricted reserves				
Open space reserve	16,707	5,225	(8,977)	12,955
Basketball stadium infrastructure reserve	100	-	-	100
State Basketball Centre asset renewal fund	491	106	-	597
Football pitch replacement fund	726	1	-	727
Total restricted reserves	18,024	5,332	(8,977)	14,379
Unrestricted reserves				
Mountain Gate reserve	140	-	-	140
City futures fund	2,915	-	-	2,915
Revegetation net gain	351	55	-	406
Revolving energy fund	136	-	-	136
Aged care reserve	4,970	-	(21)	4,949
Unexpended grant reserve (Financial Assistance Grants)	3,849	3,885	(3,849)	3,885
Stamford Park	11,739	-	(856)	10,883
Blue Hills	3	-	-	3
Scoresby Recreation Reserve	67	50	-	117
HACC capital reserve	849	-	(214)	635
Total unrestricted reserves	25,019	3,990	(4,940)	24,069
Total other reserves	43,043	9,322	(13,917)	38,448

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 9 Other matters

Nature and purpose of other reserves

Open space reserve

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

Basketball stadium infrastructure reserve

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

State basketball centre asset renewal fund

The purpose of this reserve is to provide for asset renewal works at the State Basketball Centre (Knox Regional Sports Park).

Football pitch replacement fund

The purpose of this reserve is to provide for future football pitch replacement at Knox Regional Sports Park.

Mountain Gate reserve

The purpose of this reserve is to enhance community facilities within Mountain Gate.

City futures fund

The purpose of this reserve is to enhance community facilities within Knox municipality.

Revegetation net gain

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

Revolving energy fund

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

Aged care reserve

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

Unexpended grant reserve (Victoria Grants Commission)

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

Stamford Park

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox Community.

Blue Hills

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox Community.

Scoresby Recreation reserve

The purpose of this reserve is to invest the income derived from lease of this site into the Scoresby Recreation Reserve.

HACC capital reserve

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)

	2021 \$'000	2020 \$'000
Surplus for the year	9,575	9,786
Depreciation/amortisation	22,417	22,374
Amortisation - intangible assets	478	429
Amortisation - right of use assets	645	299
Bad and doubtful debts	278	344
Finance costs - leases	33	18
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	3,575	1,624
Contributions - non-monetary assets	-	(1,801)
Increment in investment in associate	(154)	(316)
Change in operating assets and liabilities		
(Increase)/decrease in trade and other receivables	(3,521)	1,788
(Increase)/decrease in prepayments	(837)	349
(Increase)/decrease in accrued income	100	143
Increase/(decrease) in trade and other payables	1,496	(220)
Increase/(decrease) in unearned income	10,323	1,202
Increase/(decrease) in provisions	305	497
Increase/(decrease) in other liabilities	273	(451)
(Increase)/decrease in inventories	(5)	3
Net cash provided by operating activities	44,982	36,068

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 9 Other matters

9.3 Superannuation

Knox City Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

Accumulation

The Fund's accumulation categories receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2021, this was 9.5% as required under Superannuation Guarantee (SG) legislation).

Defined Benefit

Knox City Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Knox City Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

Funding arrangements

Knox City Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. For the year ended 30 June 2021, this rate was 9.5% of members' salaries (9.5% in 2019-20).

A triennial actuarial review for the Defined Benefit category as at 30 June 2020 was conducted and completed by the due date of 31 December 2020.

The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 104.6%. The financial assumptions used to calculate the VBI were:

- Net investment 5.6% pa
- Salary information 2.5% pa for two years and 2.75% pa thereafter
- Price inflation (CPI) 2.0% pa

As at 30 June 2021, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category.

Vision Super has advised that the VBI at 30 June 2021 was 109.7%. The financial assumptions used to calculate this VBI were:

- Net investment 4.8% pa
- Salary information 2.75% pa
- Price inflation (CPI) 2.25% pa

The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2020 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

Employer contributions

Regular contributions

On the basis of the results of the 2020 triennial actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2021, this rate was 9.5% of members' salaries (9.5% in 2019-20). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Knox City Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

The 2020 triennial actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Knox City Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. A full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigation as at 30 June 2020 identified the following in the defined benefit category of which Council is a contributing employer:

- A VBI surplus of \$100.0 million (2019: \$151.3 million)
- A total service liability surplus of \$200.0 million (2019: 233.4 million)
- A discounted accrued benefits surplus of \$217.8 million (2019: \$256.7 million)

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2020.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2020.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2020.

Council was notified of the 30 June 2020 VBI during August 2020 (2019: August 2019).

The 2021 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2021 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2021. Council was notified of the 30 June 2021 VBI during August 2021 (2020: August 2020).

FINANCIAL REPORT (continued)

Notes to the Financial Report

For the Year Ended 30 June 2021

Note 9 Other matters

Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2021 are detailed below:

Scheme	Type of scheme	Rate	2021 \$'000	2020 \$'000
Vision super	Defined Benefit	9.50%	273	295
Other funds	Defined Benefit	9.50%	-	-
Vision super	Accumulation Fund	9.50%	3,237	3,154
Other funds	Accumulation Fund	9.50%	2,595	2,209

There were \$Nil contributions outstanding and \$Nil loans issued from or to the above schemes as at 30 June 2021.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 is \$0.252 million.

Note 10 Change in accounting policy

AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for the Local Government Sector)

Council has adopted *AASB 1059 Service Concession Arrangements: Grantors*, from 1 July 2020. This has not resulted in changes in accounting policies or adjustments to the amounts recognised in the financial statements.

AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for the Local Government Sector)

Council has adopted *AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material*, from 1 July 2020. This has not resulted in changes in accounting policies or adjustments to the amounts recognised in the financial statements.

AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for the Local Government Sector)

Council has adopted *AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework* from 1 July 2020. This has not resulted in changes in accounting policies or adjustments to the amounts recognised in the financial statements.

It is not expected that these standards will have any significant impact on Council.

How to Access Knox's Annual Report

The Annual Report is compliant with Council's Access and Inclusion Policy and meets the level double-A conformance to web content accessibility guidelines.

The Annual Report is available in various formats:

- PDF on Council's website
- MS Word
- Large print
- Hardcopy

You are welcome to contact Council for a copy of the Annual Report by telephoning 9298 8000 or sending an email to knoxcc@knox.vic.gov.au.

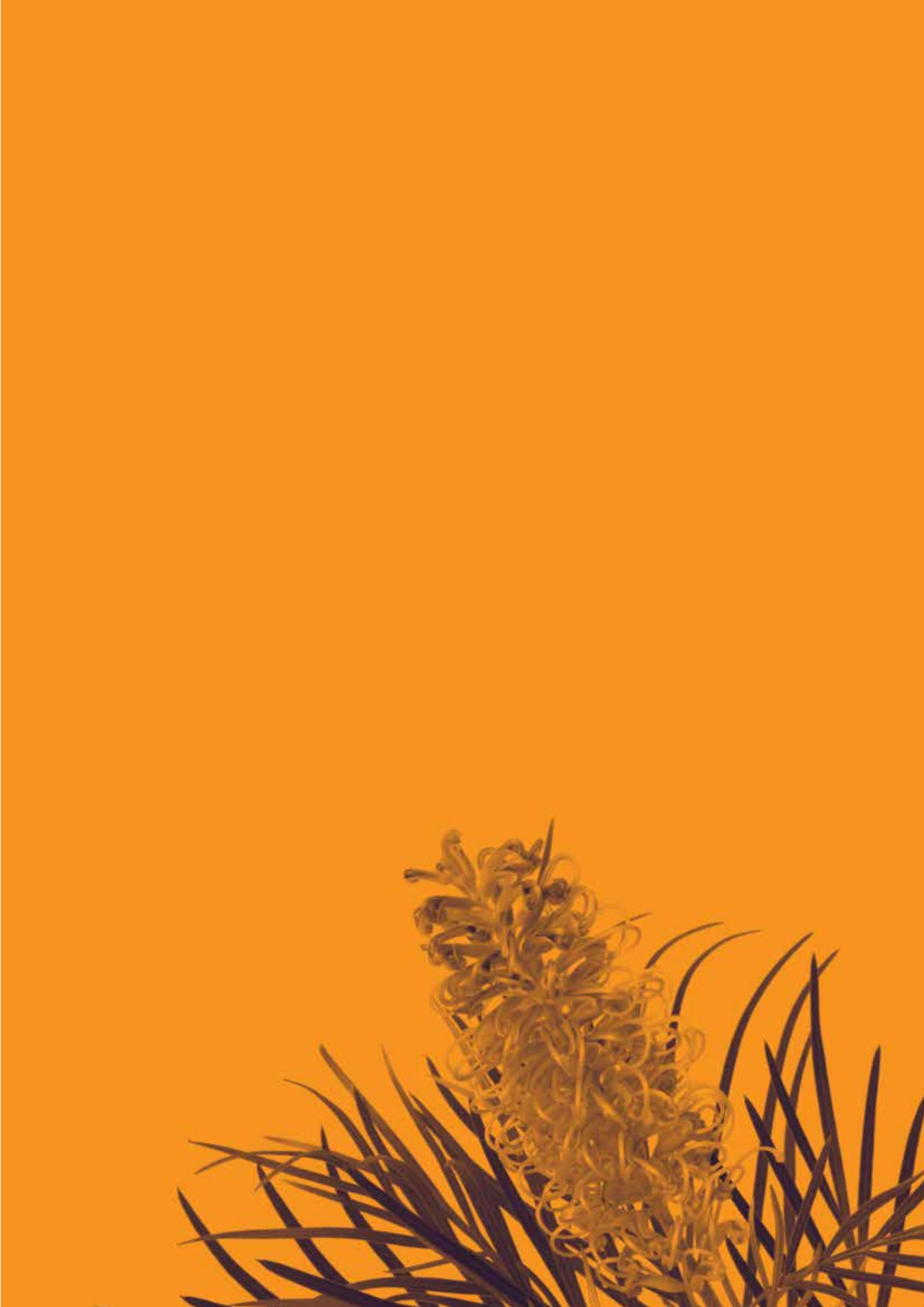
Community Input

Council welcomes community input into the development of its plans and strategies as well as feedback on any of its publications. Access to these is provided via the website (knox.vic.gov.au), in person, or calling our Customer Service team on 9298 8000.

Contact Us

You are welcome to contact us.

Knox Civic Centre	511 Burwood Highway, Wantirna South, Victoria 3152
Email	knoxcc@knox.vic.gov.au
Internet - our public website	knox.vic.gov.au
Phone	9298 8000
TTY Users (Text Telephone) (NRS)	133 677 (ask for 9298 8000)
Speak and Listen Users	1300 555 727 (ask for 9298 8000)
Facebook	facebook.com/knoxccouncil
Twitter	twitter.com/knoxcc
Fax	9800 3096
Translating and Interpreting Service	131 450
ABN	24 477 480 661



KNOX
your city



Knox City Council
511 Burwood Highway
Wantirna South VIC 3152
knox.vic.gov.au

T +61 3 9298 8000
F +61 3 9800 3096
E knoxcc@knox.vic.gov.au
f [knoxccouncil](https://www.facebook.com/knoxccouncil)
t [knoxcc](https://twitter.com/knoxcc)
@ [knoxccouncil](https://www.instagram.com/knoxccouncil)
TTY 133 677 (ask for 03 9298 8000)

 Interpreter
131 450

Speak and Listen Users
1300 555 727 (ask for 03 9298 8000)

ABN 24 477 480 661

10.3 Vacant Land / Derelict Property Notice of Motion

SUMMARY: Chief Financial Officer, Navec Lorkin

The Council considered 'Notice of Motion 123 – Differential Rates (Vacant and Derelict Land)' in July 2021 and resolved to receive a report by November 2021 on this matter.

Work has been undertaken to prepare a response to this Notice of Motion however given agenda timings it has not been possible to present the item to the November Council meeting. It is recommended Council note that the response to 'Notice of Motion 123 – Vacant/Derelict land' will now be presented instead to the December 2021 Council Meeting.

RECOMMENDATION

That Council note an officer report responding to Notice of Motion 123 – Differential Rates (Vacant and Derelict Land) will be presented to the December 2021 Council meeting.

1. INTRODUCTION

The Council at the July 2021 meeting resolved:

Acknowledging the inherent differences between vacant and derelict land that currently form the single 'Vacant Land or Derelict Land' rating differential category as part of Council's adopted Revenue and Rating Plan 2021-22, that Council receive a report no later than the November 2021 Council Meeting that advises on:

- 1. The feasibility of creating separate Vacant Land and Derelict Land rating differentials as part of a future revenue and rating plan, including any legal, operational or implementation implications;*
- 2. The potential objectives, definitions and policy considerations that would apply to each rating differential and whether the use of the rating differential would likely achieve broader policy objectives such as the ongoing challenges with derelict buildings or properties;*
- 3. The existing or potential policy or procedural considerations for including a property in either rating differential category; and*
- 4. Benchmarking of how a selection of other councils address these categories as part of their rating strategies.*

2. DISCUSSION

Work has been undertaken to respond to this Notice of Motion, however given agenda timings it has not been possible to present the report to Council at its November Meeting.

To ensure a fully considered report is provided to Council for its consideration, it is recommended Council note that 'Notice of Motion 123 – Differential Rates (Vacant and Derelict Land)' will be deferred to December 2021 for consideration.

3. CONSULTATION

Councillors have been advised of the revised timing of the response to the Notice of Motion.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Nil

6. FINANCIAL & ECONOMIC IMPLICATIONS

Nil

7. SOCIAL IMPLICATIONS

Nil

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

It is recommended that Council note an officer report responding to Notice of Motion 123 – Differential Rates (Vacant and Derelict Land) will be presented to the December 2021 Council meeting.

11. CONFIDENTIALITY

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

Report Prepared By: Chief Financial Officer, Navec Lorkin

Report Authorised By: Chief Executive Officer, Bruce Dobson

Attachments

Nil

11 City Centre Reports for Consideration

Nil

12 Items for Information

Nil

13 Notices of Motion

14 Supplementary Items

14.1 Loan Borrowings

A supplementary report will be circulated under separate cover.

15 Urgent Business

16 Questions Without Notice

17 Confidential Items

Nil