

# MINUTES



Meeting of Council

Held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 25 July 2022

The Agenda for the Meeting of Council, Monday 25 July 2022, 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.

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## 1 Apologies and Requests for Leave of Absence

Councillor Grasso informed Council that she had given notice to the Mayor, Councillors and Chief Executive officer that she has been pre-selected by the Labor Party to run in the November 2022 Victorian election in the seat of Croydon, and was requesting a leave of absence from Council for the period 31 October 2022 to 27 November 2022. Councillor Grasso also advised Council she had chosen to forego her Councillor allowance for the month of November.

Councillor Grasso noted with respect to her candidacy that she would abide by the requirements of the Local Government Act 2020 and the Municipal Association of Victoria's conduct guidelines for candidates in State Elections.

Councillor Grasso noted she had a conflict of interest in Council's consideration of her request for a leave of absence and left the meeting at 7:15pm before the discussion and vote this item

### **RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Dwight**

**That Council resolve to grant Councillor Grasso a Leave of Absence for the period 31 October 2022 to 27 November 2022.**

### **CARRIED**

*Councillor Grasso returned to the meeting at 7:17pm after the vote on item 1.1*

## 2 Declarations of Conflict of Interest

Councillor Timmers-Leitch and Councillor Cooper foreshadowed making a declaration in respect to Item 9.3- Leisure Minor Capital Works Grant Scheme 2022-23.

The Chief Executive Officer, Bruce Dobson, foreshadowed making a declaration in respect to Item 17.1- CEO Performance Appraisal.

## 3 Confirmation of Minutes

The Chairperson, Councillor Laukens invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 27 June 2022. There being none, the Chairperson declared the Minutes be confirmed.

## 4 Presentations, Petitions and Memorials

### Petition - Kavanagh and Hicks Courts, Rowville

Councillor Pearce presented a petition with 21 signatures as at 25 July 2022 requesting that Knox City Council remove and renew street trees with a more suitable type of street tree on Kavanagh Court, Rowville and Hicks Court, Rowville.

Councillor Pearce noted the petitioner argues:

- That the current street trees located on Kavanagh and Hicks Courts are unsafe and dangerous with the potential to cause damage to properties along with continued cleaning and maintenance costs.
- That the trees on Kavanagh Court, Rowville and Hicks Courts pose a risk to the safety of the approximately 20 children in the area along with the elderly who walk and play under these trees on a daily basis.

Councillor Pearce advised the matter will be referred to the Director Infrastructure for consideration and to provide a response to the lead petitioner.

### Petition - 621 Burwood Highway, Knoxfield

Councillor Grasso advised Council has received a petition requesting that Knox City Council advocate to preserve Lake Knox on the site of 621 Burwood Highway, Knoxfield and not allow the State Government to redevelop the land for residential housing.

Councillor Grasso noted the petition had 25,252 online signatures when submitted and that number had increased to 25,623 earlier in the day and that while it included a suburb, postcode and or city for many petitioners, it did not have addresses as required by Rule 54 of the Governance Rules. Councillor Grasso suggested the interests of community engagement should prevail, and this technicality should not prevent the petition being acknowledged by Council for the record.

Councillor Grasso noted the petition argues:

- That Lake Knox and its surrounds should be preserved to protect the animals and plants on the site and allow the public to enjoy its current natural features.
- The proposed redevelopment on the site will result in a significant loss of bird and aquatic life, trees and habitat for many animals in the area including the endangered blue billed duck.

Councillor Grasso advised the matter has been referred to the Director City Strategy and Integrity for consideration and to provide a response to the lead petitioner, and also that Council has two planning applications for this site which are currently under consideration.

Memorial - June Goudie

Councillor Baker informed Council of the recent passing of former Knox Citizen of the Year, June Goudie at the age of 96 on Wednesday 15 June 2022.

Councillor Baker advised some of Ms Goudie's many achievements were listed in recent correspondence by her son, Douglas Goudie including:

- being Awarded 2009 Knox Citizen of the Year
- Volunteering and assisting with the running of the Angliss Hospital Op Shop for 50 years.
- Always being busy with countless raffle stalls in Ferntree Gully Village;
- Being a long serving member of the Country Woman's Association, and winning many show awards;
- Contributing to the Australian Trefoil Guild (associated with the Girl Guides Australia)
- Being a keen Craft Group participant.

Councillor Baker advised Council Ms Goudie's active social life was impacted by the COVID19 pandemic which left her isolated although she continued to crochet raffle prizes until arthritis prevented her, and noting there were generations of children in Ferntree Gully who received one of her Christmas stockings from the raffle stalls in Ferntree Gully Village.

Councillor Baker extended her sincere condolences on behalf of Council to Ms Goudie's family and friends.

## 5 Reports by Councillors

### 5.1.1 Councillor Timmers-Leitch

Councillor Timmers-Leitch reported attending the following meetings:

- Knox Boat and Fishing Club Annual Fishing Event at Rowville Lakes
- Fab Nobs Theatre- Junior Honk
- Knox Recreation and Leisure Committee Meeting
- Collier Ward Grand Tour
- Youth Advisory Committee Meeting
- Launch of Rotary Club Boronia Little Library

Councillor Timmers-Leitch also:

- Noted that locals at Clarence Road Estate had shared concerns regarding the proposal by the previous Council to sell 276 Wantirna Road, Wantirna in a conversation with the Mayor, and noted they were looking forward making a submission to the consultation process.
- Noted the recent approval of a revised Procurement Policy had enabled a decision to be made under delegation to upgrade to the Wantirna Tennis Club and acknowledged the Club's supportive feedback, highlighting that the works involve the renewal of 5 Courts with works to commence in August 2022, including new lighting, fencing, drainage and synthetic Courts and thanked Council officers for working closely with the Wantirna Tennis Club on the proposal.
- Invited residents to attend the National Tree Day event at Collier Reserve in the coming Sunday (10am-12pm) to also recognise the work of the National Lions Club.

### 5.1.2 Councillor Baker

Councilor Baker reported attending the following meetings:

- Ferntree Gully CFA Volunteer Community Service 80<sup>th</sup> Year Event, commending their hours in supporting the local community.
- Upper Ferntree Gully Football Club Terry Hopkins Foundation Luncheon
- Tree Management Presentation
- Ferntree Gully Bowls Club Rotary Changeover of Presidents
- Ferntree Gully Traders Association Meeting
- Kings Park Pavilion Meeting

Councillor Baker also:

- Noted the community concerns surrounding dogs off leash and dog attacks that she acknowledged at the June Council and assured the community that those concerns were being actively discussed with Council officers.
- Acknowledged and thanked past and present Ferntree Gully CFA volunteers, commending them for their many hours committed to supporting the local community and congratulated the Ferntree Gully CFA for reaching their 80 year milestone.



### 5.1.3 Councillor Cooper

- Noted she shared Cr Baker's concerns and had received similar complaints regarding off-leash dogs, particularly at:
  - Harcrest Estate where dogs are regularly off-leash chasing ducks in the park; and
  - The Retarding Basin on Liverpool Road, where a cyclist had reported to her he was bitten several times in a recent incident, but was unable to identify the dog's owner, and so unable to pursue the matter with Council's Community Laws Team;

Councillor Cooper noted options for improving the management of dogs-off leash might not require a broad policy change, but site-specific action to improve behaviour and management of dogs off-leash.

- Reported a recent request for speed humps at Jenola Parade, Wantirna South and noted speed humps at this location were not in the current capital works budget; and acknowledged speed humps were a potentially divisive issue as while some residents believe they contributed to greater road safety, adjacent residents often complained about the amenity impact they caused.
- Advised Council of residents' suggestion to work collaboratively with either Council or State Government and TAFEs to build pods for the homeless.
- Reported a conversation with a single mother of two children about her struggles to find a rental property in the municipality, and her perception that single income families were at a disadvantage in a highly competitive rental market; noting the conversation highlighted for her the need for development in Knox, and the strong demand for housing, particularly for families.

### 5.1.4 Councillor Pearce

Advised Council of his attendance with Councillor Seymour at the Heany Park Scout Annual Report and Awards Presentation (ARAP) via Zoom with over 100 youth participants and 25 dedicated volunteer leaders.

### 5.1.5 Councillor Dwight

Councillor Dwight reported attending the following meetings:

- Tree Management Presentation
- Work @ Miller's Homestead
- Meeting with Sporting Clubs who use Batterham Reserve

Councillor Dwight also provided an update on the Glengollan Village VCAT Appeal which resulted in VCAT refusing to grant the planning permit and noted:

- VCAT found the site suitable for an aged care facility and the built form, and traffic and carparking provisions to be satisfactory.
- VCAT found the proposal to address vegetation retention and revegetation issues in the northern section of the land to be unsatisfactory, particularly the proposal's response to the objectives of the landscape overlay and environmental significance overlay.
- A future application which addressed the issues above was unlikely to be refused by VCAT.

Councillor Dwight acknowledged Darren Wong for his representation of Council at the hearing and the dedication and commitment of residents advocate for the environmental significance of their area, particularly when the applicant is based in Knox and a strong presence in the local community.

Councillor Dwight encouraged the applicant to work with the community on any further application for the site.

#### **5.1.6 Councillor Grasso**

Councillor Grasso reported attending the following meetings:

- Briefings on Knox Central and Bayswater Renewal Strategy

Councillor Grasso also:

- Noted the work with the Arts and Culture Committee on the Knox Community Arts Program for July to December 2022 noting the interesting and varied offerings at the Bayswater Community Arts Centre and highlighting in particular the documentary, The SongKeepers screened as a fitting culmination at the end of NAIDOC Week.
- Reported receiving enquiries regarding planning permit objections, construction noise, request for footpaths and picnic facilities, preserving significant trees and the cat curfew.

#### **5.1.7 Councillor Laukens**

Councillor Laukens reported attending the following meetings:

- Caribbean Park Event Central
- Meals on Wheels Volunteer Function
- Swinburne Wantirna 30th Anniversary Celebration
- Ferntree Gully Rotary Club Presidential Changeover
- Meeting with Jackson Taylor MP
- Interview on 3WBC 94.1 FM
- Meeting with Alan Tudge
- Fairpark Football Club Presidents Lunch
- Electric Vehicle and Charging Webinar for Local Governments- Institute for Sensible Transport
- Meeting with representatives at The Temple Society
- REFLECT Action Plan Reconciliation Launch Event at Point of View Cafe in Lilydale
- Rotary Club of Boronia Little Street Library Launch
- Eastern Transport Coalition Meeting
- National Tree Day Business Event in Rowville

Councillor Laukens also:

- Reported attending a community event to erect a Goat fence at Koomba Park as part of a collaborative project with First Friends of Dandenong Creek, Friends of Dandenong Valley, Melbourne Water and Parks Victoria, advising the goats will contribute to the management of invasive weeds on the site.

- Noted that Knox is known for its tree planting and other environmental initiatives, such as the Business Day Planting which is well supported by local businesses, complemented by similar events from community groups and valued by the local community; and congratulated Council and community groups for their support for a range of environmental initiatives.

#### **5.1.8 Councillor Allred**

Councillor Allred reported attending the following meetings:

- Tree Management Presentation
- Knox Early Years Advisory Committee Interviews
- National Tree Day Business Event

## 13 Notices of Motion

### 13.1 Notice of Motion 129 - Climate Emergency

*The Mayor, with leave of the meeting, varied the order of business to bring forward consideration of Item 13.1, Notice of Motion 129- Climate Emergency before returning to the order of business set out in the Agenda.*

#### **RESOLUTION**

**MOVED: Councillor Dwight**

**SECONDED: Councillor Allred**

**That Council:**

- 1. Officially and publicly declare a Climate Emergency;**
- 2. Reaffirms strong commitment to the Climate Emergency and climate change mitigation and adaptation, as evidenced through:**
  - a. prior recognition that we are in a state of Climate Emergency as resolved by Council at its meeting of 27 September 2021;**
  - b. the adoption of the Knox Climate Response Plan (2021-2031) on 27 September 2021 and its ongoing implementation; and**
  - c. climate change being clearly embedded in Council's Policies, Strategies, Plans, and key Position Descriptions.**
- 3. Acknowledges its previous and ongoing efforts to address climate change related risks, liability and insurance implications, including the Year 2 action of the Knox Climate Response Plan (2021-2031) to further examine Council's legal liability relating to climate change;**
- 4. Provide clear communication on its website that Knox City Council has declared a Climate Emergency and is recognised by the global Climate Emergency Declaration and Mobilisation in Action (CEDAMIA).**

#### **CARRIED**

**A Division was called by Councillor Pearce**

**For the motion: Councillor Laukens, Councillor Allred, Councillor Dwight, Councillor Grasso, Councillor Timmers-Leitch, Councillor Baker and Councillor Seymour.**

**Against the motion: Councillor Pearce and Councillor Cooper.**

#### **CARRIED 7:2**

**PROCEDURAL MOTION**

**MOVED:** Councillor Grasso

**SECONDED:** Councillor Cooper

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

**CARRIED**

6 City Strategy and Integrity Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation - 1 June 2022 to 30 June 2022

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 June 2022 to 30 June 2022) be noted.

**RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Timmers-Leitch

**That the planning applications decided under delegation reports (between 1 June 2022 to 30 June 2022) be noted.**

**CARRIED**

## 6.2 30-32 Station Street, Ferntree Gully

SUMMARY: Principal Planner, Renee Harrosh

This report considers Planning Application P/2021/6061 for the development of the land for the construction of eight (8) double storey dwellings, removal of native vegetation and removal of easements marked E-1 on Lot 1 TP643883J at 30-32 Station Street, Ferntree Gully.

### RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for the construction of eight (8) double storey dwellings, removal of native vegetation and removal of easements marked E-1 on Lot 1 TP643883J at 30-32 Station Street, Ferntree Gully, subject to the conditions detailed in the full recommendation in section 10 below.

### 10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for eight (8) double storey dwellings, removal of native vegetation and removal of easements E-1 on Lot TP643883J at 30-32 Station Street, Ferntree Gully, subject to the following conditions:

#### Amended Development Plans

1. Prior to the commencement of the development under this permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - 1.1. Except for the building footprints, there must be no excavation or fill within the Tree Protection Zone (TPZ) of Tree 11 (*Eucalyptus radiata*). All paving (including driveway turning bay) within the TPZ of Tree 11 must be constructed above grade using permeable paving such as Ecotrihex®. Natural Ground levels and top of pavement levels must be shown on the plan, demonstrating the sub-base of the paving is above grade. Permeable paving detail must be shown.
  - 1.2. The Dwelling 2, Bedroom 2 window and retreat window of Dwelling 3 to be screened with fixed obscure glazing to a height of 1.7 metres above the finished floor level. The windows can be openable above and adhesive film must not be used.
  - 1.3. A detailed Colours and Materials Schedule, including samples. Materials, colours and finishes must be muted tones and chosen to contribute to the landscape setting of the Dandenong Foothills. Reduce the amount of render proposed. The proposed materials and colours palette is not acceptable. Materials must be non-reflective.

- 1.4. That post holes for any fencing to be hand dug within the Tree Protection Zone (TPZ) and Structural Root Zone (SRZ) of Tree 11 (*Eucalyptus radiata*) and significant roots (>30mm diameter) must be kept intact. Where significant roots are encountered, post hole must be moved to keep roots intact. This must be done under the supervision of the Project Arborist.
- 1.5. Any modifications necessary to the layout to provide an adequate overland flow path, as shown on the approved Drainage Plans in accordance with Condition 3 of this Permit.
- 1.6. Annotation stating: All structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.
- 1.7. Corner splay areas are to be shown on the development plans in accordance with Clause 52.06-9 of the Knox Planning Scheme.
- 1.8. Letterboxes to front the street. The height, location and design of the letterboxes to comply with Condition 1.7 of this Permit.
- 1.9. A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.10. The location of water tanks consistent with the approved Drainage Plan and Landscape Plan.
- 1.11. Any modifications to the plans arising from the amended Landscape Plan in accordance with Condition 4 of this Permit.
- 1.12. The location and type of Tree Protection Zone (TPZ) fencing and any ground protection (if required) for Tree 11 (*Eucalyptus radiata*) and the street tree/s (TPZ fencing only to be bordered by the road and footpath).
- 1.13. Annotation of Tree Protection requirements at Conditions 17-25 of this Permit.
- 1.14. All levels to be to AHD (Australian Height Datum).
- 1.15. Tree Management Plan in accordance with Condition 12 of this Permit.
- 1.16. An amended Sustainable Design Assessment in accordance with Condition 13 of this Permit, including any modifications to the plans.
- 1.17. An amended Waste Management Plan in accordance with Condition 15 of this Permit to include:
  - 1.17.1. Gated access at the entry to the bin store of 1.8 metres.
  - 1.17.2. Specify the height of the metal screen for the hard waste area.
- 1.18. Modifications to the plans to indicate the gated access and height of metal screen to hard waste area as required by Conditions 1.15.1 and 1.15.2 of this Permit.



- 1.19. An Acoustic Report in accordance with Condition 31 of this Permit, including any modifications to the plans arising from the Report.

To the satisfaction of the Responsible Authority.

#### Other Plans

2. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
  - 2.1. Drainage plans in accordance with Condition 3 of this Permit.
  - 2.2. An amended Landscape plan in accordance with Condition 4 of this Permit.
  - 2.3. Site Environmental and Construction Management Plan in accordance with Condition 28 of this Permit.

To the satisfaction of the Responsible Authority.

#### Drainage Plans

3. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:
  - 3.1. All stormwater drainage discharge from the site connected to a legal point of discharge.
  - 3.2. The internal drains of the dwellings to be independent of each other.
  - 3.3. An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.
  - 3.4. The on-site detention system to be installed in a suitable location for easy access and maintenance.
  - 3.5. A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
  - 3.6. Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.
  - 3.7. Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.
  - 3.8. All levels to be to AHD (Australian Height Datum).
  - 3.9. All existing vegetation to be retained, including location of Tree Protection Zones and Tree Protection fencing/protection/notes.

To the satisfaction of the Responsible Authority.

## Landscaping

4. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must be generally in accordance with the Landscape Plan prepared by Landscapes By Design (dated 24 March 2022) but modified to show:
  - 4.0. A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
  - 4.1. The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').
  - 4.2. Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.
  - 4.3. Details of the surface finishes of pathways and driveways.
  - 4.4. Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
  - 4.5. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
  - 4.6. Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
  - 4.7. A drip irrigation system on an automatic timer for all new canopy trees and garden beds shown on the plan.
  - 4.8. Paving in the Secluded Private Open Space (SPOS) areas must be permeable. Permeable paving detail to be shown on the plan.
  - 4.9. Locate proposed canopy trees as far from buildings as possible.  
To the satisfaction of the Responsible Authority.
5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.
6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

## General

7. All development must be in accordance with the endorsed plans.
8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:

- 8.1. An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or
- 8.2. A deck to a dwelling with a finished floor level not more than 800mm above ground level.

Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m<sup>2</sup>.

9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

#### Tree Management Plan

12. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a Tree Management Plan must be submitted, demonstrating how *Eucalyptus radiata* (Tree 11) will be protected through all stages of construction (including demolition) to relevant Australian Standards, must be submitted to the satisfaction of the Responsible Authority. The Tree Management Plan (TMP) must include the entire Tree Protection Zone (TPZ) of the tree. The TMP must also include (but not be limited to):
  - 12.1. The location of TPZ fencing;
  - 12.2. A schedule for signing off each stage of works by the Project Arborist and Council Arborist (where necessary);
  - 12.3. Post holes for any fencing within the TPZ or SRZ of Tree 11 to be hand dug and significant roots (>30mm diameter) to be kept intact. Post hole to be moved to keep roots intact. This must be done under the supervision of the Project Arborist; and,
  - 12.4. Any tree roots identified during works must be pruned under the guidance of a suitably qualified arborist in accordance with AS 4373-2007 – Pruning of amenity trees.

#### Environmentally Sustainable Development

13. Prior to the commencement of the development approved under this Permit, a Sustainable Design Assessment or Sustainability Management Plan detailing Environmentally Sustainable Development (ESD) initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must include:
  - 13.1. An Integrated Water Management (IWM) Assessment addressing stormwater quality performance, in addition to ensuring that the Responsible Authority's collective integrated water management requirements and expectations pursuant to Clauses 34 and 44 of the State Environment Protection Policy (Waters), are

satisfied which includes sufficiently sized rainwater tank(s) for retention purposes for each dwelling, as well as, permeable paving to parts of the common driveway area in lieu of raingardens.

- 13.2. Rainwater tanks connected to all toilet flushing, laundry and irrigation areas.
- 13.3. A complete, published BESS Report, with an acceptable overall score of at least 50% which also meets the 'pass' marks in the categories of Water, Energy, Stormwater and Indoor Environment Quality (IEQ) or is otherwise to the satisfaction of the Responsible Authority.
- 13.4. Preliminary First Rate 5 Reports for 50% of thermally unique dwellings which demonstrates that the development achieves a minimum average NatHERS 6.5 star energy efficiency rating. Upon finalising an energy efficiency assessment for each dwelling, a shortfall with the development's thermal performance requirements and minimum obligations must not be met through the utilisation of renewable energy systems, treated as an offset measure, to proclaim compliance.
- 13.5. Heating and cooling systems include a minimum 4 star energy efficiency rating.
- 13.6. Hot water systems include a minimum 5 star energy efficiency rating system.
- 13.7. Water efficient fixtures and fittings include minimum 5 star WELS taps, 4 star WELS toilets and 3 star WELS showerheads ( $\leq 7.5$  L/min).
- 13.8. Double glazing used to all living and bedroom area windows.
- 13.9. Glazing to north, east and west facing living rooms to having shading devices or fixtures to address peak energy demand reduction.
- 13.10. One secure bicycle parking space per dwelling.

To the satisfaction of the Responsible Authority.

14. Prior to the occupation of the development, the development must be constructed in accordance with the endorsed Sustainable Design Assessment or Sustainability Management Plan, except for stormwater and Water Sensitive Urban Design (WSUD) requirements which are adopted, pursuant to the collective Responsible Authority's expectations and requirements, reflected on Drainage Plans.

#### Waste Management Plan

15. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.

### Net Gain Offset

- 15.1. The removal of vegetation authorised by this permit requires that a Net Gain Offset be provided in accordance with the principles of the Victorian Native Vegetation Management Framework to compensate for the removal of the vegetation. The Net Gain Offset must be provided by a financial contribution paid to the Knox City Council Net Gain Reserve, prior to the removal of vegetation to the satisfaction of the Responsible Authority. Knox City Council will then be responsible for the planting and maintenance of the offset planting as required by the principles of Net Gain in the Native Vegetation Management Framework.

### Street Tree Removal

16. Prior to the issue of a Building Permit under the *Building Act 1993* for the development approved under this permit, all costs associated with the removal of the street tree/s (amenity value, tree and stump removal and planting and maintaining a new tree) must be paid to Council by the owner/developer. The removal and replacement of the street tree/s must be undertaken by Council.

### Tree Protection

17. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.
  18. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.
  19. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
  20. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
  21. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
  22. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
  23. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
    - 23.1. Construction activities.
    - 23.2. Dumping and/or storage of materials, goods and/or soil.
-

- 23.3. Trenching or excavation.
- 23.4. Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
- 24. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.
- 25. Prior to the commencement of works, all vegetation identified for removal must be inspected for the presence of fauna, including those using external nests and tree hollows. The inspection must be undertaken by a qualified and experienced Zoologist or Wildlife Handler. A representative of the responsible authority must be present at the time of inspection, or a report on the findings and mitigation methods adopted must be submitted to the Responsible Authority. If fauna is located during the inspection, they must be salvaged and relocated by a suitably qualified and experienced Zoologist or Wildlife Handler in accordance with all relevant legislation and approvals, and if appropriate, in consultation with the Department of Environment, Land, Water and Planning.

#### Car Parking & Accessways

- 26. Before the dwellings are occupied, driveways and car parking areas must be:
    - 26.1. Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority.
    - 26.2. Formed to such levels and drained so that they can be used in accordance with the approved plan.
    - 26.3. Treated with an all-weather seal or some other durable surface.
    - 26.4. Line-marked or provided with some other adequate means of showing the car parking spaces.
- To the satisfaction of the Responsible Authority.
- 27. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.

#### Site Environmental and Construction Management Plan

- 28. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Site Environmental and Construction and Traffic Management Plan (SECMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The SECMP must specify and deal with, but is not limited to, the following:
  - 28.1. Occupational health and safety, traffic management, environmental controls, safety of the public and site security measures to the satisfaction of the Responsible Authority.
  - 28.2. A detailed schedule of works including anticipated project timing.
  - 28.3. A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for

- vehicles delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.
- 28.4. The location for the parking of all construction vehicles and construction worker vehicles during construction.
  - 28.5. Measures to reduce the impact of noise, dust and other emissions created during the construction process including measures to prevent earth being tracked onto surrounding roads by vehicles.
  - 28.6. Measures to ensure that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the storm water drainage system or into adjoining properties, including the adjacent site of biological significance.
  - 28.7. Temporary fencing of the adjacent site of biological significance, which must be in place for the entire duration of works, including demolition, until construction of the permanent boundary fencing.
  - 28.8. Measures for control of storm water during construction, including preventing any storm water runoff onto adjoining properties or the adjacent site of biological significance.
  - 28.9. Machinery/plant locations.
  - 28.10. A fully detailed plan indicating where construction hoardings would be located.
  - 28.11. A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.
  - 28.12. Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site.
  - 28.13. Site security.
  - 28.14. Public safety measures.
  - 28.15. Construction times, noise and vibration controls.
  - 28.16. Restoration of any Council assets removed and/or damaged during construction.
  - 28.17. Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).
  - 28.18. Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).
  - 28.19. An emergency contact that is available for 24 hours a day.
  - 28.20. Hours of operation, which must comply with Environmental Protection Agency Regulations.
  - 28.21. All contractors associated with the construction of the development must be made aware of the requirements of the Site Environmental and Construction Management Plan.

29. All works must be carried out generally in accordance with the measures set out in the approved Site Environmental and Construction Management Plan to the satisfaction of the Responsible Authority.
30. During the construction, the following must occur to the satisfaction of the Responsible Authority:
  - 30.1. Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.
  - 30.2. Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system.
  - 30.3. Vehicle borne material must not accumulate on the roads abutting the site.
  - 30.4. The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.
  - 30.5. All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.
  - 30.6. All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

#### Acoustic Report

31. Prior to the issue of a Building Permit under the Building Act 1993 for the development, an Acoustic Report prepared by a suitably qualified and experienced acoustic engineer must be submitted detailing works required to achieve a maximum internal noise level within the dwellings of 50dBA L<sub>max</sub> or less for bedrooms and 60dBA L<sub>max</sub> or less for living areas to the satisfaction of the Responsible Authority.
32. Once the Acoustic Report is to the satisfaction of and approved by the Responsible Authority, the recommended sound attenuation works must be completed and, on completion of these works, a report prepared by a suitably qualified acoustic consultant must be submitted to the Responsible Authority demonstrating to its satisfaction that the required level of noise attenuation has been achieved by the measures undertaken.

#### Fencing

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

#### Amenity During Construction

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



- 35.2. Parking of motor vehicles.
- 35.3. Transporting of materials or goods to or from the site.
- 35.4. Hours of operation.
- 35.5. Stockpiling of top soil or fill materials.
- 35.6. Air borne dust emanating from the site.
- 35.7. Noise.
- 35.8. Rubbish and litter.
- 35.9. Sediment runoff.
- 35.10. Vibration.

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

#### Stormwater

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

#### External Materials

- 37. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.

#### VicTrack Recommended conditions (Conditions 38-40)

- 38. Prior to commencement of demolition or construction works, the Rail Operator must be contacted through the email address [metrositeaccess@metrotrains.com.au](mailto:metrositeaccess@metrotrains.com.au) to obtain the Rail Operator's conditions and safety requirements for works on, over or adjacent to railway land.
- 39. The permit holder must, at all times, ensure that the common boundary with railway land is fenced at the permit holders' expense to prohibit unauthorised access to the rail corridor. Any permanent walls or fences on the common boundary with railway land must be cleaned and finished using a graffiti proof finish or alternative measures used to prevent or reduce the potential of graffiti as approved by the Head, Transport for Victoria.
- 40. No drainage, effluent, waste soil or other materials must enter or be directed to railway land or stored or deposited on railway land.

#### Permit Expiry

- 41. This permit will expire if one of the following circumstances applies:
  - 41.1. The development is not started within two years of the date of this permit.
  - 41.2. The development is not completed within four years of the date of this permit.

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

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

## NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is 4.5L/s to the existing Council drainage system for a 5 year ARI event.
- Applicant is to direct all stormwater to the nearest Council drainage pit located south east of the site, which will require the construction of approximately 125 metres of outfall drain, as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.

- The street tree can be removed upon receipt of \$701.80. Total cost for street tree removal includes; amenity value (using the *City of Melbourne- Amenity Value Formula*), cost of tree & stump removal and planting and maintaining a new tree for 2 years, in accordance with Council's Green Streets Policy. For details regarding the cost and/or the timing of the removal and replacement of the street tree/s, please contact Council's Active Open Space Team on (03) 9298 8425.
- The Net Gain contribution for the removal of six (6) indigenous trees has been calculated at \$9,741.60. Please contact Council's Landscape Team, on 9298 8125 for further information regarding contribution to the Net Gain Reserve.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

## **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Seymour

That Council issue a Notice of Refusal to Grant a Planning Permit for application P/2021/6061 for the development of the land for eight (8) double storey dwellings, removal of native vegetation and removal of easements E-1 on Lot TP643883J at 30-32 Station Street, Ferntree Gully, subject to the following grounds:

1. The proposal fails to satisfy relevant State Planning Policy Framework strategies and objectives, particularly Clause 15 (Built Environment and Heritage) and Clause 16 (Housing) of the Knox Planning Scheme.
2. The proposal fails to satisfy relevant Local Planning Policy Framework objectives and strategies, particularly Clause 21.03 (Environmental and Landscape Values), Clause 21.05 (Built Environment and Heritage) and Clause 21.06 (Housing) of the Knox Planning Scheme.
3. The proposal is not consistent with the purpose of the Neighbourhood Residential Zone – Schedule 6 as the design outcome is not considered to be respectful of the identified neighbourhood character, environmental and landscape characteristics.

4. The proposal is inconsistent with the design objectives for the Design and Development Overlay – Schedule 8, as the proposal does not protect and enhance the landscape significance of the Dandenong Foothills or Ferntree Gully Village, and will not create an attractive or vibrant streetscape defined by well-designed buildings of an appropriate scale and form or provide a reasonable level of amenity to future residents.

5. The proposal does not achieve the environmental objectives in the Environmental Significance Overlay – Schedule 2, as the proposal will not achieve a net increase in the extent of habitat or improve its ecological condition, through the removal of indigenous vegetation, and buildings and works are not compatible with the long-term protection and enhancement of biological significance.

6. Non-compliance with the following objectives of Clause 55 of the Scheme as follows:

a) Neighbourhood character objectives at Clause 55.02-1 of Knox Planning Scheme as the development is not respectful of the existing or preferred neighbourhood character.

b) Street setback objective at Clause 55.03-1 as the proposed front setback does not meet the Standard and the ability to provide canopy tree planting to achieve landscaping outcomes is limited.

c) Landscaping objectives at Clause 55.03-8 of the Knox Planning Scheme as the proposal does not respect the landscape character of the neighbourhood or maintain and enhance habitat for plants and animals in locations of habitat importance, provide appropriate landscaping or retain mature vegetation on site.

d) Side and rear setbacks objective at Clause 55.04-1 of the Knox Planning Scheme as the height and setback of the wall on the northern boundary does not respect existing or preferred neighbourhood character.

e) Walls on boundaries objective at Clause 55.04-2 of the Knox Planning Scheme as the location of the wall on the eastern boundary does not respect existing or preferred neighbourhood character in relation to the adjoining site being a site of biological significance.

f) Overlooking objective at Clause 55.04-6 of the Knox Planning Scheme as the proposal will result in overlooking to adjoining habitable room windows or secluded private open space.

g) Design detail objective at Clause 55.06-1 of the Knox Planning Scheme as the scale of the development, particularly at the streetscape and proposed materials and colours are not appropriate for the Ferntree Gully Village.

LOST

A Division was called by Councillor Seymour

For the motion: Councillor Baker, Councillor Seymour and Councillor Allred.

Against the motion: Councillor Grasso, Councillor Laukens, Councillor Pearce, Councillor Cooper, Councillor Timmers-Leitch and Councillor Dwight.

LOST 3:6

## **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Pearce

**That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for eight (8) double storey dwellings, removal of native vegetation and removal of easements E-1 on Lot TP643883J at 30-32 Station Street, Ferntree Gully, subject to the following conditions:**

### **Amended Development Plans**

- 1. Prior to the commencement of the development under this permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
  - 1.1. Except for the building footprints, there must be no excavation or fill within the Tree Protection Zone (TPZ) of Tree 11 (Eucalyptus radiata). All paving (including driveway turning bay) within the TPZ of Tree 11 must be constructed above grade using permeable paving such as Ecotrihex®. Natural Ground levels and top of pavement levels must be shown on the plan, demonstrating the sub-base of the paving is above grade. Permeable paving detail must be shown.**
  - 1.2. The Dwelling 2, Bedroom 2 window and retreat window of Dwelling 3 to be screened with fixed obscure glazing to a height of 1.7 metres above the finished floor level. The windows can be openable above and adhesive film must not be used.**
  - 1.3. A detailed Colours and Materials Schedule, including samples. Materials, colours and finishes must be muted tones and chosen to contribute to the landscape setting of the Dandenong Foothills. Reduce the amount of render proposed. The proposed materials and colours palette is not acceptable. Materials must be non-reflective.**
  - 1.4. That post holes for any fencing to be hand dug within the Tree Protection Zone (TPZ) and Structural Root Zone (SRZ) of Tree 11 (Eucalyptus radiata) and**

significant roots (>30mm diameter) must be kept intact. Where significant roots are encountered, post hole must be moved to keep roots intact. This must be done under the supervision of the Project Arborist.

- 1.5. Any modifications necessary to the layout to provide an adequate overland flow path, as shown on the approved Drainage Plans in accordance with Condition 3 of this Permit.
- 1.6. Annotation stating: All structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.
- 1.7. Corner splay areas are to be shown on the development plans in accordance with Clause 52.06-9 of the Knox Planning Scheme.
- 1.8. Letterboxes to front the street. The height, location and design of the letterboxes to comply with Condition 1.7 of this Permit.
- 1.9. A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.10. The location of water tanks consistent with the approved Drainage Plan and Landscape Plan.
- 1.11. Any modifications to the plans arising from the amended Landscape Plan in accordance with Condition 4 of this Permit.
- 1.12. The location and type of Tree Protection Zone (TPZ) fencing and any ground protection (if required) for Tree 11 (*Eucalyptus radiata*) and the street tree/s (TPZ fencing only to be bordered by the road and footpath).
- 1.13. Annotation of Tree Protection requirements at Conditions 17-25 of this Permit.
- 1.14. All levels to be to AHD (Australian Height Datum).
- 1.15. Tree Management Plan in accordance with Condition 12 of this Permit.
- 1.16. An amended Sustainable Design Assessment in accordance with Condition 13 of this Permit, including any modifications to the plans.
- 1.17. An amended Waste Management Plan in accordance with Condition 15 of this Permit to include:
  - 1.17.1. Gated access at the entry to the bin store of 1.8 metres.
  - 1.17.2. Specify the height of the metal screen for the hard waste area.
- 1.18. Modifications to the plans to indicate the gated access and height of metal screen to hard waste area as required by Conditions 1.15.1 and 1.15.2 of this Permit.
- 1.19. An Acoustic Report in accordance with Condition 31 of this Permit, including any modifications to the plans arising from the Report.

To the satisfaction of the Responsible Authority.

### **Other Plans**

- 2. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:**
  - 2.1. Drainage plans in accordance with Condition 3 of this Permit.**
  - 2.2. An amended Landscape plan in accordance with Condition 4 of this Permit.**
  - 2.3. Site Environmental and Construction Management Plan in accordance with Condition 28 of this Permit.**

**To the satisfaction of the Responsible Authority.**

### **Drainage Plans**

- 3. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**
  - 3.1. All stormwater drainage discharge from the site connected to a legal point of discharge.**
  - 3.2. The internal drains of the dwellings to be independent of each other.**
  - 3.3. An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
  - 3.4. The on-site detention system to be installed in a suitable location for easy access and maintenance.**
  - 3.5. A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
  - 3.6. Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
  - 3.7. Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
  - 3.8. All levels to be to AHD (Australian Height Datum).**
  - 3.9. All existing vegetation to be retained, including location of Tree Protection Zones and Tree Protection fencing/protection/notes.**

**To the satisfaction of the Responsible Authority.**

## Landscaping

4. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must be generally in accordance with the Landscape Plan prepared by Landscapes By Design (dated 24 March 2022) but modified to show:
  - 4.0 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.
  - 4.1. The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines).
  - 4.2. Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.
  - 4.3. Details of the surface finishes of pathways and driveways.
  - 4.4. Details and location of all existing and proposed services including above and below ground lines, cables and pipes.
  - 4.5. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
  - 4.6. Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
  - 4.7. A drip irrigation system on an automatic timer for all new canopy trees and garden beds shown on the plan.
  - 4.8. Paving in the Secluded Private Open Space (SPOS) areas must be permeable. Permeable paving detail to be shown on the plan.
  - 4.9. Locate proposed canopy trees as far from buildings as possible.To the satisfaction of the Responsible Authority.
5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.
6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

## General

7. All development must be in accordance with the endorsed plans.
8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:



- 8.1. An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or
- 8.2. A deck to a dwelling with a finished floor level not more than 800mm above ground level.

Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m<sup>2</sup>.

9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

#### Tree Management Plan

12. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a Tree Management Plan must be submitted, demonstrating how *Eucalyptus radiata* (Tree 11) will be protected through all stages of construction (including demolition) to relevant Australian Standards, must be submitted to the satisfaction of the Responsible Authority. The Tree Management Plan (TMP) must include the entire Tree Protection Zone (TPZ) of the tree. The TMP must also include (but not be limited to):
  - 12.1. The location of TPZ fencing;
  - 12.2. A schedule for signing off each stage of works by the Project Arborist and Council Arborist (where necessary);
  - 12.3. Post holes for any fencing within the TPZ or SRZ of Tree 11 to be hand dug and significant roots (>30mm diameter) to be kept intact. Post hole to be moved to keep roots intact. This must be done under the supervision of the Project Arborist; and,
  - 12.4. Any tree roots identified during works must be pruned under the guidance of a suitably qualified arborist in accordance with AS 4373-2007 – Pruning of amenity trees.

#### Environmentally Sustainable Development

13. Prior to the commencement of the development approved under this Permit, a Sustainable Design Assessment or Sustainability Management Plan detailing Environmentally Sustainable Development (ESD) initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must include:
  - 13.1. An Integrated Water Management (IWM) Assessment addressing stormwater quality performance, in addition to ensuring that the Responsible Authority's collective integrated water management requirements and expectations pursuant

to Clauses 34 and 44 of the State Environment Protection Policy (Waters), are satisfied which includes sufficiently sized rainwater tank(s) for retention purposes for each dwelling, as well as, permeable paving to parts of the common driveway area in lieu of raingardens.

- 13.2. Rainwater tanks connected to all toilet flushing, laundry and irrigation areas.
- 13.3. A complete, published BESS Report, with an acceptable overall score of at least 50% which also meets the 'pass' marks in the categories of Water, Energy, Stormwater and Indoor Environment Quality (IEQ) or is otherwise to the satisfaction of the Responsible Authority.
- 13.4. Preliminary First Rate 5 Reports for 50% of thermally unique dwellings which demonstrates that the development achieves a minimum average NatHERS 6.5 star energy efficiency rating. Upon finalising an energy efficiency assessment for each dwelling, a shortfall with the development's thermal performance requirements and minimum obligations must not be met through the utilisation of renewable energy systems, treated as an offset measure, to proclaim compliance.
- 13.5. Heating and cooling systems include a minimum 4 star energy efficiency rating.
- 13.6. Hot water systems include a minimum 5 star energy efficiency rating system.
- 13.7. Water efficient fixtures and fittings include minimum 5 star WELS taps, 4 star WELS toilets and 3 star WELS showerheads ( $\leq 7.5$  L/min).
- 13.8. Double glazing used to all living and bedroom area windows.
- 13.9. Glazing to north, east and west facing living rooms to having shading devices or fixtures to address peak energy demand reduction.
- 13.10. One secure bicycle parking space per dwelling.

To the satisfaction of the Responsible Authority.

14. Prior to the occupation of the development, the development must be constructed in accordance with the endorsed Sustainable Design Assessment or Sustainability Management Plan, except for stormwater and Water Sensitive Urban Design (WSUD) requirements which are adopted, pursuant to the collective Responsible Authority's expectations and requirements, reflected on Drainage Plans.

#### Waste Management Plan

15. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction

**of the Responsible Authority. Council will not collect waste from the proposed development.**

#### **Net Gain Offset**

**15.1. The removal of vegetation authorised by this permit requires that a Net Gain Offset be provided in accordance with the principles of the Victorian Native Vegetation Management Framework to compensate for the removal of the vegetation. The Net Gain Offset must be provided by a financial contribution paid to the Knox City Council Net Gain Reserve, prior to the removal of vegetation to the satisfaction of the Responsible Authority. Knox City Council will then be responsible for the planting and maintenance of the offset planting as required by the principles of Net Gain in the Native Vegetation Management Framework.**

#### **Street Tree Removal**

**16. Prior to the issue of a Building Permit under the *Building Act 1993* for the development approved under this permit, all costs associated with the removal of the street tree/s (amenity value, tree and stump removal and planting and maintaining a new tree) must be paid to Council by the owner/developer. The removal and replacement of the street tree/s must be undertaken by Council.**

#### **Tree Protection**

- 17. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**
- 18. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**
- 19. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
- 20. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 21. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 22. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum**

100mm depth). The area is to be watered at least fortnightly throughout the construction period.

23. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
  - 23.1. Construction activities.
  - 23.2. Dumping and/or storage of materials, goods and/or soil.
  - 23.3. Trenching or excavation.
  - 23.4. Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
24. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.
25. Prior to the commencement of works, all vegetation identified for removal must be inspected for the presence of fauna, including those using external nests and tree hollows. The inspection must be undertaken by a qualified and experienced Zoologist or Wildlife Handler. A representative of the responsible authority must be present at the time of inspection, or a report on the findings and mitigation methods adopted must be submitted to the Responsible Authority. If fauna is located during the inspection, they must be salvaged and relocated by a suitably qualified and experienced Zoologist or Wildlife Handler in accordance with all relevant legislation and approvals, and if appropriate, in consultation with the Department of Environment, Land, Water and Planning.

#### **Car Parking & Accessways**

26. Before the dwellings are occupied, driveways and car parking areas must be:
  - 26.1. Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority.
  - 26.2. Formed to such levels and drained so that they can be used in accordance with the approved plan.
  - 26.3. Treated with an all-weather seal or some other durable surface.
  - 26.4. Line-marked or provided with some other adequate means of showing the car parking spaces.

To the satisfaction of the Responsible Authority.
27. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.

#### **Site Environmental and Construction Management Plan**

28. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Site Environmental and Construction and Traffic Management Plan (SECMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The SECMP must specify and deal with, but is not limited to, the following:

- 28.1. Occupational health and safety, traffic management, environmental controls, safety of the public and site security measures to the satisfaction of the Responsible Authority.**
- 28.2. A detailed schedule of works including anticipated project timing.**
- 28.3. A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for vehicles delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.**
- 28.4. The location for the parking of all construction vehicles and construction worker vehicles during construction.**
- 28.5. Measures to reduce the impact of noise, dust and other emissions created during the construction process including measures to prevent earth being tracked onto surrounding roads by vehicles.**
- 28.6. Measures to ensure that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the storm water drainage system or into adjoining properties, including the adjacent site of biological significance.**
- 28.7. Temporary fencing of the adjacent site of biological significance, which must be in place for the entire duration of works, including demolition, until construction of the permanent boundary fencing.**
- 28.8. Measures for control of storm water during construction, including preventing any storm water runoff onto adjoining properties or the adjacent site of biological significance.**
- 28.9. Machinery/plant locations.**
- 28.10. A fully detailed plan indicating where construction hoardings would be located.**
- 28.11. A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.**
- 28.12. Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site.**
- 28.13. Site security.**
- 28.14. Public safety measures.**
- 28.15. Construction times, noise and vibration controls.**
- 28.16. Restoration of any Council assets removed and/or damaged during construction.**
- 28.17. Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).**
- 28.18. Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).**
- 28.19. An emergency contact that is available for 24 hours a day.**

- 28.20. Hours of operation, which must comply with Environmental Protection Agency Regulations.**
- 28.21. All contractors associated with the construction of the development must be made aware of the requirements of the Site Environmental and Construction Management Plan.**
- 29. All works must be carried out generally in accordance with the measures set out in the approved Site Environmental and Construction Management Plan to the satisfaction of the Responsible Authority.**
- 30. During the construction, the following must occur to the satisfaction of the Responsible Authority:**
  - 30.1. Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.**
  - 30.2. Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system.**
  - 30.3. Vehicle borne material must not accumulate on the roads abutting the site.**
  - 30.4. The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.**
  - 30.5. All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.**
  - 30.6. All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).**

#### **Acoustic Report**

- 31. Prior to the issue of a Building Permit under the Building Act 1993 for the development, an Acoustic Report prepared by a suitably qualified and experienced acoustic engineer must be submitted detailing works required to achieve a maximum internal noise level within the dwellings of 50dBA Lmax or less for bedrooms and 60dBA Lmax or less for living areas to the satisfaction of the Responsible Authority.**
- 32. Once the Acoustic Report is to the satisfaction of and approved by the Responsible Authority, the recommended sound attenuation works must be completed and, on completion of these works, a report prepared by a suitably qualified acoustic consultant must be submitted to the Responsible Authority demonstrating to its satisfaction that the required level of noise attenuation has been achieved by the measures undertaken.**

#### **Fencing**

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

### **Amenity During Construction**

- 35. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
- 35.1. The appearance of building, works or materials on the land.**
  - 35.2. Parking of motor vehicles.**
  - 35.3. Transporting of materials or goods to or from the site.**
  - 35.4. Hours of operation.**
  - 35.5. Stockpiling of top soil or fill materials.**
  - 35.6. Air borne dust emanating from the site.**
  - 35.7. Noise.**
  - 35.8. Rubbish and litter.**
  - 35.9. Sediment runoff.**
  - 35.10. Vibration.**

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

### **Stormwater**

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

### **External Materials**

- 37. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.**

### **VicTrack Recommended conditions (Conditions 38-40)**

- 38. Prior to commencement of demolition or construction works, the Rail Operator must be contacted through the email address [metrositeaccess@metrotrains.com.au](mailto:metrositeaccess@metrotrains.com.au) to obtain the Rail Operator's conditions and safety requirements for works on, over or adjacent to railway land.**
- 39. The permit holder must, at all times, ensure that the common boundary with railway land is fenced at the permit holders' expense to prohibit unauthorised access to the rail corridor. Any permanent walls or fences on the common boundary with railway land must be cleaned and finished using a graffiti proof finish or alternative measures used to prevent or reduce the potential of graffiti as approved by the Head, Transport for Victoria.**
- 40. No drainage, effluent, waste soil or other materials must enter or be directed to railway land or stored or deposited on railway land.**

## **Permit Expiry**

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

**41.1. The development is not started within two years of the date of this permit.**

**41.2. The development is not completed within four years of the date of this permit.**

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

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

## **NOTES**

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- The total Permissible Site Discharge for the property including all dwellings is 4.5L/s to the existing Council drainage system for a 5 year ARI event.**
- Applicant is to direct all stormwater to the nearest Council drainage pit located south east of the site, which will require the construction of approximately 125 metres of outfall drain, as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.**
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.**
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.**

**Other Notes:**

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.**
- A building permit must be obtained before development is commenced.**
- Buildings are not allowed to be built over Council easements.**
- The dwelling/s must achieve a minimum 6-Star Energy Rating.**



- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- The street tree can be removed upon receipt of \$701.80. Total cost for street tree removal includes; amenity value (using the *City of Melbourne- Amenity Value Formula*), cost of tree & stump removal and planting and maintaining a new tree for 2 years, in accordance with Council's Green Streets Policy. For details regarding the cost and/or the timing of the removal and replacement of the street tree/s, please contact Council's Active Open Space Team on (03) 9298 8425.
- The Net Gain contribution for the removal of six (6) indigenous trees has been calculated at \$9,741.60. Please contact Council's Landscape Team, on 9298 8125 for further information regarding contribution to the Net Gain Reserve.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

**CARRIED**

A Division was called by Councillor Baker

For the motion: Councillor Laukens, Councillor Dwight, Councillor Timmers-Leitch, Councillor Grasso, Councillor Pearce and Councillor Cooper.

Against the motion: Councillor Baker, Councillor Allred and Councillor Seymour.

**CARRIED 6:3**

### 6.3 Audit and Risk Committee - Independent Member Reappointment

**SUMMARY:** Matt Kelleher, Director City Strategy and Integrity

The Knox City Council Audit and Risk Committee Charter provides that its membership shall comprise of three independent members and two Councillors.

Mr Homi Burjorjee's term as an independent member on the Audit and Risk Committee concluded on 30 June 2022. This report recommends that Mr Burjorjee be reappointed as an independent member to the Audit and Risk Committee for a further three-year term.

#### **RECOMMENDATION**

That Council reappoint Mr Homi Burjorjee to the Audit and Risk Committee as an independent member for a three-year term, from 1 July 2022 to 30 June 2025.

#### **RESOLUTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Timmers-Leitch

**That Council reappoint Mr Homi Burjorjee to the Audit and Risk Committee as an independent member for a three-year term, from 1 July 2022 to 30 June 2025.**

#### **CARRIED**

## 6.4 Fraud and Corruption Framework

SUMMARY: Acting Manager Governance, Andrew Dowling

A revised Fraud and Corruption Framework has been prepared to ensure the Framework remains current, and presents a best practice approach to controlling fraud and corruption at a strategic and operational level.

### RECOMMENDATION

That Council adopt the revised Fraud and Corruption Framework 2022 as set out in Attachment 1 to the officers' report (subject to acceptance of tracked changes).

### **RESOLUTION**

**MOVED:** Councillor Timmers-Letch

**SECONDED:** Councillor Dwight

**That Council adopt the revised Fraud and Corruption Framework 2022 as set out in Attachment 1 to the officers' report (subject to acceptance of tracked changes).**

### **CARRIED**

## 6.5 Public Engagement on the Draft Bayswater Renewal Strategy Issues and Opportunities Paper

SUMMARY: Senior Strategic Planner – Domenic Petrilli

Council officers have commenced work on the preparation of the Bayswater Renewal Strategy for the major activity centre area surrounding the Bayswater Railway Station. The Renewal Strategy will build upon the Bayswater 2020 plan that was prepared in 2005 and has informed the current planning strategies and controls that apply to the centre. The attached Issues and Opportunities Paper has been informed by a series of technical background reports and prior consultation, summarising the opportunities identified for the centre and will be used to capture community and stakeholder input to this project. This phase of consultation will inform the preparation of the Bayswater Renewal Strategy.

### RECOMMENDATION

That Council:

1. Notes the current work on the preparation of the Bayswater Renewal Strategy including the Issues and Opportunities Paper as provided in Attachment 1, with a summary report of key opportunities outlined in Attachment 2.
2. Notes the planned preliminary community engagement in July-August 2022 as detailed in this report.
3. Authorises the Chief Executive Officer (or delegate of their choosing) to make consequential edits to the attached documents as necessary for community consultation and engagement.

### RESOLUTION

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Grasso**

That Council:

1. **Notes the current work on the preparation of the Bayswater Renewal Strategy including the Issues and Opportunities Paper as provided in Attachment 1, with a summary report of key opportunities outlined in Attachment 2.**
2. **Notes the planned preliminary community engagement will now commence in the fourth Quarter of 2022 due to the need to balance other consultation programs and resourcing (instead of July-August 2022 as detailed in this report).**
3. **Authorises the Chief Executive Officer (or delegate of their choosing) to make consequential edits to the attached documents as necessary for community consultation and engagement.**

**CARRIED**

## 6.6 Ferntree Gully Cemetery Strategic Review - (Deferral)

SUMMARY: Acting Manager Governance, Andrew Dowling

Council resolved at its November 2021 meeting to receive a report regarding the long-term sustainability of Ferntree Gully Cemetery by May 2022. At its meeting in May 2022, Council resolved to note that the requested report would be presented to Council no later than July 2022. Since that meeting, Councillors have indicated support for a further deferral, which is now being recommended to Council for approval.

### RECOMMENDATION

That Council resolve to note that the requested report regarding the long-term sustainability of Ferntree Gully Cemetery will be presented to Council at the Council meeting in August 2022.

### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Timmers-Leitch

**That Council resolve to note that the requested report regarding the long-term sustainability of Ferntree Gully Cemetery will be presented to Council at the Council meeting in August 2022.**

### **CARRIED**

## 6.7 Governance Rules Review

SUMMARY: Acting Manager Governance, Andrew Dowling

The COVID-19 pandemic has highlighted the need for, and usefulness of, a more flexible and modern approach to conducting certain required local government meetings.

From 2 September 2022 onwards, councils will be permanently enabled to conduct virtual meetings in accordance with their Governance Rules. This follows the passage of the Victorian Government's *Regulatory Legislation Amendment (Reform) Act 2022* which introduces new provisions to the *Local Government Act 2020* concerning 'attendance' and 'remote' meetings. By this date the Governance Rules will need to make appropriate provisions for requesting and approval of attendance at Council and Delegated Committee meetings by electronic means of communication.

Knox's current Governance Rules came into operation on 1 September 2020. Section 60(3) of the *Local Government Act 2020* (the Act) permits Council to amend its Governance Rules at any time. Council must, however, ensure that a process of community engagement is followed in amending its Governance Rules.

### RECOMMENDATION

That Council:

1. Resolve to endorse the Revised Governance Rules (inclusive of the Election Period Policy at attachment 2), as set out in Attachment 1 (subject to acceptance of the tracked changes) for the purposes of community consultation as detailed in the officer report.
2. Note that a further report regarding the Governance Rules (with or without further amendment) will be considered at the Council meeting on 29 August 2022.

### **RESOLUTION**

**MOVED: Councillor Dwight**

**SECONDED: Councillor Timmers-Leitch**

That Council:

1. **Resolve to endorse the Revised Governance Rules (inclusive of the Election Period Policy at attachment 2), as set out in Attachment 1 (subject to acceptance of the tracked changes) for the purposes of community consultation as detailed in the officer report.**
2. **Note that a further report regarding the Governance Rules (with or without further amendment) will be considered at the Council meeting on 29 August 2022.**
3. **Authorise the Chief Executive Officer or their delegate to make minor corrections or amendments to the Rules, where the changes are administrative and do not affect the purpose of the Rules, prior to the Rules being released for consultation.**

### **CARRIED**

## 7 Public Question Time

Question Time commenced at 8:57pm.

The following questions were raised with Council:

### 7.1.1 Question 1- Maurice Perry

Are there any tree or vegetation protection controls in place for the Boronia Heights Secondary College site on Mount View Road, Boronia?

The Director City Strategy and Integrity, Matt Kelleher responded:

- There are three different types of tree controls on this property, with a significant landscape overlay and environmental significance overlay which trigger planning permits for certain types of vegetation removal. There is also a development plan overlay which has requirements relating to tree protection.
- He is not aware of what has been shared and cannot give a full answer with this site having undergone a specific rezoning process initiated by the State Government and it is appropriate to explore what the submitter has done in approaching the State Government regarding this issue.
- The appropriate method is to lodge a formal planning enforcement complaint with Knox City Council to be passed to Council's planning investigation team and directed the submitter to the Council website to lodge the complaint.

### 7.1.2 Question 2- Frank Sullivan

When will this Council address the discrimination against people who do not have internet or IT facilities?

The Chief Executive Officer, Bruce Dobson responded:

- Encouraging Mr Sullivan to provide any specific examples that supported the premise of his question that there is discrimination against people who do not have internet or IT access.
- Noted the community sought to engage with Council in many different ways, some by electronic means and other in person, by phone, or by letter and that Council seeks to serve all people in the community

The Mayor, Councillor Laukens invited Mr Sullivan to contact her with specific examples of his concerns to enable follow up with the organisation.

### 7.1.3 Question 3- Darren Wallace

Is Council satisfied it has adequate recognition of significant trees within its planning scheme and how often is the significant tree data updated?

The Director City Strategy and Integrity, Matt Kelleher responded:

- Thanking Mr Wallace for his patience in awaiting a response to his question from the previous Ordinary Council Meeting.
- Advising his question would need to be taken on notice as it related specifically to significant trees rather than vegetation controls more broadly as original understood.

### 7.1.4 Question 4- Darren Wallace

Can Council advise on the future of the land at the corner of Station Street and Pine Road in Bayswater, which was formerly a Council Hall?

The Director City Strategy and Integrity, Matt Kelleher responded:

- Council has previously considered a confidential report regarding this site in December 2021 with parts of the resolution publicly available, including that there had been an initial policy assessment determining the property was not required to be retained, and to commence statutory process for its disposal.
- Council still has to work through a process to determine how it will use this site in the future.
- Noting the Bayswater Renewal Strategy will be helpful in relation to Council's consideration of this site.

The Mayor, Councillor Laukens, agreed to a request from Mr Wallace for written responses to be provided to his questions.

### 7.1.5 Question 5- Mark Glazebrook

Several insurance brokers have advised me that due to the increased and unpredictable impact of recent flood events, insurance companies have advised that they will no longer be issuing home flood insurance in flood prone locations.

Given this, what financial and legal risks will Council and rate payers be exposed to, if the current Development Victoria plans for 621 Burwood Hwy go ahead on land including where Lake Knox is currently situated, that until 2018, Council deemed as flood prone through an inundation overlay.



The Director City Strategy and Integrity, Matt Kelleher responded:

- Melbourne Water is the Floodplain Manager for Blind Creek not Council.
- It is Melbourne Water and not Council that deems land adjoining Blind Creek to be flood-prone or not.
- It is likely that the change in 2018 referred to was Amendment C160 and the Minister for Planning was the Planning Authority for that Amendment – not Council. The amendment made some changes to the Land Subject to Inundation Overlay (LSIO) as well as the zoning to the site and changes to the Environmental Significance Overlay (ESO). It is expected that Melbourne Water was consulted by the Minister as part of that process and its views considered as part of that process.
- Both Planning Applications for the Development Victoria site have been referred to Melbourne Water – and Melbourne Water’s advice will be considered as part of the officer assessment of the applications.
- As Melbourne Water is the floodplain manager for this waterway, there are processes in place to ensure Council's decisions consider known or potential risks for flood prone areas.

### 7.1.6 Question 6- Edward Houston

How many applications for a Planning Permit for a Telecommunications Tower/Facility have been rejected by Knox City Council in the past?

What are the minimum number of Objections required to stop a Planning Application from proceeding?

The Director City Strategy and Integrity, Matt Kelleher responded:

- Noting the Manager City Planning and Building had communicated with Mr Houston earlier in the day, and that the Planning team seek to respond to enquiries within 24 business hours.
- The information Council distributes is prescribed by law and Council is limited in the template it can use for planning matters.
- Since 2007 (when Council started using its present system Pathways to manage Planning Applications) Council has received eight (8) Planning Applications for Telecommunication Facilities involving a monopole proposal similar to the current application in Wellington Road Lysterfield (P/2022/6097).
  - 6 applications were approved;
  - 1 application was Refused; and
  - 1 (application (P/2022/6097) is undecided and is currently being advertised. It is a planning permit application and Council has not made a decision as yet. Council plays a regulatory role in planning application and by law must manage applications in a particular way. Council cannot pre-empt decisions and must make a full assessment of an application.

- There is no specified number of objections that would need to be submitted to an application to ensure that an application is refused. Planning Applications must be considered on their individual merits, which will look at compliance with the Planning Scheme, feedback from external authorities (if required) as well as community feedback.
- Some applications can be refused with zero objections, and other applications can be supported if even a large number of objections are received – the outcome will depend on the proposal.
- Objections that address the merits and Planning Scheme compliance of an application, together with the specifics of the application are likely to have a greater influence, than the simple number of objections received
- There are appeal provisions that apply to planning applications and party not satisfied with the Council determination on this application P/2022/6097 can appeal to the Victorian Civil and Administrative Tribunal (VCAT).
- Applications for Telecommunication Facilities such as P/2022/6097 can be determined as a delegated decision by the planners, or could be a determined by Council (subject to there being a certain number of objections, or being called-in to a Council meeting by a Councillor). If a determination on the application is not made in a specific timeframe, a failure to determine appeal can be lodged to VCAT.

*The Mayor, Councillor Laukens determined it was not possible for a verbal response to be provided to the remaining questions from submitters not present in the Gallery having regard to the allocated time left public questions and the time of the night. The Mayor advised remaining questions would be taken on notice and a written response provided.*

Question Time Concluded at 9:22pm.

## 8 Infrastructure Officers' Reports for consideration

### 8.1 Household Kerbside Collection Frequency Change and Community Consultation for Waste Services

SUMMARY: Project Lead - Kerbside reform, Lindsey Pettifer

A report was presented to the Council Meeting held on 23 August 2021 outlining a number of strategic waste matters, including consideration of service change options, including a bin lid change program and the introduction of a food and garden organics (FOGO) service.

At the time of the report, a small number of Victorian councils had introduced the food and garden organics (FOGO) service. Since then, the number of Victorian councils that have introduced the FOGO service has increased and as a result there is more data available on the best practice service model.

Best practice now recognises implementation of a weekly collection of FOGO material and fortnightly collection of residual garbage waste in achieving the most effective and efficient FOGO service.

#### RECOMMENDATION

That Council:

1. Approves the implementation of changes to kerbside waste collection frequencies to coincide with the commencement of new Food and Garden Organics (FOGO) collection services. Specifically, a change to weekly FOGO and fortnightly residual garbage bin services.
2. Notes that the above change aligns with best practice implementation of kerbside FOGO services and maintains weekly disposal of food waste in order to best maintain local amenity.
3. Notes that upcoming community consultation on waste management services will investigate how best to support the community through this change.

#### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Seymour

That Council:

1. As resolved at the August 2021 Council meeting:
  - a) Implements a fortnightly FOGO service in 2023 and continue the weekly collection of the residual garbage bin.
  - b) Undertakes engagement on the potential change to collection frequency (i.e. weekly food/garden waste and fortnightly garbage) in early 2025, or sooner should community feedback and outcomes of the implementation of FOGO engagement indicate strong support for earlier implementation as residents get used to the FOGO service.

2. Initiates a dedicated FOGO feedback mechanism, monitoring customer feedback to the implementation of a fortnightly FOGO service and provide a report to Council on feedback received after first 6 months of implementation.
3. Receives a report on feedback received from the engagement on the collection frequency prior to making a final decision on the timing of the frequency change for the residual garbage bin.
4. Notes that engagement on the development of the new Waste Management Strategy is about to commence.

LOST

A Division was called by Councillor Baker

For the motion: Councillor Baker and Councillor Seymour

Against the motion: Councillor Timmers-Leitch, Councillor Allred, Councillor Dwight, Councillor Grasso, Councillor Pearce, Councillor Cooper and Councillor Laukens

LOST 2:7

**RESOLUTION**

**MOVED: Councillor Timmers-Leitch**

**SECONDED: Councillor Dwight**

**That Council:**

- 1. Approves the implementation of changes to kerbside waste collection frequencies to coincide with the commencement of new Food and Garden Organics (FOGO) collection services. Specifically, a change to weekly FOGO and fortnightly residual garbage bin services.**
- 2. Notes that the above change aligns with best practice implementation of kerbside FOGO services and maintains weekly disposal of food waste in order to best maintain local amenity.**
- 3. Notes that upcoming community consultation on waste management services will investigate how best to support the community through this change.**

**CARRIED**

## 9 Connected Communities Officers' Reports for consideration

### 9.1 Minor Grants Program 2022-23 Monthly Report - 25 July 2022

SUMMARY: Acting Coordinator Community Partnerships, Deb Robert

This report summarises the grant applications recommended for approval in July for the 2022-2023 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 \$23,426.44 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Boronia Peer Support Group	Laptop and software	\$1,948.00	\$1,948.00
Isomer Aged Care Facility	Gazebo	\$3,000.00	\$3,000.00
Alice Johnson Playgroup Inc.	Indoor Playspace Update	\$3,000.00	\$3,000.00
Polish Senior Citizens Club Inc.	Equipment and refurbishment of Seniors Corner	\$3,000.00	\$3,000.00
Wantirna South Cricket Club	Point of Sale Equipment	\$708.00	\$708.00
Lions Club of Rowville	Club Members' Uniforms	\$1,168.00	\$1,068.80
Friends of Blind Creek Billabong	Friends of Blind Creek Billabong 21 <sup>st</sup> Anniversary	\$1,200.00	\$1,200.00
St Paul's Anglican Church Boronia	Instant Hot water Unit	\$2,871.64	\$2,871.64
RAFT Anglican Church	Defibrillator	\$2,500.00	\$2,500.00
Shakti Migrant and Refugee Women's Support Group Melbourne Inc.	Office clean-up and banner	\$1,130.00	\$1,130.00
Birch St Kindergarten Parent Group	Indigenous Mural on Kinder Shed	\$2,000.00	\$2,000.00
Footscape Inc.	Foot Care Kits	\$1,000.00	\$1,000.00
<b>TOTAL</b>		<b>\$23,525.64</b>	<b>\$23,426.44</b>

2. Note that the above recommended grants, totalling \$23,426.44, is the first round of allocations under the 2022-23 Minor Grants Program supporting 12 community-based organisations and their Knox volunteers and members.

*Councillor Pearce retired from the meeting at 9.47pm*

*Councillor Dwight left the meeting at 9:47pm before the discussion and vote on item 9.1*

**RESOLUTION**

**MOVED: Councillor Cooper**

**SECONDED: Councillor Seymour**

**That Council:**

- 1. Approve 12 applications for a total of \$23,426.44 as detailed below:**

Applicant Name	Project Title	Amount Requested	Amount Recommended
Boronia Peer Support Group	Laptop and software	\$1,948.00	\$1,948.00
Isomer Aged Care Facility	Gazebo	\$3,000.00	\$3,000.00
Alice Johnson Playgroup Inc.	Indoor Playspace Update	\$3,000.00	\$3,000.00
Polish Senior Citizens Club Inc.	Equipment and refurbishment of Seniors Corner	\$3,000.00	\$3,000.00
Wantirna South Cricket Club	Point of Sale Equipment	\$708.00	\$708.00
Lions Club of Rowville	Club Members' Uniforms	\$1,168.00	\$1,068.80
Friends of Blind Creek Billabong	Friends of Blind Creek Billabong 21 <sup>st</sup> Anniversary	\$1,200.00	\$1,200.00
St Paul's Anglican Church Boronia	Instant Hot water Unit	\$2,871.64	\$2,871.64
RAFT Anglican Church	Defibrillator	\$2,500.00	\$2,500.00
Shakti Migrant and Refugee Women's Support Group Melbourne Inc.	Office clean-up and banner	\$1,130.00	\$1,130.00
Birch St Kindergarten Parent Group	Indigenous Mural on Kinder Shed	\$2,000.00	\$2,000.00
Footscape Inc.	Foot Care Kits	\$1,000.00	\$1,000.00
<b>TOTAL</b>		<b>\$23,525.64</b>	<b>\$23,426.44</b>

- 2. Note that the above recommended grants, totalling \$23,426.44, is the first round of allocations under the 2022-23 Minor Grants Program supporting 12 community-based organisations and their Knox volunteers and members.**

**CARRIED**

## 9.2 Eastern Affordable Housing Alliance (EAHA) Update

SUMMARY: Eastern Affordable Housing Alliance Lead, Joanna Stubbings

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

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

This report provides an update to Council regarding the recent work the EAHA has been undertaking including the new Eastern Affordable Housing Alliance Strategic Plan 2022-2026 (Attachment 1) and Annual Implementation Plan (Attachment 2).

This report also provides an overview of recent research on the long-term community impacts of insufficient supply for public, social and affordable housing in Australia, titled “Give Me Shelter”. The research synopsis (Attachment 3) and full research report (Attachment 4), authored by SGS Economics and Planning for Housing All Australian, are attached.

### RECOMMENDATION

That Council:

1. Note the new Eastern Affordable Housing Alliance Strategic Plan 2022-2026 (Attachment 1) and Annual Implementation Plan (Attachment 2); and
2. Note the recent research titled “Give Me Shelter”, published authored by SGS Economics and Planning for Housing All Australians.

*Councillor Dwight returned to the meeting at 9:49pm before the vote on item 9.2*

### **RESOLUTION**

**MOVED: Councillor Seymour**

**SECONDED: Councillor Grasso**

That Council:

1. **Note the new Eastern Affordable Housing Alliance Strategic Plan 2022-2026 (Attachment 1) and Annual Implementation Plan (Attachment 2); and**
2. **Note the recent research titled “Give Me Shelter”, published authored by SGS Economics and Planning for Housing All Australians.**

### **CARRIED**

### 9.3 Leisure Minor Capital Works Grant Scheme 2022-23

SUMMARY: Leisure Contracts and Project Officer, Rhonda Snijders

This report presents the recommendations of the Leisure Minor Capital Works Grant Scheme (LMCWGS) Committee for Council's 2022-2023 program allocation for funding. The annual LMCWGS supports community sporting and leisure organisations to undertake facility improvements on land owned or managed by Council.

#### RECOMMENDATION

That Council:

1. Approves a funding allocation of \$94,787.00 (inc GST) from the 2022-23 Leisure Minor Capital Works Grants Scheme Program to the applicant clubs nominated in Attachment 1.
2. Specifies that additional grant conditions are required for the sporting organisations listed in Attachment 3.
3. Inform applicant clubs of Council's decision.

*Councillor Timmers-Leitch acknowledged the recommendations of the recent VAGO Audit into Fraud Control over Local Government Grants and Council's Grants Framework Policy adopted in June 2022 which specifically addresses separating the assessment and decision making processes for grants. Councillor Timmers-Leitch advised while she did not believe she had a conflict of interest in relation to Item 9.3- Leisure Minor Capital Works Grant Scheme 2022-23, having been part of the assessment panel, she considered it good governance to exclude herself from the final decision making.*

*Councillor Cooper advised she was a member of the Assessment panel and for the same reasons articulated by Councillor Timmers-Leitch, she too would be excluding herself from the final decision making.*

*Councillor Timmers-Leitch and Councillor Cooper left the meeting at 9:59pm before the discussion and vote on item 9.1*

#### **RESOLUTION**

**MOVED: Councillor Seymour**

**SECONDED: Councillor Baker**

That Council:

1. Approves a funding allocation of \$94,787.00 (inc GST) from the 2022-23 Leisure Minor Capital Works Grants Scheme Program to the applicant clubs nominated in Attachment 1.
2. Specifies that additional grant conditions are required for the sporting organisations listed in Attachment 3; and



**3. Inform applicant clubs of Council's decision.**

**CARRIED**

*Councillor Timmers-Leitch and Councillor Cooper returned to the meeting at 10:01pm after the vote on item 9.1*

## 10 Office of the CEO Reports for consideration

### 10.1 Child Safe Standards

**SUMMARY:** People & Culture Partnerships Lead, Kim Oakman  
Victoria has had mandatory Child Safe Standards since 2016. The Victorian Government has now reviewed the Standards and, effective from 1 July 2022, eleven updated Standards replace the original seven. Related policies, procedures and practices have been revised and updated to reflect the changes.

#### **RECOMMENDATION**

That Council endorse the updated Councillor Child Safe Policy and Procedure as set out in Attachments 1 and 2 to this report.

#### **RESOLUTION**

**MOVED:** Councillor Dwight

**SECONDED:** Councillor Timmers-Leitch

**That Council endorse the updated Councillor Child Safe Policy and Procedure as set out in Attachments 1 and 2 to this report.**

#### **CARRIED**

11 City Centre Reports for Consideration

Nil.

12 Items for Information

Nil.

13 Notices of Motion

13.2 Notice of Motion 130 - Management of Commemorative Plaques

**RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Seymout

**That Council resolve to:**

- 1. Request Councillors receive a briefing regarding options for the management of commemorative plaques on Council buildings and land by October 2022, unless deferred to a later time in consultation with the Mayor.**
- 2. Subsequently receive a report at a future Council, or Strategic Planning Committee meeting, recommending a framework or policy position for the management of commemorative plaques.**

**CARRIED**

14 Supplementary Items

Nil.

15 Urgent Business

Nil.

16 Questions Without Notice

Nil.

## 17 Confidential Items

*The Chief Executive Officer, Bruce Dobson declared a material conflict of interest pursuant to Section 131 of the Local Government Act 2020 (the Act) on the grounds that Item 17.1 relates to his performance appraisal and consequently he stands to gain a benefit or suffer a loss depending on Council's decision.*

*Mr Dobson advised he would leave the room during Council's deliberations on Item 17.1, CEO Performance Appraisal but it was appropriate that he remind Council of his conflict of interest in the event he was required to return to answer any questions or provide advice to Council as part of their deliberations.*

*The Chief Executive Officer left the meeting at 10.14 before the discussion and vote on this item.*

### **PROCEDURAL MOTION**

### **CLOSURE OF MEETING**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Baker

**That Council resolve to close the meeting to the public in accordance with Section 66(2)(a) of the Local Government Act 2020 to consider:**

#### **Item 17.1 CEO Performance Appraisal**

- **All attachments in this report are included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to: Personal information, including information regarding an identifiable person that would be unreasonable to disclose in a public report.**

### **CARRIED**

### **THE MEETING WAS CLOSED TO THE PUBLIC AT 10:14pm**

#### **17.1 CEO Performance Appraisal**

This item was resolved in camera.

**MEETING CLOSED AT 10.23pm**

Minutes of Meeting confirmed at the  
Meeting of Council  
held on Monday, 29 August 2022

.....  
Chairperson

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

**knox**  
your city



# **AGENDA**

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 25 July 2022 at 7:00 PM

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17.1 CEO Performance Appraisal .....416

Bruce Dobson  
Chief Executive Officer

**1 Apologies and Requests for Leave of Absence**

**2 Declarations of Conflict of Interest**

**3 Confirmation of Minutes**

Confirmation of Minutes of Meeting of Council held on Monday 27 June 2022

**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 June 2022 to 30 June 2022

**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 June 2022 to 30 June 2022) be noted.**

#### 1.REPORT

Details of planning applications decided under delegation from 1 June 2022 to 30 June 2022 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	4
Other	1
Subdivision	6
Units	16
Tree Removal / Pruning	11
Single Dwelling	5
Variation of Restrictive Covenant	1
<b>TOTAL</b>	<b>44</b>

#### 2.CONFIDENTIALITY

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

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

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

#### Attachments

Nil

## Knox City Council

### Planning Applications Decided under Delegation

1 June 2022 and 30 June 2022

Ward	No/ Type	Address	Description	Decision
Baird	2022/6143	12 Cypress Avenue & 11 Pine Crescent BORONIA VIC 3155	Subdivision of Land into Eleven (11) Lots (approved unit site)	6/06/2022 Approved
Baird	2022/6254	66 Rowson Street BORONIA VIC 3155	Removal of two (2) Eucalyptus radiata (Narrow Leaved Peppermint)	8/06/2022 Approved
Baird	2021/6673	61 Western Road BORONIA VIC 3155	Development of a double storey dwelling to the rear of the existing dwelling	14/06/2022 Notice of Decision
Baird	2021/6789	17 Lightwood Drive FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	14/06/2022 Approved
Baird	2022/6262	68 Rankin Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus viminalis (Manna Gum)	28/06/2022 Approved
Baird	2021/6597	1 Springfield Road BORONIA VIC 3155	Development of the land for five (5) triple storey and two (2) double storey dwellings (total seven dwellings)	29/06/2022 Refused
Baird	2021/6679	5 Lightwood Drive FERNTREE GULLY VIC 3156	Construction of two double storey dwellings on the land	25/06/2022 Approved
Baird	2021/6705	19 Florida Drive FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling	27/06/2022 Refused
Chandler	2022/6132	32 St Elmo Avenue FERNTREE GULLY VIC 3156	The construction of a new carport and garage	2/06/2022 Approved
Chandler	2022/6229	8 Rangeview Road BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua (Messmate)	7/06/2022 Approved
Chandler	2022/6285	1 Helene Court BORONIA VIC 3155	Removal of one (1) Eucalyptus nicholii (Narrow Leaved Black Peppermint)	8/06/2022 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2022/6257	1 Olive Grove BORONIA VIC 3155	Removal of two (2) Eucalyptus viminalis (Manna Gum) and two (2) Eucalyptus botryoides (Southern Mahogany)	23/06/2022 Approved
Dinsdale	2022/9058	51 Kanooka Road WANTIRNA SOUTH VIC 3152	Buildings and Works (construction of a pool barrier to an existing outdoor spa)	1/06/2022 Approved
Dinsdale	2021/6674	23 Sydney Road BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings	10/06/2022 Notice of Decision
Dinsdale	2022/6172	1-3/104 Scoresby Road BAYSWATER VIC 3153	Re-subdivision of land into three (3) lots (S.32A Plan)	29/06/2022 Approved
Dobson	2022/6228	7 Victoria Street FERNTREE GULLY VIC 3156	Habitat Pruning of one (1) Eucalyptus goniocalyx (Long Leaved Box)	1/06/2022 Approved
Dobson	2022/6238	35 Waters Avenue UPPER FERNTREE GULLY VIC 3156	The Removal of one (1) Pistacia chinensis (Chinese Pistache)	6/06/2022 Approved
Dobson	2022/6269	4/38 Francis Crescent FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus sideroxylon (Red Ironbark)	8/06/2022 Approved
Dobson	2022/6215	32 Kia-Ora Parade FERNTREE GULLY VIC 3156	Buildings and Works (Ground Floor Addition and Verandah Roof)	17/06/2022 Approved
Dobson	2022/6152	17 Langley Court LYSTERFIELD VIC 3156	Construction of a dwelling	9/06/2022 Approved
Dobson	2022/9029	99 Forest Road FERNTREE GULLY VIC 3156	Two lot subdivision (approved unit development)	22/06/2022 Approved
Dobson	2022/6032	6 Warrabel Road FERNTREE GULLY VIC 3156	Buildings and works (construction of a double storey dwelling)	15/06/2022 Approved
Dobson	2021/6739	24 Mont Albert Road FERNTREE GULLY VIC 3156	Construction of a dwelling with garage	17/06/2022 Notice of Decision
Dobson	2022/6275	36 Bruce Crescent FERNTREE GULLY VIC 3156	Removal of one (1) dead Eucalyptus radiata (Narrow leaved peppermint)	28/06/2022 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2022/6280	4 Clematis Avenue FERNTREE GULLY VIC 3156	Removal of five (5) Hesperocyparis lusitanica (Mexican Cypress)	28/06/2022 Approved
Dobson	2022/6221	8 Quarry Road UPPER FERNTREE GULLY VIC 3156	Construction of a new dwelling	24/06/2022 Approved
Dobson	2022/6278	4 Alfred Street UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Syzygium paniculatum (Magenta Lily Pilly)	23/06/2022 Approved
Dobson	2022/6158	5 Brenock Park Drive FERNTREE GULLY VIC 3156	Buildings and Works (construction of a shed)	29/06/2022 Approved
Dobson	2022/6151	25 Rona Street FERNTREE GULLY VIC 3156	Buildings and works for an upper storey extension to an existing dwelling	24/06/2022 Approved
Friberg	2021/6584	10 Meadow Lane FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	2/06/2022 Refused
Friberg	2022/6170	62 Adele Avenue FERNTREE GULLY VIC 3156	3 Lot Subdivision (Approved Unit Site)	8/06/2022 Approved
Friberg	2021/6723	58 Rodney Drive KNOXFIELD VIC 3180	Development of two (2) double storey dwellings on the land	10/06/2022 Notice of Decision
Friberg	2021/6580	48 Frudal Crescent KNOXFIELD VIC 3180	Development of the land for a double storey dwelling to the rear of existing	10/06/2022 Notice of Decision
Friberg	2021/6418	26 Sandra Court KNOXFIELD VIC 3180	The construction of two (2) double storey dwellings on the land	9/06/2022 Notice of Decision
Scott	2021/6179	61 Norma Crescent KNOXFIELD VIC 3180	The construction of a single storey dwelling to the rear of the existing dwelling and the subdivision of the land into two (2) lots	9/06/2022 Approved
Scott	2021/6708	64 Allister Avenue KNOXFIELD VIC 3180	Development of the land for a double storey dwelling to the rear of the existing dwelling	14/06/2022 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Scott	2022/6092	74 George Street SCORESBY VIC 3179	Variation to Restrictive Covenant L475207C in Instrument of Transfer LP145197 to allow an alternative construction material	14/06/2022 Notice of Decision
Taylor	2021/6749	15 Cardinia Way ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings	2/06/2022 Approved
Taylor	2022/6145	11 Magdalena Place ROWVILLE VIC 3178	Eight (8) lot subdivision (Approved unit site)	8/06/2022 Approved
Taylor	2022/6123	2 Volks Court LYSTERFIELD VIC 3156	Development of the land for a single storey dwelling	22/06/2022 Approved
Taylor	2021/6748	79 Willow Avenue ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings	26/06/2022 Approved
Tirhatuan	2022/6117	680 Stud Road SCORESBY VIC 3179	Four Lot Subdivision - Approved Development Site	1/06/2022 Approved
Tirhatuan	2021/6792	33 Lakeview Avenue ROWVILLE VIC 3178	Development of the land for two (2) double storey side- by-side dwellings	28/06/2022 Notice of Decision
Tirhatuan	2021/6608	11 Paulette Court SCORESBY VIC 3179	Development of a double storey dwelling to the rear of existing and Two lot subdivision	29/06/2022 Notice of Decision

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## 6.2 30-32 Station Street, Ferntree Gully

### **SUMMARY: Principal Planner, Renee Harrosh**

**This report considers Planning Application P/2021/6061 for the development of the land for the construction of eight (8) double storey dwellings, removal of native vegetation and removal of easements marked E-1 on Lot 1 TP643883J at 30-32 Station Street, Ferntree Gully**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for the construction of eight (8) double storey dwellings, removal of native vegetation and removal of easements marked E-1 on Lot 1 TP643883J at 30-32 Station Street, Ferntree Gully, subject to the conditions detailed in the full recommendation in section 10 below.**

### **1. INTRODUCTION**

Application P/2021/6061 has been lodged with Council for the development of the land for the construction of eight (8) double storey dwellings, removal of native vegetation and removal of easements marked E-1 on Lot 1 TP643883J at 30-32 Station Street, Ferntree Gully.

This application is being reported to Council under the Instrument of Delegation – Planning, due to the number of objections received.

### **2 DISCUSSION**

It is considered that the development will provide an appropriate balance between the need for additional housing within an Activity Centre, the retention of native vegetation and the amenity of future occupants and adjoining properties.

The development generally complies with the Design and Development Overlay – Schedule 8 and ResCode. The proposal is consistent with the purpose of the Neighbourhood Residential Zone – Schedule 1. On balance it is considered that the proposal responds reasonably to the Planning Policy Framework. It is recommended that a Notice of Decision to Grant a Planning Permit be issued.

The Detailed Officer Report is provided at Attachment 1.

### **3 CONSULTATION**

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total ten (10) objections were received.

The application was referred externally to Vic Track, Melbourne Water and AusNet, and internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Parks Department, Arborist, and ESD Officer. No major concerns were raised with the application.



#### **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 as any planning permit issued will not increase Council's corporate carbon emissions.

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this. However, as required by Clause 22.04 (Environmentally Sustainable Design) of the Knox Planning Scheme, a Sustainable Design Assessment has been submitted with the application and is considered satisfactory by Council's Sustainable Design Officer, subject to conditions on any permit to issue.

In addition, should a permit be issued, drainage plans to the satisfaction of the Responsible Authority will be required, which will ensure that flood risk is not detrimentally impacted by the proposal.

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

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

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

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

#### **7. SOCIAL IMPLICATIONS**

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

#### **8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025 Neighbourhoods, Housing & Infrastructure**

- Plan for and support diverse housing to meet changing community needs.
- Create, enhance and maintain places and spaces for people to live, work, play and connect.
- 

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

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

#### **10. RECOMMENDATION**

**That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for eight (8) double storey dwellings, removal of native vegetation and removal of easements E-1 on Lot TP643883J at 30-32 Station Street, Ferntree Gully, subject to the following conditions:**

## **Amended Development Plans**

- 1. Prior to the commencement of the development under this permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
  - 1.1. Except for the building footprints, there must be no excavation or fill within the Tree Protection Zone (TPZ) of Tree 11 (Eucalyptus radiata). All paving (including driveway turning bay) within the TPZ of Tree 11 must be constructed above grade using permeable paving such as Ecotrihex®. Natural Ground levels and top of pavement levels must be shown on the plan, demonstrating the sub-base of the paving is above grade. Permeable paving detail must be shown.**
  - 1.2. The Dwelling 2, Bedroom 2 window and retreat window of Dwelling 3 to be screened with fixed obscure glazing to a height of 1.7 metres above the finished floor level. The windows can be openable above and adhesive film must not be used.**
  - 1.3. A detailed Colours and Materials Schedule, including samples. Materials, colours and finishes must be muted tones and chosen to contribute to the landscape setting of the Dandenong Foothills. Reduce the amount of render proposed. The proposed materials and colours palette is not acceptable. Materials must be non-reflective.**
  - 1.4. That post holes for any fencing to be hand dug within the Tree Protection Zone (TPZ) and Structural Root Zone (SRZ) of Tree 11 (Eucalyptus radiata) and significant roots (>30mm diameter) must be kept intact. Where significant roots are encountered, post hole must be moved to keep roots intact. This must be done under the supervision of the Project Arborist.**
  - 1.5. Any modifications necessary to the layout to provide an adequate overland flow path, as shown on the approved Drainage Plans in accordance with Condition 3 of this Permit.**
  - 1.6. Annotation stating: All structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.**
  - 1.7. Corner splay areas are to be shown on the development plans in accordance with Clause 52.06-9 of the Knox Planning Scheme.**
  - 1.8. Letterboxes to front the street. The height, location and design of the letterboxes to comply with Condition 1.7 of this Permit.**
  - 1.9. A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor**

level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.

- 1.10. The location of water tanks consistent with the approved Drainage Plan and Landscape Plan.
- 1.11. Any modifications to the plans arising from the amended Landscape Plan in accordance with Condition 4 of this Permit.
- 1.12. The location and type of Tree Protection Zone (TPZ) fencing and any ground protection (if required) for Tree 11 (*Eucalyptus radiata*) and the street tree/s (TPZ fencing only to be bordered by the road and footpath).
- 1.13. Annotation of Tree Protection requirements at Conditions 17-25 of this Permit.
- 1.14. All levels to be to AHD (Australian Height Datum).
- 1.15. Tree Management Plan in accordance with Condition 12 of this Permit.
- 1.16. An amended Sustainable Design Assessment in accordance with Condition 13 of this Permit, including any modifications to the plans.
- 1.17. An amended Waste Management Plan in accordance with Condition 15 of this Permit to include:
  - 1.17.1. Gated access at the entry to the bin store of 1.8 metres.
  - 1.17.2. Specify the height of the metal screen for the hard waste area.
- 1.18. Modifications to the plans to indicate the gated access and height of metal screen to hard waste area as required by Conditions 1.15.1 and 1.15.2 of this Permit.
- 1.19. An Acoustic Report in accordance with Condition 31 of this Permit, including any modifications to the plans arising from the Report.

To the satisfaction of the Responsible Authority.

#### Other Plans

2. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
  - 2.1. Drainage plans in accordance with Condition 3 of this Permit.
  - 2.2. An amended Landscape plan in accordance with Condition 4 of this Permit.
  - 2.3. Site Environmental and Construction Management Plan in accordance with Condition 28 of this Permit.

To the satisfaction of the Responsible Authority.

#### Drainage Plans

3. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, drainage plans and computations must be submitted to and approved by the Responsible

**Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**

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

**To the satisfaction of the Responsible Authority.**

#### **Landscaping**

- 4. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must be generally in accordance with the Landscape Plan prepared by Landscapes By Design (dated 24 March 2022) but modified to show:**
  - 4.0. A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
  - 4.1. The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**
  - 4.2. Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**
  - 4.3. Details of the surface finishes of pathways and driveways.**
  - 4.4. Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**

- 4.5. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
- 4.6. Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).
- 4.7. A drip irrigation system on an automatic timer for all new canopy trees and garden beds shown on the plan.
- 4.8. Paving in the Secluded Private Open Space (SPOS) areas must be permeable. Permeable paving detail to be shown on the plan.
- 4.9. Locate proposed canopy trees as far from buildings as possible.

To the satisfaction of the Responsible Authority.

5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.
6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

#### General

7. All development must be in accordance with the endorsed plans.
8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:
  - 8.1. An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or
  - 8.2. A deck to a dwelling with a finished floor level not more than 800mm above ground level.

Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m<sup>2</sup>.

9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

#### Tree Management Plan

12. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a Tree Management Plan must be submitted, demonstrating how *Eucalyptus radiata* (Tree 11) will be protected through all stages of construction (including demolition) to relevant Australian Standards, must be submitted to the satisfaction of the Responsible Authority. The Tree Management Plan (TMP) must include the entire Tree Protection Zone (TPZ) of the tree. The TMP must also include (but not be limited to):

- 12.1. The location of TPZ fencing;**
- 12.2. A schedule for signing off each stage of works by the Project Arborist and Council Arborist (where necessary);**
- 12.3. Post holes for any fencing within the TPZ or SRZ of Tree 11 to be hand dug and significant roots (>30mm diameter) to be kept intact. Post hole to be moved to keep roots intact. This must be done under the supervision of the Project Arborist; and,**
- 12.4. Any tree roots identified during works must be pruned under the guidance of a suitably qualified arborist in accordance with AS 4373-2007 – Pruning of amenity trees.**

### **Environmentally Sustainable Development**

- 13. Prior to the commencement of the development approved under this Permit, a Sustainable Design Assessment or Sustainability Management Plan detailing Environmentally Sustainable Development (ESD) initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must include:**
  - 13.1. An Integrated Water Management (IWM) Assessment addressing stormwater quality performance, in addition to ensuring that the Responsible Authority's collective integrated water management requirements and expectations pursuant to Clauses 34 and 44 of the State Environment Protection Policy (Waters), are satisfied which includes sufficiently sized rainwater tank(s) for retention purposes for each dwelling, as well as, permeable paving to parts of the common driveway area in lieu of raingardens.**
  - 13.2. Rainwater tanks connected to all toilet flushing, laundry and irrigation areas.**
  - 13.3. A complete, published BESS Report, with an acceptable overall score of at least 50% which also meets the 'pass' marks in the categories of Water, Energy, Stormwater and Indoor Environment Quality (IEQ) or is otherwise to the satisfaction of the Responsible Authority.**
  - 13.4. Preliminary First Rate 5 Reports for 50% of thermally unique dwellings which demonstrates that the development achieves a minimum average NatHERS 6.5 star energy efficiency rating. Upon finalising an energy efficiency assessment for each dwelling, a shortfall with the development's thermal performance requirements and minimum obligations must not be met through the utilisation of renewable energy systems, treated as an offset measure, to proclaim compliance.**
  - 13.5. Heating and cooling systems include a minimum 4 star energy efficiency rating.**
  - 13.6. Hot water systems include a minimum 5 star energy efficiency rating system.**
  - 13.7. Water efficient fixtures and fittings include minimum 5 star WELS taps, 4 star WELS toilets and 3 star WELS showerheads ( $\leq 7.5$  L/min).**

- 13.8. Double glazing used to all living and bedroom area windows.
- 13.9. Glazing to north, east and west facing living rooms to having shading devices or fixtures to address peak energy demand reduction.
- 13.10. One secure bicycle parking space per dwelling.

To the satisfaction of the Responsible Authority.

- 14. Prior to the occupation of the development, the development must be constructed in accordance with the endorsed Sustainable Design Assessment or Sustainability Management Plan, except for stormwater and Water Sensitive Urban Design (WSUD) requirements which are adopted, pursuant to the collective Responsible Authority's expectations and requirements, reflected on Drainage Plans.

#### Waste Management Plan

- 15. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.

#### Net Gain Offset

- 15.1. The removal of vegetation authorised by this permit requires that a Net Gain Offset be provided in accordance with the principles of the Victorian Native Vegetation Management Framework to compensate for the removal of the vegetation. The Net Gain Offset must be provided by a financial contribution paid to the Knox City Council Net Gain Reserve, prior to the removal of vegetation to the satisfaction of the Responsible Authority. Knox City Council will then be responsible for the planting and maintenance of the offset planting as required by the principles of Net Gain in the Native Vegetation Management Framework.

#### Street Tree Removal

- 16. Prior to the issue of a Building Permit under the *Building Act 1993* for the development approved under this permit, all costs associated with the removal of the street tree/s (amenity value, tree and stump removal and planting and maintaining a new tree) must be paid to Council by the owner/developer. The removal and replacement of the street tree/s must be undertaken by Council.

#### Tree Protection

- 17. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the

**Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**

- 18. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**
- 19. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
- 20. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
- 21. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
- 22. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**
- 23. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
  - 23.1. Construction activities.**
  - 23.2. Dumping and/or storage of materials, goods and/or soil.**
  - 23.3. Trenching or excavation.**
  - 23.4. Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.**
- 24. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.**
- 25. Prior to the commencement of works, all vegetation identified for removal must be inspected for the presence of fauna, including those using external nests and tree hollows. The inspection must be undertaken by a qualified and experienced Zoologist or Wildlife Handler. A representative of the responsible authority must be present at the time of inspection, or a report on the findings and mitigation methods adopted must be submitted to the Responsible Authority. If fauna is located during the inspection, they must be salvaged and relocated by a suitably qualified and experienced Zoologist or Wildlife Handler in accordance with all relevant legislation and approvals, and if appropriate, in consultation with the Department of Environment, Land, Water and Planning.**

#### **Car Parking & Accessways**

- 26. Before the dwellings are occupied, driveways and car parking areas must be:**



- 26.1. Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority.**
- 26.2. Formed to such levels and drained so that they can be used in accordance with the approved plan.**
- 26.3. Treated with an all-weather seal or some other durable surface.**
- 26.4. Line-marked or provided with some other adequate means of showing the car parking spaces.**

**To the satisfaction of the Responsible Authority.**

- 27. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**

#### **Site Environmental and Construction Management Plan**

- 28. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Site Environmental and Construction and Traffic Management Plan (SECMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The SECMP must specify and deal with, but is not limited to, the following:**
  - 28.1. Occupational health and safety, traffic management, environmental controls, safety of the public and site security measures to the satisfaction of the Responsible Authority.**
  - 28.2. A detailed schedule of works including anticipated project timing.**
  - 28.3. A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for vehicles delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.**
  - 28.4. The location for the parking of all construction vehicles and construction worker vehicles during construction.**
  - 28.5. Measures to reduce the impact of noise, dust and other emissions created during the construction process including measures to prevent earth being tracked onto surrounding roads by vehicles.**
  - 28.6. Measures to ensure that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the storm water drainage system or into adjoining properties, including the adjacent site of biological significance.**
  - 28.7. Temporary fencing of the adjacent site of biological significance, which must be in place for the entire duration of works, including demolition, until construction of the permanent boundary fencing.**

- 28.8. Measures for control of storm water during construction, including preventing any storm water runoff onto adjoining properties or the adjacent site of biological significance.**
- 28.9. Machinery/plant locations.**
- 28.10. A fully detailed plan indicating where construction hoardings would be located.**
- 28.11. A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.**
- 28.12. Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site.**
- 28.13. Site security.**
- 28.14. Public safety measures.**
- 28.15. Construction times, noise and vibration controls.**
- 28.16. Restoration of any Council assets removed and/or damaged during construction.**
- 28.17. Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).**
- 28.18. Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).**
- 28.19. An emergency contact that is available for 24 hours a day.**
- 28.20. Hours of operation, which must comply with Environmental Protection Agency Regulations.**
- 28.21. All contractors associated with the construction of the development must be made aware of the requirements of the Site Environmental and Construction Management Plan.**
- 29. All works must be carried out generally in accordance with the measures set out in the approved Site Environmental and Construction Management Plan to the satisfaction of the Responsible Authority.**
- 30. During the construction, the following must occur to the satisfaction of the Responsible Authority:**
  - 30.1. Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.**
  - 30.2. Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system.**
  - 30.3. Vehicle borne material must not accumulate on the roads abutting the site.**
  - 30.4. The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.**

- 30.5. All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.**
- 30.6. All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).**

#### **Acoustic Report**

- 31. Prior to the issue of a Building Permit under the Building Act 1993 for the development, an Acoustic Report prepared by a suitably qualified and experienced acoustic engineer must be submitted detailing works required to achieve a maximum internal noise level within the dwellings of 50dBA Lmax or less for bedrooms and 60dBA Lmax or less for living areas to the satisfaction of the Responsible Authority.**
- 32. Once the Acoustic Report is to the satisfaction of and approved by the Responsible Authority, the recommended sound attenuation works must be completed and, on completion of these works, a report prepared by a suitably qualified acoustic consultant must be submitted to the Responsible Authority demonstrating to its satisfaction that the required level of noise attenuation has been achieved by the measures undertaken.**

#### **Fencing**

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

#### **Amenity During Construction**

- 35. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
  - 35.1. The appearance of building, works or materials on the land.**
  - 35.2. Parking of motor vehicles.**
  - 35.3. Transporting of materials or goods to or from the site.**
  - 35.4. Hours of operation.**
  - 35.5. Stockpiling of top soil or fill materials.**
  - 35.6. Air borne dust emanating from the site.**
  - 35.7. Noise.**
  - 35.8. Rubbish and litter.**
  - 35.9. Sediment runoff.**
  - 35.10. Vibration.**

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

### **Stormwater**

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

### **External Materials**

- 37. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.**

### **VicTrack Recommended conditions (Conditions 38-40)**

- 38. Prior to commencement of demolition or construction works, the Rail Operator must be contacted through the email address [metrositeaccess@metrotrains.com.au](mailto:metrositeaccess@metrotrains.com.au) to obtain the Rail Operator's conditions and safety requirements for works on, over or adjacent to railway land.**
- 39. The permit holder must, at all times, ensure that the common boundary with railway land is fenced at the permit holders' expense to prohibit unauthorised access to the rail corridor. Any permanent walls or fences on the common boundary with railway land must be cleaned and finished using a graffiti proof finish or alternative measures used to prevent or reduce the potential of graffiti as approved by the Head, Transport for Victoria.**
- 40. No drainage, effluent, waste soil or other materials must enter or be directed to railway land or stored or deposited on railway land.**

### **Permit Expiry**

- 41. This permit will expire if one of the following circumstances applies:**

**41.1. The development is not started within two years of the date of this permit.**

**41.2. The development is not completed within four years of the date of this permit.**

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

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

## NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is 4.5L/s to the existing Council drainage system for a 5 year ARI event.
- Applicant is to direct all stormwater to the nearest Council drainage pit located south east of the site, which will require the construction of approximately 125 metres of outfall drain, as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

### Other Notes:

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- The street tree can be removed upon receipt of \$701.80. Total cost for street tree removal includes; amenity value (using the *City of Melbourne- Amenity Value Formula*), cost of tree & stump removal and planting and maintaining a new tree for 2 years, in accordance with Council's Green Streets Policy. For details regarding the cost and/or the timing of the removal and replacement of the street tree/s, please contact Council's Active Open Space Team on (03) 9298 8425.

- **The Net Gain contribution for the removal of six (6) indigenous trees has been calculated at \$9,741.60. Please contact Council's Landscape Team, on 9298 8125 for further information regarding contribution to the Net Gain Reserve.**
- **Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.**
- **Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.**
- **Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.**
- **Raised concrete slabs on the existing footpath fronting the site should be grounded.**
- **All litter and rubbish associated with the construction must be contained on site at all times.**

#### **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, Renee Harrosh**

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

#### **Attachments**

1. Attachment 1 - Officer Report - 30 32 Station Street FTG [6.2.1 - 10 pages]
2. Attachment 2 - Council Attachments - 30-32 Station St Ferntree Gully [6.2.2 - 8 pages]



## Planning Application P/2021/6061 for the development of land for eight (8) double storey dwellings, removal of native vegetation and removal of easements marked E-1 on Lot 1 TP643883J at 30-32 Station Street, Ferntree Gully.

### 1. Summary:

Subject Site:	30-32 Station Street, FERNTREE GULLY VIC 3156
Proposed Development:	Development of the land for eight (8) double storey dwellings, removal of native vegetation and removal of easements marked E-1 on Lot 1 TP643883J
Existing Land Use:	Vacant/Unused building
Site Area:	1,326m <sup>2</sup>
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 6, Design and Development Overlay – Schedule 8, Environmental Significance Overlay – Schedule 2 (Part), Vegetation Protection Overlay – Schedule 1 (Part) and Vegetation Protection Overlay – Schedule 3 (Part)
Application Received:	10 February 2021
Number of Objections:	10
PCC Meeting:	N/A
Ward:	Dobson

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2021/6061 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 3. Background

#### 3.1 Subject Site and Surrounds

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

- The subject site comprises five allotments and is located on the eastern side of Station Street, known as 30-32 Station Street, Ferntree Gully. The subject site is irregular in shape and has an approximate slope of 2m toward the south-east corner.
- The subject site and surrounds are located within the Ferntree Gully Village. To the rear is a bushland reservation, rail trail and the railway reserve. The property to the north is developed with an apartment building, while the property to the south is developed with a single storey building that is currently unused. The land is opposite the intersection of Victoria Street, with residential properties to the south and commercially zoned properties to the north.



## Attachment 1

- The combined site area is 1,326m<sup>2</sup>. The site has no vehicular access.
- There are two easements (E-1) marked on TP643883J which are vested in the Power Authority or Melbourne Metropolitan Board of Works.
- Existing vegetation consists of predominately native and indigenous trees including Eucalyptus goniocalyx (T3, T7, T8 and T10), Eucalyptus radiata (T4 and T11), Exocarpus cupressifomis (T5 and T6) and Pittosporum undulatum (T9). Two trees (T1 and T2) that were located within the front setback failed during the storm event in late 2021.

### 3.2 The Proposal

The proposal seeks permission for the construction of eight (8) double storey dwellings, removal of vegetation and removal of easements marked E-1 on Lot 1 TP643883J. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- All existing buildings will be removed (planning permit not required for demolition).
- The construction of eight (8) double storey dwellings.
- Dwellings 2 and 3 will contain three (3) bedrooms and Dwellings 1 and 4 to 8 will contain two (2) bedrooms.
- Vehicle access to the dwellings will be via a new centrally located crossover.
- The development will have a minimum front setback of 4.5m. Maximum height of the development will be 7.7m (Dwelling 4).
- Site coverage is 45.8% and permeability is 34.6%.
- Tree No. 11 (Eucalyptus radiata) is to be retained. All other vegetation is proposed to be removed.

Amended plans were lodged with Council on 27 May 2022. The significant changes to the plans were:

- Removal of the visitor car parking space.
- Addition of a communal bin storage area and hard waste collection area.
- The encroachment into the Tree Protection Zone (TPZ) of Tree 11 reduced to 10% approximately.
- The front setback to Station Street increased.

The amended plans were not re-advertised as the location of the dwellings in relation to adjoining boundaries did not alter significantly.

## 4. Consultation

### 4.1 Advertising

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total ten (10) objections were received and are summarised below.

#### **Neighbourhood Character/Over-development**

- The proposal is not considered to be an overdevelopment of the site with the dwellings generally complying with the requirements of the Design and Development Overlay – Schedule 8.
- The proposal also complies with ResCode Standards (Clause 55).

#### **Retention of native vegetation**

- Unfortunately two native trees (T1 and T2) within the front setback of the site fell down during the storms in the Spring of 2021. The remaining trees (apart from Tree 11 which is to be retained), while providing an ecological value, are not able to be retained as part of the development of the land, as they exhibit poor health and structure. On balance, the removal of the vegetation is supported, and a requirement for a Net Gain contribution will be included on any permit to issue.





## Attachment 1

- A Construction Management Plan and Site Environmental Management Plan will be required to manage the construction activities to ensure there is no impact on the site of biological significance to the rear.

### **Overlooking**

- A concern has been raised regarding overlooking from the Unit 1 balcony and kitchen window into the adjoining property. The location of the balcony affords views to the street and surrounding vista, and there is no direct or unreasonable overlooking, when considering the site's context within an Activity Centre and orientation of Dwelling 1 to the street. A kitchen window is not a habitable room window and ResCode does not require this window to be screened.

### **Car parking / Impact on traffic**

- Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 4.3 of this report. Further, Council's Traffic and Transport Department have not raised concerns with reference to the street networks ability to cater for the proposed development.
- The existing convex mirror, which is currently located in the area of the proposed crossover, will need to be re-located to ensure vehicle safety.

### **Energy Efficiency**

- The proposal meet's Planning Scheme expectations around energy efficiency for a development of this scale.

## 4.2 Referrals

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

**VicTrack:** No objection, subject to recommended conditions which can be included in any permit to issue.

**Melbourne Water:** No objection.

**AusNet:** No objection.

**Traffic Engineer:** A Construction Management Plan (CMP) should form part of any permit to issue. Standard conditions to be included on any permit issued.

**Parks:** Tree 1 is within 3 metres of the proposed cross-over and cannot remain within this design. The tree can be removed at cost to the applicant of \$701.80. Tree 2 can be retained within this design and Tree Protection Zone (TPZ) fencing will be required.

**Stormwater:** Standard conditions to be included on any permit issued.

**Landscape:** The Landscaping must be generally in accordance with the Landscape plan prepared by Landscapes By Design dated 24/03/2022, but must include a drip irrigation system on an automatic timer for all new canopy trees and garden beds shown on the plan. In addition, the paving in the S.P.O.S must be permeable and proposed trees be located as far from the buildings as possible. All permeable paving detail must be shown on the landscape plan.

**ESD Officer:** An amended Sustainable Design Assessment (SDA) is required.

**Waste:** An amended Waste Management Plan (WMP) will be required to show a gated access at the entry to the bin store of 1.8m and specify the height of the metal screen for the hard waste area.



## Attachment 1

**Assets:** Construction of the proposed crossover will impact on the convex traffic mirror, and may require modification to existing line marking (addressed previously).

### 5. Discussion

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

#### 5.1 Zoning and Overlays

##### 5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 6 (Ferntree Gully Village). Pursuant to Clause 32.09-6 a permit is required for the construction of two or more dwellings on a lot.

- The proposal is consistent with the purpose of the Neighbourhood Residential Zone as the proposed development will respect the identified neighbourhood character, environmental and landscape characteristics of the area.

##### 5.1.2 Overlays

The site is affected by the Design and Development Overlay – Schedule 8 (DDO8), Environmental Significance Overlay – Schedule 2 (ESO2) (Part), the Vegetation Protection Overlay – Schedule 1 (VPO1) (Part) and Vegetation Protection Overlay – Schedule 3 (VPO3) (Part).

#### **Design and Development Overlay – Schedule 8 (DDO8)**

The site is located within the Design and Development Overlay – Schedule 8 relating to the Ferntree Gully Village area. Pursuant to Clause 43.02-2, a planning permit is required to construct a building or construct or carry out works.

The following requirements apply to an application for buildings and works:

#### Building height and siting

- *The height of the built form complies with the requirements in the DDO8, which specifies a maximum building height of 8 metres and two (2) storeys. The proposal provided a front and rear setback to accommodate landscaping and canopy tree planting/retention.*

#### Building design

- *The proposed dwellings are oriented to Station Street, with front entries, balconies and habitable room windows facing the street, to provide an attractive and open interface. A variety of materials are proposed, with a pitched roof to the first floor. A condition on any permit will require a detailed Colours and Materials Schedule, including samples, to ensure that materials are muted tones, non-reflective and in colours that contribute to the landscape setting.*

#### Landscaping

- *The proposal has not been designed to retain existing vegetation. A large significant tree within the rear (T11) is to be retained, with opportunities for new canopy tree planting within the front setback.*



## Attachment 1

### Vegetation Protection Overlay – Schedule 1 (VPO1)

The VPO1 seeks to retain vegetation which is rare, threatened or recognised as being of local, regional or State significance. A planning permit is required to remove, destroy or lop native vegetation.

- *Of the trees proposed to be removed, the two Eucalyptus goniocalya (T7 and T8) trigger the need for a planning permit for removal under the VPO1. The trees demonstrate poor structure but have an ecological value and a Net Gain contribution will apply.*

### Vegetation Protection Overlay – Schedule 3 (VPO3)

The VPO3 seeks to preserve remnant overstorey vegetation and requires the issue of a permit for the removal of large native trees greater than 8 metres in height and with a trunk diameter of 300mm or more.

- *There are no trees protected under the VPO3.*

### Environmental Significance Overlay – Schedule 2 (ESO2)

The ESO2 aims to identify areas where the development of land may be affected by environmental constraints and ensures that development is compatible with identified environmental values. Pursuant to Clause 42.01-2, a planning permit is required to construct a building or construct or carry out works, and remove vegetation.

- *Tree 3 (Eucalyptus goniocalyx), Trees 5 and 6 (Exoarpus cupressiformis), Tree 10 (Eucalyptus goniocalyx) and Tree 11 (Eucalyptus radiata) and protected under the ESO2.*
- *Trees 5 and 6 (Exoarpus cupressiformis) demonstrate poor structure. These trees are of ecological value and a Net Gain contribution will apply.*
- *Tree 3 and Tree 10 (Eucalyptus goniocalyx) also demonstrate poor structure (and health has declined). These trees are of ecological value and a Net Gain contribution will apply.*
- *Tree 11 will be retained as part of the proposal. This tree is within the rear of the land, adjacent to the bushland reserve making up part of the railway corridor. The proposed buildings and works have been designed to ensure the retention of this tree. Appropriate conditions will apply to any permit to issue, including a Tree Management Plan.*

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

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

### 5.2.1 Housing

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



## Attachment 1

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

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

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

- The proposal is consistent with the outcomes sought by the Design and Development Overlay – Schedule 8. Built form is two storey and the proposal has retained a large significant tree, while also providing a front setback consistent with existing patterns that can accommodate canopy tree planting.
- Housing choice – The development provides a mix of two (2) and three (3) bedroom dwellings, with balcony and ground level private open space. One (1) dwelling has a bedroom, kitchen, living areas and bathroom at ground level.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – This has been discussed below under Clause 15.02.
- Location – The site is located within an Activity Centre, it has access to a number of urban services, including public transport and commercial services, within an established area. The subject site is capable of accommodating the proposed dwellings whilst respecting the identified neighbourhood character, environmental, and landscape characteristics of the area.

### 5.2.2 Sustainability and Environment

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

- The Sustainable Design Assessment submitted with the application is considered to be acceptable, subject to conditions on any permit to issue.

### 5.2.3 Transport

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

The site is within walking distance of Bus Routes 732 and 755 along Station Street and approximately 280m to the Ferntree Gully Train Station.



## Attachment 1

### 5.2.4 Urban Design (including Neighbourhood Character)

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

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

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

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

- The proposal is consistent with the outcomes sought by the Design and Development Overlay – Schedule 8. Built form is two storey, with balconies and habitable room windows oriented toward the street. There are a variety of materials proposed, with the roof form to the first floor proposed to be pitched. The proposal has retained a large significant tree, while also providing a front setback consistent with existing patterns that can accommodate canopy tree planting.
- The proposal provides an appropriate balance between the need to manage and respect the identified character, environmental and landscape characteristics of the area, while also providing for increased housing in a form that is anticipated by the Design and Development Overlay – Schedule 8.

### 5.3 Particular Provisions

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

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms). Visitor parking is not required to be provided as the subject site is located on the Principal Public Transport Network. A permit may be granted to reduce or to waive the number of car spaces required by the table.

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

- Car parking provision: The proposal satisfies the car parking provision as each two (2) bedroom dwelling is provided with a single garage and the remaining dwellings which contain three (3) bedrooms are provided with a double garage or single garage with a tandem car parking space.
- Car parking design: Complies.



## Attachment 1

**Clause 52.02 Easements, Restrictions and Reserves:** To enable the removal and variation of an easement or restrictions to enable a use or development that complies with the planning scheme after the interests of affected people are considered.

A permit is required to create, vary or remove an easement or restriction.

- The application was referred to Melbourne Water and AusNet under Section 55 of the Act. Melbourne Water and AusNet did not objection to the proposal. The removal of Easement E-1 is considered satisfactory.

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

##### **Neighbourhood Character and Infrastructure**

Neighbourhood Character – The development complies with Neighbourhood Character, refer above.

Residential Policy – Complies, refer above.

Dwelling Diversity – Complies.

Integration with the Street – Complies.

##### **Site Layout and Building Massing**

Street Setback – Complies with objective, however variation sought to Standard B6. The building to the north is setback at its closest 1.67 metres from the street, while the building to the south is setback 9 metres to the street. Further south, an existing multi-dwelling development is setback a minimum of 4.5 metres from the street. To comply with Standard B6, the front setback would need to be 6 metres. The proposed front setback of 4.5 metres will be consistent with the property further south, and no further forward than the property to the north (which is an average of 3 metres). The variation to Standard B6 will enable efficient use of the site in an Activity Centre, while achieving the built form outcomes of the Design and Development Overlay – Schedule 8, to create a consistent pattern of front setbacks and to accommodate canopy tree planting. The variation to Standard B6 is supported.

Building Height – Complies. The building height does not exceed the mandatory maximum building height of 8 metres specified in the Design and Development Overlay – Schedule 8.

Site Cover/Permeability – Complies. Site coverage is 45.8% and permeability is 34.6%. Total impervious surfaces is 65.4%.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

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

Access – Complies.

Parking Location – Complies.



## Attachment 1

### Amenity Impacts

Side and rear setbacks – Does not comply, variation is sought to Standard B17. A two storey high wall is proposed to be constructed against the northern boundary (Dwelling 2). This wall is opposite an 8m high wall constructed on the boundary on the adjacent property and it will not result in negative amenity impacts to adjoining properties. As such, the variation to Standard B17 is supported.

Walls on boundaries – Does not comply, variation is sought to Standard B18. A two storey high wall is proposed to be constructed against the northern boundary (Dwelling 2). This wall is opposite an 8m high wall constructed on the boundary on the adjacent property and it will not result in negative amenity impacts to adjoining properties. As such, the variation to Standard B18 is supported

Daylight to existing windows/north facing windows – Complies.

North-facing windows – N/A

Overshadowing open space – Complies.

Overlooking/Internal Overlooking – Can comply subject to conditions on any permit to issue. Dwelling 2, Bedroom 2 window must be screened and the retreat window of Dwelling 3 must be screened, to prevent internal overlooking.

Noise Impacts – Complies. A condition on any permit to issue will require an Acoustic Report to demonstrate compliance with the *Passenger Rail Infrastructure Noise Policy* (Victorian Government, 2013) as it relates to habitable rooms and noise from the railway.

### On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – Complies.

### Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Can comply subject to conditions on any permit to issue to show the location and design of the electricity metre supply structure. Mailboxes must front the street. Clotheslines have been provided to each dwelling.

Front fence – N/A

### 5.5 General Decision Guidelines

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

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



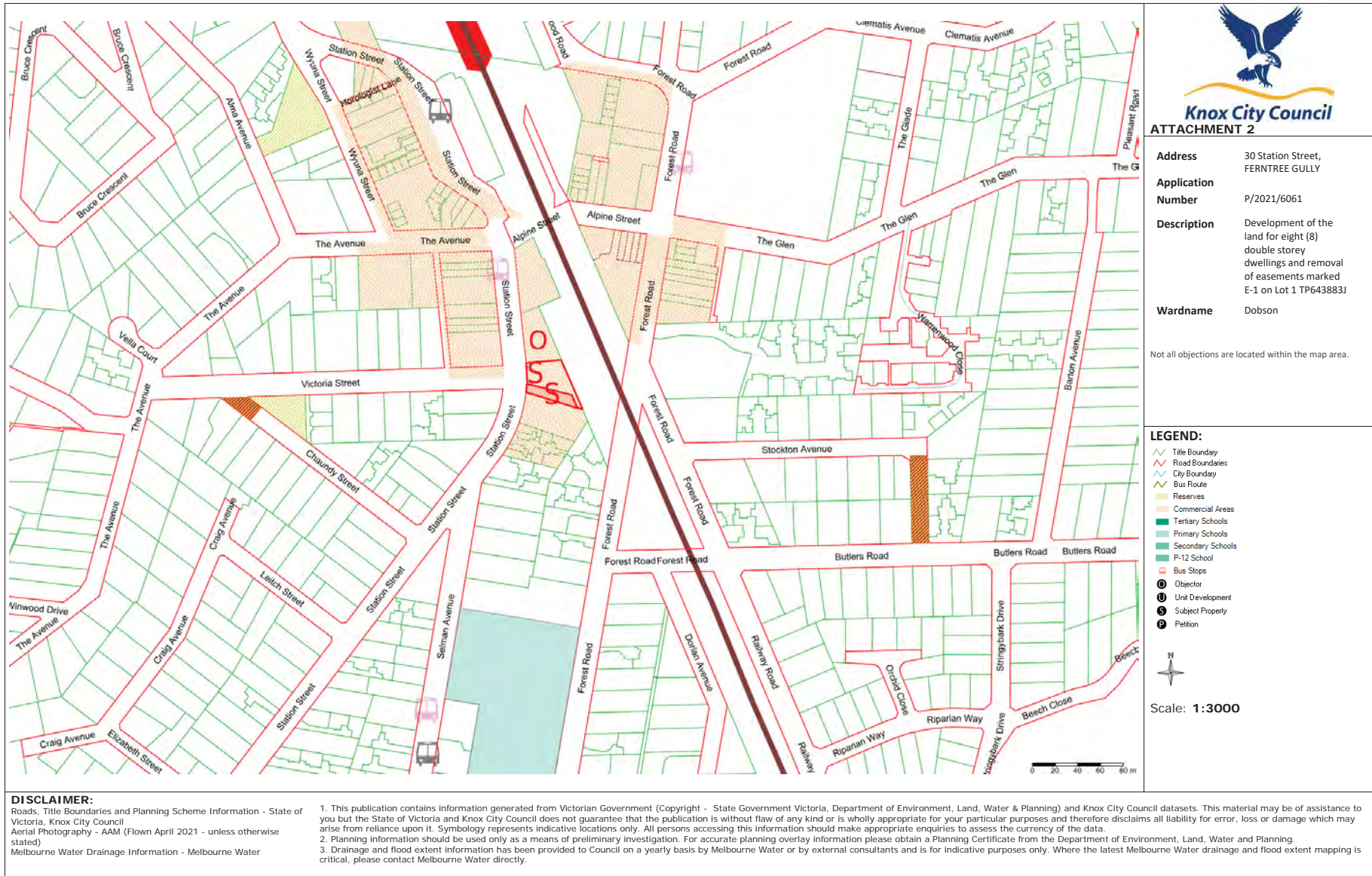
## Attachment 1

### 6. Conclusion

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

- The development is consistent with the Planning Policy Framework, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing) and Clause 22.04 (Environmentally Sustainable Development) of the Knox Planning Scheme.
- The proposal complies with the Neighbourhood Residential Zone - Schedule 1 and the Design and Development Overlay – Schedule 8.
- The removal of vegetation is supported due to the condition of the trees being poor and not able to be retained; subject to a condition that requires planting of canopy trees and a contribution to Net Gain in accordance with the Vegetation Protection Overlay – Schedule 1 and Environmental Significance Overlay – Schedule 2.
- The removal of the easements is supported, as they do not protect any existing or future assets.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- The development provides an appropriate balance between the need for additional housing within an Activity Centre with access to public transport while ensuring the amenity of occupants and adjoining residents is not compromised.







**Knox City Council**  
ATTACHMENT 2

**Address** 30 Station Street,  
FERNTREE GULLY

**Application Number** P/2021/6061

**Description** Development of the land for eight (8) double storey dwellings and removal of easements marked E-1 on Lot 1 TP643883J

**Wardname** Dobson

Not all objections are located within the map area.

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

Scale: 1:3000

**DISCLAIMER:**  
Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council  
Aerial Photography - AAM (Flown April 2021 - unless otherwise stated)  
Melbourne Water Drainage Information - Melbourne Water

1. This publication contains information generated from Victorian Government (Copyright - State Government Victoria, Department of Environment, Land, Water & Planning) and Knox City Council datasets. This material may be of assistance to you but the State of Victoria and Knox City Council does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. Symbology represents indicative locations only. All persons accessing this information should make appropriate enquiries to assess the currency of the data.

2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Environment, Land, Water and Planning.

3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.



AREA SCHEDULE		
<b>Unit 1</b>		<b>Unit 2</b>
Ground Floor Area	37 m <sup>2</sup>	40 m <sup>2</sup>
Upper Floor Area	34 m <sup>2</sup>	73 m <sup>2</sup>
Total Floor Area	71 m <sup>2</sup>	113 m <sup>2</sup>
	(13.0 sqps)	(13.0 sqps)
Garage	23 m <sup>2</sup>	36 m <sup>2</sup>
Porch	4 m <sup>2</sup>	4 m <sup>2</sup>
S.F.O.S. (balcony 1.6m width)	15 m <sup>2</sup>	15 m <sup>2</sup>
P.O.S. (yard)	14 m <sup>2</sup>	15 m <sup>2</sup>
Total P.O.S.	29 m <sup>2</sup>	25 m <sup>2</sup>
<b>Unit 3</b>		<b>Unit 4</b>
Ground Floor Area	61 m <sup>2</sup>	52 m <sup>2</sup>
Upper Floor Area	59 m <sup>2</sup>	45 m <sup>2</sup>
Total Floor Area	120 m <sup>2</sup>	97 m <sup>2</sup>
	(18.2 sqps)	(10.4 sqps)
Garage	24 m <sup>2</sup>	26 m <sup>2</sup>
Porch	3 m <sup>2</sup>	3 m <sup>2</sup>
S.F.O.S. (yard min 3m width)	30 m <sup>2</sup>	15 m <sup>2</sup>
P.O.S. (yard)	15 m <sup>2</sup>	10 m <sup>2</sup>
Total P.O.S.	45 m <sup>2</sup>	25 m <sup>2</sup>
<b>Unit 5</b>		<b>Unit 6</b>
Ground Floor Area	30 m <sup>2</sup>	30 m <sup>2</sup>
Upper Floor Area	46 m <sup>2</sup>	46 m <sup>2</sup>
Total Floor Area	76 m <sup>2</sup>	76 m <sup>2</sup>
	(11.2 sqps)	(11.2 sqps)
Garage	24 m <sup>2</sup>	24 m <sup>2</sup>
Porch	4 m <sup>2</sup>	4 m <sup>2</sup>
S.F.O.S. (balcony 1.6m width)	15 m <sup>2</sup>	15 m <sup>2</sup>
P.O.S. (yard)	11 m <sup>2</sup>	15 m <sup>2</sup>
Total P.O.S.	26 m <sup>2</sup>	30 m <sup>2</sup>
<b>Unit 7</b>		<b>Unit 8</b>
Ground Floor Area	41 m <sup>2</sup>	45 m <sup>2</sup>
Upper Floor Area	46 m <sup>2</sup>	47 m <sup>2</sup>
Total Floor Area	87 m <sup>2</sup>	92 m <sup>2</sup>
	(13.0 sqps)	(13.0 sqps)
Garage	24 m <sup>2</sup>	24 m <sup>2</sup>
Porch	3 m <sup>2</sup>	3 m <sup>2</sup>
S.F.O.S. (yard min 3m width)	34 m <sup>2</sup>	144 m <sup>2</sup>
P.O.S. (yard)	11 m <sup>2</sup>	14 m <sup>2</sup>
Total P.O.S.	45 m <sup>2</sup>	150 m <sup>2</sup>
<b>Site</b>		
Total	1326 m <sup>2</sup>	
Driveway	235 m <sup>2</sup>	17.7%
Building Coverage	600 m <sup>2</sup>	45.0%
Total Impervious	860 m <sup>2</sup>	65.0%
Total Green Space	465.6 m <sup>2</sup>	35.1%
Communal Bin Storage	14.4 m <sup>2</sup>	



proposed ground floor plan

proposed townhouse development  
at 30-32 Station Street, Ferntree Gully  
for SEJ (Station) Development Pty Ltd

PLANNING ISSUE

project / sheet #: 20015 p1  
scale: 1:100@A1  
project date: 16/01/20  
date printed: 04/05/22  
10:01:21

all dimensions, levels & components indicated on this drawing to be checked & verified on site prior to commencement of work



AREA SCHEDULE			
<b>Unit 1</b>		<b>Unit 2</b>	
Ground Floor Area	37 m <sup>2</sup>	Ground Floor Area	48 m <sup>2</sup>
Upper Floor Area	54 m <sup>2</sup>	Upper Floor Area	73 m <sup>2</sup>
Total Floor Area	91 m <sup>2</sup>	Total Floor Area	121 m <sup>2</sup>
	(9.8 sup)		(13.0 sup)
Garage Floor	23 m <sup>2</sup>	Garage Floor	36 m <sup>2</sup>
	4 m <sup>2</sup>		4 m <sup>2</sup>
S.P.O.S. (balcony 1.0m width)	15 m <sup>2</sup>	S.P.O.S. (balcony 1.0m width)	15 m <sup>2</sup>
P.O.S. (yard)	14 m <sup>2</sup>	P.O.S. (yard)	10 m <sup>2</sup>
Total P.O.S.	29 m <sup>2</sup>	Total P.O.S.	25 m <sup>2</sup>
<b>Unit 3</b>		<b>Unit 4</b>	
Ground Floor Area	61 m <sup>2</sup>	Ground Floor Area	52 m <sup>2</sup>
Upper Floor Area	59 m <sup>2</sup>	Upper Floor Area	45 m <sup>2</sup>
Total Floor Area	120 m <sup>2</sup>	Total Floor Area	97 m <sup>2</sup>
	(12.9 sup)		(10.4 sup)
Garage Floor	24 m <sup>2</sup>	Garage Floor	26 m <sup>2</sup>
	3 m <sup>2</sup>		3 m <sup>2</sup>
S.P.O.S. (yard min 3m width)	30 m <sup>2</sup>	S.P.O.S. (balcony 1.0m width)	15 m <sup>2</sup>
P.O.S. (yard)	15 m <sup>2</sup>	P.O.S. (yard)	10 m <sup>2</sup>
Total P.O.S.	45 m <sup>2</sup>	Total P.O.S.	25 m <sup>2</sup>
<b>Unit 5</b>		<b>Unit 6</b>	
Ground Floor Area	38 m <sup>2</sup>	Ground Floor Area	38 m <sup>2</sup>
Upper Floor Area	46 m <sup>2</sup>	Upper Floor Area	46 m <sup>2</sup>
Total Floor Area	84 m <sup>2</sup>	Total Floor Area	84 m <sup>2</sup>
	(9.0 sup)		(9.0 sup)
Garage Floor	24 m <sup>2</sup>	Garage Floor	24 m <sup>2</sup>
	4 m <sup>2</sup>		4 m <sup>2</sup>
S.P.O.S. (balcony 1.0m width)	15 m <sup>2</sup>	S.P.O.S. (balcony 1.0m width)	15 m <sup>2</sup>
P.O.S. (yard)	11 m <sup>2</sup>	P.O.S. (yard)	15 m <sup>2</sup>
Total P.O.S.	26 m <sup>2</sup>	Total P.O.S.	30 m <sup>2</sup>
<b>Unit 7</b>		<b>Unit 8</b>	
Ground Floor Area	41 m <sup>2</sup>	Ground Floor Area	45 m <sup>2</sup>
Upper Floor Area	46 m <sup>2</sup>	Upper Floor Area	47 m <sup>2</sup>
Total Floor Area	89 m <sup>2</sup>	Total Floor Area	92 m <sup>2</sup>
	(9.5 sup)		(9.9 sup)
Garage Floor	24 m <sup>2</sup>	Garage Floor	24 m <sup>2</sup>
	3 m <sup>2</sup>		3 m <sup>2</sup>
S.P.O.S. (yard min 3m width)	34 m <sup>2</sup>	S.P.O.S. (yard min 3m width)	148 m <sup>2</sup>
P.O.S. (yard)	11 m <sup>2</sup>	P.O.S. (yard)	14 m <sup>2</sup>
Total P.O.S.	45 m <sup>2</sup>	Total P.O.S.	158 m <sup>2</sup>
<b>Site</b>			
Total	1326 m <sup>2</sup>		
Driveway	235 m <sup>2</sup>	17.7%	
Building Coverage	608 m <sup>2</sup>	45.8%	
Total Impervious	865 m <sup>2</sup>	65.4%	
Total Garden Space	466.6 m <sup>2</sup>	35.1%	
Communal Bin Storage	14.4 m <sup>2</sup>		

proposed upper floor plan



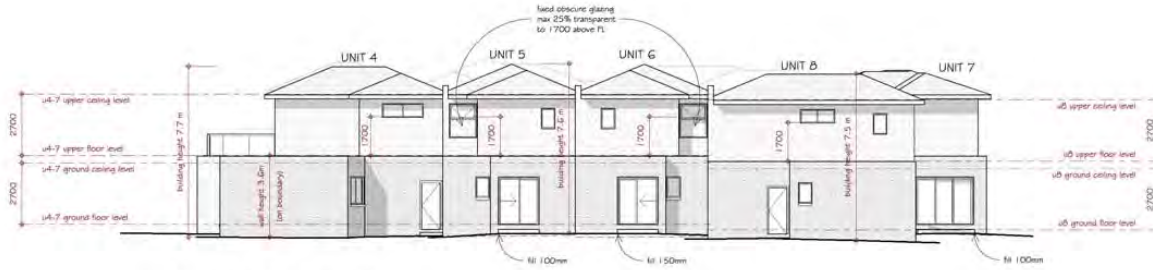
proposed townhouse development  
at 30-32 Station Street, Ferntree Gully  
for SEJ (Station) Development Pty Ltd

PLANNING ISSUE

project / sheet #: 20 015 p2  
scale: 1 : 100 @ A1  
project date: 16/01/20  
date printed: 04/05/22  
10:01:23

all dimensions, levels &  
components indicated on  
this drawing to be checked  
& verified on site prior to  
commencement of work

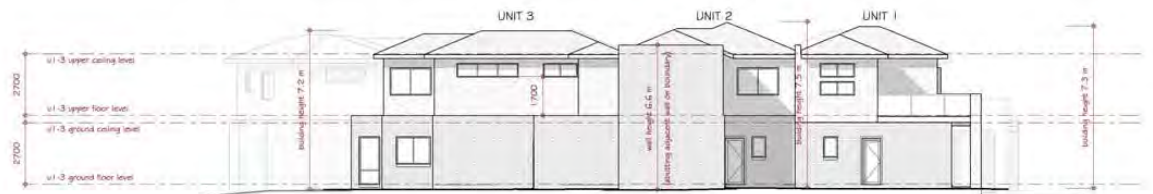




south elevation (1)



east elevation (2)



north elevation (3)



west elevation (4)



street view



internal view

material / colour schedule		
ground floor walls	brick	grey
upper floor walls	rendered	light grey
feature walls	tile cladding	light grey
panelling	rendered	dark grey
roof	colourbond	charcoal
garage door	timber panel	charcoal
focal wall	timber/colourbond	charcoal
driveway	concrete	grey

all colours and materials to be mutual natural tones to the satisfaction of the relevant authority.

proposed townhouse development  
at 30-32 Station Street, Ferntree Gully  
for SEJ (Station) Development Pty Ltd

PLANNING ISSUE

project / sheet #: 20 015 p3  
scale: 1 : 100@ A1  
project date: 16/01/20  
date printed: 04/05/22

all dimensions, levels &  
components indicated on  
the drawing to be checked  
& verified on site prior to  
commencement of work





south internal elevation (5)

material / colour schedule		
ground floor walls	brick	grey
upper floor walls	rendered	light grey
feature walls	tile cladding	light grey
porch/ceiling	rendered	dark grey
roof	colorbond	charcoal
garage door	timber panel	charcoal
fascia/gutter	timber/colorbond	charcoal
downspout	concrete	grey

all colours and materials to be mixed natural tones to the satisfaction of the relevant authority.



north internal elevation (6)



west internal elevation (7)



street view



internal view

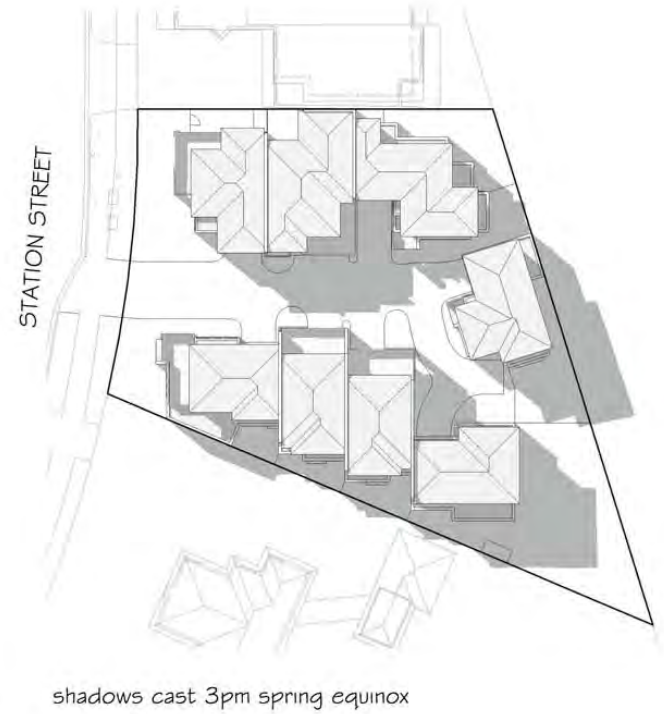
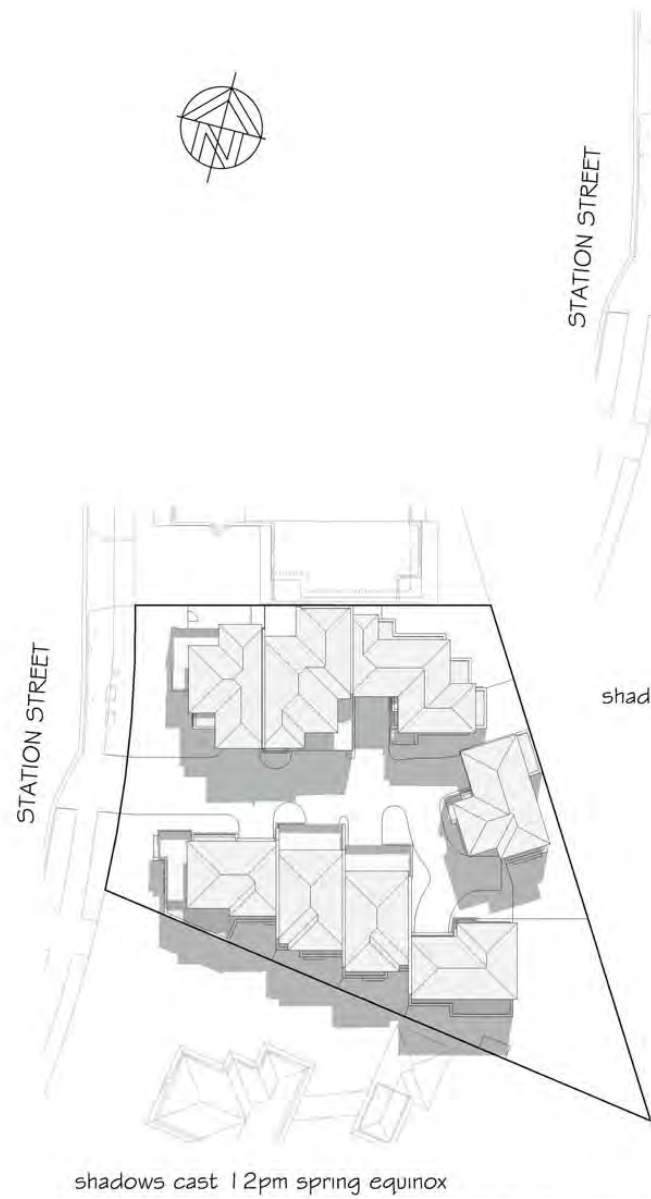
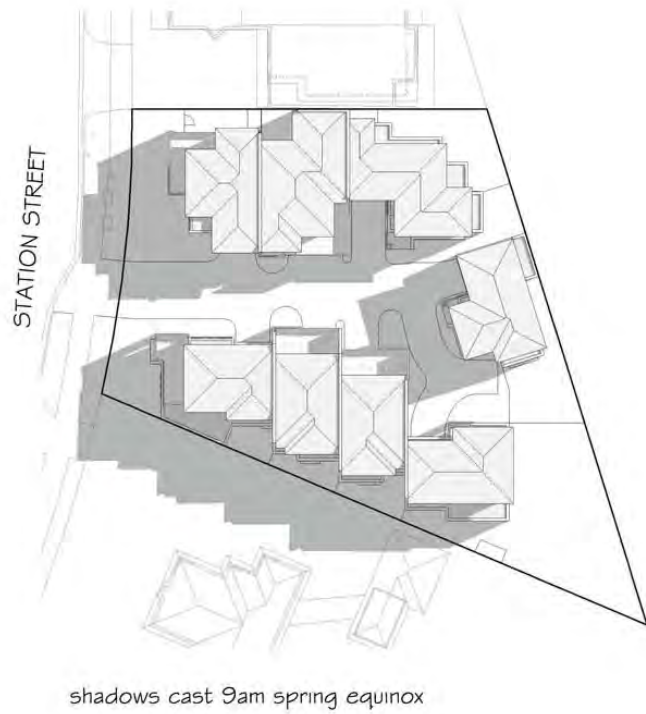
proposed townhouse development  
at 30-32 Station Street, Ferntree Gully  
for SEJ (Station) Development Pty Ltd

PLANNING ISSUE

project / sheet #: 20 015 p4  
scale: 1 : 100 @ A1  
project date: 16/01/20  
date printed: 04/05/22  
10:01:35

all dimensions, levels &  
components indicated on  
this drawing to be checked  
& verified on site prior to  
commencement of work.





proposed townhouse development  
 at 30-32 Station Street, Ferntree Gully  
 for SEJ (Station) Development Pty Ltd

PLANNING ISSUE

project / sheet #: 20 015 p5  
 scale: 1 : 200@ A1  
 project date: 16/01/20  
 date printed: 07/07/22  
 11:25:36

all dimensions, levels &  
 components indicated on  
 the drawing to be checked  
 & verified on site prior to  
 commencement of work





- Legend**
- Proposed building on site. Refer Architects drawings.
  - Neighbouring buildings and structures.
  - Concrete external footpaths, kerbing, existing cross over.
  - Internal concrete driveway and rear landing to sliding doors or units. Refer Architects drawings.
  - Proposed Permeable Paving. Where laid over a Tree Protection Zone (TPZ). Paving must be laid above grade and by hand.
  - 500 x 100mm masonry pavers on prepared concrete base to min 100mm depth.
  - Proposed Water Tanks. Refer Architects Drawings.
  - Proposed Litter Boxes. Refer Architects Drawings.
  - Proposed External Storage. Refer Architects Drawings.
  - Proposed Clotheslines. Refer Architects Drawings.
  - Mulched garden 75 mm depth - mulch is good quality organic; mulch sourced from a sustainable resource
  - Direct Seeded Lawn, using non-invasive species such as *Microstima spodiopora*. Seeding Grass, installed on a prepared base of sandy loam soil, incorporated into existing soil. Seed down as required. Lawn to mature strip to be left as is, with any top dressing and weeding to disturbed areas.
  - Steel Edging to all garden bed and lawn interfaces.
  - Existing Paving Fence
  - Proposed Timber Paving Fence, to 1.8m high. Refer Architects Drawings.
  - Tree Retain. Protect as per AS-4970.
  - Tree Neighbouring. Protect as per AS-4970.
  - Tree Remove
  - Tree Protection Zone (TPZ) as per AS-4970.
  - Structural Root Zone (SRZ) as per AS-4970.
  - 20m square permeable area for proposed front setback canopy trees.
  - Site Outline

**Notes**

Four to works commencing any weed growth to be manually removed.

All rubbish to be removed from site. Garden areas to be limited to 100 mm below proposed finished levels & ground recesses. See to be carried out. If gypsum is required it to be rotary head into subsoil to a depth of at least 100 mm at a rate of 1 kg to per square metre. Gypsum to have installed 100 mm depth organic soil mix with at least 60% sandy loam and this mix to be thoroughly worked into existing site soil.

NOTE - when rotary hoeing or heavy soils additional ripping may be required to ensure a 'hard pan' is not created. If ripping is carried out care must be taken to ensure underground services are not damaged.

Grasses and topsoil are to be profiled correctly and are to fall to drainage points ensuring no ponding occurs. Drainage is being installed as part of the building works. All areas are to be adequately graded as necessary including topsoil areas and driveways. Planting holes are to be excavated below the width of the pit. The hard back soil to be laid with a similar or similar soil. Excavated soil to be mixed 50 : 50 with sandy loam for planting purposes. Trees are to be staked with two 10 mm by 50 mm hardwood stakes and secured with ratchet ties. Plants are to be planted to correct heights and positions and set to manufacturer's recommended times with Council. All garden areas are planted and to be mulched with an organic 20 mm hardwood mulch selected by the owner to a depth of 75mm. The mulch should be an appropriate timber species such as an FSC certified species or similar. Any timber species such as red gum, jarrah and incense gum are not to be used. Where garden and lawn meet outer edging it to be installed from 75 mm by 25 mm ACQ treated pine pegged at maximum 15 metres centres nailed with galvanneal nails as shown on this drawing.

Existing and proposed services are shown as part of building drawings. Manual drainage irrigation to be installed on per fenceless or similar methods. Garden area only where existing gardens are watered from their water source only. All landscaping to be maintained to the satisfaction of Council. General 2-4 month maintenance program needs to be commenced at the completion of the landscaping. This should include - regular weed control on all areas, replenishment of mulch as required, replacement of dead plants, the removal of stakes if appropriate where plants are established or retained as required, pruning and eradication of pests, diseases and the like. At the end of the two year period plants should be established as per the landscape design with irrigation functioning correctly and all aspects of the landscaping acceptable and to the satisfaction of Council.

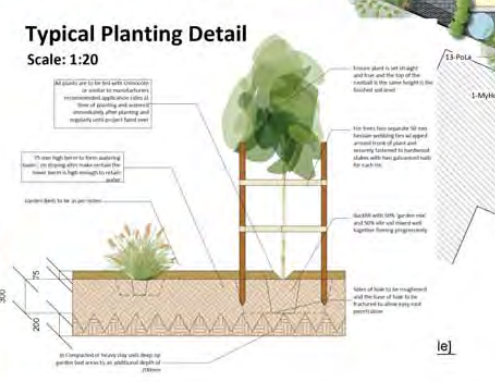
**Plant Legend**

ID	Qty	Botanical Name	Common Name	Scheduled Size	Height	Spread	Category
MtMo	6	Mitrosia boottiana	Muttonwood	20m pot - 100mm high	5 - 3m	2 - 3m	Trees
AlMa	5	Acacia melanoxylon	Blackwood	30 cm pot - 1500 mm high	10 - 15m	4 - 3m	Trees
BaMa	4	Banksia marginata	Silver Banksia	30 cm pot - 1500 mm high	4 - 3	2.5 x 3.5m	Trees
NaMa	8	Narrow Leaf Peppermint	Narrow Leaf Peppermint	45 L Pot - 2000 mm high	12 - 15m	10 - 12m	Trees
CaMa	38	Correa reflexa	Common Correa	Tubestock - 200mm high	0.9 - 1.5m	0.9 - 1.2m	Shrubs
GoMa	30	Goodenia ovata	Hop Goodenia	30 cm pot - 400 mm high	0.9 - 1.5m	1.2 - 2.0m	Shrubs
PaMa	28	Palmetto goni subsp goni	Gilbert Bush Pea	Tubestock - 0.3m	0.5 - 1.0m	0.5 - 1.0m	Shrubs
SpMa	11	Syrphium parvifolium	Dusty Miller	Tubestock - 0.3m high	0.3 - 1.0m	1.0 - 1.5m	Shrubs
KuMa	37	Kunzea latifoliolosa	Yarra Kunzea	Shrub Stock - 200mm high	1.5 - 2m	1.5 - 2m	Shrubs
PaMa	71	Pea Millifera	Common Tussock Grass	Tubestock - 300	0.4 - 0.75m	0.1 - 0.8m	Grasses and Tufts
ThMa	224	Themeda triandra	Kangaroo Grass	Tubestock - 200mm high	0.75 - 1.0m	0.6 - 0.8m	Grasses and Tufts
LoMa	97	Lomandra longifolia	Spear-headed Mist Bush	21 cm pot - 150 mm high	0.6 - 0.7m	0.6 - 0.7m	Grasses and Tufts
DTa	41	Dianella tasmanica	Tasman Flax Lily	Tubestock - Full at Pot	0.45 - 0.6m	0.1 - 0.2m	Grasses and Tufts

Plant varieties, scheduled sizes of pots and plant heights, are to be adjusted to suit substitutions are to be made without written permission from the contractor or their agent.

**Existing Trees**

No	Latin	Common	Origin	Height	Canopy	DIBH @ 1.4m	Condition	SULE	Significance	Vigor	Structure	Form	Ret Value	Age
01	Eucalyptus radiata	Narrow Leaved Peppermint	Indigenous	12000	8000	645	Poor	Removal	Hazardous	Average	Poor	Poor	Hazardous	Over Mature
02	Eucalyptus gonocarpa	Long Leaved box	Indigenous	8000	4500	397	Poor	Removal	Least Significant	Average	Poor	Poor	Low	Semi Mature
03	Eucalyptus gonocarpa	Long Leaved box	Indigenous	12000	8000	480	Poor	Removal	Hazardous	Average	Poor	Poor	Hazardous	Over Mature
04	Eucalyptus radiata	Narrow Leaved Peppermint	Indigenous	15000	10000	850	Average	Average	Highly Significant	Average	Average	Average	High	Mature
05	Escarpus eucalyptiformis	Native Cherry	Indigenous	7000	3000	280	Poor	Removal	Least Significant	Poor	Poor	Poor	Low	Mature
06	Escarpus eucalyptiformis	Native Cherry	Indigenous	1000	4000	260	Poor	Removal	Least Significant	Poor	Poor	Poor	Low	Over Mature
07	Eucalyptus gonocarpa	Long Leaved box	Indigenous	12000	9000	661	Poor	Removal	Least Significant	Average	Poor	Poor	Low	Over Mature
08	Eucalyptus gonocarpa	Long Leaved box	Indigenous	12000	10000	830	Poor	Removal	Least Significant	Average	Poor	Poor	Low	Over Mature
09	Ptilotopus undulatum	Sweet Pittosporum	Native	8000	8000	450	Poor	Removal	Hazardous	Average	Poor	Poor	Wind	Over Mature
10	Eucalyptus gonocarpa	Long Leaved box	Indigenous	8000	8000	470	Poor	Removal	Least Significant	Average	Poor	Poor	Low	Over Mature
11	Eucalyptus radiata	Narrow Leaved Peppermint	Indigenous	12000	8000	700	Poor	Removal	Hazardous	Average	Poor	Average	Hazardous	Over Mature



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30 - 32 Station St, Ferntree Gully

Landscaping Plan



## 6.3 Audit and Risk Committee - Independent Member Reappointment

**SUMMARY: Matt Kelleher, Director City Strategy and Integrity**

**The Knox City Council Audit and Risk Committee Charter provides that its membership shall comprise of three independent members and two Councillors.**

**Mr Homi Burjorjee's term as an independent member on the Audit and Risk Committee concluded on 30 June 2022. This report recommends that Mr Burjorjee be reappointed as an independent member to the Audit and Risk Committee for a further three-year term.**

### **RECOMMENDATION**

**That Council reappoint Mr Homi Burjorjee to the Audit and Risk Committee as an independent member for a three-year term, from 1 July 2022 to 30 June 2025.**

### **1. INTRODUCTION**

The Audit and Risk Committee Charter provides that its membership shall comprise of two Councillors and three independent members. The Charter provides that independent members shall be appointed for a maximum of three years, following which the Council may reappoint the independent member for a further term.

### **2. DISCUSSION**

Mr Burjorjee was appointed to the Audit and Risk Committee as an independent member in December 2018 for a term that concluded on 30 June 2022. Mr Burjorjee has discharged and fulfilled his duties on the Audit and Risk Committee very well, has provided valuable insight during his term.

Mr Burjorjee is highly qualified with extensive senior management experience in the area of finance, risk, audit and governance and has served on a number of Victorian Council Audit Committees.

Mr Burjorjee holds a CPA with qualifications including a Master of Business Administration and a Bachelor of Commerce.

The Audit and Risk Committee Charter indicates that appointments should be arranged so that there is an orderly rotation of membership, and for the avoidance of more than one member retiring at the same time to minimise loss of knowledge and continuity. As the remaining independent member terms expire in May 2023 and December 2023, it is considered appropriate for Council to reappoint Mr Burjorjee for a full three-year term, concluding on 30 June 2025. This approach continues to provide for a staggered appointment schedule, with the remaining member terms potentially being revisited in 2026.

### **3. CONSULTATION**

The Audit and Risk Committee chair and the two Councillors on the Audit and Risk Committee, Councillors Mayor Laukens and Seymour, have been consulted on this proposed reappointment.

**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**

Independent members receive an annual fee of \$7,549.66 indexed annually by Consumer Price Index.

**7. SOCIAL IMPLICATIONS**

Nil.

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

**Civic Engagement & Integrity**

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

**9. CONFLICT OF INTEREST**

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

**10. CONFIDENTIALITY**

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

**Report Prepared By:** Director City Strategy & Integrity, Matt Kelleher  
**Report Authorised By:** Chief Executive Officer, Bruce Dobson

**Attachments**

Nil

## 6.4 Fraud and Corruption Framework

**SUMMARY: Acting Manager Governance, Andrew Dowling**

**A revised Fraud and Corruption Framework has been prepared to ensure the Framework remains current, and presents a best practice approach to controlling fraud and corruption at a strategic and operational level.**

### **RECOMMENDATION**

**That Council adopt the revised Fraud and Corruption Framework 2022 as set out in Attachment 1 to the officers' report (subject to acceptance of tracked changes).**

#### **1. INTRODUCTION**

Council's current Fraud and Corruption Framework was endorsed by Council in 2018. It has recently been revised to ensure it meets with better practice fraud and corruption controls. An assessment was also undertaken to ensure compliance with recommendations of a recent Victorian Auditor General's Office (VAGO) audit into fraud and corruption control in local government grants.

The draft Framework was presented to the June 2022 meeting of Council's Audit and Risk Committee and the Committee recommended the Framework proceed to Council for endorsement, with minor amendments.

#### **2. DISCUSSION**

The current Fraud and Corruption Framework was adopted in 2018 and was recently reviewed. An outline of the process and recommendations of this review are presented below and reflected in the draft Fraud and Corruption Framework 2022 (Attachment 1).

The Framework has been reviewed with the assistance of a consultant (DJK Consulting) with the following scope:

- Review and comparatively analyse the current framework against a range of Metropolitan councils and their fraud control systems policies, procedures and control frameworks;
- Consider recent Victorian Auditor General Officer reports dealing with Local Government fraud control systems and assess Council's compliance with any associated recommendations;
- Assess Council's compliance with the relevant provisions of the new, better practice fraud and corruption control guide AS 8001:2021; and

- Consider the following related Council documents and ensure consistency where interrelated fraud control measures apply:
  - Fraud and Corruption Control Procedure
  - Employee Code of Conduct
  - Councillor Code of Conduct
  - Risk Management Framework
  - Procurement Policy
  - Disciplinary Policy & Procedure
  - Selection for Excellence Policy
  - Protected Disclosure Procedures.

The following amendments have been made as part of this review:

- All legislative references have been checked for their currency and appropriate amendments as required, with a number of new references included.
- A new section (s6) has been included in the document to strengthen the emphasis on Fraud and Corruption reporting.
- Four new definitions have been included covering – Conflicts of Interest; Disclosures; Fraud & Corruption Control Framework and; Improper Conduct, which are considered to strengthen the document.
- Appropriate references included to the revised Australian Standard (AS8001:2021).
- Additional provisions inserted (s3.9) regarding Cyber Fraud, as it is a feature of the revised standard.
- Updates reflecting the recommendations in VAGO’s recent report, *Fraud Control Over Local Government Grants*, tabled in the Victorian Parliament on 11 May 2022. This includes specific references to Grant fraud in the Framework, and references particularly to grant acquittal programs in the Fraud and Corruption Detection Program, in line with VAGO’s report.
- Clearer references to the role of the Audit and Risk Committee (s1.5 and s5.2) in response to feedback from the Committee.
- A number of iterative changes to enhance readability.

### **3. CONSULTATION**

The draft Fraud and Corruption Control Framework 2022 was reviewed by Council’s Audit and Risk Committee at the Committee’s June 2022 meeting. A function of this Committee, under the *Local Government Act 2020*, includes monitoring and providing advice on risk management and fraud prevention systems and controls. The Audit and Risk Committee’s Charter (Section 4.6) also includes a function to ‘Review and monitor Council’s Fraud and Corruption Control Framework, including fraud preventative systems and controls, policies and awareness programs biannually’.

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

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

**5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

There are no environmental or amenity considerations associated with this report.

**6. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial or economic implications arising from the Policy.

**7. SOCIAL IMPLICATIONS**

Council is the custodian of significant public funds and assets and it's important that the community has assurance that these are adequately protected from fraud and corruption. Council has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring and reporting. The updated draft Fraud & Corruption Control Framework clearly documents Council's approach to controlling fraud and corruption at both the strategic and operational levels.

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

**Civic Engagement & Integrity**

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

**9. CONFLICT OF INTEREST**

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

**10. CONFIDENTIALITY**

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

**Report Prepared By: Acting Manager Governance, Andrew Dowling**

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

**Attachments**

1. Draft Fraud and Corruption Framework 2022 [6.4.1 - 17 pages]



## Fraud and Corruption Framework

Approval by: Audit and Risk Committee; Council		Directorate: <b>City Strategy and Integrity</b>
Approval Date: <b>TBA</b>		Responsible Officer: Manager Governance
Review Date: <b>(3 years from approval)</b>		Version Number: 1
SHORT DESCRIPTION:	This Framework documents <b>Council's</b> approach to controlling fraud and corruption <b>risk</b> .	
RELEVANT TO:	All Workers, <b>Contractors, Consultants, Volunteers</b> and Councillors	
RELATED DOCUMENTS:	Knox City Council Fraud and Corruption Control Procedure Employee Code of Conduct Councillor Code of Conduct <b>Councillor Gift, Benefits and Hospitality Policy</b> Risk Management Framework <b>Risk Management Strategy</b> Procurement Policy Disciplinary Policy & Procedure Selection for Excellence Policy <b>Public Interest <del>Protected</del> Disclosure Procedures</b> <b>Audit and Risk Committee Charter</b> Australian Standard AS 8001-2021 Fraud and Corruption Control <b>AS/NZ ISO 31000:2009 Risk Management Principles and Guidelines</b> Employment screening (AS 4811-2006; HB 323-2007) Fraud Control in Australian Government Entities Better Practice Guide (Aust National Audit Office)	
RELATED LEGISLATION:	Local Government Act 2020 <b>Public Interest Disclosures Act 2012 (Vic)</b> <del>Protected Disclosure Act 2012 (Victoria)</del> <del>Protected Disclosure Regulations 2013 (Victoria)</del> Public Interest Disclosure Regulations 2019 (Victoria) Independent Broad-based Anti-Corruption Commission Act 2011 (the IBAC Act) Charter of Human Rights and Responsibilities Act 2006 (Victoria) Crimes Act 1958 (Victoria) Ombudsman Act 1973 (Victoria) Audit Act 1994 (Victoria) Privacy and Data Protection Act 2014 (Victoria)	

## Knox City Council - Fraud & Corruption Control Framework

### Policy Statement

Knox City Council has a zero-tolerance approach to fraud and corruption and is committed to effective fraud and corruption risk management. Council will ensure all staff are aware of the Fraud and Corruption Framework, Policy and Procedures. All staff are actively encouraged to report suspected incidents of fraud and corruption. Fraud and corruption against the Council is a serious offence under various provisions of legislation. Council is willing and able to report suspected instances of fraud and corruption to the appropriate legal and regulatory authorities. Any failure by staff to comply with the Fraud and Corruption Framework, Policy and Procedures may result in disciplinary action in accordance with Council's Staff Disciplinary Policy and Procedure.

### 1. Executive Summary

- 1.1. Introduction
- 1.2. Definitions of fraud and corruption
- 1.3. Code of conduct
- 1.4. Related policies and procedures
- 1.5. Related legislation and guidelines
- 1.6. Australian Standard for Fraud and Corruption Control (AS 8001-2021)

### 2. Framework and resourcing

- 2.1. Program for fraud and corruption control framework and review
- 2.2. Fraud control resources and external assistance
- 2.3. Internal audit activity in fraud and corruption control

### 3. Fraud and corruption prevention

- 3.1. Implementing and maintaining our integrity framework
- 3.2. Line Managers commitment to controlling the risk of fraud and corruption
- 3.3. Fraud and corruption risk assessment
- 3.4. Maintaining strong internal control systems and internal control culture
- 3.5. Communication and awareness of fraud and corruption
- 3.6. Employment screening
- 3.7. Job rotation and excess annual leave
- 3.8. Supplier vetting
- 3.9. Cyber Fraud

### 4. Fraud and corruption detection

- 4.1. Fraud and corruption detection program
- 4.2. External auditor's role in the detection of fraud
- ~~4.3. Mechanisms for reporting suspected fraud and corruption-~~ (This section now section 6.1)
- ~~4.4. Implementing a protected disclosure program-~~ (This section now section 6.2)

### 5. Responding to detected fraud and corruption incidents

- 5.1. Procedures for the investigation of detected or suspected incidents
- 5.2. Internal reporting
- 5.3. Disciplinary policy
- 5.4. External reporting (Local Government Investigations and Compliance Inspectorate, IBAC)

- 5.5. Policy for civil proceeding to recover the proceeds of fraud and corruption
- 5.6. Internal control review following discovery of fraud
- 5.7. Maintaining and monitoring adequacy of Commercial Crime insurance and other insurance related policies dealing with fraudulent or improper conduct
  
- 6. Reporting Fraud & Corruption**
  - 6.1 Procedures for reporting suspected fraud and corruption
  - 6.2 Implementing a Protected Disclosure program
  - 6.3 How to report fraud and corruption process
  
- 7. Commonly asked question**

DRAFT



## 1. *Executive Summary*

Knox City Council has zero tolerance for corrupt conduct or fraudulent activities. Council is committed to preventing, deterring, and detecting fraudulent and corrupt behaviour in the performance of Council activities.

This Fraud & Corruption Control Framework clearly documents Council's approach to controlling fraud and corruption at both strategic and operational levels and is to be read in conjunction with the Knox Fraud and Corruption Control Procedure, Risk Management Strategy and relevant legislation.

### 1.1. *Introduction*

Council is the custodian of significant public funds and assets therefore it is important that the community has assurance that these are adequately protected from fraud and corruption. Council has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring and reporting. This Framework is based on the Australian Standard for Fraud and Corruption Control (AS8001-2021) and has been endorsed by EMT and the Audit and Risk Committee.

The desired outcome of this commitment is the elimination of fraud and corruption throughout Council operations both internally and externally. Employees may face disciplinary action under the Disciplinary Policy and restitution of money or property lost through fraudulent activity will be pursued through legislative means. Council may prosecute people identified as committing fraud or undertaking corrupt behaviour.

Fraud and corruption control forms part of Council's risk management framework. It is a risk that Council actively seeks to identify and limit its exposure to, by reducing the potential opportunity (risk likelihood) for fraud and corruption to occur.

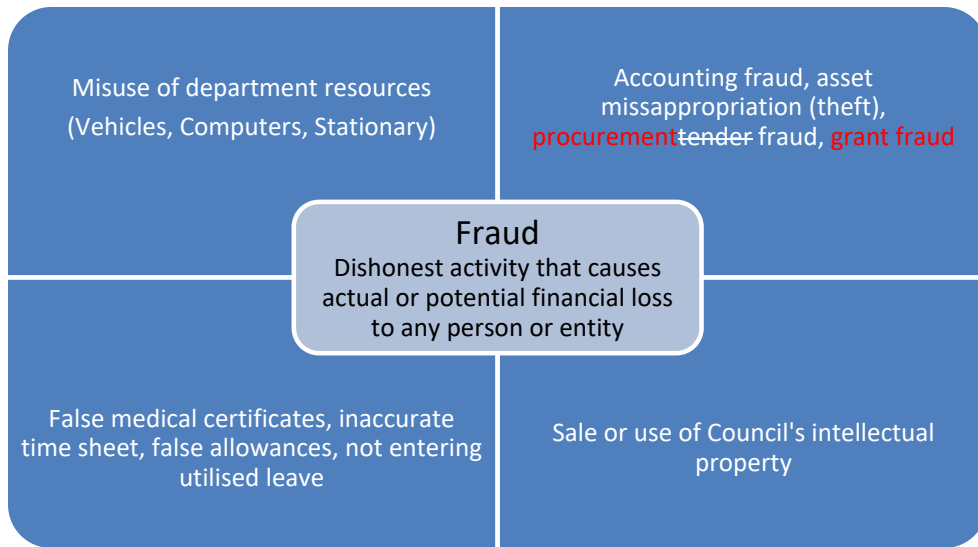
This Framework applies to Councillors, employees, contractors, sub-contractors, consultants, temporary staff, persons employed through a third party agency and volunteers of Knox City Council.

### 1.2. *Definitions*

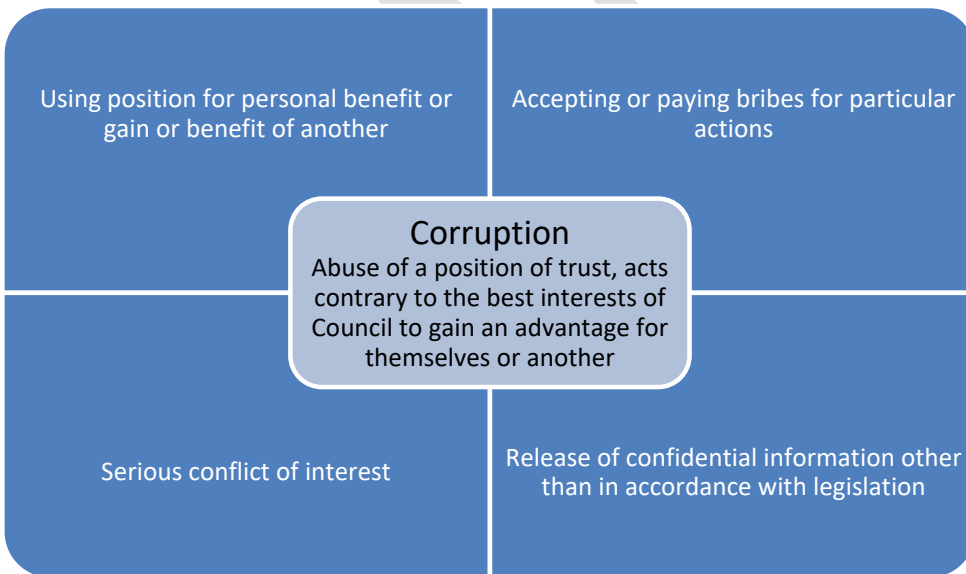
AS 8001-2021 Fraud and Corruption Control defines fraud and corruption as:

**Fraud** is dishonest activity causing actual or potential loss to the Council (including theft of money or other property) and where deception is used at the time, immediately before or following the activity.

This also includes the deliberate falsification, concealment, destruction or use of (or intention to use) falsified documentation and the improper use of information or position for personal financial benefit.



**Corruption** is dishonest activity in which a person to whom the Policy applies acts contrary to the interests of Council and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or entity or to disadvantage Council.



**Conflict of Interest** - a conflict between the public duty and personal interests of a Councillor, Council employee, council volunteer or council contractor that may or be perceived to improperly influence the performance of their duties. A conflict can be actual, potential or perceived.

**Disclosure** – is a report about improper conduct or detrimental action of Knox City Council or its officer(s) made by an individual or group. The conduct may have occurred in the past, is currently occurring or may happen in future. It is not a disclosure if the complaint or allegation is already in the public domain.

**Fraud and Corruption Control Framework** – the process of planning, organising leading and controlling activity, in order to direct and control the organisation with regard to the implementation of anti-fraud and anti-corruption strategies.

**Improper Conduct** – at its lowest threshold level, is either criminal or serious enough to result in a person’s dismissal. It may include taking or offering bribes, dishonestly using influence, committing fraud, theft, misusing information or material acquired at work, conspiring or attempting to engage in the above corrupt activity. It can also arise from the inaction of an individual or group.

### **1.3 Code of conduct**

Council’s Fraud & Corruption Control Framework, Fraud and Corruption Control Procedure, Employee Code of Conduct and Councillor Code of Conduct are important documents for clearly articulating Council’s objectives and expected outcomes in managing fraud and corruption. The Fraud & Corruption Control Framework and Fraud and Corruption Control Procedure establishes Council’s attitude and approach to fraud and corruption control, while the Employee Code of Conduct and the Councillor Code of Conduct set out the high standards of ethical behaviour required in delivery of Council’s commitment to these outcomes.

### **1.4 Related policies and procedures**

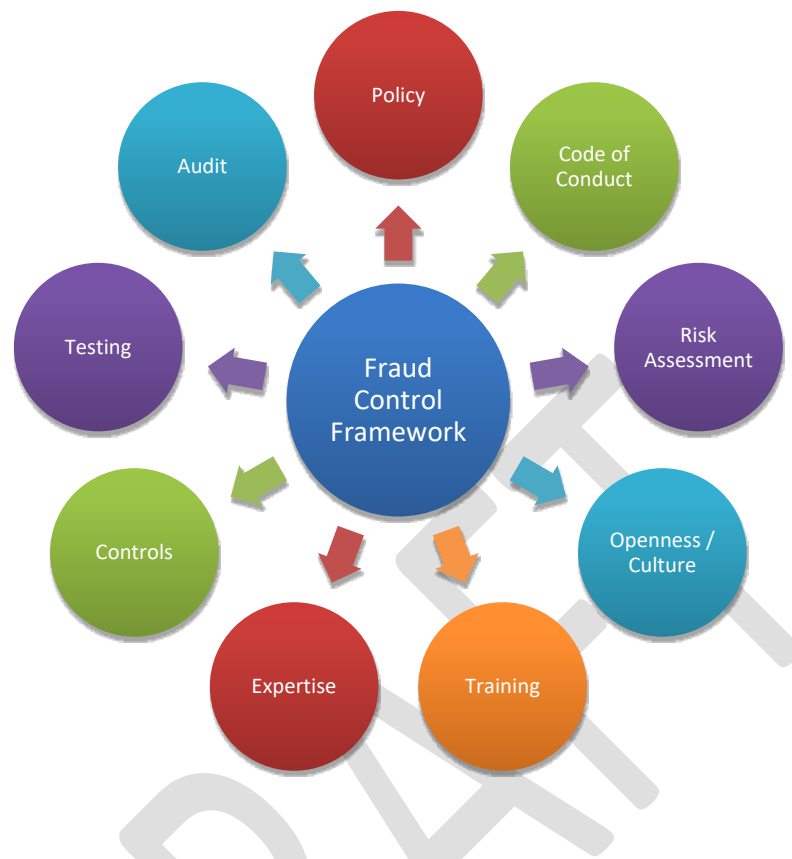
The policies and procedures listed on the cover page set out expected practices and behaviours and should be read in conjunction with this Framework.

### **1.5. Related legislation and guidelines**

The Local Government Act 2020 now requires Council Audit and Risk Committees to monitor and provide advice on risk management and fraud prevention systems and controls. Council’s Audit and Risk Committee supports Council’s oversight of this policy, and assigns specific duties and responsibilities to the Committee in its Charter. The Local Government Act 1989 requires Council to develop and maintain adequate internal control systems, and to establish codes of conduct and an Audit Committee.

The Public Interest Protected Disclosures Act 2012 requires Council to establish written procedures for handling of any public interest protected disclosures.

This Fraud Control Framework operates within an existing legislative and strategic framework. The diagram below shows the interdependency of a good Framework with complimentary programs and processes.



### **1.6. Australian Standard for Fraud and Corruption Control (AS8001-2021)**

A new revised Australian Standard AS8001:2021 - Fraud & Corruption Control was released on 11 June, 2021. This Standard is considered the benchmark when it comes to how organisations can mitigate fraud and corruption risks.

This third edition of the standard recognises and responds to an increase in cyber-attack and technology-enabled fraud and provides upgraded guidance on the accountabilities of Councils and senior management in controlling organisational fraud and corruption risk.

This Standard is the foundation for Council's revised Fraud and Corruption Control Framework resulting in the continuance of a contemporary, practical and effective framework supported by the guidance contained in the Standard. This includes ICT measures to address cyber fraud as part of Council's Fraud and Corruption Control Framework.

This Framework is consistent with the following legislation and standards:

- The Local Government Act 2020
- The Public Interest Protected Disclosures Act 2012 (Victoria)
- AS 8001:2021 Fraud and Corruption Control
- AS/NZS ISO 31000:2009 Risk Management Principles & Guidelines

This Framework and associated policy and procedures has also been assessed as being compatible with the Charter of Human Rights and Responsibilities Act 2006.

## 2. Framework and resourcing

### 2.1 Program for fraud and corruption control framework and review

Council operates under a distributed assurance model in accordance with the Risk Management Framework. This model provides that the following groups are all involved in effective risk management.



### 2.2 Fraud control resources and external assistance

The Manager Governance with the assistance of the Executive Manager Strategy, People and Culture has overall responsibility for implementing and overseeing the fraud and corruption control program.

Where specialised skills are required, such as forensic accounting, computer forensic analysis, data analytics, and/or complete investigations, an external party may be enlisted to assist. Costs associated with engaging external service providers are borne by the Directorate where the work is necessary to be undertaken.

### 2.3 Internal audit activity in fraud and corruption control

Under this Framework the primary responsibility for the identification of fraud and corruption rests with management, however, it is also recognised that internal audit activity can also be an effective part of the overall control environment to identify fraud and corruption.

The Internal Audit program is a key independent governance tool that oversees and conducts a series of reviews, which incorporates the detection and prevention of fraud and corruption throughout the organisation. Internal Audit operates under the International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors in Australia.

Internal Audit is obligated to look out for and consider potential fraud risks to Council and the adequacy of Council's fraud risk controls. If an internal auditor locates a fraud or identifies a potential fraud risk, they will report this to the CEO or delegate or the Audit Committee Chair.

If deemed necessary Council will utilise the role of the internal auditor in the investigation and reporting of any suspected fraud or corrupt activity.

### *3. Fraud and corruption prevention*

#### **3.1 Implementing and maintaining our integrity framework**

The Codes of Conduct are key enablers in delivering the sound and ethical culture required in the prevention of fraud and corruption throughout the organisation.

Line Managers shall set the example with regard to exercising and demonstrating high levels of integrity in the execution of their roles and functions by regularly reminding employees of the importance of complying with Council's Employee Code of Conduct and the Fraud & Corruption Control Framework.

**Clear behavioural expectations, and clear consequences for fraudulent or corrupt behaviour, will be communicated at commencement of employment or engagement with Council.**

Councillors' responsibilities are articulated in the Local Government Act and the Councillors Code of Conduct.

#### **3.2 Line Managers commitment to controlling the risk of fraud and corruption**

Management will not be complacent and will treat fraud and corruption risks as a serious threat to the organisation

~~EMT~~ **The Executive Management Team (EMT)** and Managers will regularly be briefed on the following:

- Council's current fraud and corruption control framework;
- Information on the program and robustness of the internal control environment in regards to preventing and detecting fraud;
- The types of fraud and corruption common with the sector;
- Incidence of fraud and corruption generally in Australia;
- Information on the types of fraud and corruption that have been detected at Council over the previous five years; and
- Information of new or emerging trends in this area.

#### **3.3 Fraud and corruption risk assessment**

Risk assessments will be undertaken for all identified fraud and corruption risks in accordance with Council's current Risk Management approach.

As a minimum, the following risks will be assessed:

- Theft of cash
- Theft/misuse of assets
- Misuse of confidential corporate information
- Conflict of Interest

- Accounts payable
- Payroll practices
- Procurement
- **Grant fraud**
- IT and information security **including cyber fraud**
- Recruitment
- Misuse of credit cards

Additional risks will be identified through normal business unit operations and through the regular review of the risk register in accordance with the Risk Management Framework.

### **3.4 Maintaining strong internal control systems and internal control culture**

Knox has an existing culture of continuous improvement. The implementation of effective systems of internal control is an integral part of this program, particularly for activities assessed as having a high predisposition to the risk of fraud and corruption.

Well planned and documented internal controls will be a major defence for avoiding fraud and corruption. When undertaking projects or reviewing existing practices into the future, consideration will be given to appropriate fraud and corruption controls in the development of outcomes.

Internal controls will be:

- Appropriately documented
- Accessible
- Reviewed and amended regularly
- Communicated effectively
- Subject to review of adherence
- Reported to Knox Audit **and Risk** Committee.

### **3.5 Communication and awareness of fraud and corruption**

It is important that fraud and corruption is identified and reported at an early stage and that workers and Councillors have understanding and confidence in the system.

Workers will be provided with information on the Fraud & Corruption Control Framework so that they have confidence in knowing how to respond if this type of activity is detected or suspected.

The awareness of Council's risk of fraud and corruption controls will be made available through the following:

- Copy of the Employee Code of Conduct and Fraud & Corruption Control Framework will be included in packs for all new staff;
- A dedicated page will be maintained on the Council intranet in regards to fraud and corruption, this will include links to all relevant documents in particular the process for reporting allegations;
- Fraud and Corruption awareness training will be conducted in accordance with frequency identified through a risk assessment by way of the Learning and Development Program;
- Fraud and Corruption awareness will be conducted with Councillors at the beginning of their term with a refresher annually; and
- Any substantive changes in the framework or procedure will be communicated to all workers and Councillors.

### **3.6 Employment screening**

Employment screening will be undertaken for all new positions. This screening process will reduce the risk of a potential security breach and will provide a high level of assurance as to the integrity, identity and credentials of prospective employees.

The following screening shall be undertaken with the express consent of the individual concerned for all prospective employees:

- Verification of identity requiring at least two forms of identity (passport, birth certificate, drivers licence, rate certificate, at least one must include photo identification);
- Police criminal history check for relevant positions;
- Working with children check – relevant identified positions;
- Reference checks with two most recent employers;
- Consideration of any gaps on employment history and the reasons for the gaps; and
- Verification of formal qualifications claimed where required for the position.

### **3.7 Job rotation and excess annual leave**

Individual Service Units will regularly consider job rotation for positions where there are multiple officers undertaking the same or similar functions and the position is deemed a high risk from a fraud or corruption perspective - local law enforcement, parking enforcement, planning officers, contract management, cash handling, for example.

Excess annual leave will be monitored on a quarterly basis to ensure excess leave is managed.

### **3.8 Supplier vetting**

Council will continue to undertake supplier vetting for new and ongoing suppliers in accordance with existing practices. Financial and/or Performance assessments are to be undertaken where the contract poses a key financial risk to Council or where it is a new contractor that has never been used by Council before and the risk of poor performance or financial collapse is likely to adversely affect Council. Financial and Performance assessment checks may also be undertaken where Council wishes to understand the financial and previous contract performance of the contractor or if no security is in place.

### **3.9 Cyber Fraud**

Council acknowledges the emergence of cyber fraud as a significant fraud risk and particularly phishing campaigns. Phishing campaigns infiltrate corporate networks by sending authentic-looking fraudulent emails to users in an organization and tricking them into performing actions such as downloading attachments or clicking on links.

Council uses Mimecast as our secure email gateway, which is the first line of defence, and in combination with Microsoft's Defender for O365 (Threat Protection) as a secondary and additional level is used to detect and filter out malicious emails and phishing.



Council has additionally added the protection provided by DMARC (Domain-based Message Authentication, Reporting and Conformance) by integrating with The Victorian Government Cyber Security Unit (CSU) DMARC program which utilises ProofPoint's Email Fraud Defence for identifying and rejecting emails from spoofed 'knox.vic.gov.au' email addresses.

Additionally, KCC has introduced a Cyber Awareness Education module that has a focus on Phishing and is mandatory for all KCC users to undertake.

## 4. *Fraud and corruption detection*

### 4.1. **Fraud and corruption detection program**

Council's detection program includes the annual internal audit plan, annual financial statement, external audit, Audit Committee oversight, annual compliance plan, review of risk strategies and various reporting avenues. Other detection programs may also include:

- Post transactional reviews - a review of transactions after they have been processed. This option may identify or uncover altered documents or missing documentation, falsified or altered authorisations or inadequate documentary support.
- **Acquittal and monitoring programs for grants to ensure recipients use funds as intended and according to prescribed conditions, and leftover or misspent funding is recovered.**
- Data mining - the application of sophisticated (and sometimes unsophisticated) software applications and techniques where a series of suspect transactions can be identified and then investigated which can identify anomalies at an early stage.
- Analysis of management accounting reports - using relatively straight forward techniques in analysing management accounting reports, trends can be examined and investigated which may be indicative of fraudulent or corrupt conduct.

### 4.2. **External auditor's role in the detection of fraud**

As required under the Audit Act 1994 and the Local Government Act 2020, the Victorian Auditor-General's Office (VAGO) is local government's external auditor. VAGO is required to consider the risk of material misstatement in Council's financial statements, due to fraud when performing their audit (via appointed agent). The Audit Committee take an active role in considering VAGO's Closing Report and Management Letter. VAGO ultimately issue their findings in an Independent Auditor's Report, published in Council's annual report.

### 4.3. **Procedures for reporting suspected fraud and corruption**

~~The Knox Fraud and Corruption Control Procedure is to provide clear direction in regards to the procedure for staff and other relevant parties to report suspicious or known illegal or unethical conduct. (This section now section 6.1)~~

### 4.4. **Implementing a protected disclosure program**

~~Council is committed to encouraging staff, customers and community to report suspicious activity at the first available opportunity, to an appropriate reporting point within the Council or where necessary to an outside authority.~~

~~Protected Disclosure Act 2012 protects persons who report improper conduct by public officers against reprisals. To support this process, Council has adopted Protected Disclosure Procedures. These procedures can be found on the Council's website. (This section now section 6.2)~~

## 5. *Responding to detected fraud and corruption incidents*

### 5.1. Procedures for the investigation of detected or suspected incidents

The Knox Fraud and Corruption Control Procedure provides direction ~~in regards~~ with regard to the procedures for dealing with suspected fraud or corruption. The procedure provides:

- Appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice);
- Systems for internal reporting of all detected incidents;
- Process for reporting the matters of suspected fraud and corruption to the appropriate enforcement agency; and
- For the recovery of stolen funds or property.

The procedure will be reviewed biennially to ensure that it continues to meet these objectives.

### 5.2. Internal reporting

The Manager Governance ~~and Strategy~~ is the custodial owner of the Incident and Near Miss Register and ensures all incidents or near misses are recorded in the register. Incident and Near Miss Summary Reports for high or above rated fraud and corruption related incidents will be tabled at an Executive Management Team meeting.

~~Pursuant to its Charter, the Audit and Risk Committee will receive reports regarding actual or suspected instances of fraud or corruption, serious misconduct, or breaches of ethical standards, including:~~

- ~~Analysis of action taken to address such matters;~~
- ~~Actions taken to report such matters to the appropriate integrity bodies; and~~
- ~~Any findings and examinations by regulatory or external agencies, and internal or external audit.~~

### 5.3. Disciplinary policy

Council's disciplinary policy outlines the potential disciplinary outcomes that apply in regards to the application of this Framework and associated policy.

#### **5.4. External reporting**

The Knox Fraud and Corruption Control Procedure provides direction in regard to reporting any suspected fraudulent or corrupt conduct to any external enforcement agencies including:

- Independent Broad-based Anti-Corruption Commission (IBAC) 1300 735 135
  - Victoria Police – **131 444 (Police Assistance Line for non-urgent crimes or events)**

Council is committed to ensuring that all allegations, breaches of the Code of Conduct or this policy which are considered to be prima facie cases supported by evidence of fraudulent or corrupt conduct are notified to the appropriate law enforcement or regulatory agency for investigation.

For the purposes of compliance with the relevant provisions of the Independent Broad-Based Anti-Corruption Commission Act 2011, Council's CEO is a "Relevant Principal Officer". The relevant principal officer must notify the IBAC of any matter which the person suspects on reasonable grounds involves corrupt conduct occurring or having occurred. (Section 57).

#### **5.5. Policy for civil proceeding to recover the proceeds of fraud and corruption**

Council will pursue recovery of any losses due to fraud or corruption where there is clear evidence of fraud and corruption and where the likely benefits of such recovery will exceed the funds and resources required to be invested in the recovery action.

#### **5.6. Internal control review following discovery of fraud**

Where fraud or corruption is detected, the relevant service unit Manager with Director will be responsible to assess the adequacy of the relevant internal control environment and provide a report to the Executive Management Team on any recommended improvements identified.

Service unit managers will also be responsible for ensuring that recommendations arising out of the assessment are to be clearly allocated in the report with an associated time frame.

#### **5.7. Maintaining and monitoring adequacy of Commercial Crime insurance and other insurance related policies dealing with fraudulent or improper conduct**

Council will maintain a Commercial Crime insurance policy that insures the risk of loss arising from internal fraudulent conduct. The level of the policy will be determined as part of Council's annual insurance renewal program. This will be reported annually to the Executive Management Team alongside Council's other insurance policies.

Insurance for external fraud and corruption, in particular theft of Council property, will also be maintained and reviewed annually by staff in conjunction with the normal annual reassessment of insurance policy cover and limits.

## 6. Reporting Fraud and Corruption

### 6.1 Procedures for reporting suspected fraud and corruption

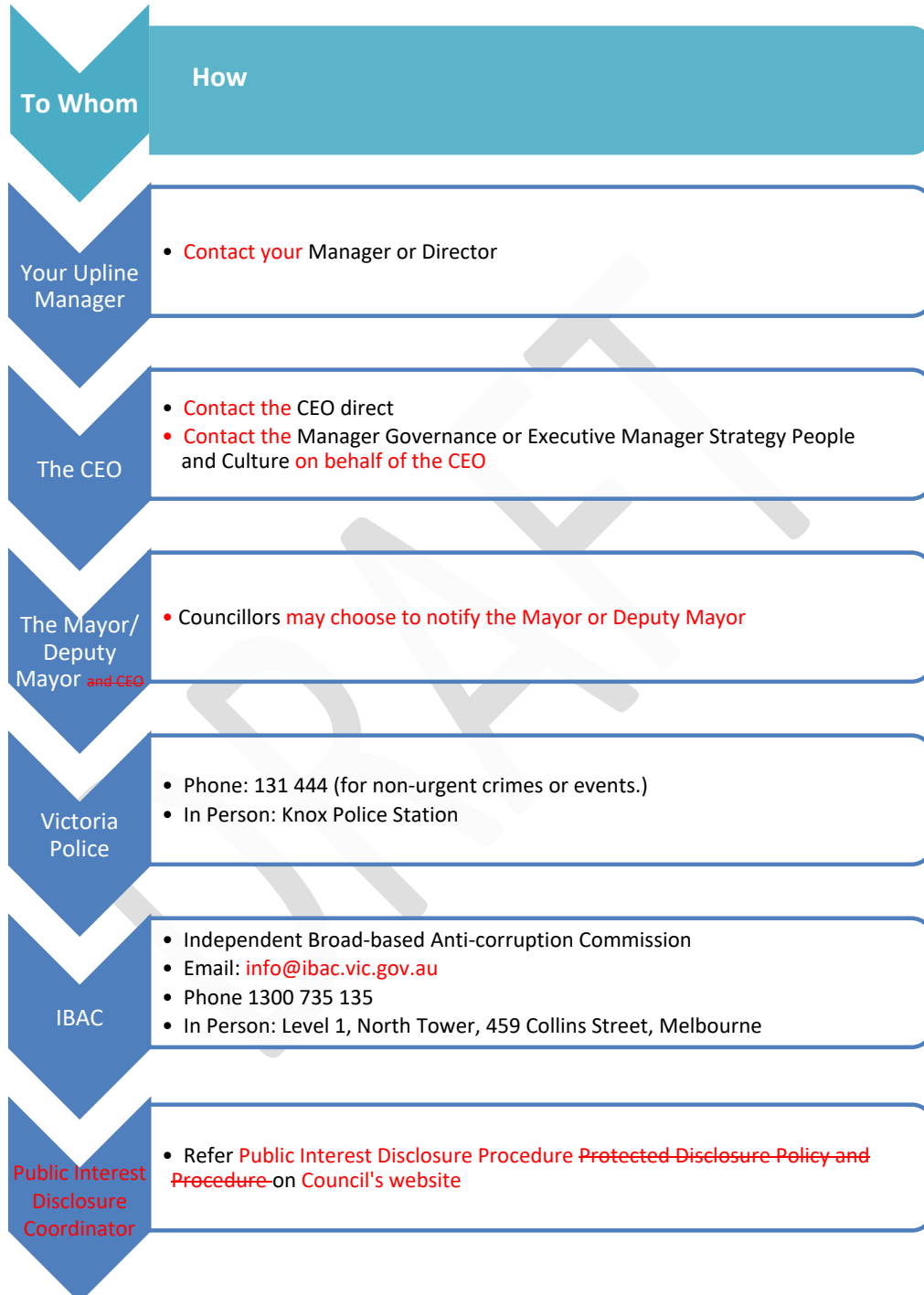
The Knox Fraud and Corruption Control Procedure is to provide clear direction in regards to the procedure for staff and other relevant parties to report suspicious or known illegal or unethical conduct.

### 6.2 Implementing a **public interest protected** disclosures program

Council is committed to encouraging staff, customers and community to report suspicious activity at the first available opportunity, to an appropriate reporting point within the Council or where necessary to an outside authority.

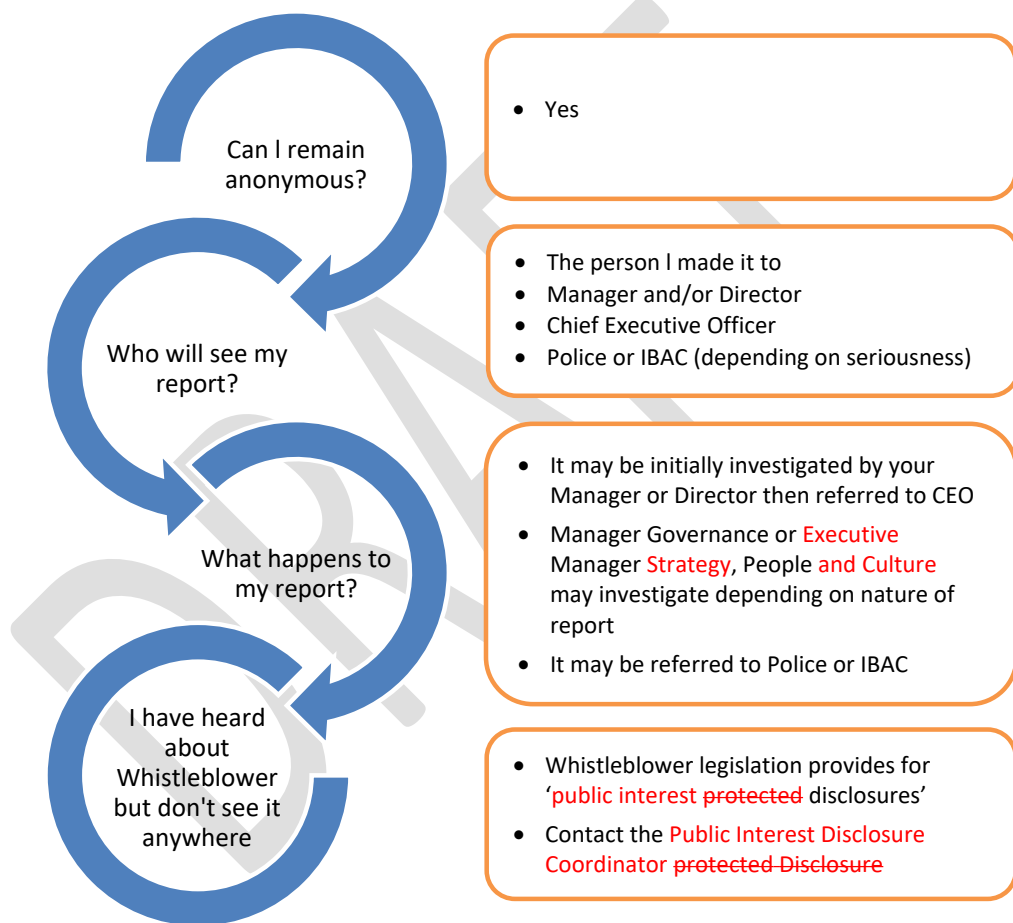
The Public Interest Disclosures Act 2012 protects persons who report improper conduct by public officers against reprisals. To support this process, Council has adopted Public Interest Disclosure Procedures. These procedures can be found on the Council's website. (This section previously section 4.4)

### 6.3 How to report fraud and corruption **process**



## 7. Commonly asked questions

### Questions and answers



## 6.5 Public Engagement on the Draft Bayswater Renewal Strategy Issues and Opportunities Paper

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

**Council officers have commenced work on the preparation of the Bayswater Renewal Strategy for the major activity centre area surrounding the Bayswater Railway Station. The Renewal Strategy will build upon the Bayswater 2020 plan that was prepared in 2005 and has informed the current planning strategies and controls that apply to the centre. The attached Issues and Opportunities Paper has been informed by a series of technical background reports and prior consultation, summarising the opportunities identified for the centre and will be used to capture community and stakeholder input to this project. This phase of consultation will inform the preparation of the Bayswater Renewal Strategy.**

### **RECOMMENDATION**

**That Council:**

- 1. Notes the current work on the preparation of the Bayswater Renewal Strategy including the Issues and Opportunities Paper as provided in Attachment 1, with a summary report of key opportunities outlined in Attachment 2.**
- 2. Notes the planned preliminary community engagement in July-August 2022 as detailed in this report.**
- 3. Authorises the Chief Executive Officer (or delegate of their choosing) to make consequential edits to the attached documents as necessary for community consultation and engagement.**

### **1. INTRODUCTION**

The Issues and Opportunities Paper (Attachment 1) has been prepared to test ideas to inform the development of a renewal strategy for the Bayswater Major Activity Centre (BMAC). The Issues and Opportunities Paper maps out a series of opportunities for the BMAC which through consultation, community and stakeholder feedback will shape the new Bayswater Renewal Strategy.

### **2. DISCUSSION**

#### **2.1. Background**

The current Bayswater Activity Structure Plan (Bayswater 2020) was adopted by Council in 2005. It provided a plan to guide land use and development for the BMAC 2005 and beyond. Key themes of the 2005 Structure Plan included Land use, Quality Built Form, Sustainable Business Environment, Accessibility, Vibrant Community Spaces and Building the Community.

Achievements of the 2005 Structure Plan include:

- The delivery of the grade separation which lowered the rail line under Mountain Highway and delivered a new station and a range of pedestrian and cycling improvements.
- A range of new medium density housing in and around the commercial centre.
- New public art installed in the centre.

- New strategic directions in the Knox Planning Scheme and built form controls through a Design and Development Overlay 6 which manages the built form outcomes including setting building heights and streetscape design.

It is important that Council's strategic plans are regularly reviewed and updated to respond to the needs of a constantly changing and evolving community and macro environment. Bayswater has changed since 2005. Apart from the grade separation, the emergence of new retail and significant new residential development has created new opportunities for the centre. It is an opportune time to update the strategic vision for the area, working with the community to prepare a new plan to guide and manage future change and infrastructure investments.

## **2.2 Current Planning Framework**

In addition to the 2005 Structure Plan, the other important planning frameworks which shape the centre include:

- Plan Melbourne 2017-2051 - The Bayswater Activity Centre is categorised as a Major Activity Centre in this strategy which sets a long-term plan to accommodate Melbourne's future growth in population and employment between 2017 and 2051.
- Draft Eastern Regional Land Use Framework Plan - The draft plan aims to provide a regional 30-year land use planning and infrastructure framework for the eastern region. Specific initiatives that impact Bayswater seek to promote strong growth and job creation and increase medium and higher density housing to meet the needs of a growing population.
- State Planning Policy - State planning policy through the Planning Policy Framework (PPF) in the Knox Planning Scheme (KPS) supports the continued planning and growth of the Bayswater.
- Local Planning Policy - The Strategic Framework Plan in the KPS identifies the Bayswater Major Activity Centre in the top of the hierarchy of municipal activity centres in Knox.

## **2.3 The Renewal Strategy Development Process**

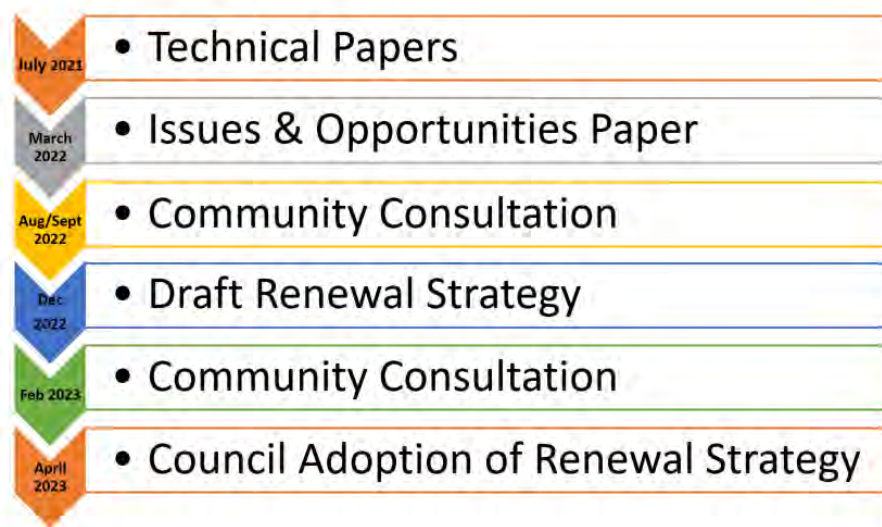
The methodology for the development of a renewal strategy for a Major Activity Centre such as Bayswater is set out in state government Planning Practice Note 58: Structure Planning for Activity Centres.

A renewal strategy is similar to a structure plan - a long-term plan developed with the community and stakeholders to manage the future of a specific area through a development framework. Structure plans guide the future of an activity centre's land uses and activities, infrastructure, transport, development, physical environment and amenity.

The Bayswater Renewal Strategy will be the new structure plan for the BMAC. A new renewal strategy will ensure that Bayswater continues to grow as a centre that meets the economic, social and environmental needs of the community. It will enable the identification of new actions and initiatives required to deliver the vision and objectives of the strategy. These could include changes to the land use planning framework, capital works initiatives and partnerships with key stakeholders.



The chart below shows the steps in preparing the Bayswater Renewal Strategy.



This Issues and Opportunities Paper provides the current basis for the Renewal Strategy and has been informed by a number of technical reports that have been prepared including Planning and Urban Design, Environment and Sustainability, Transport and Movement, Economic, Social Benefits Framework, Community Infrastructure and Civil Infrastructure Capacity.

Key facts and influences from these technical papers provide a summary of new information and evidence that has informed the themes and the key ideas. This information has been integrated with key messages from the earlier community consultation.

Council commenced early engagement with the community in relation to the Renewal Strategy in 2020. This enabled Council to be open to all issues and opportunities raised before responding and defining the parameters and scope of the project. The feedback was used to gain insights into community perceptions of the Bayswater Activity Centre, increase awareness of the project, and encourage the community to participate in the future planning of Bayswater. The theme opportunities in the Issues and Opportunities Paper have been presented as recommendations by Strategic Planning Consultant Plan2Place after combining feedback from community aspirations from the early community engagement and application of the research from the technical reports.

The opportunities and ideas are organised into six key themes:



**Theme 1: Housing and Residential Development focuses on improving housing choice and diversity will help to promote Bayswater as the place to live, work and visit.**

Opportunities for Housing include:

- Improve the amenity of the Activity Centre to attract investment and promoting the centre as a place to live.
- Develop policies to continue encourage higher density development.
- Promote affordable and diverse housing.
- Promote residential development on major redevelopment sites and consider using government owned land to provide affordable or social housing.

**Theme 2: Business and Economic Development focuses on driving commercial investment in the Activity Centre.**

Opportunities for Business and Economic Development include:

- Improve accessibility between the centre and the Bayswater Business Precinct and transport infrastructure.
- Promote a range of business incentives that support a range of commercial uses such as health facilities, gyms, recreation uses, co working, child-care and offices and provide commercial space for the uses.
- Encourage small businesses including hospitality through streetscape renewals.
- Work with traders to identify a niche to attract a range of businesses.
- Develop spaces that can accommodate small scale events and festivals.

**Theme 3: Environment, Sustainability, Climate Change.**

This Renewal Strategy will provide an opportunity to embed environmentally sustainable development principles and strategies to support Council's net zero emissions target by 2040 as set out in the *Knox Climate Response Plan 2021-31*.

Opportunities for Environment, Sustainability, Climate Change include:

- Council as best practice exemplar can showcase the beneficial outcomes of Environmentally Sensitive Design and explore on-site renewable energy generation an

electric vehicle charging and improve ecological, resource recovery and stormwater outcomes.

- Promote climate resilient development urban cooling measures and explore incentives and stronger awareness campaigns.
- Revitalise Dandenong Creek through re-vegetation, improved streetscapes south of the creek, extend vegetated corridors and wildlife habitats
- Utilising sustainable materials and solutions in streetscapes and infrastructure.
- Develop a precinct Waste Management Strategy and action plan and set targets for waste diversion from landfill.

#### **Theme 4: Urban Design and Built Form**

Since 2005, large revitalisation projects have occurred in Bayswater including the redevelopment of the Mountain High Shopping Centre, the Level Crossing Removal and a range of other urban design upgrades and developments across the activity centre. Significant opportunities remain to further revitalise the activity centre and improve its public spaces.

Opportunities for Urban Design and Built Form include:

- Review of built form controls to ensure they deliver development to support and stimulate the renewal of the centre.
- Facilitate development on key sites that provide more housing and employment opportunities and explore opportunities for these sites to incorporate new public spaces in the centre.
- Promote place making initiatives by incorporate cultural activities in shops and laneways and growing Knox's public arts program.
- Explore greening of streetscapes to support identity, local climate and amenity.
- Create a heart for Bayswater by improving the network of high-quality streets and spaces including reshaping Penguin Place and reinforcing Macaulay Place and High Street as the retail and activity spine.
- Increase the amount of outdoor eating space available in the centre and provide spaces to accommodate farmer's markets, food trucks and events.
- Improve access to and utilisation of existing open spaces and look to increase open space network by exploring public access to school grounds and Council facilities.
- Protect sites of heritage significance.

#### **Theme 5: Transport and Movement**

Ongoing upgrades to the movement network in and around Bayswater have helped to improve its connectivity and access. Some issues remain including that the centre is predominantly accessed by car, even for local trips and Mountain Highway poses a major barrier to pedestrian connectivity between the north and south of the Activity Centre.

Opportunities for Transport and Movement include:

- Focus on improving access to the centre by cycling and walking by providing a network of bicycle paths to improve safety and encourage people to cycle.

- Explore ways to improve connectivity across Mountain Highway and throughout the centre and minimise barriers by improving safety around Mountain Highway and Scoresby Road near the railway line.
- Improve links to key areas in Marie Wallace Bayswater Park and the Bayswater Business Precinct by improving access from Station Street, new signalised crossing along Mountain Highway.
- To reduce car parking congestion review car parking requirements for new development and advocate for public transport improvements.
- In addition to assisting the transition to EVs within the community, provide EV charging infrastructure to entice those driving to and from the Mount Dandenong region, to make Bayswater their key stopping point.

### **Theme 6: Community Infrastructure**

Changes to the Bayswater population and its demography will continue to impact the community's future infrastructure requirements. The renewal of Bayswater aligns with the provision of additional community infrastructure and advocates for the need for culture led renewal and inclusivity.

Opportunities for Community Infrastructure include:

- Investigate and consider opportunities for a new multipurpose community hub with flexible spaces for diverse activities and programs.
- Engage with First Nations people and local Elders to understand the most appropriate ways to celebrate and recognise Aboriginal cultural heritage.
- Consider opportunities for a cultural-led renewal that builds on existing arts programs and explore opportunities at Knox Community Arts Centre.
- Integrate child, youth and senior friendly spaces for all abilities into new public buildings and spaces.

### **2.4 Internal Stakeholder Consultation**

As part of ongoing internal stakeholder consultation, a workshop was held with the Bayswater MAC Renewal Strategy Project Working Group (PWG) in March 2022.

There were attendees from Arts and Culture, Economic Development, City Partnerships, Research and Mapping, Social and Affordable Housing, Stormwater, Youth, Leisure and Cultural Services, Statutory Planning, Sustainability, Open Space and Landscape, Traffic and Transport, Communications and Sustainable Transport.

The purpose of the Workshop was to:

- test the opportunities identified in the Draft Issues and Opportunities Paper
- consider additional ideas, suggestions and gaps in the opportunities presented
- understand potential synergies for the opportunities across Council departments
- gain ownership of the ideas presented in the Paper.

Findings from the workshop were considered and informed the final draft of the Issues and Opportunities Paper. Further workshops will occur with the PWG for the draft renewal strategy.

## **2.5 Next Steps**

The next phase of the project is community consultation of the Issues and Opportunities Paper. A summary of the paper (See Attachment 2) will form the basis for communication with the full report also being made available.

Feedback from the consultation process on the Issues and Opportunities Paper will be used to inform the development of the Renewal Strategy and identify any further work required.

A Community Engagement Summary will be published following the completion of this phase of consultation and engagement. The consultation outcomes will inform the development of a draft Strategy. There will be a further opportunity for the community and other stakeholders to engage on the draft Strategy once prepared.

The Bayswater Renewal Strategy will then be presented for Council adoption. Council will then start implementing the strategy, including the preparation of a Planning Scheme Amendment and other actions to implement the plan and renewal activities guided by the strategy's vision.

## **2.6 Issues raised at Councillor Briefing 11 July 2022**

A number of feedback points and ideas were provided by Councillors at the Councillor Briefing on 11 July 2022 to be considered in the development of the Renewal Strategy. This feedback will be investigated, and the Issues and Opportunities report and consultation material will be updated to reflect any changes. The issues include but are not limited to:

- Potential built form, heights and density for the centre – Further information will be included on potential heights and densities for Bayswater and how this potential needs to be balanced against other priorities for the centre such as protecting views and amenity. It is noted that specific heights and sites which may be identified for greater density will be further detailed in the Draft Renewal Strategy which will also undergo further community consultation.
- Social Benefits Tables – Explanation will be added to the Social Benefits Tables at the end of each theme to further clarify these tables.
- Increasing pedestrian connectivity across Mountain Highway – Ideas to be further explored.
- Commentary around the Arts Centre, Pine Road pocket park edited to improve consistency with other Council initiatives.
- Naming of Penguin Place/Park and previous ideas from community members for renaming. This will be acknowledged in the consultation material and further explored as part of the next stage of renewal strategy development. It should be noted that statutory processes for renaming and consultation on potential would be beyond the Renewal Strategy and should not change the current focus or distract from key consultation messages of the Renewal Strategy.

The recommendation includes authorising the CEO to make consequential edits to the reports for community consultation and engagement.

### **3. CONSULTATION**

#### **3.1 Purpose of engagement**

Community consultation for the Bayswater Renewal Strategy will be undertaken in two phases.

The first phase of engagement (subject of this report) will introduce the project to the local community and key stakeholders, canvas feedback on key themes emerging from the Issues and Opportunities Paper and provide an opportunity for the community to influence outcomes in the early stage of strategy development.

The second phase of engagement will be more targeted and will seek community and stakeholder feedback on the Draft Bayswater Renewal Strategy, prior to its finalisation.

Following the conclusion of each phase, the project team will review all feedback received and prepare a summary report for Council, outlining the key topics raised and an overview of feedback received.

It is noted that the two phases of engagement follow a preliminary round of broader public consultation on the vision for the activity centre, which was carried out in 2020.

#### **3.2 Timing**

The first round of engagement will follow the endorsement of the Issues and Opportunities Paper and is planned for August/September 2022.

The second round of consultation will follow the development of the Draft Renewal Strategy and is planned for February 2023.

Opportunities for feedback during each engagement period will be provided for a minimum of 4 weeks.

#### **3.3 Phase 1: Planned engagement activities include:**

- Mail box drop of information postcard and advertisement in local papers. Prior to the commencement of engagement activities, Council will undertake a series of additional promotional activities to advertise community pop-up events and inform local stakeholders of the project.
- Community Pop Up Sessions - Two community pop up sessions will be run in key locations in the Bayswater Activity Centre. Knox Have Your Say and community survey- Council's online engagement platform 'Have Your Say' will be used to share information about the project and collect community feedback.
- Project Summary (see attachment 2) - A project summary has been prepared for easier communication of the key ideas and opportunities arising from the Issues and Opportunities Paper. Corflute Signage/Poster - Corflute signage will be erected at key locations within the Activity Centre to advertise the project, promote the pop-up events. A QR code will be embedded into the signage which will link directly to the project website and feedback survey.

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

The Knox Climate Response Plan 2021 – 2031 formed part of the policy that shaped the Sustainability Background Report prepared for the project. The Renewal Strategy will provide an opportunity to embed environmentally sustainable development principles and strategies for Bayswater to support Council's community net zero emissions target by 2040. This will be implemented by the opportunities outlined in Theme 3: Environment, Sustainability, Climate Change, including Council as best practice exemplar to showcase the beneficial outcomes of Environmentally Sustainable Design.

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

The Renewal Strategy has a strong focus on environmental and sustainability considerations. These include the discussed initiatives to sustainable design and development in coordination with the Climate Response Plan 2021-2031. Further initiatives include the revitalising of Dandenong Creek and improved green streetscapes to reduce urban heat. Initiatives also focus on waste recycling and managing stormwater outcomes.

At its core, the Renewal Strategy aims to improve the amenity of central Bayswater, by creating a heart for Bayswater and facilitating connectivity through the centre. Further initiatives include creating spaces for outdoor eating space available in the centre and public spaces for events.

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

This project has been funded from the City Futures operational budget as part of a previous Council budget bid. No additional funding is required.

The Issues and Opportunities Paper identifies a number of opportunities to enhance the economic vitality of the centre by improving links to the Bayswater Business Precinct and actively fostering commercial and office businesses. Other strategies such as creating a niche profile for the centre, improving the physical spaces and commercial area to facilitate patronage and a more vibrant centre.

#### **7. SOCIAL IMPLICATIONS**

The Bayswater Renewal Strategy carries social benefits at the core with a framework for renewal established to guide the development of the Strategy. A Social Benefits Framework was developed through a review of best-practice approaches in regenerative projects and consideration of the potential application of these approaches in the local context of Bayswater.

The framework seeks to maximise the delivery of social benefits to the Bayswater community through the Bayswater Renewal Strategy. The principles include:

- Remove barriers to access and participation.
- Facilitate delivery of housing and employment spaces that meet local needs.
- Create great community spaces.
- Build community capacity, strength and resilience.
- Embed and enhance culture and community values.

Opportunities identified through the Paper have been assessed for their contribution to the Renewal Framework and are identified for each theme.

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

### **Opportunity & Innovation**

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

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

### **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.

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

Strategy 3.3 - Lead by example and encourage our community to reduce waste.

### **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.

### **Civic Engagement & Integrity**

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By: Senior Strategic Planner, Domenic Petrilli**

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

### **Attachments**

1. Attachment 1 - Issues and Opportunities Paper - Bayswater Renewal Strategy [6.5.1 - 85 pages]
2. Attachment 2 - Summary Brochure - Bayswater Issues and Opportunities [6.5.2 - 10 pages]





This report is the Issues and Opportunities Paper (v1) for the City of Knox. It has been prepared with expertise, advice and inputs from the consultant team of Plan2Place Consulting, Peter Boyle\_Urban Design+Landscape Architecture, Movement and Place Consulting, Ethos Urban, HipVHive and Cardno using background reports and information provided by Council and technical reports prepared for this project.

The report issue date is May 2022.

Every reasonable effort has been made to validate information provided by the client, Council staff, stakeholders and other participants in the preparation of this paper throughout the project during 2021 and 2022.

The report has been prepared in conjunction with the City of Knox and is based upon up-to-date information provided at the time of report preparation and finalisation.

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Version	Date of issue	Notes
V1	16 February 2022	Draft 1 Prepared for internal Officer Review
V2	17 May 2022	Draft 2 Prepared in response to Internal Officer comments
V3	9 June 2022	Draft 3 Prepared in response to Internal Officer comments
V4	27 June 2022	Draft 4 Prepared in response to EMT

### Acknowledgement of traditional land owners

*We acknowledge the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as traditional custodians of the City of Knox. The Knox Aboriginal and Torres Strait Islander Community come from a variety of different Nations within Australia and Torres Strait, including the Traditional Custodians and Stolen Generation. As such we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's history.*

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## ABBREVIATIONS AND LEGISLATION

(Also Refer to Glossary in Appendix B)

### Abbreviations

ARI	Average Recurrence Interval
Bayswater MAC	Bayswater Major Activity Centre
BBP	Bayswater Business Precinct
CECV	Catholic Education Commission of Victoria
CALD	Cultural and Linguistic Diversity
CASBE	Council Alliance for a Sustainable Built Environment
CPTED	Crime Prevention Through Environmental Design
C1Z	Commercial 1 Zone
C2Z	Commercial 2 Zone
DELWP	Department of Land, Environment, Water and Planning
DDO	Design and Development Overlay
DoT	Department of Transport
DDA	Disability Discrimination Act 1992
EAGA	Eastern Alliance for Greenhouse Action
ESD	Environmentally Sustainable Development
GRZ	General Residential Zone
IN1Z	Industrial 1 Zone
IN3Z	Industrial 3 Zone
IWM	Integrated Water Management
KCAC	Knox Community Arts Centre
KPS	Knox Planning Scheme
LXRP	Level Crossing Removal Project
LEDs	Light Emitting Diodes
LGA	Local Government Area
MCC	Maroondah City Council

Melbourne CBD	Melbourne Central Business District
MUZ	Mixed Use Zone
MWC	Melbourne Water Corporation
NDIS	National Disability Insurance Scheme
NRZ	Neighbourhood Residential Zone
PPF	Planning Policy Framework
PPRZ	Public Park and Recreation Zone
RGZ	Residential Growth Zone
UHI	Urban Heat Island
VCAT	Victorian Civil and Administrative Tribunal
VPP	Victoria Planning Provisions
WSUD	Water Sensitive Urban Design

### Numeric Abbreviations

°C	degrees celsius
ha	hectares
kph	kilometres per hour
m	metres
m <sup>2</sup>	metres square
sqm	square metres
%	percent

### Related Legislation and Regulations

Planning and Environment Act 1987 (P&E Act)

## 1. INTRODUCTION

---

### 1.1. Overview

This Issues and Opportunities Paper has been prepared to test ideas to inform the development of a renewal strategy (the Strategy) for the Bayswater Major Activity Centre (MAC). The paper is informed by a series of technical papers which provide detailed information and evidence referenced in this paper. A series of possible opportunities are provided which seek community and stakeholder feedback to guide the development of the Strategy following this Issues and Opportunities Paper.

### 1.2. What is a Renewal Strategy?

A renewal strategy is similar to a structure plan. A structure plan is a long-term plan developed with the community and stakeholders to manage the future of a specific area through a development framework. Structure plans guide the future of an activity centre’s land uses and activities, infrastructure, transport, development, physical environment and amenity.

The Bayswater MAC Renewal Strategy will be the structure plan for Bayswater, recognising Council’s desire to continue the renewal of the centre and address the challenges it faces by balancing economic, social and environmental issues.

### 1.3. Renewal Framework

A framework for renewal has been established to guide the development of the Strategy. The Social Benefits Framework was developed through a review of best-practice approaches in regenerative projects and consideration of the potential application of these approaches in the local context of Bayswater. The framework seeks to maximise the delivery of social benefits to the Bayswater community through the Bayswater MAC Renewal Strategy by addressing barriers to social wellbeing – physical, social, financial, and perceived.

The principles are:



*Remove barriers to access and participation.*



*Facilitate delivery of housing and employment spaces that meet local needs.*



*Create great community spaces.*



*Build community capacity, strength and resilience.*



*Embed and enhance culture and community values.*

The full Social Benefits Framework can be found in **Appendix A**. Opportunities identified through the Paper have been assessed for their contribution to the Renewal Framework and are identified for each theme.

#### 1.4. Why are we preparing a Renewal Strategy?

The *Bayswater 2020: Bayswater Major Activity Centre Structure Plan* was adopted by Knox City Council in 2005 as a vision to 2020 and beyond. Since 2005 there have been many achievements that were outlined in the structure plan, including projects delivered, changes to policy and evolving community aspirations.

It is important that Council plans are contemporary and can cope with the evolving aspirations of the community. Therefore, a review of the plan for Bayswater is required to update the strategic vision for the area, understand the current challenges and opportunities and refocus the plan to meet community needs over the coming decades. Council is working with the community and key stakeholders to prepare a new strategy to guide and manage future change and improvement in the centre.

A new renewal strategy will ensure that Bayswater continues to grow as a centre that meets the economic, social and environmental needs of the community. It will enable the identification of new actions and initiatives required to deliver the vision and objectives of the strategy. These could include changes to the land use planning framework, capital works initiatives and partnerships with key stakeholders.

Structure plans and renewal strategies help to implement state and local planning policy. Since 2005, Councils have been provided with greater guidance on requirements for a structure plan or renewal strategy by the Victorian Government. This will assist in identifying the boundary of the centre and the components and methodology for structure planning.

#### 1.5. Developing a vision for Bayswater

A vision will help to guide the Strategy, concisely articulating an aspirational long-term desired future for the activity centre. The vision will be developed with the community and key stakeholders as part of the draft Strategy. The Renewal Strategy developed for Bayswater will make a strong local contribution to the delivery of Council's Community Plan 2021-2031 for the municipality. The Renewal Strategy can assist by encouraging and supporting business to come to Bayswater and grow, planning for different types of housing, getting more people walking and cycling, planning to mitigate environmental impacts, and strengthen community resilience and wellbeing.

Providing the community with the opportunity to engage in the development of the Renewal Strategy will ensure an engaged community that feels part of the decision-making process.

*This is our vision for the future of Knox, as developed with and voted for by the community:*

**Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.**

- 

**Opportunity and innovation**  
Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.
- 

**Neighbourhoods, housing and infrastructure**  
Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
- 

**Natural environment and sustainability**  
Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
- 

**Connection, resilience and wellbeing**  
Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
- 

**Civic engagement and integrity**  
Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.




**1.6. Bayswater Today**

Today the Bayswater MAC covers an area of around 90.1 ha and lies approximately 27km east of Melbourne's Central Business District (CBD). The existing boundary of the activity centre is shown in **Figure 1** and the regional context is shown in **Figure 2**. It contains commercial, retail, community, public and residential land uses.

**Figure 1: Bayswater MAC (Bayswater 2020, 2005 boundary)**



**Legend**

-  Activity centre boundary
-  Belgrave Train Line
-  Bayswater station





The area is generally bounded by a 400m radius from key points within the activity centre, including the railway station and the core of the centre at the Mountain Highway and High Street intersection. This 400m radius represents a reasonable walking distance to the activity centre, and includes:

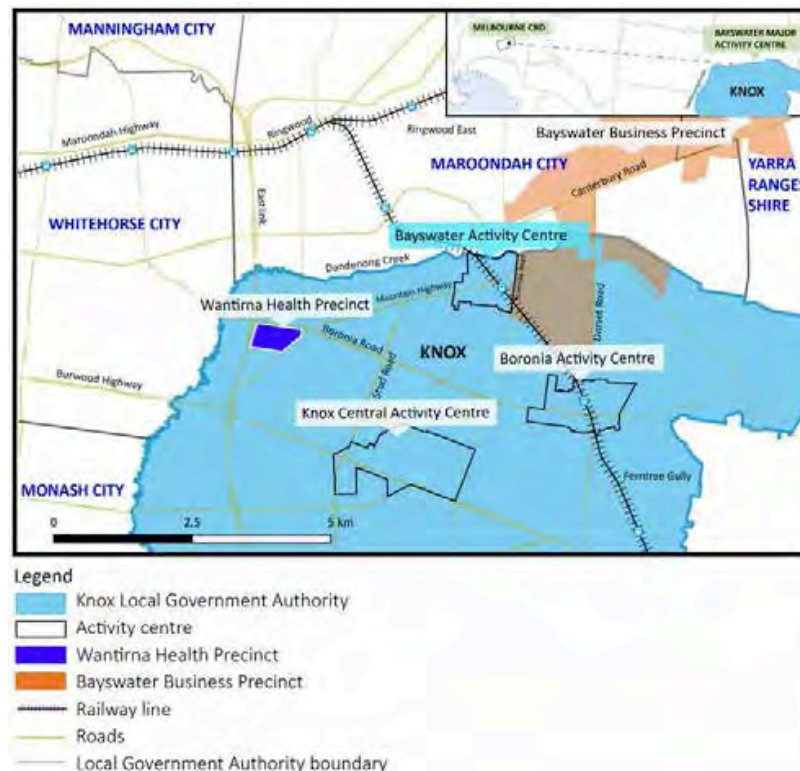
- The railway station and surrounding car parks and rail infrastructure.
- The shopping centre, including Bayswater Plaza and office and retail areas along Mountain Highway, Station St, High St and James St.
- The Bayswater Triangle to the east of the rail line, bounded by Scoresby Road and Mountain Highway, including Bayswater Hotel, Knox Community Arts Centre, Bayswater Senior Citizens Club, CFA Fire Station, Royal District Nursing Service and light industrial uses.
- Residential areas immediately surrounding the activity centre.
- Bayswater Park and Dandenong Creek.
- Bayswater Secondary College and Bayswater Primary School.

The Bayswater Major Activity Centre is located approximately 27km east of Melbourne’s CBD. Bayswater is located at the junction of two major roads, Mountain Highway and Scoresby Road, and has intermittent views east to the Dandenong Ranges. Bayswater provides retail, community services and some employment and education services. The area of the activity centre is 91.3ha. There is good public transport access to Bayswater via train or bus. Bayswater railway station is located on the Belgrave line. Several local buses travel from Bayswater to local schools and key regional destinations including Knox City Shopping Centre, Mountain Gate Shopping Centre, Glen Waverley and Boronia. Pedestrian movement through Bayswater is made more difficult by the two major roads. The Dandenong Creek trail provides a regional walking and cycling trail along the north of the centre while cycle paths within the centre consist of line marking on the street.

Bayswater has two major shopping precincts incorporating four supermarkets including Coles, Woolworths, Aldi and an independent grocer. The enclosed centre at Mountain High Plaza features several supermarkets and a range of speciality retail, personal services and food and drink outlets, with overall floorspace of approximately 7,800m<sup>2</sup>. Mountain Highway and High Street are strip centres that provide food and drink premises, cafes, restaurants and personal services.

Office development is located predominantly along Mountain Highway, Station Street, High Street and James Street. Industrial and employment land stretches along the railway line from Mountain Highway to Scoresby Road.

**Figure 2: Bayswater MAC – Regional Context**



Community services include a child care centre, Bayswater Library and a post office. The Bayswater Secondary College is located to the north-west adjacent to Dandenong Creek and the Bayswater Primary School is located south of Mountain Highway and the western edge of the centre. Dandenong Creek forms the northern edge of the activity centre and provides opportunities for walking and cycling, linking with a larger formal and informal

*Bayswater Renewal Strategy*

park with netball, tennis and barbeque facilities. There is 15 ha of open space in the activity centre.

*A short history of Bayswater*

Bayswater forms part of the traditional lands of the Wurundjeri Woi Wurrung, using the banks of the nearby Dandenong Creek as a resting place or stopover to the hills for the summer<sup>1</sup>. The creek was an important source for food and water in the area. Stone artefacts and scarred trees dotted the landscape<sup>2</sup>.

Following European colonisation, the area was originally known as Scoresby North. Cattle stations were followed by agriculture. In the 1870s large orchards were established in the area by German immigrants, and Bayswater became a place popular as a rural retreat with those from the middle and upper classes.<sup>3</sup> The railway opened in 1889 and brought with it increased tourism, and expanded the local orchard industry. In 1894 the railway station was renamed Bayswater.<sup>4</sup>

The town grew to a population of almost 900 in 1911, with several orchards and other agricultural uses and a town services.<sup>5</sup> Into the twentieth century Bayswater remained a popular tourist stop. The publication 'Picturesque Victoria', published by the Victorian Railways Department in 1908, describes a daily bus service meeting Melbourne trains that would carry passengers from Bayswater to Olinda in winter and provided additional coaches on busy holidays.<sup>6</sup>

By the early twentieth century the German-speaking population had decreased and the Anglican Church acquired the Lutheran Chapel in 1908. However, German immigration to the area increased again following the Second World War.

Some with German ancestry, who were identified as 'enemy aliens' that had been sent to Tatura Internment Camp during the War, moved to the area following their release, where they remained. These new residents were members of the Temple Society Australia, an autonomous Christian community founded in Germany in 1861; the Society is still active in the local community,

<sup>1</sup> Margaret McInnes, *City of Knox Heritage Study* 1993, p.112.

<sup>2</sup> <https://www.knox.vic.gov.au/our-council/culture-and-diversity/aboriginal-community-knox/our-aboriginal-heritage>

<sup>3</sup> Margaret McInnes, *City of Knox Heritage Study* 1993, pp 55-56.

<sup>4</sup> Victorian Places, Bayswater, 2015: <https://www.victorianplaces.com.au/bayswater>

<sup>5</sup> Jill Barnard, 'Bayswater', *EMelbourne: The City Past and Present*, 2008.

<https://www.emelbourne.net.au/biogs/EM00169b.htm>

<sup>6</sup> Place Details: Bayswater Wine Cellars, Bayswater Rd, Bayswater, VIC, Australia, Register of the National Estate (non-statutory archive), Place ID 15090.

constructing a hall (in 1961), an aged care home (in 1973) and residential village (in 1998) in the local area.<sup>7</sup>

Northeast of the Bayswater Activity Centre the industrial area houses a number of factories that opened following the Second World War, providing local employment. The Dunlop Pacific factory opened in 1952, followed by British Nylon Spinners in 1956, with other firms such as Siemens and Vulcan also establishing local manufacturing plants. As well as these larger firms, a number of smaller factories were also established at this time and some continue to operate.<sup>8</sup>

In 1975 the first community arts centre in what was to later become the City of Knox opened in Bayswater.<sup>9</sup> By the early 1980s the City of Knox was being described as "a bustling city transformed from a predominantly agricultural landscape broken by three dormitory tourist towns of Bayswater, Boronia and Ferntree Gully, to a vast area of residential, industrial and commercial development in a pleasant landscaped environment".<sup>10</sup>

**1.7. Achievements of the 2005 Structure Plan**

A range of projects and initiatives were achieved as a result of the 2005 Structure Plan. Highlights included:

- The delivery of the grade separation which lowered the rail line under Mountain Highway and delivered a new station and a range of pedestrian and cycling improvements as shown in photos from 2011 and 2021 below.
- Two anchor tenants have been attracted into the supermarket with Coles and Aldi now in the centre in addition to the Woolworths.
- A range of new medium density housing in and around the commercial centre has brought additional population into the centre.
- New built form controls through DDO6 have protected those elements important to the community such as public views to the Dandenong Ranges.
- An additional pedestrian and cyclist crossing on Mountain Highway at Railway Parade.

<sup>7</sup> Jill Barnard, 'Bayswater', *EMelbourne: The City Past and Present*, 2008.

<https://www.emelbourne.net.au/biogs/EM00169b.htm>

<sup>8</sup> Jill Barnard, 'Bayswater', *EMelbourne: The City Past and Present*, 2008.

<https://www.emelbourne.net.au/biogs/EM00169b.htm>

<sup>9</sup> Knox City Council, *Knox Arts & Cultural Plan 2012-22*, p 9.

<sup>10</sup> Knox City Council, 'Knox A Living and Growing City. The Prospectus 1982/83', cited in Margaret McInnes, *City of Knox Heritage Study* 1993, p 162.

- New public art installed in the centre such as at Bayswater Railway Station.



Source: Knox City Council

### 1.8. Progress on Actions

The 2005 structure plan included 20 catalyst actions along with 68 other actions identified under each theme. A review of the actions indicates that significant progress was made on many particularly those to do with the grade separation project and the development of planning scheme controls to shape development outcomes. Some actions are currently underway while a range of others are yet to commence.

The preparation of a new renewal strategy provides the opportunity to determine which actions are still relevant and where new actions are required.

The new renewal strategy will include a five to ten year implementation plan enabling a targeted, realistic and achievable plan. Regular review will also ensure that the Strategy better responds to current and emerging circumstances.

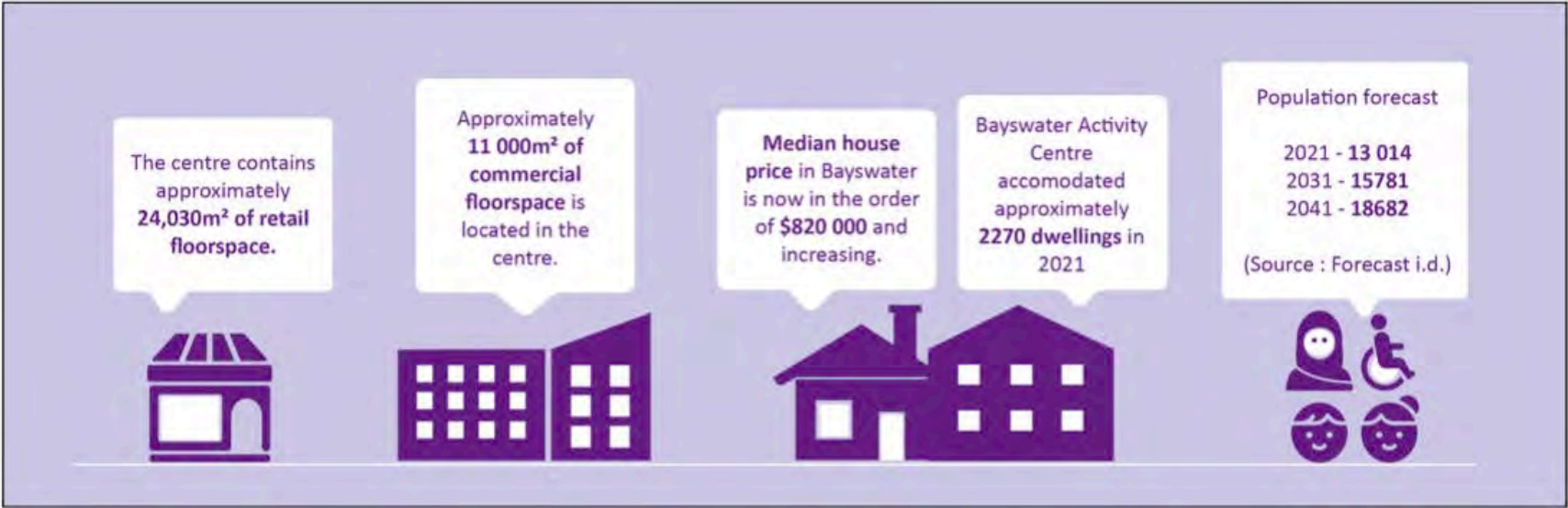
*Bayswater Renewal Strategy**Bayswater Railway Station and Environs in 2011**Source: Nearmaps April 2011**Bayswater Railway Station and Environs in 2021**Source: Nearmaps November 2021***1.9. Key Projects Underway in the Centre**

There are a range of projects underway, or in the planning phase, that are relevant to the development of a new renewal strategy for the Bayswater MAC. These include:

- Macaulay Place redesign.
- Feasibility study and options analysis for a multi-purpose community hub in Bayswater.

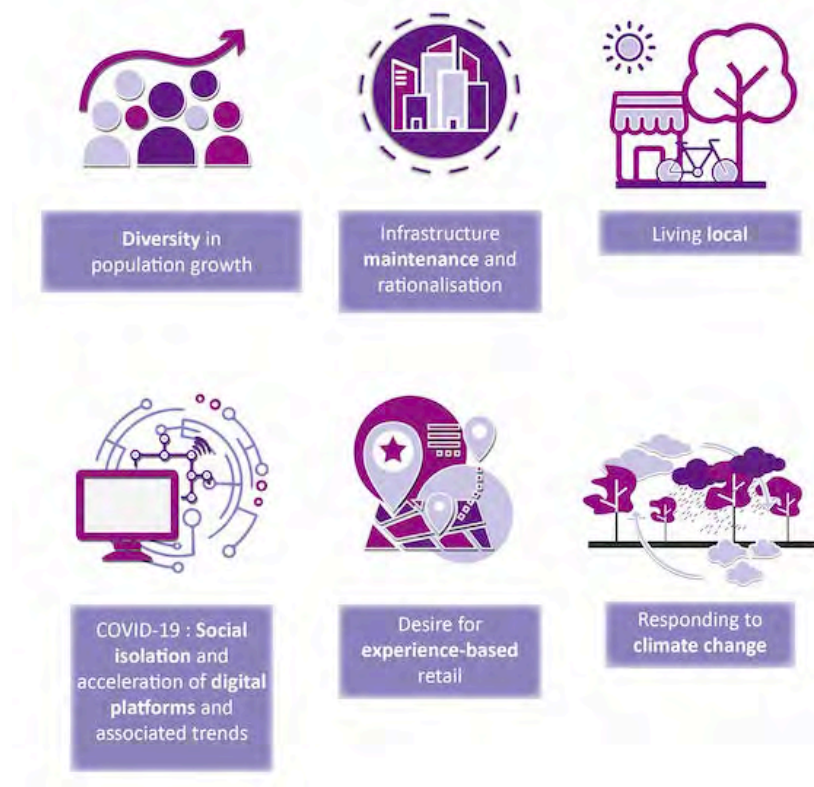
Ensuring that these key projects contribute to a coherent and consistent agreed vision and assist with renewing the centre will be important.

1.10. Key Facts about Bayswater MAC



**1.11. Broader influences**

There have been a large number of broader changes at the local, regional and global level that impact on the future planning for the Bayswater MAC. Some of the key changes are outlined below:



**1.12. How we will prepare the new Renewal Strategy**

A structure plan draws on evidence, research and community input. **Figure 3** outlines the various steps and how the new structure plan will be prepared. This utilises a renewal approach centred around Bayswater as a unique place with its own intrinsic characteristics and strengths and will be used for the preparation of the Renewal Strategy.

**Figure 3: How the New Renewal Strategy will be Prepared**



This Issues and Opportunities Paper is the basis for the Renewal Strategy and has been informed by a number of technical reports that have been prepared. The subjects covered by the technical reports are outlined in **Figure 4**.

**Figure 4: Technical Reports Informing the Issues and Opportunities Paper**



Technical reports considered areas adjacent to the existing activity centre boundary to enable a review of the centre’s boundaries to be undertaken. A review of the current boundary is provided under section 3.8 of this report.

*‘Placemaking approach’*

*The development of the renewal strategy will be driven by a place-based approach. This approach is collaborative and long term, aiming to build a thriving community in a specific location. In an activity centre such as Bayswater, this will include identification of land use and planning decisions as well as capital projects, partnership opportunities and other place-based renewal initiatives for the centre. Applying a place based approach is especially useful in activity centres where there are multiple stakeholders, an active community and a rolling capital works program.*

**1.13. What we have heard previously**

Council commenced early engagement with the community in relation to the Renewal Strategy in 2020. This enabled Council to be open to all issues and opportunities raised before responding and defining the parameters and scope of the project. Council used the feedback to gain insights into community perceptions of the Bayswater Activity Centre, increase awareness of the project, and encourage the community to participate in the future planning of Bayswater.

The key messages from that engagement are shown in **Figure 5**.

Since that time, the Covid-19 pandemic has significantly disrupted the lives of Victorians and the impacts of that are still not fully known. Further consultation with the community over the development of the Strategy will enable any shift in community views along with additional views to be captured and considered.

*Why it is important that we discuss a future for Bayswater?*

There are many ways that the Bayswater MAC can develop over the coming decades to fulfil its role as an activity centre, designated as a location for greater housing and jobs around good transport. This paper proposes some potential responses for discussion and feedback into the development of the Bayswater MAC Renewal Strategy. These build on many of the ideas and initiatives outlined in the existing structure plan that have yet to be realised.



Figure 5: Key Messages For Bayswater MAC From 2020 Engagement



## 2. CURRENT PLANNING CONTEXT

### 2.1. Current Planning Framework

The current planning framework for the Bayswater MAC is summarised below.

#### 2.1.1. Plan Melbourne 2017-2051

Plan Melbourne provides a strategic plan for metropolitan Melbourne through a long-term plan to accommodate Melbourne's future growth in population and employment between 2017 and 2051. The Bayswater Activity Centre is categorised as a Major Activity Centre through this strategy.

#### 2.1.2. Draft Eastern Regional Land Use Framework Plan

The Draft Eastern Regional Land Use Framework Plan (LUF) has been released for public comment. The LUF aims to provide a regional 30 year land use planning and infrastructure framework for the eastern region, helping to better align and bridge State and local planning issues and manage growth and land use pressures.

The draft plan states that the Covid-19 pandemic has increased work from home arrangements, online retail services and more local living with greater reliance on activity centres to meet daily needs.

Specific initiatives that impact Bayswater seek to promote strong growth and job creation driven by the health, technology, education and retail sectors; medium and higher density housing to meet the needs of a growing population with an increase in the amount of social and affordable housing; the transformation of key road corridors into green boulevards; increased tree canopy cover; improved connectivity and improved integrated water management<sup>11</sup>.

#### 2.1.3. Planning Policy Framework

State planning policy through the Planning Policy Framework (PPF) in the Knox Planning Scheme (KPS) supports the continued planning and growth of the Bayswater MAC through the following:

- 11.01-1S/R Settlement, 11.02-1S Supply of urban land, 11.02-2S Structure planning, 11.02-3S Sequencing of development, 11.03-1S/R Activity centre

network and 11.03-2S Activity centre planning, 11.003-6S Regional and local places.

These clauses promote the sustainable growth and development of Victoria through a network of major and neighbourhood activity centres of varying size, role and function and adjoining areas including residential land that supports their function.

- 12.01-1S Protection of biodiversity, 12.01-2S Native vegetation management; 12.01-3S River corridors, waterways and wetlands; 12.05-2S Landscapes

These clauses aim to protect and conserve biodiversity, native vegetation, and the environmental, cultural and landscape values and significant landscapes.

- 13.03-1S Floodplain Management; 13.04-1S Contaminated and potentially contaminated land, 13.07-1S Land-use compatibility.

These clauses seek to strengthen the resilience of communities to natural hazards and climate change through risk based planning approaches in planning and management decision making processes that prioritise the protection of human life.

- 15.01-1S/R Urban design, 15.01- 2S Building design, 15.01-3S Subdivision design, 15.01-4S Healthy neighbourhoods, 15.01-5S Neighbourhood character, 15.02-1S Energy and resource efficiency and 15.03-1S Heritage conservation and 15-03-2S Aboriginal cultural heritage.

These clauses aim to create urban environments that are safe, functional and provide good quality environments with a sense of place and cultural identity.

- 16.01-1S/R Housing supply, 16.01-2S Housing affordability, 16.01-5S Residential aged care facilities

These clauses provide policy for housing diversity, affordable housing and housing for the aged by ensuring the sustainability and efficient provision of infrastructure with access to services, including walkability to activity centres, public transport, schools and open space.

<sup>11</sup> DELWP, Draft Eastern Regional Land Use Framework Plan, p.14

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- 17.01-1S/R Diversified economy, 17.02-1S Business, 17.02-2S Out-of-centre development

These clauses seek to plan for an adequate supply of aggregated industrial and commercial land and facilities and net community benefits with commercial facilities located in existing or planned activity centres.

- 18.01S Land use and transport integration, 18.01-2S Transport system, 18.01-3S/R – Sustainable and safe transport, 18.02-1S Walking, 18.02-2S/R Cycling, 18.02-3S Public Transport, 18.02-2R Principal Public Transport Network, 18.02-4S Road system, 18.02-5S Freight

Transport planning policy aims to create a transport system that integrates land-use and transport, and allows for the ongoing improvement and development of the State Transport System in the short and long term. The transport system should be safe and accessible to all users and development should be designed to promote walking, cycling and the use of public transport, in that order, and minimise car dependency.

These clauses seek to coordinate all transport modes to provide a comprehensive transport system that supports 20 minute neighbourhoods. The State Transport System is to be planned and developed comprising the: Principal Bicycle Network; Principal Public Transport Network; Regional Rail Network; Principal Road Network; Principal Freight Network; and, Principal Transport Gateways.

- 19.02-6R Open space - Metropolitan Melbourne, 19.03-1S Development and infrastructure contributions plans, 19.03-3S Integrated water management

These clauses aim to set aside and develop land in residential areas for local recreational use and to create pedestrian and bicycle links to commercial and community facilities; the levy of development contributions; and, the integrated provision of water supply, water resources, sewerage, drainage and stormwater and their re-use.

#### **2.1.4. Local Planning Policy Framework in the KPS**

The Local Planning Policy Framework of the KPS contains the local planning strategies and policies that are relevant to the Bayswater MAC. The Strategic Framework Plan at Clause 21.02-1 of the KPS establishes the pattern for land use development and major strategic directions for the municipality. Key strategic directions for Knox include:

- Creating a network of activity centres, with preferred roles in accommodating retail, employment, housing and civic functions.
- Facilitating employment growth in the Bayswater Business Precinct and Bayswater Activity Centre.

The Strategic Framework Plan identifies the Bayswater Major Activity Centre in the top of the hierarchy of municipal activity centres and the Bayswater Triangle as a strategic investigation site.

Clause 21.05 of the KPS supports the creation of vibrant local areas with a strong character, identity and sense of place by applying a place-based approach to development, infrastructure and land use planning. Local area plans, including structure plans, are to be developed and implemented in partnership with local communities, local businesses and other key stakeholders which is provided for the Bayswater MAC with the Bayswater Renewal Strategy. Strategies in this clause encourage well-designed development and places that respect and strengthen the local context and landscape qualities of Knox. Places that are accessible and adaptable to changing community needs that increase personal safety and perceptions of safety are also important.

The Knox Housing Strategy 2015 directs housing growth to activity centres and mixed use developments to Commercial 1 Zone areas. A diversity of dwelling types, including social housing, are encouraged in activity centres to cater for the community's current and future needs. A greater range and increased densities of residential development are encouraged within activity centres through a preferred future character which enhances the City's 'green and leafy' landscape character.

Clause 21.07 aims to create a strong and sustainable local economy and facilitate local employment opportunities by supporting a broad range of employment opportunities by catering for different types of business in the Bayswater MAC. Development and investment is facilitated to support the economic growth of significant business locations at the Bayswater MAC and the improved integration and connection between the Bayswater MAC and Bayswater Business Precinct.

Bayswater's role and function is defined as a major centre that provides a broad range of retail and commercial activities, including Mountain High Shopping Centre, the Knox Community Arts Centre, offices and light industrial uses, serving a large residential and industrial community. The centre has access to a public transport interchange that includes a train station and multiple bus routes. Housing opportunities include villa units, townhouses with a number of sites suitable for apartments or mixed use development. Apartment opportunities also exist above active commercial ground floor uses within the centre.

This role and function is further detailed in Clause 21.10-4 for Bayswater that includes a range of objectives and strategies to implement the vision from the *Bayswater 2020: Bayswater Structure Plan* (May 2005) and its *Addendum* (2012).

Clause 21.08 of the KPS seeks to provide for communities with facilities, services and an open space network that are walkable, accessible, safe and attractive to support the health and wellbeing of the community. Adverse social impacts are to be minimised from new development and land uses through social impact assessments and to minimise the negative impacts from gaming and licensed premises.

Clause 21.08 of the KPS clause aims to provide for the transport needs of existing and future populations in an integrated and sustainable manner by focusing population and housing density in and around activity centres and consolidating commercial and retail activities in activity centres. New development is required to provide footpaths and cycle paths to complement the existing path network and improve safety, connectivity and accessibility for people of all abilities.

The efficient and sustainable use of water is also promoted through this clause by requiring development to adopt an integrated approach to water management and infrastructure provision.

The policy at Clause 22.04 – Environmentally Sustainable Development of the KPS applies to buildings and subdivision to achieve best practice environmentally sustainable development from the design stage through to construction and operation.

Clause 22.07 – Development in Residential Areas and Neighbourhood Character of the KPS provides design guidance to facilitate development that contributes to the strong 'green and leafy' character of Knox and the preferred future

character of residential areas and local living areas and activity centres such as in the Bayswater MAC.

The Knox Planning Scheme is currently being translated into the new statewide structure known as the Planning Policy Framework. Any recommendations to changes to the planning scheme as a result of the Renewal Strategy will likely need to respond to the new framework.

#### 2.1.5. Bayswater 2020: Bayswater Activity Centre Structure Plan

The Bayswater 2020: Bayswater Activity Centre Structure Plan was adopted by Council in 2005 providing a plan to guide land use and development for the Bayswater MAC post 2005 and beyond.

An activity centre boundary was established based on a 400m walking catchment from key points within the activity centre, including the railway station and the core of the centre at the Mountain Highway and High Street intersection. This included the shopping centre, Bayswater Triangle, open space, schools and residential areas as shown in **Figure 1**.

Key themes and summary of the objectives of the 2005 Structure Plan included:

- Land Use - Objectives: Strengthen the retail, business and community roles of Bayswater, encourage a new anchor tenant and discourage industrial activities.
- Quality Built Form - Objectives: increase the scale of buildings without compromising views, good design, improving pedestrian amenity and a unique identity.
- Sustainable Business Environment - Objectives: consolidating the core, improving business mix, improving links, build business capacity and increasing housing in and around the centre.
- Accessibility - Objectives: Ensure ease of movement and access for all forms of transport, better manage through traffic, and improve links.
- Vibrant Community Spaces - Objectives: improve quality of public spaces and links between them.

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- Building the Community – Objectives: assist community to meet needs, ensure people feel safe and can participate and services and facilities meet their needs.

**2.1.6. Other strategies**

A range of other strategies provide context for the development of the Renewal Strategy including:

<i>Knox Housing Strategy</i>	Directs housing growth to activity centres, encourages greater diversity of housing including social housing whilst preserving character.
<i>Knox Affordable Housing Action Plan 2015–2020</i>	Aims to increase the supply of social housing for the most vulnerable and disadvantaged households in Knox. A new plan is currently under development.
<i>Bayswater Business Precinct Transformation Strategy 2021</i>	Sets out a strategy for transforming the identity, amenity and functionality of the Bayswater Business Precinct, so that it may be a major contributor to employment and economic growth in Melbourne’s Eastern Metropolitan Region.
<i>Land for Business Plan 2018</i>	Sets out land requirements for industry and business to 2036 identifying the need to protect and better utilise existing business zoned land in centres such as Bayswater.
<i>Knox Climate Response Plan 2021–31</i>	Sets out a pathway to net zero emissions for Council by 2030 and actions to help the community reach net zero by 2040.

These are further outlined in the relevant theme.

**2.1.7. Summary**

The growth, development and renewal of the Bayswater MAC is strongly supported by the existing strategic and policy context detailed in this chapter.



### 3. KEY THEMES

#### 3.1. Overview

The following section is organised around the key themes of:

- Housing and Residential Development
- Business and Economic Development
- Environment, Sustainability and Climate Change
- Urban Design and Built Form
- Transport and Movement
- Community Infrastructure

Each theme includes a snapshot of what the 2005 structure plan identified and key information on what has changed since that time. Key facts and influences provide a summary of new information and evidence to inform the new renewal strategy and is drawn from the technical papers outlined in section 1.12. A series of opportunities are then provided for consideration in developing the new strategy. Consultation on the Issues and Opportunities Paper will centre around the level of support for these opportunities from the community and stakeholders.

#### 3.2. Housing and Residential Development

##### 3.2.1. Since 2005....

The 2005 structure plan identified the need to encourage additional housing and population into the core of the activity centre including on publicly owned land. Medium density housing was encouraged in the surrounding residential area which responded to and enhanced the preferred neighbourhood character. Council's housing policy was released in 2015 directs housing into centres such as Bayswater with a focus on increasing diversity, allowing people to 'age-in-place', improve sustainability and quality of housing whilst protecting landscape and environmental values. The *Knox Affordable Housing Action Plan 2015-2020* identifies the Bayswater MAC as an appropriate area to support medium density housing, higher density housing and social housing options.

There has been little housing development delivered within the core of the centre although one is now under construction and two other large developments have permits and endorsed plans. In surrounding areas, there has been significant development of medium density housing of 2-3 storeys.

##### 3.2.2. Key facts and influences

Housing in the Bayswater Activity Centre consists of a range of separate, semi-detached dwellings and flats/apartments with separate houses still the predominant dwelling type as shown in **Table 1** with examples in **Figure 6**.

**Table 1: Dwelling Structure – Knox Municipality and Bayswater MAC**

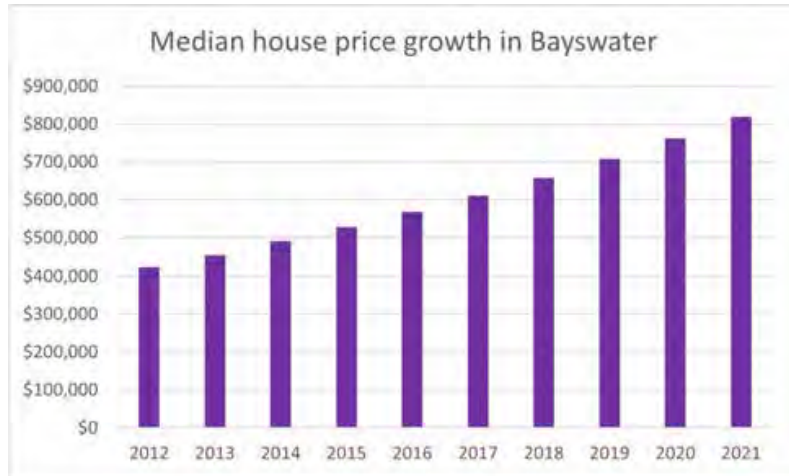
Dwelling Structure (Occupied Private Dwellings)	Bayswater MAC	City of Knox	Greater Melbourne
Separate house	52.6%	84.9%	68.1%
Semi-detached, row or terrace house, townhouse etc.	29.6%	12.2%	16.8%
Flat, unit or apartment	17.7%	2.5%	14.7%
Other dwelling	0.0%	0.5%	0.3%
Occupancy rate	92.5%	93.6%	90.4%
<b>Average household size</b>	<b>2.2</b>	<b>2.7</b>	<b>2.7</b>
<b>Tenure Type (Occupied Private Dwellings)</b>			
Owned outright	21.8%	34.9%	31.4%
Owned with a mortgage	34.1%	43.5%	37.1%
Rented	43.9%	20.2%	30.9%
Other tenure type	0.2%	1.5%	0.6%

Source: ABS, *Census of Population and Housing, 2016*

Over the period 2012 to 2021 an average 66 new dwellings per annum were approved in the Bayswater MAC. Throughout this period, 'Other Residential' which includes semi-detached housing and apartments, contributed to 80.9% of new dwelling approvals. This highlights the area's focus on medium-density housing centred around the Bayswater town centre and train station with the centre now a well-established medium density market.

Median house prices have shown strong price growth across the City of Knox over much of the past decade, with prices increasing by an annual rate of 7.2% between 2011/12 and 2020/21. Since 2011/12, median house price growth in Bayswater has averaged 7.6% a year. In 2020/21, the median house price in Bayswater was \$820,000 as shown below.

*Bayswater Renewal Strategy*



**Figure 6: Examples of Medium Density Housing in Bayswater**



Source: Ethos Urban

Similar trends are observed in the residential unit market, with unit prices in the City of Knox growing at a slightly lower rate (6.2%) than houses. The median unit price in Bayswater is currently \$623,500 and has grown at a rate of 6.1% per annum since 2011/12, although in 2020/21 the growth rate has slowed down to 2.5%.

The Bayswater MAC comprises a demographic that has lower incomes and a greater level of disadvantage than other areas in the City of Knox and Greater Melbourne. More generally coupled with increased house and unit prices, this is placing pressure on housing affordability.

*What is social and affordable housing?*

The terms social housing and affordable housing are often used but have very different and distinct meanings. The following definitions come from *Homes for Victorians; Affordability, Access and Choice, 2017*.

*“Social housing is an umbrella term that includes both public housing and community housing. Its provision usually involves some degree of subsidy.”*

*“Affordable housing is 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.”*

In the Bayswater context, delivering affordable housing is about ensuring there is housing stock available that meets the needs of low to moderate households largely through the private market. Social housing is about identifying sites and developers (both public or private) who may be willing to gift land or provide a long term lease and partner with a housing provider to deliver, and often manage, housing at a subsidised rate.

Bayswater is well placed as a location for affordable and social housing (and supported in the Knox Affordable Housing Action Plan 2015-2020) as it has good public transport access and there are a range of community, retail and social services available within the centre.

Medium-density housing in the areas surrounding the core of the centre has mainly been in the form of two- to four- storey units and townhouses. While no higher density apartments of more than four storeys currently exist in the area, the increasing land values, improved amenity and prices being achieved by units/apartments are likely to stimulate interest in higher density housing in the near future.

Land values are approaching a level where interest in apartment development is emerging. Encouraging appropriate apartment development will contribute to housing diversity, affordability and local business viability.

Expanding the supply of housing in the core of the centre would provide additional housing in walking distance to shops, services, the train station and employment opportunities. This can make a significant contribution improved sustainability of lifestyles with reduced travel costs along with the many benefits of more people living in the centre. Adjacent employment locations such as the Bayswater Business Precinct and the Wantirna Health Precinct generate workers who need both temporary and permanent housing in vibrant attractive centres.

### 3.2.3. Opportunities to consider in the Renewal Strategy

Along with many of the directions of the existing 2005 Structure Plan, the Strategy could incorporate some or all of the opportunities identified below. The potential social benefits of these opportunities are outlined in **Table 2**.

#### *Opportunity 1 - Promoting the centre as a place to live*

Renewal of the centre will require additional people living, working and playing in the centre. While there has been significant growth in housing in the residential areas of the centre around the core, there is little within the commercial core.

Improving the amenity of the Activity Centre and surrounding areas, continuing to attract private and public sector investment, and planning policies which encourage higher density development are all measures that could support the development of an apartment market in Bayswater over the life of the Renewal Strategy. To this extent, the preferred height limits of five storeys outlined in the Design and Development Overlay 6 (DDO6) may limit the opportunity for apartment development. Where appropriate, increasing the allowable height will support the viability of apartment developments, and this is something that should be considered during the preparation of the Renewal Strategy.

**Figure 7** outlines potential sites for housing within the centre.

#### *Opportunity 2 - Facilitating housing opportunities*

In planning for the future form of the activity centre, the continued development of medium density dwellings/apartments could continue along with facilitation of high density dwellings/apartments so that there is an

adequate supply of housing for the community's future needs in the region and the other renewal benefits of more people living in the centre are realised. Residential opportunities should continue to be provided through major redevelopment sites within the centre, where development is facilitated to cater for much of the housing demands with different housing typologies.

#### *Opportunity 3 - Promote diverse and affordable housing for all*

The Strategy should encourage housing to support a diversity of households ensuring families, couples, and lone persons on a range of incomes and abilities can afford to live in the centre.

The Strategy could set an affordable housing target for a percentage of dwellings for low to middle income households on developments over 20 dwellings and require developers to enter into voluntary affordable housing agreements. Council could also consider using its own land as well as surplus government land to deliver affordable or social housing. This could involve partnering with a Social Housing Provider. Several other municipalities have set between 20% and 25% affordable housing targets for land in Council ownership.

#### *Opportunity 4 - Facilitate rail corridor development opportunities*

The area from Scoresby Road to James Street and back to High Street contains well located land that could be redeveloped with a mix of uses (ground floor commercial with residential above), to facilitate development activity within proximity to public transport, and allow an opportunity to create more housing diversity (to allow down-sizing and a transition from single lot dwellings for the elderly).

Nightingale 2.0 at Fairfield Station is an excellent example where a slither of VicTrack owned land was sold for redevelopment – providing 20 apartments with an average NatHERS rating of 8.2-stars.

Developing this land proximate to the train station would also allow for the exploration of significantly lower parking rates, and 'unbundling' car-parking from apartment ownership is also an interesting opportunity, where parking is provided at a precinct- level, enabling elevated outcomes and more amenity at the building and streetscape scale. An example is shown below.



*Nightingale 2.0 adjacent to Fairfield Station is an excellent example of previous Vic Track land used for residential development.*

*Source: Photography by Tess Kelly, Supplied by HipVHype.*









**Table 2: Social Benefits – Housing and Residential Development**

OPPORTUNITY	SOCIAL BENEFITS				
	ACCESS	JOBS	SPACE	COMMUNITY	CULTURE
Remove barriers to access and participation.					
Facilitate delivery of housing and employment spaces that meet local needs.					
Create great community spaces.					
Build community capacity, strength and resilience.					
Embed and enhance culture and community values.					
Promote the centre as a housing destination and the benefits of population growth					
Facilitate housing opportunities					
Diverse and affordable housing for all					
Rail corridor development opportunities					



Figure 7: Potential Housing Opportunity Areas

Legend

-  Mixed use housing opportunity sites
-  Mixed use development sites
-  Continued provision of medium density housing
-  Activity centre boundary
-  Belgrave Train Line
-  Bayswater station
-  Dandenong Creek
-  Public open space
-  Private open space



### 3.3. Business and Economic Development

#### 3.3.1. Since 2005....

The structure plan aimed to deal with issues around a negative image, strong competition from other nearby centres, role in the activity centre hierarchy, high vacancy rates, low public sector investment along with low land values and low demand for housing. The viability of the centre was to be improved by consolidating retail and service activities in the core, facilitating improved physical links, building up the traders association and increasing the centre’s population.

In 2004, the activity centre contained only one supermarket; the Woolworths on Mountain Highway. No major anchor tenant was in located the centre to the south of Mountain Highway. At this time, the centre also had a significant issue with 19% of floorspace being vacant. Significant changes have occurred which have improved the performance of the centre including a \$15 M redevelopment of the Mountain High Shopping Centre (currently underway), attraction of two major supermarkets, the level crossing removal and upgrade of the Bayswater Station in 2017, and development of numerous medium-density housing projects.

Work is currently underway by Council to develop a plan for the Bayswater Business Precinct with opportunities for the centre to capitalise on the x workers on its employment precincts ongoing success. The growth of the Wantirna Health Precinct also provides new opportunities for the centre.

#### 3.3.2. Key facts and influences

##### Regional context

The Bayswater MAC is located in a region which has experienced relatively strong population growth in the areas immediately surrounding the activity centre. The medium-density housing market has driven population growth in the area. This growth along with broader macro-economic influences has seen property values rise whereby the median house price in Bayswater is now in the order of \$820,000.

There has been limited commercial investment in the activity centre in recent years compared to the larger regional centres in the region (i.e. Eastland in Ringwood and Westfield in Knox Central). There are major employment precincts nearby including the Bayswater Business Precinct (BBP) with an

industrial focus to the immediate east and the developing Wantirna Health Precinct approximately 4km to the west.

##### Role of centre

The activity centre currently serves a variety of roles with a focus on convenience retail and services and a limited presence of non-food retailing as shown in **Table 3**. The centre contains three supermarkets (Woolworths, Coles and ALDI) which perform the role of anchor tenants. There is approximately 24,030m<sup>2</sup> of retail floorspace in the centre. The convenience role served by the centre is demonstrated by the 84% of occupied retail floorspace in the convenience retail categories of food, liquor and groceries, food catering (cafes, restaurants and takeaway food) and services.

**Table 3: Occupied Retail Floorspace, November 2021**

Retail Category	Floorspace	Share
Food, Liquor and Groceries	11,450m <sup>2</sup>	48%
Food Catering	3,850m <sup>2</sup>	16%
Non-Food	6,040m <sup>2</sup>	25%
Services	2,690m <sup>2</sup>	11%
<b>Total Occupied Retail</b>	<b>24,030m<sup>2</sup></b>	<b>100%</b>

*Source: Ethos Urban; City of Knox; Property Council of Australia*

*Note: Mountain High Shopping Centre was being redeveloped at the time of the floorspace survey. The floorspace estimates shown above take into account floorspace as provided in the Property Council of Australia Shopping Centre Directory.*

In addition to retailing, there is approximately 11,000m<sup>2</sup> of commercial floorspace is located in the Bayswater MAC. This includes office uses with shopfront tenancies and with dedicated commercial office buildings. In a large part, commercial floorspace is occupied by local service-related businesses.

*Bayswater Renewal Strategy*

Source: Plan2Place Consulting

The Bayswater Activity Centre is not currently considered to be a major office market. However, office developments support local employment opportunities and are an important component of the centre's overall offering. Changes to the way people work as a result of the pandemic and opportunities to support the BBP may result in additional commercial demand if fostered.

While a high-level of vacancies has plagued the activity centre in the past, this is no longer the case with an estimated 2,060m<sup>2</sup> of vacant shopfront floorspace. This represents a vacancy rate of 7%. Typically, a healthy performing strip-based centre will have a vacancy rate in the order of 5-7%.

Having regard for the presence of strong competition in the non-food retail category from other nearby centres, namely Boronia, Westfield Knox and Eastland, it is unlikely that the Bayswater MAC will become a major non-food retail shopping destination. Future retail development opportunities are likely to focus on improving the convenience retail and dining offer in the centre to meet the existing and future needs of the trade area population.

The BBP is located to the east of the centre. It is a major employment hub in eastern Melbourne and supports a significant number of businesses and employees. Key industries in the BBP include Manufacturing, Construction, Wholesale Trade and Retail Trade which are generally complementary in terms of their respective supply chains. In addition, education and research

institutions play a role in the competitive advantage of the BBP with Swinburne and Monash university campuses located in proximity.

Workers in the BBP, and commuters using the Baywater Railway Station have many similar needs that the centre provides and could further enhance. These include childcare, daily shopping, entertainment and in some instances short term accommodation needs. Encouraging these workers to spend time in the centre and spend their money in the centre will increase the success of local businesses who support these needs.

Based on forecast trade area population and spending, a theoretical demand for approximately an additional 3,000m<sup>2</sup> to 6,000m<sup>2</sup> retail floorspace is supportable in the activity centre over the 2021 to 2036 period. This is not a significant increase in retail floorspace considering a proportion of this will be accommodated in the current redevelopment of the Mountain High Shopping Centre.

In addition to new retail floorspace, potential may exist for an additional 1,500m<sup>2</sup> to 3,000m<sup>2</sup> of commercial floorspace. However, given the economic benefits associated with supporting local employment, opportunities that support commercial floorspace growth above this estimate should be supported where appropriate.

The future focus of the Bayswater MAC will be on improving the quality and sales of existing retailers in the centre, rather than expanding the centre to accommodate the development of any new major retail precincts.

*Redevelopment sites*

A significant proportion of the Bayswater MAC remains under-developed with many sites having re-development potential. Potential redevelopment sites are identified in **Figure 8** and highlight land of sufficient size to accommodate a major development, as well as key 'gateway' sites located at the intersection of Mountain Highway and High Street/Valentine Street.

Recent developer interest has been shown in higher-density apartment development, although this is yet to be implemented on-the-ground.

*How much commercial and residential capacity could the existing controls deliver?*

A capacity analysis has been undertaken to determine the maximum development potential of Bayswater MAC based on existing planning controls. Capacity estimates represent the theoretical capacity that could be achieved under existing preferred height limits if development was maximised. The analysis does not consider the likelihood or timing of development having regard for commercial feasibility, landowner intentions, or market demand. Based on numerous assumptions, the Bayswater Activity Centre is estimated to have a development capacity of approximately 6,460 dwellings and 83,000m<sup>2</sup> of retail and commercial floorspace (Note: This is a conservative estimate and does not include the Triangle Site). On this basis, sufficient capacity exists within the current planning and design framework to comfortably accommodate future demand for residential, retail and commercial office floorspace. However, this does not mean the current planning and design framework supports a viable apartment and higher-density development outcome in the centre. Consideration of the viability of development under the current framework needs to be considered further in the Renewal Strategy exploring further commercial feasibility and market demand.

**Figure 8: Potential Redevelopment Sites**

**Legend**

- Redevelopment site
- Gateway redevelopment site
- Approved development site
- ★ Long term redevelopment potential
- Activity centre boundary
- Public open space
- Private open space
- Community infrastructure
- At-grade parking
- Belgrave Train Line
- Bayswater station
- Dandenong Creek



### 3.3.3. Opportunities to consider in the Renewal Strategy

Along with many of the directions of the existing 2005 Structure Plan, the Strategy could incorporate some or all of the opportunities identified below. The potential social benefits of these opportunities are outlined in **Table 4**.

#### *Opportunity 5 - Improving integration and synergies with the Bayswater Business Precinct (BBP)*

The BBP accommodates approximately 5,000 businesses and 30,000 workers, however, accessibility between the Activity Centre and the BBP is limited with Scoresby Road and the railway line being significant barriers to movement. Integration needs to deal with both the physical integration of the two areas to connect customers between the two precincts and the business to business integration.

The Strategy could address the physical constraints (see the Transport and Movement Theme) and promote a wide range of business support opportunities. These could include servicing both the needs of workers such as restaurants and cafes and food delivery support along with business support services such as office based professions such as marketing, communications, financial services, etc. These could be attracted to the centre if the amenity is high and the office space is available.

#### *Opportunity 6 - Actively fostering additional commercial and office businesses*

Potential exists for the centre to accommodate small scale personal and professional service-related office businesses where the market opportunity exists. These businesses may either service the growing surrounding residential population or businesses in the nearby Bayswater Business Precinct. In addition to office uses, other potential commercial uses that are appropriate for the Bayswater MAC include medical and allied health facilities, gym and recreation uses, and co-working along with childcare facilities. A serviced office or a business incubator facility may also be an opportunity, providing opportunities for small businesses or people who may be working at home and need office or meeting facilities. Council could consider incorporating a co-working space into the multi-purpose hub being planned.

#### *Opportunity 7 - Identifying a niche role for the centre*

As the challenges of Covid-19 continues, Council could continue to work with traders to identify a niche, or brand that will attract and support a range of viable businesses that complements, rather than competes with, other nearby higher-order centres. Bayswater already has a strong presence of Asian eateries that may present as a potential niche upon which the centre may build upon.

This should be supported by streetscape renewal that increases the design and amount of outdoor eating and pedestrian space available in and adjacent to streets as demonstrated below. This would assist businesses seeking to address Covid-19 risks and enable local residents to support local businesses. Strategies such as the temporary removal of car parking in front of eating venues through the use of bollards and greening offers a relatively inexpensive conversion of spaces. In the longer term, spaces that can accommodate small scale events and festivals can also be developed.



*Covid-19 initiatives adjacent to Mountain High Shopping Centre and Mountain Highway Seating*  
Source: Plan2Place Consulting

#### *Opportunity 8 - Developing the night time economy*






Developing a night time economy would help to provide a more vibrant activity centre whilst improving passive surveillance in the centre. There is already a strong presence of eateries and other restaurants. Encouraging more housing within the centre would assist with the night time economy (along with improved opportunities to access the centre on foot).

#### *Opportunity 9 - Maintaining and consolidating commercial floorspace in the centre*

Protecting the role of the centre as the focus of activity and building on the synergies of land uses and transport infrastructure, particularly in the commercial core of the centre is important. While mixed use developments bring more people into the centre and provide greater vibrancy and economic support to existing and new business and the night time economy, this also has some inherent risks to the retention of commercial floor space. Redevelopment, particularly in the commercial core of the activity centre and in mixed use areas

should maximise the amount of commercial floor space provided at ground level. There are also opportunities for additional commercial floor space to be provided at upper levels, such as for offices, gymnasiums and community uses to further enhance the commercial role of the centre.

**Table 4: Social Benefits – Business and Economic Development**

OPPORTUNITY	SOCIAL BENEFITS				
	 ACCESS	 JOBS	 SPACE	 COMMUNITY	 CULTURE
	Remove barriers to access and participation.	Facilitate delivery of housing and employment spaces that meet local needs.	Create great community spaces.	Build community capacity, strength and resilience.	Embed and enhance culture and community values.
Improve integration and opportunities with BBP					
Actively foster additional commercial and office businesses					
Identify a niche role for the centre					
Develop the night time economy					
Maintain and consolidating commercial floor space					



**3.4. Environment, Sustainability and Climate Change**

**3.4.1. Since 2005....**

The 2005 structure plan did not include a specific environment, sustainability and climate change theme. However, a number of themes included discussion and actions around encouraging new development and streetscape work to incorporate environmentally sustainable development (ESD), and water sensitive urban design (WSUD) principles.

There has been growing community concern within the Knox community over the environment and climate change since the development of the original structure plan. Council has most recently prepared the *Knox Climate Response Plan 2021-31* to guide Council to reach net zero emissions by 2030 and to help the community reach net zero emissions by 2040. This includes a number of actions including supporting vulnerable residents to stay safe in hot weather, encouraging 'tree-friendly' streetscapes that promote healthy canopy tree growth, supporting sustainable transport including electric vehicle charge points and replacing streetlights with energy efficient lighting such as Light Emitting Diodes (LEDs). Council has signed up to *Living Melbourne – our metropolitan urban forest* which is guiding Council’s response to urban challenges with nature.

Council has committed to targets for its assets (both buildings and environment) and are working with the Council Alliance for a Sustainable Built Environment (CASBE) group of Councils to encourage State Government to increase the environmental standards for new development.

**3.4.2. Key facts and influences**

A range of themes were considered when reviewing the above documentation and developing relevant opportunities for the Renewal Strategy that have the opportunity to contribute to not only environmental sustainability but also social and economic sustainability of the centre:

Site Layout and Liveability	+ The structure and location of services influences how residents are connected to local amenity, community infrastructure and sustainable transport modes.
-----------------------------	---

Streets and Public Realm + People-focussed streets entice active movement (walking and cycling), foster social cohesion and support health & well-being outcomes.

Energy + Energy (and associated carbon) is reduced through a range of measures that improve energy efficiency, increase on-site generation and source energy from off-site renewables.

Ecology + The retention and enhancement of ecological assets is critical for the species that rely on that habitat, but also provide a range of other ecosystem services such as stormwater runoff mitigation and recreational value.

Integrated Water Management (IWM) + Ensuring a collaborative approach to the way we plan for and manage all elements of the water cycle will enable increased waterway health, improve wastewater and stormwater management, and embed water sensitive urban design and passive irrigation into the Activity Centre.

Urban Heat + This refers to the increased temperatures experiences in urban environments due to lack of natural surfaces and vegetation and anthropogenic heat emissions – which can be mitigated through blue-green infrastructure such as canopy cover and building design.

Circular Economy + The shift away from the traditional take, make, waste system to a circular process where waste is re-purposed as new materials and products (in addition to less consumption).

*Climate change*

Climate change will create a range of environmental challenges for the community of Bayswater. In the coming decades, Melbourne’s Eastern Region can expect increasingly hotter and drier conditions with predictions that temperatures could rise by 0.8°C to 3.6°C<sup>12</sup>. Predicted impacts as a result will include:

- Heat with increased frequency, duration and severity of heatwaves.
- Drought with decreased average rainfall and more severe, prolonged drought conditions.

<sup>12</sup> Draft Eastern Metropolitan Land Use Framework Plan, DELWP 2021.



- Floods and storms with less regular but more intense rainfall and storm events.

*Urban Heat*

There are a number of threats to community wellbeing and liveability including a disconnection from nature in urban areas and loss of local amenity with flow on effects to health and active lifestyles. These community wellbeing impacts are further exacerbated by the increasing Urban Heat Island (UHI) effect and vulnerability of particular groups (i.e. lower socio-economic and elderly groups) to such heat events.

The benefits of greening and retaining water in the urban environment to mitigate the effects of the UHI effect are increasingly understood. Vegetation and water retention make an important contribution to regulating the local climate through both the provision of shade and evapotranspiration which reduces the surrounding air temperature.

The replacement of trees and vegetation for more impermeable surfaces associated with the intensification of urban development exacerbates UHI. More hard surfaces such as roofs, driveways, carparks and roads also reduce the area of permeable surfaces and prevents water being absorbed into the landscape. This exacerbates issues of flooding, UHI and drying of soils leading to loss of tree canopy, biodiversity and flora and fauna habitat, impacts green space quality and has health impacts due to heat exposure and impacts.

**Figure 9** shows the percentage cover of trees greater than 3m in height (established and emerging canopy cover). The scale ranges from 0%-28%, with an average of 11% canopy cover – indicating that while the open spaces are relatively well serviced in the north-east of the activity centre, the public realm around the station and primary retail is lacking. For comparison, the Box Hill Activity Centre has an average canopy cover of approximately 16%, however experiences the same issue with a lack of coverage around the station and primary retail.

**Figure 10** shows the results of this, with urban heat impacts throughout (due to climate change), however concentrated in around the train station and streets least serviced with significant canopy cover. The scale ranges from 2-10+ degrees Celsius impact.

**Figure 9: Canopy cover within the Bayswater MAC**



Source: Image by HV.H using DELWP spatial data

**Figure 10: Urban Heat within the Bayswater MAC**



Source: Image by HV.H using DELWP spatial data (note no data available for centre of the activity centre)

*Water*

The centre’s topography means the area drains to the north and discharges to the Melbourne Water drainage pipeline along the Dandenong Creek and in higher flow events to the creek itself. Localised deep flooding is experienced in the Creek and the overland flow channel through Bayswater Park which drains from the industrial area, and is well contained within these facilities as shown in **Figure 11** which shows existing flood prone areas in the Knox Planning Scheme.

**Figure 11: Bayswater MAC – Potential Flooding Events**



Deep flooding is also experienced in the railway cutting north of the Mountain Highway, and in the railway cutting under Scoresby Road. In the south east corner of the centre, significant flooding can also occur in Station Street north-west of Scoresby Road and in the residential properties to the south-west, indicating a lack of suitable drainage capacity to adequately drain this area. Elsewhere there are localised pockets of flooding, largely within commercial properties and open space. The area is largely developed in accordance with the zoning of the area, and it is not expected that future development will noticeably increase stormwater

runoff. There are opportunities to address existing flooding and future proof the area for the impacts of climate change which is expected to increase the frequency and severity of major storm events.

*Rainfall Decline and Drought*

The retention of water in the soil is very important for vegetation health and urban cooling. Greener, irrigated spaces naturally stay cooler as they do not store heat like concrete and buildings but instead transfer water to the atmosphere and cool the local air temperature through evapotranspiration. However, existing vegetation and public open spaces are largely serviced by potable water, demand for which will increase due to drought and climate change alongside an increased provision for vegetation.

Opportunities for harvesting alternative water sources such as rainwater, stormwater and recycled water and storing them for use in hotter periods could be prioritised over the medium to long term. There is significant active and passive open space within the centre at Marie Wallace Reserve.

As rainfall becomes more variable along with more extreme rainfall events, reduced reliance on mains water will be an advantage.

*Carbon reduction*

In addition to adapting to a changing climate, the development of the centre could prioritise a development pathway which addresses carbon emissions from the outset. One of the most effective methods of reducing carbon for development (stationary energy, waste and transport related emissions) is through the statutory planning process to ensure the built environment embeds energy and water efficiency within the design and operation of buildings, improves surrounding ecological value and manages stormwater appropriately.

*Habitat and natural environment*

The Dandenong Creek and its environs provides a valuable habitat and recreation space accessible from the activity centre. The Creek is a major corridor for daily and seasonal movements of birds and insects, particularly water birds, many of which are threatened. Revegetation activities along the creek are assisting with linking fragmented habitat. There are a number of state significant sites of biological significance in the Marie Wallace Park including

statewide-rare grass, *Austrostipa rudis* subsp. *australis*. Historically the site was known as a floral wonderland attracting naturalists to the area on field excursions to see the rich native vegetation via the train at Bayswater in the early 1900s. Improving the water quality entering the creek within the activity centre and adjacent industrial area can contribute to improving the health of the creek. Dandenong Creek today is shown in the photo above and significant sites are shown in **Figure 12**.



**Figure 12: Sites of biological and cultural significance**



**Utilities infrastructure**

A range of utilities infrastructure exists within the centre in **Figure 13**. The key electricity supply, Melbourne Water and Council drainage assets and the sewer system are shown. Additional growth will place extra pressure on these assets however consultation with service agencies has highlighted that these can be

**Figure 13: Utilities infrastructure**



**3.4.3. Opportunities to consider in the Strategy**

The Strategy could incorporate some or all of the opportunities identified below. The potential social benefits of these opportunities are outlined in **Table 5**.

**Opportunity 10 - Council as a best-practice exemplar**

Council has the opportunity to showcase the beneficial outcomes of Environmentally Sensitive Design and contribute to a precinct character of energy efficiency, water management and climate resilience through the development of its own facilities such as the new Bayswater multi-purpose community hub. This will support the achievement of Council’s policies to achieve net-zero energy or net-zero energy ready rating in new development

with a minimum 4 star Green Star standard. This will assist Council in advocating private development to deliver high standards ESD in their buildings. In addition to passive design, on-site renewable energy generation and electric vehicle charging, and increased ecological, resource recovery and stormwater outcomes, the facility can perform the role of a community safe-hub during climate events (such as heatwaves).

*Parks Victoria*

The recently constructed Parks Victoria head office in Albert Park is an excellent example of a government entity leading the way in ESD. In addition to exceptional thermal performance and on-site renewable generation – the building features rainwater harvesting and stormwater management through permeable surfaces and a strong integration of vegetation within the façade and setbacks.



Source Photography: Peter Bennetts

*Library at the Dock*

Library at The Dock is Australia’s first 6 star Green Star rated public building, as awarded by the Green Building Council of Australia. Located in the City of Melbourne at Victoria Harbour, the library and community hub services the Docklands community providing an interactive learning environment, multi-purpose community spaces and a performance venue.

The building is constructed primarily from Cross Laminated Timber (CLT) and recycled hardwood and includes sustainable features such as passive ventilation, full height glazing on the ground level to capture natural light and 360 degree views of the surrounds and careful consideration of materials to ensure a high quality indoor environment.



<https://www.melbourne.vic.gov.au/community/hubs-bookable-spaces/the-dock/library-at-the-dock/Pages/library-at-the-dock.aspx>

*Opportunity 11 - Promoting climate resilient development*

Environmentally sustainable design within Bayswater Activity Centre is somewhat already supported in Clause 22.04 of the KPS. The renewal strategy could address canopy cover and urban heat mitigation on private-lots and railway land in particular.

Canopy cover provides shade for high mass materials such as concrete and brick while the use of lighter colours (with high Solar Reflective Index values) reflect heat away and minimise heat releasing back into the streetscapes to create cooler micro-climates. The presence of permeable pavements, passive irrigation, and the use of natural materials such as timber (instead of concrete and brick) can also deliver urban cooling benefits.

This may in part be delivered through incentives or stronger communication around climate change, urban heat, and the benefits of urban cooling – particularly in reducing large expanses of unshaded at grade parking and installing more parklets. In relation to a regulatory approach, the revised ESD policy being investigated by the CASBE, in addition to the pending state-wide ESD policy will support this initiative.

### Nunawading Community Hub

The new Nunawading Community Hub provides some of the sustainable design initiatives that will enable these outcomes and includes:



- solar renewable energy for lighting and hot water heating, with photovoltaic cells providing 76,000 kWh/Annum of energy.
- rainwater harvesting that can capture, retain and reuse 836.0 KL/annum of water on site, via tanks, a syphonic drainage system, raingardens and swales.
- double insulation in the roof cavity.
- double-glazing and acoustic comfort.
- LED lighting.
- natural and durable materials, such as timbers and concrete with recycled content.
- gym roof consisting of glulam timber trusses, spanning 24m, with a saw-tooth design to permit natural light.

Source: <https://fimtstudio.com/projects/nunawading/>

### Opportunity 12 - Revitalising Dandenong Creek

The strategy has the opportunity to build on progress made through the 'Enhancing Our Dandenong Creek' 5-year pilot project, by delivering any supported initiatives identified in the 'Enhancing our Dandenong Creek Interactive Map' community engagement in 2018 and increasing the integration with the broader precinct through revegetation.

The project could aim to re-naturalise and revegetate in a way that improves the stormwater quality outcomes of the creek, links fragmented habitat to

support biodiversity outcomes, delivers canopy cover over key pedestrian routes, and creates stronger pedestrian connections within the precinct. Additionally streetscape improvements south of the creek have the opportunity to extend vegetated corridors and wildlife habitat into the Bayswater residential community. Consultation with First Nations people will assist in developing priorities in the creek environs.

In addition to the above, any new development abutting the corridor could ensure excellent passive surveillance and interface with strong pedestrian connections as well as using WSUD on private land and within streetscapes to assist in meeting stormwater quality objectives.

### Opportunity 13 - Utilising sustainable materials and solutions in streetscapes and infrastructure

The Eastern Alliance for Greenhouse Action (EAGA), of which Knox is a part of, is currently exploring opportunities to increase the uptake of recycled materials in council infrastructure and building projects across the region.

This opportunity entails focusing the delivery of actions and strategies to be outlined in the feasibility report to reduce the embodied carbon impacts and pursue circular economy principles in streetscape and infrastructure delivery. While the project is currently at commencement, solutions may include: guidelines for alternatives to commonly used materials such as: concrete, asphalt and stormwater and sewerage pipes, similar to the Sustainable Infrastructure Guidelines.

This will enable Council decision-making to consider more sustainable materials and solutions with risk and engineering considerations already accounted for and increased confidence.






### Opportunity 14 – Promoting precinct waste management

This opportunity involves defining a precinct target of 80% by 2030 of waste diverted from landfill by 2030, and 90% by 2040 (consistent with the Recycling Victoria 2030 state-wide target). This would require an increase in on site infrastructure and cascading support that assists building owners / operators and their tenants to meet the target. This would be assisted through the appointment of a circular economy / waste officer or upskilling of existing Council staff will assist building owners and tenants with meeting waste commitments. As development intensifies and Council provides proportionally less of the waste collection, strategies to consolidate waste contracts will allow reduced greenhouse gas emissions related to transport, improved amenity and increase the amount of waste streams being collected.

Given the development anticipated in the precinct, construction waste targets and operational waste management plans should also be addressed, which due to scale could have a positive impact on resource recovery. A precinct Waste Management Strategy and action plan is proposed to be developed to underpin the target and align with and deliver the Recycling Victoria goals to:

- Make (better products).
- Use (less damaging products and materials).
- Recycle (more waste streams).
- Manage (policy and risk).
- Measure (progress and data to support).

**Table 5: Social Benefits – Environment, Sustainability and Climate Change**

OPPORTUNITY	SOCIAL BENEFITS				
	 ACCESS	 JOB	 SPACE	 COMMUNITY	 CULTURE
	Remove barriers to access and participation.	Facilitate delivery of housing and employment spaces that meet local needs.	Create great community spaces.	Build community capacity, strength and resilience.	Embed and enhance culture and community values.
Council as best practice exemplar					
Climate resilient development					
Dandenong Creek revitalisation					
Sustainable materials and solutions in streetscape and infrastructure					
Precinct waste management					

### 3.5. Urban Design and Built Form

#### 3.5.1. Since 2005....

The structure plan aimed to encourage innovative responsive well designed and quality built form and streetscape outcomes, a unique identity, and intensifying built form in the centre. There was a broadened recognition that streets were key contributors to the creation of vibrant community spaces and landscaping and footpath enhancement was encouraged along with public art to assist with identity.

A number of key sites and precincts were identified for redevelopment of which the Mountain High Shopping Centre is the only site to be redeveloped as envisaged. Some development on James Street is also underway. Plans were developed for the Bayswater Triangle site (bound by Mountain Highway, Scoresby Road and the railway line), however the only investment has been by public agencies.

The most significant investment in urban design in the centre has been the Level Crossing Removal Project (LXRP) which lowered the railway lines below Mountain Highway and Scoresby Road, a new station building with Disability Discrimination Act (DDA) compliant access, public spaces and landscaping, the bus interchange, commuter parking and a shared use path along the rail corridor. The project also delivered improvements to Mountain Highway including streetscape improvements, traffic signals at High and Station Streets, on-road bike lanes and improved pedestrian crossings. Council has also invested significantly in upgrades to Marie Wallace Bayswater Park and pedestrian safety improvements in the core of the centre. A number of public art pieces have also been installed.

#### 3.5.2. Key facts and influences

##### *Urban Design Context*

Bayswater MAC contains four, quite defined, functionally distinct, precincts as shown in **Figure 14**:

- **North of Mountain Highway** and west of the rail corridor.
- **South of Mountain Highway** and west of the rail corridor.
- **Bayswater Triangle Site** bounded by Mountain Highway, Scoresby Road and the railway line

**Figure 14: Bayswater MAC – Four Distinct Precincts**

- **Marie Wallace Bayswater Park** bounded by Mountain Highway, Scoresby Road, the Dandenong Creek and the train corridor.

##### *Topography and Landscape*

Bayswater is nestled at the foothills of the Dandenong Ranges, and slopes gently east and north towards the Dandenong Creek. Established tree canopy is evident in parts of the centre mainly associated with parklands, some streets, and within rear yards of individual dwellings. Opportunities for supplementary planting are evident along streets, on Mountain Highway and associated public areas that could improve amenity, habitat and urban heat island mitigation. Views across the rolling landscape and tree canopy to the nearby hills are an important element in Bayswater's character. Protection or recognition of these from within the public realm are recognised within the existing Design and Development Overlay (DDO) controls. The form and profile of the new railway station building, for example, has been shaped to respond to its Dandenong Ranges backdrop.

##### *Urban Structure*

The township of Bayswater grew around the primary main road, Mountain Highway. Connecting to it is a mainly grid-based street network of long blocks containing large allotments between 700 - 1000 m<sup>2</sup>, supporting traditional single dwellings and many recent multi-residential developments. The commercial core of the centre contains a greater range of blocks including some very large sites over 5000m<sup>2</sup>. The range of lots sizes are shown in **Figure 15**.

The length of many of the street blocks does not enhance or support walkability of the centre, which is further restricted by other transport infrastructure barriers. Due to its underlying structure, Bayswater's public environment prioritises the movement and parking of vehicles over other forms of access such as walking and cycling.

Larger shops, such as the supermarkets and Mountain High Centre, present with blank edges to streets. Along with gaps between shops, such as along High Street, these are dominated by carparks further negatively impacting on public amenity and safety. The previous structure plan identified the over-supply of free at-grade carparking within the centre, a characteristic that has remained. The Bayswater MAC urban structure is shown in **Figure 16**.

Quadrant

**North of Mountain Highway** and west of the rail corridor. Small scale retail and commercial uses front the main road, surrounded by traditional single storey houses in gardens set back from gridded streets, some consolidation of units and townhouses with side driveways, and Bayswater Secondary College located on the northern boundary. The precinct is bordered by the Dandenong Creek.

**South of Mountain Highway** and west of the rail corridor. There is a core of retail and commercial uses along Mountain Highway, High Street and Station Street, including Mountain High Shopping Centre, separated by surface car parking areas. The redeveloped station precinct facilitated by removal of level crossing shifted the station closer to Mountain Highway improving its accessibility and image. A residential hinterland of large blocks many undergoing consolidation with units, townhouses, and some apartments up to three storeys. The Bayswater Primary School is located on the western edge of the centre fronting Mountain Highway.

**Bayswater Triangle Site** bounded by Mountain Highway, Scoresby Road and the railway line supporting light industrial/ peripheral sales uses along Scoresby Road, the Bayswater Hotel, community uses and the Train Maintenance Facility in the balance of the precinct. These uses are separated by expansive areas of at grade parking. The precinct's significant redevelopment potential is constrained by existing interfaces and land ownership.

**Maree Wallace Bayswater Park** is bounded by Mountain Highway, Scoresby Road, the Dandenong Creek and the train corridor. It includes the largest area of open space of approximately 14 hectares within the study area and a strip of more recent medium density housing abutting the east side of the rail corridor.





**Figure 15: Bayswater MAC – Lot Sizes**



Many shops and other commercial buildings are single storey representing the limited investment in the centre. However, they also represent the latent opportunity for other enterprises or activities that would benefit the activation of the centre.

*Roads and Rail*

Bayswater is centred around the major arterial of Mountain Highway near its intersection with Scoresby Road. Recent lowering of the railway below Mountain Highway to remove the level crossing has provided a new station and transport interchange, improved pedestrian and cyclist access and reduced delays at the boom gates for vehicles.

The form and profile of the train station refers to the topography of the nearby hills and new public areas, commuter parking, bus stops, and shared use path access along the rail corridor are provided.

The removal of the level crossing also included improvements to the pedestrian environment on Mountain Highway through new crossings, on-road cycle lanes and lowering of speeds to 60 km/h within the centre. Consideration could be given for further reduction of this limit along with adjustment to the road cross-section to improve the centre’s image, amenity and safety.

Notwithstanding the benefits provided by the LXP, the wide multi-lane arterial roads and the rail corridor continue to create barrier effects, particularly for pedestrians, between the different precincts within the activity centre and to the adjacent Bayswater Business Precinct.

The rail corridor and associated Train Maintenance Facility separate and restrict the integration of the retail/commercial centre, the Bayswater Triangle and the Bayswater Business Precinct. Improving the visual amenity of the railway corridor, adopting CPTED principles to enhance safety in the area and high quality urban design outcomes should be at the forefront of any new development in this area.

In addition to improvements to the Bayswater Triangle site, creating a movement network through the site is important.

With the two schools in the centre, it is important that there are good safe travel paths for pedestrians and cyclists around these institutions and into the core of the centre where facilities such as public transport are available.



While the grade separation delivered many benefits, Mountain Highway is still a significant barrier for pedestrian movement

Figure 16: Bayswater MAC – Urban Structure



Legend

- |                            |                             |
|----------------------------|-----------------------------|
| Activity centre boundary   | 400m catchment area         |
| Open space                 | PTV bus stop                |
| School                     | PTV train station           |
| Bayswater station          | Existing trees              |
| Dandenong Creek            | WSUD- Gross Pollutant Traps |
| Belgrave Train Line        | WSUD- Passive Irrigation    |
| At-grade parking           | WSUD- Overflow pit          |
| Building footprint         | WSUD- Rainwater Tanks       |
| Garden beds/vegetated area |                             |
| Flood-prone areas          |                             |



*Public Spaces*

Public spaces comprise street environments and green open spaces. Penguin Place is well located on axis to the railway station, at the entry to the Mountain High Shopping Centre and off Bayswater’s busier streets. It is located on a Council owned road designed for shared use by pedestrians and vehicular movements and plans are underway for improved pedestrianisation of Macaulay Place. These spaces provide the basis for a series of positive and engaging public spaces.



*Penguin Place (looking towards the station and from Station St) and Macaulay Place today*

Some street spaces in front of the shops along Mountain Highway were redeveloped during the LXR works incorporating widened footpaths, street trees and undergrounded power lines and providing viewpoints to nearby hills. High traffic volumes compromise the amenity of these spaces with measures installed such as glazed screens to address these effects. New public spaces associated with the railway station include furniture for waiting but with limited shelter or activation.

Council policies support a percent-for-art program within capital works projects to reinforce the identity of the municipality and local places. There are several examples of public art within the centre which add to the centre’s identity. Marie Wallace Bayswater Park provides the main municipal-scale open space occupying much of the centre’s north-east quadrant. It comprises a variety of well-used active and passive recreation facilities including adventure play, sports courts, picnic facilities, and two football/cricket ovals. Importantly, it

includes an area of significant remnant vegetation and good connections to the Dandenong Creek and rail corridor shared paths, and the railway station. Stormwater detention and treatment infrastructure has been constructed in the parkland to improve the quality of flows entering Dandenong Creek.



*Examples of Public Art in Bayswater MAC*

*Buildings*

Bayswater contains two standalone supermarkets and a third contained within the Mountain High Shopping Centre, an internalised retail centre currently undergoing redevelopment. The intensity of development within the commercial core is low with most buildings only one storey high, with

occasional second storey offices. The Mountain High Shopping Centre is two storeys and there is a single, three storey strata office building on Macauley Place. Many buildings within the centre present blank or inactive facades to the street. The quality of street interfaces within the retail areas would benefit from more activated ground and upper floors.

Older commercial and retail development, less than two storeys, lines Mountain Highway and extends southward, often as larger format shops along High Street, Macauley Place and Station Street to Pine Road. The redevelopment of the Mountain High Centre will include more speciality retail, childcare, medical centre and National Disability Insurance Scheme (NDIS) tenancies as well as space for the Knox Library.

Residential intensification up to three storeys is occurring in considerable numbers of townhouse and unit developments on individual lots. These have been developed on Residential Growth Zone (RGZ) and General Residential Zone (GRZ) land with some filtering into adjacent Neighbourhood Residential Zone (NRZ) land.

Some larger apartment buildings up to four storeys have occurred on Mountain Highway as well as planning approval for a seven storey apartment building on the corner of Valentine St. Whilst increasing the supply of houses the trend of piecemeal, individual site by site developments may limit opportunities for land consolidation to achieve more intensive development such as apartment buildings.

Storey heights of existing buildings are shown in **Figure 17** and active frontages in the centre are shown in **Figure 18**.

The 2005 Structure Plan recommended connections between the Bayswater Triangle Site and the retail centre, however this was not achievable through the recent grade separations of Mountain Highway and Scoresby Road. The Train Maintenance Facility exacerbates the barrier effect of the rail corridor. Reducing this barrier is key to ensuring this large area with significant redevelopment potential contributes to the activity centre.

Built form outcomes are currently managed through Design and Development Overlay Schedule 6 (DDO6) in the Knox Planning Scheme which includes the following preferred building heights:

- Residential: RGZ2-preferred heights 3-4 storeys, GRZ4 preferred heights 3 storeys.

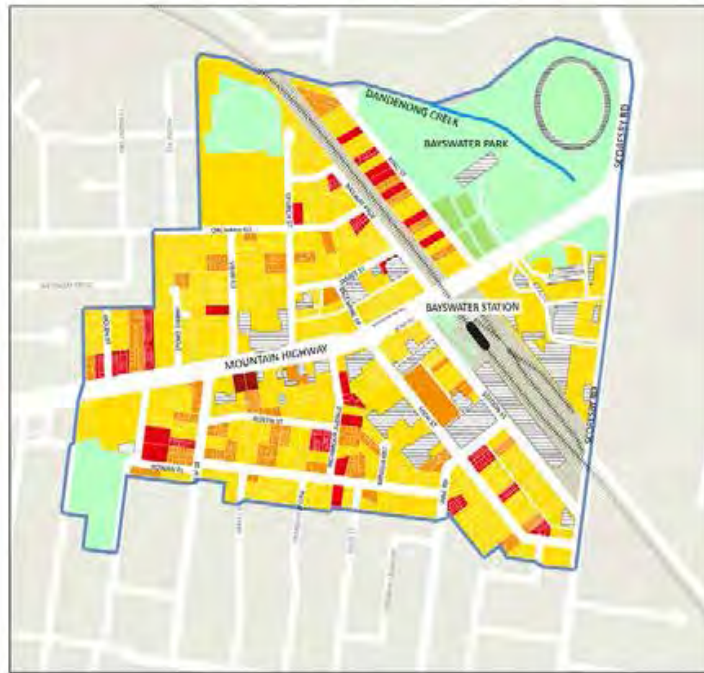
- Commercial: Mixed Use Zone (MUZ), Commercial 1 Zone (C1Z) and Industrial 1 Zone (IN1Z) with preferred building heights varying from 1 to 5 storeys depending upon their locations.

The Bayswater MAC existing preferred heights in DDO6 are shown in **Figure 19**.



*Public realm interfaces, wayfinding signage, seating and tree planting*

Figure 17: Bayswater MAC – Storey Heights of Existing Buildings



- |                          |                         |
|--------------------------|-------------------------|
| <b>Legend</b>            | <b>Building heights</b> |
| Activity centre boundary | 1 storey                |
| Open space               | 2 storey                |
| Community infrastructure | 3 storey                |
| At-grade parking         | 4 storey                |
| Belgrave Train Line      |                         |
| Bayswater station        |                         |
| Dandenong Creek          |                         |



Figure 18: Bayswater MAC – Active Frontages



- |                          |                  |
|--------------------------|------------------|
| <b>Legend</b>            | Active frontage  |
| Activity centre boundary | Passive frontage |
| Open space               |                  |
| Community infrastructure |                  |
| Building footprint       |                  |
| At-grade parking         |                  |
| Belgrave Train Line      |                  |
| Dandenong Creek          |                  |
| Bayswater station        |                  |





*Views*

Views to the Dandenong Ranges from the public realm are an important and valued element of Bayswater’s character. These are primarily experienced from the northern side of Mountain Highway at the intersection with High Street/Valentine Street to just beyond the rail line, southward down High Street and Station Street. Otherwise, existing buildings and tree canopies within the activity centre obscure views to the hills apart from an occasional glimpse as shown in **Figure 20**.

**Figure 20: Bayswater MAC – Existing Views**



The existing DDO preferred height controls in **Figure 19** were drafted to protect views to the Dandenong Ranges chiefly from the intersection of Mountain Highway and Valentine Street. Testing of the controls using simple ‘white box’ volumes superimposed on photographs illustrate the likely impact that 2-3 storey buildings would have as shown in **Figure 21**.

Similarly, a ‘white box’ view down High St indicates that buildings according with existing DDO height controls should not impede views to the Dandenong Ranges as shown in **Figure 22**.

Recent applications for taller mixed-use buildings have been to, or just beyond, existing height controls and in locations not impacting on valued views. Preferred building heights, such as along Penguin Place, are considered low considering the strategic location, adjacent development and likely lack of impact on key views. Some building heights in the commercial zone are less than surrounding residential zones and so require possible recalibration.

**Figure 21: ‘White Box’ View, Building Height Controls Mountain Hwy South Side**



**Figure 22: ‘White Box’ View, Building Height Controls South Along High St**



As part of this structure planning process, the built form controls warrant review to ensure their currency and appropriateness in terms of protection of views, public realm amenity and character while continuing to facilitate Bayswater's economic and social vitality and vibrancy.

The *Draft Bayswater Population & Liveability Profile* (Knox City Council 2020) identified the following trends related to the built environment of Bayswater:

- Bayswater has a walk score of 61, making it 'somewhat' walkable, and the equal second most walkable suburb in Knox. This is largely due to the mix of land uses in the activity centre.
- The suburb is relatively well-served by public transport but there are some residential areas that are beyond walking distance from public transport.
- Bayswater contains one area that is considered underserved by open space – located adjacent to the Bayswater Activity Centre.

Source: Bayswater Renewal Strategy: Social Community Infrastructure Report, Ethos Urban, p. 12

#### *Pre contact heritage*

Important cultural and historical sites within Knox hold both the traditional knowledge of the First People and the traumatic stories of colonisation.

Cultural sites in Knox include:

- campsites
- stone tools
- scar trees
- travelling routes or songlines.

Within the Bayswater MAC, areas of cultural sensitivity to First Nations people have been identified along the Dandenong Creek (see Figure 12).

#### *Post contact heritage*

Existing heritage places, although few, contribute to the built form character of the centre and are identified by heritage overlays. There are four (4) heritage places protected by the Heritage Overlay and a further seven (7) places noted in the 1993 *City of Knox Heritage Study*. Identified heritage places within the study area are also included in non-statutory heritage registers, including, the National Trust of Australia (Victoria) (2), the Register of the National Estate (1) and the Victorian War Heritage Inventory (5). A recent study has identified a further eight (8) potential heritage places on six sites, recommended for further heritage investigation. These are shown on **Figure 23**.

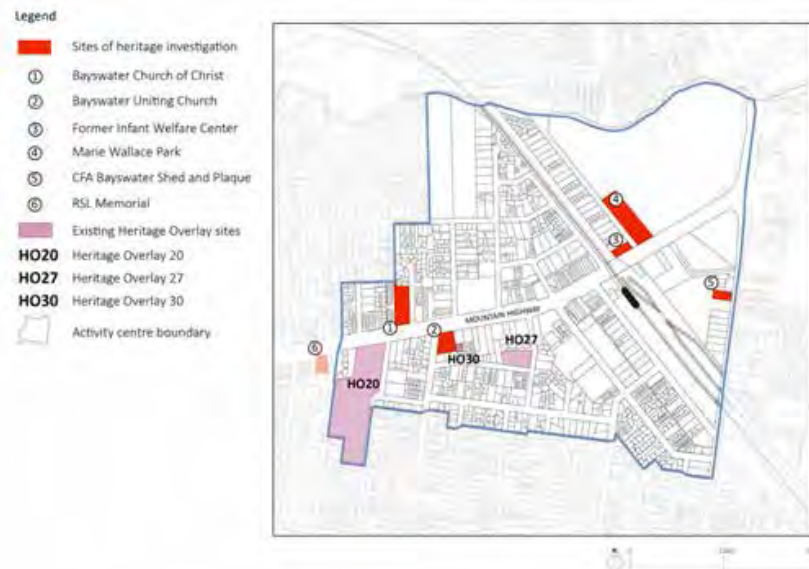


*Looking west to 765 Mountain Highway recommended for further assessment of inclusion in the Heritage Overlay, from the raised road deck/pedestrian ramp of Mountain Highway at the corner of King Street. Historic image prior to overpainting (from <https://www.facebook.com/Bayswater-History-and-Community-News-561695913882255/photos/4452124838172657> )*

Source GJM Heritage



**Figure 23: Bayswater MAC – Existing Sites Protected by the Heritage Overlay and Sites for Further Heritage Investigation**



**3.5.3. Opportunities to consider in the new Renewal Strategy**

Along with many of the directions of the existing 2006 structure plan, the new Strategy could incorporate some or all of the opportunities identified below. The potential social benefits of these opportunities are outlined in **Table 6**. A potential urban design strategy is suggested in **Figure 27**.

*Opportunity 15 – Reviewing built form controls*

While there have been significant amounts of development in the residential areas, development in the commercial areas hasn't been as strong. Reviewing the built form controls should be undertaken to ensure they deliver development to support and stimulate the renewal of the centre. Built form controls need to be facilitative while protecting those elements of the public realm that are important and delivering high quality living and working environments for users. The renewal strategy could set out built form controls that address environmental considerations, promote high quality design, protect the public realm and public spaces, respond to abutting sites and

interface issues, identify key development sites and include building performance criteria.

*Opportunity 16 – Facilitating key development sites*

There are a range of key development sites identified in the centre that could facilitate community aspirations such as housing and employment over the longer term shown in **Figure 8**. These include areas of at-grade car parking that could be put to better use, particularly for uses that increase the amenity and economic activity within the centre. There are also opportunities for these sites to incorporate and address new public spaces in the centre.

*Opportunity 17 – Promoting place making initiatives*

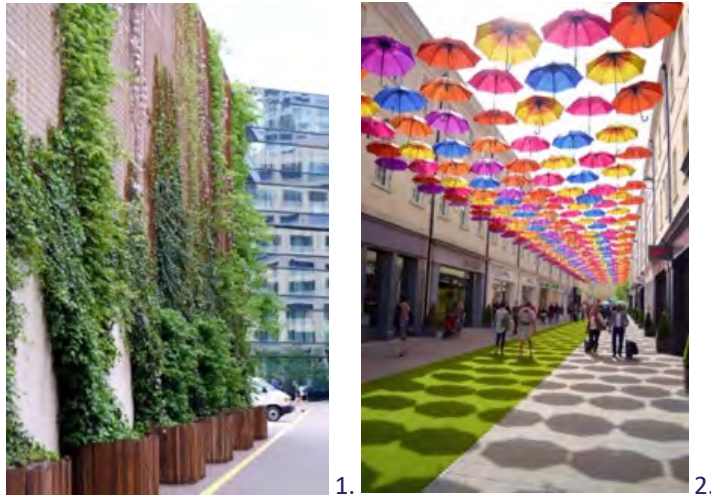
To enliven these spaces, the incorporation of cultural activities, including the addition of the arts experience in shops and laneway rejuvenation could be pursued along with continuing Knox's growing public arts program. Additional greening of streetscapes to support identity, local climate and amenity could be pursued such as the planting of large canopy trees in medians or carparking areas as shown in **Figure 24**. The City of Greater Bendigo provides an example of sustained commitment to greening the streetscapes of Central Bendigo with significant gains achieved over 20 years.

**Street trees in a snapshot area of the City Centre**



Source: [Bendigo City Centre Plan - adopted 6 May 2020.pdf](#)

**Figure 24: Place making initiatives**



There are a number of laneways in the centre where enhancements could make them more attractive and safer for pedestrians.

Source: 1. <http://landezine.com/index.php/2019/09/maagplatz-by-studio-vulkan-landschaftsarchitektur>; 2 <http://landezine.com/index.php/2019/08/southgate-by-macgregor-smith-landscape-architects/>.

*Opportunity 18 – Creating a heart for Bayswater*

The topography and street layout make it challenging to establish a particular ‘heart’ in Bayswater. However, it could be possible to create a network of high quality streets and spaces through the centre that will assist with enhancing the centre’s sense of place and identity. A range of public realm and place making initiatives will assist in making Penguin Place, Macaulay Place and High Street the retail and activity spine of the centre reinforcing its economic and social role. Plaza spaces at each end of Macaulay Place could enhance the attractiveness of the centre as a place for people to spend time in. Penguin Place has potential to be reshaped as a shared space with a greater focus on pedestrian access and amenities including outdoor dining, greening and street life. New and existing development lining the street should contribute to the activation, vitality and safety of the space. Spaces that can accommodate farmers markets, food trucks and events should be considered. Macaulay Place can be transformed into a pedestrian friendly, vibrant, laneway activated by shops and food businesses and linking Penguin Place to Pine Road.

The functional and visual integration of Penguin Place with Macaulay Place will enable the creation of a new heart for Bayswater. Opportunities for Penguin Place and similar treatments in other locations are shown below and in **Figure 25**.



*Inspiration - Wells Street in Frankston*

Source: Nearmap



*Inspiration – Hargreaves Mall, Central Bendigo*

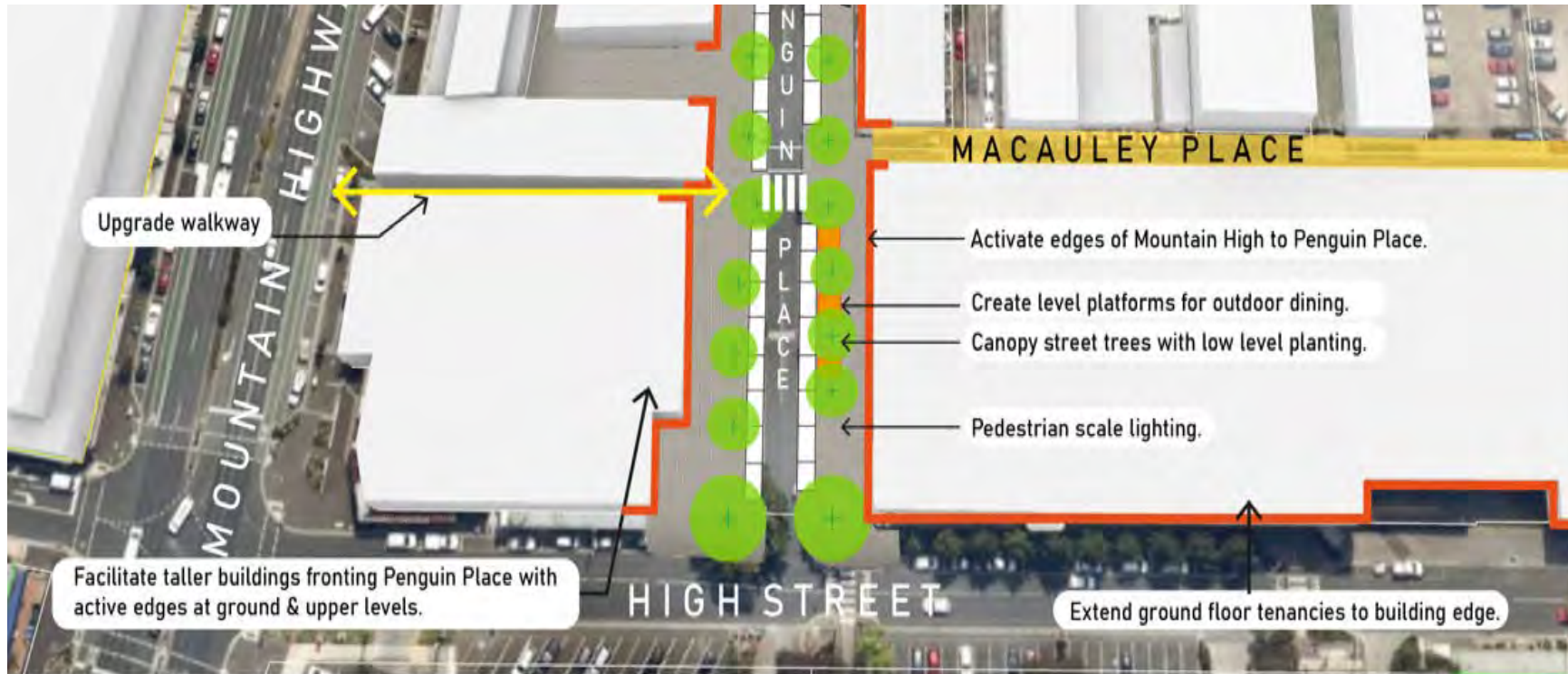
Source: Rush/Wright Associates

The development of a streetscape masterplan for the broader centre would renew the centre over the coming decade through a consistent approach to materials, finishes and detailing that reinforce and celebrate Bayswater’s environmental and cultural identity while also enhancing safety and natural surveillance. While it will always be challenging to link the west side of the centre to the east, consistent streetscape design, improvements to accessibility and public spaces and parklets that provide spaces for activation will assist to draw people across Mountain Highway.



*Upgrades to the streetscape in Mountain Highway could significantly improve the image and identity of the centre.*

Figure 25: Penguin Place Opportunities



*Opportunity 19 – Respond to challenges of Covid-19*

To further support the centre’s response to the challenges of Covid-19, consideration could be made to increase the amount of outdoor eating space available in the centre. The temporary removal of car parking in front of eating venues through the use of bollards and greening offers a relatively inexpensive conversion of spaces from a health and economic perspective. This has been successfully trialled in Bayswater in the Pine Road Carpark. Ideas to assist the centre to recover from the impacts of the Covid 19 through activation and place making could include activating laneways on the north side

of Mountain Highway, small scale activation of spaces, seasonal events such as celebrating Lunar new year, and links to creative industries in the area.

*Opportunity 20 - Additional Open Space*

It is important to have open space in the centre for the community who live or work in the area. There are limited opportunities, and it is very expensive to create new open spaces in established areas like Bayswater. The south-west of the centre has been identified as having a shortage of open space. Options to improve open space include improving access to existing open spaces just outside the activity centre boundary, enhancing existing open spaces to ensure their use is maximised and creating new spaces. An example is demonstrated in **Figure 26**. The site on the corner of Pine Road/Station Street could be considered if reasonable residential densities can be achieved around it.

**Figure 26: Example of pocket park surrounded by dense urban development**



*Chipton Park in East St Kilda provides an example of a small pocket park.*

Source: <https://www.google.com/maps/uv?pb=1s0x6ad66840bbb93b91%3A0xa86c2e2ce4e1935113m117e11514shttps%3A%2F%2Fh5.googleusercontent.com%2Fp%2FAF1QipMmffPuk3-1DpYt4PhiCCmhlTn8wyz8mbOqNeFj%3Dw260-h175-n-k-no!5schipton%20park%20-%20Goole%20Search!15sCalaAQ&imagekey=11e1012sAF1QipPFARjivFqHCSUd0InSI77fkFAVdaF2eOKUEqL&hl=en>

Accessing the extensive open space in Marie Wallace Bayswater Park is a key issue that needs to be addressed. The transport theme suggests some potential improvements to access and connectivity.

Streets and public spaces become even more important when open space is limited. They need to perform a number of roles including providing a diversity of uses, interaction from adjacent activities, social participation, green services and complete streets. Greater access to school grounds and Council facilities could also contribute to open space.

*Opportunity 21 - Investigating heritage places*

Recognising, maintaining and enhancing cultural heritage is important to creating strong cohesive communities. Council could consider commissioning an updated Thematic Environmental History and heritage gap study to address known and likely gaps in the Schedule to the Heritage Overlay given the age of the previous *Knox Heritage Study* (1993) in order to protect sites of post contact heritage significance. Eight potential heritage places identified in the study area should be investigated and consideration made of their suitability for protection.

*Opportunity 22 - Developing urban design guidelines*

The development of Urban Design Guidelines could assist in clarifying expectations for the public realm of the centre and deliver high quality places to support the social, cultural and environmental wellbeing of the community. These could provide guidance on issues such as the movement network, streets and public spaces and buildings and objects in the public realm and would ideally complement the *Urban Design Guidelines for Victoria*. Ensuring streets are designed to be accessible for all ages and abilities is essential. A potential urban design strategy is suggested in **Figure 27**.

**Table 6: Social Benefits – Urban Design and Built Form**






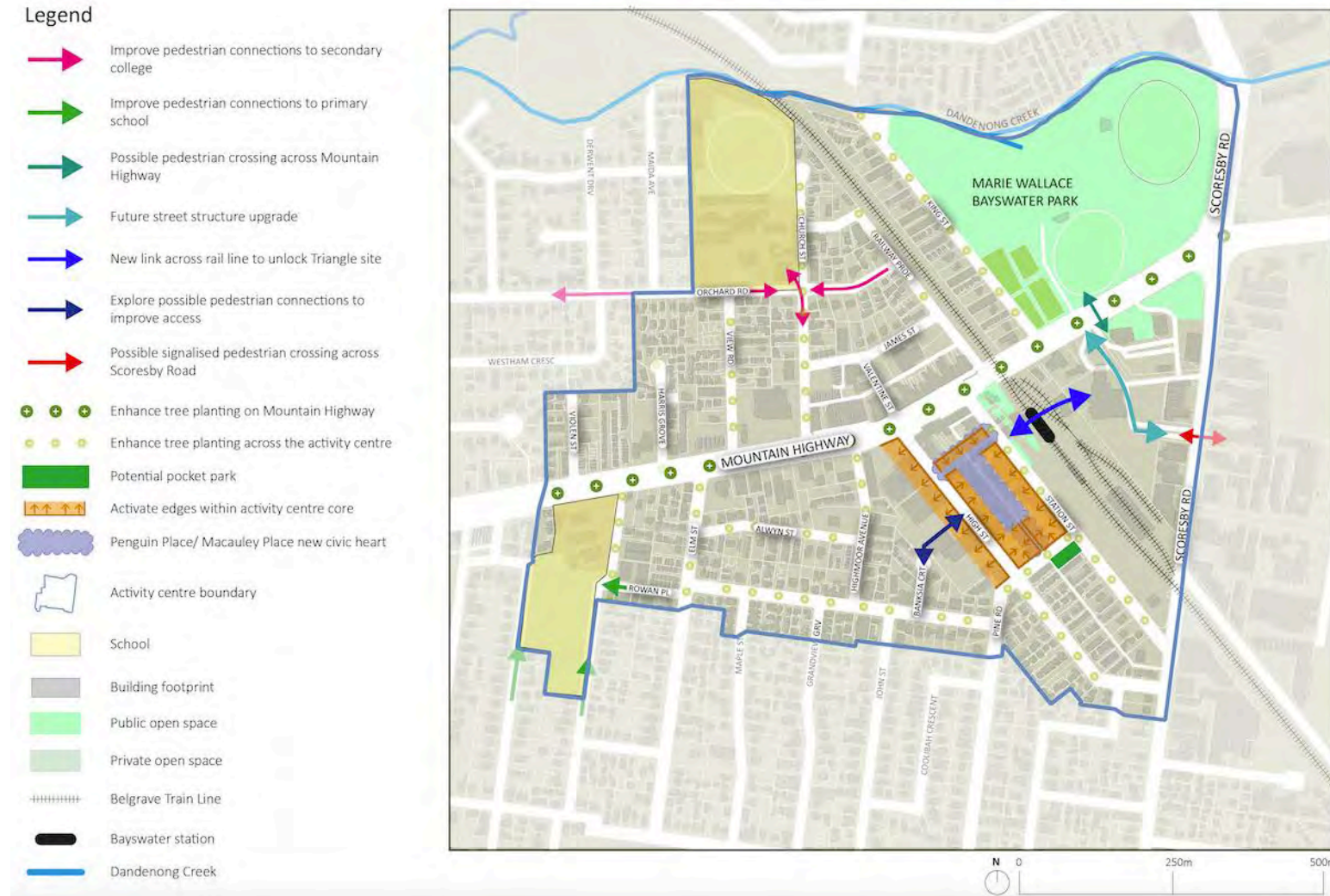
OPPORTUNITY	SOCIAL BENEFITS				
	 ACCESS	 JOBS	 SPACE	 COMMUNITY	 CULTURE
	Remove barriers to access and participation.	Facilitate delivery of housing and employment spaces that meet local needs.	Create great community spaces.	Build community capacity, strength and resilience.	Embed and enhance culture and community values.
Reviewing built form controls					
Development sites					
Place making					
Creating a heart for Bayswater					
Responding to challenges of Covid-19					
Additional open space					
Investigating heritage places					
Developing urban design guidelines					

Figure 27: Bayswater MAC – Potential Urban Design Strategy



### 3.6. Transport and Movement

#### 3.6.1. Since 2005....

The 2005 structure plan identified that the centre was largely shaped by the significant barriers of the main roads and railway line which cuts the centre into quadrants. Reducing the impact of these barriers and improving links into the surrounding areas such as the industrial area (BBP) for pedestrians regardless of how they arrived at the centre was the priority. Improving the public transport interchange, bus routes and frequency, pedestrian access across the railway line, to the BBP and parks identified, reductions to the width and speed of Mountain Highway, development of off-street carpark, and improving the pedestrian environment on Mountain Highway were all identified.

The grade separation of both level crossings on Mountain Highway and Scoresby Road in December 2016 delivered significant improvements to the centre.

Traffic flow has improved through the centre on both Mountain Highway and Scoresby Road. The LXP also added painted bicycle lanes to Mountain Highway between Valentine Street and Jim Abernathy Memorial Drive. A range of public realm and pedestrian improvements in the area surrounding the worksites and Bayswater Station were also delivered.

A number of other initiatives have been delivered to improve pedestrian safety (including wombat crossings), and plans are underway to upgrade Macaulay Place shared pedestrian zone.

#### 3.6.2. Key facts and influences

The activity centre is focused around the Bayswater Railway Station located on the Belgrave line. Mountain Highway and Scoresby Roads are major arterial roads within the centre. Mountain Highway and the railway line divide the centre into four quadrants while Scoresby Road forms the eastern boundary. The Ringwood- Belgrave Rail trail runs through the centre and connects to the Dandenong Creek Trail at its northern boundary.

The proportion of households in Bayswater that own at least one vehicle is very high. This suggests an over-reliance on the private vehicle which can hinder sustainable development and create traffic congestion. Only 4.9% of households in Bayswater do not own a motor vehicle (SA2, ABS 2016) compared to Melbourne metropolitan average of 7.6%.

Additional landscaping and canopy trees have been planted through the centre, beginning the process of improving amenity for pedestrians, reducing urban heat island and reducing traffic speeds.



*Some of the improvements to the centre as a result of the grade separation can be seen above.*

Some pedestrian improvements in the immediate vicinity of the level crossing removal include a shared user path underpass of Mountain Highway, but this is better suited to regional through travel or access to Bayswater Station rather than local trips between shops in the centre.

While the grade separation in 2016 delivered improvements to the centre, there are still significant barriers to pedestrian and bicycle access to and through the Bayswater MAC remaining. These are the:

- Railway corridor with associated stabling and maintenance yards.
- Mountain Highway (generally a 6-lane arterial road, otherwise four lanes with turning lanes, slipways and on street parking).
- Scoresby Road (4 lane arterial road).

The Metropolitan Rail Network Development Plan released in 2012 highlights that construction of a new stabling and maintenance facility at Lilydale by 2032 will provide the “Opportunity to close down Bayswater train maintenance facility with the potential to release of land for other purposes.” This is the single biggest opportunity for the Bayswater MAC, as it provides the potential to re-vision the triangle precinct between the railway corridor, Mountain Highway and Scoresby Road.

Increasing the residential population within 400m walking distance of the centre is essential to support local businesses, create economic opportunities, make the best use of community facilities (including open space and public transport) and minimise traffic congestion. Mode share to and from Bayswater is as shown in **Figure 28**.



**Active Transport**

There are opportunities for ongoing public realm and active transport improvements, along with further landscaping and canopy tree planting especially next to pathways. Reinforcing safe crossing options of Mountain Highway by pedestrians and bicycles through signalised intersections, and potentially a reduction in the speed limit through the heart of the activity centre, will all improve the attractiveness of the centre and support a walkable and pleasant retail environment. Improvement to active transport options with clear, unencumbered paths of movement will support the centre to compete against out-of-centre retail development, with pedestrian amenity a point of difference.

While major bicycle paths are provided for travel in the north-south and east-west directions, they are not supported by a network of local bicycle paths to connect bicycle riders to different areas within the Bayswater MAC. The domination of private vehicle travel and a lack of bicycle riding priority or safe infrastructure, deters potential bicycle riders due to safety concerns (of the rider and their family/friends).

Mountain Highway poses a major barrier to pedestrian connectivity between the north and south of Bayswater MAC. The current vehicle speed of 60kmh on Mountain Highway is not appropriate for an activity centre and the narrow medians in the centre don't provide safe refuge for pedestrians. On some other roads, wider pedestrian footpaths would encourage walking.

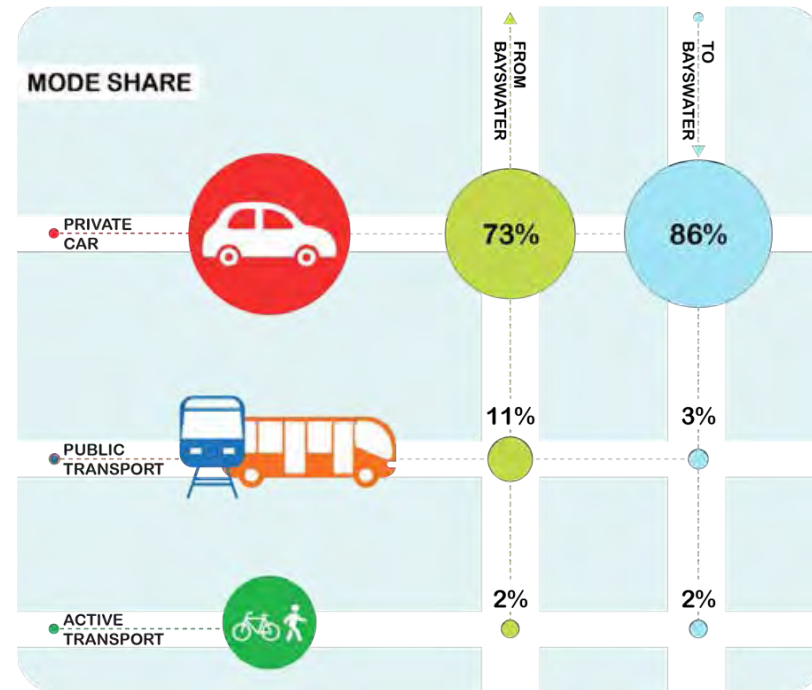
Significant swathes of at-grade parking form barriers to pedestrian permeability and detract from the amenity of walking in Bayswater.

**Vehicular movement**

The centre is predominantly accessed by car, even for local trips. This will result in increasing congestion as development intensifies in the centre.

Increasing the attractiveness of more efficient transport modes, such as public transport, walking and bicycle riding could absorb increases in local trips made by car, maximising the efficiency of the road network and mitigating congestion. While reducing the speed limit on Mountain Highway within the BAC will improve pedestrian safety and permeability.

**Figure 28: Mode Share to and from Bayswater (suburb)**



(Source SA2 ABS 2016)

**Parking**

There is an abundant supply of parking adjacent to the Bayswater Station and the supermarkets on High Street as shown in **Figure 29**. On-street parking is also available along Mountain Highway (between Highmoor and Station Street), Station Street and High Street. Parking makes up a significant amount of all commercial and industrial land uses in the study area.

**Figure 29: Bayswater MAC – Existing Off-Street Parking Areas**



**Legend**

- Activity centre boundary
- Belgrave train Line
- Bayswater station
- Knox City Council owned at-grade parking
- Privately owned at-grade parking



There are 400 parking spaces available south of Bayswater Station with more than 100 car spaces available on High Street and Station Street. There are also car parking spaces available at the entrance and rear of Mountain High Shopping Centre.

A large proportion of the parking is privately owned or associated with the railway station and is not controlled by Council. This makes it difficult for Council to manage parking and optimise availability.

As land values increase due to the strategic importance of Bayswater MAC, large at-grade parking poses a barrier to development intensification. Consolidation of car parking will free up land for higher-order land uses, whether it is for more public space, or more leasable floor area in the centre. There is an opportunity to revisit parking provision for Bayswater MAC, to ensure that parking is provided at an optimal rate.

*Public transport*

The centre is located on the Belgrave line connecting the centre to Ringwood and Melbourne CBD to its west and Belgrave to its east. A number of bus services run through the centre however do not run frequently enough to provide sufficient service levels to be a viable alternative to the car for most residents. Frequency of public transport services are outlined in **Table 7**.



Some routes such as Route 745 offer just four one-way services per day, every one on a different alignment. There are also accessibility gaps within the Bayswater area, which means that a significant number of residents in and around Bayswater MAC are either not within 400m of public transport or are within access of very low frequency services. Advocating for bus network reforms which better connect residents to the Bayswater MAC and other

regional hubs will shift Bayswater closer to achieving a 20-minute neighbourhood.

**Table 7: Weekday Public Transport Service Frequency in Bayswater**

Route	Service direction	Service headway (minutes)				
		Early	AM peak	Interpeak	PM peak	Late
Belgrave Line	(Bayswater to City)	16-32	7-27	25-30	12-29	22-51
	(Bayswater to Belgrave)	21-27	17-30	11-30	8-16	14-32
664	To Knox City	16-28	19-21	20-37	15-20	20-33
	To Chirnside Park	19-37	12-27	25-30	18-25	20-32
745	Note this route has four different confusing alignments – each with only one service in a single direction on weekdays	NIL	NIL	Limited service	Limited service	NIL
753		NIL	Limited service	Limited service	Limited service	NIL
755	To Knox City	NIL	32-33	57-68	26-63	NIL
	To Bayswater	NIL	32-33	53-64	24-63	NIL

Source: PTV Timetables

Existing travel patterns are included in Figure 30.

**Figure 30: Existing Travel Patterns to and from Bayswater (suburb)**



(Source M&PC Analysis with VISTA-T 12-18 (SA2))

Much of the local population could access day to-day goods and services within a short walk or cycle. However, the abundance of at-grade car parking, barriers

to movement around the centre, lack of consistent active transport priority across and entrenched patterns of behaviour means that encouraging greater uptake of walking and cycling is difficult.

**3.6.3. Opportunities to consider in the new Renewal Strategy**

Along with many of the directions of the existing 2006 Structure Plan, the new renewal strategy could incorporate some or all of the opportunities identified below. The potential social benefits of these opportunities are outlined in Table 8.

*Opportunity 23 - Improving access by cycling and walking*

Opportunities exist to increase priority for bicycle and pedestrian movements and increase space for bicycle riders and pedestrians.

A wider network of bicycle paths, particularly in the heart of Bayswater MAC would improve the safety of riding a bicycle in the centre and encourage more people to ride a bicycle for local trips. Exploring ways to improve pedestrian connectivity across Mountain Highway will improve the connection between key locations in the heart of centre, Bayswater Park and the restaurant precinct. This is also important for improving pedestrian connectivity to Bayswater Station.

Figures 31 and 32 identify a range of pedestrian and bicycle improvement opportunities. These changes could ensure that local people feel safe using active modes to visit and stay longer in Bayswater. It could reduce local transport costs and in turn increase local economic expenditure.

*Opportunity 24 - Improving links to key areas*

Marie Wallace Bayswater Park and the BBP provide significant opportunities to draw people into the centre from Bayswater and from the region to spend money and generate activity within the centre. Mountain Highway is a significant barrier (see below). Introducing new signalised pedestrian crossings should be pursued with VicRoads along with place making initiatives to draw people into the centre.

As the previous structure plan identified, the triangle site requires improved access from Station Street into the site in order to support land integrated uses and stimulate development. The relocation of the Train Maintenance Facility over the coming years could enable a pedestrian overpass to be constructed into the triangle site using the existing, and extending the station concourse.

*Bayswater Renewal Strategy*

*A new pedestrian crossing over Mountain Highway would improve links between the Marie Wallace Bayswater Park and the commercial core of the centre.*

*Opportunity 25 - Review parking requirements for new development*

The impact that parking provisions within the Knox Planning Scheme (KPS) have on future development could be considered further. Ample public parking around the centre, and the parking provisions in their current form can create a disincentive for future development and changes of use. This can have an unintended impact of encouraging out of centre development, which can entrench economic losses and reduce economic productivity caused by dispersed activity and high reliance on car access. Improving bus services to and through Bayswater could free up parking for those who need it as discussed below. Changes to the way people move around such as ride share services (and in the future) autonomous vehicles may also lessen the need for parking as could improved car parking management around high and low demand parking areas. This could free up land for Council to use for other purposes and reduce the urban heat island impacts. Car share schemes within developments or the centre would also assist with congestion in the centre and the need for extensive provision of parking for largely just storage of vehicles.

*Opportunity 26 - Providing for electric vehicles*

Council could lead by example in the provision for electric vehicle infrastructure by providing charging stations around the centre. In addition to assisting the transition to EVs within the community, such infrastructure may entice those driving to and from the Mount Dandenong region, to make Bayswater their key

stop - to charge, pick up supplies, and also helping to reduce the range-anxiety associated with EVs.

*Opportunity 27 - Advocating for public transport improvements*

There are opportunities to work with the Department of Transport (DoT) to restructure bus routes through the centre and rationalise the bus interchange at Bayswater Station to an on road facility on Station Street to improve existing services. If additional services are created, this may not be required. These changes could better service the centre, as well as reconsider route configuration and improving service catchment and mode share. These provide the opportunity to improve links to key areas including the Wantirna Health Precinct and the Bayswater Business Park. Bus changes to be considered include:

- Remove Route 745 and replace with an appropriate route that meets community needs.
- Extend Route 755 along Mountain Highway to Vermont South.
- Realign Route 664 to continue along Scoresby Road south of Station Street Bayswater to better connect with employment on Burwood Highway.

*Opportunity 28 - Minimising the barrier effect of Mountain Highway*

The renewal strategy could consider changes to Mountain Highway to make it safer and more attractive for people. This could focus on minimising traffic speeds and the distance required for pedestrians to cross the road. Traffic flow and safety could be improved for all road users, ensuring that the corridor functions as a place that binds the whole activity centre together, rather than separating it. Reducing the number of lanes between the railway line and Scoresby Road intersection and reducing waiting times for pedestrians could also be considered. As the Victorian Government manages this road, negotiation to realise this initiative is required.

**Table 8: Social Benefits – Transport and Movement**






OPPORTUNITY	SOCIAL BENEFITS				
	 ACCESS	 JOBS	 SPACE	 COMMUNITY	 CULTURE
	Remove barriers to access and participation.	Facilitate delivery of housing and employment spaces that meet local needs.	Create great community spaces.	Build community capacity, strength and resilience.	Embed and enhance culture and community values.
Improving access by cycling and walking					
Improving links to key areas					
Reviewing parking requirements					
Providing electric vehicles					
Public Transport improvements					
Minimise the barrier of Mountain Highway					

Figure 31: Potential Movement and Pedestrian Network Priorities

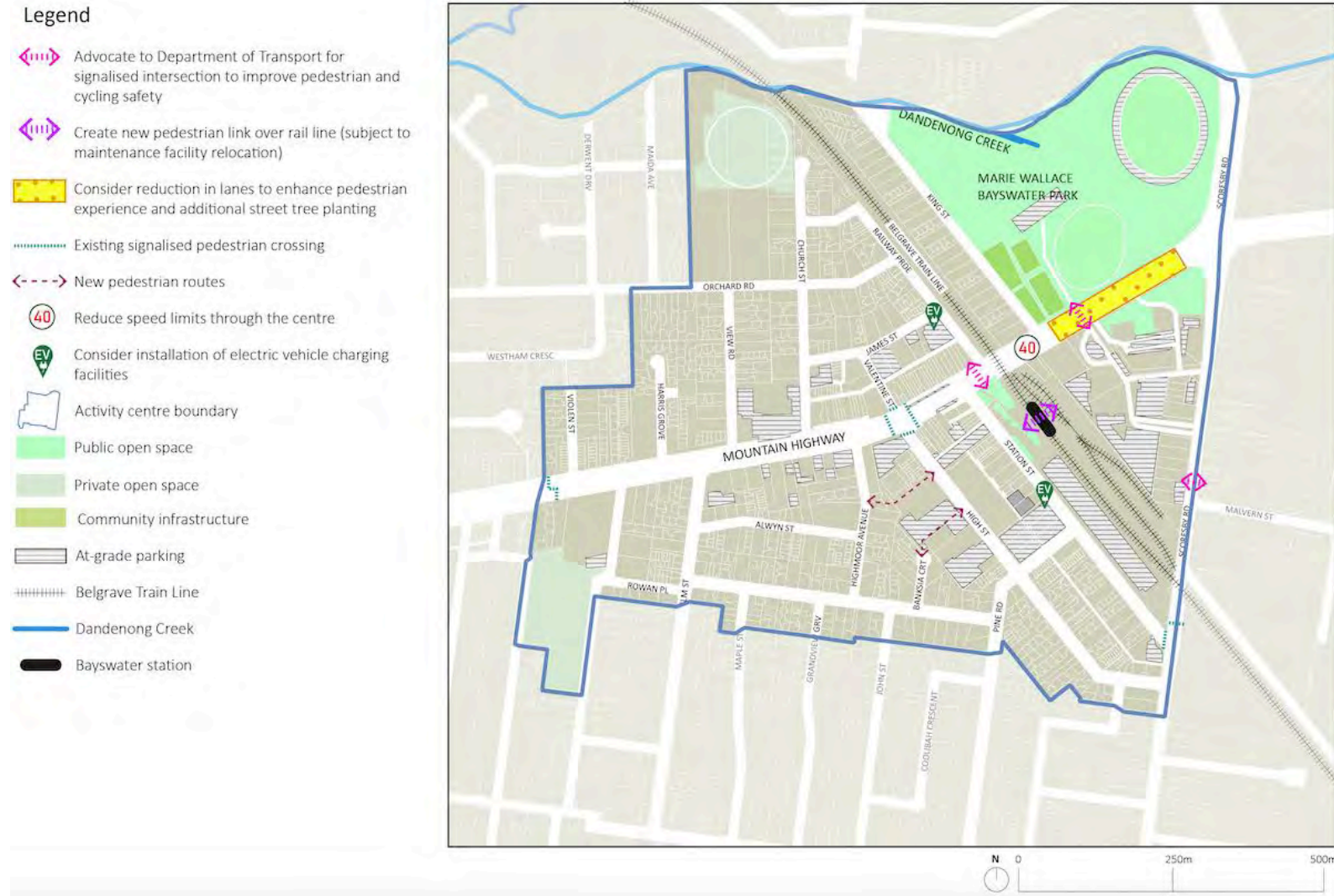
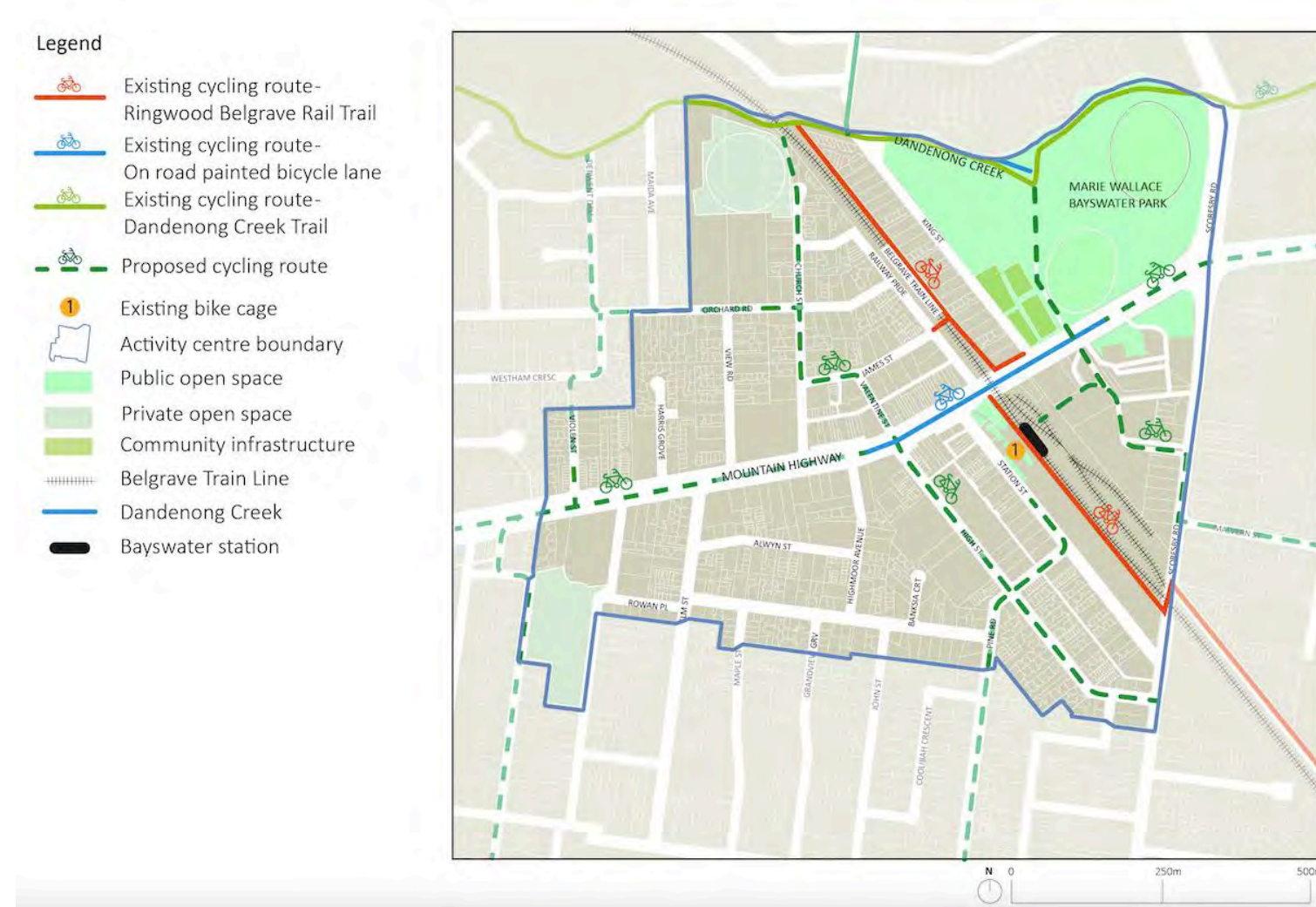


Figure 32: Existing and Potential Bicycle Network Priorities



### 3.7. Community Infrastructure

#### 3.7.1. Since 2005....

The structure plan recognised the need to continue to build the community through creating more opportunities for casual and informal interaction, improvements to community facilities and increasing the population in the centre to improve natural surveillance of public spaces. Supporting community groups and activities along with promoting community leaders, initiatives and local events and activities was to be promoted. Recognising the lack of community facilities, further planning was proposed.

Since 2005, Council has undertaken significant upgrades of Marie Wallace Bayswater Park. Streetscape improvements and a number of public art works have been installed improving identity. Council has investigations underway for a new multi-purpose hub to be developed in the centre and the image of the centre is improving.

#### *Multi Purpose Community Hub Feasibility Study*

*Council is currently undertaking a feasibility study for a new multipurpose community facility in the Centre. A high-level needs analysis was undertaken in 2020 which explored the potential for different uses at the facility, and further investigations are underway to develop the high quality multipurpose community hub.*

*Provision of a variety of safe, accessible community meeting spaces, specifically those that service youth and older people, with the opportunity of co-locating with other services such as the Bayswater Library are being considered along with other complementary development on the site.*

#### 3.7.2. Key facts and influences

##### *The importance of community infrastructure*

Community infrastructure plays a critical role in the social sustainability of a place and a community and can shape community outcomes, including the physical and mental wellbeing, diversity, and economic activity. There are a number of social trends, from local to global, influence the provision of community infrastructure in Bayswater, including:

- A growing and diversifying population.
- Infrastructure maintenance and rationalization.
- Living Local (creation of 20-minute neighbourhoods).

- COVID-19: Social isolation and the use of technology.
- Responding to climate change.

Best practice in community infrastructure planning and delivery demonstrates methods for responding to these social trends, including:

- A shift from standalone facilities to hubs.
- The evolving role of libraries as a 'second living room' for people of all ages.
- Affordable access to digital technology.
- Designing in unprogrammed 'bumping spaces' for casual socializing.
- Flexibility/adaptability to maximise utility and longevity.
- Streets as open space.
- Increasing access to public green space.

**Table 9** Summarises the benefits of community infrastructure.

##### *The Bayswater community*

The population of Bayswater is one of the fastest growing in the City of Knox. The highest rates of anticipated growth are among the young workforce (25 to 34 years) and parents and homebuilders (35 to 49 years). Bayswater is a suburb that experiences relative socioeconomic disadvantage and is anticipated to experience significant population growth through 2041.





The Bayswater community is characterised by the following social issues in the context of Knox and Greater Melbourne:

- Larger share of lone-person households.
- Somewhat greater cultural and linguistic diversity (CALD) than the City of Knox, however not in comparison with Greater Melbourne.
- Relative socio-economic disadvantage, including higher rates of housing stress, people in need of assistance, youth disengagement and lower median weekly household income.
- Lower attainment of university qualifications and stronger presence of blue-collar workers.
- Greater rates of physical health risk factors, greater rates of psychological distress, and slightly higher proportion of people in need of assistance due to disability.
- Higher rates of criminal offences (Council notes that it is the highest rate in the municipality).



Changes to the Bayswater population and its demography will continue to impact the community's future infrastructure requirements.

**Table 9: Community Infrastructure Benefits**

Community Infrastructure Benefits	
<b>Personal Wellbeing</b>	
	Provides opportunities to meet formally and informally to recreate and socialize, which is important for personal wellbeing and creates social capital Creates opportunities to participate in learning programs for personal and professional development Promotes physical and mental health through participation in sport and recreation and access green space
<b>Social Sustainability and Resilience</b>	
	Facilitates mixing between different social groups for resource-sharing, ideas-sharing, and appreciation of cultural differences (particularly when different types of spaces are co-located) Encourages the creation of social capital (networks and relationships among people in a community) Encourages strengthening of community cohesion and capacity, which are vital to a community's resilience to chronic or acute stresses
<b>Sense of Place</b>	
	Enables 'placemaking' – activation of a place and creation of community culture Contributes to place identity, character, and pride
<b>Economic</b>	
	Creates opportunities for learning, training, and employment support Provides spaces in which to engage in work Enables participation in the workforce through provision of childcare and schools

*Community facilities in Bayswater*

Bayswater is home to a range of community facilities and has the highest rate of access to social infrastructure and services for Knox. These include sport and recreation facilities concentrated in Marie Wallace Bayswater Park, a number of primary and secondary schools including Bayswater Primary and Secondary School, the Bayswater Library in the Mountain High Shopping Centre, the Knox Community Arts Centre, the Bayswater Senior Citizens Centre and a number of

kindergarten and early years centres. The community facilities in the Bayswater suburb are shown in **Figure 33**.



*Some of the existing community facilities in the Bayswater MAC.*



**Bayswater Library**

Source: Knox City Council

**Figure 33: Baywater suburb community facilities today**



*Bayswater Renewal Strategy*

A new multipurpose community facility is planned for the Centre. A detailed needs analysis was undertaken in 2020 which explored the potential for different uses at the facility, and detailed site investigations are now underway to determine the best site for the facility, as well as the potential mix of uses.

*Community Infrastructure Needs*

The *Bayswater Renewal Strategy: Community Infrastructure Needs Assessment* has assessed the current and future needs of the Bayswater (suburb) community.

There is likely to be a gap in Kindergarten program places 2041, largely driven by the introduction of a 3-year-old Kindergarten service. This will likely necessitate multiple additional rooms at existing or new facilities. Accommodating these places at the existing Kindergarten facility located at Bayswater Primary School (through an expansion or replacement of the existing Birch Street Children and Family Centre) is the preferred option, subject to engagement with the state government regarding the site.

There are two Government primary schools in Bayswater, and one government secondary school. Government schools can likely accommodate the anticipated increase in population to 2041. However, it should be noted that school planning needs to also consider the surrounding suburbs which may be serviced by schools in Bayswater, and what may be driving low enrolment numbers at Bayswater Secondary College. There is an identified gap in Catholic school provision for both Catholic primary and secondary schools.

Youth focused facilities has been identified as a gap in Bayswater, and more broadly in the municipality. Delivery of such a dedicated youth facility or youth space in a hub should be considered to meet service demand/community needs from across the municipality. The Bayswater MAC benefits from strong transport connections and proximity to a range of education facilities, including secondary schools. The socio-economic disadvantage in Bayswater and higher rates of youth disengagement further support the idea of providing a youth space in the area. This can be located at the new multipurpose facility, or at an alternative site.

The Knox Community Arts Centre (KCAC) hosts music and theatre performances, seating for 150 and is bookable by community groups. While this is the premier arts and culture facility in Knox, it would be not be considered a regional arts centre, as these typically include theatres with larger seatings, gallery/exhibition spaces, rooms for meetings/workshops, and other function spaces for events and service provision. Council has long considered the development of a

significant cultural venue for the municipality. There is potential for this facility to be located in Bayswater, provided as an upgrade/expansion to the existing KCAC. Alternatively, an upgraded facility could be provided at the Ferntree Gully Community Arts Centre, which may be more suitable due to its more central location in the municipality. If Council choose not to deliver a regional arts centre, gallery/exhibition spaces should be provided at other community facilities. The new multipurpose community facility in Bayswater is an opportunity to provide these spaces, and the Bayswater Renewal Strategy presents opportunities to deliver new public art and spaces that can accommodate cultural activities/ programming.

There are few Council-owned learning/meeting spaces in Bayswater, and further investigations and design concept options are currently being prepared for a new multipurpose hub facility in the centre. The creation of additional community meeting spaces designed to be flexible and multipurpose at a new hub would not only add to the number of spaces in Bayswater, but would provide upgraded spaces with greater capability to accommodate events, programs, and activities and meet diverse community needs in the long term. Similarly, a new fit-for-purpose library facility would represent a significant upgrade from the existing space, and allow the Bayswater Library to go beyond a traditional model, providing programmable and tech-equipped spaces, integrated with other community uses. These could include communal sewing spaces and kitchens, along with religious spaces. Longer hours of operation and more weekend access should also be considered.

Bayswater contains numerous indoor and outdoor court facilities, including ovals, multiple sports pavilions, and Knox Leisureworks is located just outside the suburb in Boronia. The existing sport and recreation facilities are likely adequate to accommodate the anticipated population growth and should be maintained

Bayswater contains a significant amount of open space focused in the north-east corner of the activity centre at Marie Wallace (Bayswater) Park, although a gap in open space access is located at the south-west corner of the centre. In established areas, policy and investment typically supports the enhancement of existing spaces to make them work harder, creating new links between existing spaces, and the conversion of vacant/underutilised spaces to open spaces that can be activated through pedestrian and commercial activity, arts and cultural programs, and other programs/events.

*Bayswater Renewal Strategy*

Delivery of a new multipurpose community hub in Bayswater presents an opportunity to deliver a new community garden and shed. Acknowledging that land for the new hub is constrained by its location central to the activity centre, a rooftop area may be an appropriate location for these spaces, alongside a social enterprise café/restaurant. Alternatively, a community garden and/or shed space could potentially be located at Marie Wallace Bayswater Park. The new multipurpose hub may also accommodate co-working spaces. If Council does wish to provide a full-scale commercial co-working space, further work is likely needed to establish a governance model for this space, as they require a service provider (within Council or externally) to oversee the management of the space and any associated business services.

### 3.7.3. Opportunities to consider in the Renewal Strategy

The Bayswater Renewal Strategy could incorporate some or all of the opportunities identified below. The potential social benefits of these opportunities are outlined in **Table 10**.

#### *Opportunity 29 - Maximising Council's investment in a multipurpose community hub*

The potential development of a new multipurpose hub in Bayswater could provide the opportunity to support a strong Bayswater community improving the social outcomes including the physical and mental wellbeing, diversity, and economic activity. There is the potential to achieve a number of objectives in addition to providing new community facilities. There is potential for delivery of the following spaces at the new multipurpose hub:

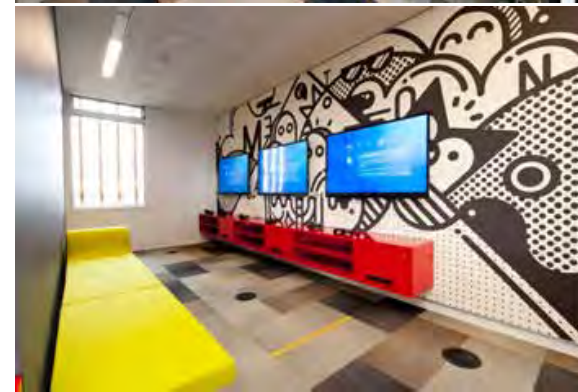
- A dedicated youth space.
- Gallery/exhibition space.
- Community garden and shed.
- Social enterprise café/restaurant.
- Spaces for community health and other support services.

The strategy's built form and environmental requirements could underpin the foundation of the hub and its design response as an exemplar of urban design and architecture. This could help to set the development tone and expectations for the centre and contribute to an improved image for Bayswater.

#### *Case study: Melton Library & Learning Hub*

This library-based community hub includes 11 meeting spaces, a café, a recording studio, a youth lounge, children's area, digital infrastructure, and a 90-

seat theatre. It hosts community programs tailored to local needs and interests, e.g. English language classes and craft workshops. The building exhibits sustainable design and energy efficiency, with a 5-star accreditation from the Green Building Council of Australia. It was delivered in 2013 through a mix of local, state, and federal funding, and now supports 15 ongoing FTE jobs.



Images source: Soundcorp

#### *Opportunity 30 - Exploring the opportunity for an arts and culture led renewal*

Bayswater has the foundations for arts and culture to play a strong role in the renewal of Bayswater. With the Knox Community Arts Centre (KCAC) as a key anchor, and a range of public art projects already in the centre, art and culture can assist in building community cohesion whilst bringing a range of economic benefits to the centre. With a proposed focus on renewing the public realm in

coming years, and potentially building a new multi-purpose community hub, there is significant opportunity use arts and culture as a foundation for renewal. The Renewal Strategy could explore the potential for new and upgraded open spaces to host expanded arts and cultural programming to support activity in the KCAC. The provision of public art and creative/cultural expression through urban design and public art trails should also be encouraged. Temporary installations and place making initiatives could springboard an arts and culture led renewal.



Source: Knox City Council

*Case study: Pennyweight Walk*

The City of Greater Bendigo's Pennyweight walk is a community arts project that showcases 11 flower-themed works commissioned from Victorian artists in a historic laneway in central Bendigo. The works are displayed alongside floral canopies, young trees and garden boxes filled with pansies, violas and living plants. The pop-up installation is aimed at bringing more colour to the city and activating its streets. Visitors can even contribute their own artwork by drawing on one of the blackboards in the laneway.



Image source: Bendigo Advertiser

*Opportunity 31 - Recognising First Nations history*

There are a range of areas where the treatment and management of public spaces could assist in recognising, interpreting and educating about the First Nations heritage of the first inhabitants of the centre. A discussion with local elders could begin a conversation about the most appropriate way to reflect this history. This could range from the naming of places/streets, through to references in the public realm, art and landscaping works, and the management of creeks, drainage and wetlands. References may not be physical.

*Opportunity 32 – Integrating child, youth and seniors friendly spaces for all abilities into new public buildings and spaces*

The provision of child, youth and seniors-friendly spaces should be incorporated in the planning and delivery of new public buildings and public space in the centre, including play spaces. The strategy should identify locations where these spaces can be incorporated into the centre’s public space network. These should be designed to be inclusive to those of all abilities, encourage social interaction, facilitate open-ended, creative, and imaginative play, utilise a wide range of equipment types, and promote physical movement. These spaces can assist in activating spaces and have flow on effects for the local economy.



Source: Knox City Council






*The Importance of Natural Spaces*



Source: Plan2Place Consulting

*There is a growing understanding that access to nature and interaction with nature is good for community health and wellbeing, making us happier and healthier. A range of health benefits have been identified including to both physical and mental health. Building on the open space at Marie Wallace Bayswater Park and the Dandenong Creek, there is an opportunity to bring nature into the centre through vegetating streetscapes.*

**Table 10: Social Benefits – Community Infrastructure**

OPPORTUNITY	SOCIAL BENEFITS				
	 ACCESS	 JOBS	 SPACE	 COMMUNITY	 CULTURE
	Remove barriers to access and participation.	Facilitate delivery of housing and employment spaces that meet local needs.	Create great community spaces.	Build community capacity, strength and resilience.	Embed and enhance culture and community values.
Maximise the benefits of Council’s investment in a multi-purpose hub					
Explore the opportunity for an arts and culture led renewal					
Recognise First Nations history					
Child, youth and seniors friendly spaces					

**3.8. Bayswater MAC Boundary Assessment**

The future role and function of the centre will be as a growing Major Activity Centre in the eastern region. The Bayswater MAC will provide for a range of retailing, commercial, residential, civic, educational and recreational uses and activities around a major transport interchange.

Determining the boundary of the activity centre and preparing a renewal strategy to guide the centre’s future use and development aims to meet its existing and future needs. Based on the current projections and policy settings, the commercial, residential and public use areas of the study area are well placed to meet current and future community needs forming a designated activity centre boundary.

The proposed activity centre boundary has been reviewed, informed by research, analysis, investigations and findings contained in the supporting technical reports. Analysis of the activity boundary criteria has been undertaken in **Appendix B**.

The existing activity centre boundary is sufficient for the projected needs of the Bayswater residential and worker population into the foreseeable future. No areas are considered necessary for removal from the activity centre boundary. Residential land within the activity centre is located appropriately within the boundary and surrounds the commercial core of the centre. Some residential land adjacent to the commercial core of the centre could be rezoned to the Residential Growth Zone to facilitate more apartment development in the medium to longer terms. It is envisaged that residential apartment typologies will be more likely to be economically viable within these time frames.

#### 4. SUMMARY OF OPPORTUNITIES

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This report presents a range of issues identified in the Technical Papers and a series of opportunities for consideration by the community and stakeholders. These are shown in **Figure 34**. This list is not exhaustive and it is anticipated that the community and stakeholders will have further ideas to shape the Renewal Strategy.






Further summary of the strengths, weaknesses, opportunities and threats facing the centre can be found in Appendix 3 and are further outlined in the Technical Papers that support the Issues and Opportunities Paper.





**Figure 34: Bayswater MAC – Opportunities**

**Legend**

-  New link across rail line to unlock Triangle site
-  Explore possible pedestrian connections to improve access
-  Possible signalised pedestrian crossing across Scoresby Road
-  Possible signalised pedestrian crossing
-  Redevelopment sites
-  Key opportunity sites
-  Mixed use development sites
-  Consider reduction in lanes to enhance pedestrian experience and additional street tree planting
-  Reduce speed limits through the centre
-  Penguin Place and Macauley Place new civic heart
-  Proposed cycling routes
-  Enhanced tree planting around activity centre
-  Enhanced tree planting on Mountain Highway
-  Activate edges within activity centre core
-  Activity centre boundary
-  Public open space
-  Private open space
-  Community infrastructure
-  At-grade parking
-  Belgrave Train Line
-  Bayswater station
-  Dandenong Creek



## Opportunities

- 1 Promoting the centre as a place to live
- 2 Facilitating housing opportunities
- 3 Promoting diverse and affordable housing for all
- 4 Facilitating rail corridor development opportunities
- 5 Improving integration and synergies with the Bayswater Business Precinct (BBP)
- 6 Actively fostering additional commercial and office businesses
- 7 Identifying a niche role for the centre
- 8 Developing the night time economy
- 9 Maintaining and consolidating commercial floorspace in the centre
- 10 Council as a best-practice exemplar
- 11 Promoting climate resilient development
- 12 Revitalising Dandenong Creek
- 13 Utilising sustainable materials and solutions in streetscapes and infrastructure
- 14 Promoting precinct waste management
- 15 Reviewing built form controls
- 16 Facilitating key development sites
- 17 Promoting place making initiatives
- 18 Creating a heart for Bayswater
- 19 Responding to the challenges of Covid-19
- 20 Creating additional open space
- 21 Investigating heritage places
- 22 Developing urban design guidelines
- 23 Improving access by cycling and walking
- 24 Improving links to key areas
- 25 Reviewing parking requirements for new development
- 26 Providing for electric vehicles
- 27 Advocating for public transport improvements
- 28 Minimising the barrier effect of Mountain Highway
- 29 Investigate opportunities for a new multipurpose community hub
- 30 Exploring the opportunity for an arts and culture led renewal
- 31 Recognising First Nations history
- 32 Providing child, youth and seniors friendly spaces

## 5. NEXT STEPS

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### *Feedback on the Issues and Opportunities Paper*

Council look forward to receiving your feedback on the ideas proposed in this paper.

Feedback on the issues and opportunities paper will be used to inform the development of the Renewal Strategy and identify any further work required. A Community Engagement Summary will be published following the closure of community engagement.

The consultation outcomes will inform the development of a draft Strategy.

There will be a further opportunity for the community and other stakeholders to engage on the draft plan once prepared.

The Bayswater MAC Renewal Strategy will then be presented for Council adoption. Council will then start implementing the strategy, including the preparation of a Planning Scheme Amendment and other actions to implement the plan and renewal activities guided by the strategy's vision.

### *How the renewal strategy can influence the Knox Planning Scheme*

The Knox Planning Scheme can be used to implement those elements of the new renewal strategy that influence land use and development. This could include changes to the Municipal Planning Strategy and local planning policy that provide local policy directions.

New zones could be applied that allow different uses to occur on land. These can be supported by overlays that set requirements for development such as the built form and responses to flooding impacts. These options would be outlined in the draft Renewal strategy to enable community input. Any changes to the Knox Planning Scheme require a formal exhibition period where submissions are considered and assessed by Council and an independent Panel before a final decision is made.

## Appendix A

**Table 11: Summary of the Social Benefits Framework for the Bayswater Renewal Strategy**

Principle	The Renewal Strategy should...
<p><b>Remove barriers to access and participation.</b></p>	<ul style="list-style-type: none"> <li>• Improve pedestrian/cyclist access to/from the Activity Centre (AC), particularly across physical barriers such as Dandenong Creek, the train line, and Mountain Hwy.</li> <li>• Integrate pedestrian/cyclist corridors with open spaces.</li> <li>• Explore community transport options between surrounding residential areas and the AC.</li> <li>• Explore opportunities to improve public transport services to/from the AC.</li> <li>• Incorporate Universal Design principles in any new places and spaces.</li> <li>• Improve the accessibility of pathways and open spaces to those with limited mobility/using mobility aids.</li> <li>• Improve signage and wayfinding at the AC.</li> <li>• Identify anti-social hotspots and Crime Prevention Through Environmental Design (CPTED) measures to mitigate them, e.g. lighting, removal of ‘hiding places’, passive surveillance.</li> <li>• Provide amenities that meet basic needs, e.g. drinking fountains, public toilets, shade, and shelter.</li> <li>• Prioritise pedestrian access and safety in the AC.</li> </ul>
<p><b>Facilitate delivery of housing and employment spaces that meet local needs.</b></p>	<ul style="list-style-type: none"> <li>• Facilitate supply of housing that meets community needs (e.g. size, type, tenure).</li> <li>• Prioritise the delivery of housing to meet the needs of vulnerable/disadvantaged groups (e.g. elderly lone-person households, housing for persons with disability, lower-income households)</li> <li>• Identify potential surplus Council-owned sites where affordable housing (including social housing or other housing types for very low, low, and moderate income households) may be delivered.</li> <li>• Identify potential privately-owned strategic redevelopment sites where the delivery of affordable housing may be negotiated.</li> <li>• Encourage mix of employment spaces in the AC (e.g. commercial, business/office, retail).</li> <li>• Support commercial spaces with a range of floor areas to attract different types and sizes of employers.</li> <li>• Explore opportunities for provision of subsidised or free commercial/ business spaces for local not-for-profit organisations, particularly in buildings where long-term vacancies are an issue.</li> <li>• Identify &amp; advance opportunities for collaboration spaces, co-working spaces, start-ups etc. particularly in existing accessible vacant spaces.</li> <li>• Align the objectives of the Strategy with those of the BBP Transformation Program to attract investment, increase business investment, and generate employment growth in the AC.</li> <li>• Support the viability of businesses in the AC by identifying design/activation strategies to attract increased foot traffic.</li> </ul>
<p><b>Create great community spaces.</b></p>	<ul style="list-style-type: none"> <li>• Provide new third places and bumping spaces in the AC.</li> <li>• Co-locate community spaces in areas highly accessible to where people live and work.</li> <li>• Incorporate green infrastructure in public spaces and places to deliver physical and mental health benefits and combat environmental threats (e.g. Urban Heat Island (UHI) effect).</li> <li>• Ensure spaces are designed to incorporate best-practice design principles (including flexibility and adaptability to meet evolving community needs in the long-term) and reflect the diversity and culture of the community so that they are inclusive and welcoming for all.</li> <li>• Identify additional temporary solutions for public space (e.g. road closures, pop-ups, parklets).</li> <li>• Identify potential purposes/uses (temporary and permanent /ongoing) for each space to facilitate their activation by the community.</li> </ul>
<p><b>Build community capacity and resilience.</b></p>	<ul style="list-style-type: none"> <li>• Prepare an Engagement Plan that:                             <ul style="list-style-type: none"> <li>– Identifies local stakeholder and community groups, e.g. Knox Disability Advisory Committee, Knox Arts and Cultural Development Advisory Committee, businesses/traders, local service providers.</li> </ul> </li> </ul>

Principle	The Renewal Strategy should...
	<ul style="list-style-type: none"> <li>- Designs a program to engage with the identified groups to create a shared vision, identify potential solutions, and develop a final Strategy.</li> <li>- Clearly communicates project drivers and objectives and the level of participation for stakeholders and the community.</li> <li>- Ensures that marginalised/disadvantaged groups are represented in the groups/activities.</li> <li>• Design third places and bumping spaces to encourage community connection.</li> <li>• Deliver spaces for community infrastructure/services that support the healthy development of community members at different life stages, e.g. childcare, family counselling, digital technology). This includes the delivery of a new multipurpose community facility.</li> <li>• Test potential solutions through placemaking activities.</li> <li>• Stage the delivery of the Strategy to ensure change is incremental.</li> </ul>
<p><b>Embed and enhance culture and community values.</b></p>	<ul style="list-style-type: none"> <li>• Identify components and characteristics of the built and natural environment that are highly valued by the community in the early stages of the project.</li> <li>• Prioritise the retention/enhancement of these valued components and characteristics.</li> <li>• Incorporate design features, including public art, that illustrate community culture/heritage.</li> <li>• Encourage housing and other development that responds to the local character and heritage.</li> <li>• Increase spaces that encourage cultural/artistic expression and that can accommodate cultural activities in the AC.</li> </ul>

## Appendix B

### *Bayswater Major Activity Centre Study Area and Activity Centre Boundary Analysis*

Defining the extent of the activity centre is a key task in the development of a renewal strategy and should be guided by an assessment undertaken against the criteria set out by the Victorian Government. The Bayswater Structure Plan, Volume 1: Main Report June 2006 includes an existing activity centre boundary with a large study area for examination to enable the extent of activity centre boundaries to be sufficiently determined.

The Planning Practice Note 58 - Structure Planning for Activity centres sets out the criteria to be used to determine the boundaries of activity centres for a structure plan or renewal strategy.

**Table 12** provides an analysis of the current boundary assessed against the DELWP guidelines.

**Table 12: Activity Centre Boundary Assessment - Planning Practice Note 58**

Boundary Criteria:	Assessment/Response:
<i>Consider the following issues in determining the potential location of an activity centre boundary:</i>	
<b>The location of existing commercial areas and land uses</b>	There are significant commercial areas located in the commercial core surrounding land adjacent to Mountain Highway and High Street and parallel to the railway line along Station Street. This land is mostly Commercial 1 Zone land, with some Mixed Use Zone land which provides for the needs of the local community in a mostly local catchment. There are industrial areas located on the west side of Scoresby Road in the Triangle site but these areas are mostly used for restricted retailing and do not perform a functionally distinct industrial role as part of the Bayswater Business Precinct. These areas could be repurposed for other uses.
<b>The location of existing government and institutional areas and land uses</b>	Government and institutional areas and land uses are included within the current centre boundary including the Bayswater Primary School, Bayswater Secondary College, civic, recreational and other public facilities which are appropriately located in the activity centre.
<b>The location of existing areas of public open space</b>	There is significant open space located within the centre such as the Marie Wallace Bayswater Park which performs important recreational and environmental roles. The contribution of these areas should be maximised to the benefit of other areas within the centre with potential need for additional open space areas, such as plazas and shared spaces to be provided in the commercial core
<b>Commercial and residential needs</b>	<p>The centre performs a mostly local role for convenience retailing and services and a limited presence of non-food retailing. Retail floorspace is estimated at around 24,030 sqm. Retail floorspace within the centre is approximately 84% occupied. Based on forecast trade area population and spending, a theoretical demand for an additional 3,000m<sup>2</sup> to 6,000m<sup>2</sup> retail floorspace is supportable in the activity centre over the 2021 to 2036 period, with a proportion of this to be accommodated in the current redevelopment of the Mountain High Shopping Centre.</p> <p>There is approximately 11,000m<sup>2</sup> of commercial floorspace located in the Bayswater MAC which includes office uses with shopfront tenancies and dedicated commercial office buildings mostly occupied by local service-related businesses. There is potential for an additional 1,500m<sup>2</sup> to 3,000m<sup>2</sup> of commercial floorspace to be provided within the centre to 2036.</p> <p>There has been limited commercial investment in the activity centre in recent years compared to the larger regional centres in the region such as Eastland in Ringwood and Westfield in Knox Central.</p> <p>There is relatively strong residential demand for townhouses and more diverse housing forms for those entering the housing market and for households that are downsizing from free standing dwellings. Over the period 2012 to 2021, an average 66 new dwellings per annum were approved in the Bayswater MAC. Throughout this period, 'Other Residential' which includes semi-detached housing and apartments, contributed to 80.9% of new dwelling approvals. The centre is now a well-established medium density market focusing on medium-density housing around the Bayswater commercial centre and train station, however much of this development has occurred at a 3-4 storey scale in residential areas and not within the commercial core.</p> <p>Projections indicate that the centre has a development capacity of approximately 6,460 dwellings and 83,000m<sup>2</sup> of retail and commercial floorspace (note: this is a conservative estimate and does not include the Triangle Site and a projection based on a number of assumptions, not an actual figure). On this basis, sufficient capacity exists within the current activity centre boundary to comfortably accommodate future demand for residential, retail and commercial office floorspace.</p>

Boundary Criteria:	Assessment/Response:
<b>Consider the following issues in determining the potential location of an activity centre boundary:</b>	
<b>Environmental and flooding constraints</b>	Significant landscapes can be viewed from the centre ]such as the Dandenong Ranges and vegetation protection and environmental significance overlays have been applied to parts of the centre. Flooding constraints have been mapped throughout the centre and applied via the Land Subject to Inundation Overlay (LSIO) and Special Building Overlay (SBO). These constraints are more significant issues impacting the northern edge of the centre along the Dandenong Creek and the north-east quadrant of the centre affecting the Marie Wallace Bayswater Park and land near the Knox Community Arts Centre. Flooding impacts are greater on industrial land west of Scoresby Road in the Bayswater Business Precinct.
<b>Heritage constraints</b>	Existing heritage places, although few, contribute to the existing built form character of the centre and are identified by heritage overlays. The provide little constraint within the centre and good opportunities to enhance the heritage and character of the centre which can be reflected in the Renewal Strategy's key directions and Knox Planning Scheme. There are four (4) heritage places protected by the Heritage Overlay and a further seven (7) places noted in the 1993 <i>City of Knox Heritage Study</i> with a recent study identifying a further eight (8) potential heritage places.
<b>Availability of strategic redevelopment sites, both existing and potential</b>	There are a number of significant strategic redevelopment sites within the activity centre boundary including: - Commercial sites such as the Mountain View Shopping Centre, supermarket sites and sites along Mountain Highway and High, Valentine and Station Streets. - The Bayswater Triangle site which is a 6 ha public use/community, commercial and industrial precinct for which a masterplan has been previously prepared. - Car parking areas (both Council and VicTrack owned/managed) which have potential for mixed use development and to better integrate the centre. - A range of large sites currently used for commercial activities that are zoned Mixed Use. These site provide ample opportunities for short and long term commercial, residential and community growth and development options within the activity centre.
<b>The location of residential areas, including whether they provide significant redevelopment opportunities or constraints for the centre</b>	There are a range of different residential areas provided within the activity centre. These include areas zoned with the Mixed Use Zone (with no maximum building height limit), Residential Growth Zone (with a 13.5m discretionary building height limit) and General Residential Zone (with an 11m mandatory maximum building height limit). Housing stock in the centre is mixed and there are recent apartment and infill development opportunities which have increased housing supply and form with greater diversity and density of development. Residential land around the commercial core of the activity centre continues to have residential opportunities to contribute to greater housing diversity and provision within the activity centre. Some of this land bordering the commercial core and near the Bayswater railway station could be considered for greater transformational opportunities through 3-4 storey apartment and townhouse development to meet future community needs through a Residential Growth Zone. This would be similar to the situation for residential land along King Street opposite the Marie Wallace Bayswater Park. There is a large amount of residential land within the activity centre boundary with 6.82 ha of Residential Growth Zone land, 2.93 ha of Mixed Use Zone land and 27.8 ha of General Residential Zone land within 400 – 800 m of the Bayswater Railway Station. This amount of residential land is considered ample to contribute to the centre's projected housing capacity over the next 15-20 years.
<b>Consideration of physical barriers and opportunities for their improvement</b>	There are several significant barriers within the centre such as Mountain Highway, Scoresby Road and the Belgrave railway line which traverses the centre parallel to Station Street and Railway Parade from south-east to north-west. Despite the railway grade separation there are significant barriers to connectivity to, and throughout, the centre. Opportunities exist to improve the cohesion and links between residential and commercial precincts with an expanded active transport network and improved laneway connections off Mountain Highway and High and Station Streets and into new development, open space areas and car parking areas. There is an adequate grid street network throughout the centre with decent legibility but it could be improved with more direct connections and a focus on the active transport network. Linkages into the Triangle site from the commercial core of the centre could also be greatly improved, and across Scoresby Road into the Bayswater Business Precinct.
<b>Proximity to public transport, especially fixed rail (train or tram)</b>	The centre is well serviced by the suburban rail network with Bayswater Railway Station located in the activity centre, providing good access to Ringwood, Box Hill and the Melbourne CBD. There are four bus routes serving the centre and a bus interchange next to the railway station. Two of the bus routes are limited and infrequent with significant review of the bus network being required in order to provide good accessibility to services, facilities and employment.
<b>The location of existing and potential transport infrastructure including fixed rail, buses, bicycle paths, car parking areas and modal interchanges</b>	The Belgrave railway line, Bayswater Railway Station and other transport infrastructure such as bus routes within the centre are well established. The centre is served by four bus routes and a large number of car parking areas east and west of High, Station and Valentine Streets and Railway Parade. The bus interchange is located next to the Bayswater Station and bicycle routes traverse the centre, although north-south and east-west could be improved with more direct connections and a focus on the active transport network.

Boundary Criteria:	Assessment/Response:
<b><i>Consider the following issues in determining the potential location of an activity centre boundary:</i></b>	
<b>Walkability – opportunities to provide for and improve walkability within 400 to 800 metres from the core of the centre (depending on topography and connectivity)</b>	The pedestrian environment within 400 to 800m of the core of the centre has good foundations but could be significantly improved with priority placed on the active transport network. Major roads and the railway line traversing the centre are currently designed to facilitate car and rail movements, with walking and cycling movements deprioritised, apart from along the railway corridor where it has been improved. There could be a more direct movement network put in place. The use of wombat crossings throughout parts of the centre has improved pedestrian safety, particularly around the railway station, bus interchange and along High Street.
<b>Consistency with State policy</b>	The activity centre and its designation as a Major Activity Centre is consistent with Plan Melbourne and the Planning Policy Framework. Strategic directions for the activity centre are consistent with state planning policy for activity centres.
<b>Consistency with local policy and Municipal Strategic Statement (MSS) or a Municipal Planning Strategy where relevant</b>	The activity centre as a Major Activity Centre is consistent with Council’s local planning policy framework including the Municipal Strategic Statement, particularly Clause 21.02-01 Strategic Framework Plan and Clause 21.10-4 Local Areas: Bayswater Activity Centre.
<b>Impacts of the boundary on other activity centre boundaries.</b>	There is sufficient separation between other activity centres in the region such the Ringwood Metropolitan Activity Centre and Boronia, Mountain Gate, Knox Central and Croydon Major Activity Centres.

Boundary Criteria:	Assessment/Response:
<b><i>In setting a boundary for an activity centre, include:</i></b>	
<b>Sufficient land to provide for the commercial (retailing, office, fringe retailing and support activities such as entertainment) activities needed over a 15 to 20 year time frame and then into the 30-year horizon</b>	There is sufficient commercial land to provide for the centre’s needs and that of the surrounding community. There is significant commercially zoned land which should be sufficient in the short to longer term for the centre and the catchment’s population’s needs with local employment and economic benefits from a range of retailing and commercial uses.
<b>Residential areas that are integrated into the activity centre or surrounded by other uses that have a strong functional inter- relationship with the activity centre even where limited development opportunities exist</b>	Residential land within the activity centre is located appropriately within the boundary and surrounds the commercial core of the centre. Some additional residential land adjacent to the commercial core could be rezoned to the Residential Growth Zone to facilitate more apartment development in the medium to longer terms when this residential typology is likely to be more economically viable.
<b>Key public land uses that have or are intended to have a strong functional inter-relationship with the activity centre even where there are no or limited redevelopment opportunities</b>	The Bayswater Primary School, Bayswater Secondary College, Bayswater Railway Station, Knox Community Arts Centre, maternal child health and other social and recreational facilities are located within the activity centre boundary.
<b>Public open space areas that have or are intended to have a strong functional inter- relationship with the activity centre.</b>	There is significant existing public open space including the Marie Wallace Bayswater Park within centre providing an important function for the activity centre and its activities and this should continue to form part of the activity centre boundary.

Boundary Criteria:	Assessment/Response:
<b><i>In setting a boundary for an activity centre, generally exclude:</i></b>	
<b>Residential land encumbered by significant constraints (such as a Heritage Overlay) located at the edge of the activity centre.</b>	There are some heritage overlays that apply within the centre and they are mapped, known and interspersed through the centre. Other existing constraints or barriers, such as areas of land subject to overland water flow north and north-east of the centre are mostly at the centre’s edge. Residential land south of the activity centre boundary and north of Orange Grove is less legible and more distant from the railway station and is zoned Neighbourhood Residential Zone which makes for a logical activity centre boundary.



## Appendix C

**Table 13: SWOT Analysis**

Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> <li>- Designation as a Major Activity Centre</li> <li>- Good accessibility with major roads and Bayswater Railway Station</li> <li>- Three large format supermarkets located in the centre.</li> <li>- Home to a range of community facilities and services of local and regional significance including the Knox Community Arts Centre and Marie Wallace Bayswater Park.</li> <li>- Adjacent to Bayswater Business Precinct and the 5000 business and 30,000 workers of the BBP.</li> <li>- Level crossing project has significantly improved the station area and</li> </ul>	<ul style="list-style-type: none"> <li>- While a Major Activity Centre in planning policy, the centre serves a role more akin to a neighbourhood centre.</li> <li>- Current planning controls may be constraining development.</li> <li>- Mountain Highway is a significant barrier to movement.</li> <li>- Poor physical connection to Bayswater Business Park.</li> <li>- Areas of the centre have poor image and amenity and the centre lacks a community ‘focal point’ that encourages people to linger and spend more time. Activity centre design and marketing is more important than ever</li> <li>- Population growth will place additional pressure on existing community infrastructure.</li> <li>- Requires multi-purpose infrastructure that is welcoming and are welcoming and inclusive of people regardless of age, gender, cultural background, or ability.</li> <li>- Relative socio-economic disadvantage in the area including higher rates of housing stress, people in need of assistance, youth disengagement and lower median weekly household income.</li> <li>- .</li> </ul>	<ul style="list-style-type: none"> <li>- Redevelopment sites in the centre could provide additional population and commercial activity. Higher density development residential development could support housing diversity and affordability while enhancing retail and commercial demand.</li> <li>- Encourage well designed buildings at the gateway to the centre to assist in establishing a brand and sense of place.</li> <li>- Capitalise on physical and cultural connections to the Dandenong Creek.</li> <li>- Recognise, maintain and protect of cultural and heritage places.</li> <li>- Create a niche retail destination role to meet the desire for experience-based retail and consumer preferences favouring smaller convenience centres over larger higher-order centres for health reasons.</li> <li>- Provide a focal point and services for the community through the Community Hub to. Hub design can set a standard for development in the centre.</li> <li>- Advocate for bus network reforms which better connect residents to Bayswater Activity Centre and other regional hubs shifting Bayswater closer to achieving a 20-minute neighbourhood.</li> <li>- Use Council and State owned land to assist in rejuvenating the centre through additional housing and community facilities. Including provision of social and affordable housing.</li> <li>- Improve public realm and create a heart for the centre with improved public spaces and image.</li> <li>- Capitalize on the BBP and Wantirna Health Precinct through provision of complementary services and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>- Higher-order centres in Eastland, Westfield Knox and Boronia are all located in a relatively close proximity to Bayswater. Limit the potential for Bayswater to serve a higher-order retail and commercial function.</li> <li>- Housing affordability is declining.</li> <li>- Unlikely to attract significant state investment following grade separation project.</li> <li>- Climate change will lead to a hotter and drier conditions with more frequent storms and weather events.</li> <li>- Threats to community wellbeing and liveability including a disconnection from nature in urban areas and loss of local amenity with flow on</li> </ul>



<p>sets a good standard for renewal.</p> <ul style="list-style-type: none"> <li>- Strong medium density housing market.</li> <li>- Land values are approaching a level where interest in apartment development is emerging.</li> <li>- Low vacancy rate in commercial core.</li> <li>- One of fastest growing communities in Knox.</li> </ul>	<ul style="list-style-type: none"> <li>- Number of accessibility gaps within the Bayswater area, which means that a significant number of residents in and around Bayswater Activity Centre are either not within 400m of public transport or are within access of very low frequency services. Advocating for bus network reforms which better connect residents to Bayswater Activity Centre and other regional hubs will assist Bayswater to achieve a 20-minute neighbourhood.</li> </ul>	<ul style="list-style-type: none"> <li>- Use the train maintenance facility relocation as an opportunity for triangle site to redevelop and connect into the core of the activity centre.</li> <li>- Capitalise of community desire to live local as a result of the Covid-19 pandemic.</li> <li>- Green the centre and retain water in the urban environment to create a cooler and more comfortable environment mitigating the effects of the UHI effect.</li> <li>- Focus on attracting private sector investment to understand constraints on investment and how to overcome these.</li> <li>- Use a life-stages approach to plan for the community, with targeted support for disadvantaged and marginalised groups.</li> </ul>	<p>effects to health and active lifestyles.</p> <ul style="list-style-type: none"> <li>- Current safety and perceptions of safety within the community.</li> <li>- Impacts of Covid- 19 are still to be revealed.</li> </ul>
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## Appendix D

### Glossary

The following technical terms included in the glossary below have been used in this discussion paper.

**Table 14: Glossary**

<b>Activity centres</b>	<b>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.</b>
<b>Affordable housing</b>	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.
<b>Bayswater Business Precinct</b>	A regionally significant industrial precinct of 730 hectares accommodating over 33,000 jobs as designated in the Melbourne Industrial and Commercial Land Use Plan.
<b>Business service industries</b>	Includes the following ANZSIC industry classifications: administrative and support services; financial and insurance services; information media and telecommunications; professional, scientific and technical services; public administration and safety; rental, hiring and real estate services.
<b>Central City</b>	The area within the inner region of Melbourne that contains key capital city functions and civic facilities, as well as several precincts identified for major and strategic change. It is a larger area than the Melbourne CBD.
<b>Climate change</b>	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.
<b>Commercial floorspace</b>	Floorspace used by retail, accommodation, food and other industries, and business service industries.

<b>Commercial land</b>	Land used for commercial purposes including land used for business service; retail, accommodation, food and other industries.
<b>Community housing</b>	Refers to a type of not-for-profit social housing. Community housing offers secure, affordable, rental housing for people on very low to moderate income households with a housing need.
<b>Community service industries</b>	Includes the following ANZSIC industry classifications: arts and recreation services; education and training; health care and social assistance.
<b>Creative industry</b>	Media, digital screen, design, writing and publishing, literature, fashion, performing arts, digital games development, broadcasting, music, cultural heritage, arts, education and craft industries.
<b>Community housing</b>	Refers to a type of not-for-profit social housing. Community housing offers secure, affordable, rental housing for people on very low to moderate income households with a housing need.
<b>Copenhagen bicycle lane</b>	Roadside cycle paths with a design emanating from Copenhagen and usually one-directional with one cycle track on each side of street, flowing the same direction as vehicular traffic. It has a minimum width of 1.7m separated from car lanes, parked cars and the footpath by a 7–9cm high stone curb.
<b>Daylighting</b>	The process of replacing a piped waterway, with an open, flowing channel that more closely resembles the original shape and form of the creek.
<b>Eastern Region</b>	Includes the municipalities of Knox, Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges.
<b>Employment land</b>	Land that is generally zoned or otherwise identified for either industrial or commercial purposes. It generally allows for a range of manufacturing industries, the storage and distribution of goods, retail, office, business, entertainment and other associated uses.
<b>Environmentally sustainable development</b>	An approach to development that seeks to meet the needs of the present without compromising the ability of future



	generations to meet their own needs. It has economic, social and environmental dimensions.
<b>Established urban areas</b>	Areas of Melbourne that have been urbanised for at least several decades.
<b>Health and education precincts</b>	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.
<b>Housing density</b>	The number of dwellings in an urban area divided by the area of the residential land they occupy, expressed as dwellings per hectare. It is based on the following sub-categories: - Low density: 8-20 dwellings per hectare. - Medium density: 21-80 dwellings per hectare. - High density: 80+ dwellings per hectare.
<b>Industrial land</b>	Areas that are zoned for industrial purposes in the Maroondah Planning Scheme including the Industrial 1 and 3 Zones and Commercial 2 Zone.
<b>Integrated water management</b>	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.
<b>Knowledge-based industries and jobs</b>	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.
<b>Local industrial precincts</b>	Industrial areas that are not identified as being of state or regional significance.
<b>Major activity centres</b>	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.
<b>Manufacturing and industrial industries</b>	Includes the following ANZSIC industry classifications: electricity, gas, water and waste services; manufacturing; transport, postal and warehousing; wholesale trade.

<b>Melbourne Central Business District (CBD)</b>	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.
<b>Metropolitan activity centres</b>	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.
<b>Metropolitan Melbourne</b>	The 31 municipalities that make up metropolitan Melbourne, plus part of Mitchell Shire within the urban growth boundary.
<b>National employment and innovation clusters (NEICs)</b>	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 positioning in the global economy.
<b>Neighbourhood activity centres</b>	Local centres that provide access to local goods, services and employment opportunities and serve the needs of the surrounding community.
<b>Population serving industries</b>	Includes the following industries: health care and social assistance, education and training and accommodation and food services.
<b>Plan Melbourne</b>	A long-term plan to accommodate Melbourne’s future growth in population and employment between 2017 and 2051.
<b>Principal Public Transport Network (PPTN)</b>	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.
<b>Public housing</b>	Long-term rental housing that is owned by the government. Its purpose is to accommodate very low to moderate income households that are most in need.
<b>Public realm</b>	Comprises spaces and places that are open and freely accessible to everyone, regardless of their economic or social conditions. These spaces can include streets, laneways and roads, parks, public plazas, waterways and foreshores.
<b>Regionally-significant industrial precincts</b>	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 have been identified through Growth Corridor Plans to 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.
<b>Retail, accommodation, food and other industries</b>	Includes the following ANZSIC industry classifications: Accommodation and food services; Other services; Retail trade.
<b>Social housing</b>	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.
<b>State-significant industrial precincts</b>	Strategically located land available for major industrial development linked to the Principal Freight Network and transport gateways.
<b>Structure Plan</b>	A plan developed for an activity centre based on a shared vision which identifies the type and scope of change projected within the activity centre over time and manages, influences and facilitates change within the activity centre.

<b>Transit-oriented development</b>	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.
<b>Urban Design Guidelines for Victoria</b>	Guidelines which support state agencies, local government and the urban development sector to deliver, functional and enjoyable places for people to live, work, and spend leisure time. The guidelines aim to create neighbourhoods that foster community interaction and make it easy for people of all ages and abilities to live healthy lifestyles and engage in regular physical activity. These places may be urban areas in metropolitan Melbourne and in regional cities and towns.
<b>Urban heat-island effect</b>	When the built environment absorbs, traps, and in some cases directly emits heat, causing urban areas to be significantly warmer than surrounding non-urban areas.
<b>Urban Services</b>	Diverse areas that support an increasing variety of specialised activities for household service needs.

**KNOX**

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# Bayswater Renewal Strategy

Issues and Opportunities Summary

# About the Bayswater Renewal Strategy

We are currently preparing a Renewal Strategy for the Bayswater Major Activity Centre.

The Renewal Strategy will guide future development over the next 30 years to ensure Bayswater remains a desirable place to live, work and play. It will set out a planning framework to manage growth and change that carefully balances social, economic and environmental priorities.

The Strategy will replace the existing 'Bayswater 2020 Activity Centre Structure Plan' and will include a 5 - 10 year implementation plan that will reflect local priorities and future community needs.

We invite you to share your feedback on the opportunities outlined in this brochure. Your views will help to develop the final Renewal Strategy.

## Opportunities for Bayswater

Following a preliminary round of community consultation in 2020, we have developed an Issues and Opportunities Paper that sets out a range of emerging opportunities that will help to inform the development of the Renewal Strategy.

In total, we have identified 32 opportunities which are organised into 6 key themes, outlined below. Please refer to the map on page 3 for further information.

If you would like to read more about the Issues and Opportunities for Bayswater, you can view a copy of the full report online (scan QR code opposite) or by visiting the Knox Council Civic Centre.

### Have your say

To provide feedback on the Bayswater Issues and Opportunities Paper, please visit: [knox.vic.gov.au/haveyoursay](https://knox.vic.gov.au/haveyoursay).

Feedback closes on **XX, August 2022**.



Scan the QR code to share your feedback



### Housing and residential development



New homes on mixed use development sites



### Business and economic development



Redevelopment opportunities



Key opportunity sites for urban renewal



### Environment, sustainability, climate change



Revitalise Dandenong Creek and surrounding habitat



Potential EV charging stations



New canopy tree planting throughout the centre




### Urban design and built form




New civic heart at Penguin Place/ Macauley Place




Placemaking through arts and cultural initiatives, installations and programs




Increase outdoor dining around the centre




### Transport and movement




New cycling routes and connections to improve connectivity



Improve linkages for pedestrians



Reduce speed limits to improve safety



Consider lane reduction



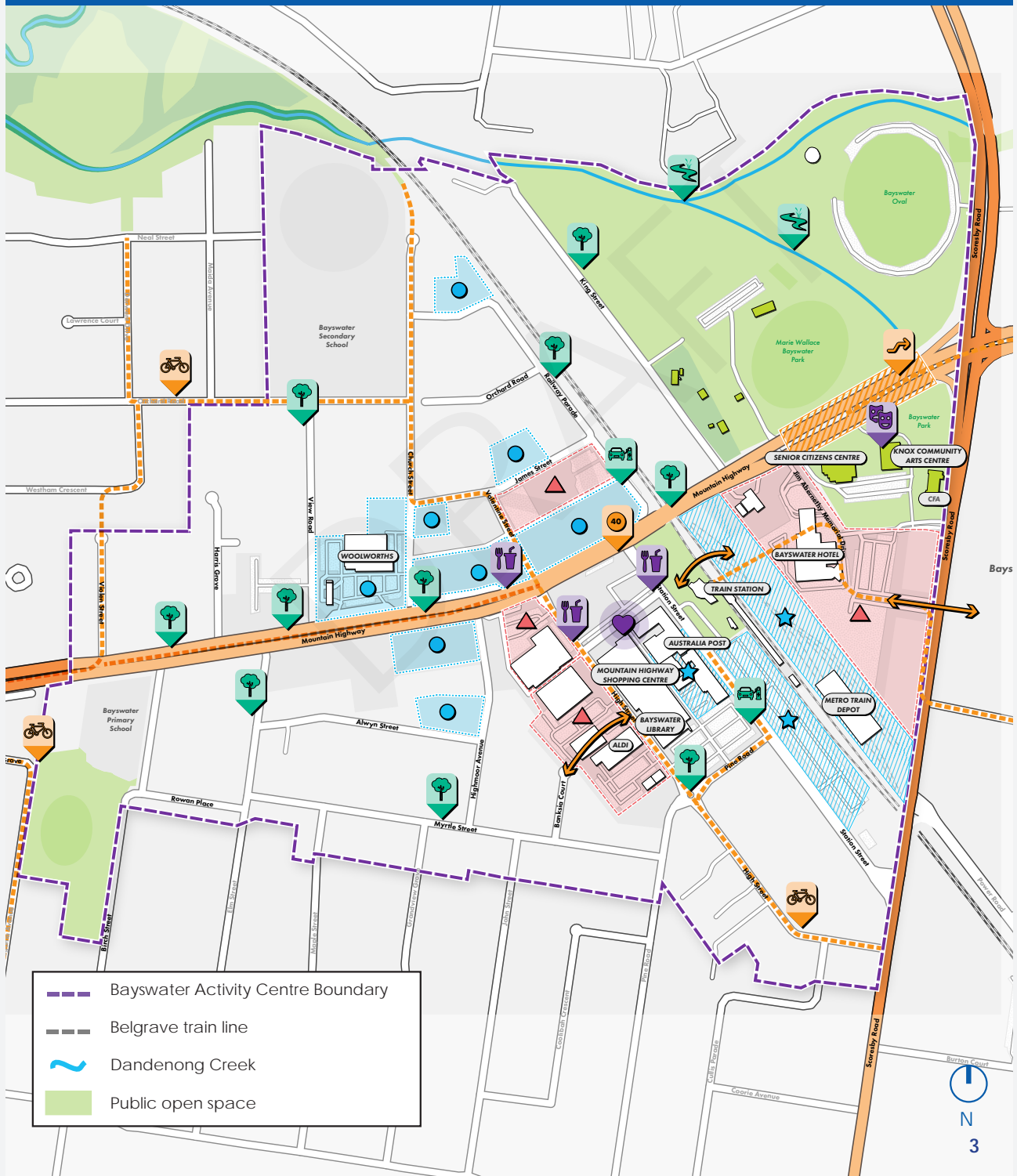
### Community infrastructure



Community infrastructure

# Summary of Opportunities for the Bayswater Activity Centre

The map below shows the boundary of the Bayswater Activity Centre and some of the key opportunities outlined in the Issues and Opportunities Paper. You can view a full copy of the Issues and Opportunities Paper online at [knox.vic.gov.au/haveyoursay](http://knox.vic.gov.au/haveyoursay)





Theme 1:

# Housing and residential development

Bayswater Renewal Strategy  
Issues and Opportunities Summary



## Context

Bayswater’s population is growing and over the next decade, the suburb will need more homes and a greater diversity of housing choices to accommodate new residents.

There are opportunities to promote more residential development within the core of the Bayswater Activity Centre, particularly on key development sites located next to the Bayswater train station. These locations are suitable because they are located close to shops and services and have excellent public transport connectivity.

Additionally, more housing in the centre will help to attract more people to Bayswater which will increase its vibrancy and desirability as a place to live, work and play.



More medium density housing near the Centre will help to increase vibrancy in Bayswater.

## Opportunities

Share your thoughts on the proposed opportunities for Bayswater Activity Centre:

- 01 Promote the Bayswater Activity Centre as a place to live, work and visit by encouraging more residential and mixed used development within the commercial core.
- 02 Increase the supply of medium and higher density housing on large redevelopment sites within the Activity Centre.
- 03 Explore policies to facilitate more diverse housing choices that cater for a broad range of community and demographic needs and preferences.
- 04 Focus new residential and mixed used developments on sites close to the Bayswater Train station and on Council-owned land.

## Theme 2:

# Business and economic development

Bayswater Renewal Strategy  
Issues and Opportunities Summary



## Context

Bayswater is designated as a Major Activity Centre which means that it is a hub for services, employment, public transport and housing. The centre is known as a destination for convenience shopping, food outlets and retail services.

The Issues and Opportunities Paper has identified a range of opportunities to attract more commercial and economic investment into the centre that will help make Bayswater a more desirable destination to work, establish and operate a business.

The Bayswater Activity Centre is located next to the Bayswater Business Precinct, a regionally significant employment hub for eastern Melbourne. Integrating the centre with the business precinct will enable better connectivity and opportunities develop more synergies.



Connecting the Bayswater Business Precinct with the Activity Centre will help to improve synergies and encourage more local businesses.

## Opportunities

Share your thoughts on the proposed opportunities for Bayswater Activity Centre:

**05** Integrate and connect the Bayswater Activity Centre with the adjoining Business Precinct.

**06** Explore ways to encourage new office and commercial uses that complement existing businesses and diversify the local service offering.

**07** Establish a clear identity and role for the Bayswater Activity Centre that builds on its existing strengths.

**08** Investigate initiatives and programs to foster an inclusive night-time economy.

**09** Maintain and increase commercial floorspace in the Bayswater Activity Centre.

# Theme 3

## Environment, sustainability and climate change

Bayswater Renewal Strategy  
Issues and Opportunities Summary



### Context

Over the coming decade climate change will continue to influence many aspects of our daily lives and it is important to consider ways to reduce the impact on the environment. The preparation of the Renewal Strategy will provide an opportunity to embed environmentally sustainable development principles and strategies to support Council's net zero emissions target by 2040.

These opportunities will contribute not only to environmental sustainability and reduction of waste, but also support positive social outcomes, such as improving the health and wellbeing of the local community.



More trees and landscaping throughout the Centre will help to reduce the impacts of climate change

### Opportunities

Share your thoughts on the proposed opportunities for Bayswater Activity Centre:

**10** Promote the role of Council in championing best practice Environmentally Sensitive Design.

**11** Reduce the impacts of urban heat through initiatives such as canopy tree planting, use of reflective building materials and permeable surfaces.

**12** Revitalise habitat along the Dandenong Creek through re-vegetation, tree planting and improvements to pedestrian connections.

**13** Embed sustainable design principles into all aspects of Council's decision making in Bayswater.

**14** Improve waste management practices throughout the Bayswater Activity Centre to reduce landfill waste and increase recycling.

Theme 4:

# Urban design and built form



## Context

In the past 15 years, Bayswater has seen the benefits from major revitalisation projects such as the redevelopment of Mountain High Shopping Centre, the Level Crossing Removal at Mountain Highway and the new Bayswater train station.

There are still significant opportunities to revitalise existing public spaces and connections so they are inclusive, safe, and accessible for everyone to enjoy. A key opportunity has been identified to re-imagine Penguin Place as the central heart of the activity centre. This would see streetscape upgrades such as improvements to landscaping, new places to sit and enjoy, installation of public art and better connections to the train station for pedestrians and cyclists.



There is a significant opportunity to transform Penguin Place into the new town centre of Bayswater.

## Opportunities

Share your thoughts on the proposed opportunities for Bayswater Activity Centre:

**15** Review planning policies to ensure that new development meets community values and expectations.

**16** Redevelop under-utilised spaces for new housing, employment and community uses.

**17** Explore a range of place making initiatives to promote the arts, celebrate local culture and build community identity.

**18** Re-imagine Penguin Place as the new town centre for Bayswater.

**19** Increase outdoor dining and eating spaces.

**20** Improve access and connectivity to existing parks and open spaces.

**21** Protect and enhance existing cultural heritage.

**22** Develop guidelines to promote high quality building and design practices.

Theme 5:

# Transport and movement

Bayswater Renewal Strategy  
Issues and Opportunities Summary



## Context

The new Bayswater train station and level crossing removal along Mountain Highway have improved the connectivity and accessibility around the centre. The Issues and Opportunities Paper has identified a range of opportunities to further improve movement around the centre.

Trips to and from the Bayswater Activity Centre are predominantly undertaken by car and over time this has resulted in increasing levels of congestion. Mountain Highway is also a significant physical barrier that creates an unwelcoming pedestrian environment.

We are exploring a range of opportunities that consider specific improvements along Mountain Highway, as well as enhancements to the wider network that will encourage more people to catch public transport, walk and cycle around the activity centre.



Better pedestrian and cycling paths will help to connect the Bayswater Activity Centre and encourage more people to walk and cycle.

## Opportunities

Share your thoughts on the proposed opportunities for Bayswater Activity Centre:

- 23 Improve the network of pedestrian and cycling paths within and around the Bayswater Activity centre.
- 24 Improve connectivity to key destinations such as the Marie Wallace Bayswater Park and the Bayswater Business Precinct.
- 25 Consider changing travel patterns and whether the centre needs more car parking in the future.
- 26 Review existing provision and supply of at grade car parking to identify surplus land and consider installation of electric vehicle charging points.
- 27 Review existing bus routes and services to ensure public transport services reflect community needs.
- 28 Explore initiatives to improve safety, connectivity and accessibility for pedestrians across Mountain Highway.

Theme 6:

# Community infrastructure

Bayswater Renewal Strategy  
Issues and Opportunities Summary



## Context

Community infrastructure plays a critical role in supporting vibrant, connected and socially sustainable communities. As one of the fastest growing populations in the City of Knox, community and social infrastructure in Bayswater includes a range of arts, cultural, sporting and recreational facilities.

The Issues and Opportunities Paper has undertaken a review of existing community facilities and has identified a number of opportunities to enhance community infrastructure to ensure that it meets the needs of current and future residents.



Community facilities such as The Knox Community Arts Centre and a potential community hub could help to facilitate a cultural-led renewal.

## Opportunities

Share your thoughts on the proposed opportunities for Bayswater Activity Centre:

**29** Consider the potential development of a new multipurpose community hub with **flexible spaces for diverse activities and programs.**

**30** Recognise and celebrate indigenous heritage of First Nations people and engage with local elders.

**31** Consider opportunities for a cultural-led renewal that builds on existing arts programs and explore opportunities at the Knox Community Arts Centre.

**32** Integrate child, youth and seniors-friendly spaces that are suitable for all abilities into new public buildings and spaces.



# Share your feedback to shape the Bayswater Renewal Strategy

We invite your feedback on the proposed opportunities for Bayswater. Your feedback will help us develop the Bayswater Renewal Strategy. Do you agree with the opportunities we've identified or are there any that we've missed? There are many ways to have your say:

### Complete an online survey

Scan the QR code opposite to complete a short survey or by visit:

[knox.vic.gov.au/haveyoursay](http://knox.vic.gov.au/haveyoursay)



### Attend information pop up sessions

Come and visit us at a pop up information session to find out more about the project and to share your feedback with the project team.

Dates will be provided on the project website shortly.

### Send us an email

You can share your feedback with us via by emailing [bayswaterrenewal@knox.vic.gov.au](mailto:bayswaterrenewal@knox.vic.gov.au)

### Post your feedback

You can post feedback to us at:

City Futures, Knox City Council, Reply Paid 70243, Wantirna South 3152.

### View a hard copy of the Issues and Opportunities Paper

Hard copies of the project documentation are available to view weekdays 8:30am - 5pm at:

Knox Council Civic Centre  
Customer Service  
Building and Planning Counter  
511 Burwood Highway Wantirna South VIC 3152

### Get in touch

For further information about the project or the community consultation, please get in touch via email [bayswaterrenewal@knox.vic.gov.au](mailto:bayswaterrenewal@knox.vic.gov.au) or call 9298 8000.

## Next steps

Your feedback will help to develop the Bayswater Renewal Strategy. Following the conclusion of this first round of consultation, we will review all community feedback received and share a summary of 'what we've heard' in the next round of consultation, anticipated to commence in early 2023. An indicative project timeline is provided below.



CURRENT STAGE



Knox City Council  
511 Burwood Highway  
Wantirna South, VIC 3152  
[knox.vic.gov.au](http://knox.vic.gov.au)  
T 9298 8000  
E [knoxcc@knox.vic.gov.au](mailto:knoxcc@knox.vic.gov.au)  
f [knoxccouncil](https://www.facebook.com/knoxccouncil)  
t [knoxcc](https://twitter.com/knoxcc)  
@ [knoxccouncil](https://www.instagram.com/knoxccouncil)  
Interpreter  
131 450  
National Relay Service  
133 677



## 6.6 Ferntree Gully Cemetery Strategic Review - (Deferral)

**SUMMARY: Acting Manager Governance, Andrew Dowling**

**Council resolved at its November 2021 meeting to receive a report regarding the long-term sustainability of Ferntree Gully Cemetery by May 2022.**

**At its meeting in May 2022, Council resolved to note that the requested report would be presented to Council no later than July 2022. Since that meeting, Councillors have indicated support for a further deferral, which is now being recommended to Council for approval.**

### **RECOMMENDATION**

**That Council resolve to note that the requested report regarding the long-term sustainability of Ferntree Gully Cemetery will be presented to Council at the Council meeting in August 2022.**

#### **1. INTRODUCTION**

At its meeting of 21 November 2021 Council considered an officers' report regarding the sale of new positions at Ferntree Gully Cemetery (Ferntree Gully Cemetery Ashes Extension Update).

At that meeting, Council additionally resolved:

*“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”.*

At the May 2022 Council meeting, officers outlined the circumstances which required presentation of the requested report to be deferred and Council resolved to receive the report at the July Council meeting.

#### **2. DISCUSSION**

Consultation with Councillors in relation to the Ferntree Gully Cemetery was scheduled for Monday 11 July, however it was determined to prioritise other, time-critical matters at that meeting and Councillors agreed to re-schedule, on the understanding this would require officers to defer presenting the requested report to Council until the August Council meeting.

#### **3. CONSULTATION**

Refer Section 2.



**4. CLIMATE CHANGE CONSIDERATIONS**

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

**5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

There are no environmental / amenity considerations arising as a direct result of this report

**6. FINANCIAL & ECONOMIC IMPLICATIONS**

Nil

**7. SOCIAL IMPLICATIONS**

Nil

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

**Neighbourhoods, Housing & Infrastructure**

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

**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:** Acting Manager Governance, Andrew Dowling  
**Report Authorised By:** Director, City Strategy and Integrity, Matt Kelleher

**Attachments**

Nil

## 6.7 Governance Rules Review

### **SUMMARY: Acting Manager Governance, Andrew Dowling**

The COVID-19 pandemic has highlighted the need for, and usefulness of, a more flexible and modern approach to conducting certain required local government meetings.

From 2 September 2022 onwards, councils will be permanently enabled to conduct virtual meetings in accordance with their Governance Rules. This follows the passage of the Victorian Government's *Regulatory Legislation Amendment (Reform) Act 2022* which introduces new provisions to the *Local Government Act 2020* concerning 'attendance' and 'remote' meetings. By this date the Governance Rules will need to make appropriate provisions for requesting and approval of attendance at Council and Delegated Committee meetings by electronic means of communication.

Knox's current Governance Rules came into operation on 1 September 2020. Section 60(3) of the *Local Government Act 2020* (the Act) permits Council to amend its Governance Rules at any time. Council must, however, ensure that a process of community engagement is followed in amending its Governance Rules.

### **RECOMMENDATION**

**That Council:**

- 1. Resolve to endorse the Revised Governance Rules (inclusive of the Election Period Policy at attachment 2), as set out in Attachment 1 (subject to acceptance of the tracked changes) for the purposes of community consultation as detailed in the officer report.**
- 2. Note that a further report regarding the Governance Rules (with or without further amendment) will be considered at the Council meeting on 29 August 2022.**

### **1. INTRODUCTION**

The Revised Governance Rules (the Rules) included at Attachment 1 have been prepared having regard to advice from Maddocks Lawyers. While the principal objective of the Revisions is to incorporate changes introduced by the *Regulatory Legislation Amendment (Reform) Act 2022*, a number of other amendments have been made to improve the Governance Rules. The changes have been prompted by Councillor and officer observation of the operation of the Rules since they came into operation.

Proposed amendments are generally limited to those that are necessary to implement the regulatory reform, and miscellaneous changes that, having regard to the limited opportunity for consultation, will have a limited impact on the community's interaction with Council.

### **2. DISCUSSION**

Under the revised Section 66 of the Act, a council or delegated committee must keep a meeting "open to the public" except in specified circumstances. New provisions insert a definition of "Open to the public" to mean, in the case of a council or joint meeting of councils, or a delegated or joint delegated committee:

- either, attendance in person by a member of the public, or a meeting that is broadcasted live on the council internet site; or

- a recorded meeting that is published on the council internet site as soon as practicable after the meeting (in the case of a delegated or joint delegated committee only); or
- any other prescribed means of meeting.

The Revised Governance Rules include amendments and new provisions incorporating changes introduced by the Regulatory Legislation Amendment (Reform) Act 2022:

- a. Requiring meeting notices to prescribe how meetings will be conducted (wholly attendance meetings, wholly virtual or online meetings, and hybrid meetings that are partially attended and partially virtual/online);
- b. Enabling requests from Councillors to attend by an alternate means to that prescribed.
- c. Establishing parameters for Councillors' virtual attendance at meetings.
- d. Ensuring the Chairperson has appropriate discretion to ensure the Governance Rules can be applied to facilitate efficient and effective remote virtual and hybrid meetings.

These changes trigger a range of minor consequential amendments, for example, changes to voting provisions to facilitate voting by means other than a show of hands, which may be unreasonably limiting in an online or hybrid meeting environment.

These amendments generally reflect the *Ministerial Good Practice Guideline MGPG-1: Virtual Meetings*, issued in October 2020.

Other substantive changes to the Rules are summarised below, and changes are outlined in greater detail in Attachment 2 to this report:

- Clarification of provisions regarding the election of the Mayor to provide greater procedural certainty and ensure compliance with the Act.
- Amendments to provisions regarding notices of motion. Responding to feedback from Councillors, the deadline for submitting notices of motion is proposed to be increased from 2 to 4 working days, to enable the Chief Executive Officer to circulate (where appropriate) additional information relevant to Councillors' consideration of the Notice of Motion.
- Amendments to provisions regarding foreshadowed motions. Responding to feedback from Councillors, the Rules now clarify that motions may be foreshadowed prior to a meeting.
- Amendments reflecting the current custom and practice for Councillor Reports to be limited to 3 minutes duration.
- Additional provisions to provide guidance to Councillors and the Chairperson regarding valid points of order that may be raised during a meeting.
- Minor changes to the provisions for petitions to provide greater certainty for Council and the community when assessing whether electronic petitions comply with the Rules.

Note: This error was identified following preparation of the Agenda. The amendment proposed is for Councillor Reports to be 5 Minutes

No substantive changes are proposed to the Councillor Election Period Policy in Chapter 7 of the Rules however a further review will be undertaken to ensure the policy is reviewed updated well in advance of the 2024 Council elections.

### 3. CONSULTATION

Councils are required to amend their Governance Rules in consultation with their communities. In developing or amending their Governance Rules, councils must ensure that a process of community engagement is followed in accordance with section 60(4) of the LG Act

Following is the proposed timeline for community engagement and adoption of the proposed Governance Rules, in order to comply with the September deadline:

- Council Meeting – 25 July 2022
  - Endorsement of the proposed Governance Rules for community consultation commencing no later than Friday 29 July 2022, promoted via Have your Say, Council’s website and social media.
  - Consultation will be open for a minimum of 14 days. While this is a relatively short period, it is considered reasonable as the proposed changes primarily impact upon Councillors and staff and have very limited impact on the community.
- Council Meeting - 29 August 2022
  - Presentation of the revised Governance Rules (with or without modification) including consideration of any submissions received.
- Commencement Date – 2 September 2022
  - The revised Rules, as adopted by Council will be operational from 2 September 2022, made available on the Council’s website, and available for inspection at the Civic Offices, as well as circulated to Councillor and staff.

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

Implementation of the recommendation is considered to have no substantive implications or 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**

There are no direct financial or economic implications arising as a consequence of this report.

Costs associated with the development of the draft rules have been accommodated with the Governance Departments’ operational budget and Council has existing capacity to host online and hybrid meetings.

#### **7. SOCIAL IMPLICATIONS**

The current Governance Rules ensure good governance by incorporating the overarching governance principles and the supporting principles contained within the Act.

The Governance Rules also prescribe the conduct of Council and Delegated Committee meetings, disclosure of conflicts of interest and incorporate Council’s Election Period Policy.

A robust and effective set of Governance Rules will contribute to, and reinforce public confidence in, the good governance of Knox City Council.

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

##### **Civic Engagement & Integrity**

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

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

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

### **10. CONFIDENTIALITY**

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

**Report Prepared By:     Acting Manager Governance, Andrew Dowling**

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

### **Attachments**

1. Attachment 1 - Revised Governance Rules [6.7.1 - 69 pages]
2. Attachment 2 - Detailed breakdown of proposed changes [6.7.2 - 5 pages]



## GOVERNANCE RULES

### Introduction

#### 1. Nature of Rules

These are the Governance Rules of **Knox City Council**, made in accordance with section 60 of the *Local Government Act 2020*.

#### 2. Date of Commencement

These Governance Rules commence on 1 September ~~2020~~2022.

#### 3. Contents

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Disclosure of Conflicts Of Interest
Chapter 6	Miscellaneous
Chapter 7	Election Period Policy

#### 1. Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

WORD(S)	MEANING
Act	means the <i>Local Government Act 2020</i> .
<del>The votes of an Absolute majority of Councillors</del>	<del>means a number of votes or Councillors that is more than half of the number of Councillors.</del> means the votes of more than half of the number of elected Councillors.
Agenda	means the notice of a Meeting setting out the business to be transacted at the Meeting.
Amendment	means a minor alteration to a motion designed to improve the motion without altering its intent or material impact.
<del>Attend, Attending and In Attendance</del>	<del>includes attend, attending or in attendance by electronic means.</del>
<del>Chair or Chairperson</del>	means the Chairperson of the Meeting and includes an acting, temporary or substitute Chairperson.
Chief Executive Officer	means the person appointed by a Council under section 44 of the Act to be its Chief Executive Officer of Council and includes an Acting Chief Executive Officer.



Communicate Electronically	means communication to and from councillors including an email sent to the email account that is provided by the Council or the provision of documents transmitted via a secure software application to a digital device.
Community Asset Committee	means a Community Asset Committee established under section 65 of the Act.
Conflict of interest	Means a conflict of interest within the meaning of <del>the Local Government Act 1989</del> or the Local Government Act 2020 <del>as applicable</del> .
Council	means Knox City Council.
Council Meeting or "Meeting"	means a Council meeting that complies with section 61(1).
Councillor	means a Councillor of Council.
Delegated Committee	means a Delegated Committee established under section 63 of the Act.
Deputy Mayor	means the Deputy Mayor of Council.
Director	means a member of staff occupying a second-level position in the core part of the organisational structure of Council <u>or designated by the Chief Executive Officer as a being part of the Executive Management Team.</u>
Foreshadowed Motion	<p><del>Means an alternative, prefaced by a Councillor with a statement that in the event of a motion before the Chair being lost, a Councillor intends to move an alternative motion.</del></p> <p><u>Means a motion, other than Notice of Motion, advice of which is given:</u></p> <ul style="list-style-type: none"> <li>• <u>prior to a meeting, with an indication that the Councillor is considering, or intending to move the motion as an alternative to the Officers Recommendation in a report</u></li> <li>• <u>during a meeting, prefaced by a Councillor with a statement that in the event of a motion before the Chair being lost, the Councillor intends to move the motion as an alternative motion.</u></li> </ul>
Mayor	means the Mayor of <i>Council</i> .
Minutes	means collective record of proceedings of a Council Meeting.
Notice of Motion	means a notice setting out the text of a motion which is proposed to be moved at the next relevant Meeting.
Notice of Rescission	means a <i>notice of motion</i> to rescind a resolution made by <i>Council</i> .
Officer	means a person employed on Council staff.
Point of Order	Means a formal request of the Chairperson for clarification of, or for a ruling, on a matter of procedure.
Procedural Motion	means a motion set out in Rule 42 of Chapter 2.
Recording or Broadcasting Device	means any device which is being used to: <ul style="list-style-type: none"> <li>• photograph or otherwise record visual images;</li> <li>• to make an audio recording;</li> <li>• to broadcast photographs or visual images; and or</li> <li>• to make an audio broadcast.</li> </ul>



Supplementary Report	means a report circulated by the Chief Executive Officer in relation to matters that have arisen since the publication of the Agenda.
The Rules	means these Governance Rules.
Written	includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and writing has a corresponding meaning.

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## Chapter 1 – Governance Framework

### 1. Context

*These Rules* should be read in the context of and in conjunction with:

- (a) the overarching governance principles specified in section 9(2) of the *Act* and set out below;
- Council decisions are to be made and actions taken in accordance with the relevant law;
  - priority is to be given to achieving the best outcomes for the municipal community, including future generations;
  - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
  - the municipal community is to be engaged in strategic planning and strategic decision making;
  - innovation and continuous improvement is to be pursued;
  - collaboration with other Councils and Governments and statutory bodies is to be sought;
  - the ongoing financial viability of the Council is to be ensured;
  - regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
  - the transparency of Council decisions, actions and information is to be ensured;
- and
- (b) the following documents adopted or approved by *Council*:
- Community Engagement Policy
  - Public Transparency Policy
  - Councillor Code of Conduct
  - Councillor Gift, Benefit and Hospitality Policy
  - The Instruments of Delegation to any Delegated Committee
  - Staff Code of Conduct.

### 2. Decision Making

- (a) In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:
- (i) fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
  - (ii) on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations
- (b) *Council* must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).
- (c) Without limiting anything in paragraph (b) of this sub-Rule:



- (i) before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must ensure any person whose rights will be directly affected by the decision has had reasonable notice and an opportunity to communicate their views and have their interests considered.;
- (ii) if a report to be considered at a *Council meeting* concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
- (iii) if a report to be considered at a *Delegated Committee* meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
- (iv) if a member of Council staff intends to make a decision under delegation they must ensure:
  - a) The decision making process includes or included an opportunity for any person whose rights will be directly affected by the decision to communicate their views and have their interests considered; and
  - b) The decision making process, any notice given; views received; or interests considered are documented appropriately.

For the purposes of this section, appropriate record keeping methods include, but are not limited to:

- letters;
- delegate reports;
- detailed customer service requests;
- minutes of meetings;
- memos; and/or
- detailed officer file notes.



## Chapter 2 – Meeting Procedure for Council Meetings

### Part A – Introduction

#### 1. Title

This Chapter will be known as the "Meeting Procedure [Local Law Chapter](#)".

#### 2. Purpose of this Chapter

The purpose of this Chapter is to:

- 2.1 provide for the election of the Mayor and any Deputy Mayor;
- 2.2 provide for the appointment of any Acting Mayor; and
- 2.3 provide for the procedures governing the conduct of *Council meetings*.

#### 3. Definitions and Notes

- 3.1 In this Chapter, unless stated below words have the same meaning as specified in the Introduction.
- 3.2 In this Chapter, a reference to a Rule or sub-Rule is a reference to a Rule or sub-Rule in this Chapter, unless stated otherwise.
- 3.3 Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.



## Part B – Election of Mayor

**Introduction:** This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

Before the election of the Mayor, Council must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.

### 4. Election of the *Mayor*

- 4.1 The Chief Executive Officer must facilitate the election of the Mayor in accordance with the provisions of the Act.

### 5. Method of Voting

The election of the *Mayor* must be carried out by a show of hands or such other visual or audible means as the Chief Executive Officer determines.

### 6. Determining the election of the *Mayor*

- 6.1 The *Chief Executive Officer* must open the meeting at which the *Mayor* is to be elected, and invite nominations for the office of *Mayor*.

- 6.2 Any nominations for the office of *Mayor* must be:

stated verbally in the meetingCouncil Chamber; and

- 6.2.1 seconded by another Councillor.

6.3 Once nominations for the office of *Mayor* have been received, no further nominations may be accepted unless it is resolved to conduct a new election at a later date and time; and the following provisions will govern the election of the *Mayor*;

#### Single Nomination

~~6-36.4~~ if there is only one nomination, the candidate nominated must be declared to be duly elected;

#### Multiple Nominations and Candidate Elected On First Vote

~~6-46.5~~ if there is more than one nomination, the Councillors in attendance present at the meeting must vote for one of the candidates;

~~6-56.6~~ if in the event of a candidate receiving the votes of an absolute majority of Councillors, an absolute majority of the votes, that candidate must then be is declared to have been elected;



Three or More Nominations and No Candidate Obtaining Absolute Majority On First Vote

~~6.5.1 in the event that no candidate receives an absolute majority of the votes, and it is not resolved to conduct a new election at a later date and time:~~

~~a second vote will be taken and in the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected;~~

~~6.6 if after the second vote, no candidate receives an absolute majority, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors present at the meeting will must then vote for one of the remaining candidates;~~

~~(i) if one of the remaining candidates receives an absolute majority of the votes, that candidate is duly elected.~~

~~(ii) if none of the remaining candidates receives an absolute majority of the votes, the process commencing at sub-Rule 6.3.4(b) is repeated until one of the candidates receives an absolute majority of the votes or it is resolved to conduct a new election at a later date and time;~~

~~6.6.2 For the purposes of sub-Rule 6.3.4, where there are more than two candidates and because of an equality of votes no candidate can be declared to be a defeated candidate, a second vote may be taken. If after the second vote there is still an equality of votes and no candidate can be declared to be a defeated candidate, the defeated candidate will be determined by lot. In conducting the lot the process detailed in sub-Rule 6.3.6 will be followed.~~

6.7 In the event that:

6.7.1 there are three or more candidates;

6.7.2 no candidate receives the votes of an absolute majority of Councillors; and

6.7.3 it is not resolved to conduct a new election at a later date and time:

a second vote will be taken. In the event of a candidate receiving the votes of an absolute majority of Councillors that candidate must then be declared to have been duly elected.

6.8 If, after the second vote pursuant to sub-Rule 6.7:

6.8.1 no candidate receives the votes of an absolute majority of Councillors; and

6.8.2 it is not resolved to conduct a new election at a later day and time:

the candidate with the fewest number of votes must be declared to be a defeated candidate and the Councillors in attendance at the meeting will then vote for one of the remaining candidates.

If one of the remaining candidates receives the votes of an absolute majority of Councillors, that candidate must then be declared to have been duly elected.





If none of the remaining candidates receives the votes of an absolute majority of Councillors and it is not resolved to conduct a new election at a later day and time, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives the votes of an absolute majority of Councillors. That candidate must then be declared to have been duly elected.

6.9 For the purposes of ~~sub-Rules **Error! Reference source not found.** and 0~~ if no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes then the candidate who is to be declared a defeated candidate will be determined by lot.

6.10 For the purposes of sub-Rules ~~**Error! Reference source not found.**~~ and 0 if no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes then the candidate who is to be declared a defeated candidate will be determined by lot.

~~6.6.36.10.1~~ if a lot is conducted, the *Chief Executive Officer* will have the conduct of the lot and the following provisions will apply:

- (a) each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
- (b) the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
- (c) as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. The word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).

Two Nominations or Two Remaining Candidates and No Candidate Obtaining an Absolute Majority on First Vote

6.11 In the event of two candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors in attendance at the meeting will consider whether to resolve to conduct a new election at a later date and time.

Note: This error was identified following preparation of the Agenda. Rules 6.9 and 6.10 should read:

For the purposes of sub-Rules 6.7 and 6.8...."



6.12 If:

6.12.1 it is resolved to conduct a new election at a later date and time a new election will take place at on the date and at the time resolved upon. In that event the provisions of this Rule 6 will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination or any candidate who receives the votes of an absolute majority of Councillors will be declared duly elected; and

6.12.2 it is not resolved to conduct a new election at a later date and time Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more further votes are taken neither candidate receives the votes of an absolute majority of Councillors, the provisions of sub-Rule 6.11 and this sub-Rule 0 must again be followed.

**7. Election of Deputy Mayor and Chairs of Delegated Committees**

Any election for:

- 7.1 any office of Deputy Mayor;
- 7.2 Chair of a *Delegated Committee*; or
- 7.3 *the appointment of Councillors to positions on Council Committees and external committees where the number of candidates exceeds the number of vacant positions*

will be regulated by Rules 4-6 (inclusive) of this Chapter, as if the reference to the:

- 7.4 *Chief Executive Officer* is a reference to the *Mayor*; and
- 7.5 *Mayor* is a reference to the Deputy Mayor or the Chair of the *Delegated Committee* (as the case may be).

**8. Appointment of Acting Mayor**

If *Council* has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 8.1 resolving that a specified Councillor be so appointed; or
- 8.2 following the procedure set out in Rules 4, 5 and 6 (inclusive) of this Chapter, at its discretion.



## Part C – Meetings Procedure

**Introduction:** This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened, when and how business may be transacted at a meeting.

Council is committed to transparency in decision making and, in accordance with the Act, Council and Delegated Committee Meetings:

- are open to the public and live streamed in accordance with Council policy; and will only be closed to members of the public if the requirements of the Act are met.

If a meeting is closed to the public to consider confidential matters, live streaming will be terminated.

If a meeting is closed to maintain security or order, the meeting will continue to be livestreamed.

### Division 1 – Notices of Meetings and Delivery of Agendas

#### 9. Dates and Times of Meetings Fixed by Council

Subject to Rule 11, *Council* must, by resolution from time to time, fix the date, time and place of all *Council meetings*.

#### 10. Changing Meeting Dates

- 10.1 Council by resolution, may change the date, time and place of, or cancel, any Meeting which has been fixed.
- 10.2 The Chief Executive Officer, may change the date, time and place of, or cancel, any Meeting which has been fixed, provided reasonable attempts are made to consult with the Mayor and Councillors, before such decision is taken.
- 10.3 The Chief Executive Officer, shall, following the exercise of:
- 10.3.1 the power in sub-rules 10.1 or 10.2, cause notice of any cancellation or change to date, time and place of, of any Meeting to be given on Council's website.
- 10.3.2 the power in sub-rule 10.2, cause notice of any cancellation or change to date, time and place of, of any Meeting to be given to Councillors in writing.

#### 11. Meetings Not Fixed by Council

- 11.1 The Chief Executive Officer may by a *written* notice call a *Council Meeting* following a general election for the purposes of electing the mayor, and or such other business as considered necessary or appropriate by the Chief Executive Officer.
- 11.2 The *Mayor* or at least 3 Councillors may by a *written* notice call a *Council meeting*.
- 11.2.1 The notice must specify the date and time of the *Council meeting* and the business to be transacted.



11.2.2 When specifying the date and time of the *Council meeting*, regard shall be had to:

- a) The availability of an absolute majority of Councillors to attend the meeting;
- b) The availability of relevant officers to prepare any necessary reports and advice and to attend the meeting;
- c) The availability of the meeting room and associated technology to facilitate the meeting, including live streaming equipment;
- d) The amount of notice that is reasonable to give the community; and
- e) The requirements of the Governance Framework set out in Chapter 1.

11.2.3 The Chief Executive Officer must convene the Council meeting as specified in the notice.

11.3 Unless all Councillors are present-in attendance and unanimously agree to deal with any other matter, only the business specified in the *written* notice can be transacted at the *Council meeting*.

## 12. Notice Of Meeting

12.1 Reasonable notice of each *Council meeting* must be provided to the public by:

- 12.1.1 maintaining a schedule of meetings on Council's website; and
- 12.1.2 Publishing agendas on Council's website in accordance with Rule 17.

## Division 2 – Quorum

### 13. Inability To Obtain A Quorum

If after 30 minutes from the scheduled starting time of any *Council meeting*, a quorum cannot be obtained:

- 13.1 the meeting will be deemed to have lapsed;
- 13.2 the *Mayor* must convene another *Council meeting*, the *agenda* for which will be identical to the *agenda* for the lapsed meeting; and
- 13.3 the *Chief Executive Officer* must give all Councillors *written* notice of the meeting convened by the *Mayor*. Notice is not required in respect of any Councillor who has been granted leave of absence pursuant to the Act and who has not requested the Chief Executive Officer, in writing, to continue to give notice of Meetings to be held during the period of leave of absence.

### 14. Inability To Maintain A Quorum

14.1 If during any *council meeting* a quorum is lost:

- 14.1.1 The meeting shall be deemed to have been adjourned for a period of up to 15 minutes.



- 14.1.2 If, within a period of 15 minutes a quorum is obtained, the meeting may proceed.
- 14.1.3 If after a period of 15 minutes a quorum cannot be obtained, Rule 13 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.
- 14.2 Despite the loss of a quorum in the circumstances set in this clause, the business transacted at the Meeting to that point that a quorum was lost will remain valid and be capable of being acted upon.
- 14.3 Sub-Rule 14.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

Explanatory Note:

A quorum at a Council meeting is an absolute majority.

Section 67 of the Act provides for alternate decision-making manners where a quorum cannot be maintained due to the number of Councillors who have a conflict of interest,

## 15. Adjourned Meetings

- 15.1 *Council* may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- 15.2 With the exception of the duration of the adjournment, no discussion is allowed on any motion for adjournment of the Meeting, but if on being put the motion is defeated, the subject then under consideration or the next on the Agenda must be discussed before any subsequent motion for adjournment is moved.
- 15.3 Where a meeting is adjourned to another date, or for more than 1 hour:
  - 15.3.1 The *Chief Executive Officer* must give *written* notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.
  - 15.3.2 If it is impracticable for the notice given under sub-Rule 15.3 to be in *writing*, the *Chief Executive Officer* must give notice to each Councillor by telephone or in person.

## 16. Time limits for Meetings

- 16.1 A *Council meeting* must not continue after 10.30pm unless a majority of Councillors present vote in favour of it continuing.
- 16.2 In the absence of such continuance, the meeting must stand adjourned to a time, date and place announced by the *Chair* immediately prior to the meeting standing adjourned. In that event, sub-Rule 15.3 applies.



### Division 3 – Business of Meetings

#### 17. Agenda and the Order ~~Of~~ Business

- 17.1 The agenda, and the order of business, for a Council meeting is to be determined by the Chief Executive Officer, having regard to advice provided by the Mayor, so as to facilitate and maintain open, efficient and effective processes of government.
- 17.2 Where practicable, the Chief Executive Officer will send or communicate electronically to every Councillor the Agenda for the Meeting not later than close of business seven (7) days prior to the day fixed for the holding of the meeting. If a public holiday falls on the day agendas are due to be sent, they will be provided to all Councillors not later than close of business six (6) days in advance.
- 17.3 An Agenda need not be delivered to a Councillor who has been granted leave of absence unless the Councillor has, in writing, requested the Chief Executive Officer to continue to provide Agendas for Meetings held during the period of leave.
- 17.4 The Chief Executive Officer with the approval of the Mayor (or Chair of Delegated Committee) may, after distribution of the Agenda prepare a supplementary report for inclusion in a Revised Agenda. A supplementary report sent to Councillors less than 1 working day before the time fixed for holding the Meeting shall be considered under Urgent Business pursuant to Rule 20.
- 17.5 Unless otherwise provided in these Rules, no business may be conducted at a Meeting unless it is business notice of which has been given either by inclusion in the Agenda or any report accompanying the Agenda or in a Notice of Motion or Notice of Rescission.

~~17.6~~ The Chief Executive Officer shall cause an Agenda, Revised Agenda and/or Supplementary Report to be published on Council's website as soon as practicable, with the exception of any material, containing information that is designated confidential pursuant to the Chapter 6 of these Rules.

#### 18. Change To Order Of Business

- 18.1 Once an agenda has been sent to Councillors, the order of business for that Council meeting may be altered:
- 18.1.1 Pursuant to sub-Rule 17.4;
- ~~18.1.2~~ 18.1.2 By the Chief Executive Officer to withdraw an Officer's report;
- ~~18.1.3~~ 18.1.3 By resolution of Council; or
- ~~18.1.4~~ 18.1.4 Wwith the ~~consent~~ leave of Council.



## 19. Reports by Councillors

- 19.1 Where the order of business for a *Council Meeting* makes provision for reports by Councillors, such reports may include advice regarding:
- a) meetings of any committees on which a Councillor represents Council that have been held since the last Council Meeting;
  - b) other meetings the Councillor has attended, or actions undertaken since the last Council Meeting;
  - c) any professional development activity undertaken or conference attended in association with his or her role as a Councillor; and
  - d) particulars of -Ward issues or Council wide issues of note.
- 19.2 Reports by Councillors shall be made verbally, with the exception of the particulars (i.e. dates, times and titles) of meetings attended under sub-Rule 19.1 a), b) and c) which may be submitted as a report to the Chief Executive Officer (or their delegate) within 48 hours of the meeting for inclusion in the minutes.

## 20. Urgent Business

- 20.1 If the agenda for a *Council meeting* makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:
- 20.1.1 relates to or arises out of a matter which has arisen since distribution of the *agenda*; and
  - 20.1.2 cannot safely or conveniently be deferred until the next *Council meeting*.
- 20.2 The process for raising urgent business will be as follows:
- 20.2.1 If a Councillor or the Chair indicates an intention to raise an item of urgent business the Chair shall state, or call upon the Councillor to state, the nature of the business and why it satisfies the requirements of sub-Rules 20.1.1 and 20.1.2.
  - 20.2.2 The Chair will call for a motion that the item be admitted as an item of urgent business pursuant to Rule 20.
  - 20.2.3 If the motion under sub-Rule 20.2.2 is carried, the business shall be considered in accordance with Division 4 of this Chapter.
  - 20.2.4 If the motion under sub-Rule 20.2.2 is not carried, no further discussion may occur in relation to the item.



#### Division 4 – Motions and Debate

##### 21. Councillors May Propose *Notices Of Motion*

Councillors may ensure that an issue is listed on an *agenda* by lodging a *Notice of Motion*.

##### 22. Notice Of Motion

22.1 A *Notice of Motion* must be in writing and be lodged with or sent to the Chief Executive Officer, no later than close of business ~~two~~four working days prior to the meeting.

22.2 A *Notice of Motion* must call for a Council report if the *Notice of Motion* proposes any action that:

22.2.1 impacts the levels of Council service;

22.2.2 commits Council to expenditure greater than \$5,000 that is not included in the adopted Council Budget;

22.2.3 proposes to establish, amend or extend Council policy which will impact the rights of any person who has not had the opportunity to contribute their views;

22.2.4 proposes to impact the rights of any person who has not had the opportunity to contribute their views;

22.2.5 commits Council to any contractual arrangement; or

22.2.6 concerns any litigation in respect of which Council is a party.

22.3 Where a *Notice of Motion* calls for a Council report :

22.3.1 The Councillor should discuss the *Notice of Motion* with the Chief Executive Officer or the relevant Director in advance, to determine the resource requirements; and

22.3.2 If the resource requirements exceed 3 person days or \$5,000 in costs, the notice should refer the matter to the next budget deliberations for funding.

22.4 If a notice of motion is received in accordance with sub-rules 22.1, 22.2 and 22.3;

22.4.1 The *Chief Executive Officer* or their delegate may provide advice to the Councillor consistent with Rule 71 and provide the Councillor with an opportunity to amend their *Notice of Motion*.

22.4.2 If practicable, the Chief Executive Officer shall include the *Notice of Motion* in the agenda for the Council meeting, otherwise, the Chief Executive Officer must distribute a copy of the *Notice of Motion* to all Councillors and publish the *Notice of Motion* on the Council website as soon as practicable.

22.4.3 The Chief Executive Officer may, at their discretion, include with a *Notice of Motion* distributed pursuant to sub-Rule 22.4.2 such additional information as they consider appropriate to Council's deliberations.





having regard, but not limited to, the provisions of sub-Rule 71.2 and the Governance Framework in Chapter 1 of these Rules.

22.4.3~~22.4.4~~ If a *Notice of Motion* is lodged other than in accordance with sub- Rule 22.1 the *Notice of Motion*, unless withdrawn, must be included in the agenda for the following Council Meeting.

22.4.4~~22.4.5~~ At the meeting, except with the leave of Council, the *Notice of Motion* must be moved in the form of words circulated pursuant to sub-Rule 22.4.2 and may be amended in accordance with sub-Rule 22.7.

- 22.5 If a Councillor who has lodged a *Notice of Motion* is absent from the Meeting or fails to move the motion when called upon by the Chairperson, any other Councillor may move the motion.
- 22.6 If a *Notice of Motion* is not moved in at the Council meeting at which it is listed.~~accordance with sub-Rule 22.6~~ the *Notice of Motion* shall be deemed to have lapsed for want of a mover.
- 22.7 A *Notice of Motion* may be withdrawn by a request in writing lodged with the Chief Executive Officer at any time prior to the publication of the notice in an agenda or on Council's website. Otherwise, the item must be dealt with at a Meeting.
- 22.8 The *Chief Executive Officer* may reject any *Notice of Motion* which:
- 22.8.1 is vague or unclear in intention
  - 22.8.2 it is beyond *Council's* power to pass;
  - 22.8.1 is contrary to the requirements of the Governance Framework set out in Chapter 1 of these *Rules*, or
  - 22.8.2 if passed would result in *Council* otherwise acting invalidly
- but must:
- 22.8.3 give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and
  - 22.8.4 notify in *writing* the Councillor who lodged it of the rejection and reasons for the rejection.
- 22.9 The *Chief Executive Officer* must cause all *Notices of Motion* to be numbered, dated and entered in the Notice of Motion register in the order in which they were received.
- 22.10 Except by leave of *Council*, each *Notice of Motion* before any meeting must be considered in the order in which they were entered in the Notice of Motion register.
- 22.11 A *Notice of Motion* is not required to request the *Chief Executive Officer* to cause a matter under the Planning and Environment Act 1987 to be reported to a *Council Meeting* rather than be determined under delegation.



### 23. Validity of motions

Any motion which is determined by the *Chairperson* to be:

- 23.1 defamatory;
- 23.2 objectionable in language or nature;
- 23.3 vague or unclear in intention;
- 23.4 outside the powers of *Council*;
- 23.5 contrary to the Governance Rules; or
- 23.6 irrelevant to the item of business on the *agenda* and has not been admitted as urgent, or purports to be an amendment but is not,

must not be accepted by the *Chairperson*.

### 24. Introducing A Motion

The procedure for moving any motion is:

- 24.1 the mover must state the motion without speaking to it;
- 24.2 the motion must be seconded and the seconder must be a Councillor other than the mover. If a motion is not seconded, the motion lapses for want of a seconder;
- 24.3 if a motion is moved and seconded the *Chairperson* may ask:  
"Is the motion opposed?"
- 24.4 the *Chairperson* must call on the mover to address the meeting;
- 24.5 after the mover has addressed the meeting or reserved their address until later in the debate, the *Chairperson* must call on the seconder to address the meeting;

### 25. Debating A Motion

Once a motion has been introduced, the procedure for debate is:

- 25.1 after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting,) the *Chairperson* must invite debate by calling on any *Councillor* who wishes to speak to the motion, ~~and may provide an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion; and~~
- 25.2 if, after the mover has addressed the meeting, the *Chairperson* invites debate and no Councillor speaks to the motion, then the *Chairperson* must put the motion to the vote.
- 25.3 subject to sub-Rule 25.5 and Rule 26, a *Councillor* may only speak once on the motion..
- 25.4 a *Councillor* calling the attention of the *Chairperson* to a point of order is not regarded as speaking to the motion.



- 25.5 if a motion is amended in accordance with Rule 27, a *Councillor* who spoke to the motion prior to the *amendment* being carried may be permitted by the *Chairperson* to speak to the motion a second time.

## 26. Right Of Reply

- 26.1 The mover of a motion, including an *amendment*, has a right of reply to matters raised during debate.
- 26.2 The mover of a motion must not introduce new material when exercising any right of reply.
- 26.3 After the right of reply has been taken but subject to any *Councillor* exercising [their his or her](#) right to ask any question concerning or arising out of the motion, the motion must immediately be put to the vote without any further discussion or debate.

## 27. Moving An Amendment

- 27.1 Subject to sub-Rule 27.2 a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.
- 27.2 A motion to confirm a previous resolution of *Council* cannot be amended.
- 27.3 An *amendment* must not be directly opposite to the motion, or be substantially contrary to the motion.
- 27.4 If a *Councillor* proposes an *amendment* and the mover and seconder of the motion both indicate their agreement with the *amendment*, the Chairperson may accept the *amendment* without debate or vote.
- 27.5 If a *Councillor* proposes an *amendment* and either the mover or seconder of the motion indicate their opposition to the *amendment*, the procedure for moving the *amendment* must be as detailed in sub- Rules 24 to 26 of this Chapter as if the reference to the motion is a reference to the *amendment*.

## 28. Who May Propose An Amendment

- 28.1 An *amendment* under sub-Rule 27.4 may be proposed or seconded by any *Councillor*.
- 28.2 An *amendment* under sub-Rule 27.5 may be proposed or seconded by any *Councillor*, except the mover or seconder of the original motion.
- 28.3 Any one *Councillor* cannot move more than two *amendments* in succession.

## 29. How Many Amendments May Be Proposed

- 29.1 Any number of *amendments* may be proposed to a motion but only one *amendment* may be accepted by the *Chairperson* at any one time.
- 29.2 No second or subsequent *amendment*, whether to the motion or an *amendment* of it, may be taken into consideration until the previous *amendment* has been dealt with.



### 30. An Amendment Once Carried

- 30.1 If the *amendment* is carried, the motion as amended then becomes the substantive motion before the meeting.
- 30.2 For the purposes of debate under Rule 25, the mover and seconder of the *amendment* are deemed to be the mover and seconder of the substantive motion and to have addressed the meeting, and debate commences as for a new motion.

### 31. Foreshadowing Motions

- 31.1 At any time during debate a Councillor may foreshadow a motion so as to inform *Council* of ~~their~~ his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.

31.2 A Councillor may foreshadow a motion prior to the meeting to inform Councillors of a motion they are considering moving, but this does not extend any special right to the foreshadowed motion:

31.2.1 When foreshadowed prior to the meeting, the Chairperson, or Chief Executive Officer, may cause a foreshadowed motion to be circulated to all Councillors.

~~31.2.3~~ 31.3 A foreshadowed motion may be prefaced with a statement that in the event of a particular motion before the *Chairperson* being resolved in a certain way, a *Councillor* intends to move an alternative or additional motion.

~~31.3.4~~ 31.4 The *Chief Executive Officer* or person taking the minutes of the meeting is not expected to record foreshadowed motions in the *minutes* until the foreshadowed motion is formally moved.

31.5 A foreshadowed motion has no procedural standing and is merely a means to assist the flow ~~if~~ of the Meeting.

31.5.1 The Chairperson is not obliged to accept foreshadowed motions.

~~31.3.4~~ 31.5.2 The Chairperson may consider foreshadowed motions and the order in which they were received, when determining the priority of address under sub-Rule 35.

### 32. Withdrawal Of Motions

- 32.1 Before any motion is put to the vote, it may be withdrawn by the mover and seconder with the leave of *Council*.

### 33. Separation Of Motions

Where a motion contains more than one part, a *Councillor* may request the *Chairperson* to put the motion to the vote in separate parts.

### 34. Chair May Separate Motions

The *Chairperson* may decide to put any motion to the vote in several parts.



**35. Priority of address**

In the case of competition for the right of speak, the *Chairperson* must decide the order in which the *Councillors* concerned will be heard.

**36. Motions In Writing**

36.1 The *Chairperson* may require that any motion be in writing.

36.2 *Council*, or the *Chairperson with leave of the Council*, may adjourn the meeting while the motion is being *written* or *Council* may defer the matter until the motion has been *written*, allowing the meeting to proceed uninterrupted.

**37. Repeating Motion and/or Amendment**

The *Chairperson* may request the mover of the motion, or the person taking the *minutes* of the *Council meeting* to read the motion or *amendment* to the meeting before the vote is taken.

**38. Debate Must Be Relevant To The Motion**

38.1 Debate must always be relevant to the motion, *amendment* or business under discussion before the *Chairperson*, and, if not, the *Chairperson* must request the speaker to confine debate to the motion, *amendment* or business under discussion.

38.2 If after being requested to confine debate to the motion, *amendment* or business under discussion before the *Chairperson*, the speaker continues to debate irrelevant matters, the *Chairperson* may direct the speaker to be seated and not speak further in respect of the motion, *amendment* or business under discussion then before the *Chairperson*.

38.3 A speaker to whom a direction has been given under sub-Rule 38.2 must comply with that direction.

**39. Speaking Times**

39.1 A *Councillor* must not speak longer than the time set out below, unless granted an extension as a *procedural motion* in accordance with Rule 42:

39.1.1 the mover of a motion or an *amendment* which has been opposed: 5 minutes;

39.1.2 any other *Councillor*: 3 minutes;

39.1.3 the mover of a motion exercising a right of reply: 2 minutes; and

39.1.4 any Reports by *Councillors* under Rule 0: ~~8~~5 minutes.



#### 40. Addressing the Meeting

- 40.1 A *Councillor* may speak only when called by the *Chairperson*:
  - 40.1.1 To speak in debate;
  - 40.1.2 To ask or answer a question;
  - 40.1.3 On a point of order; or
  - 40.1.4 To make a personal explanation.
- 40.2 Once acknowledged by the *Chairperson* as being the next speaker on an item, the *Councillor* has the floor and may stand when addressing the Meeting and must not be interrupted unless called to order or time has expired.
- 40.3 Except for the *Chairperson*, any *Councillor* or person who addresses the Meeting must direct all remarks through the *Chairperson*.

#### 41. Right to Ask Questions

- 41.1 A *Councillor* may, when no other *Councillor* is speaking, ask any question concerning or arising out of the motion or *amendment* before the *Chairperson*.
- 41.2 The *Chairperson* has the right to limit questions and direct that debate be commenced or resumed.

### Division 5 – Procedural Motions

#### 42. Procedural Motions

- 42.1 Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the *Chairperson*.
- 42.2 Procedural motions require a seconder.
- 42.3 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:



**PROCEDURAL MOTIONS TABLE**

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned until ....	Any <i>Councillor</i> who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another <i>Councillor</i> is speaking	Motion and <a href="#">any amendment</a> is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any <i>Councillor</i> who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chairperson</i> ; (b) When another <i>Councillor</i> is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and <i>amendments</i> not further discussed or voted on until: (a) <i>Council</i> resolves to take the question from the table at the same Meeting (b) Matter is placed on an Agenda and the <i>Council</i> resolves to take the question from the table	Debate continues unaffected	Yes
3. The closure	That the motion be now put	Any <i>Councillor</i> who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for <i>Chairperson</i>	Motion or <i>amendment</i> in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any <i>Councillor</i> exercising <a href="#">their/this or her</a> right to ask any question concerning or arising out of the motion	Debate continues unaffected	No



Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
45. Proceeding to the next business	That the Meeting proceed to the next business	A <i>Councillor</i> who has not moved, seconded or spoken to the motion or an amendment of it	(a) During the election of a <i>Chairperson</i> ; (b) When another <i>Councillor</i> is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	If carried in respect to a procedural motion, its effect is to remove that motion from consideration  If carried in respect to an <i>amendment</i> , its effect is to dispose of the <i>amendment</i> and debate resumes upon the substantive motion  If carried in respect to a substantive item of business on the agenda, the item is not considered unless listed on a future agenda.	Debate continues unaffected	No
5.Extension of Speaking Time	That Cr _____ be granted an extension of time to speak.	Any <i>Councillor</i> other than the speaker requesting the extension		The speaker shall be allowed a further 2 minutes to speak but further extensions must not be permitted	The <i>Chairperson</i> must direct the speaker to be seated and not speak further in respect of the motion	No





Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
6. Suspension of standing orders	That standing orders be suspended	Any Councillor		<p>The formalities of the meeting procedure are temporarily disposed of.</p> <p>No motion can be accepted by the <i>Chairperson</i> or lawfully be dealt with until standing orders are resumed</p>	The formalities of the meeting procedure remain in place	Yes
7. Resumption of standing orders	That standing orders be resumed	Any Councillor	When standing orders have not been previously suspended	The formalities of the meeting procedure are resumed	<p>The formalities of the meeting procedure remain temporarily disposed of.</p> <p>No motion can be accepted by the <i>Chairperson</i> or lawfully be dealt with until standing orders are resumed</p>	Yes



## Division 6 – Rescission Motions

### 43. Notice of Rescission

- 43.1 A Councillor may propose a *Notice of Rescission* provided:
- 43.1.1 it has been signed and dated by at least two *Councillors*;
- 43.1.2 the resolution proposed to be rescinded has not been acted on; and
- 43.1.3 the *Notice of Rescission* is delivered to the *Chief Executive Officer* not later than the close of business on the working day following the meeting at which the decision was made setting out -
- (a) the resolution to be rescinded; and
- (b) the meeting and date when the resolution was carried.

*It should be remembered that a Notice of Rescission is a form of Notice of Motion.*

*Accordingly, all provisions in this Chapter regulating Notices of Motion equally apply to Notices of Rescission.*

- 43.2 Rescission or amendment motions are not permissible in respect of planning permit resolutions, planning scheme amendment resolutions or contract / tender acceptance resolutions.
- 43.3 A resolution will be deemed to have been acted on if:
- 43.3.1 its contents have or substance has been formally communicated to a person whose interests are materially affected by it; or
- 43.3.2 a statutory process has been commenced
- so as to vest enforceable rights in or obligations on *Council* or any other person.
- 43.4 The *Chief Executive Officer* or an appropriate member of Council staff must defer implementing a resolution which:
- 43.4.1 has not been acted on; and
- 43.4.2 is the subject of a *Notice of Rescission* which has been delivered to the *Chief Executive Officer* in accordance with sub-Rule 43.1.3,
- unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

*By way of example, assume that,*

- *on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard at VCAT on the following Monday.*
- *immediately after that resolution is made, a Councillor lodges a Notice of Motion to rescind that resolution.*



- *the Notice of Rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard).*

*In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the Notice of Rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the Notice of Rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.*

*Sub-Rule 43.4 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.*

43.5 The *Chief Executive Officer* must:

- 43.5.1 advise all *Councillors* of any Notice of Rescission delivered under this clause within 24 hours of receiving it.
- 43.5.2 subject to *Sub-Rule 43.4*, list any such Notice of Amendment on the *Agenda* of the next *Council Meeting*.

#### 44. If Lost

- 44.1 If a motion for rescission is lost or lapses, a similar motion may not be put before *Council* for at least three months from the date it was last lost, unless:
  - 44.1.1 *Council* resolves that the *Notice of Motion* be re-listed at a future meeting; or
  - 44.1.2 A *Notice of Rescission* is lodged with the *Chief Executive Officer* signed by an absolute majority of *Councillors*.

#### 45. If Not Moved

If a motion for rescission is not moved at the meeting at which it is listed, it lapses.

#### 46. May Be Moved By Any Councillor

A motion for rescission listed on an *agenda* may be moved by any *Councillor* present but may not be amended.

#### 47. When Not Required

- 47.1 A motion for rescission is not required where *Council* wishes to change policy.

### Division 7 – Points of Order

#### 48. Chairperson To Decide

- 48.1 The *Chairperson* must decide all *points of order* by stating the reasons, provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.



**49. Chairperson May Adjourn To Consider**

- 49.1 The *Chairperson* may adjourn the meeting to consider a *point of order* but otherwise must rule on it as soon as it is raised.
- 49.2 All other questions before the meeting are suspended until the *point of order* is decided.

**50. Dissent From Chairperson's Ruling**

- 50.1 A *Councillor* may move that the meeting disagree with the *Chairperson's* ruling on a *point of order*, by moving:
- "That the *Chairperson's* ruling [setting out that ruling or part of that ruling] be dissented from".
- 50.2 When a motion in accordance with this Rule is moved and seconded, the *Chairperson* must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the *Deputy Mayor* is not present, a temporary *Chairperson* elected by the meeting) must take the Chair.
- 50.3 The *Deputy Mayor* or temporary *Chairperson* must invite the mover to state the reasons for ~~their~~*his or her* dissent and the *Chairperson* may then reply.
- 50.4 The *Deputy Mayor* or temporary *Chairperson* must put the motion in the following form:
- "That the *Chairperson's* ruling be dissented from."
- 50.5 If the vote is in the negative, the *Chairperson* resumes the Chair and the meeting proceeds.
- 50.6 If the vote is in the affirmative, the *Chairperson* must then resume the Chair, reverse or vary (as the case may be) their previous ruling and proceed.
- 50.7 The defeat of the *Chairperson's* ruling is in no way a motion of censure or non-confidence in the *Chairperson*, and should not be so regarded by the meeting.

*A motion in accordance with this rule should be moved discerningly, with caution; and only where the Chairperson's decision has materially affected an important matter, and not in furtherance of debate.*

*A successful motion of dissent does not mean that the Chair's ruling was necessarily incorrect, but reflects that the will of the meeting has overruled the Chairperson's ruling.*

**51. Procedure For Point Of Order**

A *Councillor* raising a *point of order* must:

- 51.1 state the *point of order*; and
- 51.2 state any section, Rule, paragraph or provision relevant to the *point of order*; before resuming their seat.



## 52. Valid Points Of Order

A *point of order* may be raised on the grounds that a matter is in relation to:

52.1 a motion, which, under Rule 0, or a question which, under Rule 53, should not be accepted by the *Chairperson*;

~~52.2 a question of procedure; or~~

~~52.2 any act of disorder.~~

~~52.3 contrary to these rules;~~

~~52.4 defamatory or derogatory of any councillor, officer, or member of the community;~~

~~52.5 offensive;~~

~~52.6 irrelevant under Rule 38;~~

~~52.7 constitutes a tedious repetition of something already said;~~

~~52.8 prejudicial to any other person or the council;~~

~~52.9 a matter that should be considered in a session of a meeting closed to the public, in accordance with the Act;~~

~~52.10 outside the council's functions or power;~~

~~52.11 improper; or~~

~~52.12 or on the grounds that a person in the chamber is being disruptive or unruly during any meeting.~~

*Rising to express a difference of opinion or to contradict a speaker is not a point of order.*

## Division 8 – Public Question Time

### 53. Question Time

53.1 Unless *Council* resolves to the contrary, there shall be a public question time at every *Council meeting* fixed under Rule 9 to enable members of the public to submit questions to *Council*.

53.2 Sub-Rule 53.1 does not apply during any period when a *meeting* is closed to members of the public in accordance with section 66(2) of the *Act*.

53.3 Public question time will not exceed 30 minutes in duration unless extended by a resolution of *Council*.

53.4 Questions submitted to *Council* must;

53.4.1 Be lodged in writing, in English and:



- a) electronically on the prescribed form available on Council's website prior to 12:00pm on the day of the Council meeting; or
- b) in hardcopy on the form prescribed by the *Chief Executive Officer* and available at Council's Offices prior to 7:15pm on the day of that *Meeting*; and

53.4.2 include the name and address of the person submitting the question, and an email address and phone number if available.

*If the requirement to provide a question in writing and or in English prevents or hinders participation in public question time, assistance with submitting questions can be arranged through the Governance Department, via interpreter service if required. It is recommended assistance is sought well ahead of the Council meeting.*

53.5 No person may submit more than two questions at any one meeting.



- 53.6 If a person has submitted two questions to a meeting, the second question:
- 53.6.1 may, at the discretion of the *Chairperson*, be deferred until all other persons who have asked a question have had their questions asked and answered; or
  - 53.6.2 may not be asked if the time allotted for public question time has expired.
- 53.7 The *Chairperson* or a member of Council staff nominated by the *Chairperson* may read to those present at the meeting a question which has been submitted in accordance with this Rule.
- 53.8 If present in the Public Gallery, the *Chairperson* may offer the questioner the opportunity to make a brief introductory statement. The time allowed for such statement and question will be up to two (2) minutes.
- 53.9 A question may be disallowed by the *Chairperson* if the *Chairperson* determines that the question:
- 53.9.1 relates to a matter outside the duties, functions and powers of *Council*;
  - 53.9.2 is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
  - 53.9.3 deals with a subject matter already answered;
  - 53.9.4 is aimed at embarrassing a *Councillor* or a member of Council staff;
  - 53.9.5 subject to sub-Rule 53.15, cannot be asked, or cannot be answered without disclosing confidential information as defined by Section 3 of the Act.
  - 53.9.6 relates to any other matter which the *Chairperson* considers would prejudice *Council* or any person.
- 53.10 Any question which has been disallowed by the *Chairperson* must be made available to any other *Councillor* upon request.
- 53.11 All questions and answers must be as brief as possible, and no discussion may be allowed other than the introductory statement as provided in sub-Rule 53.8 or by *Councillors* for the purposes of clarification.
- 53.12 Like questions may be grouped together and a single answer provided.
- 53.13 The *Chairperson* may nominate a *Councillor*, or the *Chief Executive Officer* or their delegate to respond to a question.
- 53.14 Questions received and accepted in accordance with this Rule:
- 53.14.1 will receive a verbal response at the meeting where possible; and or
  - 53.14.2 where a detailed or researched response is required, may be taken on notice for a written response to be provided within 10 business days.



- 53.15 *Councillor* or the *Chief Executive Officer* may advise *Council* that it is their opinion that a question, and or the answer to the question, contain confidential information in accordance section 3 of the Act, and if the question is accepted, should be considered in a meeting closed to members of the public. The *Councillor* or *Chief Executive Officer* (as the case may be) must state briefly the reason why the reply should be so given and, if *Council* so resolves, the meeting may be closed to the public to consider the question and the response.

## Division 9 – Petitions and Joint Letters

### 54. Petitions and Joint Letters

- 54.1 Unless *Council* determines to consider it as an item of urgent business, no motion may be made on any petition, joint letter, or other like application until the next [fixed Council meeting](#) after that at which it has been presented, -other than:
- 54.1.1 a motion to receive and note the petition
- 54.1.2 A motion to refer the matter to the *Chief Executive Officer* or a Director for consideration.
- 54.2 It is incumbent on every Councillor presenting a petition or joint letter to acquaint ~~themselves~~[himself or herself](#) with the contents of that petition or joint letter, and to ascertain that:
- 54.2.1 it does not contain language [which is](#) disrespectful [towards](#) *Council*.
- 54.2.2 It is not defamatory, indecent, abusive or objectionable in language or substance; and
- 54.2.3 does not relate to a matter beyond the powers of *Council*.
- 54.3 Every petition or joint letter presented to *Council* must be in *writing* (other than pencil), in English, ~~in typing or printing~~, contain the request of the petitioners or signatories and be signed by at least 2 people.
- 54.4 ~~Subject to sub-rule 54.7, e~~Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else, and the address of every petitioner or signatory must be clearly stated.
- 54.5 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.
- [54.6](#) Every page of a [hard copy](#) petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
- [54.7](#) [Electronic or online petitions and joint letters, must contain the name and email address of each petitioner or signatory, which details will, for the purposes of this Rule Error! Reference source not found., qualify as the signature of such petitioner or signatory.](#)

Note: This error was identified following preparation of the Agenda. The correct reference is to "Rule 54"





## Division 10 – Voting

### 55. How a Motion is Determined

To determine a motion before a *meeting*, the *Chairperson* must first call for those in favour of the motion and then those opposed to the motion, must acknowledge any *Councillor* who has abstained and must then declare the result to the *meeting*.

### 56. Silence

[Subject to Rule 59.](#) Voting must take place in silence.

### 57. Recount

The *Chairperson* may direct that a vote be recounted to satisfy ~~themselves~~ [himself or herself](#) of the result.

### 58. Casting Vote

[58.1](#) If the number of votes in favour of the question is half the number of *Councillors* present at the meeting at the time the vote is taken, the *Chairperson* has a second vote; except as provided for in Section 61 of the Act.

[58.2](#) [The Chair may adjourn a meeting to consider how their casting vote will be cast.](#)

*According to Section 61 of the Act, a Councillor present at the meeting who does not vote is to be taken to have voted against the question.*

### 59. [How Votes Are Cast](#) [By Show Of Hands](#)

Voting on any matter is by show of hands [or such other visible or audible means as the Chair determines.](#)

### 60. Procedure For A Division

60.1 Immediately after any question is put to a meeting and before the next item of business has commenced, a *Councillor* may call for a division.

60.2 When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or *amendment*.

60.2.1 As a division is a separate and distinct vote, no *Councillor* is prevented from changing his or her original vote at the voting on the division.

60.3 When a division is called for, the *Chairperson* must:

60.3.1 first ask each *Councillor* wishing to vote in the affirmative to raise a hand and, upon such request being made, each *Councillor* wishing to vote in the affirmative must raise one of ~~his or her~~ [their](#) hands [or otherwise signify their support in a manner recognised by the chair](#). The *Chairperson* must then state, and the *Chief Executive Officer* or any authorised officer must record, the names of those *Councillors* voting in the affirmative;

60.3.2 then ask each *Councillor* wishing to vote in the negative to raise a hand and, upon such request being made, each *Councillor* wishing to vote in the negative must raise one of ~~their his or her~~ [their](#) hands [or otherwise signify](#)



[their support in a manner recognised by the chair](#). The *Chairperson* must then state, and the *Chief Executive Officer* or any *authorised officer* must record, the names of those *Councillors* voting in the negative;

60.3.3 if required, then ask each *Councillor* who abstained from voting to raise a hand and, upon such request being made, each *Councillor* who abstained must raise one of ~~their his or her~~ hands, [or otherwise signify their support in a manner recognised by the chair](#). The *Chairperson* must then state, and the *Chief Executive Officer* or any *authorised officer* must record, the names of those *Councillors* who abstained from voting; and

60.3.4 then declare the result of the vote.

#### 61. No Discussion Once Declared

Once a vote on a question has been taken, no further discussion relating to the question is allowed unless the discussion involves:

61.1 a *Councillor* requesting, before the next item of business is considered, that [their his or her](#) opposition to a resolution be recorded in the minutes; or

61.2 foreshadowing a *Notice of Rescission* where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

61.3 Consideration of a positive motion, where the vote on a negative motion has just been lost and the *Chief Executive Officer* advises a decision or direction of *Council* is required in order to progress a matter.

~~61.4~~ Consideration of negative motion, or an alternative motion where a vote on a positive motion has just been lost and the *Chief Executive Officer* advises a decision or direction of *Council* is required in order to progress a matter.

~~61.4~~ 61.5 An opportunity to speak to the election of a Mayor or Deputy Mayor, following a declaration that a Mayor or Deputy Mayor has been duly elected.



For example, Rule 61 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a Notice of Rescission to rescind that resolution.

Equally, Rule 61 would permit discussion about a matter which would otherwise be left in limbo because a decision of Council has not been made. For instance,

1. Assume that Council considered a motion to refuse a planning permit application and that motion was defeated.

Without a substitute resolution – eg that a planning permit now be granted – the planning permit application will be left in limbo. Sub-Rule 61.3 indicates in this instance, discussion about a further motion is permissible.

2. Assume that Council considered a motion to adopt a policy and the motion was lost.

The reference in sub-Rule 61.4. would enable the discussion of an alternative motion for example to:

- adopt an amended version of the policy,
- abandon the policy, or
- refer the policy back to officers for additional work and presentation to a future meeting.

Sub-Rule 61.4. would also enable the inverse of scenario 1 above, where a motion to grant a planning permit was lost.

## Division 11 – Minutes

### 62. Confirmation of Minutes

62.1 Subject to sub-Rule 62.2, Aat every Council meeting that considers minutes of a preceding meeting(s), the minutes must be dealt with as follows:

62.1.1 the Chairperson must ask "Is there any opposition to the minutes of the previous meeting(s)?" and if Councillors express no opposition, may declare the minutes to be confirmed.

62.1.2 if a Councillor expresses opposition:

- a) a motion can be proposed for confirmation of the Minutes with amendment(s); or
- b) a motion may be proposed to allow any adjournment to allow time for the Minutes to be read after which a motion can be proposed for confirmation of the Minutes, with or without amendment; or
- c) a motion may be proposed to defer consideration of the minutes until the next meeting.

62.1.3 If a Councillor proposes a motion to confirm the minutes with amendments in accordance with sub-Rule 62.1.2 the Councillor must:



- a) state the item or items with which [they are her or she is](#) dissatisfied/  
[object](#); and
- b) propose a motion clearly outlining the alternative wording to amend the *Minutes*; and
- c) the motion shall be considered according to Division 4 of this Chapter.

62.1.4 Following confirmation of the *minutes*, the *minutes* shall be signed (by hand or secure electronic method) by the *Chairperson* of the *meeting* at which they have been confirmed;

62.2 *The Chairperson with leave of the meeting, may defer the confirmation of the Minutes until the next meeting if considered appropriate.*

### 63. No Debate on Confirmation Of Minutes

No discussion or debate on the confirmation of *minutes* is permitted except where their accuracy as a record of the proceedings of the *meeting* to which they relate is questioned in accordance with sub-Rule 62.1.2.

### 64. Form and Availability of Minutes

64.1 The *Chief Executive Officer* (or other person authorised by the *Chief Executive Officer* to attend the *meeting* and to take the *minutes* of such *meeting*) must keep minutes of each *Council meeting*, and those *minutes* must record:

- 64.1.1 the date, place, time and nature of the meeting;
- 64.1.2 the names of the *Councillors* present and the names of any *Councillors* who apologised in advance for their non-attendance;
- 64.1.3 the names of the members of Directors present and their organisational titles;
- 64.1.4 any disclosure of a conflict of interest made by a *Councillor*, including any explanation given by the *Councillor* under Chapter 5; [and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest](#);
- 64.1.5 arrivals and departures (including temporary departures) of *Councillors* during the course of the *meeting*;
- 64.1.6 each motion and *amendment* moved:
  - (a) including motions and *amendments* that lapse for the want of a seconder, and motions and amendments withdrawn by resolution or by leave of the Meeting; but
  - (b) not including amendments in accordance with sub-Rule 27.4
- 64.1.7 whether motions or *amendments* were carried or lost;
- 64.1.8 in respect of a division:
  - (a) the *Councillor* who called the division;



- (b) the vote cast by each *Councillor* upon a division;
  - (c) whether any *Councillor* abstained from voting; and
  - (d) the result of the division.
- 64.1.9 the vote cast by any *Councillor* who has requested that his or her vote be recorded in the *minutes*;
- 64.1.10 a summary of any questions upon notice;
- 64.1.11 the failure of a quorum;
- 64.1.12 closure of the meeting to members of the public;
- 64.1.13 any adjournment of the meeting; and the reasons for any adjournment of one (1) hour or more;
- 64.1.14 the time at which standing orders were suspended and resumed; and
- 64.1.15 a summary of proceedings during public question time;
- 64.1.16 a summary of Reports by Councillors under Rule 0;
- 64.1.17 a summary of any personal explanation made in accordance with Rule 78
- 64.1.18 Any other matter which the *Chief Executive Officer* thinks should be recorded to clarify the intention of the *Meeting* or the reading of the *minutes*.
- 64.2 The *Chief Executive Officer* must ensure that the minutes of any *Council meeting* are:
- 64.2.1 published on *Council's* website; and
  - 64.2.2 available for inspection at *Council's* office during normal business hours.
- 64.3 Nothing in sub-Rule 64.2 requires *Council* or the *Chief Executive Officer* to make public any *minutes* relating to a *Council meeting* or part of a *Council meeting* closed to members of the public in accordance with section 66 of the *Act*.

## Division 12 – Behaviour

### 65. Addressing The Meeting

- 65.1 Members of the public:
  - 65.1.1 do not have a right to address *Council* and may only do so with the consent of the *Chairperson* or by prior arrangement.
  - 65.1.2 must, if addressing *Council*, -extend due courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chairperson* whenever called on to do so.
  - 65.1.3 Must not, if present-in attendance at a *Council meeting*, disrupt the meeting.



65.2 Councillors shall:

65.2.1 extend due courtesy and respect to each-other, the community and to Council and the processes under which it operates, and must take direction from the Chairperson whenever called on to do so.

**66. Chairperson May Remove**

The *Chairperson* may order and cause the removal of any person, other than a *Councillor*, who disrupts any meeting or fails to comply with a direction given under sub-Rule 65.1.2.

*It is intended that this power be exercisable by the Chairperson, without the need for any Council resolution. The Chairperson may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens the Chair's~~his or her~~ authority in chairing the meeting.*

**67. Chairperson may adjourn disorderly meeting**

If the *Chairperson* is of the opinion that disorder at the *Council* table or in the gallery makes it desirable to adjourn the *Council meeting*, ~~the Chair~~the Chair may adjourn the meeting to a later time on the same day or to some later day as ~~they~~they thinks proper. In that event, the provisions of sub-Rules 15.3 and 15.3.2 apply.

**68. Removal from Chamber**

The *Chairperson*, or *Council* in the case of a suspension, may ask the *Chief Executive Officer* or any Authorised Officer or member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chairperson* has ordered to be removed from the gallery under Rule 66.

**69. Suspensions**

*Council* by resolution may suspend from a *Meeting*, and for the balance of the *Meeting*, any *Councillor* whose actions have disrupted the business of *Council*, and have impeded its orderly conduct.



### Division 13 – Meeting Roles and Duties of Chairperson

#### 70. Role of Mayor

- 70.1 Subject to Rule 72, the *Mayor* shall chair all *Council Meetings* at which they are present.
- 70.2 Subject to Rule 72, the *Mayor* shall chair all *Delegated Committee Meetings* at which they are present, unless:
  - a) *Council* resolves otherwise; or
  - b) The *Mayor* has appointed a *Councillor* to be the *Chairperson*.

#### 71. Role of the Chief Executive Officer

- 71.1 The *Chief Executive Officer*, or their delegate, may participate in the meeting to provide support to the *Chairperson*.
- 71.2 The *Chief Executive Officer* or their delegate, should:
  - 71.2.1 immediately advise, to the best of their knowledge, if a proposed resolution or action is contrary to the law;
  - 71.2.2 advise if there are operational, financial or risk implications arising from a proposed resolution;
  - 71.2.3 help clarify the intent of any unclear resolution to facilitate implementation; and
  - 71.2.4 on request, assist with procedural issues that may arise.

#### 72. Chairperson

- 72.1 If the *Mayor* is unable to attend or remain at a *Council Meeting* for any reason; is not present within 15 minutes of the scheduled commencement time of a *Council meeting*, or is required to declare a conflict of interest:
  - 72.1.1 the *Deputy Mayor* will act as *Chairperson*; or if not present
  - 72.1.2 a *Councillor* who was the immediate past *Mayor* will act as *Chairperson*; or if not present or not willing
  - 72.1.3 a temporary *Chairperson* is to be elected.
- 72.2 Council may elect a temporary *Chairperson* by:
  - 72.2.1 resolving that a specified *Councillor* be so appointed; or
  - 72.2.2 following the procedure set out in Rules 5 and 6 (inclusive) of this Chapter.



### 73. The *Chairperson's* Duties And Discretions

In addition to the duties and discretions provided in this Chapter, the *Chairperson*:

- 73.1 must ensure business is not conducted at a *Meeting* unless a quorum is present.
- 73.2 must ensure decision making is transparent to members and observes and that that all meeting members with the right to vote have sufficient information to make good decisions;
- 73.3 must not accept any, question or statement which is:
  - 73.3.1 derogatory, or defamatory of any *Councillor*, member of Council staff, or member of the community; or
  - 73.3.2 objectionable in language or nature; and
- 73.4 must call to order any person who is disruptive or unruly during any meeting.
- 73.5 may, where an action or decision under these *Rules* is dependent upon obtaining leave of the meeting or leave of Council, take leave to have been granted if:
  - a) before taking the action or making the decision, the *Chairperson* indicates the action or decision that is proposed to be taken; and
  - b) no *Councillor* present indicates opposition to the proposed action or decision.
- 73.6 may address a *Meeting* upon any matter under discussion, and is not deemed to have left the Chair on such occasions. However, such address should only take place after all other *Councillors* have had the opportunity to address the *Meeting*.

*The roles and duties above should be read in conjunction with the provisions of the Act, including :*

*Section 18 - Role of the Mayor  
Section 28 Role of a Councillor  
Section 46 Functions of the Chief Executive Officer*

### Division 14 – Suspension of Standing Orders

#### 74. Suspension of Standing Orders

- 74.1 To expedite the business of a meeting, *Council* may by procedural motion, suspend standing orders.
- 74.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of *Council*.
- 74.3 No motion can be accepted by the *Chairperson* or lawfully be dealt with during any suspension of standing orders.

*The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.*

*Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.*





## Division 15 – ~~Miscellaneous~~ Physical and Remote Attendance

### 75. Mode of Attendance

75.1 Each notice of meeting must indicate whether the relevant *Council meeting* is to be conducted:

75.1.1 wholly in person (also known as an "in person" meeting);

75.1.2 wholly by electronic means (also known as an "online only" meeting); or

75.1.3 partially in person and partially by electronic means (also known as a 'hybrid' meeting).

75.2 The indication in the notice of meeting must be consistent with any Resolution of *Council* that has expressed a preference for, or otherwise specified, when *Council meetings* are to be conducted:

75.2.1 wholly in person;

75.2.2 wholly by electronic means; or

75.2.3 partially in person and partially by electronic means.

75.3 If a *Council meeting* is to be conducted:

75.3.1 Wholly in person, a Councillor may nonetheless request to attend by electronic means.

75.3.2 Wholly by electronic means, a Councillor may nonetheless request the meeting be conducted partially in person and partially by electronic means.

75.4 Any request made under sub-Rule 75.3 must:

75.4.1 be in writing;

75.4.2 be given to the *Chief Executive Officer* no later than 24 hours prior to the commencement of the relevant *Council meeting*; and

75.4.3 specify the reasons why the Councillor is unable or does not wish to attend the *Council meeting* in the manner specified in the notice given under sub-Rule 75.1.

75.5 The *Chief Executive Officer* must:

75.5.1 Ensure that any request received in accordance with sub-Rule 75.4 and any other request received from a Councillor to attend other than in the manner specified in sub-Rule 75.1 is made known at the commencement of the relevant Council meeting.

75.5.2 In consultation with the Mayor, take reasonable steps to facilitate a request received in accordance with sub-Rule 75.4 where practicable.

75.6 *Council* may approve and must not unreasonably refuse any request made in accordance with sub-Rule 75.4.



75.7 A Councillor who is attending a Council meeting by electronic means is responsible for ensuring that they are able to access such equipment and are present in such an environment that facilitates participation in the Council meeting.

75.8 Without detracting from anything said in sub-Rule 75.7, a Councillor who is attending a meeting by electronic means must be able to:

75.8.1 hear the proceedings;

75.8.2 be heard when they speak.

and should be able to:

75.8.3 see all Councillors and members of Council staff who are also attending the Council meeting, at least while a Councillor or member of Council staff is speaking;

75.8.4 be seen by all Councillors, members of Council staff and members of the public who are physically present at the Council meeting; and

75.9 If the conditions of sub-Rule 75.8.1 and 75.8.2 cannot be met by one or more Councillors attending a Council meeting, whether because of technical difficulties or otherwise:

75.9.1 the Council meeting will nonetheless proceed as long as a quorum is present; and

75.9.2 the relevant Councillor (or Councillors) will be treated as being absent from the Council meeting or that part of the Council meeting

unless the Council meeting has been adjourned in accordance with these Rules.

75.10 Nothing in this Rule 75 prevents a Councillor from joining (or re-joining) a Council meeting at the time that they achieve compliance with sub-Rule 75.8 even if the Council meeting has already commenced or has continued in their absence.

#### **75.76. Meetings Conducted Remotely**

If:

by law a meeting may be conducted electronically; and

75.1 Council decides that a meeting is to be conducted electronically,

A Council meeting is conducted wholly or partially by electronic means, the Chairperson may, with the leave of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

#### **Division 16 – Miscellaneous**

#### **76.77. Procedure not provided in this Chapter**

In all cases not specifically provided for by this Chapter, resort ~~must~~ may be had to the Standing Orders and Rules of Practice of the Upper House of the Victorian Parliament (so far as the same are capable of being applied to Council proceedings).



### **77.78. Personal Explanation**

- 77.478.1 A *Councillor* may, at any *Council meeting* and at a time decided by the *Chairperson*, make a personal explanation for a period not exceeding 2 minutes on any statement made affecting that *Councillor*.
- 77.278.2 The *Chief Executive Officer*, or a *Director*, may make a personal explanation at a *Council meeting* in respect of any statement by a *Councillor* made at the *Council meeting* criticising them or any member of Council staff.
- 77.378.3 A statement under sub-Rule 78.2 must be made by the *Chief Executive Officer* or a *Director*, through the *Chairperson*, as soon as it practicable after the *Councillor* who made the statement has resumed his or her seat.
- 77.478.4 A personal explanation must not be debated or made for the purpose of furthering debate.
- 77.578.5 Sub-Rule 78.4 shall not prevent a *Councillor*, the *Chief Executive Officer*, or a *Director*, making a personal explanation in respect of a statement made in accordance with sub-Rules 78.1 or 78.2.

### **78.79. Recording and Broadcasting Proceedings**

- 78.179.1 A person must not operate any recording or broadcasting device at any *Council Meeting* or *Special Committee Meeting* without first obtaining:
- 78.1.179.1.1 the consent of the *Mayor* or *Chairperson* (as the case may be);  
or
- 78.1.279.1.2 consent of *Council* by resolution of the meeting.
- 78.279.2 Consent granted under sub-Rule 79.1.1 or 79.1.2 may be revoked at any time during the course of a *Council Meeting* or *Delegated Committee Meeting* by the *Chairperson* or by resolution of *Council* or the *Delegated Committee*.
- 78.379.3 Nothing in sub-Rule 79.1 applies to any member of Council staff operating any device for the purpose of production of the minutes of the meeting or keeping a record of the *Council Meeting* or *Delegated Committee Meeting*.
- 78.479.4 Where a *Council Meeting* or *Delegated Committee Meeting* is to be recorded pursuant to this clause the *Chairperson* must as soon as practicable after the opening of the *meeting* advise those who are in attendance that their images and/or voices are likely to be recorded during the course of the meeting.



### Chapter 3 – Meeting Procedure for Delegated Committees

#### 1. Meeting Procedure Generally

If *Council* establishes a *Delegated Committee*:

- 1.1 all of the provisions of Chapter 2 apply to meetings of the *Delegated Committee*; and
- 1.2 any reference in Chapter 2 to:
  - 1.2.1 a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;
  - 1.2.2 a *Councillor* is to be read as a reference to a member of the *Delegated Committee*; and
  - 1.2.3 the *Mayor* is to be read as a reference to the *Chairperson* of the *Delegated Committee*.

#### 2. Meeting Procedure Can Be Varied

Notwithstanding Rule 1, if *Council* establishes a *Delegated Committee*, whether comprised solely of *Councillors* or not:

- 2.1 *Council* may; or
- 2.2 the *Delegated Committee* may, with the approval of *Council*,

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.

#### 3. Public Submissions

- 3.1 A *Delegated Committee* may, at such time as is allocated by it or by *Council*, hear any person wishing to be heard in respect of his or her submissions to *Council* under Section 223 of the Local Government Act 1989.
- 3.2 *Delegated Committee* members may, through the *Chairperson*, question any submitter in relation to his or her submission.



## Chapter 4 – Meeting Procedure for Community Asset Committees

### 1. Introduction

In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the *Chief Executive Officer* under section 47(1)(b) of the *Act*.

### 2. Meeting Procedure

Unless anything in the [Instrument of Delegation](#) provides otherwise, the conduct of a meeting of a *Community Asset Committee* is in the discretion of the *Community Asset Committee*.



## Chapter 5 – Disclosure of Conflicts of Interest

### 1. Introduction

The following Rules in this Chapter apply only upon Division 1A of Part 4 of the *Local Government Act 1989* being repealed.<sup>2</sup>

#### 1. Definition

In this Chapter:

1.1 “attend” and “in attendance” include attend or in attendance by electronic means;

1.1.2 “meeting conducted under the auspices of Council” means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as an ‘Issues Briefing’ or ‘Councillor Briefing’ or by some other name); and

1.2.3 a member of a *Delegated Committee* includes a Councillor.

#### 2. Obligations with regard to Conflict of Interest

2.1 Councillors, members of a *Delegated Committee* and Council staff are required to:

2.1.1 identify any conflicts of interest; and

2.1.2 disclose or declare all conflicts of interest in accordance with the Act and these Rules; and

2.1.3 exclude themselves from any decision making process in relation to a matter in which they have a conflict of interest in accordance with the Act and these Rules

#### 3. Disclosure of a Conflict of Interest at a Council Meeting

A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which they:

3.1 are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the *Council meeting* immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest; or or

3.2 intend to be attend must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Council meeting* commences by written notice:

3.2.1 advising of the conflict of interest;

3.2.2 explaining the nature of the conflict of interest; and indicating whether it is a general conflict of interest or a material conflict of interest; and

3.2.3 detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:

<sup>2</sup>At the time of making these Rules the date on which Division 1A of Part 4 of the *Local Government Act 1989* is expected to be repealed is 24 October 2020.



- (a) name of the other person;
- (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- (c) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those in attendance present that they he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The *Councillor* must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

#### 4. Disclosure of Conflict of Interest at a Delegated Committee Meeting

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which they he or she:

- 4.1 Are in attendance present must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance present at the *Delegated Committee* meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest; or
- 4.2 intends to attend present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Delegated Committee* meeting commences a written notice:
  - 4.2.1 advising of the conflict of interest;
  - 4.2.2 explaining the nature of the conflict of interest; and indicating whether it is a general conflict of interest or a material conflict of interest; and
  - 4.2.3 detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee's* relationship with or a gift from another person the:
    - (a) name of the other person;
    - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
  - 4.2.4 nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those in attendance present that they have he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.



## 5. Disclosure of a Conflict of Interest at a Community Asset Committee Meeting

A *Councillor* who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which ~~he or she~~they:

- 5.1 ~~Are in attendance~~is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those ~~in attendance~~present at the *Community Asset Committee* meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest; or
- 5.2 intends to ~~attend~~present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Community Asset Committee* meeting commences a written notice:
  - 5.2.1 advising of the conflict of interest;
  - 5.2.2 explaining the nature of the conflict of interest; and indicating whether it is a general conflict of interest or a material conflict of interest; and
  - 5.2.3 detailing, if the nature of the conflict of interest involves a member of a *Councillor's* relationship with or a gift from another person the:
    - (a) name of the other person;
    - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
  - 5.2.4 nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those ~~in attendance~~present that ~~they~~he or she ~~has~~has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The *Councillor* must, in either event, leave the *Committee Asset Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

## 6. Disclosure at a Meeting Conducted Under the Auspices of Council

A *Councillor* who has a conflict of interest in a matter being considered by a meeting ~~conducted~~held under the auspices of *Council* at which ~~they are in attendance~~he or she is present must:

- 6.1 disclose that conflict of interest by explaining the nature of the conflict of interest to those ~~in attendance~~present at the meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest
- 6.2 absent ~~themselves~~himself or herself from any discussion of the matter; and
- 6.3 as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those ~~in attendance~~present at the meeting.





## 7. Disclosure by Members of Council Staff Preparing Reports for Meetings

7.1 A member of Council staff who, in ~~their~~<sup>his or her</sup> capacity as a member of Council staff, has a conflict of interest in a matter in respect of which ~~they are~~<sup>he or she</sup> is preparing or contributing to the preparation of a Report for the consideration of a:

7.1.1 *Council meeting;*

7.1.2 *Delegated Committee meeting;*

7.1.3 *Community Asset Committee meeting*

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

7.2 The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 7.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

7.3 If the member of Council staff referred to in sub-Rule 7.1 is the *Chief Executive Officer*:

7.3.1 the written notice referred to in sub-Rule 7.1 must be given to the *Mayor*, and

7.3.2 the obligation imposed by sub-Rule 7.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

## 8. Disclosure by Members of Council Staff Providing advice at Meetings

8.1 A member of Council staff who, in ~~their~~<sup>his or her</sup> capacity as a member of Council staff, has a conflict of interest in a matter in respect of which they are providing advice at a:

8.1.1 *Council meeting;*

8.1.2 *Delegated Committee meeting; or*

~~8.1.3~~ *Community Asset Committee meeting; or*

~~8.1.3~~ ~~8.1.4~~ *Advisory Committee meeting (howsoever named)*

must, immediately upon becoming aware of the conflict of interest, inform the meeting of the conflict of interest and the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

8.2 The *Chief Executive Officer* must ensure that the minutes of the meeting referred to in sub-Rule 8.1 record the fact that a member of Council staff disclosed a conflict of interest.



- 9. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power**
  - 9.1 A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest, [and indicating whether it is a general conflict of interest or a material conflict of interest](#)
  - 9.2 If the member of Council staff referred to in sub-Rule 9.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.
- 10. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function**
  - 10.1 A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest [and indicating whether it is a general conflict of interest or a material conflict of interest](#).
  - 10.2 If the member of Council staff referred to in sub-Rule 9.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.



**11. Disclosure by Contractors and Consultants**

- 11.1 All contractors and consultants engaged by *Council* to provide advice to the decision making process will be required to disclose conflicts of interest.
- 11.2 A contractor or consultant who discloses a conflict of interest will not be engaged to provide advice on that matter unless;
  - 11.2.1 the conflict is so remote or insignificant it could not be considered to influence the advice being provided; or
  - 11.2.2 the conflict of interest relates to an individual within an organisation and the organisation can demonstrate the conflict of interest can be effectively managed; or
  - 11.2.3 there are no other contractors or consultants reasonably available and qualified to provide the technical advice required; and
  - 11.2.4 the conflict of interest is documented in all advice provided by that contractor or consultant.

**12. Records of Conflict of Interest and Retention of Written Notices**

- 12.1 All conflicts of interest disclosed during a *Council meeting* or *Delegated Committee* meeting will be recorded in the minutes of the meeting pursuant to Chapter 2 of these *Rules* .
- 12.2 The *Chief Executive Officer* will maintain a Conflict of Interest Register which will be made available for inspection upon request.
- 12.3 The *Chief Executive Officer* must retain all written notices received under this Chapter for a period of three years.
- 12.4 The *Chief Executive Officer* is not required under sub-Rule 12.3 to include any information on a register that would meet the definition of confidential information in Section 3 of the Act.



## Chapter 6 – Miscellaneous

### 1. Informal Meetings of Councillors

- 1.1 If there is a meeting of Councillors that:
- 1.1.1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing *Councillors*;
  - 1.1.2 is attended by at least one member of Council staff; and
  - 1.1.3 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting
- the *Chief Executive Officer* must ensure that a written record is kept of the meeting.
- 1.2 Council may request a summary of records kept under sub-Rule 1.1 be:
- 1.2.1 reported to the next convenient Council meeting; and
  - 1.2.2 recorded in the minutes of that Council meeting.

### 2. Confidential Information

- 2.1 ~~If, after the repeal of section 77(2)(c) of the *Local Government Act 1989*, If~~ the *Chief Executive Officer* is of the opinion that information is confidential information within the meaning of the *Act*, ~~theyhe or she~~ may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- 2.2 Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.
- ~~2.2.3~~ ~~Nothing in sub-Rule Error! Reference source not found.~~ will, without more, mean that information designated by the *Chief Executive Officer* under ~~sub-Rule Error! Reference source not found.~~ satisfies the definition of “confidential information” contained in section 3(1) of the *Act*

**Note: This error was identified following preparation of the Agenda. The sub-Rule should read:**

Nothing in sub-Rule 2.2 will, without more, mean that information designated by the *Chief Executive Officer* under sub-Rule 2.1 satisfies the definition of “confidential information” contained in section 3(1) of the *Act*



## Chapter 7 – Election Period Policy

Policy Number:	2005/02	Directorate:	City Development - Finance & Governance
Approval by:	Council	Responsible Officer:	Coordinator Governance
Approval Date:		Version Number:	6
Review Date:	October 2023		

### 1. Purpose

This Election Period Policy & Procedure (Policy) ensures that the Knox City Council municipal elections are conducted in a manner that is fair, equitable, and publicly perceived as such. This Policy further ensures that the ordinary business of Council continues throughout the election period in a responsible and transparent manner, and in accordance with statutory requirements and established 'caretaker' conventions.

### 2. Context

Section 69(1) of the Local Government Act 2020 (the Act) requires a Council to include an election period policy in its Governance Rules. The Act states that an election period policy must prohibit any Council decision during the election period for a general election that:

- relates to the appointment or remuneration of the Chief Executive Officer; or
- commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- the Council considers could be reasonably deferred until the next Council is in place; or
- the Council considers should not be made during the election period.

An election period policy must also prohibit any Council decision during the election period that would enable the use of Council resources in a way that is intended to influence, or is likely to influence, voting at the election.

### 3. Scope

This policy will apply to Councillors, Council staff and candidates for the Knox City Council general elections held on or after Saturday, 24 October 2020.

While the focus of the policy is on the formal 32 day election period, it is acknowledged that campaigning typically starts well in advance of the formal election period and consequently may trigger some provisions of this policy.



#### 4. Contents

#### 5. References

- 4.1 Community & Council Plan 2017-2021
  - Goal 8, We have confidence in decision making
- 4.2 Relevant Legislation
  - Local Government Act 2020
  - Local Government (Electoral) Regulations 2016
- 4.3 Charter of Human Rights
  - This policy has been assessed against is considered to be compatible with the charter of Human Rights.
- 4.4 Related Council Policies
  - Councillor Code of Conduct
  - Staff Code of Conduct
  - Minor Grants Program Policy
  - Social Media Policy
- 4.5 Related Council Procedures
  - Nil

#### 6. Definitions

<b>Candidate</b>	<p>A person who has:</p> <ul style="list-style-type: none"> <li>• Within 12 months of the next election period, publicly expressed an intention to run as a candidate in the election; and or</li> <li>• a person who has formally nominated as a candidate in the election with the Election Manager.</li> </ul> <p>A candidate is a “known candidate” when a person has actual knowledge of the candidate’s identity and that they meet the above definition.</p>
<b>Council</b>	Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Election Day</b>	<p>In the case of an election, the day of an election determined under section 257 or 260 of the Act.</p> <p>For the 2020 elections, election day is Saturday, 24 October 2020.</p>
<b>Election Manager</b>	Means the Victorian Electoral Commission (VEC) or a person appointed in writing by the VEC
<b>Electoral Matter</b>	<p>As defined in section 3(4) and 3(5) of the Act and detailed below:</p> <p>Any matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.</p> <p>Without limiting the generality of the definition of electoral matter, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on—</p> <ul style="list-style-type: none"> <li>(a) the election; or</li> <li>(b) a candidate in the election; or</li> <li>(c) an issue submitted to, or otherwise before, the voters in connection with the election.</li> </ul>



<b>Election Period</b>	The period commencing at the time that nominations close on nomination day and ending at 6.00pm on Election Day. For the 2020 elections, the election period will apply from 22 September 2020 until 6:00pm on Saturday, 24 October 2020 inclusive.
<b>Inappropriate Decision</b>	As defined in Section 69(2)(c), (d) and (3) of the Act and detailed below: <ul style="list-style-type: none"> <li>a) decisions that the Council considers could be reasonably deferred until the next Council is in place;</li> <li>b) decisions that the Council considers should not be made during an election period; and</li> <li>c) decisions that would enable the use of Council resources in a way that is intended to influence, or is likely to influence, voting at the election.</li> </ul>
<b>Major Decision</b>	As defined in Section 69(2)(a) and (b) of the Act and detailed below: <ul style="list-style-type: none"> <li>a) decisions relating to the appointment or remuneration of a Chief Executive Officer, but not to the appointment of remuneration of an Acting Chief Executive Officer and</li> <li>b) decisions that commit Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year (approximately \$1.2 million in 2020-2021)</li> </ul>
<b>Officer Responsible</b>	In respect of a report to a meeting of Council or a Delegated Committee, means the member (or acting member) of the Executive Management Team responsible for authorising the report.
<b>Staff, Council staff, or staff member</b>	means any employee of Council whether permanent or temporary or casual, and includes contractors, and volunteers carrying out work for or on behalf of Knox City Council

## 7. Council Policy

1. During the election period:
  - Council will not make major decisions contrary to this policy.
  - Council will not make inappropriate decisions contrary to this policy.
  - Council will limit public consultation, public meetings and Council events in order to facilitate Council's day to-day business while avoiding any express or implied links to the election.
  - A Councillor or member of Council staff will not print, publish or distribute electoral matter contrary to the Act.
2. Council resources, events and activities must not be used at any time for election campaign purposes, or in a way that might improperly influence the result of an election.
3. Information held by Council will be equally and transparently available and accessible to all candidates.
4. Assistance and advice will be provided equally and transparently to all candidates.
5. The Chief Executive Officer shall take reasonable steps to inform affected persons of this policy.



### 7.1 Commencement of Election Period

No later than 30 days prior to the commencement of the election period, the Chief Executive Officer will ensure:

- all Councillors, Staff and Committee members are reminded of the forthcoming election period and the application of this policy.
- This policy is prominently displayed on Council's website for the benefit of the community and candidates (actual or potential).

### 7.2 Decision Making During the Election Period

Council, a Delegated Committee of Council or a person acting under delegated authority of Council must not make major decisions or inappropriate decisions during the election period for a general election.

#### 7.2.1 Major Decisions

Council acknowledges that it has an ongoing responsibility to act in the best interests of the community. A major decision made contrary to this policy would be in contravention of section 69(2)(a) or (b) of the Act and would be invalid. Any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is invalid is entitled to compensation from the Council for that loss or damage.

#### 7.2.2 Inappropriate Decisions

Decisions on the following matters during the election period (whether made by Council, a Delegated Committee or staff member exercising delegation), are considered inappropriate decisions for the purposes of the Act and this policy:

- Major planning scheme amendments
- Sale or discontinuance of roads or similar
- Changes to the strategic objectives and strategies in the Council Plan
- Acquisition or disposition of land
- Adoption or amendment of policies, protocols, strategies, master plans or frameworks
- Adoption of a revised budget
- Adoption or amendment of a Local Law
- Appointing representatives to Council committees
- Naming or re-naming of roads, reserves or features
- Noting the results of community consultation.

Allocation of community grants may also constitute an inappropriate decision, except where:

- The grants or allocations are made by officers pursuant to a delegation from Council, from an existing budget established by Council,
- The grants or allocations are made by officers in accordance with an established policy; guideline; or framework established by Council.
- Deferring the decision on the grant or allocation would be inappropriate, taking into consideration the factors set out in Clause 7.2.3, particularly where the grant relates to Council's response to, and recovery from the impacts of the COVID-19 pandemic.

Assistance in determining whether a decision is likely to be inappropriate should be sought from the Manager Governance in the first instance.





### 7.2.3 Officer Decisions under Delegated Authority

Before making a decision under delegated authority during the election period, officers should consider all the relevant facts and circumstances, including:

- Whether the decision is, or may be perceived as inappropriate
- Whether the decision is likely to be controversial or affect voting in the election
- The urgency of the decision (can it reasonably wait until after the election?)
- Possible financial repercussions if the decision is deferred; and
- Whether the decision requires community engagement
- Any relevant statutory obligations and timeframes
- Whether delay, or failure to make a particular decision would have a negative impact on Council, the municipality or the local community
- Whether the disadvantage of avoiding making the decision exceeds the benefit of making the decision
- The best interests of Council and the community

Officers requiring assistance in determining whether a decision is likely to be inappropriate should seek advice from the Manager Governance in the first instance.

## 7.3 **Council and Committee Meetings**

Councillors, Committee Members, staff and candidates must ensure that due propriety is observed in the conduct of Council meetings in the lead up to the elections, and be particularly vigilant during the election period.

### 7.3.1 Approval of Reports

All reports to Council and Delegated Committee meetings will be assessed by the Officer Responsible to ensure decisions that would be considered:

- Inappropriate decisions; and/or
- Major decisions

are deferred for consideration until after the election.

The Officer Responsible will also vet reports to avoid listing matters on an Agenda which could foreseeably influence voters' intentions at the forthcoming election.

The Officer Responsible will take into account all the relevant facts and circumstances, including:

- The urgency of the decision (i.e. if the decision could reasonably be deferred until after the election)
- Whether the decision is likely to be controversial or affect voting in the election
- Whether the decision would require the spending of unbudgeted monies
- Whether the decision represents the completion of an activity already commenced and endorsed by the incumbent Council
- Whether the decision requires community engagement



- Whether delay, or failure to make a particular decision would have a negative impact on Council, the municipality or the local community
- Whether the disadvantage of avoiding making the decision exceeds the benefit of making the decision
- Any relevant statutory obligations and timeframes
- The best interests of the community and Council

Where required, guidance should be sought from the Chief Executive Officer.

#### 7.3.2 Election Period Statement

The following election period statement will be included in all reports submitted to Council and Delegated Committee meetings during the election period.

*The recommended decision in this report has been determined by the Officer Responsible not to contravene the provisions of the Local Government Act 2020 or the Election Period Policy with respect to major decisions or inappropriate decisions.*

#### 7.3.3 Public Question Time

In the lead up to, and during the election period, the Chief Executive Officer or their nominated representative will assess all questions received to determine whether they contain electoral matter.

Where a question is deemed to contain electoral matter the Chief Executive Officer or their nominated representative shall recommend to the Chairperson that they refuse to receive the question pursuant to the Governance Rules.

If a questioner raises electoral matter during the introduction to their question, they will be requested refrain from doing so. If the questioner fails to comply with this request, they will be asked to resume their seat in the gallery and the question will not be responded to.

#### 7.3.4 Councillor Conduct at Meetings

Councillor-candidates remain Councillors throughout the election period and are obliged to discharge their statutory decision-making role and represent the local community. When attending Council and Committee meetings during (and at times before) the election period, Councillor-candidates should:

- exercise caution so discussion and debate is limited as far as practicable to matters which are not likely to be, or be perceived as, electoral matters.
- avoid as far as practicable, raising notices of motion, urgent business or other items that which are likely to be, or be perceived as, electoral matters.

### 7.4 **Council Resources**

Councillors, Committee Members and staff must ensure that due propriety is observed in the use of all Council resources at any time, and be particularly vigilant during an election period.

Examples of Council resources include:

- Laptops, computers, iPads, and related software including internet, email accounts and Council owned social media accounts.
- Mobile phones including use for calls, data, SMS messages, photos or videos;
- Councillor business cards and name badges;



- Mayoral vehicle
- Council and Committee meetings;
- Phone lines and fax machines provided by Council;
- Council photocopiers and other printing resources including paper;
- Council publications;
- Council merchandise – eg: corporate gifts;
- Council buildings, facilities and carparks – this includes hubs, childcare centres and sporting facilities;
- Council logos, branding, or obvious adaptations thereof;
- Council stationary;
- Photographs or images paid for by Council or taken by Council staff in their official or professional capacity; and
- Staff (inclusive of time, effort and knowledge).

In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice may be sought from the Chief Executive Officer or their nominated delegate.

#### 7.4.1 Use of Council equipment and services by Councillors

Council resources must be used exclusively for normal Council business and must not be used in connection with any election campaign or to influence voters.

Councillor-candidates must not use Council resources in connection with any activities associated with their election campaigns, regardless of any entitlement to "reasonable personal use" of Council equipment under any other policy, protocol or terms of use.

Councillor-candidates should also be mindful to manage any perceived conflicts even where a direct expense to Council is not incurred.

*Example: Campaign-related phone calls or emails received on Council devices. Councillor-candidates cannot control how individuals choose to make contact with them on campaign-related matters, and might manage these perceived conflicts by:*

- *Ensuring they have, and publicise an alternative phone number and email contact for their campaign*
- *Where practicable, responding to calls or emails using these alternative channels.*

#### 7.4.2 Councillors' Entitlement to Reimbursement

Reimbursement of Councillors' out of pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Council duties and not for expenses that could be perceived as supporting or being connected to a candidate's election campaign.

#### 7.4.3 Council Branding and Stationery

No Council logos, publications, letterheads, or other Knox City Council branding will be used for, or linked in any way to, a candidate's election campaign.



#### 7.4.4 Mayoral and Councillor Support

Council staff, and in particular the Personal Assistant to the Mayor and Councillors, Governance staff and Communications staff, will not undertake any tasks connected directly or indirectly with an election campaign.

#### 7.4.5 Ward-specific publications and activities

No Ward meetings are to be held during the election period.

Ward-specific publications or Councillor profiles and articles in the media will not be arranged or published by Council during the election period.

#### 7.4.6 Use of Council Facilities

Council facilities cannot be booked for electoral campaigning purposes by Councillors, candidates, or other persons during the election period.

#### 7.4.7 Correspondence

Councillor-candidates remain Councillors throughout the election period and will continue to receive and respond to correspondence for their full term of office.

To avoid perceptions that the administration may be providing undue advantage to Councillor-candidates during the election period:

- Where a Councillor-candidate requests staff to prepare a response to correspondence, the Chief Executive Officer (or relevant Director or Manager as appropriate) will sign and send the response.
- The response will acknowledge the administration is responding due to limitations imposed upon councillor-candidates during the election period.
- A copy of the response will be provided to the Councillor-candidate.
- The Councillor-candidate may separately respond to the correspondence.

### 7.5 **Access to Council Information**

Sitting Councillors, including Councillor-candidates will continue to receive information that is necessary to fulfil their existing elected roles during the election period.

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council services. Information must not relate to public or election debates or to issues that may be perceived to be connected with or support a candidate's election campaign.

All election candidates are otherwise considered to have equal rights to access information relevant to their election campaigns from the Council administration, however:

- Staff will not provide responses to requests for information that express support, or may be perceived to express support for a candidate's election campaign.
- Staff will only provide information to a known candidate or prospective candidate that is generally available to the community.
- Requests for information which require the use of significant Council resources in order to provide a response will be referred to the Chief Executive Officer to determine whether a response can be provided.

There shall be complete transparency in the provision of all information and advice during the election period.



In any circumstances where the use of Council information might be construed as being related to a candidate's election campaign, advice should be sought from the Chief Executive Officer or their nominated delegate.

#### 7.5.1 Requests for Information

During the election period, candidates requesting information from Council, either directly or indirectly, should direct their request to the Chief Executive Officer or the Manager Governance. In the interests of transparency, all candidates requesting information from Council during the election period, either directly or indirectly, are expected to identify that the request is being made by or on behalf of a candidate.

#### 7.5.2 Information Request Register

During the election period, the Manager Governance will maintain an Information Request Register.

This Register will be a public document that records all requests for information by candidates and non-routine requests for information by Councillors, as well as the response given to those requests. The Register will not include requests for information relating to the election process as these will be referred to and managed by the Election Manager.

Any candidate may, upon request, inspect or obtain a copy of the Information Request Register. The Chief Executive Officer may also, at their discretion, periodically:

- Circulate a copy of the register to candidates; and or
- Publish the register on Council's website.

### **7.6 Equity and Assistance to Candidates**

All candidates in an election will be treated equally by Council which means any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

The types of assistance that are available to candidates from Council will be documented and communicated to all candidates from time to time, and may include:

- Information about this and other Council policies, strategies and plans;
- Information about nominating as a candidate;
- Information about the practicalities of being a Councillor at Knox City Council.
- Information about election campaign donation returns; or
- Guidance to other sources of information relevant to the role of a Councillors, including from the Victorian Electoral Commission and the Election Manager, Local Government Victoria and local government peak bodies.

All election related enquiries to Council should be directed to the Chief Executive Officer or the Manager Governance. Where an enquiry is outside the responsibilities of Council, it shall be referred to the Election Manager.

### **7.7 Functions Events and Public Consultation**

#### 7.7.1 Council Organised Events and Functions

Where practicable, civic and ceremonial Council events will not be scheduled during the election period.



Civic and ceremonial events do not include routine events and programs conducted as part of Council's day-to-day functions and activities (e.g. immunisation sessions, gallery exhibitions, library programs).

Any civic or ceremonial council event held during the election period should meet one or more of the following criteria:

- It is a planned event endorsed by the current Council Plan;
- It is routinely held at the same time of year;
- It is a commemorative or anniversary event held on or near the anniversary date;
- It demonstrates a clear community benefit, or serves an educational or welfare purpose; or
- It contributes to cultural development, social awareness or sense of community identity.

The Chief Executive Officer may consider other relevant factors before approving a civic or ceremonial event, including, but not limited to:

- Whether the content of the event is likely to be controversial;
- Whether the event could reasonably be deferred until after the election;
- The implications (i.e., financial, reputation) if the event was held during the election period or deferred until after the election; or
- The best interests of the Council and the community.

#### 7.7.2 Speeches at Council organised or sponsored events

Candidates must not give speeches or keynote addresses at Council organised or sponsored events during the election period.

Where it is considered appropriate for a speech to be made on behalf of Council, it will be given by the Chief Executive Officer, or the relevant Director.

#### 7.7.3 External Events and Functions

Councillors are able to attend events or functions conducted by external bodies during the election period, however it is critical to determine whether a request is to attend:

- as a representative of Council; or
- as a candidate in the forthcoming election.

When attending as a representative of the Council, Councillors must be mindful that they do not use; and are not perceived as using the opportunity to promote their own, or any candidate's election campaign.

Where Councillors are invited to represent Council at an external function or event during the election period, and make a speech, Councillor-candidates may do so provided:

- The organiser is contacted in advance and briefed on the limitations imposed on Councillors during the election period.
- The organiser is requested to avoid any express or implied reference to the election or candidates in the election.
- The Councillors' speech is pre-approved by the Chief Executive Officer and does not contain any express or implied reference to the election or candidates in the election.



#### 7.7.4 Publication of Promotion Material

In preparing any publicity material for Council events, the organiser will be mindful of the controls on electoral material as outlined in clause 7.9 of this policy.

Invitations to functions and events will be issued by the Chief Executive Officer and not in the name of the Mayor or individual councillors.

### 7.8 Public Consultation

No Council public consultation processes should be undertaken during the election period, unless they are approved in writing by the Chief Executive Officer.

For the purposes of this section, a public consultation process

- Is a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy;
- May be undertaken in many forms, including a direct mailout (either electronic or physical), public advertisement in the local newspaper, attendance at focus groups, completion of a survey or discussion via social media.
- Does not include consultation required under the Planning and Environment Act 1987, or section 223 of the Act.

Before approving a public consultation process to proceed during the election period, the Chief Executive Officer will consider:

- Whether the consultation process is likely to be controversial;
- Whether the consultation process is significant in the context of the election;
- Whether the consultation process could wait until after the election;
- The implications (i.e., financial, reputation) if the consultation was undertaken during the election period or deferred until after the election; and
- The best interests of council and the community.

### 7.9 Council Publications

The Act imposes specific limitations on Councillors and members of Council staff to ensure that they do not use Council resources in a way that is intended to, or is likely to, affect the result of an election

The Act prohibits Councillors or members of Council staff from publishing material that contains electoral matter. Section 304(2) of the Act states:

*"A Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be in behalf of, the Council."*

The above prohibition does not apply to electoral material that contains only information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

The following publications will not be published during the election time without first consulting with the Governance department:

- New brochures, pamphlets, handbills, flyers, magazines and books
- Reports (other than those included in an Agenda for a Council or Delegated Committee meeting)



- Advertisements and notices, except notices of meetings in newspapers
- New website material
- New social media publications
- Emails with multiple addresses, used for broad communication with the community
- Mass mail outs or identical letters sent to a large number of people by or on behalf of Council
- Media releases
- Material to publicise a function or event
- Any publication or distribution of councillors' speeches.

#### 7.9.1 Annual Report

The 2019-20 Annual Report will be affected by the legislative restrictions on publications as the publication date of the report falls within the election period. Therefore information relating to Councillors will be restricted to what is required by the Act and relevant regulations.

During an election year, the Annual Report will not contain a foreword from the Mayor.

### **7.10 Media and Media Services**

Council media and media services are intended to promote Council activities and services and must not be used in any way that might favour any election candidate or influence the outcome of a Council election.

During the election period Council staff are not permitted to make any public statement that could be construed as influencing the elections. This does not include statements of clarification in relation to the election process that have been approved by the Chief Executive Officer.

#### 7.10.1 Media Advice

Any requests for media advice or assistance from Councillors during the Election Period will be channelled through the Chief Executive Officer. No media advice or assistance will be provided in relation to election campaign matters. In particular, the use of any Council publications that feature specific Councillors and/or individual achievements will be avoided for the duration of the election period.

#### 7.10.2 Media Releases and Responses

All media releases and/or responses during the election period must not contain reference to, or quotes by, any candidate including existing Councillors who are deemed to be candidates, and should avoid referring to electoral matters.

All official media releases, responses or statements on behalf of Council will be issued in the name of the Chief Executive Officer during the election period.

#### 7.10.3 Publicity Campaigns

During the election period, Council publicity campaigns, other than for the purpose of conducting the election, will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council service or function, it must be approved by the Chief Executive Officer. Council publicity during the election period will be restricted to promoting normal Council activities.





#### 7.10.4 Website and Social Media

During the election period, information about Councillors on Council's website will be restricted to names, contact details, titles, membership to committees and other bodies to which they have been appointed by Council.

Council staff will carefully vet existing publications and online information prior to the commencement of the election period and, where practicable and appropriate (having particular regard to the resources required) will temporarily withdraw any material that might otherwise constitute electoral matter or reasonably influence or be seen to influence, people's voting decisions the election.

In order to comply with Section 304(2) of the Act, during the election period Council will:

- a) disable all external posts and comments to Council's social media sites; or
- b) moderate external posts and comments to ensure they are free from electoral matter before they are published.

A statement outlining the election period provisions will be published on Council's websites and social media accounts prior to the election period commencing.

### 7.11 **Misuse of Position**

Section 76D of the Local Government Act 1989 prohibits current or former Councillors or members of special committees from using their position to gain access to information or resources that would otherwise not be available.

Section 76D specifies the following circumstances as a misuse of position:

- making improper use of information acquired as a result of the position ~~they/he or she~~ held or holds
- disclosing information that is confidential information within the meaning of the Local Government Act 2020
- directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff in contravention of section 76E of the Local Government Act 1989
- exercising or performing, or purporting to exercise or perform, a power, duty or function that ~~they are/he or she~~ is not authorised to exercise or perform
- using public funds or resources in a manner that is improper or unauthorised
- failing to disclose a conflict of interest.

### 7.12 **Candidacy in the election**

#### 7.12.1 Council Staff

Upon becoming a candidate in a Knox City Council election, staff must:

- Inform the Chief Executive Officer;
- Take leave from their duties at a minimum being for the duration of the election period in accordance with section 256(8)(a) of the Act (if sufficient paid leave is not accrued, unpaid leave will be available);
- Return any Council equipment (including, but not limited to, motor vehicles, telephones and computers), documents or information that is not available to the public at a minimum being for the duration of the election period; and
- If elected, immediately resign from their employed position at Council, in to comply with the qualification requirements specified in section 34(2)(d) of the Act.



#### 7.12.2 Members of Council Advisory or other Committees

Upon becoming a candidate, any person (other than a councillor) who is a member of one of Council's advisory or other committees is expected to:

- Comply with this policy;
- Inform the Chief Executive Officer;
- Take leave from the committee;
- Return any council equipment, documents or information which is not available to the public for the duration of their candidacy and/or the election period; and
- If elected, immediately resign from the committee.

#### **7.13 Breach of Policy**

Any breach of this policy relating to staff conduct is to be referred to the Chief Executive Officer and may be dealt with in accordance with Council Disciplinary Policy and Procedures.

Alleged breaches relating to all other matters are to be referred to the Local Government Investigations and Compliance Inspectorate.

#### **8. 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.

**Detailed breakdown of Proposed changes to the Knox Governance Rules**

<b>Rule</b>	<b>Change Proposed</b>	<b>Comment</b>
Throughout	Replacing “present” with “in attendance”	The change in language reflects there are now various modes for attending meetings.
	Minor grammatical, spelling and typographical corrections.	
	Removal of gender specific pronouns	
	Deletion of redundant references to the Local Government Act 1989	
	Addition / amendment of definitions as required	
Chapter 2		
1	Remove reference to Local Law	As the Rules are not a “Local Law”, the Meeting Procedure Chapter is a more appropriate name.
5	Facilitating verbal or other visual voting means	Online or hybrid meetings may at times, require verbal, or other visual means of voting other than a show of hands.
6	Replacing “in the Council Chamber” with “in the meeting”	Reflects that in online or hybrid meetings, participants are not necessarily “in the chamber”
6.4 to 6.12	Clarification of provisions relating to the election of the Mayor	<p>Based on legal advice, and observations of Mayoral elections elsewhere in the sector since 2020, changes have been proposed which do not substantively alter the process for electing a Mayor, but provide greater certainty and clarity regarding the application of Governance Rules.</p> <p>In particular, the rules are clearer that a Mayor must be elected by the votes of an absolute majority of Councillors and cannot be determined by lot.</p> <p>The amended rules provide clearer, scenario based guidance for elections involving</p> <ul style="list-style-type: none"> <li>• One candidate</li> <li>• Three or more candidates</li> <li>• Two, or two remaining candidates.</li> </ul>

<b>Rule</b>	<b>Change Proposed</b>	<b>Comment</b>
11	Adding availability of technology to facilitate meetings as a relevant consideration when calling meetings.	Conducting online or hybrid meetings is technology dependent and the availability of equipment need to conduct meetings compliant with the Governance Rules and the Local Government Act 2020 (the Act) should be considered when calling a Council meeting under Rule 11.
17.6	New provision regarding publication of agendas online	Sub-Rule 12.1.2 refers to publishing agendas on Council's website in accordance with Rule 17, however Rule 17 does not currently include the relevant rule.
18	Clarification that Council may vary the order of business. Replace "consent of Council" with "leave of Council"	The new sub-rule 18.1.3 provides absolute clarity that Council may, by resolution, vary the order of business at a meeting. The phrase "leave of Council" is the consistent and appropriate terminology used in the Governance rules and explained in sub-Rule 73.5
22.1	Amends the submission deadline for notices of motion to four working days.	The deadline for submission of Notices of Motion has been amended to four working days before the meeting, to afford the Chief Executive Officer an opportunity to consider what additional information may be appropriate and relevant to provide to Councillors to ensure they can make an informed decision.  This amendment provides greater procedural clarity regarding how a notice of motion may be moved and amended.
22.4.3	Provides for the Chief Executive Officer to circulate additional information with a notice of motion.	
25.4.5	Provides that the notice of motion must be moved in the form of words as circulated, except with leave of the meeting, and that once moved, such notices may be amended	
22.6	Correction to a drafting error	Clause 22.6 as drafted contains a circular reference and required amendment to provide procedural certainty for managing any notice of motion which is not moved at the meeting it was submitted to.
25.1	Removal of prescriptive guidance regarding the order of debate.	Clause 25.1 contains prescriptive guidance regarding the Mayor's opportunity to alternate between speakers for an against a motion. The Chairs has appropriate discretion to do so under sub-Rule 35 (Priority of address)
27.5	Additional Rule references inserted	Clause 27.5 refers to the procedure for moving motions in Rule 24, however Rules 24 to 26 are relevant.

<b>Rule</b>	<b>Change Proposed</b>	<b>Comment</b>
31	Additional coverage for motions foreshadowed prior to a meeting.	The Rules currently address motions foreshadowed during a meeting, and have been extended to address motions foreshadowed prior to a meeting, and provide for: <ul style="list-style-type: none"> <li>• Circulation of such motions to Councillors: and</li> <li>• The chairperson to consider the order they were receiving, when determining the priority of councillors addressing the meeting.</li> </ul>
39	Reduction in speaking times for Reports by Councillors from 8 to 5 minutes	This change reflects the current custom and practice of Councillors.
52	Additional provisions inserted outlining valid points of order	Additional provisions outlining valid points of order have been specified in the governance rules to provide greater clarity to councillors, and guidance to the Chairperson. The additional points of order reflect
54.1	Clarifies that the reference to Council meeting is to a fixed council meeting.	This amendments ensure compatibility with Rule 11 which relates to Council meetings called by the Mayor, or by Councillors. Pursuant to Rule 11, such meetings cannot consider a motion regarding a petition, unless such a motion is business which is specified in the notice calling the meeting, or all Councillors are present and unanimously agree to consider the item.
54	Amendments clarifying the application of the Rules to electronic petitions.	The existing rules accommodate electronic petitions, however changes to rules 54.4, 54.6 and 54.7 provide greater clarity and certainty to Councillors and the community regarding electronic petitions and the requirements for them to be validly presented to a Council meeting.
56 59 60	Amendments to reflect that voting at online or hybrid meetings may be verbal	Existing provisions that require voting 'by show of hands' and 'in silence' can be incompatible with the online and hybrid meetings and have been amended to allow voting by other visible or audible means, including during the conduct of a Division.
61	Additional provision to enable discussion following the election of the Mayor and deputy Mayor.	It is customary for the Mayor, and Deputy Mayor to address the meeting and the community following their election, and this opportunity is often extended to Councillors. Rule 61 has been amended to reflect this custom and practice.
62.2	Additional provision to facilitate deferring consideration of the Minutes to a future meeting.	The existing Rules provide for a motion to defer consideration of the Minutes where there is opposition to them being confirmed. An additional clause has been inserted, enabling the consideration of the minutes to be deferred more efficiently by the Chairperson with leave of the meeting, without requiring the formality of debate pursuant to Clause 62.1.

Rule	Change Proposed	Comment
64.1.4	Amendment clarifying the detail to be minuted when a Councillor declares a conflict of interest at a meeting	This amendment reflects the current custom and practice of Council and is compliant with the requirements of the Act.
Division 15 75 -76	These new provisions governing the various modes for conducting a Council meeting (in person, online and hybrid)	<p>The provisions:</p> <ul style="list-style-type: none"> <li>• require each notice of meeting to stipulate the manner in which a meeting is to be conducted.</li> <li>• Enable Councillors to request to attend in a manner different to that specified in the meeting notice and oblige the Chief Executive Officer to take reasonable steps to facilitate such a request, and that such requests must not be unreasonably refused.</li> <li>• Establish the responsibility of Councillors to ensure they have the appropriate equipment and environment to facilitate electronic attendance at meetings. (this is of course supported by the Councillors’ entitlements under the Councillor Expenses and Support Policy)</li> <li>• Provide guidance on when a Councillor who is attending electronically, may be taken to have left the meeting (due to technical difficulties or otherwise).</li> <li>• Afford discretion to the Chairperson to modify the application the Rules to facilitate the efficient and effective meetings.</li> </ul> <p>The provisions are generally in accordance with the Ministerial Good Practice Guideline and consequently are considered largely compatible with the custom and practice that has evolved for Knox Council meetings since the onset of the COVID-19 pandemic.</p>
Chapter 5	Amendments clarifying the detail to be minuted when a Councillor declares a conflict of interest at a meeting	These amendments reflect the current custom and practice of Council and are compliant with the requirements of the Act.
8.1.4	Additional provision clarifying staff obligations to declare conflicts of interest at Advisory Committee Meetings.	These amendments provide greater certainty for officers to promote compliance with the requirements of the Act.

Rule	Change Proposed	Comment
Chapter 6 2.3	Amendments clarifying the effect of a designation by the Chief Executive Officer that information is confidential under Rule 2.2.	Rule 2.3 provides additional clarity that a determination by the Chief Executive Officer under Rule 2.2 is presumptive, and that other information may be necessary to demonstrate that information meets the definition of “confidential information” under the Act. (It is noted of course that a definitive decision on whether information meets the definition of confidentiality is a matter of fact which may ultimately only be resolved by a relevant court or tribunal.)

7 Public Question Time



## 8 Infrastructure Officers' Reports for consideration

### 8.1 Household Kerbside Collection Frequency Change and Community Consultation for Waste Services

#### **SUMMARY: Project Lead - Kerbside reform, Lindsey Pettifer**

**A report was presented to the Council Meeting held on 23 August 2021 outlining a number of strategic waste matters, including consideration of service change options, including a bin lid change program and the introduction of a food and garden organics (FOGO) service.**

**At the time of the report, a small number of Victorian councils had introduced the food and garden organics (FOGO) service. Since then, the number of Victorian councils that have introduced the FOGO service has increased and as a result there is more data available on the best practice service model.**

**Best practice now recognises implementation of a weekly collection of FOGO material and fortnightly collection of residual garbage waste in achieving the most effective and efficient FOGO service.**

#### **RECOMMENDATION**

**That Council:**

- 1. Approves the implementation of changes to kerbside waste collection frequencies to coincide with the commencement of new Food and Garden Organics (FOGO) collection services. Specifically, a change to weekly FOGO and fortnightly residual garbage bin services.**
- 2. Notes that the above change aligns with best practice implementation of kerbside FOGO services and maintains weekly disposal of food waste in order to best maintain local amenity.**
- 3. Notes that upcoming community consultation on waste management services will investigate how best to support the community through this change.**

#### **1. INTRODUCTION**

In March 2020, the State Government released the *'Recycling Victoria - A new economy'* policy, aimed at reforming the waste management and recycling supply chain. Included within this policy for Knox City Council, is the required transition to a Food and Garden Organics (FOGO) Service and alignment of bin lid colours.

Considering available information at the time the August 2021 Council report recommended to maintain collection frequency of FOGO at fortnightly, and residual garbage at weekly, with a proposal to consider a review of collection frequency, following community consultation in 2025. However, when considered against the subsequent implementation of services in other councils and updated data, this option will not yield the best overall diversion from landfill.

Current data now indicates the best practice service model would provide fortnightly residual garbage services together with weekly FOGO services as this achieves the best environmental outcomes while also managing waste generation demand.

Data from other FOGO implementations suggests that once the community have commenced using the FOGO service, the majority of the community support a service change to weekly FOGO and fortnightly residual garbage collection, as their residual garbage bin contains minimal waste, noting that adding food organics into the green waste bin requires a more frequent pick-up service than fortnightly.

Officers are proposing to introduce a weekly FOGO and fortnightly residual garbage collection when FOGO is introduced in early to mid 2023. It is proposed that if a decision to bring forward weekly FOGO collection is endorsed, the community will be consulted with during August 2022 on how council can best support this change of service. It will be important to understand their concerns and which groups may need additional support or service options. For example, such groups may be parents of young children or carers of residents with specific medical issues.

## 2. DISCUSSION

### 2.1 Household Kerbside Collection Frequency Change

#### Diversion rates from Victorian Councils

Many councils have found that adopting a fortnightly residual garbage service with a weekly FOGO service is highly effective in gaining community acceptance for the service. Victorian councils who have introduced a weekly FOGO and fortnightly residual garbage service have increased their overall diversion rates of waste to landfill by between 15% to 37%. In comparison, councils who have introduced a fortnightly FOGO service, whilst maintaining a weekly residual garbage collection, have only increased their diversion rates of waste to landfill by between 8% to 18%.

Table 1: Examples of councils with weekly FOGO and fortnightly residual garbage collection

Council	Landfill Diversion rate prior to FOGO	Landfill Diversion rate post FOGO	Increased Diversion Rate
Boroondara	50%	70%	20%
Hobsons Bay	45%	60%	15%
Macedon Ranges	39%	76%	37%
Wodonga	35%	70%	35%

Table 2: Examples of Councils with fortnightly FOGO and weekly residual garbage collection

Council	Landfill Diversion rate prior to FOGO	Landfill Diversion rate post FOGO	Increased Diversion Rate
Bayside	49%	60%	11%
Colac Otway Shire	52%	60%	8%
Monash	49%	67%	18%
Moreland	49%	58%	9%

### 2.2 Feedback on weekly FOGO collection and fortnightly residual garbage collection

Councils that have implemented a weekly FOGO service have received the following feedback from their residents:

- Initial complaints about fortnightly residual garbage collection not being enough, this commonly lasts for a 4-to-8-week period and then reduces to a normal level of complaints relating to missed bins, broken bins, hard waste collection etc.;
- Requests to increase residual garbage bin capacity for larger households, households with children in nappies and households with medical needs;
- Significant reduction in residual garbage needs when FOGO is collected weekly.

### **2.3 Feedback on fortnightly FOGO collection and weekly residual garbage collection**

Councils that have implemented a fortnightly FOGO service have received the following feedback from their residents, as a result some councils are planning to change to a weekly FOGO service (this includes; Bayside and Monash):

- Discouraged from using the service due to pests and the smell of food waste over a two-week period;
- Utilise the residual landfill bin for food waste as a result of the above comment;
- Significant reduction in residual garbage needs when using FOGO;
- Demand for more frequent FOGO collection.

### **2.4 What is a Successful FOGO Service?**

A successful FOGO service has the following features:

- High participation rates;
- High diversion rates of food and garden organics per participating household;
- The lowest contamination levels possible to ensure the material is acceptable to the processing facility and the end user; and
- Community support for recycling food waste.

Knox's most recent domestic kerbside annual audit undertaken on the composition of each waste stream found that 43% of the residual garbage stream is food waste. Approximately 2% is garden materials and 12% is recycling materials. The introduction of a FOGO service and education about correct disposal of recyclables has the potential to eventually see the amount of residual garbage sent to landfill further reduce by up to 50%.

Knox currently diverts 45% of all kerbside waste from landfill. With the introduction of the FOGO service, Knox has two options to consider which will result in estimates of the following diversion rates and emissions savings.

Table 3: Potential diversion rates for Knox Council with fortnightly FOGO and weekly residual garbage collection

	<b>Knox 20/21 Tonnage Diverted from Landfill</b>	<b>Estimated Total Tonnage Diverted Post FOGO</b>	<b>Estimated reduction in CO2 emitted (tonnes /annum)</b>
Option 1 (15%-37%)	33,522	44,356 – 60,620	93,147 – 127,301
Option 2 (8%-18%)	33,522	39,181 – 46,574	82,280 – 97,804

## 2.5 Options for implementation of a collection frequency change

### Option 1:

Introduce a weekly FOGO and fortnightly residual garbage collection when FOGO is introduced in 2023.

Advantages:

- Several Victorian councils have achieved diversion rates of waste to landfill between 60% and 76% by switching to weekly FOGO and fortnightly residual garbage collections.
- Reduces confusion and change fatigue for residents.

Disadvantages:

- Fortnightly collection of residual garbage is not appealing to some residents due to perceptions about odour, overflowing bins and pests in the residual garbage bin.

### Option 2:

Maintain a fortnightly FOGO and weekly residual garbage collection upon the introduction of the service and change the collection frequency when the recycling and residual garbage bin lid colours are changed in early to mid-2024.

Advantages:

- Reduces initial complaints from residents due to a smaller change in service.
- Aligns with green waste collections so doesn't require significant behavioural change for collection days.

Disadvantages:

- Research showed less residents use FOGO bin if only collected fortnightly due to odour.
- Typically diverts about 50% less organic material from landfill compared to a weekly collection.
- Increases confusion and change fatigue for residents when the collection frequency is introduced at a different time.
- Results in two instances of significant impacts for both the waste and customer experience teams.

### Option 3:

In alignment with the August 2021 report to Council, delay a change in collection frequency until early 2025.

Advantages:

- As per option 2

Disadvantages:

- As per option 2 with the addition of more instances of significant impacts for both waste and customer service and a further delay in the increase of diversion of waste from landfill.

Option 3, is not preferred, given its less favourable outcomes for waste diversion and community engagement.

### 2.6 Measures to support an increase in queries to the waste and customer experience teams

Officers understand that both options presented will be perceived by the community as having a detrimental impact on the quality of service provided by Knox. A project working group with key internal stakeholders has been formed to work through change management issues that will arise throughout the rollout of FOGO.

There is provision for extra staffing resources during this time to support the project.

#### Timeline for the introduction of FOGO to Knox



### 2.7 Communication & Engagement Plans

Officers are currently developing communication & engagement plans for the rollout of FOGO. The objectives of the communications & engagement plans will be to inform and educate Knox households about the new waste services to encourage correct usage and help mitigate anxiety or confusion over the changes.

This will include the following:

- Consultation as outlined above in August/September 2022;
- An extensive behavioural change campaign including social media, website, digital media, resident information;
- Development of education packs, including caddies and liners and 'how to use' information as part of the bin lid changeover/new bin rollout in early 2023.

### **3. CONSULTATION**

Consultation with the community, internal stakeholders and external stakeholders will be conducted as part of the development of a broader waste strategy for Knox. Community consultation on a wide range of waste topics will be undertaken in a number of formats (on-line, surveys, face to face), and will provide some background information on the changes which will be coming to Knox as part of the mandated changes from the Recycling Victoria Policy.

Feedback from the community will be sought on the type of waste services the community currently utilise, how to support a frequency change, understanding the main priorities of the community when considering waste services (eg. cost, level of service) and overall satisfaction with the service.

Feedback will not be sought on mandated changes as they must be implemented regardless of community appetite. Specific feedback from the community will also not be sought on support for a change to collection frequency as recent evidence from other councils has shown significant financial and environmental benefits of this change.

This operational change to services will help Council in reaching the objectives and targets as set out in the Recycling Victoria Policy, and Knox Climate Response Plan. The consultation for these service aspects will be seeking to identify how the community can best be supported through the numerous changes, identify specific concerns and seek how to best provide relevant communications and learning opportunities.

As an outcome of consultation, it will be important to understand which demographics and or groups within Knox may need more support or service options for the changes (such as parents of young children, large families, residents with particular medical issues, or CALD communities for example).

A high level overview of engagement approaches to be included in the consultation include:

- Utilisation of the “have your say” online platform;
- In person pop up sessions in the community at prominent locations, such as local supermarkets and shopping centres, libraries, neighbourhood houses and local community events;
- Social media and E-news article support;
- Targeted engagement for CALD communities, with support from connected communities.

FOGO will be implemented in Multi-Unit Developments and Retirement Villages by November 2023, up to 6 months later than Single Unit Developments. The waste team will liaise with the managers or representatives of these developments to understand their waste service needs and capacity for an extra FOGO bin and discuss shared options where practicable.

### **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 upon the Community Net Zero 2040 target by decreasing fossil fuel usage by the community (embedded in creation of virgin materials), decreasing emissions to atmosphere (diverting waste from landfill) and considering advanced waste processing options (waste to energy).

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

The environmental benefits of implementing actions to reduce waste generation, divert waste from landfill and create a truly circular economy provide far reaching and considerable environmental benefits not only just for the Knox community.

Potential environmental benefits include the overall reduction in volumes of waste produced, reducing greenhouse gas emissions by removing waste from landfill, removing organic waste from landfill and turning it into a reusable and valuable product, reducing tonnages disposed of to landfills which leave long-term environmental legacies and seeking alternatives to landfill.

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

Currently the cost of disposing garden organics is lower than the cost of the landfill levy. Landfill levy rates are set in place to \$125.90 per tonne for the 22/23 financial year, however after that it is not certain how much further the levy will increase. In comparison, the cost of disposing garden organics is estimated to rise by approximately 5% within the 2022/23 financial year.

Knox currently processes just under 20,000 tonnes of garden organics per annum. This is projected to increase to approximately 24,420 – 28,840 tonnes in the first year of implementation, depending on how FOGO is rolled out. The current fee structure for processing organic waste contains rates is significantly lower than those of landfill and will result in savings of approximately \$288,000 in the first year of implementation – noting that this benefit is amplified as tonnages increase.

Implementing a weekly FOGO service will increase the value of the behaviour change impacts early and will have higher value on reducing waste to landfill as landfill levy charges continue to increase.

## **7. SOCIAL IMPLICATIONS**

A number of mandated changes outlined Recycling Victoria Policy cannot be implemented without a significant cost to Council (purchase of infrastructure such as new bins, caddies, liners, purchase and changeover of approximately 160,000 bin lids and adoption of new glass service). Although grant funding will be provided, it will not cover all the associated costs and will see an increase in the annual residential garbage charge. These increased costs will have a financial impact on some residents living in Knox.

Future collection frequency changes will require significant behaviour change, support and education within the community to achieve optimal diversion of waste to landfill rates.

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

### **Natural Environment & Sustainability**

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

Strategy 3.3 - Lead by example and encourage our community to reduce waste.

### **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. CONFIDENTIALITY**

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

**Report Prepared By:** Project Lead Kerbside Reform, Lindsey Pettifer

**Report Authorised By:** Director, Infrastructure, Grant Thorne

**Attachments**

Nil



## 9 Connected Communities Officers' Reports for consideration

### 9.1 Minor Grants Program 2022-23 Monthly Report - 25 July 2022

**SUMMARY: Acting Coordinator Community Partnerships, Deb Robert**

This report summarises the grant applications recommended for approval in July for the 2022-2023 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 \$23,426.44 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Boronia Peer Support Group	Laptop and software	\$1,948.00	\$1,948.00
Isomer Aged Care Facility	Gazebo	\$3,000.00	\$3,000.00
Alice Johnson Playgroup Inc.	Indoor Playspace Update	\$3,000.00	\$3,000.00
Polish Senior Citizens Club Inc.	Equipment and refurbishment of Seniors Corner	\$3,000.00	\$3,000.00
Wantirna South Cricket Club	Point of Sale Equipment	\$708.00	\$708.00
Lions Club of Rowville	Club Members' Uniforms	\$1,168.00	\$1,068.80
Friends of Blind Creek Billabong	Friends of Blind Creek Billabong 21 <sup>st</sup> Anniversary	\$1,200.00	\$1,200.00
St Paul's Anglican Church Boronia	Instant Hot water Unit	\$2,871.64	\$2,871.64
RAFT Anglican Church	Defibrillator	\$2,500.00	\$2,500.00
Shakti Migrant and Refugee Women's Support Group Melbourne Inc.	Office clean-up and banner	\$1,130.00	\$1,130.00
Birch St Kindergarten Parent Group	Indigenous Mural on Kinder Shed	\$2,000.00	\$2,000.00
Footscape Inc.	Foot Care Kits	\$1,000.00	\$1,000.00
<b>TOTAL</b>		<b>\$23,525.64</b>	<b>\$23,426.44</b>

2. Note that the above recommended grants, totalling \$23,426.44, is the first round of allocations under the 2022-23 Minor Grants Program supporting 12 community-based organisations and their Knox volunteers and members.

## **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.

Twelve complete grant applications were received since the Council meeting on 27 June 2022, requesting grants totalling \$23,525.64. This number of applications is on par with the same period last year and reflects increased promotion of Council grants during the Community Development Fund application period during June.

Eleven of the applicant groups are eligible for the grant amounts requested. One applicant, Lions Club of Rowville, has received grants in the previous two years and is eligible for a lesser amount than requested.

A summary of the recommended projects is as follows:

- Boronia Peer Support Group for people impacted by Parkinson's disease are seeking a laptop and software for activities and information used in monthly meetings.
- Isomer Aged Care are requesting a grant for a gazebo to provide shade for residents' gardening activities.
- Alice Johnson Playgroup seeks support to update the play equipment they share with facilitated playgroups including MyTime; a support group for parents of children with disabilities.

- The Polish Senior Citizens Club is requesting funding to purchase a smart TV and speakers to support Polish language activities and exercise.
- Wantirna South Cricket Club is requesting a grant to purchase point of sale equipment for their club room activities.
- The Lions Club of Rowville is seeking assistance from Council to purchase club uniforms for 20 members.
- Friends of Blind Creek Billabong are celebrating 21 years of volunteering and seek funding for event catering and a speaker from Wurundjeri Special Projects.
- St Paul's Anglican Church seeks assistance to replace an instant hot water unit for their community catering activities.
- RAFT Anglican Church seeks funding to purchase a defibrillator.
- Shakti Migrant and Refugee Women's Support is seeking assistance to cover carpet steam cleaning in their Scoresby office, a vacuum cleaner and a display banner.
- Birch St Kindergarten has requested a grant to create a mural on the kindergarten shed with a local Indigenous artist. This project is recommended with the condition that all requirements of Council's Facilities team can be met satisfactorily.
- Footscape Inc. requests funding for 50 footcare packages to assist people in Knox with complex health needs particularly targeting homeless people, First Nations people and asylum seekers.

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**

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 2022-23 budget provides \$193,385.00 for the Minor Grants Program (comprising the annual allocation of \$152,093.00 plus an additional \$41,292.00 carried forward from the 2021-22 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the July period total \$23,426.44. If approved as recommended, the remaining Minor Grants budget for 2022-23 will total \$169,958.56 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.

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

### **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. 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 Coordinator Community Partnerships, Deb Robert

**Report Authorised By:** Director, Connected Communities, Tanya Scicluna

### **Attachments**

1. ATTACHMENT 1 - Minor Grants Applications - Redacted - July- 2022-07-25 [9.1.1 - 82 pages]

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 94- MGP - 2021-22 From Boronia Peer Support Group**  
 Form Submitted 21 Jun 2022, 4:35pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

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 \*

Boronia Peer Support Group

**Minor Grants Program - 2021 - 2022**  
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**Organisation Address \***

[REDACTED]

State/Province, Postcode, and Country are required.

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

phone number.

**Phone Number**

[REDACTED]

an phone number.

**Email \***

[REDACTED]

**Committee Secretary (Second Contact Person)**

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

59 604 001 176

Information from the Australian Business Register	
<b>ABN</b>	59 604 001 176
<b>Entity name</b>	PARKINSON'S VICTORIA LIMITED
<b>ABN status</b>	Active
<b>Entity type</b>	Australian Public Company
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Health Promotion Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 94- MGP - 2021-22 From Boronia Peer Support Group**  
 Form Submitted 21 Jun 2022, 4:35pm AEST

**Main business location** 3127 VIC

*Information retrieved at 6:38am 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

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

## Auspice Details

**Auspice Organisation Name \***

Fight Parkinson's

**Auspice ABN**

59 604 001 176

### Information from the Australian Business Register

<b>ABN</b>	59 604 001 176
<b>Entity name</b>	PARKINSON'S VICTORIA LIMITED
<b>ABN status</b>	Active
<b>Entity type</b>	Australian Public Company
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Health Promotion Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3127 VIC

*Information retrieved at 6:38am today*

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

[REDACTED]

**e Number \***

[REDACTED]

alian phone number.



**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 94- MGP - 2021-22 From Boronia Peer Support Group**  
 Form Submitted 21 Jun 2022, 4:35pm AEST

**Auspice Email \***

[REDACTED]

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

**Signature of auspice representative - permission required \***

Filename: Auspice letter Dec 2021.pdf

File size: 487.7 kB

Please upload signed declaration from auspice representative

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Obtaining a laptop & microsoft office software

**Project Start Date \***

14/08/2022

Must be a date.

**Project End Date \***

30/08/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Laptop required to show music, words, exercises and information during our monthly get togethers at the Uniting Church Hall Boronia on the churches TV screen

**(b) What community benefit is gained from this project / activity? \***

This would enable our Parkinson's group co-ordinators to have a laptop at our use for our monthly meetings and not rely on borrowing a laptop

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

6 people

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

20+

Must be a number

**How many of the above are Knox residents? \***

approx half as numbers change

Must be a number

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 94- MGP - 2021-22 From Boronia Peer Support Group**  
 Form Submitted 21 Jun 2022, 4:35pm AEST

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,648.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,948.00

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	\$
HP Envy 13.3" touchscreen Laptop	\$1,648.00
microsoft office subscription \$99/year by 3 years	\$300.00
	\$
	\$
	\$
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$1,948.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Laptop info.PNG

File size: 156.4 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 (Version 2 of 2)**  
**Application 94- MGP - 2021-22 From Boronia Peer Support Group**  
Form Submitted 21 Jun 2022, 4:35pm AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Public & Products Liability Insurance.pdf  
File size: 152.7 kB

**Public Liability Expiry Date \***

30/06/2023  
Must be a date.

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

*No files have been uploaded*

**Would you like to receive our bulletin containing information on community training? \***

Yes  No

There is the option to unsubscribe later if you choose to.

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor?**

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 94- MGP - 2021-22 From Boronia Peer Support Group**  
Form Submitted 21 Jun 2022, 4:35pm AEST

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

21/06/2022

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 1 of 2)**  
**Application 133- MGP - 2021-22 From Isomer Aged care facility**  
 Form Submitted 10 Jun 2022, 3:07pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

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### Application Category

#### Application Amount

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Isomer Aged care facility

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 1 of 2)**  
**Application 133- MGP - 2021-22 From Isomer Aged care facility**  
 Form Submitted 10 Jun 2022, 3:07pm AEST

**Organisation Address \***

[Redacted]

e/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

e/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

ustralian phone number.

**Phone Number**

[Redacted]

ustralian phone number.

**Email \***

[Redacted]

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

tralian phone number.

**Secretary Email \***

[Redacted]

**Please provide your ABN**

36 974 270 612

Information from the Australian Business Register	
<b>ABN</b>	36 974 270 612
<b>Entity name</b>	ISLAMIC SOCIETY OF MELBOURNE EASTERN REGION INC.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 1 of 2)**  
**Application 133- MGP - 2021-22 From Isomer Aged care facility**  
 Form Submitted 10 Jun 2022, 3:07pm AEST

**Main business location** 3156 VIC

*Information retrieved at 7:24am 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

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Gazebo

**Project Start Date \***

29/07/2022

Must be a date.

**Project End Date \***

31/08/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Gazebo for resident to sit under while potting up plants for raised garden beds on hot day

**(b) What community benefit is gained from this project / activity? \***

Maximise and experience a variety of stimuli, especially if the group is outdoors.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

2

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

6-8

Must be a number

**Minor Grants Program - 2021 - 2022**  
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**How many of the above are Knox residents? \***

all

Must be a number

## 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	\$
Gazebo	\$3,000.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: ISOMER - Screenshot Fixed Gazebo.PNG

File size: 128.0 kB

## Other Grant Funding



**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 1 of 2)**  
**Application 133- MGP - 2021-22 From Isomer Aged care facility**  
Form Submitted 10 Jun 2022, 3:07pm AEST

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

### Other Fund Details

**Year of Application:**

**Grant Program:**

**Amount:**

\$

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: ISOMER - Screenshot Fixed Gazebo - Copy.PNG

File size: 128.0 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:**

*No files have been uploaded*

**Would you like to receive our bulletin containing information on community training? \***

Yes  No

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent.**

[REDACTED]

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 1 of 2)**  
**Application 133- MGP - 2021-22 From Isomer Aged care facility**  
Form Submitted 10 Jun 2022, 3:07pm AEST

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor?**

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

02/06/2022

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 137- MGP - 2021-22 From Alice Johnson Playgroup Inc**  
 Form Submitted 10 Jul 2022, 9:57am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

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 \*

Alice Johnson Playgroup Inc

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 137- MGP - 2021-22 From Alice Johnson Playgroup Inc**  
 Form Submitted 10 Jul 2022, 9:57am AEST

**Organisation Address \***

[Redacted]

Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Australian phone number.

**Phone Number**

[Redacted]

Australian phone number.

**Email \***

[Redacted]

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

phone number.

**Secretary Email \***

[Redacted]

**Please provide your ABN**

49 205 378 298

Information from the Australian Business Register	
<b>ABN</b>	49 205 378 298
<b>Entity name</b>	ALICE JOHNSON/FAIRHILLS MATERNAL & CHILD HEALTH CENTRE AUXILIARY INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 137- MGP - 2021-22 From Alice Johnson Playgroup Inc**  
 Form Submitted 10 Jul 2022, 9:57am AEST

<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC
<i>Information retrieved at 12:02am today</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

## Incorporation Details

**Please provide your Incorporated number**

A0019653L

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Indoor Playspace Update at Playgroup

**Project Start Date \***

01/08/2022

Must be a date.

**Project End Date \***

15/09/2022

Must be a date.

**(a) Briefly describe details of the request: \***

To purchase quality resources and furniture to update the indoor play space at Alice Johnson Playgroup. This update will allow a better flow and functionality of the shared space at Alice Johnson facility.

In addition, it will also provide new resources which are appropriate to the children's learning and developmental stages. This allows them to learn, grow and engage with their environment in a safe and secure atmosphere which meets the needs of all children attending.

**(b) What community benefit is gained from this project / activity? \***

Alice Johnson Playgroup is about bringing children aged 0-6 and their parent/caregiver together to connect through play.

We currently share the space at Alice Johnson Playgroup with council's facilitated/supported playgroup programs and MyTime. MyTime is a support group for parents of children with a disability, run by Playgroup Victoria. Children are welcome to attend with their parent/caregi

**Minor Grants Program - 2021 - 2022**  
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ver and the group is supported by a play helper.

Playgroup has been instrumental in connecting families together in a post COVID-19 lockdown world.

These resources are specifically designed for toddlers and developing their social, emotion, imagination and flexible play skills. All of which, are important and many parents feel like their children have missed out on the opportunity to develop over the last two years.

We have also looked at ways to help children and families engage more with our space. Encouraging them to access art, craft and play in a more open ended way.

Children come to playgroup at a crucial time in their lives. We desire our space to be as calm and inviting as possible ensuring parents feel comfortable returning to the space and not feeling overwhelmed.

The purchase of these quality resources will assist us in our goal to enrich the experience of both the child and parent whilst they attend playgroup.

This grant and improved space would also benefit the community. Playgroups allow both children and caregivers an opportunity to connect, socialize and build relationships within their community. This has a positive impact on the social skills and mental health of both caregiver and children.

Furthermore, these early interactions and experiences for the children are helpful in preparing them for Kindergarten and school.

We thank Knox City Council for their consideration of our application.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

4

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

40

Must be a number

**How many of the above are Knox residents? \***

35

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,053.46

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.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 137- MGP - 2021-22 From Alice Johnson Playgroup Inc**  
 Form Submitted 10 Jul 2022, 9:57am AEST

What is the total financial support you are requesting in this application?

### Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Toddler Easel x 2	\$168.00
Drying Rack	\$296.95
Dolls House	\$59.00
Educational Tiered Bookcase	\$69.00
Educational 8 shelf unit x 2	\$238.00
Woodland Store and Theatre	\$245.00
Cloud round mat and 2 floor cushions	\$245.85
Modern deluxe kitchen	\$149.00
Doll house furniture x 5	\$50.00
Market stall	\$75.00
Kmart play food x 5	\$68.00
Cash register	\$22.00
Oak look and toy storage unit	\$39.00
Educational colours safety paint pots	\$19.33
Kadink water and brush pot	\$5.96
Flexi storage clever x 2	\$196.00
Flexi storage clever cubes x 8	\$40.00
Timber Tinkers wall signs	\$261.95
Oak look tables	\$52.00
Dress up hanging rack	\$99.00
4 x storage baskets	\$26.00
Wall hooks	\$10.00
Kids coat hangers x 2	\$7.00
Tough Table	\$59.00
Light up activity table	\$59.00
Wooden music table	\$13.00
Kadink Rascal Kids table	\$84.00
Upholstered Timber chair	\$75.00
Aurum Round Table	\$321.42
	Must be a dollar amount.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 137- MGP - 2021-22 From Alice Johnson Playgroup Inc**  
 Form Submitted 10 Jul 2022, 9:57am AEST

## Minor Grant Budget Total

### Total Expenditure Amount

\$3,053.46

This number/amount is calculated.

## Quotes For Planned Expenses

### Attach quotes for expenses here. \*

Filename: Bunnings Australia GRANT.pdf  
 File size: 115.3 kB

Filename: Dreamy Kidz GRANT.pdf  
 File size: 198.0 kB

Filename: Drying Rack GRANT.pdf  
 File size: 463.8 kB

Filename: Kmart Checkout GRANT.pdf  
 File size: 354.9 kB

Filename: Modern teaching aids GRANT.pdf  
 File size: 122.9 kB

Filename: Officeworks Checkout GRANT.pdf  
 File size: 439.4 kB

Filename: Rug and cushions GRANT.pdf  
 File size: 328.7 kB

Filename: Timber Tinkers signs GRANT.pdf  
 File size: 634.5 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: 2021-2022 Certificate of Currency for summary of Insurance cover for Registered Playgroups Latest (4).pdf  
 File size: 510.1 kB

#### Public Liability Expiry Date \*

30/06/2022



**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 137- MGP - 2021-22 From Alice Johnson Playgroup Inc**  
Form Submitted 10 Jul 2022, 9:57am AEST

Must be a date.

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

---

Filename: Alice Johnson Playgroup Grant Plan .docx  
File size: 29.6 kB

---

Filename: CAV evidence.pdf  
File size: 60.4 kB

**Would you like to receive our bulletin containing information on community training? \***

Yes  No

There is the option to unsubscribe later if you choose to.

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor?**

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

23/06/2022

Must be a date.

### Privacy Statement

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 137- MGP - 2021-22 From Alice Johnson Playgroup Inc**  
Form Submitted 10 Jul 2022, 9:57am AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 141- MGP - 2021-22 From Polish Senior Citizens Club Inc**  
 Form Submitted 8 Jul 2022, 11:01am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

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 \*

Polish Senior Citizens Club Inc

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 141- MGP - 2021-22 From Polish Senior Citizens Club Inc**  
 Form Submitted 8 Jul 2022, 11:01am AEST

**Organisation Address \***

[Redacted]

ate/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

ate/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

tralian phone number.

**Phone Number**

[Redacted]

alian phone number.

**Email \***

[Redacted]

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

phone number.

**Secretary Email \***

[Redacted]

ess.

**Please provide your ABN**

73 711 829 120

Information from the Australian Business Register	
<b>ABN</b>	73 711 829 120
<b>Entity name</b>	POLISH SENIOR CITIZENS CLUB
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 141- MGP - 2021-22 From Polish Senior Citizens Club Inc**  
 Form Submitted 8 Jul 2022, 11:01am AEST

**Main business location** 3178 VIC

*Information retrieved at 5:28am 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**

A0045899D

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Equipment and refurbishment of Seniors Corner

**Project Start Date \***

26/07/2022

Must be a date.

**Project End Date \***

12/08/2022

Must be a date.

**(a) Briefly describe details of the request: \***

1. To purchase a Smart TV set;
2. Mount the TV set onto the wall;
3. To purchase the Netgear ORBI AX 4200 Tri-Band WI-FI 6 mesh system

Please note, that no purchases have taken place yet and will not until after the 25 July 2022.

Details of the current public liability insurance will be forwarded as soon as they'll become available.

**(b) What community benefit is gained from this project / activity? \***

1. Seniors will benefit by getting access to Polish YouTube sessions run by professional physiotherapists encouraging gentle movement, and gaining confidence and balance:
2. Participants will be able to do exercises when sitting or standing.
3. instructions will be conducted in the Polish language.
4. Purchasing the mesh will improve internet connections, which at the moment is unreliable.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 141- MGP - 2021-22 From Polish Senior Citizens Club Inc**  
 Form Submitted 8 Jul 2022, 11:01am AEST

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

30

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

120

Must be a number

**How many of the above are Knox residents? \***

15

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,578.00

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	\$
MESH NETGEAR ORBI AX TRIB-BAND	\$799.00
WALL BRACKET	\$100.00
SAMSUNG TV SET	\$2,499.00
iN KIND	\$180.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$3,578.00

This number/amount is calculated.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 141- MGP - 2021-22 From Polish Senior Citizens Club Inc**  
 Form Submitted 8 Jul 2022, 11:01am AEST

## Quotes For Planned Expenses

### Attach quotes for expenses here. \*

Filename: Scan\_20220604 (2).png  
 File size: 676.1 kB

Filename: Scan\_20220604 (6).png  
 File size: 967.0 kB

Filename: Scan\_20220604.png  
 File size: 1.5 MB

## 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: Scan\_20220603 (2).png  
 File size: 483.4 kB

Filename: Scan\_20220603 (3).png  
 File size: 830.8 kB

Filename: Scan\_20220603 (4).png  
 File size: 392.4 kB

Filename: Scan\_20220603.png  
 File size: 912.9 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: Scan\_20220604 (2).png  
 File size: 676.1 kB

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 141- MGP - 2021-22 From Polish Senior Citizens Club Inc**  
Form Submitted 8 Jul 2022, 11:01am AEST

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Filename: Scan\_20220604 (3).png  
File size: 605.0 kB

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Filename: Scan\_20220604 (4).png  
File size: 450.3 kB

---

Filename: Scan\_20220604 (6).png  
File size: 967.0 kB

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Filename: Scan\_20220604.png  
File size: 1.5 MB

**Would you like to receive our bulletin containing information on community training? \***

Yes  No

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent.**

[Redacted]

Must be an email address.

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor?**

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[Redacted]

**Position (if organisation) \***

[Redacted]

**Declaration Date \***

08/07/2022

Must be a date.



**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)**  
**Application 141- MGP - 2021-22 From Polish Senior Citizens Club Inc**  
Form Submitted 8 Jul 2022, 11:01am AEST

**Privacy Statement**

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**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 150- MGP - 2021-22 From Wantirna South Cricket Club**  
 Form Submitted 24 Jun 2022, 2:29pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

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 \*

Wantirna South Cricket Club

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 150- MGP - 2021-22 From Wantirna South Cricket Club**  
 Form Submitted 24 Jun 2022, 2:29pm AEST

**Organisation Address \***

[REDACTED]

ince, Postcode, and Country are required.

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

te/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Phone Number**

( [REDACTED]

M alian phone number.

**Email \***

[REDACTED]

**Committee Secretary (Second Contact Person)**

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

alian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

96 536 028 329

Information from the Australian Business Register	
<b>ABN</b>	96 536 028 329
<b>Entity name</b>	WANTIRNA SOUTH CRICKET CLUB INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 150- MGP - 2021-22 From Wantirna South Cricket Club**  
 Form Submitted 24 Jun 2022, 2:29pm AEST

**Main business location** 3152 VIC

*Information retrieved at 12:28am 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**

A0016331L

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

POINT OF SALE EQUIPMENT

**Project Start Date \***

26/09/2022

Must be a date.

**Project End Date \***

31/10/2022

Must be a date.

**(a) Briefly describe details of the request: \***

The purchase of Point of Sale Equipment to assist club volunteers in the management of canteen and bar operations.

**(b) What community benefit is gained from this project / activity? \***

To assist volunteers in the accurate management of sales and provide a more timely and time saving stocktake process.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

30

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

30

Must be a number

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 150- MGP - 2021-22 From Wantirna South Cricket Club**  
 Form Submitted 24 Jun 2022, 2:29pm AEST

**How many of the above are Knox residents? \***

30

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$708.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$708.00

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	\$
GO CARD READER	\$59.00
IPAD STAND	\$149.00
IPAD	\$500.00
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$708.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: CDF - OFFICworks Ipad Quotation.png

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 150- MGP - 2021-22 From Wantirna South Cricket Club**  
Form Submitted 24 Jun 2022, 2:29pm AEST

File size: 391.2 kB

Filename: POS IPAD STAND QUOTATION.png  
File size: 172.7 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: WSCC - Certificate of Currency 2021:2022.pdf  
File size: 143.3 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: WSCC - Certificate of Currency 2021:2022.pdf  
File size: 143.3 kB

**Would you like to receive our bulletin containing information on community training? \***

Yes  No

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent.**

[REDACTED]

## DECLARATION

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 150- MGP - 2021-22 From Wantirna South Cricket Club**  
Form Submitted 24 Jun 2022, 2:29pm AEST

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor?**

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

24/06/2022

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:

Account Number:

Must be a valid Australian bank account format.

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 150- MGP - 2021-22 From Wantirna South Cricket Club**  
Form Submitted 24 Jun 2022, 2:29pm AEST

**Contact Name \***

[REDACTED]

**Position \***

[REDACTED]

**Organisation \***

Wantirna South Cricket Club

**Email Address \***

[REDACTED]

Must be an email address.

**Contact Phone Number \***

[REDACTED]

Must be an Australian phone number.

**Date \***

24/06/2022

Must be a date.



**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 148- MGP - 2021-22 From Lions Club of Rowville**  
 Form Submitted 22 Jun 2022, 5:40pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

### Minor Grants Information

**To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:**

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

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 \*

Lions Club of Rowville

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 148- MGP - 2021-22 From Lions Club of Rowville**  
 Form Submitted 22 Jun 2022, 5:40pm AEST

**Organisation Address \***

[REDACTED]

ate/Province, Postcode, and Country are required.

**Contact Name**

[REDACTED]

**Project Contact Address \***

[REDACTED]

ate/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[REDACTED]

**Committee Secretary (Second Contact Person)**

[REDACTED]

**Secretary Mobile Phone Number \***

[REDACTED]

tralian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

70 977 340 038

Information from the Australian Business Register	
<b>ABN</b>	70 977 340 038
<b>Entity name</b>	Lions Club of Rowville Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 148- MGP - 2021-22 From Lions Club of Rowville**  
 Form Submitted 22 Jun 2022, 5:40pm AEST

**Main business location** 3178 VIC

*Information retrieved at 3:16am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If No please provide details of Auspice below

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Club member's uniform

**Project Start Date \***

29/07/2022

Must be a date.

**Project End Date \***

26/08/2022

Must be a date.

**(a) Briefly describe details of the request: \***

This application is intended to request from you a grant to support our club to purchases of uniform for our members.

**(b) What community benefit is gained from this project / activity? \***

Identity for our club. when we are out in the community people can identify us and its more value for our members to have their club uniform. its make us more professionals.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

18

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

1000

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 148- MGP - 2021-22 From Lions Club of Rowville**  
 Form Submitted 22 Jun 2022, 5:40pm AEST

Must be a number

**How many of the above are Knox residents? \***

1000

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,168.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,168.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Polo Tops	\$418.00
Hoodie	\$750.00
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$1,168.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

---

Filename: Lions Uniform.png

File size: 825.2 kB

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Filename: New uniform.png

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 148- MGP - 2021-22 From Lions Club of Rowville**  
Form Submitted 22 Jun 2022, 5:40pm AEST

File size: 118.4 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: certificate of currency 2021 2022.pdf  
File size: 70.8 kB

**Public Liability Expiry Date \***  
01/09/2022  
Must be a date.

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: s2.JPG  
File size: 5.3 MB

Filename: s6.JPG  
File size: 5.3 MB

**Would you like to receive our bulletin containing information on community training? \***

Yes  No

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent.**

[REDACTED]

**DECLARATION**

**Minor Grants Program - 2021 - 2022**  
**Minor Grants Program Application Form 2021 - 2022**  
**Application 148- MGP - 2021-22 From Lions Club of Rowville**  
Form Submitted 22 Jun 2022, 5:40pm AEST

**\* indicates a required field**

### **Conflict of Interest**

**Do you or a family member have a relationship with a Council staff member or Councillor?**

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

22/06/2022

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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 1-MGP-2022-23 From Friends of Blind Creek Billabong**  
 Form Submitted 6 Jul 2022, 4:51pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 1-MGP-2022-23 From Friends of Blind Creek Billabong**  
 Form Submitted 6 Jul 2022, 4:51pm AEST

\$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 \*

Friends of Blind Creek Billabong

#### Organisation Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Contact Name

[REDACTED]

#### Project Contact Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Mobile Phone Number \*

[REDACTED]

Must be an Australian phone number.

#### Phone Number

Must be an Australian phone number.

#### Email \*

[REDACTED]

Must be an email address.

#### Committee Secretary (Second Contact Person)

[REDACTED]

#### Secretary Mobile Phone Number \*



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 1-MGP-2022-23 From Friends of Blind Creek Billabong**  
 Form Submitted 6 Jul 2022, 4:51pm AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

91 668 341 122

Information from the Australian Business Register	
<b>ABN</b>	91 668 341 122
<b>Entity name</b>	Knox Environment Society Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC

*Information retrieved at 1:49am 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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0006726D

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-bulletin containing information on community training?**

Yes  No

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]ress.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 1-MGP-2022-23 From Friends of Blind Creek Billabong**  
 Form Submitted 6 Jul 2022, 4:51pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

The Friends of Blind Creek Billabong 21st Anniversary Celebration

**Project Start Date \***

08/09/2022

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

08/09/2022

Must be a date.

**(a) Briefly describe details of the request: \***

An event to celebrate 21 years of Friends of Blind Creek Billabong (FoBCB)

**(b) What community benefit is gained from this project / activity? \***

Acknowledging the work of volunteers in the community.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

17

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

40

Must be a number

**How many of the above are Knox residents? \***

40

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$1,187.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,200.00

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 1-MGP-2022-23 From Friends of Blind Creek Billabong**  
 Form Submitted 6 Jul 2022, 4:51pm AEST

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	\$
Catering (TastyAz) approx	\$370.00
catering add GST	\$37.00
Speaker (Wurundjeri Special Projects)	\$500.00
Speaker add GST	\$50.00
Cake (Melissa Allen)	\$150.00
Tubestock to plant activity	\$50.00
Incidentals (party supplies)	\$30.00
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$1,187.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: 20220908 Charley Woolmore estimate.PDF

File size: 411.1 kB

---

Filename: 20220908 TastyAz estimate Fobcb.pdf

File size: 160.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### 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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 1-MGP-2022-23 From Friends of Blind Creek Billabong**  
Form Submitted 6 Jul 2022, 4:51pm AEST

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: 20220908 Insurance Knox Environment Society.PDF  
File size: 487.7 kB

**Public Liability Expiry Date \***

01/04/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: 20220908 Project Plan FoBCB 21st Anniversary Celebration.pdf  
File size: 100.7 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

06/07/2022

Must be a date.

### Privacy Statement

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 1-MGP-2022-23 From Friends of Blind Creek Billabong**  
Form Submitted 6 Jul 2022, 4:51pm AEST

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 4-MGP-2022-23 From Saint Paul's Anglican Church Boronia**  
 Form Submitted 21 Jun 2022, 4:37pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

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- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
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Submission deadline Council meeting date

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8 April 2022 26 April 2022

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10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 4-MGP-2022-23 From Saint Paul's Anglican Church Boronia**  
 Form Submitted 21 Jun 2022, 4:37pm AEST

\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

## Application Category

### Application Amount \*

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

\* indicates a required field

### Applicant Details

#### Organisation Name \*

Saint Paul's Anglican Church Boronia

#### Organisation Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Contact Name

[REDACTED]

#### Project Contact Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Mobile Phone Number \*

[REDACTED]

Must be an Australian phone number.

#### Phone Number

Must be an Australian phone number.

#### Email \*

[REDACTED]

Must be an email address.

#### Committee Secretary (Second Contact Person)

[REDACTED]

#### Secretary Mobile Phone Number \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 4-MGP-2022-23 From Saint Paul's Anglican Church Boronia**  
 Form Submitted 21 Jun 2022, 4:37pm AEST

(03) 9761 1797

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

59 511 977 832

Information from the Australian Business Register	
<b>ABN</b>	59 511 977 832
<b>Entity name</b>	ST PAUL'S ANGLICAN CHURCH BORONIA
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3155 VIC

*Information retrieved at 2:58am 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 confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

**Would you like to receive our e-bulletin containing information on community training?**

Yes  No

There is the option to unsubscribe later if you choose to.

**address where you would like this sent**

[REDACTED]

Must be an email address.



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 4-MGP-2022-23 From Saint Paul's Anglican Church Boronia**  
 Form Submitted 21 Jun 2022, 4:37pm AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Instant Hot Water Unit

**Project Start Date \***

01/08/2022

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

22/08/2022

Must be a date.

**(a) Briefly describe details of the request: \***

To fund the purchase of a replacement instant Hot water system.

The existing instant hot water service is 10 years old and stopped working some time ago and a service inspection reveals the unit was not worth fixing. This request is for funding to purchase a new instant hot water unit.

Currently, Saint Paul's runs free community meals and breakfast programs along with many other community activities within the building. Not having an instant hot water unit is causing OH&S issues with older volunteers having to carry hot water out to people and also leaving boiling hot water in the reach of children.

**(b) What community benefit is gained from this project / activity? \***

The benefits are in providing meals for the wider community and undertaking this in a safe way to protect the community and volunteers from all potential OH&S uses around hot water.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

250

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

3120

Must be a number

**How many of the above are Knox residents? \***

3000

Must be a number

## BUDGET

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 4-MGP-2022-23 From Saint Paul's Anglican Church Boronia**  
 Form Submitted 21 Jun 2022, 4:37pm AEST

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,171.64

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,871.64

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	\$
Instant Hot Water Unit	\$2,871.64
Plumber	\$300.00
	\$
	\$
	\$
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$3,171.64

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Q-427808756-220617\_15005033-line.pdf

File size: 61.2 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 4-MGP-2022-23 From Saint Paul's Anglican Church Boronia**  
Form Submitted 21 Jun 2022, 4:37pm AEST

**\* indicates a required field**

## Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Public Liability GPL21-DMEL-50m-CofC.pdf  
File size: 619.9 kB

**Public Liability Expiry Date \***

31/10/2022

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: 2018 ed Parish-Governance-Act-2013(Consolidated).pdf  
File size: 780.2 kB

Filename: Project Management Plan.xls  
File size: 31.5 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 4-MGP-2022-23 From Saint Paul's Anglican Church Boronia**  
Form Submitted 21 Jun 2022, 4:37pm AEST

21/06/2022  
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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 5-MGP-2022-23 From RAFT Anglican Church**  
 Form Submitted 4 Jul 2022, 2:44pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 5-MGP-2022-23 From RAFT Anglican Church**  
 Form Submitted 4 Jul 2022, 2:44pm AEST

\$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 \***

RAFT Anglican Church

**Organisation Address \***

[Redacted Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

**Project Contact Address \***

[Redacted Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted Mobile Number]

Must be an Australian phone number.

**Phone Number**

[Redacted Phone Number]

Must be an Australian phone number.

**Email \***

[Redacted Email Address]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted Name]

**Secretary Mobile Phone Number \***

[Redacted Mobile Number]

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 5-MGP-2022-23 From RAFT Anglican Church**  
 Form Submitted 4 Jul 2022, 2:44pm AEST

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

96 608 584 489

Information from the Australian Business Register	
<b>ABN</b>	96 608 584 489
<b>Entity name</b>	MELBOURNE ANGLICAN DIOCESAN CORPORATION LTD
<b>ABN status</b>	Active
<b>Entity type</b>	Australian Public Company
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3000 VIC
<i>Information retrieved at 5:50am yesterday</i>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

**Would you like to receive our e-bulletin containing information on community training?**

Yes  No

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 5-MGP-2022-23 From RAFT Anglican Church**  
 Form Submitted 4 Jul 2022, 2:44pm AEST

**Project Title \***

Defibrillator

**Project Start Date \***

26/07/2022

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

26/08/2022

Must be a date.

**(a) Briefly describe details of the request: \***

We would like to apply for a grant to purchase a defibrillator for our church.

**(b) What community benefit is gained from this project / activity? \***

Safety for our church parishioners, volunteers and visitors.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

50

Must be a number

**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? \***

100

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,500.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,500.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 5-MGP-2022-23 From RAFT Anglican Church**  
 Form Submitted 4 Jul 2022, 2:44pm AEST

<b>Expenditure</b>	<b>\$</b>
Defibrillator	\$2,500.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$2,500.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: Dush Dedic.docx

File size: 21.5 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### 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: 2021-22 Public Liability GPL21-DMEL-50m-CofC.pdf

File size: 619.9 kB

**Public Liability Expiry Date \***

31/10/2022

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 5-MGP-2022-23 From RAFT Anglican Church**  
Form Submitted 4 Jul 2022, 2:44pm AEST

• **Evidence of Incorporation**

**Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

04/07/2022

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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 8-MGP-2022-23 From Shakti Migrant and Refugee Women's Support Group**  
**Melbourne Inc.**

Form Submitted 8 Jul 2022, 11:00am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 8-MGP-2022-23 From Shakti Migrant and Refugee Women's Support Group Melbourne Inc.**  
 Form Submitted 8 Jul 2022, 11:00am AEST

\$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 \*

Shakti Migrant and Refugee Women's Support Group Melbourne Inc.

#### Organisation Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Contact Name

[REDACTED]

#### Project Contact Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Mobile Phone Number \*

[REDACTED]

Must be an Australian phone number.

#### Phone Number

Must be an Australian phone number.

#### Email \*

[REDACTED]

Must be an email address.

#### Committee Secretary (Second Contact Person)

[REDACTED]

#### Secretary Mobile Phone Number \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 8-MGP-2022-23 From Shakti Migrant and Refugee Women's Support Group Melbourne Inc.**

Form Submitted 8 Jul 2022, 11:00am AEST

[REDACTED] phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

35 799 716 590

Information from the Australian Business Register	
<b>ABN</b>	35 799 716 590
<b>Entity name</b>	SHAKTI MIGRANT & REFUGEE WOMEN'S SUPPORT GROUP MELBOURNE INC.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3179 VIC

*Information retrieved at 7:11am 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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0056880A

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-bulletin containing information on community training?**

Yes  No

There is the option to unsubscribe later if you choose to.

**Please provide an email address where you would like this sent**

[REDACTED]

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 8-MGP-2022-23 From Shakti Migrant and Refugee Women's Support Group**  
**Melbourne Inc.**

Form Submitted 8 Jul 2022, 11:00am AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Office Clean-up & Banner

**Project Start Date \***

30/07/2022

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

30/07/2023

Must be a date.

**(a) Briefly describe details of the request: \***

1. The carpets of the Shakti office need to be steam cleaned
2. We need a vacuum cleaner to keep the Shakti office floors clean
3. We would like a banner to advertise Shakti more clearly

**(b) What community benefit is gained from this project / activity? \***

The office space will become cleaner, and therefore, healthier. This will create a clean, healthy and inviting space for Shakti clients.

The banner will be utilised to advertise Shakti at events as well as outside the office so there is no confusion as to where we are located or who we are. Especially as we share a building space with the Knox Toy Library, so the banner will advertise who we are to those individuals utilising that space.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

8

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

50

Must be a number

**How many of the above are Knox residents? \***

25

Must be a number

## BUDGET

**\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 8-MGP-2022-23 From Shakti Migrant and Refugee Women's Support Group**  
**Melbourne Inc.**

Form Submitted 8 Jul 2022, 11:00am AEST

**(d) What is the total cost of the project / activity? \***

\$1,130.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,130.00

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	\$
Carpet Steam Clean	\$350.00
Vacuum	\$400.00
Banner	\$300.00
Banner Delivery	\$60.00
Petrol for vacuum pick-up	\$20.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$1,130.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: Banner 1.PNG  
 File size: 299.5 kB

Filename: Banner 2.PNG  
 File size: 321.4 kB

Filename: Carpet.PNG  
 File size: 29.0 kB

Filename: vacuum 3.PNG  
 File size: 155.1 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 8-MGP-2022-23 From Shakti Migrant and Refugee Women's Support Group Melbourne Inc.**

Form Submitted 8 Jul 2022, 11:00am AEST

## Other Fund Details

**Year of Application:**

2022

**Grant Program:**

Community Development Fund Grant Program

**Amount:**

\$20,000.00

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: Cert of Currency.pdf

File size: 475.5 kB

**Public Liability Expiry Date \***

30/09/2022

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: Minor Grants Project Plan\_JULY.docx

File size: 12.8 kB

---

Filename: Shakti Melbourne Certificate of Incorporated Status.pdf

File size: 723.5 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 8-MGP-2022-23 From Shakti Migrant and Refugee Women's Support Group Melbourne Inc.**

Form Submitted 8 Jul 2022, 11:00am AEST

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**(if organisation) \***

[REDACTED]  
r

**Declaration Date \***

08/07/2022

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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 7-MGP-2022-23 From Birch St Kindergarten Parent Group**  
 Form Submitted 29 Jun 2022, 5:58pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
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- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

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11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 7-MGP-2022-23 From Birch St Kindergarten Parent Group**  
 Form Submitted 29 Jun 2022, 5:58pm AEST

\$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 \*

Birch St Kindergarten Parent Group

#### Organisation Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Contact Name

[REDACTED]

#### Project Contact Address \*

[REDACTED]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Mobile Phone Number \*

[REDACTED]

Must be an Australian phone number.

#### Phone Number

Must be an Australian phone number.

#### Email \*

[REDACTED]

Must be an email address.

#### Committee Secretary (Second Contact Person)

[REDACTED]

#### Secretary Mobile Phone Number \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 7-MGP-2022-23 From Birch St Kindergarten Parent Group**  
 Form Submitted 29 Jun 2022, 5:58pm AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

Information from the Australian Business Register	
<b>ABN</b>	
<b>Entity name</b>	
<b>ABN status</b>	
<b>Entity type</b>	
<b>Goods &amp; Services Tax (GST)</b>	
<b>DGR Endorsed</b>	
<b>ATO Charity Type</b>	
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	
<b>Main business location</b>	

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

**Would you like to receive our e-bulletin containing information on community training?**

Yes  No

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 7-MGP-2022-23 From Birch St Kindergarten Parent Group**  
 Form Submitted 29 Jun 2022, 5:58pm AEST

**Project Title \***

Indigenous Mural on Birch St Kinder Shed

**Project Start Date \***

25/07/2022

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

23/12/2022

Must be a date.

**(a) Briefly describe details of the request: \***

The Birch St Kindergarten Parent Group proposes for an Indigenous themed mural to be painted on the front of a shed in our outdoor learning area. With respect and acknowledgment of the Kulin cultural nation and traditional lands of the Wurundjeri and the Bunurong people, we plan to engage a local Indigenous artist to paint this mural.

The artwork in the mural will reflect the native birds that visit the kinder (in particular cockatoos, galahs, rainbow lorikeets), the surrounding gumtrees and native grasses, the local Dandenong Creek, traditional Aboriginal symbols representing specific aspects within our kinder (including footprints, bush tucker and yarnning symbols).

**(b) What community benefit is gained from this project / activity? \***

The mural will not only brighten this corner of our small outdoor area, but it will also serve as a platform to promote discussions and learning opportunities amongst students, educators and the wider community.

Overall, the mural will help create a learning environment which fosters connection to country and helps deepen awareness and appreciation of Indigenous culture.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

5

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

20

Must be a number

**How many of the above are Knox residents? \***

20

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,000.00

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 7-MGP-2022-23 From Birch St Kindergarten Parent Group**  
 Form Submitted 29 Jun 2022, 5:58pm AEST

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	\$
Indigenous artist (time and skills)	\$1,000.00
Primer for wall, undercoat, final varnish/ protection (Bunnings)	\$200.00
Paint for mural and paint supplies (rollers etc.)	\$400.00
Hiring of scaffold/ ladders	\$300.00
Indigenous posters, books for inspiration/ use in planning and in kinder program afterwards	\$100.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$2,000.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: estimated expenses.docx

File size: 49.3 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## 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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 7-MGP-2022-23 From Birch St Kindergarten Parent Group**  
Form Submitted 29 Jun 2022, 5:58pm AEST

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

Filename: Certificate of currency-Birch Street Parent Group 2019 Inc.-A17245 CSOE PAG.pdf  
File size: 174.4 kB

### Public Liability Expiry Date \*

30/06/2023

Expiry date must extend beyond your project start and finish date

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

Filename: Birch St Kinder Mural Grant Final Submission.pdf  
File size: 6.6 MB

## DECLARATION

\* indicates a required field

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

29/06/2022

Must be a date.

## Privacy Statement

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 7-MGP-2022-23 From Birch St Kindergarten Parent Group**  
Form Submitted 29 Jun 2022, 5:58pm AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 10-MGP-2022-23 From Footscape Inc.**  
 Form Submitted 7 Jul 2022, 11:57pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 10-MGP-2022-23 From Footscape Inc.**  
 Form Submitted 7 Jul 2022, 11:57pm AEST

\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

**Application Category**

**Application Amount \***

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

**APPLICANT DETAILS**

\* indicates a required field

**Applicant Details**

**Organisation Name \***

Footscape Inc.

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 10-MGP-2022-23 From Footscape Inc.**  
 Form Submitted 7 Jul 2022, 11:57pm AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

26 687 474 315

Information from the Australian Business Register	
<b>ABN</b>	26 687 474 315
<b>Entity name</b>	FOOTSCAPE INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3085 VIC

*Information retrieved at 2:38pm 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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0053320F

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-bulletin containing information on community training?**

Yes  No

There is the option to unsubscribe later if you choose to.

**PROJECT DETAILS**

**\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
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**Application 10-MGP-2022-23 From Footscape Inc.**  
 Form Submitted 7 Jul 2022, 11:57pm AEST

## Request Details

**Project Title \***

Foot Care Kits

**Project Start Date \***

01/10/2022

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

31/10/2022

Must be a date.

**(a) Briefly describe details of the request: \***

Since 2016 Footscape has been assembling and distributing Foot Care Kits (see attached image) through project affiliate organisations to empower Homeless Persons, Aboriginal persons and Asylum Seekers through daily self-care practices and improved foot health. Footscape intends to continue maintaining this project work within the Knox community and therefore kindly requests Knox City Council financial support to acquire a further 50 kits for distribution.

The short term objectives and relevant measures of success for this project pertain to:

- Objective One: To enhance foot health for Homeless Persons, Aboriginal Persons and Asylum Seekers by improving access to necessary resources. Measure of Success: Number of Foot Care Kits distributed throughout the project period.
- Objective Two: To empower Homeless Persons, Aboriginal persons and Asylum Seekers by facilitating daily self-care practices. Measure of Success: Feedback received from recipient clients at the conclusion of the project period.

**(b) What community benefit is gained from this project / activity? \***

Footscape's provision of high quality new/second hand footwear, new socks and foot care kits greatly improves the ability of project affiliate organisations to support clients as they work to achieve their goals. Footscape has distributed an extraordinary 8,000 pairs of new/second hand footwear, 50,000 pairs of new socks and 2,000 foot care kits to recipients of care at over fifty affiliate organisations in Melbourne. These affiliates include the EACH and Bolton Clarke. Affiliates recognise that Footscape is addressing health inequity by providing essential resources, delivering social justice and empowering affected individuals. Homeless Persons, Aboriginal Persons and Asylum Seekers confronting complex health needs have difficulty prioritising their foot health despite the risk of problems, including diabetes complications. Nonetheless painful foot problems affecting such persons are accentuated as individuals may be forced to walk long distances upon poor footwear and socks. In regards to homeless persons, who receive the majority of Footscape material aid, individuals progressively use their feet as their primary mode of transport to get food, attend appointments or even to keep warm. It's not uncommon for individuals to report walking 10-15km every day which can put stress on their bodies.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

40

Must be a number

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 10-MGP-2022-23 From Footscape Inc.**  
 Form Submitted 7 Jul 2022, 11:57pm AEST

**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? \***

\$1,000.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,000.00  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Foot Care Kits (x50 kits at \$20 each. Please note: As per recent orders through Brigade Medical Company/DBS Medical - see attached invoices - the average kit price is \$20)	\$1,000.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$1,000.00  
 This number/amount is calculated.

**Quotes For Planned Expenses**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 10-MGP-2022-23 From Footscape Inc.**  
 Form Submitted 7 Jul 2022, 11:57pm AEST

**Attach quotes for expenses here. \***

Filename: Footscape Inv 151955.pdf  
 File size: 64.9 kB

Filename: LEWIS1\_Invoice\_703680.pdf  
 File size: 90.2 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**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: Certificate of Currency 2022-06-25.pdf  
 File size: 31.0 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: 2021 Annual Report.pdf  
 File size: 1.4 MB

Filename: Certificate of Incorporation.jpeg  
 File size: 232.8 kB

Filename: Image 1.png  
 File size: 4.8 MB

**DECLARATION**

**\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 10-MGP-2022-23 From Footscape Inc.**  
Form Submitted 7 Jul 2022, 11:57pm AEST

**Conflict of Interest**

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

07/07/2022

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.

## 9.2 Eastern Affordable Housing Alliance (EAHA) Update

**SUMMARY:** Eastern Affordable Housing Alliance Lead, Joanna Stubbings

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

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

This report provides an update to Council regarding the recent work the EAHA has been undertaking including the new Eastern Affordable Housing Alliance Strategic Plan 2022-2026 (Attachment 1) and Annual Implementation Plan (Attachment 2).

This report also provides an overview of recent research on the long-term community impacts of insufficient supply for public, social and affordable housing in Australia, titled "Give Me Shelter". The research synopsis (Attachment 3) and full research report (Attachment 4), authored by SGS Economics and Planning for Housing All Australian, are attached.

### RECOMMENDATION

That Council:

1. Note the new Eastern Affordable Housing Alliance Strategic Plan 2022-2026 (Attachment 1) and Annual Implementation Plan (Attachment 2); and
2. Note the recent research titled "Give Me Shelter", published authored by SGS Economics and Planning for Housing All Australians.

### 1. INTRODUCTION

Knox City Council has a long history of research, advocacy, and strategic development in relation to affordable housing. It is a founding member of the Eastern Affordable Housing Alliance (EAHA) which comprises six Councils in the Eastern Metropolitan Region (EMR) of Melbourne: Knox, Manningham, Maroondah, Monash, Whitehorse, and Yarra Ranges.

The formal Alliance was established over ten years ago, in response to the growing need for more social and affordable housing in the region and the lack of action by State and Federal Governments. The EAHA structure includes an Executive Committee with representation from a Councillor and a Manager from each council and a Steering Committee which includes the Managers and specialist officers from each council. Working groups are set up for specific projects as required. The current membership of the EAHA Executive Committee is outlined on the next page:



<b>EAHA Executive Committee Members</b>	
Councillor Rebecca Paterson (Chair)	City of Monash
Councillor Denise Massoud (Deputy Chair)	City of Whitehorse
Councillor Sorina Grasso	Knox City Council
Councillor Laura Mayne	Manningham Council
Councillor Paul Macdonald	Maroondah City Council
Councillor Tim Heenan	Yarra Ranges Council
Petrina Dodds Buckley	Knox City Council
Debbie Seddon	Whitehorse City Council
Frank Vassilacos	Manningham Council
Grant Meyer	Maroondah City Council
Sean McNamee	Monash City Council
Corinne Bowen	Yarra Ranges Council
Joanna Stubbings	EAHA Lead Officer

The EAHA has strongly advocated for an increased supply of social and affordable housing in the region. This has occurred through strategic partnerships developed with key stakeholders, mapping the gap in supply, undertaking local initiatives and an ongoing program of engagement and advocacy with State and Federal Ministers, local Members of Parliament, and community.

In recent years, there have been significant developments across the sector and across the EMR, most notably the Victorian Government's Big Housing Build, announced in 2020, and the establishment of the Regional Local Government Homelessness and Social Housing Charter (the Charter) in the same year.

In response to these significant shifts, the EAHA conducted a review of its role and achievements over the past to guide its operation and strategic direction moving forward. The 2021 review found there is great value for both member councils and the region in continuing the Alliance and building on its strong legacy in this policy space.

## **2. DISCUSSION**

The EAHA applies the definition of Affordable Housing as per the Victorian Planning and Environment Act, which is "housing including social housing, that is appropriate for the needs of very low, low and moderate-income households. Rent or mortgage repayments are priced so households can meet their other essential basic living costs."

Social housing includes:

- Public Housing, owned and managed by the State Government; and
- Community Housing, owned and/or managed by an accredited Housing Agency.

Affordable Housing includes a broad range of other housing types that are appropriate for and allocated to households with low and moderate incomes. It can be an affordable rental (a discount on market rent) or affordable purchase through a program like shared equity.

Appropriate affordable housing considers allocation, affordability, tenure, demographic housing needs, type of housing (form and quality), location, integration, and reference to housing need. (Victorian Planning & Environment Act, 1987)

Affordable Housing and housing affordability are not the same concepts. Housing affordability refers to the broader housing market forces that impact the cost of housing including rent and purchase. Local housing affordability impacts the demand for Affordable Housing, as rising housing costs can mean private market housing is unaffordable for low and moderate income households.

The EAHA has a role in advocating for improvements in housing affordability, however, its main focus is increasing the supply of Affordable Housing, including social housing, in the region.

## **2.1 The EAHA's Strategic Plan and Annual Implementation Plan**

The EAHA has renewed its Memorandum of Understanding to reaffirm member Councils' commitment to work together on joint programs that increase the provision of social and affordable housing across the region.

The EAHA has prepared a four-year Strategic Plan 2022-2026 (Attachment 1) and an Annual Implementation Plan (Attachment 2) to prioritise and guide the delivery of its activities through four key objectives, including:

1. Use the EAHA's scale, reputation, and member's commitment to influence affordable housing policy, funding and programs within local, State and Federal Governments and build community support;
2. Leverage the network of the EAHA to ensure the implementation of new and innovative projects that promote affordable housing solutions and facilitate increased supply in the Eastern Metropolitan Region;
3. Build the capacity of the EAHA's members and stakeholders through collaboration, partnerships and effectively sharing information; and
4. Develop partnerships to secure resources for projects whilst maintaining strong governance structures and an engaged membership.

## **2.2 Recent Research and Advocacy – 'Give Me Shelter', Housing All Australians**

Aligned to EAHA's advocacy is the recent research authored by SGS Economics and Planning for Housing All Australian, titled 'Give me Shelter' (June 2022). Housing All Australians is a business-led initiative dedicated to the pursuit of practical solutions to help address Australia's chronic shortage of low-income affordable housing.

The research provides an analysis of the long-term costs of underproviding social and affordable housing in Australia. The research synopsis (Attachment 3) and full research report (Attachment 4) and show the shortfall “to provide adequate social and affordable housing will be costing the Australian community \$25 billion per year by 2051, in current value terms. Conversely, the benefits to the Australian community in health cost savings, reduced domestic violence, reduced costs of crime, enhanced human capital, improved labour market productivity and better education outcomes are estimated at almost \$110 billion in present value terms.”

The research synopsis highlights that businesses are impacted by the current shortfall of social and affordable housing as rising rent prices are pushing employee's beyond reasonable commuting range. The report also calls on the federal government to engage with private sector capital markets (including superfunds) and encourage their involvement in creating a new residential asset class. It highlights the role of the business community in understanding the quantum of investment required and the potential business opportunity and the implications to a future Australia of not housing all our people.

EAHA are in the process of preparing their advocacy policy for the next 12 months and that will be informed by industry-led research including this report.

### **3. CONSULTATION**

The revised Knox Social and Affordable Housing Strategy 2022-27 is currently in development. As part of this review, preliminary stakeholder engagement on the Affordable Housing Needs Analysis in Knox has been recently completed by an external consultant. This analysis has confirmed the significant demand for social and affordable housing in the municipality of Knox. It is anticipated the draft Strategy will be presented to Council in the coming months.

Key internal and external stakeholders have been consulted including Community Housing organisations, Homelessness and Emergency Relief Service Providers, Department of Families, Fairness and Housing, Municipal Association of Victoria, and locally operating real estate agencies.

The consultation identified that stakeholders support the findings of the Knox Social and Affordable Housing Needs Analysis including the current and projected need for social and affordable housing, and the mismatch between the need for social and affordable housing and current housing stock types (social housing and market housing). Demand data from the Needs Analysis is included in this report under Item 7 – Social Implications.

The EAHA Strategic Plan 2022-2026 has been informed by each member Councils community consultation relating to social and affordable housing needs.

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

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

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

The Eastern Affordable Housing Alliance Strategic Plan 2022-2026 and the Annual Implementation Plan does not include policy recommendations that conflict with Knox City Council's existing policies or strategies relating to environmental and amenity issues.

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

There are no financial implications for this report. Council's involvement in EAHA is included in the current operational budget.

## **7. SOCIAL IMPLICATIONS**

Council is in the process of developing a revised Social and Affordable Housing Strategy and Action Plan, to address the significant and growing demand for housing solutions in Knox.

At the time of the 2021 Census, there were 3,724 renting households in Knox experiencing housing stress (30.5% of total renting households). While further analysis of this data has not yet been released, the previous Census (2016), indicates that rental stress is impacting both smaller households (lone persons or couples) and larger households (families or groups). At the last Census, there were also 583 people who were either homeless or marginally housed in Knox. The Australian Bureau of Statistics has not yet advised when the data on the number of people experiencing homelessness at the 2021 Census will be released. However, it is expected to have grown since 2016, due to the impacts of the Pandemic, rising cost of living pressures, and the ongoing shortfall of rental properties.

The considerable number of people from Knox seeking specialist homelessness services shows housing insecurity continues to be a significant issue for the Knox community. A total of 2,676 people from Knox accessed homelessness services in 2019-2020.

It is projected that there will be a need for at least an additional 1,290 social housing dwellings and 5,950 affordable rental dwellings in Knox by 2041.

At the time of this report only limited 2021 Census data is available. Once available this data will continue to inform the advocacy and actions for Knox and EAHA.

Whilst it is pleasing that Homes Victoria have recently funded or purchased 150 new social housing dwellings in Knox as part of the Big Housing Build project (representing an increase of 10% on existing social housing supply in Knox), there is still a large unmet demand.

Knox City Council's active involvement in EAHA has the potential to increase community awareness of the affordable housing needs in Knox, generate a groundswell of community support for policy solutions and drive the local political imperative to address the housing crisis.

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

### **Neighbourhoods, Housing & Infrastructure**

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

### **Connection, Resilience & Wellbeing**

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Eastern Affordable Housing Alliance Lead, Joanna Stubbings

**Report Authorised By:** Director Connected Communities, Tanya Scicluna

### **Attachments**

1. Attachment 1 - EAHA Strategic Plan 2022-2026 Final June 2022 [**9.2.1** - 2 pages]
2. Attachment 2 - EAHA Implementation Plan 2022-2023 Final June 2022 [**9.2.2** - 2 pages]
3. Attachment 3 - Research Synopsis - Give Me Shelter June 2022 [**9.2.3** - 6 pages]
4. Attachment 4 - Full Report Give Me Shelter - Cost-benefit analysis report June 2022 [**9.2.4** - 30 pages]



## Eastern Affordable Housing Alliance Strategic Plan 2022-2026

### Vision

The Eastern Metropolitan Region is a place where everyone has a safe, secure, affordable home that is appropriate to their needs.

### Mission

The Eastern Affordable Housing Alliance (EAHA) advocate for increased Affordable Housing in the Eastern Metropolitan Region of Melbourne to respond to current and future housing needs.

Each Council has its own context concerning Affordable Housing but provides a united voice for the Region.

### EAHA's Role

1. **Represent** the Affordable Housing needs and priorities of the region and significant parts of it.
2. **Share knowledge and build capacity** within the Alliance to enable effective advocacy for actions for improved housing affordability.
3. **Advocate** for improvements in housing affordability that have region-wide benefits.
4. **Advocate** to State and Federal governments and other appropriate parties for increased Affordable Housing supply, finance and housing subsidies.
5. **Work cooperatively** with Councils, governments, statutory planning authorities, registered housing agencies and other stakeholders to increase the supply of Affordable Housing.
6. **Provide** a democratic and consultative decision-making process in determining regional Affordable Housing needs and Alliance activities, in conjunction with State and Federal governments and including appropriate community participation.

### Strategic Framework

EAHA's Strategic Plan (see TABLE 1) details the overarching strategic directions, objectives and rolling actions the Alliance will undertake to deliver its vision and mission. The four-year strategic plan includes indicative evaluation criteria. The strategic plan will be evaluated and updated every four years. This process will include a review of the role and scope of the Alliance.

Each year, EAHA will develop an annual implementation plan detailing the specific projects and operational tasks EAHA will undertake to deliver the strategic plan over 12 months. This plan will allocate responsibilities, timelines and provides an indication of potential resources (such as external funding opportunities). The annual implementation plan is an internal document and will be used to inform the annual reporting process.

Table 1. Strategic Plan 2022-2026

<b>STRATEGIC DIRECTION</b>	<b>OBJECTIVES</b> Sets out what EAHA wants to achieve over the period	<b>ACTIONS</b> Defines how EAHA will deliver each objective. Actions are articulated to provide sufficient flexibility for EAHA to be opportunistic and adaptable over the period	<b>EVALUATION</b> Sets out the broad parameters against how success will be measured
<b>Advocacy and Engagement</b>	Use EAHA’s scale, reputation and member’s commitment to influence Affordable Housing policy, funding and programs within local, state and federal governments and build community support	<ul style="list-style-type: none"> <li>• Proactively advocate to governments and other stakeholders</li> <li>• Establish partnerships and work collaboratively across other Affordable Housing Alliances, networks and groups to support advocacy activities</li> <li>• Promote advocacy activities through networks and web channels</li> <li>• Develop and support community engagement programs to increase community support</li> </ul>	<ul style="list-style-type: none"> <li>• Projects funded or policy changes attributable to advocacy activities</li> <li>• Progress against annual advocacy plan</li> <li>• Level of community participation/engagement</li> </ul>
<b>Action and Projects</b>	Leverage the network of EAHA to ensure the implementation of new and innovative projects that promote Affordable Housing solutions and facilitate increased supply in the EMR	<ul style="list-style-type: none"> <li>• Strengthen relationships with registered housing providers and key sector players</li> <li>• Identify and implement research projects that inform local solutions for the EMR</li> <li>• Identify and implement initiatives that facilitate affordable housing outcomes in the EMR i.e. via partnerships or the planning system</li> </ul>	<ul style="list-style-type: none"> <li>• Progress against annual implementation plan</li> <li>• Impact and outcomes of the EAHA’s projects or initiatives</li> </ul>
<b>Collaboration and capacity building</b>	Build the capacity of EAHA’s members and stakeholders through collaboration, partnerships and effectively sharing information	<ul style="list-style-type: none"> <li>• Raise the profile of EAHA within member Councils through proactive engagement including twice-yearly reports to councils and an annual update to ERG</li> <li>• Identify and implement opportunities to build the capacity of EAHA’s members and stakeholders to support project delivery and advocacy initiatives</li> <li>• Implement information sharing initiatives to support effective stakeholder engagement and collaboration</li> <li>• Leverage Affordable Housing and Council Alliances for information sharing and cross-regional collaborative opportunities including active participation on the Regional Charter Group Coordinators Group</li> </ul>	<ul style="list-style-type: none"> <li>• Twice-yearly report to councils (including Annual Report)</li> <li>• Annual update to ERG</li> <li>• Participation of staff and Councillors from across EAHA’s membership in EAHA’s meetings, events and projects</li> <li>• Impact and outcomes from information sharing and capacity building initiatives</li> <li>• Impact and outcomes from cross Alliance forums and initiatives</li> </ul>
<b>Governance</b>	Develop partnerships to secure resources for projects whilst maintaining strong governance structures and an engaged membership	<ul style="list-style-type: none"> <li>• Secure funding sources to support project implementation and management</li> <li>• Develop and maintain clear governance and processes that support accountability, responsible and timely decision making</li> <li>• Deliver transparent and timely reports to members on outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Four year MOU signed by the EAHA members</li> <li>• Annual Report (public via EAHA website)</li> <li>• Annual Financial Report (internal)</li> </ul>

## Eastern Affordable Housing Alliance

Annual Implementation Plan – 2022-2023 (Internal document)

<b>STRATEGIC DIRECTION</b>	<b>TASKS</b> Annual Priority tasks	<b>LEAD/SUPPORT</b> 'Lead' takes responsibility for the task including allocation of resources 'Support' is the main player/s involved in the delivery of the task	<b>TIMING</b> Start and end dates	<b>RESOURCES</b> EAHA budget External Funding Existing resources via project officer or council officer
<b>Advocacy and Engagement</b>	1. Support the Charter submission to the National Housing and Homelessness Agreement Review	Charter Exec Officer / Project officer	March 2022 - done	Existing resources via project officer
	2. Councils' Endorse the MAV Strategic Statement for Social and Affordable Housing	All Managers	TBC	Existing resources via council officer
	3. Become a support/partner of the Everybody's Home Campaign to support national advocacy efforts for the Federal election	Nominate a Council /All	April - July 2022	N/A
	4. Develop an EAHA website including rebranding	Nominate a Council / Project officer	April – Sep 2022	EAHA budget 2021/22 - \$8,500 Exc. GST
	5. Develop an advocacy plan for the State Election	Nominate a Council / Project officer	Early April – Late November 2022	EAHA budget 2021/22- \$16,500 exc. GST
	6. Re-launch EAHA event	Nominate a Council / Working group	August 2022	EAHA budget 2021/22 - ~ \$2000 TBC
	7. Develop a three - year communications plan to build community awareness and advocate	Nominate a Council / Working group	Nov – Dec 2022	EAHA budget 2022/23 - existing resources
	8. Prepare submissions to relevant consultations/inquiries	Nominate a Council / Project officer	As required	Existing resources via project officer and council officer
<b>Action and Projects</b>	1. Presentations from housing providers/key sector players at each Executive meeting and at steering committee as required	Project officer/ All	Exec meetings Steering Committee Meetings	N/A
	2. Eastern Metropolitan Partnership project – <i>Preventing Homelessness in Women over 55</i>	Knox / Project officer Project working group will be established if funding is successful	March to Aug 2022 – planning Nov 2022 to Dec 23 – implementation	EMP Funding Application
	3. Investigate a project that facilitates affordable housing outcomes for the region	Nominate a Council / Nominate a Support	June – Dec (TBC) 2022	TBC
	4. Update EMR minimum supply document	Knox	Feb 2022 – done	Council contributions - complete
<b>Collaboration and capacity building</b>	1. Collate council policy positions (clarity on each Council's position will enable the work of the Alliance)	Project officer/ All	April- Aug 2022	Existing resources via project officer
	2. Develop a councillor induction package	Project officer	May – Aug 2022	Existing resources via project officer



STRATEGIC DIRECTION	TASKS Annual Priority tasks	LEAD/SUPPORT 'Lead' takes responsibility for the task including allocation of resources 'Support' is the main player/s involved in the delivery of the task	TIMING Start and end dates	RESOURCES EAHA budget External Funding Existing resources via project officer or council officer
				And through the State election advocacy package
	3. Develop briefing materials as required		As required	Existing resources via project officer or council officer
	4. Share webinars/events and opportunities	Project officer/ All	Ongoing	Existing resources via officers
	5. Develop a file-sharing system for members	Knox / Project officer	April - done	Existing resources via project officer
	6. Twice-yearly report to councils	Managers / Project Officer	July and December 2022	Existing resources via project officer
	7. Annual update to ERG	Chair Council (Monash) / Project Officer	August 2022	Existing resources via project officer
	8. Active participation on the Regional Charter Group Coordinators Group	Project officer	Coordinator Group - Fortnightly Charter meetings – Bimonthly	Existing resources via project officer
	9. Explore partnerships with other networks/Alliances	Project officer / All	Ongoing	Existing resources via officers
	10. Quarterly email to Alliance and internal stakeholders on state and national updates	Project officer / All	Feb, May, Aug, Nov 2022	Existing resources via project officer
	11. EAHA Members to liaise with Strategic and Statutory Planners to pursue stronger collaboration on social housing	Managers	Steering Committee meetings twice per year	Existing resources via officers
<b>Governance</b>	1. Eastern Metropolitan Partnership funding application	Knox / Whitehorse	Feb – June 2022	Existing resources via working group officers and Project officer
	2. Four year MOU signed by the EAHA members	Knox / All	July 2022	Existing resources via project officer or council officers
	3. Annual report (public via EAHA website)	Project officer	Dec 2022	Existing resources via project officer
	4. Annual financial report (internal)	Knox / Project officer	June 2022	Existing resources via project officer
	5. Executive and Steering Committee Meeting host and coordination	Rotate / Project officer	Executive Meeting – 5 per year Steering Committee – 6 weekly	Existing resources via project officer or host council



## Give Me Shelter

The long-term costs of underproviding public, social and affordable housing

### Housing All Australians' Synopsis

June 2022



**\$25  
BILLION  
PER YEAR**

Failure to act on shelter needs will cost the community \$25 billion per year by 2051.\*

\* In present value terms

## About Give Me Shelter

**Housing All Australians is pleased to have partnered with SGS Economics and Planning to deliver Give Me Shelter. As an Australian first, this economic study outlines the long term economic costs to Australia if we do not house all our people, rich or poor.**

With the findings from this study, we aim to bring Australian business together for a national conversation on the importance of Housing all Australians. As a society, we need to understand the long term economic and social implications that this chronic shortage of “non market” driven housing is going to have on Australian society and the economy and to demonstrate the strong underlying business case that exists behind mitigating that outcome.

Housing All Australians is a business-led initiative dedicated to the pursuit of practical solutions to help address Australia’s chronic shortage of low-income affordable housing.

Through our national presence and activities such as Pop Up Shelters (repurposing existing empty buildings as a private sector-driven short-term solution), Housing All Australians is the conduit for values-aligned businesses that want to volunteer their skills and services to help vulnerable Australians.

*“This report underlines the importance of investment in social and affordable housing as a fundamental economic issue, with generational implications. The data shows the urgency with which we should be acting on this challenge and demonstrates there is an economic and community benefit from investing in social and affordable housing.”*

*Jane Hodder, Deputy Chair, Committee for Melbourne Board*

**Download the full report here:**



## Why is housing all Australians important?

Having stable shelter is a fundamental human need and its provision is the basis of a successful society. How can a parent or carer bring up a family if they are always having to move? How can people manage the emotional or physiological events of life if their need for stable shelter is not met?

Housing All Australians believes that housing is essential (economic) infrastructure that ensures this fundamental human need is met. Australia has a large and growing population whose income is not keeping pace with house price growth and increasingly higher rents. In increasing numbers, these Australians are making choices between paying the rent or providing food on the table.

Give Me Shelter shows that if this housing shortfall is left unaddressed, the additional cost to Australian taxpayers will reach an additional \$25 billion annually by 2051 (in 2021 dollars). If the government cannot afford to fund these costs and we stop supporting the vulnerable in our society, our Australian values will be diminished. We must start the journey towards housing all Australians before it becomes too big for our country to solve.

### Underinvestment in housing

Australia has experienced decades of underinvestment in social and affordable housing by successive governments. Our population grew by more than 25 per cent between the 2001 and 2016 Census years, yet our stock of occupied social housing shrank by 2.5 per cent. Social housing now makes up less than four per cent of all dwellings, compared with almost six per cent in 1996.

Give Me Shelter finds that more than two million lower income renter households will be in serious housing stress by 2051. They will be paying rents more than the international benchmark of 30 per cent of income, alongside rising utility and other household costs. This will have unintended consequences that will significantly impact both Australian society and its economy. We need a paradigm shift in our thinking if we are to create new solutions.

**Investment in social and affordable housing is essential economic infrastructure that delivers solid long-term economic returns to our country.**

Give Me Shelter found that the national average benefit-cost ratio (BCR) for Australia in providing adequate social and affordable housing infrastructure is 2:1. In other words, for every \$1 invested to induce delivery of public, social and affordable housing, the Australian community saves \$2 in future costs.

This rate of return is comparable to, or better than, those achieved in many other major investments in infrastructure including Brisbane Metro (1.9:1), Melbourne Metro (1.5:1), Morley–Ellenbrook line Perth (1.1:1), M12 Motorway Sydney (1.8:1), Gawler Rail Line Electrification SA (1.1:1), Tasmanian Irrigation Tranche Two (1.6:1) and National Inland Rail (2.7:1).

And if we don't act? The annual cost to taxpayers of not providing the additional housing our country needs will escalate. The report shows that the health, education, productivity and crime costs borne by the community as a result of this unmet housing need is estimated to reach an additional \$25 billion per year (in today's figures) by 2052.

## Key Findings

**Every \$1 the Australian community invests in social and affordable housing will deliver \$2 in benefits. This rate of return is comparable to, or better than, those achieved in many other major Australian infrastructure investments.**

**Failure to act on shelter needs will be costing the community an additional \$25 billion\* per year by 2051.**

**The benefits of providing adequate housing are estimated at almost \$110 billion\*.**

\*In present value terms

# \$110 BILLION IN BENEFITS

If we invest in social and affordable housing today we'll gain \$110 billion in benefits.\*

\* In present value terms

6

## This is now an issue for business

We have seen a rise in people experiencing homelessness in our streets over the last decade. The increase in homelessness points to a much bigger issue with our housing continuum that will not be resolved until we solve the upstream supply of non-market housing.

Homelessness is an issue for all Australians and it's becoming an issue for business, too. We are already hearing of businesses struggling to keep their doors open because the rising rental prices for housing are pushing their staff beyond a reasonable commuting range. Australian businesses are also having to invest in affordable housing to provide cheap accommodation to attract staff, particularly in regional and coastal areas that have experienced significant population shifts.

*"The business sector has a long history of engaging with governments to address policy sticking points, most recently during the pandemic. The lack of affordable housing is an issue of equal if not greater significance to the business sector given this is a problem that is only going to get worse without a nationally-coordinated response at the highest levels of government and industry."*

*Advocacy for change can't just be left to housing charities. Staff are a business's most valuable asset, so it is incumbent upon the business community to communicate to governments the need for better housing outcomes to secure workforces and lift productivity."*

*Monash University Business School  
Professor and former ACCC chairman  
Graeme Samuel AC*

7

## Why does the business sector need to lead this discussion?

In the 2021 review of the federal government's National Housing Finance and Investment Corporation, Chris Leptos AM estimated the "non-market" housing investment required to rectify the shortfall to be around \$290 billion. This is too big for government to solve. It must engage with private sector capital markets (which includes our superfunds) and encourage their involvement in creating a new residential asset class. Our super funds want to invest in Australia's housing, but they need to achieve a reasonable return for the risk involved. This should stem the current outflow of Australian's super money, which has already invested several billion dollars in housing Americans and people in other countries. Capital is fluid and will follow to where the risk/reward ratios are favourable.



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When business understands the quantum of investment required and the potential business opportunity, recognises the strong underlying business case and the implications to a future Australia of not housing all our people, business will help drive the delivery of this currently "non-market" led housing.

***"Most of us know that inadequate supply of housing is a big issue for Australia and goes a long way to explain the astronomical house prices and rents we are experiencing. What we don't always appreciate is that this lack of affordable housing is most severe for those who can afford it least. And the flow-on effects are terrible for the families involved and ultimately create enormous costs and foregone opportunities for our society. There's a compelling social and economic case for business and governments to act in partnership to solve this."***

*Alison Watkins, company director and Chancellor, University of Tasmania*

## How can business be involved?

***"We need more overseas labour, but where will these workers live? Businesses will find it difficult to attract staff if they can't find a place to live, and if they can't afford the rent where there is available stock."***

***The pandemic has shown us we can succeed in finding solutions when we work together to tackle a crisis. Overcoming a systemic problem such as housing affordability requires a collaborative approach from industry and all levels of government. It's in everyone's interest to find a way forward."***

*Economist and Macroplan Executive Chairman Brian Haratsis*

We encourage all Australian businesses to lend their voice to a national conversation: *Housing all Australians - an economic platform for a prosperous country*. Business can be involved in ensuring that Australia is not only creating well-located affordable housing for its workers, but equally importantly, restoring hope and confidence in the home-ownership aspirations of our younger generations. The time for waiting is over.

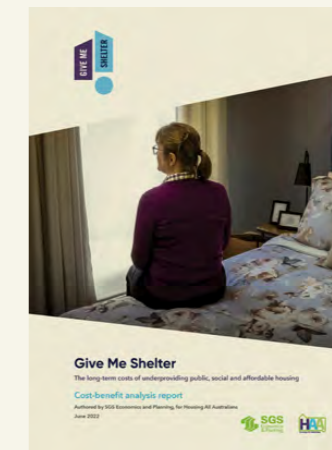
You can get involved by sharing and discussing *Give Me Shelter* with your industry organisations.

We have arranged for the authors of the report to share their findings and answer questions at a national webinar to be hosted by the Committee of Melbourne. Please register on the *Give Me Shelter* website.

You can also follow Housing All Australians on our social media channels to keep up to date with the progress of this important discussion or email us to get involved with our other initiatives at :

- ✉ [info@housingallaustralians.org.au](mailto:info@housingallaustralians.org.au)
- 🌐 [housingallaustralians.org.au/givemeshelter](http://housingallaustralians.org.au/givemeshelter)
- f [www.facebook.com/HousingAllAustralians/](https://www.facebook.com/HousingAllAustralians/)
- 🐦 [twitter.com/housingallaus](https://twitter.com/housingallaus)
- in [www.linkedin.com/company/housing-all-australians](https://www.linkedin.com/company/housing-all-australians)

**Download the full report here:**





This synopsis was written by Housing All Australians. For more information about the Give Me Shelter report or for media enquiries , please contact:

[www.housingallaustralians.org.au/givemeshelter](http://www.housingallaustralians.org.au/givemeshelter) and  
[givemeshelter@housingallaustralians.org.au](mailto:givemeshelter@housingallaustralians.org.au)



# Give Me Shelter

The long-term costs of underproviding public, social and affordable housing

## Cost-benefit analysis report

Authored by SGS Economics and Planning, for Housing All Australians  
June 2022



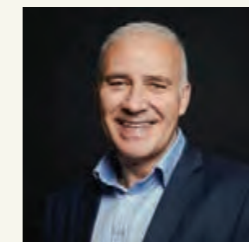


## Foreword

**Several years ago, I was in Sydney presenting about housing with a councillor from regional NSW. He was sharing emerging stories from his municipality, including one about a local police officer. The officer and his family could only afford to buy far from the municipality where he worked; he slept in his car every night because it was too far to drive home.**

Whilst the officer's particular situation may have been short-lived, it is not atypical of an issue that increasingly confronts many Australians. It also impacts their communities. Covid, ballooning house prices and unaffordable rents have seen businesses - especially in regional areas - unable to open because they can't source workers. The lack of affordable housing has now become a significant issue for business.

This was one of several stories that led to the formation of Housing All Australians. It was also the genesis to the economic study that you are about to read.



**Housing All Australians is a business-led initiative dedicated to the pursuit of practical solutions to help address Australia's chronic shortage of public, social and affordable housing.**

We encourage all Australian businesses to lend their voice to a national conversation: Housing all Australians - an economic platform for a prosperous country. Business needs to ensure that Australia is not only creating well-located affordable housing for its workers, but more importantly, restoring hope and confidence in the home-ownership aspirations of our younger generations. The time for waiting is over.

Housing All Australians is pleased to have partnered with SGS Economics and Planning to deliver this report. We would also like to acknowledge the experts from academia, industry, research, organisations, and independent economists who provided feedback on the methodology used in this report's development.

I would also like to thank our business partners who made this research possible. By supporting *Give Me Shelter*, they have demonstrated their leadership and commitment to this critical topic.

This Housing All Australians report clearly outlines the significant costs that will be incurred by Australian taxpayers as we pursue the current housing trajectory; it demonstrates the link between the increase in homelessness and its long-term economic impact on all Australians. We trust the findings of this research will help generate a national conversation and we look forward to supporting our business community in the vital work ahead.

**Rob Pradolín, founder and director,  
Housing All Australians**

Housing All Australians acknowledges and pays respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

# Acknowledgements

Feedback on the CBA methodology used in the preparation of this research was provided by the following experts:

<b>Andrew Beer</b>	University of South Australia	<b>Hugh Hartigan</b>	NHIFIC
<b>Andi Nygaard</b>	Swinburne University	<b>Ian Harper</b>	Provided as an independent economist
<b>Anne Tiernan</b>	Griffith University	<b>Kate Raynor</b>	University of Melbourne
<b>Brendan Coates</b>	Grattan Institute	<b>Peter Colacino</b>	Infrastructure Australia
<b>Cassandra Winzar</b>	CEDA	<b>Peter Phibbs</b>	University of Sydney
<b>Chris Leishman</b>	University of South Australia	<b>Peter Tulip</b>	Centre for Independent Studies
<b>David Tucker</b>	Infrastructure Australia	<b>Rachel Viforj</b>	Curtin University
<b>Emma Baker</b>	University of South Australia	<b>Rebecca Bentley</b>	University of Melbourne
<b>Hal Pawson</b>	University of New South Wales	<b>Saul Eslake</b>	Independent economist

While this feedback was gratefully received, all responsibility for the design and application of the methodology applied in this study remains with the authors, SGS Economics & Planning Pty Ltd.

Authored and Prepared by SGS Economics & Planning



Supporters of this national research project include:



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Offices in Canberra, Hobart, Melbourne, and Sydney, on Nggunawal, Muwinina, Wurundjeri, and Gadigal Country.

Front cover photo by courtesy of Ken Spence



# Key Findings

Every \$1 the Australian community invests in social and affordable housing will deliver \$2 in benefits.

This rate of return is comparable to, or better than, those achieved in many other major Australian infrastructure investments.

Failure to act on shelter needs will be costing the community \$25 billion\* per year by 2051.

The benefits of providing adequate housing are estimated at almost \$110 billion\*.

\*In present value terms

Business needs to ensure that Australia is not only creating well-located affordable housing for its workers, but more importantly, restoring hope and confidence in the home-ownership aspirations of our younger generations.

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**\$25**  
**BILLION**  
**PER YEAR**

Failure to act on shelter needs will cost the community \$25 billion per year by 2051.\*

\* In present value terms

6

**\$110**  
**BILLION**  
**IN BENEFITS**

If we invest in social and affordable housing today we'll gain \$110 billion in benefits.\*

\* In present value terms

7



We will never end homelessness unless we solve the upstream supply of non-market housing.

Housing All Australians

## Executive Summary

### Social and affordable housing is essential infrastructure for successful communities.

Provision of social and affordable housing infrastructure is necessary to protect vulnerable households from poverty, to build productive economies with good access to essential workers, and to create better neighbourhoods characterized by diversity and inclusion.

### Australia has seen decades of underinvestment in social and affordable housing

While Australia's population grew by more than 25 per cent between the 2001 and 2016 Census years, the nation's stock of occupied social housing *shrank* by 2.5 per cent. As a proportion of all dwellings, social housing now comprises less than 4 per cent compared with almost 6 per cent in 1996.

If nothing changes, more than 2 million Australian households on low incomes in private rentals will be in housing stress by 2051. They will be paying rents in excess of the international benchmark of 30 per cent of income, with many having to deal with much greater housing costs than this.

### If this pattern of underinvestment in essential social and affordable housing is not reversed, future generations of Australians will be left with huge costs.

Serious housing stress is not only distressing and damaging for the low-income households in question, it creates major costs for the community at large.

Publicly funded health services have to attend to households where physical and mental wellbeing is under great pressure from burdensome housing costs and insecure tenure. Some people find themselves homeless, generating needs for a wide range of support services as well as temporary housing.

Severe shortages of affordable accommodation can mean that businesses cannot keep key staff as these workers may be pushed out of reasonable commuting range. This churn is costly both for the employer and employee, and labour market productivity suffers.

Education outcomes for children in lower income households forced to regularly move due to housing costs can be compromised.

Lack of secure housing and a stable home environment can foster anti-social behaviour and criminal activity, triggering expensive government interventions in the policing and justice system.

Failure to act on shelter needs across these households will be costing the wider community \$25 billion *per year* by 2051, measured in 2021 dollars.

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**There are many ways of mobilising the investment required to fill this yawning infrastructure shortfall.**

Additional social and affordable housing can be supplied through traditional public sector procurement. Alternatively, private capital can be attracted with government making up the difference between reasonable commercial requirements and the returns available from investments in affordable housing. Other approaches would further top up the incomes of eligible households.

In all cases, the taxpayer would be called upon to bridge the gap between an affordable rent for eligible households and the market rent or the rent required to induce supply of new affordable housing.

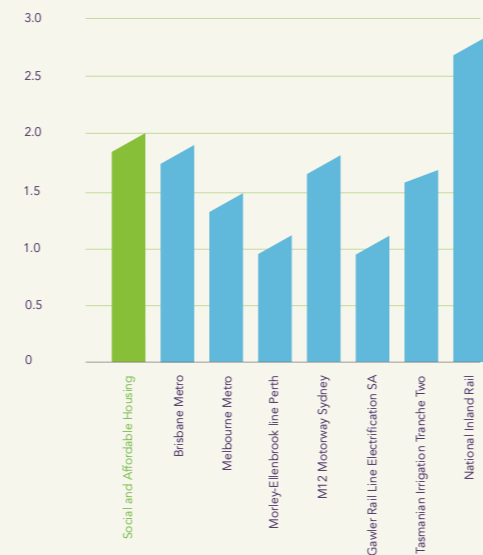
**Investment in social and affordable housing infrastructure delivers solid economic returns.**

The cost to taxpayers to bridge this gap is estimated at \$55 billion in present value terms assuming that social and affordable housing support is gradually stepped up year by year to eventually meet all the projected need across Australia by 2051. Conversely, the benefits to the Australian community in health cost savings, reduced domestic violence, reduced costs of crime, enhanced human capital, improved labour market productivity and better education outcomes are estimated at almost \$110 billion in present value terms.

The benefit-cost ratio for Australia in providing adequate social and affordable housing infrastructure is therefore 2:1. In other words, for every \$1 invested by taxpayers to induce delivery of social and affordable housing, the Australian community gets back \$2 in benefits<sup>1</sup>.

This rate of return is comparable to, or better than, those achieved in many other major investments in infrastructure including Brisbane Metro (1.9:1), Melbourne Metro (1.5:1), Morley–Ellenbrook line Perth (1.1:1), M12 Motorway Sydney (1.8:1), Gawler Rail Line Electrification SA (1.1:1), Tasmanian Irrigation Tranche Two (1.6:1) and National Inland Rail (2.7:1).

**FIGURE 1/ COMPARATIVE RATE OF RETURN**



**Governments would save money by investing in social and affordable housing.**

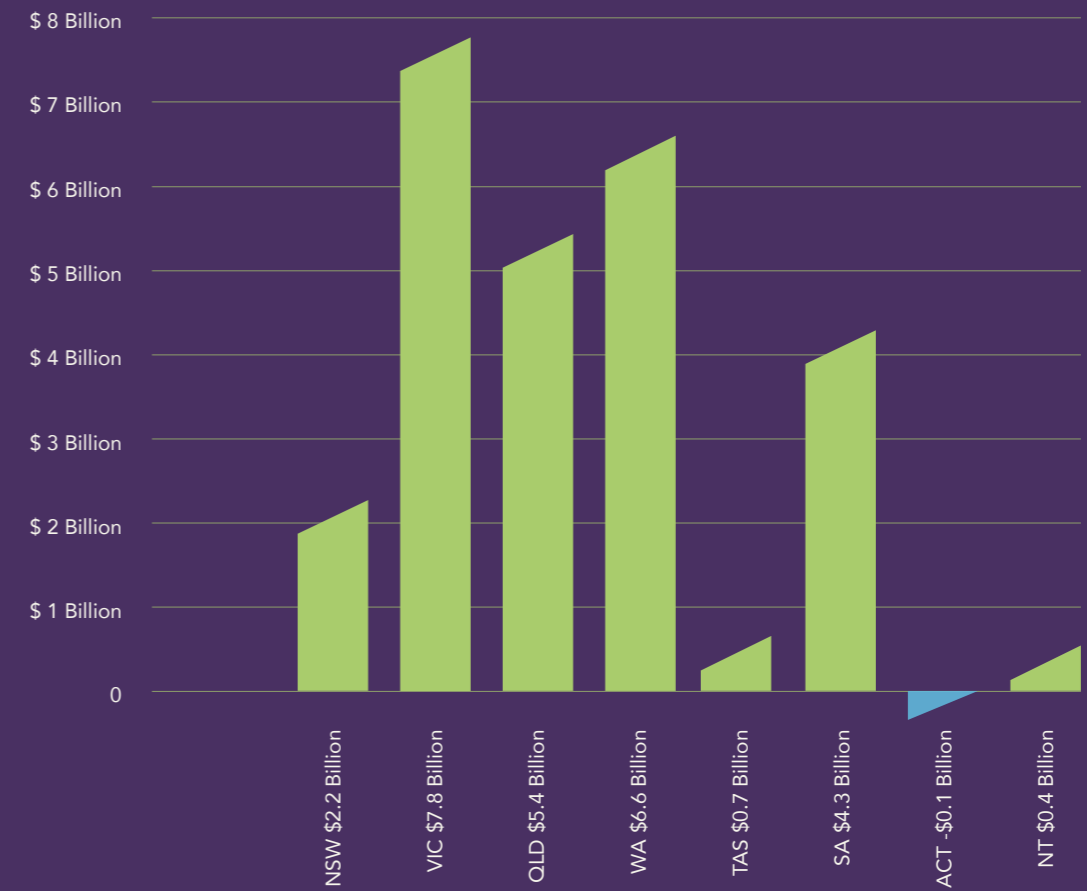
The \$110 billion in benefits generated by providing adequate social and affordable housing will be partly captured by state, territory and commonwealth governments in reduced outlays. This relates to savings in health, social assistance, and justice expenditures.

Over 30 years, the Commonwealth's estimated budget savings (from improved health outcomes, reduced crime and domestic violence etc.) would surpass its outlays in meeting projected social and affordable housing need. The Commonwealth is estimated to save some \$3.5 billion in present value terms.

<sup>1</sup> The pool of households in deep housing stress is already substantial. Governments could accelerate the provision of assistance so that more households are lifted out of stress in the nearer term than what has been factored into our calculations. For the purposes of this report we have assumed a 'straight line' ramping up of assistance from where we were in 2021 to fully meeting projected need by 2051. Under an accelerated assistance scenario, both the cost of support and the value of the benefits generated would increase. However, the benefit cost ratio would be largely unchanged.

**GIVE ME SHELTER EXECUTIVE SUMMARY**

**FIGURE 2/ BUDGETARY SAVINGS PER STATE AND TERRITORY (NPV OVER 30 YEARS)**



All state and territory governments, except for the ACT, would also enjoy budget savings greater than their outlays on social and affordable housing provision, as shown below.

- New South Wales, + \$2.2 billion
- Victoria, + \$7.8 billion
- Queensland, + \$5.4 billion
- Western Australia, + \$6.6 billion
- Tasmania, + \$0.7 billion
- South Australia, + \$4.3 billion
- Australian Capital Territory, - \$0.1 billion
- Northern Territory, + \$0.4 billion

The ACT's close to break-even result reflects the fact that the Territory has the highest rents in the country. This makes for an outsized gap between affordable rent and market rents and, therefore, relatively large government outlays versus the fiscal savings on offer. In the context of the ACT, more traditional public sector procurement of social and affordable housing, or facilitated private investment in social and affordable housing on government land, would likely produce a positive fiscal result for that jurisdiction as well. Such strategies could also boost the fiscal outcome for NSW, which also has comparatively high market rents.



Severe shortages of affordable accommodation can mean that businesses cannot keep key staff as these workers may be pushed out of reasonable commuting range. This churn is costly both for the employer and employee, and labour market productivity suffers.

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## Introduction



**There is a significant and increasing need to address homelessness and housing stress in Australia. Following a context-setting introduction to frame the Australian housing story, this report presents the findings of a cost-benefit analysis undertaken to measure the future costs (or foregone benefits) to the community from continued failure to address the need for housing assistance.**

### 1.1 About Housing All Australians

Housing All Australians (HAA) activates private sector-led solutions to the chronic shortage of social, public and affordable housing in Australia. Through our national reach and activities such as pop-up shelters, we support the business community to respond to community and business need.

With the findings from this study, we aim to bring Australian business together for a national conversation on the importance of housing for all as an economic platform for a prosperous country. We need to understand the economic implications that the chronic shortage of non-market driven housing is going to have on Australian society and the economy, and to articulate the strong underlying business case that exists behind mitigating that outcome.

Underinvestment in initiatives to securely house those in need increases costs to society through poorer health and employment outcomes, greater criminal behaviour and less diverse communities.

### 1.2 About SGS Economics and Planning Pty Ltd

Established in 1990, SGS is an urban and public policy consultancy which supports policy and investment decisions for more sustainable cities and regions.

SGS works for the public interest with its commitment to social good woven into the fabric of the company's culture. A certified Benefit Corporation (B Corp), SGS is part of a global movement of people and organisations working for a more equitable, prosperous and sustainable society.

SGS comes to this task with a depth and breadth of experience across affordable housing, policy development and development economics.

### 1.3 Project context

**"It can no longer be said that we are, in general, affordably housed; nor can it be said that the 'housing system' is meeting the needs and aspirations of as large a proportion of Australians as it did a quarter of a century ago"**

#### Pawson, Milligan & Yates (2020)

The existence of a housing affordability problem in Australia is generally recognised and acknowledged, not only within government housing policy circles but among commentators, industry, and the public at large (Pawson, Milligan, & Yates, 2020). However, despite receiving recognition, policy makers continue to misunderstand the nature and influence of Australia's housing system within the economy, and consequently have failed to appreciate and address the affordability crisis with any coherent long-term vision and strategy (McClennan, et al., 2021).

Affordability concerns are often voiced in the mainstream media mainly in relation to the falling rates of homeownership, particularly amongst younger cohorts (Pawson, Milligan, & Yates, 2020). However, intensifying rental affordability pressures affecting low- and moderate-income earners, and the substantial lack of social housing and affordable rental housing, arguably presents an even greater challenge to present and future communities. A series of reports published by AHURI has tracked the affordability and availability of private rental housing for low-income households in Australia (Hulse et al., 2012; Hulse et al., 2014; Hulse et al., 2019).

The COVID-19 pandemic placed Australia's housing system under the spotlight. However, rapidly rising rates of homelessness and a growing deficit of private rental housing affordable to lower income households had been in trend long before the onset of the pandemic. The number of households experiencing moderate or severe rental stress – and therefore classified as in need of housing assistance – has been increasing over time (Hulse et al., 2012; Hulse et al., 2014; Hulse et al., 2019; Martin et al., 2017). Recent governments have been stung into action to cushion the impact of economic recessions arising from the Global Financial Crisis and COVID-19 pandemic; however, there remains a significant and expanding shortfall across Australia. While affordability problems are most pronounced in capital cities, the shortfall of social and affordable housing supply is not exclusively an urban problem.



GIVE ME SHELTER INTRODUCTION

**The impacts of the Covid-19 pandemic on the housing affordability crisis**

The impacts of the COVID-19 global pandemic, beginning in 2020, have caused unprecedented shocks to the country's economy and housing market. Since then, the experiences of private renters across the country have been greatly impacted, with their employment, living environment, ability to pay rent and risk of eviction all being affected.

The Australian Institute of Health and Wellbeing (AIHW) (2021) found that since the beginning of the pandemic:



FIGURE 3/ COVID-19 IMPACTS

GIVE ME SHELTER INTRODUCTION

**1.4 Project purpose**

In recognition of the continuing underinvestment in measures to address housing need across the country, Housing All Australians (HAA) partnered with SGS to research the evidence base for stronger national action on social and affordable housing.

This research has been undertaken in three stages:

- **Stage 1: A literature review** to examine the basis for measuring the future costs that will be avoided through adequate investment in addressing homelessness and housing stress.
- **Stage 2: Interviews with housing experts** across Australia seeking feedback on the proposed methodology.
- **Stage 3: Development of a cost-benefit analysis (CBA) and economic narrative** to accompany HAA's representations to government and stakeholders.

This report presents the findings of Stage 3.

**1.5 Scope of this report**

The report is structured in five parts. Following this introductory section:

- **Section 2** provides an overview of the *CBA methodology and framework*.
- **Section 3** presents a *summary of the literature on the expected impacts* from continuing underinvestment in social and affordable housing across Australia. This section includes a discussion of the approach and assumptions adopted regarding quantification and monetisation.
- **Section 4** presents the *CBA findings* including an estimate of total future costs and as a benefit-cost ratio (BCR) measure.
- **Section 5** provides a *summary of findings and conclusions*.



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## Cost-benefit analysis framework

# 2

The aim of CBA is to measure and compare the marginal costs and benefits of an initiative to determine the overall impact on community welfare. In this instance, CBA will be undertaken to measure the return to the community from addressing homelessness and housing stress across Australia, and more particularly, to estimate the future costs which will be avoided through such an initiative. This section provides a general overview of CBA methodology and outlines the specific approach adopted for this study.

### 2.1 Economic appraisal (cost-benefit analysis)

Cost-benefit analysis (CBA) assesses the merit of investing in a project from a broader community perspective. That is, CBA contrasts an initiative's economic, social and environmental benefits with its costs. Ultimately the purpose of this form of appraisal is to determine whether the initiative under examination delivers a net community benefit, and in the context of this project, will be used to measure avoided future costs (unrealised benefits).

The relative scale of costs and benefits are illustrated via the BCR (benefit cost ratio). If the BCR is shown to be greater than one, the project is considered worth doing from a societal welfare (or economic efficiency) perspective, regardless of who pays and who benefits.

The CBA in this report has been prepared in accordance with the specifications of Government guidelines for the evaluation of public sector initiatives.

A CBA must address the full spectrum of environmental, social and business impacts of proposed initiatives to address rental stress. Positive and negative effects are quantified and monetised (expressed in dollar terms) as far as possible and then compared to arrive at a conclusion as to whether the proposal is likely to make the community better off or worse off in net terms compared with persevering with business-as-usual conditions.

**GIVE ME SHELTER COST BENEFIT ANALYSIS FRAMEWORK**

The principal steps in the generic cost-benefit analysis method include:

1. Differentiating between the outcomes under a 'business as usual' or 'base case' scenario and those arising with the initiative in question (the 'project case').
2. Identifying the economic, social and environmental costs and benefits that might arise in moving from the base case to project case.
3. Quantifying and monetising these costs and benefits, where possible, over a suitable project evaluation period (in this case 30 years).
4. Generating measures of net community impact using discounted cash flow techniques over the 30-year duration of the regulation. This requires expression of future costs and benefits in present value terms using a discount rate that is reflective of the opportunity costs of resources diverted to the implementation of the reforms.
5. Supplementing this quantitative analysis with a description of costs and benefits that cannot be readily quantified and monetized.

All impacts of the proposed intervention versus the base case must be taken into account, whether or not they are "traded" effects or "externalities".

Traded effects have a price in the market. Externalities are unpriced costs and benefits sustained by third parties in any market transaction. The CBA must account for these impacts even though they are not directly mediated (bought and sold) in the market. The monetised value of these external effects needs to be imputed using a variety of techniques as advised by official CBA guidelines.

**2.2 Incremental, present value, lifecycle assessment**

As per the conventions of financial and economic appraisal, CBA is conducted on an incremental or 'marginal' basis. That is, the project outcomes are tested in comparison to the outcomes that would be generated under a business-as-usual scenario.

Moreover, the CBA framework accounts for the time value of money, which is an implicit judgement that it is desirable for a benefit to occur sooner rather than later. Accordingly, this cost benefit analysis has been prepared in real dollar terms, with future costs and benefits discounted back to current day dollars using a consistent real discount rate.

A discount rate of 7 per cent is applied in the analysis. This is a relatively high rate typically applied to government investments that have a full or partial commercial focus.

**2.3 Distinguishing financial and cost-benefit analysis**

Financial analysis is sometimes confused or conflated with CBA. Financial analysis is undertaken from the narrow perspective of an investor, buyer or seller in the market, and only tracks market-transacted costs and benefits. It also considers tax liabilities.

In contrast, this CBA is undertaken from an Australia-wide perspective, with results disaggregated by state and considers all impacts on welfare, whether priced or unpriced.

Moreover, because CBA is concerned with net effects on the community as a whole, tax impacts are typically set aside as they are simply transfers within the wider community.

**GIVE ME SHELTER COST BENEFIT ANALYSIS FRAMEWORK**

**2.4 Limitations and critiques of cost-benefit analysis**

CBA provides a usefully systematic way to consider the consequences of a proposed initiative; and for a broad range of decisions, whether a project's benefits outweigh its costs is a sufficient question to ask.

However, the limitations of CBA and its application for decision making are acknowledged. There are instances in which the results of CBA should not govern ultimate moral judgement. Often these encompass projects and initiatives which have consequences for those things that are specially valued as a society, such as life, health, safety, and human rights.

**Cost-benefit questions may in fact be largely irrelevant to the outcome of moral judgment, depending on the importance we attach to the value involved.**

Modern CBA practice is premised on the 'Kaldor Hicks principle', where a policy is deemed efficient (improves welfare) if the beneficiaries are notionally able to compensate those suffering costs associated with the initiative and still be better off. This provides a "values free" framework for resource allocation. Welfare gains are judged on willingness to pay for benefits and resource costs are measured at their transacted or imputed prices.

As useful as this framework is, not all costs and benefits are admissible in a CBA. This is not because they are beyond the reach of economics, but rather that they may be deemed to be unconscionable policy propositions. For example, a project known to cause death due to toxic emissions would not be deemed acceptable, regardless of the scale of benefits. The costs are not deemed to be compensable under the Kaldor Hicks principle.

Under the International Covenant on Economic, Social and Cultural Rights (ICESCR), every person has the right to an adequate standard of living (ICESCR, article 11). The right to housing is more than simply a right to shelter; it is a right to have somewhere to live that is adequate. Whether housing is adequate depends on a range of factors, including:

- legal security of tenure
- affordability
- accessibility
- habitability
- location and / or
- cultural adequacy

CBA is useful only for policy choices that are within the spectrum of acceptability based on shared values. For many, the failure to provide safe and secure housing for those who are homeless or experiencing housing stress is unconscionable.

Precedents for this approach are evident elsewhere in public policy. For example, children with a disability have equal rights to access mainstream schools, regardless of cost.



GIVE ME SHELTER COST BENEFIT ANALYSIS FRAMEWORK

2.5 Defining the project case and base case

The purpose of this section is to outline the approach to testing whether a notional policy to comprehensively address homelessness and housing stress across Australia would represent an efficient reform, and to effectively measure the accumulating costs (or foregone benefits) of not addressing this need. That is, to test the net community benefit of moving from the base case to the project case.

Typically, applying a CBA methodology requires knowledge of the implementation and operational details of the project. In this case, it includes identifying the targeted recipients of affordable housing and what mechanism will be used to realise these ambitions.

There are several potential means of addressing need for housing assistance, including (but not limited to):

- **General income support:** Under a general income support approach, cash payments would be provided to private renters (and to other low-income individuals who are not renters) to ensure they have an adequate standard of living. The cash payment would generally be sufficient to purchase an adequate quality and quantity of necessities, including adequate and appropriate accommodation.
- **Housing vouchers and allowance (for example rental assistance):** Housing vouchers and allowances are a form of targeted cash payments provided directly to tenants to assist with the cost of renting in the private market. Vouchers and allowances can take various forms. The amount of the cash payment would usually reflect the income and the composition of the household, but some schemes may adjust the payment according to the rent paid.

- **Social housing:** This involves government, not-for-profit or non-governmental organisation (NGO) provision of housing to eligible households at a rent which ensures affordability. The objective is to provide equitable access to affordable, secure and appropriate rental housing for low-income renters.
- **Head leasing:** Head leasing occurs where, for example, a public housing authority or community housing organisation leases properties in the private market and then sub-lets these to people on the social housing waiting list. Tenants pay a rent (based on their income), which is then passed on, together with a subsidy, to the landlord.
- **Private sector leveraging:** This approach encompasses a range of initiatives intended to stimulate the supply of social and affordable housing by the private sector. These include providing grants, tax credits or other subsidies to induce private investors to dedicate capital to affordable housing provision.

There is disputation amongst housing experts and policymakers regarding the most appropriate means of addressing identified housing need. However, the specific mechanisms used to address rental stress and the need for social and affordable housing are ultimately inconsequential to the estimation of costs which will be used to evaluate the benefit-cost ratio in the CBA methodology outlined below.

This is because, regardless of the mechanism deployed, the cost side of the equation will be given by the total subsidy required to provide secure, affordable housing. This is the difference between the rent required to induce supply of suitable housing, say market rent, and the rent which is affordable by the low income households in question.

GIVE ME SHELTER COST BENEFIT ANALYSIS FRAMEWORK

Other important considerations framing the adopted CBA methodology include:

- At present, social housing is targeted to households most in need, including those who are homeless or experiencing violence. It is assumed that any adopted initiative will address the full need for housing assistance over the analysis period.
- Addressing the total need across Australia will result in a more diverse pool of very low income, low income, and moderate-income households provided access to secure and affordable housing.
- Not all benefit streams apply equally (or in some cases, at all) to all types of households. Addressing the experience of rental stress for some households will deliver a substantial benefit under a range of categories as compared to other household types, depending on their composition. For the purposes of this CBA, estimates of need and measurements of benefit have been broadly segmented using the following household types:
  - » People experiencing homelessness (rough sleepers and others)
  - » Very low-income households
  - » Low-income households
- Allocation of benefit streams by household type are described in further detail in Section 3.

In summary, the **base case** assumes the current situation where a significant number of households across Australia are unable to access secure and affordable housing. As a result, these households suffer a range of negative consequences from rental stress and/or homelessness.

The **project case** assumes the total need for housing across all Australian jurisdictions is addressed with the following outcomes:

- provide affordable housing for homeless persons, and
- provide affordable housing for those who would otherwise experience housing stress.

The following section further defines the marginal costs and benefits of the project case compared with the base case and outlines the method of monetisation applied.



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## Scoping of marginal costs and benefits

# 3

**Stage 1 of this project involved a comprehensive review of domestic and international literature to explore the impacts of continuing failure to address the need for housing assistance. This section draws on the literature review findings, overviewing the expected marginal costs and benefits (avoided costs) associated with moving from the base case to the project case.**

### 3.1 Overview

The review of national and international literature reveals several primary benefit categories suitable for considerations and quantification via CBA:

- improved health outcomes
- reduced incidence of anti-social and criminal behaviours
- enhanced human capital and educational outcomes
- increased productivity due to less efficient labour markets, and
- increased community diversity, inclusion and equity

These categories represent the benefits that would be foregone because of failure to address the need for housing assistance (as expressed under the base case). For example, the project case measures the expected health cost savings achieved through addressing homelessness and housing stress. While included in the benefits side of the equation, these savings would not be realised under the base case, therefore representing accumulating future cost.

An overview of each of these categories is provided below, accompanied by a summary of methods for quantification and monetisation in the CBA analysis. Further detail regarding methods of quantification and detailed assumptions are provided in the Appendix.

Provision of social and affordable housing will require a significant capital investment. For example, the Leptos Review of the Commonwealth's National Housing Finance and Investment Corporation (NHFIC) estimated a \$290 billion requirement over 20 years, based on federal government actuary estimates of future needs.

### 3.2 Marginal costs

#### Government subsidy

Provision of social and affordable housing will require a significant capital investment. For example, the Leptos Review of the Commonwealth's National Housing Finance and Investment Corporation (NHFIC) estimated a \$290 billion requirement over 20 years, based on its own assessment of future needs.

An investment of this scale could be mobilised in a variety of ways, including traditional public sector procurement, tax credit or grant schemes to support private sector investment, and supplementing the incomes of low-income households. In all cases, a subsidy is required to bridge the gap between an affordable rent and the rent required to support investment in the necessary bricks and mortar.

In this study, we adopt the difference between market rents and affordable rents for households who would otherwise be in stress as the cost of the required subsidy. This implicitly assumes that returns pegged to market rents would be sufficient for investors – government or private – to induce the required supply.

#### Support services

Housing programs supporting people who are homeless often encompass both housing and other support services (such as tenancy management, drug and alcohol supports, community education programs etc.). While the marginal contribution of the housing alone is not always clear, expenditures related to these services have been included in the cost side of the CBA equation, estimated at 25 per cent of the total benefit of meeting the housing needs of people experiencing homelessness based on Housing First estimates provided by Larimer et al. (2009).

### 3.3 Marginal benefits

#### Improved health outcomes

People experiencing homelessness and housing stress consume far more health services than people who have stable and affordable housing. Conversely, the ability to keep people housed is a crucial element of managing chronic conditions, ensuring positive health outcomes, and reducing public expenditure.

#### Reduced incidence of criminal and anti-social behaviours

Crimes trigger costs across society. Crime victims suffer psychological and material losses, while taxpayers pay for law enforcement, courts, and incarceration. Providing housing to people experiencing homelessness or who are in rental stress is likely to reduce engagement with the criminal justice system, resulting in reduced government costs of corrections and incarceration. The experience of housing stress and insecurity has also been shown to exacerbate the private and public sector costs of addressing family and domestic violence in Australia.

#### Enhanced human capital and employment outcomes

Human capital is the set of knowledge, skills and characteristics people accumulate throughout their lives. Poor-quality housing, overcrowding, excessive commute times and housing stress can impact human capital formation. Providing safe and secure housing supports individual health and wellbeing, including reduced stress and mental ill-health, greater career progression potential, increased ability to upskill and enhanced workforce participation.

Poor housing affordability and neighbourhood quality can affect the educational outcomes of school-aged children in several ways. Children living in households in housing stress tend to change school more. Research shows that children who change schools frequently are more likely to have below-average grades, higher rates of absenteeism and are more likely to drop out.

## GIVE ME SHELTER SCOPING OF MARGINAL COSTS AND BENEFITS

**Conversely, affordable and stable accommodation is shown to contribute to an increased likelihood of completing school, attending tertiary institutions and enhancing lifetime earning potential.**

### Increased productivity due to more efficient labour markets

Low and moderate income households are critical to the labour force but increasingly struggle to find affordable housing accommodation for rent or purchase. As a result, low and moderate income households are more likely to experience housing stress and/or long commutes.

**Displacement of households due to housing costs also impacts firms, who experience reductions in the size and diversity of labour markets, making it more difficult to find and retain staff with appropriate skills.**

### Reduced community diversity, inclusion, and equity

Community diversity is seen as important for fostering interaction and trust between different people, as well as promoting economic opportunity. Social diversity, inclusion, and equity have both intrinsic value to the hosts' community and impact the spatial sorting of households based on incomes. Housing mix, including a mix of tenure and price points, is crucial to supporting broader community diversity and preventing spatial segregation and marginalisation.

### 3.4 Monetisation

As noted in Section 2, the research shows that the type and value of benefits generated through the provision of housing assistance depend on the circumstances of the household being accommodated and whether 'wrap around' services are made available in conjunction with the housing.

To undertake the CBA, some broad assumptions have been made regarding the composition of households by category. These are summarised in Table 1.

It is noted that the demographic profile of households in need of social and affordable housing is much more diverse than the case studies overviewed below. These case studies are merely representative examples of households in each income grouping.

Displacement of households due to housing costs also impacts firms, who experience reductions in the size and diversity of labour markets, making it more difficult to find and retain staff with appropriate skills.

**GIVE ME SHELTER SCOPING OF MARGINAL COSTS AND BENEFITS**

**TABLE 1: ASSUMPTIONS REGARDING HOUSEHOLD CHARACTERISTICS**

Household	Description	Adults	Children
Homeless (rough sleeper and other)	Unemployed individual who is rough sleeping and receiving welfare support. Transition to housing supported by additional wrap-around services.	1	0
Very-low income household	Household comprising two adults both over the age of 75 and receiving the aged care pension. Both members of the households are no longer in the labour force.	2	0
Low-moderate income household	Three-person household, comprising two adults and one child under 10. Both adults are full-time employed at modest wages. The child is attending primary school.	2	1

Source: SGS Economics and Planning (2021)

The primary benefit categories associated with each household type are summarised in Table 2.

**TABLE 2: ASSUMPTIONS REGARDING MONETISED BENEFITS BY HOUSEHOLD TYPE**

	Health cost savings	Reduced domestic violence	Reduced costs of crime	Enhanced human capital	Educational benefits	Labour market productivity
Homeless	✓	✓	✓	✓		
Very-low income household	✓	✓				
Low-moderate income household	✓	✓		✓	✓	✓

Source: SGS Economics and Planning (2021)

Monetised benefits by household type, as identified in the research literature, are summarised in Table 3. Broadly speaking, the benefits shown in the table are additive, though this again depends on the circumstances of individual households.

For example, only households with children would accrue the educational benefits, and only those with members of labour force age would generate the “enhanced human capital benefit”.

**GIVE ME SHELTER SCOPING OF MARGINAL COSTS AND BENEFITS**

**TABLE 3: EXTERNAL BENEFIT OF SOCIAL AND AFFORDABLE HOUSING PROVISION PER HOUSEHOLD PER ANNUM (2020) - ROUNDED**

	Health cost savings	Reduced violence	Reduced crime costs	Enhanced human capital	Key worker retention	Education benefits	Total benefits
Homeless household	\$8,800	\$2,850	\$6,400	\$450	NA	NA	\$18,500
Very-low income household	\$1,550	\$1,900	NA	NA	NA	NA	\$3,400
Low-income household	\$2,250	\$2,850	NA	\$3,870	\$8,200	\$360	\$17,550

The contribution of each household category to total benefits was weighted based on their broad share of total need in each state (Table 4).

Source: SGS Economics & Planning Pty Ltd (2019) City of Melbourne Housing Needs Analysis<sup>2</sup>

**TABLE 4: WEIGHTING OF HOUSEHOLDS BY STATE, 2051**

	VIC	NSW	QLD	WA	TAS	SA	ACT	NT	AUS
Homeless	13%	14%	12%	11%	7%	8%	8%	47%	13%
Very-low income household	39%	42%	37%	43%	48%	50%	53%	32%	41%
Low-income household	48%	44%	51%	45%	45%	42%	39%	21%	46%

Source: SGS Economics and Planning (2021)

<sup>2</sup>Weighting based on modelling outputs from SGS' Housing Assistance Demand Model for all states and territories.

<sup>2</sup> [https://s3.ap-southeast-2.amazonaws.com/hdp.au.prod.app.com-participate-files/2715/8318/6221/SGS\\_Housing\\_Needs\\_Analysis\\_16\\_July\\_2019\\_-\\_API\\_2\\_7.PDF](https://s3.ap-southeast-2.amazonaws.com/hdp.au.prod.app.com-participate-files/2715/8318/6221/SGS_Housing_Needs_Analysis_16_July_2019_-_API_2_7.PDF)





## Cost-benefit analysis

# 4

This section presents a discounted cash-flow analysis of the marginal costs and benefits associated with initiatives to address the need for housing assistance across Australia. This analysis provides an estimate of the costs that are expected to accumulate throughout Australia without intervention. Results are presented for state and territory jurisdictions. Fiscal implications for governments are also shown.

### 4.1 Parameters

The CBA has been performed using the following parameters:

- Time horizon: 30 years
- Discount rate: seven per cent real
- Timing of benefits: Evenly distributed across analysis period
- Timing of costs: Evenly distributed across analysis period
- Terminal values: Each of the benefit streams is assumed to terminate in year 30, even though most are likely to continue indefinitely. The assumption of zero terminal values makes for a conservatively low assessment of net community benefit

### 4.2 Projected need for housing assistance

SGS applied its Housing Assistance Demand and Supply (HADS) to project the quantum of social and affordable housing provision required in 2051 to fully meet need, that is, to effectively eliminate homelessness and housing stress amongst low-income renters. This projection takes into account official population forecasts and assumes that incomes will grow broadly in line with rents. In other words, we have not allowed for either a natural improvement or deterioration in relative affordability for lower income households over the next three decades.

**The HADS model projects that if there is no change in assistance policy, more than two million lower income renter households will be in serious housing stress by 2051. The health, education, productivity and crime costs borne by the community as a result of this unmet housing need is estimated to reach \$25 billion per year by 2051.**

Our analysis of the costs and benefits of redressing this situation assumes that assistance will be gradually stepped up, year on year, from where the nation was in 2021 with respect to affordable housing provision, to fully meet need in 2051.

**GIVE ME SHELTER COST BENEFIT ANALYSIS**

**4.3 Consideration of costs and benefits**

Table 5 below provides a summary of all costs and benefits and their treatment in the CBA:

**TABLE 5: SUMMARY OF TREATMENT OF MARGINAL COSTS AND BENEFITS IN CBA**

Cost category	Monetised	Un-monetised
Government subsidy	✓	
Support services	✓	
Benefit categories	Monetised	Un-monetised
Improved health outcomes	✓	
Reduced costs of crime	✓	
Enhanced human capital	✓	
Educational benefits	✓	
Enhanced labour market productivity	✓	
Improved community diversity, inclusion and equity		✓

Source: SGS Economics and Planning (2021)

**GIVE ME SHELTER COST BENEFIT ANALYSIS**

**4.4 Cost-benefit analysis**

The results of the CBA are expressed via two performance measures: benefit cost ratio (BCR) and net present value (NPV). An overview of each, including guidance on interpretation, is provided in Table 6.

When the NPV of the project is positive, and the BCR is greater than 1, the CBA can be interpreted as showing that the project case under examination represents a sound investment.

**TABLE 6: INTERPRETATION OF PERFORMANCE MEASURES**

Performance measure	Estimation method	Decision rule
Net present value (NPV)	A number generated by deducting the present value of the stream of costs from the present value of the stream of benefits (with the present value of costs and benefits determined by using an appropriate discount rate).	<ul style="list-style-type: none"> <li>Accept options with a positive NPV</li> <li>Reject options with a negative NPV</li> <li>The greater the NPV, the better.</li> </ul>
Benefit cost ratio (BCR)	Ratio of discounted present-day benefits to discounted present-day costs.	<ul style="list-style-type: none"> <li>Accept options with a BCR that exceeds 1</li> <li>Reject options with a BCR less than 1</li> <li>The greater the BCR the better.</li> </ul>

Source: SGS Economics and Planning (2021)



**GIVE ME SHELTER COST BENEFIT ANALYSIS**

Table 7 shows the results of the CBA examining the impact of initiatives to fully meet the need for housing assistance across Australia by 2051.

Applying the assumptions described above, the results outlined in the table indicate that addressing need for housing assistance will result in a benefit cost ratio (BCR) of 2.01, which represents a net positive economic and community outcome for Australia. The net present value (NPV) of the stream of marginal costs and benefits is estimated at \$55 billion over the 30-year analysis period.

**TABLE 7: CBA RESULTS - AUSTRALIA**

Category	Net Present Value (NPV)
<b>Costs</b>	
Housing subsidy	\$49,240,057,039
Supports	\$5,702,355,643
Total costs	\$54,942,412,682
<b>Benefits</b>	
Total benefits	\$110,207,436,596
NPV	\$55,265,023,914
BCR	2.01

Source: SGS Economics and Planning (2021)

**GIVE ME SHELTER COST BENEFIT ANALYSIS**

**4.5 Cost-benefit analysis results by state and territory**

CBA has also been undertaken on a state and territory basis. These results are provided in Table 8.

Examining results for each state and territory reveals that addressing need in each jurisdiction will result in considerable benefit to metropolitan and regional communities across the country. Variation across states arises because of variation in rates of need, incomes, and average rental prices.

**TABLE 8: CBA RESULTS (MARKET RENTS) - BY STATE AND TERRITORY**

State		NPV	BCR
Victoria	State	\$19,636,415,267	3.3
	Metro	\$15,975,987,653	3.4
	Regional	\$3,660,427,614	2.9
New South Wales	State	\$9,061,712,310	1.3
	Metro	\$4,691,461,447	1.2
	Regional	\$4,370,250,863	1.9
Queensland	State	\$14,636,094,755	2.5
	Metro	\$8,901,555,979	3.0
	Regional	\$5,734,538,776	2.1
Western Australia	State	\$6,625,012,460	3.2
	Metro	\$5,743,305,897	3.4
	Regional	\$881,706,562	2.4
Tasmania	State	\$741,038,146	1.8
	Metro	\$425,695,472	2.0
	Regional	\$315,342,675	1.7
South Australia	State	\$4,295,779,355	3.4
	Metro	\$3,336,139,819	3.0
	Regional	\$959,639,537	6.8
Australian Capital Territory	Territory	(\$136,367,603)	0.9
Northern Territory	Territory	\$405,339,223	1.2
	Metro	\$433,978,328	1.9
	Regional	(\$28,639,105)	1.0

Source: SGS Economics and Planning (2021)

**GIVE ME SHELTER COST BENEFIT ANALYSIS**

**4.6 Sensitivity analysis**

Table 9 ranks the estimated benefits by value. This shows that the largest benefits stem from improved labour productivity and health cost savings.

A conservative scenario, under which productivity benefits are excluded entirely, results in a benefit-cost ratio (BCR) of 1.37 for Australia, which still represents a significant net positive economic and community outcome.

**TABLE 9: WEIGHTED AVERAGE OF BENEFITS BY DEMOGRAPHIC GROUP**

Rank	Benefit category	Weighted average benefit per household assisted per year
1	Enhanced labour market productivity	\$3,770
2	Health cost savings	\$2,832
3	Reduced domestic violence	\$2,462
4	Enhanced human capital	\$1,838
5	Reduced costs of crime	\$844
6	Education benefits	\$168

Source: SGS Economics and Planning (2021)

**GIVE ME SHELTER COST BENEFIT ANALYSIS**

**TABLE 10: CBA RESULTS UNDER SENSITIVITY TESTING**

Category	Net Present Value (NPV)
<b>Costs</b>	
Housing subsidy	\$49,240,057,039
Supports	\$5,702,355,643
Total costs	\$54,942,412,682
<b>Benefits</b>	
Total benefits	\$75,345,964,057
NPV	\$20,403,551,375
BCR	1.37

Source: SGS Economics and Planning (2021)

**GIVE ME SHELTER COST BENEFIT ANALYSIS**

**4.7 Fiscal impacts**

Some of the benefits shown in Table 4 on page 31 will accrue directly to governments in the form of reduced budget outlays, while others will accrue to individuals. We have outlined the segmentation between state and Federal Government, and private interests (individuals and private businesses) in Table 11.

**TABLE 11: SEGMENTATION OF BENEFITS**

Benefit category	Broad segmentation of benefits		
	State	Federal	Private
Health cost savings <sup>3</sup>	40%	40%	20%
Reduced domestic violence <sup>4</sup>	60%	20%	20%
Reduced costs of crime <sup>5</sup>	100%	0%	0%
Enhanced human capital <sup>6</sup>	30%	30%	40%
Educational benefits <sup>7</sup>	20%	20%	60%
Labour market productivity <sup>8</sup>	30%	30%	40%

<sup>3</sup> Australian Institute of Health and Welfare (2016), Australia's Health, Chapter 2.1: How does Australia's health system work? Available: <https://www.aihw.gov.au/getmedia/f2ae1191-bbf2-47b6-a9d4-1b2ca65553a1/ah16-2-1-how-does-australias-health-system-work.pdf.aspx>

<sup>4</sup> PWC (2015), A high price to pay: The economic case for preventing violence against women. Available: <https://www.pwc.com.au/pdf/a-high-price-to-pay.pdf>

<sup>5</sup> Commonwealth of Australia (2021), Australian Government Expenditure: Budget Review 2021-2021 Index. Available: [https://www.aph.gov.au/About\\_Parliament/Parliamentary\\_Departments/Parliamentary\\_Library/pubs/rp/BudgetReview202021/AustralianGovernmentExpenditure](https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Parliamentary_Library/pubs/rp/BudgetReview202021/AustralianGovernmentExpenditure)

<sup>6</sup> Ibid

<sup>7</sup> Ibid

<sup>8</sup> Ibid

**GIVE ME SHELTER COST BENEFIT ANALYSIS**

We have estimated the direct financial savings to governments if they invest in the subsidies required to meet social and affordable housing need. These savings are primarily related to:

- reduced outlays for health care
- reduced outlays in the criminal justice system
- reduced outlays in domestic violence services, and
- income tax revenue arising from enhanced human capital and increased labour market productivity.

Across 30 years, the Commonwealth's estimated budget savings (from improved health outcomes, reduced crime and domestic violence ) would surpass its outlays in meeting projected social and affordable housing need. This saving is estimated at \$3.5 billion in present value.

**TABLE 12: ESTIMATED FISCAL IMPACTS – COMMONWEALTH GOVERNMENT**

Cost category	Net Present Value (NPV)
Total government outlays	\$27,471,206,341
Total savings to government budgets	\$30,989,492,638
Difference (NPV)	\$3,518,286,297

Source: SGS Economics and Planning (2021)

All state and territory governments, except for the ACT, would also enjoy budget savings greater than their outlays on social and affordable housing provision, as shown below.

- New South Wales, + \$2.2 billion
- Victoria, + \$7.8 billion
- Queensland, + \$5.4 billion
- Western Australia, + \$6.6 billion
- Tasmania, + \$0.7 billion
- South Australia, + \$4.3 billion
- Australian Capital Territory, - \$0.1 billion
- Northern Territory, + \$0.4 billion.

The close to break-even result for the ACT reflects the fact that the Territory has the highest rents in the country. This makes for an outsized gap between affordable rent and market rents and, therefore, relatively large government outlays versus the fiscal savings on offer. In the context of the ACT, more traditional public sector procurement of social and affordable housing, or facilitated private investment in social and affordable housing on government land, would likely produce a positive fiscal result for that jurisdiction as well. Such strategies could also boost the fiscal outcome for NSW, which also has comparatively high market rents.



## Conclusion

**In recognition of the continuing growth in the number of people experiencing homelessness and housing stress, and the continuing underinvestment in housing assistance measured across the country, Housing All Australians (HAA) partnered with SGS to research the evidence base for stronger national action.**

**HAA and SGS have sought to establish the returns to the community from eliminating homelessness and housing stress.**

This research employed a conventional CBA methodology to measure the future costs that will be avoided through adequate investment in social affordable housing.

A review of national and international literature reveals several primary impact categories suitable for considerations and quantification via cost-benefit analysis:

- improved health outcomes
- reduced incidence of anti-social and criminal behaviours
- enhanced human capital and educational outcomes
- increased productivity due to less efficient labour markets, and
- increased community diversity, inclusion and equity.

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These categories represent the benefits that would be foregone because of failure to address homelessness and housing stress (as expressed under the base case). While included on the benefits side of the equation, these savings would not be realised under the base case, and hence represent an accumulating future cost to Australian society.

GIVE ME SHELTER CONCLUSION

Applying the assumptions described above indicate that meeting the need for social and affordable housing will result in a benefit-cost ratio (BCR) of 2:1, which represents a net positive economic and community outcome for Australia.

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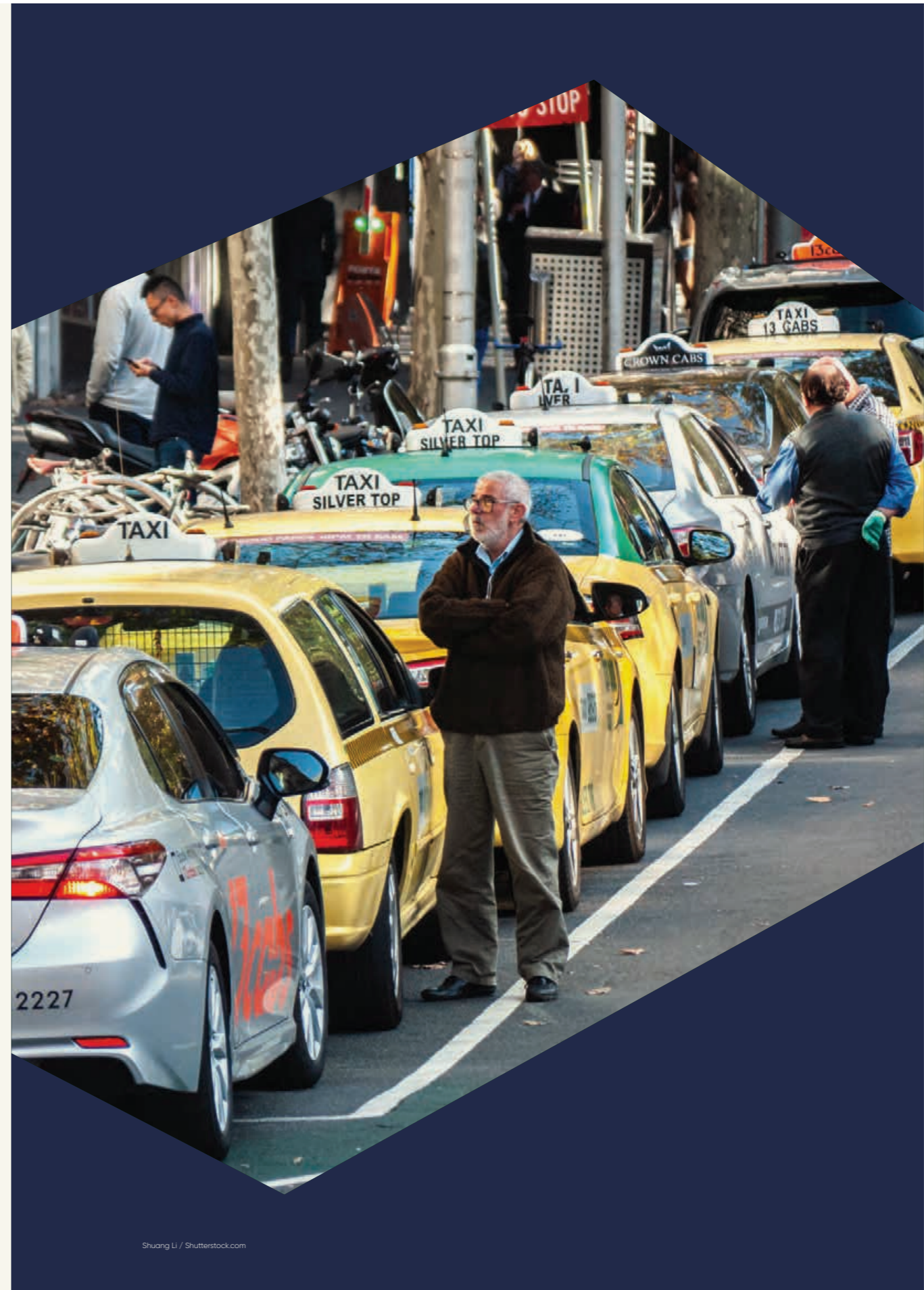


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## Appendix

# 7

**Table 13 and Table 14 below provide a summary of methods of quantification for marginal costs and benefits described above.**

- Health cost savings have been drawn from Flatau et al. (2020), Net Balance (2010) and Net Balance (2018).
- Reduced domestic violence has been drawn from Victorian Government (2018).
- Reduced costs of crime have been drawn from Flatau et al. (2020) and Ravi & Reinhardt (2010).
- Enhanced labour market productivity has been drawn from SGS Economics and Planning (2019).
- Education benefits have been drawn from Ravi & Reinhardt (2010).

Identified through the Stage 1 Literature review, these sources have been deemed contextually relevant given their location, emphasis on certain populations, exploration of different tenure types and intervention impacts that match the scope of this study.

**TABLE 13: QUANTIFICATION OF MARGINAL COSTS**

Category	Relevant households	Quantification method	Additional assumptions	Data sources
Government subsidy	Homeless Very-low income Low-income	Government subsidy for each state and territory has been determined by estimating the difference between market rent and an affordable rent (based on average annual income by subject household type).  Utilisation of market rents in the analysis implies an assumption that need for social and affordable housing can be met by the existing supply of housing.	None	SQM Research (2021), Weekly rents: <a href="https://sqmresearch.com.au/weekly-rents.php">https://sqmresearch.com.au/weekly-rents.php</a>  SQM Research (2021), Property indexes: <a href="https://sqmresearch.com.au/index_property.php">https://sqmresearch.com.au/index_property.php</a>
Support services	Homeless	Cost of support services for people experiencing homelessness is estimated at approximately 25 per cent of total benefits based on Housing First estimates provided by Larimer et al. (2009).	None	Larimer et al., 2009

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TABLE 14: QUANTIFICATION OF MARGINAL BENEFITS (READ WITH PAGE 51, CONTINUES PAGES 52 & 53)

Category	Relevant households	Quantification method		Additional assumptions	Data sources
Improved health outcomes	Homeless	<p>Flatau et al. (2020) found that homeless youth experience a range of health issues to a much greater extent than the general population or other disadvantaged young people who are unemployed but not homeless.</p> <p>The total cost to the Australian economy of health services associated with young people experiencing homelessness is on average \$8,505.</p> <p>The Melbourne Sustainable Society Institute (MSSI)(2017) include recommendation of adjustment upward by 25 per cent to account for the lower use of health services by younger people in general so that the figure may be applied to the general homeless population.</p> <p>Benefit estimated at \$10,631 per person per annum.</p>		<p>Figures to be adjusted for inflation</p> <p>Adjusted to average homeless household size: 1</p>	<p>ABS (2021) Consumer Price Index, Australia</p> <p>Flatau et al. (2020)</p>
	Very low- and low-income households	<p>Work commissioned by the Community Housing Federation of Australia and undertaken by Net Balance (2010) found a reduction in the average annual spend on health services after low-income households entered community housing of \$1,872 per household per year.</p>		<p>Figures to be adjusted for inflation</p> <p>Adjusted to average household size by income range.</p>	
Reduced domestic violence	Homeless	<p>Equity Economics (2021) estimated the costs that would be avoided if, rather than returning to perpetrators of domestic violence, women were housed.</p> <p>This modelling indicates that the annual health and economic gains per survivor from avoiding domestic violence equates to \$18,241.</p>		<p>Adjusted prevalence of DV/ violence amongst population of people experiencing homelessness (15 per cent).</p>	<p>Australian Institute of Criminology (2018), 'Homeless people: Their risk of victimisation', Canberra: Australian Institute of Health and Welfare</p> <p>Equity Economics (2021),</p>
	Very low- and low-income households	<p>Equity Economics (2021) estimated the costs that would be avoided if, rather than returning to perpetrators of domestic violence, women were housed.</p> <p>This modelling indicates that the annual health and economic gains per survivor from avoiding domestic violence equates to \$18,241.</p>		<p>Adjusted prevalence of DV/ violence for very-low and low-income households (5 per cent).</p>	<p>ABS (2021) Consumer Price Index, Australia</p> <p>Department of Health and Human Services (2018), Family violence housing blitz: Package evaluation</p> <p>Family, domestic and sexual violence in Australia: Continuing the national story 2019</p> <p>Equity Economics (2021),</p>
Reduced costs of crime	<p>Homeless</p> <p>No data found to support quantification of other households</p>	<p>Flatau et al. (2020) found that homeless youth experience a rate of exposure to the justice system to a much greater extent than the general population or other disadvantaged young people who are unemployed but not homeless.</p> <p>The total cost to the Australian economy of justice services associated with young people experiencing homelessness is on average \$9,363 per person per year more than for the long-term unemployed youth.</p> <p>The Melbourne Sustainable Society Institute (MSSI)(2017) include recommendation of adjustment downward by 25 per cent to account for the higher use of justice services by younger people in general so that the figure may be applied to the general homeless population.</p> <p>Benefit estimated at \$7,227 per person per annum.</p>		<p>Figures to be adjusted for inflation</p> <p>Adjusted to average homeless household size: 1</p>	<p>ABS (2021) Consumer Price Index, Australia</p> <p>Flatau et al. (2020)</p>

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TABLE 14: QUANTIFICATION OF MARGINAL BENEFITS (TABLE BEGINS ON PAGE 50 & ENDS PAGE 53)

Category	Relevant households	Quantification method		Additional assumptions	Data sources
Enhanced human capital	Homeless	The annual salary was taken as the upper bound wage of a resident in the first quintile of incomes as sourced from the Australian Bureau of Statistics.  The individual is assumed to be housed for two years without gaining employment and then to be in employment for an additional 30 years.		Adjusted to average homeless household size: 1	To estimate the labour force participation benefit associated with the provision of secure housing for the homeless, the MSSl (2017) assumed that 10 per cent of all tenants will access employment after they have been provided accommodation. This assumption is guided by the previous experience of SGS with community housing programs that indicated that between 8-10 per cent of tenants accessed employment after gaining housing.
	Low-income households	Ravi and Reinhardt (2010) found there to be an increase in employment rates and earning potential amongst low-income persons who were housed through a community housing program at the value of \$17,784 per person per year.  Average weekly earnings of a part-time worker with a Year 12 or equivalent degree is \$342 (adjusted for inflation).		Adjusted for inflation: year 2021  Adjusted to average household size	Ravi and Reinhart (2010)  ABS (2021) Consumer Price Index, Australia.  I was assumed that 10 per cent of people accessed employment as a result of improved housing circumstances.
Enhanced labour market productivity	Low-income households	The value of worker retention will be calculated by SGS Economics and Planning (2019) by assuming that each tenancy turnover results in training and recruitment expenses for an employer.  The reduction in tenancy turnover as a result of finding secure housing will be assumed as the difference between the average tenancy turnover for households in rental stress as compared with the average turnover for the general population.  For calculation purposes, SGS assumes that recruitment and training costs amount to 25 per cent of annual salary of \$60,000. This is in line with the recruitment bounty typically charged by employment agencies.		Recruitment costs will be capitalised to determine per annum benefit.  Adjusted by the average number of full times employed persons per household.	No additional data.



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This report was written by SGS Economics & Planning for Housing All Australians.  
For more information about this report or for media enquiries, please contact:

[www.housingallaustralians.org.au/givemeshelter](http://www.housingallaustralians.org.au/givemeshelter) and  
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## 9.3 Leisure Minor Capital Works Grant Scheme 2022-23

**SUMMARY:** Leisure Contracts and Project Officer, Rhonda Snijders

**This report presents the recommendations of the Leisure Minor Capital Works Grant Scheme (LMCWGS) Committee for Council's 2022-2023 program allocation for funding. The annual LMCWGS supports community sporting and leisure organisations to undertake facility improvements on land owned or managed by Council.**

### RECOMMENDATION

**That Council:**

- 1. Approves a funding allocation of \$94,787.00 (inc GST) from the 2022-23 Leisure Minor Capital Works Grants Scheme Program to the applicant clubs nominated in Attachment 1.**
- 2. Specifies that additional grant conditions are required for the sporting organisations listed in Attachment 3.**
- 3. Inform applicant clubs of Council's decision.**

### 1. INTRODUCTION

The Leisure Minor Capital Works Grant Scheme (the Scheme) is an annually funded program that enables Council to financially assist community sporting and leisure organisations to undertake facility improvement projects on Council's recreation reserves, which they tenant.

The Leisure Minor Capital Works Grant Scheme Policy (the Policy) directs the type and level of financial contribution that Council will provide to community sporting and leisure organisations for improvements on Council's reserves.

The Policy enables organisations to apply for a contribution from Council for the project cost. The maximum grant that Council will award under the Policy is \$10,000. At the July 2021 Council Meeting, Council resolved that the funding ratio would increase from 50:50 to 75:25 Council:Organisation contribution to encourage clubs and organisations who have been impacted by COVID-19 to apply for the grants in 2022.

Applications submitted to the Scheme are assessed by the Leisure Minor Capital Works Grant Scheme Committee (the Committee). The Committee for 2022-2023 consisted of Councillor Lisa Cooper; Councillor Marcia Timmers-Leitch; a community representative, Clinton Kennon; and a nominee from the Recreation and Leisure Committee. Officers from Council's Leisure team participated in a support capacity.

Following assessment by the Committee, projects recommended to receive a grant are presented to Council for consideration and approval.

### 2. DISCUSSION

#### 2.1 Applications

Requests for applications from the community for the 2022-2023 Leisure Minor Capital Works Grant Scheme opened on 1 February 2022, with applications closing on 15 March 2022. An extensive campaign to advertise the Scheme was conducted reaching groups in all Council Wards

within the Knox municipality. All applicants were required to speak to Council's Leisure team and then use the Smarty Grants online grant management system to submit their applications.

## 2.2 Assessment

A total of seventeen applications were received and were assessed by the Committee. The criteria applied to the applications and as described in the Policy comprises the following.

**Table 1 – Assessment Criteria Breakdown**

The application clearly demonstrates the need for the project and the level of benefit to the community.	30%
The application demonstrates alignment with Council's strategic priorities.	30%
The project addresses a risk or safety issue.	10%
The degree to which the applicant can demonstrate clear financial need.	10%
The degree to which the applicant has provided the required project documentation and can demonstrate the ability to deliver the project.	20%

Following the assessment process, the Committee recommends funding 11 of the applications from the Leisure Minor Capital Works Grant Scheme budget. One application was withdrawn by the applicant, one application was ineligible, a further three projects were not supported; and one project is scheduled for completion by Council as per the Renewal Program for 2022-2023, and as such funding is not required.

All projects recommended meet the current Sporting Reserve and Facility Development Guidelines (SRFDG) in line with the requirements of the Policy.

The projects recommended by the Committee to receive a Leisure Minor Capital Works Grant in 2022-2023 are detailed in Attachment 1. Projects not supported for funding are detailed in Attachment 2.

## 2.3 Conditions

Additional Grant conditions have been developed for seven of the applications to clarify project requirements that fall above and beyond the conditions of funding outlined within the LMCWGS Policy, including appropriate building, planning and environmental health permits, where applicable. These conditions are noted in Attachment 3.

**2.4 Application by Sport/Activity**

A range of activities were represented in the applications for the 2022-2023 Scheme. A breakdown of the types of activities represented within the submitted applications is set out in Table 2:

**Table 2 – Application by Sport/Activity**

<b>Sport</b>	<b>Number of Applications</b>
AFL	3
Cricket	4
Tennis	5
Football (Soccer)	2
Leisure	3
<b>Total</b>	<b>17</b>

**2.5 Applications by Type**

The applications received represented a spread of age ranges and a gender balance. Projects supported a variety of sport and leisure activities and were spread throughout the municipality. A breakdown of the number of applications received per Ward is outlined in Attachment 4.

**3. CONSULTATION**

All leisure and sporting clubs and organisations within Knox were advised of the 2022-2023 Scheme through an awareness campaign over the period of October 2021 to 3 March 2022, with the grant opening on the 1 February 2022 and closing on 15 March 2022. The campaign comprised inclusion in the fortnightly Leisure Newsletter, information on Council’s website and social media pages, inclusion in the Knox Community Grants campaigns, advertisement in the Herald Sun digital platform, consultation with the Recreation and Leisure Committee, internal consultation with the Leisure, Communications, Grants and Facilities and Parks teams to cross-promote the scheme.

Internal consultation occurred with officers from Parks, Building, Facilities and Community Wellbeing.

At the time of writing this report, it is noted that the proposed Council Grant Framework Policy was presented to the Council meeting on 27 June 2022. As the Grant Framework Policy was endorsed by Council at this meeting, there will be a requirement for the LMCWGS Policy to be modified to that of a procedure. This will be an administrative process that will utilise the existing policy context and convert it to procedural content.

**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 recommendations will positively impact upon the Community Net zero 2040 target by lowering emissions for heating/cooling and lighting. Conversion to LED lights will provide a saving in operating costs to the club and lower emissions. Drainage considerations have also been applied for biodiversity protection and climate risk.

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

The provision of the Leisure Minor Capital Works Grants Scheme allows local leisure and sporting clubs as tenants of Council's sporting reserves and leisure facilities to apply for a grant(s) to improve and/or address amenity issues at Council's facilities.

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

The cost of \$94,787 (Inc. GST) for the recommended allocations to local sporting and leisure organisations is provided within Councils LMCWGS 2022-2023 budget of \$100,000 (ex GST).

As a result of the July 2021 Council resolution to increase the funding ratio from 50:50 to 75:75 Council:Organisation contribution for the 2022-2023 round to assist clubs financially with their projects, there was a 183% increase in applications from the 2021-2022 Program. In addition to this many clubs and organisations who had not applied for a Council grant before stated that they applied or made enquiries for funding based on the funding ratio increasing. Groups returning to face-to-face activities (post-COVID-19) are also credited for this renewed interest in this funding program.

New applicants were assisted with the application process and referred to the grants team for other forms of financial assistance.

## **7. SOCIAL IMPLICATIONS**

The LMCWGS assists the local community to develop and improve facilities to enable participation in leisure and sporting pursuits. This contributes to the development of the social environment and health and wellbeing within Knox by developing community connections and facilitating and promoting active lifestyles.

This program also often complements the works undertaken by Council as part of its annual capital works program.

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

### **Opportunity & Innovation**

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

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

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

### **Civic Engagement & Integrity**

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

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Rhonda Snijders, Leisure Contracts and Project Officer

**Report Authorised By:** Tanya Scicluna, Director Connected Communities

### **Attachments**

1. Attachment 1 Leisure Minor Capital Works Grant Scheme 2022 23 Recommended Project [9.3.1 - 1 page]
2. Attachment 2 Leisure Minor Capital Works Grant Scheme 2022 23 Applications not funded [9.3.2 - 1 page]
3. Attachment 3 Leisure Minor Capital Works Grant Scheme Conditions [9.3.3 - 1 page]
4. Attachment 4 LMCWGS 2022-23 - Applications by Ward [9.3.4 - 1 page]

## Attachment 1 - Leisure Minor Capital Works Grant Scheme 2022-23

## Projects Recommend for Funding

Organisation Name	Project Title	Facility/Reserve Name	Total Project Cost Inc GST	Total Amount Requested Inc GST	Total Grant Amount Allocated Inc GST	Total Grant Amount Allocated Ex GST
Knox City Tennis Club	Clubhouse Air Conditioning	Coleman Road Reserve	\$6,215.00	\$4,350.00	\$4,350.00	
Knox Junior Football Netball Club Inc	Bottom Oval Coaches Boxes	Knox Gardens Reserve	\$19,890.00	\$10,000.00	\$10,000.00	
Boronia Cricket Club	Chandler Park Cricket Pitch and Surrounds Upgrade	Chandler Park	\$22,975.00	\$10,000.00	\$10,000.00	
Knox Gardens Tennis Club Inc.	New Storage Equipment Shed	Knox Gardens Reserve	\$8,095.00	\$6,071.25	\$6,071.00	
Knox City Football Club	Bursting At The Seams Again	R.D. Egan Lee Reserve	\$20,000.00	\$10,000.00	\$10,000.00	
Scoresby Tennis Centre Incorporated	Scoresby Tennis LED Retrofit Court 3.	Scoresby Recreation Reserve	\$11,737.00	\$9,000.00	\$8,803.00	
Upper Ferntree Gully Cricket Club	Replacement Cricket Pitch - Kings Park #2 & #3	Kings Park	\$9,200.00	\$7,200.00	\$6,900.00	
Wantirna Tennis Club Inc	"Book a court" facility acquisition & installation	Wantirna Reserve	\$19,379.00	\$10,000.00	\$10,000.00	
Eildon Park Cricket Club	Pavilion Access Improvement	Eildon Park	\$21,032.00	\$10,000.00	\$10,000.00	
Mountain Gate Cricket Club	HV Jones centre wicket area upgrade	H. V. Jones Reserve	\$17,600.00	\$10,000.00	\$10,000.00	
Eildon Park Tennis Club	Spectator Area - Crt 3	Eildon Park	\$11,550.00	\$8,662.50	\$8,663.00	
<b>Total</b>			<b>\$167,673.00</b>	<b>\$95,283.75</b>	<b>\$94,787.00</b>	<b>\$86,170.00</b>
<b>Budget 2022-23</b>						<b>\$100,000.00</b>
<b>Contignency</b>						<b>\$13,830.00</b>

## Attachment 2 - Leisure Minor Capital Works Grant Scheme 2022-23 - Applications not Supported for funding

Organisation Name	Project Title	Facility/Reserve Name	Total Project Cost	Total Amount Requested Inc GST	Reasons for Non Support of projects
Wantirna South Football Club	New Coaches Box Walker Reserve	Walker Reserve	\$14,500.00	\$10,000.00	Design is not in accordance with Guidelines for Developing Sports Facilities Policy, and OH&S concerns.
Knox United Soccer Club	Benedikt Reserve full size and miniroo's semi permanent soccer goals	Benedikt Reserve	\$10,070.00	\$7,552.50	Ineligible. Application did not meet eligibility criteria.
Upper Ferntree Gully Football Club Inc	New Oval Setup - Kings Park 3	Kings Park	\$19,884.00	\$10,000.00	Project would have a negative impact on summer tenant.
Knox Environment Society	Nursery Benches	Wally Tew Reserve	\$12,997.89	\$10,000.00	Low financial need compared to other applications.
Coonara Community House	Long room vinyl flooring	Kings Park	\$10,027.60	\$7,500.00	Project to be undertaken as per the renewal program for 2022-23. Council Officers to note recommendation of floor covering for future renewal works
Bayswater Bowls Club Inc.	Refurbishment of toilets	Bayswater Bowls Club		NA	Application withdrawn by the Club 6/5/2022
Total Requested				\$45,052.50	

**Attachment 3 - Leisure Minor Capital Works Grant Scheme - Conditions**

Organisation Name	Project Title	Conditions
Knox City Tennis Club	Clubhouse Air Conditioning	Works to be completed by a registered electrician. Copy of Certificate of Electrical Safety to be submitted to Council upon completion. The new air-conditioner must be maintained and forms a part of the essential safety measures for the building.
Knox Junior Football Netball Club Inc.	Bottom Oval Coaches Boxes	Irrigation infrastructure must not be damaged during installation. Club to provide a site plan to outline locations for officers to review and approve.
Knox Gardens Tennis Club Inc.	New Storage Equipment Shed	Club to provide a site plan with location details for officers to review and approve. A final inspection required upon completion. Maintenance and replacement of the shed will be the club's responsibility.
Knox City Football Club	Bursting At The Seams Again	Building Permit required. Club to provide a site map with location for officers to review and approve. Maintenance and replacement of the shed will be the club's responsibility.
Wantirna Tennis Club Inc.	"Book a court" facility acquisition & installation	Services allocation works must be carried out if trenching works are required for installation of conduits. Maintenance of system to be the club's responsibility. Copy of Certificate of Electrical Safety to be submitted to Council upon completion.
Eildon Park Cricket Club	Pavilion Access Improvement	Works to comply with building regulations and will require a building permit. An engineer to be consulted before cutting into the existing wall. Club is responsible for full completion of the project, any overspend is the responsibility of the club.
Mountain Gate Cricket Club	HV Jones centre wicket area upgrade	Supplier must be approved by Cricket Victoria.

**Attachment 4- LMCWGS 2022-23 Applications by Ward**

A breakdown of the number of applications received per Ward is set out below:

<b>Ward</b>	<b>Number</b>
Baird	1
Chandler	0
Collier	1
Dinsdale	2
Dobson	4
Friberg	1
Scott	4
Taylor	2
Tirhatuan	2
Total	17

## 10 Office of the CEO Reports for consideration

### 10.1 Child Safe Standards

**SUMMARY: People & Culture Partnerships Lead, Kim Oakman**

**Victoria has had mandatory Child Safe Standards since 2016. The Victorian Government has now reviewed the Standards and, effective from 1 July 2022, eleven updated Standards replace the original seven. Related policies, procedures and practices have been revised and updated to reflect the changes.**

**RECOMMENDATION**

**That Council endorse the updated Councillor Child Safe Policy and Procedure as set out in Attachments 1 and 2 to this report.**

#### **1. INTRODUCTION**

Victoria has had mandatory Child Safe Standards since 2016. The Standards apply to Knox City Council and Council must comply with their requirements. The Victorian Government has now reviewed the Standards and on 1 July 2022 eleven updated Standards replaced the original seven. Related policies, procedures and practices have been revised and updated to reflect the changes. Work continues to ensure that Knox City Council is a child safe organisation and able to demonstrate compliance and progress towards best practice.

The first (original) version of the Councillor Child Safe Policy was approved 26 August 2018. The first Councillor Child Safe Procedure was approved 26 August 2019.

#### **2. DISCUSSION**

In summary, the new Standards have put a stronger emphasis on certain aspects of child safety, that build on work undertaken since 2016. The new Standards require:

- the involvement of families and communities in whole-of-organisation efforts to keep children and young people safe
- greater focus on safety for Aboriginal children and young people
- management of the risk of child abuse in online environments
- greater clarity on the governance, systems and processes needed to keep children and young people safe.

The new Child Safe Standards effective from 1 July 2022 are as follows:

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
4. Families and communities are informed, and involved in promoting child safety and wellbeing
5. Equity is upheld and diverse needs respected in policy and practice

6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
7. Processes for complaints and concerns are child focused
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
10. Implementation of the Child Safe Standards is regularly reviewed and improved
11. Policies and procedures document how the organisation is safe for children and young people

The organisation that oversees the application and administration of the Standards, the Commission for Children and Young People (CCYP), has also issued between three and six compliance indicators per Standard that set the minimum requirements for organisational compliance.

Knox City Council remains bound by the closely related, but separate, Reportable Conduct Scheme and requirements for mandatory reporting of child abuse for nominated professionals (e.g. registered nurses and teachers).

The Councillor Child Safe Policy and Child Safe Procedure have been updated to reflect the continuity of the original Standards and principles, and the changed emphasis and breadth of the 2022 Standards.

Clause 2.8 of Part B of the Councillor Code of Conduct – Child Safe Standards is considered to still satisfactorily address and represent Council’s commitment to child safety.

Other applicable child safety policies, procedures and forms have been similarly updated to reflect the new Standards, and guidance materials will supplement the foundation documents to support organisational understanding, commitment and compliance.

A new Child Safe e-learning module has been developed by Victorian councils for local government and has been implemented and designated mandatory learning across the organisation.

### **3. CONSULTATION**

The Knox Child Safe Committee has reviewed and endorsed the draft documents.

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

Implementation 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**

Child safety and the voice of the child need to be incorporated into environmental and amenity initiatives, programs, projects and services.

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

Implementation of the new Child Safe Standards is being undertaken with resources funded by Council’s operating budget.



## **7. SOCIAL IMPLICATIONS**

The safety, wellbeing, engagement and inclusion of children and young people has direct relevance to the achievement of Strategy 4 of the Council Plan.

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

### **Connection, Resilience & Wellbeing**

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

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

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

## **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:** P&C Partnerships Lead, Kim Oakman

**Report Authorised By:** Sam Stanton, Executive Manager, Strategy, People and Culture

### **Attachments**

1. Councillor Child Safe Policy V 2 [**10.1.1** - 9 pages]
2. Councillor Child Safe Procedure V 2 [**10.1.2** - 3 pages]



# Councillor Child Safe Policy

Policy Number:	2019/06	Directorate:	Office of the Chief Executive Officer
Approval by Council:	25 July 2022	Responsible Officer:	Exec Manager People, Culture & Development
Review Date:	25 July 2025	Version Number:	2

## 1. Purpose

This policy formalises Knox City Council's commitment to:

- Being a child safe organisation
- Zero tolerance of child abuse
- Preventing and reporting child abuse
- Paying particular attention to the needs of Aboriginal/Torres Strait Islander children and young people and promoting their cultural safety, participation and empowerment
- Paying particular attention to the needs of children and young people with a disability; children and young people from culturally and linguistically diverse backgrounds; those who have experienced out of home care and youth justice settings; lesbian, gay, bisexual, transgender, intersex, non-binary or gender diverse children and young people; and promoting their safety, participation and empowerment

## 2. Context

The Victorian Government initiated an inquiry into the handling of child abuse allegations within religious and other non-government organisations. The resultant Betrayal of Trust Report, which detailed the inquiry findings, was tabled in Parliament in 2013. The findings of the 2017 Royal Commission into Institutional Responses to Child Sexual Abuse also informed our understanding of the harm caused when organisations are not vigilant and do not have the culture, systems and processes to prevent abuse.

The Betrayal of Trust Inquiry and the Royal Commission reports made a range of recommendations, including the need to better protect children from abuse when they access services provided by organisations. The Child Safe Standards and the Reportable Conduct Scheme are part of the Victorian Government's commitment to implementing these recommendations.

The Child Safe Standards and Reportable Conduct Scheme create distinct sets of responsibilities for organisations, and are designed to complement each other and strengthen the capacity of organisations to prevent and respond effectively to allegations of child abuse. Knox City Council has a legal obligation to comply with the Child Safe Standards and Reportable Conduct Scheme and has appointed Child Safe Officers to support this obligation.

The seven original Victorian Child Safe Standards have now been expanded to eleven Standards, effective from 1 July 2022. The new Standards closely align with the ten National Principles for Child Safe Organisations, endorsed by the Council of Australian Governments in 2019.



In addition, three criminal offences have also been introduced in Victoria to protect children and young people from child abuse, and particularly sexual abuse:

**Failure to disclose:**

All adults, not just those working with children and young people, have a legal duty to report information about alleged child sexual abuse to Victoria Police.

**Failure to Protect:**

Any person who:

- By reason of the position they occupy within Council, has the power or responsibility to reduce or remove a substantial risk that a child will become the victim of a sexual offence committed by an adult who is associated with Council; and
- knows there is a substantial risk,

must not negligently fail to reduce or remove that risk.

**Grooming offence:**

Making it illegal to undertake predatory conduct, including verbal or online communication, with the intent of committing child sexual abuse. Communication includes directly with a child or children, or their parents, to create the opportunity to abuse a child.

### 3. Scope

The Victorian Child Safe Standards, the Reportable Conduct Scheme and the relevant legislation outlined below, apply to Knox City Council. This Policy applies to all Councillors and guides Councillors on how to behave with and in support of children and young people who interact with Council business.

### 4. References

#### 4.1 Community Plan 2021-2031 and Council Plan 2021-2025

Vision: Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.

#### 4.2 Relevant Legislation

- *Child Wellbeing and Safety Act (Vic) 2005*
- *Children, Youth and Families Act (Vic) 2005*
- *Working with Children Act (Vic) 2005*
- *Crimes Act 1958 (Vic) (s327)*
- *Family Violence Protection Act (Vic) 2008*
- *Equal Opportunity Act (Vic) 2010*
- *Privacy and Data Protection Act (Vic) 2014*
- *Privacy Act (C'th) 1988*

#### 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 Procedures

- Councillor Code of Conduct
- Councillor Child Safe Procedure



## 5. Definitions

<b>Aboriginal/Torres Strait Islander Child</b>	<p>A person under the age of 18 who:</p> <ul style="list-style-type: none"> <li>• is of Aboriginal or Torres Strait Islander descent</li> <li>• identifies as being of Aboriginal or Torres Strait Islander origin, and</li> <li>• is accepted as Aboriginal or Torres Strait Islander by an Aboriginal or Torres Strait Islander Community</li> </ul>
<b>Adult</b>	Any person aged 18 years of age and above
<b>Child/Young Person</b>	Any person aged below 18 years of age
<b>Child Abuse</b>	<p>Types of child abuse can include:</p> <ul style="list-style-type: none"> <li>• <b>Physical violence:</b> <ul style="list-style-type: none"> <li>○ <b>Actual violence</b> – a child suffers or is likely to suffer harm or an injury from physical force against, with, or in their presence and the action was either intentional or reckless</li> <li>○ <b>Apprehended physical violence</b> – a child thinks that physical force is about to be used against them or another person, as a result of action by a Councillor, staff or volunteer</li> </ul> </li> <li>• <b>Sexual abuse</b> – a child is exposed to or suffers from sexual behavior to them, or in their presence, or they are exposed, by an adult, to sexually explicit material</li> <li>• <b>Emotional abuse</b> – a child is severely or repeatedly rejected, isolated, humiliated or threatened, or through witnessing violence by others</li> <li>• <b>Neglect</b> – occurs where there is a significant, deliberate or reckless failure to meet the basic needs of a child in circumstances where the adult understood the needs of the child, or could have understood those needs and had the opportunity to meet those needs but failed to do so. This includes supervisory, physical, educational and emotional neglect.</li> <li>• <b>Family violence</b> – is any violent or threatening behaviour including physical, verbal, emotional, psychological, sexual, financial or social abuse that occurs in any current or previous family, domestic or intimate relationship</li> <li>• <b>Grooming</b> – targets communication, including online communication, with a child or their parents, with the intent of committing child sexual abuse. Grooming does not necessarily involve sexual activity or discussion. It is the establishment of a relationship with the child, parent or carer for the purpose of facilitating sexual activity at a later time. It is illegal to groom a child under 16 years of age and a significant breach of this policy to groom or sexually harass any child</li> <li>• <b>Racial, cultural and religious abuse</b> – is behaviour that demonstrates contempt, ridicule, hatred or negativity towards a child because of their race, culture or religion. It may be direct or in direct by demonstrating a lack of cultural respect and awareness or failing to provide positive images about another culture</li> </ul>
<b>Children from culturally and/or linguistically diverse backgrounds</b>	A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parents' identification on a similar basis.



### Child Safe Standards

The Child Safe Standards are a central feature of the Victorian Government's response to the Betrayal of Trust Inquiry and the Royal Commission into Institutional Responses to Child Sexual Abuse. The Standards aim to improve the way organisations that provide services for children and young people prevent and respond to child abuse that may occur within their organisations. The number of Standards increased from seven to eleven in 2022. The Standards are:

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
4. Families and communities are informed, and involved in promoting child safety and wellbeing
5. Equity is upheld and diverse needs respected in policy and practice
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
7. Processes for complaints and concerns are child focused
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
10. Implementation of the Child Safe Standards is regularly reviewed and improved
11. Policies and procedures document how the organisation is safe for children and young people

<b>Child Safety</b>	In the context of the child safe standards, child safety means measures to protect children and young people from abuse or neglect, or the threat of abuse or neglect.
<b>Children with a Disability</b>	A disability can be any physical, sensory, neurological disability, acquired brain injury, intellectual disability, or developmental delay that affects a child or young person's ability to undertake everyday activities. A disability can occur at any time in life. Children and young people can be born with a disability or acquire a disability suddenly through an injury or illness. Some disabilities may be obvious while others are hidden.
<b>Council</b>	Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Councillor</b>	An elected member of Knox City Council
<b>Indicators of Abuse</b>	<p><b>Physical Abuse</b></p> <ul style="list-style-type: none"> <li>• Physical Signs – unexplained bruises, cuts, burns, broken or fractured bones, tenderness or reduced movement of a part of the body</li> <li>• Behavioural Signs – showing wariness or distrust of adults, wearing long-sleeved clothes on hot days (to hide injury), fear of specific people, change in behavior (eg a quiet child becoming aggressive, or the opposite) reduced academic performance, a younger child losing bladder control, loss of appetite, withdrawing from other children, or from activities</li> </ul>



#### **Sexual Abuse**

- Physical Signs – presence of sexually transmitted diseases, pregnancy, vaginal or anal bleeding, soreness or discharge, excessive or sudden increase in bed wetting or soiling
- Behavioural Signs – displaying sexualised behaviour or knowledge that is unusual for the child's age, difficulty sleeping, nightmares, being withdrawn, clinginess, complaining of headaches or stomach pains, fear of specific people, showing wariness or distrust of adults, displaying aggressive behaviour

#### **Emotional Abuse**

- Physical Signs – delays in emotional, mental or even physical development
- Behavioural Signs – low self-esteem, high anxiety, aggressive or demanding behaviour, being withdrawn, passive or tearful, self-harming

#### **Neglect**

- Physical Signs – frequent hunger, malnutrition, poor hygiene, inappropriate clothing
- Behavioural Signs – stealing food, rushing eating or eating excessive available food, not wanting to leave service or staying outside of activity/service hours, aggressive behaviour, misusing alcohol or drugs, academic issues

#### **Family Violence**

- Physical Signs – speech disorders, delays in physical development, bruises, cuts, welts, internal injuries
- Behavioural Signs – aggressive language and behaviour, nervous and withdrawn, adjustment problems, passive and compliant behaviour, low tolerance and frustration, wariness or distrust of adults, demonstrated fear of parents/carers or of going home, anxiety and/or depression

<b>LGBTI</b>	A child or young person who identifies as being lesbian, gay, bi-sexual, transgender or intersex
<b>Non binary / gender diverse</b>	Refers to gender identities that are not solely male or female
<b>Position/Person of Authority</b>	Is dependent on the degree of supervision, power or responsibility to remove or reduce substantial risk posed by an adult associated with Council. A position of authority can include Councillors, Executive Management, Managers, staff, volunteers and contractors
<b>Reasonable Belief</b>	<p>A reasonable belief is not the same as having proof. The test for whether a belief is reasonable is whether a reasonable person in the same position would have formed the belief on the same grounds. This may include but not limited by:</p> <ul style="list-style-type: none"> <li>• A child or young person stating they have been abused or assaulted</li> <li>• A child or young person stating they know someone who they believe has been abused, or neglected</li> <li>• Someone who knows a child or young person stating that they believe the child or young person has been abused or significantly neglected;</li> <li>• A Councillor, staff or volunteer who observes behavior towards a child that could have caused harm to the child;</li> </ul>



- Professional observations of a child or young person’s behaviour or development leading a professional to form a belief that the child or young person has been abused, neglected or in fear of abuse
- Signs of abuse leading to a belief that the child or young person has been sexually, physically or emotionally abused

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**Substantial Risk**

In the context of this policy, a “substantial risk” relates to the likelihood that a child or young person will become a victim of physical, emotional or sexual abuse, or neglect by a person associated with Council.

A risk will be a substantial risk if a person forms the reasonable belief there is a significant likelihood or probability that a child or young person will be abused or neglected.

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## 6. Council Policy

### 6.1 Knox City Council’s Statement of Commitment

Children and young people are vital and active participants in our community and Knox City Council is committed to protecting the physical, emotional, cultural and social wellbeing of all children and young people.

Council has zero tolerance of child abuse and is committed to the prevention, investigation and reporting of all allegations of child abuse. Knox City Council recognises that our children and young people’s safety is a whole of community responsibility and is everyone’s business.

Our commitment to providing a safe environment for children and young people includes policies and systems to protect children and young people and the ongoing education of all Councillors, employees, contractors and volunteers on child safety.

Knox City Council is committed to recognising children as equal citizens of our community, to facilitate their voice and respect their contribution.

### 6.2 Our Children

This policy is intended to keep safe and empower children and young people who are vital and active participants in Council. Council involves children and young people when making decisions, especially about matters that directly affect them. Council listens to the views of children and young people and respects their voices and contributions. Council promotes diversity and tolerance of children and young people, ensuring safety, access and equity of outcomes.

### 6.3 Our People

- 6.3.1 To ensure Councillors are subject to a screening process to support and interact with children in their role, this Policy sets a requirement for Councillors to obtain and maintain a Working with Children Check.
- 6.3.2 This Policy commits Councillors to appropriate standards of behaviour with children and young people in our community.
- 6.3.3 Councillors are responsible for supporting the safety, participation, wellbeing and empowerment of children and young people. The following are the behavioural requirements when engaging with children and young people:
- Adherence to the Councillor Child Safe Policy and Councillors Child Safe Procedure at all times as well as the Councillor Code of Conduct



- Take all reasonable steps to protect children and young people from child abuse
- Treat all children and young people with respect and in the context of their age and development
- Listen and respond to the views and concerns of children and young people, particularly if they are disclosing child abuse or are concerned with their own safety or that of another
- Promote the cultural safety, participation and empowerment of Aboriginal children and young people
- Pay particular attention to the needs of children and young people with a disability, children and young people from culturally and linguistically diverse backgrounds, those who have experienced out of home care and youth justice settings, and lesbian, gay, bisexual, transgender, intersex, non-binary and gender diverse children and young people and promote their safety, participation and empowerment
- Ensure as far as practicable that a Councillor, Council staff or volunteer is not left alone with a child or young person.
- Report any child safety concerns or allegations of abuse or neglect to the Chief Executive Officer. If it is reasonably believed that a child or young person is in imminent risk of abuse or neglect this should be reported to police immediately.
- Encourage children and young people to engage in and contribute to all relevant organisational activities where possible, especially on issues that are important to them as citizens and members of our community.

6.3.5 Inappropriate behaviour is identified as:

- Developing any 'special' relationship with a child or young person that could be viewed as favoritism and/or grooming
- Exhibiting behaviours with children which may be construed as unnecessarily physical
- Putting children and young people at risk of child abuse
- Doing things of a personal nature that a child or young person can do for themselves, e.g. toileting or changing clothes
- Engaging in open discussions of a mature or adult nature in the presence of children and young people
- Using inappropriate language in the presence of children and young people
- Expressing personal views on culture, race or sexuality in the presence of children and young people
- Discriminating against any child or young person, including because of culture, race, ethnicity, disability, gender identity or sexual orientation
- Forming relationships or having contact with a child, young person or their family outside of the role of a Councillor where the relationship was established as a result of the Councillor's role.
- Having any online contact with a child, young person or their family unless necessary for the purpose of conducting Council business
- Ignoring or disregarding any suspected or disclosed child abuse or neglect
- Taking photos or videos of a child without the permission of the child and their primary carer
- Storing or using photos or videos of a child without their permission





- Using social media inappropriately, resulting in risk to the child or young person.

#### **6.4 Training**

- 6.4.1 Training and education are important to ensure that Councillors understand the legislative framework for child safety and understand that the wellbeing and safety of children and young people is everyone's responsibility.
- 6.4.2 Councillors will be provided with training and education to ensure they understand:
- Council's commitment to child safety
  - Appropriate and safe behaviour with, and around children and young people
  - How to identify, assess and minimise risks of child abuse or neglect
  - How to report concerns or allegations of child abuse or inappropriate behaviour towards a child.

#### **6.5 Reporting Allegations, Concerns and Complaints**

- 6.5.1 Council takes all allegations, concerns and complaints in relation to child abuse in relation to any child or young person under the age of 18 years seriously and has procedures in place to investigate thoroughly and quickly.
- 6.5.2 Councillors have a responsibility to report an allegation of child abuse if they have a reasonable belief that an incident has occurred or is at risk of occurring.
- 6.5.3 Allegations of inappropriate Councillor conduct will be reported to the appropriate authority, including Child Protection, Victoria Police or the Commission for Children and Young People, depending on the severity and urgency of the matter. This may also include the Local Government Investigations and Compliance Inspectorate.
- 6.5.4 When reporting an allegation the Councillor Child Safe Procedure must be followed.

#### **6.6 Fair Procedures**

The safety and wellbeing of children and young people is Council's primary concern. Council will ensure natural justice and a fair process for Councillors, staff and volunteers. The decisions Council makes when investigating and assessing allegations will always be thorough, transparent and based on evidence. Any investigation will be undertaken in accordance with Councillor Child Safe Procedures and any legislative requirements.

#### **6.7 Roles and Responsibilities**

- 6.7.1 Councillors must:
- Be aware of and understand their obligations under the relevant legislation, Councillor Code of Conduct and Council's policies and procedures in relation to child safety and wellbeing
  - Provide an environment where children and young people feel safe, empowered and can participate
  - Participate in training/education in relation to identifying, preventing and reporting child abuse
  - Report, to the police, concerns about a child being at risk of significant and immediate harm



- Report all concerns and reasonable beliefs in relation to a child or young person being abused or at risk of being abused to the Chief Executive Officer or the Executive Manager People, Culture and Development. Councillors are required to report child abuse whether it has, or is, suspected to have taken place in the home, community or a Council service.

### 6.8 Empowering Children

- 6.8.1 Council policies and procedures relating to children and young people will promote participation and empowerment of children and young people.
- 6.8.2 Council programs will build in strategies to promote participation and empowerment of children and young people as well as raising awareness in the organisation and community about children's and young people's views and rights.

### 6.9 Support

Council recognises that situations and discussions relating to child abuse can be confronting and challenging. Councillors are encouraged to access free, confidential counselling through the Employee Assistance Program (EAP) for support, as applicable. Other information on relevant support services will be provided on request.

### 6.10 Privacy

- 6.10.1 The collection of any information in relation to this Policy will be in line with Council's Information Privacy and Data Protection Policy.
- 6.10.1 Personal information collected in relation to this Policy will respect the privacy of the individuals involved whether they be Councillors, staff, volunteers, contractors, agency workers, parents, children or young people.

However, where Councillors are required to make a report, the law requires personal information to be included in the report provided to the relevant agencies, e.g. Child Protection, the Commission for Children and Young People, or the Police.

It is important therefore that where there is a child safety concern, Councillors do not promise a child, young person or other affected person that their report will be kept secret or not be disclosed.

- 6.10.2 Where Councillors inappropriately disclose confidential information it may result in further action under the Councillor Code of Conduct.

## 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.



# Councillor Child Safe Procedure

Policy Number:	2019/07	Directorate:	Office of the Chief Executive Officer
Approval by:	Council	Responsible Officer:	Exec Manager People, Culture & Development
Approval Date:	25 July 2022	Version Number:	2
Review Date:	25 July 2025		

## 1. Purpose

This procedure explains the application of the Councillor Child Safe Policy.

## 2. Context

The Victorian Child Safe Standards and Reportable Conduct Scheme create distinct sets of legal responsibilities for Knox City Council to prevent and respond effectively to allegations of child abuse.

Under the *Crimes Act 1958*, three criminal offences - Failure to Disclose, Failure to Protect and Grooming Offence also place legal requirements on individuals to report concerns of abuse of a child.

## 3. Scope

The Councillor Child Safe Policy and Procedure apply to all Councillors and guide Councillors on how to behave with and in support of children and young people when conducting Council business.

## 4. References

- 4.1 Community Plan 2021-2031 and Council Plan 2021-2025  
Vision: Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.
- 4.2 Relevant Legislation
  - *Child Wellbeing and Safety Act (Vic) 2005*
  - *Children, Youth and Families Act (Vic) 2005*
  - *Working with Children Act (Vic) 2005*
  - *Crimes Act (Vic) 1958 (s327)*
  - *Family Violence Protection Act (Vic) 2008*
  - *Equal Opportunity Act (Vic) 2010*
  - *Privacy and Data Protection Act (Vic) 2014*
  - *Privacy Act (C'th) 1988*
- 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

- Councillor Child Safe Policy
- Councillor Code of Conduct

## 5. Definitions

In this procedure the definitions as set out in the Councillor Child Safe Policy apply.

## 6. Procedure

### 6.1 Councillor Conduct

The Councillor Code of Conduct applies to Councillors in all their interactions and representations of children and young people. All elected Councillors are required to obtain and maintain a Working with Children Check.

### 6.2 Reporting a Child Safety Concern

6.2.1. Where a Councillor witnesses or has become aware that a child/young person is at risk and they believe that the child is in immediate danger, they should contact the police on 000 or the local Police Station. Once the child is safe, or if they are not in immediate danger, the Councillor must report their concern to the Chief Executive Officer (CEO) or the Executive Manager People, Culture and Development as soon as possible.

6.2.2 Where a Councillor has been informed by a member of the community, or formed a reasonable belief from what they have observed, that the conduct of a:

- Council staff member, contractor or volunteer is unsafe for a child, or
- Councillor is unsafe for a child

then the Councillor must report the concern to the Chief Executive Officer as soon as possible.

### 6.3 Responding to a Complaint made against a Councillor regarding the safety of a child

6.3.1 When a complaint is received about a Councillor's conduct towards a child the complaint shall be directed to the CEO, and the CEO will notify the Mayor of the complaint and advise:

- whether they have established a reasonable belief that the allegation(s), if substantiated, would amount to a breach of relevant legislation, the Councillor Code of Conduct or Council's policies or procedures
- if the alleged offence involves suspected criminal behaviour, the allegations must be reported to Victoria Police, under the *Crime Act (Vic) 1958*
- If a reasonable belief has been formed, the CEO must report the allegations to the Commission for Children and Young People (CCYP), under the Reportable Conduct Scheme with 3 business days of becoming aware of the allegation(s)
- whether they have formed a reasonable belief that the allegation(s) appears to be frivolous, vexatious or politically motivated
- The Councillor will be encouraged to access the Employee Assistance Program for support during the process.

6.3.2 Where 6.3.1 (a) to (c) apply, a letter of allegation will be provided to the affected Councillor by the Mayor with the expectation that the Councillor takes a leave of absence on a 'without prejudice basis', or an agreed restriction of duties, pending an independent investigation.



- 6.3.3 A formal investigation will be conducted into the allegations with the findings reported to the CEO.
- 6.3.4 Following the conclusion of the investigation, the CEO may:
- a. refer the findings to the Chief Municipal Inspector or other appropriate authority for further investigation; and/or
  - b. refer the findings to the Mayor who will invoke the internal resolution procedure under the Councillor Code of Conduct to appoint an arbiter to consider the findings of the investigation;
  - c. The CEO will advise CCYP of the investigation outcomes in accordance with the Reportable Conduct Scheme requirements.
- 6.3.5 In any instance where the Mayor is the subject of the complaint, the role of the Mayor in sections 6.3.1 - 6.3.4 above shall be fulfilled by the Deputy Mayor, or another Councillor, as appropriate, at the discretion of the Chief Executive Officer.

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. 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.

11 City Centre Reports for Consideration

12 Items for Information

13 Notices of Motion

14 Supplementary Items

15 Urgent Business

16 Questions Without Notice

17 Confidential Items

17.1 CEO Performance Appraisal

A confidential report is circulated under separate cover.