

# AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 26 September 2022 at 7:00 PM

This meeting will be conducted as a hybrid meeting



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Bruce Dobson  
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 29 August 2022

4 Presentations, Petitions and Memorials

5 Reports by Councillors



## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 August 2022 to 31 August 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 August and 31 August 2022) be noted**

#### **1.REPORT**

Details of planning applications decided under delegation from 1 August 2022 to 31 August 2022 are attached. The applications are summarised as follows:

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	2
Other	2
Subdivision	17
Units	11
Tree Removal / Pruning	9
Single Dwelling	3
Signage	1
Dependent Person Unit	1
<b>TOTAL</b>	<b>46</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 Liveability, Matt Kelleher**

#### **Attachments**

Nil

## Knox City Council

### Planning Applications Decided under Delegation

1 August 2022 and 31 August 2022

Ward	No/ Type	Address	Description	Decision
Baird	2022/6353	19 Western Road BORONIA VIC 3155	Maintenance and Mitigation Pruning of one (1) Eucalyptus radiata (Narrow Leaved Peppermint) and one (1) Eucalyptus polyanthemos (Red Box)	3/08/2022 Approved
Baird	2022/6131	40 London Drive BAYSWATER VIC 3153	Buildings and Works (Construction of a shed) and reduction in car parking	4/08/2022 Approved
Baird	2022/6351	11 Gibbs Road FERNTREE GULLY VIC 3156	Nine lot subdivision (approved unit development)	3/08/2022 Approved
Baird	2022/9079	22 Clendon Road FERNTREE GULLY VIC 3156	Two (2) Lot Subdivision (Approved Unit Development)	17/08/2022 Approved
Baird	2021/6798	7 Genista Avenue BORONIA VIC 3155	Development of the land for eight (8) double storey dwellings	18/08/2022 Notice of Decision
Chandler	2022/6345	64 Miller Road THE BASIN VIC 3154	Removal of one (1) Ulmus procera (English Elm)	2/08/2022 Approved
Chandler	2022/6283	3 Cleve Avenue THE BASIN VIC 3154	Buildings and Works (Dependent Persons Unit)	5/08/2022 Approved
Chandler	2022/9066	46 Albert Avenue BORONIA VIC 3155	2 lot subdivision (approved unit development)	4/08/2022 Approved
Chandler	2022/6385	8 Winby Court THE BASIN VIC 3154	Removal of one (1) Acacia melanoxylon (Blackwood)	10/08/2022 Approved
Chandler	2022/6288	16 Lyndon Road BORONIA VIC 3155	Mitigation Pruning of two (2) Eucalyptus obliqua (Messmate) identified as T19 & T20	9/08/2022 Approved
Chandler	2022/9068	1/310 Dorset Road BORONIA VIC 3155	Construction of front fence	12/08/2022 Approved
Chandler	2022/9080	21 Rothan Avenue BORONIA VIC 3155	Removal of one (1) Grevillea robusta (Silky Oak)	25/08/2022 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2022/6410	6 Stanley Street THE BASIN VIC 3154	Removal of one (1) Liquidambar styraciflua (Sweetgum)	31/08/2022 Approved
Chandler	2022/6293	9 Locksley Place THE BASIN VIC 3154	Development of the land for a double storey dwelling	30/08/2022 Approved
Chandler	2022/6380	21 Phipps Avenue BORONIA VIC 3155	Removal of one (1) Liquidambar styraciflua (Sweet Gum)	19/08/2022 Approved
Collier	2022/6020	7 Cumberland Avenue BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings	1/08/2022 Approved
Collier	2022/6211	531 Boronia Road WANTIRNA VIC 3152	Six Lot Subdivision (approved unit development)	3/08/2022 Approved
Collier	2022/6000	48 Clarence Road WANTIRNA VIC 3152	The development of the land for two (2) double storey dwellings	25/08/2022 Notice of Decision
Collier	2022/6411	40 Milpera Crescent WANTIRNA VIC 3152	Two Lot Subdivision (approved unit development)	19/08/2022 Approved
Collier	2022/6072	5 Alderford Drive WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling (total of 3 dwellings)	30/08/2022 Notice of Decision
Collier	2022/6018	67 Alderford Drive WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	25/08/2022 Approved
Dinsdale	2022/6328	3 James Street BAYSWATER VIC 3153	18 lot subdivision (approved unit development)	8/08/2022 Approved
Dinsdale	2022/6354	4 Allanfield Crescent WANTIRNA SOUTH VIC 3152	3 lot subdivision (approved unit development)	5/08/2022 Approved
Dinsdale	2022/9076	30 Ireland Avenue WANTIRNA SOUTH VIC 3152	Two Lot Subdivision (approved unit development)	12/08/2022 Approved
Dinsdale	2022/9077	37 Phyllis Street BAYSWATER VIC 3153	2 Lot Subdivision (approved unit development)	17/08/2022 Approved
Dinsdale	2022/9061	405 Boronia Road BAYSWATER VIC 3153	Two lot Subdivision (approved unit development)	18/08/2022 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dinsdale	2021/6523	36 Dixon Court BORONIA VIC 3155	Development of the land for eight (8) dwellings (Five double storey and three single storey)	22/08/2022 Notice of Decision
Dinsdale	2022/9083	65 Kanooka Road BORONIA VIC 3155	Two lot Subdivision (approved unit development)	24/08/2022 Approved
Dinsdale	2022/6367	4 Edward Street BAYSWATER VIC 3153	Three lot subdivision (approved unit development)	30/08/2022 Approved
Dinsdale	2022/6312	9 Bolac Street BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings	23/08/2022 Notice of Decision
Dinsdale	2022/6182	25 Armstrong Road BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	24/08/2022 Notice of Decision
Dinsdale	2022/9082	1 Orange Grove BAYSWATER VIC 3153	Two lot Subdivision (approved unit development)	22/08/2022 Approved
Dobson	2022/9070	32 Harnett Street BORONIA VIC 3155	Buildings and Works (upper floor deck to existing residence)	1/08/2022 Approved
Dobson	2022/6088	5 Langley Court LYSTERFIELD VIC 3156	Use and Development of the land for a Single Storey Dwelling	2/08/2022 Approved
Dobson	2022/9078	53 Blackwood Park Road FERNTREE GULLY VIC 3156	Two Lot Subdivision (approved unit development)	17/08/2022 Approved
Dobson	2022/6297	123 Forest Road FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling	12/08/2022 Approved
Dobson	2022/9072	25 Edward Street UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus ovata (Swamp Gum)	8/08/2022 Approved
Friberg	2021/6550	12 Carlisle Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	4/08/2022 Notice of Decision
Friberg	2022/9074	31 Ashton Road FERNTREE GULLY VIC 3156	2 Lot Subdivision (approved unit development)	12/08/2022 Approved
Friberg	2022/6343	700 Burwood Highway FERNTREE GULLY VIC 3156	Business Identification Signage	17/08/2022 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Friberg	2022/6202	3 Silverton Drive FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	16/08/2022 Approved
Tirhatuan	2022/6075	1298 Ferntree Gully Road SCORESBY VIC 3179	Buildings and works for an office extension, associated car parking, landscaping and alterations to access to a road in a TZ2	4/08/2022 Approved
Tirhatuan	2022/9075	1332 Stud Road ROWVILLE VIC 3178	Pruning of one (1) Eucalyptus scoparia (Wallangara White Gum)	18/08/2022 Approved
Tirhatuan	2022/6334	1092 Stud Road ROWVILLE VIC 3178	Six lot Subdivision (approved unit development)	8/08/2022 Approved
Tirhatuan	2022/6028	19 Bewsell Avenue SCORESBY VIC 3179	Development of the land for two (2) double storey dwellings	15/08/2022 Approved
Tirhatuan	2021/6773	11 Luton Court ROWVILLE VIC 3178	Two lot subdivision (approved unit development)	29/08/2022 Approved

## 6.2 17 Allora Avenue, Ferntree Gully

### **SUMMARY: Major Projects Subdivision Planner, Christopher Seow**

**This report considers Planning Application P/2021/6496 for a fifteen (15) lot subdivision and removal of vegetation at 17 Allora Avenue, Ferntree Gully. An application for review of Council's failure to determine within the prescribed timeframes of the *Planning and Environment Act 1987* has been lodged with VCAT.**

### **RECOMMENDATION (SUMMARY)**

**That Council resolve :**

- A. To advise the Victorian Civil and Administrative Tribunal (VCAT) that if Council were in a position to make a decision in the prescribed timeframes of the *Planning and Environment Act 1987*, it would have issued a Notice of Decision to Refuse to Grant a Planning Permit for a fifteen (15) lot subdivision and the removal of vegetation at 17 Allora Avenue, Ferntree Gully, subject to the grounds of refusal detailed in the full recommendation in Section 10 below.**
- B. To notify all referral authorities and parties to the relevant appeal lodged with VCAT of the above position.**

### **1. INTRODUCTION**

Application P/2021/6496 was lodged with Council for a fifteen (15) lot subdivision and removal of native vegetation at 17 Allora Avenue, Ferntree Gully.

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

An appeal against Council's Failure to Determine the application within the prescribed timeframes of the *Planning and Environment Act 1987* has been lodged with the Victorian Civil and Administrative Tribunal (VCAT). Therefore Council will form a position on the application rather than determine the application, which is now the role of the VCAT.

### **2 DISCUSSION**

It is considered that the proposed subdivision and associated vegetation removal will not provide an appropriate outcome on a site that is located within the Dandenong Foothills Policy Area.

The proposed subdivision and vegetation removal is considered to be inconsistent with the State and Local policy direction for urban design, landscape and environmental outcomes for the following reasons:

- The proposed lot layout has been designed to comply with the minimum lot area of the Design and Development Overlay – Schedule 2 however the proposed lots and associated building envelopes have not been designed to ensure that the future development of the site will enhance the landscape of the area.
- The subdivision layout has not been designed to minimise vegetation removal.
- Although it is acknowledged the site is a large allotment capable of being subdivided; it is not an appropriately designed form of subdivision as it fails to appropriately respond to the preferred character for the site and its environment that it is located.

- The proposal is not consistent with Council’s policies Clause 11 (Settlement); Clause 12 (Environmental and landscape values); Clause 21 (Municipal Strategic Statement including Environmental and landscape values, Built Environment and Heritage, Housing and Local Areas).

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 thirteen (13) objections were received.

The application was referred internally to Council’s Assets Officer, Stormwater Engineer, Transport & Traffic Engineer and Arborist. Various comments/concerns were raised with the application

The Application was also referred externally to Melbourne Water, Ausnet Electricity Services Pty Ltd, Country Fire Authority, Multinet Gas, South East Water and Department of Transport. No objections were received from these referral authorities, some subject to conditions to be placed on any permit.

### **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 and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require subdivisions (or future development on the created lots to achieve net zero emissions.

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

There are significant environmental impacts 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 subdivision for Council.

### **7. SOCIAL IMPLICATIONS**

There are no significant social implications associated with the proposed subdivision. 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 PLAN 2021-31 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.

### **Natural Environment & Sustainability**

- Protected and enhanced to ensure sustainability for future generations.

## **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**

### **PART A:**

**That if Council were in a position to make a decision in the prescribed timeframes of the *Planning and Environment Act 1987*, it would have issued a Notice of Decision to Refuse to Grant a Planning Permit for a Fifteen (15) lot subdivision and the removal of vegetation at 17 Allora Avenue, Ferntree Gully, on the following grounds:**

- 1. The proposal fails to satisfy the relevant Planning Policy Framework strategies and objectives, particularly in relation to Clause 12 (Environmental and Landscape Values), Clause 15.01-5 (Neighbourhood Character), and Clause 16 (Housing).**
- 2. The proposal fails to comply with the Local Planning Policy Framework, in particular Clause 21.03 (Environmental and Landscape Values), Clause 21.05 (Built Environment and Heritage), and Clause 21.06 (Housing).**
- 3. The proposed subdivision is inconsistent with the Neighbourhood Residential Zone – Schedule 1 as it does not respect the identified neighbourhood character, environmental or landscape characteristics of the area.**
- 4. The proposal is inconsistent with the Design and Development Overlay (Schedule 2 – Dandenong Foothills: Lower Slope and Valley Area) in that it does not provide a lot layout that is reflective of the existing subdivision character of the area not provide lots that are able to accommodate development while providing substantial areas for planting and revegetation to occur to protect environmental values and minimise the visual dominance of development.**
- 5. The proposal is inconsistent with the purpose of the Significant Landscape Overlay (Schedule 3) as the proposal does not ensure the protection, retention and establishment of significant vegetation on the site or provide lots that are sensitive to the natural characteristics of the land including slope, terrain and any remnant vegetation, and responds to bushfire risk.**
- 6. The proposal does not avoid the removal, destruction or lopping of native vegetation and is inconsistent with the purpose of Clause 52.17.**
- 7. The proposal does not satisfy the objectives of Clause 56 of the Knox Planning Scheme, in particular:**
  - a) Clause 56.03-5 – Neighbourhood Character**
  - b) Clause 56.04-1 - Lot Diversity and Distribution**
  - c) Clause 56.04-2 – Lot Area and Building Envelopes**
  - d) Clause 56.05-1 - Integrated Urban Landscape**
  - e) Clause 56.05-2 - Public Open Space Provision**
  - f) Clause 56.06-2 - Walking and Cycling Network**



8. **The proposal will not provide an appropriate balance between the need for additional housing while respecting and positively responding to the site and its local context within the Dandenong Foothills that protect and enhance the defining high environmental significance of the location.**
9. **The proposed subdivision and vegetation removal is contrary to orderly and proper planning for the area.**

**PART B:**

**That Council notify all referral authorities, parties to the appeal and VCAT of the above position.**

**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: Major Projects Subdivision Planner, Christopher Seow**

**Report Authorised By: Director, City Liveability, Matt Kelleher**

**Attachments**

1. Attachment 1 - Officer Report - 17 Allora Avenue Ferntree Gully [6.2.1 - 15 pages]
2. Attachment 2 - Council Attachments - 17 Allora Avenue, Ferntree Gully [6.2.2 - 3 pages]



## Planning Application P/2021/6496 for a fifteen (15) lot subdivision and removal of vegetation at 17 Allora Avenue, Ferntree Gully.

### 1. Summary:

Subject Site:	17 Allora Avenue, FERNTREE GULLY VIC 3156
Proposed Development:	15 lot subdivision and removal of vegetation
Existing Land Use:	Residential
Site Area:	1.633 ha (16,330m <sup>2</sup> )
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 1; Land Subject to Inundation Overlay, Design and Development Overlay – Schedule 2; Environmental Significance Overlay – Schedule 2; Significant Landscape Overlay – Schedule 3 Area of Cultural Heritage Sensitivity
Application Received:	23 August 2021
Number of Objections:	13
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/2021/6496 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 3. Background

#### 3.1 Subject Site and Surrounds

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

- The subject site is a large, 1.633ha, single allotment located on the southern side of Allora Avenue with a boundary to the south with Napoleon Road. The subject site has a total frontage to Allora Avenue of 52.12 metres and a boundary with Napoleon Road of 110.35 metres.
- There is a considerable slope of approximately 17 metres from the Allora Avenue to the southern portion of the land towards Monbulk Creek then rising again by approximately 1 metre to Napoleon Road.
- The majority of the site is devoid of vegetation, except for areas towards Allora Avenue and along Monbulk Creek.
- The site contains two dwellings, with associated outbuildings, located to the northernmost section of the site facing Allora Avenue. Access to the site is via two single crossovers to Allora Avenue, directly opposite the intersection of Trafalgar Street. An existing power pole is located to the north-west corner of the site with two street trees located towards the north-east corner.
- There are no restrictions on title however there are five (5) easements located on the site.



## Attachment 1

- Surrounding land comprises a mix of uses and zones with land to the north, east and north-west generally zoned Neighbourhood Residential Zone –Schedule 1 which have been developed accordingly.
- Land to the west is zoned Rural Living Zone and to the south on either side of Napoleon Road is zoned Urban Floodway Zone.
- The Urban Growth Boundary runs along the site’s boundary with Napoleon Road with Green Wedge Zoned land located further to the south-east, on the opposite side of Napoleon Road.

### 3.2 The Proposal

The proposal seeks permission to subdivide the land into fifteen lots and removal of vegetation. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The creation of the following allotments:
  - Twelve (12) lots of 500m<sup>2</sup> (Lots 2-5 & 8-15).
  - One (1) lot of 610m<sup>2</sup> (Lot 1).
  - One (1) lot of 3,453m<sup>2</sup> (Lot 6).
  - One (1) lot of 3,439m<sup>2</sup> (Lot 7).
- Creation of a new public road that all lots will front;
- Provision of Building Envelopes on the proposed lots with a front setback to the new road of 4 metres, a rear setback of 3 metres and a setback to Allora Avenue of 2 metres.
- Removal of Vegetation (Trees 10, 11, 13, 14, 15, 18, 23, and select trees from Group 1, 2 and 6).

## 4. Consultation

### 4.1 Advertising

The application was advertised by way of two (2) signs on the site facing Allora Avenue and Napoleon Road. Notices were sent to adjoining property owners and occupiers. In total thirteen objections were received and are summarised below.

#### ***Impact on Traffic/Safety (Speeding vehicles along Allora, align access to the intersection of Trafalgar and provide a roundabout, Garbage truck and emergency vehicles access, parking on street)***

- Council’s Traffic Engineers have not objected to the proposed subdivision however it was noted that should the proposal be supported, a road safety and sight distance assessment would be required to ensure the provision of safe access to the site.
- Design details of the proposed road will consider access by emergency/servicing vehicles.

#### ***Neighbourhood Character (Substantial areas for planting, foothills character)***

- As outlined in the assessment in Section 5.2 below, the proposal does not respect the current or preferred character of the area.

#### ***Site Coverage and Impervious Surface cover***

- The proposed application is for the subdivision of the land, any further development of the lots would be required to comply with the site and impervious surface requirements of the Knox Planning Scheme.

#### ***Visual dominance of development***

- Concerns regarding the visual dominance of future development are valid. An assessment of the proposal against the neighbourhood character context of the Dandenong Foothills is provided at Section 5.2 of this report.



## Attachment 1

### ***Impact on greenery, trees and local wildlife***

- Concerns regarding the impact on vegetation and the landscape of the site are valid. An assessment against the proposed removal of vegetation is provided at Section 5.3 of this report.

### ***Overlooking***

- This planning application is for the subdivision of the land. The overlooking from any future development on the site would be assessed by the relevant Building Surveyor.

### ***Impact during construction***

- Conditions will be included on any permit issued to ensure the impacts during construction are minimised.

### ***Devaluation of properties***

- Changes to property values is not a valid planning matter.

### ***Overshadowing of adjoining properties***

- This planning application is for the subdivision of the land. Overshadowing from any future development on the site would be assessed by the relevant Building Surveyor.

### ***Stormwater concerns***

- Melbourne Water, as the relevant drainage authority, have not objected to the proposed subdivision. Conditions required by Melbourne Water will be included on any permit issued.

### ***Overdevelopment***

- As outlined in Section 5 of this report, it is viewed that the proposed subdivision layout has not taken into account the relevant policies that apply to the site and is not an appropriate outcome.

## 4.3 Referrals

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

**CFA:** No objection, subject to conditions.

**Melbourne Water:** No objection, subject to conditions.

**South East Water:** No objection to the proposal, subject to conditions.

**AusNet Electricity Services Pty Ltd:** No objection to the proposal, subject to conditions.

**Department of Transport:** No objection to the proposal.

**Multinet Gas Networks:** No objections

**Arborist:** The proposed subdivision has not had sufficient regard to the retention of vegetation or the ability to replant to enhance the landscape values of the area. The proposal has not identified all protected species and would require a redesign to ensure the retention and protection of areas of vegetation, including where the proposed court bowl is located.

Building Envelopes should be redesigned to ensure protection of Trees 6, 7 and 9 and provide greater front setbacks to enable canopy tree planting.



## Attachment 1

**Traffic Engineer:** No objection to the proposal however detailed design would need to be determined following a road safety and sight distance assessment and ensure appropriate clearance from assets such as power poles and provide a new footpath on both sides of the proposed road.

**Stormwater:** No objection and noted that Melbourne Water is the responsible authority for drainage assets in the vicinity of the proposed development.

**Assets:** No Objection, subject to conditions.

### 5. Discussion

This section considers the proposed subdivision 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 1. Pursuant to Clause 32.09-3 a permit is required to subdivide land.

- It is considered that whilst the site may be suitable for a form of subdivision or development for residential purposes, the proposal does not respect the identified neighbourhood character, environmental or landscape characteristics of the area, and is therefore not consistent with the purpose of the zone.
- The proposed building envelopes do not provide sufficient areas to achieve appropriate secluded private open space areas, and the subdivision layout does not provide a subdivision pattern that will allow spacing of buildings that is consistent with the preferred and existing neighbour character, environmental and landscape characteristics of the area.

##### 5.1.2 Overlays

The site is affected by the Design and Development Overlay – Schedule 2 (DDO2), Significant Landscape Overlay – Schedule 3 (SLO3), Environmental Significance Overlay – Schedule 2 (ESO2) (Part), and Land Subject to Inundation Overlay (LSIO) (Part).

#### **Design and Development Overlay - Schedule 2 (DDO2)**

The site is located within the Design and Development Overlay – Schedule 2 relating to the Dandenong Foothills: Lower Slope and Valley Area. A Planning Permit is required to subdivide the land.

Land in the Neighbourhood Residential Zone must not be subdivided into lots less than 500 square metres, unless it is in accordance with a permit that was granted on or before 31 October 2006 for development of more than one dwelling (not a dependent person's unit) on a lot or the subdivision includes common property and the total reduction in the size of lots in the subdivision does not exceed the area of the common property.

The design objectives of the DDO2 are:

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



## Attachment 1

- *Although all lots are a minimum of 500m<sup>2</sup> in area, the proposed subdivision layout fails to retain the limited existing vegetation on the site, provide suitable setbacks to provide for substantial areas for replanting and revegetation to occur or have consideration of the topography of the site.*

#### **Significant Landscape Overlay - Schedule 3 (SLO3)**

The site is located within the Significant Landscape Overlay – Schedule 3 relating to the Dandenong Foothills: Lower Slope and Valley Area. A Planning Permit is required to remove, destroy or lop any vegetation specified in a schedule to this overlay and works located within the Tree Protection Zone (TPZ) of vegetation that requires a permit for its removal, destruction or lopping under the SLO3.

Landscape character objectives to be achieved are:

- To recognise the environmental and visual sensitivity of residential areas at the foothills of the Dandenong Ranges.
- To ensure that development is compatible with the scale and character of existing development.
- To ensure that development is sensitive to the natural characteristics of the land including slope, terrain and any remnant vegetation, and responds to bushfire risk.
- To maintain vegetation as a key element of the foothills landscape.
- *The proposed subdivision has not been designed to protect existing vegetation, have consideration of the natural characteristics of the site, including slope, has not appropriately considered bushfire risks or provide for lots that can enhance the landscape character of the Dandenong Foothills.*

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

The site is partially affected by the Environmental Significance Overlay - Schedule 2 relating to the Sites of Biological Significance. A Planning Permit is required for subdivision and for the removal of indigenous vegetation.

Environmental objectives to be achieved include:

- To protect sites of biological significance from:
  - Removal of indigenous vegetation that would be detrimental to the condition and viability of habitat, ecological communities, flora and fauna, genetic diversity or aquatic systems.
  - Removal of dead or fallen trees where it would adversely affect native fauna. Environmental weeds. Fragmentation and loss of habitat, including small scale incremental losses.
  - Degradation and interruption to the continuity of indigenous riparian vegetation.
  - Alterations to the natural flow and temperature regimes of streams and wetlands.
  - Input of pollutants and excessive sediment or nutrients into streams and water bodies.
  - Changes in flooding patterns that may adversely affect indigenous flora and fauna.
  - Changes in topography that may impact negatively on vegetation or cause erosion or landslip
- *The ESO2 only covers an area of approximately 33m<sup>2</sup> at the southern section of the site and although a permit is required to subdivide land within the ESO2 the proposal will have negligible impact on the area of the site located within the ESO2.*

#### **Land Subject to Inundation Overlay (LSIO)**

The site is partially located within the Land Subject to Inundation Overlay. A Planning Permit is required to subdivide the land and to construct a building or to construct or carry out works including a fence and roadworks.



## Attachment 1

- *The LSIO covers the southern quarter of the site and the proposed subdivision layout does not include any building envelopes within this area. The application has been referred to Melbourne Water who did not objection to the proposal, subject to conditions.*

### 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 Settlement, Environmental and landscape values, Housing, Sustainability and Environment and Urban Design (including neighbourhood character).

#### 5.2.1 Settlement

**Clause 11:** To facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements by guiding the structure, functioning and character of each settlement taking into account municipal and regional contexts and frameworks. To deliver networks of high-quality integrated settlements that have a strong identity and sense of place, are prosperous and are sustainable by, in particular, **preserving and protecting features of rural land and natural resources and features to enhance their contribution to settlements and landscapes.** Clause 11.02-1S – Supply of urban land also indicates that planning for urban growth should consider neighbourhood character and landscape considerations as well as the limits of land capability and natural hazards and environmental quality. Clause 11.02-5S – Distinctive areas and landscapes aims to recognise the importance of distinctive areas and landscapes to the people of Victoria and protect and enhance the valued attributes of identified or declared distinctive areas and landscapes.

The proposed development is considered to be inconsistent with the state and local policy direction for Settlement for the following reasons:

- The proposal does not provide a scale of subdivision that protects and enhances the attributes of the neighbourhood character and landscape in which it is located.
- The proposal does not appropriately consider the limitations of the site and the scale of subdivision to enable the appropriate provision of landscape character of the Dandenong Foothills.

#### 5.2.1 Housing

**Clause 16 Housing:** Encourage the appropriate quantity, quality and type of well-designed medium-density housing that provides a high level of internal and external amenity 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 whilst balanced with protecting valued areas.

**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. However, the City of Knox is situated between the Dandenong Creek Valley and the Dandenong Foothills: a regionally significant environmental and landscape feature, defining the character and image of Knox.



## Attachment 1

Some of the key issues and influences include (as relevant):

- Environment and landscape values – Protecting the Dandenong Foothills, Sites of Biological Significance and other areas of significant biological and landscape value from inappropriate development; Loss of vegetation, tree canopy and habitat eroding Knox’s ‘green and leafy’ image; and Habitat fragmentation.
- Environmental risk – Increasing climate change effects including urban heat island, flooding and the increased severity of weather events. Conflict between incompatible land uses as development occurs, with encroachment of sensitive land uses on key industrial areas, former landfills, quarries, materials recycling and transfer stations, leading to risks to human health and amenity.
- Built environment and heritage – requiring high quality architecture, urban design and accessibility standards in development; facilitating a strong city character, identity, sense of place and culture; and achieving environmentally sustainable development.
- Housing – A growing populations requires increased housing supply in Activity Areas, Local Living area and some Strategic Investigation Sites outside of the Dandenong Foothills; Knox’s community is ageing and diversifying, requiring more diverse and accessible housing options; and managing the density and scale of activity centres located in the Dandenong Foothills.

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

The subject site is located within a ‘Bush Suburban – Dandenong Foothills: Lower Slope and Valley Area’, that seeks to ensure the residential development reflects the existing subdivision character of the area, while supporting a diversity of housing choices, should ensure that lots are large enough to accommodate development, while retaining natural or established vegetation cover and providing substantial areas for planting and revegetation to occur to minimise the visual dominance of development.

The overall aim is to strengthen the unifying ‘green and leafy’ character of Knox across all residential areas by creating a strong sense of place in their local character areas that is innovative, accessible and site responsive.

Clause 21.06-4 identifies for areas of the Dandenong Foothills, that the environment and landscape significance of this area outweigh the need for urban consolidation, where significant growth should be located outside of the bush suburban areas.

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

- Although the lot sizes comply with the minimum lot size as required by the Design and Development Overlay – Schedule 2 the proposal fails to demonstrate that the future development of the lots will result in a development that protects and enhances the landscape value of the area and does not protect existing vegetation on the site or provide setbacks that will be consistent with existing patterns and that can accommodate canopy tree planting.





## Attachment 1

- The proposal does not respond positively to the desired future character of the local area, by not providing a subdivision layout that will accommodate development that also allows areas of substantial landscaping to minimise the visual dominance of the development.
- The proposal does not appropriately balance the need for urban consolidation with the need to provide environment and landscape significant to the Dandenong Foothills.
- Housing choice – The subdivision provides vacant lots that will be able to accommodate a range of dwellings.
- Existing infrastructure – The site is located within a fully serviced area.
- Location – The site is located within the Bush Suburban character area and although it is suitable to be further subdivided and developed, the proposal fails to respond to the sites location within the Bush Suburban area and the constraints of the site including existing vegetation and its topography.

### 5.2.2 Sustainability and Environment

**Clause 12.01-1S Protection of biodiversity:** The objective of this Clause is to assist the protection and conservation of Victoria’s biodiversity.

**Clause 12.01-1S Native vegetation management:** The objective of this Clause is to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. Decisions that involve, or will lead to, the removal, destruction or lopping of native vegetation, apply the three-step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017):

- Avoid the removal, destruction or lopping of native vegetation.
- Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
- Provide an offset to compensate for the biodiversity impact from the removal, destruction or lopping of native vegetation.

**Clause 12.05-1S Environmentally sensitive areas:** The objective of this Clause is to protect and conserve environmentally sensitive areas, including the Dandenong Ranges.

**Clause 12.05-1S Landscapes:** The objective of this Clause is to protect and enhance significant landscapes and open spaces that contribute to character, identity and sustainable environments.

**Clause 13.02-1S Bushfire planning:** The objective of this Clause is to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life. The protection of human life is prioritised over all other policy considerations. In areas of biodiversity conservation value, ensure settlement growth and development approvals can implement bushfire protection measures without unacceptable biodiversity impacts by discouraging settlement growth and development in bushfire affected areas that are important areas of biodiversity.

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



## Attachment 1

**Clause 21.03-1 Treed City:** Describes how the natural environment provides many and varied values and benefits for the local community, such as:

- Managing environmental risks, minimising impact of urban heat island effects and providing shade.
- Providing landscape character and a green skyline, particularly along ridgelines and creek valleys, along major views and vistas and as a backdrop to urban and rural areas.
- Benefits to the health and wellbeing of the community, including amenity, recreation, social interaction and health benefits and improved liveability.

This clause also highlights the importance of retaining and enhancing vegetation, in particular canopy tree coverage, as part of the planning application process in the face of competing development pressures is therefore a key objective. All trees, even single canopy trees in suburban backyards, contribute to the green skyline and collectively make a contribution to Knox's green and leafy character and its natural environment.

The Key Issues include:

- Maintaining and strengthening Knox's 'green and leafy' image and its identifiable landscape character, despite development pressures.
- Recognising the importance of retaining canopy trees as the single most important factor in retaining Knox's landscape character and its natural environment.
- Improving overall understanding within the planning system of the value of trees in improving the liveability of Knox's communities, mitigating climate change impacts and providing a range of other health and wellbeing benefits.
- Habitat fragmentation.

**Clause 21.03-2 Biodiversity and Native Vegetation:** The aim of this Clause is conserving and enhancing natural habitat and biodiversity values with some of the Key Issues being:

- Protecting and enhancing natural environments and native vegetation for all their natural values, particularly in Sites of Biological Significance.
- Minimising any further reduction in indigenous vegetation that is occurring from land use fragmentation and development pressure.

**Clause 21.03-4 Significant Landscapes:** Highlights that the views of the Dandenong Ranges and their foothills are valued highly by the Knox community. The Dandenong Ranges and their foothills also form a backdrop to countless views from across the eastern suburbs of Melbourne, including long range views to and from the Melbourne CBD.

A key issue includes maintaining the unique landscape character, amenity and natural values of Knox's significant landscapes, including the Dandenong Foothills.



## Attachment 1

**Clause 21.06-4 Areas with significant landscape and environmental values:** A third of the municipality is located within the Dandenong Foothills and is recognised as having a strong environmental character, with limited capacity for new residential development due to the topography, flora and fauna values and in some parts, the risk of bushfire.

Key Issues include:

- Protecting Bush Suburban areas (the Dandenong Foothills and Sites of Biological Significance) from overdevelopment.

**Clause 21.10-1 Dandenong Foothills:** The objectives of the Dandenong Foothills policy are to protect the metropolitan landscape significance of the Dandenong Foothills and promote the continuous closed tree canopy by allowing enough open space within new development for the retention of existing vegetation and growth of new canopy vegetation.

**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 proposed development is considered to be inconsistent with the state and local policy direction for environmental and landscape values for the following reasons:

- The proposal does not assist in the creation of a landscape character that defines and enhances the local area character to create a strong identity and sense of place.
- Although the proposed subdivision layout provides lots that meet the minimum lot area as required by the Design and Development Overlay –Schedule 2, the layout has not had sufficient regard to the constraints of the such, including the retention of vegetation and the slope of the land.
- The proposed lots and associated building envelopes do not provide suitable setbacks, including a front setback from the proposed new road that will enable the planting of canopy trees to create a landscape setting that would soften the appearance of future buildings.

### 5.2.3 Transport

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

The site is approximately 210 metres walking distance of Bus Route 691 along Napoleon Road.

### 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.

Subdivision Design seeks to ensure the design of subdivisions achieves attractive, safe, accessible, diverse and sustainable neighbourhoods.



## Attachment 1

Neighbourhood Character - to recognise, support and protect neighbourhood character, cultural identity and sense of place, by ensuring development responds to its context and reinforces a sense of place and the valued features and characteristics of the local environment and place by respecting the pattern of local urban structure and subdivision, the underlying natural landscape character and significant vegetation, and neighbourhood character values and built form that reflect community identity.

Design for rural areas – To ensure that siting, scale and appearance of development protects and enhances rural character, protects the visual amenity of valued rural landscapes and siting and design development to minimise visual impacts on surrounding natural scenery and landscape features.

**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 support development to be high quality and to respect and positively respond to the site and local context to include landscape as an integral part of the overall design that protect and enhance the vistas to the Dandenong Foothills and to create a sense of place.

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

**Clause 21.10 Local Areas:** Dandenong Foothills provide the scenic landscape backdrop to Knox and the outer eastern region of Melbourne and are a major defining element of Knox's character and identity that provide a high environmental significance to the municipality. Pressure for residential development and urban consolidation must not outweigh the environmental and landscape character unique to the Foothills. Sufficient open space within development should allow for existing canopy vegetation can be retained and new canopy vegetation can establish by providing low density residential character **by ensuring that existing subdivision patterns and lot sizes are retained.**

The subject site is identified as being within Precinct 2 – Dandenong Foothills: Lower Slope and Valley Area which supports well sited and designed developments to minimise the threat associated with bushfire, to protect and enhance the visual dominance of vegetation, including canopy trees and native understorey plants by requiring:

- A continuous vegetation canopy across residential lots and roads
- Development to blend with vegetation on the hillsides to maintain and enhance the appearance of the area as an extension of the Dandenong Ranges National Park;
- Development to remain below the tree canopy height to maintain the significant landscape character of the area and near and distance view lines.

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

- The proposal fails to respect and positively respond to the site and its local context within the Dandenong Foothills that protect and enhance the defining high environmental significance of the location.



## Attachment 1

### 5.3 Particular Provisions

#### **Clause 52.17 - Removal of Vegetation**

The objectives of Clause 52.17 is to ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. Council's Arborist has reviewed the documentation and indicated that G01, G02, G10 and G11 are considered patches of vegetation and an ecological report will be required. G02 and the tributary are effected by the proposed court bowl and must be kept intact and is protected by ESO2 and Clause 52.17. The court bowl must be redesigned so it is outside the TPZ areas of the vegetation. G01, Tree 1, G10 and G11 must all be kept intact and protected for the same reason. In addition, trees 6, 7 and 9 are all worthy of retention.

#### **Clause 53.01 – Public Open Space Contribution and Subdivision**

In relation to public open space requirements, clause 53.01 of the Knox Planning Scheme ("the Scheme") states: "A person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both)."

It is noted that evidence has been provided to indicate that this matter was satisfied under a previous subdivision back in 1982. Therefore no further requirement can be made.

#### **Aboriginal Cultural Heritage**

The *Aboriginal Heritage Act 2006* requires the preparation and submission of a Cultural Heritage Management Plan for an activity, including subdivision, if all or part of the activity area is an area of cultural heritage sensitivity, and all or part of the activity is a high impact activity.

The subject site is located within an area of cultural heritage significance and the proposed subdivision is a high impact activity.

A Cultural Heritage Management Plan (CHMP) for the site has been prepared and approved. The CHMP did not identify an Aboriginal places of significance within the activity area and requires that activities within the area be carried out in accordance with the approved CHMP.

### 5.4 Clause 56 – Residential Subdivision

#### **Liveable and Sustainable communities**

Neighbourhood character objective – Does not comply, the proposal fails to respect the existing and preferred character consistent with the Dandenong Foothills.

#### **Lot Design**

Lot diversity and distribution objective - Whilst providing a slight variation in lot sizes, the overall proposal seeks to provide the bare minimum lot size allowed but does not respect or support the local context of the Dandenong Foothills.

The site is not within walking distance to an activity area and is not in an area designated for high growth and local policy does not seek these outcomes for this area. It does however seek to protect and enhance the landscape character.



## Attachment 1

Lot area and building envelopes objective - Does not comply.

Whilst all lots are greater than 500sqm and building envelopes have been included, site constraints and the local context is not considered to have been reflected in its design.

Solar orientation of lots objective – Partially complies - All lots can gain good access to a northern orientation, however this may be constrained due to the fall of the land and potential for overshadowing.

Street orientation objective – Complies

Common area objective - Complies

### **Urban Landscape**

Integrated urban landscape objective - Does not comply, a landscape design has not been provided for the proposed road and the design of the road layout has not taken into account existing vegetation.

### **Access and Mobility Management**

Walking and cycling network objectives – Partially complies – The proposed subdivision layout does not make the most of opportunities to connect to Council land and create improved pedestrian connections, however it does not preclude it from occurring in the future. This includes the potential connection of Napoleon Road to the Council playground to the west of Alida Court.

Neighbourhood street network objective - Can Comply – Further investigation will need to occur, as discussed, to determine requirements needed to ensure a safe and easy movement using the proposed road.

Walking and cycling network detail objectives - Complies

Neighbourhood street network detail objective – Can comply subject to conditions on any permit to issue.

Lot access objective – Can comply subject to conditions on any permit to issue.

### **Integrated Water Management**

Drinking water supply objectives – Can comply subject to conditions on any permit to issue.

Reused and recycled water objective – Can comply subject to conditions on any permit to issue.

Waste water management objective – Can comply subject to conditions on any permit to issue.

Stormwater management objectives – Can comply subject to conditions on any permit to issue.

### **Site Management**

Site management objectives - Can comply subject to conditions on any permit to issue.



## Attachment 1

### Utilities

Shared trenching – Can comply subject to conditions on any permit to issue.

Electricity, telecommunications and gas - Can comply subject to conditions on any permit to issue.

Fire hydrants – Can comply subject to conditions on any permit to issue.

Public lighting – Can comply subject to conditions on any permit to issue.

### 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.

## 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 inappropriate given the following:

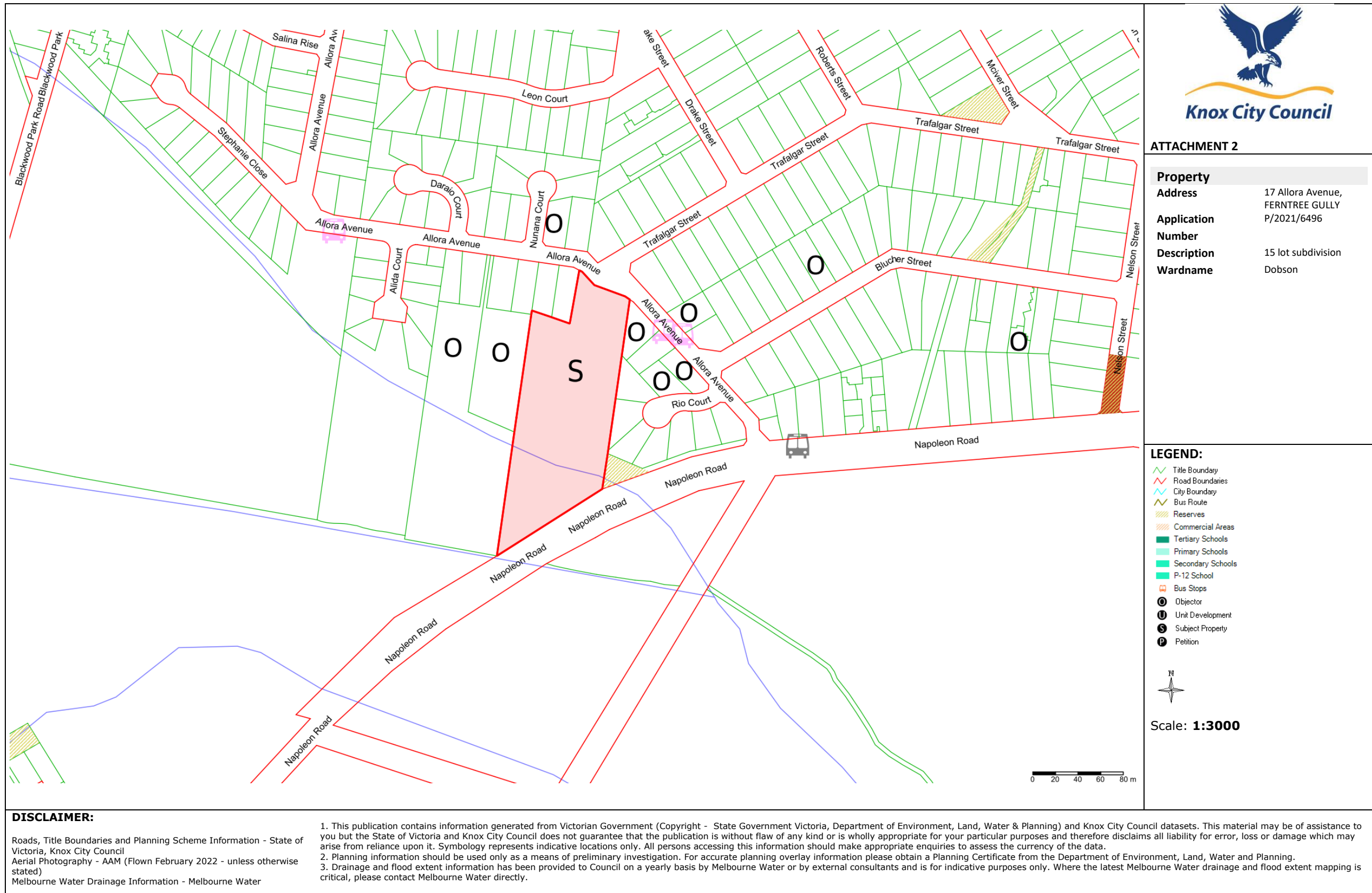
- The proposal fails to satisfy the relevant Planning Policy Framework strategies and objectives, particularly in relation to Clause 12 (Environmental and Landscape Values), Clause 15.01-5 (Neighbourhood Character), and Clause 16 (Housing).
- The proposal fails to comply with the Local Planning Policy Framework, in particular Clause 21.03 (Environmental and Landscape Values), Clause 21.05 (Built Environment and Heritage), and Clause 21.06 (Housing).
- The proposed subdivision is inconsistent with the Neighbourhood Residential Zone – Schedule 1 as it does not respect the identified neighbourhood character, environmental or landscape characteristics of the area.
- The proposal is inconsistent with the Design and Development Overlay (Schedule 2 – Dandenong Foothills: Lower Slope and Valley Area) in that it does not provide a lot layout that is reflective of the existing subdivision character of the area and does not provide lots that are able to accommodate development while providing substantial areas for planting and revegetation to occur to protect environmental values and minimise the visual dominance of development.
- The proposal is inconsistent with the purpose of the Significant Landscape Overlay (Schedule 3) as the proposal does not ensure the protection, retention and establishment of significant vegetation on the site or provide lots that are sensitive to the natural characteristics of the land including slope, terrain and any remnant vegetation, and responds to bushfire risk.
- The proposal does not avoid the removal, destruction or lopping of native vegetation and is inconsistent with the purpose of Clause 52.17.



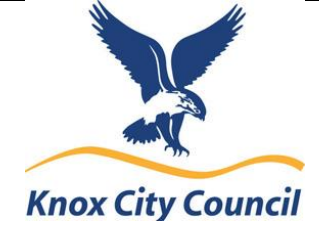
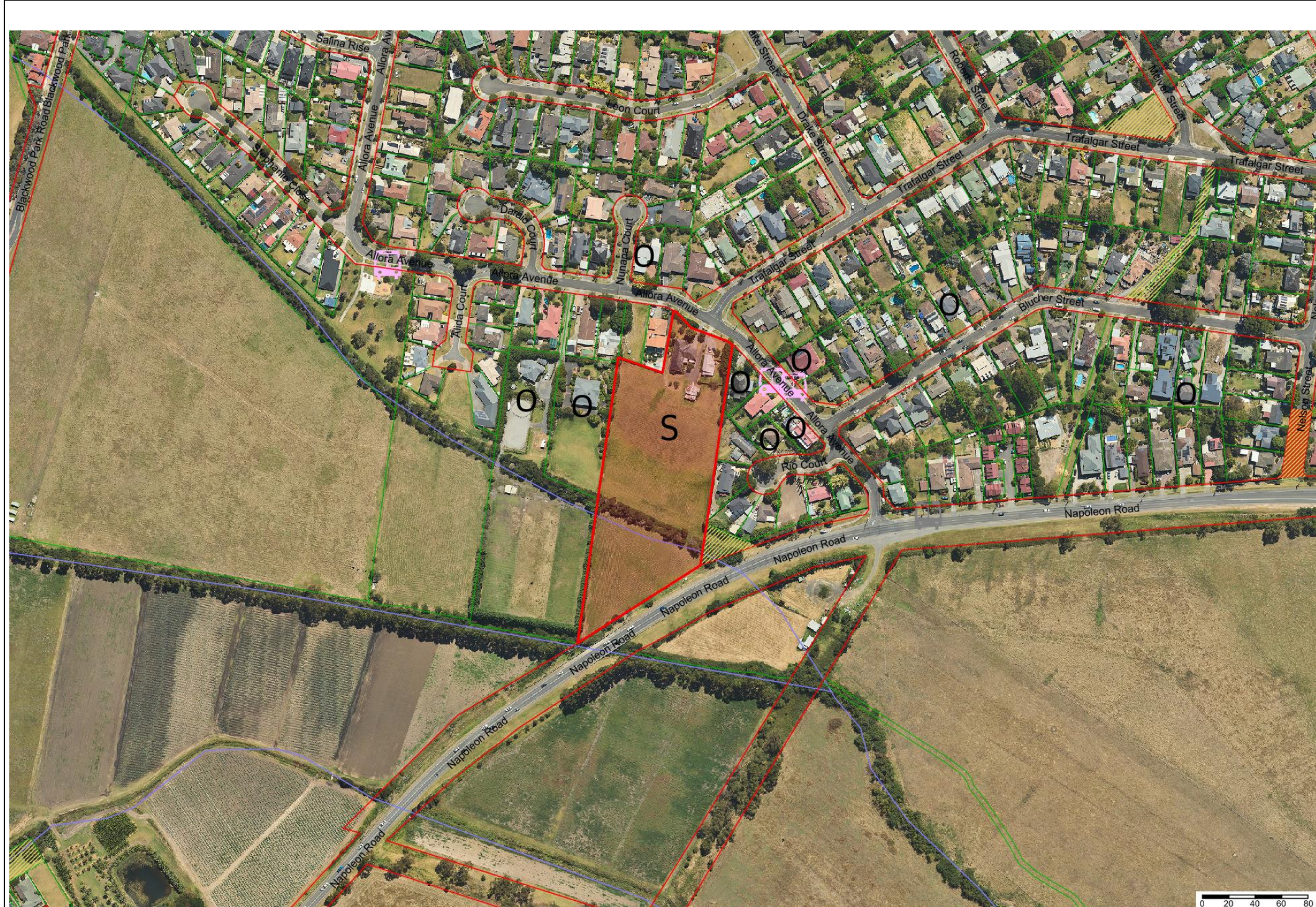
## Attachment 1

- The proposal does not satisfy the objectives of Clause 56 of the Knox Planning Scheme, in particular:
  - a) Clause 56.03-5 – Neighbourhood Character
  - b) Clause 56.04-1 - Lot Diversity and Distribution
  - c) Clause 56.04-2 – Lot Area and Building Envelopes
  - d) Clause 56.05-1 - Integrated Urban Landscape
  - e) Clause 56.05-2 - Public Open Space Provision
  - f) Clause 56.06-2 - Walking and Cycling Network.
  
- The proposal will not provide an appropriate balance between the need for additional housing while respecting and positively responding to the site and its local context within the Dandenong Foothills that protect and enhance the defining high environmental significance of the location.
  
- The proposed subdivision and vegetation removal is contrary to orderly and proper planning for the area.









**ATTACHMENT 2**

<b>Property Address</b>	17 Allora Avenue, FERNTREE GULLY
<b>Application Number</b>	P/2021/6496
<b>Description</b>	15 lot subdivision
<b>Wardname</b>	Dobson

**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**

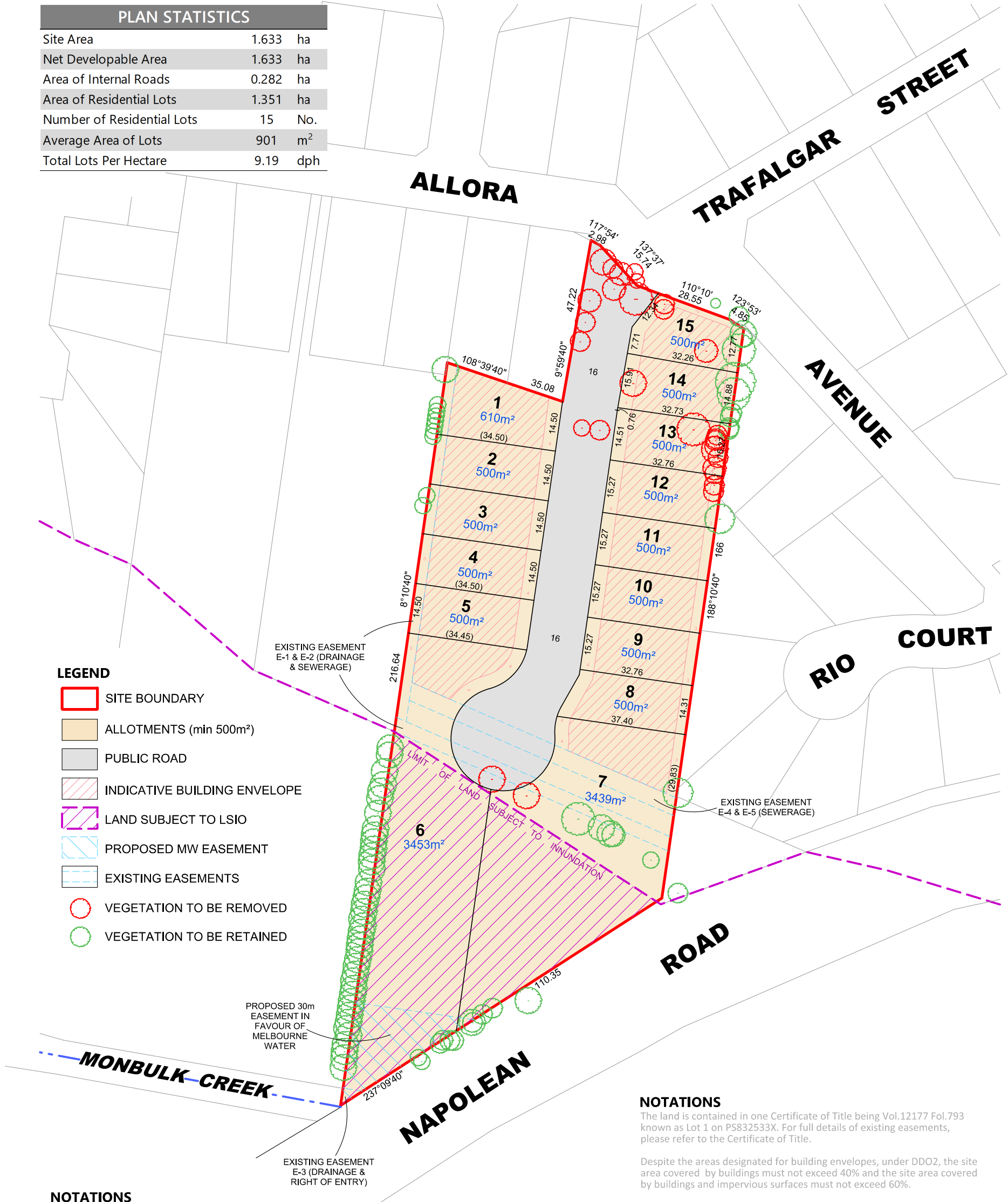
**DISCLAIMER:**

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council  
 Aerial Photography - AAM (Flown February 2022 - unless otherwise stated)  
 Melbourne Water Drainage Information - Melbourne Water

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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.



PLAN STATISTICS		
Site Area	1.633	ha
Net Developable Area	1.633	ha
Area of Internal Roads	0.282	ha
Area of Residential Lots	1.351	ha
Number of Residential Lots	15	No.
Average Area of Lots	901	m <sup>2</sup>
Total Lots Per Hectare	9.19	dph



**NOTATIONS**

This plan has been prepared for review and comment only and should not be used for any other purpose without the written consent of Reeds Consulting PTY LTD. The plan is subject to survey, title and easement verification, engineering design and approval from council and all other relevant authorities. Findings from flora and fauna reports, cultural heritage assessments and other site investigations may result in changes to the design. All landscape and paving detail shown hereon is indicative only. No reliance should be placed on the information on this plan for detailed design or for any financial dealings involving the land.

**NOTATIONS**

The land is contained in one Certificate of Title being Vol.12177 Fol.793 known as Lot 1 on PS832533X. For full details of existing easements, please refer to the Certificate of Title.

Despite the areas designated for building envelopes, under DDO2, the site area covered by buildings must not exceed 40% and the site area covered by buildings and impervious surfaces must not exceed 60%.

Allotments that extend into the LSIO will be responsible for ongoing maintenance and clearing of the land to the satisfaction of the Responsible Authority.

All dwellings on future allotments must be sited a minimum of 300mm above the applicable flood level, as nominated by the Responsible Authority (Melbourne Water).

**PRELIMINARY**

**ESTATE DEVELOPMENT PLAN**  
17 ALLORA AVENUE, FERNTREE GULLY



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7 Public Question Time

## 8 Officer Reports

### 8.1 Climate Response Plan Annual Report

**SUMMARY: Senior Project Manager – Climate Response, Tracie Armstrong**

**This report provides the inaugural annual report on the implementation of the Climate Response Plan 2021 – 2031 (CRP) which was adopted at the 27 September 2021 Ordinary Council Meeting. The report also presents Council’s corporate emissions data.**

#### **RECOMMENDATION**

**That Council:**

- 1. Note this inaugural Climate Response Plan (CRP) annual report which is reflective of implementation within the 2021/22 financial year;**
- 2. Note the progress made by Council towards the net zero corporate emissions target for 2030; and**
- 3. Note that future CRP annual reports will be presented to Council in September of each year to align with the adoption of the CRP and the availability of annual emissions data.**

#### **1. INTRODUCTION**

The Climate Response Plan 2021 – 2031 (CRP) was adopted by Council on 27 September 2021 and sets out a pathway to a net zero emissions Knox City Council by 2030 and actions to help our community reach net zero emissions by 2040. The CRP also identifies the actions required for climate change adaptation.

The CRP identified 55 actions for implementation over a ten-year period, totalling nearly \$33m across both mitigation and adaptation, including \$2.34m in community focused emissions reduction initiatives. This report provides an update on CRP implementation to date.

#### **2. DISCUSSION**

##### **2.1 Climate Response Plan implementation**

The CRP seeks to provide the strategic direction for Council to achieve net zero emissions by 2030, to help our community reach net zero emissions by 2040, and for climate change adaptation. The CRP addresses seven key areas of focus:

- Community health and resilience;
- Natural environment;
- Transportation;
- Buildings and infrastructure;
- Renewable energy;
- Business and industry; and
- Internal administrative processes and practices.

The CRP was developed to outline how Council and the community both have parts to play in tackling climate change. The actions that Council can enact more immediately are those within direct control of Council, such as internal process actions, beginning work on vehicle fleet transition, and powering Council with renewable energy.

However, over time community focused actions that will have longer timeframes such as those to support our community in behaviour-change or increasing our urban canopy, will begin to come into play. These will be increasingly reflected in future annual reports and demonstrate progress towards achieving community net zero targets and climate adaptation.

Steady progress has been made with CRP implementation, with all 30 actions scheduled to commence in the 2021-2022 financial year either underway or completed. Highlights for 2021-22 include the following:

- Introduction of the 'climate change considerations' section in reporting templates and the development of resources to help support Council officers in authoring the climate change considerations discussion, ensuring all matters reported to Council have considered adaptation and mitigation.
- Council participation in the 'Cities Power Partnership' and 'State Government Voluntary Pledge' which both demonstrates Knox's commitment to climate action and helps facilitate knowledge sharing between councils in Victoria and nationally.
- Identifying and setting aside parking spaces for Electric Vehicle (EV) charging points and exploring delivery models including partnerships with EV charging service providers.
- Identifying areas where urban heat islands intersect with vulnerable populations in order to best map potential treatments such as street tree planting, or cool transit routes.
- Commenced development of the Knox Biodiversity Resilience Plan.
- Reviewing Council's Fleet policy to ensure a transition to EVs for Council's passenger pool vehicles.
- Commencement of a Power Purchase Agreement for powering all of Council's streetlights with wind energy.
- Significant work to determine the business case for funding a solar farm on Council's landfill site.

A status report with further detail on 2021/2022 CRP implementation is presented in Attachment 1. The implementation of Year 2 actions have commenced with the development of a comprehensive staff training program to increase awareness of how tackling climate change is a cross-organisational responsibility, a feasibility study for a potential car-share program in Knox, further investigation of Council's potential liability due to climate change impacts (see section 2.2), and the continuation of several multi-year actions begun in 2021-2022. Progress on these actions will be reported with the annual progress report in September 2023.

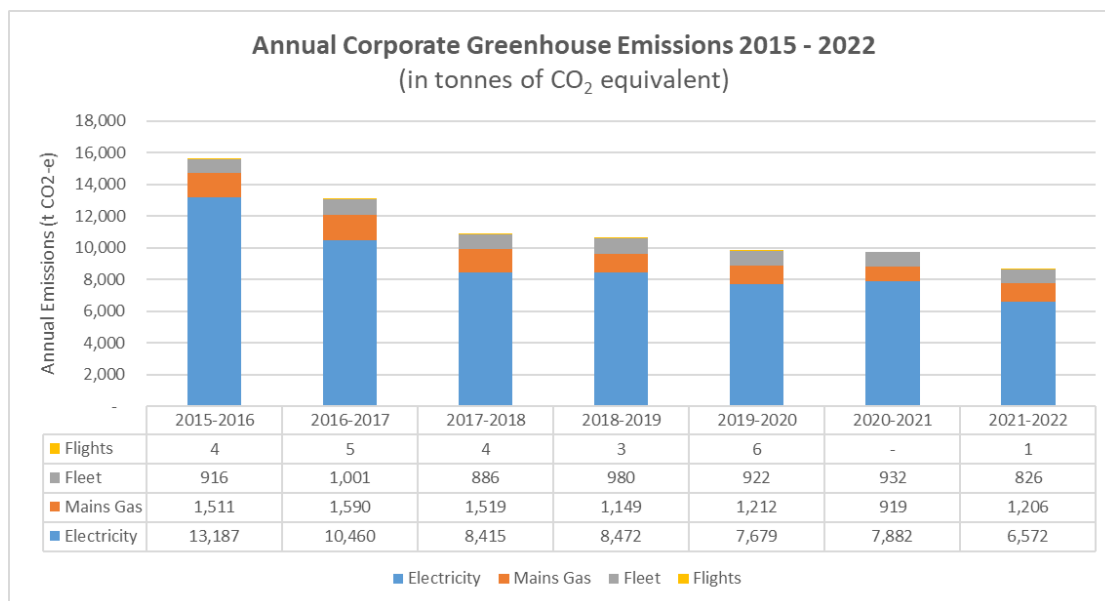
In addition to direct CRP implementation, a Climate Change Adaptation Internal Audit was conducted by Council's internal auditor against the *International Organisation for Standardisation (ISO) 14090\_2019 Adaptation to climate change* between November 2021 and February 2022. A number of actions were recommended as part of the audit to help embed climate change adaptation and mitigation considerations into decision making processes and the way that things get done at Council.

The following points summarise the progress made against these recommendations, which are also regularly reported to the Audit and Risk Committee:

- *Business and service planning* – In April 2022, all CRP actions were included and assigned to responsible department managers within Council’s Corporate Reporting System for ongoing monitoring and reporting. As part of the annual Business and Resource Planning process, departments will be asked to assess initiatives and ongoing services against climate change adaptation and mitigation.
- *Climate change adaptation and mitigation accountability* - Mandatory accountability statements have been introduced within position description templates for all new leadership roles. These accountability statements will be included in existing position descriptions as they are reviewed.
- *Operational risk register reporting* – Climate risks were identified during the development of the CRP and has been included in Council’s risk register.
- *Strategic documents and policy* – Requirement to ensure all relevant new and existing strategic documents and policies are reviewed with a climate change lens to ensure that all opportunities to contribute to climate mitigation and adaptation are considered. A listing of all relevant documents which are specifically identified as contributors of mitigation, adaptation or both has been developed and to date the new Procurement Policy, Sustainable Building and Infrastructure Policy and Vehicle Policies have been reviewed and input provided.
- *Staff training and development* – Development of a staff awareness training program and associated resources to assist staff with embedding climate mitigation and adaptation into work practices and projects. This program is currently under development and has included collaboration with other councils and resources provided by the Department of Environment, Land, Water and Planning (DEWLP).
- *Development of an Implementation Plan for the CRP* - An internal document is currently being drafted which will set out how the CRP mitigation and adaptation actions will be implemented and monitored over the next 10 years, and articulate what governance frameworks are in place to support CRP implementation.

## **2.2 Progress towards the Net Zero by 2030 target**

Council’s corporate Greenhouse emissions have reduced by 44% since 2015-16 with the largest reduction being seen in the emissions from the use of electricity. Emissions for the reporting year of 2021-22 has reduced by 11.5% from the previous financial year to 8,605 tonnes of CO<sub>2</sub> equivalent (as shown in the Table below). It is interesting to note the impact that the disruption caused by the pandemic on emissions from Council’s facilities is also evident in the data shown in Table 1 below.



**Table 1:** Annual Corporate Greenhouse Emissions in tonnes of CO<sub>2</sub> equivalent

Initiatives to reduce energy use from major buildings through the Capital Works program (including the installation of solar, energy efficiency and LED streetlight replacement on major roads) are all expected to have a significant contribution to emissions reductions in the next two to three years.

Please note that community emissions data is not available annually and will be reported less frequently (i.e. every 3 to 5 years) as it relies on third-party reporting cycles.

### 2.3 Risk and Insurance

In late 2019, at the time of reaffirming its commitment to acting on climate change, Council resolved that the CRP should be consistent with AS/NZ ISO 31000:2009, (revised to ISO 31000:2018) to establish an updated organisational risk context and identify, assess and implement the appropriate treatment of all relevant external and internal risks associated with climate change. A central first step in the development of the CRP was the completion of a municipal wide climate risk assessment to better understand, manage and respond to the changing frequency, severity, and scale of climate hazards. An external consultancy was engaged to undertake the risk assessment, with the objective of assessing the vulnerability of key ‘systems at risk’ across the municipality and provided a detailed assessment of priority risks based on levels of exposure, sensitivity and vulnerability. This assessment provided the foundation of the CRP actions and targeted areas of risk treatment.

These identified risks and their treatments have now been recorded in Council’s risk register and responsible departments are required to report on the progress of treatments either every three months, six months, or annually, depending on their risk ratings.

Work has also commenced on the Year 2 action around better understanding Council’s potential legal liability. A MAV Insurance Best Practice Forum specifically on climate risk was held in June and was attended by a Sustainable Futures officer. This Forum included discussions on climate liability risk, legal obligations of local governments to update planning



schemes to reflect climate data, the liability risk of not acting on known climate risk information, and reducing climate liability, vulnerability and exposure.

In addition, further advice has been sought from MAV Insurance, as the liability insurer for Council, on reducing liability due to climate risks, vulnerability and exposure, and to gain a greater understanding on Council's obligations.

#### **2.4 Evaluating the outcomes of Climate Response Plan implementation**

The CRP will be evaluated using a Monitoring, Evaluation, Reporting and Learning (MERL) process that seeks to:

- Improve accountability and transparency;
- Provide relevant information to a wide range of partners and community;
- Continue to make the case for (or against) other possible climate actions; and
- Assess progress and effectiveness and adapt actions where needed.

The intervention logic used in the MERL seeks to clearly define what each action aims to achieve. It presents the causal chains for change to take place in a step-by-step approach, moving from action to outputs, followed by outcomes, and finally, longer-term impacts. By being clear about what happens at each stage, it is then possible to identify specific indicators to measure actual results.

The MERL framework for the CRP is currently under development (as part of the CRP Implementation Plan) and will feed into the continuous review and revision of the CRP and future annual reports to Council. This will ensure a reflective and iterative planning process is undertaken that will keep Knox on track to meet the net zero emissions targets and adaptation actions.

### **3. CONSULTATION**

The 2021/2022 CRP implementation status report (Attachment 1) has been developed in consultation with relevant Officers across the organisation. The implementation status report was discussed with the Environment Advisory Committee (EAC) during the 1 June 2022 meeting.

In addition, the EAC has provided input into some of the CRP actions including streetlight replacement and the development of the Biodiversity Resilience Plan.

A community facing implementation report is currently being developed that will outline the progress of the CRP. This will be circulated via Council's communication channels from October 2022.

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

This report provides a status update on the implementation of the Knox Climate Response Plan 2021 – 2031, of which all actions aim to positively impact on Council's net zero 2030 target, the community net zero 2040 target, Council's exposure to climate risks and create opportunities for climate change adaptation.

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

The CRP provides the pathway for a net zero emissions Knox City Council by 2030 and actions to help our community reach net zero emissions by 2040. This pathway includes actions which focus on natural environments; transportation; buildings and infrastructure; and renewable energy.

Since the adoption of the CRP, there has been no major climate science released that would result in a change to the CRP or that highlights any further opportunities to improve the municipalities' environment or amenity.

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

The CRP has identified 55 actions at an estimated cost of approximately \$33m to help drive both the corporate and community emissions to zero. This includes high priority actions that Council needs to undertake to minimise the impacts of climate change through adaptation measures. Initiatives totalling approximately \$19.5m have been identified through the Long-Term Financial Forecast (LTFF) for delivery either through existing resources or identified in the capital works program and budget for delivery. A further \$13.8m across 25 initiatives are currently not identified in any existing work programs or policies and these initiatives will be subject to business cases and Council's budget process in the future.

## **7. SOCIAL IMPLICATIONS**

The CRP identifies many issues that have a direct impact on the community's health and resilience. Climate actions are primarily designed to reduce greenhouse gas emissions and climate risks, but they often bring other benefits to the public (e.g., health, air quality, employment, equity). The action plan of the CRP has been designed with this in mind, and the Plan aims to achieve the fair and equitable distribution of benefits.

In addition to the specific CRP actions which impact on community's health and resilience, there are a number of other community wellbeing initiatives driven out of the Council Plan (incorporating the Municipal Health and Wellbeing Plan of which climate change is one of the six key health priorities). For example, climate change has been considered in the development of the Child, Youth and Seniors Plan 2021-25 (adopted by Council in February 2022) with the inclusion of an action around supporting children, families, young people and seniors to reduce their environmental footprint and adapt to the impact of climate stressors.

Council cannot implement the CRP alone. It requires the community to play a role both in understanding the issues and taking action as individuals and a community. Council is in a position to provide leadership, information, support, and opportunities for all members of the community to understand and contribute to climate change mitigation and adaptation.

## **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.

## **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 Project Manager – Climate Response, Tracie Armstrong**

**Report Authorised By: Director, City Liveability, Matt Kelleher**

**Attachments**

1. Attachment 1 - Climate Response Plan Interplan Actions Report 2021-2022 [**8.1.1** - 9 pages]

*Knox City Council*

*Actions by Climate Response Plan (21/22)*

***Actions by Related Plan***



***Knox City Council***

***Climate Response Plan***

*Period: 21/22*

**Knox City Council**

**Actions by Climate Response Plan (21/22)**

**Actions by Related Plan**

<b>Actions</b>	<b>Department</b>	<b>Focus of Action</b>	<b>Status</b>	<b>% Complete</b>	<b>Progress Comments</b>	<b>Start Date</b>	<b>Comp Date</b>
3.1.2.8 Commencing an internal education process so that Council officers understand the future financial and infrastructure costs of not implementing climate change adaptations.	City Futures Community Infrastructure Sustainable Infrastructure	Council	In Progress	20%	Internal education process relating to Council Report climate change adaptations has commenced with supporting resources being developed and placed on intranet. Participation in a cross council working group to develop broader internal education process and resources is also underway.	01/12/2021	01/12/2031
3.1.2.11 Develop and deliver community education programs on climate change adaptation	City Futures	Community	In Progress	5%	The current Gardens for Harvest community program and community education activities offered at Knox festivals includes content around climate change adaptation measures for the community. Additional community programs will be designed during 2022.	01/01/2022	01/12/2031
3.1.2.13 Engaging with owners or potential owners of charging infrastructure and work together with the relevant stakeholders to facilitate discussions that result in the removal of identified barriers.	City Futures	Community	Ongoing		Currently undertaking a procurement process to install 7 EV charging points within the municipality.	01/12/2021	01/06/2024
3.1.2.14 Identifying and setting aside select parking spaces for Electric Vehicle (EV) charging points, and exploring delivery models including partnerships with EV charging service providers, or through requiring EV charging points in new developments in certain zones.	City Futures	Community	In Progress	50%	A procurement process is currently being finalised to roll out EV charging stations across the municipality.	01/12/2021	01/06/2024



**Knox City Council****Actions by Climate Response Plan (21/22)****Actions by Related Plan**

<b>Actions</b>	<b>Department</b>	<b>Focus of Action</b>	<b>Status</b>	<b>% Complete</b>	<b>Progress Comments</b>	<b>Start Date</b>	<b>Comp Date</b>
3.1.2.15 Identifying areas where urban heat islands intersect with vulnerable populations.	City Futures	Community	In Progress	20%	Work has commenced in the Research & Mapping team around mapping 'hot spot' areas in Knox where vulnerable communities exist overlaid with urban heat island effects.	01/01/2022	01/06/2023
3.1.2.17 Implementation of Knox City Council Energy Performance Contract.	City Futures	Council	In Progress	85%	Council's Energy Performance Contract is nearing completion.	15/03/2022	30/06/2022
3.1.2.19 Installing solar PV across remaining viable sites.	City Futures Community Infrastructure	Council	Ongoing		The Sustainable Futures and Facilities teams will continue to identify and implement solar at remaining viable sites utilising Revolving Energy Fund.	01/12/2021	01/12/2026
3.1.2.20 Investigating enterprise models and detailed business cases for the funding, construction, and operation of a solar farm. If not feasible, Council will investigate other methods of rapidly getting to zero emissions for energy through measures such as Power Purchase Agreements.	City Futures	Council	In Progress	90%	Significant work has been undertaken in 2021 to determine the business case for funding a solar farm on Council's landfill site. It has been determined that there is no suitable business case at this stage and consideration will now be given to other activities to reduce Council's energy emissions such as power purchase agreements.	01/12/2021	01/12/2023
3.1.2.24 Join the Cities Power Partnership	City Futures	Council	Completed	100%	Knox Council joined the Cities Power Partnership in November 2021 following the adoption of the Climate Response Plan 2021 - 2031.	01/12/2021	30/06/2022
3.1.2.25 Make a voluntary pledge to the State Government under the Climate Change Act 2017	City Futures	Council	Completed	100%	The voluntary pledge letter to the Minister for Energy, Environment and Climate Change has been drafted for Mayor signature.	01/12/2021	30/06/2022
3.1.2.27 Powering streetlights with wind energy via a Power Purchasing Agreement.	City Futures	Council	Completed	100%	Power Purchase Agreement for all of Council's streetlights commenced supply in July 2021. The agreement lasts until 30 June 2030.	01/07/2021	01/12/2030

page.2



**Knox City Council****Actions by Climate Response Plan (21/22)****Actions by Related Plan**

<b>Actions</b>	<b>Department</b>	<b>Focus of Action</b>	<b>Status</b>	<b>% Complete</b>	<b>Progress Comments</b>	<b>Start Date</b>	<b>Comp Date</b>
3.1.2.28 Replacing approximately 3,300 lights to LED on major roads and intersections.	City Futures	Council	In Progress	20%	LED Streetlight replacement project in Dorset Square Boronia has been completed. Planning and procurement is underway for the remaining streetlight replacements.	01/12/2021	01/06/2023
3.1.2.29 Review key Council policies and report templates to ensure climate change impacts are considered during decision making.	City Futures	Council	In Progress	20%	Council's reporting template was updated in November 2021 to ensure that climate change considerations are discussed within Council reports and internal staff education is ongoing. A listing of all relevant Council policies and strategic plans has been compiled and work has commenced around reviewing these documents and providing input to document owners on areas which need strengthening to align to Council's Climate Response Plan 2021-2031. Policies which are currently being reviewed include the Sustainable Buildings & Infrastructure Policy, Vehicle Policy and Procurement Policy.	01/12/2021	01/06/2023
3.1.2.30 Reviewing and updating climate hazard mapping to ensure that planning decisions account for areas of future and current risk.	City Futures Community Infrastructure	Council & Community	In progress	5%	Council's flood maps are currently being updated and when complete they will be incorporated into the planning scheme overlays. Options for canopy mapping and surface cover/heat mapping is also being researched - further investigation needs to be done on how this mapping could be incorporated into planning decision making as DELWP has not provided for a planning mechanism.  Hazard mapping will also be shared with State Emergency Services to ensure the results are taken into consideration within all future emergency response strategies.	01/12/2021	01/12/2031



**Knox City Council****Actions by Climate Response Plan (21/22)****Actions by Related Plan**

<b>Actions</b>	<b>Department</b>	<b>Focus of Action</b>	<b>Status</b>	<b>% Complete</b>	<b>Progress Comments</b>	<b>Start Date</b>	<b>Comp Date</b>
3.1.2.35 Undertaking energy efficiency opportunities for Council buildings.	City Futures Community Infrastructure	Council	Ongoing		Ongoing program of works over this 10 year time period is delivered through the sustainable initiatives capital works program and has included the implementation of Council's Energy Performance Contract.  LED lighting upgrades to date include: Civic Centre, Knoxfield Preschool, Carrington Multipurpose Centre, Dorset Square Carpark, Knox Park Athletics & Wally Tew Reserve.	01/12/2021	01/12/2031
3.1.2.38 Working within approvals process for new buildings to establish a collective understanding of what constitutes acceptable Environmentally Sustainable Design (ESD) and encourage all new buildings to achieve net-zero energy or net-zero energy ready rating.	City Futures	Community	In Progress	25%	Knox is part of 31 Victorian councils collaborating on a joint research project through MAV and the Council Alliance for a Sustainable Built Environment (CASBE) that aims to elevate Environmentally Sustainable Development (ESD) targets for new development. The project is currently in Stage 1 of a two-stage process. Stage 1 aims to develop an evidence base for: <ul style="list-style-type: none"> <li>• New developments that produce zero net emissions, better manage water and waste, increase greening and biodiversity, and are more resilient to our changing climate.</li> <li>• Buildings that provide a healthier, more comfortable environment for our community and improve health outcomes.</li> </ul> Stage 1 will be followed by the commencement of the planning scheme amendment process (Stage 2).	01/12/2021	01/12/2026





## Knox City Council

## Actions by Climate Response Plan (21/22)

## Actions by Related Plan

Actions	Department	Focus of Action	Status	% Complete	Progress Comments	Start Date	Comp Date
3.1.2.39 Deliver an annual campaign to help vulnerable populations prepare for heat health alert days and periods.	Community Access & Support	Community	In Progress	10%	Communication went out to known residents to CAS regarding Heat Health Alert early December 2021 in preparation for the Summer months. The Inclusive Communities team is currently preparing an action plan to deliver a more detailed campaign supporting our more vulnerable community in regards to preparing for emergencies, including Heat Health Alert.	01/12/2021	01/12/2031
3.1.2.40 Undertaking upfront planning and defining responsibilities to better coordinate service providers involved in delivering assistance to older people during emergency events.	Community Access & Support City Safety and Health	Community	Completed	100%	The Short term Support Team have established connection with various external organisations/providers to ensure that in an emergency we are able to link those most vulnerable and in need of supports with the appropriate services. These relationships will continue to be further developed especially with the needs arising from the Pandemic.  The Municipal Emergency Management Plan and relevant sub-plans and complementary plans, outline various responsibilities.	10/03/2022	30/06/2022
3.1.2.42 Developing a holistic tree species selection model that incorporates climate change risk, urban heat island mitigation and habitat corridor connectivity for enhanced biodiversity outcomes.	Community Infrastructure	Council & Community	In Progress	70%	Resilient Tree Framework is underway. Workshops have been delivered with internal stakeholders and with community stakeholders. A draft report will be complete by end of May 2022.  Knox also participates in the DELWP Community of Practice Working Group focusing on resilient vegetation.	01/12/2021	01/06/2022



**Knox City Council**

**Actions by Climate Response Plan (21/22)**

**Actions by Related Plan**

<b>Actions</b>	<b>Department</b>	<b>Focus of Action</b>	<b>Status</b>	<b>% Complete</b>	<b>Progress Comments</b>	<b>Start Date</b>	<b>Comp Date</b>
3.1.2.43 Developing and implementing the Knox Biodiversity Resilience Plan.	Community Infrastructure	Council & Community	In Progress	65%	The Biodiversity Resilience Plan is made up of four separate parts with the following progress: Project 1 – Tree analysis complete Project 2 – Habitat Corridor Plan and acquisition criteria (draft expected early June 2022) Project 3 – Resilient Tree Framework (draft expected end of May 2022) Project 4 – Biodiversity Action Plan (to be developed internally and expected to be complete in September 2022).	01/12/2021	01/06/2022
3.1.2.45 Developing site-specific strategies for water harvesting of open space including sporting facilities to improve resilience.	Community Infrastructure	Council & Community	Ongoing		This process has already begun through the development of stormwater harvesting schemes supporting sports ovals over the last 5 years. Works to improve the existing schemes have been ongoing for the last 2 years with the final sites to be rectified in 2022/2023 period. future stormwater harvesting locations Will be identified as part of the 'catchment master planning' process.	01/12/2021	01/12/2031
3.1.2.48 Implementation of the Sustainable Buildings and Infrastructure Policy.	Major Initiatives Unit Community Infrastructure Sustainable Infrastructure	Council	Ongoing		ESD Policy requirements for Major Projects included in Design and Construction tenders awarded in 2021/22, for the following projects: VARMS - Construction Fairpark Multipurpose Facility - Construction Stamford Parklands Stage 3 - Construction Knox Hockey Facility - Design and Construction	01/12/2021	01/12/2031



**Knox City Council****Actions by Climate Response Plan (21/22)****Actions by Related Plan**

<b>Actions</b>	<b>Department</b>	<b>Focus of Action</b>	<b>Status</b>	<b>% Complete</b>	<b>Progress Comments</b>	<b>Start Date</b>	<b>Comp Date</b>
3.1.2.60 Advocating to power authorities for lower impact vegetation management near power lines to minimise damage to canopy trees.	Operations	Council & Community	Ongoing		Discussions held with power company about extent of pruning. This message to be reinforced at future meetings	01/12/2021	01/06/2031
3.1.2.62 Ensuring that small plant is regularly serviced and changed over to ensure that the most efficient equipment is used within Council.	Operations	Council	Ongoing		Electric power tools are now the first choice if they meet operational needs	31/12/2021	31/12/2031
3.1.2.63 Ensuring utility vehicles used for operational activities are modern with the latest fuel-efficient technologies.	Operations	Council	Ongoing		Vehicles are purchased that meet emission standards and where possible hybrids	01/12/2021	01/12/2031
3.1.2.64 Exploring and trialling heavy plant electric vehicles (EV) with a view to incorporate and convert heavy fleet when viable.	Operations	Council	Ongoing		EV costings for heavy vehicle has been carried out, unfortunately costs are too high at this point to justify changes.	31/12/2021	31/12/2031
3.1.2.69 Investigating and implementing the use of Telematics as appropriate.	Operations	Council	In Progress	20%	Investigation on telemetric options has commenced - requires updated motor vehicle policy (in progress) and EBA.	31/12/2021	31/12/2031
3.1.2.70 Investigating and phasing in the use of electric cars for Council's Pool Fleet. All Council's passenger pool vehicles to be EV's by 2025 where viable.	Operations	Council	In Progress	50%	Motor vehicle policy is currently being updated to include this action.	01/12/2021	01/12/2025
3.1.2.73 Reviewing Council's Fleet policy to ensure that sustainable technologies are embedded.	Operations	Council	In Progress	60%	Motor vehicle policy is currently being reviewed.	01/12/2021	01/06/2022



**Knox City Council**

**Actions by Climate Response Plan (21/22)**

**Actions by Related Plan**

<b>Actions</b>	<b>Department</b>	<b>Focus of Action</b>	<b>Status</b>	<b>% Complete</b>	<b>Progress Comments</b>	<b>Start Date</b>	<b>Comp Date</b>
3.1.2.82 Engaging with public sector service providers, such as water authorities to signal the importance of being prepared for future climate risks, learn from their practices, identify potential points of intersection with Council services and areas where collaboration might be mutually beneficial.	City Safety and Health	Community	In Progress	10%	Essential services disruptions (from any source including longer term climate risks and impacts) is subject to the municipal-level Community Emergency Risk Assessment (CERA) process as per statutory requirements. This process engages all essential service providers in a 3 yearly risk and treatment assessment. In addition to municipal level assessments, the Regional Emergency Management Planning Committee (REMPC) and related regional emergency management plans conduct risk and consequence planning that includes essential services (and providers) along with larger and more longer term risks such as climate change.	31/12/2021	31/12/2031



## 8.2 Minor Grants Program 2022-23 Monthly Report

### SUMMARY: Deb Robert – Acting Coordinator Community Partnerships

This report summarises the grant applications recommended for approval in September 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 6 applications for a total of \$11,327.80 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Anchor Inc.	Pizza in the Park	\$1,000.00	\$1,000.00
Polish Eastern Districts Association (Melb)	Christmas Fair - Gazebos	\$3,000.00	\$3,000.00
Templeton Netball Club	Digital Record-Keeping	\$2,599.80	\$2,599.80
Templeton Tennis Club	Competition Balls – Adult and Junior	\$960.00	\$800.00
Upwey Ferntree Gully Baseball Club	Junior Baseball Club Scoring Platforms	\$2,996.00	\$2,000.00
Melbourne 7-Melody Notes	Chinese Horse Racing Festival Event	\$2,488.00	\$2,488.00
<b>TOTAL</b>		<b>\$13,043.80</b>	<b>\$11,887.80</b>

2. Refuse one application requesting a total of \$3,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Shishukunj Melbourne Inc.	Diwali Cultural Festival and Fete	\$3,000.00	Have received \$5,000 allocation in previous 2 financial years

3. Note that inclusive of the above recommended grants, totalling \$11,887.80, a total of \$62,046.16 has been awarded to date under the 2022-2023 Minor Grants Program, supporting 31 community-based organisations and their programs in Knox.

## **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 Procedure and the Grants Framework Policy, to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Grants Framework 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.

Seven complete grant applications were received since the Ordinary Meeting of Council held on 29 August 2022, requesting grants totalling \$16,043.80. Four of the applicants are eligible for the full amount requested. Two applicants have been recipients of grants within the last two financial years and will exceed the \$5,000.00 limit if allocated their requested amounts. Partial funding is supported in those cases. One applicant, Shishukunj Melbourne, has already received the \$5,000.00 limit in funding over the last two financial years and is not eligible for funding this year.

A summary of the recommended projects is as follows:

- Anchor Inc. has requested support for a pizza picnic for foster carers and children in Knox to reconnect with the lifting of pandemic restrictions;
- The Polish Eastern Districts Association (Melbourne) are seeking a grant to purchase six marquees and food packaging for their annual Christmas market at their Rowville site;
- Templeton Netball Club is seeking a grant to purchase four iPad minis to assist with scoring and record keeping;

- Templeton Tennis Club is requesting assistance to purchase competition balls. They have received \$4,200.00 over last two financial years and are only eligible to receive \$800.00. They will be reminded that Minor Grants are not intended to cover regular operational costs;
- Upwey Ferntree Gully Baseball Club are seeking assistance to purchase equipment (camera, laptop and hard drive) to manage club records, photographs and training videos. They received a \$3,000 grant in 2020-2021 and are only eligible for \$2,000.00 this year.
- Melbourne 7-Melody Notes are requesting assistance to run a cultural music and dance event in celebrating the horse in Chinese culture at the Knox Community Arts Centre.

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 2022-2023 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 2021-2022 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the September period total \$11,887.80. If approved as recommended, the remaining Minor Grants budget for 2022-2023 will total \$158,488.96 before GST adjustments.

### **7. SOCIAL IMPLICATIONS**

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

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

### **Opportunity & Innovation**

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

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

### **Connection, Resilience & Wellbeing**

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

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

### **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:** Acting Director Connected Communities, Judy Chalkley

### **Attachments**

1. ATTACHMENT 1 - Minor Grants Applications - Redacted - September - 2022-09-26 [8.2.1 - 49 pages]



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 20-MGP-2022-23 From Polish Eastern Districts Association (Melbourne)**  
 Form Submitted 18 Aug 2022, 1:04pm 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

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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

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).

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\$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 Eastern Districts Association (Melbourne)

**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**  
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 Form Submitted 18 Aug 2022, 1:04pm AEST

0438 046 211

Must be an Australian phone number.

**Secretary Email \***

**Please provide your ABN**

19 005 799 968

Information from the Australian Business Register	
<b>ABN</b>	19 005 799 968
<b>Entity name</b>	EASTERN DISTRICTS POLISH ASSOCIATION (MELBOURNE)
<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>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 12:44am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

005799968

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

**Minor Grants Program - 2022 - 2023**  
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## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Christmas Fair

**Project Start Date \***

04/12/2022

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 \***

04/12/2022

Must be a date.

**(a) Briefly describe details of the request: \***

For almost 40 years, EDPA has been organising a very successful outdoor event called "Christmas Trade Fair". Facilitating "Christmas Trade Fair", acknowledge the multicultural traditions of the Knox area and help contribute to community members feeling recognised, accepted, and respected. We wish to build on this 4-decade tradition and encourage the largest possible attendance to share our culture, food, music, conversation and provide promotional opportunities for the local small and micro businesses. In this "come-back" year we aim to make the event even better than in the previous years and successfully re-start it, following the two years hiatus due to COVID. The financial support from City of Knox will greatly assist this aim. It is anticipated that 30-40 volunteers will support this project equalling more than 300 hours work. The budget, excluding any volunteer labour cost, for this event including entertainment and live music is \$10,500. We are in serious need to purchase 6 new gazebos (as per quote). We have 5 very old and weather damaged ones that that are in such bad condition that cannot be used any longer. We would also like to receive a part contribution towards consumables as per attached quote. The expenditure on gazebos will help us to hold more outdoor activities going forward. Please note that our Public Liability Insurance expires on 1st November and will be renewed on 1st November and I will supply the additional insurance certificate after that date.

**(b) What community benefit is gained from this project / activity? \***

The Christmas Trade Fair" will encourage larger participation in social activities by providing a large out-door friendly atmosphere event which will assist the club to recover significant financial losses incurred due to the shut downs of the club due to Covid-19 pandemic. The event is attended by people of all ages, genders and cultures. These large gatherings help people to deal with loneliness and develop informal support networks which lead to stronger and happier community. A large number of children who attend this event have opportunity to play and spend quality time in fresh air with other children. The micro and small businesses have opportunity to connect with potential customers. Our club has always supported multinational society by sharing our culture, foods with other nationalities and religious affiliations. Large events of this nature enable to build on this diverse social enterprise, celebrate the diversity of our community and show support for the local businesses as well as the new and emerging communities of Knox and surrounding areas.

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**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

60-80  
 Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

1500  
 Must be a number

**How many of the above are Knox residents? \***

700  
 Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$10,500.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$3,000.00  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
6 x Klika gazebos \$319 each	\$1,914.00
Consumables (\$1866)	\$1,086.00
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

**Minor Grants Program - 2022 - 2023**  
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 Form Submitted 18 Aug 2022, 1:04pm AEST

\$3,000.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: KLIKA GAZEBO.pdf

File size: 1015.9 kB

---

Filename: Pak360 Quote # QU3087.pdf

File size: 41.1 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

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: Liability Insurance EDPA exp 11.22.pdf

File size: 502.9 kB

**Public Liability Expiry Date \***

01/11/2022

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: EDPA ASIC Company extract.pdf

File size: 164.4 kB

---

Filename: PROJECT PLAN.pdf

File size: 31.5 kB

## DECLARATION

**Minor Grants Program - 2022 - 2023**  
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**\* 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 \***

18/08/2022

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 38-MGP-2022-23 From Upwey Ferntree Gully Baseball Club**  
 Form Submitted 18 Aug 2022, 10:19am 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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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).



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 Form Submitted 18 Aug 2022, 10:19am 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 \***

Upwey Ferntree Gully Baseball Club

**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**

[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 38-MGP-2022-23 From Upwey Ferntree Gully Baseball Club**  
 Form Submitted 18 Aug 2022, 10:19am AEST

\_\_\_\_\_ Australian phone number.

**Secretary Email \***

**Please provide your ABN**

78 706 936 968

Information from the Australian Business Register	
<b>ABN</b>	78 706 936 968
<b>Entity name</b>	UPWEY FERNTREE GULLY BASEBALL CLUB INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC

*Information retrieved at 1:30am 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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0006675M

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please subscribe here:**

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**Minor Grants Program - 2022 - 2023**  
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 Form Submitted 18 Aug 2022, 10:19am AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Junior Baseball Club Scoring Platforms

**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 \***

01/10/2023

Must be a date.

**(a) Briefly describe details of the request: \***

The Junior Baseball Club currently relies on parents personal electronic devices to utilise the baseball scoring system. These prove unreliable and inadequate at the best of times. Securing funding for the purchase of 6 mini iPads will ensure that all our Junior baseball games are scored correctly each and every time whilst providing live game updates and game and player statistical information at the click of a button. These iPads will be a gamechanger for our kids and volunteer parent scorers.

**(b) What community benefit is gained from this project / activity? \***

Having these iPads will provide a whole of club benefit including:-

1. Live game updates,
2. Real time scoring application system,
3. A sanctioned baseball scoring system application installed,
4. Player statistical information that is live and historical,
5. Game blogs that can be uploaded to social media platform for game updates,
6. Ease of use baseball scoring system application for volunteers and parents,
7. Parents can watch and follow games online whilst play is ongoing.
8. Negates the cumbersome process of teaching volunteers/parents how to score as platform is user friendly.
7. Will depict a progressive and professional baseball club leading the way

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

15

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

100+

Must be a number

**Minor Grants Program - 2022 - 2023**  
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 Form Submitted 18 Aug 2022, 10:19am AEST

**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? \***

\$2,996.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,996.00  
 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	\$
4 x mini iPads (64gb - wifi)	\$2,996.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$2,996.00  
 This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

---

Filename: D4761634-B90B-46D0-BFDD-264010736181.png  
 File size: 1.2 MB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**Minor Grants Program - 2022 - 2023**  
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Form Submitted 18 Aug 2022, 10:19am AEST

**(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: 2022-23 Certificate of Currency - Upwey Ferntree Gully Baseball Club.pdf  
File size: 428.9 kB

**Public Liability Expiry Date \***  
30/04/2023

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: Certificate of Inc.pdf  
File size: 72.1 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]

**Minor Grants Program - 2022 - 2023**  
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**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

18/08/2022

Must be a date.

**Privacy Statement**

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 40-MGP-2022-23 From Templeton Netball Club**  
 Form Submitted 12 Sep 2022, 3:05pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

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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 (Version 2 of 2)**  
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 Form Submitted 12 Sep 2022, 3:05pm 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 \***

Templeton Netball Club

**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 (Version 2 of 2)**  
**Application 40-MGP-2022-23 From Templeton Netball Club**  
 Form Submitted 12 Sep 2022, 3:05pm AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

60 907 620 901

Information from the Australian Business Register	
<b>ABN</b>	60 907 620 901
<b>Entity name</b>	TEMPLETON NETBALL CLUB INC
<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
<b>Main business location</b>	3152 VIC

*Information retrieved at 5:58am 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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0021195C

This can be found on the Consumer Affairs Victoria website

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[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

**Minor Grants Program - 2022 - 2023**  
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**Application 40-MGP-2022-23 From Templeton Netball Club**  
 Form Submitted 12 Sep 2022, 3:05pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Digital record keeping

**Project Start Date \***

28/09/2023

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 \***

10/10/2022

Must be a date.

**(a) Briefly describe details of the request: \***

With having a laptop, external hard drives and a camera this will help kept all the club records together, in one location ,making it easier to pass this information onto incoming committee members. The camera will help document players through the season , coaches with recording training session, recording games so coaches can review with players and help to improve players movement and positions on game day. With the club going for almost 40years the current committee have found we have lost a lot of its older records.

**(b) What community benefit is gained from this project / activity? \***

Being able to keep the club records and photos in one place, not having volunteers use their own laptop/computer and making handover to incoming committee members easier.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

31

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

250

Must be a number

**How many of the above are Knox residents? \***

250

Must be a number

## BUDGET

**\* indicates a required field**

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**Application 40-MGP-2022-23 From Templeton Netball Club**  
 Form Submitted 12 Sep 2022, 3:05pm AEST

**(d) What is the total cost of the project / activity? \***

\$2,599.80

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,599.80

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>
Hp laptop	\$598.00
One touch external hard drive x 3	\$312.00
Canon EOS 1500D	\$799.95
Canon EF-S 55-250mm IS STM f4-5.6	\$499.95
Canon Speedlite III Flash	\$369.95
SanDisk Extreme 32GB SDHC 90MB/s card	\$19.95
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$2,599.80

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: photos.zip

File size: 1.4 MB

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 (Version 2 of 2)**  
**Application 40-MGP-2022-23 From Templeton Netball Club**  
Form Submitted 12 Sep 2022, 3:05pm AEST

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

---

Filename: Certificate of Currency 2022 Templeton Netball Club .pdf  
File size: 90.5 kB

### Public Liability Expiry Date \*

01/01/2023

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: TNC ASIC document.pdf  
File size: 356.1 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 \*

05/09/2022

Must be a date.

## Privacy Statement

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 40-MGP-2022-23 From Templeton Netball Club**  
Form Submitted 12 Sep 2022, 3:05pm 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 42-MGP-2022-23 From Anchor Inc**  
 Form Submitted 6 Sep 2022, 9:59am 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 42-MGP-2022-23 From Anchor Inc**  
 Form Submitted 6 Sep 2022, 9:59am 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 \***

Anchor 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 42-MGP-2022-23 From Anchor Inc**  
 Form Submitted 6 Sep 2022, 9:59am AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

80 952 878 595

Information from the Australian Business Register	
<b>ABN</b>	80 952 878 595
<b>Entity name</b>	ANCHOR 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>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3179 VIC

*Information retrieved at 3:20am 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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A00309745

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

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[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 42-MGP-2022-23 From Anchor Inc**  
 Form Submitted 6 Sep 2022, 9:59am AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Pizza in the Park

**Project Start Date \***

29/09/2022

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 \***

29/09/2022

Must be a date.

**(a) Briefly describe details of the request: \***

The Covid pandemic greatly impacted the ability of our Foster Carers and the children in their care to connect, support, and socialise with each other. Through feedback from carers and children regarding the need to come together again, we would like to schedule a 'Pizza in the Park' dinner to bring all of our carers and young people from the Knox region together again.

**(b) What community benefit is gained from this project / activity? \***

The disconnection and isolation felt throughout the foster care community were immense during the two years of lockdowns we endured. We have heard from many carers that they struggled to manage the children placed within their families more so than usual as they could not be directly supported by their peers through the Carer networks we usually run. Bringing them all together again at the park with Pizza, softdrink, and activities will be exciting for the carers and the young people as well as our out of Home care teams.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

105

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

125

Must be a number

**How many of the above are Knox residents? \***

65

Must be a number

## BUDGET

**\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 42-MGP-2022-23 From Anchor Inc**  
 Form Submitted 6 Sep 2022, 9:59am AEST

**(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	\$
catering ( Pizza / softdrinks / hot chips / fruit / juice) for 125 people approximately	\$1,000.00
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$1,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: FW Dominos Ferntree Gully quote OOHC.msg

File size: 237.0 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**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 42-MGP-2022-23 From Anchor Inc**  
 Form Submitted 6 Sep 2022, 9:59am AEST

**\* indicates a required field**

## Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Certificate of currency-Anchor Incorporated-CSO003152-CSO-PPL (1).pdf  
 File size: 152.6 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: Anchor Incorporated 30 June 2021 Audited Financial Statements\_Signed.pdf  
 File size: 222.4 kB

Filename: Cert\_of\_Inc.pdf  
 File size: 153.5 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 42-MGP-2022-23 From Anchor Inc**  
Form Submitted 6 Sep 2022, 9:59am AEST

02/09/2022  
Must be a date.

**Privacy Statement**

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 43-MGP-2022-23 From Templeton Tennis Club**  
 Form Submitted 3 Sep 2022, 1:53pm 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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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 43-MGP-2022-23 From Templeton Tennis Club**  
 Form Submitted 3 Sep 2022, 1:53pm 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 \***

Templeton Tennis Club

**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**

[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 43-MGP-2022-23 From Templeton Tennis Club**  
 Form Submitted 3 Sep 2022, 1:53pm AEST

[REDACTED] an phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

15 947 015 664

Information from the Australian Business Register	
<b>ABN</b>	15 947 015 664
<b>Entity name</b>	Templeton Tennis Club Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3152 VIC

*Information retrieved at 7:16am 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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0008932Z

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 43-MGP-2022-23 From Templeton Tennis Club**  
 Form Submitted 3 Sep 2022, 1:53pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Purchase of Competition Balls

**Project Start Date \***

05/10/2022

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 \***

07/10/2022

Must be a date.

**(a) Briefly describe details of the request: \***

To purchase 6 boxes of competition balls. Five for adult competition and 1 for junior tennis (green balls).

**(b) What community benefit is gained from this project / activity? \***

Provide first class equipment for players initially and then reuse balls for coaching and general membership use for practise.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

25

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

250 plus

Must be a number

**How many of the above are Knox residents? \***

95 percent

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$960.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 43-MGP-2022-23 From Templeton Tennis Club**  
 Form Submitted 3 Sep 2022, 1:53pm AEST

**(c) What amount is being requested? \***

\$960.00

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	\$
Tension 24 purchases	\$960.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$960.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Tension 24 quote july 2022.pdf

File size: 149.7 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: TTC Insurance Policy 2021 2022.pdf

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 43-MGP-2022-23 From Templeton Tennis Club**  
Form Submitted 3 Sep 2022, 1:53pm AEST

File size: 137.1 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: TTC Certificate of Incorporation - A0008932Z.pdf

File size: 100.3 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 \***

03/09/2022

Must be a date.

### Privacy Statement

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
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Form Submitted 3 Sep 2022, 1:53pm AEST

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 44-MGP-2022-23 From Shishukunj Melbourne Incorporated**  
 Form Submitted 7 Sep 2022, 10:53pm 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).
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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 44-MGP-2022-23 From Shishukunj Melbourne Incorporated**  
 Form Submitted 7 Sep 2022, 10:53pm 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 \***

Shishukunj Melbourne Incorporated

**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**

[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 44-MGP-2022-23 From Shishukunj Melbourne Incorporated**  
 Form Submitted 7 Sep 2022, 10:53pm AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED] SS.

**Please provide your ABN**

47 677 174 433

Information from the Australian Business Register	
<b>ABN</b>	47 677 174 433
<b>Entity name</b>	SHISHUKUNJ MELBOURNE 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>	3152 VIC

*Information retrieved at 5:01am 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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0109307G

This can be found on the Consumer Affairs Victoria website

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There is the option to unsubscribe later if you choose to.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 44-MGP-2022-23 From Shishukunj Melbourne Incorporated**  
 Form Submitted 7 Sep 2022, 10:53pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

DIWALI CULTURAL FESTIVAL AND FETE

**Project Start Date \***

30/09/2023

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 \***

30/09/2023

Must be a date.

**(a) Briefly describe details of the request: \***

The Diwali Program will take place at the Hungarian Community Centre and will be a fun filled day with indian culutural stage performances, Trivia, stalls heena, pan, food stales There will be DJ music for the entire event. Member sweet and snack boxes. Raffles and prizes.

The event will start 3pm to 7pm and will be a public event.

**(b) What community benefit is gained from this project / activity? \***

This will showcase the indian culture to the local Knox community. This will enrich the existing members with stage performance and social interaction within and wider community. This will support the local residents with weekend entertainment and the venue and stall owners some income.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

92

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

350

Must be a number

**How many of the above are Knox residents? \***

280

Must be a number

## BUDGET

**\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 44-MGP-2022-23 From Shishukunj Melbourne Incorporated**  
 Form Submitted 7 Sep 2022, 10:53pm AEST

**(d) What is the total cost of the project / activity? \***

\$4,100.00

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.

<b>Expenditure</b>	<b>\$</b>
Hall hire+chairs, table,lighting etc	\$1,500.00
Hampere Members gift packs sweets, gift boxes	\$1,645.00
Decor fairy ights, candles, flowers, ribbons, clothes	\$250.00
Photoo booth	\$100.00
Diva making	\$43.00
Sound System	\$150.00
Cleaning	\$200.00
Miscellaneous	\$200.00
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$4,088.00

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: DIWALI PROPOSAL.pdf

File size: 392.6 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 44-MGP-2022-23 From Shishukunj Melbourne Incorporated**  
 Form Submitted 7 Sep 2022, 10:53pm AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: FY22 Insurance 631207 Certificate of Currency.pdf  
 File size: 339.9 kB

**Public Liability Expiry Date \***

28/01/2023

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: Shishukunj\_Melbourne\_Incorporated - Annual\_Report\_2021.pdf  
 File size: 2.2 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 \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 44-MGP-2022-23 From Shishukunj Melbourne Incorporated**  
Form Submitted 7 Sep 2022, 10:53pm AEST

07/09/2022  
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 (Version 2 of 3)**  
**Application 46-MGP-2022-23 From Melody 7 Melody Notes Incorporated**  
 Form Submitted 13 Sep 2022, 9:38pm 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 (Version 2 of 3)**  
**Application 46-MGP-2022-23 From Melody 7 Melody Notes Incorporated**  
 Form Submitted 13 Sep 2022, 9:38pm 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 \***

Melody 7 Melody Notes Incorporated

**Organisation Address \***

[Redacted Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted Name]

**Project Contact Address \***

[Redacted Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted Phone Number]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted Email]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted Name]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 3)**  
**Application 46-MGP-2022-23 From Melody 7 Melody Notes Incorporated**  
 Form Submitted 13 Sep 2022, 9:38pm AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]@ess.

**Please provide your ABN**

24 418 535 918

Information from the Australian Business Register	
<b>ABN</b>	24 418 535 918
<b>Entity name</b>	MELBOURNE 7 MELODY NOTES
<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>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3150 VIC

*Information retrieved at 9:17am 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**

A0056374D

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 3)**  
**Application 46-MGP-2022-23 From Melody 7 Melody Notes Incorporated**  
 Form Submitted 13 Sep 2022, 9:38pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

[ Chinese Horse Racing Festival Event Show ]

**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 \***

26/11/2022

Must be a date.

**(a) Briefly describe details of the request: \***

1. In ancient times, horses are important vehicles and horses were also an important part of China's historical military.
2. Chinese celebrate the Horse Festival in Dance, Archery Racing contests, and Calligraphy competitions. [ <https://www.youtube.com/watch?v=Lo0EfOrN9co&t=6s> ]
3. See video for more info [ [https://youtu.be/\\_uJeWUUS1EM](https://youtu.be/_uJeWUUS1EM) ]

**(b) What community benefit is gained from this project / activity? \***

1. Australian participants will have an increased understanding of other cultures (Chinese) and identities and also have the opportunity to freely express and celebrate the Chinese festival no matter who they are.
2. The event will foster respect and understanding of the wider community and encourage freedom of expression, cultural tolerance, community involvement, and participation in the City of Knox and to help build neighborhood connections and inclusion
3. It aims to provide emerging musicians from Chinese and other culturally diverse backgrounds including people with disabilities, opportunities to develop music skills in playing Chinese instruments.
4. It will bring all ages and various cultures from different backgrounds and their families to attend this fabulous horse event.
- 5 To promote an appreciation of Chinese music, arts, and culture and improve the quality of life for residents of Knox.
6. Passing on the Chinese arts and culture to the next future generations and giving an opportunity to them to participate in arts education, employment, and gaining music and art knowledge and skills.
7. This event could create a sense of belonging in the City of Knox and other local community volunteering artistic and culture contribute to the communities.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 3)**  
**Application 46-MGP-2022-23 From Melody 7 Melody Notes Incorporated**  
 Form Submitted 13 Sep 2022, 9:38pm AEST

7  
 Must be a number

**How many people will directly benefit from or participate in your project / activity? \***  
 133  
 Must be a number

**How many of the above are Knox residents? \***  
 48  
 Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***  
 \$3,198.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***  
 \$2,488.00  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Hall hire, Sound and lighting *	\$992.00
Video and photography \$300.00	\$300.00
Video editing and accessories equipment \$350.00	\$350.00
Music Director	\$250.00
Lunch and drinks \$15 x 30 participant	\$450.00
Transport paid to performers \$10 x 27	\$270.00
Website update	\$300.00
Social media event promotion & advertisement	\$186.00
Printing stationery brochure and flyers	\$100.00
	Must be a dollar amount.

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**Application 46-MGP-2022-23 From Melody 7 Melody Notes Incorporated**  
 Form Submitted 13 Sep 2022, 9:38pm AEST

## Minor Grant Budget Total

### Total Expenditure Amount

\$3,198.00

This number/amount is calculated.

## Quotes For Planned Expenses

### Attach quotes for expenses here. \*

Filename: Event Sheet Report - Melbourne 7-Melody Notes - 220331.pdf

File size: 969.3 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

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

Filename: 2022 PLI COC - Melbourne 7-Melody Notes Incorporated (1).pdf

File size: 123.5 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: 4B5AE634-CE7D-4605-90AE-E0A6D46AE132.jpeg

File size: 2.5 MB

Filename: Horse Plan 041122 (1).docx

File size: 28.9 kB



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 3)**  
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Form Submitted 13 Sep 2022, 9:38pm 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 \***

13/09/2022

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.

### 8.3 Knox Community Access and Equity Plan 2017-2022 Review and Draft 2022-2027 New Plan

**SUMMARY: Social Policy and Projects Lead, Kylie Wilmot**

**The current Knox Community Access and Equity Implementation Plan 2017-2022 is due to expire this year and has been evaluated to identify key achievements and learnings that will inform future work. Based on this review and consultation with community members (including Council Advisory Committees), an updated strategy has been developed. Knox CARES (Connection, Access, Respect, Equality and Safety) is a five-year strategy, based on the themes of Connection, Access, Respect, Equality and Safety (CARES). The draft Strategy applies a social justice lens and liveability framework, to outline Council’s role in building safer, fairer and more inclusive communities. The Strategy brings together a range of previously discrete action plans, as well as reflecting various legislative responsibilities for Council including the requirement to have a Disability Action Plan.**

#### **RECOMMENDATION**

**That Council:**

- 1. Note the achievements of the Knox Community Access and Equity Implementation Plan 2017-2022; and**
- 2. Approve the draft Knox CARES Strategy 2022-2027 set out in Attachment 2 to the Officers’ report.**

#### **1. INTRODUCTION**

The Knox Community Access and Equity Implementation Plan 2017-2022 (the Plan) was developed in 2016-2017, as an implementation plan of the Knox Council Plan 2017-2021. The purpose of the Plan was defined as “to guide Council action and outline Council’s commitment and vision for addressing access and equity issues in Knox as well as promoting diversity, access and inclusion.”

In early 2022, the Community Wellbeing Department commenced a review of the Plan, to identify achievements as well as opportunities for improvement, and to consider changing community needs and the State and Federal policy landscape. Attachment 1 provides an evaluation of the Knox Community Access and Equity Implementation Plan (2017-2022) as well as an analysis of the current internal and external factors influencing Council’s work and/or impacting vulnerable community members in Knox.

Following the review of the existing Plan, an updated strategy has been developed to reflect current community needs, priorities and legislative requirements, and to align with the Knox Community Plan 2021-2031 and Council Plan 2021-2025. This draft five-year Strategy is provided as Attachment 2, with the proposed name of “Knox CARES”. The word “CARES” is an acronym for Connection, Access, Respect, Equality and Safety which are key themes reflected in the Strategy’s focus areas and actions.

## **2. DISCUSSION**

### **2.1 Review of the Existing 2017–2022 Plan**

The Plan included 49 actions to guide Council’s work with, and in support of, vulnerable and marginalised community members. At the time of development, the Community Access and Equity Implementation Plan integrated a number of previous strategic plans and policies, including the Access and Inclusion Plan for People with Disabilities (a legislative requirement under the State Disability Act 2006), the Multicultural Strategic Plan 2012-2017 and the Prevention of Violence Against Women Action Plan.

The purpose of the Plan was “to guide Council action and outline Council’s commitment and vision for addressing access and equity issues in Knox as well as promoting diversity, access and inclusion.” The Plan identified several priority population groups, including people with a disability, First Nations people, culturally diverse communities and LGBTIQ+. The Plan also briefly addressed safety issues and social challenges that compound disadvantage, such as mental health and homelessness.

A list of key achievements related to the delivery of this Plan and a full acquittal of each action within the Plan is included as part of the evaluation report (Attachment 1). Case studies have also been provided to demonstrate positive outcomes arising from Council’s work as part of the Plan.

### **2.2 Draft Knox CARES Strategy – Background and Development**

It is proposed that the Community Access and Equity Implementation Plan be replaced with the draft Knox CARES (Connection, Access, Respect, Equality and Safety) Strategy 2022-27. This title better reflects the broad themes and social issues that are captured. The five-year (2022-2027) Strategy will address a range of barriers and circumstances that can impact on an individual’s ability to access opportunities and participate fully in social, economic and community life.

The key drivers guiding the development of this Strategy include:

- Alignment to the Knox Community Plan 2021-2031 and Knox Council Plan 2021-2025, and importantly the Community Vision which aspires that our people ‘are safe, supported and have every opportunity to thrive’.
- Responding to the early release of the 2021 Census, and the changing demographics of the Knox community:
  - An increase of 268 residents (35%) amongst our First Nations population (now at 1022 individuals);
  - One in three residents (33%) in Knox is born overseas (up from 30% in 2016); and
  - An ageing population, with a growing proportion of the community aged 55 years or older, accounting for 30% of the population.
- Acknowledging the significant impacts of the COVID-19 pandemic since 2020, and the ongoing community needs for support throughout the recovery phase.
- Significant and consistent community feedback indicating high expectations that Council will lead and coordinate work in the areas of community safety and supporting people in need.

- Fulfilling legislative requirements of Council:
  - To have a Disability Action Plan (a requirement of the Disability Act 2006);
  - To report on action taken to prevent and respond to family violence (a requirement of the Public Health and Wellbeing Act 2008); and
  - Alignment to the Victorian Charter of Human Rights and Responsibilities, the Equal Opportunity Act 2010, Racial and Religious Tolerance Act 2001 and Gender Equality Act 2020.

For the purposes of the draft Knox CARES Strategy, the social justice model proposed is centred around the principles of participation, access, equity and human rights. As the closest level of government to the community, Council is uniquely positioned to promote social justice and continue to build a safe, fair and inclusive community through all that we do.

### 2.3 Response to the Review of the Existing Plan

Key learnings identified in the evaluation of the Knox Community Access and Equity Implementation Plan 2017-2021 have been incorporated into the development of the draft Knox CARES Strategy, as outlined in the table below:

Recommendation Identified in the Review Process	Response Within the Draft Knox CARES Strategy
Strengthen Council's Statement of Commitment to promoting access and inclusion	A statement of commitment is included early in the document, and is centred around five key principles for clarity and transparency. Community feedback has informed this commitment, with input sought from several of Council's Advisory Committees.
Streamlining the Plan to avoid duplication of efforts and clarify purpose and intended outcomes	Knox CARES combines six previously discrete action plans and strategies. Throughout the Strategy, links to other relevant Council documents is noted – indicating alignment of efforts rather than duplication of efforts and resourcing.
Embedding evaluation of the next Plan throughout the period of delivery of any future Plan	Knox CARES identifies both intended outputs for each action, as well as anticipated outcomes for each of the five key themes. The Strategy will be subject to annual monitoring, as well as a mid-way and end of plan review.
Strengthening cross-organisation collaboration to support vulnerable community members in Knox	Responsible Council departments (and those with a supporting role) have been identified throughout the report. Department Managers have been engaged in the development process to ensure responsibilities are clear and aligned with departmental business plans.

## **2.4 Draft Knox CARES Strategy – Structure and Overview**

As noted above, a clear Statement of Commitment has been developed, around the following five principles:

- We partner with community;
- We act with respect;
- We value diversity in all forms;
- We are brave; and
- We are accountable.

The draft Knox CARES Strategy centres around five themes, with a number of actions related to each of the following:

- Knox leads and advocates for inclusion;
- Knox promotes a safe community;
- Knox supports people in need;
- Knox embraces diversity; and
- Knox continues to be a liveable community.

Within these five themes, the Strategy addresses a variety of impact areas. These include working alongside some of our more vulnerable population cohorts, including people with a disability, First Nations people, culturally and linguistically diverse communities and LGBTIQ+ communities.

Additionally, the Strategy tackles a range of social issues and circumstances which may also impact on how members of the community access and participate in various opportunities. These include family violence, financial insecurity, community safety, mental health and housing.

Previously Council has developed discrete Action Plans for these areas, all of which have now been captured within the draft Knox CARES Strategy, including:

- Family Violence Action Plan;
- Disability Access and Equity Plan;
- Multicultural Communities Plan;
- Community Safety Plan;
- First Nations Action Plan; and
- LGBTIQ+ Action Plan.

## **2.5 Monitoring and Evaluation**

Oversight for the implementation and review of the Knox CARES Strategy will sit with the Community Wellbeing Department.

Key achievements will be captured on an annual basis, at the conclusion of each financial year.

A mid-term review of the Plan will be completed and reported to Council before December 2025. A formal review will be completed in 2026-2027 in lead up to the renewal of the strategy, and in line with the future Council Plan 2025-2029.

A theory of change model is captured in the draft Strategy, providing a high level overview of our operating context, our strategies (from the Knox Council Plan 2025-2029) and our intended outcomes. (Refer Attachment 2, page 20).

### **3. CONSULTATION**

Consultation with Knox community members has been facilitated in a range of ways, leveraging off existing work and related projects. This approach has maximised engagement opportunities and resulted in a comprehensive view of community perspectives to inform the development of the draft Knox CARES Strategy. Insights have been drawn from:

- Knox Community Plan 2021-2031 and Council Plan 2021-2025 surveys and workshops;
- COVID-19 Household Impacts Survey (conducted in 2020 and 2021);
- Knox Community Mental Health Survey (2022);
- Know Emergency Food Relief Audit (2022);
- Empowering Communities Safety Forum (2022);
- Targeted community survey and focus groups on COVID-19 recovery (2022); and
- Engagement with Council Advisory Committees (Disability, Multicultural, Active Ageing, Youth and Safety, Health and Wellbeing).

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

The current Knox Community Access and Equity Implementation 2017-2022 does not consider the impacts of, or opportunities to adapt to, climate change. The draft Knox CARES Strategy 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**

The draft Knox CARES Strategy has considered resourcing and identified where additional resources may be required to implement some actions (three actions only). The inclusion of these actions helps to build an evidence base to align Council's strategic direction with the potential of accessing State or Federal funding in the future.

### **7. SOCIAL IMPLICATIONS**

As highlighted in Attachment 1, the delivery of the Knox Community Access and Equity Implementation Plan 2017-2022 has had a positive social impact for the Knox community. Council has an important role to play in ensuring that individuals who are experiencing vulnerability or disadvantage can still access services, programs, supports and facilities.

The draft Knox CARES Strategy will continue to build on this approach, through the application of a social justice lens and liveability framework. Links to the Municipal Health and Wellbeing Plan

priorities (included in the Council Plan 2021-2025) are also outlined, as the actions significantly contribute to improving the health and wellbeing of Knox residents.

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

### **Opportunity & Innovation**

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

### **Neighbourhoods, Housing & Infrastructure**

Strategy 2.1 - 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.

### **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 5.1 - 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:** Social Policy and Projects Lead, Kylie Wilmot

**Report Authorised By:** Acting Director, Connected Communities, Judy Chalkley

### **Attachments**

1. Attachment 1 - Report - Knox Community Access & Equity Plan 2017-2022 Review - 2022 ( D 22-42490) [**8.3.1** - 38 pages]
2. Attachment 2 - Knox CARES ( Final) - 2022-09-15 [**8.3.2** - 43 pages]



Attachment 1

**knnox**  
your city



# **Review: Knox Community Access and Equity Implementation Plan 2017-2022**

February 2022



## Review: Knox Community Access and Equity Implementation Plan 2017-22

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## Review: Knox Community Access and Equity Implementation Plan 2017-22

# Background

The Knox Community Access and Equity Implementation Plan 2017-22 was developed in 2016-17, as an implementation plan of the Knox Council Plan 2017-21. The purpose of the plan was defined as *'to guide Council action and outline Council's commitment and vision for addressing access and equity issues in Knox as well as promoting diversity, access and inclusion.'*

At the time of development, the Access and Equity Implementation Plan integrated a number of previous strategic plans and policies, including the Access and Inclusion Plan for People with Disabilities 2016 (a legislative requirement under the State Disability Act 2006), the Multicultural Strategic Plan 2012-17 and the Prevention of Violence Against Women Action Plan.

With the plan due to expire in June 2022, and a new Knox Community and Council Plan adopted in October 2021, it is now timely to review the plan and consider Council's future direction and priorities.

The purpose of this report is to evaluate Council's current Community Access and Equity Implementation Plan; to identify key achievements and opportunities to strengthen future plan. Based on the evaluation findings, a new plan will be developed and presented to Council in mid-2022, following the release of 2021 Census data.

### Scope of existing plan

The Knox Community Access Equity Implementation Plan 2017-22 outlines five focus areas, as follows:

#### **Area 1: Equitable, Accessible and Inclusive Services**

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

#### **Area 2: Leadership and Advocacy**

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

#### **Area 3: Accessible and Safe Places and Spaces**

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

#### **Area 4: Empowerment and Participation**

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

#### **Area 5: Celebrating Diversity and Creating a Sense of Belonging**

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



## Review: Knox Community Access and Equity Implementation Plan 2017-22

The 49 actions include initiatives focused on building Council's internal capacity (including recruitment, training and procurement) to support vulnerable and marginalised cohorts, as well as work directly with, and in support of, community members. The plan identifies a number of priority cohorts, including people with a disability, First Nations people, multicultural communities and LGBTIQ+.

The plan also briefly addresses safety issues and social challenges that compound disadvantage. These include mental health, family violence and alcohol.

### Review process

The following activities have been conducted as part of the review process:

- Two workshops with key Council staff involved in the development and delivery of the current plan
- An environmental scan to review political, social and economic impacts on vulnerable groups within the Knox community
- A review of previous progress reports to Council

In addition, recent findings from community engagement activities conducted to inform the development of the Knox Community Plan and Council Plan have been considered. Data collected through the Knox COVID-19 Household Impacts Survey (2020 and 2021) have also been analysed to identify emerging trends and challenges for the Knox community.

## Key Achievements

The information below provides a summary of key achievements from the Knox Community Access and Equity Implementation Plan 2017-2022, grouped by priority area.

A full acquittal of each action within the Plan is included as Appendix A.

### People with a disability

- Developed and implemented the Knox Disability Leadership Plan 2020-22.
- Secured ongoing funding and support from Council to continue the work of the Disability Leadership Team.
- Supported Home and Community Care Program for Young People (HACC PYP) clients to transition to the NDIS.
- Acknowledged significant awareness raising events on an annual basis, including International Day of People with a Disability and Carers Week.
- Continued facilitation of the Knox Disability Advisory Committee.



## Review: Knox Community Access and Equity Implementation Plan 2017-22

- Installation of the first Changing Places facility (fully accessible toilet) in Knox, at Wally Tew Reserve, Ferntree Gully.
- Universal design principles embedded in the design and development of new facilities, as well as continuation of the retrofitting capital works program to improve accessibility at various facilities throughout Knox.

### First Nations community

- Completed a needs analysis to guide Council's further work towards reconciliation and engagement with First Nations people.
- Secured a commitment from Council to develop the first Knox Reconciliation Action Plan (to be completed in 2023).
- Acknowledged key recognition and awareness raising events on an annual basis, including Sorry Day, NAIDOC and Reconciliation Weeks.
- Established the Knox Aboriginal Network in 2018, bringing together Aboriginal health promotion and community development workers, community members as well as key Knox City Council staff.
- Continued support and partnership with the Mullum Mullum Gathering Place.

### Multicultural communities

- Acknowledged key recognition and awareness raising events on an annual basis, including Cultural Diversity Week, World Refugee Day and Refugee Week.
- Continued facilitation of the Knox Multicultural Advisory Committee.
- Partnered with the Knox Interfaith Network to deliver a 'Faith Speed Dating' event in 2018.
- Supported community-led events including the Iftar Dinner delivered by the Islamic Society of Eastern Melbourne, and the Sports and Harmony Event delivered by the Sant Nirankari Mission.
- Coordinated a joint statement by the Knox Multicultural Advisory Committee and Knox Interfaith Network to condemn racism during 2020 (related to the COVID pandemic).
- Planning and delivery of the Response Relief Recovery for multicultural communities project.
- Planning and delivery of the priority response project for the Iranian and Zomi communities during COVID-19.

### LGBTIQ+ communities

- Acknowledged key recognition and awareness raising events including the PRIDE March and International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT).
- Continuation of Council's internal LGBTIQ+ Working group.
- Completed an analysis of research and data regarding challenges facing the LGBTIQ+ community.
- Focused on supporting vulnerable members of the LGBTIQ+ community – e.g. young people identifying as LGBTIQ+ through Youth Services programs and supports.

### Community Safety

- Secured \$700,000 in funding from State Government, for a three-year community safety project (Empowering Communities) to address the causes and underlying drivers of crime (project to be delivered 2022-24).



## Review: Knox Community Access and Equity Implementation Plan 2017-22

- Delivered safer design training for key Council staff, addressing a key training and development need.
- Continued facilitation of the Community Safety, Health and Wellbeing Advisory Committee.
- Conducted regional advocacy through the Alcohol Flagship Group, to address alcohol reform legislation and planning scheme amendments relating to packaged liquor outlets.
- Promoted responsible service of alcohol by engaging with venues through the Knox Liquor Accord.
- Developed a CCTV policy for Knox City Council.
- Partnered with Communities That Care to conduct alcohol supply monitoring, collecting data on the sale of alcohol at local community sporting clubs and packaged liquor outlets to persons who appear to be under the legal age of 18.
- Secured VicHealth funding for a Men's Risky Drinking project, a two-year partnership project working with local sporting clubs and Maroondah Council.

### Family Violence and Gender Equity

- Delivered annual community messaging and profiled the stories of survivors as part of annual 16 Days of Activism campaigns.
- Conducted advocacy in relation to increasing family violence services and supports in Knox.
- Embedded new reporting requirements following the Royal Commission across Council services.
- Implemented a range of gender equity measures across Council, including the Listen, Learn and Lead program.
- Developed a new Gender Equality Action Plan (led by Strategy, People and Culture) and commenced work to build staff capacity to undertake Gender Impact Assessments in the development (and review) of Council programs, services and policies, as required under the new Gender Equality Act (2020).

### Mental Health

- In collaboration with the Community Safety, Health and Wellbeing Advisory Committee, developed a submission for the Royal Commission into Victoria's Mental Health System.
- Development of the Knox Mental Health Action Plan – the first local government level document of its kind – which outlines a strategic focus for Council in enhancing mental health across Knox.
- Established the Knox Mental Health Round Table to bring together key local and state stakeholders to coordinate service responses.
- Ongoing advocacy for improved mental health services in Knox, with the State Government having already established a pop-up mental health service in Boronia (as of November 2021).
- Delivered community messaging and workshops in recognition of Mental Health Week.

### Housing and Homelessness

- Developed and updated a Homelessness and Sleeping Rough policy (approved March 2021)
- Developed and implemented a Homelessness Protocol, to support Council staff in responding to reports of rough sleeping.
- Ongoing negotiation of voluntary development contributions at key strategic sites, including the Boral and Norvel Estates.



## Review: Knox Community Access and Equity Implementation Plan 2017-22

- Continuation of collective advocacy undertaken through the Eastern Affordable Housing Alliance and the Regional Local Government Homelessness and Social Housing Group.

## Case Studies

The following case studies are illustrative of the significant positive impact of key initiatives delivered under the Knox Community Access and Equity Implementation Plan 2017-22.

### **Family Violence: Webinar with Jess Hill – a 16 Days of Activism event**

In December 2021, Knox hosted an online webinar in partnership with Eastern Regional Councils in recognition of the 16 Days of Activism against gender based violence. The guest speaker was investigative journalist and author Jess Hill. Her book about domestic abuse in Australia 'See What You Made Me Do' won the 2020 Stella Prize and was subsequently adapted into a three-part documentary for SBS.

Jess's presentation focus on the issue of coercive control in relationships, outlining what it looks and feels like and how a relationship can become coercive. Throughout the event, attendees were provided with information and links to local family violence support services and encouraged to seek help if the presentation had raised concerns for them.

Feedback gathered from attendees indicated that 93% agreed or strongly agreed that they have an increased understanding of controlling behaviour in relationships, and 90% felt more confident to contribute to 'change the story' by support efforts to recognise and challenge coercive control as a form of abuse.

*"Jess's webinar has given me the voice that I needed to speak out understand that I have been coerced, for a long time. I am now taking the necessary steps to get the support that I need."*

*(Community member and webinar attendee)*

### **Community Safety: Crime Prevention through Environmental Design (CPTED) Training**

Crime Prevention through Environmental Design (CPTED) is an internationally recognised multi-disciplinary approach to reducing both the incidence and perceptions of crime through the design and use of built and natural environments. Principles include increasing natural surveillance and controlling access and movement around spaces.

CPTED principles were first included in the state government's Safer Design Guidelines for Victoria (2005), which was superseded by the Urban Design Guidelines for Victoria (2019). Despite the principles being continually revised and updated to keep pace with emerging trends, the State Government advised they had no forthcoming training opportunities to upskill Council officers. Given the length of time since Knox staff previously undertook CPTED training, as well as the relevance of



## Review: Knox Community Access and Equity Implementation Plan 2017-22

this framework for a number of Council business units, Community Wellbeing engaged a facilitator and delivered training for 16 staff (from 8 different departments) over 2 sessions in December 2021.

The training included a range of theoretical and practical activities, providing opportunities for staff to apply learnings. All staff who completed the training indicated an improvement in their understanding of CPTED principles, and a greater ability to apply safer design principles to their work at Knox.

### **Parent and Carer Supports Disability**

Knox Council provide a range of supports, activities and information sessions for parents and carers throughout the year including exercise classes, Pathways for Carers walking group, carer support groups and events. Events provide information, support, an opportunity for carers to connect, learn more about community supports and how to maintain their caring role. During National Carers Week in October 2021, Knox Council recognised and celebrated carers by inviting carers and community to join us at a range of free online events. These were attended by 170 community members and included:

- ‘Too Peas in a Podcast’ webinar
- An Introduction to Mindfulness
- Come and Try exercise class
- Managing your Energy information session, and
- Achieving your Goals webinar.

*“An abundance of useful information and strategies resonated with me and will be practiced in my personal and professional life.”*

*“I would be interested in further webinar meetings around this subject in the near future.”*

Further information sessions are planned for 2022.

### **Early Years Professional Development Disability**

Knox Council’s Early Years Professional Development sessions aim to increase the capacity of early years staff to enhance and increase the successful inclusion of children with a disability or developmental delay across universal early years’ services. Since 2018 Knox Council has provided a calendar of free, high quality professional development sessions. Council engage a range of professional speakers from services such as Noah’s Ark, Irabina Autism Services and experienced allied health professionals. The sessions are promoted to all early years services across Knox.

Demand for the sessions increased in 2020 when, due to COVID restrictions, the sessions moved online. Topics included:





## Review: Knox Community Access and Equity Implementation Plan 2017-22

- Sensory impairments
- Learning difficulties
- Autism
- Creating visual supports for children
- Inclusive classrooms
- Social skills

From July to December 2021 Knox Council delivered 10 sessions and had a total of 429 attendees. Further sessions and an evaluation have been planned for 2022.

### **Social Inclusion: *Night Owls program***

The Knox Night Owls program promotes social inclusion through the delivery of a 6-week program combining a range of recreational activities, life-skills workshops and healthy food. In 2019, two programs were delivered, with 53 young people (aged 12-18 years) engaged, and supported by 28 volunteers. A high number of participants presented with a range of support needs including mental health, physical disability, financial, and behavioural in addition to dealing with issues such as family breakdown, self-harm, unwell parents, abusive relationships and alcohol and drug issues.

Evaluation showed a range of positive outcomes, including increased social connections, and growth in confidence and self-esteem amongst participants. Young people also demonstrated learning about self-care and positive coping strategies. Whilst the first program focused solely on basketball as the recreation component, the second program was expanded to incorporate other activities such as netball and street dance. This change successfully increased the participation of young women in the program.

Night Owls has been on hold during 2020 and 2021 due to COVID-19 restrictions. Planning is now underway for the program to recommence in 2022.



## Review: Knox Community Access and Equity Implementation Plan 2017-22

# Challenges and Opportunities

In reviewing the Knox Community Access & Implementation Plan 2017-22, Council officers have identified a range of opportunities for improvement. These include:

- Whilst the plan includes a 'statement of commitment', it is not prominently featured within the document and is very lengthy. It is recommended that the next plan include a commitment to a series of principles that will inform Council's work with residents experiencing vulnerability or marginalisation. These principles should be clearly written, and easily understood by community members.
- The current plan contains a number of duplicate, or closely related, actions. The next plan could be streamlined and condensed to provide greater clarity of purpose and intended outcome.
- The current plan does not have any form of evaluation, either qualitative (outcome measurement) or quantitative (output measurement). The next plan should include consideration of how success will be measured.
- Presently, the actions predominately sit within the Community Wellbeing department. Whilst Community Wellbeing will continue to have a significant role in the new plan (including leadership and oversight of its implementation), it is acknowledged that access and equity impacts all areas of Council's service delivery. As such, there is scope to more clearly define the role of other Council departments and establish stronger cross-organisational collaboration in supporting vulnerable community members in Knox.

### Current operating context

Over the past five years, there has been a number of key events impacting on the key priorities currently captured in the Knox Community Access & Equity Plan 2017-22. These include:

- Consolidation and continued roll out of the National Disability Insurance Scheme (NDIS)
- The delivery of a Royal Commission into Victoria's Mental Health System, with progressive roll out of the recommendations now underway
- Progression of the recommendations from the Royal Commission into Family Violence (released 2015)
- Adoption of a new *Gender Equality Act (2020)* in Victoria, legislating action by local government
- A growing focus on social inclusion and awareness of the impacts of loneliness as a health issue
- The State Government initiation of the Yoorrook Justice Commission, the first formal truth-telling process into injustices experienced by First Nations people in Victoria.

In addition, the COVID-19 pandemic and associated lockdowns, have compounding existing social issues, with already marginalised and vulnerable groups often facing greater disadvantage. The fallout from the



## Review: Knox Community Access and Equity Implementation Plan 2017-22

pandemic will be evidenced both in the short- and long-term impacts. Already the pandemic has been associated with:

- Increased prevalence and acuity of mental health concerns
- An increase in reported incidents of racism
- Heightened financial vulnerability for households and businesses
- Increased social isolation particularly for vulnerable community members with a disability or other underlying health condition
- Challenges in reaching marginalised groups for vaccinations, including people from culturally diverse backgrounds and people with a disability
- A growing 'digital divide' with a growing reliance on technology and online delivery of services, including how Council engages with the community.

The Knox COVID-19 Household Impacts survey (conducted in 2020 and repeated in 2021) is a valuable source of information outlining the challenges experienced by the Knox community throughout the pandemic, and will be drawn upon in developing the new plan.

### **Internal drivers**

Council's own policy context has shifted significantly in the past five years, particularly with the adoption of the new Knox Community Plan 2021-31 and Council Plan 2021-25. There has also been an organisational restructure during this period, impacting on the departments responsible for delivery of various actions with the Plan.

Additionally, the Access & Equity Plan has clear links to a number of other Council plans and strategies. These links need to be acknowledged and considered to maximise the use of Council's limited resources and avoid duplication.



## Review: Knox Community Access and Equity Implementation Plan 2017-22

# Future Direction

There continues to be a high expectation from the community that Council will lead and coordinate work in relation to safety, inclusion and support of vulnerable community members. The development of a new plan provides the opportunity to consolidate Council's work, and to review the current external and internal environment and influences on our community.

The 2020 Knox Municipal Survey revealed that the two highest issues of concerns to residents were community safety (important to 97% of respondents), followed by 'support for those in need' (important to 90% of respondents).

In recognition of these community priorities and the broad scope of work captured within this plan, it is proposed that the plan be re-named as **Knox CARES: Our Social Justice Strategy (Connection, Access, Respect, Equality and Safety)**. It will be a five-year strategy, running from 2022-2027, and including tangible actions.

The Knox CARES Social Justice Strategy will support the delivery of the Knox Council Plan 2021-25, as well as the newly adopted Knox Community Vision:

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

In developing the Knox CARES Strategy, Council will be acknowledging that there are a range of factors that may influence the ways in which community members access opportunities, at home, at work, in learning and in the community. The Strategy will be developed with the aim of respecting the lived experiences and strengths of all individuals in our diverse community; regardless of their gender, race, culture, sexuality, religion, abilities, family type, income level or any other factor or circumstance.

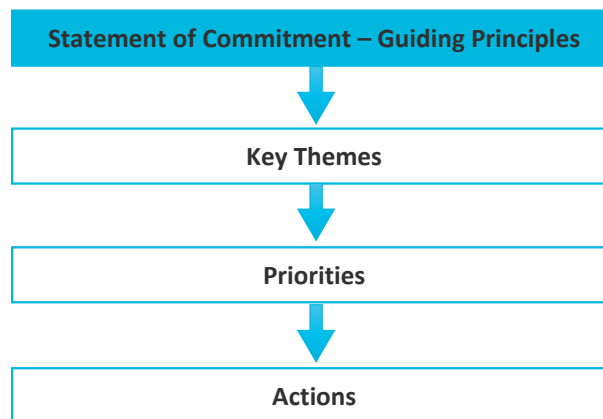
The Knox CARES Strategy will also continue to acknowledge and respond to a range of social issues and circumstances that can impact on an individual's ability to access opportunities and participate fully in social, economic and community life. The Strategy will set forth a vision for how Council can strive to create the physical and social settings which promote inclusion and support all people to thrive.



## Review: Knox Community Access and Equity Implementation Plan 2017-22

### Proposed structure of Knox CARES: Our Social Justice Strategy 2022-27

It is proposed that the structure of the Knox CARES Strategy follow the model illustrated in the following diagram:



It is noted that Council has a number of existing plans and strategies that intersect with the community needs identified as part of the Knox CARES Strategy (see proposed priorities below). These include:

- Child, Youth and Seniors Plan 2021-2025
- Knox Mental Health Action Plan 2021
- Family Violence Action Plan
- Disability Leadership Plan 2020-22
- Mobility and Access Action Plan (under development)
- Gender Equality Action Plan
- Reconciliation Action Plan (under development)
- Social and Affordable Housing Strategy and Action Plan (under development)

The Knox CARES Strategy will fulfill specific legislative requirements for Council, including the need for a Municipal Disability Action Plan. However, a key consideration in developing the Plan will be the need to consolidate Council's existing work and avoid duplication of actions (and subsequent duplication in reporting to Council).

Where a related Council plan, policy or strategy is identified, the Knox CARES Strategy will not seek to duplicate an existing document; it will instead draw the links between these documents to demonstrate that Council has an existing response in plan.



## Review: Knox Community Access and Equity Implementation Plan 2017-22

### Proposed themes

Through the review process, the following key themes have emerged as a basis for the future Knox CARES Social Justice Strategy:

#### **1. Knox is a leader and advocate for inclusion**

We lead by example to ensure that our own organisation models fairness and inclusion, and we advocate to uphold human rights and social justice in Knox.

#### **2. Knox is a safe community**

People in Knox feel safe in their home and their neighbourhood, and have a positive sense of belonging to their community.

#### **3. Knox supports people in need**

We recognise that not all people have equal access to opportunities, and we seek to support people experiencing short- or long-term vulnerability.

#### **4. Knox embraces diversity**

Knox embraces diversity and welcomes all people, regardless of gender, race, culture, sexuality, age, income level, family type or level of ability.

#### **5. Knox is a liveable community**

People in Knox are supported to live, learn, work and socialise through access to facilities, services, open spaces and opportunities regardless of their circumstances or background.

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## Review: Knox Community Access and Equity Implementation Plan 2017-22

### Proposed Priorities

Across the five proposed themes, there are a number of priorities to be captured and addressed. The following priority areas have been identified based upon a review of the priorities captured in the current Knox Community Access and Equity Plan, as well as a scan of current and emerging trends.

	Recommended role in a future plan (2022-27)	Related Council plans, policies and strategies
<b>Disability</b>	<p>This plan will fulfil Council's continued legislative responsibility to have a Disability Action Plan.</p> <p>Council has now committed ongoing funding to the Disability Leadership Team, which provides an important opportunity to strengthen long-term strategic planning for working with people with a disability.</p>	<p>Municipal Disability Leadership Plan (to be reviewed in 2022)</p> <p>Mobility Action Plan (to be developed in 2022)</p>
<b>First Nations</b>	<p>Council's commitment to advancing Reconciliation will be outlined in the first Knox Reconciliation Action Plan, with a focus on relationships, respect and opportunities. The Yoo-rook Justice Commission in Victoria is facilitating a truth-telling process exploring historical and ongoing injustices committed against First Nations people. The Commission is likely to identify further need and opportunities for local government to advance reconciliation.</p> <p>Through the First Nations Needs Analysis, a range of pressing needs facing First Nations communities have been identified, that are not incorporated in a Reconciliation Action Plan. One example is the critical need for culturally safe and accessible health services. The actions (and timing) included in the next access &amp; equity plan will be informed by the First Nations Needs Analysis.</p>	<p>Reconciliation Action Plan (to be developed in 2023)</p>
<b>Multicultural</b>	<p>Supporting culturally diverse communities in Knox will remain a priority in any future plan. Consultation with staff suggests that these communities are not well-recognised within Knox, and the needs of people from culturally diverse backgrounds are not specifically addressed in any other Council plans or strategies.</p> <p>The COVID-19 pandemic has compounded many challenges for culturally diverse communities. Council will continue to work alongside the Knox Multicultural</p>	



## Review: Knox Community Access and Equity Implementation Plan 2017-22

	Recommended role in a future plan (2022-27)	Related Council plans, policies and strategies
	Advisory Committee to support culturally diverse residents.	
<b>LGBTIQ+</b>	Supporting LGBTIQ+ people will continue to be a priority in the new plan, with a particular focus on young people. Knox will continue to promote recognition and inclusion for people of all genders, as part of implementing Gender Impact Assessments under the Gender Equality Act (2020).	Gender Equality Action Plan
<b>Community Safety</b>	<p>Community safety will be a significant priority for the Community Wellbeing department over the life of the coming plan. The implementation of the three-year Empowering Communities project, funded by State Government, will focus on addressing the social drivers and causes of crime.</p> <p>Additionally, engagement activities undertaken as part of the Empowering Communities program will be used to inform and identify key actions relating to community safety in Knox.</p> <p>Given this priority work, and the importance of community safety to Knox residents, community safety has been elevated to a key theme ensuring that this focus is embedded beyond the life of the funding. Safety issues will include alcohol and other drugs, gambling and homelessness, as well as addressing perceptions of safety in public spaces.</p>	
<b>Family violence</b>	<p>The Knox Council Plan 2021-25 affirms Council's commitment to 'contribute to the collective efforts in preventing and responding to family violence'. Whilst a number of Council departments are involved in this work, there is potential to take a more strategic or coordinated approach across the organisation to ensure resources are used effectively, and impact is maximised for our community.</p> <p>The new plan will begin to scope this approach and identify priority actions for Council. This work will also include action to progress gender equality, recognising that gender inequality is the leading driver of family violence.</p>	<p>Gender Equality Action Plan</p> <p>Family Violence Action Plan</p> <p>Family Violence Statement of Commitment</p>





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	Recommended role in a future plan (2022-27)	Related Council plans, policies and strategies
<b>Mental health</b>	<p>Mental health has emerged as a significant priority in Knox, with the impacts of the COVID-19 pandemic. Council's approach is now guided by the Knox Mental Health Action Plan, adopted in 2021.</p> <p>As such, it is recommended that mental health be acknowledged in the future plan as a barrier to inclusion and participation in community life, with reference made to the Knox Mental Health Action Plan as the key document defining Council's work in this space.</p>	Knox Mental Health Action Plan (adopted in 2021)

## Next Steps

Under the leadership of the Community Wellbeing department, work will continue to progress on developing Knox CARES: Our Social Justice Strategy (2022-27). It is anticipated that this draft will be presented to Council for feedback and endorsement in mid-2022, following the release of the 2021 Census data.



## Appendix A:

# Action Acquittal – Knox Community Access and Equity Implementation Plan 2017-21

### Focus Area 1 - Equitable, Accessible and Inclusive Services

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

Action	Responsible Department	Year	Key achievements and update
<b>1.1</b> Develop and implement a best practice framework to embed the principles of access and equity across all areas of Council, including organisational capacity and competence, service provision, communication and civic participation.	Community Wellbeing	1 -2	This action has evolved with Community Wellbeing now working closely with Strategy, People and Culture to embed requirements relating to the Gender Equality Act (2020) across the organisation. This includes implementing gender impact assessments which require an equity assessment of new and reviewed Council programs, services and policies.
<b>1.2</b> Develop a database of images and photographs for use within Council's publications to reflect Knox's diverse community, to promote access, inclusion and diversity.	Communications	2	The Communications team captured a database of images that reflects diversity of community in Knox. This is an ongoing consideration for Council publications, website and social media.
<b>1.3</b> Deliver a suite of access, equity and diversity training for Council staff to increase knowledge, understanding and best practice when engaging with Knox's diverse community.	Community Wellbeing	1-5	Access, equity and diversity training has been consistently delivered for Knox staff across the life of the plan, in both face-to-face and online settings. Topics have included: <ul style="list-style-type: none"> <li>Aboriginal cultural competency training</li> </ul>



Action	Responsible Department	Year	Key achievements and update
			<ul style="list-style-type: none"> <li>• Access and inclusion awareness training</li> <li>• Access and equity refresher training</li> <li>• Elder abuse</li> <li>• Gender equity</li> </ul>
<p><b>1.4</b> Undertake diversity planning and practice under the Home and Community Care Program for Younger People and the Home and Community Care Act 2007 to ensure inclusion of marginalised and disadvantaged community members.</p>	<p>Community Access and Support <i>(formerly Active Ageing and Disability Services)</i></p>	<p>1-2</p>	<p>Policies and services within Active Ageing (now Community Access and Support) were reviewed to be responsive to a diverse client base, including LGBTQ+, First Nations people, culturally and linguistically diverse communities, and people with a disability. Staff participate in professional development opportunities to ensure their practice is inclusive.</p> <p>Note: as of 2018-19, Knox City Council no longer have the funding for HACC PYP services and clients were transitioned to the National Disability Insurance Scheme (NDIS).</p>
<p><b>1.5</b> Implement the Municipal Strategic Disability Leadership Plan to support people with a disability, their families &amp; carers with the implementation of the National Disability Insurance Scheme (NDIS).</p>	<p>Community Access and Support <i>(formerly Active Ageing and Disability Services)</i></p>	<p>1-2</p>	<p>Outcomes from the previous Municipal Strategic Disability Leadership Plan were reported to Council in December 2019, with Council adopting a revised plan for 2020-2022.</p> <p>Outcomes from Year 1 of the Municipal Disability Leadership Plan 2020-22 were reported to Council in August 2021. At this meeting Council also endorsed the proposed ongoing investment model to enable an evaluation of the current plan, consult with community and develop a future plan and ongoing work of the team.</p> <p>Individual advocacy occurs on an as-needs basis as individuals transition to the NDIS.</p>



Action	Responsible Department	Year	Key achievements and update
<b>1.6</b> Progress Council's public Expression of Interest process seeking applications from NDIS/Early Childhood Intervention Services (ECIS) service providers to lease the Illoura House facility for use as a disability focused centre supporting children, families, carers and people with disabilities in Knox.	Finance and Property Services	1	In line with the implementation of the NDIS, an expression of interest process resulted in the appointment of EACH in 2018 to provide ongoing services at Illoura House to support children with a disability, and their families and carers).
<b>1.7</b> Progress the NDIS Home and Community Care (HACC) and Programs for Young People (PYP) transition including supporting NDIS eligible clients to transition to new providers. Provide advice to Council on options and lead relevant transition and outcomes for HACC PYP under 65 residual program.	Community Access and Support <i>(formerly Active Ageing and Disability Services)</i>	1-2	Clients from the HACC and PYP programs were supported to transition to the NDIS, with all clients transited by 31 January 2019.
<b>1.8</b> Strengthen Council's approach and engagement with Knox's Aboriginal and Torres Strait Islander community to build collaborative relationships and inform future advocacy and reconciliation outcomes that increases recognition of Australia's first people.	Community Wellbeing	2-4	A Knox Aboriginal Network commenced in 2018 to enhance information sharing between Aboriginal health promotion and community development workers, community members and Council staff. This has now evolved into an Eastern Regional network, with Knox regularly participating.  Knox Council has committed to developing a Reconciliation Action Plan, with officers working alongside community members to progress this throughout 2022.
<b>1.9</b> Conduct community engagement and needs analysis on the development of a Gathering Place in Knox for Council's Aboriginal and Torres Strait Islander community.	Community Wellbeing	2-3	Throughout the life of this plan, Council have continued to work closely with the Mullum Mullum Indigenous Gathering Place based in Maroondah. The establishment of a gathering place in Knox is a key recommendation arising from the First Nations Needs Analysis (2020), and will be further considered as Council's progresses with the development of the new strategy.



Action	Responsible Department	Year	Key achievements and update
<p><b>1.10</b> Partner with Outer Eastern Metropolitan Councils to research the need for an Integrated Aboriginal Health Plan for the Outer Eastern Aboriginal community.</p>	Community Wellbeing	1	<p>This project was led by Yarra Ranges Council and unfortunately was put on hold.</p> <p>Health was a key topic explored in the First Nations Needs Analysis (2020), with a role identified for Council in encouraging Aboriginal Community Controlled Organisations and culturally appropriate services to deliver programs and services in Knox. This recommendation will be further explored in the future strategy.</p>
<p><b>1.11</b> Strengthen and increase the facilitation and or participation of service provider network meetings to enhance service provision for disadvantaged and marginalised community members in Knox.</p>	Community Wellbeing	1-5	<p>Community Wellbeing staff have participated in and/or facilitated various networks including:</p> <ul style="list-style-type: none"> <li>• Eastern Region Disability Housing Network</li> <li>• Aboriginal Victoria Local Aboriginal Network</li> <li>• Neighbourhood Houses network (CHAOS)</li> <li>• Mental Health Roundtable</li> <li>• Local Government Homelessness and Social Housing Charter</li> <li>• Knox Emergency Relief Network (KERN)</li> <li>• PLEDGE – People Linking to Embrace and Develop Gender Equality</li> <li>• Outer East Primary Care Partnership (executive)</li> <li>• Women’s Health East</li> <li>• Boronia Community Network</li> <li>• Southern Grants Network</li> <li>• Regional Family Violence Partnership</li> <li>• Eastern Elder Abuse Network</li> </ul> <p>We also enhance service provision through internal networks, including the internal Family Violence Network and internal Grant Makers network.</p>



Action	Responsible Department	Year	Key achievements and update
<p><b>1.12</b> Engage and partner with local service and education providers to plan and advocate for enhanced services for disadvantaged and marginalised community members in Knox.</p>	<p>Community Wellbeing</p>	<p>1-5</p>	<p>A number of successful partnerships with local service and education providers, have supported disadvantaged and marginalised community members in Knox – particularly in response to the challenges arising from the COVID-19 pandemic. Examples include:</p> <ul style="list-style-type: none"> <li>• Working with emergency relief services to provide additional material aid during the pandemic</li> <li>• Provision of mental health first aid training to key groups, including neighbourhood houses and disability carers</li> <li>• Grants provided through the Community Partnership Fund to support emergency services and provide critical supports such as financial counselling</li> <li>• Activities delivered in partnership with Eastern Region Libraries to promote Cultural Diversity Week or health promotion initiatives such as the healthy eating Lunchbox Build.</li> </ul>
<p><b>1.13</b> Prioritise and promote programs and services, which aim to build community connections and reduce social isolation across all life stages and spatially represent this information on Council’s mapping system.</p>	<p>Community Wellbeing</p>	<p>2-3</p>	<p>Prior to the COVID-19 pandemic, spatial mapping was undertaken to identify community groups and activities based on cohorts identified as being prone to social isolation/loneliness. These cohorts included: families, young people, LGBTIQ+ community, people with a disability, people from a multicultural background, and seniors. Over 250 activities were mapped.</p> <p>Social isolation and loneliness has been compounded as a result of COVID-19 restrictions, with work continuing across the Connected Communities directorate to address social isolation.</p> <p>In developing a new strategy, Council will need to consider the ongoing impacts of the COVID-19 pandemic and ways to continue addressing loneliness and social isolation. This would include continuing to build capacity of community groups and organisations through grants, training and other support.</p>



Action	Responsible Department	Year	Key achievements and update
<p><b>1.14</b> Research and map services that are available to disadvantaged and vulnerable residents to identify gaps in service delivery to inform areas of action and advocacy.</p>	<p>Community Wellbeing</p>	<p>2-4</p>	<p>This work is ongoing across the Connected Communities directorate, given ongoing changes to the local service system and supports. Areas of focus have included:</p> <ul style="list-style-type: none"> <li>• Monitoring NDIS service providers and community need (data available at postcode level)</li> <li>• Engagement with multicultural groups location in Knox (including Nepalese Women’s Group, Iranian community and Burmese community)</li> <li>• Mapping of mental health services and gaps in the Eastern region</li> </ul>



## Focus Area 2 - Leadership and Advocacy

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

Action	Responsible Department	Year	Key achievements and update
<p><b>2.1</b> Continue to Coordinate Knox's Advisory Committees to assist Council to respond to access and equity issues until Council's review of Advisory Committees is determined.</p>	Community Wellbeing	1-2	<p>Council has continued to facilitate advisory committees and involve members in the delivery of the Access and Equity Implementation Plan 2017-2022. In line with COVID-19 restrictions, these groups have been meeting online since 2020, with plans to resume meeting in-person during 2022.</p> <p>Committees central to the delivery of this plan include:</p> <ul style="list-style-type: none"> <li>• Safety, Health and Wellbeing Advisory Committee</li> <li>• Knox Multicultural Advisory Committee</li> <li>• Knox Disability Advisory Committee</li> </ul> <p>Other relevant committees (including the Early Years, Youth, and Active Ageing Advisory Committees) have also supported actions within this plan.</p>
<p><b>2.2</b> Implement the Affordable Housing Action Plan, including advocacy for an increase for the supply of social and affordable housing at key strategic sites and across the municipality.</p>	Community Wellbeing	1-4	<p>In line with the Knox Affordable Housing Action Plan, Council has:</p> <ul style="list-style-type: none"> <li>• Continued negotiations to increase the supply of social and affordable housing at key strategic sites, with a focus on the Boral and Norvel Estate sites</li> <li>• Contributed to the work of the Eastern Affordable Housing Alliance and the Regional Local Government Homelessness and Social Housing Charter Group</li> <li>• Established relationships with Registered Housing Associations/ Providers to understand their needs and interests in developing social housing in Knox.</li> </ul> <p>Work is currently underway to develop a new Knox Social and Affordable Housing Strategy and Action Plan (2022-27).</p>





Action	Responsible Department	Year	Key achievements and update
<b>2.3</b> Embed the principles of access and equity within the Knox People Strategy to achieve diversity in Council's recruitment and retention of staff and volunteers.	Strategy, People and Culture <i>(formerly People Performance)</i>	1-2	A new Knox People Strategy has been developed and implemented, with a focus on creating a flexible and future-ready workforce.  A 10-point Knox gender equity plan was delivered over 2018-2021, with a new Gender Equality Action Plan developed in 2022 in line with requirements under the Gender Equality Act (2020).
<b>2.4</b> Explore as part of the People Strategy opportunities for Knox City Council to provide employment opportunities for disadvantaged groups.	Strategy, People and Culture <i>(formerly People Performance)</i>	3-4	Council was successful in obtaining a \$3.2M grant to recruit people experiencing disadvantage via the Working for Victoria scheme.  70 Working For Victoria positions were advertised through this program, .
<b>2.5</b> Implement the Local Government Listen, Learn and Lead Gender Equity program.	Strategy, People and Culture <i>(formerly People Performance)</i>	1	The Listen, Learn and Lead Gender Equity program was implemented in 2017, to identify and implement strategies and actions to improve outcomes for women in leadership positions in council. 159 staff contributed to the consultation, representing approximately 16% of Council's workforce. As a result, Knox's 10-point Gender Equity Plan was launched on 8 March 2018 as part of International Women's Day celebrations.
<b>2.6</b> Finalise and implement Council's advocacy framework through delivering targeted advocacy campaigns in line with Council's objectives.	Communications	1-4	Council has endorsed a range of advocacy positions to be pursued prior to the Federal and State elections in 2022. Of relevance to this plan are requests for: <ul style="list-style-type: none"> <li>• A \$9M investment in social housing in Knox</li> <li>• The establishment of a permanent mental health hub in Wantirna</li> <li>• Improvements to public transport services across the municipality</li> </ul>



Action	Responsible Department	Year	Key achievements and update
<p><b>2.7</b> Advocate for increased education and workforce opportunities for marginalised and disadvantaged community members.</p>	<p>Community Wellbeing</p>	<p>2-3</p>	<p>Key initiatives to support increased education and workforce opportunities for disadvantaged community members included:</p> <ul style="list-style-type: none"> <li>• Promotion of life-long learning through Neighbourhood Houses</li> <li>• Partnership with Eastern Region Libraries to increase library access for marginalised community members, through a range of recognition events.</li> <li>• Supported Eastern Region Libraries to mobilise additional services during the Covid-19 pandemic to support disadvantaged community members to access services through ‘click and collect’ pick-up, ‘click and deliver’ services (including to retirement homes), and providing wifi access to vulnerable community members (accessed from outside library facilities).</li> <li>• Securing funding through the Working for Victoria Scheme, to provide employment to disadvantaged community members</li> <li>• Event delivered in partnership between Community Wellbeing and Youth Services (2019) to promote alternative pathways to university.</li> </ul>
<p><b>2.8</b> Advocate on issues impacting migrants and refugees in Knox.</p>	<p>Community Wellbeing</p>	<p>1-5</p>	<p>Working with the Knox Multicultural Advisory Committee (KMAC) and engaging with culturally diverse groups has supported Council to gain greater understanding of issues impacting refugees and migrants. Council mobilised a response to supporting culturally and linguistically diverse communities during the COVID-19 pandemic, with focus on addressing increasing reports of racism.</p> <p>KMAC have also provided advice about refugee settlement experiences in Knox, resulting in collaboration with the Migrant Information Centre to address information gaps. KMAC members have also provided feedback on barriers and challenges for multicultural communities in accessing the NDIS.</p>



Action	Responsible Department	Year	Key achievements and update
<p><b>2.9</b> Advocate for increased accessible transport options for all Knox residents, including marginalised and disadvantaged population groups.</p>	Sustainable Infrastructure	1-5	<p>Council has ongoing advocacy campaigns for Rowville Rail, and an extension of the Route 75 tram to Upper Ferntree Gully.</p> <p>Council's state and federal election advocacy proposals include a trackless tram to Rowville, as well as other upgrades across the network to improve availability and reliability of public transport in Knox.</p>
<p><b>2.10</b> Advocate for increased mental health services that provide early intervention and support services for people across the life stages.</p>	Community Wellbeing	2-5	<p>Advocacy for mental health has occurred throughout the life of this plan. In collaboration with the Community Safety Health and Wellbeing Advisory Committee, Council submitted a comprehensive submission to the Royal Commission into Victoria's Mental Health System.</p> <p>In 2021, Council established the Knox Mental Health Roundtable, to bring together with key local and state mental health organisations and service providers. The Roundtable continues to meet and drive collective advocacy and priorities in enhancing mental health in Knox.</p> <p>As a result of consultation with Roundtable members, Council adopted the Knox Mental Health Action Plan in 2021 to outline a strategic approach to further advocacy measures and other mental health promotion initiatives. Advocacy contributed to the State Government funding the establishment of a pop-up mental health service in Boronia in late 2021.</p>
<p><b>2.11</b> Review and update the Knox Community Access and Equity Profile (data analysis) to enable Council to respond effectively to access and equity issues in Knox.</p>	City Futures	1-5	<p>2016 Census data was compiled and added to an updated Knox access and equity profile. Planning is underway to ensure that 2021 Census data is integrated into the new access and equity plan.</p> <p>Council also conducted the COVID-19 Household Impacts Survey in 2020 and 2021 to gain insight into how the pandemic was impacting on community priorities and needs. This data will also inform the new strategy.</p>



Action	Responsible Department	Year	Key achievements and update
<p><b>2.12</b> Conduct further research to identify activities of Council's role in supporting and advocating for Knox's LGBTIQ communities and families throughout the life stages and inform the ongoing Community Access and Equity Implementation Plan.</p>	Community Wellbeing	2-5	Consultation with Council's Research and Mapping team and the Primary Health Network has indicated that accessing local or regional data on LGBTIQ+ health continues to be a challenge. A review of population level data indicates that LGBTIQ+ community members continue to experience poorer health, wellbeing and mental health outcomes; and cite discrimination and social isolation as key issues. This research was supported by engagement with 31 residents from the Knox LGBTIQ+ community (and allies) between November 2020 and March 2021.
<p><b>2.13</b> Explore the findings of the Knox Family Violence Project to determine local leadership, advocacy, capacity building and partnership activities and resourcing to assist in addressing and preventing family violence in Knox.</p>	Community Wellbeing	1-5	<p>As outlined in action 2.5, Council has been actively advancing gender equity through the Listen, Learn and Lead program, and the initial 10-point gender equity plan for Knox.</p> <p>With Council allocating dedicated staff resources to implement the new Gender Equality Act (2020) this work continues to progress through the roll-out of gender impact assessments (GIA), as well as the implementation of the first Gender Equality Action Plan (GEAP). Council is mandated to report progress on both the GEAP and GIAs to State Government.</p>
<p><b>2.14</b> Develop and participate in a Council and community program for the 16 days of Activism against gender violence.</p>	Community Wellbeing	1	Council participates annually in the 16 Days of Activism Against Gender Violence. Activities have included information sessions (both in-person and online), sharing survivor stories, and community messaging through both online campaigns and use of the community banners. Resources have also been developed including the family violence information card to promote access to local support services.
<p><b>2.15</b> Commence a review of the role of Council in responding to homelessness in partnership with community partners and develop a Knox Homelessness Protocol.</p>	Community Wellbeing	1-2	A Knox Homelessness and Rough Sleeping Policy and Procedure has been developed in 2021 and has been implemented to support Council staff in responding to reports of rough sleeping.



Action	Responsible Department	Year	Key achievements and update
<p><b>2.16</b> Commence a review into the role of Council to advance mental health within the municipality, i.e. schools, business and community settings.</p>	<p>Community Wellbeing</p>	<p>2</p>	<p>As noted under Action 2.10, Council has established the Knox Mental Health Roundtable, and adopted the Knox Mental Health Action Plan which articulates a future strategic role for Council in advancing mental health.</p>
<p><b>2.17</b> Plan and implement programs in partnership with key stakeholders that support marginalised and disadvantaged community groups to respond to and recover from emergency events.</p>	<p>City Safety and Health</p>	<p>2-5</p>	<p>Knox participates in the Fire HELP and Ready to Go programs that focus on preparedness, response and recovery to support the community in an emergency event. These programs have had a low community uptake to date, and are being reviewed with partners to enhance their operation into the future.</p> <p>Emergency management is now a standing agenda item on all Council community-facing Advisory Committees, ensuring that those committees who represent marginalised or disadvantaged groups provide feedback into community messaging.</p> <p>The new Knox Municipal Emergency Management Plan (MEMP) has a strong focus on building resilience and preparedness in less-represented and less-connected communities, and have appointed community members on the re-formed Knox Municipal Emergency Management Planning Committee (MEMPC). Both the MEMPC community representatives and the MEMP focus on disability, youth, multicultural and older adult sectors. Development work is underway on strengthening our arrangements with these sectors to prepare for, and respond to, emergencies.</p>
<p><b>2.18</b> Research and implement Social Procurement Guidelines to engage organisations and services that strengthen social inclusion and provide opportunities for disadvantaged and marginalised community members.</p>	<p>Strategic Procurement</p>	<p>2-3</p>	<p>The Knox Procurement Policy (last reviewed December 2021) provides for a minimum 10% evaluation weighting for environmental, local and social economic sustainability when assessing tender or quotation documents.</p> <p>The Policy is currently being reviewed in line with the requirements of the Local Government Act (2020).</p>



### Focus Area 3 - Accessible and Safe Places and Spaces

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

Action	Responsible Department	Year	Key achievements and update
<b>3.1</b> Plan and progress implementation of Universal Design principles into the development and design of new Council facilities, buildings and open space.	Community Infrastructure, Sustainable Infrastructure, Major Initiatives Unit	1 - 5	Council's approach includes: <ul style="list-style-type: none"> <li>Engaging key staff at the design stage to ensure universal design principles are considered in the development of new facilities</li> <li>Development of staff skills and knowledge to promote access for all</li> <li>Incorporation of universal design principles in Council tender documents as required.</li> </ul>
<b>3.2</b> Progressively upgrade Council's sporting facilities in line with universal design to support an increase in female participation in sport.	Leisure Services	1-4	Council's approach is to ensure all capital works projects have universal design considerations in mind. The design of modular change rooms and sporting pavilions incorporates female friendly and universal design principles. Capital works for modular change rooms have been completed at key sporting locations throughout the municipality, including Batterham Reserve, Knox Gardens Reserve, Colchester Reserve, Wally Tew Reserve, and Seebeck Reserve.  More recently, major pavilion upgrades have occurred or are soon to commence at Lakesfield Reserve, Gilbert Park and Marie Wallace Bayswater Park. All of these projects have also considered universal design principles.
<b>3.3</b> Deliver Council's Capital Works Retrofitting Program to improve accessibility of Council owned buildings and facilities.	Facilities	1-5	The retrofitting program is an ongoing activity through capital works. A priority is given to high use council facilities such as public toilets and community buildings that require improvements to support community access.  Examples of projects completed include:



Action	Responsible Department	Year	Key achievements and update
			<ul style="list-style-type: none"> <li>External ramp and/or door thresholds at the Ferntree Gully Community Centre and Library</li> <li>External ramp at Civic Centre (North Wing)</li> <li>Ramp/thresholds installed at Alan Clayton Preschool</li> </ul>
<b>3.4</b> Continue to progress implementation of the Mobility Implementation Plan	Sustainable Infrastructure	1-4	Council is continuing to implement key priorities from the Mobility Implementation Plan in relation to accessible bike paths, foot paths and access to Council facilities. Advocacy for a pedestrian crossings program across major arterial roads was undertaken through the Eastern Transport Coalition with direct engagement with the Minister for Public Transport and Roads and Road Safety.
<b>3.5</b> Determine the location, and construct a Changing Places (fully accessible) toilet.  Plan for additional locations as part of the implementation of the Municipal Strategic Disability Leadership Plan.	Community Wellbeing	1-5	<p>The first Changing Places accessible toilet facility was launched in May 2019, at the Wally Tew Reserve adjacent to the existing toilet block near Ferntree Gully Community Centre.</p> <p>Planning is underway to identify the next priority site for a Changing Places toilet in a Council management location. Council has worked with Westfield Knox to promote the importance of a Changing Places facility in the upcoming redevelopment project.</p>
<b>3.6</b> Progress feasibility of Intergenerational and All Ability Activity space at Stamford Park and other key strategic sites.	Major Initiatives	2-3	<p>Stamford Park Parklands – An intergenerational playground has been designed at Stamford Park as part of Stage 3 – Parkland redevelopment. Construction is due to commence in late 2022.</p> <p>Carrington Park redevelopment – Major Initiatives Unit and Community Access and Support have been working together to develop a senior’s exercise park at Carrington Park. The upgraded Carrington Park Multi-purpose Facility and Seniors Exercise Park have been completed and opened in early February 2022.</p>



Action	Responsible Department	Year	Key achievements and update
<p><b>3.7</b> Research, plan and provide information to the community on accessible and inclusive features at Council parks, playgrounds and recreation facilities.</p>	<p>Community Infrastructure</p>	<p>3-4</p>	<p>Knox has a range of accessible playgrounds, including Marie Wallace Bayswater Park, Ferntree Gully playground, Stud Park Playgrounds and the Wally Tew Reserve.</p> <p>Including all ability equipment is a consideration in playground renewal projects, with adaptive swing seats installed during upgrades at Dobson Street Reserve, Peregrine Reserve, and Kent Park.</p> <p>Access Keys have been developed for a range of Council and community facilities, to support community members who have sensory needs to access public spaces. Locations include the Knox Civic Centre, Libraries and Neighbourhood Houses, Knox Leisureworks, Knox Regional Netball Centre, and the Knox Community Arts Centre, amongst others. An access key is also available for events including the Knox Festival and Knox Carols by Candlelight.</p>





### Focus Area 4 - Empowerment and Participation

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

Action	Responsible Department	Year	Key achievements and update
<p><b>4.1</b> Partner with sport and leisure clubs and community groups to identify initiatives to increase opportunities for marginalised and disadvantaged community members to participate and connect in the community through the arts, sport and recreation.</p>	<p>Active and Creative Communities <i>(formerly Youth, Leisure and Cultural Services)</i></p>	<p>2-5</p>	<p>KCC provided Community Development Grants to support:</p> <ul style="list-style-type: none"> <li>• Bayswater Park Cricket Club to establish a Junior Girls Cricket Program</li> <li>• Knox Boat Fishing Club to deliver the annual Rowville Lakes Family Fishing Day</li> <li>• Knox Chinese Elderly Senior Citizens to upgrade equipment to enable weekly club activities at the Rowville Community Centre</li> <li>• Knox United Soccer Club to provide a 'Come and Try' day to encourage girls from Knox to participate in soccer</li> <li>• ParkRun Australia to establish a free weekly running/walking event to provide social interaction through physical activity for all ages and abilities</li> <li>• Knox PLEDGE (People Linking to Embrace and Develop Gender Equality) to deliver a project to develop and celebrate women as leaders in the City of Knox</li> <li>• Sri Lanka Victoria Friendship Association to deliver cultural and social events for seniors of Sri Lankan origin.</li> <li>• The Links at Waterford Residents Association Inc to support Wood working equipment that will enable more projects to support children with cerebral palsy</li> <li>• Victorian Skateboard Association to deliver gender inclusive skateboard workshop</li> </ul>



Action	Responsible Department	Year	Key achievements and update
			<p>Knox Leisureworks have delivered both the All In swimming program, in partnership with the Migrant Information Centre, and Autism Family Swim Nights.</p> <p>At Knox Skate and BMX Park, YMCA Victoria delivered girls only skateboard lessons (GirlsK8) and autism skate sessions.</p> <p>Knox Basketball have worked in partnership to enhance the accessibility of all members of Knox to experience elite female sport, and to grow the active participation of women and girls in sport. Programs developed to achieve this include Mumma Ball, Young Sporting Leaders , Junior Academy opportunities for young women, and internships.</p> <p>A range of initiatives have been delivered to encourage female participation in sport, including the This Girl Can photography exhibition to showcase women’s active sporting achievements; as well as the provision of Gender Equity Self Assessment and Action Plan tools to support growth in offerings to women.</p> <p>‘Women in Sport’ workshops have been held in 2018, 2020 and 2021.</p> <p>The Knox Community Arts Centre engages diverse communities through promoting the venue programs and services through the Multicultural eNews bulletin, social media demographic targeting, and direct invitation to local cultural groups for venue hire.</p>



Action	Responsible Department	Year	Key achievements and update
<p><b>4.2</b> Deliver a health promotion and harm minimisation program, including:</p> <ul style="list-style-type: none"> <li>-education/capacity building programs with sporting clubs focused on cultural change.</li> <li>- Advocacy to improve planning policy responses and regulatory framework that manage the density of alcohol outlets within places or locations.</li> </ul>	Active and Creative Communities <i>(formerly Leisure Services)</i>	1-4	<p>Council has supported the delivery of the SALT program through a pilot with three sporting clubs in Knox during 2018, to promote leadership, respectful relationships, increasing women's participation in clubs, mental health, drug and alcohol harm minimisation.</p> <p>VicHealth funding has been secured to deliver the 'Raise the Bar' alcohol culture change project in partnership with Maroondah Council and sporting clubs. This project has been delayed due to COVID restrictions on community sport, and will be delivered in 2022.</p> <p>Council has continued to monitor reform and developments in relation to alcohol regulation and planning scheme amendments for packaged liquor outlets. Through the Knox Liquor Accord, Council has worked with licensed venues to promote responsible service of alcohol. Council has also participated in the Alcohol Flagship Group to coordinate advocacy efforts with the Outer Eastern PCP and other Eastern Regional Municipalities.</p>
<p><b>4.3</b> Promote and support the establishment of social enterprises to create greater employment and community development opportunities for all.</p>	Community Wellbeing	2	<p>The Social Enterprise Report was finalised and submitted to Council for review in 2019. With the COVID-19 pandemic, Economic Development activities have focussed on business support and recovery.</p> <p>The potential role of social enterprises will be considered in the development of the new strategy.</p>
<p><b>4.4</b> Engage with diverse community groups to enhance access to Council and broader community resources, including Community Development Fund and Group Training workshops to upskill and connect.</p>	Community Wellbeing	1 - 2	<p>The 2017-18 Community Development Fund (CDF) project (delivered in year 1 of this plan) directed additional staff resources to promote the grants program to multicultural groups and provide support to groups who have not previously accessed the grants program. The outcome for the 2017-18 CDF was a 53% increase in applications received from new groups (from 15 in 2016-17 to 32 in 2017-18). In addition, the number of multicultural groups applying increased to 13 (compared to 5 the previous year).</p>



Action	Responsible Department	Year	Key achievements and update
<p><b>4.5</b> Deliver and provide targeted information to Knox’s diverse community members to engage and increase opportunities to connect and participate in the community.</p>	<p>Community Wellbeing</p>	<p>1-5</p>	<p>Council provides regular e-bulletins to the CALD community, people with a disability, service providers and community members in relation to events, services, community programs, grants, and training.</p> <p>Information is also shared at Advisory Committee meetings that provides opportunity for collaboration and sharing of resources.</p> <p>An annual calendar of social messaging opportunities, highlights the positive contributions of Knox’s diverse community members. Key events recognised on an annual basis include Cultural Diversity Week, Carers Week, Mental Health Week, Reconciliation Week, IDAHOBIT and International Day of People with a Disability.</p>



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

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

Action	Responsible Department	Year	Key achievements and update
<p><b>5.1</b> Develop and participate in community awareness raising activities to prevent discrimination and racism and celebrate diversity in Knox.</p>	Community Wellbeing	1-5	<p>Key awareness raising and celebration activities have included:</p> <p>“This is Me” project sharing stories of diverse community members in Knox, including people with a disability and people from culturally diverse backgrounds</p> <p>Cultural Diversity Week activities</p> <p>Council participation in the PRIDE March</p> <p>Awareness raising activities have also taken place in Mental Health Month and during the 16 Days of Activism against Family Violence.</p> <p>Due to COVID-19 restrictions, activities have largely been delivered online during 2020 and 2021.</p>
<p><b>5.2</b> Continue to support and build the capacity of community groups to develop initiatives that contribute to social cohesion.</p>	Community Wellbeing	1-5	<p>A range of social cohesion initiatives have been supported including:</p> <ul style="list-style-type: none"> <li>• Ongoing support for the Knox Interfaith Network (KIN)</li> <li>• Faith Speed Dating Event (2018)</li> <li>• Support for the Iftar Dinner delivered by the Islamic Society of Eastern Melbourne</li> <li>• Joint statement by KMAC and KIN condemning a spike in racism in 2020 (related to the COVID-19 pandemic)</li> <li>• Partnership with the South Migrant and Refugee Centre (SMRC) to capture stories of how multicultural communities experienced lockdown; this resulted in a focus on supporting culturally and linguistically diverse communities to respond to COVID-19.</li> <li>• Funding of SMRC through the CDF grant to capture stories of diverse communities in Knox.</li> </ul>



Action	Responsible Department	Year	Key achievements and update
<p><b>5.3</b> Engage and partner with Knox's diverse community in the development of both Council and community run events and activities that celebrate local culture, identity and diversity.</p>	<p>Active and Creative Communities <i>(formerly Youth, Leisure and Cultural Services)</i></p>	1-5	<p>Council's festivals and events program invites people and groups from culturally diverse backgrounds to partake in stage programs, food service and community stalls, with positive uptake.</p> <p>KCAC programs have been developed to reflect the diverse demographics of our community, with the recent introduction of the youth Freeza program, expanding our reach with local young people through the arts. The seniors and family shows have consistently high attendance rates.</p>
<p><b>5.4</b> Deliver events and activities that recognise and celebrate our Aboriginal and Torres Strait Islander community and culture to promote reconciliation and recognition.</p>	Community Wellbeing	1-5	<p>Key First Nations events including Sorry Day, Reconciliation Week and NAIDOC Week have been recognised on an annual basis. A range of activities have been delivered in partnership with the Mullum Mullum Indigenous Gathering Place, as well as local schools, EACH and Eastern Region Libraries. Events have largely been held online during 2020 and 2021 due to COVID-19 restrictions.</p> <p>A Knox Aboriginal Heritage page has been established on the Council website. It provides an overview of the history of Knox and the region and links to videos and further reading. Council continues to implement the Acknowledgement of Traditional Land Owners policy with a statement of recognition delivered at the opening of Council meetings and events.</p>
<p><b>5.5</b> Support delivery of Multicultural events on an annual basis that celebrate diversity and brings together people from diverse cultural and linguistic backgrounds, faiths and age groups.</p>	Community Wellbeing	2 & 4	<p>Actions 5.1 and 5.4 outline Council's commitment to multicultural events.</p>



**Attachment 2**

# Knox CARES (2022-27)

Connection ♦ Access ♦ Respect ♦ Equality ♦ Safety



Knox CARES (2022-27)  
Connection Access Respect Equality Safety

## Statement of Acknowledgement

Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land. 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.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin nation. Important cultural and historical sites within Knox hold both the traditional knowledge of the First Nations People and the traumatic stories of colonisation.

The journey ahead for Knox involves the land, the traditional custodians, the local Indigenous community, the wider community and the Council itself. Walking together and listening together to create a culturally safe and culturally rich community for all.





Knox CARES (2022-27)  
Connection Access Respect Equality Safety

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# Our Commitment

**Knox CARES is underpinned by the following principles. As we deliver on the Knox CARES Strategy, these principles will inform how we work to promote safety, inclusion and accessibility.**



## We partner with community

We engage and collaborate with the community to understand their needs and aspirations, and continue to be responsive as these change over time.

We seek differing views and perspectives to guide the development and delivery of this strategy, and inform decision making.

## We act with respect

We respect and value the lived experiences and strengths of all individuals in our diverse community.

We view the ideas, skills and capabilities of individuals as an asset to the Knox community.

We strive to create the physical and social settings which facilitate inclusion and support all people to thrive.

## We value diversity in all forms

We recognise that an individual's identity includes their gender, race, culture, sexuality, religion, abilities, lived experiences and more.

We understand that some community members may therefore experience overlapping forms of discrimination and disadvantage, or face multiple barriers to participation.

## We are brave

We amplify the voices of those in our community who are experiencing disadvantage or marginalisation.

We speak up when we see something that is not consistent with living in an inclusive and respectful community.

We seek new and creative ideas, and focus on doing what is right (not what is easy).

## We are accountable

We measure success through the positive difference achieved in working with the Knox community.

We evaluate our efforts and use evidence to continually improve our work.

We are transparent about our outcomes and how community engagement shapes our decision making and activities.



## Introduction

### Purpose of this strategy

***Knox CARES (2022-27) is our social justice strategy, and outlines the critical role that Council can play in continuing to build a healthy, safe and inclusive community. Our Knox CARES actions are focused on building a community where no one is left behind.***

We acknowledge that there are a range of factors that influence how community members access opportunities at home, at work, in learning, and in the community. The strategy respects the lived experiences and strengths of all individuals in our diverse community, regardless of their gender, race, culture, sexuality, religion, abilities, family type, income level, or any other factor or circumstance.

This strategy supports the delivery of the Knox Council Plan 2021-25, and the Knox Community Plan 2021-31. It builds on the successes of Council's previous Community Access and Equity Implementation Plan (2017-22) through applying a social justice lens and liveability framework.

### Legislative Context

For local government, our social justice responsibilities centre around promoting participation, access, equity and human rights. These responsibilities are outlined in various legislation including:

- Victorian Charter of Human Rights and Responsibilities
- Disability Act 2006
- Equal Opportunity Act 2010
- Racial and Religious Tolerance Act 2001
- Gender Equality Act 2020

A full list of legislation and State and Federal policy positions that impact on the Knox CARES Strategy is provided as Appendix 1. The Knox CARES Strategy also fulfills the legislative requirement for Council to have a disability action plan.

Knox CARES (2022-27)  
Connection Access Respect Equality Safety

## Knox Community Vision

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



# Planning Context

## Planning for our community

**The Knox community is at the centre of everything we do.**

Consultation with community members informed the development of the Knox Community Plan 2021-31 (incorporating the Community Vision) and the Knox Council Plan 2021-25. Five key directions were identified:

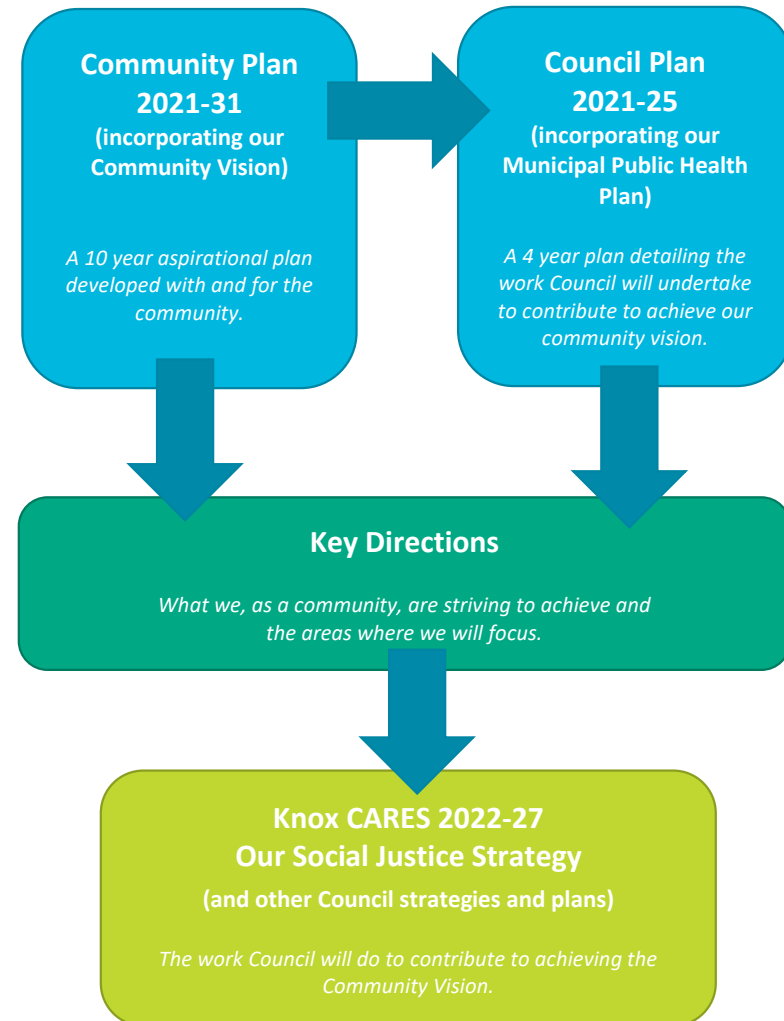
- Opportunity and Innovation
- Neighbourhoods, Housing and Infrastructure
- Natural Environment and Sustainability
- Connection, Resilience and Wellbeing
- Civic Engagement and Integrity

While the Knox Council Plan 2021-25 is Council’s key strategic plan, it is supported by a range of other Council strategies and plans that bring the Community Vision and key directions to life.

The diagram opposite shows how our plans fit together.

Responsibility for delivering on the strategy is shared by many departments across Council. Monitoring and evaluation of the strategy will be led by the Community Wellbeing department.

Knox CARES (2022-27)  
Connection Access Respect Equality Safety





## Knox CARES (2022-27)

Connection Access Respect Equality Safety

### An integrated planning approach

Previously Council has developed discrete action plans for a range of key planning and policy areas, as well as different priority populations. These are now captured within the Knox CARES Strategy:

- Family Violence Action Plan
- Disability Access and Equity Plan
- First Nations Action Plan
- Community Safety Plan
- Multicultural Communities Plan
- LGBTIQ+ Action Plan

There remain a number of other Council plans and strategies that are closely related to the Knox CARES Strategy. These include the Reconciliation Action Plan, Mobility and Access Action Plan, Social and Affordable Housing Strategy, and the Mental Health Action Plan.

Within the action plan component of this strategy, we have highlighted where our work is connected to other plans and strategies.

### COVID-19 Recovery

At the time of developing this strategy, recovery from the challenges of the COVID-19 pandemic remains an important priority for the Knox community. We have heard from our community that the impacts of the pandemic are ongoing, and continue to evolve as we adjust to 'living with COVID'.

COVID-19 has undoubtedly brought to light issues of social inequality. Some members of the community experiencing greater barriers to accessing the information and resources (including face masks or rapid antigen tests) needed to stay safe and well. Other challenges that have been highlighted, include mental health, social isolation, family violence and financial security. These priorities, amongst others, have been considered in the development of the Knox CARES Strategy. We will continue to listen and respond to community needs and aspirations throughout the life of this strategy.



# A Social Justice Lens

Social justice refers to how we promote equality and uphold human rights, with the aim of ensuring that all people can live, learn, work or play in our community. Social justice is based on the principles of access, equity, rights and participation.

- **Access:** Ensuring that people can use services and facilities free from direct or indirect discrimination. Access is commonly thought of in physical terms, but may also include factors such as how, when and where programs or services are delivered. Safety (and perceptions of safety) also influence an individual’s ability and willingness to access a service.

*Example: A community workshop delivered online during business hours, may not be accessible to people without access to technology, with vision or hearing impairments, or those who work or study full-time.*

- **Equity:** Ensuring that characteristics such as age, gender, sex, sexuality, race, ethnicity, religion, ability or income level do not restrict access to opportunities to live, learn, work or play.

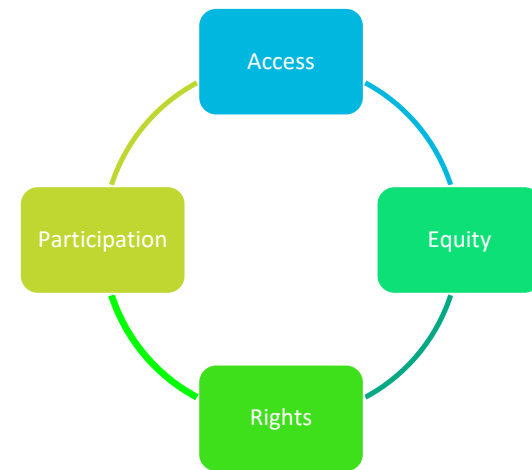
*Example: Developing women’s sporting teams or inclusive sport and recreation programs open to people of all abilities.*

- **Participation:** All people have a right to participate in decision making processes that affect their lives.

*Example: Consultation with diverse groups (including people with a disability, multicultural communities, young people and seniors) through Council’s Advisory Committees has informed the development of this plan.*

- **Rights:** Upholding the Victorian Charter of Human Rights to promote fairness.

*Example: Respecting the cultural rights of First Nations people through a Statement of Acknowledgement at Council meetings or events, or recognising sites of cultural significance in the development of precinct structure plans and open space masterplans.*





## Social Model of Disability

We recognise the social model of disability, which views people as disabled by environments filled with physical, attitudinal, social, policy and communication barriers.

This contrasts with the medical model of disability which views disability as a medical condition impacting an individual, and treated by a medical professional.

The social model of disability aligns with the United Nations Convention on the Rights of Persons with a Disability.

Knox CARES (2022-27)  
Connection Access Respect Equality Safety










*The problem isn't needing a wheelchair.  
The problem is that we only built stairs.*



# Liveability Framework

In August 2020, Knox commissioned a report from the RMIT Healthy Liveable Cities Unit, which identified strong links between the liveability model and the previous Knox Community Access and Equity Implementation Plan. Liveability is an approach which fosters environments where people have the best opportunity to experience good health and wellbeing. The liveability model is proactive, rather than reactive, in that it focuses on keeping people well through well-planned neighbourhoods and localities (instead of responding to crisis and illness).

The seven liveability domains are outlined below, and have been integrated into the Knox CARES Strategy to demonstrate how working towards a safe, inclusive and fair community benefits overall community health and wellbeing.

 Employment	 Public Open Space	 Walkability	 Housing	 Transport	 Social Infrastructure	 Food
<ul style="list-style-type: none"> <li>• Access to employment provides financial security and supports personal development and social networks. These factors are all protective of health.</li> </ul>	<ul style="list-style-type: none"> <li>• Open spaces provide opportunity for connection with nature, and supports health and wellbeing through promoting physical activity and mental health.</li> </ul>	<ul style="list-style-type: none"> <li>• Walkable environments encourage active travel, such as walking or bike riding. Walkability should also consider access for people with restricted mobility, including wheelchairs, scooters, walking frames, impaired vision or prams.</li> </ul>	<ul style="list-style-type: none"> <li>• Having secure and affordable housing supports both physical and mental health wellbeing. Housing is a fundamental need, that allows people to feel safe and more easily access work or the social supports that they may need.</li> </ul>	<ul style="list-style-type: none"> <li>• Transport facilitates access to work, education, food, health and social services, as well as family and friends. This makes transport (either public or private transport) a critical social determinant of health.</li> </ul>	<ul style="list-style-type: none"> <li>• Social infrastructure encompasses education, leisure, arts and cultural opportunities and health services. A liveable community is one which provides a mix of social infrastructure, that is accessible to all.</li> </ul>	<ul style="list-style-type: none"> <li>• The number of supermarkets and fast food outlets, has been shown to influence dietary intake and food purchasing decisions. Proximity to supermarkets is also central to liveability. For people on low incomes, access to food through relief agencies is also a critical need.</li> </ul>





# Key Health Priorities

The Knox Council Plan 2021-25 incorporates the Knox Municipal Health and Wellbeing Plan, and identifies six key health priorities for the Knox community. These priorities were established following extensive consultation with community members, stakeholders and staff via surveys and workshops during 2020-21.

The priorities are:



**Mental Health**



**Physical Activity**



**Healthy Eating and Food Security**



**Family violence**



**Drugs & Alcohol**



**Climate Change & Health**

Throughout this strategy, the links to our six key health priorities are identified to demonstrate how the actions align with Council’s overarching strategic objectives.

## Knox CARES (2022-27)

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### COVID-19 Recovery Priorities

A targeted community consultation, post lockdowns (over July/ August 2022) comprised of a survey and a number of focus groups.

**Key themes**

Social connection

Concerns include low attendance at social gatherings, volunteers and club members not re-joining sport and community based clubs, and older people still feeling reluctant to leave home. Strong support was expressed for more social connection opportunities.

Community safety

Concerns include poor COVID-Safe behaviours, worry about family members getting sick from COVID-19 or being reluctant to see a doctor for non-COVID matters, as well as worries about safety on public transport.

Use of open space

Residents really enjoy open spaces in Knox, but are concerned about the amount of rubbish in parks.

Life changes after lockdowns

The community reported that many are still working from home, but are enjoying seeing family and friends and making more use of community facilities.

**Top areas for more Council support (as nominated by community members)**

1. Support for vulnerable residents and community support services
2. Support for local businesses
3. More ways to connect our communities and support volunteers
4. Encouraging healthy lifestyles
5. Supporting COVID-Safe behaviours



Knox CARES (2022-27)  
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## Community engagement

In line with our commitment to seeking differing views and perspectives, and partnering with the community, this strategy has been informed by engagement with our community. Insights have been drawn from:

- Knox Community Plan 2021-31 and Knox Council Plan 2021-25 (incorporating the Municipal Health and Wellbeing Plan) surveys and workshops
- COVID-19 Household Impacts Survey (conducted in 2020 and 2021)
- Knox Community Mental Health Survey (2022)
- Knox Emergency Food Relief Audit (2022)
- Engagement with culturally diverse communities during the COVID-19 pandemic
- Community safety consultations, including a community forum, held in May 2022
- Engagement with Council Advisory Committees
  - Disability Advisory Committee
  - Health and Safety Advisory Committee
  - Multicultural Advisory Committee
  - Youth Advisory Committee
  - Active Ageing Advisory Committee
- Targeted community survey and focus groups on COVID recovery (2022)



# Language

We recognise that the words we use to talk about people and to describe social justice issues are important. We also know that the meaning of words can differ from person to person, and that some members in our community will have different preferences. Meaning can also change over time, and we will continue to seek feedback from our community about the best ways to ensure we are inclusive as we deliver this five-year strategy.

The purpose of this glossary is to clarify how we have used some words and phrases throughout this strategy. At all times, we aim to be respectful, inclusive and focused on the strengths of our community.

<b>When we mention...</b>	<b>What we are referring to is...</b>
---------------------------	---------------------------------------

Disability	We adopt the definition used in <i>Australia’s Disability Strategy 2021–2031</i> which states people with disability include, but are not restricted to, those who have long-term physical, mental, cognitive, intellectual or sensory impairments. People with disability have specific needs, priorities and perspectives based on their individual identities including their gender, age, sexuality, race and cultural background, and can face additional barriers and inequities.
Family violence	Family violence can affect anyone in the community regardless of gender, age, location, socio-economic and health status, culture, sexual identity, ability, ethnicity, religion or family type. Family violence is most likely to be perpetrated by men against women and children. It includes harmful or violent behaviour that is used to control, threaten, force or dominate a family member through fear. This might include physical or sexual assault; emotional or psychological abuse; economic abuse; threatening or coercive behavior.
LGBTIQ+	This acronym refers to members of the lesbian, gay, bisexual, transgender, intersex and queer community. We recognise that some community members prefer to use the acronym LGBTI or LGBTI+. In this instance, we have adopted the term used in the <i>Pride in Our Future: Victoria’s LGBTIQ+ Strategy 2022-32</i> .
Mental Health	Mental health refers to an individual’s ability to cope with the stresses of life, to interact with others, to make positive choices and to contribute to – and participate in – their community. Mental health impacts how we think, feel and act. It is an umbrella term that encompasses both mental wellbeing and mental ill-health.



Knox CARES (2022-27)  
 Connection Access Respect Equality Safety

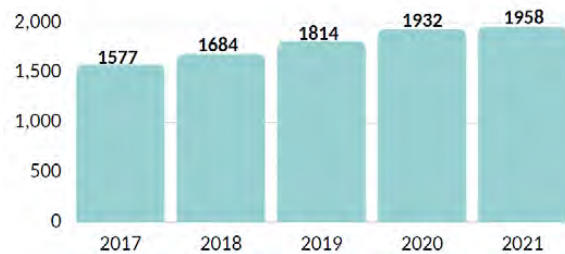
# The Story of Knox

<p><b>159,103</b> Total Population</p>		<p><b>40</b> Median Age</p>	
<p><b>1 in 3</b> Born overseas</p> <ul style="list-style-type: none"> <li>Australia (64%)</li> <li>China (5.3%)</li> <li>United Kingdom (3.9%)</li> <li>India (3.2%)</li> <li>Malaysia (2.5%)</li> </ul>		<p><b>28,000</b> Residents have a disability of some kind (17%)</p>	
<p><b>31%</b> Speak a language other than English at home</p> <ul style="list-style-type: none"> <li>Mandarin (7.3%)</li> <li>Cantonese (3.5%)</li> <li>Sinhalese (1.7%)</li> <li>Greek (1.1%)</li> <li>Hindi (0.9%)</li> </ul>		<p><b>1,022</b> Residents identify as Aboriginal or Torres Strait Islander (0.6%)</p>	
<p><b>1 in 7</b> Live in a low income household</p>		<p><b>19,547</b> Residents identify as LGBTIQ+ (15%)</p>	
<p><b>1 in 6</b> Adults are socially isolated</p>			



The number of family violence incidents in Knox continues to grow.

Number of reported family violence incidents in Knox 2017-2021



Suburbs with the highest reported incidents of family violence:

Bayswater, The Basin, Boronia



Knox consistently has the highest number of family violence incidents in the outer east (Knox, Maroondah, Yarra Ranges)

Knox CARES (2022-27)  
Connection Access Respect Equality Safety



6 in 10

Incidents occurred between current or former partners



36%

Of incidents were witnessed by, or included, a child victim



1 in 3

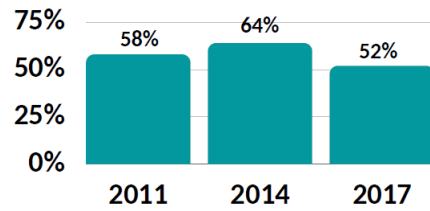
Adults in Knox show low support for gender equality in relationships



Knox CARES (2022-27)  
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Perceptions of safety in Knox are declining

% of adults in Knox who 'definitely' feel safe at night



**19%**

Reduction in crime in Knox during 2021



Offenders

**77%**

Male



Victims

**54%**

Male

Alcohol and Other Drugs

**71**

Hospitalisations per 10,000 population for alcohol (compared to 67 per 10,000 populations in Greater Melbourne)

**24**

Hospitalisations per 10,000 population for pharmaceutical drugs

**21**

Hospitalisations per 10,000 population for illicit drugs

Hospitalisations are higher for alcohol than all drugs combined in Knox

Where crime is occurring



Top suburbs

- Boronia
- Ferntree Gully
- Rowville



Locations

- House
- Street/Footpath
- Driveway/Carport



Knox CARES (2022-27)  
 Connection Access Respect Equality Safety

## Our Impact Areas

### People with a disability

This strategy fulfils Council's continued legislative responsibility to have a Disability Action Plan. We recognise the importance of supporting and working alongside people with a disability (and their carers), and in 2021, Council committed to ongoing funding for the Disability Leadership Team. Knox CARES provides an overview of the key priorities for this team.

### First Nations people

In 2021, Knox City Council announced an intention to promote a "whole of business" mindset to Reconciliation, moving forward in its acknowledgement and respect of First Nations people. Council is currently working in partnership with First Nations people to develop the first Knox Reconciliation Action Plan (RAP). The RAP will focus on improving Council's internal resourcing and commitment to advancing Reconciliation, whilst the actions in the Knox CARES Strategy will be informed by the Knox First Nations Needs Analysis (2020) and are focused on directly supporting the and working alongside our First Nations community.

### Culturally and Linguistically Diverse Communities (CALD)

Knox has an ongoing commitment to support CALD communities, including as a Refugee Welcome Zone and a participating Council in the 'Racism. It Stops With Me' campaign. We know that the COVID-19 pandemic has compounded many challenges for culturally diverse communities, including increasing incidents of racism and highlighting the ongoing need for access to accurate and timely information in-language.

### LGBTIQ+ Communities

In 2021, KCC undertook a local needs analysis to better understand how to support LGBTIQ+ community members. The outcomes of this needs analysis are being explored as part of Council's recently developed Gender Equality Action Plan. The Knox CARES Strategy supports the continuation of Council's life stages approach to LGBTIQ+ inclusion and support. We also support the use of gender inclusive language and practices across Council, and are implementing Gender Impact Assessments, to promote the recognition and inclusion of people of all genders.

### Community Safety

Community safety continues to be the most important issue for Knox residents (2020 Municipal Survey). Given this priority for Knox residents, community safety has been elevated to a key theme in the Knox CARES Strategy. Community safety encompasses a range of areas across Council, as well as regional and state wide priorities where we will partner with our neighbouring local government areas. The community safety actions within the action plan focus on strengthening Council's strategic advocacy role, as well as responding to concerns around issues such as alcohol and other drugs, gambling, and homelessness, as well as addressing perceptions of safety in public spaces.



## Knox CARES (2022-27) Connection Access Respect Equality Safety

In 2021, Council received State Government funding to deliver the three-year Empowering Communities project with a focus on addressing the social drivers and causes of crime through co-designing initiatives with the Knox community.

### Family Violence

Council's Statement of Commitment Against Family Violence and the Knox Council Plan 2021-25 affirm our commitment to working towards a community free from violence. Family violence, and violence against women and children, has a wide ranging and damaging impact on the lives of those affected, as well as the community as a whole. Family violence may present in many forms, including physical, emotional, financial, sexual or psychological abuse. Everyone has the right to safe and respectful relationships, and to live free from all forms of violence. Council's role in addressing family violence includes primary prevention, early intervention and response to support victim-survivors and their families. We recognise that gender inequality is the key driver of family violence, and will work with partners to deliver community programs and awareness raising activities.

### Mental health

Mental health has emerged as a significant priority in Knox, including as a result of the impacts of the COVID-19 pandemic. We acknowledge that poor mental health is a barrier to inclusion and participation in community life. The Knox Mental Health Action Plan is the key strategic document defining Council's work in this space.

### Housing

Knox has a long history of supporting the development of social housing, as well as a commitment to reducing homelessness and housing insecurity. The Knox Social and Affordable Housing Strategy and Action Plan 2022-27 is the key strategic document defining Council's role in this space.

### Alcohol and Other Drugs

The impact of alcohol and other drug harms is significant, both for individuals and communities. Harms arising from substance use include poorer physical and mental health outcomes for individuals, as well as correlations with family violence and worsened perceptions of safety. There are also significant impacts on the health system, with Knox data showing that hospitalisations related to alcohol harms are higher than for all other drugs combined. The Knox COVID-19 Household Impacts Survey (2020, 2021) also indicated that alcohol consumption increased during the pandemic, notably amongst women. The actions contained in this plan relate to Council's role in leading partnerships, advocacy and community education.





## Knox CARES (2022-27)

Connection Access Respect Equality Safety

### Gambling

Gambling harm is a challenge that intersects strongly with other social issues, including mental health, financial security and family violence. Local government has traditionally played a role in planning and advocacy to reduce the number of electronic gaming machines (EGMs). In consulting with stakeholders to develop this strategy, it was noted that online gambling is becoming a growing concern. Whilst this trend is recognised anecdotally, there is little research and evidence into this area, likely due to the private nature and easy access afforded by technology. Council has a strong planning and advocacy role to play, and participates in regional and state-wide efforts to address problem gambling and advocate for stronger regulation and support.

### Financial and Food Security

Growing economic uncertainty following the pandemic, as well as rising cost of living pressures are becoming a burden for some residents and households in Knox. As a result, there is a growing demand for support services including financial counselling, emergency relief and material aid, and legal information. Pressures are growing for not only low income households and health care card holders, but also for households on moderate income levels who may not necessarily be eligible for existing supports. This strategy recognises a need to be proactive in monitoring the ongoing economic impacts for households in Knox, and to improving service coordination and referral pathways for those in need of support.



Knox CARES (2022-27)

Connection Access Respect Equality Safety

# Key Themes

Knox CARES is centred around the following five themes:



### Knox leads and advocates for inclusion

We lead by example to ensure that our own organisation models fairness and inclusion, and we advocate to uphold human rights and social justice in Knox.

We do this through continuing to build staff and organisational capacity to provide accessible and inclusive services, and by playing a key role in research, advocacy and policy issues.



### Knox promotes a safe community

People in Knox feel safe in their home and their neighbourhood, and have a positive sense of belonging to their community.

We do this through delivering initiatives that address social harms or support crime prevention, and projects that improve perceptions of safety in public space.



### Knox supports people in need

We recognise that not all people have equal access to opportunities, and we seek to support people experiencing short- or long-term vulnerability.

We do this through continually identifying and understanding barriers for diverse or marginalised community members, and addressing these to promote fairness.



### Knox embraces diversity

Knox embraces diversity and welcomes all people, regardless of gender, race, culture, sexuality, age, income level, family type or level of ability.

We do this through promoting respect and recognition, and supporting all community members to access the range of Council services, programs and events.



### Knox continues to be a liveable community

People in Knox are supported to live, learn, work and socialise through access to facilities, services, open spaces and opportunities regardless of their circumstances or background.

We do this through reviewing existing infrastructure, programs and services, and planning for future needs, in partnership with community members, community organisations, agencies and other key stakeholders.



# Theory of Change

Knox CARES (2022-27)  
 Connection Access Respect Equality Safety





Knox CARES (2022-27)  
Connection Access Respect Equality Safety

## Implementation of the Strategy

Oversight for the implementation and review of the Knox CARES Strategy sits with the Community Wellbeing Department. Several Council departments have responsibility for leading and/or supporting specific actions. These responsibilities, as well as associated resourcing requirements, are noted throughout the action plan.

Partnership with community members, community groups and service providers, will underpin the implementation and delivery of the strategy.

### Monitoring and Evaluation

Key achievements will be captured on an annual basis, at the conclusion of each financial year.

A mid-term review of the plan will be completed and reported to Council before December 2025. This review will focus on identifying any emerging trends or needs for the Knox community that are not currently reflected in the strategy. It will also provide an opportunity to capture any key lessons during the initial two years of the implementation period.

A formal review will be completed in 2026-27, in lead up to the renewal of the strategy, and in line with the future Council Plan 2025-2029.



Knox CARES 2022-27

# Knox CARES: Our Social Justice Action Plan

- ★ This symbol indicates that this action supports municipal recovery efforts following the COVID-19 pandemic
- ♣ This symbol indicates that this action forms part of our Disability Action Plan



Knox CARES 2022-27

**THEME 1: Knox leads and advocates for inclusion**

**Our aspiration:**

*We lead by example to ensure that our own organisation models fairness and inclusion, and we advocate to uphold human rights and social justice in Knox.*

**Health Priority Areas**



MENTAL HEALTH




FAMILY VIOLENCE



DRUGS & ALCOHOL

**Liveability domains**



EMPLOYMENT



PUBLIC OPEN SPACE



SOCIAL INFRASTRUCTURE

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resourcing
<p><b>1.1</b> Develop and maintain a suite of accessible, plain English resources that provide an overview of community safety, health and equity issues in Knox.</p>	Year 2-5	Research	Infographic resources developed and shared with community; Number of research projects identified and conducted.	<p><b>Community Wellbeing</b></p> <p>Research and Mapping</p>	Civic engagement and integrity	Within existing resources
<p><b>1.2</b> Develop and maintain a clear advocacy position for Council in relation to key issues impacting access, equality and safety in Knox. ★ ♣</p>	Year 1-5	Advocate Research Plan	Advocacy areas nominated and scoped; Number of advocacy activities undertaken and associated outcomes.	<p><b>Community Wellbeing</b></p> <p>Community Access and Support, Communications</p>	Connection, resilience and wellbeing	Within existing resources

★ This symbol indicates that this action supports municipal recovery efforts following the COVID-19 pandemic

♣ This symbol indicates that this action forms part of our Disability Action Plan



Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resourcing
<b>1.3</b> Develop an alcohol policy to outline Council’s expectations for responsible service of alcohol at Council functions and in Council facilities used by community groups.	Year 2-3	Regulate	Policy developed, communicated to user groups and implemented.	<b>Community Wellbeing</b>  Governance, Active and Creative Communities	Connection, resilience and wellbeing	Within existing resources
<b>1.4</b> Develop and implement the first Knox Reconciliation Action Plan (RAP) to enhance Council's capacity to build recognition and respect with First Nations community.	Year 1-2	Plan Partner	Engagement with First Nations community members; RAP developed and endorsed by Council.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources
<b>1.5</b> Profile Council's role and strengthen our contribution as a Refugee Welcome Zone, and signatory to the 'Racism, It Stops With Me' campaign. ★	Year 1-3	Educate Provide Partner	Awareness raising activities to promote Council’s existing commitments.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources
<b>1.6</b> Explore opportunities to strengthen communication with culturally and linguistically diverse communities through use of plain English and translated information. ★	Year 1-5	Provide Partner	Accessible information available to community members for whom English is a second language.	<b>Communications</b>  Community Wellbeing	Connection, resilience and wellbeing	Within existing resources
<b>1.7</b> Explore opportunities to improve inclusion in Council facilities through the creation of accessible bathrooms, prayer rooms, gender neutral toilets and other amenities that recognise diverse needs. ♣	Year 2-5	Plan Provide	Amenities inclusive of diverse needs are provided in a range of Council facilities.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources

★ This symbol indicates that this action supports municipal recovery efforts following the COVID-19 pandemic

♣ This symbol indicates that this action forms part of our Disability Action Plan



Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resourcing
<b>1.8</b> Coordinate and participate in family violence prevention and awareness raising activities. ★	Year 1-5	Provide Educate Partner	Activities delivered for key campaigns including 16 Days of Activism, World Elder Abuse Day, International Women’s Day.	<b>Community Wellbeing</b>  Community Access and Support	Connection, resilience and wellbeing	Within existing resources
<b>1.9</b> Advocate with regional partners to the State Government for stronger regulation, education and intervention to address the adverse impacts of alcohol in licensed venues, public spaces and households. ★	Year 1-5	Advocate	Regional partnerships developed; Engagement and advocacy with State Government.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources
<b>1.10</b> Undertake education and advocacy activities to address the social and economic harms associated with problem gambling.	Year 1-5	Advocate Educate Research Plan	Number of education activities delivered; Electronic Gaming Machine policy reviewed (year 2); Review membership of the Alliance for Gambling Reform.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources
<b>1.11</b> Continue to participate in regional working groups and partnerships to support Council’s goals and the implementation of the Knox CARES Plan.	Year 1-5	Partner	Participation in working groups and networks to maintain sector knowledge and develop partnerships.	<b>Community Wellbeing, Community Access and Support, Family and Children’s Services</b>	Connection, resilience and wellbeing	Within existing resources
<b>1.12</b> Develop a Council-wide policy and guidelines to support the use of LGBTIQ+ inclusive language and data collection across services.	Year 1-2	Educate Provide Regulate	Policy developed and implemented.	<b>Community Wellbeing</b>  Governance	Connection, resilience and wellbeing	Within existing resources

★ This symbol indicates that this action supports municipal recovery efforts following the COVID-19 pandemic

♣ This symbol indicates that this action forms part of our Disability Action Plan





Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resourcing
<b>1.13</b> Plan and implement a Council-wide training calendar to build capacity of Knox staff to address access and equity issues, support inclusion and fulfill their social justice responsibilities. ♣	Year 1-5	Educate Provide	Number of training opportunities provided and uptake amongst staff.	<b>People, Culture and Development</b>  Community Wellbeing, Community Access and Support	Civic engagement and integrity	Within existing resources
<b>1.14</b> Explore opportunities to recruit and retain a diverse workforce (employees and volunteers), through strengthening Council’s own recruitment and induction practices. ♣	Year 2-5	Plan	Review and strengthening of Council’s recruitment and induction practices.	<b>People, Culture and Development</b>	Civic engagement and integrity	Within existing resources
<b>1.15</b> Develop a strategic communications plan to coordinate key messages in relation to promoting the inclusion of diverse groups and addressing complex social issues.	Years 1-2	Plan	Strategic communications plan; Key messaging aligns with Knox CARES	<b>Communications, Community Wellbeing, Community Access and Support</b>	Connection, belonging and wellbeing	Within existing resources

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## Knox CARES 2022-27

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### *Outcomes: What does success look like?*

Knox is seen as a diverse, inclusive and respectful community.

Our planning is based on current evidence of community need and priorities.

We amplify the voices of those in our community who may not otherwise be heard.

We identify and pursue opportunities to partner and collaborate.

Our organisation is a safe place for people to bring their whole selves to work.

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### *Related Council documents*

Community and Council Plan 2021-25

Gender Equality Action Plan

Reconciliation Action Plan

Family Violence Statement of Commitment

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Knox CARES 2022-27

**THEME 2: Knox promotes safety in the community**

**Our aspiration:**

*People in Knox feel safe in their home and their neighbourhood, and have a positive sense of belonging to their community.*

**Health Priority Areas**




FAMILY  
VIOLENCE




DRUGS &  
ALCOHOL

**Liveability domains**



PUBLIC OPEN  
SPACE



SOCIAL  
INFRASTRUCTURE

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<b>2.1</b> Implement the Empowering Communities program and deliver projects co-designed with Knox community members to address the causes and drivers of crime.	Year 1-3	Provide Partner Fund	Facilitation of the Empowering Communities Action Group; Development and implementation of an action plan; Number of projects co-designed with the community.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	External funding (secured)
<b>2.2</b> Develop and provide family violence help messages and displays of information at Council facilities and other community spaces to encourage victim-survivors and perpetrators to seek support. ★	Year 1-5	Educate	Resources developed and displayed in various settings.	<b>Community Wellbeing</b>  Communications	Connection, resilience and wellbeing	Within existing resources

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Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<b>2.3</b> Partner with specialist services and organisations to deliver family violence primary prevention programs and projects in Knox, targeting priority cohorts such as men and culturally diverse communities. ★	Year 1-5	Partner Provide Fund	Development and implementation of a family violence work plan identifying target cohorts, activities and prospective partners.	<b>Community Wellbeing</b>  Community Access and Support	Connection, resilience and wellbeing	Within existing resources
<b>2.4</b> Lead collaborative partnerships across Council to promote a 'whole of business' approach promoting safer public places, including the use of safer design principles and the urban design framework, as well as responding to CCTV enquiries.	Year 1-5	Partner Provide Plan Educate	Development of safer design principles resource; Number of enquiries received and responded to; Policy maintained and reviewed as required.	<b>Community Wellbeing</b>  Community Infrastructure	Neighbourhoods, Housing and Infrastructure	Within existing resources
<b>2.5</b> Implement values-based messaging campaigns to raise awareness of alcohol and drug related harms and promote good decision making. ★	Year 1-5	Educate Provide	Number of campaigns delivered and their reach.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources
<b>2.6</b> Reduce and respond to alcohol related harms in partnership with key stakeholders including community groups, sporting clubs and Victoria Police.	Year 1-5	Partner Educate	Participation in the flagship alcohol group; Leadership of the Knox Liquor Accord; Consider recommendations arising from the evaluation of the Men's Risky Drinking project (delivered in 2021/22).	<b>Community Wellbeing</b>  Economic Development, Active and Creative Communities	Connection, resilience and wellbeing	Within existing resources

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Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<b>2.7</b> Encourage and support bystander action to challenge racism and discrimination when it occurs, and promote use of the Victorian Human Rights and Equal Opportunity Commission’s reporting tool. ★	Year 2-5	Educate Advocate	Promotion of the VHREOC reporting tool; Anti-racism campaign delivered and reach.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources
<b>2.8</b> Deliver community engagement and capacity building activities to increase community awareness and understanding of the drivers of family violence and all forms of violence against women, children and older people.	Year 1-5	Provide Educate Partner	Number of activities delivered; Number of resources developed and distributed.	<b>Community Wellbeing</b>  Community Access and Support, Active and Creative Communities	Connection, resilience and wellbeing	Within existing resources

*Outcomes: What does success look like?*

- Improved perceptions of safety amongst Knox residents.
- Increased satisfaction with community safety (Municipal survey).
- Enhanced family violence information and support for Knox residents.
- Reduction in alcohol related hospitalisations and injuries.

*Related Council documents*

- Community and Council Plan 2021-25
- Electronic Gaming Machine Policy
- Visual Surveillance Policy
- Family Violence Statement of Commitment

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Knox CARES 2022-27

**THEME 3: Knox supports people in need**

**Our aspiration:**

*We recognise that not all people have equal access to opportunities, and we seek to support people experiencing short- or long-term vulnerability.*

**Health Priority Areas**



MENTAL HEALTH



HEALTHY EATING &  
FOOD SECURITY

**Liveability domains**



HOUSING



FOOD



SOCIAL  
INFRASTRUCTURE

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<b>3.1</b> Identify, develop and lead strategic committees or forums that enhance service coordination and collaboration. ♣	Year 1-5	Provide Partner	Leadership of the Mental Health Roundtable; Establishment of the Emergency Food Relief Taskforce.	<b>Community Wellbeing, Community Access and Support</b>	Civic engagement and integrity	Within existing resources
<b>3.2</b> Build the capacity of community organisations, families and carers to address barriers facing people with a disability. ♣	Year 1-5	Educate Provide	Number of training sessions delivered; Number of participants.	<b>Community Access and Support</b>	Connection, resilience and wellbeing	Within existing resources
<b>3.3</b> Continue to provide community grants to fund community-led initiatives that respond to local needs and provide support to vulnerable people. ★	Year 1-5	Fund	Number and value of grants awarded through the Community Development Fund and Minor Grants programs.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources

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Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<b>3.4</b> Develop and maintain resources that target priority groups and raise awareness of services and supports available in Knox. ★	Year 1-5	Educate Provide	Print and electronic resources developed and distributed; Council’s website maintained with information on support services.	<b>Community Wellbeing</b>  Communications	Connection, resilience and wellbeing	Within existing resources
<b>3.5</b> Continue to monitor the impacts of the COVID-19 pandemic and growing cost of living pressures for Knox residents, and consider how Council can respond. ★	Year 1-3	Research Plan Advocate	Convene internal COVID recovery working group; Monitor available information on impacts for the Knox community; Incorporate response during business planning processes and/or provide recommendations to Council as relevant.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources
<b>3.6</b> Continue to deliver short-term support services to help connect vulnerable residents with the services and supports they require.	Year 1-5	Provide	Number of intake calls received and assessed; Number of clients supported.	<b>Community Access and Support</b>	Connection, resilience and wellbeing	Within existing resources
<b>3.7</b> Implement the Knox Social and Affordable Housing Strategy and Action Plan 2022-27. ♣	Year 1-5	Plan Partner Advocate	Number of actions implemented in the action plan and associated projects delivered.	<b>Community Wellbeing</b>	Neighbourhoods, Housing and Infrastructure	Within existing resources

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## Knox CARES 2022-27

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### *Outcomes: What does success look like?*

Monitoring and responding to the evolving needs of our community, including those experiencing vulnerability.

Building partnerships to strengthen the reach of Council's work.

Identifying and responding to gaps in services and supports to ensure no one is left behind.

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### *Related Council documents*

Community and Council Plan 2021-25

Knox Community Disability Leadership Action Plan 2022-26

Community Grants Policy

Knox Emergency Food Relief Audit Report (2022)

Mental Health Action Plan

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Knox CARES 2022-27

THEME 4: Knox embraces diversity

**Our aspiration:**

*Knox embraces diversity and welcomes all people, regardless of gender, race, culture, sexuality, age, income level, family type or level of ability.*

Liveability domains

SOCIAL INFRASTRUCTURE

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<b>4.1</b> Develop a business case to support the establishment of a First Nations community hub (gathering place).	Year 1-2	Plan Advocate Partner	Establishment of a business case to use in seeking funding; Identification of possible sites within Knox.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	External funding required
<b>4.2</b> Actively support and recognise the importance of truth telling processes as a step towards healing and unity with First Nations people.	Year 2-5	Partner Advocate Provide	Delivery of an annual event marking Sorry Day; Recognition of the Yoo-rook Justice Commission findings; Identify sites of significance in First Nations history.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources
<b>4.3</b> Build leadership and advocacy skills amongst current and emerging leaders in First Nations and culturally and linguistically diverse communities.	Year 1-5	Provide	Facilitate Reconciliation Action Plan committee and Knox Multicultural Advisory Committee; Develop opportunities for leaders to participate in civic and community activities.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources

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Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<b>4.4</b> Work with leaders from First Nations and culturally diverse communities to strengthen cultural awareness amongst the broader Knox community.	Year 1-5	Partner Provide	Annual recognition of events including Reconciliation Week, Refugee Week and Cultural Diversity Week.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources
<b>4.5</b> Apply a life stage approach to addressing the needs of LGBTIQ+ people, including for example, providing individual support and group programs for LGBTIQ+ young people and their families.	Year 1-5	Provide	Number of programs/events delivered; Number of young people and families participating.	<b>Community Access and Support</b>  Community Wellbeing	Connection, resilience and wellbeing	Within existing resources
<b>4.6</b> Partner with the LGBTIQ+ community to deliver initiatives and events that support LGBTIQ+ days of recognition, and address discrimination and harassment.	Year 1-5	Provide Partner Educate	Annual participation in the Pride March; Annual recognition event for the International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT).	<b>Community Wellbeing</b>  Community Access and Support	Connection, resilience and wellbeing	Within existing resources
<b>4.7</b> Support the delivery of arts and cultural activities led by diverse groups including women, LGBTIQ+, culturally and linguistically diverse, people with a disability and First Nations. ★	Year 1-5	Provide Partner	Engagement with diverse artists and groups to produce workshops, events, public art and other activities.	<b>Active and Creative Communities</b>  Community Wellbeing	Connection, resilience and wellbeing	Within existing resources
<b>4.8</b> Build community capacity to understand and support gender equality in community groups, sporting clubs, cultural venues and other settings.	Year 1-5	Provide Educate Partner	Number of female participation initiatives delivered with sporting clubs through the club development program; Implementation of Gender Impact Assessments.	<b>Community Wellbeing, Active and Creative Communities</b>	Connection, resilience and wellbeing	Within existing resources

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Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<b>4.9</b> Identify opportunities to improve the diversity of people and families represented in Council’s print and electronic communications to represent the Knox community. ♣	Year 1-5	Provide	A growing photo library with people of all ages, abilities and identities; Diversity represented in Council documents, promotional materials, social media and website.	<b>Communications</b> Community Wellbeing, Community Access and Support	Connection, resilience and wellbeing	Within existing resources
<b>4.10</b> Partner with community to deliver recognition events for people with a disability and their carers, to share stories and shape community attitudes. ♣	Year 1-5	Provide Partner Educate	Annual recognition events for International Day of People With A Disability, and National Carers Week.	<b>Community Access and Support</b>	Connection, resilience and wellbeing	Within existing resources
<b>4.11</b> Facilitate opportunities to profile the achievements of women, and to recognise and respond to health and wellbeing issues impacting women.	Year 1-5	Provide Partner	Annual recognition event for International Women’s Day; Number of initiatives delivered.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources

*Outcomes: What does success look like?*

Using various awareness and recognition events to raise the profile of Knox as a diverse and inclusive community.

Strengthened trust and connections across diverse groups.

Community members of all backgrounds and identities see themselves reflected in Council’s print and electronic media.

Diverse voices are represented in our engagement processes and community life more broadly.

*Related Council documents*

Community and Council Plan 2021-25

Gender Equality Action Plan

Disability Leadership Action Plan 2022-26

Reconciliation Action Plan (under development)

Child, Youth and Seniors Plan 2021-25

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Knox CARES 2022-27

**THEME 5: Knox strives to be a liveable community**

**Our aspiration**

People in Knox are supported to live, learn, work and socialise through access to facilities, services, open spaces and opportunities, regardless of their circumstances or background.

**Health Priority Areas**



PHYSICAL ACTIVITY



HEALTHY EATING & FOOD SECURITY




FAMILY VIOLENCE




CLIMATE CHANGE


**Liveability domains**




EMPLOYMENT




PUBLIC OPEN SPACE



SOCIAL INFRASTRUCTURE



WALKABILITY



TRANSPORT

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<p><b>5.1</b> Support and advocate for culturally safe health and wellbeing services supporting First Nations people to be located in Knox.</p>	Year 2-5	Advocate Plan Research	Undertake service planning to understand community needs; Develop relationships with relevant services to understand their needs; Identify opportunities for co-location or re-location of services.	<b>Community Wellbeing</b>	Connection, resilience and wellbeing	Within existing resources

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Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
5.2 Develop and implement the Knox Mobility and Access Action Plan. ♣	Year 1-2	Plan Research Provide	Plan developed and endorsed by Council.	<b>Sustainable Infrastructure</b>  Community Access and Support	Neighbourhoods, Housing and Infrastructure	Within existing resources
5.3 Continue to explore opportunities to strengthen the accessibility of Council and community run events, for people with reduced mobility, neurodiversity and other barriers to participation. ♣	Year 1-5	Provide	Accessibility and inclusion considerations implemented at Council-run events; Updated community events permit checklist to include considerations related to access and inclusion.	<b>Active and Creative Communities</b>  Community Access and Support	Connection, resilience and wellbeing	Within existing resources
5.4 Support the inclusion of women, people with a disability, and culturally diverse and LGBTIQ+ groups in Knox sporting clubs and leisure facilities as a way of increasing community participation. ♣	Year 1-5	Partner Educate Provide	Number of club development activities delivered with sporting groups; Upgrades to amenities at sporting facilities to support diverse groups.	<b>Active and Creative Communities</b>  Community Access and Support, Community Wellbeing	Connection, resilience and wellbeing	Within existing resources
5.5 Explore opportunities to embed the principles of access and equity in the development and delivery of Council's Open Space Asset Management Plan. ♣	Year 2-3	Plan Provide	A new Open Space Asset Management Plan is developed and adopted by Council, with specific reference to access and equity.	<b>Sustainable Infrastructure</b>  Community Access and Support	Neighbourhoods, Housing and Infrastructure	Within existing resources

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Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
<b>5.6</b> Explore opportunities to support people experiencing disadvantage to develop skills and gain practical experience that enhances work readiness. ♣	Year 3-5	Provide Educate	Source external funding to develop and pilot an inclusive work experience and skill development program at Knox	<b>Community Wellbeing, People, Culture and Development Economic Development</b>	Opportunity and Innovation	External funding required
<b>5.7</b> Partner with local businesses to champion their role in providing inclusive and equitable employment opportunities, as well as in addressing social issues including mental health and family violence.	Year 1-5	Partner Educate	Number of opportunities identified to engage the business community; Promotion and engagement activities undertaken with local business	<b>Economic Development, Community Wellbeing</b>	Opportunity and Innovation	External funding required
<b>5.8</b> Recognise and plan for the disproportionate impacts of emergency events on groups already experiencing disadvantage, and support their needs during relief and recovery efforts. ★ ♣	Year 1-5	Plan Provide Partner	Under gender impact assessments as relevant; Identify and develop relationships with diverse groups; Completion of the community resilience mapping.	<b>Emergency Management</b>	Connection, resilience and wellbeing	Within existing resources
<b>5.9</b> Activate Council facilities and open spaces (including through creative placemaking initiatives) to support the development of social connections. ★	Year 1-5	Provide Partner	Number of events and activities delivered; Promotional activities undertaken to increase usage.	<b>Active and Creative Communities</b>  Community Wellbeing	Connection, resilience and wellbeing	Within existing resources
<b>5.10</b> Promote opportunities for volunteering in Knox to build social and community networks and reduce isolation. ★ ♣	Year 1-5	Provide Fund	Funding of the volunteer stream through the Knox Community Partnership Fund; Review Council’s volunteer policy (year 3-4);	<b>Community Wellbeing, People, Culture and Development</b>	Connection, resilience and wellbeing	Within existing resources

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Knox CARES 2022-27

What will we do?	When will we do it?	What is our role?	What are our outputs?	Council lead and partners	Council Plan theme	Resources
			Capture outcomes of Council volunteer roles through a survey (year 1-2).			
<b>5.11</b> Partner with Knox Libraries to provide activities that support life-learning learning, build social connections and improve access to technology.	Year 1-5	Provide Partner	Number of activities delivered; Contributing to the development of a plan for activating Knox Libraries (development led by Your Library).	<b>Community Wellbeing</b>	Opportunity and Innovation	Within existing resources
<b>5.12</b> Embed Universal Design principles (at a minimum) into the development and design of new Council facilities, buildings and open space. ♣	Year 1-5	Plan Research Provide	Demonstrated use of Universal Design Principles in the design of new facilities; Gender Impact Assessments conducted where appropriate; Community engagement facilitated to understand the needs and specific requirements of user groups.	<b>Sustainable Infrastructure</b>  Major Projects	Neighbourhoods, Housing and Infrastructure	Within existing resources
<b>5.13</b> Continue to deliver the Capital Works Retrofitting Program to improve the accessibility of Council owned buildings and facilities. ♣	Year 1-5	Plan Provide	Number of projects delivered annually.	<b>Community Infrastructure</b>	Neighbourhoods, Housing and Infrastructure	Within existing resources

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## Knox CARES 2022-27

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### *Outcomes: What does success look like?*

*It is easier for our community to physically move around the municipality.*

*Our community has access to the facilities and resources they need.*

*A range of sporting, cultural and recreational opportunities are available for all.*

*Our community is engaged, active and resilient.*

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### *Related Council documents*

Community and Council Plan 2021-25

Mental Health Action Plan

Open Space and Playgrounds Strategy

Knox Mobility and Access Implementation Plan

Capital Works Forward Plan

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# Appendix 1: Legislative Framework

## International Conventions and Frameworks

- Convention on the Elimination of All Forms of Discrimination Against Women
- Convention of the Rights of the Child
- International Convention on the Elimination of All Forms of Racial Discrimination
- UN Convention of the Rights of Persons with a Disability

## Federal Legislation & Policy

- Age Discrimination Act 2004
- Australia’s Disability Strategy 2021-31
- Disability Discrimination Act 1992
- National Plan to Reduce Violence Against Women and Their Children 2010-22
- Racial Discrimination Act 1975
- Sex Discrimination Act 1986

## State Legislation & Policy

- Disability Act 2006
- Equal Opportunity Act 2010
- Gambling Regulation Act 2003
- Gender Equality Act 2020
- Inclusive Victoria: State Disability Plan 2022-26
- Liquor Control Reform Act 1998
- Local Government Act 2020
- Mental Health Act 2014
- Pride In Our Future: Victoria’s LGBTIQ+ Strategy 2022-32
- Public Health and Wellbeing Act (2008)
- Racial and Religious Tolerance Act 2001
- Victorian Aboriginal and Local Government Action Plan (2022)
- Victorian Charter of Human Rights
- Victorian Public Health and Wellbeing Plan 2019-2023

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## 8.4 Council Committees Policy

**SUMMARY:** Acting Coordinator Governance, Saskia Weerheim

**The Council Committees Policy provides for a consistent approach to the establishment of Council Committees on which there is Councillor representation. This Policy governs the operation of Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups and provides support and direction in the formation and operation of Council Committees, whilst defining the roles and responsibilities of different Committee types on which there is Councillor representation.**

**The Policy has been reviewed with a number of proposed amendments suggested to meet the needs and practices of our current Committees, whilst providing clear guidance for new Committees Council may establish during the life of the Policy.**

**Changes to the Policy also make the Meals and Beverages for Council Committees Policy redundant and consequently it is recommended this policy be rescinded.**

### **RECOMMENDATION**

**That Council:**

- 1. Adopt the Council Committees Policy as set out in Attachment 1 of the officer's report.**
- 2. Rescind the Meals and Beverages for Council Committees Policy.**

### **1. INTRODUCTION**

Council Committees provide a formal engagement forum for community and Councillors to share knowledge, ideas, current industry practices and the like, to assist with the development and progression of Council work, as articulated in Council's Community Plan and Council Plan.

This Policy governs the establishment of Council Committees and the ongoing review of existing Committees, giving Council the opportunity to monitor the performance and relevance of all Committees against the Community Plan and Council Plan. This structured approach articulates the role of each different Committee type and allows for a review of the relevance and the performance against documented Terms of Reference and annual objectives for each Committee. This approach also aims to ensure that Council Committees do not operate in perpetuity beyond achieving their purpose.

### **2. DISCUSSION**

Whilst the current Council Committees Policy and attached Terms of Reference templates have stood as a good basis for Committee operations, there are a number of substantive and administrative changes that have been made to improve the Policy.

Administrative changes include updating the policy template in line with Council's corporate template; and ensuring correct names for Council Plans, officer roles, policies and other documents.

Substantive changes to the policy are outlined below.

## **2.1 Policy Scope**

The draft Policy applies to the formation, development, general operation and review of Council endorsed Committees that do not have delegated powers, including Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups.

The scope of the draft Policy has been updated to clearly articulate those Committees that are not covered by this Policy, including Committees with delegated powers, Statutory Committees (e.g. the Audit and Risk Committee) and the Information Communication Technology Committee.

## **2.2 Terms of Reference**

The Terms of Reference templates have been attached to previous iterations of this Policy and have formed a part of the Policy. They have been removed from the new draft Policy as maintenance and updates should be an ongoing continuous improvement task, however, this is practically difficult when the templates are incorporated into the policy as even minor changes or improvements require Council approval.

As with previous iterations of this Policy, the updated draft provides clear direction for officers reviewing Terms of Reference. Subject to Council's endorsement of the draft Policy, the template documents will be updated to reflect the changes to the Policy. Governance will continue to maintain these templates as an operational task and provide support to officers responsible for Council Committees where required.

Any material updates to a Committee's Terms of Reference will continue to require formal approval at a Council or Strategic Planning Committee meeting, ensuring effective oversight by Council (Terms of Reference will still typically provide for minor administrative updates to be authorised by the Chief Executive Officer).

The General Provisions and Terms of Reference (Section 6.1) sections of the Policy have been updated to reflect these changes.

## **2.3 Removal of Advisory Committee Groups**

Advisory Committee Groups were included in the definition section of the previous version of the Policy, but the concept and operation were only articulated in the template Terms of Reference, which required each individual Council Committee to be aligned to a group as part of their objectives. The groups were as follows:

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

The templates gave further guidance that as well as the ordinary and regular meetings of the individual Council Committee, they must also meet as part of their relevant group on an annual basis with the purpose of:

- Providing feedback to the group on priorities for individual Committees;
- Updating the group of progress of key issues; and
- Identifying synergies between groups and links to progressing the Community and Council Plan.

In addition to the scheduled meetings for each individual Council Committee and the “group meetings”, the template also outlined that all committees would also meet together annually. The purpose of these meetings was to:

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

Officers with responsibility for Council Committees have advised that some of the “groups” had met and (due to the impact of the COVID19 Pandemic) one “all-Committees” meeting had been held since this was introduced in the last Policy.

Feedback was sought regarding the effectiveness and value of mandatory “group” meetings and feedback was mixed, acknowledging:

- Committee members were passionate and highly engaged in the specific purpose and work of their Committee, but didn’t always see value in the “group” meetings;
- The group meetings did provide an opportunity for recognition of the contribution of external Committee members and networking.
- The group meetings represented an additional workload for Councillors and external Committee members who were often time poor.
- Where there was value, for example, in the “Life Stages” group with an alignment to Council’s intergenerational planning, there were also other mechanisms which could achieve similar outcomes.

Based on this feedback, rather than prescribing mandatory group meetings, the updated draft Policy allows for joint meetings on an as needs basis and by agreement of the Committees involved.

## **2.4 Membership and Method of Appointment**

The Membership, Period of Membership and Method of Appointment section (Section 6.1.2) has been revised to provide for transparent and consistent recruitment practices across all Council Committees. Changes to this section reflect a desire to ensure diversity of voices on Council Committees. Changes to this section include:

- Clear guidance on the desire for Council Committees to use eligibility criteria when recruiting new members. This approach provides consistency for applicants whilst providing selection panel members with comparable responses.
- The inclusion of another category of Council Committee members, Industry or Professional Members, to reflect current practices and the desire of Council Committees to attract such professionals with expertise in the specific business of individual Council Committees.
- The inclusion of a section allowing for ongoing membership of a Council Committee for an officeholder of a community organisation such as a president, as opposed to an individual. This addition reflects the important and ongoing role that community organisations can play on Council Committees and the current practices of some Council Committees. As with any change to a Term of Reference, Council would need to approve this type of arrangement.

- Changes have also been made to strengthen the period of membership provisions, applying limits to the tenure of general members of Council Committees, except in special circumstances. Whilst legacy issues are important and should be managed by individual Council Committees, this suggested amendment reflects a desire to ensure transparency of recruitment processes and ongoing diversity in membership.
- Casual vacancies arise on a regular basis for Council Committees and there was reference to them in the last version of the Policy, in the attached template Terms of Reference. The draft Policy has elevated this issue and now provides guidance to Council Committees on the preferred manner of appointing a committee member when a casual vacancy arises. The CEO must approve any appointment of a committee member in this situation.
- The inclusion of a clause authorising the CEO to approve short-term membership extensions to enable coordinated recruitment activity across multiple Committees.

## **2.5 Compliance with Local Government Act 2020**

The Policy has been upgraded to align with the Local Government Act 2020 and Council's Governance Rules. These changes particularly focus on the conflict and interest section of the draft Policy (6.1.8) where the reference to "Assemblies of Councillors" has been removed with updated wording to comply with the new Act. These changes have also been reflected in the definition section.

## **2.6 Planning and Reporting Requirements**

Feedback has indicated that Council Committees carefully plan for their work program on an annual basis and the draft Policy has been updated to elevate this important work. The changes also reflect some of the compulsory training and other Council business that Council Committees must attend to on an as-needs basis. The draft Policy outlines these expectations but notes that this compulsory training and other Council business should not prevail over the business of the Council Committee, as outlined in its annual workplan.

## **2.7 Review Clause**

The sunset clause (6.1.12) had the potential to cause issues by prematurely "sunseting" Council Committees if a review date was overlooked. The draft Policy has been amended to change this clause from a sunset clause to a review clause. Aside from this change, the substance of the clause remains substantially the same, acknowledging the importance of a regular review of the function and purpose of individual Council Committees, with regular Council oversight required.

## **2.8 Provision of Meals**

This Policy provides updated guidance as to expectations around the provision of reasonable meals for Council Committee meetings. This proposed change, together with the existing provisions regarding meals in the Councillor Expenses and Support Policy, means that the Meals and Beverages for Council Committees Policy (Attachment 3) is considered redundant, and it is recommended the Policy be rescinded.

### **3. CONSULTATION**

Consultation was undertaken with officers with responsibility for Council Committees. They provided their experience and commentary on how the Policy has worked for their Council Committees. They also were able to provide feedback they had received from Committee members about Council Committee operations. This feedback is reflected in the draft Policy updates.

Officers with responsibility for the following Council Committees were involved in consultation:

- Australia Day Awards Committee;
- Early Years Committee;
- Youth Committee;
- Active Ageing Committee;
- Environment Committee;
- Community Safety, Health and Wellbeing Committee;
- Knox Disability Advisory Committee;
- Multicultural Committee;
- Arts and Culture Committee;
- Recreation and Leisure Committee;
- Millers Homestead Community Reference Group;
- Community Development Fund Grant Evaluation Panel; and
- Leisure Minor Capital Works Grant Evaluation Panel.

At this stage, it is not proposed that broader community consultation be undertaken regarding the draft Policy, or consultation directly with Council Committee members, as individual Council Committees have the ability to shape their own Terms of Reference based on the needs of their own Council Committees. This draft Policy sets the Council's expectations and objectives for Council Committee operations broadly.

### **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 associated with this draft Policy.

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

There are no financial and economic implications associated with this draft Policy. All recommended changes are within the scope of Council's approved budget.

## **7. SOCIAL IMPLICATIONS**

Council Committees provide an important opportunity for Council to actively engage with the community in a robust and positive manner. Council values diversity of voice and ongoing community engagement and collaboration and this is reflected in the draft Policy, ensuring transparency and consistency of Council Committee processes and operations. The draft Policy reflects not only Council's expectations regarding the operation of Council Committees, but also the current practices of the Committees themselves.

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

### **Civic Engagement & Integrity**

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

Strategy 5.3 - 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 Governance, Saskia Weerheim

**Report Authorised By:** Interim Director Customer and Performance, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Draft Council Committee Policy [**8.4.1** - 8 pages]
2. Attachment 2 - Draft Council Committee Policy - Marked up [**8.4.2** - 22 pages]
3. Attachment 3 - Meals and Beverages for Council Committees Policy [**8.4.3** - 2 pages]



# Council Committees

Policy Number:	2006/13	Directorate:	Customer and Performance
Approval by:	Council	Responsible Officer:	Manager Governance and Risk
Approval Date:	TBC	Version Number:	5
Review Date:	4 years from meeting date		

## 1. Purpose

The purpose of this policy is to provide a consistent approach to the establishment of Council Committees on which there is Councillor representation. Participation by interested parties and affected stakeholders assists Council in making decisions that incorporate the interests and concerns of the community. This policy governs the operation of Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups.

Generally, the purpose of Council Committees is to provide advice on the development, implementation, monitoring, review and/or evaluation of programs or activities specified in the Knox Community Plan and Council Plan.

## 2. Context

Each year Council appoints Councillor representation to various Council Committees. Their role in relation to these committees can range from representation to advocacy and consultation. This policy provides support and direction in the formation and operation of Council committees and defines the roles and responsibilities of different committee types on which there is Councillor representation.

This policy governs the establishment of Council Committees and the ongoing review of existing committees giving Council the opportunity to monitor the performance and relevance of all committees against the Community Plan and Council Plan. This structured approach articulates the role of each different committee type and allows for a review of the relevance and the performance against documented Terms of Reference and annual objectives for each committee. This approach will ensure that Council Committees do not operate in perpetuity beyond achieving their purpose.

## 3. Scope

This policy applies to the formation, development, general operation and review of Council endorsed committees that do not have delegated powers, including Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups. Therefore, this policy applies to Councillors, committee members and members of staff.





## Council Committees Policy

Committees not covered by this policy are the Information Communication Technology Committee, Committees with delegated powers and those established in accordance with the Local Government Act 2020 (including the Audit and Risk Committee).

### 4. References

#### 4.1 Community Plan 2021-2031

#### 4.2 Council Plan 2021-2025

**Key Direction 5: Civic engagement and integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

#### 4.3 Relevant Legislation

- Local Government Act 2020
- Meeting Procedure and Use of Common Seal Local Law 2018

#### 4.4 Charter of Human Rights

- This policy has been assessed against and complies with the Charter of Human Rights.

#### 4.5 Related Council Policies

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Knox City Council Governance Rules</li> <li>• Acknowledgement of Traditional Custodians Policy</li> <li>• Meeting Structures and Cycle Policy</li> <li>• Councillor Code of Conduct</li> <li>• Councillor Media Policy</li> <li>• Councillor Child Safe Policy</li> <li>• Councillor Support Policy and Procedure</li> </ul> | <ul style="list-style-type: none"> <li>• Fraud and Corruption Control Framework</li> <li>• Interaction Between Councillors and Staff Policy</li> <li>• Staff Code of Conduct</li> <li>• Staff Media Policy</li> <li>• Volunteer Management Policy</li> <li>• Volunteer Code of Conduct</li> <li>• Volunteer Engagement Policy</li> </ul> |
|---|--|

#### 4.6 Related Council Procedures

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Fraud and Corruption Control Procedure</li> <li>• Councillor Media Procedure</li> <li>• Councillor Child Safe Procedure</li> </ul> | <ul style="list-style-type: none"> <li>• Staff Media Procedure</li> <li>• Managing Volunteers Procedure Manual</li> </ul> |
|---|---|

#### 4.7 Other Related Documents

- Conflict of Interest Guidelines – Local Government Victoria
- Terms of Reference Templates
- Conflict of Interest Form – Councillors and Members of Committees/Staff
- Councillor Appointments to Committees



## Council Committees Policy

### 5. Definitions

Detail any definitions within the policy.

#### **Advisory Committees**

An advisory committee is any committee established by the Council, that provides advice to –

- (a) the Council; or
- (b) a special committee; or
- (c) a member of Council staff who has been delegated a power, duty or function of the Council under the Act.

The main function of an Advisory Committee is to enable stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and strategies under the Community Plan and Council Plan. Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.

#### **Conflict of Interest**

As defined in the Local Government Act 2020.

#### **Council Committee**

Includes an Advisory Committee, Specific Purpose Committee, Strategic Projects Committee or Working Group.

#### **Delegated Committee**

Committees appointed by Council that have delegated powers and must operate in accordance with the Act. These committees are not covered by this policy.

#### **Specific Purpose or Strategic Purpose Committee**

Specific or Strategic Purpose Committees are created for a pre-determined purpose and their role is to oversee a designated task or activity generally on an ongoing basis and report back to Council annually.

#### **Working Groups**

Working Groups are created to oversee the delivery of a specified project which would generally be location based and report back to Council (development of or oversee the delivery of a Masterplan, for example). These committees sunset at the delivery of the project brief.

### 6. Council Policy

#### **General Provisions**

This Policy sets out the high level objectives for Council's Committees and aims to create a common ground for them to begin from whilst providing a framework within which each Council Committee shall operate.



## Council Committees Policy

### 6.1 Council Committees

The following sections prescribe a foundation for the operation of the terms of reference for each Council Committee.

#### 6.1.1 Terms of Reference

Standard Terms of Reference templates will be developed and regularly reviewed by Council's Governance team to ensure compliance with this Policy, the Local Government Act 2020, Council's Governance Rules and other relevant Council policies. The Terms of Reference templates will include information about the purpose and objectives of a Council Committee, appointment of members, information about meetings, recommendations and reporting. This Policy will form the basis for the development of Terms of Reference for any new Council Committee, as well as the review of Terms of Reference for existing Council Committees.

Terms of Reference must be presented to Council for consideration and adoption at the inception of the Council Committee. The Terms of Reference must include a clear statement of purpose and the committee's objectives and where relevant, the timeframe for completion. Objectives shall reference the goal within the Community Plan and Council Plan that is relevant to the Council Committee and should be supported by measurable outcomes where applicable.

The Terms of Reference and objectives of a Council Committee are to be reviewed by the committee and Council at least once in any Council term. Unless the Terms of Reference provide for Administrative Updates to be approved by the Chief Executive Officer, changes to the Terms of Reference resulting from a review must be presented to Council for formal approval. A copy of the Terms of Reference are to be made available on the Council Intranet and Internet.

#### 6.1.2 Membership, Period of Membership and Method of Appointment

##### Membership and Method of Appointment

- Council values diversity and aims to ensure that Council Committees feature a broad cross-section of the community. To ensure this, recruitment practices for Council Committees should be open and transparent. Positions should be advertised broadly and eligibility criteria should be developed and made available for potential applicants.
- Applicants should address eligibility criteria as part of the application process. This may be in writing or by another means, if appropriate, to meet the needs of applicants.
- The most appropriate mix of membership will be determined by Council. They will generally comprise:
  - **Councillor(s)** – appointed annually by Council.
  - **Community representative(s)** – appointed by Council through a registration of interest and selection process. Every effort should be made to ensure a representative cross section of people from the municipality are appointed to the Council Committee.
  - **Industry or professional representatives** – appointed by Council through a registration of interest and selection process or via request depending on expertise and need.

Typically staff will not be members of Council Committees, but may be appointed or assigned by the Chief Executive Officer or relevant Director to provide administrative support and advice.



## Council Committees Policy

Special arrangements may also be made for ongoing membership for a specific office holder, such as the President of a management committee, or a relevant local community organisation. Such arrangements will be covered in the individual Terms of Reference for a Council Committee and approved by Council.

### Period of Membership

- To ensure diverse community representation, ongoing turnover of committee members is preferred, whilst ensuring that continuity is maintained. Council Committees should consider:
  - Two year initial terms; and
  - The ability for members to re-apply for appointment for another term.

Continuous membership for longer than four years is discouraged except in special circumstances that may be relevant to individual Council Committees, and approved by Council.

- The CEO is authorised to approve short-term membership extensions where the purpose is to align recruitment activities across multiple Council committees.

### Casual Vacancies

Casual vacancies which arise due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms.

If there is no suitable candidate from the previous selection process, the Council Committee may appoint by another method, as approved by the CEO.

The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Council Committee for the remainder of the previous incumbent's term.

### **6.1.3 Delegated Authority and Decision Making**

Council Committees act in an advisory capacity only and do not have delegated authority to make decisions as if they were the Council. Council Committees provide advice or make recommendations to Council and staff to assist them in their decision making.

Recommendations may be implemented by a staff member who has the appropriate delegation and level of authority, where they support the recommendation. In accordance with the Local Government Act 2020, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

A Council Committee cannot make recommendations for matters outside its agreed scope as detailed in its Terms of Reference.

### **6.1.4 Meeting Procedures**

#### Meetings

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



## Council Committees Policy

Meetings will:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis.

### Quorums

There will be no designated quorum for Council Committees. A Council Committee can proceed if Councillor nominee/s are not present at the meeting.

### Joint Committee Meetings

From time to time, Council Committees may decide that a joint meeting of two or more Council Committees will be beneficial for progressing the work of a Council Committee or for sharing ideas and providing updates on key issues of relevance in progressing the work of the Council Plan.

Such committee meetings will only occur where requested and agreed by two or more Council Committees and will follow the principles set out in this Policy.

#### **6.1.5 Chair**

Typically, the position of Chairperson shall be held by a Councillor. The Chairpersons responsibilities includes ensuring all Council Committee members have the opportunity to participate/contribute at meetings.

#### **6.1.6 Agendas and Meeting Notes**

Agendas and meeting notes must be prepared for each meeting of the Council Committee in accordance with the Terms of Reference.

The Council Committee may through its Terms of Reference, provide guidance regarding the public availability of agendas and minutes, having regard to Council's Public Transparency Policy and the requirement that Council Information be publicly available, unless:

- a) the information is confidential by virtue of the Act or any other Act; or
- b) public availability of the information would be contrary to the public interest.

#### **6.1.7 Voting**

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

#### **6.1.8 Conflict and Interest Provisions**

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

- Act with integrity;
- Impartially exercise their responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;



## Council Committees Policy

- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of his or her position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of Committees will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in the Local Government Act 2020 and Chapter 5 of the Council's Governance Rules.

Councillors must:

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

Typically, where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Council Committee, they must disclose the matter to the Council Committee before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of a Council Committee must agree to participate in training on the Conflict and Interest provisions. Training shall be provided in consultation with Council's Governance team.

### **6.1.9 Planning and Reporting**

#### Annual Work Plan

Council Committees are required to formulate an annual work plan that aligns with Council's Community Plan and Council Plan. From time to time Council Committees may be requested to include training, or other business in their agendas that is outside their agreed Work Plan, on matters such as:

- Occupational Health and Safety;
- Child Safe Standards;
- Conflict of Interest and relevant governance matters;
- First Nations matters;
- Emergency Management; and
- Other topics that may be of relevance to individual Council Committees.

Council Committees will need to accommodate such requests, particularly where there are statutory obligations. However, every endeavor should be made to minimise the impact of such matters on the ongoing business of the Committee.

#### Annual Report

Council Committees are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Council Committee and should directly reflect the objectives and the performance measures of the committee as set out in its Terms of Reference. Once adopted by the Council



## Council Committees Policy

Committee, the report will be distributed as provided for within the Terms of Reference.

### **6.1.10 Administration Support**

Administration support is provided to Council Committees by the directorate whose functions are most aligned to the committee's objectives.

### **6.1.11 Contact with the Media**

Contact with the Media by Councillors or staff shall be undertaken in accordance with the Councillor and Staff Media Policies. External committee members, should they have contact with the media in relation to a Council Committee, shall liaise with Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the Council Committee.

### **6.1.12 Review Clause**

Council Committees must be reviewed on a regular basis, with a review date generally not exceeding a 4 year period. If the committee has a relevant function at the end of the standard review period, a report must be presented to Council including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.

### **6.1.13 Meals**

Council will provide reasonable meals for Council Committee meetings at times that immediately precede, follow or extend through normal meal times. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.

## **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 and approved by the Chief Executive Officer. Examples of minor administrative changes include changes to names of Council departments or positions, changes to Federal or State Government department names or legislation; or other minor amendments that do not have material impact on the provisions or intent of the Policy. Where any change or update is considered to be a material change, it must be considered by Council or a relevant Delegated Committee.



# Council Committees

Policy Number:	2006/13	Directorate:	<del>City Strategy and Integrity</del> <u>Customer and Performance</u>
Approval by:	Council	Responsible Officer:	Manager Governance <u>and Risk</u>
Approval Date:	TBC	Version Number:	5
Review Date:	4 years from meeting date		

## 1. Purpose

The purpose of this policy is to provide a consistent approach to the establishment of Council Committees on which there is Councillor representation. Participation by interested parties and affected stakeholders assists Council in making decisions that incorporate the interests and concerns of the community. This policy governs the operation of Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups.

Generally, the purpose of Council Committees is to provide advice on the development, implementation, monitoring, review and/or evaluation of programs or activities specified in the Knox Community Plan & and Council Plan.

## 2. Context

Each year Council appoints Councillor representation to various Council Committees. Their role in relation to these committees can range from representation to advocacy and consultation. This policy provides support and direction in the formation and operation of Council committees and distinction between defines the roles and responsibilities of different committee types on which there is Councillor representation.

This policy governs the establishment of Council Committees and the ongoing review of existing committees giving ~~the~~ Council the opportunity to monitor the performance and relevance of all committees against the Community Plan and Council Plan. This structured approach articulates the role of each different committee type and allows for a review of the relevance and the performance against documented Terms of Reference and annual objectives for each committee. This approach will ensure that Council Committees do not operate in perpetuity beyond achieving their purpose.

## 3. Scope

This policy applies to the formation, development, general operation and sun-setting review of Council endorsed committees that do not have delegated powers, including Advisory Committees, Specific Purpose Committees, Strategic Project Committees and Working Groups. Therefore, this policy applies to Councillors, committee members and members of staff.



Committees appointed by Council that have delegated powers and must operate in accordance with the Local Government Act 2020 are not covered by this policy. Such committees include the Audit and Risk Committee and Information Community Technology Committee.

## 4. References

### 4.1 Community Plan 2021-2031

### 4.2 ~~Knox Community and Council Plan 2021-2025~~

Key Direction 5: Civic engagement and integrity - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

### Relevant Legislation

#### ~~Local Government Act 1989~~

### 4.3

- Local Government Act 2020
- Meeting Procedure and Use of Common Seal Local Law 2008

### 4.4 Charter of Human Rights

- This policy has been assessed against and complies with the Charter of Human Rights.

### 4.5 Related Council Policies

- Knox City Council Governance Rules
- Acknowledgement of Traditional Custodians Policy
- Meeting Structures and Cycle Policy
- Councillor Code of Conduct
- Councillor Media Policy
- Councillor Child Safe Policy
- Councillor Support Policy and Procedure
- ~~Council Meeting Structure Policy~~
- Fraud and Corruption Control Framework
- Interaction Between Councillors and Staff Policy
- Staff Code of Conduct
- Staff Media Policy
- Volunteer Management Policy
- Volunteer Code of Conduct
- Volunteer Engagement Policy
- ~~Meals and Beverage for Council Committees Policy~~

### 4.65 Related Council Procedures

- Fraud and Corruption Control Procedure
- Councillor Media Procedure
- Councillor Child Safe Procedure
- Staff Media Procedure
- Managing Volunteers Procedure Manual

### 4.76 Other Related Documents

- Conflict of Interest Guidelines – ~~Department of Planning & Community Development Local Government Victoria~~
- Terms of Reference Templates
- ~~Record of Assembly of Councillors Form~~
- Conflict of Interest Form – Councillors and Members of Committees/ Staff
- Councillor Appointments to Committees

## 5. Definitions

Detail any definitions within the policy.

<b><del>Advisory Committee Group</del></b>	<del>The cluster of committees appointed in the following groupings: Life Stages Group; Sustainable Development Group; Inclusive, Active and Creative Community Groups and Grants Evaluation Group.</del>
<b><del>Assembly of Councillors</del></b>	<del>An Assembly of Councillors is a meeting of a committee that provides advice to Council, if at least one Councillor is present, which considers matters that are intended or likely to be – (a) the subject of a decision of the Council; or (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.</del>
<b>Advisory Committees</b>	<p>An advisory committee is any committee established by the Council, that provides advice to –</p> <ul style="list-style-type: none"> <li>(a) the Council; or</li> <li>(b) a special committee; or</li> <li>(c) a member of Council staff who has been delegated a power, duty or function of the Council under the Act.</li> </ul> <p>The main function of an Advisory Committee is to enable stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and strategies under the Community <a href="#">Plan</a> and Council Plan. Advisory Committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory Committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.</p>
<b>Conflict of Interest</b>	As defined in the Local Government Act <a href="#">2020</a> . <del>(the Act)</del> .
<b>Council Committee</b>	Includes an Advisory Committee, Specific Purpose Committee, Strategic Projects Committee or Working Group.
<b><del>Special-Delegated Committee</del></b>	<del>Committees appointed by Council that have delegated powers and must operate in accordance with the Act. These committees are not covered by this policy.</del>
<b>Specific Purpose or Strategic Purpose Committee</b>	Specific or Strategic Purpose Committees are created for a pre-determined purpose and their role is to oversee a designated task or activity generally on an ongoing basis and report back to Council annually.
<b>Working Groups</b>	Working Groups are created to oversee the delivery of a specified project which would generally be location based and report back to Council (development of or oversee the delivery of a Masterplan, for example). These committees sunset at the delivery of the project brief.

## 6. Council Policy

### General Provisions

This Policy sets out the high level objectives for Council's Committees that aims to create a common ground for them to begin from whilst providing a framework within which each Council Committee shall operate.

~~A template has been developed for each different type of Council Committee, refer Appendix 1—3. The standard Terms of Reference template for each committee type creates a common ground for them to begin from. The Terms of Reference provides a framework within which the committee shall operate. Included in the Terms of Reference is information about the purpose and objectives of the committee, appointment of members, information about meetings, recommendations and reporting.~~

~~The standard template shall be the starting point for development of the Terms of Reference for any new committee. It is not anticipated that they would be varied substantially for a new committee unless circumstances justify changes.~~

### 6.1 Council Committees

The following sections prescribe a foundation for the operation of the terms of reference for each Council ~~e~~Committee.

#### 6.1.1 Terms of Reference

Standard Terms of Reference templates will be developed and regularly reviewed by Council's Governance team to ensure compliance with this Policy, the Local Government Act 2020, Council's Governance Rules and other relevant Council policies. The Terms of Reference templates will include information about the purpose and objectives of a Council Committee, appointment of members, information about meetings, recommendations and reporting. This Policy will form the basis for the development of Terms of Reference for any new Council Committee, as well as the review of Terms of Reference for existing Council Committees.

~~The~~ Terms of Reference must be presented to Council for consideration and adoption at the inception of the Council Committee. The Terms of Reference must include a clear statement of purpose and the committee's objectives and where relevant, the timeframe for completion. Objectives shall reference the goal within the Community Plan and Council Plan that is relevant to the Council ~~C~~committee and should be supported by measurable outcomes where applicable.

The Terms of Reference and objectives of a Council Committee are to be reviewed by the committee and Council at least once in any Council term. Any proposed changes to the Terms of Reference resulting from a review must be presented to Council for formal approval. A copy of the Terms of Reference are to be made available on the Council Intranet and Internet.

### 6.1.2 Membership, Period of Membership and Method of Appointment

#### Membership and Method of Appointment

- Council values diversity and aims to ensure that Council Committees feature a broad cross-section of the community. To ensure this, recruitment practices for Council Committees should be open and transparent. Positions should be advertised broadly and eligibility criteria should be developed and made available for potential applicants.
- Applicants should address eligibility criteria as part of the application process. This may be in writing or by another means, if appropriate, to meet the needs of applicants.
- The most appropriate mix of membership will be determined by Council. ~~The committees~~ They will generally may comprise:
  - **Councillor(s)** – appointed annually by Council.
  - **Community representative(s)** – appointed by Council through a registration of interest and selection process. Every effort should be made to ensure a representative cross section of people from the municipality are appointed to the Council Ccommittee.
  - **Staff** – appointed for a time period specified by the Chief Executive Officer or relevant Director to provide administrative support and advice to the Council Ccommittee.
  - **Industry or professional representatives** – appointed by Council through a registration of interest and selection process or via request depending on expertise and need.

Special arrangements may also be made for ongoing membership for a specific office holder, such as the President of a management committee, of a relevant local community organisation. Such arrangements will be covered in the individual Terms of Reference for a Council Committee and approved by Council.

#### Period of Membership

To ensure diverse community representation, ongoing turnover of committee members is preferred, whilst ensuring that continuity is maintained. Council Committees should consider:

- Two year initial terms; and
- The ability for members to re-apply for appointment for another term.

Continuous membership for longer than four years is discouraged except in special circumstances that may be relevant to individual Council Committees, and approved by Council.

#### Casual Vacancies

Casual vacancies which arise due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. If there is no suitable candidate from the previous selection process, the Council Committee may appoint by another method, as approved by the CEO.

The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Council Committee for the remainder of the previous incumbent's term.

There will be no designated quorum for Council Committees. A committee can proceed if Councillor nominee/s are not present at the meeting.

### 6.1.3 Delegated Authority and Decision Making

Council Committees act in an advisory capacity only and do not have delegated authority to make decisions as if they were the Council. Council Committees provide advice or make recommendations to Council and staff to assist them in their decision making.

Recommendations may be implemented by a staff member who has the appropriate delegation and level of authority, where they support the recommendation. In accordance with the [Local Government Act 2020](#), a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

A [Council Committee](#) cannot make recommendations for matters outside its agreed scope as detailed in its Terms of Reference.

### 6.1.4 Meeting Procedures

#### [Meetings](#)

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

Meetings will:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis.

#### [Quorums](#)

There will be no designated quorum for Council Committees. A Council Committee can proceed if Councillor nominee/s are not present at the meeting.

#### [Joint Committee Meetings](#)

From time to time, Council Committees may decide that a joint meeting of two or more Council Committees will be beneficial for progressing the work of a Council Committee or for sharing ideas and providing updates on key issues of relevance in progressing the work of the Council Plan.

Such committee meetings will only occur where requested and agreed by two or more Council Committees and will follow the principles set out in this Policy.

### 6.1.5 Chair

~~Unless otherwise stated~~ Typically, the position of Chairperson shall be held by a Councillor.

The Chairpersons responsibilities includes ensuring all [Council Committee](#) members have the opportunity to participate/contribute at meetings.

### 6.1.6 Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting of the Council Committee in accordance with the Terms of Reference.

The Council Committee must determine through its Terms of Reference whether agendas and meeting notes are to be made available to the public or any other community members of interested community groups. As a general rule, agendas and notes from meetings are not required to be made available to the public.

#### 6.1.7 Voting

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

#### 6.1.8 ~~Conflict of Interest~~ and Interest Provisions

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

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

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

~~Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.~~

Meetings of the Panel will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in the Local Government Act 2020 and Chapter 5 of the Council's Governance Rules.

#### Councillors must:

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

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Council Committee, they must disclose the matter to the Council Committee before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of a Council Committee must agree to participate in training on the ~~Conflict of Interest~~ and Interest provisions which will be run a minimum of annually by Council's ~~the~~ Governance team.

### 6.1.9 **Planning and Reporting**

#### Annual Work Plan

Council Committees are required to formulate an annual work plan that aligns with Council's Community Plan and Council Plan. There may also be an expectation that, from time-to-time, Council Committee members may need to complete mandatory training, as determined by Council. However, it is not envisaged that this training should prevail over the ongoing business of the Council Committee, as set out in the individual Council Committee's Terms of Reference. Such compulsory Council training may include:

- Occupational Health and Safety;
- Child Safe Standards;
- Conflict of Interest and relevant governance matters;
- First Nations matters;
- Emergency Management; and
- Other topics that may be of relevance to individual Council Committees.

#### Annual Report

Council Committees are required to prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Council Committee and should directly reflect the objectives and the performance measures of the committee as set out in its Terms of Reference. Once adopted by the Council Committee, the report will be distributed as provided for within the Terms of Reference.

### 6.1.10 **Administration Support**

Administration support is provided to Council Committees by the directorate whose functions are most aligned to the committee's objectives.

### 6.1.11 **Contact with the Media**

Contact with the Media by Councillors or staff shall be undertaken in accordance with the Councillor and Staff Media Policies. External committee members, should they have contact with the media in relation to a Council Committee, shall liaise with Chairperson in the first instance and then the Council Communications team, if deemed necessary, and must not at any stage purport to be a spokesperson for Council or the Council Committee.

### 6.1.12 **Sunset-Review Clause**

~~Council Committees shall have a sunset clause must be reviewed on a regular basis, this may vary depending on the committee type and with a review date will generally not exceeding a 4 year periods. If the committee has a relevant function at the end of the standard review sunset period, a report must be presented to Council prior to that period ending, including a review of the committee's Terms of Reference and seeking endorsement from Council to continue to act for a further period.~~

### 6.1.13 **Meals**

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

## 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

## ADVISORY COMMITTEE TERMS OF REFERENCE



### COMMITTEE NAME

Directorate

Responsible Officer

Committee Group

Approval Date:

Review Date:

### 1. PURPOSE

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

Detail Committee Purpose

### 2. OBJECTIVES

Detail Committee Objectives

Provide details of relevant goals within the Knox Community & Council Plan that apply to the Committee.

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

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

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

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

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



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

### **3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

The \_\_\_\_\_ Advisory Committee shall comprise the following:

- A maximum of \_ community members (please add any specialist requirements)
- A maximum of \_ industry members (including any relevant government agency representatives)
- \_ Councillors

#### **3.1 Selection and Recruitment of Community and Professional Industry Representative Members**

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

Eligible community members will have an interest in and good working knowledge of \_\_\_\_\_.

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

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and
- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

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

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

#### **3.2 Councillors**

Council will appoint Councillor representation annually.

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

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

### ~~3.3 Council Officers~~

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

## ~~4. DELEGATED AUTHORITY AND DECISION MAKING~~

~~The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.~~

## ~~5. MEETING PROCEDURES~~

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

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

~~At the commencement of each financial year the committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the committee throughout the ensuing year should align with the work plan and list of emerging issues.~~

~~Meetings will follow standard meeting procedure protocols, which are in summary:~~

- ~~• Commence on time and conclude by the stated completion time;~~
- ~~• Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;~~
- ~~• Encourage fair and reasonable discussion, participation and respect for each other's views;~~
- ~~• Focus on the relevant issues at hand; and~~
- ~~• Provide advice to Council as far as possible on a consensus basis.~~

## ~~6. CHAIR~~

~~The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.~~

~~If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.~~

## ~~7. AGENDAS AND MEETING NOTES~~

~~Agendas and meeting notes must be prepared for each meeting.~~

~~The Agenda must be provided to members of the committee not less than 4 days before the time fixed for the holding of the meeting.~~

~~The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.~~

~~The meeting notes of a Council Committee must:~~

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

~~Draft meeting notes must be:~~

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

~~Agendas and notes from meetings are not required to be made available to the public.~~

## ~~8. VOTING~~

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

## ~~9. CONFLICT AND INTEREST PROVISIONS~~

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

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

~~Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.~~

~~Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.~~

~~Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.~~

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

## ~~10. REPORTING~~

~~The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be presented to Council.~~

## ~~11. ADMINISTRATION SUPPORT~~

~~Administration support will be provided by the \_\_\_\_\_ Directorate.~~

## ~~12. CONTACT WITH THE MEDIA~~

~~Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.~~

## ~~13. REVIEW DATE~~

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

## ~~14. MEALS~~

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

# ~~SPECIFIC PURPOSE & STRATEGIC PROJECT TERMS OF REFERENCE~~



## ~~COMMITTEE NAME~~

~~Directorate~~

~~Responsible Officer~~

~~Approval Date:~~

~~Review Date:~~

### ~~1. PURPOSE~~

~~Detail Committee Purpose and how it will assist with the achievement of Council's goals and strategies under the Community and Council Plan.~~

### ~~2. OBJECTIVES~~

~~Detail Committee Objectives~~

~~Provide details of relevant goals within the Knox Community & Council Plan that apply to the Committee.~~

### ~~3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT~~

~~The \_\_\_\_\_ Advisory Committee shall comprise the following:~~

- ~~• A maximum of \_ community members (please add any specialist requirements)~~
- ~~• A maximum of \_ industry members (including any relevant government agency representatives)~~
- ~~• \_ Councillors)~~

#### ~~3.1 Selection and Recruitment of Community and Professional Industry Representative Members~~

~~The process to appoint community members will be advertised in the local newspaper, on Council's internet site and through local networks. Applicants must make application via an expression of interest process.~~

~~Eligible community members will have an interest in and good working knowledge of \_\_\_\_\_.~~

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

- ~~• Community and professional/ industry members will be selected by a panel comprising a Councillor, and 2 Council Officers from the relevant service unit.~~
- ~~• The method of appointment will be via an expression of interest process;~~
- ~~• Members will be appointed for a two year term;~~
- ~~• All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;~~

- ~~Council will be responsible for appointing all Councillor, community and professional/industry representative members; and~~
- ~~Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term.~~

~~Professional/industry representatives unable to attend a committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer as least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.~~

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

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

### **3.2 Councillors**

~~Council will appoint Councillor representation annually~~

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

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

### ~~3.3 Council Officers~~

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

## ~~4. DELEGATED AUTHORITY AND DECISION MAKING~~

~~The committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.~~

## ~~5. MEETING PROCEDURES~~

~~The committee will meet on a monthly/bi-monthly/quarterly basis and an annual schedule of meetings will be agreed upon at the first meeting of the committee in each year.~~

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

~~Meetings will follow standard meeting procedure protocols, which are in summary:~~

- ~~• Commence on time and conclude by the stated completion time;~~
- ~~• Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;~~
- ~~• Encourage fair and reasonable discussion and respect for each other's views;~~
- ~~• Focus on the relevant issues at hand; and~~
- ~~• Provide advice to Council as far as possible on a consensus basis.~~

## ~~6. CHAIR~~

~~The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.~~

~~If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.~~

## ~~7. AGENDAS AND MEETING NOTES~~

~~Agendas and meeting notes must be prepared for each meeting.~~

~~The Agenda must be provided to members of the committee not less than 4 days before the time fixed for the holding of the meeting.~~

~~The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.~~

~~The meeting notes of a Council Committee must:~~

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

~~the Committee.~~

~~Draft meeting notes must be:~~

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

~~Agendas and notes from meetings are not required to be made available to the public.~~

## ~~8. VOTING~~

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

## ~~9. CONFLICT AND INTEREST PROVISIONS~~

~~In performing the role of a specific purpose or strategic purpose committee member, a person must:~~

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

~~Meetings may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.~~

~~Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.~~

~~Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.~~

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

## ~~10. REPORTING~~

~~The committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the committee and should directly reflect the objectives and the performance measures of the committee as set out in the Terms of Reference. Once adopted by the committee the report will be forwarded to all~~



Councillors for information.

#### **~~11. ADMINISTRATION SUPPORT~~**

~~Administration support will be provided by the \_\_\_\_\_ Directorate.~~

#### **~~12. CONTACT WITH THE MEDIA~~**

~~Contact with the Media by committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.~~

#### **~~13. REVIEW DATE~~**

~~The committee will sunset at the conclusion of the project. To ensure currency the Terms of Reference will be reviewed as a minimum every 4 years. If the committee continues to have a relevant function after 4 years, a report must be presented to Council prior to this date that includes a review of the committee's Terms of Reference and seeking endorsement from Council on the committee's agreed function.~~

#### **~~14. MEALS~~**

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

# ~~WORKING GROUP TERMS OF REFEREN~~



## ~~COMMITTEE NAME~~

<del>Directorate</del>
<del>Responsible Officer</del>
<del>Approval Date:</del>
<del>Review Date:</del>

### ~~1. PURPOSE~~

~~Detail Committee Purpose~~

~~The \_\_\_\_\_ Working Group (Working Group) exists to \_\_\_\_\_ and to provide a forum for the discussion of matters pertaining to the operations of activities at \_\_\_\_\_.~~

### ~~2. OBJECTIVES~~

~~Detail Committee Objectives:~~

~~The objectives of the Working Group are to:~~

- ~~• Promote the positive co-existence of the organisations situated at the \_\_\_\_\_;~~
- ~~• Monitor operations affecting occupants at the \_\_\_\_\_; and~~
- ~~• Provide input and feedback to help inform the future development of the \_\_\_\_\_.~~

~~Provide details of relevant goals within the Knox Community & Council Plan that apply to the Committee.~~

### ~~3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT~~

~~Detail membership make up and method of appointment. May include representation from various user groups and/or stakeholders.~~

~~The Committee shall comprise of a maximum \_\_\_\_\_ representatives and include:~~

- ~~• One (1) \_\_\_\_\_;~~
- ~~• One (1) \_\_\_\_\_;~~
- ~~• One (1) \_\_\_\_\_;~~
- ~~• One (1) \_\_\_\_\_; and~~
- ~~• Two (2) Councillors of Knox City Council, with one (1) substitute.~~

~~Any non-Council members and substitutes are to be appointed by resolution of the Board or Committee of the respective organisation they represent. Members will be appointed for a two-year term. All members will be eligible to re-apply for appointment.~~



## Council Committees Policy

~~The Working Group may invite observers to meeting from time to time.~~

~~Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or period of time.~~

### **Substitute**

~~Should a member of the committee be unable to attend a meeting or complete their term on the committee, an appointed substitute member may attend meetings on their behalf. The substitute must be part of the organisation/group's Executive Committee. The attendance of a substitute must be approved by the Chairperson prior to any meeting.~~

## **4. DELEGATED AUTHORITY AND DECISION MAKING**

~~The committee is a working Group providing assistance to staff in regards to the operation of \_\_\_\_\_ and has no delegated authority to make decisions on behalf of Council.~~

## **5. MEETING PROCEDURES**

~~The committee will meet quarterly, is not required to give public notice of its meetings and its meetings are not open to the public. Additional meetings may be called if required.~~

~~Meetings will follow standard meeting procedure protocols, which are in summary:~~

- ~~• Commence on time and conclude by the stated completion time;~~
- ~~• Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;~~
- ~~• Encourage fair and reasonable discussion and respect for each other's views;~~
- ~~• Focus on the relevant issues at hand; and~~
- ~~• Provide assistance to Staff and Council, as far as practicable, on a consensus basis.~~

## **6. CHAIR**

~~The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.~~

~~If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Working Group shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.~~

## **7. AGENDAS AND MEETING NOTES**

~~Agendas and meeting notes will be prepared for each meeting of the committee. The Agenda must be provided to members of the Working Group not less than 7 days before the time fixed for the holding of the meeting.~~

~~The Chairperson must arrange for meeting notes of the Working Group to be kept. The meeting notes must:~~

- ~~(a) contain details of the proceedings;~~
- ~~(b) be clearly expressed;~~



## Council Committees Policy

- ~~(c) be self-explanatory; and~~
- ~~(d) in relation to recommendations, incorporate relevant reports or a summary of the relevant reports considered by the Working Group.~~

~~Draft notes of meetings must be:~~

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

~~Agendas and notes from meetings are not required to be made available to the public.~~

### **8. VOTING**

~~As this is a Working Group which has no decision-making capacity, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.~~

### **9. CONFLICT AND INTEREST PROVISIONS**

~~In performing the role of a Working Group member, a person must:~~

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

~~Meetings of the Working Group may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.~~

~~Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.~~

~~Where a community member has a perceived Conflict of Interest in relation to a matter in which the Working Group is concerned, or is likely to be considered or discussed, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest and be recorded in the notes of the meeting. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.~~

~~All members of the Working Group must participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.~~



## Council Committees Policy

### **10. REPORTING**

~~The Working Group is required to prepare a formal report on an annual basis. The report must be formally adopted by the Working Group and provide an annual summary of the discussion points, outcomes and any recommendations in regards to the future of the facility. Once adopted by the committee the report will be forwarded to all Councillors for information.~~

### **11. ADMINISTRATION SUPPORT**

~~Administration support will be provided by the relevant Council Service Unit supporting the Working Group.~~

### **12. CONTACT WITH THE MEDIA**

~~Contact with the Media by Working Group members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the committee.~~

### **13. REVIEW DATE**

~~The Terms of Reference will be reviewed after 2 years of the date of adoption if the committee's purpose has not been concluded within that time.~~

### **14. MEALS**

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

## KNOX POLICY



### MEALS AND BEVERAGES FOR COUNCIL COMMITTEES

<b>Policy Number:</b>	2002/05	<b>Directorate:</b>	Corporate Development
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Governance
<b>Approval Date:</b>	12 May 2015	<b>Version Number:</b>	3
<b>Review Date:</b>	12 May 2019		

#### 1. PURPOSE

This Policy provides direction and consistency in the meals and beverages that are provided to Council Committees.

This Policy needs to be read in conjunction with the Council Committee Policy and the Healthy Catering Policy and Guide 2014.

#### 2. SCOPE

This Policy will apply to all meals or beverages served at Council and Committee Meetings.

#### 3. REFERENCES

##### 3.1 *City Plan*

- Democratic and Engaged Communities

##### 3.2 *Relevant Legislation*

- Nil

##### 3.3 *Charter of Human Rights*

- This policy has been assessed against and complies with the Charter of Human Rights.

##### 3.4 *Related Council Policies*

- Council Committee Policy - 2006/13
- Healthy Catering Policy and Guide 2014

##### 3.5 *Related Council Procedures*

- Nil

#### 4. DEFINITIONS

“Committee”

Means an Advisory, an External or Specific Purpose Committee as defined in the Council Committees Policy.

## 5. COUNCIL POLICY

5.1 There are five categories of meals that can be provided at meetings. They are listed below (all meals include tea and coffee):

- Category 1 - Morning/afternoon tea/supper Fruit/cheese/savoury platter
- Category 2 - Working Lunch - Sandwiches/wraps/rolls
- Category 3 - Light meal - Sandwiches/wraps/rolls/salads/finger foods (hot/cold)
- Category 4 - Buffet meal
- Category 5 – Plated meal

5.2 The following meals and beverages will be provided:

Meeting	Meals and Beverages
<b>Lunch Meetings</b> Meetings that commence at or before 12.00pm and are scheduled to conclude after 1.00pm	Category 1, 2 or 3 <u>may</u> be provided during the meeting
<b>Dinner Meetings</b> Meetings that commence between 5.00pm and 7.30pm <ul style="list-style-type: none"> <li>• Council Meetings</li> <li>• Special Committees</li> <li>• Advisory Committees</li> <li>• External Committees</li> <li>• Specific Purpose Committees</li> </ul>	Category 5 Category 4 Category, 3 or Category, 3 or 4 Category 3 or 4
<b>Supper Meetings</b> Meetings that commence at or after 7.30pm and are scheduled to conclude after 9.00pm	Category 1, 2 or 3 <u>may</u> be provided during, or at the conclusion of, the meeting
<b>All other meetings</b>	Tea/coffee

5.3 Any variation to the stipulated meal provision must first be approved by the Chief Executive Officer.

5.4 Alcohol is only to be served at meetings after 6pm with the approval of the Mayor or the Chief Executive Officer and subject to the following guidelines;

- Alcohol will not be served with meals provided as part of regular Committee Meetings.
- Alcohol may be served with meals at meetings of Committees which incorporate a special occasion or celebration, e.g. pre-Christmas meeting.
- Alcohol may be served with meals involving the Council (e.g. pre-Council Meeting dinners), and at Civic functions hosted by the Council after 6pm

5.5 Care should be taken to order the required level of food and not to over cater. Costs for catering are to be charged against the relevant Service Unit budget.

5.6 Catering is to be supplied by a caterer appointed to the Council's panel of caterers

## 8.5 Capital Works Program Annual Report 2021/22

### **SUMMARY: Coordinator – Capital Works (John Bixby)**

This report informs Council of the delivery outcomes of the 2021/22 Capital Works Program (excluding Information and Communication Technology (ICT) related projects), as well as progress towards strategic objectives of asset renewal, sustainability initiatives, Economic and Environmentally Sustainable Development (EESD) initiatives and the Integrated Stormwater Solutions Program in 2021/22. Below are some program highlight achievements:

- 15 road reconstruction projects completed
- In excess of 100 streets re-surfaced
- Oval renewal works completed at Windermere Reserve
- Cricket net renewals at Eildon Park Reserve, Carrington Park and Miller Park
- Tennis court renewals at Glenfern Park, Ferntree Gully, Millers Reserve, The Basin and Eildon Park, Rowville
- Floodlighting upgrade at Gilbert Park Floodlighting Upgrade (Diamonds 1 and 2), Knoxfield
- New shared paths at Kelletts Road, Rowville, High Street Road, Wantirna South, Napoleon Road, Rowville, Burwood Highway, Knoxfield
- Rowville Children and Family Centre (Childcare) Refurbishment
- Knox Park Athletics – Changeroom Upgrade
- Modular Building Program – Lakesfield Reserve pavilion completed
- Community Toilet Replacement Program – Modular public toilets for Templeton, Scoresby, Tormore and Talaskia reserves completed
- Carrington Park Muti-Purpose Centre – Construction completed
- Knox Express Library facility completed
- 2,425 street trees planted

### **RECOMMENDATION**

**That Council receive and note this Capital Works delivery report for 2021/22.**

#### **1. INTRODUCTION**

The Capital Works Program is essentially the biggest service Council delivers to the community. The outcomes delivered through the Capital Works Program support service delivery and improve the health and wellbeing of the Knox community. To ensure this program is administered appropriately and that good governance and project management practices are observed, this report documents the outcomes of the 2021/22 Capital Works Program (excluding ICT related projects) and Council's progress in actioning a number of associated policies.

Council's Sustainable Buildings and Infrastructure Policy 2019 requires that:

- the Director – Infrastructure demonstrate achievements in EESD as part of the annual reporting on the delivery of the Capital Works Program; and



- a report is prepared on the achievements of EESD within Council facilities and infrastructure as part of Council's report on achievements on the Sustainable Water Use Plan and Climate Change Response Plan.

Further, Council adopted a policy for Water Sensitive Urban Design (WSUD) (revised 2015). This policy also requires that achievements in WSUD be incorporated as a part of the annual report on the delivery of the Capital Works Program. The achievements for 2021/22 are provided in this report.

This report is seen as a framework for not only reporting on the delivery of the program but also as a means of improving the efficiency and effectiveness of future program delivery.

## 2. DISCUSSION

### 2.1 2021/22 Capital Works Outcomes and Achievements

In April 2022, Council adopted a Revised Budget totaling \$69.9M investment in capital works (excluding ICT Capital Works Program). A Revised Budget for 2021/22 was adopted by Council on 11 April 2022. This update was made to align the capital expenditure profile, the timing of proceeds on sale of assets, and the realignment between capital and operational expenditure of Council's contribution to the Knox Regional Sports Park project of \$27M, which also resulted in an update to Council's budgeted borrowings profile. The 2021/22 project completion and expenditure against budget result was positively impacted through the capital re-phasing undertaken as part of the Revised Budget 2021/22 adopted on 11 April 2022.

Out of 201 projects, 92% or 185 projects of the total projects were completed or commenced in 2021/22. A number of projects were in progress at year-end and will carry through into the 2022/23 year.

In overall financial terms, 98% of the revised Capital Budget was expended in 2021/22. As noted, this figure was boosted due to the capital re-phasing undertaken in preparing the Revised Budget. If comparing against the original budget adopted by council in June 2021, 77% of the budget was expended in 2021/22.

**TABLE 1 – HISTORICAL CAPITAL WORKS PROGRAM PERFORMANCE**

	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22
Adopted Budget (million)	\$29.2	\$31.3	\$35.5	\$34.5	\$37.5	\$49.5	\$68.5	\$95.2	\$98.3	\$101.5	\$126.1	\$69.9
Budget expended (%)	81%	87%	79%	81%	82%	63.9%	53%	52.5%	58.7%	55.3%	32%	98%
Budget expended (million)	\$23.6	\$27.2	\$36.2	\$27.9	\$30.8	\$31.6	\$36.3	\$50.0	\$57.7	\$56.1	\$40.4	\$68.5
Projects Completed / In-progress (%)	97%	93%	98%	96%	98%	98%	89%	84%	89%	90%	85%	92%

## 2.2 Asset Renewal Program Performance

The Asset Renewal Program Revised Budget for 2021/22 totalled \$27.9M, of which \$23.6M or 85% was expended.

Renewal projects and programs that were undertaken during the year include the following:

- Road reconstructions of Lewis Road, Wantirna South, Malvern Street and Violen Street, Bayswater, Barry Street and Malvern Street, Bayswater, Albert Street, Upper Ferntree Gully, Commercial Road and Manuka Drive, Ferntree Gully, Sullivan Court, Wantirna, Wanaka Close, Rowville, Winnifred Crescent, Knoxfield, Edinburgh Road, Murene Court, Wilhelma Avenue, Boronia and numerous designs for future works to the value of \$2.53M.
- In excess of 100 streets have been treated under the 2021/22 Road Resurfacing Program to the value of \$4.67M.
- Rehabilitation programs for footpaths to the value of \$2.72M.
- Bicycle and shared path rehabilitation has been undertaken to the value of \$0.41M.
- Carpark renewal to the value of \$0.57M.
- Improvements to buildings, road surfaces, bridges, playgrounds, open space and reserves in excess of \$7.25M.
- Replacement of various fleet vehicles to the value of \$0.92M.
- Street Tree Renewal Program – 2435 trees planted to the value of \$0.54M.
- Drainage Pit and Pipe Renewal Program to the value of \$2.68M.

The Active Open Space program included the following works:

- Oval renewal works Windermere Reserve, Ferntree Gully, Knox Gardens Reserve Drainage, Wantirna, Over-sowing of Sports Fields, Renewal of Sportsfield Fencing and works at Knox Regional Netball Courts.
- Cricket Net renewals at Eildon Park Reserve, Carrington Park and Miller Park.
- Tennis court renewals at Glenfern Park, Ferntree Gully, Millers Reserve, The Basin, Eildon Park, Rowville, Knox Garden Reserve Design Wantirna South and works on public courts.
- Internal and external repairs and painting at multiple community facilities.

There are six (6) key Asset Renewal Programs which are the focus of this report (see table below). Asset Management Plans adopted by Council inform these programs and subsequent forecasting has been undertaken. During the development of each of these Asset Management Plans, extensive audits were undertaken to establish the condition rating, life expectancy and the amount of funding required to deliver these assets to the community at the desired service level.

Each adopted plan outlined service level targets to renew the worst condition assets (condition 5 – very poor, and condition 4 – poor) in the optimum achievable time to optimise service delivery, mitigate risk to Council, minimise maintenance costs and establish sustainable rehabilitation programs.

While the initial focus was ensuring that sufficient renewal funding was available to address the initial backlog, it was also recognised that a sustainable level of ongoing funding would be required into the future to ensure Council's asset network continued to remain at an acceptable condition level.

**TABLE 2 - ASSET MANAGEMENT PLAN – CAPITAL RENEWAL PROGRESS**

Renewal Program	Asset Category	Year Started	% Network in condition 4 & 5 at initial audit	Initial target year for elimination of condition 4 & 5 assets	Year of most recent audit	% Network in condition 4 & 5 at most recent audit	Next audit data due	Comments on progress of renewal program against service targets
1001 Road Sub-Structure and Kerb & Channel	Road Pavement	2005/06	7.8%	2016	2019	1.3%	2023	Initial target achieved in 2015. Funding now maintained at a level to match deterioration. 2019 Road audit assisted in validating this forecast.
	Kerb & Channel		0.1%	2016	2019	0.38%	2023	
1002 Road Surface	Road Surface	2006/07	19.9%	2021	2019	10.3%	2023	Initial target achieved in 2012.  The 2019 condition audit results and improved methodology for calculating road surface condition produced outcomes subtly different to the three previous audits.  The objective to achieve a minimum condition of 2 for Collector and Link roads and a minimum condition of 3 for all other road hierarchies by 2022, in accordance with the endorsed Road Asset Management Plan - 2019, remains achievable.  Road Condition Audit occurring in 2022 with results available early 2023.
1004 Footpaths	Footpaths	2005/06	6.1%	2011	2018	0.52%	2023	Initial target achieved in 2012. Funding now maintained at a level to match deterioration. 2019 Footpath Audit assisted in validating this forecast.
1005 Bicycle/ Shared Paths	Shared Paths	2005/06	51.6%	2020	2022	12.6%	2024	Initial target achieved in 2011. Funding now maintained at a level to match deterioration. Future audits will assist in validating this.
1007 Buildings	Buildings	2008	2%	2028	2018	7.9%	2022	Building Asset Management Plan – 2019 provides renewal methodologies and investment scenarios to address the gradual decline in building asset condition. Building condition audit scheduled for 2022/23 with results available mid-2023.
1012 Carparks	Carparks	2007	48.4%	2027	2020	0.69%	2024	Initial target achieved in 2015. Funding now maintained at a level to match deterioration. Carpark Pavement and K&C both have 0.69% condition 4-5 rated assets.
1000 Bridges & Culverts	Bridges	2007	86%	2016	2022	4.87%	2024	Significant renewal maintenance allocations made in 2010-2013 significantly improving bridge condition & performance. Initial target was almost achieved in 2016. The percentage of condition 4 & 5 is representative of the small dataset.

### **2.3 Asset New and Upgrade Program Performance**

The New and Upgrade asset program Revised Budget for 2021/22 totalled \$10M of which \$8M or 80% was expended.

New/Upgrade and Expansion Asset projects and programs that were commenced or completed during the year included the following:

- Energy performance contract endorsed by Council – implementation phase underway, Solar in Community Facilities Program – Panel installations in progress and Energy Retrofits for Community Buildings underway value at \$0.49M.
- Major Roads LED Streetlight Replacement procured for installation ready for throughout the municipality valued at \$0.28M.
- New footpaths at Bergins Road, Rowville, Mountain Highway, Boronia, Glenfern Road, Ferntree Gully, Malvern Street, Bayswater. Regency Terrace, Lysterfield – Connection to Napoleon Road Bus Stop, Alma Avenue, Ferntree Gully - New School Crossing, Amesbury Avenue, Wantirna – Intersection Treatments valued at \$0.58M.
- New shared paths at Kelletts Road, Rowville, High Street Road, Wantirna South, Napoleon Road, Rowville, Burwood Highway, Knoxfield valued at \$1.1M.
- Mowbray Drive and Argyle Way, Wantirna South – On Road Bicycle Link valued at \$0.1M.
- Open-space major works completion of masterplans include Llewellyn Reserve, Wantirna South – Masterplan Implementation, The Basin Triangle Masterplan, Carrington Park, Knoxfield – Masterplan Implementation, Egan Lee Reserve, Knoxfield Masterplan Implementation – Stage 2. H V Jones, Ferntree Gully – Masterplan Implementation Stage 3 and Peregrine Reserve, Rowville – Masterplan Implementation Stage 2 underway valued at \$2.2M.
- Floodlighting upgrade at Gilbert Park – Floodlighting Upgrade (Diamonds 1 and 2), Knoxfield, Lewis Park, Wantirna South – Oval 1, Templeton Reserve, Wantirna – Upgrade and Kings Park, Upper Ferntree Gully – Oval 1 – underway valued at \$0.82M.
- Bayswater Bowls Club – Car Park Upgrade and ramp access valued at \$0.11M.

Buildings and facilities New/Upgrade works included the following:

- Rowville Children and Family Centre (Childcare) refurbishment valued at \$1.2M.
- Alice Johnson Children and Family Centre, Ferntree Gully – verandah valued at \$0.05M.
- Knox Park Athletics – changeroom Upgrade valued at \$0.07M.
- Berrabri Kindergarten, Scoresby – verandah Space upgrade valued at \$0.05M.
- FW Kerr Kindergarten, Ferntree Gully – external upgrade valued at \$0.02M.
- Early Years Facilities – landscaping upgrades valued at \$0.23M.

### **2.4 Major Projects Program Performance**

The Revised Major Projects Program Budget for 2021/22 totalled \$32M compared with actual expenditure of \$36.9M. The higher level of actual expenditure relates to timing differences on projects which are phased over several financial years.

During 2021/22 the Major Projects program included the following:

- Stamford Park – construction of final stage (parklands) of work awarded values at \$0.15M.
- Boronia Precinct Planning –Boronia Renewal Strategy has been adopted with Erica Avenue Streetscape and Lupton Way Share Zone / Public Lighting projects underway value at \$0.41M.
- Modular Building Program – Lakesfield Reserve pavilion completed, Gilbert Park Reserve pavilion nearing completion and Marie Wallace Reserve pavilion underway valued at \$2.9M.
- Knox Operations Centre Remediation – works underway valued at \$0.35M.
- Knox Central Packaging – completion of purchase of parcel of land with masterplan works continuing value at \$18M.
- Community Toilet Replacement Program – Modular public toilets for Templeton, Scoresby, Tormore and Talaskia reserves completed. Wicks Reserve nearing completion valued at \$0.50M.
- Fairpark Reserve – Pavilion Upgrade (incorporating U3A extension) – design completed with contractor awarded and construction commenced valued at \$0.74M.
- Lewis Park, Wantirna South Masterplan – design of waterways completed. The sport and play features concept design complete with community consultation underway valued at \$0.45M.
- Carrington Park Multi-Purpose Centre – construction completed valued at \$1.92M.
- Westfield Library (Temporary) facility completed. Westfield Library (Permanent) design completed valued at \$0.45M.
- Knox Hockey Facility design and contractor awarded, works underway valued at \$0.31M.
- Knox Regional Netball Centre Extension – Construction nearing final stage of completion valued at \$10.7M.

## **2.5 Legal Requirements program performance**

The Legal Requirements program Revised Budget expenditure totalled \$0.16M, of which \$0.10M or 62% was expended.

## **2.6 Key Program delivery challenges**

Table 1 highlights the continued expansion in the overall program budget over the last 12 years. It also highlights that as the program grows, overall project completion performance can be adversely affected, hence Council decision in April 2022 to review the program overall budget and performance to align with actual delivery estimates.

A number of key factors are influencing this position. Council has endorsed a significant investment program in major projects in recent years, having delivered Carrington Park Multipurpose facility, Lakesfield Reserve modular building and the Knox Express library, among others. In addition, Council has an active roster of major projects under construction, including the Stamford Park wetlands, the Knox Regional Netball Centre, Fairpark Reserve, Lewis Park masterplan, Knox hockey facility development, Knox Library and modular building program.

The additional workload generated from the various Major Projects has placed considerable demand on Council's Capital Works delivery resources as each project typically requires significant

scoping and design development prior to moving through to a construction phase. Council’s current capital program has also been influenced by considerable external grants investment/financial support from both State and Federal Government levels to support economic growth. It is to be noted that many of the grants also come with expectations of expedited delivery.

Another challenging operating environment over the last financial year was experienced due to Covid-19, (the 2021/22 year included another state wide construction lockdown, which stopped construction activity for a four week period, affecting the majority of Council’s projects), labour and material shortages, price increases and weather impacts. Therefore, given the circumstances the result represents a strong achievement by officers to meet their delivery obligations for the capital works program.

Program delivery is being and will continue to be, adversely affected by the difficulty in recruiting suitably qualified staff, due to the strength of the private sector, resulting from considerable State and Federal Government investment in infrastructure and the effects of working under State Government restrictions and challenges with supply chain materials and products, as impacted by Covid-19. The impact of a lack of construction labour force has resulted in an increase in costs to Council for delivery of works, with many contractors preferring to bid for the most lucrative works/projects, resulting in Council experiencing less submissions to tenders.

The 2021/22 capital works budget was unusual in that, as noted earlier, a review was undertaken and adjustments were made through a Revised Budget adopted by Council in April 2022. The capital budget for the 2022/23 year was then prepared using this revised position as the new base. A number of challenges have been identified through this process which will be further discussed with Council in preparation for future years’ capital budgets.

## 2.7 Environmentally Sustainable Development (ESD) Achievements

As required by Council’s Sustainable Buildings and Infrastructure Policy 2019, a summary of ESD projects addressing the policy in the 2021/22 capital works program is provided below.

<b>Sustainability Initiatives Capital Works Program 2021/22</b>	
<ul style="list-style-type: none"> <li>o <b>Energy Performance Contract</b></li> </ul>	<p>Solar Panel installations completed as part of the Energy Performance Contract (EPC) projects:</p> <ul style="list-style-type: none"> <li>• 20kW at Carrington Park Leisure Centre</li> <li>• 15kW at Knoxfield Preschool</li> <li>• 13kW at Mariemont Preschool</li> </ul> <p>In addition, the following energy efficiency projects were completed as part of the EPC.</p> <ul style="list-style-type: none"> <li>• Installation of pool blankets on a number of smaller pools including the warm water pool at Knox Leisureworks</li> <li>• Upgrades to air conditioning at Knox Leisureworks</li> </ul> <p>LED Lighting upgrades at:</p> <ul style="list-style-type: none"> <li>• Ferntree Gully Community Arts Centre and Library</li> <li>• Rowville Community Centre</li> <li>• Knox Regional Netball Centre</li> </ul>

<ul style="list-style-type: none"> <li>○ <b>Solar in Community Facilities Program</b></li> </ul>	<p>Solar Panel installations completed at:</p> <ul style="list-style-type: none"> <li>● Knox Athletics Pavilion (11.6 kW of Solar and 18 kWh Battery)</li> <li>● Carrington Park Multi-Purpose Centre (30.6 kW)</li> <li>● Lakesfield Reserve Pavilion (24.4 kW)</li> <li>● Eildon Pde Early Learning Centre (20.7 kW)</li> <li>● Bena Angliss Maternal Child Health Centre (3.6 kW)</li> <li>● Flamingo Preschool &amp; Playgroup (10.4 kW)</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Energy Retrofits for community buildings</b></li> </ul>	<p>Replacement of lighting to LED in following car parks:</p> <ul style="list-style-type: none"> <li>● Dorset Square Shopping Centre Car Park</li> <li>● Knox Athletics Car Park</li> <li>● Kings Park Car Park (Baseball Club)</li> </ul>
<ul style="list-style-type: none"> <li>○ <b>Major Road Streetlight LED Replacement Program</b></li> </ul>	<p>Commenced the replacement of 500 lights on major roads (and intersections) in Boronia with LED alternatives. Installation to be completed in 2022/23.</p>

## 2.8 Integrated Stormwater Solutions Program Achievements 2021/22

In accordance with Council's WSUD Policy (revised 2015), the WSUD & Stormwater Management Strategy (2010); the Sustainable Water Use Plan (2008-2015); the Storm Water Asset Management Plan (2022); and the Flood Modelling and Mapping work being undertaken since 2014, stormwater management programs are more integrated to provide the greatest overall benefit to the Knox community.

Projects are planned strategically as 'Integrated Stormwater Solutions' that incorporate water sensitive urban design, best practice techniques and innovations to provide a suite of multi-outcome focused, blue-green infrastructure solutions that provide for:

- Increased capacity of the landscape to hold stormwater during storms to relieve pressure on the stormwater network and creeks (flood mitigation).
- Capture and treatment of urban stormwater runoff before it enters local creeks (water quality treatment).
- Aquatic habitats to support and recover aquatic flora and fauna in the city, including the nationally threatened native fish species - Dwarf Galaxias and Yarra Pygmy Perch, and other wildlife such as frogs and waterbirds.
- Enhanced diversity of local flora (plants) to improve natural cooling mechanisms across the city (canopy cover and reduction in urban heat islands) for improved community wellbeing during summer extremes.
- Capture, treatment and reuse of stormwater for irrigation of public open spaces and sports fields to ensure year-round use.
- Creation of "desirable destinations" for people to visit, connect, discover nature close to home, and enjoy safe water interactions.

The following is a summary of achievements:

- Desilt and reset of the sediment basin supporting the wetland at Wicks Reserve.
- Flood mitigation works on Ferndale Street Upper Ferntree Gully.
- Detailed design of flood mitigation works looking to resolve flooding issues in the vicinity of 1825 Ferntree Gully Road.
- Survey and service proving undertaken at Viewgrand Rise, Stud Park, Peregrine Reserve, Norvel Quarry, Egan Lee, Herbert Reserve and Gilbert Park.
- Design of the replacement Melbourne Water main drain and above ground channel within Gilbert Park.
- Continuing the community engagement piece relating to Koolunga Reserve.
- Completing the concept design of Egan Lee wetland.

### **3. CONSULTATION**

Communication and decision making is aided by monthly progress briefings with the Executive Management Team and regular liaison with Program and Delivery Coordinators. Councillors are providing a monthly Capital Works Status report at Councils Strategic Planning Committee (SPC) Meeting. This report is also made available to the community.

Also, timely and ongoing liaison between Council staff and stakeholders is an integral task required to prepare and deliver Council's Capital Works Program.

For new projects, Program and Delivery Coordinators will engage with the Community Engagement Lead and/or Communications Team, as appropriate, to assist with the development of engagement and communication plans, and the implement of such plans. For multi-year projects, initial consultations and communications may have been developed and commenced years prior to construction phases.

Prior to the construction phase of the projects, letter drops to affected residents informing of impending works and a Council contact have proven invaluable to inform local residents about upcoming works and to minimise inconvenience.

### **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 Council's exposure to climate risks through adoption of a long-term strategic approach to sporting surface maintenance, renewal and construction has continued with the continued use of warm season grasses conversions and the establishment of an ongoing Capital Works Program focused on delivering sustainable outcomes for structured sports (water harvesting). Council officers also continue to source opportunities to procure recycled content in construction materials and participates in and monitors trials of new recycled and reclaimed materials.

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

Through the introduction of Council's Sustainable Buildings and Infrastructure Policy in 2019, Council has the ability to reduce its consumption of valuable natural resources. The reduction in



consumption has a longer lasting effect in that it will reduce Council's operating costs into the future, reduce carbon emissions, protect local waterways and biodiversity values, reduce the use of potable drinking water and assist in Council delivering on many of its established strategies. Council is also progressing trials for the specification and use of recycled materials in both road and shared path projects.

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

A Revised Budget for 2021/22 was adopted by Council on 11 April 2022. This was an administrative update to align the capital expenditure profile, the timing of proceeds on sale of assets, and the realignment between capital and operational expenditure of Council's contribution to the Knox Regional Sports Park project of \$27M, which also resulted in an update to Council's budgeted borrowings profile.

The Revised Budget for 2021/22 for the Capital Works Program was \$69.9M (excluding ICT Capital Works Program) of which 98% was expended and 92% of projects either completed or in progress. The 2021/22 project completion and expenditure against budget result was positively impacted through the capital re-phasing undertaken as part of the Revised Budget 2021/22 adopted on 11 April 2022.

## **7. SOCIAL IMPLICATIONS**

As with other levels of Government, Council's commitment to its investment in the Capital Works program has economic benefits through the provision of both direct and indirect employment opportunities for local businesses and the local community. Council's ongoing investment in capital works continues to enhance the social fabric across Knox through the direct provision of community infrastructure and the services they support.

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

### **Civic Engagement & Integrity**

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:**            **Coordinator Capital Works, John Bixby**  
   **Manager Sustainable Infrastructure, Matthew Hanrahan**

**Report Authorised By:**        **Acting Director Infrastructure, Andrew Barr**

**Attachments**

Nil

## 8.6 Ferntree Gully Cemetery Trust Annual Report for the Year Ended 30 June 2022

**SUMMARY: Senior Governance Officer, Joyleen Mathias**

**This report presents to Knox City Council, as Trustee for the Ferntree Gully Cemetery, relevant statutory documentation pertaining to the 2021-2022 financial year of operations for consideration and adoption, prior to submission to the Department of Health.**

### **RECOMMENDATION**

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

- 1. Receive and note the audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2022 (Attachment 1);**
- 2. Receive and note the Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2); and**
- 3. Adopt the Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2021-2022 financial year (Attachment 3) and authorise Councillors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to sign the accounts on behalf of the Trust for submission to the Department of Health.**

### **1. INTRODUCTION**

The Knox City Council is Trustee for the Ferntree Fully Cemetery Trust and has a statutory obligation to complete yearly reporting of the financials to Department of Health for the Ferntree Gully Cemetery, pursuant to the Victorian Cemeteries and Crematoria Act 2003.

### **2. DISCUSSION**

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

- Audited financial statements for the Ferntree Gully Cemetery Trust for the year ended 30 June 2022 (Attachment 1);
- Independent Auditor's Report to the Trustees of the Ferntree Gully Cemetery Trust (Attachment 2); and
- An Abstract of Accounts from the Trust Members of the Ferntree Gully Public Cemetery for the 2021-22 financial year (Attachment 3) for submission to Department of Health.

The above documents are prepared with the assistance of Council's Business and Financial Services Department. Rizza Alexander conducted an independent audit of the Ferntree Gully Cemetery Trust Financial Statements 2021-2022 in accordance with Australian Auditing Standards, and issued an unqualified audit report, stating:

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

- (i) Gives a true and fair view of the Trusts financial position as at 30 June 2021 and of its financial performance for the year then ended; and

- (ii) Complying with Australian Accounting Standards (including Australian Accounting interpretations). “

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

### **3. CONSULTATION**

Nil.

### **4. 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**

Knox City Council's Business and Financial Services Department provides ongoing financial advice and accounting services to the Council in its capacity as Trustee for the cemetery. These services are included in the management fee of \$180,653 payable by the Trust to the Council for the 2021-2022 financial year. The management fee also includes other service areas, such as Governance and Operations that support the cemetery operations.

The 2021-2022 Financial Statements detail that the Ferntree Gully Cemetery operations incurred a profit of \$322,551, following a \$118,766 deficit the previous financial year. The profit earned is due to the ashes positions sold at the Grove Niche Walls and the Gateway.

As at 30 June 2022, the cash or cash equivalents held by Ferntree Gully Cemetery Trust is \$1,114,260.

There were 31 burials (23 burials previous financial year) and 33 ashes interments (43 ashes interments previous financial year) during the 2021/2022 financial year.

There are total of 166 ashes interment positions available for sale. Two (2) burial positions were returned to the Trust in the financial year 2021-2022 and as of 30 June 2022 there are a total of eight unsold burial positions. These positions are not being offered for sale, and are instead being held as reserve capacity pending a review of historical records to confirm physical positions in the cemetery correctly align with ROI's issued.

### **7. SOCIAL IMPLICATIONS**

Nil.

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

### **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:** Senior Governance Officer, Joyleen Mathias

**Report Authorised By:** Interim Director Customer and Performance, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Audited Financial Statements 2021-22 [**8.6.1** - 15 pages]
2. Attachment 2 - Ferntree Gully Cemetery - Independent Auditor's Report - 2022 [**8.6.2** - 2 pages]
3. Attachment 3 - Abstract of accounts 2021 22 [**8.6.3** - 8 pages]

**FERNTREE GULLY CEMETERY TRUST**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 30 JUNE 2022**

**FERNTREE GULLY CEMETERY TRUST**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

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**FERNTREE GULLY CEMETERY TRUST**  
**COMPREHENSIVE INCOME STATEMENT**  
 FOR THE PERIOD ENDED 30 JUNE 2022

	Note	June 2022 \$	June 2021 \$
<b>Income</b>			
Plot sales	2(c)	443,421	1,353
Burial fees	2(c)	51,948	41,127
Monument fees	2(c)	4,860	4,130
Plaque fees	2(c)	21,865	27,501
Grant income	2(c)	-	-
Investment income	2(c)	158	537
<b>Total income</b>		<u>522,252</u>	<u>74,648</u>
<b>Expenses</b>			
Management fees	6(c)	164,230	157,914
Plaques		10,416	14,492
Operating costs	3.1(a)	12,995	9,114
Utilities	3.1(b)	924	1,021
Depreciation	3.2	11,136	10,273
<b>Total expenses</b>		<u>199,701</u>	<u>192,814</u>
<b>Profit/(loss) for the year</b>		<u>322,551</u>	<u>(118,766)</u>
<b>Total comprehensive result</b>		<u>322,551</u>	<u>(118,766)</u>

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

**FERNTREE GULLY CEMETERY TRUST**  
**BALANCE SHEET**  
AS AT 30 JUNE 2022

	Note	June 2022 \$	June 2021 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	4.1(a)	1,114,260	784,597
Trade and other receivables	4.1(c)	2,304	2,252
Other financial assets	4.1(b)	-	-
<b>Total current assets</b>		<u>1,116,564</u>	<u>786,849</u>
<b>Non-current assets</b>			
Property, plant and equipment	5.1	859,736	867,672
<b>Total non-current assets</b>		<u>859,736</u>	<u>867,672</u>
<b>Total assets</b>		<u>1,976,300</u>	<u>1,654,521</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	4.2(a)	895	1,668
<b>Total current liabilities</b>		<u>895</u>	<u>1,668</u>
<b>Total liabilities</b>		<u>895</u>	<u>1,668</u>
<b>Net assets</b>		<u>1,975,405</u>	<u>1,652,853</u>
<b>Equity</b>			
Accumulated surplus		<u>1,975,404</u>	<u>1,652,853</u>
<b>Total equity</b>		<u>1,975,404</u>	<u>1,652,853</u>

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

**FERNTREE GULLY CEMETERY TRUST**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

	<b>Accumulated surplus</b>	
	<b>June 2022 \$</b>	<b>June 2021 \$</b>
Balance at beginning of the financial year	1,652,853	1,771,019
Comprehensive result	322,551	(118,166)
Balance at end of the financial year	1,975,404	1,652,853

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

**FERNTREE GULLY CEMETERY TRUST**  
**STATEMENT OF CASH FLOWS**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

	June 2022	June 2021
	Inflows/ (Outflows)	Inflows/ (Outflows)
Note	\$	\$
<b>Cash flows from operating activities</b>		
<b>Receipts</b>		
Plot sales	443,421	1,353
Burial fees	57,143	45,240
Plaque fees	24,051	30,251
Monument fees	4,860	4,130
Grants	-	-
Interest received	77	653
Net GST refund	20,696	20,696
	<u>550,248</u>	<u>102,323</u>
<b>Payments</b>		
Payments to suppliers	(217,386)	(254,643)
	<u>(217,386)</u>	<u>(254,643)</u>
<b>Net cash provided by/(used in) operating activities</b>	7.1 <u>332,862</u>	<u>(152,320)</u>
<b>Cash flows from investing activities</b>		
Payments for property, plant and equipment	(3,200)	(59,073)
Proceeds from disposal of financial assets	-	-
Purchase of financial assets	-	-
<b>Net cash provided by/(used in) investing activities</b>	<u>(3,200)</u>	<u>(59,073)</u>
Net increase (decrease) in cash and cash equivalents	329,662	(211,393)
Cash and cash equivalents at beginning of financial year	784,597	995,990
<b>Cash and cash equivalents at the end of the financial year</b>	<u>1,114,259</u>	<u>784,597</u>

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

**FERNTREE GULLY CEMETERY TRUST**  
**NOTES TO FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

**Note 1      Overview**

**Introduction**

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

**Statement of compliance**

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

**Note 2      Significant accounting policies**

**(a) Basis of accounting**

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

and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the determination of depreciation on infrastructure (refer to Note 5)

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

**(b) Going concern**

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

**FERNTREE GULLY CEMETERY TRUST**  
**NOTES TO FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

**(c) Revenue recognition**

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

**(d) Impact of COVID-19**

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus, known as coronavirus. A state of disaster was subsequently declared on 2 August 2020. The impacts of the pandemic have continued to abate through the 2021-22 year. These events have not had any significant impacts on the financial operations of the Trust.

**FERNTREE GULLY CEMETERY TRUST**  
**NOTES TO FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

	<b>June 2022</b>	<b>June 2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 3     The cost of delivering services</b>		
<b>3. 1 Materials and Services</b>		
<b>(a) Operating costs</b>		
Audit fee	1,700	1,650
Refund pre-purchased plots	10,933	6,440
Maintenance	-	592
Other operating costs	362	432
	<u>12,995</u>	<u>9,114</u>
<b>(b) Utilities</b>		
Telephone	924	1,021
	<u>924</u>	<u>1,021</u>
<b>Total material and services</b>	<u>13,919</u>	<u>10,135</u>
<b>3. 2 Depreciation</b>		
Depreciation expense	<u>11,136</u>	<u>10,273</u>
<b>Total depreciation and amortisation</b>	<u>11,136</u>	<u>10,273</u>

**FERNTREE GULLY CEMETERY TRUST**  
**NOTES TO FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

	<b>June 2022</b>	<b>June 2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 4    Our financial position</b>		
<b>4. 1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash at Bank	22,882	23,295
Cash at Call	1,091,378	761,302
<b>Total cash and cash equivalents</b>	<u>1,114,260</u>	<u>784,597</u>
<b>(b) Other financial assets</b>		
Term deposits	-	-
	<u>-</u>	<u>-</u>

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

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

<b>(c) Trade and other receivables</b>		
<b>Current</b>		
Plot debtors	-	-
Accrued interest	88	7
Net GST receivable	2,216	2,245
<b>Total current trade and other receivables</b>	<u>2,304</u>	<u>2,252</u>

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

No provision has been made for doubtful debts.



**FERNTREE GULLY CEMETERY TRUST**  
**NOTES TO FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

	<b>June 2022</b>	<b>June 2021</b>
	<b>\$</b>	<b>\$</b>
<b>4.2 Payables</b>		
<b>(a) Trade and other payables</b>		
Trade payables	895	1,668
	895	1,668
	895	1,668

**4.3 Commitments**

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

**4.4 Number of graves, ashes and interment positions available**

<b>Description</b>	<b>No.</b>	<b>No.</b>
Foothills graves	4	-
Ashes Garden	4	-
Rose garden	5	-
Ashes vault - single	1	-
Wall of Remembrance	4	-
Memorial Rose Garden	1	-
Lawn F	1	-
Methodist Section B	2	-
Roman Catholic Section D	1	-
The Grove Niche Walls	8	-
Grove 386 - 616	112	-
Gateway	31	-
	174	-
	174	-

**FERNTREE GULLY CEMETERY TRUST**  
**NOTES TO FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

**Note 5 Assets we manage****5.1 Plant, furniture, equipment and library materials****Summary of property, plant and equipment**

	<b>At cost</b>	<b>Accumulated</b>	<b>Written Down</b>
	<b>\$</b>	<b>Depreciation</b>	<b>Value</b>
		<b>\$</b>	<b>\$</b>
<b>2022</b>			
Land at cost	554,721	-	554,721
Infrastructure	348,688	(43,673)	305,015
	<u>903,409</u>	<u>(43,673)</u>	<u>859,736</u>

	<b>At cost</b>	<b>Accumulated</b>	<b>Written Down</b>
	<b>\$</b>	<b>Depreciation</b>	<b>Value</b>
		<b>\$</b>	<b>\$</b>
<b>2021</b>			
Land at cost	554,721	-	554,721
Infrastructure	345,488	(32,537)	312,951
	<u>900,209</u>	<u>(32,537)</u>	<u>867,672</u>

**Land**

At cost 1 July 2021	<u>554,721</u>
<b>Written down value of land at 30 June 2022</b>	<u>554,721</u>

**Infrastructure**

At cost 1 July 2021	345,488
Accumulated depreciation at 1 July 2021	(32,537)

**Movements in Cost**

Acquisition of assets at cost	<u>3,200</u>
	<u>316,152</u>

**Movements in accumulated depreciation**

Depreciation	<u>(11,136)</u>
	<u>(11,136)</u>

At cost 30 June 2022	348,689
Accumulated depreciation at 30 June 2022	<u>(43,673)</u>
<b>Written down value of infrastructure at 30 June 2022</b>	<u>305,015</u>

**FERNTREE GULLY CEMETERY TRUST**  
**NOTES TO FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

**Note 6 People and relationships**

**(a) Trustee**

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

**(b) Key Management Personnel**

The Councillors of Knox City Council during the year were:

Councillor Lisa Cooper (Mayor)	Mayor from 1 July 2021 to 15 November 2021 Councillor from 15 November 2021 to current
Councillor Susan Laukens (Mayor and Deputy Mayor)	Deputy Mayor from 1 July 2021 to 15 November 2021 Mayor from 15 November 2021 to current
Councillor Nicole Seymour (Deputy Mayor)	Councillor from 1 July 2021 to 15 November 2021 Deputy Mayor from 15 November 2021 to current
Councillor Yvonne Allred	Councillor from 1 July 2021 to current
Councillor Meaghan Baker	Councillor from 1 July 2021 to current
Councillor Jude Dwight	Councillor from 1 July 2021 to current
Councillor Sorina Grasso	Councillor from 1 July 2021 to current
Councillor Marcia Timmers-Leitch	Councillor from 1 July 2021 to current
Councillor Darren Pearce	Councillor from 1 July 2021 to current

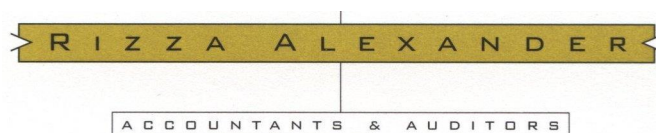
The Councillors received no remuneration from the Trust in connection with its management.

**(c) Other Related Party Disclosures**

Knox City Council's Finance department provides ongoing financial advice and accounting services to the Trustees. These services are included in the management fee of \$164,230 payable by the Trust to the Council for the year.

**FERNTREE GULLY CEMETERY TRUST**  
**NOTES TO FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

	<b>June 2022</b>	<b>June 2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 7      Other matters</b>		
<b>7. 1 Reconciliation of cash flows from operating activities to surplus</b>		
Profit/(loss) for the year	322,551	(118,166)
Add back depreciation expense	11,136	10,273
<b>Change in assets and liabilities</b>		
(Increase)/decrease in trade and other receivables	(52)	3,488
Increase/(decrease) in trade and other payables	(773)	(47,915)
<b>Net cash provided by/(used in) operating activities</b>	<u>332,862</u>	<u>(152,320)</u>



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

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

**Opinion**

We have audited the financial report of Ferntree Gully Cemetery Trust which comprises the balance sheet as at 30 June 2022, the comprehensive income statement, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the trustees' declaration.

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

- (i) Gives a true and fair view of the Trusts financial position as at 30 June 2022 and of its financial performance for the year then ended; and
- (ii) Complying with Australian Accounting Standards (including Australian Accounting Interpretations).

**Basis for Opinion**

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

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

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

The trustees are responsible for the other information. The other information comprises the information included in the Trust's annual report for the year ended 30 June 2022, but does not include the financial report and our auditor's report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon. In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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

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

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

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LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

- 2 -

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

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

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

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

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



Paul Rizza CA  
Rizza Alexander

Dated: 31<sup>th</sup> day of August 2022

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LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

## Abstract of accounts 2021-22

Rendered pursuant to s. 52 of the Victorian *Cemeteries and Crematoria Act 2003*. Due 1 September 2022.

### OFFICIAL

Cemetery trust name	FERNTREE GULLY CEMETERY TRUST
---------------------	-------------------------------

### General account

Income and expenditure columns must balance. Bank statements matching the closing bank and investment balances must be attached. Trusts with an annual income (total of the three rows marked \*) or expenditure (total of the 10 rows marked \*\*) of \$250,000 up to \$1 million must attach a copy of a review of their accounts. Trusts with an annual income (\*) or expenditure (\*\*) of more than \$1 million must attach a copy of an audit.

Income	\$	¢	Expenditure	\$	¢
Balance in bank at start of financial year	784,597		Secretary and other administrative staff **		
Cash in hand at start of financial year			Grounds staff (e.g. Sexton, groundskeeper employed by the trust)**		
Investments at start of financial year			Gravedigging**		
Interest received*	77		Contractors** (mgmnt fees)	180,653	
Fees received for graves, monuments, interments, etc.*	529,475		Memorialisation (plaques, etc.)**	11,458	
Other income*	20,696		Office expenses**	24,181	
Transfers from investments			Buildings (new construction)**	3,200	
Transfers from reserves			Insurance**		
Department of Health grants			Works (development of new areas, repairs and fencing, drainage, etc.)**		
Other grants			Other expenses and miscellaneous**	1,093	
Unpresented cheques			Balance in bank at end of financial year		
[This field remains blank]			Cash in hand at end of financial year	1,114,260	
			Investments at end of financial year		
<b>Total</b>	<b>1,334,845</b>		<b>Total</b>	<b>1,334,845</b>	

## Perpetual maintenance account

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

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

## Assets and liabilities

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

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



## Attestation – building compliance

Cemetery trusts need to meet the requirements of the Ministerial Directions for Public Construction Procurement in Victoria.

The department has developed *Class B cemetery trust guidelines for public construction procurement in Victoria*, which outlines the measures that trusts should implement when engaging in public construction projects costing more than \$50,000, available on the [health.vic website](https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/governance-and-finance/governance/class-b-public-construction-procurement) <<https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/governance-and-finance/governance/class-b-public-construction-procurement>>.

Examples of public construction projects include constructing buildings, mausolea, crematoria, niche walls, roads, fences, drainage, excavation, grading, engineering design and surveying.

Answer the following questions by placing an 'x' in the box that applies.

Question	Yes	No
Has your trust engaged in any construction projects this financial year in excess of \$50,000?		X
If yes, the public construction project was undertaken in accordance with purchasing and tendering policies adopted by the trust.		

## Current condition of cemetery

Place an 'x' in the box that applies.

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

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

## Right of interment (ROI) and interment information

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

### Bodily remains

Question	Response
Number of ROI for bodily remains (at-need) sold in 2021-22	0
Number of ROI for bodily remains (pre-need) sold in 2021-22	0
Number of interments of bodily remains (first burial in a plot) in 2021-22	10
Number of interments of bodily remains (second or subsequent burial in a plot) in 2021-22	21

### Cremated remains

Question	Response
Number of ROI for cremated remains (both at-need and pre-need) sold in 2021-22	142
Number of interments of cremated remains (in graves and memorials such as niche walls) in 2021-22	33

### Cemetery Capacity

Question	Response
Total number of bodily remains interred since the establishment of the cemetery	6183
Number of unsold ROI for bodily remains at 30 June 2022 (including estimated number of plots that could be created in areas of the cemetery that have the potential to be developed)	0*
The department collects this information to understand the remaining burial capacity in Victorian cemeteries.	

\* In terms of capacity the trust is not offering for sale any ROI's for bodily remains. Two burial positions were returned to the Trust in 2021-2022 and as of 30 June 2022 a total of eight burial positions are being held in reserve pending a review of historical records to ensure physical positions align with ROI's issued.

## Land use (optional section)

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

Question	Response
Number of hectares of land used for burials (occupied plots) and infrastructure in the cemetery as at 30 June 2022	2
Number of hectares of land not used (empty plots and undeveloped areas) in the cemetery as at 30 June 2022	0

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Question	Response
Total number of hectares in the cemetery (both used and not used land)	2

## Proposed works (optional section)

Answering this section is optional. Trusts are invited to provide a brief outline of cemetery repairs, maintenance or improvements considered necessary and an estimated cost of works proposed to occur during the next financial year. For information about funding for proposed works, visit the [Cemetery Grants Program webpage](https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/grants) <<https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/grants>>.

Proposed works	Proposed cost (\$)
Replacement signage	\$10,000

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## Statutory declarations

Two trust members (the chairperson and one other trust member) must execute a statutory declaration.

### Statutory declaration – trust member 1 (chairperson)

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

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

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

The above abstract of accounts for the financial year 2021-22 is true and correct for the trust mentioned below.

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

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

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

Declared at: \_\_\_\_\_ in the state of Victoria

\_\_\_\_\_  
 [City, Town or suburb]

on \_\_\_\_\_

[Date]

### Statutory declaration witness – trust member 1 (chairperson)

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

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

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

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

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

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## Statutory declaration – trust member 2

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

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

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

The above abstract of accounts for the financial year 2020-21 is true and correct for the trust mentioned below.

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

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

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

Declared at: \_\_\_\_\_ in the state of Victoria

[City, Town or suburb]

on \_\_\_\_\_

[Date]

## Statutory declaration witness – trust member 2

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

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

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

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

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

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

**End of financial year bank and investment statements must be provided** with this form and [emailed to the Cemetery Sector Governance Support Unit](mailto:cemeteries@health.vic.gov.au) at <cemeteries@health.vic.gov.au>.

Email is the department's preferred method to receive these documents. If you do not have access to email, the documents can be posted to:

The Manager  
Cemetery Sector Governance Support Unit  
Department of Health  
GPO Box 4057  
MELBOURNE VIC 3001

To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or [email the Cemetery Sector Governance Support Unit](mailto:cemeteries@health.vic.gov.au) <cemeteries@health.vic.gov.au>.

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## 8.7 Variation to Contract 1979 - Bin Based Waste Collection Services

**SUMMARY:** Project Lead Kerbside Reform, Lindsey Pettifer

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 bin Service and alignment of bin lid colours. This report concerns necessary measures to support the implementation of the food and garden bin service and specifically the supply and delivery of required food and garden waste infrastructure including new bins, replacement bin lids (lime green), kitchen caddies and compostable bin liners. It is proposed that provision of this required service be addressed via a variation to contract 1979: Bin based waste collection services.

The introduction of the required Food and Garden Bin Service infrastructure will be funded by the Kerbside Reform – Transition Project budget. It is noted that further bin lid colour changes, required by state government policy, for garbage and recycling streams will be conducted in 2024 via a separate procurement process.

### RECOMMENDATION

That Council:

1. Approve the variation to Contract 1979 – Bin Based Waste Collection Services submitted by JJ Richards & Sons Pty Ltd dated 01/07/2022, for the price of \$2,792,702 (incl. GST) to supply and deliver food and garden bin service infrastructure.
2. Authorise the Chief Executive Officer (or such person they nominate) to execute and finalise all requisite documentation required for the above variation and contracted service change.

### 1. INTRODUCTION

In August 2021 Council endorsed a kerbside reform transition program to facilitate State mandated waste changes within the Knox Community, with the first major change being implementation of a universal kerbside food and garden bin service, scheduled for delivery by mid-2023.

Council currently has an optional user pays residential service for green waste bins. This is serviced in 240 litre wheelie bins on a fortnightly basis and currently services over 46,000 properties. The number of properties that opt into the service is approximately 90 new properties per month.

In line with the council resolution made at the Council meeting in August 2021, Council is changing the service from an optional green waste only service, to a universal food and garden bin service. The collection and processing costs for the food and garden organics service will be included in the waste charge against properties, which also includes the cost for the garbage, recycling, hard and bundled green waste collections.

To coincide with the change, the lids on the existing green waste bins will be changed from red to lime green to meet Australian Standard for Mobile Waste Containers AS4123.7 and new food and garden organics bins will be provided to those residential properties without a green waste bin.

All properties are to be supplied with a 7 litre Kitchen Caddy, a roll of 150 compostable bin liners for the Kitchen Caddy and an education pack. The education pack will be supplied to the Contractor by Council.

Funding for this mandated infrastructure change is allocated under the kerbside reform transformation project over the 2022/23 and 2023/24 implementation timeframe.

The introduction of Food and Garden bin service aligns with Council's Community and Council Plan 2021-2031: Key Direction - Natural environment and sustainability. Where Knox is to lead by example and encourage our community to reduce waste by Implementing a Food and Garden bin service across Knox.

## **2. DISCUSSION**

An overview of the procurement process for the infrastructure required for implementation of a Food and garden bin process is outlined below:

- A tender was placed through the MAV panel to procure the services required to supply and deliver infrastructure (bins, lids and kitchen caddies) to implement a compliant food and garden bin service within Knox. Specifically, this contract sought:
  - Supply and deliver 7 litre Kitchen caddies, an education pack and a roll of compostable bin liners for each of the Kitchen caddies.
  - Supply and install new bin lids (lime green in colour) for Council's existing 240 litre green waste bins and recycle the redundant existing lids (red in colour).
  - Supply and deliver new 240 litre food and garden organics bins (dark green body, lime green lid) to residents who do not currently have a green waste bin.
- This tender contract 3043 'The Introduction of Food and Garden Organics (FOGO) Service' was released on the 8 June 2022 (noting this procurement require bin infrastructure only and did not relate to any collection service or frequency change). Upon closing and review by the evaluation panel, the tender was deemed a null award, having received only one response which did not provide confidence in a positive outcome for Council. The procurement report for this process is attached to this report (Confidential Attachment 1).
- Separate to the above tender process, Council sought a variation response from the incumbent kerbside collection contractor (JJ Richards and Sons Pty Ltd), who, as part of contract 1979, manages the supply, repair and replacement of council's current kerbside bins.
- The variation requested by Council utilised the same specification and schedules as contract 3034, allowing for direct comparison.
- JJ Richards & Sons Pty Ltd submitted a response to the variation request and the same evaluation panel for contract 3043 reviewed this response for consistency of assessment, on 19 July 2022.



- The same comparative criteria as the tender for Contract 3043 were used with the service being scored on:

<b>Comparative Criteria</b>	<b>Weighting</b>
1. Compliance with specification	20%
2. Capability	20%
3. Relevant experience, past performance and category management	20%
4. Local, social and environmental considerations	10%
5. Pricing	30%
<b>TOTAL</b>	<b>100%</b>

- The evaluation panel members met again on 27 July 2022 to compare overall scoring for the response to the variation to contract 1979 to the response received for Contract 3043 and ensure best value compared to market rates was being received.
- The response to the variation of contract 1979 submitted by JJ Richards & Sons Pty Ltd received a favourable score in comparison to the tender response received for Contract 3043.

This was attributed to:

- A detailed methodology outlining how the contract would be undertaken;
- A detailed outline of their capability to undertake the contract within the timeframe requested;
- Relevant experience undertaking similar works within both Victorian and interstate councils;
- Good local, environmental and social considerations were outlined within their response.
- The variation response also contained comparable financial outcomes to that received from the initial approach to market, confirming best value for Council
- No reference checks were undertaken as Contract 1979 is currently in place with the incumbent, JJ Richards and Sons Pty Ltd, performing a very satisfactory service, with the contract having been recently reviewed and extended by Council.
- The above variation will deliver to the community the infrastructure required to implement a universal Food and Garden bin service as approved by Council and mandated by the Victorian State Government.
- In accordance with advice from council's strategic procurement team, given the scale and scope of the contract, this report seeks approval from Council in accordance with the Procurement Policy.
- The relevant procurement report, response to the variation request and assessment matrix are attached as Confidential documents to this report.

### **3. CONSULTATION**

As part of the current waste strategy and Food and Garden waste service implementation, extensive community consultation is taking place from August to October 2022. Feedback from the community is being sought on waste services the community currently utilise, understanding

the main priorities of the community when considering waste services (eg. cost, frequency, level of service) and overall satisfaction with the service.

The implementation of a Food and Garden kerbside bin service has been mandated by the State government for all Victorian Councils. The variation to contract 1979 sought in this report, valued at \$2,792,702, directly addresses this required change by supplying and delivering the required infrastructure to the community's transition to a universal food and garden waste service.

Specific feedback from the community is not being sought on bin lid colour change as this is a mandated change required by the state government.

#### **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) and decreasing emissions to atmosphere (diverting waste from landfill). The implementation of a food and garden bin service is expected to increase overall diversion waste from landfill significantly with between 6000-8000 tonnes of food waste being composted each year.

#### **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**

The variation to Contract 1979 - Bin Based Waste Collection Services submitted by JJ Richards & Sons Pty Ltd, has been assessed as having an estimated total price of \$2,792,702 (including GST) for the roll out of required food and garden bin service infrastructure. Funding sufficient for this mandated service is allocated under the kerbside reform transformation project over the 2022/23 and 2023/24 financial years.

##### Overall cost of Food and garden service implementation

This report concerns only the procurement of required infrastructure for the Food and Garden bin service. The implementation of the food and garden service will also require changes to Council's collection and processing contracts.

The overall cost impact of the proposed food and garden service model must balance increased service costs (including collection of the 14,000 new services to properties who did not previously have a garden waste service), savings and costs associated with changes to collection frequency and savings achieved through diversion of material away from landfill to a composting processing facility with lower gate fees.

Precise costs/savings of the new service are also dependent on overall bin numbers, potential exemptions implemented as part of the new service transition and realised material diversion rates.

Partial support funding is also available to Council through the State Government's Kerbside reform support fund with Officers currently working with Recycling Victoria on the application of payments under deliverable milestones listed in Council's submitted waste transition plan.

The overall cost of these service changes, including the broader kerbside reform outside of food and garden organics, are being reviewed and refined and will be communicated to Council in November 2022.

## **7. SOCIAL IMPLICATIONS**

A number of mandated changes outlined in the '*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 adjustments in the annual residential waste service charge.

## **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.

## **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**

Attachment 1 and 2 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:

- Private commercial information that, if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not available to their competitors.

**Report Prepared By:** Project Lead Kerbside Reform, Lindsey Pettifer

**Report Authorised By:** Director, Infrastructure, Grant Thorne

## **Attachments**

Confidential Attachment 1 and 2 are distributed under separate cover

## 8.8 Contract 2992 - Road Resurfacing and Associated Services

### SUMMARY: Project Manager, Darren von der Lippe

This report considers and recommends the appointment of a panel for Contract 2992 Road Resurfacing and Associated Services utilising their submitted schedule of rates.

### RECOMMENDATION

#### That Council:

1. **Accepts the tenders shown in table 1 for Contract 2992: Road Resurfacing and Associated Services, at their tendered schedule of rates for an initial contract term commencing 27 September 2022 and ending 1 July 2025, with the option of two extensions of 1 year each, allowing for a maximum contract term of 5 years. The recommended contractors and their respective categories can be seen in table 1 below. The list of categories can be seen in table 2 below.**

Table 1: Recommended contractors and respective categories

Successful Tenderer / Bidder	Category awarded
BA Road Service Pty Ltd	3, 7, 8
Downer EDI Works Pty Ltd	3, 7, 8
Fulton Hogan Industries Pty Ltd	1, 2, 3, 4, 6, 7, 8, 9
Omnigrip Direct Pty Ltd	3
Prestige Paving Pty Ltd	3, 7, 8
RABS Paving Services Pty Ltd	1, 2, 3, 6, 7, 8, 9
The Trustee For SuperSealing Unit Trust (Trading As Supersealing)	3, 4, 7, 8
The Trustee For The Centofanti Unit Trust T/A Metro Asphalt Pty Ltd	1, 2, 3, 6, 7, 8, 9

Table 2: List of Categories

Category 1 – Asphalt Supply, Deliver and Lay	Category 6 – Plant and Labour
Category 2 - Profiling	Category 7 – Traffic Control;
Category 3 – Seal Treatments	Category 8 – Line Marking
Category 4 – Crack Sealing	Category 9 – Adjustment of Utility Covers
Category 5 – Asphalt Patching	

2. **Note the estimated contract cost for the initial 3 years is estimated to be in the order of \$23,146,640 including GST (\$21,042,390 excluding GST). If the extension options are executed, then the total cost of the contract is expected to be in the order of \$43,175,051 including GST (\$39,250,046 excluding GST).**
3. **Note expenditure under this contract in 2022/23 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations.**
4. **Authorise the Chief Executive Officer (or such person they nominate) to execute the contract agreements with the above contractors.**
5. **Authorise the Director, Infrastructure (or such person they nominate) to negotiate and execute extensions to Contract 2992 with the above contractors to the maximum 5-year contract term.**

## **1. INTRODUCTION**

This contract is for a panel of appropriately qualified providers for the supply and delivery of road resurfacing and associated services, who have submitted their respective schedule of rates. The contract has been developed through Local Government Collaboration, between Boroondara City Council, Knox City Council, Monash City Council, Stonnington City Council, and Whitehorse City Council, with Procurement Australia appointed as the tendering agent.

The participating Councils in conjunction with the Procurement Australia Tender Manager contributed to the following stages:

- Category Identification
- Specification Development
- Specification Review
- Tender Evaluation

## **2. DISCUSSION**

### **2.1. Background**

Knox City Council has successfully participated in a similar Eastern Regional Procurement Network (ERPN) contract for Road Resurfacing and Associated Services for the term of 1 August 2017 until 31 July 2022. Including granting of 2 one-year extensions, due to satisfactory service delivery.

In the past the ERPN has developed a comprehensive Schedule of Rates that addresses the needs of all the Councils involved, including Knox City Council. This continues to evolve and improve with the development of Procurement Australia contract 2507/0335.

## **2.2. Proposed Categories**

The proposed new Contract is similar in nature to the current contract with the exception that nine categories have been established. The categories tendered for are:

- Category 1 – Asphalt Supply, Deliver and Lay
- Category 2 – Profiling
- Category 3 – Seal Treatments
- Category 4 – Crack Sealing
- Category 5 – Asphalt Patching
- Category 6 – Plant and Labour
- Category 7 – Traffic Control
- Category 8 – Line Marking
- Category 9 – Adjustment of Utility Covers

## **2.3. Schedule of Rates**

Suppliers were asked to populate a Schedule of Rates with their tender submission.

## **2.4. Tenderers Received**

A total of 20 Suppliers downloaded the tender documentation. 18 submitted a response. Out of the 18 Suppliers who submitted a response, 17 of them submitted specifically for Knox City.

## **2.5. Tender Evaluation**

All participating Councils formed the Tender Reference Group (TRG) in conjunction with the Procurement Australia Tender Manager to contribute with the tender evaluation process.

The following evaluation criteria and weighting was developed in consultation with the TRG.

- Technical (90%)
  - Contractors Performance (50)
    - Company Profile & Experience
    - Processes & Procedures
    - Responsiveness
    - Quality Practices
    - Work Health & Safety
  - Customer Focus (20)
    - Customer Service
    - Account Management & Engagement
    - Value Added Products/Services
  - Corporate Social Responsibility (30)
    - Local Content
    - Social Impact
    - Environmental Management
    - Indigenous Content

- Financial (10%)
  - Price (100)
    - Price component
    - Payment terms

Refer to Attachment 1 – Procurement Report (which includes the Tender Evaluation Matrix) for the detailed tender evaluation matrix.

### **3. CONSULTATION**

Consultation has occurred with potential tenderers and stakeholders during the phases of tender preparation and advertising and also with the current contract officer, relevant Council staff and representation of other Councils during the evaluation phase to ensure a successful tendering process was achieved.

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

The evaluation for environmental management took into consideration company initiatives to reduce carbon emissions, through the use of recycled materials and renewable energy. Respondents demonstrated a commitment to lowering emissions through various means. The industry has demonstrated ongoing development of products with environmental benefits.

Implementation of the recommendation is considered to have a reduction in carbon emissions assisting with Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation. For example, a shift to recycled content and warm mix asphalt products achieved approximately 40 tonne reduction in carbon emissions for 2021/2022 road resurfacing program compared to traditional hot mix asphalt products.

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

In relation to this group of projects, the delivery of this contract will improve Council's assets and maintain infrastructure integrity well into the future while providing greater amenity to local residents.

The goal of this contract is to increase the use of renewable products in the program. This includes 'green' asphalt products that have been included in the tender submissions. These include low carbon 'warm mix' asphalt products, recycled asphalt products, recycled plastics and glass.

Warm Mix technology is an innovation that allows asphalt to be produced and placed at lower temperatures compared to traditional 'hot mix'. This process reduces energy consumption and carbon emissions resulting from asphalt production and application.

Approximately 850 000 tonne of glass is consumed in Australia each year, with 350 000 tonne recovered for recycling. Glass is used in asphalt as a fine aggregate when crushed and has similar physical and mechanical properties as sand.

Using recycled warm mix construction materials for the 2021/2022 road resurfacing program, council was able to achieve the following outcomes:

- Diverted more than 1,256 tonnes of recyclables from landfill, equivalent to 15,694 wheelie bins of rubbish
- Reduced carbon emissions by more than 39,129kg
- Recycled 57,884 plastic containers

- Recycled 25,950 glass bottles.

The industry has heavily invested in infrastructure that recovers thousands of tonnes of soft plastics annually, as well as other recyclable materials of which can be used in asphalt road base.

Any surplus material from these works will be disposed of at a licenced disposal centre or returned to asphalt plants for recycling by the contractor.

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

The Schedule of Rates Contract will be awarded for 3 years with the option of 1 + 1 year extensions based on satisfactory service delivery. The overall cost of the contract for the initial 3 years is estimated to be in the order of \$23,146,640 including GST (\$21,042,390 excluding GST). If the extension options are executed, then the total cost of the contract is expected to be in the order of \$43,175,051 including GST (\$39,250,046 excluding GST).

Council has managed to secure very competitive prices by engaging the market as a group through the Local Government Collaboration. Tendered rates have marginally increased, in comparison to the previous 'Contract 2276 – Asphalt Resurfacing and Associated Services'. This is to be expected in current economic conditions. Council achieved a stronger financial position by entering a collaborative tender rather engaging the market alone.

Council currently does not have contracted rates for Crack Sealing or Seal treatments (resealing using Micro Surfacing). Tendered rates for these categories, locks in the rate for the term of the contract. This is an excellent outcome for Council as we will now be able to rehabilitate more assets with the same funding by adopting the collaborative contract.

## **7. SOCIAL IMPLICATIONS**

Council's asphalt resurfacing programs have social implications during construction in terms of temporary inconvenience and access restrictions.

However, disruptions will be kept to a minimum and prior notification will be given of any restrictions.

The asphalt resurfacing programs improve road, carpark and shared path network conditions, improving amenity and community experience.

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

The road resurfacing and associated services contract is consistent with the goals of the Knox Community and Council Plan 2021-2025:

### **Opportunity and innovation**

Embracing innovation by trialling new products, especially with the many recycled materials being developed in the Asphalt Industry. It provides local employment opportunities for all. It's an industry where people and business can thrive.

### **Neighbourhoods, housing and infrastructure**

Building on and improving Knox City Council great road and path infrastructure, to meet the changing needs of our community.

### **Connection, resilience and wellbeing**

A well-managed Road and path network connects community.



**Civic engagement and integrity**

Knox Council resurfacing programs is conducted at a level where the community's expectations and standards are ensured.

**9. CONFLICT OF INTEREST**

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

**10. CONFIDENTIALITY**

Attachments 1 and 2 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, which relates to:

- Private commercial information that, if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not available to their competitors.

**Report Prepared By: Project Manager, Darren von der Lippe**

**Report Authorised By: Director, Infrastructure, Grant Thorne**

**Attachments**

Confidential Attachment 1 and 2 are distributed under separate cover

## 8.9 Comensura Contract

**SUMMARY: Carolyn Terry, Interim Chief People Officer**

**Council has engaged the services of Comensura Pty Limited (Comensura) for the supply of temporary labour hire over a number of years through a Municipal Association of Victoria (MAV) contract. The MAV contract expires on 8 November 2022 and is not being renewed. A similar contract is available to Council through Procurement Australia (PA). This report recommends that Council enter into a contract with Comensura through PA for an initial contract term from 9 November 2022 to 31 December 2023, with a possible extension of 1 + 1 years at Council's discretion.**

### **RECOMMENDATION**

**That Council:**

1. Award Contract number 3116 Managed Services Program (MSP) Providers for Contingent Labour (2312-0618-4) to Comensura Pty Limited under the Procurement Australasia contract for an initial contract term of 9 November 2022 to 31 December 2023.
2. Authorise the Chief Executive Officer (or such person nominated on their behalf) to execute the contract agreements with Comensura Pty Limited.
3. Authorise the Chief Executive Officer (or such person nominated on their behalf) to negotiate and execute contract extensions up to 31 December 2025 with Comensura Pty Limited.

### **1. INTRODUCTION**

On 28 March 2018, Knox City Council engaged Comensura Pty Limited for the provision of supply of temporary labour hire service through MAV Contract RS8017-2015NV - Recruitment Neutral Vendor Managed Services.

The MAV have not renewed their contract with the Comensura Pty Ltd which is due to expire 8 November 2022. It is therefore proposed to engage Procurement Australasia (PA) to undertake the Comensura Contract.

Engaging Comensura Pty Limited under the PA Contract number 3116 Managed Services Program (MSP) Providers for Contingent Labour (2312-0618-4) would continue to provide Council with the continued benefits of a cost-effective, centralised, transparent and efficient approach for the procurement of all temporary agency labour hire requirements.

The contract will be awarded for an initial term of 9 November 2022 to 31 December 2023 with a 1+1 year extension option based on satisfactory service delivery. The contract is a schedule of rates contract, so Council has the ability to decrease expenditure under the contract as business needs change.

The overall cost of the contract is estimated to be \$18,000,000 (incl. GST) \$ 16,363,636.36 (ex GST).

### **2. DISCUSSION**

Engaging with Procurement Australia to provide a single source supplier to manage a network of temporary recruitment agencies for the sourcing and supply for all temporary labour hire requirement provides Knox with a cost effective, centralised, efficient and transparent approach to manage its contingent workforce.

Comensura has enabled Council to efficiently respond to its short-term business needs. Examples include backfilling planned or unplanned leave, meeting regulatory obligations such as childcare ratios, or sourcing specialist project or technical resources to support the implementation of key ICT projects.

Through using Comensura, Council decreases its direct contingent workforce costs through securing reduced hourly charge rates due to Comensura's greater purchasing power. Council also obtains indirect savings, through accuracy of accounting, streamlined invoicing and regular reporting, with Council receiving one weekly invoice for all agency labour hire arrangements.

Comensura is responsible for ensuring all legislative, governance and compliance needs are met, providing confidence in decisions related to temporary agency labour hire recruitment and planning. The use of a centralised platform has provided Council with transparency and an easy way to monitor and track usage and spend, allowing for proactive discussions where there is a consistently high level of labour-hire staff engaged. Without Comensura, business units would revert to engaging agency labour hire through Council's accounts payable system.

### **3. CONSULTATION**

Procurement Australia led a tender process on behalf of Victorian Councils and procured the services of Comensura Pty Limited for the Recruitment neutral vendor managed services via a compliant process. No community consultation or communication was required in relation to this report.

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

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

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

There are no direct environmental / amenity issues arising as a direct consequence of this report.

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

Funding is sourced from the operational budget of the business unit that engages labour-hire agency worker. Costs associated with engaging temporary labour would increase without access to Comensura's purchasing power which achieves lower supplier margins.

### **7. SOCIAL IMPLICATIONS**

There are no social implications issues arising as a direct consequence of this report.

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

#### **Civic Engagement & Integrity**

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

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

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

## **10. CONFIDENTIALITY**

Attachments 1 and 2 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, which relates to:

Private commercial information that, if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not available to their competitors.

**Report Prepared By: Anastasia Bucknell, Acting People Experience Lead**

**Report Authorised By: Carolyn Terry, Interim Chief People Officer**

### **Attachments**

Confidential Attachment 1 and 2 are distributed under separate cover

## 8.10 Governance Issues Associated with Councillor Campaigning

**SUMMARY:** Acting Coordinator Governance, Saskia Weerheim

**As the State Election draws nearer, Council has requested a report that considers some of the issues associated with Councillors who are standing as candidates in State and Federal Elections as per the resolution of Council at its August 2022 meeting.**

### **RECOMMENDATION**

**That Council note:**

- 1. The information provided in this report regarding the governance issues associated with Councillors campaigning in State and Federal Elections with particular regard to decision-making, advocacy and Councillor allowances.**
- 2. The Local Government Victoria Bulletin 45/2022, “State Election and Impact on Councils” and which includes information regarding relevant considerations for Councillors standing at the November 2022 State Election, set out in Attachment 1 of the officer’s report.**
- 3. The Municipal Association of Victoria’s “Guidelines Councillors Standing for State or Federal Elections” dated November 2021 and set out in Attachment 2 of the officer’s report.**

### **1. INTRODUCTION**

A matter of urgent business was raised at the August 2022 Meeting of Council regarding Councillors campaigning in the upcoming State Election. A resolution was passed as follows:

“That Council resolve to receive a report to the September 2022 Council Meeting providing information regarding the Governance issues associated with Councillors campaigning in State and Federal Elections, having particular regard to decision-making, advocacy and Councillor allowances.”

This report will provide context to these issues for Council’s consideration.

### **2. DISCUSSION**

The Local Government Act 2020 does not prohibit Councillors standing for State or Federal Elections.

The Victorian Charter of Human Rights and Responsibilities includes as a basic right and freedom, the right to take part in public life. This includes the right to run for public office. In the context of the Councillors running as candidates in State or Federal Government elections, this right under the Charter may become engaged if there is any attempt to:

- limit the ability of individuals to take part in parliamentary elections; or
- limit the ability of someone to participate in local Council meetings.

Notwithstanding, Councillors who stand for State or Federal Elections must still ensure that their candidacy and campaigning does not interfere with performing their public duties as a Councillor.

As well as complying with requirements set out in the Local Government Act 2020 (the Act), Local Government Victoria advises that Councillors who are candidates should exercise a high level of awareness about:

- Biases and conflicts;
- Confidential information;
- Councillor standards and codes of conduct; and
- Misuse of position.

The most recent Bulletin from Local Government Victoria can be found in Attachment 1.

The Municipal Association of Victoria (MAV) has also published guidelines for Councils and candidates, "Councillors Standing for State or Federal Elections" (Attachment 2). These Guidelines offer guidance about issues concerning Councillor candidature in State and Federal Elections.

### **2.1 Performing the Role of Councillor**

The Local Government Act 2020 does not require Councillors who choose to stand for State or Federal Election to take a leave of absence at any period in the lead up to the election. Nor does the Act limit their capacity to perform the role of Councillor while standing for election.

The MAV Guidelines do suggest councillor-candidates take leave once they have formally nominated, Guideline 3 says:

A councillor who nominates as a candidate for a State or Federal election (a Nominated Candidate), should apply for leave of absence from the council and this leave of absence should commence no later than the date of their nomination as a candidate with the relevant electoral commission for the election (Nomination Date) and conclude no earlier than the close of voting for the election. During this period, a councillor who is on a leave of absence should not attend meetings of the council or otherwise act as a councillor.

The forthcoming Victorian State election is scheduled for 26 November 2022 and adherence to the MAV guidelines would result in Councillor-Candidates taking leave, as a minimum, in the two weeks leading up to the election. (Nomination Day is 10 November for candidates endorsed by a registered political party; and 11 November for independent candidates.)

Adherence to the guideline is not mandatory, and Councillors do not cease to be Councillors while on leave of absence; so Council cannot impose limits on Councillor-candidates performing the role of Councillor even while on a leave of absence. Ultimately whether a Councillor chooses to take a leave of absence, and to what extent they perform the role of Councillor while on leave, is a matter for the councillor to determine.

It is noted that the Councillors who have advised Council of their prospective candidature in the November State Election, have requested leaves of absence commencing on 31 October 2022.

## **2.2 Decision-Making**

Conflicts of interest was noted by Local Government Victoria as a key area where Councillors who are candidates must exercise a high level of caution. This is reinforced by the MAV Guidelines which advise:

- A Councillor who is a Prospective Candidate or a Nominated Candidate should take care to declare conflicts of interest that may pertain to their conflicting role as a candidate (Guideline 6).

Managing conflicts of interest is one way of ensuring that decisions are made transparently and with integrity. The Local Government Act 2020 covers conflicts of interest and these provisions are also reflected in Chapter 5 of Council's Governance Rules.

Councillor candidates must consider in particular whether their private interests as a candidate or nominee, would, or could be considered to, result in them acting in a manner contrary to their public duty. This might include where decision-making at a Council or Committee meeting intersects with campaign activities or commitments.

Ultimately, it is the individual Councillor who is responsible and accountable for determining whether they have a conflict of interest.

## **2.3 Advocacy**

Advocacy is one of the important roles that Councillors perform on behalf of their community. MAV provides guidance around advocacy for Council consideration as follows:

- A Councillor who is a Prospective Candidate or a Nominated Candidate, should take care to differentiate between their role as a State or Federal Election candidate and role as a Councillor when making public comment (Guideline 7).
- A Councillor who is a Prospective Candidate or a Nominated Candidate, should not use Council activities, including Council meetings, events, network meetings and Council-related external activities in relation to their candidacy (Guideline 9).

Councillor candidates must consider in particular:

- Whether their advocacy as a Councillor is, or may be perceived as being, connected with their campaigning.
- Whether their participation in Council activities is, or may be perceived as being, connected with their Councillor duties, or their campaign activities.

## **2.4 Misuse of position**

Misuse of position is another area noted by Local Government Victoria as a key area where Councillors who are candidates must exercise a high level of caution.

This is reinforced by the MAV Guidelines which advise:

- A councillor who is a Prospective Candidate or a Nominated Candidate, should not use council resources, including council staff, equipment and facilities in relation to their candidacy. (Guideline 8).
- A councillor who is a Prospective Candidate or a Nominated Candidate, should not use council activities, including council meetings, events, network meetings and council-related external activities in relation to their candidacy (Guideline 9).

Councillor candidates must consider in particular:

- That officer advice is a resource that must only be used for Council activities, and consequently seek their own independent advice regarding how they conduct themselves as a Councillor and candidate.
- That Council information is a resource and that any information that is provided to them 'in confidence' in their capacity as a councillor, or that meets the definition of 'confidential information' under the Local Government Act 2020, is not used in connection with their election campaign.

## **2.5 Allowances and Reimbursement of expenses.**

Allowances for Mayors, Deputy Mayors and Councillors are determined as statutory entitlements under Division 6 of the Local Government Act 2020.

Under the Act, Council has no power to vary the allowance entitlements and it is only the individual Mayor, Deputy Mayor or Councillor that may elect to vary the amount of the allowance they receive, by electing to receive a part of their entitlement, or none.

As previously indicated, the Councillors who have advised Council of their prospective candidature in the November State Election have requested leaves of absence commencing on 31 October 2022 and have elected to forego their respective allowances during those periods of leave.

In addition to allowances, under the Local Government Act 2020, Councillors are entitled to have reimbursed, out-of-pocket expenses which Council is satisfied are 'bona fide expenses' that were 'reasonably incurred in the performance of the role of Councillor' and which 'are reasonably necessary' to perform the role.

Councillor candidates should take care to carefully differentiate between when they are acting as Councillors, and when they are acting as candidates, and ensure before claiming reimbursement for expenses, that the expenses claimed are exclusively related to their Councillor role.

## **3. CONSULTATION**

A desktop review was undertaken of a number of Victorian Councils to understand how other Councils have responded to the issue of Councillor candidature in State and Federal Elections:

- Some have included specific provisions in their Governance Rules (often aligned to the MAV Guidelines);
- Some have included provisions in their Councillor Code of Conduct (often aligned to the MAV Guidelines); and
- Some have no adopted policy or guidelines on the issue.

Officers will consider whether to include additional guidance in either the Governance Rules or Councillor Code of Conduct at a future date when these documents are next reviewed.

Officers have also consulted directly with Local Government Victoria in relation to the role of Councillors when on leave of absence.



**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 of relevance to this report.

**6. FINANCIAL & ECONOMIC IMPLICATIONS**

The financial implications relating to Councillor allowances are discussed in section 2.5 of this report.

**7. SOCIAL IMPLICATIONS**

Council has obligations under the Local Government Act 2022 and to the Knox community to ensure that its governance is transparent and equitable and ratepayer funds are spent accordingly and appropriately. This report canvasses such governance matters for Council and community consideration.

**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 Coordinator Governance, Saskia Weerheim**

**Report Authorised By:                Interim Director, Customer and Performance, Tanya Scicluna**

**Attachments**

1. Attachment 1 - Local Government Victoria Bulletin-State Election and Impact on Councils - 2022-09-2 [8.10.1 - 2 pages]
2. Attachment 2 - MAV Guidelines- Candidature of councillors in state or federal elections. 2022-09-26 [8.10.2 - 4 pages]

**From:** Local Government (DJPR) <[lgv@ecodev.vic.gov.au](mailto:lgv@ecodev.vic.gov.au)>

**Sent:** Wednesday, 7 September 2022 11:19 AM

**Subject:** OFFICIAL: LOCAL GOVERNMENT VICTORIA BULLETIN 45/2022: STATE ELECTION AND IMPACT ON COUNCILS

OFFICIAL

A dark blue banner with a green arrow pointing right, containing the text "Local Government Victoria Bulletin" in white.

## Local Government Victoria Bulletin

### **BULLETIN: 45/2022**

### **STATE ELECTION AND IMPACT ON COUNCILS**

The Victorian State election will be held on Saturday 26 November 2022.

Please note that the caretaker period for the 2022 Victorian election will commence at **6.00 pm on Tuesday, 1 November 2022**, unless the Legislative Assembly is dissolved before this date. It will continue until the election result is clear, or a new government is commissioned. More information can be found at: <https://www.vic.gov.au/guidelines-caretaker-conventions>.

#### **Councils to continue to perform their statutory obligations**

The limitations and requirements during the State Government caretaker period only apply to the State Government.

During the caretaker period for the State election, the expectation remains on councils to continue to perform their statutory duties under the *Local Government Act 2020* (the Act) and to continue to provide good governance to their communities.

For example, the requirements related to the office and election of Mayor (and Deputy Mayor) will continue to apply during the caretaker period for the State election.

#### **Considerations for Councillors standing at State election**

Councillors who choose to stand for the State election must ensure that their candidacy and campaigning does not interfere with performing their public duties as a Councillor.

Councillors considering standing for election must ensure that they continue to comply with the requirements of the Act. Councillors who are candidates should exercise a high level of awareness about:

- biases and conflicts;
- confidential information;
- councillor standards and codes of conduct;
- misuse of position.

Local Government Victoria has resources available to help Councillors consider these matters:

- [Conflict-of-interest-manual.pdf](#)
- [Conflict-of-interest-guide.pdf](#)

The Act does not require Councillors who are candidates to stand aside during their period of candidacy. It is a matter for affected councillors to determine how they will approach their councillor role during this time. Councillors should give due consideration to their ability to be able to perform their duties as outlined above.

If a Councillor is elected to the State Parliament, section 34 of the Act provides that they can no longer continue to be a Councillor. Continuing to act as a Councillor after being elected to the Parliament is an offence and may result in serious penalties.

### **Caretaker conventions and interactions**

During the caretaker period Ministers continue to hold their position as Minister and should be addressed as such until they resign, or a new Ministry is sworn in.

The State Government observes caretaker conventions, which direct how government business will be conducted during the caretaker period. The key objectives of the caretaker conventions are to:

- preserve the autonomy of an incoming government (in the event that the incumbent government is not returned);
- ensure the State's resources are used appropriately and not to the unfair advantage of the incumbent government; and
- protect the political neutrality of the Victorian public sector.

Although the caretaker conventions are not legally binding on Ministers and members of the government, they have normative force given that they derive from constitutional practice and custom. For Ministers and members of the government, adherence is ultimately the responsibility of the Premier and government collectively to ensure the government avoids:

- making or implementing major policy decisions that are likely to commit an incoming government;
- making significant appointments;
- entering into major contracts or undertakings.

The caretaker conventions also help ensure that the public sector remains, and is perceived to remain, apolitical. More information can be found at: <https://www.vic.gov.au/guidelines-caretaker-conventions>.

Please contact Michael Concas, Senior Manager Local Government Victoria, at [michael.concas@ecodev.vic.gov.au](mailto:michael.concas@ecodev.vic.gov.au) if you have any queries.

Regards

**Mike Gooley**  
**Executive Director**  
**Local Government Victoria**

Authorised by Emily Phillips, Deputy Secretary  
Local Government and Suburban Development  
Department of Jobs, Precincts and Regions





# Guidelines

## Councillors standing for State or Federal Elections

With upcoming state and federal elections forecast in or before 2022, the MAV recommends councils and councillors familiarise themselves with the relevant laws and review applicable election content in councillor codes of conduct and other related council policies.

Local government experience provides for a recognised track record on which to stand for state or federal elections. As a prospective or nominating candidate, a councillor needs to ensure they continue to act with integrity, avoid potential conflicts of interests and the perception of misuse of their position and council resources.

### LOCAL GOVERNMENT ACT 2020

Councillors are elected to perform their duties in a lawful manner and must comply with relevant provisions of the *Local Government Act 2020 (the Act)* including the standards of councillor conduct which are prescribed in regulation 12 of the *Local Government (Governance and Integrity) Regulations 2020*. When considering standing for Federal or State Parliament, it is recommended councillors consider these duties and requirements under the Act, including standards of conduct and potential conflicts of interest.

These standards of conduct require councillors to do everything reasonably necessary to ensure they perform the role effectively and responsibly including by ensuring they are fit to conscientiously perform the role of a councillor when acting in that capacity or purporting to act in that capacity and must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.

Councillors must comply with the conflict of interest provisions outlined in sections 126 to 136 of the Act as well as the *Local Government (Governance and Integrity) Regulations 2020*. Managing conflicts of interest is about ensuring the integrity and transparency of decision making. Councillors nominating for Federal or State Parliament must ensure their private interests as a nominee do not affect their public duties and they do not use their position as councillor for personal benefit. Councillors must disclose any conflicting interests and not participate in decision making processes on matters where they have a conflict of interest.

The Act also provides it is an offence if a councillor intentionally misuses their position to gain or attempt to gain an advantage for themselves or for any other person, including by using public funds or resources in a manner that is improper or unauthorised.

Section 34(2)(a) of the Act specifies a person is not qualified to be councillor and ceases to hold the office, if they are member of either the Victorian Parliament, the Commonwealth Parliament, or of another State or Territory of the Commonwealth Parliament. Therefore, a councillor must resign immediately if they are successful in a State or Federal election.



# Guidelines

## COMMONWEALTH AND STATE CONSTITUTIONAL LAW

A councillor considering standing for federal or state elections should familiarise themselves with relevant constitutional laws - the *Commonwealth of Australia Constitution Act* (the Australian Constitution), for Federal elections, and the *Constitution Act 1975* (the Victorian Constitution), for Victorian elections.

If a councillor intends to nominate for election to Federal or State Parliament, the MAV recommends they seek independent legal advice in regards to the various issues associated with running as a candidate whilst still a councillor.

### Federal Parliament eligibility

Under section 44(iv) of the Australian Constitution, a person who holds any office of profit under the Crown, or any pension payable during the pleasure of the Crown out of any of the revenues of the Commonwealth shall be disqualified from nominating as a candidate or sitting in Parliament.

It is not considered that the position of councillor will fall within the category of holding 'any office of profit under the Crown' under s44(iv) of the Constitution. In 2018 the High Court unanimously held that a Tasmanian councillor and mayor was not incapable of being chosen or of sitting as a Senator of Federal Parliament by reason of section 44(iv).

In addition, section 327(3) of *The Commonwealth Electoral Act 1918* provides any State legislation that discriminates against a councillor on the ground that the councillor has been, or is to be, nominated or declared as a candidate for the House of Representatives or the Senate has no effect. This section reflects the intention of the Federal Parliament, as outlined in the Minister's second reading speech for the *Commonwealth Electoral Amendment (Members of Local Government Bodies) Act 2003* as being 'to ensure that eligible members of a local government body do not suffer any penalty arising from their decision to stand as a candidate for election to either the Senate or the House of Representatives'.

### State Parliament eligibility

Under section 49 of the Victorian Constitution, a person who holds any office or place of profit under the Crown (whether in right of Victoria or any other capacity), or is in any manner employed in the public service of Victoria or of the Commonwealth for salary wages fees or emolument may stand for election to the Victorian Parliament provided they resign from that position if elected to the Parliament. Otherwise, the person's election may be null and void. Accordingly, once a councillor is elected to Victorian Parliament they must resign from council.



# Guidelines

## MAV GUIDELINES

The MAV recommends councils, at a minimum, adopt the following Guidelines as part of their Councillor Code of Conduct developed under section 139 of the Act or to supplement that Code.

1. A councillor who becomes an endorsed candidate of a registered political party or publicly expresses an intention to run as an independent candidate for a state or federal election (a Prospective Candidate), should provide written advice to the CEO, as soon as practicable, who should then provide written advice to all councillors.
2. A councillor who is a Prospective Candidate, should declare their intended candidacy at a meeting of the council as soon as practicable after notifying the CEO pursuant to Guideline 1.
3. A councillor who nominates as a candidate for a State or Federal election (a Nominated Candidate), should apply for leave of absence from the council and this leave of absence should commence no later than the date of their nomination as a candidate with the relevant electoral commission for the election (Nomination Date) and conclude no earlier than the close of voting for the election. During this period, a councillor who is on a leave of absence should not attend meetings of the council or otherwise act as a councillor.
4. Any councillor / staff relationship protocol which the council has in place in respect of the election period prior to a council election, should be observed by a Nominated Candidate and this should apply from their Nomination Date until the close of voting for the election.
5. A council, upon receiving an application for a leave of absence from a councillor who is a Nominated Candidate or who intends to become a Nominated Candidate, should consider this as a reasonable request and approve that application.
6. A councillor who is a Prospective Candidate or a Nominated Candidate should take care to declare conflicts of interest that may pertain to their conflicting role as a candidate.
7. A councillor who is a Prospective Candidate or a Nominated Candidate, should take care to differentiate between their role as a state or federal election candidate and role as a councillor when making public comment.
8. A councillor who is a Prospective Candidate or a Nominated Candidate, should not use council resources, including council staff, equipment and facilities in relation to their candidacy.
9. A councillor who is a Prospective Candidate or a Nominated Candidate, should not use council activities, including council meetings, events, network meetings and council-related external activities in relation to their candidacy.
10. A councillor must resign immediately if they are successful in a state or federal election.

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# Guidelines

## **The distinction between Prospective Candidate and Nominated Candidate**

These Guidelines draw a distinction between Prospective Candidates and Nominated Candidates because, as with council elections, candidates for state and federal elections only become actual nominated candidates a few weeks prior to the relevant election date. Accordingly, these Guidelines recommend different treatment for Prospective Candidates and Nominated Candidates on the basis that some requirements are recommended as appropriate for Nominated Candidates during a formal election period which are not considered to be necessary prior to the formal election period.

## **Further Information:**

For further information see:

- Parliament of Australia website ([www.aph.gov.au](http://www.aph.gov.au))
- Australian Electoral Commission website ([www.aec.gov.au/](http://www.aec.gov.au/))
- Victorian Parliament website ([www.parliament.vic.gov.au/](http://www.parliament.vic.gov.au/))
- Victorian Electoral Commission website ([www.vec.vic.gov.au/](http://www.vec.vic.gov.au/))

**DISCLAIMER:** This document was updated on 3 November 2021. The information is guidance only and does not constitute legal advice. The MAV recommends independent legal advice is obtained regarding the various issues associated with running as a candidate whilst still a Councillor.

9 Supplementary Items  
Nil

10 Notices of Motion

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items

13.1 Knox Library Construction