



MINUTES

Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 30 January 2023

The Agenda for the Meeting of Council, Monday 30 January 2023, forms part of these Minutes and is attached in full at the end of the Minutes.

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

The meeting commenced at 7:03pm.

PRESENT:

<i>Cr M Timmers- Leitch (Mayor)</i>	<i>Collier Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr J Dwight</i>	<i>Chandler Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Curcio</i>	<i>Director - Customer and Performance</i>
<i>Mr G Thorne</i>	<i>Director – Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Liveability</i>
<i>Ms J Chalkley</i>	<i>Acting Director – Connected Communities</i>
<i>Mr A Dowling</i>	<i>Manager, Governance and Risk</i>

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

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

1 Apologies and Requests for Leave of Absence

Apologies were received from Councillor Laukens.

2 Declarations of Conflict of Interest

Nil.

3 Confirmation of Minutes

That Council resolve to Confirm the Minutes of the Council Meeting held on Monday 19 December 2022 subject to the following amendment to Item 5 Reports by Councillors:

- Under Item 5.1.1 Councillor Dwight, delete “The Basin CFA Community Carols”.

4 Presentations, Petitions and Memorials

Presentation of Australia Day Awards 2023

The Chairperson Councillor Timmers-Leitch called upon Councillor Seymour and Councillor Allred to present the following 2023 Australia Day Awards to:

- Citizen of the Year- Ricky Baldwin
- Senior Citizen of the Year- Noel Addicoat
- Sustainability Leadership Award- Rowan Jennion
- Volunteer of the Year- John Draffin

5 Reports by Councillors

5.1.1 Councillor Seymour

Councillor Seymour reported attending the following meetings:

- Hindi Niketan Celebration at Scoresby Primary School.

Councillor Seymour also:

- Recognised the moving, thoughtful and empathetic poetry of Dr Subhash Sharma at the Hindi Niketan Celebrations in Rowville reflecting on what Australia Day means from a migrant perspective but also grappling with the internal conflict between the sorrow of First Nations people and the celebratory significance of the date for some migrants, who wish to serve as a solution in the matter while serving as a voice for Indigenous Australians.

5.1.2 Councillor Pearce

- Acknowledged complaints regarding native gumtrees, bark and leaf litter on suburban streets which may be a resource issue for Council to assess and further investigate in relation to street sweeping.

5.1.3 Councillor Baker

Councillor Baker reported attending the following meetings:

- Site Visit- 276 Wantirna Road, Wantirna

Councillor Baker also:

- Noted she has raised concerns with Council officers surrounding anti-social behaviour at Quarry Reserve, Ferntree Gully.

5.1.4 Councillor Dwight

Councillor Dwight reported attending the following meetings:

- Melbourne Boomers WNBL Christmas Home Game against the Adelaide Lightning
- Meeting with The Basin Cricket Club at Batterham Reserve

Councillor Dwight also:

- Raised concerns surrounding flooding in the local area around Forest Road which has also increased damage to unpaved roads in The Basin.
- Acknowledged the hold-up to community consultation for the Boronia Renewal Strategy, with a date to be set shortly for a public exhibition in the coming months which she would promote once released.

- Congratulated the Knox Citizen of The Year Ricky Baldwin, acknowledging his pride and maturity in accepting the Citizen of the Year Award as his mother is a member of the Stolen Generation.
- Thanked all award recipients for their contribution and valuable voluntary service to the community.

5.1.5 Councillor Allred

Councillor Allred reported attending the following meetings:

- Filming for the 2023 Local Awards.

Councillor Allred also:

- Received enquiries regarding litter and waste including discarded shopping carts on paths, roadsides and train lines.
- Noted growing concern about the number of people congregating in the Boronia Precinct, including issues of homelessness, begging and busking in the area.
- Outlined correspondence regarding residential development and vegetation removal which is passed on to Council officers and external authorities to address these issues.

5.1.6 Councillor Cooper

- Noted concerns regarding street trees and street sweeping, particularly in the Knoxfield area where trees shed some bark.
- Will be working on addressing emails that have been sent by residents during the Christmas break.

5.1.7 Councillor Grasso

Councillor Grasso reported attending the following meetings:

- India Republic Day Celebration at Shree Swaminarayan Temple.

Councillor Grasso also:

- Congratulated the 130 Knox residents from 25 different countries who became Australian citizens on Australia Day, where we heard from dignitaries such as Senator Linda White, Jackson Taylor MP and the Mayor of Knox City Council who highlighted the contributions of migrants in Australia.
- Reflected on the moment the word 'hello' was spoken in 25 different languages at the Citizenship Ceremony.
- Praised the India Republic Day Celebration at the Shree Swaminarayan Temple, which included performances, a speech from Dr Sushil Kumar (Indian Consular-General in Melbourne) and fireworks where people celebrated the occasion.
- Received enquiries regarding bike paths, rates, charges, rubbish and an issue relating to a student at a local school.

5.1.8 Councillor Timmers-Leitch

Councillor Timmers-Leitch reported attending the following meetings:

- Knox Star Awards- recognising the contribution of staff members at Knox City Council.
- Knox Citizenship Ceremony on Australia Day- noting Council's Events team are working through the backlog due to COVID-19.
- First Anniversary of the Lewis Park Reserve Parkrun.
- Melbourne Boomers Home WNBL game against the Adelaide Lightning.
- Radio Eastern 98.1FM Midweek Magazine Interview
- Filming for 2023 Local Awards
- Meeting with Daniela De Martino MP, Member for Monbulk
- 'A Marvel of Mayors' Zoom Meeting
- Indian Republic Day Event at Shree Swaminarayan Temple
- Hindi Niketan Celebrations at Scoresby Primary School

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 December 2022 to 31 December 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 December 2022 to 31 December 2022) be noted.

RESOLUTION

MOVED: Councillor Cooper

SECONDED: Councillor Grasso

That the planning applications decided under delegation reports (between 1 December 2022 to 31 December 2022) be noted.

CARRIED

7 Public Question Time

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

Question Time commenced at 7:38pm.

The following questions were raised with Council:

7.1.1 Question One - Greg Bain

Can Knox Council please consider an option for future Council meetings to include a report on Councillor business during the month leading into the meeting?

I have asked my local Chandler Ward Councillor for information on Council project matters she have been involved in or been briefed on but received no response. I note it's common practice for other Councils (eg Nillumbik) to include a summary report on all key briefings Councillors have received or meetings they have been involved in on behalf of their constituents (unless confidential). I believe this will increase transparency of Council activity and also be an alternate way to update community consistently and equitably rather than the current verbal Councillor reports which can be long winded and not covering all matters of interest to residents.

The Chairperson, Councillor Marcia Timmers-Leitch responded:

- The Local Government Act 1989 defined certain meetings as “an assembly of Councillors” and required a list of such meetings to be maintained and tabled at Council meetings. Some councils have decided to continue a similar practice despite this requirement being removed in the changeover to the new Local Government Act 2020. The new Act no longer defines an assembly of Councillors and no longer requires this type of reporting – a decision which perhaps reflects the costs associated with compiling and reporting this information and the fact it covered only a subset of meetings.
- Knox has continued the practice of reserving an opportunity for Councillors to report back to the community each month regarding meetings they have attended, professional development activity they have undertaken; and ward or Council-wide issues of note. My colleagues and I do exercise some judgement each month regarding the matters we choose to highlight verbally in these reports, as it is simply not practical to provide a report on every briefing, conversation or meeting which we are involved in on a monthly basis. The update we provide verbally is often supplemented by additional information which is reported in the minutes and I note as a result that the minutes often cover a broader range of Councillor activity than was captured in the assembly of Councillor reports.

7.1.2 Question Two - Barney Zwartz

This question relates to the Values Plan for Koolunga Native Reserve.

Knox City Council has suffered a massive loss of trust of many residents over its failed community engagement regarding proposals for the Koolunga Native Reserve. I applaud that Council has since made strong – though slow – efforts to improve this process, but questions arise from the latest Values Plan (November 2022).

The focus on water treatment and improvement within Koolunga is clearly a desire of the council, not the community, as shown by your own community engagement. In the April plan, only one respondent of 71 mentioned a wetland (page 19), whereas 16 were concerned about improving the creek environment. This, a key issue in the focus groups, was accurately captured in the Values Plan.

In May 2022, Council used the Koolunga Biodiversity Walk to issue a questionnaire with more detailed questions about water quality, and again the community expressed a clear desire to focus on creek improvement and litter management. It would be wrong and misleading for Council to suggest there is equal or even strong support for a wetland at Koolunga, as it appears to do.

Meanwhile, Council has started work on the site-specific Stormwater Quality Study, in other words a wetland. Many residents fear that Council is in thrall to advocates, both inside and outside Council, of removing highly valued open space in favour of a wetland despite resolute community objections.

Therefore:

1. Why does Council insist on pushing its stormwater quality agenda against the clear wishes of the community, as captured by your own engagement?
2. What is Council's justification for suggesting the community wants a focus on improving water quality in general in the Reserve?
3. What reassurance can you provide that Council will recognise the large majority of respondents who value the open space and do not want to lose any?

The Mayor advised Section 53.5 Governance Rules state no person may submit more than two question in any one Meeting in Public Question Time, and consequently the first two questions would receive a response in the Chamber, while a written response to the third question would be provided to the submitter in due course.

The Director Infrastructure, Grant Thorne responded:

- Thanked the submitter for acknowledging the 'strong efforts' Council has made to improve the engagement process for Koolunga Native Reserve regarding the Values Plan and Future Directions Plan.
- The community engagement undertaken as shown in the November 2022 report, clearly shows that there is a strong response from the community to address litter within the stream, rehabilitation of the creek, inclusion of gross pollutant traps and enlargement of the pond east of the boardwalk and many other actions related to improving the natural environment (flora and fauna) which are all linked to stormwater quality. Given these

results, contrary to the question, there is a strong response from the community to improve stormwater quality within the reserve.

- As stated in the answer to question 1, the justification for improving water quality is that there is a clear response from the community who want to see improvements to the stormwater quality within the reserve, noting that addressing stormwater quality includes more than wetland plans.

7.1.3 Question Three - Bill Waite

The updated Values Plan for Koolunga Reserve contains the summary of a consultation based on a number of themes.

These were:

- Preservation of the existing open space and bushland areas
- Retention of the existing tree and vegetation cover
- Improved access and facilities
- Creation of a maintenance plan
- Highlighting of nature and biodiversity values
- Improving water quality

Community sentiment in the consultation was that preservation of the existing open spaces and bushland was a priority, along with improved access.

The Council's recent update on the 'Have Your Say' page merely highlights (in priority) retaining bushland and open space areas improving water quality within the Reserve.

It is noteworthy that only less than 2% of respondents in the consultation even suggested a wetland.

And in consultation, the overwhelming sentiment (as far as the Forest Road drain goes) was to clear the watercourse of rubbish in its current channel and not outside it.

Yet Council still seems focused on water quantity in the Reserve rather than other things.

Will Council consider altering its state of focus (which differs from the community's wishes too) match the real stated needs in the Values Plan?

The Director Infrastructure, Grant Thorne responded:

- The outcome of Koolunga Native Reserve is a future direction plan which comprises of the Values Plan, the Bushland Management Plan and the Stormwater Quality Plan.
- The Five themes identified by the submitter will become part of the future directions plan and are present in the Values Plan.
- There is strong community feedback regarding litter and gross pollutant traps with strong responses relating to maintaining open space which forms part of the feedback considered in forming the Future Directions Plan.
- As outlined on the 'Have Your Say' website, the Bushland Management Plan and the Stormwater Quality Plan will be available to the community in April 2023 as part of a broader document.

- The Stormwater Quality Plan is part of a broader document, as similarly presented by other bodies such as Melbourne Water.
- Encouraged residents to trust the process and also encouraged the submitter and residents to comment on the aforementioned documents when they are released in April 2023.

Question Time Concluded at 7:56pm.

8 Officer Reports

8.1 Assessment of the Climate Response Plan and possible options for expansion

SUMMARY: Senior Project Manager Climate Response, Tracie Armstrong

This report presents an overview of the self-assessment carried out on Council's response to climate change (and in particular the Climate Response Plan 2021-2031 (CRP)) as required by Council resolution of 26 September 2022 in response to the CRP Annual Report. The self-assessment is based on the Local Government Climate Emergency Toolkit (LGCET) and the Community Action in the Climate Emergency (CACE) Checklist.

RECOMMENDATION

That Council:

1. Note the self-assessment of the Climate Response Plan 2021-2031 (CRP) actions against the Local Government Climate Emergency Toolkit (LGCET) as outlined in Attachment 1;
2. Note the self-assessment of Council's current status against the Community Action in the Climate Emergency (CACE) Checklist for Emergency Mobilisation as outlined in Attachment 2;
3. Endorse the officer recommendation to not undertake a full assessment against the LGCET as per the rationale discussed in Section 2 of this report below;
4. Endorse the officer recommendations for five LGCET objectives outlined in Table 2 of this Report relating to Traditional Owner knowledge, Culturally and linguistically diverse (CALD) communication, Transport bulk buy, Divestment policy and Operational catering; and
5. Note the resourcing requirements to undertake an in-depth investigation into developing a Knox specific Climate Emergency Mobilisation Plan.

PROCEDURAL MOTION

MOVED: Councillor Cooper

SECONDED: Councillor Seymour

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

CARRIED

RESOLUTION

MOVED: Councillor Dwight

SECONDED: Councillor Allred

That Council:

- 1. Note the self-assessment of the Climate Response Plan 2021-2031 (CRP) actions against the Local Government Climate Emergency Toolkit (LGCET) as outlined in Attachment 1;**
- 2. Note the self-assessment of Council's current status against the Community Action in the Climate Emergency (CACE) Checklist for Emergency Mobilisation as outlined in Attachment 2;**
- 3. Endorse the officer recommendation to not undertake a full assessment against the LGCET as per the rationale discussed in Section 2 of this report below;**
- 4. Endorse the officer recommendations for five LGCET objectives outlined in Table 2 of this Report relating to Traditional Owner knowledge, Culturally and linguistically diverse (CALD) communication, Transport bulk buy, Divestment policy and Operational catering; and**
- 5. Note the resourcing requirements to undertake an in-depth investigation into developing a Knox specific Climate Emergency Mobilisation Plan and seek support from ERG and/or EAGA member councils for exploring-a potential regional approach to climate emergency mobilisation, with officers to report the outcomes of this as part of annual reporting on the Climate Response Plan (CRP) implementation.**

The Alternate Motion was put and LOST on the casting vote of the Chairperson.

A Division was called by Councillor Cooper

For the motion: Councillor Allred, Councillor Dwight, Councillor Grasso and Councillor Timmers-Leitch

Against the motion: Councillor Baker, Councillor Pearce, Councillor Cooper and Councillor Seymour

Abstention: Nil

LOST 4:4

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Timmers-Leitch

That Council:

- 1. Note the self-assessment of the Climate Response Plan 2021-2031 (CRP) actions against the Local Government Climate Emergency Toolkit (LGCET) as outlined in Attachment 1;**
- 2. Note the self-assessment of Council's current status against the Community Action in the Climate Emergency (CACE) Checklist for Emergency Mobilisation as outlined in Attachment 2;**
- 3. Endorse the officer recommendation to not undertake a full assessment against the LGCET as per the rationale discussed in Section 2 of this report below;**
- 4. Endorse the officer recommendations for five LGCET objectives outlined in Table 2 of this Report relating to Traditional Owner knowledge, Culturally and linguistically diverse (CALD) communication and Transport bulk buy, (excluding 5.1 Divestment policy and 7.4 Operational catering); and**
- 5. Note the resourcing requirements to undertake an in-depth investigation into developing a Knox specific Climate Emergency Mobilisation Plan and that Councillor representatives will informally seek support from ERG and/or EAGA member Councils for exploring a potential regional approach to climate emergency mobilisation.**

CARRIED

A Division was called by Councillor Pearce

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

Against the motion: Councillor Cooper and Councillor Pearce

Abstention: Nil

CARRIED 6:2

8.2 Road Management Plan

SUMMARY: Alexander Bourke, Asset Engineer – Sustainable Infrastructure

The Road Management Act (the Act) was introduced in 2004 as a means to ensure Road Authorities manage their road networks in a more proactive and responsible manner. Road Management Plans must identify responsibilities, maintenance standards and inspection standards required to manage civil liability claims and must demonstrate that the Knox City Council as a road authority is responsibly managing all of the road assets within its control.

The Road Management Plan has recently undergone a comprehensive review, with significant administrative changes being made around the document's presentation and format to streamline the Road Management Plan into one self-contained document with less reliance on attachments.

In reviewing the Knox Road Management Plan, Council's insurers and internal auditor have recommended that key non-road related asset categories (including street trees/roadside vegetation) be excised from Council's Road Management Plan. Council officers have also taken the opportunity to review all service standards previously included in Knox Road Management Plan. As a result of this review - which incorporated benchmarking against plans of similar Councils - service standards have been removed and/or consolidated.

These changes reflect the direction most Victorian Councils have taken with updates to their Road Management Plan, both in making the document more concise and navigable as well as the exclusion of standards from the plan for non-road related infrastructure.

RECOMMENDATION

That Council:

1. Endorse the draft Knox Road Management Plan 2023 attached to this report and release the draft plan for public consultation and feedback via Council's Have Your Say portal;
2. Note that this update to the draft Knox Road Management Plan incorporates a major review of the previous iteration of the plan and modifications to reflect advice received from both Council's internal audit process and Council's insurers.
3. Note that in developing this plan, a significant benchmarking exercise against Road Management Plans of equivalent Councils was undertaken to assist in defining maintenance service standards.
4. Note that adopting a Road Management Plan and executing the articulated maintenance standards and inspection standards provides Council with a policy against liability claims.
5. Note that a feedback report from the consultation process will be presented to Council to inform the formal adoption of the Road Management Plan by Council.

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Grasso

That Council:

- 1. Endorse the draft Knox Road Management Plan 2023 attached to this report and release the draft plan for public consultation and feedback via Council's Have Your Say portal;**
- 2. Note that this update to the draft Knox Road Management Plan incorporates a major review of the previous iteration of the plan and has been modified to reflect advice received from both Council's internal audit process and Council's insurers.**
- 3. Note that in developing this plan, a significant benchmarking exercise against Road Management Plans of equivalent Councils was undertaken to assist in defining maintenance service standards.**
- 4. Note that in adopting a Road Management Plan and executing the articulated maintenance standards and inspection standards provides a policy defence is provided to Council against liability claims.**
- 5. Note that a feedback report from the consultation process will be presented to Council to inform the formal adoption of the Road Management Plan by Council.**

CARRIED

8.3 Minor Grants Program 2022-23 Monthly Report - 30 January 2023

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in January for the 2022-2023 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure Category 1 (General) are limited to a maximum of \$3,000 within the current financial year. Applications under Minor Grants Procedure Category 2 (Food Relief Supplies) are limited to a maximum of \$5,000 within the current financial year.

RECOMMENDATION

That Council:

1. Approve five (5) applications for a total of \$15,654 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Category 1 (General)			
East City Sound Inc	Sweet Adelines Convention	\$3,000.00	\$3,000.00
Wantirna Tennis Club Inc	New Pads for Defibrillator	\$120.00	\$120.00
Bayswater Park Cricket Club	Shelving and Square Point of Sale System	\$2,534.00	\$2,534.00
Category 2 (Food Relief Supplies)			
Boronia Bayswater Community Church of Christ	Providing food and a space of community to vulnerable residents	\$5,000.00	\$5,000.00
The Salvation Army - FTG	Ferntree Gully Salvation Army Mini Market	\$5,000.00	\$5,000.00
TOTAL			\$15,654.00

2. Note that inclusive of the above recommended grants, totalling \$15,654 a total of \$112,857.24 has been awarded to date under the 2022-2023 Minor Grants Program, supporting 51 community-based organisations and their programs in Knox.
3. Note that the approved apportionment of the 2022-23 Minor Grants budget to support Category 2 (Food Relief Supplies) was set at \$91,576. There will be \$31,471.46 of the remaining \$113,047.46 available for allocation to Category 1 (General) applicants and \$81,576 for Category 2 (Food Relief Supplies) applicants over the remainder of the financial year.

RESOLUTION**MOVED: Councillor Dwight****SECONDED: Councillor Baker****That Council:**

- Approve five (5) applications for a total of \$15,654 as detailed below:**

Applicant Name	Project Title	Amount Requested	Amount Recommended
Category 1 (General)			
East City Sound Inc	Sweet Adelines Convention	\$3,000.00	\$3,000.00
Wantirna Tennis Club Inc	New Pads for Defibrillator	\$120.00	\$120.00
Bayswater Park Cricket Club	Shelving and Square Point of Sale System	\$2,534.00	\$2,534.00
Category 2 (Food Relief Supplies)			
Boronia Bayswater Community Church of Christ	Providing food and a space of community to vulnerable residents	\$5,000.00	\$5,000.00
The Salvation Army - FTG	Ferntree Gully Salvation Army Mini Market	\$5,000.00	\$5,000.00
TOTAL			\$15,654.00

- Note that inclusive of the above recommended grants, totalling \$15,654 a total of \$112,857.24 has been awarded to date under the 2022-2023 Minor Grants Program, supporting 51 community-based organisations and their programs in Knox.**
- Note that the approved apportionment of the 2022-23 Minor Grants budget to support Category 2 (Food Relief Supplies) was set at \$91,576. There will be \$31,471.46 of the remaining \$113,047.46 available for allocation to Category 1 (General) applicants and \$81,576 for Category 2 (Food Relief Supplies) applicants over the remainder of the financial year.**

CARRIED

8.4 Knox Active Ageing Advisory Committee Membership, Recruitment and Updated Terms of Reference

SUMMARY: Age and Dementia Friendly Communities Project Officer, Community Access and Support, Linda Keenahan

The purpose of the Knox Active Ageing Advisory Committee (KAAAC) is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's key directions, initiatives and strategies under the Knox Community Plan 2021-2031, Knox Council Plan 2021-2025, and the Knox Child Youth and Seniors Plan 2021-2025.

RECOMMENDATION

That Council:

1. Appoint the following applicants to KAAAC for the period January 2023 to January 2026 as presented in Confidential Attachment 1:

Name	Category
1.	Community Representative
2.	Community Representative
3.	Community Representative
4.	Community Representative
5.	Community Representative
6.	Community Representative
7.	Community Representative
8.	Community Representative
9.	Professional/Industry Representative
10.	Professional/Industry Representative
11.	Professional/Industry Representative
12.	Professional/Industry Representative

2. Endorse the updated KAAAC Terms of Reference as per Attachment 2.
3. Note the achievements of KAAAC over the past 12 months
4. Thank the outgoing members of KAAAC for their valuable contribution:
 - Anne Sherrard – Industry Representative
 - Judith Merceica – Community Representative
 - Linda Black – Community Representative
 - Lyn Maestri – Community Representative
 - Marilyn Beyer – Community Representative

RESOLUTION

MOVED: Councillor Seymour

SECONDED: Councillor Baker

That Council:

1. Appoint the following applicants to KAAAC for the period January 2023 to January 2026 as presented in Confidential Attachment 1:

Name	Category
1. Christine Pow	Community Representative
2. Lawrie Gaylard	Community Representative
3. Pranee Birch	Community Representative
4. Jasmine Paddington	Community Representative
5. Catherine Balaz	Community Representative
6. Rosemarie Rambert	Community Representative
7. Eddie Atacador	Community Representative
8. Gary Cantwell	Community Representative
9. Fen Peng	Professional/Industry Representative
10. Shoua Liu	Professional/Industry Representative
11. Rachel Bast	Professional/Industry Representative
12. Peter Burns	Professional/Industry Representative

2. Endorse the updated KAAAC Terms of Reference as per Attachment 2.
3. Note the achievements of KAAAC over the past 12 months
4. Thank the outgoing members of KAAAC for their valuable contribution:
 - Anne Sherrard – Industry Representative
 - Judith Merceica – Community Representative
 - Linda Black – Community Representative
 - Lyn Maestri – Community Representative
 - Marilyn Beyer – Community Representative

CARRIED

8.5 Environment Advisory Committee - Appointment of Committee Members, Updated Terms of Reference and Annual Report

SUMMARY: Senior Program Lead – Sustainable Futures, Sam Sampanthar; Executive Officer Sustainable Futures & Operations, Trish Winterling.

Following an Expression of Interest and selection process during October and November 2022, this report seeks to appoint representatives for the Environment Advisory Committee (EAC) for a two-year term. The report also presents the new EAC Terms of Reference and the 2022 EAC Annual Report.

RECOMMENDATION

That Council:

1. Note the 2022 Annual Report of the Environment Advisory Committee (EAC) as presented in Attachment 1;
2. Endorse the new EAC Terms of Reference which complies with the updated Council Committees Policy (Attachment 2);
3. Appoint the applicants as presented in Confidential Attachment 3, to the EAC to serve a two-year term from January 2023 to December 2024;
4. Note that Officers will advise all applicants of Council's decision on the appointment of the EAC members for 2023-2024; and
5. Note that the Chair of the EAC will acknowledge the valuable contributions of all 2021-2022 Committee members with a Certificate of Appreciation.

RESOLUTION

MOVED: Councillor Dwight

SECONDED: Councillor Allred

That Council:

1. **Note the 2022 Annual Report of the Environment Advisory Committee (EAC) as presented in Attachment 1;**
2. **Endorse the new EAC Terms of Reference which complies with the updated Council Committees Policy (Attachment 2);**
3. **Appoint the applicants as presented in Confidential Attachment 3, to the EAC to serve a two-year term from January 2023 to December 2024;**
4. **Note that Officers will advise all applicants of Council's decision on the appointment of the EAC members for 2023-2024; and**
5. **Note that the Chair of the EAC will acknowledge the valuable contributions of all 2021-2022 Committee members with a Certificate of Appreciation.**

CARRIED

8.6 Proposed Sale of 276 Wantirna Road Wantirna (Deferral)

SUMMARY: Manager Strategic Procurement & Property, Shelley Starrenburg

Council resolved at its December 2022 meeting to defer the consideration of the report to proceed with the sale of the property at 276 Wantirna Road, Wantirna (Lot 1 on Plan of Subdivision 831539Q as per the Certificate of Title Volume 12237 Folio 366) to the Council meeting in January 2023. Given the Christmas break and some further work being undertaken regarding the proposed property sale, it is proposed that the requested report will now be presented to a meeting of Council in February 2023.

RECOMMENDATION

That Council resolve to note that the requested report regarding the proposed sale of 276 Wantirna Road, Wantirna will now be presented to Council for consideration at a meeting in February 2023.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Dwight

That Council resolve to note that the requested report regarding the proposed sale of 276 Wantirna Road, Wantirna will now be presented to Council for consideration at a meeting in February 2023.

CARRIED

9 Supplementary Items

Nil.

10 Notices of Motion

Nil.

11 Urgent Business

Nil.

12 Questions Without Notice

Infrastructure Projects in Knox

Councillor Seymour noted in August 2022, there was a Council Resolution to write to the Minister for Transport requesting an update on major transport projects such as Napoleon Road, various tram and train projects and the car parks at the Boronia and Ferntree Gully Train Stations. Councillor Seymour recognised the Minister for Transport has responded to this letter and asked the Chief Executive Officer how Council could close the loop on the aforementioned Resolution and how does Council share the outcome with the public?

The Chief Executive Officer confirmed the resolution of Council has been fulfilled and took the question on notice to check what communication had been received and provide an update to Councillors to determine how the loop can be closed on this matter.

Hanson Quarry

Councillor Seymour noted that in recent weeks, Council had received notification that the Hanson Quarry submission to VCAT was lost and requested advice regarding the future of the Hanson's application and potential future Council involvement.

The Director City Liveability, Matt Kelleher responded by advising that:

- Hanson Quarry applied for a variation of its work authority with the State Government in the extractive industry to expand the scope of the Quarry and its material removal, noting following a successful application, Hanson would then require planning application to Council, but this could be called in by the Minister for Planning.
- The variation to Hanson's work authority was objected to by the State Government and Hanson lodged an appeal with VCAT which was refused. This process did not involve Council.

- The VCAT outcome is not terminal to Hanson's application, and VCAT has identified a number of points for Hanson to reconsider. Hanson could challenge the VCAT decision in the Supreme Court, or they may submit a subsequent work authority variation application which deals with the issues identified by VCAT.
- If Hanson are ultimately successful in achieving a variation to their work authority, they would need in future to lodge an application with Council as the responsible authority in the planning process.

Councillor Seymour followed up by asking if Councillors should be wary of what they say in the public domain regarding this issue given the matter may come before Council.

The Director City Liveability, Matt Kelleher responded by advising that:

- Consequently, Council and Councillors must take care to remain impartial as Council still may yet have a statutory role to play in the process as the responsible authority.
- If Hanson Quarry were successful with a follow-up application to amend its work authority, the next step would be to lodge a planning permit application with Council.
- If Council or Councillors take an advocacy position on the issue, this could lead to questions regarding Council's impartiality, or bring the validity of Council's decision-making into question.
- The Hanson Quarry site is on the State Government's priority list and if the work authority application from Hanson is approved, the Minister has discretion about whether they call a planning application in to be a Ministerial decision at any time.

Councillor Pearce asked if the Minister for Resources has the power to bypass Council's role in the application process provided it complies with State and Commonwealth planning legislation.

The Director City Liveability, Matt Kelleher advised that the Minister for Planning is the decision-maker in a planning sense if they choose to enter the planning application process at any stage. The Minister for Energy and Resources is responsible for the work authority application.

Councillor Pearce followed up by asking if the Lysterfield Quarry site in the top five of significant extraction quarry sites in Victoria.

The Director City Liveability, Matt Kelleher advised that the Lysterfield Quarry site is an important site in regards to material extraction on the state priority list.

13 Confidential Items

Nil.

MEETING CLOSED AT 9:04pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Monday, 27 February 2023

.....
Chairperson

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

AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 30 January 2023 at 7:00 PM

This meeting will be conducted as a hybrid meeting

Order of Business

- 1 Apologies And Requests For Leave Of Absence.....4
- 2 Declarations Of Conflict Of Interest.....4
- 3 Confirmation Of Minutes.....4
- 4 Presentations, Petitions And Memorials4
- 5 Reports By Councillors.....4
- 6 Planning Matters6
 - 6.1 Report of Planning Applications Decided Under Delegation 1 December 2022 to 31
December 2022.....6
- 7 Public Question Time13
- 8 Officer Reports.....14
 - 8.1 Assessment of the Climate Response Plan and possible options for expansion14
 - 8.2 Road Management Plan.....33
 - 8.3 Minor Grants Program 2022-23 Monthly Report - 30 January 202383
 - 8.4 Knox Active Ageing Advisory Committee Membership, Recruitment and Updated Terms of
Reference.....125

8.5 Environment Advisory Committee - Appointment of Committee Members, Updated Terms
of Reference and Annual Report153

8.6 Proposed Sale of 276 Wantirna Road Wantirna (Deferral).....167

9 Supplementary Items.....170

10 Notices Of Motion170

11 Urgent Business170

12 Questions Without Notice170

13 Confidential Items.....170

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 19 December 2022

4 Presentations, Petitions and Memorials

4.1 Presentation of Australia Day Awards 2023

5 Reports by Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 December 2022 to 31 December 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 December 2022 to 31 December 2022) be noted.

1.REPORT

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

Application Type	No.
Building & Works: Residential	10
Other	1
Subdivision	8
Units	16
Tree Removal / Pruning	12
Single Dwelling	4
Change of Use	2
Signage	4
Child Care Centre	1
Boundary Re-alignment	1
Liquor Licence	1
TOTAL	60

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 - Council

1 December 2022 and 31 December 2022

Ward	No/ Type	Address	Description	Decision
Baird	2022/6100	50 Rowson Street BORONIA VIC 3155	The construction of two (2) double storey dwellings on the land and removal of vegetation within the vegetation protection overlay (VPO3)	9/12/2022 Approved
Baird	2022/6657	1/16 Henry Street BORONIA VIC 3155	Four lot subdivision (approved unit development)	20/12/2022 Approved
Baird	2022/6625	42 Burke Road FERNTREE GULLY VIC 3156	Four (4) lot subdivision (approved unit site)	14/12/2022 Approved
Baird	2021/6255	7 Linda Crescent FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	30/12/2022 Notice of Decision
Baird	2022/6178	141 Dorset Road BORONIA VIC 3155	Development of the land for three (3) two storey dwellings and one (1) single storey (total four (4) dwellings) and the creation and alteration of access to a road in a Transport Zone 2	30/12/2022 Refused
Chandler	2022/6612	5 Pinevale Court BORONIA VIC 3155	The Lopping and Pruning of one (1) Corymbia citriodora (Lemon Scented Gum)	8/12/2022 Approved
Chandler	2022/6325	81 Landscape Drive BORONIA VIC 3155	Buildings and Works (addition, alfresco and carport to existing residence)	2/12/2022 Approved
Chandler	2022/6611	36 Bayview Crescent THE BASIN VIC 3154	Removal of one (1) Dead Eucalyptus leucoxylon (Yellow Gum)	9/12/2022 Approved
Chandler	2022/6604	4 Mount View Road BORONIA VIC 3155	Removal of one (1) Eucalyptus globulus (Southern Blue Gum), one (1) Eucalyptus mellidora (Yellowbox), one (1) Eucalyptus robusta (Swamp Mahogany) and the pruning of one (1) Eucalyptus saligna (Sydney Blue Gum)	9/12/2022 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2022/6672	1-5 /19 Allandale Road BORONIA VIC 3155	Six lot subdivision (approved unit development)	22/12/2022 Approved
Chandler	2022/6140	65 Boronia Road BORONIA VIC 3155	Use and Development of the land for a Child Care Centre, Vegetation Removal and Alter Access to a Road in a Transport Zone 2	14/12/2022 Approved
Chandler	2022/6461	24 Moroney Street BORONIA VIC 3155	Buildings and Works (Extension to existing dwelling with associated decking and detached garage)	22/12/2022 Approved
Chandler	2022/6528	7 Nyora Avenue BORONIA VIC 3155	Buildings and Works for excavation adjacent to the dwelling, rebuild an external brick wall and install a retaining wall along the southern boundary	23/12/2022 Approved
Chandler	2022/6401	1C/981 Mountain Highway BORONIA VIC 3155	Use of the land to sell and consume liquor, manufacturing sales, reduction in car parking and access to a road in a Transport 2 Zone, associated with the use of the land for a microbrewery (Industry)	9/12/2022 Notice of Decision
Chandler	2022/6545	302 Forest Road THE BASIN VIC 3154	Buildings and works for a dwelling addition and double garage	22/12/2022 Approved
Chandler	2022/6632	14 Emerald Court BORONIA VIC 3155	Removal of one (1) Eucalyptus nicholii (Narrow Leaved Peppermint)	22/12/2022 Approved
Chandler	2022/6629	75 Daffodil Road BORONIA VIC 3155	Removal of one (1) Eucalyptus viminalis (Manna Gum)	21/12/2022 Approved
Chandler	2022/6623	7 Blythe Avenue BORONIA VIC 3155	Removal of one (1) Cupressus sempervirens (Italian Cypress)	14/12/2022 Approved
Chandler	2022/6621	6 Wicks Road THE BASIN VIC 3154	Removal of two (2) Corymbia maculata (Spotted Gum)	20/12/2022 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2022/6562	1-8/587 Boronia Road WANTIRNA VIC 3152	Eight Lot Subdivision (approved unit development)	2/12/2022 Approved
Collier	2022/6646	203 Mountain Highway WANTIRNA VIC 3152	Display temporary sales signage (including 4 pole signs, 1 direction sign and 1 V-Board major promotion sign)	29/12/2022 Approved
Dinsdale	2022/6191	41 King Street BAYSWATER VIC 3153	Development of the land for a four (4) storey apartment building containing 14 dwellings	1/12/2022 Notice of Decision
Dinsdale	2022/6079	7 Church Street BAYSWATER VIC 3153	Development of the land for a four (4) storey apartment building comprising 45 dwellings and a reduction in car parking	2/12/2022 Notice of Decision
Dinsdale	2022/6234	1&2 /20 Victoria Road BAYSWATER VIC 3153	Development of the land for four (4) double storey dwellings	6/12/2022 Refused
Dinsdale	2022/6662	36 Orange Grove BAYSWATER VIC 3153	Three Lot Subdivision (Approved Unit Development)	21/12/2022 Approved
Dinsdale	2022/6034	4 Edinburgh Road BAYSWATER VIC 3153	Development of the land for two (2) double storey and one (1) single storey dwellings	7/12/2022 Notice of Decision
Dinsdale	2022/6231	19 Norfolk Avenue WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	23/12/2022 Approved
Dinsdale	2022/9137	3 Neville Street WANTIRNA SOUTH VIC 3152	1.5m high front fence on land subject to inundation	23/12/2022 Approved
Dinsdale	2022/6678	Knox City SC (MASTER) 425 Burwood Highway WANTIRNA SOUTH VIC 3152	Internally illuminated signage	22/12/2022 Approved
Dinsdale	2021/6712	46 Victoria Road BAYSWATER VIC 3153	Development of the land for two (2) double storey dwellings	23/12/2022 Notice of Decision
Dobson	2021/6492	93 Forest Road FERNTREE GULLY VIC 3156	Development of the land for one (1) single storey dwelling and one (1) double storey dwelling (total of two (2) dwellings)	2/12/2022 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Dobson	2022/6252	47 Doysal Avenue FERNTREE GULLY VIC 3156	2 lot subdivision	9/12/2022 Approved
Dobson	2022/6289	17 Jean Street UPPER FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling	9/12/2022 Approved
Dobson	2022/6430	1 Lyones Parade UPPER FERNTREE GULLY VIC 3156	Buildings and Works (construction of a double storey dwelling)	7/12/2022 Approved
Dobson	2022/9131	1 Ferndale Road UPPER FERNTREE GULLY VIC 3156	Removal of one (1) dead Quercus palustris (Pin Oak)	5/12/2022 Approved
Dobson	2022/6149	24 Joan Avenue FERNTREE GULLY VIC 3156	The construction of a double storey dwelling on the land	23/12/2022 Approved
Dobson	2022/9130	1/9 Bambury Place FERNTREE GULLY VIC 3156	Front fence	21/12/2022 Approved
Dobson	2022/6517	9 Barclay Avenue UPPER FERNTREE GULLY VIC 3156	Buildings and Works for the construction of a garage and retaining wall resulting in excavation within a Tree Protection Zone	23/12/2022 Approved
Dobson	2022/6636	26 Heath Avenue FERNTREE GULLY VIC 3156	Pruning of one (1) Eucalyptus obliqua (Messmate)	22/12/2022 Approved
Dobson	2022/6620	27 Willow Road UPPER FERNTREE GULLY VIC 3156	Removal of one (1) dead Eucalyptus cephalocarpa.	13/12/2022 Approved
Dobson	2022/6235	12 Joan Avenue FERNTREE GULLY VIC 3156	Construction of one (1) double storey dwelling and tree removal	23/12/2022 Notice of Decision
Dobson	2022/6474	8 Renown Street FERNTREE GULLY VIC 3156	The construction of a single dwelling on the land	22/12/2022 Notice of Decision
Friberg	2022/9126	1710 Ferntree Gully Road FERNTREE GULLY VIC 3156	Two lot subdivision (approved unit development)	2/12/2022 Approved
Friberg	2022/9129	7 Laura Road KNOXFIELD VIC 3180	Boundary Re-alignment	21/12/2022 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2022/6441	12 Windermere Drive FERNTREE GULLY VIC 3156	Development of the land for a single storey dwelling to the rear of the existing dwelling	22/12/2022 Approved
Friberg	2022/6481	2/59 Gilbert Park Drive KNOXFIELD VIC 3180	Use of the land for a liquor licence (producers licence) associated with an industry (distillery/brewery)	21/12/2022 Approved
Friberg	2022/6456	11 Harley Street KNOXFIELD VIC 3180	The construction of one single storey dwelling and one double storey dwelling on the site	14/12/2022 Notice of Decision
Scott	2022/6265	1 Fonteyn Drive WANTIRNA SOUTH VIC 3152	Development of the land for a double storey dwelling to the rear of the existing	7/12/2022 Approved
Scott	2022/6633	437 Stud Road WANTIRNA SOUTH VIC 3152	Signage (LED Illuminated Pylon and Fascia Business Identification Signage)	7/12/2022 Approved
Scott	2022/6619	3 Cherrytree Rise KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus gonicalyx (Long Leaved Box) and one (1) Eucalyptus cephalocarpa (Silver Stinybark)	14/12/2022 Approved
Taylor	2022/6230	304 Dandelion Drive ROWVILLE VIC 3178	Development of the land for a double storey dwelling to the rear of the existing dwelling	22/12/2022 Approved
Tirhatuan	2022/6489	12 Koornang Road SCORESBY VIC 3179	Business identification signs	2/12/2022 Approved
Tirhatuan	2022/6582	7 Rupicola Court ROWVILLE VIC 3178	The Pruning of one (1) Syzygium smithii (Lily Pilly), one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint), one (1) Eucalyptus sideroxylon (Red Ironbark), one (1) Eucalyptus radiata (Narrow Leaved Peppermint) and the lopping of one (1) Eucalyptus cladocalyx (Sugar Gum)	6/12/2022 Approved
Tirhatuan	2022/6551	8 Egret Walk ROWVILLE VIC 3178	The construction of a verandah	9/12/2022 Approved

Ward	No/ Type	Address	Description	Decision
Tirhatuan	2022/6373	3/19 Viewtech Place ROWVILLE VIC 3178	Change of Use for the purpose of Indoor Leisure and Recreation (Personal Training)	2/12/2022 Refused
Tirhatuan	2022/9133	1260 Ferntree Gully Road SCORESBY VIC 3179	Buildings and Works (Install a set of Sliding doors and airlock to existing building)	16/12/2022 Approved
Tirhatuan	2022/6568	7 Egret Walk ROWVILLE VIC 3178	Buildings and Works (Verandah)	8/12/2022 Approved
Tirhatuan	2022/6429	13 Avalon Road ROWVILLE VIC 3178	Construction of a double storey dwelling to the rear of the existing dwelling	12/12/2022 Approved
Tirhatuan	2022/6569	674 Stud Road SCORESBY VIC 3179	Six lot subdivision (approved unit development)	7/12/2022 Approved
Tirhatuan	2022/6301	11 The Close SCORESBY VIC 3179	Development of two (2) double storey dwellings	22/12/2022 Notice of Decision

7 Public Question Time

8 Officer Reports

8.1 Assessment of the Climate Response Plan and possible options for expansion

SUMMARY: Senior Project Manager Climate Response, Tracie Armstrong

This report presents an overview of the self-assessment carried out on Council's response to climate change (and in particular the Climate Response Plan 2021-2031 (CRP)) as required by Council resolution of 26 September 2022 in response to the CRP Annual Report. The self-assessment is based on the Local Government Climate Emergency Toolkit (LGCET) and the Community Action in the Climate Emergency (CACE) Checklist.

RECOMMENDATION

That Council:

1. Note the self-assessment of the Climate Response Plan 2021-2031 (CRP) actions against the Local Government Climate Emergency Toolkit (LGCET) as outlined in Attachment 1;
2. Note the self-assessment of Council's current status against the Community Action in the Climate Emergency (CACE) Checklist for Emergency Mobilisation as outlined in Attachment 2;
3. Endorse the officer recommendation to not undertake a full assessment against the LGCET as per the rationale discussed in Section 2 of this report below;
4. Endorse the officer recommendations for five LGCET objectives outlined in Table 2 of this Report relating to Traditional Owner knowledge, Culturally and linguistically diverse (CALD) communication, Transport bulk buy, Divestment policy and Operational catering; and
5. Note the resourcing requirements to undertake an in-depth investigation into developing a Knox specific Climate Emergency Mobilisation Plan.

1. INTRODUCTION

On 26 September 2022, as part of the CRP Annual Report, Council moved a motion for a report to be presented to Council no later than January 2023 (or a later date as required, in consultation with the Mayor) to align with and inform the annual budget process, that:

- a. provides a high-level assessment of the CRP actions against the Local Government Climate Emergency Toolkit (lgcet.com) and the Council and Community Action in the Climate Emergency (CACE) Mobilisation Plan, including advice as to whether there is added merit in light of Knox Council's Climate Emergency declaration in undertaking a full assessment to identify any gaps or additional recommended areas for action as part of the CRP;*
- b. advises of the possible options available to Council for expanding the CRP, potentially via its Implementation Plan currently under development, to achieve an Emergency Mobilisation Plan and its potential scope; and*
- c. provides advice on the resourcing requirements and timing of the above points, including any implications for the timing or prioritisation of existing CRP actions to accommodate additional actions.*

This report presents the findings from the assessment undertaken to review Council's current actions and commitments outlined in the CRP.

2. DISCUSSION

During October 2022, a high-level assessment was conducted by Council's Sustainable Futures team of the CRP actions against the LGCET (Attachment 1) and the CACE Mobilisation Plan Checklist (Attachment 2). Both the LGCET and the CACE Mobilisation Checklist were developed as tools for communities to work towards encouraging local governments to take climate action. A summary of the key findings and recommendations for each assessment are outlined below for Council's consideration.

The LGCET was one of a number of documents that influenced and informed the development of the Knox Climate Response Plan which included community consultation, a review of climate response plans from other local governments both nationally and internationally, state government guidance, Climate Action Plan modelling carried out by expert consultants, and a Climate Risk Assessment. Elements from all inputs that added value in the Knox context were drawn upon as part of developing the CRP. At the time of the CRP's development, a Climate Emergency had not been declared by Council and thus a mobilisation plan was not considered.

Local Government Climate Emergency Toolkit (Version October 2021)

The LGCET offers some recommendations on how local governments can take immediate action to address the climate emergency. It is noted in the LGCET that the document is written as a resource for local government councillors and community members who want to take meaningful climate action in their community. The LGCET was developed by a former Merri-bek (Moreland) Councillor and contains a mixture of both high-level strategic actions, and prescriptive operational actions. The LGCET does contain some actions that could be useful, however many of the actions suggested are not necessarily appropriate in the Knox context. This is discussed further in the key findings below.

The Toolkit contains seven key themes with 46 specific actions - Table 1 below provides a summary of the results of this self-assessment.

Key Themes/Objectives	Not Addressed	Partially Addressed	Meet Minimum Requirements	Meet Moderate Requirements	Best-practice Actions
1. Transparent and Accountable (9 actions)	1	0	3	4	1
2. Communications (6 actions)	1	2	1	1	1
3. Energy (7 actions)	0	0	5	1	1
4. Transport (7 actions)	1	2	1	1	2
5. Circular Economy (6 actions)	1	2	2	1	0
6. Industry and Built Environment (4 actions)	0	0	1	2	1
7. Open Space and Agriculture (7 actions)	1	0	1	3	2
Totals	5	6	14	13	8

Table 1: LGCET Self-Assessment results

The key findings from this assessment toolkit found that of the 46 actions outlined in the LGCET:

- Knox is performing at or above best practice for 8 actions and within the toolkit requirements for 27 actions.
- Six actions that are identified as ‘Partially Addressed’ are based on Council not fully addressing *all* elements of an action as described in the toolkit as it was not written specifically for Knox.
- Five toolkit actions are not currently addressed by Council in the CRP. See Table 2 below for a list of these actions and the associated officer recommendation.

LGCET Objective	LGCET Action	Knox officer recommendation
1.3 Traditional Owner knowledge	Consultation with Traditional Owner groups must be undertaken throughout development of the emergency plan. Creating opportunities to embed local knowledge, country plans and reconciliation action plans as part of the response.	Engage Traditional Owner groups as part of the mid-term review of the CRP and include an Acknowledgement of Country.
2.6 Culturally and linguistically diverse (CALD) communication	A climate emergency fact sheet or information pack is developed and distributed for ≥3 of the most-spoken non-English languages at home within a community.	Include CALD communication as part of CRP community education actions in future years.
4.6 Transport bulk buy	Facilitate a biannual asset bulk buy program for residents and businesses. This will include bicycles, e-bikes, electric vehicles and EV chargers. This may also extend to a trade in program to swap old polluting cars for e-bikes.	Investigate the feasibility for transport bulk-buy programs with neighbouring councils as part of the CRP mid-term review.
5.1 Divestment policy	Develop a policy for Council to divest from institutions that operate or invest in fossil fuel companies and projects. The plan should seek to address both investments and banking with authorised deposit taking institutions.	Consider options for divestment from institutions that operate or invest in fossil fuel companies and projects. This could be undertaken during the CRP mid-term review or as part of the next scheduled review of Council’s Investment Policy.
7.4 Operational catering	Commit to promoting and engaging only vegetarian or vegan catering at meetings and events. This may start with one event or all events on one day of the week. All produce and catering should be as locally sourced and as low emissions as possible.	While Council has a Healthy Catering Policy which promotes healthier alternatives including plant-based food choices, a policy to increase vegan or vegetarian options in meetings or events could be considered as part of the next review of Council’s Catering Policy.

Table 2: LGCET Actions not included in the CRP and officer recommendations to address the gap.

- Many of the actions in the LGCET are detailed and prescriptive and therefore, the wording is not closely aligned to the 55 actions identified in the Knox CRP. This is discussed in more detail in Recommendations and Proposed Next Steps below.
- Some actions would have no significant impact on budgets, for example, ensuring Traditional Owners are consulted during climate action development. However, meeting best-practice actions across all categories in the LGCET would require

significant time and resources to be implemented and may not result in Knox achieving its net-zero emissions targets. The CRP was developed specifically for the Knox context and the actions were modelled for the best outcomes to meet the CRP targets.

- Some LGCET actions have merit in further consideration as part of the CRP mid-term review and have been noted in Attachment 1. Any new actions identified would be subject to further assessment prior to them being recommended to Council for endorsement as part of the mid-term review.
- The LGCET has 46 actions and the CRP has 55 actions, some of which are not reflected in the LGCET. Examples include updating climate hazard mapping to ensure planning decisions account for areas of future and current risk, investigating a Solar for Renters scheme, developing Power Purchase Agreement workshops for industrial organisations with large energy demands, and identifying areas where urban heat islands intersect with vulnerable populations. The actions in the CRP were devised using climate action modelling that determined where Council could have the most impact and the best intervention timeframes for achieving the targets.

Council and Community Action in the Climate Emergency (CACE) Mobilisation Checklist

Climate mobilisation is an economic approach that directs the collective force of activity towards a singular purpose. In recent history these kinds of rapid mobilisations tended to occur during periods of conflict (e.g. World War II). It is not an indiscriminate use of government power, but a change in behaviour to focus efforts toward an agreed mission. In the case of climate mobilisation, it places climate mitigation and adaptation at the centre of all policy and planning decisions.

The attributes of local climate emergency declarations stand in stark contrast to other invocations of emergency governance (such as the response to the COVID-19 pandemic), wherein governments move to suspend and curtail citizen rights and freedoms. Climate change has been framed as a 'slow emergency' and therefore the framing of how a mobilisation plan for Council differs from those of other emergencies; such as flood, fire, or pandemic. Declaring a climate emergency signals that governments and communities need to cooperate and act with speed, on a large scale but without necessarily impacting on citizen's freedoms. When done correctly, climate emergency mobilisation should ensure equity and just transitions for all community members.

Since the adoption of the CRP in September 2021, Council undertook a Climate Change Adaptation Audit in December 2021. The CACE checklist assessment considered both the CRP actions and the Climate Change Adaptation Audit recommendations which are almost fully implemented. The Audit recommendations included actions focused on internal systems and processes including addition of climate risks into the operational risk register, review of all Council policies/strategies/plans as they come up for renewal to embed climate adaptation, climate change considerations into Council reports and decision making and the development of a climate change staff training program.

The key findings from the CACE Checklist self-assessment include the following:

- A Climate Emergency Mobilisation Plan would require commitment to enter into full emergency mode and would need substantial support from a super-majority of the community (60-70%). In this case, the CACE recommends that the Council Plan would need to clearly prioritise a climate emergency mobilisation in all elements of the Plan, including the Mayor's statement.
- Climate emergency mobilisation would require:
 - additional resources in areas such as Communications to ensure that climate change is communicated to the community as the front and centre issue for the whole of Council;
 - community mobilisation and advocacy to give our community the tools needed to advocate for changes to other levels of government;
 - financing for an emergency budgeting exercise to direct all discretionary funds towards climate response after delivery of core functions to the community; and
 - development of a plan on how Council can achieve net negative emissions by 2030 or earlier and the funds required to carry out that plan.

To develop a Climate Emergency Mobilisation Plan, significant work would need to be undertaken to identify the budgets, resources and actions to accompany any such plan. This would require a considerable amount of resources to carry out. Developing this plan without additional resources allocated would impact Council's ability to deliver existing commitments outlined in the CRP.

It is estimated, due to the scale of such an undertaking, that Council would need to resource two to three new EFT up to a cost of \$450,000 per annum to assess such a large-scale pivot of Council's core business functions. Further resources are likely to be required to then implement such changes. These resources would be critical, to ensure implementation of Council's CRP continues unfettered.

In addition, analysis would need to be undertaken to understand the impact on Council's ability to deliver other core services if climate response actions are prioritised. Understanding this impact would require extensive consultation with internal stakeholders and the broader community to manage expectations and explain the changes to Council's core business.

Recommendations and Proposed Next Steps

Local Government Climate Emergency Toolkit

As the CRP was developed prior to Council declaring a 'Climate Emergency', there has been merit in conducting this high-level assessment (Attachment 1). However, officers do not recommend a more comprehensive assessment of the LGCET for the following reasons:

- The CRP was developed with actions modelled specifically for the Knox context by considering local conditions and using evidence-based science and risk assessments. These specific actions are believed to be the best pathway to achieve the net zero carbon emissions targets for Knox and will be regularly monitored and adjusted as required. The high level LGCET assessment (Attachment 1) identified some actions which could be

considered for inclusion in the mid-term CRP review, subject to internal consultation and presentation to Council for input and endorsement. The assessment also highlighted five gap areas which could be addressed via officer recommendations listed in Table 2.

- It is important to keep in mind that with the development of different technologies, and different government policy settings since the development of the LGCET, not all actions recommended in this framework may result in the desired outcomes.
- Some actions in the LGCET focus heavily on a percentage budget spend as a KPI, while overlooking the importance of developing capability for monitoring the impact of this spend. Best practice adaptive management would instead focus on setting targets for Council and community in identified areas of increased climate actions and monitoring to determine if the interventions are having the desired effect.

The CRP was developed using an adaptive management framework. An example of this is, rather than allocating budget for transport emissions reduction projects based on per capita percentage allocations, as suggested in Action 4.1 of the LGCET (see Attachment 1), there would be more merit in looking at the desired impacts via set targets and exploring the type and scale of projects that Council would need to implement to achieve these impacts. This would mean that the actions to achieve the target would be flexible to take advantage of more advanced technologies, government policy settings, or community behaviour change programs as they are developed, rather than a prescribed quantitative threshold. By developing actions using this bottom-up approach, Council would be directly linking its budget requirements to the desired impacts of the CRP rather than the other way around.

It is also important to note that the opportunities for consideration in the CRP mid-term review identified in Attachment 1 are based on the officers' view of what is feasible for Council to achieve against each action, rather than achieving the 'best practice' standard from the outset. It is not the opinion of officers that working to the 'best practice' rating of the LGCET would necessarily be the standard to which Knox should always aspire. Each action would need to be explored to determine if it is appropriate to Knox and whether it would still be considered 'best practice'.

Climate Emergency Mobilisation Plan

The work required to undertake a comprehensive assessment for a full Climate Emergency Mobilisation Plan would be significant as mentioned above. It is estimated that a community engagement process, a gap analysis and the financial implications involved to evolve the CRP into a full Climate Emergency Mobilisation Plan would take at least 12 months and input from two or three additional EFT and specialist consultants.

While nearly 2,500 local governments globally have now declared a climate emergency, officers have been unable to find examples of any other local governments undertaking full climate mobilisation plans. Many local government climate action plans mention 'community mobilisation' but none have plans specifically for a full-Council pivot towards climate change being at the centre of all policies and plans. Investigating what would be required for a Climate Emergency Mobilisation Plan would place Knox at the forefront of climate action in Australia and potentially globally. Although it is possible that other local governments might be undertaking similar investigations currently, none have been published to date.

Any further actions recommended through the development of a Climate Emergency Mobilisation Plan supported and resourced by Council, could be included in the mid-term review of the CRP which is scheduled to be brought to Council for endorsement in 2026, unless directed by Council to develop sooner.

3. CONSULTATION

Officers have consulted various business units within Council on this internal review of Council's CRP against the LGCET and CACE frameworks.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the CRP. This report provides a comparison between the CRP in its current format against the LGCET and CACE Checklist.

As this report is presenting key findings from assessments against the CRP and proposed next steps, it is considered to positively impact on Council's net zero by 2030 target, the community's net zero by 2040 target and positively impact upon Council's exposure to climate risk and climate change adaptation for Council and the community by highlighting any further actions that Council might like to consider in addition to the CRP.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The CRP and the proposed next steps outlined in this report 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.

6. FINANCIAL & ECONOMIC IMPLICATIONS

A further assessment of gaps, opportunities and resources required for greater alignment of the LGCET and the CRP, and an Emergency Mobilisation Plan would be an estimate of \$450,000. Officers anticipate the resource impact to include increased EFT, staff time, reallocation of work plan priorities, wholesale review of Council processes and additional budgetary requirements. Any further budgets required to enact a more ambitious plan would be determined as part of this assessment.

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. Any further actions to align the CRP with the CACE and LGCET guidelines should increase these social benefits by hastening climate actions and the achievement of net zero targets however in the short term may require that Council prioritise climate change mitigation and adaptation objectives over social or economic outcomes in decision making, if conflicts arise.

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 - Self Assessment of the Local Government Climate Emergency Toolkit 2022 D22 274355 [**8.1.1** - 8 pages]
2. Attachment 2 - Knox Self Assessment - CACE Emergency Mode checklist - 2022 [**8.1.2** - 2 pages]

Attachment 1 - Self-Assessment of Knox Council's response to Climate Change using the Local Government Climate Emergency Toolkit (Source: www.lgcet.com)

Objective	LGCET Transparent and Accountable Actions			Knox Assessment	Knox opportunities for consideration in CRP mid-term review
	Recommended minimum action	Moderate action	Best-practice action		
1.1 2030 target	Set a combined 2030 target for Council operations and community emissions. With underlying data, emissions profiles and annual progress made publicly available via frequent reporting and communication channels.	2030 net zero target	2030 net negative target	Moderate: Net zero for Council by 2030. Net zero for community by 2040.	Review targets and consider Net Negative target as we approach 2030.
1.2 Climate emergency response	Commit to fully funding and implementing a whole of Council Climate Emergency Action Plan / Climate Emergency Response developed with strong engagement from the community that embeds the climate emergency into all existing and future plans, budgets and strategies.	Ensure each division of council has specific targets and actions which contribute to delivery of the plan	Delivery is included in annual performance and promotion requirements for all staff	Moderate: Departments within Council have specific actions that contribute to the Climate Response Plan (CRP), and are included in internal reporting (Interplan) against specific departments. All plans and strategies must have climate considerations explicitly included. All Council Reports and Departmental Business Plans need to consider the impact on the CRP. Being a 10 year plan, not all future actions of the CRP are fully funded and some actions are dependent on future business cases. Not feasible to commit funding for projects for the life of the CRP as it relies on future budget deliberations.	No further action at this time.
1.3 Traditional Owner knowledge	Consultation with Traditional Owner groups must be undertaken throughout development of the emergency plan. Creating opportunities to embed local knowledge, country plans and reconciliation action plans as part of the response.	Plan includes Acknowledgement of Country and Traditional Owner language throughout	Foreword delivered by local Traditional Owner group/s	Not Addressed: Traditional Owners were not engaged during the development of the CRP.	Engage Traditional Owner groups and include an Acknowledgement of Country.
1.4 Climate emergency key performance indicators (CEKPI)	Councillors embed measurable climate emergency key performance indicators (CEKPIs) into the CEO's contract.	Climate emergency KPIs included by the CEO in all executive and senior management contracts	N/A	Moderate: Implementing the CRP is part of the CEO's Key Performance Indicators. CRP requirements are also built into Director, Senior Manager and Coordinator position descriptions.	No further action required.
1.5 Meeting transparency	Ensure councillor attendance registers, expense policies, agendas and minutes for the previous 5 years are made publicly available on the council website.	Councillor voting history is made easily accessible for residents	N/A	Moderate: Councillor Policies and Council Meeting Agendas and Minutes are available on Council's website, including six years of Council meetings and an online index of all agenda items from Council meetings dating as far back as 2011.	No further action required.
1.6 Digitise operations	Digitise processes to promote reduction in paper consumption and use only 100% recycled paper across council operations. This should include on demand video recordings of all council meetings to reduce the need for residents to commute and to improve transparency of decision-making.	>80% internal processes digitised	>95% internal processes digitised	Best-Practice: >95% internal processes digitised including planning applications, agendas, minutes. All Council meetings are streamed live and available on demand. Many of Council's meeting rooms have been upgraded with the capability of hosting hybrid meetings to allow attendees to join meetings from a remote location. Council purchases 20% recycled paper that is certified Carbon Neutral through the National Carbon Offset Standard (NCOS).	No further action required

Objective	LGCET Transparent and Accountable Actions			Knox Assessment	Knox opportunities for consideration in CRP mid-term review
	Recommended minimum action	Moderate action	Best-practice action		
1.7 Environmental risk management	Ensure the organisation's risk management framework is aligned with Environmental Management System ISO 14001 Standards. This would seek to ensure a broad understanding of environmental aspects and impacts, climate emergency risks and impacts, and Environmental Strategy and Management Plan established. Importantly, involving senior management through responsibility and decision-making.	14001 certified	31000 aligned,	Minimum: Assessments have been made against ISO 31000:2018 and ISO 14090-2019 – Adaptation to climate change – Principles, requirements and guidelines. Identified climate risks have been captured and treatments regularly monitored via Council's Risk Register.	Discuss the feasibility of Certification to ISO 14001 with the Risk and Audit Committee
1.8 Climate emergency training and education	Deliver climate emergency training and education to all councillors and staff on the climate emergency including climate risk, adaptation and solutions.	Mandatory biennial training and training sessions extended to the community	Included in annual performance and promotion requirements for all staff	Minimum: Training program under development for staff. Councillor briefing on latest climate science completed as part of the development of the CRP. Training for all staff and specialised departments and leadership training to be mandatory.	Expand the community education programs to include extensive training on climate risk, adaptation and solutions.
1.9 Climate Emergency Coalition	Establish a Climate Emergency Coalition to serve as forum for discussing climate emergency issues, help develop common language and understanding the strengths and challenges of the issues faced by the community, foster coordination and collaboration between different sectors, evaluate and influence policy, work to mobilise resources and funding, and launch or support programs and services that address local needs.	Coalition members are remunerated for their time	All councillors and executives to attend at least one Climate Emergency Coalition meeting or briefing per annum	Minimum: Not a current action within the CRP as a stand-alone Climate Emergency Coalition. This function is performed by the Environment Advisory Committee - a group consisting of residents and businesses in Knox. Providing feedback and guidance on the development and implementation of the CRP is a key function of this committee. The meeting is chaired by a Councillor and one Senior Manager and/or Director is in attendance at each meeting. Not feasible to create additional groups separate to the existing Environmental Advisory Committee however an invitation to all Councillors to attend an EAC meeting devoted to Climate Emergency will be trialled in 2023.	No further action at this time

Objective	LGCET Communications Actions			Knox Assessment	Knox opportunities for consideration in CRP mid-term review
	Recommended minimum action	Moderate action	Best-practice action		
2.1 Public declaration	Publicly declare a climate emergency.	N/A	N/A	Minimum: Climate Emergency declared and adopted by Council.	No further action required
2.2 Ease of access to climate emergency information	Information about the climate emergency is prominently displayed on the home page of the council website.	N/A	N/A	Partially addressed: Climate Emergency information is on Knox City Council's website, located within Sustainability Information. When the climate emergency declaration was made, the news was on the front page of the Knox Website for a number of days. As community education programs are delivered, they will be promoted on the front page of Council website.	Display climate emergency declaration on homepage of Council website with direct link to further information.
2.3 Emergency communications	Use climate emergency language, science and expected future local impacts to inform council communications by articulating the level of urgency and mobilisation required in the community vision, communications plan, health and wellbeing plan, social media posts, quarterly newsletters, planning applications and on the council website.	Advocate to state and federal governments for an urgent climate emergency declaration, funding and action	A dedicated community-wide education and engagement process is developed, funded and implemented	Partially addressed: Climate Emergency addressed in the Council Plan, Community Vision and CRP. Climate Emergency is not currently reflected in all communications and documents, however climate change and the CRP is being reflected in Council policies and strategic documents as they are renewed.	Future policies, plans and relevant communications to reference and use climate emergency language.
2.4 Fund and provide resources for community leadership	Fund actions under each area for community participation, leadership and action, including the establishment of community environmental advisory groups, 'friends of' groups, citizen scientist programs, litter clean up groups, school programs and climate-focused business networking.	Dedicated resources allocated, including free meeting spaces	Empower and work with residents on advocacy programs targeted at government and business	Moderate: Dedicated resources allocated to service volunteers including friends groups, advisory committees, citizen science programs for biodiversity monitoring, Gardens for Wildlife volunteers and general volunteers.	Consider potential to support community-led advocacy programs for other levels of government or businesses.
2.5 Community climate emergency festival or forum	Commit to and provide funding for an annual climate festival or forum with representatives from all sectors of the local economy encouraged to participate.	OPEX / CAPEX ≥\$50k	OPEX / CAPEX ≥\$100k	Best-Practice: While not a stand-alone 'climate festival', Knox Council's Stringybark Festival is one of the oldest sustainability focussed annual festivals in the region. The 2022 festival showcased solar, heat pumps, Electric Vehicles, food waste reduction, single-use plastics, recycling and sustainable locally produced items.	No further action at this time
2.6 Culturally and linguistically diverse (CALD) communication	A climate emergency fact sheet or information pack is developed and distributed for ≥3 of the most-spoken non-English languages at home within a community.	Emergency Response Action Plan is fully translated	All communications are fully translated	Not addressed: No current material is currently translated in other languages.	Include CALD communication as part of CRP community education actions in future years.

Objective	LGCE Energy Actions			Knox Assessment	Knox opportunities for consideration in CRP mid-term review
	Recommended minimum action	Moderate action	Best-practice action		
3.1 Renewable energy operations	Ensure council operates on 100% green electricity through the direct purchase of green electricity and/or a power purchase arrangement. Carbon neutral certification must be provided while fossil fuels, including gas connections, are phased out within 5 years.	Domestic offsets purchased	No offsets required	Minimum: Council has a Renewable Energy Power Purchase Agreement for approximately 50% of its load until 2030. The remaining load will be added to a new Renewable Energy PPA from July 2023 onwards. Council also has a commitment for all electric new facilities (as part of the Sustainable Building and Infrastructure Policy) and a phase out of gas from most properties by 2030.	No further action at this time
3.2 Renewable community energy	Commit to lead and facilitate a 100% renewable energy power purchase, micro grid, virtual power plant or similar agreement for at least 1% of residents and businesses within the council area.	>5% and dedicated resource	>10% and dedicated resource	Minimum: The CRP has a commitment to work with large energy consuming businesses in Knox on a Renewable Energy PPA.	Investigate other options such as Virtual Power Plants or other community energy initiatives and synergies with neighbouring Councils and/or State Government.
3.3 Energy budget	Commit at least 2% of the council budget or \$10 per capita (whichever is higher) to energy efficiency or renewable energy grants, programs and upgrades for sporting clubs and residential and commercial properties. Low-income residents could be targeted in the first instance.	3% / \$10 per capita	5% / \$20 per capita and gas disconnection fee rebate program	Minimum: Total spend on Sustainability Initiatives Capital works program and Operational budget is approximately \$750,000 for 2022/23. This includes programs to improve efficiency at Council facilities including at sports pavilions and community focussed actions through program partners such as Solar Savers and Energy Savers.	No further action required
3.4 Energy efficient assets	Prioritise electrification of all council assets and immediately begin phasing out all gas assets. This includes electrification of all small plant and equipment and heating of pools. This work is to be undertaken while also ensuring the upgrade of old and inefficient electric assets, such as operational and street lighting, to continue to reduce electricity consumption.	≤10-year asset electrification plan	≤5-year asset electrification plan	Minimum: Council's Sustainable Buildings Policy (June 2019) states that all new Council buildings over the value of \$150,000 will be net carbon neutral in operation through provision of onsite renewable energy and/or through the procurement of zero carbon energy (operational use of fossil fuels such as natural gas must be avoided). The CRP also supports phasing out gas as an energy source in buildings in support of a zero-carbon economy.	Investigate opportunities to accelerate the phase out of gas appliances faster than 2030 as opportunities arise.
3.5 All-electric community	Develop an ongoing community energy education campaign prioritising electrification and the phase out of gas. Building design, insulation and draft-proofing programs are rolled out as a priority.	Run a heat pump awareness campaign including the benefits of heating with reverse cycle air conditioning	Run a program promoting the benefits from the phase out of home wood fire heaters to electric alternatives	Moderate: Council has delivered a number of all-electric workshops through webinars and at the 2022 Stringybark Festival. Council will continue to promote all-electric homes and encourage residents to switch out gas appliances. Community education programs are future actions of the CRP.	No further action at this time
3.6 Energy bulk buy	Facilitate a biannual asset bulk buy program for residents and businesses. This will include insulation, draft-proofing, energy generation, energy efficiency and energy storage.	Provide access to staff via staff salary sacrifice programs and executive packages	Join with neighbouring councils or regions for greater economies of scale	Best Practice: Knox is part of the Eastern Alliance for Greenhouse Action (EAGA) which coordinates Solar Savers and Energy Savers programs for residents and businesses with neighbouring Councils. Council will continue to explore opportunities and provide new products through the Victorian Energy Upgrade program.	Continue to explore opportunities and provide new products through the Victorian Energy Upgrade program.
3.7 Energy storage	Run an energy storage trial at one or a number of community or residential sites.	Commit to also facilitating a business trial	Commit to an annual neighbourhood battery program	Minimum: Energy storage has been implemented at both Early Years Hubs, Netball Centre and a number of smaller Council sites.	Investigate opportunities for community battery options with other key stakeholders including United Energy, Ausnet and State Government.

Objective	LGCE Transport Actions			Knox Assessment	Knox opportunities for consideration in CRP mid-term review
	Recommended minimum action	Moderate action	Best-practice action		
4.1 Transport budget	Commit at least 2% of the Council budget or \$10 per capita (whichever is higher) towards pedestrian and cycling infrastructure in the city.	3% or \$10 per capita	5% or \$20 per capita	Best Practice: Council capital works budget for Footpaths and Share Paths is approximately \$3m in 2022/23. Council will continue to fund improvements to shared path networks.	Continue to fund improvements to shared path networks
4.2 Active transport priority	Reallocate road space to active and public transport users on all local roads within 2km of all activity and neighbourhood centres. This will include speed limit reductions, zebra crossings, separated cycling lanes, traffic calming measures, road space reallocation, and car share and bicycle parking targets.	5km and max 40km/h on all local roads in that area	5km and max 30km/h on all local roads in that area	Partially Addressed: The Knox Integrated Transport Plan provides guidance on promoting pedestrian and cycling friendly activity centres. Council will investigate the opportunity to consider further measures through the next review of the Integrated Transport Plan in 2025.	Investigate the opportunity to consider further measures through the next review of the Integrated Transport Plan in 2025.
4.3 Transport advocacy	Develop an advocacy plan that prioritises consistent and strong advocacy to the State and Federal Government to improve cycling connections, public transport infrastructure and roll out of a public electric vehicle (EV) charging network across city boundaries and the broader region.	Advocate that all public transport stops and stations are <i>Disability Discrimination Act</i> (DDA) complaint	Dedicated resource or make a transport funding co-contribution to expedite works	Moderate: Council is part of the Eastern Transport Coalition that advocates for improved transport infrastructure. The Eastern Region Group of Councils also provide advocacy for improvements to public transport to the region.	Investigate feasibility and business case for Council to co-contribute to expedite works.
4.4 Fleet policy	Introduce a fleet policy that targets a maximum 100g/C02-e average emissions across all fleet vehicles purchased, with an immediate phase out of diesel engines where 'Euro 6 standards' cannot be achieved. Zero emissions and EVs should make up at least 25% of all new vehicles purchased.	80g/C02-e average	50g/C02-e average and all passenger vehicles are zero emissions	Partially Addressed: The CRP has set a target for all passenger pool vehicles to be electric by 2025. The Fleet Policy which is currently under review is recommending a 150- 155 gm/Co2 target (subject to approval) with the target being revised yearly and amended as vehicles become available. EURO 6 is already the standard which Council purchases.	Accelerate the procurement of EV vehicles and increase the fuel efficiency requirements of Council fleet.
4.5 Zero emissions refuelling	Develop a plan for the rollout of electric and hydrogen vehicle charging based on level or urbanisation, tourism and expected total fleet numbers.	Residents have access to council charging locations	Pilot heavy EV or hydrogen refuelling facility	Best Practice: Council is rolling out new Fast-Charging public EV charging stations via service providers. The Knox Civic Centre Charging station was opened to the public in April 2019 and remains freely accessible to all EV drivers. Investigations are underway to introduce heavy electric trucks, as outlined in the CRP.	No further action at this time
4.6 Transport bulk buy	Facilitate a biannual asset bulk buy program for residents and businesses. This will include bicycles, e-bikes, electric vehicles and EV chargers. This may also extend to a trade in program to swap old polluting cars for e-bikes.	Provide access to staff via salary sacrifice programs and executive packages	Join with neighbouring councils or regions for greater economies of scale	Not Addressed: Not currently reflected in CRP	Investigate opportunities for bulk-buy programs with neighbouring Councils.
4.7 Air travel policy	Publicly report all data associated with air travel including number of flights and emissions while campaigning for fast rail, digital attendance of events and minimising flights where possible. All air travel emissions are to be offset domestically.	>50% of interstate and international conferences are attended digitally or by zero emissions or mass transit transport	100% of interstate and international conferences are attended digitally or by zero emissions or mass transit transport	Minimum: Interstate and international travel related emissions are reported to the community via the CRP community report on an annual basis. The CRP already has a future action to review existing travel policies.	No further action required.

Objective	LGCE Circular Economy Actions			Knox Assessment	Knox opportunities for consideration in CRP mid-term review
	Recommended minimum action	Moderate action	Best-practice action		
5.1 Divestment policy	Develop a policy for council to divest from institutions that operate or invest in fossil fuel companies and projects. The plan should seek to address both investments and banking with authorised deposit taking institutions.	Divestment of all investments within 12 months	Divestment of all investments and authorised deposit institutions within 12 months	Not Addressed: Not currently reflected in CRP	Consider options for divestment from institutions that operate or invest in fossil fuel companies and projects.
5.2 Recycling targets	Set a recycling target for 2030 and ensure there is a ban on the incineration of all mixed waste collected. While giving access to at least 3 streams for waste separated recycling (general, comingled and organics) in both public and private areas and residences. Bin colours must be compliant with AS 4123.	Reusable cloth nappy and sanitary product program and develop a biochar program with organic waste collected	≥5 easily accessible waste separation options for residents and 100% recycling target for 2030	Minimum: 3 streams for waste separated recycling (general, comingled and organics) in both public and private areas and residences. Bin lid colours are being moved to be compliant with AS 4123. Additional waste separation options are being considered as part of complying with State Government requirements for waste collection.	No further action required
5.3 The sharing economy	Promote the sharing and repair economy by providing community grants and assistance to develop and promote toy, tool, seed and traditional libraries, as well as repair cafes and facilities.	1 of each available in the city	3 of each available in the city and ongoing grants program established and actively promoted across social media	Moderate: Knox has a toy library, several traditional libraries as well as a community run initiatives including repair cafe, Woodworkers and Men's Shed. Through the library residents can borrow the energy and water saving kit consisting of thermal camera, power meter and other equipment to self-audit their homes for water and energy saving opportunities.	No further action at this time
5.4 Procurement policy	Amend the procurement policy and council tech notes (asset specifications) to individually weigh and evaluate environmental and social benefits. While also mandating a minimum of 10% recycled content in all new capital projects increasing to 20% as a minimum over the term. .	15% minimum, increasing to 25%	25% minimum, increasing to 35%, develop low and zero emissions logistics preference policy through tender process	Minimum: Council is committed to environmental, local and social economic sustainability and will apply a mandatory minimum evaluation weighting of 10% to at least one of these criterion. Recycled content in capital works projects is addressed by the Sustainable Buildings and Infrastructure Policy with an opportunity to increase the % recycled content in line with market availability of suitable products.	No further action required
5.5 Environmental contract management	All tenders are reported to council and/or notified on the council website publicly declaring the recycled content or other environmental benefits of these projects. Feedback is to be provided to unsuccessful tenderers where their application lacks environmental benefits.	All reports contain 'Climate Emergency' section	Dedicated environmental procurement resource	Partially Addressed: Tenders are publicly listed on Council website and large value tenders are reported to Council in line with the Procurement Policy.	Investigate the ability to capture and report information on recycled content or other environmental benefits on major tenders and capital projects.
5.6 Best-practice materials	Promote and transition council operations to using low carbon or zero emissions concrete and steel, and council operations to use no timber or paper products sourced from native forest destruction.	Demonstrate zero emissions materials in >20% of projects	Demonstrate zero emissions materials in >50% of projects and >80% construction waste diverted from landfill	Partially Addressed: Council's Sustainable Building and Infrastructure Policy requires the inclusion of low carbon or zero emissions concrete and steel as well as sustainably sourced timber and paper. Higher targets are currently limited by the availability of materials. Council will continue to review suppliers for low carbon or zero emissions materials.	Continue to review suppliers for low carbon or zero emissions materials.

Objective	LGCEI Industry and Built Environment Actions			Knox Assessment	Knox opportunities for consideration in CRP mid-term review
	Recommended minimum action	Moderate action	Best-practice action		
6.1 Environmentally sustainable design (ESD)	Ensure that the council implements a local environmentally sustainable design (ESD) planning policy and/or participation in an ambitious state-wide ESD policy. As a minimum this must include: an all-electric home that is at least one Nationwide House Energy Rating Scheme (NatHERS) star higher than minimum standards, onsite renewable energy generation, adequate space for ≥3 streams of waste separation for recycling, water harvesting and stormwater treatment, green infrastructure and permeable surfaces, onsite electric vehicle charging infrastructure, indigenous gardens, landscaping and canopy trees, high solar reflectance index (SRI) roofing colours. This work can be further supported by the introduction of voluntary scorecards or best-practice guidelines.	Mandatory ESD provisions within scheme and all new council-led developments are passive house or equivalent excellence standard	Lead with additional voluntary tools and excellence scorecards, rate rebate for all-electric homes and moratorium on new gas connections	Minimum: Council has a local planning policy to achieve ESD outcomes for planning applications above and beyond minimum requirements. Council has also been participating with 27 other Victorian Councils on the 'Elevating ESD Targets' through an amendment to the planning system. In addition, Council is part of a state wide campaign to improve planning and legislation relating to the built environment. Council will continue to advocate for improved standards to National Construction Code through key alliances such as the Council Alliance for Sustainable Built Environment.	Continue to advocate for improved standards to National Construction Code through key alliances such as the Council Alliance for Sustainable Built Environment.
6.2 Water sensitive urban design (WSUD)	Develop a water sensitive urban design (WSUD) policy and that includes flood management planning, rain gardens and water harvesting in all new community and public infrastructure projects.	All projects are to include stormwater treatment to achieve best-practice and set pollution reduction targets	Storm water drains have easy to read anti-pollution labelling informing community members of water destination (also in languages other than English where appropriate)	Moderate: Addressed through the Sustainable Building and Infrastructure Policy and the Local ESD Policy in the Planning Scheme. Stormwater drain stencilling already occurs in problem hot spot areas, although only in English. Council will continue to assess other opportunities for stencilling in problem areas.	Continue to assess other opportunities for stencilling in problem areas.
6.3 Plastic Wise	Each community centre, club, park and playground must provide easy access to free drinking water. This may be combined with reusable cutlery and crockery, washing facilities and Plastic Wise strategies to reduce dependence on fossil fuel products.	All facilities have accessible and free drinking water	All facilities have accessible and free drinking water and washing facilities	Best Practice: All Council facilities have drinking water fountains and washing opportunities. The Stringybark Festival has recently introduced the requirement to wash and reuse cutlery. Temporary drinking fountains are also provided at festivals to reduce plastic waste.	Expand reusable cutlery and crockery to other Council events in the future.
6.4 Climate Emergency businesses	Support commercial businesses to retrofit operations to align with climate emergency actions.	Commercial grants program	Commercial grants program and dedicated resource	Moderate: Council has a number of programs for the commercial/industrial sector to upgrade to energy efficiency, solar and climate adaptation measures through the Energy Upgrade Finance as well as the Energy savers program via EAGA.	Investigate the opportunity for a dedicated resource to help expand this service to more businesses in Knox.

Objective	LGCE Open Space and Agriculture Actions			Knox Assessment	Knox opportunities for consideration in CRP mid-term review
	Recommended minimum action	Moderate action	Best-practice action		
7.1 Pest animal and weed management	Commit to a pest animal and weed management plan to mitigate the fire risk of invasive species and strengthen biodiversity ability to adapt to the climate emergency. Where appropriate this work should include seeking expertise and employment of local First Nations people in management of native vegetation and identified cultural landscapes.	Partner with local groups and nurseries to provide free or discounted indigenous plants and grasses to residents	Net m ² gain of indigenous species per annum	Best Practice: Although unable to quantify net gain, Knox plants a minimum of 60,000 indigenous plants per annum. The Community Development Officer - Access and Equity is currently in discussion with local First Nations elder on firestick management. In addition, Knox Council led the Eastern Region Pest Animal Management Strategy and received \$25K management for deer management.	No further action required
7.2 Urban heat	Ensure the council has developed and provides ongoing funded positions to maintain and harmonise an urban forest and urban heat island mitigation strategies.	OPEX / CAPEX ≥\$200k and 30% public realm canopy target by 2030	OPEX / CAPEX ≥\$400k and 30% public and private realm canopy target by 2030	Moderate: 30% public realm canopy by 2030 target with an annual budget for tree planting of \$525,471 (unchanged for the last 3 years).	Increase funding for urban forest initiatives and maintenance.
7.3 Sustainable food system strategy	Ensure the council has developed and provides ongoing funded positions for council officers to maintain and harmonise a food systems strategy.	OPEX / CAPEX ≥\$100k	OPEX / CAPEX ≥\$200k and net gain of community gardening m ² each year	Moderate: Council currently facilitates the Gardens for Harvest program and supports community gardens where possible. A needs analysis has been undertaken to understand community activation requirements for community gardens to become hubs for resilience education.	Funding for construction and resources for collaboration with educational community health organisations to promote sustainability, healthy eating and 'plant to plate' programs.
7.4 Operational catering	Commit to promoting and engaging only vegetarian or vegan catering at meetings and events. This may start with one event or all events on one day of the week. All produce and catering should be as locally sourced and as low emissions as possible.	≥1 day per week	All days per week and >10% of all meals vegan only	Not addressed: While Council has a Healthy Catering Policy which promotes healthier alternatives including plant based food choices, the Policy does not preference only vegan or vegetarian options in meetings or events. Increasing vegetarian or vegan options could be considered when the Healthy Catering Policy is reviewed.	No further action at this time
7.5 Open space local laws	Ensure local laws are updated with provisions to protect significant or mature indigenous trees and that nature strip (verge) planting for biodiversity gain and canopy coverage is permitted and encouraged.	No artificial grass is to be permitted on nature strips due to micro plastic and urban heat threat	Protections also built within planning scheme and develop significant tree register	Minimum: Council's Green Streets Policy provides guidance for residents to plant on nature strips and also prohibits the use of artificial turf. Outdated controls for significant trees has been identified as an ongoing concern since 2015, however limited progress has been achieved due to financial constraints.	Update controls and register for significant trees.
7.6 Local biodiversity	Commit to rewilding on both public and private land including participation and promotion of gardens for wildlife, wildflower planting, Landcare programs, indigenous species planting programs, erosion management and a fully funded local biodiversity strategy.	OPEX / CAPEX ≥\$100k, net gain of biodiversity each year and implement best-practice pet management local laws	OPEX / CAPEX ≥200k and landholders who create biodiversity corridors, protect and manage land receive a rate rebate	Best Practice: Council established Gardens for Wildlife with the local community volunteers and has introduced cat curfew as well as rate incentives to landowners to protect significant vegetation.	Provide funding for maintenance and full implementation of the Biodiversity Resilience Plan.
7.7 Access to green open space	In urban areas, ensure all residents have access to green open space within 500m of their property. In rural areas, implement best-practice land management including, where relevant, initiating a drawdown project to support the zero carbon target objective and enhance agricultural practices, regenerative agriculture and Traditional Owner practices.	All residents have access to green open space within 400m of their property	400m and net gain of open space each year	Moderate: Knox target is that all residents have access to green open space within 400m of their property.	Enquiry into mechanisms to achieve net gain of open space each year.

Attachment 2 - Knox Self Assessment - CACE Emergency Mode checklist - 2022

CACE Emergency Mode Check list

Council and community Action in the Climate Emergency Last edited 29 Jan 2020
produced by Adrian Whitehead.

Have you entered emergency mode? Check this list below.

Note-this checklist should be used in conjunction with CACE website:
<https://www.caceonline.org/entering-emergency-mode.html>

First Step



1. Acknowledge the climate emergency

Has your council formally acknowledged the climate emergency as a motion of council?

Early Phase



2. Knowledge base built

Climate emergency training has been undertaken for all staff, including managers and the CEO, including the threat and the solutions, the role of council in the areas of mitigation, resilience, education and advocacy, and including the councils role in getting higher levels of government to act.



3. Executive buy in

Council executive meets to confirm, understand and commit to a climate emergency response by council.



4. New climate emergency plan

A new climate emergency plan should be developed incorporating the areas of mitigation, resilience, education and advocacy. The plan should be focused on achieving multiple benefits beyond just a global warming response, such as supporting the most disadvantaged members of the community, and include all emissions sources including consumption.

**5. Communications Priority**

The climate emergency response is featured as the lead issue in all general council communications including the home page of the website and any community newsletters.

**6. Community Mobilisation**

The council is mobilising its community to support council action, undertake their own action and to work with council to put pressure on higher levels of government to achieve net negative emissions by 2030 or earlier. Getting the support of a super majority of your community (i.e. more than 60-70%) to support your emergency mobilisation is vital prior to full mobilisation.

**7. Whole of council review**

The council has undergone a whole of council review of existing policies and practices to identify where climate emergency outcomes could be achieved in the area of mitigation, resilience, education and advocacy through modified business practices, modified policies, new programs or new policies, including reviewing council's fund management and procurement policies.

**8. Emergency budgeting exercise**

The council has done an emergency budgeting exercise and has identified all available discretionary funds that can be directed to the climate emergency response and has committed these funds.

Emergency Mobilisation

**9. Number one priority**

Your climate emergency response (mitigation, resilience, education and advocacy) is the number one priority of council after the delivery of your core functions to the community. Council has a mandate to act through the council plan and council motions.

**10. Getting to negative**

A community wide planning process has been undertaken on how the council can achieve net negative emissions, including consumption emissions by 2030 or earlier, including the development of key budget requirements, highlighting areas that can be met by council, met by community or require state or federal assistance and funding. Opportunities for drawdown should be identified.

8.2 Road Management Plan

SUMMARY: Alexander Bourke, Asset Engineer – Sustainable Infrastructure

The Road Management Act (the Act) was introduced in 2004 as a means to ensure Road Authorities manage their road networks in a more proactive and responsible manner. Road Management Plans must identify responsibilities, maintenance standards and inspection standards required to manage civil liability claims and must demonstrate that the Knox City Council as a road authority is responsibly managing all of the road assets within its control.

The Road Management Plan has recently undergone a comprehensive review, with significant administrative changes being made around the document's presentation and format to streamline the Road Management Plan into one self-contained document with less reliance on attachments.

In reviewing the Knox Road Management Plan, Council's insurers and internal auditor have recommended that key non-road related asset categories (including street trees/roadside vegetation) be excised from Council's Road Management Plan. Council officers have also taken the opportunity to review all service standards previously included in Knox Road Management Plan. As a result of this review - which incorporated benchmarking against plans of similar Councils - service standards have been removed and/or consolidated.

These changes reflect the direction most Victorian Councils have taken with updates to their Road Management Plan, both in making the document more concise and navigable as well as the exclusion of standards from the plan for non-road related infrastructure.

RECOMMENDATION

That Council:

1. Endorse the draft Knox Road Management Plan 2023 attached to this report and release the draft plan for public consultation and feedback via Council's Have Your Say portal;
2. Note that this update to the draft Knox Road Management Plan incorporates a major review of the previous iteration of the plan and modifications to reflect advice received from both Council's internal audit process and Council's insurers.
3. Note that in developing this plan, a significant benchmarking exercise against Road Management Plans of equivalent Councils was undertaken to assist in defining maintenance service standards.
4. Note that adopting a Road Management Plan and executing the articulated maintenance standards and inspection standards provides Council with a policy defence against liability claims.
5. Note that a feedback report from the consultation process will be presented to Council to inform the formal adoption of the Road Management Plan by Council.

1. INTRODUCTION

The Knox Road Management Plan (RMP) sets out Council's approach to the inspection, maintenance and repair of its public roads and road related assets. If complied with, the RMP provides Council with a policy defence against civil liability claims associated with management of the road network.

Under Section 39(4) of the Road Management Act (2004):

"A road authority is to be taken to have made a policy or policy decision relating to a road management function if the road authority has made a road management plan that includes provisions relating to the performance of that road management function."

The Knox Road Management Plan was initially developed in accordance with the Road Management Act (2004), supporting Regulations and Codes of Practice. It was reviewed in 2006, 2009, 2013, 2017, and 2021. Amendments occurred in 2006, 2010, 2015 and 2017.

The RMP was subject to formal review in accordance with the Road Management (General) Regulations (2016), which was undertaken in 2021, recommendations from which directed the core changes made during this update. Council endorsed this Road Management Plan review in June 2021.

This report introduces the draft Knox Road Management Plan 2023 as presented in Appendix A. If endorsed by Council, the Road Management Plan must be made publicly available as specified in the Road Management Act (2004) – Part 4 – Management of Roads

– (54:2)

"If a road authority proposes to make a road management plan, the road authority must give a notice stating—

- (a) the purpose and general purport of the proposed road management plan;*
- (b) where a copy of the proposed road management plan can be obtained or inspected;*
- (c) that any person who is aggrieved by the proposed road management plan may make a submission on the proposed road management plan to the road authority within the period specified in the notice*

– (54:3)

"The road authority must allow at least 28 days after the day on which a notice is given under subsection (2) for the making of submissions."

2. DISCUSSION

This RMP amendment has aimed to improve the overall accessibility of the document by presenting a more concise and readable version. As recommended by internal stakeholders and in alignment with advice received by Council's insurers and Council's internal audit recommendations, the new RMP has also been presented to be read as an all-inclusive document with less reliance on external attachments. Most of the previous attachments have been excluded from the plan and/or embedded into the main document to align with other modern RMPs.

Attachment	Action
Public Road Register	Removed – Available online
Road and Path Hierarchies	RMP Appendix
Maintenance Activities/Service Standards	RMP Appendix
Demarcations and Operational Agreements	RMP Appendix
VicRoads Schedule	Maintained
VicRoads Code of Practice	Maintained
Instrument of Delegation	Maintained
Glossary of Terms	Embedded into Document
Work Order System	Embedded into Document
Integrated Risk Management Process	Embedded into Document
Revision Schedule	Embedded into Document

Maintenance Activities/Service Standards were updated to read as a more succinct list of activities managed under the plan. Most of the new maintenance activities consolidate several standards identified in the previous plan, especially where they shared the same initial response and rectification timeframe.

A review of asset types to be included in the Road Management Plan - as recommended by Council's insurers and internal auditor - was undertaken and non-road infrastructure assets such as roadside vegetation and roadside furniture were removed from maintenance activities covered in the RMP. Management of these removed assets will be serviced and maintained by the same delivery department with service standards captured in related strategic documents such as the Road Asset Management Plan (RAMP) and record keeping of these activities will be maintained, however it's not appropriate for them to be stored in the RMP as it subjects Council to potentially unnecessary claims.

Proposed Road Management Plan Changes

In line with legislation, Council received at its Ordinary Meeting of Council in June 2021 a report which reviewed Council's existing Road Management Plan. The review analysed the existing performance of service standards that sat within Council's Road Management Plan and recommended amendments that were broadly categorised as Strategic, Administrative and Operational.

The review process also incorporated a benchmarking process, where Council reviewed its existing service levels and response timeframes against similar Councils and Road Authorities in metropolitan Melbourne, including:

- Maroondah City Council
- Monash City Council
- Casey City Council
- Frankston City Council
- Yarra Ranges Shire Council
- Kingston City Council
- VicRoads (Department of Transport)

An overview of key service level changes by asset category is presented in the updated draft Road Management Plan as outlined below, noting occasions where there is a merging of multiple maintenance activities from the previous Road Management Plan into a consolidated maintenance activity in the Draft Road Management Plan 2023, as attached to this report. There exists one new category in the Draft Plan – “Obstructions” - which was developed to replace common previous activities which sat in multiple asset service levels groupings.

Bridges & Culverts

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Bridge or Culvert damage that poses injury or damage to users.	<ul style="list-style-type: none"> • B&C-REA-072 - Road Bridge Maintenance IR: 2 days, R:64 days • B&C-REA-073 - Pedestrian Bridge & Boardwalk Maintenance IR: 2 days, R:64 days 	Component damage or deterioration is presenting a hazard to road or path users	2 days	64 days

Bus Shelters

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Bus Shelter & Surrounds Repair	<ul style="list-style-type: none"> • BS-REA-053 - Bus Shelter & Surrounds Repair IR: 3 days, R:64 days 	Temporary repair/ protective works to broken/damaged panels, seating of Council owned bus shelters which impact road reserve.	3 days	64 days

Drainage / Stormwater

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Flood impacting road use	<ul style="list-style-type: none"> • D-REA-064 - Clear Blocked Drainage Pipes IR: 3 days, R:100 days 	Flooding across the travel path of a road surface to a depth of 50mm at left wheel path.	3 days	120 days

2	Drainage Pipes, Pit Lids, Lintel Structure Repair	<ul style="list-style-type: none"> D-REA-063 - Clear Blocked Drainage Pipes & Culverts IR: 3 days, R:120 days D-REA-065 - Drainage Pit Lintel Repair IR: 3 days, R:120 days D-REA-066 - Drainage Pit Lid/ Structure Repair (excluding lintels) IR: 3 days, R:120 days 	<p>Provide temporary and/or permanent repair when:</p> <ul style="list-style-type: none"> Pit covers or Lintel is missing, or dangerously broken or displaced to an extent that is likely to be a hazard to road users. 	3 days	120 days
3	Removed	<ul style="list-style-type: none"> D-REA-016 - Household Drainage Connection Repair 	Treatment to repair and/or replace non-functional household drainage connections (within the road reserve where it is proven that a Council Asset was the primary cause.		

Footpaths

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Hazardous or Damaged Path	<ul style="list-style-type: none"> FP-REA-027 - Concrete Footpath Maintenance IR: 3 days, R:50 days FP-REA-008 - Brick Paved Footpath Maintenance IR: 3 days, R:50 days FP-REA-029 - Asphalt Footpath Maintenance IR: 3 days, R:50 days 	<p>Provide Temporary or permanent repair of surface if:</p> <ul style="list-style-type: none"> Asphalt / Concrete : 20mm Displacement Brick : 20mm Vert Displacement / 10mm paver gap Unsealed : >50mm deep pothole, 300mm in diameter. 	3 days	50 days
2	Dangerous Path Surrounds (Edge Drop/Shoulder Repair)	<ul style="list-style-type: none"> FP-REA-046 - Edge/ Shoulder Repair IR: 5 days, R:64 days 	<p>Reduce hazard so path is safe for residents via providing a repair of depressions at the interface of the nature strip and constructed paths or by appropriate signage, or tape, bollards, fencing.</p> <p>a) depressions >50mm for Commercial footpaths</p> <p>b) depressions >75mm for other footpaths</p>	5 days	64 days

Kerb & Channel

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Kerb & Channel Repair	<ul style="list-style-type: none"> K&C-REA-014 - Kerb & Channel Repair IR: 3 days, R:150 days	Provide temporary repair measures for damaged kerb & channel which presents a direct hazard/or results in ponding of stormwater on trafficable areas along link, collector and industrial roads. 50mm at left wheel path (as above).	3 days	150 days

Obstructions

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Obstructions	New Maintenance Activity	Removal of litter/dumped rubbish that poses a hazard to pedestrians and/or obstructs traffic movements, including visual obstructions to sightlines required to safely use the road. Temporary works may include placement of litter/dumped rubbish on nature strips until litter can be removed.	3 days	7 days

Signage

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Hazardous, Damaged, Missing or obstructed Signage	<ul style="list-style-type: none"> SI-REA-030 - Sign Maintenance - Regulatory/ Warning IR: 2 days, R:32 days <ul style="list-style-type: none"> SI-REA-032 - Sign Maintenance - Special Purpose/ Directional/ Street Name/ Parking IR: 10 days, R:150 days <ul style="list-style-type: none"> SI-REA-020A - Sign Obstruction – Pruning IR: 3 days, R:32 days	a) Provide temporary and/or permanent repair of illegible/damaged/missing signs. b) Repair school crossing signage and posts to meet AS1742.10-1990 Pedestrian Control & Protection. c) Prune foliage obstructing regulatory/warning signs	3 days (Regulatory) 10 days (Other)	45 days (Regulatory) 150 days (Other)

Roadside Furniture

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Hazardous or Damaged Fencing, Guideposts, or Guardrails	<ul style="list-style-type: none"> RF-REA-032 - Maintain Fencing within Road Reserve IR: 3 days, R:64 days <ul style="list-style-type: none"> RF-REA-050 - Maintain Guard Rail 	Provide temporary and/or permanent repair to maintain functionality (i.e. rotten, corroded, broken, missing, vandalised) and/or if fencing poses a hazard to the public. <ul style="list-style-type: none"> Distressed fencing >15m 50% of Guidepost is noticeably degraded 	3 days	64 days

		IR: 2 days, R:96 days • RF-REA-049 - Maintain Guide Posts IR: 3 days, R:32 days	• Replace posts when more than 10% of posts are missing on straights, more than 5% are missing on curves, or where more than two posts in a row are missing.		
2	Removed	• RF-REA-056 - Maintain Bins	Replace missing and/or damaged plastic wheelie bins and metal enclosures to maintain functionality.		
3	Removed	• RF-REA-058 - Fire Plug Marker Repair	Maintenance of fire hydrants as per South East Water protocols. • Straighten, repaint posts and/or replace markers.		
4	Hazardous or Damaged Non-Standard Street Lighting	• RF-REA-060 - Maintain Street Light Infrastructure IR: 5 days, R:150 days	Provide temporary and/or permanent repair to damaged standards/ poles/arms & masts for streetlights that are non-functional or a hazard to road users / pedestrians or property.	5 days	150 days
5	Removed	• RF-REA-055 - Bike Rack Repair • RF-REA-061 - Miscellaneous Roadside Furniture Maintenance	• Replace non-functional or missing bike racks with standard bike racks. • Provide temporary and/or permanent repair if furniture is non-functional, broken, vandalised, rotten, corroded or a hazard to road users/pedestrians and/or property.		

Road Surface

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Hazardous Road Surface	• RS-REA-002 - Pothole Repair/ Minor Patching IR: 3 days, R:32 days • RS-REA-004 - Edge Repair IR: 3 days, R:32 days • RS-REA-007 – Regulation IR: 3 days, R:32 days	Provide temporary repair when failed area is >500mm in diameter and >50mm in depth with potential for pavement collapse and/or where other treatments have failed to remediate the pavement. Distressed areas > 5m ² are managed to mitigate risk and programmed for renewal.	3 days	32 days
2	Pavement Linemarking	• RS-REA-009 - Pavement Markings Maintenance IR: 3 days, R:150 days	Replace damaged/ dislodged or missing pavement markers (RRPMs & RPMs) on link, collector and industrial roads. Reinstate faded linemarking on link roads and statcom markings associated with link roads, collector roads and designated school crossings. Reinstate faded line marking (<50% effective reflectivity) on All Roads to meet Australian Standard AS1743.	3 days	150 days

3	Clear Hazardous Spill	<ul style="list-style-type: none"> • RS-REA-011 - Clear Liquid Spillage IR: 1 days, R:1 days • RS-REA-010 - Clear Fuel Spillage IR: 1 days, R:1 days 	Temporary measures to limit access and clear fuel spill from road surface where there is a potential danger to traffic.	1 day	1 day
---	-----------------------	--	---	-------	-------

Shared Paths

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Hazardous or Damaged Path	<ul style="list-style-type: none"> • SP-REA-027 - Concrete Shared Path Maintenance IR: 3 days, R:45 days • SP-REA-023 - Unsealed Shared Path Maintenance IR: 3 days, R:45 days • SP-REA-008 - Brick Paved Shared Path Maintenance IR: 3 days, R:45 days • SP-REA-029 - Asphalt Shared Path Maintenance IR: 3 days, R:45 days • SP-REA-046 - Edge/Shoulder Repair IR: 3 days, R:64 days 	Provide Temporary or permanent repair of surface if: <ul style="list-style-type: none"> • Asphalt / Concrete: 20mm Displacement Clear dirt, silt & debris, or vegetation that is likely to cause slipping or is hazardous to the path user.	3 days	45 days
	Removed (Severe instances contained within obstructions)	Vegetation	Clear dirt, silt & debris that is likely to cause slipping or obstruction of stormwater flow into spoon drains. <ol style="list-style-type: none"> Edge trim grass/ weeds extending >200mm onto shared path - for All Shared paths; Remove weeds within constructed shared path area - for All Shared paths. 		

Unsealed Roads

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
1	Hazardous Unsealed Road (Grading /Edgedrop)	<ul style="list-style-type: none"> • US-REA-023 - Unsealed Surface Repair (Grading) IR: 3 days, R:32 days 	<ol style="list-style-type: none"> Install temporary measures and/ or grade unsealed roads when rutting and corrugations exceed 50mm over 20% of the unsealed road surface and/or potholes exceed 450mm in diameter and 50mm deep over 20% of the unsealed road surface. 	3 days	32 days

			<p>Treatment may include spot gravelling with crushed rock.</p> <p>b) Grade shoulder when edge drop from traffic lane to shoulder exceeds 50mm over 20m length under a 1.5m straight edge or when shoulder becomes rough or scoured. Trim lower edge of shoulder when build up holds water.</p>		
--	--	--	---	--	--

Roadside Vegetation

Roadside Vegetation is now contained within obstructions and only applies when vegetation or overgrowth causes an obstruction to the traffic lane/road reserve footpath resulting in an impedance to traffic flow.

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
	Removed	Line Clearance	Prune street trees to provide adequate clearance around overhead cables. Line Clearance in accordance with Electricity Safety (Electric Line Clearance) Regulations 2005.		
	Removed	Pruning - Street Trees & Shrubs	<p>Prune Street Trees and Shrubs (where no overhead powerlines exist) to comply with the following clearance limits:</p> <ul style="list-style-type: none"> • Footpaths & Shared Paths - 2.5m • Roadway - 5m (Link/industrial - 3.5m (other) <p>Remove vegetation where no overhead powerlines exist within clearance sight triangles as per Austroads Guidelines Part 5 - Intersections at Grade (Table 5.3).</p>		
	Removed	Tree & Stump Removal	<p>Provide temporary protection works and/or remove dangerous street trees, tree stumps and/or limbs posing a potential hazard to road users/pedestrians or property.</p> <p>Trees/shrubs within identified significant vegetation areas are referred for impact assessment by Sustainability department prior to works.</p>		
	Removed	Blackberry Removal	Remove or control Blackberry infestations		
	Removed	Mowing / Edge Trimming - Nature Strip	a) Mow grass > 500mm high posing fire hazard and/or resulting in the accumulation of pests		

Litter & Graffiti

Litter & Graffiti maintenance activities is now contained within obstructions and only applies when litter causes an obstruction and impedes traffic flow.

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
	Removed	Graffiti Removal	Remove offensive graffiti in line with Graffiti and Vandalism Management Plan and other graffiti within rectification timeframes		
	Removed	Litter Clearing/ Dumped Rubbish/ Debris/ Animal carcass	Removal of litter/ dumped rubbish that poses a hazard to pedestrians and/or obstructs stormwater flows and traffic movements (excluding cigarette butts & gum). Temporary works may include placement of litter/ dumped rubbish on nature strips until litter can be removed.		

Local Area Traffic Management Devices (LATMs)

Local Area Traffic Management (LATM) devices maintenance activities are now contained within obstructions and Kerb and Channel, to account for both structural damage and overgrowth that results in a physical obstruction, sightline issues.

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
	Removed	• LATM-REA-014A - Kerb & Constructed Infill Maintenance	Treatment to repair and/or regulate damaged, dislodged or settled traffic island and roundabout kerbs and/or constructed Provide temporary repair measures only for damaged kerb & channel < 4.8m in length which is likely to result in ponding.		
	Removed	• LATM-REA-019 - Weed Control and Surrounds Cleaning	Treatment to clean debris & remove weeds from constructed (brick paved/ concrete or asphalt) infill areas of traffic islands and Local Area Traffic Management Treatments. Remove weeds >200mm high.		

Road Pavement

Road Pavement's maintenance activities is now contained within Road surface, nominally under the Hazardous Road Surface maintenance activity. Even though pavement and surface are distinct elements of the road structure, a compromised and defective pavement will show itself through the resulting failure of the surface above.

#	New Maint. Activity	Old Maint. Activity	Intervention standard	Initial Response	Rectification
	Removed	<ul style="list-style-type: none"> RP-REA-001 - Repair Pavement Collapse (Digouts/ Major Patching) 	Provide temporary repair when failed area is >500mm in diameter and >50mm in depth with potential for pavement collapse and/or where other treatments have failed to remediate the pavement. Distressed areas > 5m ² are managed to mitigate risk and programmed for renewal.		

3. CONSULTATION

Internal consultation was undertaken through establishment of an officer-led Road Management Plan Reference Group, which considered and provided feedback on both a number of key issues identified by the group and those raised by the insurance audit and internal audit processes. It is proposed that Council endorse the revised Road Management Plan as a draft for public consultation, following which, a report will be brought back to Council, summarising the feedback and seeking adoption of the final plan. The consultation will be driven through Council's Have your Say web portal and will seek to identify relative priority from the community of competing road management maintenance activities.

This process has been deemed successful across a number of community infrastructure proposals through the Have your Say portal and will provide guidance as to whether Council's operational budgets are correctly allocated. It should be noted that getting community feedback on previous road management plans has proved challenging in previous iterations of the document. Legislation requires that changes to Road Management Plans require exhibition in the Government Gazette.

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 issues associated with the Road Management Plan. Amenity, in terms of road performance for users may be influenced by targeted adjustments to maintenance service standards.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Any work required to implement proposed amendments or any implications from potential amendments to maintenance service standards has been established to align with current budget availability. Any enhanced service levels, as identified by Council or the community will require that equivalent financial efficiencies be found within other areas of the road management budget.

While some maintenance standards have been excised from the Road Management Plan, it is not proposed that these elements will incur a loss of service, acknowledging that operational budgets will be retained to support these services.

7. SOCIAL IMPLICATIONS

The road network has an impact on all community groups by providing connectivity across the municipality, as well as by providing economic benefits. The Road Management Plan documents how Council's roads are managed and to what service standards – it is imperative it is reviewed, updated and amended regularly to reflect current community expectations and Council's available resources. The legislated review recognises the importance of the community's input by seeking to create an opportunity for residents to inform Council of their expectations

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

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

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

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

Report Prepared By: Manager – Sustainable Infrastructure, Matthew Hanrahan

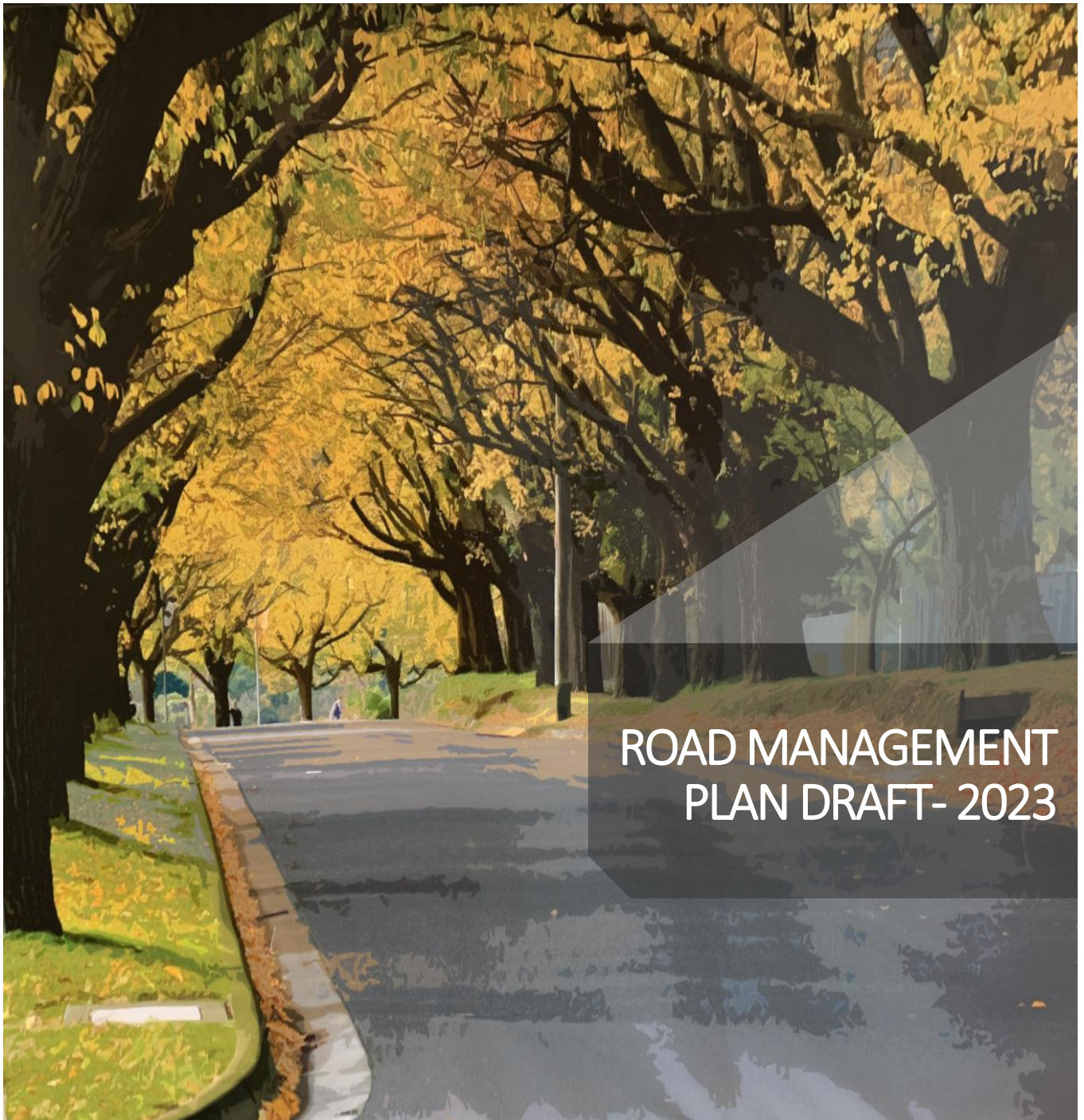
Report Authorised By: Director, Infrastructure, Grant Thorne

Attachments

1. Attachment 1 - Knox Road Management Plan - Draft 2023-01-30 (PDF - Format Maintained) [8.2.1 - 38 pages]



Knox City Council



PLAN ADOPTION RECORD

<i>VERSION</i>	<i>DESCRIPTION</i>	<i>DATE</i>
Draft	Draft plan accepted by Council for public consultation	June 2004
Version 1	First plan adopted by Council	November 2004
Version 2	Proposed amendments resulting from 2005 audit	January 2005
Version 3	Amended and adopted by Council following the 2009 audit	November 2009
Version 4	Amended and adopted by Council following the 2013 audit	July 2013
Version 5	Proposed amendments resulting from 2017 audit	September 2017
Version 6	Proposed amendments for adoption by Council	November 2022

<i>ISSUED BY</i>	<i>NAME</i>	<i>DATE</i>
Coordinator Strategic Asset Management	Robin Cassidy	November 2022

The latest approved version of this document and the Knox Register of Public Roads may be viewed at the Knox City council civic centre during normal business hours. The Road Management Plan and Public Road Register may also be viewed on Council's website.

Knox City Council Civic Centre
511 Burwood Hwy, Wantirna South VIC 3152

Knox City Council Operation Centre
14 Henderson Rd, Knoxfield VIC 3180

Website:
<https://www.knox.vic.gov.au>





EXECUTIVE SUMMARY

Knox City Council is responsible for the management of the majority of the road network within the municipal boundary and is committed to the delivery of a safe and efficient road network for use by all members of the public. Council is also devoted to good asset management practices that deliver the best service available with regard to financial resources, policies and priorities.

This Road Management Plan was prepared in accordance with the Road Management Act 2004 incorporating amendments from Part 3 of the Road Management (General) Regulations 2016.

The RMP contains the following:

- o An outline of the types of road infrastructure managed by Council, the shared responsibilities with other road authorities and infrastructure not managed within this plan.
- o Levels of service and standards for inspection, maintenance and repair of road and road related infrastructure;

In defining Council's Road Management Practices, account is taken of competing priorities which may impact on deliverable outcomes. These priorities may include, but not be limited to, prevailing budgetary context, the current economic environment, social context and service delivery priorities.





Contents

BACKGROUND.....	6
PURPOSE OF THE ROAD MANAGEMENT PLAN.....	6
RELATED STRATEGIC DOCUMENTS	6
DEMARCATIION AGREEMENTS.....	7
LEGISLATIVE AND STATUTORY REQUIREMENTS.....	7
KEY STAKEHOLDERS.....	8
TERMS AND DEFINITIONS.....	8
DEVELOPING THE PLAN	10
1.1 FUNCTIONS OF A ROAD AUTHORITY	10
1.2 OBLIGATIONS OF ROAD USERS.....	10
1.3 BALANCING COUNCIL’S FUNDING PRIORITIES.....	11
1.4 DEVELOPMENT OF THE ROAD MANAGEMENT PLAN	12
1.5 ROAD MANAGEMENT PLAN ADOPTION AND REVIEW	12
1.6 Asset Management Information System	13
1.7 Work Order System	13
Knox Management System – Inspection, Repair & Maintain Roads.....	14
PUBLIC ROAD REGISTER	17
2.1 PUBLIC ROAD REGISTER DETAILS.....	17
ADDITIONAL ASSET DETAILS.....	17
2.2 INFRASTRUCTURE COVERED BY THIS PLAN	18
2.3 INFRASTRUCTURE NOT COVERED BY THIS PLAN	18
Coordinating vs Responsible Road Authority	19
3.6 DEMARCATIION OF ROAD AUTHORITY RESPONSIBILITIES.....	19
Municipal Boundary Agreements.....	19
Rail Authority Agreement.....	19
CLASSIFICATION.....	21
3.1 REASONS FOR DEVELOPING A ROAD HIERARCHY	21
3.2 FUNCTION/ FEATURES OF A ROAD HIERARCHY.....	21
3.3 PATH HIERARCHY	22
Desirable Path Hierarchy Criteria	22
3.4 APPLICATION OF HIERARCHIES.....	23
Inspection Programs.....	23
3.5 ROAD REGISTER REVIEW PROCESS.....	25
SERVICE LEVELS	26
WHAT ARE SERVICE LEVELS?	26
WHY DO WE NEED SERVICE LEVELS?	26
INSPECTIONS	26
REACTIVE INSPECTIONS.....	27
REPAIR AND MAINTENANCE STANDARDS	27
MANAGEMENT DURING EMERGENCY SITUATIONS	27
MANAGING NEW ASSETS	27
4.6 PERFORMANCE REVIEW	28
1. Appendix 1 –Maintenance Response Times (Bridges & Culvert / k&c / footpath/road surface – add wording around when renewal program allows).....	29
Appendix 2:	31
Table 1 - Road Hierarchy Description	31
Table 2 - Road Hierarchy Desirable Traffic and Physical Conditions.....	32
Table 3 – Path Hierarchy - Description.....	33
Appendix 4: Local Boundary Roads & Structures Maintenance Agreements with Adjoining Councils 2022	34





BACKGROUND

PURPOSE OF THE ROAD MANAGEMENT PLAN

The principal purpose of the Road Management Plan is to ensure that a safe and efficient integrated transport network is provided for the movement of persons and goods and that road reserves for available for other appropriate uses.

The purpose of the Road Management Act is to reform the law in relation to road management in Victoria. It establishes principles surrounding the management of roads by Road Authorities and outlines the rights and duties of road users. The Act imposes several precise obligations on Council as a "Road Authority".

These include:

- o A description of the road infrastructure managed by Council, the shared responsibilities with other road authorities and the infrastructure not included in this plan.
- o Establishing appropriate asset management practices for its road infrastructure
- o Define levels of service to be delivered and apply targets for inspection, maintenance and repair.
- o Identifying and assessing needs and setting priorities
- o Allocating funds to meet those needs and priorities

RELATED STRATEGIC DOCUMENTS

The Road Management Plan is developed as part of a suite of strategic documents developed by Council which should be read in conjunction. In addition to aligning its Road Management responsibilities with Council's 4 year and annual planning documents, this plan attempts to align with the objectives of other strategic Council documents such as:

- o Community Plan
- o Council Plan
- o Asset Plan
- o Financial Plan
- o Workforce Plan
- o Rating and Revenue Plan
- o Climate Response Plan
- o Strategic Asset Management Plan
- o Integrated Transport Plan
- o Road Asset Management Plan
- o Principle Pedestrian Network and Bicycle plan

The RMP also seeks to respond to key themes in the Council Plan, which include:

- o Opportunity and innovation
- o Neighborhoods, housing and infrastructure
- o Natural environment and sustainability
- o Connection, resilience and wellbeing



- o Civic engagement and integrity

DEMARICATION AGREEMENTS

There are a number of roads which form the boundary between City of Knox and adjoining municipalities. In addition, there are approximately 100 kilometres of Arterial Roads within the municipality. In order to manage areas where road management responsibilities may be unclear, Council has demarcation agreements with the following organisations:

- o Casey City Council
- o City of Greater Dandenong
- o Maroondah City Council
- o Monash City Council
- o Whitehorse City Council
- o Yarra Ranges Shire Council
- o Parks Victoria
- o VicRoads
- o Victrack/Metro Trains Melbourne

The Road Management Code of Practice (Management of Infrastructure in Road Reserves), 2016 also provides guidance on demarcation of responsibility for road and roadside assets.

LEGISLATIVE AND STATUTORY REQUIREMENTS

The RMP has been developed pursuant to the requirements of the following legislation:

- o Road Management Act 2004
- o Road Management (Works and Infrastructure) Regulations 2015
- o Road Management (General) Regulations 2016

The Road Management Act 2004, has been developed to govern alongside the principles of other Acts such as the Transport Act 1983, the Road Safety Act 1986 and the Local Government Act 2020, all of which set out principles and applicability to the management of the road network and the allocation of funding by Council. The Road Management Act 2004 identifies relevant amendments where it is deemed to supersede these other Acts.

A municipal Council must conduct and complete a review of its road management plan within the period referred to in section 54 of the Road Management Act 2004.





KEY STAKEHOLDERS

The key stakeholders in this Plan include:

- o Residents and businesses, tourists and visitors to the area
- o Users of motor vehicles;
- o Pedestrians & Cyclists;
- o Emergency services (police, fire, ambulance, SES);
- o Utility agencies (water, sewerage, gas, electricity, telecommunications).
- o Council as the responsible road authority, and other State and Local Government road and transport authorities.

TERMS AND DEFINITIONS

Arterial Roads	A road that is declared to be an arterial road under Section 14 of the Road Management Act, 2004.
Asset Creation	The provision of an asset to satisfy or improve a level of service, provide for new demand from customers, or to provide a commercial return, e.g. new subdivisions.
Asset Disposal	Removal of an asset that is no longer required or becomes uneconomical to maintain or rehabilitate.
Asset Lifecycle	The cycle of stages that an asset goes through from planning and design to construction, operation, maintenance, renewal and decommissioning or disposal.
Asset Management System	Computer based application that stores the Knox Public Road Register, the Knox Asset Register and other asset information used for financial, economic, engineering and management processes related to physical assets.
Capital Expansion	Expenditure on extending an existing infrastructure network to make the asset available to a new group of community users, e.g. extending a road or shared path network.
Capital Renewal	Expenditure on renewing an existing asset or a portion of an infrastructure network which increases the service potential or extends the life, e.g. resurfacing a sealed road, pavement rehabilitation.
Capital Upgrade	Expenditure on upgrading the standard of an existing asset or infrastructure network to provide a higher level of service to community users, e.g. widening the pavement and sealed area of an existing road, sealing an existing unsealed road.
Coordinating Road Authority	A road authority which has coordinating road functions as defined by The Road Management Act. I.e.
Current Service Level	Describes the maintenance activity to be undertaken and the intervention level that will serve as a trigger point to determine whether repair works are to be carried out.
Maintenance	Expenditure to maintain the asset in use without increasing its service potential or life, e.g. repairing a pothole in a road, repairs to prevent early failure of an asset



Non-Road Infrastructure	Infrastructure in, on, under or over a road which is not road infrastructure; i.e. gas pipes, water and sewerage pipes, cables, electricity poles and cables, tram wires, rail infrastructure
Reactive Maintenance	Maintenance works undertaken to provide temporary or permanent repair to provide protection against potential risks and /or to rectify a failure to restore the asset's intended functionality.
Responsible Road Authority	A road authority which has operational road functions as defined by the Road Management Act.
Road Related Infrastructure	Infrastructure which is installed or constructed by the relevant road authority for road-related purposes
Roadside	Any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed.
Routine Maintenance	Maintenance works undertaken to preserve the life of the asset and ensure that it retains its intended functionality
Rural Arterial Roads	Arterial roads through areas that are not considered to be urban areas as defined in the Road Management Act, 2004.
Target time for initial Response	Identified target period for a Council Officer to inspect the site if required, identify the defect and assess the associated public safety risk level
Target time for Rectification Works	Identified target period for completion of maintenance works necessary to rectify the failure or restore the asset's intended functionality.
Temporary Protection Works	Maintenance intervention measures intended to minimise localised risk until a defect can be repaired or returned to a functional status. May include warning signage, asset closure, or other appropriate measure.
Arterial Roads	High - capacity urban road that sits below freeways/motorways on the road hierarchy in terms of traffic flow and speed.



DEVELOPING THE PLAN

1.1 FUNCTIONS OF A ROAD AUTHORITY

The Act establishes a statutory framework to facilitate and outline the roles and responsibilities that Council (as a Road Authority) must adhere to in order to adequately exercise its duty.

General Functions of a Road Authority

- To provide and maintain roads for use by the community served by the road authority.
- To manage use of a road effectively to meet its primary purpose of being a public road without having adverse effect on the safe and efficient operation of the road and on the environment.
- To manage traffic in a manner that enhances the safe and efficient operation of roads.
- To design, construct, inspect, repair and maintain roads and road infrastructure.
- To coordinate installation of infrastructure on roads and the conduct of other works in such a way as to minimise, as far as is reasonable, adverse impacts on the provision of utility and public transport services.
- To undertake works and activities which promote the functions referred to in the above paragraphs.

Notes: Extract from Road Management Act Section 34.1

Under the Act, road authorities can have responsibility both as a coordinating road authority and a responsible road authority. These functions are defined in Section 36 and 37 of the Act.

Coordinating Road Authority: The road authority with the responsibility for coordinating works within a particular road reserve.

Responsible Road Authority: The road authority with the responsibility for the operational functions within the road reserve.

1.2 OBLIGATIONS OF ROAD USERS

All road user have general responsibilities and obligations. Section 17A of the Road Safety Act 1986 defines and outlines these responsibilities.

These obligations recognise that while Council has a responsibility to manage its road network, there is also an onus upon road users to take due care when using the network. Table 2 below clarifies these obligations.

Table 2 - Obligations of Road Users

A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors, including (without limiting the generality) the —

- (a) physical characteristics of the road;
- (b) prevailing weather conditions;
- (c) level of visibility;
- (d) condition of the motor vehicle;



- (e) prevailing traffic conditions;
- (f) relevant road laws and advisory signs;
- (g) physical and mental condition of the driver.

A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors.

A road user must—

- (a) have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
- (b) have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve;
- (c) have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve

Notes: **Extract from Road Safety Act, 1986 – Section 17A**

1.3 BALANCING COUNCIL'S FUNDING PRIORITIES

Knox City Council's Financial Plan uses current financial information, economic factors, and long-term infrastructure planning and maintenance needs to guide Council in its financial decision-making. The strategy clearly identifies recurrent (operating) and capital (infrastructure) expenditure necessary to ensure that the needs of Council are met into the future.

Council's Capital Works program is set up to closely align with the asset categories used in the annual financial reporting of Council's infrastructure assets. As part of its Asset Plan, Council identified five key asset management categories in addition to a general maintenance category against which works should be recognised.

As it delivers its annual budget program, works on road and road related assets will be allocated to one of the following categories:



Council's annual operating and capital budget provides the framework for assigning maintenance funding for road management. The allocation of funding for road management related activities is made on an annual basis, taking account of the global range of services delivered by Council including aged care, youth, leisure and cultural services, family and children's services, community wellbeing, city strategic planning and environmental sustainability. The allocation of funding within the operational budget recognises that Council needs to provide a balanced level of service delivery across all competing service areas.

In documenting road maintenance service levels within this plan, Council has attempted to more accurately define when works will be carried out and timeframes for delivery of these tasks. Council is also obliged to incorporate a proactive, whole of network approach when managing its road infrastructure,



rather than the reactive approach employed prior to adoption of its Road Management Plan.

Roadworks can be funded from sources other than those directly provided by Council. These can include:

Special Rates schemes / Special Charge schemes, Developer Contribution Schemes and direct funding of assets by developers.

1.4 DEVELOPMENT OF THE ROAD MANAGEMENT PLAN

The Knox City Council Road Management Plan incorporates:

Inclusions within the Road Management Plan

Identification of responsibilities for roads managed by others but for which Council acts as the Responsible Road Authority;

Identification of asset categories that are maintained in accordance with the maintenance service levels set out in this plan but not listed on Council's Public Road Register as they are not 'public roads' as defined by the Act.

Road and footpath hierarchy classifications and associated desirable functional descriptions for all roads on the public road register;

Maintenance standards, inspection regimes, maintenance recording and risk-based prioritisation processes which take into account budget constraints and address Council's duties with respect to public roads and other assets maintained in accordance with this plan;

A service level review and implementation process.

Table 1 – Road Management Plan Inclusions

1.5 ROAD MANAGEMENT PLAN ADOPTION AND REVIEW

The recent review considered the following:

- o Amendments to relevant Acts and regulations since the introduction of the Road Management Plan
- o Staff feedback regarding implementation of the existing policy directives
- o Historic service delivery performance (inspection, repair and maintenance)
- o Benchmarking against Road Management Plans of neighbouring municipalities
- o Public feedback, Community satisfaction data
- o Recommendations from relevant internal/external audits/relevant Council plans and strategies
- o Road and path hierarchies
- o Maintenance demarcation responsibilities

All road management policies and procedures were reviewed including Council's approach to:

- o responding to reported incidents
- o monitoring hazards, asset condition, and analysing asset performance.
- o setting standards for inspection repair and maintenance, and establishing maintenance priorities
- o allocating resources



- o delivering and auditing maintenance and inspection programs

1.6 ASSET MANAGEMENT INFORMATION SYSTEM

To enable Council to effectively manage and maintain its assets, the inventory of each asset class is maintained in Council's Asset Management Information System (AMIS).

The local road network is divided into road segments of manageable lengths for asset management purposes. Each of these segments stored in the AMIS are uniquely identified and assigned a category in the hierarchy equivalent to its purpose and function.

Assets such as road pavement, kerb & channel, footpath are 'itemised' according to the road segment in which they are installed. Further detail relating to Council's Asset Management System can be found in the relevant Asset Management Plans.

Currently is currently introducing a new Asset Management System (Confirm) to replace the existing AMIS system (Lifecycle), with key modules of the system going live in November 2022.

The Confirm system fully integrates the AMIS with the Work Order System utilised by Council staff and contractors, enabling seamless updates to asset data and handover with direct integration to Council's Graphical Information System (GIS). Comprising performance dashboards, enhanced asset performance and modelling systems and supporting Road Management Plan compliance, the system will enabling real time workflows and operations to be managed, assisting officers to deliver service to the community within the statutory framework of the Road Management Act.

1.7 WORK ORDER SYSTEM

Through the new Asset Management System, Council has will manage a Works Order System to receive, manage and track inspection and maintenance works on Council's road and road-related assets. The system has been specified to process all reactive maintenance activities and inspection regimes.

Council's AMIS system incorporates a direct link to Council's Customer Response System (CRS) - Pathway, enabling all relevant enquiries raised by Knox customers to be actioned by key staff as required. The Work Order System allows tracking of all identified maintenance issues from the moment the issue is received through to completion of individual tasks, be they inspections, temporary works and rectification works. It also has the capacity to record and report histories against individual tasks and assets.

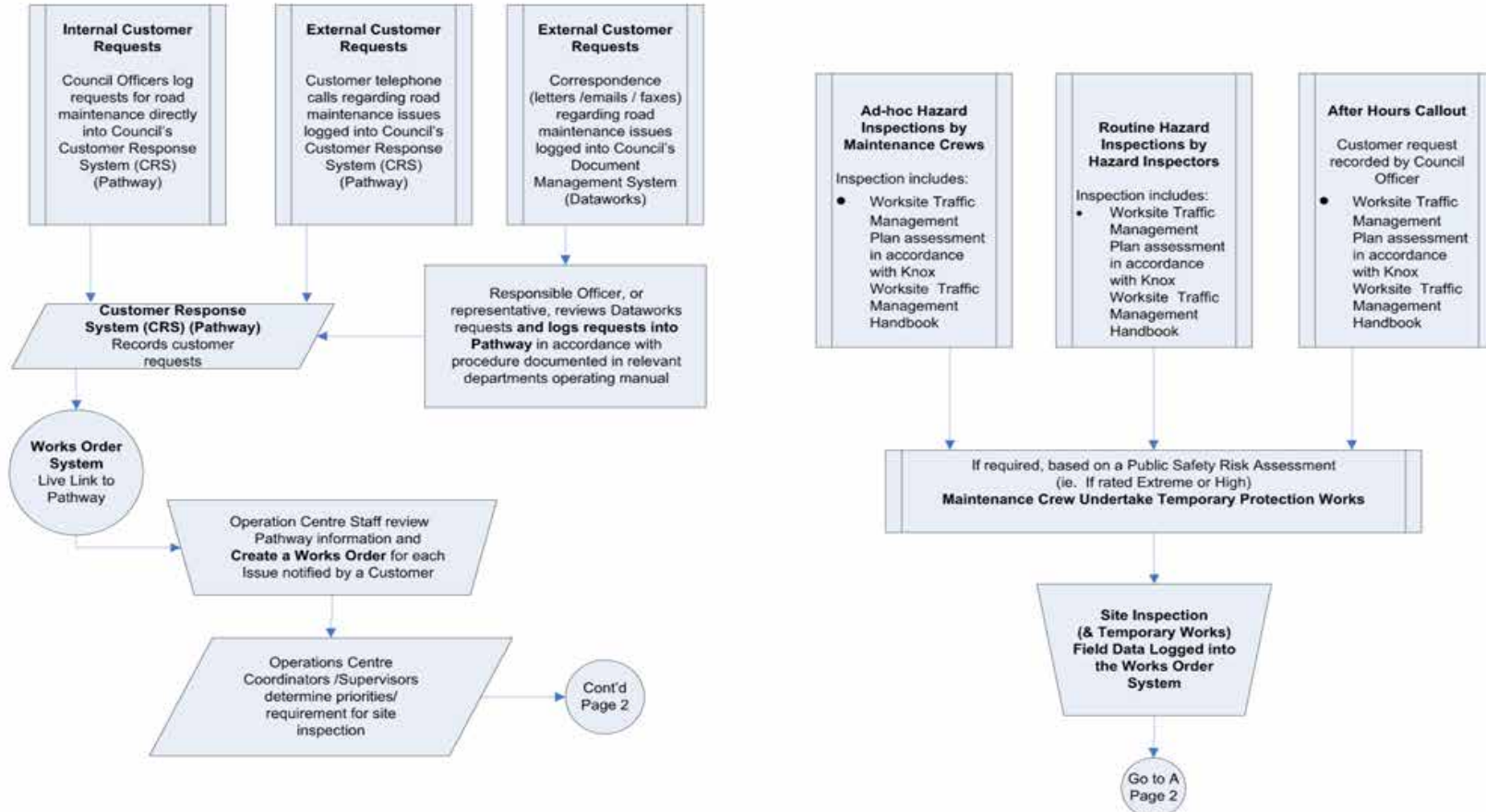
The system will measure Council's ability to meet the maintenance service levels as prescribed in this Road Management Plan and track maintenance activities and costs against each road asset. This will provide Council with an opportunity to identify efficiency gains in the management of its road and road-related assets.

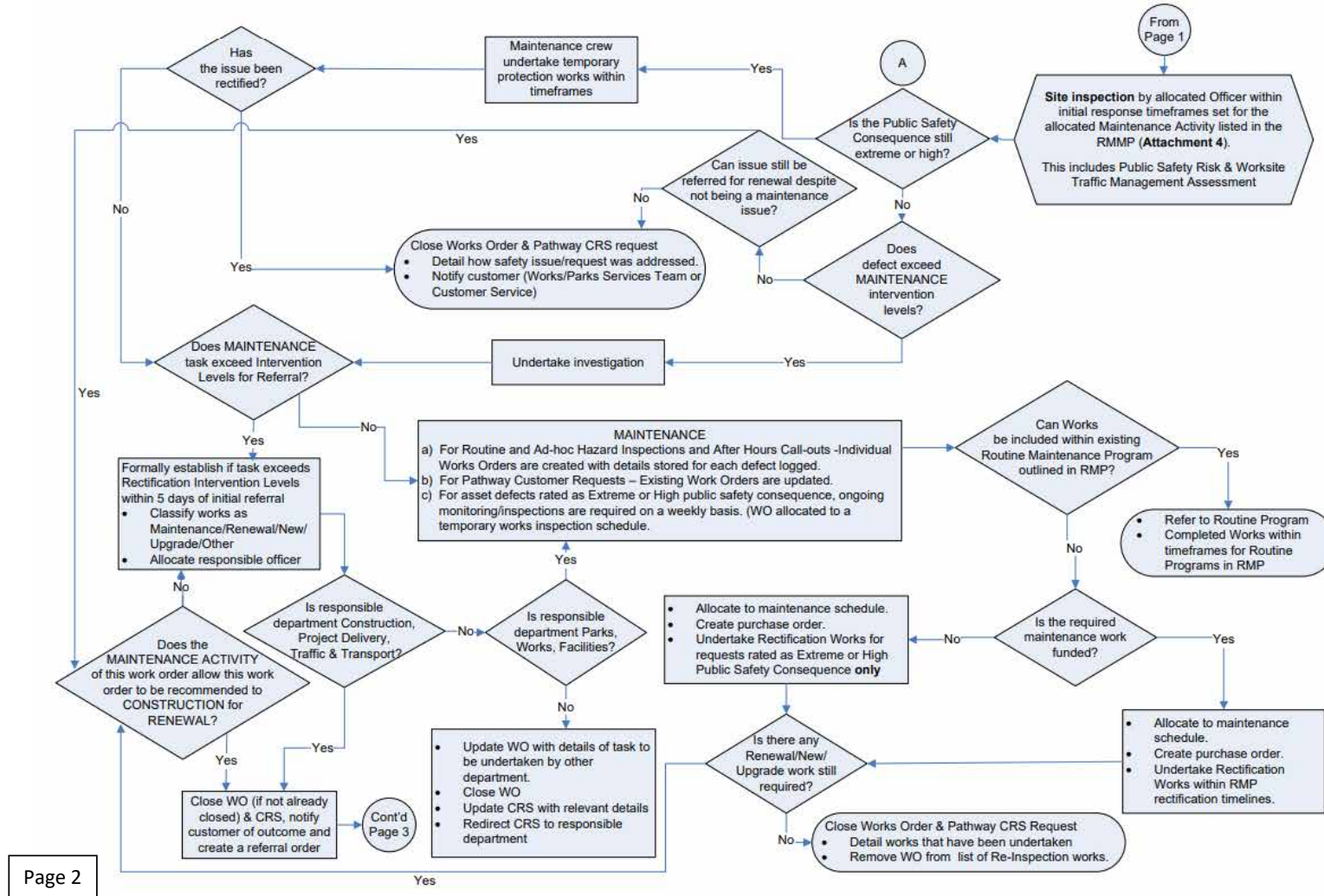
The process chart on the following page shows how the Works Order System is used to record reactive maintenance activities undertaken in response to:

- o Customer requests for repair of a road asset (external customers including afterhours call outs);
- o Council officer requests for maintenance intervention (internal customers);
- o Defects identified by maintenance crews, including contractors, undertaking other maintenance activities within the Municipality (ad-hoc inspections); and
- o Defects identified by routine hazard inspections.

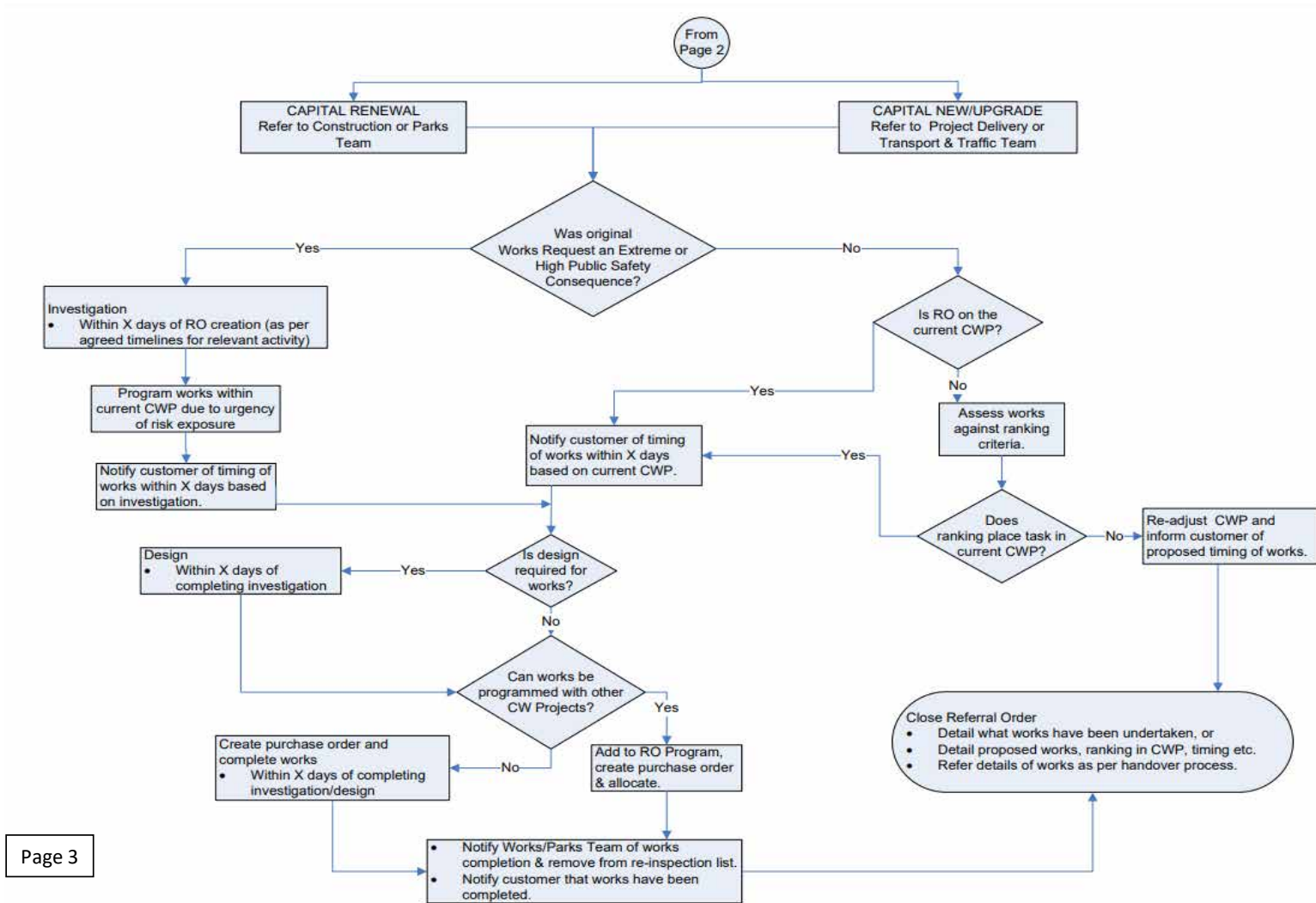


Knox Management System – Inspection, Repair & Maintain Roads





Page 2



Page 3



PUBLIC ROAD REGISTER

2.1 PUBLIC ROAD REGISTER DETAILS

The Knox City Council Public Road Register is separate to this document, and is publicly available online. The register is prepared in accordance with and meets the requirements set out in Section 19 and Schedule 1 of the Road Management Act, which identifies matters that must be included in the register.

Public Road Register Inclusions

The name of the public road, or if a road is unnamed, a description which enables the particular road to be easily identified;

The date on which a road becomes a public road if the road becomes a public road after 1 July 2004;

The date on which a road ceases to be a public road;

The classification, if any, of the public road;

The reference of any plan or instrument made on or after 1 July 2004 that fixes or varies the boundaries of a public road and ancillary areas;

A reference to any arrangement under which road management function in respect of any part of a public road or ancillary area is transferred from one authority to another.

The Knox City Council Road Register is available as a tabulated list for viewing at Council's customer service centres during regular business hours or via Council's website at knox.vic.gov.au

Whilst not a requirement of the Road Management Act, the Knox City Council Public Road Register also includes a Geographical Information System (GIS) reference key to link Public Road Register entries to Council's Asset Management System.

ADDITIONAL ASSET DETAILS

Council possesses additional data pertaining to many of its road register inclusions. Stored in Council's Asset Register, this data may relate to construction standards used for existing public roads, infrastructure in, on, over or under a public road and already established reference plans that fix boundaries of a road reserve.

Whilst relevant to the ongoing management of the road, the decision to exclude this additional data from the Public Road Register has been made by Council based on an assessment of the likely accuracy of available information. In addition, this decision has taken account of the magnitude of the task necessary to provide an up to date and accurate reflection of these elements within the Public Road Register.



2.2 INFRASTRUCTURE COVERED BY THIS PLAN

Within the public road reserve, Council is responsible for the following road related infrastructure:

- The constructed road including wearing surface, sub-surface drainage, base/pavement, and sub-base;
- Traffic Management devices (Local Area Traffic Management), pavement marking , regulatory traffic signs, warning and guide signs , safety barriers;
- Surface level drainage such as kerbs, channels , pits , swales and table drains;
- Footpaths and shared pathways within road reserve;
- Pedestrian and Vehicle bridges, Major Culverts, approaches and retaining walls.
- Roadside infrastructure – vehicle safety barriers, pedestrian safety fencing and council owned bus shelters
- Off road at-grade carparks –excluding removed off-street carparks.
- Council owned streetlights

2.3 INFRASTRUCTURE NOT COVERED BY THIS PLAN

Within the road reserve, certain infrastructure is maintained or managed by other road authorities and infrastructure managers:

- General Street Lighting, Electricity poles, pts and related equipment from electricity and telecommunication services.
- Entry roads that lead into parks, reserves, car parks, etc.
- Facility car parks such as pavilions, activity centres etc.
- Pathways, walkways, shared paths, furniture and lighting in reserves/parks and associated Council buildings but not within the road reserve
- Underground drainage and gas supply lines. Sewerage network, access pits, hydrants.
- Car Parks that are not within the road reserve.
- Roads Constructed by others or without Council approval, uninformed access tracks for purpose of local access or unconstructed right of ways not contained in the Public Road Register
- Public Transport assets and equipment owned by other transport authorities.
- Vegetation, Street Trees and landscaped garden beds located on the road reserve that are maintained by Council.



COORDINATING VS RESPONSIBLE ROAD AUTHORITY

Among the primary objectives of the Act is the establish road management functions and responsibilities through designation of Coordinating and Responsible Road authority.

In a general sense, the Department of Transport (previously VicRoads) is the coordinating road authority for:

- Freeways;
- arterial roads

Knox City Council is the coordinating road authority for:

- municipal (local) roads (all roads listed in the Knox Public Road Register).
- service roads adjacent to arterial roads
- any part of the roadway not used by through traffic
- for any pathway (footpath or shared path), other than a pathway on a freeway road reserve
- for the outer separator strip between the roadway and the service road
- for the roadside in an urban area (defined by 50kph zone or street lights or abutting development).

Council may enter into management agreements with both the Department of Transport and neighbouring road authorities with respect to management of road and roadside related areas for operational purposes. These are operational in nature and may change by agreement over time.

Under the Road Management Act, 2004, a Code of Practice has been developed for the management of infrastructure in road reserves, with general responsibilities for road management as shown below.

3.6 DEMARCATION OF ROAD AUTHORITY RESPONSIBILITIES

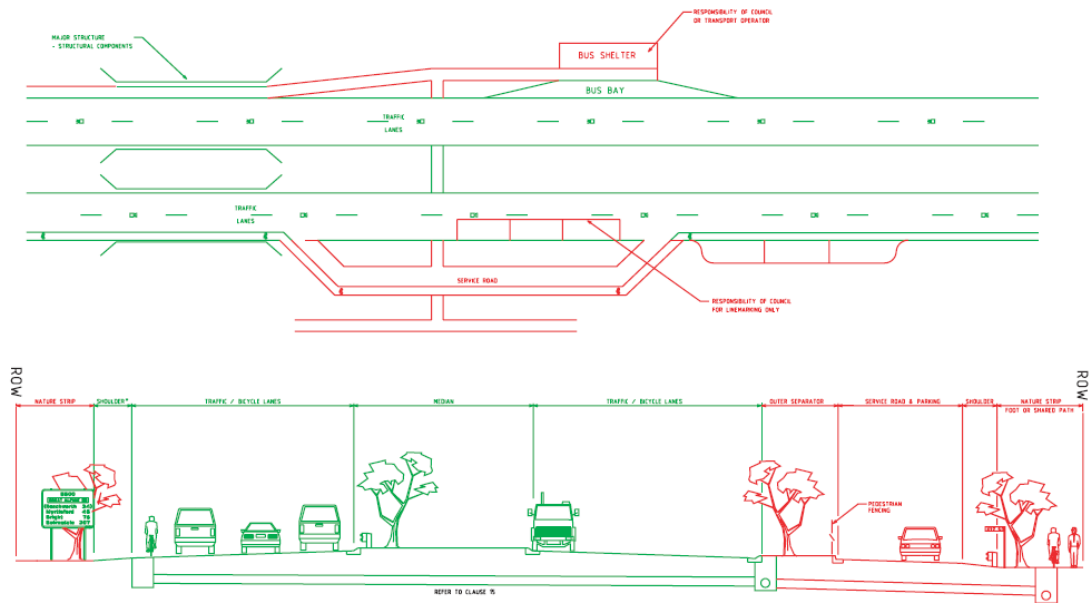
For all ancillary areas, reference is made to agreements in place between coordinating and responsible road authorities. These agreements are set in place to allow road authorities to manage each other's assets in a financially beneficial manner. The agreements are included, as outlined below, in Appendix 4. It is intended that the appropriateness of agreements entered into with other road authorities are reviewed whenever the Road Management Plan is reviewed.

MUNICIPAL BOUNDARY AGREEMENTS

The Road Management Act makes provision for Council to enter into an arrangement with another road authority to transfer road maintenance responsibilities. In these agreements, Knox may take on either a coordinating and/or responsible road authority function

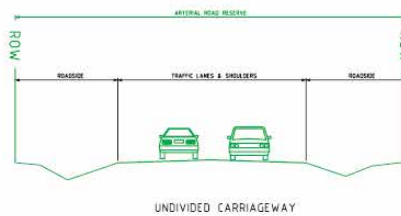
RAIL AUTHORITY AGREEMENT

Recent changes to the Rail Safety Act have placed increased obligations on both road and rail authorities to manage public safety risks at road-rail interfaces. Road and rail authorities are now required to enter into Safety Interface Agreements which identify the roles and responsibilities of each party at the road-rail interface.

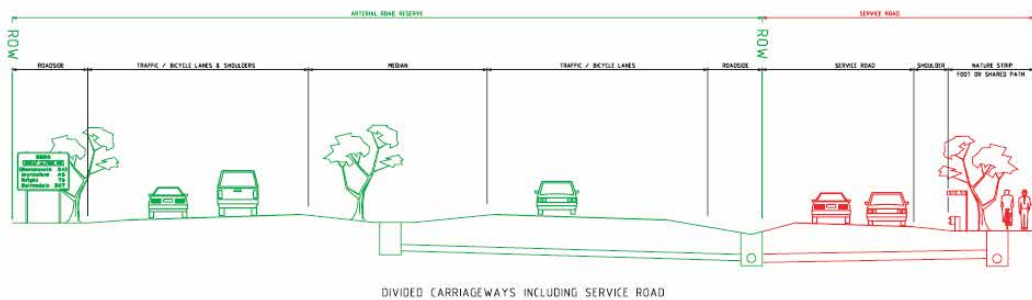


LEGEND
 — DEPARTMENT OF TRANSPORT RESPONSIBILITY
 — COUNCIL RESPONSIBILITY

***RESPONSIBILITY FOR URBAN ARTERIAL ROADS
 BETWEEN INTERSECTIONS***



UNDIVIDED CARRIAGEWAY



DIVIDED CARRIAGEWAYS INCLUDING SERVICE ROAD

LEGEND
 — DEPARTMENT OF TRANSPORT RESPONSIBILITY
 — COUNCIL RESPONSIBILITY

***RESPONSIBILITY FOR RURAL ARTERIAL ROADS
 BETWEEN INTERSECTIONS***

NOTE WHERE THE BOUNDARY OF A ROAD HAS NOT BEEN FIXED, THE BOUNDARY IS DEEMED TO BE IN ACCORDANCE WITH SCHEDULE 5, CLAUSE 3 OF THE ACT.



CLASSIFICATION

3.1 REASONS FOR DEVELOPING A ROAD HIERARCHY

The Road Management Act, 2004 requires that Council's Public Road Register include a classification for each public road. Through the development of a road hierarchy and subsequent classification of roads, Council recognises that different roads within Knox perform differing functions. The establishment of a hierarchy will encourage efficient management practices, providing for variation of standards across each classification.

The adopted road hierarchy classifications inform inspection, maintenance, renewal, upgrade, disposal and capital expenditure programs. They also inform Council's traffic management strategies, land use planning activities, design and construction standards, and assist the co-ordination process across Council to enhance the community's understanding of Council's approach to road management.

3.2 FUNCTION/ FEATURES OF A ROAD HIERARCHY

Knox City Council has adopted the following five classification and functional standards for roads listed in its Public Road Register:

Road Hierarchy Classification	Current Function / Features
Link Roads	<ul style="list-style-type: none"> Efficiently channel traffic through the Municipality Carry traffic between major commercial, industrial and residential areas Link Department of Transport (VicRoads) arterial roads
Collector Roads	<ul style="list-style-type: none"> Provide connectivity to commercial and residential areas from Link Roads or directly from the VicRoads arterial network Provide direct access to the local road network without necessarily acting as a through traffic route Carry local traffic to key attractors such as shops, schools, commercial districts, hospitals, sporting and other local facilities
Industrial Roads	<ul style="list-style-type: none"> Service industrial zoned land uses and supporting functions concentrated in these areas Channel traffic through an Industrial Zone Support regular heavy vehicle traffic and design requirements of such vehicles.
Access Roads	<ul style="list-style-type: none"> Provide access to abutting residential properties and/ or fire truck access Public amenity, safety and aesthetic aspects of these constructed roads take priority over speed and ease of movement of vehicles
Unsealed Roads	<ul style="list-style-type: none"> Generally have a gravel/crushed rock surface May function as Link, Collector or Access roads

The adopted road hierarchy classifications are consistent with the Municipal Association of Victoria's (MAV) suggested road hierarchy and will readily allow for future comparisons and benchmarking of services across Victorian councils.



3.3 PATH HIERARCHY

Knox Council has developed a hierarchy for managing its shared paths and footpaths within road reserves to improve management processes across the path network. This path hierarchy aims to identify high use pedestrian areas that may require enhanced design and management practices when compared with lesser used paths. As with the road hierarchy, the path hierarchy has been linked to Council’s GIS system with relevant details listed in Council’s Asset Register.

Knox City Council has adopted the following categories and functional features for the path hierarchy.

Path Hierarchy	Current Function / Features
Commercial Access Routes	Provide service for commercial areas with high volumes of pedestrian traffic.
Key Access Routes	Provide a supporting network service to commercial access routes and other areas with medium volume pedestrian traffic.
Local Access Routes	Provide for low volume pedestrian access to service residential and other areas.
Shared Paths	Provide designated regional connectivity for both pedestrians, cyclists and mobility scooters
Reserve Access Routes	Provides frontage and direct access to reserves within Knox

Table 2 – Path Hierarchy Functional Features

Desirable Path Hierarchy Criteria

The classification of paths is based on Council’s understanding of the current function of each path and a review of existing data relating to:

- o Locality;
- o Expected usage;
- o Pavement width;
- o Surface material; and
- o Disability Discrimination Act (DDA) compliance.

Due to the often informal/unstructured approach applied to the development of paths within the municipality, many footpaths are unlikely to conform to identify desirable criteria. Assessment of the footpath network has been used to set desirable physical and functional features for each hierarchy category.



3.4 APPLICATION OF HIERARCHIES

The desirable criteria specified when identifying road and path hierarchies sets minimum standards that Council will aim to provide for each road and path classification. As such, the development of road and path hierarchies will impact on a number of Council's road management activities. In particular, they will inform:

- o Inspection programs;
- o Capital expenditures programs for the expansion, renewal and upgrade of the road and path network;
- o Traffic management strategies;
- o Land use planning activities; and
- o Design and construction standards.

Inspection Programs

For the purposes of the Road Management Act, inspection programs need to be implemented to proactively manage risks. Two types of inspections have been identified as necessary for Council to manage its network of road and road related assets:

- o **Hazard Inspections** – to be undertaken between scheduled condition audits and specifically directed at identifying potential public safety risks.
- o **Condition Audits** - used to determine the structural condition of the asset and enable non-urgent maintenance needs to be assessed and prioritised. Subject to budget approval, Council will undertake regular condition audits of its assets. Condition Audits however predominantly serve and support long term asset management objectives, including financial modelling and renewal planning.

Hazard inspection frequencies are included overleaf and have been developed for each asset category by evaluating the highest risk associated with that category. Hazard inspection frequency is reflective of usage, service, and risk.

Frequencies for routine inspections are developed for each asset group based on risk and rates of deterioration. For example, if not dealt with promptly, conditions on unsealed roads and unsealed shoulders of sealed roads can rapidly change resulting in increased maintenance cost and safety hazards, justifying frequent inspections. Footpaths adjacent to business districts, schools and facilities are identified for 6 monthly inspections and higher maintenance activity than other footpaths that have less use.

The process of assigning risk to the various asset categories takes account of the proposed hierarchy of roads and footpaths. In recognising that different classes of roads and footpaths may perform different functions, they may also be deemed to represent a different risk to the community.



ASSET CATEGORY	HAZARD INSPECTION FREQUENCIES			
	ROAD HIERARCHY			
	LINK	COLLECTOR	INDUSTRIAL	ACCESS
BRIDGES / STRUCTURES	Road Bridges & Major Culverts - 6 month cycle Pedestrian Bridges & Boardwalks - 6 month cycle			
RETAINING WALLS, STAIRS, MINOR STRUCTURES (within Road Reserve)	6 month cycle	1 year cycle	1 year cycle	2 year cycle
BUS SHELTERS	All Council owned bus shelters - 1 year cycle			
DRAINAGE – External Inspection (Pit Lintel, Lid and Surrounds) within Road Reserves and along constructed shared paths	6 month cycle	1 year cycle	1 year cycle	2 year cycle
DRAINAGE – Internal Inspection (Side Entry Pits) within Road Reserves	All side entry pits in road reserves – 1 year cycle			
KERB AND CHANNEL	6 month cycle	1 year cycle	1 year cycle	2 year cycle
LOCAL AREA TRAFFIC MANAGEMENT DEVICES (LATMs)	6 month cycle	1 year cycle	1 year cycle	2 year cycle
ROAD FURNITURE				
BIKE RACKS	Nil - Reactive Service Only			
BINS	Nil - Reactive Service Only			
FENCING	6 month cycle	1 year cycle	1 year cycle	2 year cycle
FIRE PLUG MARKERS	Nil - Reactive Service Only			
GUARD RAIL	6 month cycle	1 year cycle	1 year cycle	2 year cycle
GUIDE POSTS	6 month cycle	1 year cycle	1 year cycle	2 year cycle
MISCELLANEOUS ROADSIDE FURNITURE	Nil - Reactive Service Only			
STREET LIGHT INFRASTRUCTURE	Nil - Reactive Service Only			
ROAD PAVEMENT	6 month cycle	1 year cycle	1 year cycle	2 year cycle
ROAD SURFACE	6 month cycle	1 year cycle	1 year cycle	2 year cycle
ROADSIDE VEGETATION	1 year cycle	1 year cycle	1 year cycle	2 year cycle
ROADSIDE VEGETATION IN VICINITY OF OVERHEAD CABLES	1 year cycle	1 year cycle	1 year cycle	2 year cycle
SCHOOL CROSSINGS (Linemarking and furniture)	All school crossings - 1 year cycle			
SHARED PATHS (including regulatory signage along shared paths)	All shared paths - 1 year cycle			
SIGNS - REGULATORY & WARNING	6 month cycle	1 year cycle	1 year cycle	2 year cycle
SIGNS - OTHER	Nil - Reactive Service Only			
TABLE DRAINS (excluding drainage pipes)	6 Roads – (Basin-Olinda Road, Cathies Lane, Quarry Road, Doongalla Road, Old Coach Road, Sheffield Road) - 1 year cycle Other unsealed Roads – 3 month cycle or in accordance with Grading Program (KNOX MAINTENANCE SCHEDULE III - Routine Grading Program)			
UNSEALED ROADS (excluding drainage pipes)	6 Roads – (Basin-Olinda Road, Cathies Lane, Quarry Road, Doongalla Road, Old Coach Road, Sheffield Road) - 1 week cycle Other unsealed Roads – 3 month cycle or in accordance with Grading Program (KNOX MAINTENANCE SCHEDULE III - Routine Grading Program)			
VICROADS ARTERIAL ROADS	Roadside Vegetation for arterials listed in Table 5 of Knox Public Road Register – 1 year cycle VicRoads Arterial Parking Bays listed in Table 3 of Knox Public Road Register – 2 year cycle Other Assets – in accordance with nominated asset class and responsibilities outlined in Code of Practice for Operational Responsibility on Public Roads			
	COMMERCIAL ACCESS ROUTES	KEY ACCESS ROUTES	LOCAL ACCESS ROUTES, INDUSTRIAL ROUTES, RESERVE ROUTES	
FOOTPATHS	6 month cycle	1 year cycle	2 year cycle	

The routine maintenance frequencies documented in the table above are not precise. Due to the operational nature of assigning inspection programs via inspection zone into monthly programs a ± 1 month latitude is allowable.

Table 6 – Hazard Inspection Frequencies



3.5 ROAD REGISTER REVIEW PROCESS

The values adopted in setting desirable hierarchy criteria have been chosen to represent a 'best available fit' for the Knox road and path networks. The Road Management Plan is a 'living' document updated as and when necessary.

Reviews of classification criteria for hierarchies, and road and path asset classification are constantly updated where evidence supports the decision. Opportunities exist to re-classify road and path assets at any time however such an assessment will generally be undertaken following serviceability audits. These audits determine whether roads and paths are fulfilling their intended function.

The two primary catalysts for updates and review are:

- o Election of new council. The Road Management Act requires the plan to be updated within 6 months of a change in governance after the Council Election
- o When changes are required to the plan due to resourcing, risk and service delivery impacts.





Road Management Plan 2022

SERVICE LEVELS

WHAT ARE SERVICE LEVELS?

Council's Road Management Plan includes the identification of service levels as they relate to the inspection, initial response and rectification road and road related assets. Service levels define performance expectations and are formulated through an assessment of legislative requirements, organisational objectives, customer expectations and financial capacity.

The service levels frame the following activities:

- o The Inspection of road and road related assets
- o Intervention Standards, and frequency
- o Management Controls and Response Times

WHY DO WE NEED SERVICE LEVELS?

Setting road management service levels has many applications for Council. Specifically, service levels can be used to:

- o Ensure legislative compliance;
- o Communicate Council's road management methodologies;
- o Measure performance of Council's maintenance practices, and evaluate community expectation;
- o Identify costs and benefits of the services offered; and
- o Strategically plan for ongoing asset management practices.

INSPECTIONS

The Road Management Act requires Council's to proactively inspect road and road related assets. The primary reason for proactively inspecting road assets (including bridges, footpaths, bike lanes, and shared paths) is to identify hazards, as defined by Council's service levels and manage inherent risks in the interest of public safety.

Council and the community jointly identify any road defects. Inspections of road assets are performed in the modes as follows:

- o Proactive inspections – where trained Council officers proactively assess the condition of Council's assets to identify hazards in line with adopted service levels;
- o Reactive inspections – where Council responds to complaints as identified by the community, other road authorities to assess whether a hazard (exceedance of a service level) exists;

Hazards identified during both proactive and reactive inspection will be secured and made safe with the help of temporary or permanent safety measures in accordance with service level timeframes: Where response actions and maintenance is reasonable the defects will be scheduled for maintenance/repair.

Inspection data is collected during the inspection and imported into a maintenance management system for the generation of works instructions and ultimately the completion of action, reporting and recording.



Road Management Plan 2022

REACTIVE INSPECTIONS

Reactive inspections are initiated by the municipality notifying the council of a concern or danger relating to a street object. Trained operations officers are best placed to detect hazards and Document response actions during visual inspections. Where measures are appropriate, they are scheduled for repair. Hazards identified during inspection is secured with the help of provisional or permanent security measures or Warnings according to the deadlines in Appendix 1: Intervention standards

REPAIR AND MAINTENANCE STANDARDS

The standards of repair and maintenance applicable to the road infrastructure subject to Council's Road Management Plan are detailed in **Appendix 1: Intervention Standards** and encompass:

- a) The circumstances under which intervention action is to be taken with respect to repair or maintenance needs for defects reported or found on inspection; and
- b) Provision, as far as practicable, for the unpredictable (e.g. emergencies, natural disasters, etc).

When a defect is identified by Council that does exceed the stated intervention standard then these will be addressed through an intervention action. From time to time, Council may, at its discretion, chose to address a defect that is below its intervention standards through programmed maintenance activities. It is important to note that this forms part of Council's long-term asset preservation and service strategy does not mean that such a defect represented an unreasonable hazard.

MANAGEMENT DURING EMERGENCY SITUATIONS

On occasion throughout the year, natural events or emergency situations such as major storms, traffic accidents and other random events may result in increased impost on the resources of Council's Operations Centre. On such occasions, whilst attending to issues considered to be high or extreme risks and implementing temporary protection works, the ability to meet the timeframes and service levels designated may be impaired. A return to delivery of service levels as defined in the Appendix 1 will occur as soon as practicable.

MANAGING NEW ASSETS

Knox City Council has an obligation to provide and maintain assets now and into the future. To achieve this, an accurate assessment and inclusion of all ongoing maintenance costs will be required in Council's Maintenance Operating Budget every financial year. This will require that financial assessment is made of both Capital Works projects delivered by Council and developer contributed assets to determine their maintenance requirements throughout their lifecycle.

The continuing provision of new assets for the community without adequate consideration for maintenance of existing assets is unsustainable. To alleviate this issue, future maintenance budgets will require indexation equivalent to the proportion of assets added to Council's asset portfolio or management responsibility. This will enable current service levels adopted by Council to be improved and refined to meet community



Road Management Plan 2022

expectations into the future.

4.6 PERFORMANCE REVIEW

As the setting of service levels is an iterative process, it follows that those levels adopted by Council will evolve over time to meet the changing needs of the community, taking into account the level of risk, industry benchmarking and the financial capacities of Council. It is proposed that this road management plan be adopted as a draft for public consultation prior to being formally adopted by Council. Such a review process will ensure that Council is continually working towards providing the best road management service with its limited resources. It is expected that the Road Management Plan review process will utilise a variety of information and formats including:

- o formal and informal feedback received from the community via public opinion surveys and customer requests;
- o external audits undertaken by the Municipal Association of Victoria as part of the MAV Insurance Audit.
- o an annual review of current services through delivery of Council's budget;
- o asset performance monitoring, assessed in conjunction with the delivery of individual asset management plans;
- o independent audits of Council's performance relative to the Road Management Plan;
- o service reviews based on an assessment of Council's Works Order System, taking into account issues such as response times, inspection frequencies, intervention levels and costs to deliver services; and
- o ongoing review of Council's Risk Management processes.

Through use of the Works Order System, Council has established a process of recording all maintenance works undertaken against each road asset. This process will enable Council to identify the true costs of managing assets over their respective lifecycles and provide a means to monitor asset performance.



Road Management Plan Review 2022

1. Appendix 1 –Maintenance Response Times (Bridges & Culvert / k&c / footpath/road surface – add wording around when renewal program allows)

Maintenance Activity	Intervention Standard	Initial Response	Rectification Time
Bridges & Culverts			
Bridge or Culvert damage poses injury or damage to users.	Component damage or deterioration is presenting a hazard to the bridges function posing potential harm to road or path users.	2 days	64 days
Bus Shelters			
Bus Shelter & Surrounds Repair	Temporary repair/ protective works to broken/damaged panels, seating of Council owned bus shelters which impact road reserve.	3 days	64 days
Drainage/Stormwater			
Flooding impacting road use.	Flooding across the travel path of a road surface to a depth of 50mm at left wheel path.	3 days	120 days
Structure Repair - Drainage Pit , Pit Lids, Lintel	Provide temporary and/or permanent repair when: • Pit covers or Lintel is missing, or dangerously broken or displaced to an extent that is likely to be a hazard to road users.	3 days	120 days
Footpaths			
Hazardous or Damaged Path	Provide Temporary or permanent repair of surface if: • Asphalt / Concrete : =>20mm Displacement • Brick : =>20mm Vert Displacement / =>10mm paver gap • Unsealed : >50mm deep pothole , 300mm in diameter	3 days	50 days
Hazardous Path Surrounds (Edge Drop/Shoulder Repair)	Reduce hazard so path is safe for residents via providing a repair of depressions at the interface of the nature strip and constructed paths or by appropriate signage, or tape, bollards, fencing. a) depressions >50mm for Commercial footpaths b) depressions >75mm for other footpaths	5 days	64 days
Shared Path			
Hazardous or Damaged Path	Provide Temporary or permanent repair of surface if: • Asphalt / Concrete : 20mm Displacement Clear dirt, silt & debris, or vegetation that is likely to cause slipping or is hazardous to the path user.	3 days	45 days
Kerb & Channel			
Kerb & Channel Repair	Provide temporary repair measures for damaged kerb & channel which presents a direct hazard/or results in ponding of stormwater on trafficable areas along link, collector and industrial roads. 50mm at left wheel path (as above).	3 days	150 days



Road Management Plan 2022

Maintenance Activity	Intervention Standard	Initial Response	Rectification Time
Obstructions			
Obstructions	Removal of litter/ dumped rubbish that poses a hazard to pedestrians and/or obstructs traffic movements, including visual obstructions to sightlines required to safely use the road. Temporary works may include placement of litter/ dumped rubbish on nature strips until litter can be removed.	3 days	7 days
Signage			
Hazardous, Damaged, Missing or obstructed Signage (Regulatory or Warning)	<ul style="list-style-type: none"> a) Provide temporary and/or permanent repair of illegible/damaged/missing sign. c) Repair school crossing signage and posts to meet AS1742.10-1990 Pedestrian Control & Protection. d) Prune foliage obstructing regulatory/ warning signs 	3 days (Regulatory) 10 days(Directional/Street/Other)	45 days(Regulatory) 150 days (Directional/Street/Other)
Road related Furniture			
Hazardous or Damaged Fencing, Guideposts, or Guardrails	Provide temporary and/or permanent repair to maintain functionality of fencing, guideposts or guardrails posing hazard to the public.	3 days	64 days
Hazardous or Damaged Non-Standard Street Lighting.	Provide temporary and/or permanent repair where required to damaged poles/ arms & masts for street lights that are non-functional or a hazard to road users/ pedestrians or property.	5 days	150 days
Road Surface			
Hazardous Road Surface	Provide temporary repair when failed area is >300mm in diameter and >50mm in depth.	2 days	32 days
Pavement Line marking	Replace damaged/ dislodged or missing pavement markers (RRPMs & RPMs) on link, collector and industrial roads. Reinstate faded/non-serviceable line marking on link roads and stat-com markings associated with link roads, collector roads and designated school crossings.	3 days	150 days
Clear Hazardous Spill	Temporary measures to limit access and clear fuel spill from road surface where there is a potential danger to traffic.	1 day	1 day
Unsealed Roads			
Hazardous Unsealed Road (Grading / Edge drop)	<ul style="list-style-type: none"> a) Install temporary measures and/ or grade unsealed roads when rutting and corrugations exceed 50mm over 20% of the unsealed road surface and/or potholes exceed 300mm in diameter and 50mm deep over 20% of the unsealed road surface. b) Grade shoulder when edge drop from traffic lane to shoulder exceeds 50mm over 20m length under a 1.5m straight edge 	3 days	32 days



Appendix 2:

Table 1 - Road Hierarchy Description

Classification	ResCode Equivalent	Current Function/ Features	Council's current approach to managing these roads
Link Road	N/A	<ul style="list-style-type: none"> Efficiently channel traffic through the Municipality. Carry traffic between major commercial, industrial and residential areas. Link VicRoads arterial roads. Provide for through traffic movements and heavy vehicle use. 	<ul style="list-style-type: none"> Principal public transport and designated on-road bicycle routes are actively encouraged. Off-road shared paths and footpaths are encouraged, with controlled pedestrian crossings where required. LATMs, such as speed humps, chicanes or threshold treatments should be avoided. Preferred treatments include roundabouts, traffic splitter islands and lane markings. Restrictions to on-street parking may be used during peak hours to facilitate peak hour traffic movements.
Collector Road	<ul style="list-style-type: none"> Collector Street Trunk Collector Street 	<ul style="list-style-type: none"> Provide connectivity to commercial and residential areas from Link Roads or directly from the VicRoads arterial network. Concentrate locally generated traffic to an outlet. Provide direct access to the local road network but road does not act as a through traffic route. Carries local traffic to shops, schools, commercial districts, hospitals, sporting and other local facilities. 	<ul style="list-style-type: none"> Public transport vehicles may be expected. Designated on-road bicycle routes may be provided. Shared/ pedestrian paths are encouraged and pedestrian treatments considered to improve pedestrian safety and amenity. Traffic management treatments used to improve safety and residential amenity, reduce local traffic speeds and discourage through traffic use not generated from within the immediate local area. Restriction of on-street parking may be used during peak times.
Industrial Road	<ul style="list-style-type: none"> Industrial Zone Major Road 	<ul style="list-style-type: none"> Service local light industries concentrated in small areas that tend to be adjacent to VicRoads arterial roads. Road is in an Industrial Zone. 	<ul style="list-style-type: none"> Facilitate movement of numerous large heavy vehicles particularly during business hours. Provision of safe pedestrian and cyclist access where possible. Speed humps and chicanes should be avoided with preferred LATM treatments including roundabouts, traffic splitter islands and lane markings. Street parking may be restricted during business hours to facilitate access.
Access Road	<ul style="list-style-type: none"> Access Place Access Street Level 1 Access Street Level 2 	<ul style="list-style-type: none"> Provide access to abutting residential properties. Public amenity, safety and aesthetic aspects of these roads take priority over speed and ease of movement of vehicles. 	<ul style="list-style-type: none"> Maximise aesthetic value. Local public transport services permitted where access to residential areas or route continuity is required and the road is of an acceptable width. Provide a safe environment for formal and informal use by both pedestrians and cyclists. LATMs considered if safety and amenity concerns warrant treatment. Informal all-day street parking encouraged.
Right-of-Way/Laneways	N/A	<ul style="list-style-type: none"> Easement, allowing access to other properties. Is numbered and named in Knox City Council Road Register. 	<ul style="list-style-type: none"> Remove obstructions and maintain to facilitate movement through.
Unconstructed Right-of-Way	N/A	<ul style="list-style-type: none"> Easement, allowing access to other properties. Isn't maintained or responsibility of council 	<ul style="list-style-type: none"> Unmanaged – no responsibility
Unsealed Road	N/A	<p>These roads have a predominantly gravel/ crushed rock surface. They may function as Link, Collector or Access roads. Following formal construction of a sealed pavement, these roads will be re-classified into the appropriate class in accordance with their functional, physical and traffic characteristics.</p>	



Table 2 - Road Hierarchy Desirable Traffic and Physical Conditions

Classification	Relevance to ResCode	Desirable Traffic Conditions			Desirable Physical Conditions		
		Two Way AADT (24 hours)	% Commercial Vehicles	Posted Speed Limit (km/hr)	Kerb Type	Pavement Width (m)	Pavement Type
Link Road ⁵	N/A	Over 6,000	Less than 7%	50 to 80	Barrier / Rollover	7.4 to 12.0	Surface: Asphalt Pavement Std Drawings: S202.2 or S202.3
Collector Road ⁵	• Collector Street • Trunk Collector Street	Less than 6,000	Less than 5%	50 to 60	Barrier / Rollover	6.4 to 11.3	Surface: Asphalt Pavement Std Drawings: S202.1 S202.2 S202.3
Industrial Road ⁴	• Industrial Zone Major Road	Less than 6,000	Variable	50 to 60	Barrier	7.6 to 11.8	Surface: Asphalt Pavement Std Drawings: S203.1 S200.3
Access Road ⁷	• Access Place • Access Street Level 1 • Access Street Level 2	Less than 2,000	Less than 3% ⁶	15 to 50	Rollover / Plinth or no Kerb & Channel ²	3.8 to 8.8	Surface: Asphalt/ Concrete Pavement Std Drawings: S200.1 S200.2 S201.1 S201.2 S201.3
Unsealed Road	N/A	Less than 1,000	Less than 1%	50	Shoulder with table drain	Variable	Gravel

Note:

1. The levels of service defined in the Knox Road Hierarchy do not conflict with the classifications included in the ResCode provisions. New roads will therefore continue to be designed and constructed in accordance with the ResCode Provisions.
2. Existing barrier kerb will be retained for Access Roads constructed prior to the standard introduction of rollover kerb into Knox. Where no kerb exists the current construction standard will be maintained.
3. L.O.K. - measurement of pavement width (Lip of Kerb)
4. Road is in an area zoned as Industrial
5. Link and Collector Roads within an industrial zone must have the pavement type as per standard drawing S203.1 or S200.3
6. Access Roads that accommodate a bus route may carry more than 3% commercial vehicles
7. Access Roads include right-of-ways located within a road reserve which have a constructed road.



Table 3 – Path Hierarchy - Description

Classification	Description	Desirable Physical Features		Desirable Physical Conditions Kerb Type	Pavement Width (m)
		Surface	Width (m)		
Commercial Access Routes	Footpaths surrounding, shopping strips, commercial centres, and transport hubs.	Asphalt or Concrete	2.5	Provide service for commercial areas with high volumes of pedestrian traffic.	Undertake six monthly hazard inspections • Encourage sealed pavements with low defect tolerances • Service with paths on both sides of road
Key Access Routes	Footpaths servicing community centres, tourist attractions, religious centres, schools recreational facilities, pre-schools, childcare centres hospitals and elderly citizen facilities.	Asphalt or Concrete	1.4-2.0	Provide a supporting network service to commercial access routes and other areas with medium volume pedestrian traffic.	• Undertake annual hazard inspections • Sealed pavements with low defect tolerances • Programmed assessment of need for DDA1 compliance • Service with paths on both sides of road
Industrial Access Routes	Footpaths located within Industrial precincts	Concrete	1.4-2.0	Provide network capable of withstanding additional vehicle loading within industrial precincts	Undertake hazard inspection audits on a 2 year cycle • Encourage sealed surfaces • Provide suitable construction to withstand use by heavy vehicles
Shared Paths	Designated shared paths for use by pedestrians and cyclists	Asphalt, Concrete or granitic material	3.0	Provides linkage for pedestrians and/or cyclists through parkland and between major trip generators.	Undertake hazard inspection audits on an annual cycle • Sealed or unsealed surfaces • Provide suitable construction to withstand use/access by maintenance vehicles
Reserve Access Routes	Footpaths located within and/ or adjacent to reserves	Asphalt or Concrete	1.4-2.0	Provides frontage and direct access to reserves within Knox	Undertake hazard inspection audits on a 2 year cycle • Provide connectivity with reserve paths • Provide suitable construction to withstand use/access by maintenance vehicles
Local Access Routes	All other constructed footpaths within the Municipality.	Asphalt, Concrete or granitic material	1.4	Provides for low volume pedestrian access to predominantly residential areas.	• Undertake hazard inspection audits on a 2 year cycle • Encourage sealed or unsealed surfaces • Service low use areas with paths on either one or both sides of road

1. DDA – Disability Discrimination Act



Appendix 4: Local Boundary Roads & Structures Maintenance Agreements with Adjoining Councils 2022

Local Roads	Boundary of Responsibility	Structure	Adjoining Council	Coordinating Authority	Responsible Authority
Police Road, Lysterfield South	Stud Road to Churchill Park Drive	Local Road	Casey City Council	Knox	Knox (Boundary – south side)
Churchill Park Drive, Lysterfield South	Bergins Road to Municipal Boundary	Local Road	Casey City Council	Knox	Knox
Providence Place, Rowville	Bergins Road to end	Local Road	Casey City Council	Knox	Knox (Boundary – south side)
Wantirna Road, Wantirna	Maroondah – North Bridge Abutment Knox – South Bridge Abutment	Local Roads	Maroondah City Council	Knox	Knox (Boundary – South of Bridge Abutment)
Bayswater Road, Bayswater North	Maroondah – North Bridge Abutment Knox – South Bridge Abutment	Local Roads	Maroondah City Council	Knox	Knox (Boundary - South of Bridge Abutment)
Dorset Road, Dandenong North	South Wall of Underpass	Local Roads	Maroondah City Council	Knox	Knox (Boundary - South of Bridge Wall)
Colchester Road, Boronia	South wall of underpass and to extent of concrete path to the south on east side of Colchester Road	Local Roads	Maroondah City Council	Knox	Knox (Boundary - South of Bridge Wall)
Liverpool Road, Boronia	South boundary of 420 Liverpool Road, Kilsyth South	Local Roads	Maroondah City Council	Knox	Knox (Boundary - South of 420 Liverpool Road , Kilsyth South)
Bungalook Road Pedestrian Bridge	Structure	Pedestrian Bridge	Maroondah City Council	Knox	Knox
Colchester Road Underpass	Structure	Vehicle Underpass	Maroondah City Council	Maroondah	Maroondah
Marlborough Road, Pedestrian Bridge	Structure	Pedestrian Bridge	Maroondah City Council	Maroondah	Maroondah
Bungalook Road Bridge - Railway underpass	Structure	Railway underpass	Maroondah City Council	Knox	Knox
Abbey Walk Pedestrian/ Bicycle Bridge over Dandenong Creek	Abbey Walk to Dandenong Creek Trail	Pedestrian Bridge	Whitehorse City Council	Whitehorse	Whitehorse
Boronia Road Bridge	Over Dandenong Creek	Vehicle Bridge	Whitehorse City Council	VicRoads	VicRoads
Boronia Road – Bicycle Underpass	East side of Dandenong Creek	Bicycle – Pedestrian underpass	Whitehorse City Council	Knox	Knox
Burwood Highway Bridge	Over Dandenong Creek	Vehicle Bridge	Whitehorse City Council	VicRoads	VicRoads
Liverpool Road, The Basin	Mountain Highway to Maroondah Municipal Boundary	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox (except for vegetation area on east side, north of Pavitt Lane – Yarra Ranges)
Pavitt Lane, The Basin	Liverpool Road to Park Gate, east of Sheffield Road	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Yarra Ranges (including south side)



Road Management Plan 2022

Simpsons Road, The Basin	Doongalla Road to Park Gate	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Doongalla Road, The Basin	Sheffield Road to Park Boundary	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Basin-Olinda Road, The Basin	Old Coach Road to Municipal Boundary	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Ferndale Road, The Basin	Mountain Highway to Old Coach Road	Local Roads	Yarra Ranges Shire Council	Yarra Ranges	Yarra Ranges
Ferndale Road, The Basin	Old Coach Road to Basin-Olinda Road	Local Roads	Yarra Ranges Shire Council	Knox/	
Old Coach Road/ Old Bayswater Road, The Basin	Basin-Olinda Road to Park Gate (approx. 400m east off Ferndale Road)	Local Roads	Yarra Ranges Shire Council	Yarra Ranges/	Knox (including road grading only beyond Ferndale Road)
Mountain Highway (Wantirna-Sassafras Road, The Basin)	Forest Road to Municipal Boundary	Local Roads	Yarra Ranges Shire Council	VicRoads	VicRoads (roadside 1458 to municipal boundary) Knox (roadside Forest Road to No.1458)
Government Road, The Basin	Old Forest Road to Park Gate	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Bayview Crescent, The Basin	Nyora Avenue to end	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Nyora Avenue, The Basin	Lachlan Road to Hansen Road	Local Roads	Yarra Ranges Shire Council	Knox / Yarra Ranges	
Lachlan Road, Boronia	Burston Road to Nyora Avenue	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Hansen Road, Boronia	Burston Road to Philippa Road Philippa Road to Gate	Local Roads	Yarra Ranges Shire Council	Knox / Yarra Ranges	Knox
Philippa Road, Boronia	Hansen Road to end	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
Heath Avenue/ Nyora Avenue, Boronia	North of Mont Albert Road	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	
Arbor Avenue, Ferntree Gully	Heath Avenue to end	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
Himalaya Road/ Track, Ferntree Gully	Olive Bank Road to Perra Street	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Hatherly Grove, Ferntree Gully	Kia Ora Parade to Park Boundary	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Boulevard, Ferntree Gully	North of Walbundry Avenue	Local Roads	Yarra Ranges Shire Council	Yarra Ranges	
Walbundry Avenue, Ferntree Gully	Kia Ora Parade to Butlers Road	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Ladys Walk, Ferntree Gully	Butlers Road to The Boulevard	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
The Boulevard, Upper Ferntree Gully	Ladys Walk to Jean Street	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
Jean Street, Upper Ferntree Gully	The Boulevard to Hilltop Road	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox



Road Management Plan

2022

Glass Road, Upper Ferntree Gully	Hughes Road to Park Boundary	Local Roads	Yarra Ranges Shire Council	Knox	Knox
Musk Grove, Upper Ferntree Gully	Barclay Avenue to Park Boundary	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
Barclay Avenue, Upper Ferntree Gully	Musk Grove to Park Boundary	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
Burwood Highway, Upper Ferntree Gully	Mt Dandenong Tourist Road to Hughes Street	Local Roads	Yarra Ranges Shire Council	VicRoads	VicRoads (including roadsides)
Royal Street, Upper Ferntree Gully	Old Belgrave Road to Municipal Boundary at No. 20 Royal Street	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
Old Belgrave Road, Upper Ferntree Gully	Royal Street to Wynette Avenue	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
Wynette Avenue, Upper Ferntree Gully	Albert Street to Old Belgrave Road	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
Forest View Lane, Upper Ferntree Gully	Albert Street to Talaskia Road	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
Victoria Ridge, Upper Ferntree Gully	Grandview Crescent to Talaskia Road	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Knox
33. Fern Road, Upper Ferntree Gully	Ferndale Road to Victoria Ridge	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Yarra Ranges
Ferndale Road, Upper Ferntree Gully	Fern Road to New Road	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Yarra Ranges
New Road, Upper Ferntree Gully	Glenfern Road to Ferndale Road	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Yarra Ranges
Glenfern Road, Upper Ferntree Gully	New Road to Lysterfield Road	Local Roads	Yarra Ranges Shire Council	Knox/Yarra Ranges	Yarra Ranges
Lysterfield Road, Lysterfield	Glenfern Road to Wellington Road	Local Roads	Yarra Ranges Shire Council	VicRoads	VicRoads
Wellington Road, Lysterfield	Lysterfield Road to Powells Road	Local Roads	Yarra Ranges Shire Council	VicRoads	VicRoads
Powells Road, Lysterfield	Wellington Road to Park Boundary/Gate	Local Roads	Yarra Ranges Shire Council	Knox/Parks Vic.	Knox/Parks Vic.

For further detail signed demarcation agreements can be accessed online at the Knox City Council Website

The **relevant Council** is to be responsible for:

- Maintenance of all sealed pavements including pothole patching, crack sealing, edge repairs, regulation and minor surface patching;
- Maintenance and management of all existing signs associated with traffic control and advice for through traffic movements on the roadway, bicycle paths and shared paths including supply and installation of new or replacement signs;
- Maintenance and management of line / pavement marking associated with through traffic movements on the roadway, bicycle paths and shared paths.

The **relevant Council** is to be responsible for the following within its own municipal district:

- Vegetation Management, including tree pruning;
- Serving of statutory notices on property owners to undertake works to remove overhanging vegetation;
- Maintenance and management of all existing signs not associated with traffic control and advice for through traffic movements on the pathway, including supply and installation of new or replacement signs;
- Maintenance of all existing street furniture and supply and installation of new furniture.



Road Management Plan 2022

Revision Schedule:

To Complete – Recreate table and embed into document – Similar to Banyule City Council –

https://s3.ap-southeast-2.amazonaws.com/hdp.au.prod.app.ban-shapingbanyule.files/2316/3116/1982/Banyule_Road_Management_Plan_2021-2025_-_Adopted_-_28_June_2021_with_branding.pdf

- [Glossary of Terms](#) (Removed) – Embedded into Document
- [Public Road Register](#) (Removed) – Accessible Online
- [Road and Path Hierarchies](#) (Appendix 3)
- [Maintenance](#) (Appendix 1) – (Appendix 2)
- [Integrated Risk Management Process](#) (Attachment 1)
- [Demarcations and Operational Agreements](#) (Appendix 4) – Accessible Online for further detail
- [VicRoads Schedule](#) (Attachment 2)
- [VicRoads Code of Practice](#) (Attachment 3)
- [Works Order System](#) (Embedded into Document)
- [Instrument of Delegation](#) (Release) ??
- [Revision Schedule](#) (Tail of RMP document like other councils

DRAFT



Road Management Plan Review
2022

8.3 Minor Grants Program 2022-23 Monthly Report - 30 January 2023

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in January for the 2022-2023 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure Category 1 (General) are limited to a maximum of \$3,000 within the current financial year. Applications under Minor Grants Procedure Category 2 (Food Relief Supplies) are limited to a maximum of \$5,000 within the current financial year.

RECOMMENDATION

That Council:

1. Approve five (5) applications for a total of \$15,654 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Category 1 (General)			
East City Sound Inc	Sweet Adelines Convention	\$3,000.00	\$3,000.00
Wantirna Tennis Club Inc	New Pads for Defibrillator	\$120.00	\$120.00
Bayswater Park Cricket Club	Shelving and Square Point of Sale System	\$2,534.00	\$2,534.00
Category 2 (Food Relief Supplies)			
Boronia Bayswater Community Church of Christ	Providing food and a space of community to vulnerable residents	\$5,000.00	\$5,000.00
The Salvation Army - FTG	Ferntree Gully Salvation Army Mini Market	\$5,000.00	\$5,000.00
TOTAL			\$15,654.00

2. Note that inclusive of the above recommended grants, totalling \$15,654 a total of \$112,857.24 has been awarded to date under the 2022-2023 Minor Grants Program, supporting 51 community-based organisations and their programs in Knox.
3. Note that the approved apportionment of the 2022-23 Minor Grants budget to support Category 2 (Food Relief Supplies) was set at \$91,576. There will be \$31,471.46 of the remaining \$113,047.46 available for allocation to Category 1 (General) applicants and \$81,576 for Category 2 (Food Relief Supplies) applicants over the remainder of the financial year.

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 (approved in November 2022), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Procedure and Council's Grant Framework Policy set 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 Procedure, 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 Procedure.

Five complete grant applications were received since the Council meeting in December 2022 requesting grants totalling \$15,654.

A summary of the recommended projects is as follows:

- East City Sound Inc are requesting a contribution to expenses for members attending the bi-annual conference to further develop their acapella singing and performance skills. The group performs in aged care centres and community events.
- Wantirna Tennis Club Inc is seeking a small grant to replace the pads on their defibrillator.
- Bayswater Park Cricket Club is requesting assistance to purchase some shelving for cricket gear storage and a 4-square point of sale system including an iPad.
- The Salvation Army Ferntree Gully is requesting assistance under Category 2 (Food Relief Supplies) to support their Food Hamper Program.
- Boronia Bayswater Community Church of Christ is requesting assistance under Category 2 (Food Relief Supplies) to support their weekly community meals program.

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 Minor Grants Program Procedure 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 \$221,576.00 for the Minor Grants Program (comprising the annual allocation of \$152,093.00 plus an additional \$69,483.00 carried forward from the 2021-2022 Minor Grants Program, as per the Minor Grants Procedure).

Recommended applications for the January period total \$15,654. If approved as recommended, the remaining Minor Grants budget for 2022-23 will total \$113,047.46 before GST adjustments.

This amount will be allocated in accordance with the budget apportionment specified in the Minor Grants Procedure. The allocation for Category 1 (General) may be exhausted prior to the amount designated for Category 2 (Food Relief Supplies) if pre-December application rates resume.

In that event the Minor Grants Category 1 (General) will be suspended as specified in the Minor Grants Procedure (clause 6.34) and applicants will be advised that the grants will be available again at the commencement of the new financial year.

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.

The Program is currently offering short term assistance to local Food Relief providers in acknowledgement of the residual impact of the COVID-19 Pandemic on Knox residents and the relief services.

Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

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

Opportunity & Innovation

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

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

Neighbourhoods, Housing & Infrastructure

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

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 5.3 - 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: Community Partnerships Officer, Deb Robert

Report Authorised By: Acting Director Connected Communities, Judy Chalkley

Attachments

1. Attachment 1 - Minor Grants Applications - Redacted - January - 2023-01-17 [8.3.1 - 37 pages]

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 48-MGP-2022-23 From East City Sound Inc
 Form Submitted 9 Dec 2022, 4:40pm AEDT

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 No. 48-MGP-2022-23 From East City Sound Inc
 Form Submitted 9 Dec 2022, 4:40pm AEDT

\$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 *

East City Sound Inc

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 Address]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted Name]

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 48-MGP-2022-23 From East City Sound Inc
 Form Submitted 9 Dec 2022, 4:40pm AEDT

Secretary Mobile Phone Number *

[REDACTED]

Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

69 820 773 885

Information from the Australian Business Register	
ABN	69 820 773 885
Entity name	EAST CITY SOUND CHORUS INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3134 VIC

Information retrieved at 1:43am 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**

A0037523E

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 No. 48-MGP-2022-23 From East City Sound Inc
 Form Submitted 9 Dec 2022, 4:40pm AEDT

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Sweet Adelines Australia Convention 2023

Project Start Date *

03/01/2023

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 *

10/04/2023

Must be a date.

(a) Briefly describe details of the request: *

We, East City Sound Chorus are requesting financial assistance to 17 members who are required to attend this Convention held by Sweet Adelines Australia as per our agreement with Sweet Adelines International. Our 'Rules for Incorporation' / 'Standing Rules' are that we must compete at a Convention at least once every 3 years. All choruses worldwide, have been given an extension of 1 year due to COVID lock downs. We previously competed in 2019 and thus, are now required to compete in 2023. Our approximate total of expenses for 17 members is \$27,910.00

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

East City Sound is an active chorus who performs to Nursing Homes, Retirement Villages, The Salvos, Probus Clubs, Citizenship ceremonies and the likes. Our performances provide an uplifting experience for our audience which we believe is a great health benefit. We perform far and wide from Boronia (where we rehearse every Thursday evenings at Boronia West Primary School) to anywhere in Metropolitan Melbourne. When we attend conventions, we are judged and scored on our performance by international judges, who travel to Australia each year for conventions. We receive a report chart that indicates where we need improvement and how we can better ourselves as entertainers.

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

8

Must be a number

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

17

Must be a number

How many of the above are Knox residents? *

7

Must be a number

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 48-MGP-2022-23 From East City Sound Inc
 Form Submitted 9 Dec 2022, 4:40pm AEDT

BUDGET

*** indicates a required field**

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

\$27,910.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

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

Expenditure	\$
Accommodation 16 members	\$7,200.00
Airfares 16 members return to Brisbane	\$11,200.00
Member Registration to Perform	\$4,400.00
Musical Director (Contracted)	\$1,510.00
Member Transport to and from airport	\$800.00
East City Sound chorus Registration	\$250.00
Meals x 17 members approximately	\$2,550.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$27,910.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: EAST CITY SOUND Total Expenses to Brisbane 2023 for Convention.pdf
 File size: 456.3 kB

Filename: Rydges Confirmation of Booking Reservation details Page 1.pdf
 File size: 185.9 kB

Filename: Rydges Confirmation of Booking Reservation details Page 2.pdf
 File size: 194.4 kB

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 48-MGP-2022-23 From East City Sound Inc
 Form Submitted 9 Dec 2022, 4:40pm AEDT

Filename: Rydges Room Accommodation costs 2022-10-20_110230 - Updated 19 - Copy.pdf
 File size: 3.3 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**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: AON Insurance Invoice 31.5.2022 to 31.5.2023.pdf
 File size: 138.4 kB

Filename: Reimburse M.Russell - AON Ins.jpg
 File size: 289.7 kB

Public Liability Expiry Date *

31/05/2023

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: Bank Cheques Presented for Monthly Report MAR, 2022.pdf
 File size: 451.5 kB

Filename: Bank Reconciliation MAR, 2022.pdf
 File size: 446.1 kB

Filename: Consumer Affairs - Receipt for Incorporation 2022.pdf
 File size: 92.7 kB

Filename: EAST CITY SOUND information for 'Smarty Grants'.pdf
 File size: 457.0 kB

Filename: EAST CITY SOUND Total Expenses to Brisbane 2023 for Convention.pdf
 File size: 456.3 kB

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 48-MGP-2022-23 From East City Sound Inc
Form Submitted 9 Dec 2022, 4:40pm AEDT

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 *

09/12/2022

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 No. 70-MGP-2022-23 From WANTIRNA TENNIS CLUB INC
 Form Submitted 19 Dec 2022, 8:12am AEDT

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	Yes	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 No. 70-MGP-2022-23 From WANTIRNA TENNIS CLUB INC
 Form Submitted 19 Dec 2022, 8:12am AEDT

\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

WANTIRNA TENNIS CLUB 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

[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 No. 70-MGP-2022-23 From WANTIRNA TENNIS CLUB INC
 Form Submitted 19 Dec 2022, 8:12am AEDT

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

30 080 134 728

Information from the Australian Business Register	
ABN	30 080 134 728
Entity name	WANTIRNA TENNIS CLUB INCORPORATED
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC

Information retrieved at 12:24am yesterday

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0010346E

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 No. 70-MGP-2022-23 From WANTIRNA TENNIS CLUB INC
 Form Submitted 19 Dec 2022, 8:12am AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

NEW PADS FOR DEFIBRILLATOR

Project Start Date *

02/02/2023

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 *

31/03/2023

Must be a date.

(a) Briefly describe details of the request: *

THE EXISTING CONTACT PADS ON THE DEFIBRILLATOR HAVE EXPIRED AND NEED REPLACING WITH NEW ONES

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

THE DEFIBRILLATOR IS INSTALLED AT THE CLUB TO ASSIST IN AN EMERGENCY WHEN/IF SOMEBODY/CHILD HAS A HEART ATTACK. WE NEED TO KEEP THIS UPTODATE AS PART OF OUR RISK MINIMISATION PROCESSES

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

1000

Must be a number

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

2000

Must be a number

How many of the above are Knox residents? *

800

Must be a number

BUDGET

*** indicates a required field**

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

\$142.50

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 No. 70-MGP-2022-23 From WANTIRNA TENNIS CLUB INC
 Form Submitted 19 Dec 2022, 8:12am AEDT

(c) What amount is being requested? *

\$120.00

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	\$
REPLACEMENT DEFIBRILLATOR PADS	\$120.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$120.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: 1.png
 File size: 223.4 kB

Filename: Screen Shot 2022-12-15 at 9.53.08 AM.png
 File size: 560.0 kB

A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 70-MGP-2022-23 From WANTIRNA TENNIS CLUB INC
Form Submitted 19 Dec 2022, 8:12am AEDT

Evidence of current Public Liability Insurance must be supplied *

Filename: PUBLIC LIABILITY INS TENNIS_AUSTRALIA_COC.pdf
File size: 141.1 kB

Public Liability Expiry Date *

30/09/2023

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: DEFIB PAD REPLACE.docx
File size: 34.1 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 *

16/12/2022

Must be a date.

Privacy Statement

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 70-MGP-2022-23 From WANTIRNA TENNIS CLUB INC
Form Submitted 19 Dec 2022, 8:12am AEDT

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 74-MGP-2022-23 From Bayswater Park Cricket Club
 Form Submitted 9 Jan 2023, 8:48pm AEDT

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	Yes	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 No. 74-MGP-2022-23 From Bayswater Park Cricket Club
 Form Submitted 9 Jan 2023, 8:48pm AEDT

\$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 *

Bayswater Parl Cricl et Club

Organisation Address *

[Redacted Address]

Address Wne 1, Suburb/Vown, State/Province, Postcode, and Country are required.

Contact Name

[Redacted Contact Name]

Project Contact Address *

[Redacted Project Contact Address]

Address Wne 1, Suburb/Vown, State/Province, Postcode, and Country are required.

Mobile Phone Number *

[Redacted Mobile Phone Number]

Must be an Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted Email Address]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted Committee Secretary Name]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 74-MGP-2022-23 From Bayswater Park Cricket Club
 Form Submitted 9 Jan 2023, 8:48pm AEDT

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED] S.

Please provide your ABN

73 588 675 564

Information from the Australian Business Register	
ABN	73 588 675 564
Entity name	BAYSWAVEK PAK K CKRCKEV CVZ B RMC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3153 URC

Information retrieved at 6:13am 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

A0007948H

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 No. 74-MGP-2022-23 From Bayswater Park Cricket Club
 Form Submitted 9 Jan 2023, 8:48pm AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Bayswater Park Cricket Club - Shelving and Square Point of Sale System

Project Start Date *

06/02/2023

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 *

31/03/2023

Must be a date.

(a) Briefly describe details of the request: *

We would like to purchase a shelving system to enhance our storage requirements, as well as an electronic point of sale system (Square).

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

The shelving system would allow us to safely and securely store our club's cricket equipment. The shelving would allow items to be stored in a manner in which would allow those using it to find it efficiently and effectively, but more so, it would increase the longevity of our equipment by creating a designated safe storage space for everything.

The point of sale system would greatly assist our club to better track incoming monies, providing a better understanding of seasonal income and in turn allowing us to accurately plan for the future (from a financial perspective) ensure we are sustainable in the long term.

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

30

Must be a number

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

88

Must be a number

How many of the above are Knox residents? *

80

Must be a number

BUDGET

*** indicates a required field**

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 74-MGP-2022-23 From Bayswater Park Cricket Club
 Form Submitted 9 Jan 2023, 8:48pm AEDT

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

\$2,534.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$2,534.00

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	\$
6 x 2m by 2m shelving systems	\$1,279.00
1 x Square Point of Sale terminal	\$329.00
1 x Square Point of Sale stand	\$149.00
1 x 9th generation Apple iPad (to run Point of Sale system)	\$777.00
	\$
	Must be a dollar amount.

Minor Grant Budget Total**Total Expenditure Amount**

\$2,534.00

This number/amount is calculated.

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

Filename: Shelving quote.pdf

File size: 40.1 | B

Filename: Square POS quote.png

File size: 66.0 | B

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 No. 74-MGP-2022-23 From Bayswater Park Cricket Club
 Form Submitted 9 Jan 2023, 8:48pm AEDT

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Insurance Certificate.pdf
 File size: 109.6 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: Proof of Incorp.png
 File size: 70.5 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 *

09/01/2023

Must be a date.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application No. 74-MGP-2022-23 From Bayswater Park Cricket Club
Form Submitted 9 Jan 2023, 8:48pm AEDT

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 - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 1-MGP-FOOD From Boronia Bayswater Community Church of Christ
 Form Submitted 17 Dec 2022, 8:24am AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant - Category 2 (Food Relief Supplies), 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.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- Have no outstanding debts to Council.
- Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy
- Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

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

Fri 13 Jan 2023 Mon 30 Jan 2023

Fri 10 Feb 2023

Mon 27 Feb 2023

Fri 10 Mar 2023

Mon 27 Mar 2023

Fri 7 Apr 2023

Wed 26 Apr 2023

Fri 5 May 2023

Mon 22 May 2023

Fri 9 June 2023

Mon 26 June 2023

Fri 7 July 2023

Mon 24 July 2023

Fri 11 Aug 2023

Mon 28 Aug 2023

Fri 8 Sep 2023

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 1-MGP-FOOD From Boronia Bayswater Community Church of Christ
 Form Submitted 17 Dec 2022, 8:24am AEDT

Mon 25 Sep 2023
 Fri 6 Oct 2023
 Mon 23 Oct 2023
 Fri 10 Nov 2023
 Mon 27 Nov 2023
 Fri 1st Dec 2023
 Mon 18 Dec 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$5,000	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 \$5,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Boronia Bayswater Community Church of Christ

Organisation Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Have you been operating as a food relief support provider in Knox prior to January 2022? *

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 1-MGP-FOOD From Boronia Bayswater Community Church of Christ
 Form Submitted 17 Dec 2022, 8:24am AEDT

- Yes
- No

If no, unfortunately you are ineligible to apply for this category of funding

Please provide evidence of operation prior to January 2022 eg social media promotion of service, other promotional material, website/newsletter/newspaper advertisement and/or listing on Knox Emergency Relief Network (KERN) *

Filename: Christmas 2021#3.jpg
File size: 45.0 kB

Filename: Christmas 2021#4.jpg
File size: 46.6 kB

Filename: Church Slide.png
File size: 217.5 kB

Contact Name

[Redacted]

Contact Address *

[Redacted]

State/Province, Postcode, and Country are required.

Phone Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted]

Address.

Committee Secretary (Second Contact Person)

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Address.

Please provide your ABN

90 538 296 934

Information from the Australian Business Register	
ABN	90 538 296 934
Entity name	CHURCH OF CHRIST BORONIA

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 1-MGP-FOOD From Boronia Bayswater Community Church of Christ
 Form Submitted 17 Dec 2022, 8:24am AEDT

ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3155 VIC
<i>Information retrieved at 5:50am yesterday</i>	

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0054273F

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.

PROGRAM DETAILS

*** indicates a required field**

Request Details

Food Program Name *

Providing Food And A Space Of Community To The Vulnerable - Continued

Program Start Date *

01/07/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

Program End Date *

30/06/2024

Must be a date.

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 1-MGP-FOOD From Boronia Bayswater Community Church of Christ
 Form Submitted 17 Dec 2022, 8:24am AEDT

(a) Briefly describe details of the request: *

Our Community Meals are provided twice weekly at our Boronia campus - Mondays, 12 noon and Fridays, 5pm. All food is prepared on the day from fresh ingredients.

We require funding for these fresh ingredients in order to continue providing this necessary and appreciated service to the community.

What sort of food supplies are required to maintain or increase your food relief support

How is the food provided? (click in drop down box for options)

Eat in

If other or a combination of options, please describe in a) above.

(b) Please explain / demonstrate the current need for the program / activity *

The program program (running since September, 2018) is funded by grants. We have greatly appreciated the grant support from Knox Council in the past, which has allowed this program to continue. We also receive occasional donations from individuals.

All our support workers are volunteers except for the Friday coordinator whose role is partly funded by the church income. (This will change in 2023, as all workers will be volunteers.)

We have had past funding from the Victorian government grant, "Food Relief Financial Reserve".

Our volunteers cook hot, nutritious mains and desserts for 40 people (and 70 at Christmas time).

The number who attend each meal varies, and the number of those who have attended over the last 2 years is currently 164.

For example: How is your program currently funded/resourced and how many people it provides for?

(c) Which areas of Knox benefit from this program? *

Our guests come from all parts of Knox and beyond, in some cases from adjoining localities.

Our gusts are very appreciative of the hot meals, but the community connections would seem to be nearly as important as the food provided. A number of our church volunteers will join conversation groups and it is getting harder to wind up the meal times as people are happy to just sit and chat with their friends and our volunteers.

Our meals times are a welcome, warm haven for people. This trend of wanting to stay in the premises is more obvious since the removal of the Pandemic lockdown. Our guests have been craving conversation and connection for so long.

We also are seeing an increase in the need for advocacy with some of our guests, eg. "Keith", an elderly man needing assistance and "L" who has car issues and has been supported by one of our team.

Our team are on the lookout for situations where guests could benefit from our support both in advocacy and in emotional support.

We know how much this program benefits the Knox community and are committed to providing these meals to the vulnerable and needy. With the cost of living increasing dramatically our program is more needed than ever.

How many Knox residents will directly benefit from food relief supplies purchased with this grant? *

150

Must be a number

How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 1-MGP-FOOD From Boronia Bayswater Community Church of Christ
 Form Submitted 17 Dec 2022, 8:24am AEDT

30
 Must be a number

BUDGET

*** indicates a required field**

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

\$20,000.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$5,000.00
 Must be a dollar amount.
 What is the total financial support you are requesting in this application?

Minor Grant Expenses - Food Relief Supplies

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

Expenditure	\$
Meal ingredients - meat, vegetables, etc.	\$5,000.00
	\$
	\$
	\$
	\$
Please only list items to be funded by the grant	Must be a dollar amount.

Minor Grant Food Relief Supplies - Budget Total

Total Expenditure Amount

\$5,000.00
 This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Budget.pdf
 File size: 58.6 kB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

Other Grant Funding

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 1-MGP-FOOD From Boronia Bayswater Community Church of Christ
 Form Submitted 17 Dec 2022, 8:24am AEDT

(e) Do you have any unexpended funds from other Council grants you've received for food relief? *

Yes No

If yes, please explain why you are seeking further funds

Our current funding (Pandemic Food Relief) will fund the program until 30/6/2023. We are seeking funding to cover our costs from 1/7/2023.

Other Fund Details

Year of Application:

2022

Grant Program:

Pandemic Recovery: Food and Emergency Relief

Amount:

\$10,000.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificates of Currency - Liability - 22-23 - Boronia.pdf

File size: 137.5 kB

Public Liability Expiry Date *

31/03/2023

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: Budget.pdf

File size: 58.6 kB

Filename: CAV Registration Number (1).pdf

File size: 31.6 kB

Filename: Project Plan - BCCOC.pdf

File size: 152.5 kB

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 1-MGP-FOOD From Boronia Bayswater Community Church of Christ
Form Submitted 17 Dec 2022, 8:24am AEDT

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 our organisation commits to provide an acquittal to Council of the grant funds received, reporting on the food service/meals achieved in a provided template in the Minor Grants Category 2 Acquittal Form.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

16/12/2022

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 - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 4-MGP-FOOD From The Salvation Army
 Form Submitted 10 Jan 2023, 8:57pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant - Category 2 (Food Relief Supplies), 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.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- Have no outstanding debts to Council.
- Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy
- Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

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

Fri 13 Jan 2023 Mon 30 Jan 2023

Fri 10 Feb 2023

Mon 27 Feb 2023

Fri 10 Mar 2023

Mon 27 Mar 2023

Fri 7 Apr 2023

Wed 26 Apr 2023

Fri 5 May 2023

Mon 22 May 2023

Fri 9 June 2023

Mon 26 June 2023

Fri 7 July 2023

Mon 24 July 2023

Fri 11 Aug 2023

Mon 28 Aug 2023

Fri 8 Sep 2023

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 4-MGP-FOOD From The Salvation Army
 Form Submitted 10 Jan 2023, 8:57pm AEDT

Mon 25 Sep 2023
 Fri 6 Oct 2023
 Mon 23 Oct 2023
 Fri 10 Nov 2023
 Mon 27 Nov 2023
 Fri 1st Dec 2023
 Mon 18 Dec 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$5,000	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 \$5,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

The Salvation Army

Organisation Address *

[REDACTED]

Province, Postcode, and Country are required.

Have you been operating as a food relief support provider in Knox prior to January 2022? *

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 4-MGP-FOOD From The Salvation Army
 Form Submitted 10 Jan 2023, 8:57pm AEDT

- Yes
- No

If no, unfortunately you are ineligible to apply for this category of funding

Please provide evidence of operation prior to January 2022 eg social media promotion of service, other promotional material, website/newsletter/newspaper advertisement and/or listing on Knox Emergency Relief Network (KERN) *

Filename: 2022_TSA_Impact_Report.pdf
File size: 8.1 MB

Filename: Doorways and emergency relief _ The Salvation Army Australia.pdf
File size: 390.7 kB

Contact Name

[Redacted]

Post Address *

[Redacted]

Province, Postcode, and Country are required.

Home Phone Number *

[Redacted]

Australian phone number.

Mobile Phone Number *

[Redacted]

Australian phone number.

Email *

[Redacted]

Committee Secretary (Second Contact Person)

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Please provide your ABN

64 472 238 844

Information from the Australian Business Register	
ABN	64 472 238 844
Entity name	The Trustee for THE SALVATION ARMY (VICTORIA) PROPERTY TRUST
ABN status	Active

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 4-MGP-FOOD From The Salvation Army
 Form Submitted 10 Jan 2023, 8:57pm AEDT

Entity type	Other trust
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3130 VIC
<i>Information retrieved at 4:59pm yesterday</i>	

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Is your organisation a registered not-for-profit legal entity? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

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

Yes No Already subscribed

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

PROGRAM DETAILS

* indicates a required field

Request Details

Food Program Name *

FTG Salvation Army Mini Market

Program Start Date *

01/02/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

Program End Date *

30/06/2023

Must be a date.

(a) Briefly describe details of the request: *

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 4-MGP-FOOD From The Salvation Army
 Form Submitted 10 Jan 2023, 8:57pm AEDT

Although we are able to access some food items for free from FoodBank, some items are past their Best Before dates and we are unable to access an adequate supply of meat or fruit & vegetables through these channels. Therefore, this grant money will be used to purchase essential food items that are not available through the Food Bank. This includes meat products, fresh fruit and vegetables and grocery items such as rice, pasta, flour that are within use by date.

A weekly market will be convened where people can come and choose meat, fruit & vegetables and grocery items to ensure their food security.

What sort of food supplies are required to maintain or increase your food relief support

How is the food provided? (click in drop down box for options)

Pick up - food hampers

If other or a combination of options, please describe in a) above.

(b) Please explain / demonstrate the current need for the program / activity *

The Salvation Army FTG is inundated with requests for food and material aid from families throughout the City of Knox who are unable to meet the increasing cost of living, including escalating utility bills, rents and other living costs, often they go without meals and cannot afford to purchase meat or fresh fruit and vegetables.

The majority of those who seek assistance are reliant on government income support including age pension, disability pension and job seeker allowance.

We are concerned about the lack of food security amongst the people who come to us in need and therefore the provision of a weekly free food market, provides these necessary items whilst affording dignity to people in need, by allowing them a choice of items.

For example: How is your program currently funded/resourced and how many people it provides for?

(c) Which areas of Knox benefit from this program? *

Disadvantaged families, single people who may be homeless or experiencing hardship, aged pensioners and people experiencing poverty living with the City of Knox area and specifically FTG, Boronia, Bayswater and Wantirna South

How many Knox residents will directly benefit from food relief supplies purchased with this grant? *

200

Must be a number

How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?

6

Must be a number

BUDGET

*** indicates a required field**

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

\$10,000.00

Must be a dollar amount.

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

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 4-MGP-FOOD From The Salvation Army
 Form Submitted 10 Jan 2023, 8:57pm AEDT

(c) What amount is being requested? *

\$5,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses - Food Relief Supplies

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

Expenditure	\$
Fruit and vegetables	\$1,600.00
Meat	\$2,000.00
Grocery items	\$1,400.00
	\$
	\$
Please only list items to be funded by the grant	Must be a dollar amount.

Minor Grant Food Relief Supplies - Budget Total

Total Expenditure Amount

\$5,000.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: QUOTES FOR EXPENSES.docx

File size: 24.5 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

(e) Do you have any unexpended funds from other Council grants you've received for food relief? *

Yes No

If yes, please explain why you are seeking further funds

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 4-MGP-FOOD From The Salvation Army
Form Submitted 10 Jan 2023, 8:57pm AEDT

Evidence of current Public Liability Insurance must be supplied *

Filename: TSA_\$20m_PPL_COC_2022-23.pdf
File size: 39.2 kB

Public Liability Expiry Date *

01/07/2023

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: Project Plan.docx
File size: 26.7 kB

Filename: The Salvation Army (Victoria) Property Trust Act 1930.pdf
File size: 129.7 kB

DECLARATION

* indicates a required field

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor? *

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

If successful our organisation commits to provide an acquittal to Council of the grant funds received, reporting on the food service/meals achieved in a provided template in the Minor Grants Category 2 Acquittal Form.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

10/01/2023

Must be a date.

Minor Grants Program - Food Relief Supplies
Minor Grants Program - Category 2 Food Relief Supplies - Application 2022-23
Application No. 4-MGP-FOOD From The Salvation Army
Form Submitted 10 Jan 2023, 8:57pm AEDT

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.

8.4 Knox Active Ageing Advisory Committee Membership, Recruitment and Updated Terms of Reference

SUMMARY: Age and Dementia Friendly Communities Project Officer, Community Access and Support, Linda Keenahan

The purpose of the Knox Active Ageing Advisory Committee (KAAAC) is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's key directions, initiatives and strategies under the Knox Community Plan 2021-2031, Knox Council Plan 2021-2025, and the Knox Child Youth and Seniors Plan 2021-2025.

RECOMMENDATION

That Council:

1. Appoint the following applicants to KAAAC for the period January 2023 to January 2026 as presented in Confidential Attachment 1:

Name	Category
1.	Community Representative
2.	Community Representative
3.	Community Representative
4.	Community Representative
5.	Community Representative
6.	Community Representative
7.	Community Representative
8.	Community Representative
9.	Professional/Industry Representative
10.	Professional/Industry Representative
11.	Professional/Industry Representative
12.	Professional/Industry Representative

2. Endorse the updated KAAAC Terms of Reference as per Attachment 2.
3. Note the achievements of KAAAC over the past 12 months
4. Thank the outgoing members of KAAAC for their valuable contribution:
 - Anne Sherrard – Industry Representative
 - Judith Merceica – Community Representative
 - Linda Black – Community Representative
 - Lyn Maestri – Community Representative
 - Marilyn Beyer – Community Representative

1. INTRODUCTION

The Knox Active Ageing Advisory Committee (KAAAC) has been established to:

- A. Provide advice and recommendations to Council on the implementation of the Strategic Objectives under the Council Plan, in particular:
 - To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population.
 - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation.
- B. Provide advice to Council on emerging issues affecting all seniors within the Knox community.
- C. Consider and provide input and advice on information made available through other Council advisory and community consultation processes related to seniors and healthy ageing issues.

The role of Councillors on Advisory Committees is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on Committees at Council Meetings and on issues of community interest being considered at meetings.

In terms of specific advice and recommendations arising from the Advisory Committee Meetings, they can be either tabled at Council Meetings by sitting Councillors on the Advisory Committee, and/or through the Director Connected Communities to the Executive Management Team and Councillors.

This report contains the Knox Active Ageing Advisory Committee Membership Recruitment for the period 2023-2026, Updated Terms of Reference, and Annual Report for 2022.

2. DISCUSSION

The selection and recruitment of new members for KAAAC followed the process outlined in Section 3.1 Selection and Recruitment of Community and Professional Industry Representative Members in the current KAAAC Terms of Reference (please refer to Attachment 3).

2.1 Selection Process

The promotion of the Expression of Interest (EOI) process occurred through Council's social media, electronic mail, local newspapers, and via various networks during November 2022.

Council received 15 EOIs, with all applications either fully or partially meeting the criteria, deeming them eligible for assessment. Ten applications were received from community representatives and five applications were received from industry/professional representatives. The vacant Committee positions to be filled through the selection process included eight community representatives and four industry/professional representatives.

A Selection Panel was established to review and assess the applications in accordance with the Committee's Terms of Reference. The Selection Panel was comprised of Councillor Nicole Seymour and two Council officers from the Community Access and Support Department.

The following selection criteria was used when assessing the applications:

1. Being a Knox resident, a Knox focused organisation, agency or business or have a specific set of professional skills and background that will help achieve the purpose and objectives of the KAAAC as articulated in the Terms of Reference.
2. Demonstrated interest in joining the Committee.
3. Relevant knowledge, skills and experience.
4. Ability to identify current and emerging challenges facing seniors within the Knox community.

The Selection Panel reviewed written applications on Tuesday 19 December 2022 against the selection criteria.

Recommendations and assessment of applicants are provided in Confidential Attachment 1 (distributed separately).

2.2 Updated KAAAC Terms of Reference

The KAAAC Terms of Reference were last reviewed and endorsed by Council in April 2019. Over the last four years, KAAAC has continued to meet and provide Council with advice on current and emerging active ageing related challenges. In September 2022, Council adopted the updated Council Committees Policy. In-line with the updated Policy and feedback from KAAAC members, amendments have been made to the KAAAC Terms of Reference (please refer to Attachment 4). The changes include:

- Updates to ensure compliance with the Local Government Act;
- Updated Purpose to reflect the key directions and strategies outlined in the Knox Community Plan 2021-2031, Knox Council Plan 2021-2025, and the Knox Child Youth and Seniors Plan 2021-25;
- Updated Objectives to ensure all five Key Directions within the Knox Community and Council Plans 2021-2025 are incorporated;
- Updated selection and recruitment outline;
- Updated clarification on eligibility to continuous membership longer than four years “on a case-by-case basis”;
- Updated clarification on Committee member requests to bring observers to the meeting;
- Updated Delegated Authority and Decision Making;
- Updated Meeting Procedures;
- Updated Agenda and Meeting Notes;
- Updated Conflict and Interest Provisions;
- Updated Planning and Reporting;
- Updated Contact with the Media;
- Updated Review Date;
- Updated Meals; and
- Inclusion of Administrative Updates.

This report recommends that Council approve the continued operation of the KAAAC and endorse the updated Terms of Reference. The proposed Terms of Reference changes incorporate a four yearly review.

2.3 KAAAC Topics and Themes for 2022

KAAAC members identified a number of priorities for 2022 during the first meeting for the year, which took place on Thursday 10 February 2022. These emerged from a combination of:

- Key health and wellbeing topics and issues identified in the Community Plan 2021-2031, Council Plan 2021-2025, and Child Youth and Seniors Plan 2021-2025.
- The aspirations and needs of seniors identified through the Age-Friendly Knox 2020 Survey.
- Observations from, and experiences of, individual Committee members relating to seniors in Knox.

The following information provides an overview of KAAAC activities and contribution to key Council projects over the last 12 months:

Topic	Action	Outcome
Ageism	<ul style="list-style-type: none"> • Knox Community Engagement Plan for the 2022 Ageism Communications Campaign was discussed at the April 2022 meeting. 	KAAAC members provided feedback and suggestions on the draft Plan.
Community Infrastructure	<ul style="list-style-type: none"> • A representative from the Transport team presented the Knox Cycling Action Plan at the February 2022 meeting. 	KAAAC members provided feedback and suggestions on how to improve the cycling network in Knox over the next ten years.
Community Safety	<ul style="list-style-type: none"> • A representative from the Community Wellbeing team presented the draft Knox Connection Access Respect Equality Safety (CARES) Plan at the July 2022 meeting. 	KAAAC members provided feedback and suggestions on the Plan's Commitments and Themes, which resulted in changes on how to reach seniors and identifying potential challenges.
Community Safety	<ul style="list-style-type: none"> • A member of the Community Wellbeing team provided a presentation on the Knox Empowering Communities Project Plan at the July 2022 meeting. 	KAAAC members provided feedback and suggestions on the Plan.

Topic	Action	Outcome
Dementia-Friendly	<ul style="list-style-type: none"> • Knox Dementia-Friendly Community Project Plan was presented by a representative from Dementia Australia and the Community Access and Support team at the February 2022 meeting. • Updates on the Dementia-Friendly Project were provided during the April, September and November 2022 meetings. 	KAAAC members provided feedback and suggestions on the Plan. As a result, a decision was made to proceed with the proposed blended model by establishing an Advisory Committee which will be supported by Council and then transition to an Alliance over a three year period.
Emergency Management	<ul style="list-style-type: none"> • A member of the Emergency Management team discussed the Community Resilience Plan at the June 2022 meeting. • A member of the Inclusive Communities team discussed the Community Safety – Emergency Preparedness/Knox Annual Heat Health Campaign at the June 2022 meeting. 	<p>KAAAC members identified key networks and influencers and how to best connect with existing networks across Knox and the community.</p> <p>KAAAC members provided suggestions on how to reach vulnerable people, including through partnerships and communication methods.</p>
Physical Activity Programs	<ul style="list-style-type: none"> • The Community Access and Support team presented a progress report on the Seniors Exercise Park, Carrington Park, Knoxfield, at the November 2022 meeting. 	KAAAC members provided feedback and suggestions on the site selection criteria, next location sites, and monitoring approaches.
Technology	<ul style="list-style-type: none"> • A representative from Swinburne University provided an update on their research to guide the Commissioner’s review of digital connection for older people in Victoria during the September 2022 meeting. 	KAAAC members provided feedback and suggestions on future research and how to support digital connection.

2.4 Membership and Period of Membership

KAAAC is required to comprise of a maximum of eight community members, a maximum of six industry members, and two Councillors. Members commit to providing consistent representation and carry out specific tasks as designated. A review of the 2022 KAAAC meeting agendas and minutes revealed the following:

- There were six KAAAC meetings held with an average attendance of 62% for the 13 members (noting two members were not on the Committee for the full year).

- Six community representatives attended KAAAC meetings, of which two attended all meetings, one attended five meetings, one attended two meetings; and two attended one meeting.
- One community member resigned from the Committee during the year due to competing work and personal commitments.
- Five industry representatives attended KAAAC meetings, of which one attended four meetings, two attended three meetings, one attended two meetings and one attended one meeting.
- One industry representative resigned from the Committee during the year due to changes in their employment status.
- A Life Stages Group Committee meeting was not held in 2022.

Six community and three industry representative terms will expire in early 2023 and two industry representatives are expiring in late 2023.

3. CONSULTATION

Council officers invited community members, and professional and industry associations relevant to the purpose of the Committee to nominate suitable representatives to participate in KAAAC.

Information calling for nominees to join KAAAC was placed on Council's website, through Council community email networks and newsletters, local newspapers, and advertising via Seek, Better Impact volunteer website and social media.

Consultation was undertaken when re-drafting the Terms of Reference with Knox Council Governance and the current KAAAC members.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The KAAAC provides input and advice to Council on matters relating to environmental and amenity issues as applicable.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Council supported the Committee through the allocation of resources (\$269 was spent on catering and resources) which was within Council's annual budget and Financial Forecast. Council officers also provide administrative support to this Committee.

7. SOCIAL IMPLICATIONS

KAAAC continues to be an enabler towards achieving greater civic engagement and participation of the community in Knox by creating a formal structure for the provision of advice, feedback and recommendations to Council and Council officers on topics and issues directly or indirectly affecting seniors and healthy ageing. Topics and issues such as ageism, climate response, community infrastructure, dementia, emergency management, physical activity, technology, and

transport. Committee members have taken an active role in promoting healthy and active ageing, and encouraging meaningful participation of all residents in the social, economic, and cultural life of the community.

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.

Natural Environment & Sustainability

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

Connection, Resilience & Wellbeing

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

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

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

Attachment 1 is included in the Confidential Agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information being the names and details of prospective Committee members which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

Report Prepared By: Age and Dementia Friendly Communities Project Officer, Linda Keenahan

Report Authorised By: Acting Director Connected Communities, Judy Chalkley

Attachments

1. Attachment 2 - Terms of Reference clean copy Knox Active Ageing Advisory Committee 2023 2026 D22 312 [**8.4.1** - 6 pages]
2. Attachment 3 - knox-active-ageing-advisory-committee-tor [**8.4.2** - 5 pages]
3. Attachment 4 - Terms of Reference marked up copy Knox Active Ageing Advisory Committee 2019 2022 202 [**8.4.3** - 8 pages]



Knox Active Ageing Advisory Committee

Directorate:	Connected Communities		
Approval by:	Council	Responsible Officer:	Age and Dementia Friendly Communities Project Officer
Approval Date:	30 January 2022	Version Number:	1
Review Date:	January 2026		

1. Purpose

The purpose of the Knox Active Ageing Advisory Committee (the Committee) is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's key directions, initiatives and strategies under the Knox Community Plan 2021-2031, Knox Council Plan 2021-2025 and the Knox Child, Youth and Seniors Plan 2021-2025.

2. Objectives

The Committee will provide advice and recommendations against all five Key Directions within the Knox Community and Council Plans 2021-2025:

- Opportunity and innovation
- Neighbourhoods, housing and infrastructure
- Natural environment and sustainability
- Connection, resilience and wellbeing
- Civic engagement and integrity.

The objectives of the Committee are to:

1. Provide advice and recommendations to Council on:
 - a) The implementation of the following strategies and initiatives outlined in the Council Plan 2021-25:
 - Provide, maintain and advocate for accessible and sustainable ways for moving around Knox
 - Provide new and innovative community transport for the Knox Community
 - Support our community to improve their physical, mental and social health and wellbeing:
 - Progress implementation of the Child, Youth and Seniors Plan
 - Support the creation of new physical activity-based programs and community infrastructure across the municipality
 - Develop and implement programs to enable older and vulnerable residents to access technology



- Foster inclusivity, equality, belonging and safety within the community
 - Develop and implement the Dementia Friendly Action Plan
 - Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox
 - b) Effective communication and engagement strategies to facilitate engagement with seniors and other key stakeholders
2. Provide advice to Council on emerging issues affecting seniors within the Knox community
 3. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to seniors and healthy ageing issues.

3. Membership, Period of Membership and Method of Appointment

The Knox Active Ageing Advisory Committee shall comprise the following:

- A maximum of eight (8) community members (please add any specialist requirements)
- A maximum of six (6) industry members (including any relevant government agency representatives)
- Two (2) Councillors

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members and industry or professional representatives will be advertised in local newspapers, on Council's website, digital platforms and through local networks. Applicants must make application via an expression of interest process.

Submissions will be assessed alongside the following selection criteria:

- Has lived experience as a senior and/or interest in and good working knowledge of the needs of seniors
- Offers insight into the current and emerging challenges facing older people within the Knox community to enjoy active, healthy and independent lives
- Live, work or study in Knox

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;
- 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 be considered on a case by case basis;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members;
- 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.



- Committee members may request to invite observers to the meeting from time to time. The decision to allow this will be at the discretion of the Chairperson of the Committee. Guests may also be invited to attend and participate in meetings. This should be for a specific purpose and/or specified period of time. The Chairperson is to be made aware of this prior to the meeting taking place. 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. The Committee provides advice or makes recommendations to Council and staff to assist them in their decision making.

5. Meeting Procedures

The Committee will meet on a bi-monthly 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 respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as practicable on a consensus basis.

From time to time, the Committee may decide that a joint meeting of two or more Council Committees will be beneficial for progressing the work of the 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.



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 four (4) days before the time fixed for the holding of the meeting in digital format with the only exception being when a public holiday falls on the day agendas are due, in which case agendas are to be provided close of business three (3) days in advance.

Officer reports that fail to meet the timelines will only be permitted to be included in the relevant agendas of; Ordinary Council Meetings, Strategic Planning meeting, Issues Briefings or Special Committees, with the approval of the Mayor, and Council Committees with the approval of the Chair of the Committee.

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.

Meeting notes must be:

- (a) distributed to all Committee Members within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

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 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 their position or release information that the member knows, or should reasonably know, is confidential information.



Meetings of the Committee 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 Committee, they must disclose the matter to the 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 Committee must agree to participate in training on the Conflict and Interest provisions which will be run a minimum of annually by the Governance team.

10. Planning and Reporting

The Committee will formulate an annual work plan that aligns with Council's Community Plan, Council Plan and Child, Youth and Seniors Plan and may also highlight emerging issues which will also be documented. The business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

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 Connected Communities 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 then Council Communications team, if deemed necessary and should take care not to respond as a representative of the Committee.

13. Review Date

This Committee must be reviewed on a regular basis, with a review date generally not exceeding a four (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.



14. Meals

Council will provide reasonable meals for the Committee meetings at times that immediately 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.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this Terms of Reference. Where an update does not materially alter this Terms of Reference, 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, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council or a relevant delegated Committee.



Knox Active Ageing Advisory Committee

Directorate:	Community Services	Responsible Officer:	Director, Community Services
Approval Date:	29 April 2019	Committee Group:	Life Stages Group
Review Date:	29 April 2022		

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.

2. Objectives

The objectives of the Committee are to:

1. Provide advice and recommendations to Council on:
 - a) The implementation of the Strategic Objectives under the Community and Council Plan, in particular:
 - To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population
 - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation
 - b) Effective communication and engagement strategies to facilitate engagement with older people and other key stakeholders
2. Provide advice to Council on emerging issues affecting all older people within the Knox community.
3. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

The Committee will provide advice and recommendations against all goals within the Knox Community & Council Plan:

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



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 and May each year and will be coordinated 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 Knox Active Ageing Advisory Committee shall comprise the following:

- A maximum of eight (8) community members (please add any specialist requirements)
- A maximum of six (6) industry members (including any relevant government agency representatives)
- Two (2) 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 needs of older people and the challenges facing them to continue to enjoy active, healthy and independent lives.

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 be 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 bi-monthly 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 7 days before the time fixed for the holding of the meeting in both digital and hard copy formats with the only exception being when a public holiday falls on the day agendas are due, in which case agendas are to be provided close of business 6 days in advance. Officer reports that fail to meet the timelines will only be permitted to be included in the relevant agendas of; Ordinary Council Meetings, Strategic Planning meeting, Issues Briefings or Special Committees, with the approval of the Mayor, and Council Committees with the approval of the Chair of the Committee.

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 Community Services 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.



Terms of Reference



Knox Active Ageing Advisory Committee

Directorate: Connected Communities

Approval by: Council

Responsible Officer: Age and Dementia Friendly
Communities Project Officer

Approval Date: 30 January 2022

Version Number: 1

Review Date: January 2026

Directorate: Community Services

Responsible Officer: Director, Community Services

Approval Date: 29 April 2019

Committee Group: Life Stages Group

Review Date: 3 Years from Meeting Date

1. Purpose

The ~~function purpose~~ of ~~this the~~ Knox Active Ageing Advisory Committee (the Committee) is to facilitate stakeholder engagement which supports quality decision making and in turn, the achievements of Council's ~~goals~~ key directions, initiatives and strategies under the Knox Community Plan 2021-2031, Knox and Council Plan 2021-2025, and the Knox Child, Youth and Seniors Plan 2021-2025.

2. Objectives

The Committee will provide advice and recommendations against all five Key Directions within the Knox Community Plan 2021-2031 and Council Plans 2021-2025:

- Opportunity and innovation
- Neighbourhoods, housing and infrastructure
- Natural environment and sustainability
- Connection, resilience and wellbeing
- Civic engagement and integrity.

~~2.-~~

The objectives of ~~tt~~ the Committee are to:

1. Provide advice and recommendations to Council on:

a) The implementation of the ~~Strategic Objectives~~ following strategies and initiatives under outlined in the Community and Council Plan 2021-25, in particular:

- ~~To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population~~



- Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolationProvide, maintain and advocate for accessible and sustainable ways for moving around Knox
 - Provide new and innovative community transport for the Knox Community
 - Support our community to improve their physical, mental and social health and wellbeing:
 - Progress implementation of the Child, Youth and Seniors Plan
 - Support the creation of new physical activity-based programs and community infrastructure across the municipality
 - Develop and implement programs to enable older and vulnerable residents to access technology
 - Foster inclusivity, equality, belonging and safety within the community
 - Develop and implement the Dementia Friendly Action Plan
 - Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox
- b) Effective communication and engagement strategies to facilitate engagement with older people/seniors and other key stakeholders
2. Provide advice to Council on emerging issues affecting all older people/seniors within the Knox community.
3. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people/seniors and healthy ageing issues.

The Committee will provide advice and recommendations against all goals within the Knox Community & Council Plan:

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

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 and May each year and will be coordinated 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 Knox Active Ageing Advisory Committee shall comprise the following:

- A maximum of eight (8) community members (please add any specialist requirements)
- A maximum of six (6) industry members (including any relevant government agency representatives)
- Two (2) Councillors

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members and industry or professional representatives will be advertised in local newspapers, on Council's internet website, digital platforms and through local networks. Applicants must make application via an expression of interest process.

Submissions will be assessed alongside the following selection criteria:

- Has lived experience as a senior and/or interest in and good working knowledge of the needs of seniors
- Offers insight into the current and emerging challenges facing older people within the Knox community to enjoy active, healthy and independent lives
- Live, work or study in Knox

~~Eligible community members will have an interest in and good working knowledge of the needs of older people and the challenges facing them to continue to enjoy active, healthy and independent lives.~~

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~~ on a case by case basis;
- 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~~ C~~committee~~ committee for the remainder of the previous incumbent's term;

Professional/industry representatives unable to attend a ~~committee~~ 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~~ Committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

•

~~Committee members may request to invite observers to the meeting from time to time. The decision to allow this will be at the discretion of the Chairperson of the Committee. Guests may also be invited to attend and participate in meetings. This should be for a specific purpose and/or specified period of time. The Chairperson is to be made aware of this prior to the meeting taking place. 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 ~~C~~committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the ~~C~~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 ~~c~~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 ~~C~~committee by the CEO as required to provide advice and administrative support to the ~~C~~committee.

4. Delegated Authority and Decision Making

The ~~committee~~ Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. ~~The Committee provides advice or makes recommendations to Council and staff to assist them in their decision making.~~

5. Meeting Procedures

~~The ~~C~~committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. 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 ~~C~~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;~~ respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as ~~possible~~ practicable on a consensus basis.

From time to time, the Committee may decide that a joint meeting of two or more Council Committees will be beneficial for progressing the work of the Committee or for sharing ideas and providing updates on key issues. ~~Of This could pertain to relevance in progressing the work of the initiatives and actions within the Council Plan, Child Youth and Seniors Plan, and Connection Access Respect Equality and Safety Plan. Such committee meetings will only occur where requested and agreed by two or more Council Committees.~~



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 Ccommittee 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 Ccommittee not less than ~~four (4)~~7 days before the time fixed for the holding of the meeting in ~~both digital and hard copy~~ formats with the only exception being when a public holiday falls on the day agendas are due, in which case agendas are to be provided close of business ~~three (63)~~ days in advance.

Officer reports that fail to meet the timelines will only be permitted to be included in the relevant agendas of; Ordinary Council Meetings, Strategic Planning meeting, Issues Briefings or Special Committees, with the approval of the Mayor, and Council Committees with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the committee to be kept.

The meeting notes of a Council Committee meeting 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 Ccommittee.

~~Draft meeting notes must be:~~

- ~~(ea) 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
- ~~(fe) 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~~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 their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the ~~Panel~~Committee 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 Committee, they must disclose the matter to the 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 Committee must agree to participate in training on the Conflict and Interest provisions which will be run a minimum of annually by the Governance team.

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. Planning and Reporting

The Committee will formulate an annual work plan that aligns with Council's [Community Plan](#), [Council Plan](#) and [Child, Youth and Seniors Plan](#), and may also highlight and document emerging issues ~~which will also be documented~~. The business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.



A nominated Council Officer ~~The C~~ommittee will prepare a formal report on an annual basis in line with ~~their the~~ stated objectives of the Committee. The report must be adopted by the ~~C~~ommittee and should directly reflect the objectives and the performance measures of the ~~C~~ommittee as set out in the Terms of Reference. Once adopted by the ~~C~~ommittee the report will be presented to Council.

11. Administration Support

Administration support will be provided by the ~~Community Services~~Connected Communities 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 then Council Communications team, if deemed necessary. ~~and Committee members~~ should take care not to respond as a representative of the ~~C~~ommittee.

13. Review Date

~~The committee will sunset after~~This Committee ~~will~~must be reviewed on a regular basis, with a review date generally not exceeding a every-four (4) year periods. If the ~~C~~ommittee ~~continues to have~~has a relevant function at the end of the standard review period, a report must be presented to Council ~~prior to this date that includes~~including a review of the ~~C~~ommittee's Terms of Reference and seeking endorsement from Council to continue to act in an advisory capacity for a further period.

14. Meals

Council will provide reasonable meals for ~~Council~~the Committee meetings at times that immediately 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.

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.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this ~~policy~~Terms of Reference. Where an update does not materially alter this ~~policy~~Terms of Reference, 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, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council or a relevant delegated Committee.

8.5 Environment Advisory Committee - Appointment of Committee Members, Updated Terms of Reference and Annual Report

SUMMARY: Senior Program Lead – Sustainable Futures, Sam Sampanthar; Executive Officer Sustainable Futures & Operations, Trish Winterling.

Following an Expression of Interest and selection process during October and November 2022, this report seeks to appoint representatives for the Environment Advisory Committee (EAC) for a two-year term. The report also presents the new EAC Terms of Reference and the 2022 EAC Annual Report.

RECOMMENDATION

That Council:

- 1. Note the 2022 Annual Report of the Environment Advisory Committee (EAC) as presented in Attachment 1;**
- 2. Endorse the new EAC Terms of Reference which complies with the updated Council Committees Policy (Attachment 2);**
- 3. Appoint the applicants as presented in Confidential Attachment 3, to the EAC to serve a two-year term from January 2023 to December 2024;**
- 4. Note that Officers will advise all applicants of Council's decision on the appointment of the EAC members for 2023-2024; and**
- 5. Note that the Chair of the EAC will acknowledge the valuable contributions of all 2021-2022 Committee members with a Certificate of Appreciation.**

1. INTRODUCTION

The Environment Advisory Committee (EAC) has been established to:

- Monitor and review environmental and sustainability issues in Knox;
- Provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- Provide input to Council on behalf of the community and community organisations;
- Actively support Council's consultation with, and advocacy to, the broader community;
- Establish working groups and sub committees on an as required basis;
- Within the committee structure, advocate to Council for the benefit of the Knox environment; and
- Assist Council in determining priority of activities to be undertaken and annual objectives.

This report provides an Annual Report of the EAC activities for 2022 for Council to note (see Attachment 1). In addition, the report presents for Council's consideration the updated EAC Terms of Reference (Attachment 2), and the recommended fifteen committee members for the next two-year term, following an expression of interest process carried out in October and November 2022 (Attachment 3).

2. DISCUSSION

Annual Report 2022

During the final meeting of the EAC on 23 November 2022, the Annual Report 2022 (Attachment 1) was presented and has been endorsed by the Committee. The Annual Report provides an overview of the topics discussed and outcomes throughout 2022. In summary, the following topics were discussed:

- Climate Response Plan implementation;
- Elevating ESD Targets in the Planning Scheme;
- Biodiversity Resilience Plan;
- Knox Cycling Action Plan;
- Sustainable Buildings and Infrastructure Policy review;
- Electric Vehicle charging infrastructure;
- Waste management Plan and the Food and Garden Organics Collection; and
- Various emerging issues raised by the Committee members.

The 2020 - 2022 Committee comprised of 15 members and two Councillors. During the course of the Committee term, 2 members resigned due to changes in personal circumstances. The terms of all committee members concluded in December 2022 and recruitment for new committee members took place during October/November 2022.

New EAC Terms of Reference

The current EAC Terms of Reference sunsetted in July 2022 and Council granted an extension of the terms until January 2023 to enable the Committee to continue to operate during the second half of 2022. The proposed EAC Terms of Reference (Attachment 2) incorporates the changes made to Council's Committees Policy that were updated and adopted in September 2022.

The objectives of the Committee have remained unchanged however a few minor administrative changes have been incorporated into the updated EAC Terms of Reference in order to reflect the updated Committees Policy. These minor changes include:

- Updating reference to Knox Community & Council Plan 2021-2025 key directions and the Local Government Act 2020;
- Removal of a sunset clause – replaced with regular review not exceeding 4 years with Council endorsement;
- Inclusion of eligibility for members to re-apply for appointment; and
- CEO authorisation to approve short-term membership extensions where the purpose is to align recruitment activities across multiple Council committees.

Appointment of New Committee Members

The selection and recruitment of new members for the EAC followed the process outlined in Section 3.1 of the Terms of Reference. The Expression of Interest promotion occurred through Council's social media channels, Seek Volunteer and a number of electronic newsletters during October/November 2022. The Expression of Interest process yielded 15 applications.

A selection panel, comprising both EAC appointed Councillors and two Council Officers, evaluated the Expression of Interest applications, based on the following selection criteria which are consistent with the Terms of Reference:

1. Being a Knox resident, a part of a Knox focused organisation, agency or business or have a specific set of professional skills and background that will help achieve the purpose and objectives of the EAC as articulated in the Terms of Reference;
2. Demonstration of involvement with efforts to achieve environmental sustainability within the Knox community;
3. Experience as a member of a Committee or other leadership role in a community organisation;
4. Understanding the role of Local Government in environmental management and strategic transport issues;
5. Capacity to communicate effectively with a wide range of individuals, organisations and professionals as well as review and critique documentation;
6. Motivation for joining the EAC; and
7. Demonstrating an understanding of major issues facing Knox's built and natural environment.

Confidential Attachment 3 lists the applicants recommended for appointment to the EAC – The selection panel is recommending all 15 applicants be considered for appointment (pending successful outcome of police checks). The selection panel fully endorse the four members that have re-nominated for another term as they have been positive and valued contributors to the Committee and will be able to share reflections and context from previous discussions on issues which will be brought to the EAC during this next term.

3. CONSULTATION

The selection panel consisted of the two Councillors appointed to the EAC – Cr. Jude Dwight and Cr. Yvonne Allred, along with two Council officers, the Coordinator Traffic & Transport and the Executive Officer – Sustainable Futures & Operations.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the recommendation will positively impact on both Council's and the community net zero targets and climate adaptation as the EAC provides advice on the Climate Response Plan implementation and any emerging issues.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no specific environmental/amenity issues arising from this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The resources required to service the committee is within the City Futures departmental operational budget.

7. SOCIAL IMPLICATIONS

There are no specific social implications arising from this report.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

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

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

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

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

Attachment 3 is included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

personal information [including names] and details of prospective committee members which would be unreasonable to disclose publicly, or to disclosure before they are appointed.

Report Prepared By: Senior Program Lead - Sustainable Futures, Sam Sampanthar;
Executive Officer Sustainable Futures & Operations, Trish Winterling.

Report Authorised By: Director City Liveability, Matt Kelleher

Attachments

1. Attachment 1 - Annual Report Knox Environment Advisory Committee 2022 [8.5.1 - 3 pages]
2. Attachment 2- Terms of Reference Knox Environment Advisory Committee Draft 2022 08 [8.5.2 - 6 pages]

Knox Environment Advisory Committee Annual Report - 2022

The Terms of Reference for the Knox Environment Advisory Committee (EAC) requires an annual report to be developed that is aligned with the Community and Council Plans and in line with the Committee's objectives, which are:

- To provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- To provide input to Council on behalf of the community and community organisations;
- To actively support Council's consultation with, and advocacy to the broader community;
- To establish working groups and sub committees on an as required basis;
- To monitor and review environmental and sustainability issues (including issues relating to strategic transport and natural resource management) in Knox;
- Within the committee structure advocate to Council for the benefit of the Knox environment; and
- To assist Council in the determining of priority activities to be undertaken and annual objectives.

Key Issues considered by the Environment Advisory Committee in 2022

Topic	Action	Outcome
Climate Response Plan (Jun 2022)	Presentation on the progress of the implementation of actions from the first two years of the Climate Response Plan 2021-2031 (CRP) including the first Annual Report.	The Committee provided feedback on: <ul style="list-style-type: none"> • The content and timing of the Annual Report (September 2021) outlining the implementation of the CRP; and • The progress made during 2022 to embed climate change considerations into Council processes.
Elevating ESD Targets in the Planning Scheme (Jun 2022)	Presentation from Council's <i>ESD Referrals Officer</i> on the details of Council's advocacy to improve ESD outcomes in new developments including net zero, increase greening and biodiversity outcomes and more resilient developments to climate change impacts.	The Committee was supportive of the changes being pursued by the project.
Biodiversity Resilience Plan (Feb 2022)	Presentation from Council's Biodiversity Coordinator on the Biodiversity Resilience Plan.	Feedback and discussion from the Committee included: <ul style="list-style-type: none"> • The need to include bushfire planning as part of the Plan; • Importance of enforcement and education; and • Consideration for middle and understory planting.
Knox Cycling Action Plan (Feb 2022)	Workshop with Council's Sustainable Transport Planner on a new Knox Cycling Action Plan to support the growth in cycling in the community.	Feedback from the Committee on how existing bike lanes can be improved and the types of supporting infrastructure that could make cycling safer and more appealing to more residents. Water fountains, vegetation along bike tracks and better linkages between bike paths were identified as some of the opportunities.
Sustainable Buildings and Infrastructure Policy Review (Apr 2022)	Presentation and discussion on the Sustainable Buildings and Infrastructure Policy review.	Committee provided feedback on the importance of performance based standards for buildings to make sure that buildings are being operated as efficiently as possible. Transfer of knowledge to building users was also stressed as an important and often overlooked element of project handover.
Approach to Electric Vehicle	Presentation on emerging trends on Public EV Charging	Feedback from the Committee supported a user-pays system for charging and stressed the importance of providing fast,

Topic	Action	Outcome
(EV) Charging for Public Use (Jul 2022)	including options for Council to expand the charging network.	reliable and convenient charging experience. The Committee also suggested a number of sites for Council's consideration as part of the roll out of additional charging stations.
Waste Management Plan and the Food and Garden Organics Collection (Oct 2022)	Presentations from Council's Waste Services team covering the introduction of Food and Garden Organics collection service, changes to bin lid colours and the development of a new Waste Management Plan.	The Committee provided feedback on managing contamination in household bins, terminology that would resonate with local residents that could be included in marketing and education campaigns, and the need for the new services to prioritise ease-of-use.
Emerging Issues (All meetings)	The Advisory Committee members also presented emerging issues for consideration by the committee and Council.	A number of presentations from committee members on emerging issues to inform Council and the Advisory Committee. These topics have included: <ul style="list-style-type: none"> • Emerging trends on how manufacturers are addressing the problem of e-waste; • Cost of living/housing affordability; • Global supply chain issues affecting industries; • Prevalence of littering (including face masks) in and around Council reserves; • Impact of small scale solar on grid stability; • Monitoring and enforcing the cat curfew; • Poor condition of major roads in and around Knox; and • Stormwater and flooding management.

2022 Meeting Schedule and Agenda Items

- EAC Meeting – Wednesday, 16 February 2022
 - Biodiversity Resilience Plan Update
 - Knox Cycling Action Plan
 - Annual Work Plan 2022 and Annual Report 2021
- EAC Meeting – Wednesday, 13 April 2022
 - Community Resilience Plan
 - Sustainable Buildings and Infrastructure Policy Review
 - Bulk LED Streetlight Replacement Project
- EAC Meeting – Wednesday, 1 June 2022
 - Elevating ESD Targets in the Planning Scheme
 - Climate Response Plan Implementation Update
 - Update on Key Developments in Knox
- EAC Meeting – Wednesday, 27 July 2022
 - Pandemic Impacts and recovery
 - Approach to EV Charging for Public Use
 - Update on Biodiversity Projects
- EAC Meeting – Wednesday, 5 October 2022
 - Waste Management Strategy & Food and Garden Collection Service

- Waste from Electrical and Electronic Equipment (E-waste management)
- EAC Meeting – Wednesday, 23 November 2022
 - ASPIRE - Circular Economy Online Tool
 - EAC Annual Report 2022

Committee membership and attendance

The 2022 Committee comprised of fifteen community members and two Councillors.

Due to change in personal circumstances, two members resigned from the committee during the course of 2022.



Knox Environment Advisory Committee

Directorate:	City Liveability	
Approval by:	Council	Responsible Officer: Manager City Futures
Approval Date:	January 2023	Version Number:
Review Date:	4 Years from Approval 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 Knox Community and Council Plans.

The purpose of the committee is to inform and advise Council on environmental and sustainability related issues and Council's role in improving the natural and built environment.

2. Objectives

The objectives of the Environment Advisory Committee are to:

- Provide input and advice to Council on issues of environmental sustainability (including issues relating to strategic transport and natural resource management);
- Provide input to Council on behalf of the community and community organisations;
- Actively support Council's consultation with, and advocacy to the broader community;
- Establish working groups and sub committees on an as required basis;
- Monitor and review environmental and sustainability issues (including issues relating to strategic transport and natural resource management) in Knox;
- Within the committee structure advocate to Council for the benefit of the Knox environment; and
- Assist Council in the determining of priority activities to be undertaken and annual objectives.

The establishment and operation of Council committees is a key enabler for the achievement of the goals and objectives contained in the *Knox Community and Council Plans 2021-2025*. While the key directions are interlinked, the Environment Advisory Committee will particularly focus on the following:

- Natural environment and sustainability
- Neighbourhoods, housing and infrastructure.

3. Membership, Period of Membership and Method of Appointment

The Environment Advisory Committee shall comprise the following:

- A maximum of 10 community members
- A maximum of 5 industry/professional members (including government agency representatives from



relevant portfolios)

- Councillors.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised on Council's website, digital platforms, publications and through local networks. Applicants must make application via an expression of interest process.

Eligible community and industry/professional members will: live, work or study in Knox; and have an interest in and good working knowledge of environmental management, natural resource management or sustainability.

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 recruitment 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 is discouraged except in special circumstances that may be relevant to this Council Committee, 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.
- Council will be responsible for appointing all Councillor, community and industry/professional representative members.
- 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. 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 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 be 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 approximately every two months with a minimum of 6 meetings per year, 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.

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 Plans. 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.

5.1 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.

5.2 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.

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. The Chairperson's responsibilities includes ensuring all Council Committee members have the opportunity to participate/contribute at meetings.

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 circulated to members in a timely manner. The Annual Committee Report is presented to Council each year and is available to the public. The Annual Committee Report provides a summary of the topics and emerging issues discussed by the Committee over the preceding 12 month period.

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 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

10. Planning & Reporting

10.1 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.

10.2 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.

11. Administration Support

Administration support will be provided by the City Futures Department.

12. 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.



13. Review Date

The Advisory Committee 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.

14. Meals

Council will provide reasonable meals for 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 City Futures department budget.

15. 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.

8.6 Proposed Sale of 276 Wantirna Road Wantirna (Deferral)

SUMMARY: Manager Strategic Procurement & Property, Shelley Starrenburg Council resolved at its December 2022 meeting to defer the consideration of the report to proceed with the sale of the property at 276 Wantirna Road, Wantirna (Lot 1 on Plan of Subdivision 831539Q as per the Certificate of Title Volume 12237 Folio 366) to the Council meeting in January 2023.

Given the Christmas break and some further work being undertaken regarding the proposed property sale, it is proposed that the requested report will now be presented to a meeting of Council in February 2023.

RECOMMENDATION

That Council resolve to note that the requested report regarding the proposed sale of 276 Wantirna Road, Wantirna will now be presented to Council for consideration at a meeting in February 2023.

1. INTRODUCTION

At its meeting of 19 December 2022, Council considered an officers' report to proceed with the sale of the Council owned property, 276 Wantirna Road, Wantirna (Lot 1 on Plan of Subdivision 831539Q as per the Certificate of Title Volume 12237 Folio 366).

At that meeting, Council resolved to defer the consideration of the item to the Council meeting in January 2023.

2. DISCUSSION

Given the Christmas break and some further work being undertaken regarding the proposed property sale, it is proposed that the requested report will now be presented to a meeting of Council in February 2023.

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

Nil.

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.

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: Manager Strategic Procurement & Property, Shelley Starrenburg

Report Authorised By: Chief Financial Officer, Navec Lorkin

Attachments

Nil

9 Supplementary Items

10 Notices of Motion

11 Urgent Business

12 Questions Without Notice

13 Confidential Items