

AGENDA



Meeting of Council

To be held via Zoom

On

Monday 31 January 2022 at 7:00 PM

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Bruce Dobson
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Ordinary Meeting of Council held on Monday 20 December 2021

4 Presentations, Petitions and Memorials

5 Reports by Councillors

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

SUMMARY: Manager, City Planning & Building, Paul Dickie

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

RECOMMENDATION

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

1. REPORT

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

Application Type	No.
Building & Works: Residential	4
Other	7
Subdivision	11
Units	15
Tree Removal / Pruning	11
Single Dwelling	1
Change of Use	2
Signage	1
Boundary re-alignment	1
Liquor License	1
TOTAL	54

2. CONFIDENTIALITY

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

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

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

Attachments

Nil

Knox City Council

Planning Applications Decided under Delegation

1 December 2021 and 31 December 2021

Ward	No/ Type	Address	Description	Decision
Baird	2021/6720	28 Rankin Road BORONIA VIC 3155	Removal of one (1) Corymbia ficifolia (Flowering Gum) and one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	1/12/2021 Approved
Baird	2021/6308	2 Mossfield Avenue FERNTREE GULLY VIC 3156	Development of the land for four (4) double storey dwellings	7/12/2021 Notice of Decision
Baird	2021/6340	5 Iris Crescent BORONIA VIC 3155	Development of the land for four (4) double storey dwellings	10/12/2021 Notice of Decision
Baird	2021/6337	52 Narcissus Avenue BORONIA VIC 3155	Development of two (2) double storey dwellings to the rear of the existing dwelling	3/12/2021 Notice of Decision
Baird	2021/6365	20 Stradbroke Road BORONIA VIC 3155	The construction of three (3) double storey dwellings	10/12/2021 Refused
Baird	2021/6661	4 Kenneth Road BAYSWATER VIC 3153	4 Lot Subdivision (Approved Development Site)	10/12/2021 Approved
Baird	2021/6474	15 Vandeven Court FERNTREE GULLY VIC 3156	Development of a double storey dwelling to rear of existing dwelling and two lot subdivision	10/12/2021 Approved
Baird	2021/6563	28 - 30 Aubrey Grove BORONIA VIC 3155	7 lot subdivision - Approved Development Site	20/12/2021 Approved
Baird	2021/9174	1/19 Jersey Road BAYSWATER VIC 3153	Buildings and Works for the construction of a mezzanine office and reduction in carparking requirement	30/12/2021 Approved
Baird	2021/6634	169 Scoresby Road BORONIA VIC 3155	Three lot subdivision (Approved Development Site)	30/12/2021 Approved
Baird	2021/6450	20 Medway Crescent BORONIA VIC 3155	Development of a double storey dwelling to the rear of the existing dwelling	20/12/2021 Notice of Decision
Chandler	2021/9165	460 Dorset Road BORONIA VIC 3155	Two lot subdivision (approved unit development)	2/12/2021 Approved
Chandler	2021/6690	10 Shelly Avenue BORONIA VIC 3155	The removal of one (1) Cedrus deodara (Deodar Cedar)	13/12/2021 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2021/6696	12 Simpsons Road THE BASIN VIC 3154	The removal of two (2) Eucalyptus obliqua (Messmate)	13/12/2021 Approved
Chandler	2021/9166	11 Olive Grove BORONIA VIC 3155	The removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	10/12/2021 Approved
Chandler	2021/6732	51 Mount View Road BORONIA VIC 3155	Removal of one (1) Hesperocyparis lusitanica (Mexican Cypress)	21/12/2021 Approved
Chandler	2021/6613	1399 Mountain Highway THE BASIN VIC 3154	Buildings and Works (Installation of a new shed)	21/12/2021 Approved
Chandler	2021/6493	43 Albert Avenue BORONIA VIC 3155	The construction of five (5) two-storey dwellings, reduce visitor parking requirement to zero and removal of vegetation	20/12/2021 Refused
Chandler	2021/6651	5/30 Alchester Crescent BORONIA VIC 3155	On premises liquor licence associated with a restaurant	20/12/2021 Notice of Decision
Chandler	2021/6415	99 Inverness Avenue THE BASIN VIC 3154	The construction of a shed	21/12/2021 Approved
Chandler	2021/6126	34 Albert Avenue BORONIA VIC 3155	The construction of a double storey dwelling to the rear of the existing dwelling	22/12/2021 Notice of Decision
Collier	2021/6386	468 Mountain Highway WANTIRNA VIC 3152	Development of two double storey dwellings and alteration of access to a Road Zone Category 1	3/12/2021 Approved
Collier	2021/6305	480 Mountain Highway WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings and access to a Road Zone Category 1	7/12/2021 Notice of Decision
Collier	2021/6596	9/6 Benwerrin Drive WANTIRNA VIC 3152	Alterations and additions to an existing dwelling on a lot less than 300sqm	20/12/2021 Approved
Collier	2021/6394	22 Cumberland Avenue BAYSWATER VIC 3153	Construction of a double storey dwelling to the rear of the existing dwelling on the land	21/12/2021 Approved
Dinsdale	2021/6541	74 Parkhurst Drive KNOXFIELD VIC 3180	The construction of a carport over the existing parking area	3/12/2021 Approved
Dinsdale	2021/6731	30-32 Lemal Avenue BORONIA VIC 3155	Realignment of Boundaries	10/12/2021 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2021/6641	2 James Street BAYSWATER VIC 3153	Six (6) Lot Subdivision - Approved Development Site	10/12/2021 Approved
Dinsdale	2021/6598	3/8 Station Street BAYSWATER VIC 3153	Change of Use (Veterinary Clinic)	16/12/2021 Approved
Dinsdale	2021/9172	453 Boronia Road WANTIRNA SOUTH VIC 3152	Two lot subdivision (approved unit site)	17/12/2021 Approved
Dinsdale	2021/6378	48 Sasses Avenue BAYSWATER VIC 3153	Construction of a double storey dwelling to the rear of the existing dwelling and 2 lot subdivision	31/12/2021 Approved
Dinsdale	2021/6210	26 Keeler Avenue BAYSWATER VIC 3153	The construction of two (2) double storey and two (2) single storey dwellings on the land	22/12/2021 Notice of Decision
Dinsdale	2021/6660	16 View Road BAYSWATER VIC 3153	Six (6) Lot subdivision (approved development site)	31/12/2021 Approved
Dobson	2021/6657	17 Alma Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus obliqua (Messmate) and one (1) Eucalyptus goniocalyx (Long Leaved Box)	2/12/2021 Refused
Dobson	2021/6680	8 Roberts Street FERNTREE GULLY VIC 3156	The removal of one (1) Grevillea robusta (Silky Oak)	9/12/2021 Approved
Dobson	2021/6486	21 Veronica Street FERNTREE GULLY VIC 3156	Development of a single storey dwelling to the rear of the existing dwelling, two lot subdivision and associated vegetation removal	3/12/2021 Approved
Dobson	2021/6752	3 Rona Street FERNTREE GULLY VIC 3156	Buildings and Works (Rebuild Outbuilding)	15/12/2021 Approved
Dobson	2021/6701	18 Heath Avenue FERNTREE GULLY VIC 3156	Habitat Pruning of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	21/12/2021 Approved
Dobson	2021/9171	12/19 Cornhill Street FERNTREE GULLY VIC 3156	Buildings and Works (Internal alterations to include an office space and mezzanine)	20/12/2021 Approved
Dobson	2021/6718	2/11 Chatham Avenue FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus ovata (Swamp Gum)	21/12/2021 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2021/6733	19 Ferguson Court FERNTREE GULLY VIC 3156	Removal of one (1) damaged Eucalyptus viminalis (Manna Gum)	2/12/2021 Approved
Friberg	2021/6676	1619 Ferntree Gully Road KNOXFIELD VIC 3180	4 Lot Subdivision (Approved Development Site)	31/12/2021 Approved
Friberg	2021/6292	37 Gaydon Street FERNTREE GULLY VIC 3156	Construction of two (2) double storey dwellings on the land	21/12/2021 Approved
Scott	2021/6677	604 & 1004/408 Burwood Highway WANTIRNA SOUTH VIC 3152	Re-subdivide lots 603C and 1004C creating lots 1004CA and 603CA	31/12/2021 Approved
Taylor	2021/6579	34 Murray Crescent ROWVILLE VIC 3178	Two (2) lot subdivision	16/12/2021 Notice of Decision
Taylor	2021/6400	24 Reservoir Crescent ROWVILLE VIC 3178	Building and works to construct a double storey dwelling	23/12/2021 Approved
Tirhatuan	2021/6692	1/1346 Stud Road ROWVILLE VIC 3178	Removal of one (1) Corymbia maculata (Spotted Gum)	1/12/2021 Approved
Tirhatuan	2021/6525	830 Wellington Road ROWVILLE VIC 3178	Building and works (Extension to a warehouse)	10/12/2021 Approved
Tirhatuan	2021/6526	1&2 /1200 Stud Road ROWVILLE VIC 3178	Buildings and works for a refurbishment and extension to existing hotel	16/12/2021 Notice of Decision
Tirhatuan	2021/9169	64/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Buildings and Works (Storage Mezzanine)	10/12/2021 Approved
Tirhatuan	2021/9175	1&2 /48 Sheppard Drive SCORESBY VIC 3179	Two (2) lot subdivision (approved unit site)	29/12/2021 Approved
Tirhatuan	2021/6662	958 Stud Road ROWVILLE VIC 3178	Erection of Signage including Flood Lit signage, Internally Illuminated signage, Business Identification signage and Direction signage	17/12/2021 Approved
Tirhatuan	2021/9170	24 Laser Drive ROWVILLE VIC 3178	Buildings and works for the installation of a shade sail	21/12/2021 Approved
Tirhatuan	2021/6445	1314 Ferntree Gully Road SCORESBY VIC 3179	Use of land as a furniture manufacturing facility and associated buildings and works	17/12/2021 Notice of Decision

6.2 1157-1165 Burwood Highway, Upper Ferntree Gully

SUMMARY: Principal Planner, Renee Harrosh

This report considers Planning Application P/2020/6347 for the use and development of the land for a Medical Centre and Child Care Centre, the consolidation of 5 lots, to undertake excavation works, display advertising signage, create or alter access to a Road Zone Category 1 Road and removal of vegetation at 1157-1165 Burwood Highway, Upper Ferntree Gully.

RECOMMENDATION (SUMMARY)

That if Council were in a position to make a decision on the application in the prescribed timeframes of the *Planning and Environment Act 1987*, it would have issued a Notice of Decision to Refuse to Grant a Planning Permit for the use and development of the land for a Medical Centre and Child Care Centre, the consolidation of 5 lots, to undertake excavation works, display advertising signage, create or alter access to a Road Zone Category 1 Road and removal of vegetation at 1157-1165 Burwood Highway, Upper Ferntree Gully, subject to the refusal grounds detailed in the full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2020/6347 has been lodged with Council for the use and development of the land for a Medical Centre and Child Care Centre, the consolidation of 5 lots, to undertake excavation works, display advertising signage, create or alter access to a Road Zone Category 1 Road and removal of vegetation at 1157-1165 Burwood Highway, Upper Ferntree Gully.

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

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

2. DISCUSSION

It is considered that the proposal use and development will not provide an appropriate outcome on a site that has significant landscape and environment values.

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

- The extent of vegetation removal, loss of habitat, hard stand coverage, cut and retaining walls across the length of site is indicative of a poorly designed, unresponsive site layout.
- The intensity of the proposed use and development has not been tempered by the site's context within the Dandenong Foothills, the outcomes to be achieved in relation to the significance of vegetation retention and landscaping. While a non-residential use may be appropriate, the scale of the proposal has resulted in an outcome that is entirely inconsistent with the objectives and decision guidelines of the Knox Planning Scheme.

3. CONSULTATION

The application was advertised at the direction of the Victorian Civil and Administrative Tribunal (VCAT). No objections or Statements of Grounds from affected parties were received.

The application was referred externally to the CFA and Head - Transport for Victoria and internally to Council's Traffic Engineer, Stormwater Engineer, Landscape Officer, Arborist, Waste Officer, Building Surveyor and ESD Officer. Issues were raised with the proposal which are detailed in the Officer's Report.

4. ENVIRONMENTAL/AMENITY ISSUES

There are significant environmental impacts associated with the proposed development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 4 of the Officer's Report at Attachment 1.

5. FINANCIAL & ECONOMIC IMPLICATIONS

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

6. SOCIAL IMPLICATIONS

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

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

Opportunity & Innovation

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

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

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

Connection, Resilience & Wellbeing

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

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

8. 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.

9. CONCLUSION

The proposed development is inconsistent with the environmental and landscape significance of the location and has not responded appropriately to the complexity of the site controls or features. It is therefore recommended that Council notify all referral authorities, parties to the appeal and VCAT that if Council were in a position to make a decision in the prescribed timeframes of the *Planning and Environment Act 1987*, it would have issued a Notice of Decision to Refuse to Grant a Planning Permit.

10. RECOMMENDATION

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

That if Council were in a position to make a decision in the prescribed timeframes of the *Planning and Environment Act 1987*, it would have issued a Notice of Decision to Refuse to Grant a Planning Permit for the use and development of the land for a Medical Centre and Child Care Centre, the consolidation of 5 lots, to undertake excavation works, display advertising signage, create or alter access to a Road Zone Category 1 Road and removal of vegetation at 1157-1165 Burwood Highway, Upper Ferntree Gully, on the following grounds:

- 1. Access to the subject site from Burwood Highway has not been resolved with the Head, Transport for Victoria (DoT). Therefore, the proposed development does not meet the purpose of Clause 52.29 to ensure appropriate access to identified roads.**
- 2. The proposal fails to satisfy the relevant Planning Policy Framework strategies and objectives, particularly in relation to Clause 12 (Environmental and Landscape Values), Clause 13.02-1S (Bushfire planning), Clause 15 (Built Environment and Heritage) and Clause 18 (Transport).**
- 3. The proposal fails to comply with the Municipal Strategic Statement, in particular Clause 21.05 (Built Environment and Heritage), Clause 21.03 (Environmental and Landscape Values) and Clause 21.10-1 (Dandenong Foothills) and Clause 22.03 (Non-Residential Uses in Residential Areas) of the Local Planning Policy Framework.**
- 4. The proposed use and development is inconsistent with the purpose of the Neighbourhood Residential Zone – Schedule 1, as the proposed use and development does not respect the identified neighbourhood character, environmental or landscape characteristics of the area. The intensity of the proposed use and development, removal of vegetation and loss of habitat, extent of site cut and retaining walls, result in a proposal that does not respect the neighbourhood character, environmental and landscape characteristics of the area.**
- 5. The removal of vegetation, loss of habitat and significant changes to topography, extent of hard surface areas and retaining walls are not supported, and are contrary to the Environmental Significance Overlay - Schedule 2 and the Significant Landscape Overlay - Schedule 3. The proposed development has not given due consideration to the environmental and landscape outcomes sought by the Knox Planning Scheme and will result in the destruction of a site of biological significance.**

6. **The removal of vegetation is contrary to the three-step approach in Clause 52.17 (Native vegetation), as the proposal has not avoided the removal of vegetation. The removal of vegetation is contrary to the purpose of Clause 52.17.**
7. **Pedestrian access has not been provided from Burwood Highway into the proposed development, or within the site to each destination point. Pedestrian access is not safe or convenient. This is contrary to the design standards in Clause 52.06 (Car parking).**
8. **The Bushfire Management requirements will result in the removal of vegetation, and provide for limited landscaping opportunities, to ensure that defensible space can be provided. This would result in unacceptable biodiversity impacts and loss of landscape character.**
9. **The proposed use and development is contrary to orderly and proper planning for the area.**

11. CONFIDENTIALITY

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

Report Prepared By: Principal Planner, Renee Harrosh

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

Attachments

1. Attachment 1 - Council Report 1157-1165 Burwood Highway Upper Ferntree Gully [6.2.1 - 17 pages]
2. Attachment 2 - Council Attachments - 1157-1165 Burwood Hwy Ferntree Gully - P/2020/6347 [6.2.2 - 12 pages]



Planning Application P/2020/6347 for the use and development of the land for a Medical Centre and a Child Care Centre, the consolidation of 5 lots, to undertake excavation works, display advertising signage, create or alter access to a Road Zone Category 1 Road and removal of vegetation at 1157-1165 Burwood Highway, Upper Ferntree Gully

1. Summary:

Subject Site:	1157-1165 Burwood Highway, UPPER FERNTREE GULLY VIC 3156
Proposed Development:	Use and development of the land for a Medical Centre and Child Care Centre, the consolidation of 5 lots, to undertake excavation works, display advertising signage, create or alter access to a Road Zone Category 1 and removal of vegetation
Existing Land Use:	Vacant
Site Area:	4,014m ²
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 1, Bushfire Management Overlay, Design and Development Overlay – Schedule 2, Environmental Significance Overlay - Schedule 2, Restructure Overlay – Schedule 3, Significant Landscape Overlay – Schedule 3, Area of Cultural Heritage Sensitivity
Application Received:	30 June 2020
Number of Objections:	0
PCC Meeting:	N/A
Ward:	Dobson

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2020/6347 to assist in forming a position on the application. It should be read in conjunction with the other attachment.



Attachment 1

3. Background

3.1 Subject Site and Surrounds

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

- The subject site is located on the northern side of Burwood Highway, Upper Ferntree Gully. The site is comprised of 5 smaller allotments having a total area of 4014m².
- The site is moderately vegetated with indigenous and native vegetation, including established indigenous canopy trees.
- There is a considerable slope of approximately 7 metres from north-east (rear) to south-west (Burwood Highway). The site is vacant and contains no buildings.
- Surrounding land is zoned Public Use Zone – Schedule 4, with the Belgrave Railway Line running to the immediate north of the site. Further north is a Public Park and Recreation Zone. To the south, on the opposite side of Burwood Highway, land is zoned Commercial Zone – Schedule 2, which has been developed accordingly for a mix of light industrial and commercial uses.

3.2 The Proposal

The proposal seeks permission for the use and development of the land for a Medical Centre and Child Care Centre, the consolidation of 5 lots, to undertake excavation works, display advertising signage, create or alter access to a Road Zone Category 1 and removal of vegetation. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The single level Medical Centre will be located on the western side of the site. The building will have an area of 200 square metres with a minimum setback of 2.81 metres to the southern (Burwood Highway) boundary. The Medical Centre will accommodate 4 practitioners and operate 7am to 8pm on weekdays and 8am to 5pm on weekends.
- The Child Care Centre will be positioned on the eastern side of the site. It is a two level building with a footprint of 204 square metres on ground level and 384 square metres to the second level, which is partially cantilevered over the accessway. The building will be constructed to the southern (Burwood Highway) boundary. The Child Care Centre will accommodate 100 places and operate 7am to 7pm on weekdays.
- The removal of 30 trees from the site to accommodate the proposed development. A total of 13 trees would be retained. Seven (7) trees within the Burwood Highway road reserve would also be removed.
- A deceleration lane is proposed on Burwood Highway to a new accessway with a splitter island which provides access to 31 car parking spaces and 1 delivery space. There is one accessible car parking space, 8 bicycle parking spaces and a common bin area. The accessway and parking areas stretch across the majority of the length of the site and in parts are constructed to the southern (Burwood Highway) boundary.
- Significant cut and retaining walls are proposed to create level areas for car parking and buildings. Retaining walls measure less than 1 metre in height to 3.2 metres in height.
- A pylon sign is to be erected to the east of the vehicle access, with a maximum height of 6 metres. Logos and writing will be internally illuminated. Internally illuminated wording in large capital letters are also provided for the “Medical Centre” and “Child Care Centre” on the wall of each building facing Burwood Highway.



Attachment 1

- The footpath along Burwood Highway will be extended to the proposed re-located bus stop (subject to the approval of Public Transport and Council). The footpath is not proposed along the entire frontage.
- There is no dedicated pedestrian access from the site frontage into the proposed development, shown on the site layout plans.

4. Consultation

4.1 Advertising

The application was advertised at the direction of the Victorian Civil and Administrative Tribunal. There were no Statement of Grounds received from an objector party.

4.2 Referrals

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

CFA: No objection, subject to conditions including the preparation of a Bushfire Emergency Management Plan and location of static water supply to be shown on the architectural plans, which will be included in any permit to issue.

Department of Transport: The Department of Transport advised that further information was required and identified a number of items that did not meet criteria or required further assessment with the submission of further information. The further information had not been provided at the date of the appeal being lodged.

Traffic Engineer: There are issues with the proposed development, with these specified below.

Car Parking Provision

The site is situated within the Principal Public Transport Network (PPTN). The development, when evaluated using Clause 52.06, Table 1. Car Parking requirement, column B, has a statutory car parking requirement of 29 car spaces. The applicant has provided 31 car spaces. Therefore, there is a surplus of 2 car spaces.

Although the site is located within the PPTN, it is anticipated that the car parking demand will exceed the car parking provision, provided by Clause 52.06. While medical centres have a reduced car parking rate if the site is located within the PPTN, it is unlikely that patients will catch public transport and will instead choose to drive. It is also noted that parents travelling to the childcare centre will drive to the site.

Based on other medical centres with an appointment based system, it is believed that this medical centre will likely operate with 1 patient seeing each practitioner, while another is on site waiting (resulting in 8 vehicles). Including all staff, we estimate a substantially higher number of cars visiting the site.

As a result of this, the car parking requirement should be based on the number of practitioners, rather than the leasable floor area. The car parking demand is expected to be consistent with Clause 52.06, Table 1. Car Parking requirement, column A, which results in a demand of 14 car spaces for a medical centre consisting of 4 practitioners.

There are currently limited parking restrictions on the public frontage along Burwood Highway. There are plans for these restrictions to be changed to 'No Stopping' any time and parking along Burwood Highway cannot be relied



Attachment 1

upon. Burwood Highway is an 80km/h arterial road and parking here is not appropriate. The developer should prepare a signage plan prohibiting parking (using 'No Stopping' signs) along the front of the property.

Typically, were this development not within the PPTN it would require 36 car spaces. Given that there will be no parking on-street and the majority of visitors will drive, it is anticipated that the proposed development will result in a high parking demand on Acacia Road. This will require visitors to cross Burwood Highway and that is not considered appropriate or safe from a traffic perspective.

Officer Response: The provision of car parking complies with the parking requirement specified in Clause 52.06.

Other

The swept path assessment within the traffic report indicates that the largest vehicle that can safely manoeuvre within the site and enter and exit in a forward direction is a 6.4m long service vehicle. Signage should be installed at the entrance of the site informing drivers of the maximum allowable size of vehicles, such as "Trucks limited to 6.4m long".

There is an existing gravel footpath along the frontage of Burwood Highway. Council's shared path plans identify that there should be a sealed 3.0m wide shared path along the frontage of the site, as per the Knox Principal Cycling Network. As such, the applicant must upgrade the existing path to a fully constructed shared path.

An internal footpath between the medical centre and the proposed pedestrian access from Burwood Highway is required.

All footpaths, shared paths and pram crossings should be constructed to satisfy the Disability Discrimination Act (DDA). This includes minimum footpath widths of 1.5m (shared path width is 3m), a continuous path of travel, kerb ramps, bollards and Tactile Ground Surface Indicators, where appropriate. The footpath immediately outside the childcare centre is only 1m wide and must be widened to 1.5m wide.

There are concerns regarding the 3% grade shown on the plans, at the entrance to the facility, which may conflict with DDA requirements for the cross fall on the paths of travel for pedestrians (typically 1 in 40 cross fall). The cross fall of the paths of travel must comply with AS1428. The pram crossings and path of travel must allow for the 3m shared path. The pram ramps and Tactile Ground Surface Indicators are not aligned with the path of travel. The applicant must redesign the pedestrian walkway in accordance with AS1428. The retaining walls located adjacent to the shared path must be at minimum 500mm away from the path.

An approved Construction Management Plan (CMP) should be developed and approved by the Traffic and Transport team prior to the commencement of the construction to minimise adverse impacts of construction activities on Burwood Highway.

There is no lighting shown within the carpark area and provision should be made for on-site public lighting where a possible conflict between pedestrians and vehicles may occur.

Stormwater: Standard conditions to be included on any permit issued. Department of Transport is the responsible authority for drainage assets in the vicinity of the proposed development.



Attachment 1

Landscape: The application is not supported from a landscape perspective. Special care needs to be taken to ensure that development is sited and designed to maintain the landscape character of the area, protecting view lines and retaining and planting vegetation to ensure a vegetated character is maintained and enhanced. In addition, and more specifically, the following needs to be addressed:

- A redesign is required so the development complies with the objectives and key issues of Clauses 21.03 – 21.06 and the Significant Landscape Overlay – Schedule 3.
- A generous setback is required in the frontage of the site comprising of a Bush Boulevard with indigenous canopy trees and low native ground covers.
- Existing native trees to be retained in the frontage of the site that will contribute to the Bush Boulevard and environmental weeds shown to be removed.
- The proposed entry driveway must be relocated to a location that will have minimal impact on the existing vegetation.
- The Landscape Plan must show all existing vegetation to be retained and removed.
- A significant reduction in the hard impermeable surfaces and an increase in landscaped areas throughout the site. In order to achieve this, it is unlikely that the site can support both the medical centre and childcare centre.
- The proposed retaining wall in the north-west half of the site, at the rear must be moved forward (south) to the bottom of the natural batter to maximise the retention of existing vegetation in this area.

Arborist: The application is not supported from an Arboricultural or ecological perspective. The subject site is located in the Dandenong Foothills and is a Site of Biological Significance, Site 88, Belgrave Railway Line corridor, protected by the ESO2, SLO3 and Clause 52.17. The ESO2 seeks the protection from, amongst other impacts, removal that would be detrimental to the condition and viability of habitat, flora and fauna, ecological communities and genetic diversity, lead to fragmentation of habitat including small scale, incremental losses and change topography that negatively impacts on vegetation. The current proposal does not respond favourably to this.

The site is described to contain Ecological Vegetation Classes (EVC) of Grassy Forest (EVC 128 – regionally vulnerable) in the northern upper section of the site and Swampy Woodland (EVC 937 – regionally endangered) along the lower Burwood Highway portion of the site.

This site is determined as having State Significance due to the presence of Swampy Woodland and the regionally endangered Dandenong Wattle (*Acacia stictophylla*).

Whilst the site has been modified by clearing native vegetation in the past, the Tribunal made some important statements in the VCAT order of the previous submission by TAG-Ferntree Gully Upper Pty Ltd in 2017 about the importance and significance of the native vegetation on the site in relation to the ESO2.



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Quoting the Tribunal decision *“At the local level, I am more persuaded that the native vegetation on the site has greater value as a result of the rarity of the native vegetation EVCs”*.

The Tribunal went on to say *“Although the fragmented nature of native vegetation in the immediate area supports the idea that its biodiversity value would be diminished, it is the importance that flows to remnant native vegetation where it is found in areas devoid of development that adds value to its presence. The fact that Swampy Woodland, however degraded, remains present on the site supports my views in this regard”*.

It is also important to note that the Tribunal did not agree with comments that the native vegetation present on the site is degraded and is continuing to degrade. It also pointed out that the arboricultural assessment of trees is related to an assessment of their health and does not necessarily assist with consideration of biodiversity values or even for landscape character. Trees do not need to be perfect, healthy specimens to add value to biodiversity.

In lieu of the above, the current proposal shows an unacceptable level of native vegetation removal across the site. Along the rear of the site, the native vegetation should be kept intact and any proposed retaining wall be moved further south to the bottom of the batter to achieve this, particularly in the north west half of the site. Trees such as Number 54, 47, 46b etc. must be shown to be retained and given adequate space. Tree 31 has valuable hollows and should be retained as a habitat tree. A number of the trees are not accurately plotted on the plan and this must be addressed. Quite a number of juvenile trees and smaller trees were not surveyed or plotted and must be shown on the plan as they are captured by the ESO2.

Along the frontage of the site, native vegetation must be shown to be retained and must be incorporated in a Bush Boulevard as per Council Policy. Any hazardous tree can be managed through pruning and only where absolutely necessary (in the rare case), removed. The entry to the site must be relocated to achieve this; the existing entry may be a better location in this regard. Woody weed species must be plotted and shown to be removed, particularly along the frontage of the site.

A redesign is required. By trying to fit both the Medical centre and the Childcare Centre, an unacceptable amount of native vegetation is shown to be removed and too much excavation is being proposed, along with unacceptably large areas of impermeable surfaces.

ESD Officer: The Sustainable Design Assessment (SDA) submitted with the application will require amendments, which can be required through conditions on any permit to issue.

Waste: A Waste Management Plan is required, to detail the types and quantities of waste streams, size and number of bins, screening, type of vehicle to be used for collection, times for collection, swept path diagrams for the vehicle to demonstrate it can enter and exit in a forward direction, and confirmation whether the waste is to be collected outside of operating hours. The bin area should not be visible from Burwood Highway.

Building: The external wall cladding, including all components (façade, etc) must be non-combustible.

5. Discussion

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



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5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 1. A permit is required to use the land for a medical centre and child care centre. A permit is required for buildings and works associated with a Section 2 Use.

Sign requirements are at Clause 52.05. This Zone is in Category 3.

- *The purpose of the zone is to manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics. Added to this the environmental and landscape controls applying to the land, it is not considered that due consideration or care has been exercised in the proposed development and its response to the local neighbourhood context. The site is a site of biological significance and forms part of a larger habitat corridor. Therefore the proposal to clear and alter the majority of the site, coupled with intensity of the proposed development and use, is not considered to be in keeping with the neighbourhood, environmental or landscape characteristics of the area.*
- *The proposed landscaping of the site is not considered to be acceptable in the context of the area. The site is located in the Dandenong Foothills and is subject to a number of environmental and landscape controls. The proposal does not provide sufficient area around the buildings, hard stand areas and retaining walls for the retention of existing vegetation. Retaining walls and hard stand areas will be particularly visible, as will buildings, which site above.*

5.1.2 Overlays

The site is affected by the Design and Development Overlay – Schedule 2 (DDO2), Significant Landscape Overlay – Schedule 3 (SLO3), Environmental Significance Overlay – Schedule 2 (ESO2), Bushfire Management Overlay (BMO) and Restructure Overlay – Schedule 3 (RO3).

Design and Development Overlay - Schedule 2 (DDO2)

The site is located within the Design and Development Overlay – Schedule 2 (DDO2) relating to the Dandenong Foothills: Lower Slope and Valley Area. A Planning Permit is not required to construct a building, or to construct or carry out works provided the site area covered by buildings does not exceed 40 per cent, and the site area covered by buildings and impervious surfaces does not exceed 60 per cent. A Permit cannot be obtained to vary this requirement.

The relevant design objective of the DDO2 is to minimise site coverage and impervious surface cover to protect environmental values and minimise the visual dominance of development.

- *The area covered by buildings is 10.6% and the area covered by buildings and imperious surfaces is 55.5%.*

Significant Landscape Overlay - Schedule 3 (SLO3)

The site is located within the Significant Landscape Overlay – Schedule 3 (SLO3) relating to the Dandenong Foothills: Lower Slope and Valley Area. A Planning Permit is required to construct a building, or to construct or carry out works.



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Landscape character objectives to be achieved are:

- To recognise the environmental and visual sensitivity of residential areas at the foothills of the Dandenong Ranges.
- To ensure that development is compatible with the scale and character of existing development.
- To ensure that development is sensitive to the natural characteristics of the land including slope, terrain and any remnant vegetation, and responds to bushfire risk.
- To maintain vegetation as a key element of the foothills landscape.
- *The proposal will not maintain vegetation as a key element of the foothills landscape. The proposal will require that a large amount of native vegetation be cleared from a site of biological significance, with little ability to re-plant on site, or soften the proposed buildings or works from view, particularly as setbacks to Burwood Highway are minimal and involve the removal of all established vegetation. Views of the Dandenong Foothills that include this portion of Burwood Highway will not be protected. The proposal does not include a high standard of landscape design, and has not addressed limitations provided on landscaping through the requirement to provide defensible space.*
- *The proposed development is not sensitive to the natural characteristics of the land, including the slope, remnant vegetation and bushfire risk. The built form and car parking areas do not follow the topography of the land, the proposal does not limit earthworks, retaining walls are excessive, and the development does not integrate with existing vegetation or protect the site of biological significance. Built form and hard stand areas, which stretch the entire length of the site, are not dispersed to allow vegetation to be planted within the site and the extent of hard stand areas across the length of the site. Built form will not be subservient to the landscape character of the area, which will be highly visible from Burwood Highway due to limited setbacks and removal of all vegetation. This will result in a built form that is incompatible with the scale and character of existing development.*

Environmental Significance Overlay – Schedule 2 (ESO2)

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

Environmental objectives to be achieved include:

- To protect sites of biological significance from:
 - Removal of indigenous vegetation that would be detrimental to the condition and viability of habitat, ecological communities, flora and fauna, genetic diversity or aquatic systems.
 - Removal of dead or fallen trees where it would adversely affect native fauna. Environmental weeds. Fragmentation and loss of habitat, including small scale incremental losses.
 - Degradation and interruption to the continuity of indigenous riparian vegetation.
 - Alterations to the natural flow and temperature regimes of streams and wetlands.
 - Input of pollutants and excessive sediment or nutrients into streams and water bodies.
 - Changes in flooding patterns that may adversely affect indigenous flora and fauna.



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- Changes in topography that may impact negatively on vegetation or cause erosion or landslip.
- *The proposed development requires the clearing of the site in direct contrast with the objectives and guidelines of the ESO2. It does not appear that any attempt has been made to avoid or minimise the impact to the native vegetation and habitat. The loss of vegetation could be offset, but not on the subject site where it would be required to re-establish the site as part of the Foothills landscape character, or the loss of habitat. The clearing and offset of vegetation from a site in this context should not be a first resort. A full re-design of the proposal would be required, to demonstrate that the environmental objectives of the ESO2 can be achieved, which may require a reduction in the intensity of the development and use, to limited earthworks, retaining walls, and hard stand coverage, to retain vegetation.*

Restructure Overlay – Schedule 3 (RO3)

The purpose of the Restructure Overlay is to identify old and inappropriate subdivisions which are to be restructured, and to preserve and enhance the amenity of the area and reduce the environmental impacts of dwellings and other development. A permit is required to construct or extend a dwelling or other building and a permit must be in accordance with a restructure plan for the land. A permit is not required to consolidate lots.

- *Should a permit issue, a condition on any permit will require a Title to be issued for the consolidated lots before the permit can be acted upon.*

Bushfire Management Overlay (BMO)

Pursuant to Clause 44.06-2 a Planning Permit is required to construct a building or construct or carry out works associated with an education centre, and office. An application must be referred to the CFA.

The purpose of the zone is to ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire; to identify areas where the bushfire hazard warrants bushfire protection measures to be implemented and to ensure development is only permitted where the risk to life and property from bushfire can be reduced to an acceptable level.

- *CFA did not object to the proposed development subject to conditions to be placed on any Permit to be issued. Conditions include the approval of the submitted Bushfire Management Statement (BMS) dated 29/5/2020 prepared by Terramatrix, submission and approval of a Bushfire Emergency Management Plan and provision of the static water supply location on the plans.*
- *In Map 3 of the Bushfire Management Plan (BMP) of the BMS includes all areas around the proposed buildings and works, within the subject site, as Defendable Space. The management of defendable space includes a requirement that canopy trees must be separated by at least 5 metres and must not overhang or touch any elements of the building, shrubs must not be under the canopy of trees and other such requirements. It does not appear that the Landscape Plan meets requirements of the BMP, and it is unclear whether the 5 metre requirement between canopy trees applies to existing or proposed vegetation, which may result in additional removal of existing canopy trees. That said, there is limited vegetation that is being retained which would be affected.*



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- *Based on the assessment of Council's Traffic Engineer, the maximum length of a vehicle that can ingress and egress the site in a forwards direction is 6.4 metres. The clearance under the child care centre building is 3 metres, which would also not accommodate a CFA fire vehicle. Access requirements for the CFA should be confirmed.*

5.2 Policy Consideration: State and Local Planning Policy Framework

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

5.2.1 Sustainability and Environment

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

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

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

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

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

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

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

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

- Managing environmental risks, minimising impact of urban heat island effects and providing shade.



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- Providing landscape character and a green skyline, particularly along ridgelines and creek valleys, along major views and vistas and as a backdrop to urban and rural areas.
- Benefits to the health and wellbeing of the community, including amenity, recreation, social interaction and health benefits and improved liveability.

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

The Key Issues include:

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

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

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

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

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

Clause 21.05-3 Bush Boulevards and gateways: Knox has a series of significant road corridors that are identified as 'Bush Boulevards' and 'Paths into the Hills' (shown on Figure 1 to this clause). 'Bush Boulevards' are arterial roads with wide reservations running east-west through Knox (except Stud Road, which runs north-south) that are planted with informal avenues of native trees. As 'Bush Boulevards' extend eastwards into the Foothills they become 'Paths into the Hills' that have roadside verges containing significant understorey and canopy vegetation. Buildings along these roads generally contribute to this character with setbacks from the street and canopy tree planting.



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These attractive road corridors link the suburbs of Knox to the landscape character of the Dandenong Foothills. They also have various environmental benefits such as supporting local biodiversity, providing wildlife corridors, enhancing native remnant bushland values and mitigating the effects of climate change.

A major Strategy along Bush Boulevards requires development to integrate with the surrounding landscape with substantial setbacks from the road planted with a natural arrangement of native canopy trees.

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

Key Issues include:

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

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

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

- *The proposed development is inconsistent with the environmental and landscape outcomes sought by the Knox Planning Scheme, in particular the loss of vegetation and habitat through vegetation removal, extent of hard surface areas, setbacks of built form to Burwood Highway (Bush Boulevard) and ability to landscape effectively. The proposal does not protect view lines and retain or plant vegetation to ensure a vegetated character is maintained and enhanced. The development must be subservient to the landscape character, which this development has not achieved. A significant reduction in hard surfaces, increased setbacks to Burwood Highway and retaining of vegetation is required, which would likely result in a reduction in the intensity of the development and use, and it is questionable whether it is achievable with both the medical centre and child care centre uses.*
- *Council's ESD officer is supportive of the proposed development, with conditions to be included in any Planning Permit issued regarding an amended Sustainable Management Plan being required to the satisfaction of the responsible authority.*

5.2.2 Transport

Clause 18 Transport: Planning should ensure a safe, integrated and sustainable transport system.

- *The subject site is located on the Principal Public Transport Network (PPTN), however access to public transport options are complicated by the inaccessibility of the site on a busy section of Burwood Highway and limited pedestrian access to and within the site.*



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- *A bus stop is situated approximately 10 metres to the west, which provides service to bus routes No.693 (Belgrave) and No.792 (Upper Ferntree Gully).*
- *There are two bus stops on the opposite side of Burwood Highway, within approximately 230 and 300 metres walking distance, however there is no pedestrian connection over Burwood Highway.*
- *The entrance to the Upper Ferntree Gully train station is an approximately 770 metre walk to the east. However, there is no footpath for approximately 300 metres of this distance. There is also no pedestrian access proposed from the site frontage to within the proposed development.*

5.2.3 Urban Design

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

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

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

Clause 22.01 Advertising Signs: Advertising signs to meet the advertising needs to businesses on the land, without creating visual clutter or having detrimental streetscape of amenity impacts.

Clause 22.03 Non-Residential Uses in Residential Areas: It is policy to support local employment opportunities and reduce dependence upon car based travel by encouraging non-residential uses to generally locate in and around activity centres and other commercial precincts. This supports multipurpose trips and the use of public transport to access multiple businesses. It is recognised that residential areas require some complementary non-residential uses for the convenience of residents, supporting opportunities for living close to local services and facilities and local employment opportunities.

- *As expressed through the Report, the proposed development does not reflect the particular characteristics, aspirations and identity of the site's location, within the Dandenong Foothills and a site of biological significance, through setbacks of built form to Burwood Highway, the extent of hard surface areas and landscaping outcomes including the removal of vegetation. The built form should be subservient to the landscape, with a minimal footprint, retention of vegetation and habitat, and avoidance of excessive cut and retaining walls, which requires a re-design and consideration of the intensity of any development on the land.*
- *The site meets the locational criteria in Clause 22.03 for non-residential uses in a residential area as the site has frontage to a Road Zone. However, the proposed development is not similar in scale and setback to the surrounding neighbourhood and does not respond appropriately to the character of the local neighbourhood.*



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The site is also poorly connected to the Upper Ferntree Gully Railway Station, to bus routes on the opposite side of Burwood Highway, or the commercial centre of Upper Ferntree Gully, for a pedestrian or public transport user.

- *Provided signage remains low level and integrated into the building, and limited to the pylon sign, wording and one logo on the building, it is considered to be acceptable. Colours would need to be consistent with the landscape character of the area. Additional signage would need to be avoided.*

5.2.4 Economic Development

Clause 17.01-1S Diversified Economy: To strengthen and diversify the economy. Strategies include to facilitate growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professional and technical services based on the emerging and existing strengths of each region and to improve access to jobs closer to where people live.

- *In a general, broad sense, the proposal is consistent with economic strategies contained in the PPF.*

5.3 Particular Provisions

Clause 52.05 Signs: The Neighbourhood Residential Zone is in Category 3 (High amenity areas) at Clause 52.05-13. A Planning Permit is required for business identification signage and an internally illuminated signage.

The purpose of Category 3 is to ensure that signs in high-amenity areas are orderly, of good design and do not detract from the appearance of the building on which a sign is displayed or the surrounding area.

Relevant decision guidelines include:

- The character of the area including:
- The sensitivity of the area in terms of the natural environment, heritage values, waterways and open space, rural landscape or residential character.
- The compatibility of the proposed sign with the existing or desired future character of the area in which it is proposed to be located.
- Impacts on views and vistas.
- The relationship to the streetscape, setting or landscape, including:
- The proportion, scale and form of the proposed sign relative to the streetscape, setting or landscape.
- The position of the sign, including the extent to which it protrudes above existing buildings or landscape and natural elements.
- The relationship to the site and building.
- The impact of structures associated with the sign, and in particular the potential of associated structures to impact any important or significant features of the building, site, streetscape, setting or landscape, views and vistas or area.
- The impact of any illumination.
- The impact of any logo box associated with the sign.



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- The need for identification and the opportunities for adequate identification on the site or locality.
The impact on road safety.
- *The proposed internally illuminated business identification signage is considered to be appropriate. The proposed signs will allow for the identification of the two premises, whilst not impacting on residential properties, road network, landscape or environmental significance of the surrounding area. Further, each sign has been designed in scale of the proposed development and does not dominate views to or from the site, and materials are similar to the proposed buildings. It is important however, that signage be limited to that proposed, and not allowed to proliferate, as there is limited signage on this side of Burwood Highway, in the immediate vicinity of the subject site, and further signage would not be consistent with the character of the area.*

Clause 52.06 Car Parking: The purpose of this Clause is to ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework; to ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality; and, to support sustainable transport alternatives to the motor car.

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

Clause 52.06-5 specifies a ratio of (Column B applies as the land is within the PPTN):

- For the use of a child care centre, 0.22 spaces to each child.
- For the medical centre, 3.5 spaces to each 100 square metres of leasable floor area.

A permit may be granted to reduce or to waive the number of car spaces required by the table.

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

- *Car parking provision: A total of 22 car parking spaces is required for the child care centre, and a 7 car parking spaces are required for the medical centre use. This equates to a total car parking requirement of 29 car parking spaces. As the proposed development provides for 31 car parking spaces, this complies.*
- *Car parking design: The proposed development has not provided pedestrian access to car parking areas from the street. Instead pedestrians would need to access the site via the vehicle accessway, which is an unsafe and inconvenient option. In addition, there is no pedestrian access between the two destination points (the medical centre and child care centre). The car park will be a high activity parking area, particularly at certain times of the day, and therefore pedestrian access should be clearly marked and separated from traffic.*
- *Council's Traffic and Transport Officer has also raised other issues with the proposal, which subject to conditions on any permit to issue, should be resolved.*

Clause 52.17 Native Vegetation: To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. A permit is required to remove, destroy or lop native vegetation, including dead vegetation. The application would trigger a referral to the Department of Environment, Land, Water and Planning (DELWP), as the vegetation removal includes vegetation in the Detailed Assessment Pathway as defined in the *Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)*.



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- *The site is described to contain Ecological Vegetation Classes (EVC) of Grassy Forest (EVC 128 – regionally vulnerable) in the northern upper section of the site and Swampy Woodland (EVC 937 – regionally endangered) along the lower Burwood Highway portion of the site.*
- *This site is determined as having State Significance due to the presence of Swampy Woodland and the regionally endangered Dandenong Wattle (*Acacia stictophylla*).*
- *The proposal has not avoided the removal, destruction or lopping of native vegetation and is inconsistent with the purpose of Clause 52.17.*

Clause 52.29 Land Adjacent to a Road Zone, Category 1: To ensure appropriate access to identified roads. A Planning Permit is required to create or alter access to a road in a Road Zone, Category 1. An application to create or alter access to a road declared as a freeway or arterial road under the *Road Management Act 2004* must be referred to the Head, Transport for Victoria (DoT) under section 55 of the Act.

- *The application was referred to the Head, Transport for Victoria (DoT) and they advised that further information was required and identified a number of concerns with the proposed development that required further assessment. The information has not been provided.*

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

- *The medical centre use requires bicycle spaces of 1 to each 8 practitioners for employees and 1 to each 4 practitioners for visitors. Therefore a total of 1 bicycle parking space is required, and has been provided. There is no requirement for shower or change room facilities. The child care use centre does not require the provision of bicycle parking.*

5.4 General Decision Guidelines

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

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

6. Conclusion

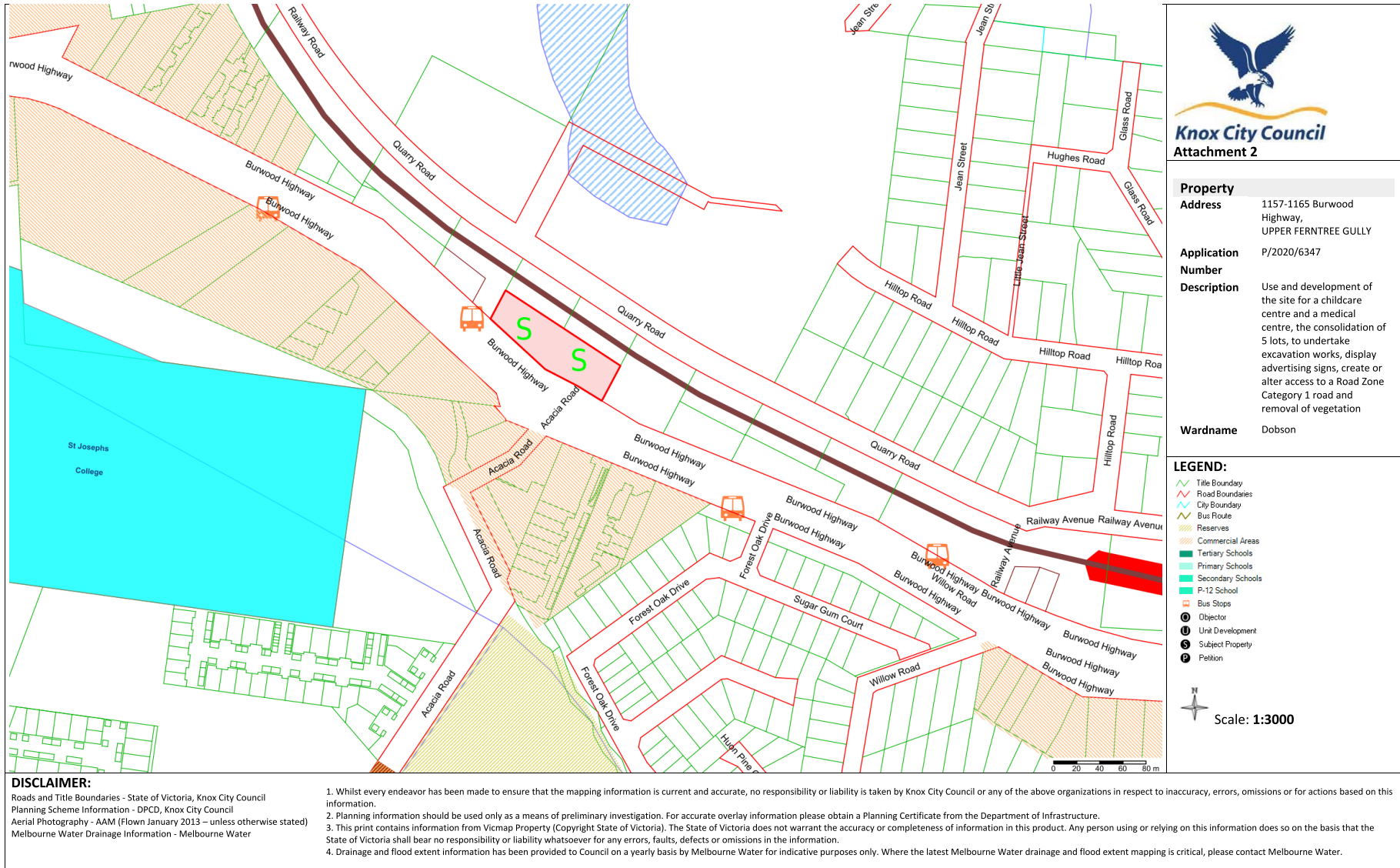
Clause 10.04 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered inappropriate given the following:

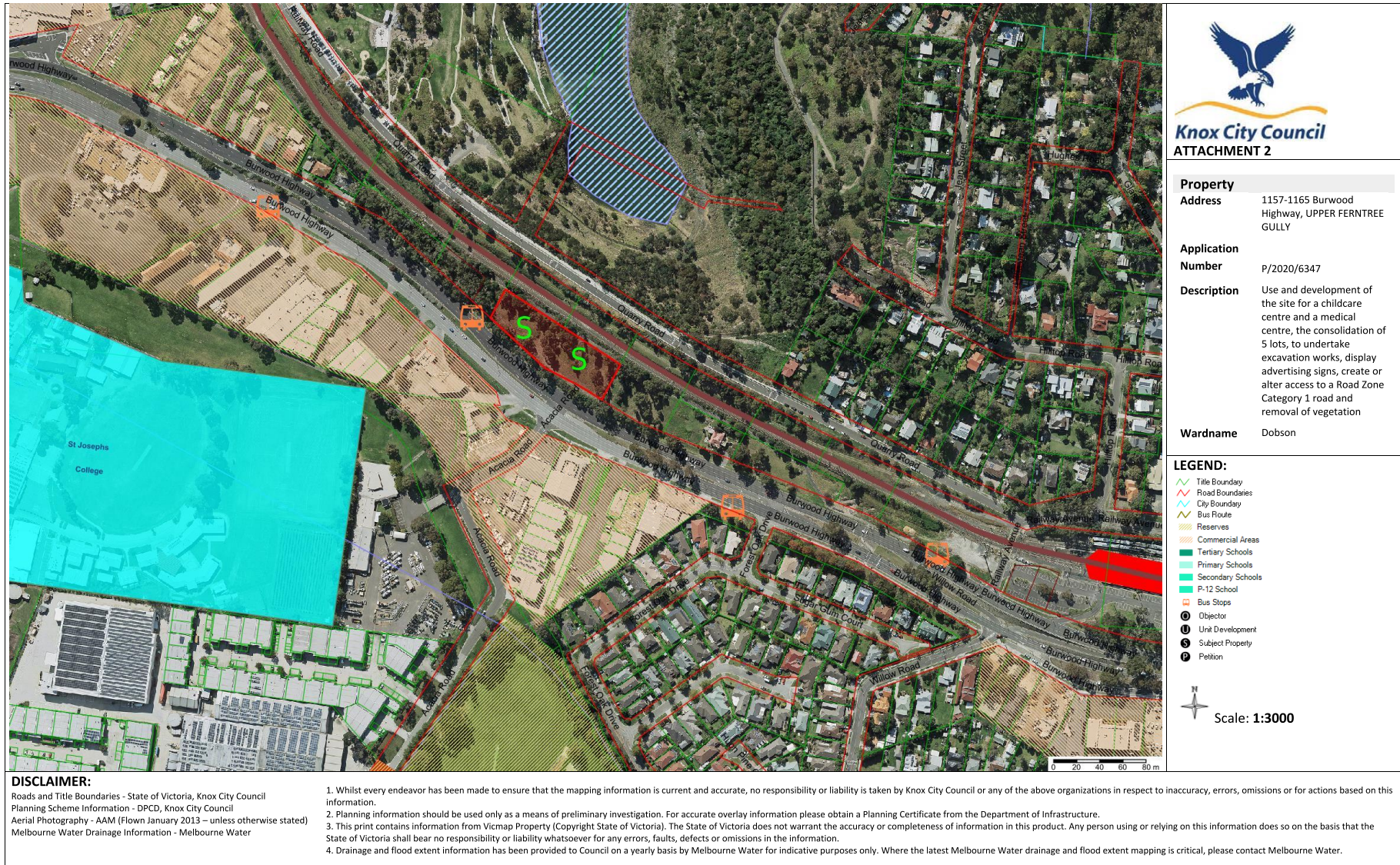
- The proposed use and development is not consistent with the purpose of the Neighbourhood Residential Zone – Schedule 1, as the proposed development does not respect the identified environmental and landscape characteristics of the area.



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- The scale and intensity of the use and development, and design, setback and appearance of the proposed buildings and works, landscaping and provision of car parking is not consistent with aspirations in context of the local neighbourhood.
- The proposal has not responded appropriately to the Environmental Significance Overlay – Schedule 2 and the Significant Landscape Overlay – Schedule 3.
- It is questionable whether landscape outcomes and vegetation retention is achievable with the requirements of the Bushfire Management of the site.
- The proposal is inconsistent with the landscape, environmental outcomes sought by the Planning Policy Framework, Municipal Strategic Statement and Local Planning Policies of the Knox Planning Scheme.
- Access to the subject site and other matters has not been resolved with the Head, Transport for Victoria.
- The extent of vegetation removal, hard stand coverage, cut and retaining walls across the length of site does not achieve the landscape or environmental objectives of the Knox Planning Scheme, and is indicative of a poorly designed, unresponsive site layout.
- While the site meets the locational criteria of Clause 22.03 for Non-Residential Uses in Residential Areas, the design, scale and appearance does not reflect the streetscape of the area.
- Pedestrian access from Burwood Highway to the site, into and within the site, and between the two destination points, has not been provided. Should a Permit issue, this will likely require further amendments to provide the pedestrian access from Burwood Highway, which would result in additional hard surface, ramping within the frontage and tree removal/loss of landscaping opportunities. Pedestrian connectivity to the site is also constrained.
- The layout of the child care centre is not realistic, and appears to be more speculative. Such as, there being no reception area, at ground or first floor, Room 2 with 37 places not having direct or convenient access to the main outdoor open space area, and the usability of the Play Area C not being defined (the slope does not allow for play equipment, unless additional cut is proposed).
- The intensity of the proposed use and development has not been tempered by the site's context within the Dandenong Foothills, the outcomes to be achieved in relation to the significance of vegetation retention and landscaping. While a non-residential use may be appropriate, the scale of the proposal has resulted in an outcome that is entirely inconsistent with the objectives and decision guidelines of the Knox Planning Scheme.





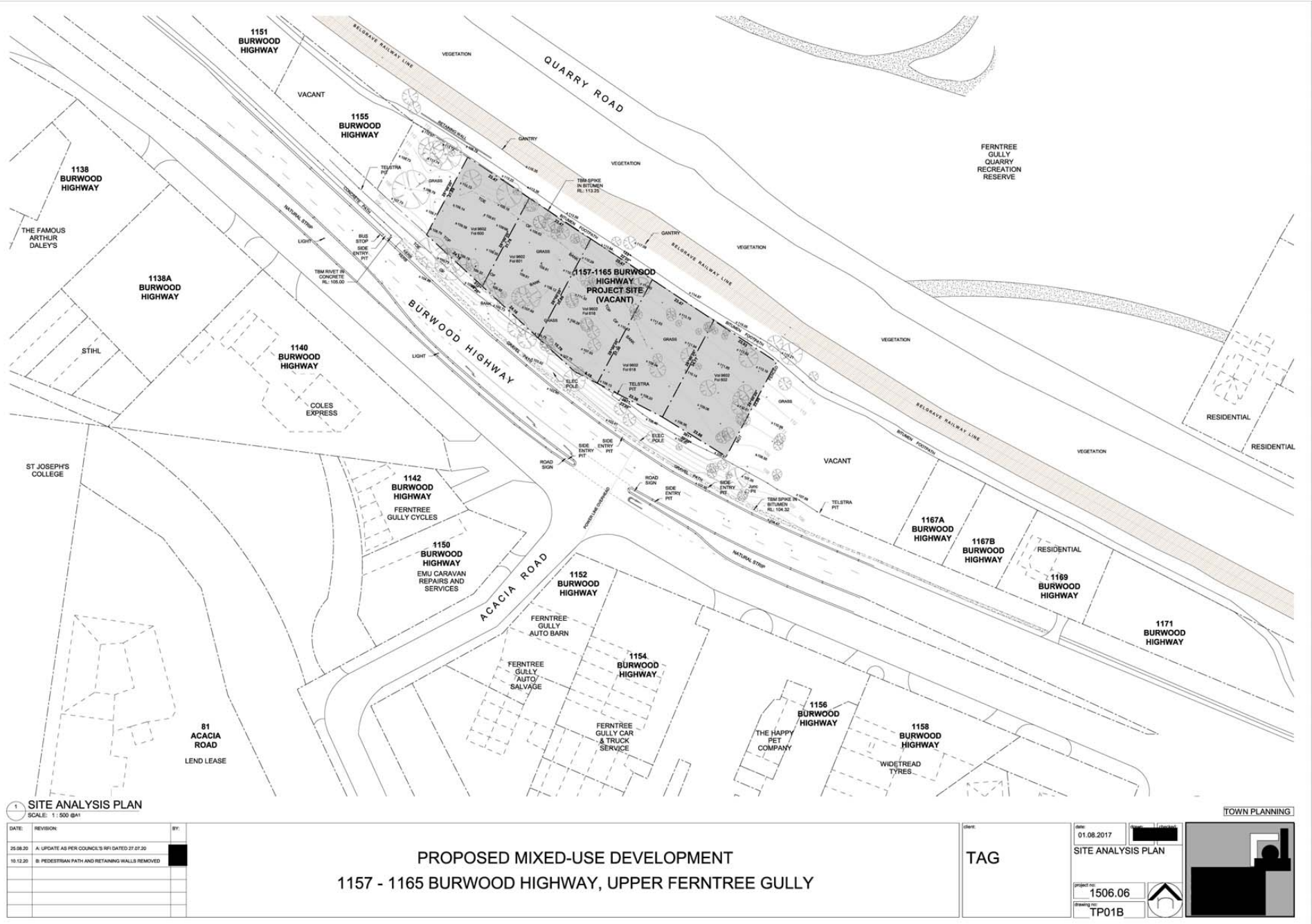
Property	
Address	1157-1165 Burwood Highway, UPPER FERNTREE GULLY
Application	
Number	P/2020/6347
Description	Use and development of the site for a childcare centre and a medical centre, the consolidation of 5 lots, to undertake excavation works, display advertising signs, create or alter access to a Road Zone Category 1 road and removal of vegetation
Wardname	Dobson

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

Scale: 1:3000

DISCLAIMER:
 Roads and Title Boundaries - State of Victoria, Knox City Council
 Planning Scheme Information - DPCD, Knox City Council
 Aerial Photography - AAM (Flown January 2013 – unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

1. Whilst every endeavor has been made to ensure that the mapping information is current and accurate, no responsibility or liability is taken by Knox City Council or any of the above organizations in respect to inaccuracy, errors, omissions or for actions based on this information.
2. Planning information should be used only as a means of preliminary investigation. For accurate overlay information please obtain a Planning Certificate from the Department of Infrastructure.
3. This print contains information from Vicmap Property (Copyright State of Victoria). The State of Victoria does not warrant the accuracy or completeness of information in this product. Any person using or relying on this information does so on the basis that the State of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.
4. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water.



1 SITE ANALYSIS PLAN

SCALE: 1:500 @A1

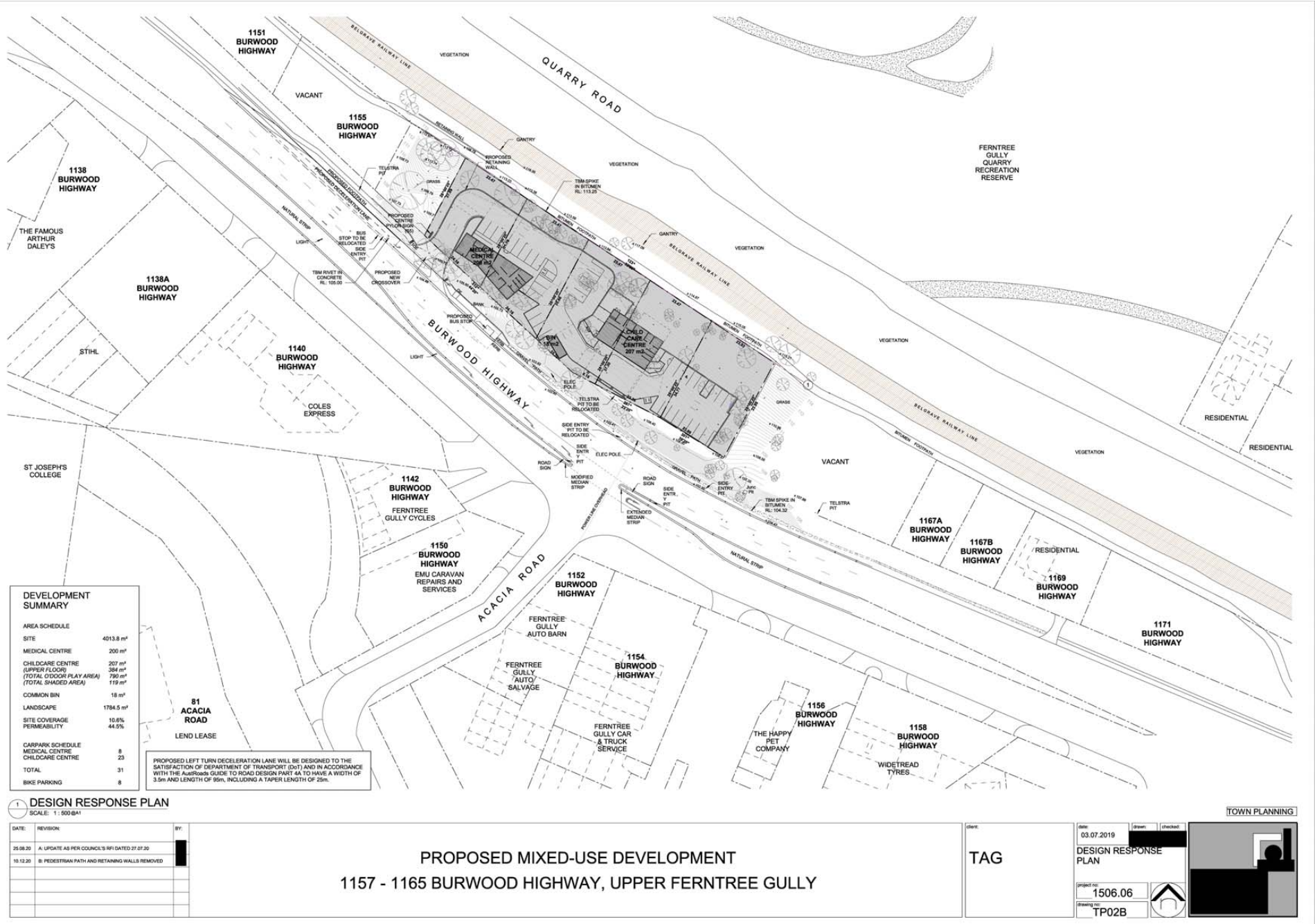
DATE	REVISION	BY
25.08.20	A. UPDATE AS PER COUNCIL'S RFI DATED 27.07.20	
10.12.20	B. PEDESTRIAN PATH AND RETAINING WALLS REMOVED	

PROPOSED MIXED-USE DEVELOPMENT
1157 - 1165 BURWOOD HIGHWAY, UPPER FERNTREE GULLY

client: **TAG**

date: 01.08.2017
 SITE ANALYSIS PLAN
 project no: 1506.06
 drawing no: TP01B





DEVELOPMENT SUMMARY

AREA SCHEDULE	
SITE	4013.8 m ²
MEDICAL CENTRE	200 m ²
CHILDCARE CENTRE (UPPER FLOOR)	207 m ²
(TOTAL ODDOR PLAY AREA)	384 m ²
(TOTAL SHADED AREA)	790 m ²
COMMON BIN	18 m ²
LANDSCAPE	1794.5 m ²
SITE COVERAGE	10.6%
PERMEABILITY	44.5%
CARPARK SCHEDULE	
MEDICAL CENTRE	8
CHILDCARE CENTRE	23
TOTAL	31
BIKE PARKING	8

PROPOSED LEFT TURN DECELERATION LANE WILL BE DESIGNED TO THE SATISFACTION OF DEPARTMENT OF TRANSPORT (DPT) AND IN ACCORDANCE WITH THE AUSTRALIAN GUIDE TO ROAD DESIGN PART 4A TO HAVE A WIDTH OF 3.5m AND LENGTH OF 95m, INCLUDING A TAPER LENGTH OF 25m.

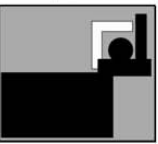
DESIGN RESPONSE PLAN
SCALE: 1 : 500 @A1

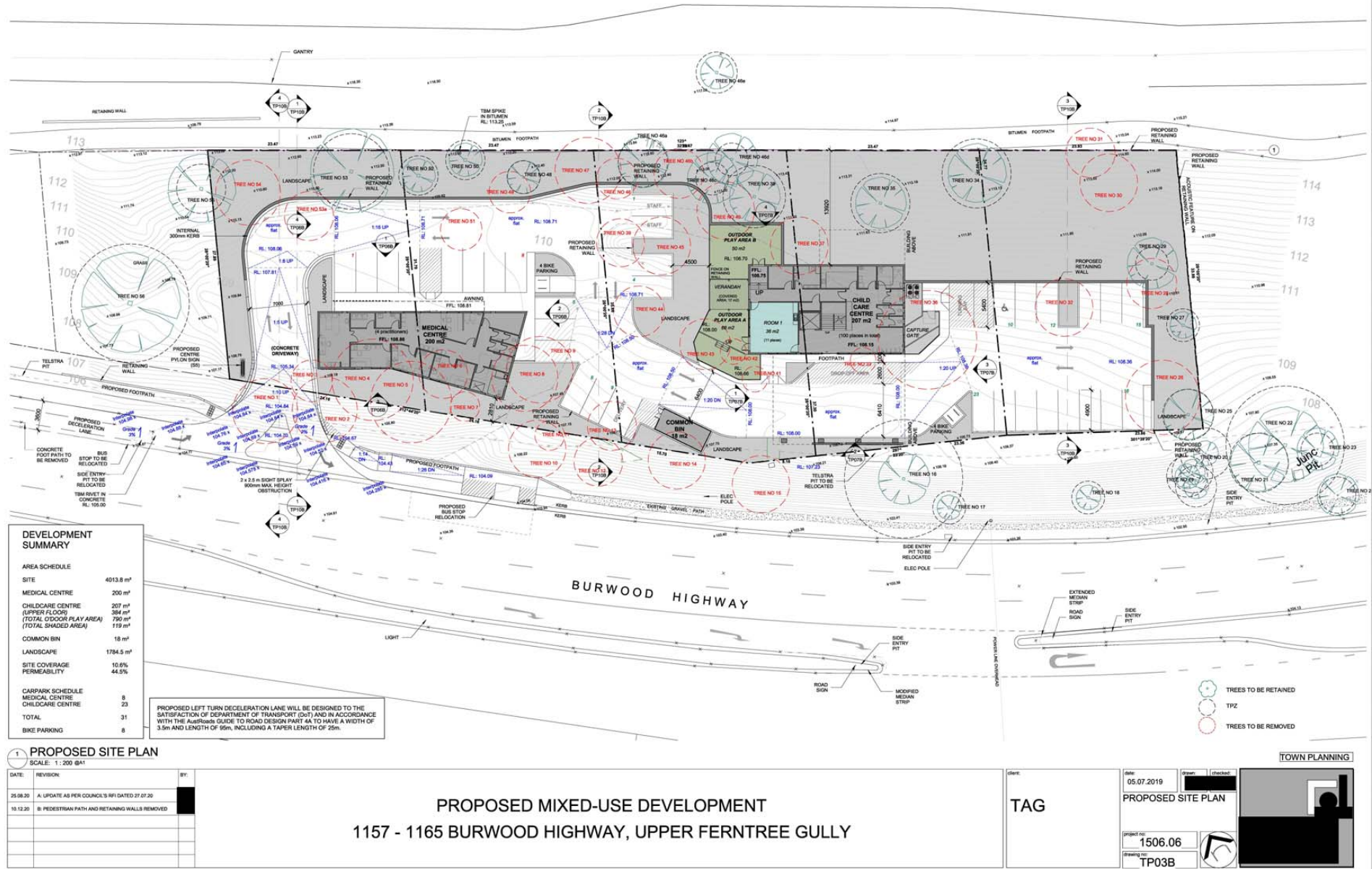
DATE	REVISION	BY
25.08.20	A. UPDATE AS PER COUNCIL'S RFI DATED 27.07.20	
10.12.20	B. PEDESTRIAN PATH AND RETAINING WALLS REMOVED	

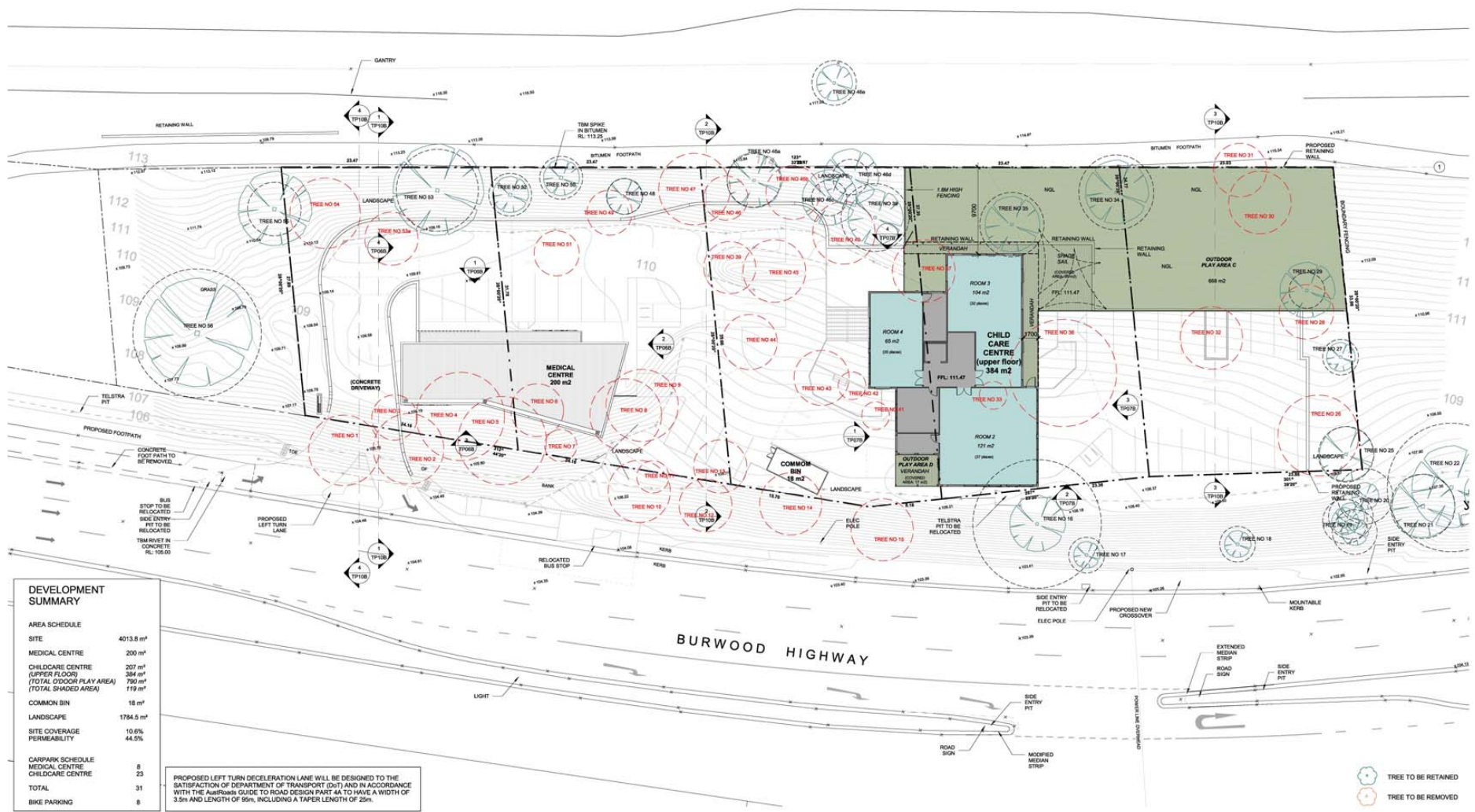
PROPOSED MIXED-USE DEVELOPMENT
1157 - 1165 BURWOOD HIGHWAY, UPPER FERNTREE GULLY

client: TAG

date: 03.07.2019
 design RESPONSE PLAN
 project no: 1506.06
 drawing no: TP02B







DEVELOPMENT SUMMARY

AREA SCHEDULE

SITE	4013.8 m²
MEDICAL CENTRE	200 m²
CHILDCARE CENTRE (UPPER FLOOR)	384 m²
(TOTAL OUTDOOR PLAY AREA)	790 m²
(TOTAL SHADED AREA)	119 m²
COMMON BIN	18 m²
LANDSCAPE	1784.5 m²
SITE COVERAGE	10.6%
PERMEABILITY	44.5%

CARPARK SCHEDULE

MEDICAL CENTRE	8
CHILDCARE CENTRE	23
TOTAL	31
BIKE PARKING	8

PROPOSED LEFT TURN DECELERATION LANE WILL BE DESIGNED TO THE SATISFACTION OF DEPARTMENT OF TRANSPORT (DPT) AND IN ACCORDANCE WITH THE AUSTRALIAN GUIDE TO ROAD DESIGN PART 4A TO HAVE A WIDTH OF 3.5m AND LENGTH OF 95m, INCLUDING A TAPER LENGTH OF 25m.

PROPOSED UPPER FLOOR PLAN
SCALE: 1:200

DATE	REVISION	BY
25.08.20	A. UPDATE AS PER COUNCIL'S RFI DATED 27.07.20	
10.12.20	B. PEDESTRIAN PATH AND RETAINING WALLS REMOVED	

PROPOSED MIXED-USE DEVELOPMENT
1157 - 1165 BURWOOD HIGHWAY, UPPER FERNTREE GULLY

TAG

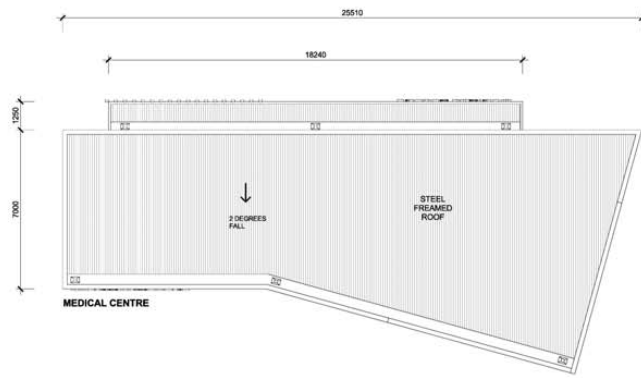
TOWN PLANNING

DATE: 05.07.2019

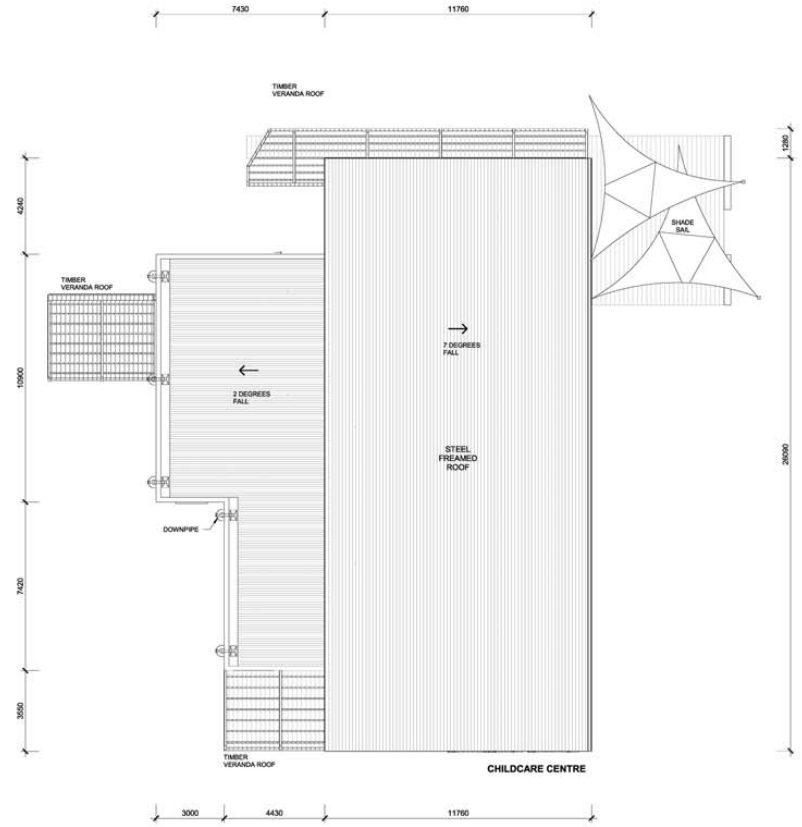
PROPOSED CHILDCARE UPPER FLOOR PLAN

PROJECT NO: 1506.06

DRAWING NO: TP04B



1 PROPOSED MEDICAL CENTRE ROOF PLAN
SCALE: 1 : 100 @A1



2 PROPOSED CHILDCARE ROOF PLAN
SCALE: 1 : 100 @A1

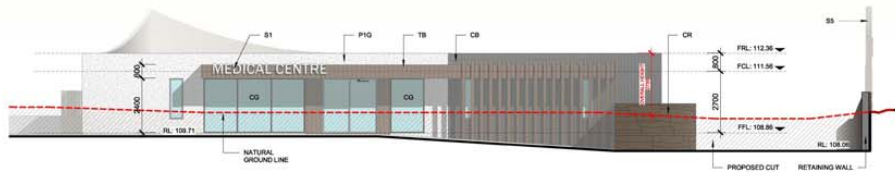
DATE	REVISION	BY
25.08.20	A. UPDATE AS PER COUNCIL'S RFI DATED 27.07.20	
10.12.20	B. PEDESTRIAN PATH AND RETAINING WALLS REMOVED	

PROPOSED MIXED-USE DEVELOPMENT
1157 - 1165 BURWOOD HIGHWAY, UPPER FERNTREE GULLY

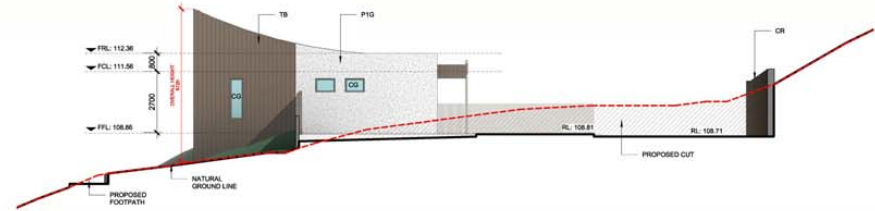
TAG

client:	date:	drawn:	checked:
TAG	09.07.2019		
PROPOSED ROOF PLANS			
project no:	1506.06		
drawing no:	TP05B		

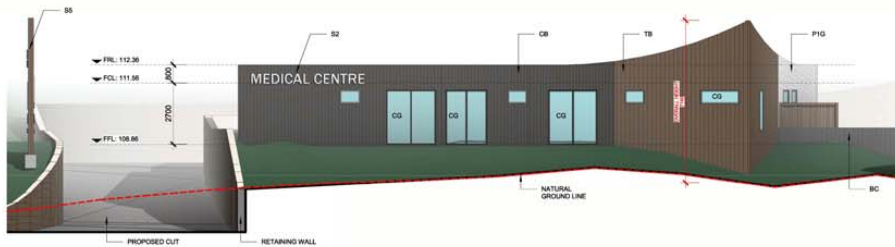
TOWN PLANNING



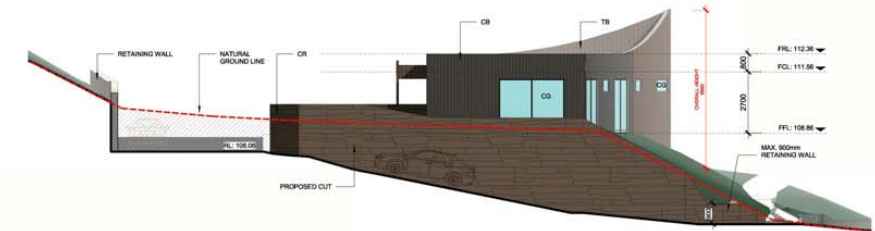
1 MEDICAL CENTRE NORTH ELEVATION
SCALE: 1:100 @A1



2 MEDICAL CENTRE EAST ELEVATION
SCALE: 1:100 @A1



3 MEDICAL CENTRE SOUTH ELEVATION
SCALE: 1:100 @A1



4 MEDICAL CENTRE WEST ELEVATION
SCALE: 1:100 @A1

MATERIAL & COLOUR SCHEDULE

- BC SELECTED GREY STONE WORK TO RETAINING WALL
- CB COLORBOND FACED INSULATED WALL CLADDING PANEL & ROOFING COLOUR 'NOVAMENT'
- CR SELECTED STONE LINE BROWN CONCRETE BLOCK SLEEPER RETAINING WALL
- TB SELECTED TIMBER TO EXTERNAL SCREEN / DECKING / FEATURE WALL
- YT SELECTED YELLOW TILE
- P1G DULUX WEATHERSHIELD X10 GLOSS ACRYLIC COLOUR: MILTON MOON GREY PAINT FINISH TO RENDERED EXTERNAL PRECAST CONCRETE PANEL WALL
- P2G DULUX WEATHERSHIELD X10 GLOSS ACRYLIC COLOUR: RECKLESS GREY PAINT FINISH TO RENDERED EXTERNAL PRECAST CONCRETE PANEL WALL



5 PROPOSED STREETSCAPE
SCALE: 1:200 @A1

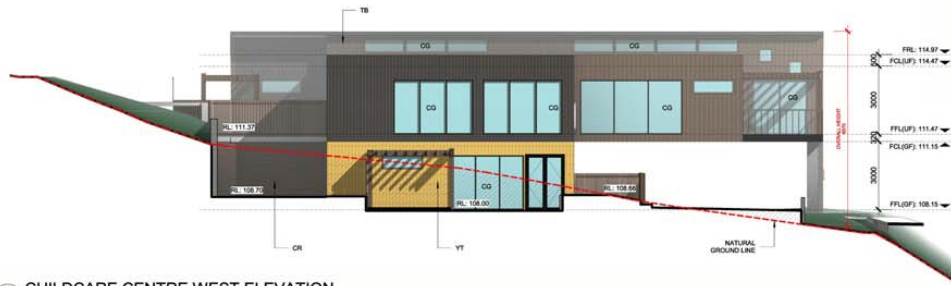
DATE	REVISION	BY
25.08.20	A. UPDATE AS PER COUNCIL'S RFI DATED 27.07.20	
10.12.20	B. PEDESTRIAN PATH AND RETAINING WALLS REMOVED	

PROPOSED MIXED-USE DEVELOPMENT
1157 - 1165 BURWOOD HIGHWAY, UPPER FERNTREE GULLY

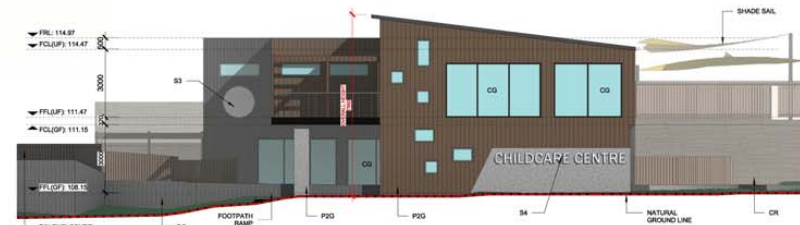
TAG

client:	date:
	05.07.2019
designer:	checked:
project no:	1506.06
drawing no:	TP06B

TOWN PLANNING



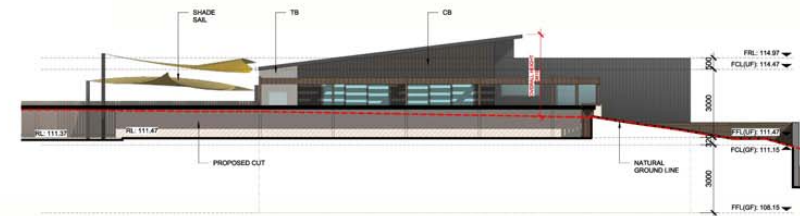
1 CHILDCARE CENTRE WEST ELEVATION
SCALE: 1:100 @A1



2 CHILDCARE CENTRE SOUTH ELEVATION
SCALE: 1:100 @A1



3 CHILDCARE CENTRE EAST ELEVATION
SCALE: 1:100 @A1



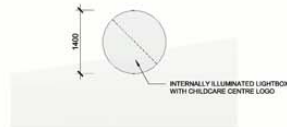
4 CHILDCARE CENTRE NORTH ELEVATION
SCALE: 1:100 @A1

MATERIAL & COLOUR SCHEDULE

- BC SELECTED GREY STONE WORK TO RETAINING WALL
- CB COLOURBOND FACED INSULATED WALL GLAZING PANEL & ROOFING COLOUR "MOONBANK"
- CR SELECTED STONE LIKE BROWN CONCRETE BLOCK BLENDER RETAINING WALL
- TB SELECTED TIMBER TO EXTERNAL SCREEN/ DECKING / FEATURE WALL
- YT SELECTED YELLOW TILE
- P1G DULUX WEATHERSHIELD X15 GLOSS ACRYLIC COLOUR MILTON MOON GREY PAINT FINISH TO RENDEZVOUS EXTERNAL PRECAST CONCRETE PANEL WALL
- P2G DULUX WEATHERSHIELD X15 GLOSS ACRYLIC COLOUR PECKLESS GREY PAINT FINISH TO RENDEZVOUS EXTERNAL PRECAST CONCRETE PANEL WALL



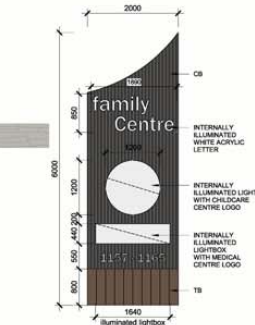
5 SIGN 1 & 2 ELEVATION (S1 & S2)
SCALE: 1:100 @A1



6 SIGN 3 ELEVATION (S3)
SCALE: 1:100 @A1



7 SIGN 4 ELEVATION (S4)
SCALE: 1:100 @A1



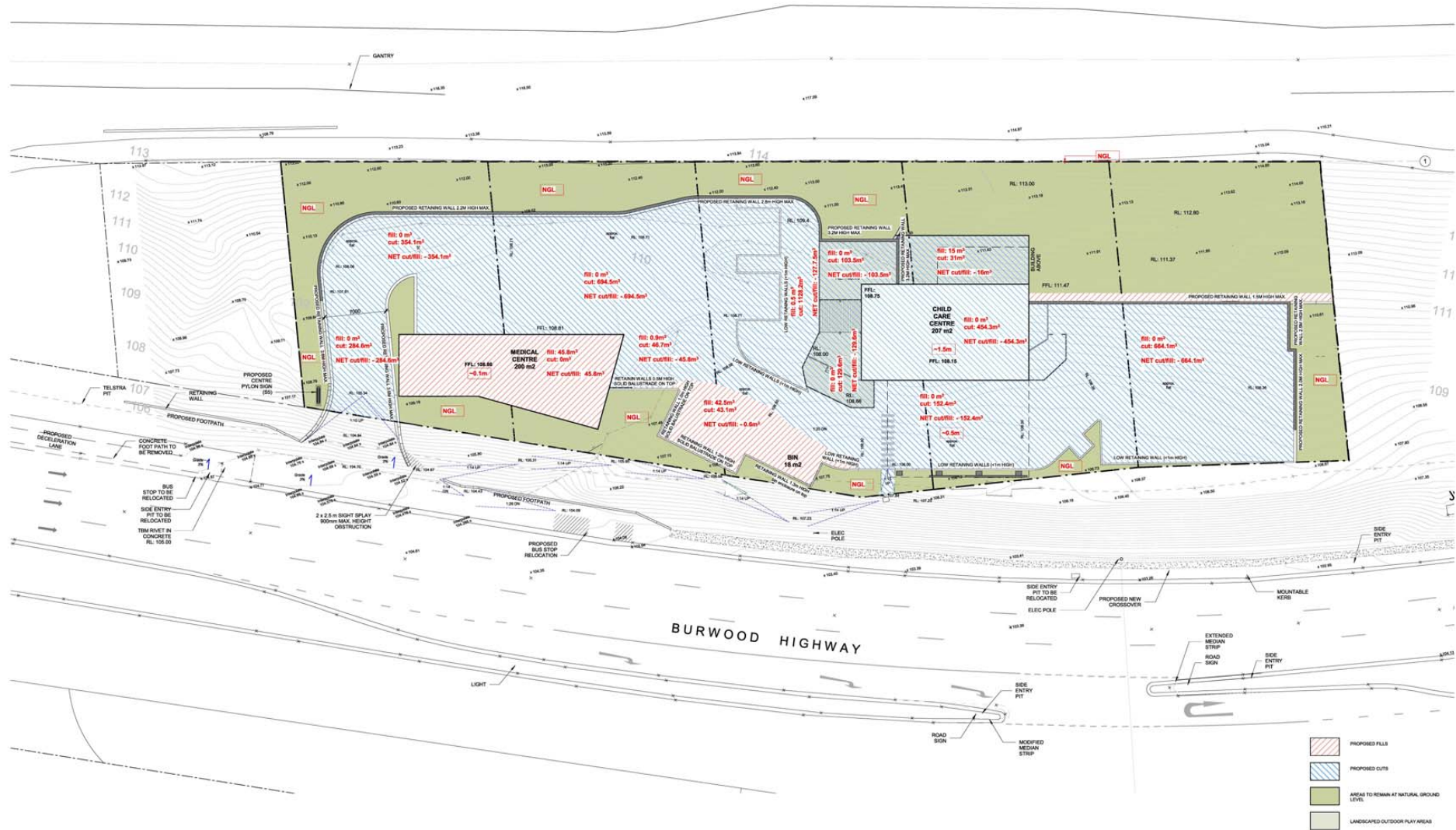
8 SIGN 5 ELEVATION (S5)
SCALE: 1:100

DATE	REVISION	BY
25.08.20	A. UPDATE AS PER COUNCIL'S RFI DATED 27.07.20	
10.12.20	B. PEDESTRIAN PATH AND RETAINING WALLS REMOVED	

PROPOSED MIXED-USE DEVELOPMENT
1157 - 1165 BURWOOD HIGHWAY, UPPER FERNTREE GULLY

TAG

TOWN PLANNING	
date:	09.07.2019
drawn:	[initials]
checked:	[initials]
PROPOSED CHILDCARE CENTRE ELEVATIONS & SIGNAGE DETAILS	
project no:	1506.06
drawing no:	TP07B

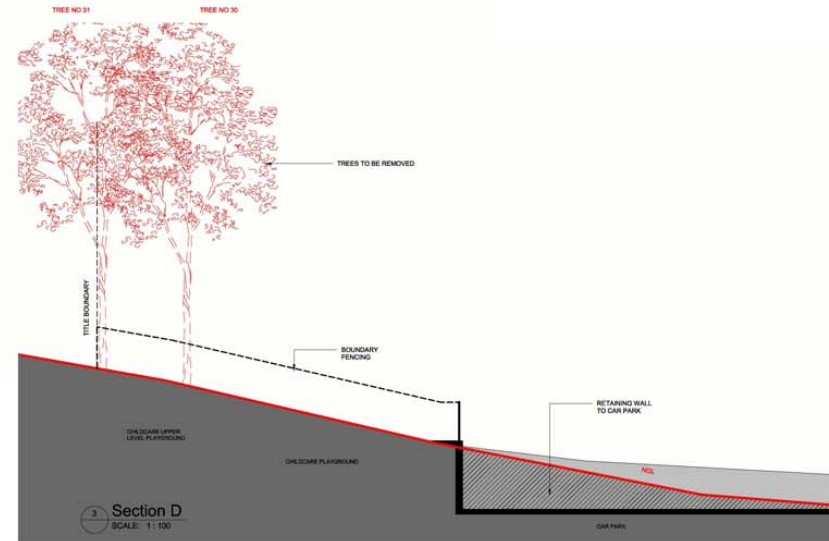
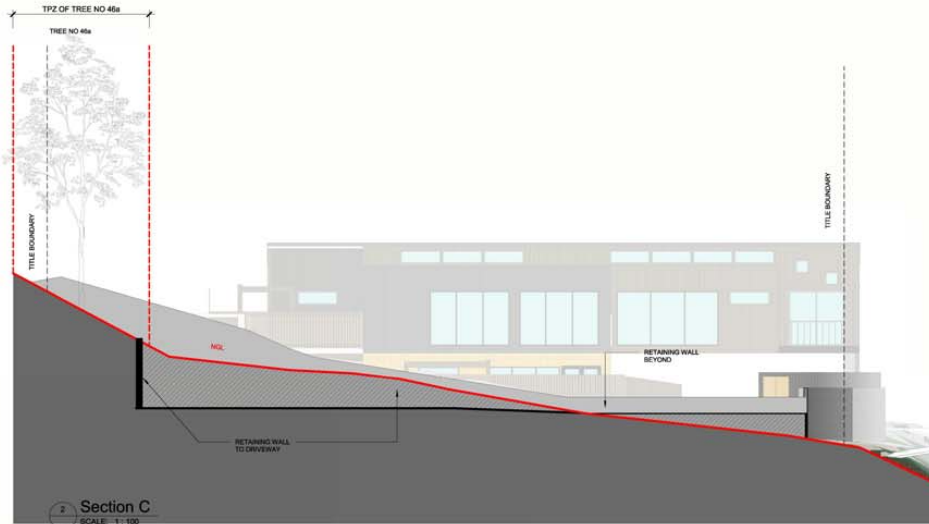
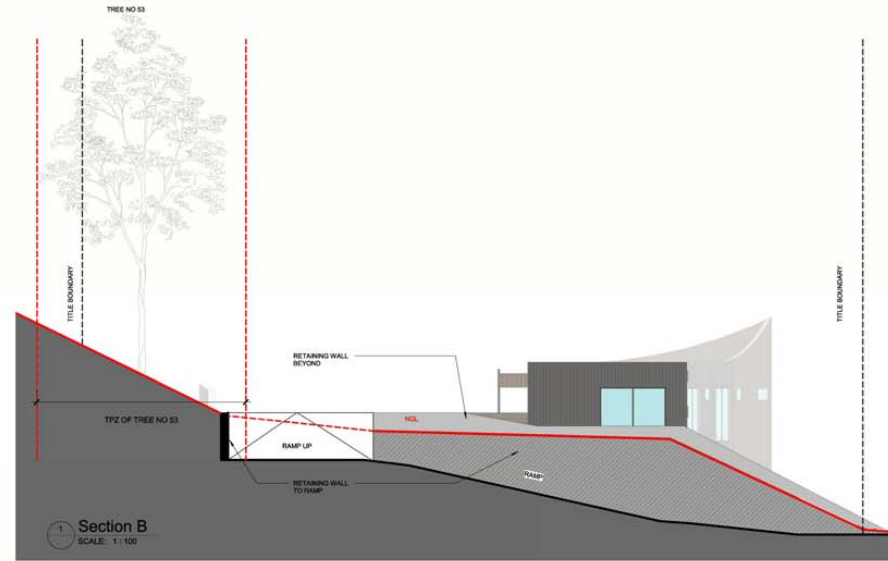
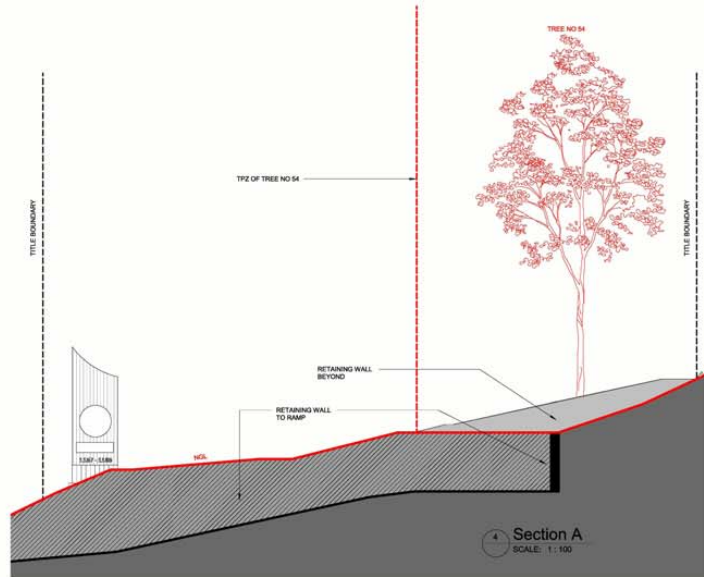


DATE	REVISION	BY
25.08.20	A. UPDATE AS PER COUNCIL'S RFI DATED 27.07.20	
10.12.20	B. PEDESTRIAN PATH AND RETAINING WALLS REMOVED	

PROPOSED MIXED-USE DEVELOPMENT
1157 - 1165 BURWOOD HIGHWAY, UPPER FERNTREE GULLY

TAG

DATE:	17.06.20	STATUS:	Checked
PROJECT:	EARTH WORKS AND RETAINING WALLS PLAN	SCALE:	
PROJECT NO.:	1506.06	DRAWING NO.:	TP09B



DATE	REVISION	BY
25.08.20	A. UPDATE AS PER COUNCIL'S RFI DATED 27.07.20	
10.12.20	B. PEDESTRIAN PATH AND RETAINING WALLS REMOVED	

PROPOSED MIXED-USE DEVELOPMENT
1157 - 1165 BURWOOD HIGHWAY, UPPER FERNTREE GULLY

client: TAG

date: 25.08.20
 drawn: [] checked: []
SECTIONS
 project no: 1506.06
 drawing no: TP10B



SPECIFICATION NOTES

Soil Preparation
Crushed rock, concrete collapse and any other material restrictive to plant growth (e.g. large rocks) shall be removed from the site of any planting beds and open subsoil. All trees to be removed shall be dug up and removed. The surface of all subsoil/vegetative soil to be removed from site. Existing top soil in planting areas is to be preserved so that it does not receive additional compaction from site machinery and as that no coarse building supplies are stored in these areas.

No imported top soil is to be used within the root zones of trees to be protected. Any preparation of existing soil for planting within these areas is to be done by hand only. Holes (e.g. as the result of plant removal) and uneven soil levels may be patched using topsoil as specified above.

Any imported topsoil is to be free of weeds, rubble and other materials damaging to plant growth and is to be of a medium texture (sandy loam) with a pH of 6.0-7.0. Top soil is to be laid over a prepared sub-soil which has had any materials damaging to plant growth (e.g. rubble and large rocks) removed, sorted to the appropriate depth and subsoiled into the existing site soil to a minimum depth of 150mm (imported top soil is to be lightly and uniformly compacted in 150mm layers to a minimum depth of 100mm on lawn areas and 300mm on excavated planting beds).

Weed Removal
All weeds shall be thoroughly removed. All vegetative material, including roots and residues of non-woody perennials and woody seedling weeds, is to be removed or appropriately controlled using chemical means. The surface of all subsoil/vegetative perennials are to be stumped. All vegetative material shall be appropriately disposed of off site in a manner which will not allow for re-establishment elsewhere. Any chemical controls are to be used in accordance with manufacturers instructions and standard occupational health and safety procedures.

Care must be taken to ensure that trees to be retained are not damaged during weed removal. This also applies that any herbicide used are suitable for use around the vegetation to be retained.

Planting
Planting shall be carried out using assessed horticultural practices with all plants conforming to the species, size and quantities indicated on the Landscape Plan and Plant Schedule. Plants shall be thoroughly soaked through immersion in water prior to planting and the planting soil is very dry then the planting holes is also to be filled with water and allowed to drain completely.

All plants shall be appropriately hardened off to the nursery. Use plants with the following characteristics: Large healthy root systems with no evidence of root cut or pot bound restriction or damage, vigorous, well established, free from diseases and pests and of good quality.

Planting holes for shrubs and groundcovers are to be of minimum size 75mm larger than the planting pot in all directions. Semi-hardwood trees planting holes are to be the same depth as the rootball and 2-3 times its diameter, with the top of the rootball being at grade. A 75mm high form is to be constructed at edge of rootball to hold water. All plants are to be thoroughly watered after planting and slow release fertilizer added at the quantities specified by the manufacturer.

Mulch
Mulch is to be applied to all garden beds and is to be an organic type laid to a minimum depth of 75mm, consisting of fine dark coloured chipped or shredded pine bark or hardwood with not more than 5% fines content by volume (generally zero fines). The average size of the woodchip must be approximately 10mm x 20mm x 5mm and the maximum length is not to exceed 20mm. Mulch shall be free of damaging matter such as soil, weeds and sticks and is to be stockpiled and thoroughly watered prior to delivery. Mulch is to be laid over 100mm from the base of all plants to prevent collar rot.

Aggregate Ground Surface
Aggregate ground is to be retained where shown comprising of a 20mm layer of G1-Admix granite screenings or similar, no fines over a base course of 75mm deep granitic compacted Fine Crustal Rock. The subgrade is to be appropriately compacted.

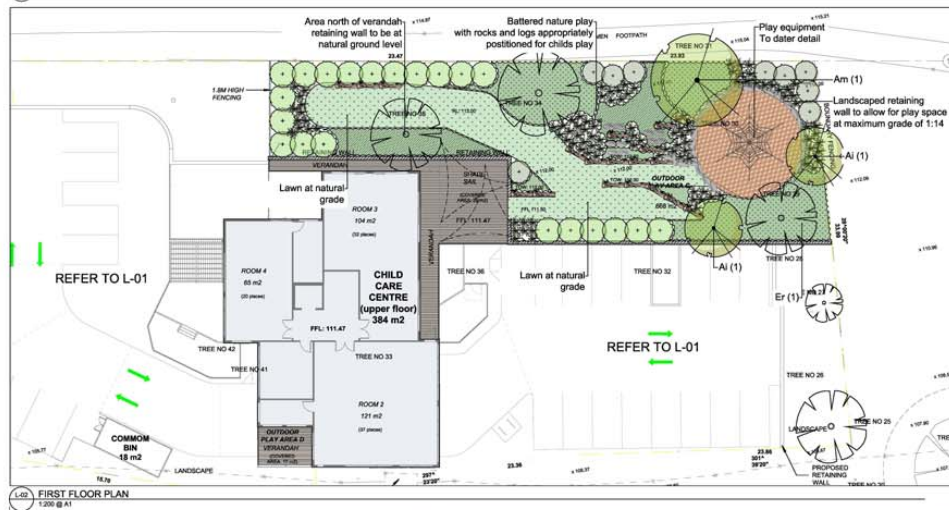
Timber Edges
Provide 75 x 75mm treated pine edging to all borders between gravel mulch paths and garden beds using 75x250x900mm long treated pine stakes at 1200mm maximum centres. An additional stake is to be provided at joints in the joints.

Irrigation
An approved drip irrigation system is to be applied to all planter boxes & garden beds. An approved on-site water system is to be supplied to all plan areas. It is the responsibility of the contractor to ensure that all irrigation meets manufacturers specifications. The system is to be constructed to meet evenly and include a manual shut off device. All irrigation is to be installed with a slow release fertilizer at the quantities recommended by the manufacturer.

Repair/Restoration of Damaged Nativegrass
Native areas are to be restored to original species with any depressions filled with topsoil to approximately above and lightly compacted in 150mm layers. Areas are then to be re-seeded using an appropriate and matching turf type and the area fenced off to allow the re-establishment of lawn. The fenced areas are to be well irrigated and the area supplied with a slow release fertilizer at the quantities recommended by the manufacturer.

Any areas of lawn which have failed to germinate (achieve an evenly green 95% covering of a constant height) are to be re-seeded within one month of original seeding date.

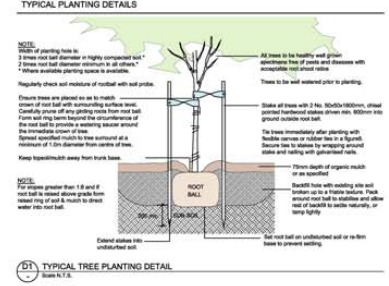
Plant Establishment Period
The plant establishment period following the approval of Final Construction by the responsible authority. During this period the landscape contractor shall make good all defects in higher scope of works, maintenance and Establishment means the care and maintenance of the contract site according to horticultural practices, as well as notifying any defects that become apparent in the work under normal use. The shall include, but shall not be limited to, watering, weeding, pruning, pest and disease control, cultivation, re-laying and replacement of any plants that fail with plants of the same species and size.



PLANTING SCHEDULE

SYM	BOTANICAL NAME	COMMON NAME	DE VEN	HEIGHT x WIDTH x MATURITY	MIN SUPPLY SIZE	QTY
TREES						
Am	Acacia limicola	Light oak	ES	8 x 5m	120mm pot	3
Am	Acacia melanocoryna	Black oak	ES	14 x 6m	200mm pot	6
Em	Eucalyptus meliodora	Yellow Box	ES	18 x 10m	200mm pot	3
Em	Eucalyptus ovata	Swamp Gum	ES	18 x 10m	200mm pot	6
Er	Eucalyptus radiata	Narrow leaf Pepperbert	ES	18 x 10m	200mm pot	1
Me	Melaleuca ericthrina	Swamp Paperbark	ES	6 x 5m	120mm pot	6
SHRUBS						
Am	Acacia acrocarpa	Gold Dust Wattle	ES	2 x 4m	140mm pot	20
Am	Bursaria spinosa	Sea wett Bursaria	ES	2.6 x 2.3m	140mm pot	20
Cl	Cornus reflexa	Common Cornus	ES	1.5 x 1m	200mm pot	20
Co	Goodenia media	Hip Goodenia	ES	1 x 1.5m	140mm pot	6
Pl	Phytolobium formosum	Hindonville Flat-pea	ES	0.4 x 1m	200mm pot	20
SaCk	Syzygium australe 'Bush Christmas'	Bush Christmas Lily-pilly	ES	2.3 x 1.2m	200mm pot	20
TOTAL						
26						
GROUNDCOVERS						
Cl	Clerodendron	Tall Sage	ES	0.7 x 0.9m	140mm pot	20
Cl	Conocarpus acuticulus	Common Everlasting	ES	0.5 x 1m	140mm pot	20
Cl	Dianella laevis	Pine Flax Lily	ES	1 x 0.8m	140mm pot	20
Lj	Lomandra longifolia	Wattle Mat-rush	ES	0.4 x 0.3m	140mm pot	20
Lj	Lomandra longifolia	Spray-headed Mat-rush	ES	0.7 x 0.7m	140mm pot	20
Rt	Poa labillardieri	Tussock Grass	ES	0.5 x 0.9m	140mm pot	20
Plm	Poa repens	Velvet Tussock Grass	ES	0.3 x 0.3m	140mm pot	20
Vn	Viola hederacea	Native Violet	ES	0.15 x 0.2m	140mm pot	20
TOTAL						
20						
CLIMBERS						
Fg	Ficus pumila	Climbing Fig	ES	Self-climbing Climber	140mm pot	20
TOTAL						
20						

ES = Deciduous/Evergreen **NE = Native/Exotic**



COMPONENT
This drawing must not be copied or altered in any way without the consent of John Fennell Landscape Architects Pty Ltd
Do not make off drawings
NOT FOR CONSTRUCTION

REVISION: A To Council Request DATE: 25.01.2021 BY: [Signature]

CLIENT: TAG-FERRITE GULLY PTY LTD DRAWING: Landscape Plan for Town Planning SCALE: 1:200 @ A1 DATE: APRIL 2020

PROJECT: PROPOSED DEVELOPMENT 1157-1166 BURWOOD HIGHWAY, FERRITE GULLY

DWG NO: [Redacted] CAD FILE: [Redacted]

6.3 Consideration of Planning Panel Report - Amendment C174knox Rezoning of Council Surplus Assets

SUMMARY: Strategic Planner, David Cameron

This report highlights the findings of the Panel Report prepared by Planning Panels Victoria in relation to Amendment C174knox (Attachment 1). The Amendment seeks to rezone three Council owned sites that contain former early years building assets, that were previously declared surplus to Council's requirements at its meeting on 26 November 2018.

Amendment C174knox was exhibited between 15 June and 23 July 2021. A total of 7 submissions were received, with 1 submission subsequently withdrawn.

Key issues raised in the submissions include:

- Suggested future uses for the Amendment sites and concern for loss of early years services
- Objection to any future sale of Amendment sites, and proposed conditions of sale if sites were to be sold by Council
- Future development related concerns as a result of the rezoning; including noise, parking and traffic, vegetation removal potentially resulting from redevelopment and other amenity considerations including suggested restriction of development potential.

A Panel Hearing was held on 23 November 2021, to consider the submissions received and the Panel Report was received on 25 November 2021. The Panel report notes that Amendment C174knox:

- is supported by, and implements, the relevant sections of the Planning Policy Framework, Municipal Strategic Statement and Local Planning Policy Framework;
- is strategically justified; and
- will deliver a net community benefit.

The Panel report recommends that Amendment C174knox be adopted as exhibited. Consequently, this report recommends that Council adopts Amendment C174knox as exhibited.

RECOMMENDATION

That Council resolves to:

1. Note the Panel Report titled "Knox Planning Scheme Amendment C174knox – Rezoning of surplus Council owned land, 25 November 2021" (Attachment 1).
2. Adopt Amendment C174knox to the Knox Planning Scheme as shown in Attachment 2 in accordance with Section 29(1) of the *Planning and Environment Act 1987*.
3. Submit Amendment C174knox to the Minister for Planning for approval in accordance with section 31(1) of the *Planning and Environment Act 1987*.
4. Authorise the Chief Executive Officer (Or officer of their discretion) to undertake minor administrative changes to the amendment and associated planning controls that do not change the intent of the controls.

1. INTRODUCTION

On 26 November 2018, Council resolved to seek authorisation from the Minister for Planning to prepare and exhibit Amendment C174knox to the Knox Planning Scheme. The Amendment proposes to rezone three sites previously used for early years services from the Public Use Zone – Local Government (PUZ6) to the Neighbourhood Residential Zone – Schedule 4 (NRZ4).

The three sites are located at:

- 4 Coorie Avenue, Bayswater (the Coorie Avenue Children and Family Centre);
- 10 Tamara Street, Wantirna South (the NG Haynes Children and Family Centre); and
- The southeast corner of 69-75 Eildon Parade, Rowville (the Eildon Parade Preschool).

Amendment C174knox was exhibited between 17 June 2021 to 23 July 2021. A total of 7 submissions were received during the exhibition, with 1 submission being subsequently withdrawn. This leaves 6 submissions in total.

At Council's Strategic Planning Committee meeting held on 13 September 2021, Council resolved to request the Minister for Planning to appoint a Planning Panel under Section 153 of the *Planning and Environment Act 1987*.

Subsequently, a Directions Hearing was held on 27 October 2021, followed by a Panel Hearing on 23 November 2021 to consider submissions received during public exhibition of the Amendment. All submitters were invited by the Panel to participate in the hearing. Although none of the six submitters requested to be heard at the Hearing, all written submissions were considered by the Panel. Council officers participated in the Panel Hearing process and presented Council's submission.

The Panel Report, which outlines the Panel's recommendations in relation to C174knox was received on 25 November 2021 (Attachment 1) and publicly released on Council's website on 10 December 2021.

2. DISCUSSION

The Panel Report acknowledges the identified issues within the received submissions as:

- The loss of early year services
- Future use of the land for community purposes
- Applying conditions or restrictions to the sale of the land for its future use and development
- The impact of future development.

It is noted within the Panel Report that the submissions were largely out of the scope of the Amendment. This included submissions in relation to Council decisions regarding the provision of early years services, retaining sites within public ownership, and placing conditions on any future sale of land. Additionally, regarding future potential amenity concerns (if the amendment sites were to be re-developed), the Panel considered these issues to be more appropriately considered during the future Planning Permit Application process.

A number of submissions directly concerned the site at 10 Tamara Street, Wantirna South. Similarly, these submissions included concerns regarding potential future amenity impacts to surrounding properties, should the site be further developed. The conclusions to the identified issues at 10 Tamara Street within the Panel Report were:

- The Amendment does not have to address existing traffic and amenity issues

- The Amendment only concerns a change in the zone of the subject land
- The planning permit stage is the appropriate time to consider the future use and development of the land and any potential amenity impacts.

Following consideration of all submissions and Council's appearance at the Panel Hearing, the Panel Chair commented that Amendment C174knox:

- is supported by, and implements, the relevant sections of the Planning Policy Framework, Municipal Strategic Statement, and Local Planning Policy Framework,
- is strategically justified; and
- will deliver a net community benefit.

The Panel Report recommends that Amendment C174knox be adopted as exhibited (Attachment 2).

3. CONSULTATION

Amendment C174knox was exhibited between 17 June and 23 July 2021. During the exhibition period 7 submissions were received, of which 1 was subsequently withdrawn (6 submissions received in total). Following the appointment of a Panel to consider Amendment C174knox on 23 September 2021, further opportunity was provided by Planning Panels Victoria for submitters to participate and speak at the main Panel Hearing. None of the six submitters requested to be heard at the hearing, but their written submissions were considered by the Panel.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation, as the amendment does not propose the sale or development of any of the three amendment sites.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The Amendment is considered to have limited environmental impact, or associated amenity issues. Any future residential (or other permissible) development proposals under the proposed NRZ4 that require permit approval, would need to demonstrate an appropriate design response with respect to environmental and amenity issues.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Amendment is funded through the City Futures operational budget for the 2021/22 financial year. The rezoning of the three sites enables their future sale, which will contribute to Council's development of its two recently constructed early years hubs in Bayswater and Wantirna South.

7. SOCIAL IMPLICATIONS

The Amendment has limited social implications as it rezones surplus sites to Council. Early years buildings have previously been assessed to meet current and future family needs and demand, including co-locating and integrating early years services to better support children and families particularly those experiencing vulnerability or disadvantage.

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.

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: Strategic Planner, David Cameron

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

Attachments

1. Attachment 1 - Amendment C174knox Panel Report [6.3.1 - 19 pages]
2. Attachment 2 - Amendment C174knox exhibition documents [6.3.2 - 9 pages]

**Planning
Panels
Victoria**

**Knox Planning Scheme Amendment C174knox
Rezoning of surplus Council owned land**

Panel Report

Planning and Environment Act 1987

25 November 2021



How will this report be used?

This is a brief description of how this report will be used for the benefit of people unfamiliar with the planning system. If you have concerns about a specific issue you should seek independent advice.

The planning authority must consider this report before deciding whether or not to adopt the Amendment.
[section 27(1) of the *Planning and Environment Act 1987* (the PE Act)]

For the Amendment to proceed, it must be adopted by the planning authority and then sent to the Minister for Planning for approval.

The planning authority is not obliged to follow the recommendations of the Panel, but it must give its reasons if it does not follow the recommendations. [section 31 (1) of the PE Act, and section 9 of the *Planning and Environment Regulations 2015*]

If approved by the Minister for Planning a formal change will be made to the planning scheme. Notice of approval of the Amendment will be published in the Government Gazette. [section 37 of the PE Act]

Planning and Environment Act 1987

Panel Report pursuant to section 25 of the PE Act

KnoxKnox Planning Scheme Amendment C174knox

25 November 2021

Tim Hellsten, Chair

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Glossary and abbreviations

Council	Knox City Council
GRZ2	General Residential Zone Schedule 2
Housing Strategy	<i>Knox Housing Strategy 2015</i>
NRZ4	Neighbourhood Residential Zone Schedule 4
PE Act	<i>Planning and Environment Act 1987</i>
PUZ6	Public Use Zone Schedule 6 (Local Government)

Overview

Amendment summary	
The Amendment	Knox Knox Planning Scheme Amendment C174knox
Common name	Rezoning of surplus Council owned land
Brief description	Rezone the subject land from the Public Use Zone Schedule 6 (Local Government) to the Neighbourhood Residential Zone Schedule 4
Subject land	4 Coorie Avenue, Bayswater 10 Tamara Street, Wantirna South Part of 69-75 Eildon Parade, Rowville
Planning Authority	Knox City Council
Authorisation	10 January 2019 (conditional)
Exhibition	15 June – 23 July 2021
Submissions	Number of Submissions: 7 including 1 supporting and 1 withdrawn submission and 5 opposing submissions: <ol style="list-style-type: none"> 1. Stephen Mead 2. A Naylor (withdrawn) 3. Ian & Annett Flynn 4. Philip & Lorraine Bennett 5. Debra & Ross Young 6. Adrian Barnes 7. Department of Environment, Land, Water and Planning (Environment) (supporting)

Panel process	
The Panel	Tim Hellsten (Chair)
Directions Hearing	By video conference, 27 October 2021
Panel Hearing	By video conference, 23 November 2021
Site inspections	Unaccompanied, 3 November 2021
Parties to the Hearing	Knox City Council represented by David Cameron, Strategic Planner and Madeleine Cheah, Coordinator Strategic Planning
Citation	Knox PSA C174knox [2021] PPV
Date of this report	25 November 2021

Executive summary

Knox Planning Scheme Amendment C174knox(the Amendment) seeks to rezone three Knox City Council (Council) owned sites containing early years (children and family services) building assets and identified as being surplus to its needs, to facilitate their potential disposal.

The sites at 4 Coorie Avenue, Bayswater, 10 Tamara Street, Wantirna South and the south-eastern corner of 69-75 Eildon Parade, Rowville are proposed to be rezoned from the Public Use Zone Schedule 6 (PUZ6) to the Neighbourhood Residential Zone Schedule 4 (NRZ4) consistent with the zoning of adjoining residential areas.

Key issues raised in the opposing six submissions include:

- the loss of early year services
- future use of the land for community purposes
- applying conditions or restrictions to the sale of the land for its future use and development
- the impact of future development on amenity impacts including parking, traffic and loss of vegetation.

The submissions raised issues that were largely outside the scope of the Amendment. They related more to decisions already made by Council about the services previously conducted from those sites and the aspirations of some local residents to retain the sites in public ownership for a community use. The submissions calling for conditions on the sale of the land have no strategic planning basis and are not supported.

Several submissions expressed concern about the future site development, particularly at 10 Tamara Street, Wantirna South. While potential amenity impacts from development including noise, traffic and parking and building height are real issues, the Amendment does not propose any development. The planning permit stage is the appropriate time to consider such impacts in the context of a particular proposal and the provisions of the Knox Planning Scheme.

The application of the NRZ to the three sites is strategically justified and consistent with the Knox Housing Strategy. It is a logical and sound planning approach in the context of the zoning of surrounding neighbourhoods and the predominant low scale residential built form.

The Panel concludes that the Amendment:

- is supported by, and implements, the relevant sections of the Planning Policy Framework, Municipal Strategic Statement and Local Planning Policy Framework
- is strategically justified
- will deliver a net community benefit.

Recommendations

Based on the reasons set out in this Report, the Panel recommends:

That KnoxKnox Planning Scheme Amendment C174knox be adopted as exhibited.

1 Introduction

1.1 The Amendment

The purpose of the Amendment is to facilitate the alternate use or potential disposal of three Council owned sites containing early years building assets identified by Council as being surplus to ongoing requirements.

The three sites are:

- 4 Coorie Avenue, Bayswater – occupied by the Coorie Avenue Children and Family Centre building (service now closed)
- 10 Tamara Street, Wantirna South – occupied by the NG Haynes Children and Family Centre building (service now closed)
- the south-eastern corner of 69-75 Eildon Parade, Rowville – occupied by the Eildon Parade Children and Family Centre building (service now closed).

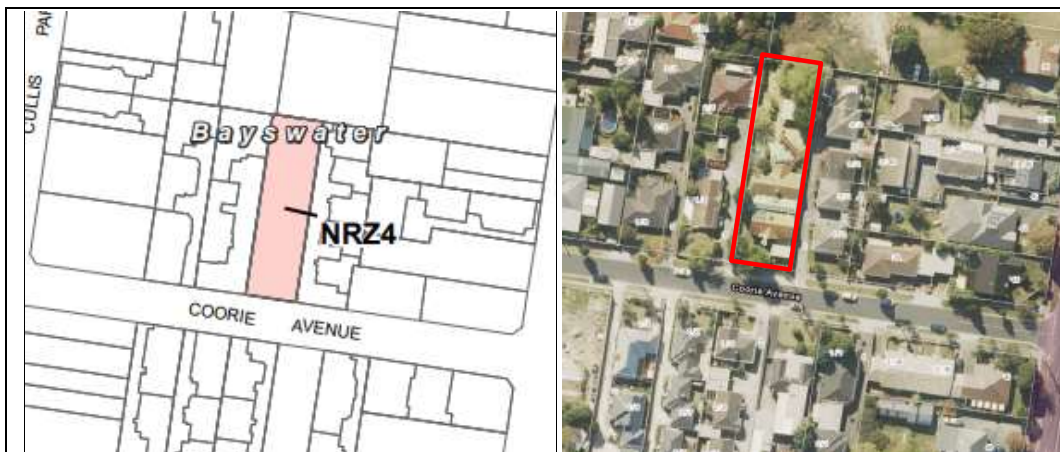
Specifically, the Amendment proposes to rezone the three sites (subject land) from Public Use Zone Schedule 6: Local Government (PUZ6) to the Neighbourhood Residential Zone Schedule 4: Knox Neighbourhood Areas (NRZ4) consistent with the zoning of adjoining residential areas.

4 Coorie Avenue, Bayswater

The site at 4 Coorie Avenue (Figure 1) is approximately 1,137 square metres and comprises a single storey timber clad building with a tiled roof which has a residential scale and appearance. It includes a small carpark area and semi-mature exotic tree in the setback.

The site is located in a residential street comprising predominantly single storey brick detached dwellings (and some medium density housing sites) with tiled roofs located within modest front setback gardens.

Figure 1 4 Coorie Avenue, Bayswater



Source: C174knox exhibition maps and aerial image from Vicmap

10 Tamara Street, Wantirna South

The site at 10 Tamara Street (Figure 2) is approximately 2,850 square metres and comprises a cream and brown brick single storey building with a tiled pitched roof which extends across the site. The building is generously setback from the street. The setback comprises a carparking area with separate access and egress driveways and landscaping comprising modest sized trees and shrubs. Larger trees are located to the rear of the site.

The site is located in a residential street comprising a mix of single and double storey brick dwellings predominantly single storey brick detached dwellings (and some medium density housing sites). The prevailing front landscape character is of gardens with trees. The site is within a short walking distance of the High Street Road neighbourhood activity centre.

Figure 2 10 Tamara Street, Wantirna South



Source: C174knox exhibition maps and aerial image from Vicmap

69-75 Eildon Parade, Rowville

The site at 69-75 Eildon Parade (Figure 3) is approximately 1,276 square metres and comprises a single storey brick building and outdoor play area. It is located on the corner of Eildon Parade and Metcalf Crescent, a no through road. The Metcalf Crescent frontage has a high chain mesh fence. There is little on-site vegetation.

The site is located in a residential street comprising predominantly of single storey brick detached dwellings a mix of single and double storey brick dwellings. Landscaping in the area is modest, with more substantial vegetation found in the road reserve and Eildon Park. Bus stops are located a short distance from the site which adjoins Eildon Park, a large reserve including a range of sporting facilities.

Figure 3 South-eastern corner of 69-75 Eildon Parade, Rowville



Source: C174knox exhibition maps and aerial image from Vicmap

1.2 Background

(i) Identification of surplus land

Council's report of 26 November 2018 discussed its strategic review of ten early years building assets in the context of Council's construction of two new early years hubs in Wantirna South and Bayswater. It identified five sites, including the subject sites, as not being required for Council's existing and future requirements and able to be divested.

(ii) Authorisation

The Amendment was originally authorised by the Department of Environment, Land Water and Planning (DELWP) on 10 January 2019 (subject to conditions) when it was proposed to apply the General Residential Zone Schedule 2 (GRZ2) to the subject land.

The authorisation conditions became redundant after the NRZ4 replaced the GRZ2 through Amendment GC172 which introduced the reformed residential zones. Amended authorisation conditions were issued by the DELWP on 20 January 2021 including:

1. Prior to the commencement of exhibition of Amendment C174, the proposed amendment shall be amended to rezone three surplus council sites from PUZ6 to NRZ4, compliant with Amendment GC172.
2. All documentation, including maps, must be revised to reflect the correct amendment number (C174knox).

Council advised that these conditions were met prior to exhibition of the Amendment.

1.3 Summary of issues raised in submissions and the Panel's approach

Seven submissions were received following the exhibition of the Amendment. These included a supporting submission from DELWP (Environment) and one withdrawn submission. The five remaining submissions raised concerns associated with:

- the loss of early year services

- future use of the land for community purposes
- applying conditions or restrictions to the sale of the land for its future use and development
- the impact of future development on amenity impacts including noise, parking, traffic and loss of vegetation.

The Panel has assessed the Amendment against the principles of net community benefit and sustainable development, as set out in Clause 71.02-3 (Integrated decision making) of the Knox Planning Scheme.

The Panel considered all written submissions made in response to the exhibition of the Amendment, observations from site visits, and submissions, evidence and other material presented to it during the Hearing. All submissions and materials have been considered by the Panel in reaching its conclusions, regardless of whether they are specifically mentioned in the Report.

This Report deals with the issues under the following headings:

- Planning context and strategic justification
- General issues
- Tamara Street amenity issues.

2 Planning context and strategic justification

2.1 The issues

The issues are whether the Amendment:

- is supported by, and implements the relevant sections of the Planning Policy Framework and relevant local heritage studies
- is consistent with the relevant Ministerial Directions and Practice Notes
- is generally strategically justified.

2.2 Planning context

2.2.1 Planning policy framework

Council submitted that the Amendment is supported by the *Planning and Environment Act 1987* (PE Act) and various clauses in the Planning Policy Framework, which the Panel has summarised below.

(i) Victorian planning objectives

The Amendment will assist in implementing State policy objectives set out in section 4 of the PE Act by:

- providing for the fair, orderly, economic and sustainable use, and development of land
- securing a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria
- facilitating development in accordance with the objectives above.

(ii) Planning Policy Framework

The Amendment supports the Planning Policy Framework by:

- limiting urban sprawl and directing growth to existing settlements and applying a residential zone within a residential area – Clause 11.01-1S (Settlement)
- allowing for the sustainable development of serviced land - Clause 11.02-1S (Supply of urban land)
- increasing the supply of housing in existing urban areas by facilitating increased housing yield in appropriate locations, including underutilised urban land – Clause 16.01-1S (Housing supply)
- planning and designing community places and buildings so they can adapt as the population changes and different patterns of work and social life emerge – Clause 19.02-4S (Social and cultural infrastructure).

(iii) Clause 21 (Municipal Strategic Statement)

The Amendment supports the Municipal Strategic Statement by:

- supporting a scaled approach to residential development by applying a Residential zone consistent with the areas low-scale consistent with the *Knox Housing Strategy 2015* (Housing Strategy) – Clause 21.06-1 (Scaled approach to residential development)
- facilitating community infrastructure that is accessible and meets the existing and future needs of the community – Clause 21.08-3 (Community facilities).

(iv) Clause 22 (Local Planning Policies)

The Amendment supports the Local Planning Policy Framework by:

- supporting sustainable urban growth by directing housing to preferred locations and supporting a range of housing types and forms to meet the needs of the existing and future community – Clause 22.07 (Development in Residential Areas and Neighbourhood Character)
- applying a residential zone that reflects the ‘Knox Neighbourhood’ (Clause 22.07-4) and ensures the sites future development responds to the preferred future character of this area which:
 - Continue to be low-scale neighbourhoods, characterised by detached houses and dual occupancies; with some villa unit developments on larger blocks.
 - Retain their green and leafy identity and character through the retention of front and back yards, and the establishment of a garden setting that includes canopy trees.

2.2.2 Planning Scheme provisions

A common zone purpose is to implement the Municipal Planning Strategy and the Planning Policy Framework.

(i) Zones

The subject land is in the PUZ. The purposes of the Zone are:

- To recognise public land use for public utility and community services and facilities.
- To provide for associated uses that are consistent with the intent of the public land reservation or purpose.

A permit is not required in the PUZ for the use of land consistent with the public purpose described in Clause 36.01-6 – ‘Local Government’ (PUZ6) in this instance and carried out *“by or on behalf of the public land manager”*. A permit is required for the development of land for a section 2 use by any person that is not the public land manager and with the consent of the public land manager.

The Amendment proposes to apply the NRZ4 to the subject land. This zone applies to the residential neighbourhoods surrounding each of the three subject sites. The purposes of the Zone include:

- To recognise areas of predominantly single and double storey residential development.
- To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

A permit is required in the NRZ to construct two or more dwellings on a lot.

Where no maximum height is set out in a schedule to the NRZ, the default height limit is 9 metres and no more than two storeys.

NRZ4 does not identify neighbourhood character objectives, a minimum subdivision area or height. It identifies variations to the following requirements of Clause 54 (One Dwelling on a Lot) and Clause 55 (Two or more Dwellings on a Lot and Residential Buildings):

- Minimum street setback (Standards A3 and B6)
- Landscaping (Standard B13)
- Private open space (Standard A17 and B28)
- Front fence height (Standards A20 and B32).

(ii) Other provisions

Particular provisions of the Knox Planning Scheme relevant to decision making for residential development at the planning permit stage include:

- Clause 54 (One Dwelling on a Lot)
- Clause 55 (Two or more Dwellings on a lot and Residential Buildings)
- Clause 56 (Residential Subdivision)
- Clause 65 (Decision Guidelines).

2.2.3 Knox Housing Strategy

Council submitted that the Amendment is consistent with the Housing Strategy which sets out its plan for managing residential development to respond to the current and future housing needs of the Knox community.

The Housing Strategy, a reference document in Clause 22.07, identifies that the Knox approach to housing will be scaled, to achieve a balance between growth while preserving Knox's important characteristics. It seeks to direct the majority of new housing to locations and places considered appropriate for change because they have good access to services and infrastructure. This is reflected through preferred housing types for residential areas including:

- Bush Suburban – preferred dwelling types are detached dwellings and some dual occupancies on larger sites
- Knox Neighbourhood - preferred dwelling types are detached dwellings and dual occupancies, with larger lots (over 1,000 square metres) accommodating three or more dwellings
- Local Living - preferred dwelling types are dual occupancies, villa units and townhouses
- Activity Areas - preferred dwelling types are villa units, townhouses and apartments.

The subject sites are in the Knox Neighbourhood Area described as:

- Living in an area which embodies the Knox character of green and leafy streets, backyards and mostly detached houses
- Living in a street that is mostly single and double storey detached houses.

Knox Neighbourhood Areas, will continue to be low scale, retain a neighbourhood vegetation character, and not appropriate for more intensive development.

While the Housing Strategy seeks to apply the GRZ to Knox Neighbourhood Areas, this was superseded by the residential zone reforms introduced by Amendment GC172. The NRZ4 now applies to all Knox Neighbourhood Areas.

Council considered the NRZ4 to be the most appropriate zone to apply to the Amendment sites, given the surrounding NRZ4 zoning and typology of the residential area which is largely made up of detached dwellings and dual occupancies.

2.2.4 Amendment VC148

Council advised that it had submitted a draft Planning Scheme Amendment (unnumbered) to DELWP for its consideration for a section 20(4) process that involved the translation of the Knox Planning Scheme's Municipal Strategic Statement and Local Planning Policy Framework to the Planning Policy Framework format established by Amendment VC148. Council advised that it was a policy neutral translation and that the current local policies (including references to the Housing

Strategy) remained largely the same. Accordingly, it anticipated that this translation would not affect this Amendment.

2.2.5 Ministerial Directions and Planning Practice Notes

The Explanatory Report and Council's Part A submission discusses how the Amendment meets the relevant requirements of the:

- *Ministerial Direction on the Form and Content of Planning Scheme under section 7(5) of the Act*
- *Ministerial Direction 11 (Strategic Assessment of Amendments)*
- *Ministerial Direction 9 – Metropolitan Strategy (as amended 30 May 2014) pursuant to Section 12 of the Planning and Environment Act 1987*
- *Planning Practice Note 46: Strategic Assessment Guidelines, August 2018.*

That discussion is not repeated here.

2.3 Discussion and conclusions

For the reasons set out in the following chapters, the Panel concludes that the Amendment is supported by, and implements, the relevant sections of the Planning Policy Framework, Municipal Strategic Statement and Local Planning Policy Framework. It is consistent with the objectives of Plan Melbourne and the relevant Ministerial Directions and Practice Notes.

Council proposes to dispose of the three sites because they are no longer required for their current public purposes. In the event of the sale of the sites, the PUZ is no longer fit for purpose or consistent with their future intended use or private ownership. In this instance, applying the NRZ to each site is appropriate. It is consistent with the adjoining residential land uses and zoning and Council's housing policies and Housing Strategy and provides an orderly approach to planning. It is the logical underlying zoning (the zoning that would be applied in the PUZ were not). The NRZ will enable the consideration of the range of uses and development that are consistent with the zone purpose and the prevailing land uses and built form around each site.

Selling the sites to enable future housing will deliver net community benefit and sustainable development outcomes, as required by Clause 71.02-3 of the Knox Planning Scheme.

The Panel concludes that the Amendment:

- is supported by, and implements, the relevant sections of the Planning Policy Framework
- is consistent with the relevant Ministerial Directions and Practice Notes
- is strategically justified
- should proceed.

The following Report chapters discuss the issues raised in submissions.

3 General issues

3.1 The issues

The issues are whether:

- the loss of early years services to the area is relevant to the Amendment
- conditions or restrictions should be applied to the sale of the sites including on disposal, rate relief and future development and use.

3.2 Submissions

Submission 1 expressed disappointment about the loss of the local community facility at Rowville, considering its closure and sale a *“money making venture”*.

Submission 5 considered the decision to close the centres lacked proper thought and failed to consider the benefits of children using a local centre rather than a large central one.

Submission 6 identified that the Tamara Street, Wantirna South site could be used for other community-based uses including library, indoor sports stadium, park, active sporting facility, senior citizens hall or place of worship. It submitted that any sale should be conditional on:

- retaining the site trees
- not allowing apartments or units
- no vehicles parking on the road
- the land not being sold to *“companies or construction companies”*
- rates in the area being waived if construction occurs outside periods and time restrictions negotiated with neighbours
- Council reducing valuations for rates purposes of *“the properties in the entire area”* if there were more than two dwellings built on the land
- a *“selling preference/reasonable discount should be given first to people who live in the area of Tamara Street”*.

Submission 3 considered the site should be rezoned and developed as native garden display if it could not be repurposed for a community use.

In response, Council submitted:

- the decision to close the three sites followed a review of early years assets and to focus new services in areas experiencing vulnerability or disadvantage
- the NRZ does not preclude community uses on the sites subject to a planning permit process, consistent with the purpose of the zone which includes *“to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations”*
- the sale of any of the sites, property revaluations and the waiver of Council rates is not a matter for the amendment process
- subject to the Amendment being approved, Council can choose whether to progress any potential land sale process for these sites, with any sale process involving additional community consultation
- the application of the NRZ4 is consistent with its Housing Strategy and the areas prevalent single storey, low scale form and sense of spaciousness.

Council advised that it had considered the environmental, social and economic impacts of the Amendment when preparing the Amendment and referred to the Explanatory Report which identified:

The Amendment is not expected to have any adverse environmental outcomes.

In relation to social effects, the level of early years services in Knox will not be reduced as a result of the three sites being rezoned. The Coorie Avenue Children and Family Centre services were relocated into the new early years hubs. The NG Haynes Children and Family Centre services discontinued its services prior to the opening of the early years hubs. The Eildon Parade Preschool services will be relocated into the Rowville Children and Family Centre.

Any potential financial return from the sale or leasing of sites that are declared surplus, will assist in offsetting the construction costs of the two early years hubs and refurbishing the early years assets that are to be retained.

3.3 Discussion and conclusions

The Panel acknowledges the concerns of residents about losing three early years services and the potential loss of community access to these sites in the event they are sold. However, the Panel has not reviewed Council's previous process and decision because they do not form part of, and are not relevant to, the Amendment. The Panel's role is to consider whether the rezoning the three sites from a public zone to NRZ4 is appropriate and strategically justified.

The three sites are relatively small sites, sit squarely within low scale residential areas and generally isolated from other community services. They have not been identified as strategic sites and do not continue to comprise other services or community facilities that provide for wider community usage. The potential development of other uses including housing will provide a community benefit through the provision of additional housing consistent with planning policy. In this context, the Amendment will facilitate future use and development of the sites and provide a net community benefit.

The rezoning of the three sites facilitates an alternative use and potential disposal of them, noting that at this stage Council has not made the decision to sell them. The application of conditions on the sale of the land relating to how the land should be sold and to who and for what, is not a planning issue and is outside the scope of the Amendment. Council has the ability to apply conditions on any future sale or lease of the land as vendor or land manager through a separate process. However, these are commercial and community decisions not relevant to applying appropriate planning zones.

There is no clear strategic basis for restricting the sites for community use or prohibiting them from being used for residential development when they are located in well serviced residential neighbourhoods. The Amendment does not propose the development of the sites. While the Panel notes that each of the sites contain buildings that could be repurposed for a range of other uses, their redevelopment for residential use would seem most likely. The NRZ accommodates a range of uses including community-based uses. Future site development or use will be subject to the provisions of the NRZ4 and Knox Planning Scheme through the planning permit process. This is the appropriate time to consider issues relating to tree retention, parking and construction impacts.

The Panel concludes:

- Council's decision to close services or to dispose surplus land is not a matter relevant to the Amendment.
- Conditions to the future use of potential sale of the land is a matter for Council through a separate process and is not relevant to the Amendment.
- The planning permit stage is the appropriate time to consider any site use and development issue.

4 Tamara Street amenity issues

4.1 The issue

The issue is whether the Amendment will result in unacceptable amenity impacts including:

- noise
- traffic
- parking
- loss of vegetation
- on mental health.

4.2 Submissions

Submission 3 objected to the rezoning of the Tamara Street, Wantirna South site. Reasons include lack of parking for future residents and visitors, the impact of two storey residential development on the amenity of adjoining dwellings, the impact of residential development on traffic movement in Tamara Street. The submission sought to:

- retain the four mature trees in the setback and the three nature strip trees
- designate Tamara Street “*as a one-way thoroughfare*” to manage future traffic activity and development limited to one storey.

Submission 4 objected to the Tamara Street site rezoning because of noise pollution and impacts on mental health, increased traffic and associated impacts on parking and garbage collection. It submitted that the future residential development of the site would increase the number of residents on the site across a broader period of time, and generate associated noise through the operation of heating and cooling services and the movement of vehicles and visitor parking in the street. This would exacerbate existing amenity and mental health impacts from Eastlink, High Street and Stud Road traffic noise and general residential noise.

Submission 4 noted that Tamara Street was already used by traffic navigating the one-way entry/exit at the nearby High Street shops by taking shortcuts through Tamara Street. The narrow width of the street would not easily accommodate additional street parking, safe access to private properties or garbage collection. Further it considered that applying the NRZ would not create lots large enough to accommodate large trees and shrubs and would not provide the habitat values the current site did.

Submission 6 considered that the Tamara Street site should not be used for “*apartments or units*” and the site trees retained.

Council submitted that the Amendment does not contemplate any development proposals. Any future development proposals that required planning permit approval would need to demonstrate an appropriate design response with respect to environmental and amenity issues. The planning permit process would ensure that future development was consistent with the objectives of the zone, and enables associated amenity issues such as parking, traffic, noise to be considered and mitigated in accordance with the purpose of the NRZ and other requirements of the Knox Planning Scheme.

4.3 Discussion and conclusions

The amenity concerns raised in submission associated with future redevelopment related primarily to the Tamara Street site. However, the issues raise apply equally to all three sites in the event of their future reuse or redevelopment.

The Panel has already found the NRZ to be appropriate and logical for the three sites. It reflects the existing neighbourhood zoning and the prevailing neighbourhood character in which each site sits. As each site is larger than 1,000 square metres there is capacity, consistent with the NRZ4, Clause 22.07 and Housing Strategy to accommodate three or more dwellings up to 9 metres in height. The Panel found no strategic reason to limit any future residential development to one storey or require more private open space to be provided for these sites. It is appropriate that any future development or use of the sites is managed in a way consistent with the wider neighbourhood and for the same planning regime to apply. The NRZ provides this consistency and ensures the same provisions are applied for residential development to the three sites in terms of building heights, setbacks, landscaping and open space as the adjoining residential neighbourhoods. Similarly, the range of potential uses is consistent for all sites.

While the Panel did not observe any significant traffic volume or street parking issues when it visited the sites, this is not to say they do not exist. It is not possible to speculate what traffic and parking might be generated by each site without a proposal to consider. Nor is it reasonable for these sites to address any parking or traffic (and associated noise) issues which might already exist in each of the neighbourhoods. Existing traffic management and street parking issues are matters for the local road manager (Council) in consultation with the community and do not need to be resolved through the Amendment for them to be examined by Council.

While potential amenity impacts from development including noise, traffic and parking and building height and any resultant mental health impacts are real issues, the Amendment does not propose any development. The planning permit stage is the appropriate time to consider such impacts in the context of a particular proposal and the provisions of the Knox Planning Scheme. These include local policy and for housing proposals, particular provisions for two or more dwellings which identify standards and requirements for setbacks, overlooking, overshadowing in addition to the NRZ4 variations relating to open space and landscaping.

Each site contains some vegetation although it is more established at the Tamara Street site which is the larger of the sites and has a different building arrangement. The Amendment does not seek to remove site vegetation and the submissions do not include sufficient information to establish any significance to them or support the application of planning provisions to protect them. While established trees do form part of the character of each of the site's neighbourhoods, there are no Environmental Significance, Vegetation Protection or Design and Development Overlays in place in any of them seeking to recognise or protect this element. The planning permit stage is the appropriate time to consider how existing site vegetation, including roadside vegetation, is managed or new planting accommodated.

The Panel concludes:

- The Amendment does not have to address existing traffic and amenity issues.
- The planning permit stage is the appropriate time to consider the future use and development of the land and any potential amenity impacts.

Appendix A Document list

No.	Date	Description	Provided by
1	17/11/2021	Council submission	Council
2	23/11/2021	Council submission PowerPoint presentation	"

Planning and Environment Act 1987

KNOX PLANNING SCHEME

AMENDMENT C174knox

EXPLANATORY REPORT

Who is the planning authority?

This Amendment has been prepared by the Knox City Council, which is the planning authority for this Amendment.

The Amendment has been made at the request of Knox City Council.

Land affected by the Amendment

The Amendment applies to:

1. 4 Coorie Avenue, Bayswater (the Coorie Avenue Children and Family Centre);
2. 10 Tamara Street, Wantirna South (the NG Haynes Children and Family Centre); and
3. The south-east corner of 69-75 Eildon Parade, Rowville (the Eildon Parade Preschool) that is currently zoned Public Use Zone – Local Government (PUZ6).

A mapping reference table is attached at Attachment A to this Explanatory Report.

What the amendment does

The Amendment proposes to rezone the three sites containing early years building assets, as these sites are no longer required for the current and future delivery of Council's early years services.

The Amendment proposes to:

- Rezone 4 Coorie Avenue, Bayswater from Public Use Zone (PUZ6) to Neighbourhood Residential Zone – Schedule 4 (NRZ4).
- Rezone 10 Tamara Street, Wantirna South from PUZ6 to NRZ4.
- Rezone the PUZ6 portion of 69-75 Eildon Parade, Rowville to NRZ4.
- Amend Planning Scheme Maps 2, 5, 6 to reflect the above rezoning.

Strategic assessment of the Amendment

Why is the Amendment required?

Council has constructed two new early years hubs in Wantirna South and Bayswater. These two new hubs opened in early 2019, and Council is consolidating its five long day and one occasional early education and care services into these hubs. The two new hubs will support the delivery of early years services for Knox's existing and future communities.

In addition to the new early years hubs, Council owns and maintains 43 purpose-built early years facilities across the municipality. Many of Council's existing early years facilities were constructed in the 1970s and 1980s and require ongoing maintenance and significant investment in renewal and upgrades to meet best practice and contemporary models of service delivery.

In order to maximise the use of Council's early years assets and plan for future demand of early years services, a strategic review of ten of the existing 43 early years building assets was undertaken to assess their service levels, asset condition, and the future demand and need of these assets based on population and demographic projections.

Of the ten sites reviewed, five sites were recommended to be retained, repurposed and renovated. The remaining five sites are considered surplus to Council's requirements. Three of the sites declared as surplus (the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre and the Eildon Parade Preschool) are currently in public use zones, i.e. the PUZ6.

Having identified the sites as surplus, Council is investigating other uses or options for these sites, including their sale. However while the sites are in a public use zone, Council cannot entertain an option to sell these sites into private ownership. The rezoning of the Coorie Avenue Children and Family Centre, the NG Haynes Children and Family Centre and the Eildon Parade Preschool will enable Council to consider the potential sale of these sites.

How does the Amendment implement the objectives of planning in Victoria?

The Amendment implements the objectives of planning in Victoria as outlined in Section 4 of the *Planning and Environment Act 1987*, and in particular the following objectives:

- To provide for the fair, orderly, economic and sustainable use, and development of land;
- To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria; and
- To facilitate development in accordance with the above two dot points.

How does the Amendment address any environmental, social and economic effects?

The Amendment is not expected to have any adverse environmental outcomes.

In relation to social effects, the level of early years services in Knox will not be reduced as a result of the three sites being rezoned. The Coorie Avenue Children and Family Centre services were relocated into the new early years hubs. The NG Haynes Children and Family Centre services discontinued its services prior to the opening of the early years hubs. The Eildon Parade Preschool services will be relocated into the Rowville Children and Family Centre.

Any potential financial return from the sale or leasing of sites that are declared surplus, will assist in offsetting the construction costs of the two early years hubs and refurbishing the early years assets that are to be retained.

Does the Amendment address relevant bushfire risk?

The three sites are not affected by a Bushfire Management Overlay, and are not located in a Bushfire Prone Area.

Does the Amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The Amendment complies with the Ministerial Direction on the Form and Content of Planning Scheme under section 7(5) of the Act.

The Amendment is consistent with Minister's Direction No.9 – Metropolitan Strategy (as amended 30 May 2014) pursuant to Section 12 of the Planning and Environment Act 1987 – that requires planning authorities to have regard to the Metropolitan Planning Strategy (Plan Melbourne: Metropolitan Planning Strategy).

How does the Amendment support or implement the Planning Policy Framework and any adopted State policy?

The Amendment is consistent with the following State planning policies:

- Clause 11.01-1S (Settlement) which seeks to limit urban sprawl and direct growth into existing settlements.
- Clause 11.02-1S (Supply of urban land) which seeks to ensure the provision of land and supporting infrastructure to support sustainable urban development.

- Clause 13.02-1S (Bushfire planning) which seeks to give priority to the protection of human life by directing population growth and development to low risk locations.
- Clause 16.01-1S (Housing supply) which seeks to increase the supply of housing in existing urban areas by facilitating increased housing yield in appropriate locations, including under-utilised urban land.
- Clause 19.02-4S (Social and cultural infrastructure) which seeks to plan and design community places and buildings so they can adapt as the population changes and different patterns of work and social life emerge.

How does the Amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The Amendment is consistent with, and is supported by, the following clauses within the Municipal Strategic Statement and local planning policies:

- Clause 21.06-1 (Scaled approach to residential development) which supports a scaled approach to residential development as demonstrated in the Knox Housing Strategy 2015.
- Clause 21.08-3 (Community facilities) which seeks to facilitate community infrastructure that is accessible and meets the existing and future needs of the community.
- Clause 22.07 (Development in Residential Areas and Neighbourhood Character) which seeks to support sustainable urban growth by directing housing to preferred locations, and which seeks to support a range of housing types and forms to meet the needs of the existing and future community.

Does the Amendment make proper use of the Victoria Planning Provisions?

The Amendment makes proper use of the Victoria Planning Provisions by ensuring that the sites declared as surplus are rezoned to reflect the zoning of surrounding residential land (NRZ4) and that the proposed zone schedule is compliant with the current format of the Neighbourhood Residential Zone.

How does the Amendment address the views of any relevant agency?

The views of relevant agencies and Prescribed Ministers will be sought through the public exhibition phase of the amendment.

Does the Amendment address relevant requirements of the Transport Integration Act 2010?

The relevant requirements of the Transport Integration Act 2010 were considered as part of the preparation of this Amendment, and the Amendment will not have a significant impact on the transport system.

Resource and administrative costs

What impacts will the new planning scheme provisions have on the resource and administrative costs of the responsible authority?

The Amendment will not have a significant impact on the resources and administration costs to Knox City Council.

Where you may inspect this Amendment

The Amendment can be inspected free of charge at the Department of Environment, Land, Water and Planning website at www.delwp.vic.gov.au/public-inspection.

Subject to COVID-19 restrictions, the amendment may be available for public inspection, free of charge, during office hours at:

- Knox City Council Civic Centre (Customer Service Building and Planning counter)
511 Burwood Highway, Wantirna South, on weekdays from 8.30am to 5.00pm

ATTACHMENT A - Mapping reference table

Location	Land /Area Affected	Mapping Reference
Bayswater	4 Coorie Avenue (The Coorie Avenue Children and Family Centre)	Knox C174knox 003znMap02 Exhibition
Wantirna South	10 Tamara Street (The NG Haynes Children and Family Centre)	Knox C174knox 002znMap05 Exhibition
Rowville	South-east corner of 69-75 Eildon Parade (Eildon Parade Preschool)	Knox C174knox 001znMap06 Exhibition

Planning and Environment Act 1987

KNOX PLANNING SCHEME

AMENDMENT C174knox

INSTRUCTION SHEET

The planning authority for this amendment is the Knox City Council.

The Knox Planning Scheme is amended as follows:

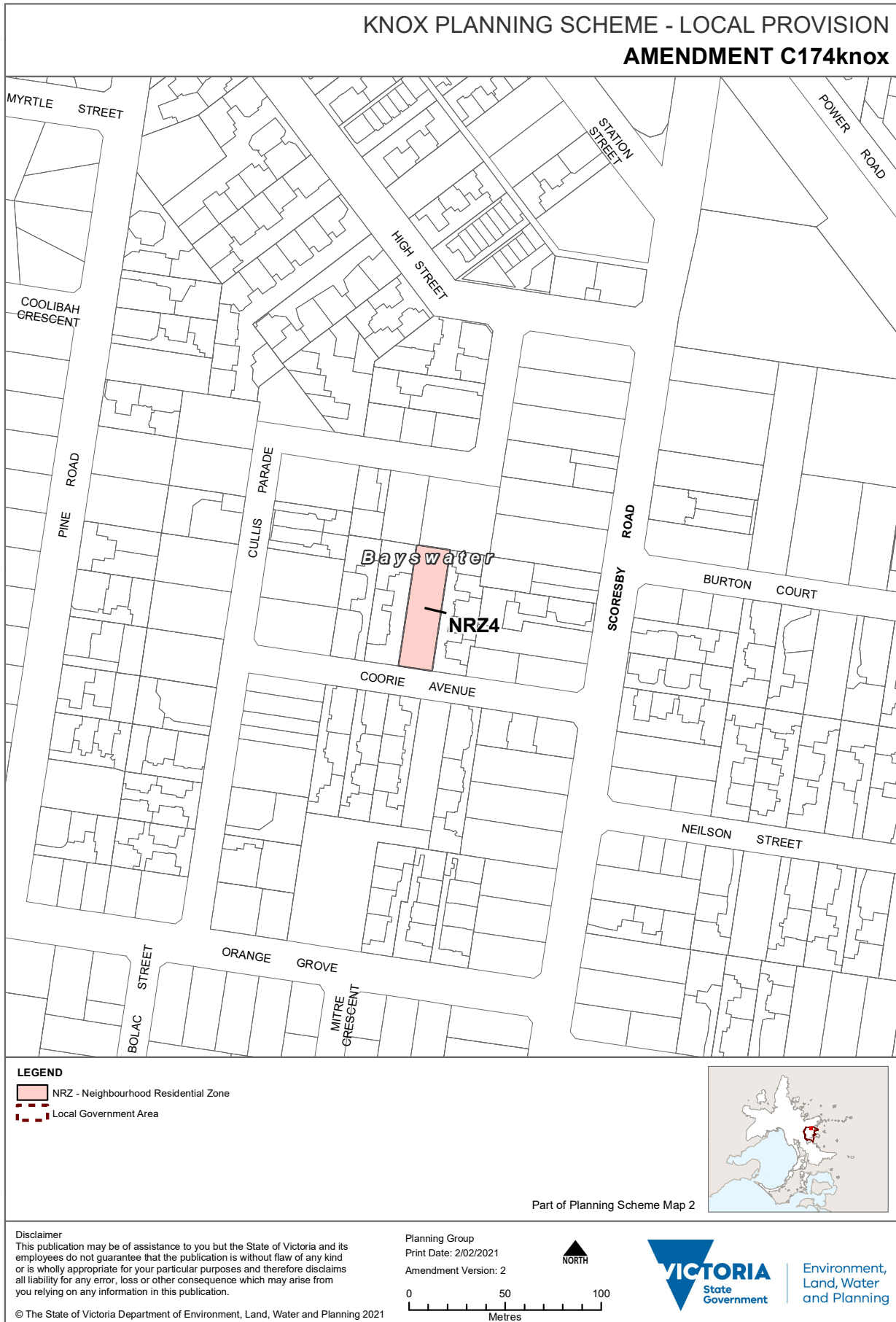
Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 3 attached map sheets.

Zoning Maps

1. Amend Planning Scheme Map Nos. 02ZN, 05ZN and 06ZN in the manner shown on the three attached maps marked "Knox Planning Scheme, Amendment C174knox".

OFFICIAL





KNOX PLANNING SCHEME - LOCAL PROVISION AMENDMENT C174knox



LEGEND

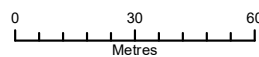
- NRZ - Neighbourhood Residential Zone
- Local Government Area



Part of Planning Scheme Map 6

Disclaimer
This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

Planning Group
Print Date: 2/02/2021
Amendment Version: 2



Environment,
Land, Water
and Planning

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7 Public Question Time

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

8 Infrastructure Officers' Reports for consideration

Nil

9 Connected Communities Officers' Reports for consideration

9.1 Minor Grants Program 2021-22 Monthly Report

SUMMARY: Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in January 2022 for the 2021-22 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000 within the current financial year.

RECOMMENDATION

That Council:

1. Approve two Minor Grant applications for a total of \$4,680.00, as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Ferntree Gully Footballers Cricket Club	Junior Cricket Equipment and COVID Relief for Juniors' Fees	\$3,000.00	\$3,000.00
Boronia Soccer Club	Ground Marking	\$1,680.00	\$1,680.00
TOTAL		\$4,680.00	\$4,680.00

2. Refuse one Minor Grant application requesting \$3000, as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Refusal
Digambar Jain Sansthan Melbourne	Relocation and Connection of Water Meter	\$3,000.00	Clause 6.22 – for items normally part of a reasonable operating budget for the applicant organisation (e.g., salaries, rental, maintenance, utilities, insurance etc.) unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration.

3. Note that inclusive of the above recommended grants, totalling \$4,680.00, a total of \$115,503.30 has been awarded to date under the 2021-22 Minor Grants Program supporting 53 community-based organisations and their programs.

1. INTRODUCTION

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objective of the Minor Grants Program is to be an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

It operates under the principles of other Knox Council grants programs to ensure:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Minor Grants Program Policy (updated and approved in April 2020) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Policy, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

2. DISCUSSION

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Policy.

Three complete grant applications were received since the Council Meeting on 20 December 2021, requesting grants totalling \$7,680.00. Two applicant groups are eligible for the grant amounts requested as follows:

- Ferntree Gully Footballers Cricket Club is seeking \$3000 to enable subsidised fees for 24 junior players and to purchase junior equipment. The Club's revenue stream has been impacted by COVID and the Club has identified families who are struggling to cover costs of junior sport participation due to impacted personal finances and employment.
- Boronia Soccer Club is requesting \$1,680 to cover costs of line marking for various player age levels on seven pitches. This task is usually done by volunteers but numbers are impacted by COVID-19 and those remaining need a break.

The third application is from Digambar Jain Sansthan Melbourne seeking \$3,000 to assist with the cost of relocating a water main and mains connection on the organisation's site in Rowville. The site is to be developed for a future community centre for members of the Jain faith community. This project has been assessed to be primarily a utility maintenance cost under Clause 6.22 of the Minor Grants Program Policy and as such is not eligible.

Application details are provided in Attachment 1.

3. CONSULTATION

Consultation is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

The Policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL / AMENITY CONSIDERATIONS

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of Minor Grants is managed within Council's adopted budget. The 2021-2022 budget provides \$193,729 for the Minor Grants Program (comprising the annual allocation of \$150,582 plus an additional \$43,147 carried forward from the 2020-21 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the January period total \$4,680.00. If approved as recommended, the remaining Minor Grants budget for 2021-2022 will total \$81,016.00 before GST adjustments.

7. SOCIAL IMPLICATIONS

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

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

Opportunity & Innovation

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

Neighbourhoods, Housing & Infrastructure

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

Connection, Resilience & Wellbeing

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

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: Director Connected Communities, Tanya Scicluna

Attachments

1. ATTACHMENT 1 - Minor Grants Applications - January - 2022-01-31 [9.1.1 - 17 pages]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 85- MGP - 2021-22 From Digamber Jain Sansthan Melbourne
 Form Submitted 10 Dec 2021, 5:01pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Digamber Jain Sansthan Melbourne

Organisation Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 85- MGP - 2021-22 From Digamber Jain Sansthan Melbourne
 Form Submitted 10 Dec 2021, 5:01pm AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

Address, Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[REDACTED]

Must be an Australian phone number.

Email *

[REDACTED]

Email address.

Please provide your ABN

21 910 187 011

Information from the Australian Business Register	
ABN	21 910 187 011
Entity name	Digamber Jain Sansthan Melbourne Inc.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3175 VIC
<i>Information retrieved at 4:32am yesterday</i>	

Must be an ABN.

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

Is your organisation Incorporated? * Yes No

If No please provide details of Auspice below

Incorporation Details**Please provide your Incorporated number**

A0101796W

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 85- MGP - 2021-22 From Digamber Jain Sansthan Melbourne
 Form Submitted 10 Dec 2021, 5:01pm AEDT

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

DJSM Water Meter relocation

Project Start Date *

24/01/2022

Must be a date.

Project End Date *

30/06/2022

Must be a date.

(a) Briefly describe details of the request: *

New Water Meter connection. The existing water meter is from back property and needs to be relocated to the front side of the property as directed by SEW.

The project involves tapping into main line at front of the property, connect the line to the property and disconnecting from back meter.

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

Background:

The existing meter is provisioned at the rear of the property and sits on our rear neighbour's land and its pipelines trespass through their property too. The neighbour doesn't have their own meter yet and uses water from this connection too sometimes. This is also seen as a roadblock in the further development of the centre as the neighbour intends to develop their land too and would cause disruptions to our water connection when digging. This has also led to conflict upto some extent. There is a water connection available in front of the property which could reduce the conflict and pave the way for community centre to receive unhindered water access.

Benefits:

DJSM's plan was and is to develop and establish a community centre at the land when the property was purchased. The aim of this centre is to provide guidance to community members for a better spiritual and mental well being along with promoting vegetarianism and abstinence from alcohol guiding towards a better way of living. As the popularity of the centre grows, we expect more families to relocate nearby in the Knox Council area and seek employment opportunities too. In fact, we have seen more families already shifting or planning to shift. Having recently read the community guidelines of the Council, we believe our aims very well complement/align with the guidelines and these small projects will help us establish the centre faster contributing to the overall betterment of its residents.

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

300

Must be a number

How many of the above are Knox residents? *

100

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 85- MGP - 2021-22 From Digamber Jain Sansthan Melbourne
 Form Submitted 10 Dec 2021, 5:01pm AEDT

Must be a number

BUDGET

*** indicates a required field**

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

\$4,050.00

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	\$
Tap into main line and connect to the property	\$3,740.00
Connection Application fee	\$110.00
In kind contribution for coordination	\$200.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$4,050.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Water Meter Connection Quote.pdf

File size: 346.0 kB

Other Grant Funding

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 85- MGP - 2021-22 From Digamber Jain Sansthan Melbourne
Form Submitted 10 Dec 2021, 5:01pm AEDT

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: DJSM Insurance.pdf
File size: 262.1 kB

Public Liability Expiry Date *

11/02/2022
Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: DJSM Certificate of Inc.pdf
File size: 119.6 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

10/12/2021
Must be a date.

Privacy Statement

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 85- MGP - 2021-22 From Digamber Jain Sansthan Melbourne
Form Submitted 10 Dec 2021, 5:01pm AEDT

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 90- MGP - 2021-22 From Boronia Soccer Club
 Form Submitted 13 Jan 2022, 2:02pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

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\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Boronia Soccer Club

Organisation Address *

[REDACTED]

e, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 90- MGP - 2021-22 From Boronia Soccer Club
 Form Submitted 13 Jan 2022, 2:02pm AEDT

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Phone Number

[REDACTED]

Australian phone number.

Mobile Phone Number *

[REDACTED]

Australian phone number.

Email *

[REDACTED]

S.

Please provide your ABN

12 072 813 501

Information from the Australian Business Register	
ABN	12 072 813 501
Entity name	Boronia Soccer Club
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3156 VIC
<i>Information retrieved at 6:17am yesterday</i>	

Must be an ABN.

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

Is your organisation Incorporated? * Yes No

If No please provide details of Auspice below

Incorporation Details**Please provide your Incorporated number**

A0096561

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 90- MGP - 2021-22 From Boronia Soccer Club
 Form Submitted 13 Jan 2022, 2:02pm AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Ground Marking

Project Start Date *

15/03/2022

Must be a date.

Project End Date *

30/09/2022

Must be a date.

(a) Briefly describe details of the request: *

Funding to assist with both initial marking of soccer pitches x 6 together with limited re marking. With Covid 19 we have found it increasingly difficult to find volunteers to undertake the time consuming not to mention physically challenging undertaking of initial marking/set up. Whilst majority of remarking will be undertaken by club members we are seeking support for additional re marking to enable professional finish & give volunteers a break

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

training & playing of soccer games by male & females from U7 through to masters including 50+

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

500

Must be a number

How many of the above are Knox residents? *

130

Must be a number

BUDGET

*** indicates a required field**

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

\$1,680.00

Must be a dollar amount.

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

(c) What amount is being requested? *

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\$1,680.00

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	\$
intial marking of ground	\$720.00
re mark of intial markings	\$960.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,680.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: boronia soccer club pitch marking&remark22.pdf
 File size: 65.9 kB

Filename: miniroospitchmarking.jpg
 File size: 259.6 kB

Filename: pitchmarkout&remark.jpg
 File size: 300.0 kB

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

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Application 90- MGP - 2021-22 From Boronia Soccer Club
Form Submitted 13 Jan 2022, 2:02pm AEDT

Evidence of current Public Liability Insurance must be supplied *

Filename: certificate-of-currency-2022.pdf
File size: 131.7 kB

Public Liability Expiry Date *

31/12/2022
Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: certificateofincorsoccer.jpg
File size: 99.8 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

nisation) *

[REDACTED]

Declaration Date *

08/12/2021
Must be a date.

Privacy Statement

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 92- MGP - 2021-22 From Ferntree Gully Footballers Cricket Club
 Form Submitted 12 Jan 2022, 3:56pm AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken.

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Ferntree Gully Footballers Cricket Club

Organisation Address *

[REDACTED]

Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 92- MGP - 2021-22 From Ferntree Gully Footballers Cricket Club
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Contact Name

[Redacted]

Project Contact Address *

[Redacted]

Province, Postcode, and Country are required.

Phone Number

Must be an Australian phone number.

Mobile Phone Number *

[Redacted]

Australian phone number.

Email *

[Redacted]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	
Main business location	

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

A0005236X

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 92- MGP - 2021-22 From Ferntree Gully Footballers Cricket Club
 Form Submitted 12 Jan 2022, 3:56pm AEDT

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Junior Cricket Equipment and Covid Relief for Junior fees

Project Start Date *

01/02/2022

Must be a date.

Project End Date *

01/12/2022

Must be a date.

(a) Briefly describe details of the request: *

Ferntree Gully Footballers Cricket Club is looking to make junior cricket more accessible and affordable for the families of Knox and to purchase some additional equipment to increase playing amenity and lessen costs for new and per-existing junior players.

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

We have identified that many families are struggling with the costs associated with junior sports as a result of Covid impacting personal finances and employment security.

We are seeking to assist by subsidizing the player fee costs for junior players and their families, and to purchase some shared playing equipment to lessen the cost burden for families and new players.

Due to the impact of Covid on our Club's revenue stream in the last 18 months, we are unable to absorb these costs without Council assistance. The benefits of this project are multifaceted and will assist families in Knox to participate in junior sport without the concern of children missing out due to costs.

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

48

Must be a number

How many of the above are Knox residents? *

48

Must be a number

BUDGET

*** indicates a required field**

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

\$3,000.00

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 92- MGP - 2021-22 From Ferntree Gully Footballers Cricket Club
 Form Submitted 12 Jan 2022, 3:56pm AEDT

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	\$
Junior Player Fee Subsidy	\$2,600.00
Junior Player Shared Equipment	\$400.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,000.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: image0(3).jpeg
 File size: 131.8 kB

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 92- MGP - 2021-22 From Ferntree Gully Footballers Cricket Club
Form Submitted 12 Jan 2022, 3:56pm AEDT

Filename: Footballers_Insurance _ Certificate of currency_30.09.2021.pdf
File size: 110.7 kB

Public Liability Expiry Date *
30/06/2022
Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: FTG Footballers Junior Fee Subsidization Plan.docx
File size: 13.2 kB

Filename: image0(4).jpeg
File size: 39.7 kB

DECLARATION

*** indicates a required field**

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

organisation) *

[REDACTED]

Declaration Date *

15/12/2021
Must be a date.

Privacy Statement

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
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Form Submitted 12 Jan 2022, 3:56pm AEDT

9.2 Recruitment and Annual Report Knox Youth Advisory Committee

SUMMARY: Team Leader Youth Participation and Counselling, Katie Scott

The Youth Advisory Committee (YAC) is an advisory committee to Council with the purpose of providing an opportunity for young people to have a voice and to assist Council with its community engagement processes.

This report presents recommendations for the appointment of 13 youth members to the Youth Advisory Committee for 2022, as well as providing an overview of the YAC achievements for 2021, as per the requirements of the current Terms of Reference.

RECOMMENDATION

That Council:

- 1. Appoint the following applicants to the Youth Advisory Committee 2022, as presented in Confidential Attachment 1.**

Name	Category	New Application or Re-Applying Member

- 2. Note the achievements of the Youth Advisory Committee for 2021**
- 3. Thank the outgoing members of the Youth Advisory Committee for their valuable contribution during 2021.**

1. INTRODUCTION

The Youth Advisory Committee (YAC) provides advice to Council concerning issues that affect the lives and well-being of young people in Knox.

The aim of the YAC is to:

- Provide the opportunity for young people to give their ideas and opinions relating to the development of Council's strategic plans and policies;
- Engage in discussion regarding issues that affect young people. These issues will be determined by Council in cooperation with the Committee;
- Participate in the consideration of strategic Council documents, plans and activities;
- Provide input into Council's processes relating to young people where requested (i.e., provide feedback regarding projects to be considered by Council that have an impact on young people); and
- Provide opportunities to develop leadership skills and experience for young people.

This year, 11 meetings have been held covering a wide range of topics, with all but one meeting occurring online via Zoom. Attendance has been good and engagement by YAC members has been high. Feedback received throughout 2021, has been positive and members have provided valuable feedback to Council officers on the inclusion of youth voice into a range of plans, activities and programs.

2. DISCUSSION

2.1 Membership Selection Process for 2022

In November 2021, an extensive recruitment campaign was undertaken to call for applications for vacant positions for the YAC in 2022. Advertising was delivered through social media, including utilising the purchase of targeted Facebook advertising. Applications were also promoted through local schools and alternative education settings, as well as through the Youth Service Providers Network. Applications were submitted online, making them easily accessible to young people.

In total, 13 applications were received. Applications were received in the following categories:

- Young people 12-18 years – five applications.
- Young people 18-25 years – eight applications.
- Community representatives (any age) – nought applications.

As per the Committee's Terms of Reference, members in their second year of membership in 2021 were required to re-apply for membership if they wish to continue. Their applications have been assessed alongside new applications, and have been included in Confidential Attachment 1.

The applications for members to the YAC were assessed by a panel consisting of Councillor Marcia Timmers-Leitch, Councillor Lisa Cooper and two Council officers. Applications were assessed based upon the applicant's interest, knowledge and expertise relating to youth and community issues.

2.2 YAC Membership Recommendations for 2022

The Panel was unanimous in its recommendations of the 13 youth representatives for appointment to the YAC for the 2022 calendar year (see Confidential Attachment 1 for applicant details). Note that all recommended applicants over the age of 18 must complete a successful police check before they can commence their volunteering role as per Councils Volunteer Policy. It is worth noting that the panel was impressed with the extremely high caliber of applicants this year and commends all applicants for their considered and thorough applications.

2.3 YAC Highlights and Achievements for 2021

2.3.1 Meeting Highlights and Achievements

2021 continued to pose extensive challenges for all forms of direct service delivery at Council, including continuing to meaningfully and successfully engage with Council's formal advisory committees. Building on the successful online delivery of the YAC in 2020, Youth Services continued to utilise Zoom as the best platform for engagement of young people. Young people's engagement in the YAC remained high throughout 2021, even when the effect of Zoom fatigue was experienced and schools and universities had returned to face-to-face engagement.

In 2021, the YAC met for 11 formal meetings, once per month excluding January and February, and twice in March, and during these meetings engaged with ten different consultations. These consultations focused on the following topics:

- Skate Park Mural (Cultural Services);
- Life Skills Webinars for young people (Youth Services);
- Climate Response Plan (City Futures);
- Community and Council Plan (2 separate consultations) (City Strategy);
- Emergency Management update (Emergency Management);
- Boronia Revitalisation Project (Boronia Revitalisation Board);
- Move your way physical activity program (Community Wellbeing);
- Boronia Pop Up Events Program (City Futures);
- Youth Advisory Committee Terms of Reference review and general feedback session (Youth Services); and
- Intergenerational Project Ideas (Community Access and Support).

During our July meeting lead by the Boronia Revitalisation Board, the YAC invited Jackson Taylor MP, Youth Advisory Committee and students from Boronia K-12 College to join them to enable a wider youth voice to contribute the Boronia Revitalisation Board projects.

In addition to these formal YAC meetings, one additional meeting opportunity was provided to the YAC. This was held in February and was focused on supporting the young people to get to know each other before the formal committee meetings commenced.

The young people were highly engaged in the consultations and their feedback was reported as extremely valuable.

2.3.2 Feedback From the 2021 Committee Members

This year feedback was sought from the YAC members in an informal way via an online Zoom meeting. Overall, the YAC members were extremely positive about their experience on the YAC during 2021. There was discussion about the general "online fatigue" that YAC members were experiencing (the feedback session was held in October), and an overwhelming desire to return to face-to-face meetings. There was also some concerns expressed regarding the difficulty in truly getting to know fellow YAC members when engaging online – due to the lack of private conversation and networking time.

Images 1 and 2 below summarise the positive feedback from the 2021 YAC members.

Image 1: What is one word you would use to describe the YAC?

What is one word you would use to describe the YAC?

Mentimeter



23

Image 2: What has been your favourite thing about the YAC?

What has been your favourite thing about the YAC?

Mentimeter



18

Some suggestions about how to improve meetings in 2022, was to build some general social interaction time into each meeting and include more “getting to know you” activities. It was also suggested that there could be some additional sessions offered as informal catch-ups to allow for more social connection to be created between the YAC members. Should the formal YAC meetings be able to return face-to-face in 2022, there was the suggestion that these informal additional sessions may be able to be held online.

2.3.3 Plans for 2022

Based on the consideration of the feedback received by the 2021 YAC members, some improvements will be made in 2022. These include:

- Providing targeted getting to know you activities and interactions to support the young people to develop stronger social connections with each other;

- Supporting YAC members to continue to engage with similar youth groups and committees across the region for knowledge-sharing and possible collaboration; and
- Exploring the possibility of a youth group focused action group, whether as part of the Youth Advisory Committee or a separate group.

In addition to these improvements, the Committee will continue to meet monthly for 1.5 hours, with the overwhelming preference to return to face-to-face meetings in 2022.

3. CONSULTATION

The recruitment and promotion process was developed in consultation with young people and Councillors as part of the consultation process undertaken to review the Terms of Reference in 2021.

The topics discussed throughout 2021 were identified through a combination of youth consultation and Councillor and Council officer identified priorities.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021-2031.

Implementation of the recommendation will positively impact on Council's Net Zero 2030 target by:

- The YAC will move to eliminate the use of single use plastics at its meetings.
- Ensure, where practicable, that meeting locations will be accessible by public transport.
- Agendas and minutes will be distributed only in electronic form, unless a hardcopy is required to ensure accessibility for members.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental/amenity issues directly associated with this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The annual direct cost of the YAC for 2021 was approximately \$500 per annum and 0.3 EFT for administrative support to the Advisory Committee. This is funded within Council's annual Youth Services operational budget. Note this is a significant reduction in the usual cost due to the shift to online meetings, negating the need to provide catering.

7. SOCIAL IMPLICATIONS

Council recognises the importance of effective engagement with young people and supporting young people's own leadership and skills development.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

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: Team Leader Youth Participation and Support, Katie Scott

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

Confidential Attachment 1 is circulated under separate cover

9.3 Community Partnership Fund Evaluation

SUMMARY: Community Partnerships Officer, Deb Robert

The Community Partnership Funding (CPF) Program assists locally based community organisations with operational costs to enable them to provide welfare, wellbeing and volunteer support to the Knox community. A key focus and legacy of the CPF Program has been the support of locally focussed services in Knox.

An evaluation of the current CPF Program has been undertaken to review the relevance of the current funding streams and their respective objectives, and to identify opportunities for improvement in the funding framework for the 2022-2026 period.

The review recommends that the CPF Program be maintained, with some minor changes, as a valued and valuable means of assisting key not-for-profit organisations to partner with Council in delivering community objectives, as identified in the current Council Plan, whilst continuing to respond to emerging social issues in Knox.

The most significant change proposed is the inclusion of a new funding stream to support the operating costs of the volunteer-run Knox & District Toy Library.

RECOMMENDATION

That Council:

- 1. Accept the outcomes of the Community Partnership Funding evaluation for 2018-2022;**
- 2. Approve the proposed framework for 2022-2026 Community Partnership Funding round incorporating the inclusion of an additional funding stream for an inclusive library service for early childhood toys, games and play equipment; and**
- 3. Undertake a mid-round review to consider the inclusion of a grants stream for large community-initiated events open to the whole Knox community.**

1. INTRODUCTION

The Community Partnership Funding (CPF) Program has evolved from longstanding Council commitments to assist with the operational costs of local services providing welfare, wellbeing and volunteer support across the Knox community. A key focus and legacy of the CPF Program has been to facilitate the maintenance of locally focussed services in Knox.

The CPF Program is the most substantial of Council's various grant streams with a total allocation in 2020-2021 of \$733,609 distributed amongst 20 locally based not-for-profit organisations.

This investment in social outcomes reflects Council's strategic objectives and community partnerships that aim to benefit the Knox community.

The CPF Program Policy (Attachment 1), updated in 2020, specifies that:

- Council will call for submissions for Community Partnership Funding every four years to provide transparency and the potential for contestability where appropriate (Clause 6.2); and

- Council will determine the four-year round of funding categories on the basis of the Knox Community and Council Plan priorities and in response to identified service needs for the Knox community (CI 6.9).

An evaluation of the current CPF Program has been undertaken to review the relevance of the current funding streams and their respective objectives, and to identify opportunities for improvement in the funding framework for the 2022-2026 period.

In summary, the review recommends that the Program be maintained as a valued and valuable means of assisting key not-for profit organisations to partner with Council in delivering community objectives and respond to emerging social issues in Knox.

2. DISCUSSION

2.1 Current Community Partnership Funding (CPF) Program Framework

The CPF Program supports the provision of free and low-cost services that are accessible to any resident in Knox; and strengthens Council's commitment to effective partnerships with key service providers in Knox.

The key service providers are represented in five funding streams of the CPF Program, including:

- Specialist family and individual support services (Contested);
- Volunteer Resource Centre (Contested);
- Preservation and promotion of the history of Knox (Contested);
- Knox Learning Alliance Neighbourhood Houses (Non-Contested); and
- Volunteer Based Emergency Services - Knox CFAs and Knox SES (Non-Contested).

Further details of the 2018-2022 objectives for each of the funding streams are documented in the current Community Partnership Funding Guidelines (Attachment 2).

The CPF Program was reviewed and rebranded in 2018 to shift the focus of the Program from funder to partner, and to strengthen Council's relationship with funded organisations. This was in part to acknowledge the investment of local organisations in contributing to agreed social outcomes for the Knox community.

Council subsequently reviewed the Volunteer Based Emergency Services funding stream in 2020 in the context of the changed State Government funding model and resolved to continue support for local volunteer contribution.

The funding allocation for the 2020-2021 financial year is \$733,609, distributed to 20 locally based not-for-profit organisations, as follows:

Funded Agency	Funding Category	Funding Amount – 2021-2022
Contested Funding Stream – Specialist Family and Individual Support Services		
EACH	Counselling	\$133,939.00
EACH	Financial Counselling	\$103,549.00
Eastern Community Legal Centre	Legal Services and Advocacy	\$28,475.00
Knox Infolink	Welfare Support and Emergency Relief	\$159,825.00
Contested Funding Stream – Volunteer Resource Centre		
Volunteer for Knox	Contribution to the Coordination of a Volunteer Resource Centre	\$135,062.00
Contested Funding Stream – Preservation and Promotion of the History of Knox		
Knox Historical Society	Contribution to the Provision of a Local History Collection and Resource Centre	\$11,254.00
Non-Contested – Knox Learning Alliance		
Coonara Community House	Contribution to the Operation of the Five Community Houses Within Knox	\$18,043.00
Mountain District Learning Centre		\$18,043.00
Orana Neighbourhood House		\$18,043.00
Rowville Neighbourhood Learning Centre		\$18,043.00
The Basin Community House		\$18,043.00
Non-Contested – Volunteer Based Emergency Services		
CFA Donation – Boronia	Contribution to the Recognition and Support of Volunteers in Rescue and Emergency Services	\$7,013.00
CFA Donation – Bayswater		\$7,013.00
CFA Donation – Ferntree Gully		\$7,013.00
CFA Donation – Rowville		\$7,013.00
CFA Donation – Scoresby		\$7,013.00
CFA Donation – The Basin		\$7,013.00
CFA Donation – Upper Ferntree Gully		\$7,013.00
Knox Fire Brigades Group		\$7,013.00
SES Knox		\$22,519.00

2.2 CPF Program 2018-2022 Evaluation Process and Outcomes

Council's focus for the Program addresses five elements:

- Stronger partnerships with recipients for more strategic collaborative advocacy;
- Create capacity to extend and further develop connections between Council and funded organisations;
- Contribute to delivery of important social services for Knox residents;
- Scheduled training and networks/mentoring opportunities; and
- Collection and analysis of program data to inform Council's planning.

These elements have been reflected in the funding objectives and performance measures for each of the funded organisations and the basis for regular discussion with funding recipients over the funding period.

2.2.1 Process

The evaluation of the 2018-2022 CPF Program considered:

- Documented benefits of the CPF for the Knox community to date;
- Emerging issues and service gaps; and
- Opportunities for improvement.

The evaluation has been based on:

- A review of acquittal documents, program reporting and service case studies for the previous 3 years;
- Engagement with internal and external stakeholders;
- A desktop scan of the funding environments; and
- Outcomes relevant to Community and Council Plan 2017-21.

The evaluation has taken into account key assumptions:

- a) Council maintains in-principle support for the current approach and budget; and
- b) The COVID-19 Pandemic has impacted local community needs, community organisations and funding sources.

2.2.2 Outcomes

All funding objectives and obligations have been met despite the impact on most direct service delivery due to COVID-19 Pandemic restrictions over the last 18 months. The impact of the Pandemic on the Knox community has highlighted the value of the partnership focus of the CPF Program in facilitating community support and recovery post-Pandemic.

During this time, all organisations have maintained connection with their clients, members/volunteers and with Council in good faith and commitment to the broader community interest.

The counselling services currently delivered by Eastern Access Community Health (EACH), financial and Prompt Response generalist, continue to be important elements in the post-COVID-19 Pandemic recovery, particularly in responding to the residual impacts of financial stresses, poor mental health and housing pressures in the Knox community.

The Eastern Community Legal Centre (ECLC) has been an active partner with Council in many initiatives, most recently in family violence prevention initiatives as well as early intervention and education strategies for early years' services and in combating elder abuse, particularly in different cultural groups.

Knox Infolink has been one of the few local services to remain physically open to Knox community members in need during the Pandemic lockdown. While many local homeless clients had been placed in hotel/motel accommodation, other clients emerged as the impact of COVID-19 was felt by households that had not previously sought help before. Knox Infolink has a key role in leading the Knox Emergency Relief Network and was a conduit for increased emergency relief funding to Knox from the Commonwealth through its membership in the Community Information and Support Victoria consortium.

Volunteer for Knox works in parallel with Council's internal volunteer management framework to support and build the capacity of community-based volunteer managers in Knox and promote volunteering. It has built an ongoing relationship with Westfield to utilise a community space within the shopping centre as a focus for promoting volunteering and recognition of volunteers in Knox. Volunteer for Knox was an early initiator of online training for Zoom to assist volunteer-based groups to stay connected during the COVID-19 Pandemic and has been offering online engagement, recruitment and training of volunteers while facilitating inclusion and upskilling of volunteers with online access or limited digital literacy.

The Knox Historical Society, funded in the preservation and promotion of history of Knox stream, continues to maintain archives of the Knox community's development and provide information and resources about European settlement in the Knox area. The volunteer Committee and members have been restricted in their cataloguing and community education activities over the last 18 months due to the Pandemic, however, have maintained the archive materials in their storage facility and continued to undertake individual research on local history.

The Knox Learning Alliance, being the five neighbourhood/community houses in Knox, has a broad reach across the municipality. They have been limited in their community activities during the Pandemic but have endeavoured to maintain online learning and social networks. They have also been part of the collaborative support network for various community meals initiatives by emergency relief services and the phone outreach to socially isolated residents, and volunteers stuck at home. The CPF Program allocation to each House adds value to base-level State Government funding to enable community development and volunteer coordination.

Volunteer Based Emergency Services, namely the seven local CFA brigades, the Knox Group of Brigades and the SES Knox Unit, are supported to acknowledge local volunteer effort and the contribution made in the Knox community in emergency services. Their community engagement and education efforts have been challenged by COVID-19 Pandemic restrictions, however, these groups will continue to have a significant role in contributing to community awareness and resilience in response to bushfire, extreme weather events and local disasters and accidents.

A summary table of CPF Program outcomes is provided in Attachment 3.

2.2.3 Benefits of the CPF Program to the Knox Community Over 2018-2021

The engagement with stakeholders and funding recipients identified that a key benefit of the CPF Program is the support for Knox-based services that ensure locally accessible services for residents. It was felt that there is a sense of ownership, pride and connection with locally based services and this can lead to a more connected, cohesive and engaged community.

The four-year funding model provides organisations with certainty and enables capacity to plan, collaborate and engage with the local community. It is seen as a reflection of Council's commitment to volunteers and volunteer effort in Knox, and the value of the direct community connection and reach of locally based organisations.

The CPF Program addresses local disadvantage and local concerns with prompt and responsive services, particularly programs and services that Council cannot deliver as effectively. It fosters ongoing and deeper relationships between Council and funded agencies, facilitating delivery of upstream and primary prevention activities for fire safety and prevention, financial literacy, legal education, family violence, mental health first aid, elder abuse. It also supports the capacity of local organisations to participate in Council advisory and engagement structures.

The case studies and examples of feedback provided in annual funding acquittal reports also provide evidence of the benefits to individuals and to the Knox community in Attachment 4.

2.2.4 Emerging Issues and Service Gaps

The impact of the COVID-19 Pandemic since March 2020 has been a major disruptor to all services and programs one way or another and it has exacerbated many of the social issues that had been evident prior to the pandemic.

Stakeholders agreed that the complexity of issues experienced by people presenting at services had been increasing prior to COVID but recent trends in social isolation and loneliness, anxiety and family violence have escalated. It is anticipated that there will be a "long tail" of COVID-19 given the impact on very young children and young people with disrupted social, emotional and educational development, financial impacts over the last 18 months.

There was recognition of some positive consequences from the Pandemic, notably the impetus for new ideas and innovation and the need to be flexible and creative.

The changing community demographics and increasing cultural diversity was noted, in particular refugees and asylum seeker communities building connections in Knox. This is indicative of the challenges for organisations to keep fresh and relevant in how they present to, and represent, the local community.

The impact of changing technologies has been highlighted by the Pandemic, particularly for residents with poor access to online services and/or limited digital literacy. The shift to online platforms and tech-based communication and engagement is leaving some residents behind.

There has been a mixed impact on volunteering with generational change in expectations and level of commitment. However, the COVID-19 Pandemic has also inspired volunteer effort and enabled new types of online options for volunteers to participate.

Funded programs are increasingly required to provide wraparound care and there was agreement that local organisations can mitigate the complexities that people are experiencing with genuine engagement and connection. Services expressed increasing concern for carers, many who may not identify as such, but whose health and financial security are under pressure as a result of their caring responsibilities, particularly older women and grandparents.

The increasing community recognition of First Nations history and the need for truth telling, healing and cultural safety was identified as a service gap in the CPF Program.

Council was recognised as more purposefully activating engagement with community organisations across Council, through strategic planning initiatives, advisory committees and

networks, and place-based relationships. It was noted that there is improved capacity in Council to support community and volunteer-led activity.

The implications of changing priorities by Commonwealth and State were reflected on, particularly in relation to recent enquiries such as the Victorian Royal Commission into Mental Health and targeted funding for family violence and emergency relief sectors.

2.2.5 Opportunities for Improvement

The CPF Program review stakeholder engagement sessions identified the potential to enhance the partnership approach by convening regular (bi-annual) meetings with all recipients and relevant internal staff. This will facilitate broader collaboration and the opportunity to refine or refocus activities within the funded framework to respond to changing needs.

There is also value in improved sharing of relevant program data and case studies.

The CPF Program 2022-2026 should incorporate improved clarification on expectations for supporting diversity and inclusion, in particular the recognition of First Nations culture and cultural safety.

Consideration was given to the relationship between the CPF Program and Council's other grant programs, specifically the Community Development Fund (CDF) and how regular grant categories or specific recipients can be incorporated into the CPF Program.

This was raised in relation to recurrent funding for community-initiated events and it is proposed that this be further investigated in the post-COVID-19 Pandemic recovery phase to assess whether the CPF Program may provide an appropriate funding framework for specific events.

The other grant category was the Knox Toy Library which has received various CDF and Minor Grants from Council for many years, often to fund new initiatives but more recently to support some core operational costs.

The Knox and District Toy Library is a volunteer-based organisation providing a service for Knox families for some 40 years. Recently, membership fees have been able to support a part-time coordinator position to facilitate membership activities and the lending functions of the service, assisted by volunteer members.

The COVID-19 Pandemic has impacted membership activities including fundraising, as it did for many community groups, and highlighted the vulnerability of the Toy Library as an important access point for literacy and play resources.

Access to a four-year funding stream through the CPF Program would enable the Toy Library to reinstate its part-time coordinator while rebuilding its membership and profile as well as reengaging with community events such as the Knox Festival and address a much-needed support gap in the community.

2.3 Proposed CPF Program Framework for 2022-2026

2.3.1 Rationale

The proposed funding framework for 2022-2026 builds on the key criteria of the existing program, namely that the CPF Program:

- Supports services that are generic and accessible to any resident in Knox City Council;
- Supports the provision of free to low-cost services in Knox; and

- Strengthens Council's commitment to effective partnerships with key service providers in Knox.

It is proposed that the CPF Program retains the four-year funding model (with annual funding acquittal and partnership reporting) to facilitate the capacity of local organisations for strategic planning and adaptability that longer term funding provides for community-based organisations.

It is recommended that the focus of CPF Program funding streams principally remain the same, to maintain a focus on the social impacts of the COVID-19 Pandemic, namely mental health, social isolation, family/individual financial health and other existing vulnerabilities like digital literacy and food insecurity.

The CPF Program reflects the partnership focus of the Council Plan 2021-2025 to deliver the aspirations identified by the Knox community.

2.3.2 Funding Streams

The current funding streams aligned with priorities that arose from the previous Council and Community Plan and are still relevant for the current Council Plan. The objectives of these streams target issues that are of continuing relevance, particularly in the wake and recovery phase of the COVID-19 Pandemic.

The various CPF Program partnerships with local organisations have been significant for community resilience and recovery and have the strategic focus to adapt and respond to emerging issues in the community.

Proposed Funding Streams	Council Plan 2021-2025
Contested Funding Streams	
Specialist Family and Individual Support Services <ul style="list-style-type: none"> • Financial counselling • Prompt response general counselling • Legal service, advocacy and community education • Welfare support –advice, referral and emergency relief 	<ul style="list-style-type: none"> • Connection, Resilience and Wellbeing (support our community to improve their physical, mental and social health and wellbeing).
Contested Funding Streams	
Volunteer Resource Centre	<ul style="list-style-type: none"> • Opportunity and Innovation (skills development and lifelong learning). • Connection, Resilience and Wellbeing (foster inclusivity, equality, belonging and safety within the community).
Preservation and Promotion of the History of Knox	<ul style="list-style-type: none"> • Connection, Resilience and Wellbeing (foster inclusivity, equality, belonging and safety within the community).
Non-Contested Funding Streams	
Volunteer Based Emergency Services	<ul style="list-style-type: none"> • Connection, Resilience and Wellbeing (support the community to identify and lead community

Proposed Funding Streams	Council Plan 2021-2025
(SES and CFA)	strengthening initiatives).
Knox Learning Alliance (Five Knox Neighbourhood Houses/Learning Centres)	<ul style="list-style-type: none"> • Opportunity and Innovation (skills development and lifelong learning). • Connection, Resilience and Wellbeing (support our community to improve their physical, mental and social health and wellbeing).
Toy Library Service for Early Childhood Toys, Games and Play Equipment (Proposed New Stream) (Knox & District Toy Library)	<ul style="list-style-type: none"> • Opportunity and Innovation (lifelong learning). • Natural Environment and Sustainability (encourage community to reduce waste). • Connection, Resilience and Wellbeing (foster inclusivity, equality, belonging and safety within the community).

Proposed changes for the 2022-26 funding period are:

1. The financial counselling objective to be refocused to prioritise budgeting support and financial literacy as a local strategy for early intervention;
2. The preservation and promotion of the history of Knox to incorporate recognition of First Nations Cultural Heritage, with an objective to identify existing local documents, artefacts and records that may be of relevance and significance for First Nations organisations and community; and
3. One additional funding stream:
 - An inclusive library service for early childhood toys, games and play equipment – with objectives to:
 - a) Support Knox parents seeking to access affordable age-appropriate toys, games and play equipment; and
 - b) Promote waste reduction for families.

Funding for the new stream is proposed to be an additional \$12,000 per annum for the 2022-2026 period.

Implementation of the proposed 2022-2026 CPF framework will commence with an Expression of Interest period from February 2022. A report with recommendations from the outcomes of that process will be submitted for Council approval in April 2022 prior to notifying applicants and preparing new funding agreements for the 2022-26 period that will commence in June 2022.

It is recommended that a mid-round review be undertaken prior to 2024 to consider the inclusion of a grants stream for large community-initiated events open to the whole Knox community. Several such events are currently funded annually through the Community Development Fund, conditional on collaboration and planning with Council's Events Team.

The impact of the COVID-19 Pandemic on community events to date warrants some further time for the events environment to re-adjust and regroup prior to assessment of funding implications for the CPF Program.

3. CONSULTATION

There have been four stakeholder engagement sessions facilitated by an independent consultant. The sessions were divided into a volunteer cluster (funding streams that had a significant focus on supporting volunteer effort and volunteering) and a social support and local learning (funding streams that had a significant focus on coordination and delivery of family and support services and community education).

The sessions involved Council staff across various departments with portfolio interest in the CPF Program funded services (internal stakeholders) and representatives of all current funding recipients (external stakeholders) (refer to Attachment 5).

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 support opportunities for Council and the community to adapt to climate change, particularly in response to emergency events.

5. ENVIRONMENTAL / AMENITY ISSUES

There are no environmental or amenity issues directly associated with this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

It is proposed that the CPF Program retains the four-year funding commitments. The projected cost of the Program is \$3,087,327 over the four-year period from 2022-2026.

The CPF Program current funding level has been accounted for in Council's long term budget projection.

The proposed inclusion of the additional funding stream will require a budget increase of \$12,000 to the annual program cost with the accepted 1% annual increase (and is included in the figure previously quoted). If supported, this additional funding will be included as part of the operating budget process.

Support for the new funding stream will, to some extent, reduce demand on the Minor Grants and Community Development Fund programs by providing an alternative source of support for relevant community organisations.

7. SOCIAL IMPLICATIONS

The CPF Program allocations for operational support currently provides certainty for 20 key locally based community organisations who offer valued and locally based services to residents across the municipality. The funding enables community-based organisations to plan, partner and collaborate locally to respond to current and changing needs in the Knox community.

The proposed changes to the CPF Program framework for 2022-2026 will sharpen the focus on inclusion with more specific reference to the First Nation community. The resourcing of financial counselling will emphasise early intervention and prevention strategies to improve financial literacy in the community.

The inclusion of support for the Knox Toy Library will provide continuity of funding and capacity to reach to more diverse families with young children who can benefit from the service and the community connection it offers.

The Program has a broad reach in terms of services and the range of Knox community members impacted, directly or indirectly, and can continue to address the increasing issue of social isolation and loneliness through the existing and proposed funding streams.

The collaborative partnerships that have evolved through the program continue to address issues reflecting Council and community priorities as identified in the Council Plan and help maintain a strong network of resources for the Knox community.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

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.

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

Civic Engagement & Integrity

Strategy 5.3 - 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: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Policy - Community Partnership Funding Program [**9.3.1** - 4 pages]
2. Attachment 2 - Community Partnership Funding Guidelines 2018-2022 [**9.3.2** - 11 pages]
3. Attachment 3 - Community Partnership Funding 2018-2021 - Service Outcomes and Council Plan Objective [**9.3.3** - 5 pages]
4. Attachment 4 - Community Partnership Funding 2018-2022 Case Studies [**9.3.4** - 6 pages]
5. Attachment 5 - Community Partnership Funding Review 2021 - Stakeholder sessions report [**9.3.5** - 9 pages]



Community Partnership Funding Program

Policy Number:	2008/06	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	21 December 2020	Version Number:	2
Review Date:	21 December 2023		

1. Purpose

To guide the allocation, management and review of the Community Partnership Funding provided to assist Knox-based community organisations whose work in the municipality addresses specific community needs and Council's strategic objectives.

2. Context

Each year Council provides recurrent funding support to a range of not-for-profit community organisations that deliver specific services of benefit to the Knox community.

The funding, known as Community Partnership Funding Program, assists with the ongoing operational costs incurred in the delivery of agreed community outcomes.

Funding agreements are established with specific community organisations that have successfully submitted for funding to support the valued and demonstrated services that they provide in Knox. The funding reflects the evolution of historical partnerships between Council and locally based organisations to address local community priorities and identified strategic service requirements.

The Community Partnership Funding Program Policy is underpinned by the following principles:-

- A focus on outcomes for Council and the Knox community;
- The ability to respond to current and changing needs;
- Facilitation of cost effective services that deliver Knox Community and Council Plan objectives;
- Consistent, transparent and equitable processes;
- Accountability for funding;
- Commitment to continuous improvement and regular review; and
- Providing certainty for community organisations.

3. Scope

This Policy applies to submissions received and grants allocated through the Community Partnership Funding Program.



4. References

4.1 *Knox Community and Council Plan*

- **Goal 4 - We are safe and secure**
Strategy 4.5 - Support the provision of emergency services
- **Goal 6 - We are healthy, happy and well**
Strategy 6.2 - Support the community to enable positive physical and mental health
- **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**
Strategy 7.1 - Protect and preserve our local cultural heritage
Strategy 7.3 - Strengthen community connections
Strategy 7.4 - Promote and celebrate the contribution of our volunteers
- **Goal 8 – We have confidence in decision making**
Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations

4.2 *Relevant Legislation*

- Local Government Act 2020

4.3 *Charter of Human Rights*

- This Policy has been assessed against and complies with the Charter of Human Rights.

4.4 *Related Council Policies*

- Election Period Policy (approved 25 November 2019);
- Community Development Fund Policy (2018-2021);
- Minor Grants Policy (2020-2023); and
- Electronic Gaming Machines Policy (2020-2023).

4.5 *Related Council Procedures*

- Community Partnership Funding Guidelines

5. Definitions

In this Policy:

Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Community Organisation	A not-for-profit /profit for purpose legal entity which provides services, support or activities to the Knox community.
Contestability	Opportunity for other organisations to submit proposals for identified funding priority categories.
Identified Funding Priority Categories	A range of services and community activities which address local community priorities and identified strategic service requirements to achieve Council and community aspirations.
Legal Entity	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.



Not-for-Profit	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.
Operational costs	Includes building rental, utilities, staffing and administrative costs relevant to the agreed service/program objectives.
Operational funding	Funding provided to support the operating costs of not-for profit services associated with agreed service/program objectives.
Funding Agreement	An agreement between the funding recipient and Council that documents the agreed objectives of the services to be delivered to the community and the annual reporting and accountability requirements for the funding.

6. Council Policy

- 6.1 Council will provide a budget allocation each financial year for the Community Partnership Funding Program to support not-for-profit, community organisations in delivering services/activities which are determined to be of benefit to the Knox community and which reflect Council's vision and strategic objectives.
- 6.2 Council will call for submissions for Community Partnership Funding every four years to provide transparency and the potential for contestability where appropriate.
- 6.3 Submissions will be assessed by an internal staff Assessment Panel that will make recommendations to Council.
- 6.4 The assessment of submissions will be undertaken in accordance with Community Partnership Funding Program operational procedures and guidelines that reflect the principles of the Community Partnership Funding Policy (see Clause 2 above). These principles will be reflected in the following:
 - Eligibility criteria;
 - Funding objectives; and
 - Service priorities.
- 6.5 Council will consider approving funding agreements based on a four-year funding period. Council reserves the right to terminate the funding agreement based on unsatisfactory performance.
- 6.6 In the event that a funding agreement is terminated by a recipient organisation any time up to six months before the end of the funding period the subject grant opportunity will be re-advertised to enable the reallocation of funding for the remainder of the period. If the termination occurs within six months of the end of the funding period, Council may choose not to re-advertise until the commencement of the new funding period.
- 6.7 Funding agreements will be developed to reflect different levels of complexity, funding and partnership, in accordance with best practice for contemporary local government grants arrangements.
- 6.8 All agreements will include a review process to be undertaken after two years to assess performance of the funded organisation in accordance with the funding agreement.
- 6.9 Council will determine the four-year round of funding categories on the basis of the Knox Community and Council Plan priorities and in response to identified service needs for the Knox community.



- 6.10 Community Partnership Funding cannot be used to support organisations or events that rely on venues with Electronic Gaming Machines.

7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include change 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.



Program Guidelines

Community Partnership Funding (CPF) Grants Program

The CPF Grants program supports community organisations in delivering a range of services and activities of benefit to the Knox community, and which reflect Council's strategic objectives and priorities of the Community and Council Plan 2017-21.

The program assists a range of community organisations across the municipality with the ongoing operational costs incurred in the delivery of agreed community outcomes that benefit Knox residents by addressing local community priorities and identified strategic service requirements.

Four-year funding agreements commencing from July 2018 (an initial two year term with the option of a second two years, subject to satisfactory outcomes) will be offered to community organisations that are successful in the eligibility and assessment process.

Program Principles and Aims

The CPF Grants Policy is under-pinned by the following principles:

- A focus on outcomes for Council and the Knox community;
- The ability to respond to current and changing needs;
- Facilitation of cost effective services that deliver Community and Council Plan objectives;
- Consistent, transparent and equitable processes;
- Accountability for funding;
- Commitment to continuous improvement and regular review; and
- Providing certainty for community organisations.

The CPF Grants program aims to support not-for-profit community organisations based in Knox to provide a range of services and activities in the municipality that:

- Build community capacity and resilience;
- Require longer term operation to maximise community and client engagement; and/or
- May require a longer term funding commitment to support the recruitment and/or retention of qualified professional staff.



Community Partnership Funding 2018-22 Program Guidelines

Community Partnership Funding Streams 2018 – 22

The funding streams below reflect the outcome of a review of Council's Community Operational Funding program, undertaken in 2017, which previously funded 11 specific community categories.

The review supported the four-year funding framework and the continuation of funding for a range of services valuable to the Knox community, with an increased focus on partnership development, as reflected in the new program name. The partnership development focus will aim to create opportunities for additional project development, social impact assessment and proactive data collection in relation to identified needs in Knox.

The review recommended the creation of a non-contested stream where it is accepted that there is no locally based competitor or equivalent service. Both streams require the submission of relevant documentation in accordance with the relevant on-line application forms. Eligibility criteria and assessment do not apply to the non-contested streams.

<p>Contested Funding Streams – open to locally based organisations that meet the key eligibility criteria (see page 3)</p>
<p>1. Specialist family and individual support services Contribution to the coordination and delivery of no-cost services and referral for Knox residents in need of support or experiencing crisis, specifically services to cover the following categories:-</p> <ul style="list-style-type: none"> • Counselling • Financial counselling • Legal service and advocacy • Welfare support and emergency relief
<p>2. Volunteer Resource Centre Contribution to the coordination of a volunteer resource centre to build the capacity of volunteers and volunteer involving organisations for Knox</p>
<p>3. Preservation and promotion of the history of Knox Contribution to the provision of a local history collection and resource centre, maintaining a broad range of historical archives of significance to the Knox municipality</p>
<p>Non-Contested Funding Streams – open to locally based organisations as specified below and which also meet general eligibility criteria (see page 3)</p>
<p>4. Knox Learning Alliance Contribution to the operation of the five Community Houses within Knox to support the provision of a range of social activities, community development and local learning opportunities for people at all stages of life.</p>
<p>5. Volunteer based emergency services (2 year funding to 2020-21, pending review in 2019-20) Contribution to recognition and support of volunteers in rescue and emergency service for the Knox municipality, <i>specifically SES and CFA.</i></p>



Community Partnership Funding 2018-22 Program Guidelines

Eligibility for Contested Funding Streams

To be eligible for funding, applicants must meet the following requirements:-

- An organisation must be a not-for-profit organisation established under the Victorian Associations Incorporation Reform Act 2012, Corporation Law or in another form of legal entity considered appropriate by Knox City Council. Applications will also be considered from organisations under the auspice of another organisation which meets any of these criteria.
- *Applying organisations must have a base in Knox and be able to demonstrate local networking, collaboration or project partnership of benefit to the Knox community.*
- Applying organisations must have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox Council;
- Applying organisations *must be able to confirm adequate and appropriate insurance, Child Safe policies, work cover and superannuation coverage as relevant to funded services;*
- Applying organisations *must demonstrate the resource and skill capacity to deliver proposed services.*

Application Process

The administration and management of the grants program is guided by the CPF Grants policy
<http://www.knox.vic.gov.au/cpf>

Organisations are strongly advised to discuss their proposed application with Council's Community Resourcing Officer team prior to submitting. Please contact Council's Community Resourcing Officer via email at cpfunding@knox.vic.gov.au or alternatively via telephone on 9298 8000.

Application Form

Applications are to be completed and submitted on-line through Council's web site
<http://www.knox.vic.gov.au/cpf> or a SmartyGrants account.

Applications for the 2018-22 CPF will be open from Monday 26 February, 2018 and will close at 5pm on Monday 26 March, 2018.

Please note: The SmartyGrants program will not receive applications beyond the specified closing date and time. Ensure adequate time in submitting online to anticipate the possibility of last minute technical challenges.



Community Partnership Funding 2018-22 Program Guidelines

Assessment Process

All applications will be assessed by an internal staff Assessment Panel to make recommendations to Council for consideration and endorsement.

Applications will be assessed on the following criteria:

- **Relevance to specified funding stream objectives;**
- **Scope of service delivery** (*accessibility for residents across Knox*);
- **Alignment with Community & Council Plan Goals and Strategies;**
- **Organisational capacity** (*demonstrated ability and experience in*)
- **Clarity of proposed funding expenditure** (*evidence of realistic budget planning for funding period*)
- **Opportunities to strengthen effective partnership and collaboration**

Applicants will be advised of the outcome of the submission process by end of May 2018.

Funding agreements

Successful applicants will be required to enter into a Funding Agreement with Knox City Council to define the terms and conditions of the funding and ensure appropriate accountability for public funds. Funding agreements are issued for a maximum of a four year period based on the agreed funding objectives. Annual work plans will be negotiated and reviewed with Council's Community Resourcing Officer to fulfil reporting and acquittal requirements.

Successful applicants will be expected to inform Council of any significant changes within their organisation (e.g. governance, financial) which may impact on the achievement of Funding Agreement objectives and the delivery of service priorities.

Payment of Grants

Grant monies will be paid annually, by electronic funds transfer (EFT) to the funded organisation. Funding payments will be made in accordance with agreed timeframes specified in individual funding agreements, subject to the provision of relevant documentation and reporting.

Successful applicants that are registered for the GST will receive the approved grant allocation plus GST.



Community Partnership Funding 2018-22 Program Guidelines

Monitoring and evaluation

Information collected by funded organisations throughout the funding period will be used to assist Council to monitor trends relating to community need and service delivery.

Council will undertake a review process with funded organisations after two years including assessment of:

- *Achievement of annual work plan objectives for which the Council funding was allocated;*
- *Proper acquittal and use of Council funds by the recipient;*
- *Achievement of obligations contained within the Funding Agreement*
- *Identification of opportunities for project collaboration; and*
- *Any other matter considered relevant.*

A full strategic review will be undertaken by Council within the final year of the four year Funding Agreement period and will include an assessment of:

- *The continuing benefit of the service/activity to the Knox community;*
- *Whether the service/activity continues to be a priority of Council including alignment with Council's policies, strategies and vision; and*
- *Any other matter considered relevant.*

Recognition of Council Funding

Recipients of funding from this program are expected to acknowledge Council's contribution and support through any or all of the following means:

- Use of the Council logo on relevant promotional material
- Recognition in annual reports and at relevant events, launches and other public activities
- Invitation of the Mayor and Councillors to attend relevant service events and/or milestones

Specific instructions in relation to use of Council's logo will be included in Funding Agreement documentation.

Privacy of Information

As part of the Information Privacy Act Statement of Consent, Council collects information from CPF Grants applicants for the purpose of registering and administering grant applications for the specified funding period. The information may also be used to send information and to ascertain satisfaction with our services. The information will not be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purpose

APPENDIX 1

CONTESTED STREAMS:

1: SPECIALIST FAMILY AND INDIVIDUAL SUPPORT SERVICES

PLEASE NOTE: Separate applications are required for each of these categories

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p>a)Contribution to no-cost, confidential <u>financial counselling services</u> for Knox residents, and associated community education activities in community settings in Knox that will:-</p> <ul style="list-style-type: none"> • Ensure equitable access to a high quality and consistent standard of financial counselling in Knox by promotion through a range of relevant networks ; • Support the development of personal skills and knowledge to respond resiliently to financial pressure and consumer choice; • Improve community resourcefulness to negotiating various financial circumstances; • Contribute to improvement of integrated support services for individuals and families across Knox; • Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning. 	<p>(1% increase each year of four year funding period)</p> <p>a) \$100,504</p>
<p>b)Contribution to no-cost prompt response <u>general counselling and referral</u> for Knox residents in need of support or experiencing crisis that will:-</p> <ul style="list-style-type: none"> • Ensure equitable access to a high quality and consistent standard of general counselling in Knox; • Support development of personal skills and knowledge to enable individuals and families to respond to life challenges; • Improve individual and community resilience; • Encourage and promote the value of social connectedness and support local community support options; • Contribute to ongoing improvement of integrated support services for individuals and families across Knox; • Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning. 	<p>b) \$130,000</p>

<p>c) Contribution to no-cost <u>legal service and associated legal advocacy and community education</u> in Knox that will:-</p> <ul style="list-style-type: none"> • Ensure equitable access to a high quality and consistent standard of affordable legal information and advice for residents in Knox, particularly those experiencing socio-economic disadvantage; • Contribute to ongoing improvement of integrated support services for individuals and families across Knox; • Contribute to data collection, emerging trends and needs analysis to inform local advocacy and service planning. <p>d) <u>Contribution to the co-ordination and delivery of welfare support</u> for Knox residents including the provision of relevant community information and advice and associated emergency relief activities. The service will be able to:</p> <ul style="list-style-type: none"> • Ensure equitable access to community information, advice and referral to individuals and families in Knox experiencing hardship; • Facilitate the provision and availability of emergency relief options for individuals and families in Knox experiencing hardship; • Contribute to ongoing improvement of integrated welfare support services for individuals and families across Knox; • Contribute to data collection, emerging trends and analysis of welfare issues in Knox to inform local advocacy and service planning; • Co-ordination, facilitation and promotion of municipal-wide network of agencies and organisations providing emergency relief and material aid. 	<p>(1% increase each year of four year funding period)</p> <p>c) \$27,638</p> <p>d) \$155,125</p>
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CONTESTED STREAMS:

2. Volunteer Resource Centre

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p>The coordination of volunteer resource centre services and activities to build the capacity and number of volunteers to support the requirements of volunteer-based organisations in Knox. The resource centre will:</p> <ul style="list-style-type: none"> • Build a recognizable service profile and promotion approach for volunteer activity and participation across the Knox municipality; • Provide a recruitment and placement service for volunteers in Knox; • Initiate, implement and promote volunteer recognition strategies, including relevant partnership opportunities; • Facilitate the availability of relevant resource material and training for volunteers and volunteer involving organisations; • Assist volunteer-based and volunteer-involving organisations to effectively recruit, host, support and develop volunteers in line with contemporary best practice; • Enhance community awareness of the significant contribution made to community life and the local economy by volunteers; • Provide a municipal level role in local volunteer sector planning and advocacy, with coordination of a regular Knox network of volunteer-involving and volunteer-based organisations; • Contribute to data collection, emerging trends and analysis of volunteering issues in Knox to inform local advocacy and service planning. 	<p>(1% increase each year of four year funding period)</p> <p>\$ 131,090</p>

CONTESTED STREAMS:

3. Preservation and Promotion of the history of Knox

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p>Contribution to the provision of a local history collection and resource centre maintaining a broad range of historical archives of significance to the Knox municipality, that will:-</p> <ul style="list-style-type: none"> • Contribute to the enrichment of the municipality’s cultural identity by developing greater awareness of local history; • Preserve, store and archive records relevant and significant to the history of the municipality; • Encourage volunteer participation in the appreciation and promotion of Knox local history. 	<p>(1% increase each year of four year funding period)</p> <p>\$ 10,924</p>

APPENDIX 1

UNCONTESTED FUNDING STREAMS:

4. VOLUNTEER BASED EMERGENCY SERVICES IN KNOX

PLEASE NOTE: As per Council resolution (22/1/2018) funding for this category will be reviewed in 2019-20 to inform future funding decisions.

Summary of funding objectives and service priorities	Proposed 2018-20 allocation per annum*
<p>Contribution to the recognition and support of volunteers in rescue and emergency service and fire prevention service for the Knox municipality, specifically the CFA brigades and group in Knox & SES Knox Unit, which will be expected to:-</p> <ul style="list-style-type: none"> • Build community capacity and resilience in response to emergencies in Knox; • Enhance community awareness of the significant contribution made to local community life by volunteers with respect to fire prevention and emergency services; • Provide partnership support and assistance to other emergency service organisations operating in Knox; • Collect data to assist in identifying local trends and issues to inform advocacy and service planning in Knox. 	<p>SES Knox Unit - \$21,856</p> <p>CFA - 7 Knox brigades and Knox Group - \$54,460 (allowing \$6,807 per brigade/group)</p>

UNCONTESTED FUNDING STREAMS:

5. KNOX LEARNING ALLIANCE

Summary of funding objectives and service priorities	Proposed 2018-22 allocation per annum
<p>Contribution to the operation of the five Neighbourhood/Community Houses covering the Knox municipality to provide a range of social activities, services and local learning opportunities for Knox residents at all stages of life.</p> <p>The operation of the Houses will be expected to:-</p> <ul style="list-style-type: none"> • Support diversity and promote community participation and inclusion; • Facilitate community development and capacity building activities in response to community needs; • Provide lifelong learning opportunities that can improve training and employment pathways and participation in broader community life; • Maintain and consolidate the federated approach between the Houses to support key activities and develop new opportunities for sustainability; • Contribute to the collection of data to identify community needs and emerging trends that can inform advocacy and service planning in Knox. 	<p>(1% increase each year of four year funding period)</p> <p>\$14,312 per House</p> <p>(total of \$71,560)</p>

Attachment 3**Knox Community Partnership Funding 2018-22 - Program Review – Service Outcomes and Council Plan
November 2021**

SPECIALIST FAMILY AND INDIVIDUAL SUPPORT SERVICES	COUNCIL PLAN OBJECTIVES (2017-2021)	SERVICE OUTCOMES (2018-2021)
a) Welfare and Emergency Relief (Knox Infolink)	Goal 6. We are healthy, happy and well Goal 7. We are inclusive, feel a sense of belonging and value our identity	<ul style="list-style-type: none"> • 18,025 service contacts (phone, drop-in, face to face) in 2020-21. • 3705 food parcels –equivalent 44,000 meals/year. • Piloted program providing State School Relief to 37 families. • 12 Knox Emergency Relief Network meetings convened/yr.
b) Financial Counselling (EACH)	Goal 6. We are healthy, happy and well	<ul style="list-style-type: none"> • Est. 230 Knox individuals supported annually (pre-COVID numbers) – average 4 hours support/client. • 4 hours/week community education and inter-agency support i.e. advice for volunteer based services. • Regular participation in Knox Emergency Relief Network meeting to facilitate referrals and provide advice. •
c) General Counselling - Prompt Response (EACH)	Goal 6. We are healthy, happy and well	<ul style="list-style-type: none"> • 426 counselling sessions for 71 Knox residents – 24 hr contact from initial intake call and appointment within a week. Additional 51 calls to Prompt service were referred to other specific counselling (Drug & Alcohol, Family Counselling, etc.). • Facilitated twice weekly peer support program and Wise Minds Wise Choices for clients needing coping strategies. • Outreach support for storm impacted residents in Knox. • Engagement with parents and provide resource material as part of cross organisational Communities That Care program.
d) No-cost legal service, advocacy and education (Eastern Community Legal Centre)	Goal 6. We are healthy, happy and well	<ul style="list-style-type: none"> • 200 Knox residents assisted – 57% Duty Lawyer at Magistrates Court (parenting arrangements, intervention orders); 23% other Representation (mainly family violence/intervention orders and housing); 18% Legal Advice (parenting arrangements, intervention orders & other family law matters).

SPECIALIST FAMILY AND INDIVIDUAL SUPPORT SERVICES	COUNCIL PLAN OBJECTIVES (2017-2021)	SERVICE OUTCOMES (2018-2021)
		<ul style="list-style-type: none"> • Boronia Service – Monday Tuesday Wednesday Thursday and monthly outreach to Rowville. Phone service Fridays. • Greatest service demand in Boronia, Bayswater, Ferntree Gully and Upper FTG, Knoxfield-Scoresby and Rowville. • 71% support to 25-49 age cohort, with low to medium income.40% of Knox clients experiencing financial disadvantage, and with mainly Civil Law matters,30% of Knox clients disclosed a disability or mental illness.18% of Knox clients were from a CALD background (4% required interpreter). • Community education & professional development for services/local organisations in the legal system, preventing elder abuse, common legal issues for older people, Family violence intervention orders and family law. • Contribution to local partnerships, networks and committees KCSH&W, KMAC, Boronia Community Network. • Expansion of MABELS program into Knox Early Years families.

KNOX LEARNING ALLIANCE	COUNCIL PLAN OBJECTIVES	SERVICE OUTCOMES (2018-2021)
Coonara Community House - UFTG	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	<ul style="list-style-type: none"> • 50-70 volunteers supporting staff and house activities across 5 houses. • Self help & chat groups for both men & women. • Language and literacy – skills and conversation groups. • Facilitated support groups for mental health/family violence/carers. • Community events hosted (e.g. Biggest Morning Tea). • Promotion of safety programs (e.g. Safe Seat, Safe kids). • Gardening activities. • Healthy eating, Community lunches, Covid-19 Food Support and community connection outreach. • On-line classes in response to COVID-19 restrictions. • Partnerships with Swinburne, Eastern Regional Libraries, KCC Seniors Support Groups & Bright Ideas Network, local service clubs, Rowville Mens' Shed, local disability agencies (Scope & Beyond Burke). • VCAL programs in Knox secondary schools. • Volunteer training – Mental Health First Aid; Communication skills, Office Administration; Student Statistical Data, Zoom. • KLA strategic planning for shared promotion & resources.
Mountain District Learning Centre - FTG		
The Basin Community House – The Basin		
Orana Neighbourhood House - Wantirna Community Learning Centre - Rowville		

VOLUNTEER RESOURCE CENTRE	COUNCIL PLAN OBJECTIVES	SERVICE OUTCOMES (2018-2021)
Volunteer for Knox (KLA consortium)	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	<ul style="list-style-type: none"> • Volunteer support for 200 people with poor digital literacy to register online for COVID vaccination. • 1200 registered volunteers and 125 registered volunteer managing organisations. • 40 courses coordinated on line during COVID for volunteer skills, wellbeing and connection.

VOLUNTEER-BASED EMERGENCY SERVICES	COUNCIL PLAN OBJECTIVES	SERVICE OUTCOMES (2018-2021)
<ul style="list-style-type: none"> • Knox Group of Fire Brigades • Scoresby • The Basin • Bayswater • Boronia • Upper Ferntree Gully • Ferntree Gully • Rowville 	<p>Goal 4. We are safe and secure Goal 7. We are inclusive, feel a sense of belonging and value our identity</p>	<ul style="list-style-type: none"> • 500 volunteers participating and trained across 7 brigades (40-90/brigade). • Maintenance & operation of training facility for clubs' skills & training competition (Knox Group). • School and Kindergarten visits across Knox inc. story time at EY centre 4 /yr (pre COVID). • Annual Santa runs across Knox promoting brigade and connecting community. • Fire prevention & volunteer effort represented at local festivals & events. • Specific information sessions for residents adjacent to national parks. • Annual promotion events for smoke detectors. • Assistance/support for local sports clubs.
<p>SES Knox Unit</p>		<ul style="list-style-type: none"> • 52 members (41 active) -21/79% Female/Male. • 427 callouts to Storm & flood (2019-2020 report). • 9 community activities attended (festivals, fetes,etc).

PRESERVATION AND PROMOTION OF HISTORY OF KNOX	COUNCIL PLAN OBJECTIVES	SERVICE OUTCOMES (2018-2021)
<p>Knox Historical Society Inc</p>	<p>Goal 7. We are inclusive, feel a sense of belonging and value our identity</p>	<ul style="list-style-type: none"> • 74 members. • 4020* volunteer hours contributing to research and response to public for information; artefact cataloguing and museum accession. • local data and archive input; school photos records management; park events; Ambleside garden maintenance and Sunday openings for public access.*2019-20 hours – 20-21 impacted by COVID. • 64 large old real estate brochures in KHS collection digitally recorded accessible in database. • 4 newsletters produced and circulated annually.

PRESERVATION AND PROMOTION OF HISTORY OF KNOX	COUNCIL PLAN OBJECTIVES	SERVICE OUTCOMES (2018-2021)
		<ul style="list-style-type: none"> • 4 publications on specific histories of Knox localities, communities & families. • Regular articles in local community newspapers. • Promoting and hosting local history walks – partnering with Ferntree Gully Arts Society, Parks Vic, Ferntree Gully Cemetery.

Attachment 4**2018-2021 Case Studies/Service Snapshots
Specialist Family and Individual Support Services****1. Legal Service and associated legal advocacy and community education**

Eastern Community Legal Centre - extract from 2020-21 acquittal report:

Over 70% of clients within the Knox municipality who accessed Centre services during 2020-21 were at risk of or experienced family violence, the majority were female, aged between 35-49. Service demand of this cohort predominantly came from the following key suburbs: Boronia, Ferntree Gully, Rowville and Bayswater. In light of what is known about the impact of family violence especially during these challenging times, the Centre continues to actively participate in multiple partnerships with a family violence response, early intervention or prevention focus. ECLC has also developed webinars and key resources to provide the necessary support to community and partners and mitigate the increased risk of family violence, across its practice and through specific family violence programs.

Throughout June 2020-21, the Centre has provided legal assistance and support to over 18% of clients from a Culturally and Linguistically diverse (CALD) background.....CALD community members within the Knox municipality who engaged Centre Services during the reporting period, mainly coming from Boronia, Rowville and Wantirna.

Community members from Culturally and Linguistically Diverse (CaLD) backgrounds can face a number of barriers understanding the law and accessing legal assistance. Throughout the reporting period, over 13% of ECLC client services within the Knox municipality were provided to people whose main language spoken at home was not English and over 4% required an Interpreter. People who required an Interpreter during this period, their main language spoken at home was Mandarin, Hindi, Mandarin, Min Nan and Persian (excluding Dari).

A significant number of services provided to our CaLD community members related to Civil Law (84%) and Family Law (15%) matters during the reporting period. In addition, the Centre has also provided tailored Community Legal Education sessions and bilingual resources to assist CALD communities to better understand available support services and help further overcome barriers, particularly during this challenging time.

Attachment 4**2. Coordination and delivery of welfare support, including provision of relevant community information and advice and associated emergency relief activities**

Knox Infolink - extract from 2020-21 acquittal report:

...Knox Infolink remained open face to face throughout the year including lockdowns. Our statistics reflect a 38% increase in client services/contacts to 18,025, with the largest increase in actual services, parcels and material aid provided reflecting the increased needs during a very difficult time.

There was also a significant increase in outgoing referrals and phone contacts with clients providing welfare checks. We provided 3705 food and meat parcels, a 45% increase on the previous year - using a Foodbank formula this equates to the equivalent of approximately 44,000 meals.

Combined with other material aid services such as MYKI cards, shower program, pet food, homeless specific items and more, demonstrates how busy we were with a very reduced volunteer base to assist with the distribution of all these services. We also provided 791 toiletry packs an increase of 35% on the previous year. During COVID we ceased providing NILS* and referred the majority of enquiries to EACH and Cockatoo services, but we completed 7 loans.

The ATO withdrew Tax Help to an online service which we referred all enquiries to. The Mail holding service continued for 9 clients during the year forwarding on 18 items. We introduced a shower program in partnership with Council and negotiated Orange Sky laundry once a week from November onwards. We also expanded our service in March to include a pilot providing State School Relief to 37 families.

The funding of motel accommodation for the homeless resulted in very fluctuating demands during the year, but averaged across the year it was similar to the previous year being 17% of clients presenting as homeless.

The number of clients assisted was similar to the previous year, but what was significant was the huge increase in needs of these clients, rather than just 1-2 supports provided, some required 8-10 ER and material aid supports. With the increased DSS financial support we were able to meet this increase in demand and also provide brokerage for things like household items, prescription glasses, tuition fees etc.

Boronia, FTG and Bayswater remain the 3 most represented suburbs being 74% of clients. 20% of clients were born overseas, with Iran and Sri Lanka representing 20% of those clients. 51% of clients identify with having a disability and of those, 48% of those with a broad range of mental health issues which is consistent with the previous years. Client needs are becoming more and more complex and time consuming but with the introduction of a caseworker, this has assisted us to meet this exploding need.

.....The Leadership of the KERN and pulling together relevant and up to date information throughout the changing tides of COVID was extremely important. We took the opportunity

Attachment 4

to review membership and the purpose, asking for fresh commitment to the membership. This saw an outstanding attendance, via zoom, at the beginning of the year, demonstrating the value of the network.

We participate monthly in membership meetings of our Peak Body to ensure we stay current with all the changing trends. We participate on the Knox Council Safety, Health and Wellbeing Advisory Committee, The Boronia Community Network Meetings, Knox PLEDGE and Knox Communities that Care. These connections provide us strong communication channels and opportunities to develop new partnerships - demonstrated by the Breakfast Program that is bringing together key stakeholders such as EACH, Uniting, St Paul's Church, Council and TBCH.

3. Generalist Counselling – Prompt Response Program

EACH - extract from 2020-21 acquittal report –Case Study:

Demographic Information: The client is a woman in her mid-20's who self-referred to EACH on recommendation of her Maternal Child Care nurse through the community Maternity program. The client lives with her husband and is a full time carer of her two children aged four years and five months of age.

Mental Health Diagnosis: Post Natal Depression (first pregnancy), Anxiety but with concerns around PND for the recent birth of her second child.

Referral response: the referral for Prompt Response counselling was received by the client and she given an appointment to see the worker within 5 business days. She chose telehealth counselling as this was more convenient for her with 2 young children.

Actions post completion of Prompt Response Comprehensive Initial Assessment

- Psychoeducation regarding Post Natal Depression including risk assessment around suicide and self harm and a DASS 21 completed to score symptoms of depression and anxiety.
- Psychoeducation regarding child development stages and supporting the integration of a new child into the family unit and relationship with the first born child.
- Secondary consultation with EACH counsellor with a background in maternal health
- Secondary consultation with the allocated LGA Maternal Child Nurse
- Secondary consultation with PANDA – Perinatal anxiety and depression Australia.
- Psychoeducation around grief and loss and loss, grieving the relationship changes with the first born child.
- Psychoeducation around the fourth trimester and externalizing feelings toward the infant, how to use therapeutic tools to manage that externalization.

Mental Health:

Client reported as being supported by both her General Practitioner and her Maternal Child Health Nurse to monitor signs of Post Natal Depression and manage potential risk for client

Attachment 4

and her newborn infant. Client is not currently requiring medication for anxiety and has not displayed a relapse of PND at this time.

To date:

Client attended all 6 sessions with EACH Prompt Response service, and the following was achieved

- Client is using mindfulness to manage anxiety and has stated that this has helped to reduce anxiety.
- Client has made contact with PANDA for additional resource and support at this time
- Client has commenced using strategies to support the ongoing relationship with her eldest child in a way that meets his developmental stage and helps to maintain the relationship that was pre-existing with the client.
- Client is using Acceptance and Commitment Therapy to manage complex emotions that come from being a new mother, such as mindfulness, managing intrusive thoughts, acceptance of complex thoughts and emotions and has reported that she is feeling much better than when she was initially referred.
- Client also reports that she has developed a routine with her children that is reducing her anxiety.

4. Financial Counselling Program

EACH - extract from 2019-20 acquittal report –Case Study:

A 23 yr old carer of her parent and younger siblings, with complex family and health vulnerabilities involved, engaged with financial counselling due to unpaid debts, including credit cards and a personal loan, utility debts, rates, a payday loan and infringement fines. Debts were over \$40,000 as Centrelink income primarily covered a mortgage and food.

Financial Counsellor completed a financial assessment and assisted client to complete and review her budget; and provided information and options to client regarding management of debts.

Financial Counsellor negotiates debt waivers on various bank loans and payment plans were established for utilities after a complaint was lodged with the relevant ombudsman. An application for a Utility Relief Grant was submitted which was approved.

Financial Counsellor referred client to other local agencies for additional specific support – e.g legal service, Infolink and deferral of rates.

Client reported feeling more in control of her finances and other circumstances have improved.

EACH - extract from 2019-20 acquittal report – Community Development activities:

Regular attendance at Knox Emergency Relief Network Meetings for information sharing, referral pathways, networking, peer support, highlight systemic issues, cross sector collaboration, outside speakers, share minutes with all financial counsellors.

Attachment 4

Advice and information for local services (Knox Infolink, CHAMPION (Temple Society), 7th Day Adventist Church Wantirna, Hope City Mission, Elm St Mission, Harrison Housing/Uniting, Headspace, Eastern Homeless Network Meeting

Articles for local community newspapers presenting information about financial counselling, unaffordable utility bills, credit contracts, etc.

Participation in Gambling Harm Awareness Week events in Knox to promote availability of financial counselling in Knox.

5. Volunteer Resource Centre

Volunteer for Knox (Knox Learning Alliance) - extract from 2020-21 acquittal report

Case Study 1. - from a person seeking volunteer opportunities:

I'd be glad to answer your questions:

I've been a Business Manager in schools with the Education Department for twenty years.

Of late I've been a relieving BM when a Primary or Secondary school Business Manager wishes to take long service leave or other long term leave to either travel overseas or for health issues like operations.

When C19 hit all of my contracts were postponed/cancelled because the girls were not going overseas etc. therefore leaving me unemployed.

I had been thinking of preparing to transition into retirement eventually with some volunteer work hence my enrolment with the Knox Volunteers.

Thank goodness I had as I am home on my own and have welcomed the courses and contact that I have been offered through volunteer for Knox.

The isolation of living on your own is possibly the hardest to deal with for me. I find myself talking to the walls now - something I would never ever have envisaged prior to March this year.

I am a people person - I love being around the energetic staff in schools and the students have a wonderful way of keeping you young. I love the work I do in managing the administration side of a school so that teachers could do what they do best - I do admire them.

Which brings me to the teachers at Volunteer for Knox. They have saved my sanity of late.

I've learnt to do zoom meetings with ease so that I can stay connected face to face which is so important in this lockdown when you live alone and when you have always been surrounded by people on a daily basis.

The ladies of Knox are to be congratulated on their ability to include and welcome all participants no matter what our background so that we can fit in with ease and gain valuable knowledge and companionship during this testing time of which we know no end.

Attachment 4**Case Study 2** - from a volunteer-seeking organisation:

We have received 6 referrals from you recently with mixed outcomes. We have appointed an admin volunteer who is wonderful, reliable and committed. She has settled in very quickly to our routine and enjoys interacting with staff and clients at lunch time. We give a good orientation and our admin worker leaves tasks for her to do to keep her busy.

Other applicants have been accepted but then unforeseen things pop up and they don't have the time to spare or end up in hospital. Some appear to be half hearted or unsure if they have the time to volunteer with everything else on their plates. That is life...and that is ok too.

I think your service is great because you refer volunteers and educate them of their rights and responsibilities to prepare them for future roles. I would not have the time to do it myself. The team are easy to communicate and deal with and I am grateful for all you do for us.

Attachment 5

Summary workshop report

Knox Community Partnership Funding Review

November 2021

1. Introduction

The Community Partnership Funding (CPF) Program is the most substantial of Council's various grants streams with a total allocation in 2020-21 of \$733,609, distributed amongst 20 locally based not-for-profit organisations.

The CPF Grants program supports community organisations deliver a range of services and activities of benefit to the Knox community, and which reflect Council's strategic objectives and priorities of the Community and Council Plan 2017-21.

The program was reviewed and renamed in 2018 to launch the current four-year funding framework. Now in its final year, the program is required to report to Council in January 2022 on its outcomes to date and proposals for 2022-26.

To that end, and in accordance with the CPF Policy and program guidelines, a series of workshops were held in late October and early November with a series of internal and external stakeholders to support an assessment of:

- The continuing benefit of the service/activities to the Knox community
- Whether the service/activities continue to be a priority of Council including alignment with Council's policies, strategies and vision, and
- Any other matter considered relevant.

2. Workshop overview

Four workshops were held in late October and early November 2021 inviting participation from stakeholders associated with funded programs as follows:

Volunteer cluster:

1. **Volunteer based emergency services** – Contribution to recognition and support of volunteers in rescue and emergency service for the Knox municipality
2. **Volunteer Resource Centre** – Contribute to the coordination of a volunteer resource centre to build the capacity of volunteers and volunteer involving organisations for Knox.
3. **Preservation and promotion of the history of Knox** – Contribution to the provision of a local history collection and resource centre, maintaining a broad range of historical archives of significance to the Knox municipality.

Social supports, community information and training:

1. **Knox Learning Alliance** – Contribution to the operation of the 5 Community Houses to support the provision of a range of social activities, services and local learning opportunities for people of all stages of life in Knox City Council; and
2. **Specialist family and individual support services** – Contribution to the coordination and delivery of no-cost services and referral for Knox residents in need of support or experiencing crisis

One internal and one external stakeholder workshop was held for each cluster. All workshops were held via Zoom over 1.5 hours, supporting a semi-structured discussion across three rounds of discussion:

Discussion 1: CPF benefits to Knox community

- Q. What benefits has the CPF program as a whole delivered to the Knox community?
- Q. What needs has it responded to?
- Q. How effectively has the CPF program delivered outcomes in relation to these needs? How do we know?

Discussion 2: Emerging community issues / needs

- Q. What key changes have occurred in the Knox community over the life of the CPF program period (2018-22)?

- *Q. How have these changes shaped local needs and expectations?*

Discussion 3: Opportunities to strengthen CPF program

- *Q. What do the emerging issues and needs say about the future focus of the program? What should the priorities be?*
- *Q. What changes to how the program is delivered could help better identify and meet Knox community interests?*

This summary report outlines key themes to emerge from workshop discussions. Attached at Appendix 1 is a list of attendees.

3. Discussion 1: CPF benefits to Knox community

Workshop participants were invited to identify the benefits of the CPF program as a whole to the Knox community, and the particular needs it had responded to, as well as how effectively it had responded to those needs.

Noting the slightly different perspectives between internal and external (funded) stakeholders, a number of key recurring themes emerged across all four workshops:

- **Program viability:** Most participants identified that their organisations, and/or specific services and programs would not exist but for the funding delivered through the CPF program. Support for operational funding was crucial in enabling them to “keep the doors open”, as well as to invest their time in engaging with community rather than fundraising.
- **Program sustainability and certainty:** Services are able to operate sustainably and with certainty, including having the capacity to plan and evolve their programs. “*Small snippets of funding don’t give opportunity to collaborate and grow in a planned way.*” In this way, the CPF program overcomes limitations associated with other programs that only support seeding or short-term project-based funding.
- **Longer-term and deeper relationships:** The four-year funding term supports an ongoing and deeper relationship between Council and funded agencies, as well as between the funded agencies themselves, other networks and stakeholders, and with the community. These connections to Council are further strengthened because many funded organisational representatives are also active members on Council advisory structures. Funding to support the development and maintenance of partnerships is seen as an increasingly rare and valuable commodity.
- **Amplification of effort:** The flow on benefit of the two earlier points is that CPF funding supports a web of other activities and initiatives well beyond the scope of the funded programs – “*Without Knox funding, all of this fabric would not exist. We could give a food hand out, but this helps us deliver so much more.*” Some participants (such as the CFA and SES) identified that the grants enhance the effectiveness of volunteers’ work because it supports provision of the equipment they need to fulfil their functions (which is highly variable across different parts of the municipality), while the ROI for volunteer involvement in Knox was estimated at \$3.4m annually, or around \$14m over the life of the CPF funding period.
- **Responsiveness to marginalised and vulnerable community members:** Most notably (but not just) through the specialist family support programs:
 - a broad range of community services respond to complex needs through direct provision of wrap around services and supports, development and maintenance of relationships with clients that may not yet be “service ready”, and active referrals to other support services when they are;
 - services are prompt and responsiveness – offering access with short periods of time and supporting the management of / limit to waitlists;
 - Many of these needs would go unmet in the absence of the funded programs;
 - Internal participants in particular noted that the funding enables the delivery of services and programs Council itself cannot deliver, or deliver as effectively; and

- External participants noted the value of funding organisations with direct community connection and reach.
- **Support for community connection, engagement and participation:** Participants across all sessions identified myriad ways in which the CPF program supports a more connected, cohesive and engaged community. These included for example:
 - Support for volunteer involvement that recognises volunteering as a good in its own right, delivering health benefits, sense of purpose, giving back and getting to know your community, strengthening ties and exposure to people with similar interests. Support includes volunteer training, recognition, promotion and advertising, engagement and support;
 - Recognition of the benefits of specific volunteer-led activities to the Knox community. Funding for volunteer activities is effectively the municipal volunteer strategy and supports existence of a municipal volunteer resource centre;
 - Neighbourhood houses supporting social connections, belonging, and helping to protect against social isolation; and
 - Participation and presence at key community festivals and events (Stringybark Festival, Knox Festival, Christmas lolly drive).
- **Local services for local people:** Many participants identified the value of having local organisations funded to deliver a range of services, supports and connection opportunities, without community members needing to travel to other areas – thereby improving accessibility and responsiveness. It was also noted that having these services in Knox gives residents a sense of ownership, pride, connection that they otherwise may not have felt. Word of mouth was also identified as a critical factor supporting the success of programs. Because services are locally funded, certainty is further enhanced because funding is not “*parachuted into the area from another level of government; subject to political changes in funding priorities*”.
- **Building local capacity:** Across the range of programs participants identified ways in which the CPF contributed to the development of local skills, knowledge and capacity, including for example:
 - Training and other supports to build the capacity of volunteers and volunteer involving organisations;
 - Supporting pathways from volunteering to employment;
 - Provision of governance and operational supports to diverse community groups (for example the Fern Tree Gully Traders Association, Fern Tree gully News);
 - Delivering upstream and primary prevention activities, for example partnership work, community education, information and schools-based engagement on topics such as fire safety and prevention, financial literacy, legal education, mental health first aid, primary prevention of elder abuse;
 - Rapid response to emergency events, for example:
 - responsiveness to emerging and shifting needs as COVID emerged, including organisations moving their activities, engagement, training and support online;
 - rapid COVID vaccine response and support for older people and people with disabilities to access online appointments; and
 - support to volunteers and others impacted by recent storm and other climate events

4. **Discussion 2: Emerging community issues / needs**

Workshop participants were invited to consider factors that have emerged over the life of the current funding round that have shaped local needs and expectations. Key themes included:

- **COVID19 pandemic:** Participants identified a range of ways in which COVID had positively and negatively impacted the delivery of their programs, community needs and other factors. Examples included:
 - New ideas and innovations, opportunity for agility and how creativity can help activate spaces;
 - Shift to online platforms – particularly meetings, training and telehealth models as part of wider shift to tech-based communications and engagement;
 - Mixed perspectives about impact of COVID on volunteering:
 - some reporting challenges engaging volunteers through COVID or effectively supporting;
 - others reporting rapid growth in the number of people seeking volunteer opportunities due to more flexible time, unemployment, and other factors;
 - The “long tail of COVID”:
 - queries about attracting volunteers back post-COVID, particularly where anxiety/ mental health issues have increased, concerns about health and safety, vaccine-related community unrest, and impacts of COVID-safe requirements, concerns for at-risk groups (older people, people with disabilities, immunocompromised);
 - Increasing social isolation and loneliness, AOD and mental health issues adding to an already-present trend;
 - Cohorts of children and young people with disrupted social and emotional, educational development;
 - Financial impacts including increased mortgage stress, homelessness, increased presentations by middle class and small business owners; and
 - Temporary reprieves in aspects of housing with mortgage pauses, rent relief, hotels accommodation program but these supports winding up.
- **Changing community demographics and needs**
 - Increasing cultural diversity within the municipality, including refugee and asylum seeker communities (for example Afghan community in neighboring LGA).
 - Increasing recognition / interest within community of First Nations history, desire for knowledge - is it a benefit to community or just interesting? What relationship to healing, truth telling, cultural safety?
 - Shift in the external funding / policy landscape driven by major reform processes (FV, MH royal commissions, NDIS) but persistent unmet need within community.
 - Increasing complexity, compounding of issues; growing focus on intersectional need. Funded programs increasingly required to support wrap around care through direct delivery of services and providing linkages, connection and warm referrals to additional sources of support.
 - Significant increase in family violence and mental health presentations exacerbated by COVID, increasing need particularly among (older) women and young people.
 - Increase in supports needed for carers, including many who don't identify as carers.
 - In addition to financial impacts noted above resulting from COVID, longer-term financial and insurance issues also presenting as a consequence of climate, storm and fire disasters – compounding impacts.
- **Shifting nature /expectations for volunteering**

- Shifting expectations in how volunteers seek to engage – different interests, ways of engaging (occasional, sporadic, online, volunteer-determined, etc), motivations for volunteering (increasingly for skills and improved employment prospects), balancing time commitments (work and family).
- Increasing compliance requirements and expectations, administrative burdens on volunteers and VIOs
- Several participants identified challenges recruiting and retaining volunteers as an “existential challenge” – for example many volunteers on committees and organisations are ageing, while organisations like the SES identified “*keeping fresh, representing the community better, being capable and diverse*” as a challenge.

- ***Technology changes***
 - Online expectations of volunteers (training, information, deliver of volunteer role) creating technology, hardware and capability challenges for some VIOs; shifts to online and digital by VIOs creating challenges for some volunteers.
 - Increasing expectation of access to mobile phone, tablet, laptop to access services, engagement opportunities, work, education.
 - Increasing digital divide, particularly for older and socioeconomically disadvantaged communities – need to look at data, internet, home schooling and costs associated with these, as well as digital capabilities.
- ***Changes within Council:***
 - Improved services in Council to support community and volunteer-led activity.
 - Many funded organisations now have broader relationships within Council than just through the partnerships team.

5. **Discussion 3: Opportunities to strengthen CPF program**

In the final round of discussions in each workshop, participants were invited to consider implications arising from the emerging issues and needs in the previous section for the future focus of the CPF program, and ways it could be strengthened to better respond to Knox community interests. Key themes included:

- **Growing an explicit focus on responsiveness to diversity:** Opportunities for strengthening funded programs' responsiveness to an increasingly diverse Knox community, as well as diversity of need were identified across each of the four workshops. Specific examples included:
 - Incorporation of Aboriginal cultural heritage; and
 - Ensuring funded programs are culturally safe and appropriately tailored to the participation needs, interests, expectations and motivations of diverse community members.
- **Strengthening evaluation, data and reporting:** While the CPF program ensures funding acquittals are appropriately reported (number of hours, numbers of clients, expenditure etc), and that there is broad alignment with the Council plan, the program could strengthen its articulation of specific desired community outcomes / impact at a whole-of-program or stream level. The program could consider developing a data and reporting scheme that supports individually funded programs report against the achievement of these shared outcomes. Such a reporting scheme would need to ensure reporting is simple, meaningful and not administratively burdensome for recipients. Reporting could also be strengthened by better *"telling the story"* of the CPF program through case studies, public communications and capture of recipient experience data.
- **Strengthening reporting, communication and relationships with internal stakeholders:** Several participants identified value in strengthening relationships between funded programs and relevant internal teams at Council. Participants saw value for example in:
 - actively moving from a traditional funder-recipient relationship to a funding *partnership*;
 - improved communication of funding outcomes, issues and gaps to relevant program areas;
 - ensuring learning from funded programs and activities actively informed internal work;
 - a collaborative approach to identifying and responding to identified and emerging needs and priorities; and
 - more active involvement of internal subject matter experts in supporting how funding is directed and developed over time; and
 - more explicit engagement of funded programs with various Council advisory structures.
- **Strengthening collaboration between funded programs:** Participants across multiple workshops identified value in strengthening connection and collaboration between funded programs, including for example through a more formalized partnership arrangement. Noting that many funded organisations already have existing relationships with each other, Council, and non-CPF organisations and programs, they identified value in creating opportunities to connect specifically in relation to the learning, needs, issues and gaps addressed through their CPF-funded activity. The CPF program could work to identify shared objectives and priority focus areas year-on-year in response to shared and emerging issues, further amplifying the impact of their work throughout collective effort. A collective impact model for increased communication and collaboration could deliver greater program-wide impact and several participants supported development of a program-specific mechanism for such work.
- **Consider the 'tipping point' from rotating to ongoing grants:** Some internal stakeholders, particularly those with an interest in arts, culture and festival funding advocated that the program considers criteria for when and how funded programs tip from annual to quadrennial funding to support events of scale manage increasing compliance and safety requirements (including post-COVID), and to capitalize on some of the benefits outlined in section 3 above. Conversely, some participants (internally) identified risks associated with an expectation that existing programs would continue to be funded in perpetuity.

- ***Continue to assess value-add alongside other emerging funding arrangements:*** Noting ongoing changes to the funding landscape over the course of the four-year program, several participants advocated for ongoing and robust assessments of the role and intent of the CPF program, how and whether this includes meeting funding and need gaps not addressed through other funding, and also the relationship to areas of funding that fall within state and federal responsibility.
- ***Explicit engagement with technology and communication changes:*** Participants identified value in prioritising focus on the technology and communication changes identified in the previous section. This included for example building the capacity and comfort of VIOs and volunteers in engaging with online training, communications and other engagement activities; sharing learning across organisations about successes and strategies in these spaces; developing strategies to overcome challenges associated with the loss of communication channels such as local papers and the shift to online digital platforms such as Facebook; and assisting VIOs better manage information by helping to curate that which is most relevant to them.

Appendix 1: List of attendees

Volunteer cluster			
26/10	Internal	Adrian Greenwood Andrew Marshall Elissa Pachacz Helen Wozitzky Ruth Morgan	
27/10	External	Heather McTaggart Sally Dusting – Laird Trish Kirk Lynn Brewster Chris Boddy Alan Small Tam Nagorka Darryl Cardona Leanne Gibson	Volunteers For Knox Volunteers For Knox Knox Historical Society Knox Historical Society Knox Historical Society CFA CFA CFA SES
Specialist family and individual support services cluster			
26/10	Internal	Jason Crockett Jennie Lindrea Kylie Osborne Lisette Pine Liz Stafford Stuart Ireland Tracy Vervoort	
3/11	External	Ally Greenwood Felicity Townsend Denise Budge Lisa Thomas Janet Claringbold Jill Exon Kate Sieh Kim Hubber	EACH EACH Knox InfoLink Orana Neighbourhood House Mountain District Learning Centre ECLC EACH EACH

9.4 Knox Active Ageing Advisory Committee Annual Report 2021

**SUMMARY: Age Friendly Communities Project Officer, Kylie Johnson and
Coordinator Healthy Ageing Planning and Growth, Stuart Ireland**

The Knox Active Ageing Advisory Committee's (KAAAC) current Terms of Reference (ToR), requires an annual report to Council on Committee activities and achievements in accordance with the objectives stated in these Terms of Reference. This report provides the annual report of KAAAC activities and achievements for 2021.

RECOMMENDATION

That Council note the report on the activities undertaken and subsequent feedback and advice of the Knox Active Ageing Advisory Committee between January 2021 and December 2021.

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.

This report provides the annual report of KAAAC activities and achievements for 2021.

2. DISCUSSION

2.1 KAAAC Topics and Themes for 2021

The Committee discussed and identified a number of priorities for 2021. These emerged from a combination of:

- Current and impending changes in the Aged Care and Disability Services sectors.
- Key health and wellbeing topics and issues identified in the Council and Community Plan 2017-2021 and Key Life Stages Plan 2017-2021, and those that have since been identified through the development and implementation of the Community Plan 2021-2031, Council Plan 2021-2025, and draft Child Youth and Seniors Plan 2021-2025.
- The aspirations and needs of seniors identified through the Age-friendly Knox 2020 community survey

- Observations from, and experiences of, individual Committee members relating to seniors in Knox.

Key areas of focus and themes included:

- Ageism.
- Community safety.
- Community Transport and On Demand Transport.
- Elder Abuse.
- Physical activity and seniors exercise parks.
- Social isolation and social prescription.
- COVID-19 Pandemic.

In addition to the key areas of focus and themes above, the Committee provided feedback on and/or participated in:

- Council's approach to emergency management.
- Development of the Community Plan and Council Plan (key directions and strategies).
- Council's approach to engage and support First Nations People.
- An interactive session to explore ideas for intergenerational interventions.

2.2 Membership and Period of Membership

The 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 2021 KAAAC meeting agendas and meeting minutes revealed the following:

- There were six KAAAC meetings held with an average attendance of 83% for the twelve members (noting four members were not on the Committee for the full year).
- Five community representatives attended KAAAC meetings, of which two attended all meetings, two attended five meetings, and one attended three meetings.
- Two industry representatives resigned from the Committee during the year due to employment changes – one of these members attended one out of two KAAAC meetings, and the other member attended three out of three KAAAC meetings.
- Two new industry representatives were appointed to the Committee in September – one member attended two out of two KAAAC meetings, and the other member attended one out of two KAAAC meetings.
- Three other industry representatives attended KAAAC meetings, of which two attended five meetings, and one attended three meetings.
- A Life Stages Group Committee meeting was not held in 2021.

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

3. CONSULTATION

The KAAAC was consulted and provided guidance and feedback on the key directions and strategies within the Community Plan 2021-2031 and Council Plan 2021-2025, and on several draft actions within the Child Youth and Seniors Plan 2021-2025. There will be further consultation on the Child Youth and Seniors Plan 2021-2025 at the beginning of 2022.

Most notably, the Committee spent significant time exploring ideas and suggestions to inform Council's approach to address ageism and increase community respect and inclusion for all ages across Knox. This specifically focused on discussing intergenerational contact as one approach to facilitate positive and sustained change. The outputs of this meeting were a list of generated ideas, a list of potential settings and areas to focus on, and a list of potential internal and external stakeholders. Similar sessions were also held with Council's Disability, and Youth, Advisory Committees, with further consultation and collaboration to occur with Council's Early Years, and, Multicultural, Advisory Committees in early 2022.

A specific set of intergenerational contact interventions will soon be agreed and included in the Child Youth and Seniors Plan 2021-2025. It is anticipated these will involve the use of intergenerational imagery in high traffic places and spaces; the delivery of ageism education sessions to businesses, community groups and organisations, schools, and sporting clubs and organisations; the delivery of programs in Children and Family Hubs and Kindergartens; and the development and rollout of an intergenerational resource kit across the municipality. The Committee and community will play an important role in the design, implementation and monitoring, and the review, of these interventions over the next three and a half years.

The Committee's advice was also sought on programmatic and operational issues, thereby drawing upon and using their industry experience and community connections to provide Council with a deeper level of understanding concerning community and client need and potential service and support gaps.

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 related to this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Due to the COVID-19 pandemic, all six KAAAC meetings were held online in 2021. A Life Stages Group Committee meeting was not held. There was no cost to conduct the KAAAC meetings in 2021, as staff administration costs are provided for in Council's Operating Budget.

The Age Friendly Communities Project Officer, and, Coordinator Healthy Ageing Planning and Growth, provide support to and coordination of the Committee. Given the KAAAC provides Council with the opportunity to directly engage with community and industry representatives on challenges and issues affecting seniors within the community, it is considered that there is a cost benefit to Council.

7. SOCIAL IMPLICATIONS

The KAAAC continues to be an enabler towards achieving greater civic engagement and participation of the community by maintaining 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 across the municipality. Topics and issues such as ageism, elder abuse, physical inactivity, social isolation and loneliness, and transport. The Committee has taken an active role in promoting healthy and active ageing, and encouraged 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.

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

Civic Engagement & Integrity

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

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Age Friendly Communities Project Officer, Kylie Johnson and
Coordinator Healthy Ageing Planning and Growth, Stuart Ireland

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

Nil

10 Office of the CEO Reports for consideration

Nil

11 City Centre Reports for Consideration

Nil

12 Notices of Motion

13 Supplementary Items

14 Urgent Business

15 Questions Without Notice

16 Confidential Items

Nil