

AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 23 May 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 Meeting of Council held on Monday 26 April 2022

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 City Strategy and Integrity Officers' Reports for consideration

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

SUMMARY: Manager, City Planning & Building, Paul Dickie

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

RECOMMENDATION

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

1. REPORT

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

Application Type	No.
Building & Works: Residential	3
Other	3
Subdivision	13
Units	16
Tree Removal / Pruning	9
Change of Use	3
Signage	1
Dependent Person Unit	1
Boundary Re-alignment	1
Child Care Centre	1
Liquor Licence	1
TOTAL	52

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 by Responsible Officer Under Delegation

1 April 2022 and 30 April 2022

Ward	No/ Type	Address	Description	Decision
Baird	2021/6484	10 Streeton Road BAYSWATER VIC 3153	Development of two double storey dwellings and two lot subdivision	7/04/2022 Approved
Baird	2022/6054	1 & 2/6 Woodmason Road BORONIA VIC 3155	Section 32A Subdivision - Resubdivision of existing Lots	7/04/2022 Approved
Baird	2021/6754	3/216 Dorset Road BORONIA VIC 3155	Change of land use to a Restricted Recreation Facility (Gymnasium) and Display of Signage	11/04/2022 Approved
Baird	2021/6384	11 Mellowood Court FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	11/04/2022 Approved
Baird	2022/6173	11 Royston Court BORONIA VIC 3155	The removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint) and the pruning of two (2) Lophostemon confertus (Brush Box)	14/04/2022 Approved
Baird	2021/6698	54 Barry Street & 2 /4 Reid Street BAYSWATER VIC 3153	Buildings and Works (concrete bund to house 6No. new insulated tanks for finished goods and associated driveway widening, and extension to existing enclosed equipment wash bay)	19/04/2022 Approved
Baird	2021/6644	11 Streeton Road BAYSWATER VIC 3153	Development of the land for a double storey dwelling to the rear of the existing dwelling	22/04/2022 Approved
Baird	2022/9048	7 Iris Crescent BORONIA VIC 3155	Four (4) lot subdivision (approved development site)	28/04/2022 Approved
Baird	2022/6063	1A Conway Court BORONIA VIC 3155	Nine lot subdivision (approved development site)	28/04/2022 Approved
Baird	2021/6387	84 Helen Road FERNTREE GULLY VIC 3156	Development of the land for two (2) new double storey dwellings	19/04/2022 Approved

Ward	No/ Type	Address	Description	Decision
Baird	2022/9050	17 Park Boulevard FERNTREE GULLY VIC 3156	2 Lot Subdivision (Approved Development Site)	21/04/2022 Approved
Baird	2022/9047	24 Barry Street BAYSWATER VIC 3153	Buildings and Works (Construction of an internal mezzanine) and reduction in car parking requirements pursuant to Clause 52.06	14/04/2022 Approved
Chandler	2022/6125	26 Casuarina Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	5/04/2022 Approved
Chandler	2022/9040	380 Dorset Road BORONIA VIC 3155	Removal of one (1) Cinnamomum camphora (Camphor Laurel)	4/04/2022 Approved
Chandler	2022/6147	1 Vaughan Road FERNTREE GULLY VIC 3156	Removal of four (4) Chamaecyparis lawsoniana (Lawson's Cypress)	7/04/2022 Approved
Chandler	2022/6113	48 Landscape Drive BORONIA VIC 3155	Pruning of one (1) Eucalyptus obliqua (Messmate) and one (1) Liquidambar styraciflua (Sweetgum)	7/04/2022 Approved
Chandler	2021/6262	45 Stuart Street THE BASIN VIC 3154	Buildings and Works (Extension to existing dwelling and new carport and shed)	14/04/2022 Approved
Chandler	2022/6165	3 Crest Court THE BASIN VIC 3154	Removal of one (1) Fraxinus oxycarpa 'Raywood' (Claret Ash)	22/04/2022 Approved
Chandler	2022/6065	30 Verbena Avenue THE BASIN VIC 3154	Buildings and Works (additions and alterations to existing dwelling)	14/04/2022 Approved
Chandler	2022/6133	4-6 View Road THE BASIN VIC 3154	Boundary Re-alignment (Two Lot Subdivision)	19/04/2022 Approved
Collier	2021/6581	2 Barnsdale Court WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	7/04/2022 Notice of Decision
Collier	2022/6091	68 Harold Street WANTIRNA VIC 3152	The construction of a Dependent Persons Unit	21/04/2022 Approved
Collier	2022/9045	55 Dunbarton Drive WANTIRNA VIC 3152	2 Lot Subdivision (Approved Development Site)	14/04/2022 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2022/9036	29 Coolibah Crescent BAYSWATER VIC 3153	2 lot subdivision (approved development site)	1/04/2022 Approved
Dinsdale	2022/6024	520 Mountain Highway BAYSWATER VIC 3153	Electronic Pylon signage	5/04/2022 Approved
Dinsdale	2021/6722	26 Victoria Road BAYSWATER VIC 3153	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land	6/04/2022 Notice of Decision
Dinsdale	2021/6012	47 Dixon Court BORONIA VIC 3155	Development of the land for five (5) double storey and two (2) single storey dwellings and removal of vegetation.	6/04/2022 Notice of Decision
Dinsdale	2022/6059	1/10 Imperial Avenue BAYSWATER VIC 3153	4 Lot subdivision (approved development site)	7/04/2022 Approved
Dinsdale	2021/6483	9-11 Allenby Avenue WANTIRNA SOUTH VIC 3152	The construction of two (2) single storey dwelling and four (4) double storey dwellings on the land	11/04/2022 Refused
Dinsdale	2022/9049	9 Waranga Road BAYSWATER VIC 3153	Two lot subdivision (approved development site)	20/04/2022 Approved
Dinsdale	2022/9051	8A Victoria Road BAYSWATER VIC 3153	Two (2) Lot Subdivision (approved development site)	21/04/2022 Approved
Dinsdale	2022/9046	2 Ernest Street BAYSWATER VIC 3153	Two (2) Lot Subdivision (approved development site)	20/04/2022 Approved
Dinsdale	2021/6764	4/9 Woodbine Court WANTIRNA SOUTH VIC 3152	Change of Use for the purposes of a Dance Studio	14/04/2022
Dobson	2022/6157	4 Mason Street FERNTREE GULLY VIC 3156	Removal of one (1) Liquidambar styraciflua (Sweetgum) and two (2) Eucalyptus pulchella (White Peppermint)	7/04/2022 Approved
Friberg	2021/6653	1828 Ferntree Gully Road FERNTREE GULLY VIC 3156	Construction of four (4) double storey dwellings and creation of access to a Transport Zone Schedule 2	11/04/2022 Approved
Friberg	2022/6184	2/1 Amay Crescent FERNTREE GULLY VIC 3156	Building and Works (Addition of First Floor)	28/04/2022 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2021/6325	29 O'Connor Road KNOXFIELD VIC 3180	Development of a double storey dwelling to the rear of existing dwelling	28/04/2022 Notice of Decision
Friberg	2021/6744	52-54 Adele Avenue FERNTREE GULLY VIC 3156	Development and use of the land for a Child Care Centre	14/04/2022 Notice of Decision
Friberg	2021/6762	29 Norma Crescent South KNOXFIELD VIC 3180	Development of the land for one single story dwelling to the rear an existing single storey dwelling	14/04/2022 Notice of Decision
Friberg	2021/6743	11 Coromandel Crescent South KNOXFIELD VIC 3180	Development of the land for two (2) double storey and one (1) single storey dwelling	27/04/2022 Approved
Scott	2021/6642	12 Fewster Drive WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	1/04/2022 Notice of Decision
Scott	2022/6153	1/56 Norma Crescent KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus nicholii (Narrow-leaf Peppermint)	8/04/2022 Approved
Taylor	2022/9044	77 Sullivan Avenue LYSTERFIELD VIC 3156	Two lot Subdivision (approved development site)	1/04/2022 Approved
Taylor	2021/6055	21 Heany Park Road ROWVILLE VIC 3178	9 lot Subdivision	12/04/2022 Notice of Decision
Tirhatuan	2022/6090	17 Barak Way ROWVILLE VIC 3178	Buildings and works - Roof over existing verandah	13/04/2022 Approved
Tirhatuan	2021/6734	3 Myer Place ROWVILLE VIC 3178	Use of land for industry, warehouse and associated buildings and works, signage and reduction in car parking	14/04/2022 Approved
Tirhatuan	2022/6141	44 Timbertop Drive ROWVILLE VIC 3178	Removal of two (2) Eucalyptus gonicalyx (Long Leaved Box)	12/04/2022 Refused
Tirhatuan	2021/6457	737-739 Stud Road SCORESBY VIC 3179	Development of the land for twelve 3-storey dwellings and alteration to access from a Transport Zone 2	11/04/2022 Notice of Decision
Tirhatuan	2021/6196	651 Stud Road SCORESBY VIC 3179	The construction of six (6) double storey townhouses and alteration of access to a road in a Transport Zone 2	12/04/2022 Notice of Decision
Tirhatuan	2022/6220	3 Johann Avenue SCORESBY VIC 3179	Two (2) Lot Subdivision (Approved development site)	22/04/2022 Approved

Ward	No/ Type	Address	Description	Decision
Tirhatuan	2021/6670	1 & 2/6 Lidgate Avenue ROWVILLE VIC 3178	Development of the land for three (3) double storey dwellings	21/04/2022
Tirhatuan	2022/6027	Stud Park SC Sh 8/1101 Stud Road ROWVILLE VIC 3178	Liquor Licence (Packaged liquor associated with a supermarket)	27/04/2022 Approved

6.2 1 Michele Drive, Scoresby

SUMMARY: Principal Planner, Merette Shenouda

This report considers Planning Application P/2021/6463 for the development of the land for three (3) triple storey dwellings and alteration of access to a Road in a Transport Zone 2 at 1 Michele Drive, Scoresby.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for the construction of three (3) triple storey dwellings and alteration of access to a road in a Transport Zone2 at 1 Michele Drive, Scoresby, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2021/6463 has been lodged with Council for the development of the land for three (3) triple storey dwellings and alteration of access to a road in a Transport Zone 2 at 1 Michele Drive, Scoresby.

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

2 DISCUSSION

It is considered that the development will provide an appropriate balance between the need for additional housing within a fully serviced area that is an Activity Area situated on the Principal Public Transport Network (PPTN) and the amenity of occupants and adjoining residents.

The development generally complies with Council's Neighbourhood Character Policy and ResCode. The proposal complies with the purpose of the Residential Growth Zone – Schedule 1. On balance it is considered that the proposal responds reasonably to the Planning Policy Framework. It is recommended that a Notice of Decision to Grant a Planning Permit be issued. The detailed Officer Report is provided at Attachment 1.

3 CONSULTATION

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total four (4) objections were received.

The application was referred externally to the Department of Transport, and referred internally to Council's Stormwater Engineer, Assets Officer, Landscape Officer, Building Department, and ESD Officer. No major concerns were raised with the application. Any conditions from internal departments or the Department of Transport have been included in the Conditions within the Recommendation.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target as any planning permit issued will not increase Council's corporate carbon emissions.

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

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

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

7. SOCIAL IMPLICATIONS

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

8. RELEVANCE TO KNOX COMMUNITY PLAN 2021-31 AND COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

9. CONFLICT OF INTEREST

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

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of three (3) triple storey dwellings and alteration of access to a road in a Transport Zone 2 at 1 Michele Drive, Scoresby, subject to the following conditions:

Amended Development Plans

- 1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**

- 1.1 Each balcony to have a minimum area of 15m².
- 1.2 Boundary fence details for the northern side boundary.
- 1.3 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.
- 1.4 The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.3 of this Planning Permit.
- 1.5 A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.6 Delete reference of water tanks from Development and Landscape plans.
- 1.7 All levels to be to AHD (Australian Height Datum).
- 1.8 Any changes to comply with Condition 3.5.
- 1.9 Sustainable Design Assessment in accordance with Condition 12.
- 1.10 Any modifications to the plans as required by Condition 12.

To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
 - 2.1 Drainage plans in accordance with Condition 3.
 - 2.2 Landscape plans in accordance with Condition 4.

To the satisfaction of the Responsible Authority.

Drainage Plans

3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:
 - 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
 - 3.2 The internal drains of the dwellings to be independent of each other.

- 3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
- 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**
- 3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
- 3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
- 3.8 All levels to be to AHD (Australian Height Datum).**

To the satisfaction of the Responsible Authority.

Landscaping

- 4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**
 - 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
 - 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**
 - 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**
 - 4.4 Details of the surface finishes of pathways and driveways.**
 - 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
 - 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
 - 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**
 - 4.8 The plan must also show the provision of at least two (2) additional indigenous or native canopy trees and 7 additional large feature shrubs with a mature height of 4-5metres chosen from Plant List 1, 2 or 3 of Council's Landscape Plan Guidelines**

for Planning Permits. These canopy trees must be a minimum 1.5metres tall when planted and are to be in the following areas:

- 4.8.1 Dwelling 1 Michele Drive Front Setback: one (1) large and one (1) small canopy tree;**
 - 4.8.2 Dwelling 1 Stud Road Frontage: three (3) large feature shrubs with a mature height of 4-5 metres;**
 - 4.8.3 Dwelling 2 frontage: two (2) large feature shrubs with a mature height of 4-5 metres; and**
 - 4.8.4 Dwelling 3 frontage: two (2) large feature shrubs with a mature height of 4-5 metres.**
- 4.9 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.**

To the satisfaction of the Responsible Authority.

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

General

- 7. All development must be in accordance with the endorsed plans.**
- 8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

Sustainable Design Assessment

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

environmental duty under section 25 of the Environment Protection Act 2017 (Vic) and with regard to the Environment Reference Standard issued under section 93 of the Environment Protection Act 2017 (Vic), are satisfied. This includes sufficiently sized rainwater tank(s) for retention purposes for each dwelling, as well as, permeable paving to parts of the driveway areas in lieu of raingardens, to the satisfaction of the Responsible Authority.

- 12.2 Rainwater tanks connected to all toilet flushing, laundry and irrigation areas.
- 12.3 A complete, published BESS Report, with an acceptable overall score of at least 50% which also meets the 'pass' marks in the categories of Water, Energy, Stormwater and Indoor Environment Quality (IEQ) or is otherwise to the satisfaction of the Responsible Authority.
- 12.4 That the development achieves a minimum average NatHERS 6.5 star energy efficiency rating. Upon finalising an energy efficiency assessment for each dwelling, a shortfall with the development's thermal performance requirements and minimum obligations must not be met through the utilisation of renewable energy systems, treated as an offset measure, to proclaim compliance.
- 12.5 Heating and cooling systems include a minimum 3 star energy efficiency rating.
- 12.6 Hot water systems include a minimum 6 star energy efficiency rating system.
- 12.7 Water efficient fixtures and fittings include minimum 5 star WELS taps, 4 star WELS toilets and 3 star WELS showerheads (≤ 7.5 L/min).
- 12.8 Double glazing used to all living and bedroom area windows.
- 12.9 One secure bicycle parking space per dwelling.

to the satisfaction of the Responsible Authority.

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

Car Parking & Accessways

- 14. Before the dwellings are occupied, driveways and car parking areas must be:
 - 14.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority.
 - 14.2 Formed to such levels and drained so that they can be used in accordance with the approved plan.
 - 14.3 Treated with an all-weather seal or some other durable surface.

To the satisfaction of the Responsible Authority.

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

Fencing

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

Amenity During Construction

- 18. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
 - 18.1 The appearance of building, works or materials on the land.**
 - 18.2 Parking of motor vehicles.**
 - 18.3 Transporting of materials or goods to or from the site.**
 - 18.4 Hours of operation.**
 - 18.5 Stockpiling of top soil or fill materials.**
 - 18.6 Air borne dust emanating from the site.**
 - 18.7 Noise.**
 - 18.8 Rubbish and litter.**
 - 18.9 Sediment runoff.**
 - 18.10 Vibration.**

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

Stormwater

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

Permit Expiry

- 20. This permit will expire if one of the following circumstances applies:**
 - 20.1 The development is not started within two years of the date of this permit.**
 - 20.2 The development is not completed within four years of the date of this permit.**

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

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

NOTES

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

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.
- The total Permissible Site Discharge for the property including all dwellings is 4L/s to the existing Council drainage system for a 40 year ARI event.
- Applicant is to direct all stormwater to the Council Stormwater pit near the southern corner of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.
- The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.
- Drainage works in the Road reserve or in the Council easement will require a road opening permit.
- Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.
- Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.

Other Notes:

- Council encourages the consideration of water storage tanks for all existing and proposed residential developments.
- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- The dwelling/s must achieve a minimum 6-Star Energy Rating.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in

accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.

- **Raised concrete slabs on the existing footpath fronting the site should be grounded.**
- **All litter and rubbish associated with the construction must be contained on site at all times.**

11. CONFIDENTIALITY

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

Report Prepared By: Principal Planner, Merette Shenouda

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

Attachments

1. Attachment 1 - Officer Report - 1 Michele Drive SCORESBY VIC 3179 [6.2.1 - 8 pages]
2. Attachment 2 - Council attachments - 1 Michele Drive Scoresby [6.2.2 - 13 pages]



knox
your city

Attachment 1



Planning Application P/2021/6463 for the development of land for three (3) triple storey dwellings and alteration of access to a road in a Transport Zone 2 at 1 Michele Drive, Scoresby.

1. Summary:

Subject Site:	1 Michele Drive, SCORESBY VIC 3179
Proposed Development:	Development of the land for three (3) triple storey dwellings and alteration of access to a road in a Transport Zone 2
Existing Land Use:	Single dwelling
Site Area:	579m ²
Planning Scheme Controls:	Residential Growth Zone - Schedule 1 (RGZ1)/ No Overlays
Application Received:	11 August 2021
Number of Objections:	Four (4)
PCC Meeting:	Not Applicable
Ward:	Tirhatuan

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2021/6463 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Subject Site and Surrounds

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

- The subject site is located on the northern corner of Michele Drive and Stud Road, in Scoresby. The site is irregular in shape and has an approximate slope of 1 metre from the south to the north. The site has a frontage of 6.10 metres to Michele Drive, 36.58 metre frontage to Stud Road, and an overall site area of approximately 579m².
- The subject site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks. Sites to the west are located within the Neighbourhood Residential Zone – Schedule 4. There are some examples of multiple dwellings located on a single site, including No. 5 George Street.
- The site has vehicular access via a single width crossover to Stud Road, adjacent to the northern boundary.
- There are no covenants registered on the Copy of Title.
- No significant vegetation exists on the site.



Attachment 1

3.2 The Proposal

The proposal seeks permission for the construction of three (3) triple storey dwellings on the land and alteration of access to a road in a Transport Zone 2. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The existing single storey dwelling will be removed (planning permit not required for demolition).
- The construction of three (3) triple storey dwellings.
- Each proposed dwelling contains four (4) bedrooms, along with a kitchen/dining/living space, a balcony and a roof top terrace.
- Vehicular access to Dwelling 1 is provided via a modified crossover adjacent to the northern boundary and Dwellings 2 and 3 is provided via a new double crossover.
- The development will have a minimum front setback of 6 metres to Michele Drive and a setback to Stud Road of 3 metres. Maximum height of the development will be 9.4 metres.
- Site coverage is 57.08% and permeability is 32.3%.
- The proposal also incorporates the removal of the existing vegetation on site (none considered significant or requiring a Planning Permit for removal).

4. Consultation

4.1 Advertising

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total four (4) objections were received and are summarised below.

Insufficient Landscape Areas

- The proposal has provided adequate space for landscaping across the site, and exceeds the landscaping requires of Schedule 1 to the Residential Growth Zone. Refer Section 4.1 below.

Insufficient private open space

- The proposal has provided balconies which fall slightly short of the required 15m² by Schedule 1 to the Residential Growth Zone (14m² per dwelling is provided). A Condition of any permit issued will require the balconies to have a minimum area of 15m².

Neighbourhood Character

- The proposal is considered consistent with the preferred character for an Activity Area. An assessment of the proposed development against Clause 22.07 Neighbourhood Character Policy is provided at Section 5.2.4 of this report.

Car parking / impact on traffic

- Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 5.3 of this report.

Impact on future development design on neighbouring property

- Concerns are raised regarding this proposal affecting any future development of neighbouring sites. As each planning application is assessed on its own merits, it is not expected that this proposal will result in unreasonable design challenges for a development on neighbouring sites. As outlined below in Section 5, this proposal complies with the height and setback requirements, as would be expected for any developments of neighbouring sites.



Attachment 1

Overshadowing

- Shadow diagrams demonstrating overshadowing from the development between 9am and 3pm have been submitted with the application. The shadow diagrams demonstrate full compliance with ResCode Standard B21 (Overshadowing).

Privacy

- All habitable windows with the ability to overlook have been appropriately screened to a height of 1.7m above the finished floor levels, in accordance with the requirements of ResCode Standard B22 (Overlooking).
- Adequate ground floor fencing heights have been provided to reduce any potential ground floor overlooking.

4.2 Referrals

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

Department of Transport: No objection or conditions required.

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

Landscape: The site can accommodate 2 canopy trees and 7 large shrubs. Standard conditions to be included on any permit issued.

ESD Officer: The Sustainable Design Assessment (SDA) submitted with the application is satisfactory to proceed to a decision, however changes to the SDA will be required as a condition of any permit issued.

Building: No concerns raised or conditions required.

Assets: Existing crossovers on site must be re-constructed to Council standard.

5. Discussion

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

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Residential Growth Zone – Schedule 1. A permit is required for the construction of two or more dwellings on a lot. Schedule 1 to the Residential Growth Zone varies the ResCode requirements for Standard B6 (Minimum street setback), Standard B13 (Landscaping) and Standard B28 (Private Open Space).

- The proposal is consistent with the purpose of the Residential Growth Zone by providing for diversity in housing types that respects the neighbourhood character of the area.
- Landscaping - The site can accommodate at least two (2) canopy trees, which exceeds the minimum landscaping requirements for Standard B13.
- Private Open Space – does not comply. The balcony for each dwelling falls short of the required 15m². A condition of any permit issued will require each balcony to have a minimum area of 15m².

5.1.2 Overlays

The site is not affected by any overlays.



Attachment 1

5.2 Policy Consideration: State and Local Planning Policy Framework

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

5.2.1 Housing

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

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

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

The subject site is located within an 'Activity Area', which has direct access to the Principal Public Transport Network (PPTN) and access to regular public transport options. A greater range and increased densities of residential development are encouraged within these areas.

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

- The design respects the scale and built form of housing expected within an Activity Area and provides an appropriate transition to neighbouring sites located within the Knox Neighbourhood area.
- Housing choice – The development comprises four (4) bedrooms for each dwelling proposed.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – This has been discussed above under Clause 15.02.
- Location – The site is located within an Activity Area, with access to a number of urban services within an established area. The subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. Refer to the assessment against Council's Neighbourhood Character Policy below.

5.2.2 Sustainability and Environment

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



Attachment 1

Clause 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 Sustainable Design Assessment submitted with the application is considered to be acceptable to proceed with a Planning Permit, subject to Conditions.

5.2.3 Transport

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

The site is located on the Principal Public Transport Network (PPTN) within a 60 metre walk of bus stops on the 681, 682 and 901 bus routes along Stud Road.

5.2.4 Urban Design (including Neighbourhood Character)

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

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 22.07 Development in Residential Areas and Neighbourhood Character: Activity Area. Clause 22.07 identifies the subject site within an Activity Area, where areas will see the most substantial change in housing styles than other Knox Areas, balance retaining the ‘green and leafy’ character when viewed from the street, whilst allowing more intensive residential development and support new residential development that is well designed both architecturally and functionally. Applications must also consider accessible, sustainable and architectural design elements.

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

- The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale for an Activity Area. The development incorporates important neighbourhood character features such as a landscaped front yard, wide balconies to front the street, and car parking located behind or alongside the proposed dwellings. The upper levels of the dwellings are reduced in size and appropriately setback from the property boundaries. The development also provides landscaping opportunities along the boundaries of the site.
- The proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site. The recessed upper floors, extent of landscape areas and the front setbacks will result in a good quality urban design outcome within an Activity Area.



Attachment 1

- The proposal includes appropriate setbacks and ample opportunities for meaningful landscaping throughout the site and will include the provision of canopy trees that will contribute to the long term amenity of the area.
- The design incorporates appropriate setbacks to second and third floors to offset amenity impacts to the neighbouring properties.
- The proposal provides an appropriate balance between the need for providing housing, and the amenity of the area and future occupants of the site.

5.3 Particular Provisions

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

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings. A permit may be granted to reduce or to waive the number of car spaces required by the table.

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

- Car parking provision: The proposal satisfies the car parking provision as each dwelling is provided with a single garage and a tandem car space.
- Car parking design: Complies.

Clause 52.29 Land Adjacent to Principal Road Network: Pursuant to Clause 52.29-2, a Planning Permit is required to create or alter access to a road in a Transport Zone 2. As Stud Road is zoned under the Transport Zone 2, a Permit is required for this development. A referral has been sent to the Department of Transport who did not object to the proposal or request any conditions to be included on the permit.

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

Neighbourhood Character and Infrastructure

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

Residential Policy – Complies, refer above.

Dwelling Diversity – Complies.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies.

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.



Attachment 1

Open Space – Not applicable.

Safety – Complies.

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

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Complies.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Can comply, a condition on any permit issued will required the balconies have a minimum area of 15m².

Solar access – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Can comply. Details of letterboxes and meter boxes will be required as permit of any permit to issue.

Front fence – Complies.

5.5 General Decision Guidelines

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

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



Attachment 1

6. Conclusion

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

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the Residential Growth Zone - Schedule 1.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- The development provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.



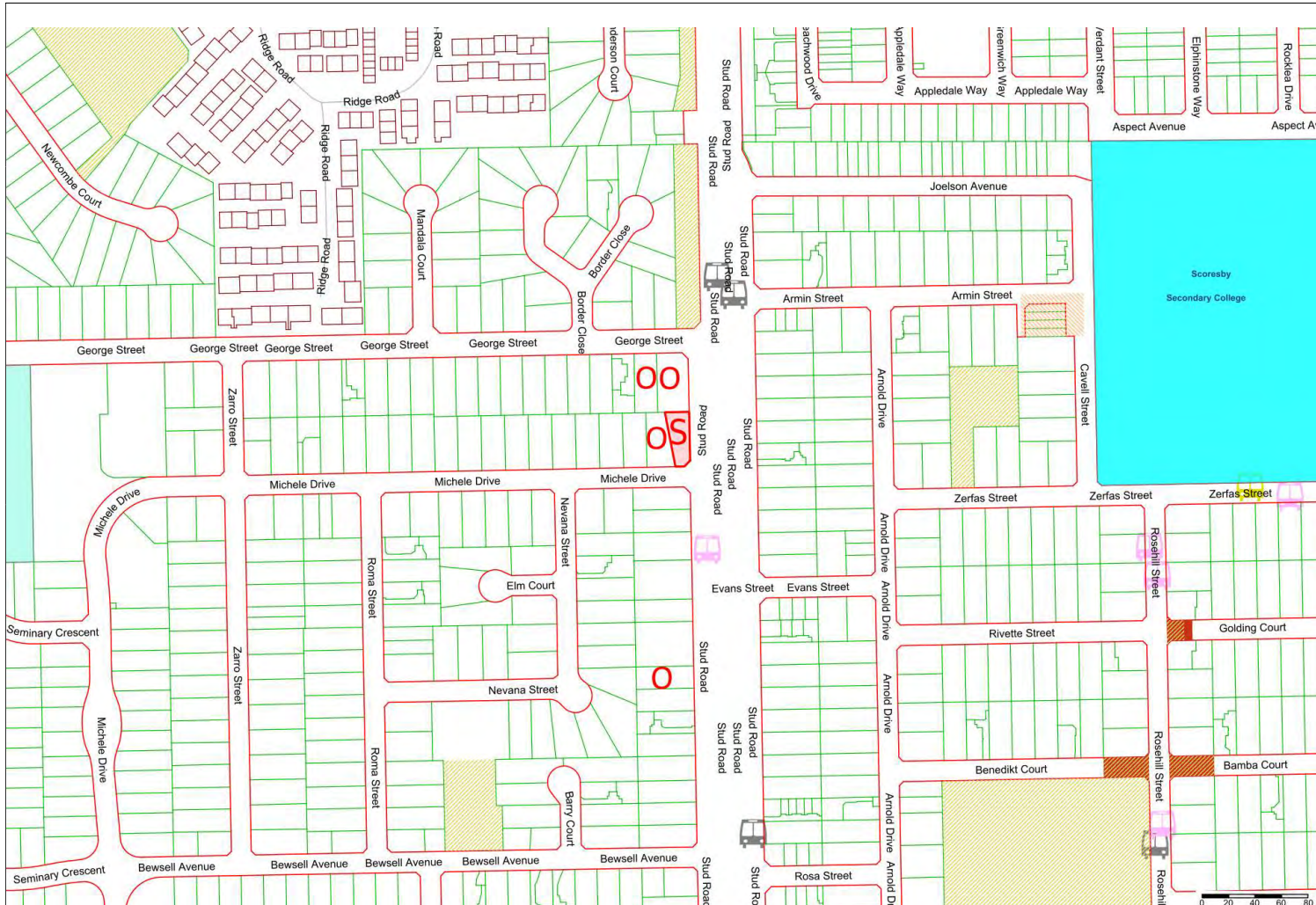
ATTACHMENT 2

Address	1 Michele Drive, SCORESBY
Application Number	P/2021/6463
Description	Development of the land for three (3) triple storey dwellings and alteration of access to a road in a Transport Zone 2
Wardname	Tirhatuan

LEGEND:

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

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Scale: **1:3000**



DISCLAIMER:

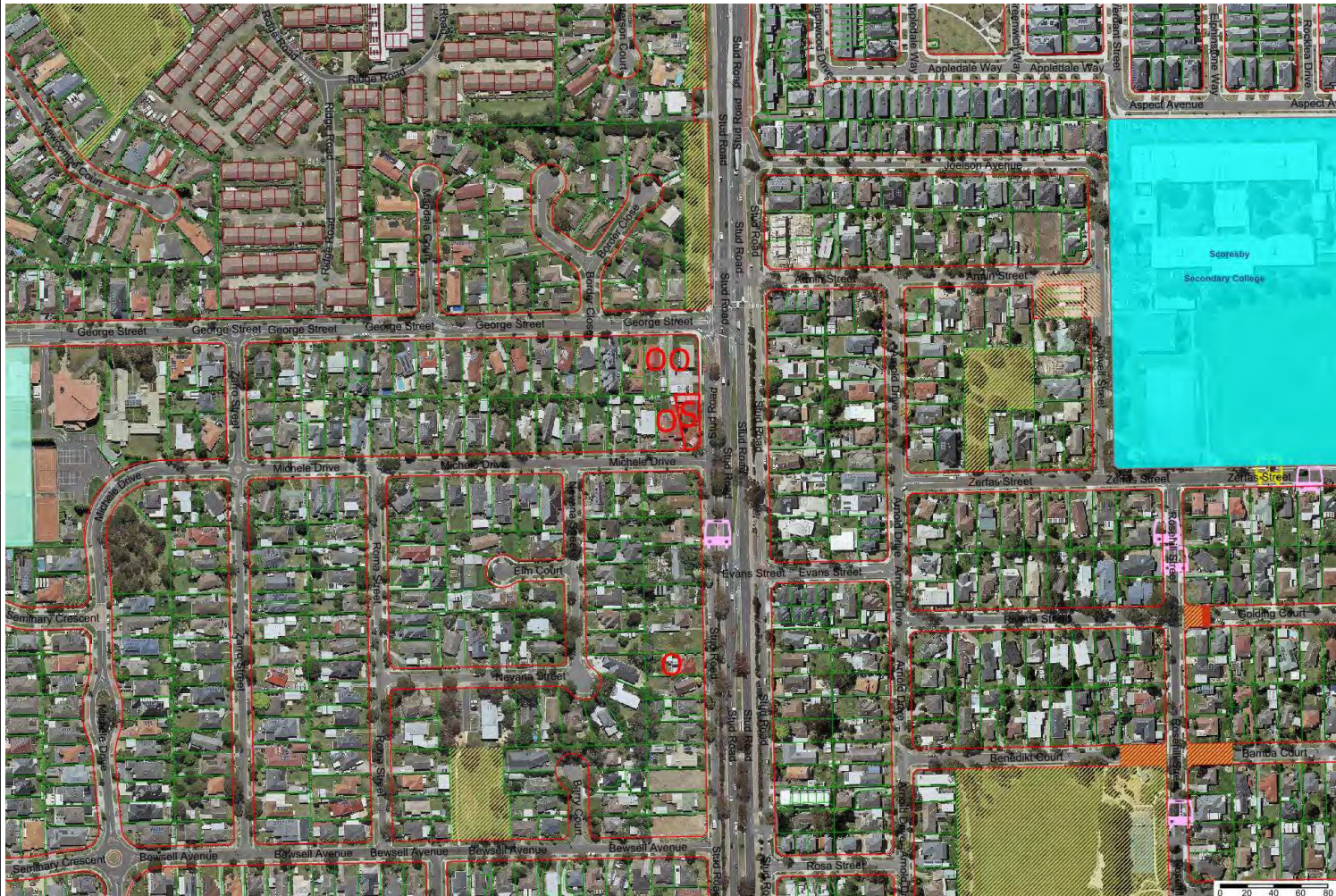
Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
Aerial Photography - AAM (Flown April 2021 - unless otherwise stated)
Melbourne Water Drainage Information - Melbourne Water

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



ATTACHMENT 2

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LEGEND:

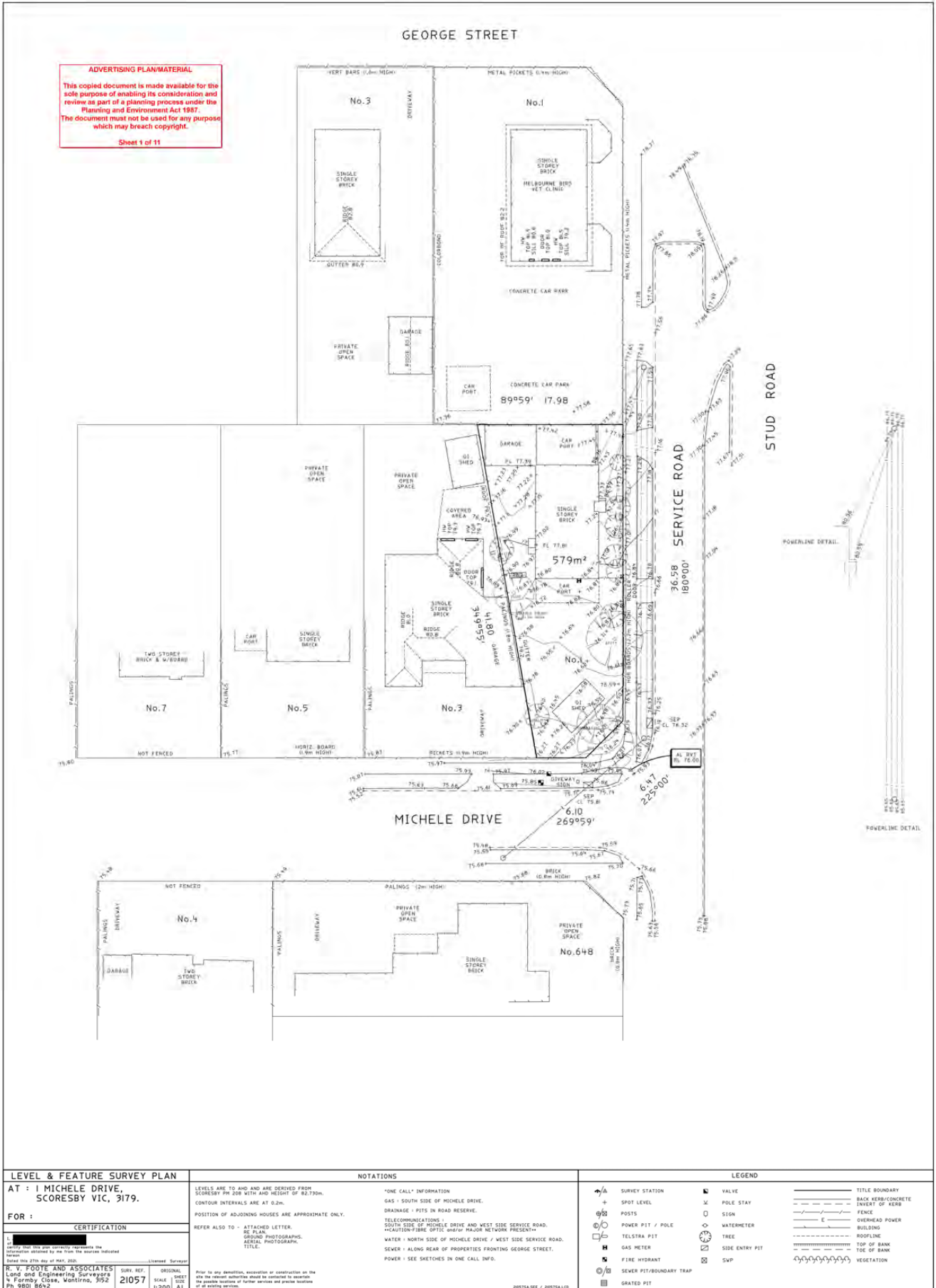
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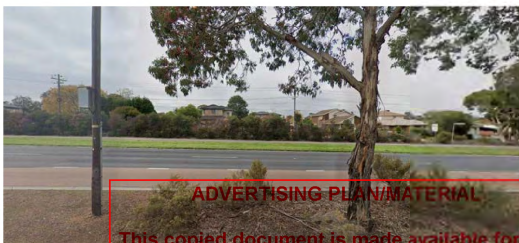
V1: VIEW OF EXISTING SITE CONDITION ALONG MICHELE DRIVE



V2: VIEW LOOKING SOUTH FROM STUD ROAD SERVICE LANE



V3: VIEW LOOKING NORTH WEST ALONG STUD ROAD SERVICE LANE



V4: VIEW LOOKING EAST OVER THE SITE



SITE ANALYSIS PLAN

- | | | | | | |
|--|---|---|---|---|---|
| <p>1 MICHELE DRIVE</p> <p>01 SINGLE STOREY DWELLING
SETBACK: 10 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>02 SINGLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>03 MICHELE DRIVE
DOUBLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: REAR OF PROPERTY</p> <p>04 MICHELE DRIVE
SINGLE STOREY DWELLING
SETBACK: 7.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: REAR OF PROPERTY</p> | <p>05 11 MICHELE DRIVE
SINGLE STOREY DWELLING
SETBACK: 10 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>06 5 GEORGE STREET
SINGLE STOREY DWELLING
SETBACK: 10 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>07 1 GEORGE STREET
SINGLE STOREY DWELLING
SETBACK: 10 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>08 10 GEORGE STREET
SINGLE STOREY DWELLING
SETBACK: 10 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> | <p>09 5 GEORGE STREET
DOUBLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>10 10 GEORGE STREET
DOUBLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
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FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>11 11 GEORGE STREET
SINGLE STOREY DWELLING
SETBACK: 10 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>12 1 GEORGE STREET
SINGLE STOREY DWELLING
SETBACK: 10 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> | <p>13 618 STUD ROAD
DOUBLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>14 617 STUD ROAD
SINGLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>15 618 STUD ROAD
SINGLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>16 618 STUD ROAD
SINGLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> | <p>17 618 STUD ROAD
DOUBLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>18 618 STUD ROAD
DOUBLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>19 618 STUD ROAD
SINGLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>20 618 STUD ROAD
SINGLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> | <p>21 618 STUD ROAD
DOUBLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>22 618 STUD ROAD
SINGLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>23 618 STUD ROAD
SINGLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> <p>24 618 MICHELE DRIVE
SINGLE STOREY DWELLING
SETBACK: 10.5 METRES
WALLS: BRICK FINISH
ROOF: TILED ROOF
FENCE: TALL THUNDER FENCE
GARAGE: FRONT OF PROPERTY</p> |
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Sheet 2 of 11

No.	Description	DOB
A	TOWN PLANNING LOCAL GOVERNMENT ACT 1997	1997/21
B	TOWN PLANNING LOCAL GOVERNMENT ACT 1997	1997/21
C	TOWN PLANNING LOCAL GOVERNMENT ACT 1997	1997/21

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PROJECT
TOWNHOUSE DEVELOPMENT

ADDRESS
1 MICHELE DRIVE, SCORSBY 3179

CLIENT
Mater

DATE
17/10/21

SCALE
As Shown

SHEET NO.
TP01

REVISION
C

ISSUED FOR TOWN PLANNING



01 635 STUD RD - 2 STOREY TOWNHOUSE DEVELOPMENT



02 627-628 STUD RD - PROPOSED 10 TOWNHOUSES IN A 3 STOREY DEVELOPMENT (AT MARKETING)



03 697 STUD RD - 3 STOREY MULTI-UNIT DEVELOPMENT



04 711 STUD RD - 3 STOREY DEVELOPMENT TOWNHOUSES (AT MARKETING)

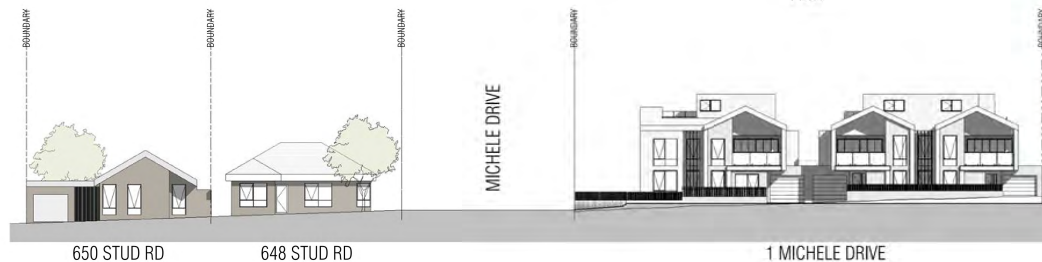
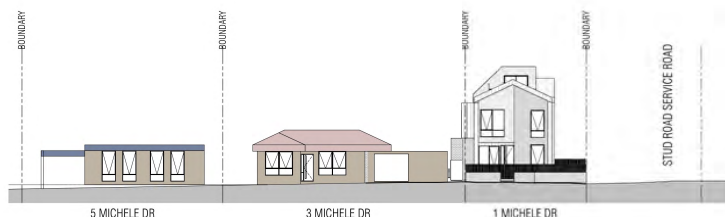


SITE DESCRIPTION PLAN 1:250

ADVERTISING PLAN/MATERIAL

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Sheet 3 of 11



800M NORTH TO HARCREST HUB SHOPPING MALL

EXISTING VEHICULAR ACCESS POINT

SERVICE ROAD

EXISTING VEHICULAR ACCESS POINT

EXISTING 2.2M HIGH TIMBER FENCE ON BOUNDARY

BUS STOP 681, 682, 901

900M SOUTH TO SCORESBY VILLAGE SHOPPING CENTRE

No.	Description	Value
A	TOWN PLANNING LOCAL GOVERNMENT	19,027.71
B	TOWN PLANNING LOCAL GOVERNMENT	17,213.71
C	TOWN PLANNING LOCAL GOVERNMENT	11,532.71

The drawings are to be read and used in conjunction with the General Conditions of Contract for the development of the site. The drawings are intended to be used for the purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach copyright.

PROJECT: TOWNHOUSE DEVELOPMENT

ADDRESS: 1 MICHELE DRIVE, SCORESBY 3179

SCALE: 1:500

DATE: 17/10/21

DESIGN: Mather

DESIGN RESPONSE & NEIGHBOURHOOD CHARACTER

SHEET NO.: TP02

ISSUED FOR TOWN PLANNING



Ground Floor
1 : 100

ADVERTISING PLAN/MATERIAL

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Sheet 4 of 11

DEVELOPMENT SUMMARY

NO. OF LOTS: 1000, 1000

SITE AREA	0.93 HA
NUMBER OF DWELLINGS	3 DWELLINGS
CAR SPACES	6 COVERED SPACES
SITE COVERAGE	30.0% (15.0% MIN)
PERMEABLE SURFACES	100 M ² (20.0% MIN)
DRIVEWAY	22.0 M ²

No.	Description	Value
A	TOWN PLANNING PERMIT	100.00
B	TOWN PLANNING PERMIT	100.00
C	TOWN PLANNING PERMIT	100.00

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AREA SUMMARY

AREA TYPE	AREA	UNIT
UNIT 1		
GARAGE FLOOR	18.0 m ²	UNIT 1
FIRST FLOOR	58.0 m ²	UNIT 1
SECOND FLOOR	54.0 m ²	UNIT 1
GARAGE	29.0 m ²	UNIT 1
GARAGE	79.0 m ²	
UNIT 2		
GARAGE FLOOR	18.0 m ²	UNIT 2
FIRST FLOOR	58.0 m ²	UNIT 2
SECOND FLOOR	54.0 m ²	UNIT 2
GARAGE	29.0 m ²	UNIT 2
GARAGE	79.0 m ²	
UNIT 3		
GARAGE FLOOR	18.0 m ²	UNIT 3
FIRST FLOOR	58.0 m ²	UNIT 3
SECOND FLOOR	54.0 m ²	UNIT 3
GARAGE	29.0 m ²	UNIT 3
GARAGE	79.0 m ²	

TOWNHOUSE DEVELOPMENT

ADDRESS:
1 MICHELE DRIVE, SCORSBY 3179

Scale: 1:100
Date: 11/10/22

SHEET NAME:
SITE LAYOUT & GROUND FLOOR PLAN

SHEET NO.:
TP03

ISSUED FOR TOWN PLANNING



First Floor
1:100

ADVERTISING PLAN/MATERIAL

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Sheet 5 of 11

AREA SUMMARY		
AREA TYPE	AREA	UNIT
UNIT 1		
GRAND FLOOR	76.00	UNIT 1
FIRST FLOOR	33.00	UNIT 1
SECOND FLOOR	34.00	UNIT 1
GRAND	143.00	UNIT 1
UNIT 2		
GRAND FLOOR	39.00	UNIT 2
FIRST FLOOR	39.00	UNIT 2
SECOND FLOOR	34.00	UNIT 2
GRAND	112.00	UNIT 2
UNIT 3		
GRAND FLOOR	77.00	UNIT 3
FIRST FLOOR	42.00	UNIT 3
SECOND FLOOR	33.00	UNIT 3
GRAND	152.00	UNIT 3
UNIT 4		
GRAND FLOOR	78.00	UNIT 4
FIRST FLOOR	33.00	UNIT 4
SECOND FLOOR	33.00	UNIT 4
GRAND	144.00	UNIT 4

DEVELOPMENT SUMMARY

PROJECT: TOWNHOUSE DEVELOPMENT

SITE AREA	3.000M ²
NUMBER OF DWELLINGS	3 DWELLINGS
CAR SPACES	3 RESIDENT SPACES
SITE COVERAGE	33.00% OF 17.00 M ²
PERMEABLE SURFACES	33.00% OF 35.00%
DRIVEWAY	2.000M ²

No.	Description	Area
A	TOWNHOUSE DEVELOPMENT	143.00 M ²
B	TOWNHOUSE DEVELOPMENT	112.00 M ²
C	TOWNHOUSE DEVELOPMENT	152.00 M ²

The drawings are to be used only for the purpose of the development and are not to be used for any other purpose. The drawings are not to be used for any other purpose. The drawings are not to be used for any other purpose. The drawings are not to be used for any other purpose.

PROJECT: TOWNHOUSE DEVELOPMENT

ADDRESS: 1 MICHELE DRIVE, SCORSBY 3179

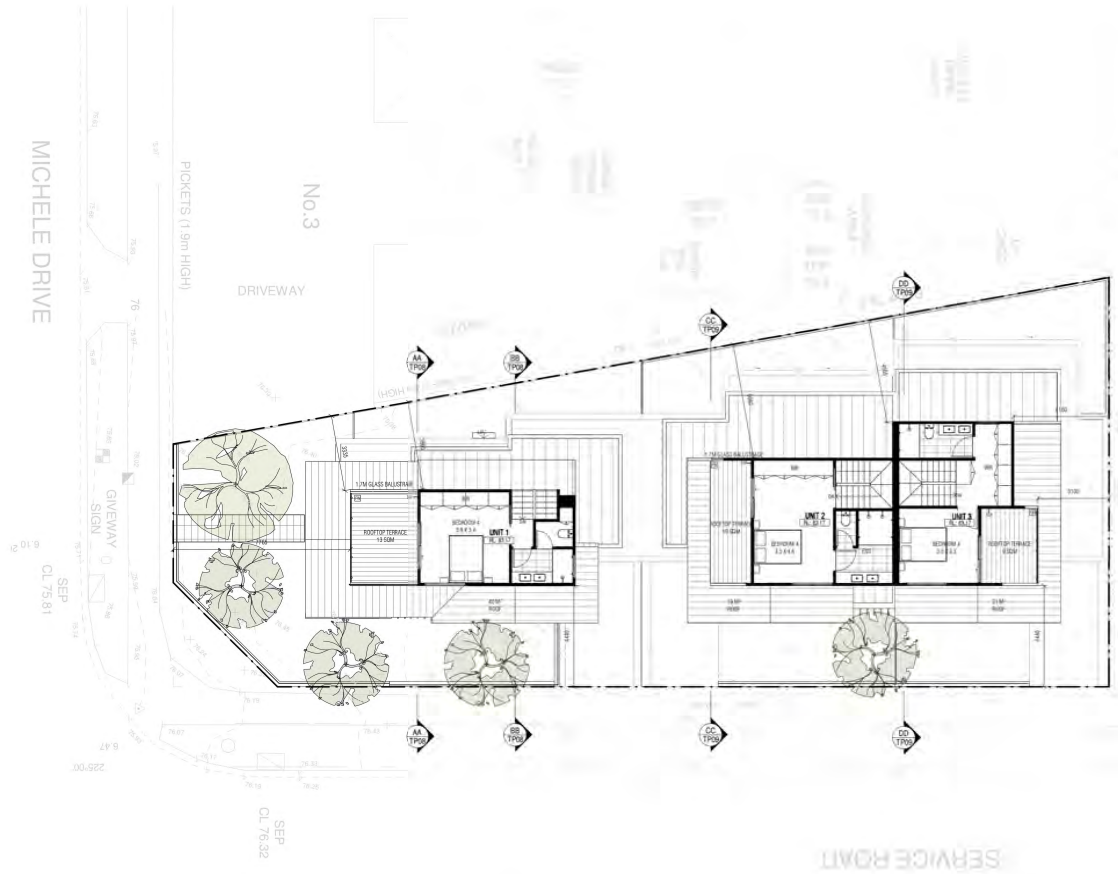
Scale: 1:100

DATE: 11/10/22

PROJECT NAME: FIRST FLOOR PLAN

SHEET NO.: TP04 C

ISSUED FOR TOWN PLANNING



Second Floor
1 : 100

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Sheet 6 of 11

DEVELOPMENT SUMMARY	
SITE AREA	3,174M ²
NUMBER OF DWELLINGS	3 DWELLINGS
CAR SPACES	8 PREFERED SPACES
SITE COVERAGE	220.3 M ² 69.7%
PERMEABLE SURFACE	177 M ² 55.8%
OVERLAY	SO 1/19

No.	Description	Area
A	TOWN PLANNING PERMIT	19.97 M ²
B	TOWN PLANNING PERMIT	22.11 M ²
C	TOWN PLANNING PERMIT	11.92 M ²

AREA SUMMARY

AREA TYPE	AREA	UNIT
UNIT 1		
GROUND FLOOR	184M ²	UNIT 1
FIRST FLOOR	254M ²	UNIT 1
SECOND FLOOR	144M ²	UNIT 1
GARAGE	294M ²	UNIT 1
UNIT 2		
GROUND FLOOR	88M ²	UNIT 2
FIRST FLOOR	154M ²	UNIT 2
SECOND FLOOR	164M ²	UNIT 2
GARAGE	294M ²	UNIT 2
UNIT 3		
GROUND FLOOR	114M ²	UNIT 3
FIRST FLOOR	144M ²	UNIT 3
SECOND FLOOR	154M ²	UNIT 3
GARAGE	294M ²	UNIT 3

TOWNHOUSE DEVELOPMENT

ADDRESS:
1 MICHELE DRIVE, SCORSBY 3179

Scale: 1:100
Date: 11/10/22

SECOND FLOOR PLAN

PROJECT NO: TP05
ISSUED FOR TOWN PLANNING



West Elevation
1 : 100



East Elevation
1 : 100



East Elevation WITH FENCE
1 : 100

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FINISHES LEGEND

- CON-1 CONCRETE FINISH
- PV-1 PAINTS
- PERM PERMISSIBLE PANEL FINISH
- BK-1 FACE BRICKWORK
- CLD-1 FINISHED CONCRETE SHEET CLADDING
- CLD-2 METAL ROOF SHEETING CLADDING
- WIN-1 FORMER/EXISTING ALUMINUM WINDOWS
- WIN-2 METAL WINDOWS

MATERIALS & FINISHED SCHEDULE

WALLS	1. HALF BRICKWORK, EXISTING EXTERIOR BRICK 2. SOLAR CELL (SOLAR) WALLS 3. FINISHED CONCRETE SHEET CLADDING, SCREEN MOUNTMENT SHEET CLADDING (PER CLADDING) 4. COLORAL (SOLAR) WALLS 5. METAL, METAL CLADDING (SOLAR) ROOF SHEETING 6. COLORAL ROOF BRICKWORK (SOLAR)
ROOF	1. EXPOSED ROOF METAL STRONG BEAM CLADDING / ROOF SHEETING 2. COLORAL ROOF SOLAR BRICKWORK (SOLAR) 3. FINISHED CONCRETE SHEET CLADDING / ROOF SHEETING 4. COLORAL ROOF BRICKWORK (SOLAR)
CANOPY	1. FORMER/EXISTING METAL ROOF 2. COLORAL METAL STRONG BEAM CLADDING / ROOF SHEETING 3. COLORAL ROOF BRICKWORK (SOLAR)
WINDOWS	1. FORMER/EXISTING ALUMINUM WINDOW FINISHES WITH GLAZING 2. COLORAL BLACK
DOORS	1. PAINT FINISH TO MATCH EXISTING 2. COLORAL NATURAL FINISH
FINISHES	1. CONCRETE TO FINISH 2. CONCRETE TO FINISH 3. COLORAL NATURAL CONCRETE FINISH

No.	Description	DATE
1	ISSUED FOR TOWN PLANNING	11/10/22
2	ISSUED FOR TOWN PLANNING	11/10/22
3	ISSUED FOR TOWN PLANNING	11/10/22
4	ISSUED FOR TOWN PLANNING	11/10/22
5	ISSUED FOR TOWN PLANNING	11/10/22
6	ISSUED FOR TOWN PLANNING	11/10/22
7	ISSUED FOR TOWN PLANNING	11/10/22
8	ISSUED FOR TOWN PLANNING	11/10/22
9	ISSUED FOR TOWN PLANNING	11/10/22
10	ISSUED FOR TOWN PLANNING	11/10/22

The drawings are to be used only in regard to the work of which they are issued for the purpose of the specific project of the town. The drawings contained herein are intended to be used for the purpose of the project only and are not to be used for any other purpose. It is the responsibility of the user to ensure that the drawings are used in accordance with the conditions of use. The drawings are issued on the basis of the information provided to the architect and the architect is not responsible for any errors or omissions in the drawings. The drawings are issued on the basis of the information provided to the architect and the architect is not responsible for any errors or omissions in the drawings. The drawings are issued on the basis of the information provided to the architect and the architect is not responsible for any errors or omissions in the drawings.

PROJECT
TOWNHOUSE DEVELOPMENT

ADDRESS
1 MICHELLE DRIVE, SCORSBY 3179

SCALE
SUBMITTAL 1:50
CONSTRUCTION 1:50
DATE 11/10/22

CLIENT
Name:
Address:
Phone:
Email:
Website:
ELEVATIONS

SHEET NO. **TP06** REVISION **C**

ISSUED FOR TOWN PLANNING



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FINISHES LEGEND

- CON-1 CONCRETE SLABWORK
- FL-1 FLOOR
- PERM FINISHED (PERM) FLOORING
- SK-1 SKYLINE
- CLD-1 FINISHED (CLD) CEILING
- CLD-2 METAL ROOF SHEETING CEILING
- WI-1 FINISHED (WI) INTERIOR WALLS
- WI-2 METAL SHEETS

MATERIALS & FINISHED SCHEDULE

WALLS	FACE BRICKWORK, EXTERIOR, RECEPTAL BRICK; COLOUR: RED; 75mm PERIMETER; INTERNAL EXTERIOR EXTERIOR CLADDING (CONCRETE OR GYPSUM BOARD) COLOUR: WHITE OR BLACK; METAL FINISHING (STEEL CLADDING, ALUM. SHEETING) COLOUR: METAL FINISHING (ALUM. SHEET)
ROOF	EXPOSED ROOF METAL CORRUGATED GALV. SHEETING; ROOF SHEETING COLOUR: METAL FINISHING (ALUM. SHEET) INSULATED ROOF METAL SHEET ROOFING COLOUR: METAL FINISHING (ALUM. SHEET)
CANOPY	FINISHED METAL FINISH COLOUR: METAL FINISHING (ALUM. SHEETING) COLOUR: METAL FINISHING (ALUM. SHEET)
WINDOWS	FINISHED ALUMINUM FRAME FINISHING WITH GLASS COLOUR: BLACK
DOORS	FINISHED ALUMINUM FRAME FINISHING WITH GLASS COLOUR: BLACK
DRYWAYS	CONCRETE FINISH COLOUR: METAL FINISHING (ALUM. SHEET)
FINISH	CONCRETE FINISHING (ALUM. SHEET) COLOUR: METAL FINISHING (ALUM. SHEET)

No.	Description	DATE
1	TOWN PLANNING (CONCEPT)	18/07/21
2	TOWN PLANNING (CONCEPT)	11/07/21
3	TOWN PLANNING (CONCEPT)	11/07/21

The drawings shall be used in accordance with the terms of the agreement between the client and the architect. The drawings shall not be used for any other purpose without the written consent of the architect. The drawings shall be used in accordance with the terms of the agreement between the client and the architect. The drawings shall not be used for any other purpose without the written consent of the architect.

PROJECT
TOWNHOUSE DEVELOPMENT

ADDRESS
1 MICHELE DRIVE, SCORSBY 3179

DATE
18/07/21

SCALE
1:100

ISSUED FOR TOWN PLANNING

TP07 C

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Sheet 9 of 11



UNIT 1 SECTION AA
1:50



UNIT 1 SECTION BB
1:50

No.	Description	Date
1	TOWN PLANNING	22/05/21
2	TOWN PLANNING	17/10/21
3	TOWN PLANNING	17/10/21

The drawings are to be read and signed in the order in which they are listed from lowest to the greatest number of the set. The designer shall be responsible for the accuracy and consistency of the drawings and shall be responsible for any errors and omissions. It is the responsibility of the client to ensure that the drawings are consistent with the information provided and that the drawings are accurate and consistent with the information provided. The designer shall not be responsible for any errors and omissions that result from the use of the drawings for any purpose other than that for which they were prepared. The client agrees that the drawings shall not be used for any purpose other than that for which they were prepared without the written consent of the designer.

PROJECT
TOWNHOUSE DEVELOPMENT

ADDRESS
1 MICHELE DRIVE, SCORSBY 3179

Scale: 1:50
Date: 17/10/21
Client: Matter

SECTION
TP08 B

ISSUED FOR TOWN PLANNING



No.	Description	Date
1	TOWN PLANNING	27 OCT 21
2	TOWN PLANNING	17 OCT 21

The drawings are to be read and interpreted in the light of which has been issued and for the general project of the town. The drawings contain specific conditions and terms of use which are subject to the approval of the Council. If you are not a member of the Council, you are not entitled to use the drawings for any purpose other than that for which they were issued. The drawings are the property of the Council and you are not to copy, reproduce, or otherwise use them without the express written consent of the Council. The Council does not accept any liability for any error or omission in the drawings or for any damage or loss resulting from the use of the drawings. The Council does not accept any liability for any error or omission in the drawings or for any damage or loss resulting from the use of the drawings. The Council does not accept any liability for any error or omission in the drawings or for any damage or loss resulting from the use of the drawings.

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Sheet 10 of 11

PROJECT
TOWNHOUSE DEVELOPMENT

ADDRESS
1 MICHELE DRIVE, SCORSBY 3179

DATE 14/05/22
SCALE 1:50
DATE 17/10/21
CLIENT Admin

SECTION NAME
SECTIONS

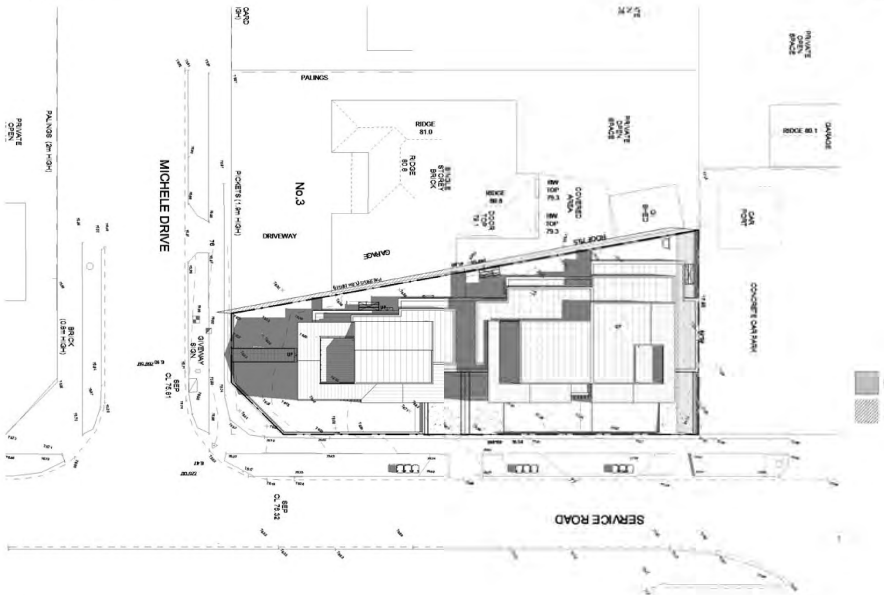
SHEET NO. **REVISION**
TP09 6

ISSUED FOR TOWN PLANNING

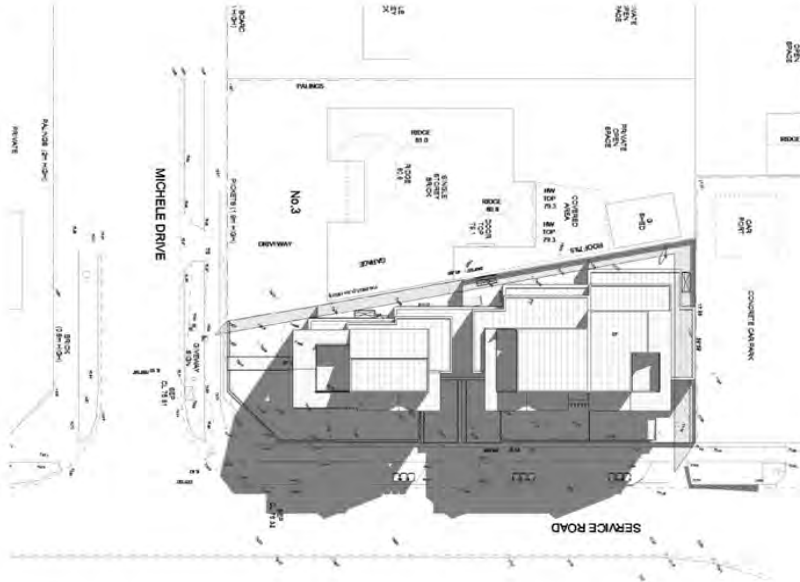




Shadows - 9am
1:200



Shadows - 12pm
1:200



Shadows - 3pm
1:200

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Sheet 11 of 11

No.	Description	Area
1	TOWN PLANNING ACT 1987	15.00
2	ENVIRONMENT ACT 1987	15.00
3	TOWN PLANNING ACT 1987	15.00
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The drawings are to be read and interpreted in the light of the relevant legislation and for the specific purpose of the use. The information contained herein is intended for use by the Council and its employees only. It is not intended to be used for any other purpose. The Council does not accept any liability for any loss or damage arising from the use of the drawings for any purpose other than that for which they were prepared. The Council does not accept any liability for any loss or damage arising from the use of the drawings for any purpose other than that for which they were prepared. The Council does not accept any liability for any loss or damage arising from the use of the drawings for any purpose other than that for which they were prepared.

PROJECT
TOWNHOUSE DEVELOPMENT

ADDRESS
1 MICHELE DRIVE, SCORSBY 3179

SCALE
GENERAL 1:200
DIMENSIONS 1:400
DATE 11/12/21

CLIENT
MAYOR

SHEET NAME
SHADOW DIAGRAMS

SHEET NO. TP10 **REVISION** C

ISSUED FOR TOWN PLANNING

6.3 Retail Activation Strategy

SUMMARY: Coordinator Economic Development, Jayde Hayes

Preparation of the Retail Activation Strategy (RAS) was identified as an initiative in Council's COVID-19 Community and Business Support Package in May 2020 and funded as part of the package. Following the initial round of consultation, the draft RAS was presented to Council towards the end of 2021 and endorsed for further public consultation at the December Council Meeting.

Public consultation was undertaken from 31 January to 25 February 2022. Details of the draft RAS were published on Council's Have Your Say webpage and promoted via Council's website, the Knoxbiz website, eNews, social media, print publications, community newsletters and posters and corflute signs distributed around retail centres in Knox. Feedback was collected through a variety of sources with 43 individuals providing input.

Acknowledging that there was limited feedback gathered on the draft RAS, the feedback was however positive and is provided in a consultation summary report (Attachment 3). There were no changes suggested for the draft RAS and the final version is now being presented for adoption by Council.

RECOMMENDATION

That Council:

1. Adopts the Retail Activation Strategy (as set out in Attachment 1); and
2. Notes that officers will prepare an implementation plan and utilise the previously committed \$150,000 across financial years 2021/22, 2022/23 and 2023/24 to deliver priority actions.

1. INTRODUCTION

The Retail Activation Strategy (RAS) was an initiative identified in the Business Support Package initially adopted by Council in March 2020. The objectives of the RAS were to:

1. Provide and deploy tangible communication, branding, place and/or physical/digital (or both) initiatives that will encourage residents to shop/buy within the local neighbourhood, but also encourage local retailers to engage and ultimately "own" the initiatives presented in the Strategy.
2. Have evidence-based directions around future retail activation activities that considers resourcing and best practice in retail activation for Council for the next five years in order to support the local retail sector as it recovers from the impacts of COVID-19.

The strategy was prepared by the Economic Development unit with the support of consultants Hello City throughout 2020 and 2021.

2. DISCUSSION

The draft RAS was prepared during a period of evolving COVID-19 lockdowns and restrictions. This was an extremely difficult period for businesses, especially those in retail centres, some of which rely heavily on foot traffic for trade. Many were closed for large periods of 2020 and 2021 and those that remained open were focussed on the basics of keeping their businesses afloat.

The initial information gathering component of the project utilised an online survey to gather information from business owners and community members. Previously gathered information from the Outdoor Dining Pilot Project was also used to inform the strategy on businesses aspirations for their retail centres. Information was gathered about how they felt about their local shopping precinct, what they loved, what they would change if they could and any big ideas they had for revitalisation.

Desktop research and the information gathered from the online survey was used to prepare the draft RAS. The draft strategy contained sections addressing research, the 5 Core Strengths of Knox, Communication and Place Branding Roadmap and Retail Activation Ideas. The ideas outlined in the action plan range from those that Council will address directly either internally or in the community; through to actions that will be partnered with or owned by others, designed to inspire businesses and community members to get involved in activating Knox's retail centres.

The draft RAS was released for public consultation in February 2022 to seek feedback. The summary of feedback received and campaign results are included in Attachment 2 and 3.

Engagement Results

The consultation was promoted via multiple channels and a full campaign report outlining the extent of engagement undertaken and received during the consultation period, is included at Attachment 2. Visits to the Have Your Say page varied over the 4 weeks with spikes corresponding to social media posts, news items being published or eNews being sent. There were 1,142 page views on the HYS page originating from 587 visits. The draft RAS was downloaded 149 times and the summary document was downloaded 53 times. A summary of the campaign suggests that there was good reach to the audience which included:

- 3 Web News Items on Council's website with 396 unique page views;
- QR codes on posters and corflute signs distributed around the municipality had 21 scans;
- Featuring in 3 Knox eNews editions with a total of 325 clicks;
- 3 social media posts with the largest reach being 37,000 people and 894 engagements across the 3 posts;
- 3 Knoxbiz eBulletins with a total of 119 clicks through to the HYS page; and
- Dedicated website which was mostly used to take registrations for the online feedback sessions and resulted in 64 visitations.

Although campaign results suggest there was a high level of interest in the project, there was not a considerable amount of feedback received, with 43 total responses collected. Fifteen of these were surveys submitted via HYS, 3 people attended online feedback sessions and 7 business owners attended a face-to-face feedback session. Due to the low number of surveys completed in the first 3 weeks of the campaign, the project team initiated a phone survey with business owners, resulting in a further 18 survey responses.

Summary of Feedback Received

The feedback received during the consultation has been mostly positive. The draft RAS Engagement Summary Report (Attachment 2) contains a full summary of the feedback received. The survey responses suggest that the '5 strengths of Knox' resonated well. The proportion of people who agreed or strongly agreed with these strengths was high: Home-loving, 94%, Village Vibes, 80%, Untapped 60%, Easy Life 60% and In the Foothills 80%.

Sixty-seven percent of respondents thought that the '5Ps of Placemaking' provided a good framework for improving Knox's retail centres. Seventy-three percent of respondents thought that the 'What's on Knox' platform would increase visitation and spending in Knox's retail centres and 60% of respondents thought that the proposed actions would have positive impacts. Respondents were given the opportunity to select which proposed actions would have a positive impact and the highest rated actions were:

- 'What's on Knox' (80%)
- Village Greens Plan (80%)
- Fairs, bazaars, carnivals, fetes and markets (80%)
- Façade Upgrade Program (73%)
- Open Season Public Space Initiative (60%).

Some of the actions scored much lower than others including Knox Merch (0%), Wend Your Way (7%), Make it Fair (20%) and Super Sustainable Blocks (20%).

The online feedback sessions were not well attended. There were 21 registrations received across 4 sessions but only 3 people attended. Two attendees were from businesses or organisations and one was a resident. Feedback received at the sessions reflected that collected via the survey. The 5 Strengths of Knox were well received and the suggestions around activation ideas aligned with those presented in the strategy (cleanliness, outdoor dining, public art, markets and focussing on vacant shops).

The project team created a brief survey to engage directly with business owners to test some of the concepts in the draft RAS. The questions centred around whether business owners thought Council should be supporting recovery post-COVID in our retail centres, what types of activities would support recovery and whether they would get involved in delivering activities. Eighteen responses were gathered for this survey and the feedback was definitive. One hundred percent of respondents thought that Council should be supporting recovery and 100% thought the 'What's on Knox' platform would increase visitation and spending in our retail centres. Suggested activities to support recovery were activation events (markets, festivals etc., 50%), cleanliness & maintenance (33.3%), business support initiatives (digital marketing, networking, workshops, 42%) and promotion initiatives (42%). When asked what the barriers are to getting involved in these activities the overwhelming issue was their availability of time.

Conclusion

While interaction with the campaign was high, feedback collected during the engagement process was more limited, and the feedback provided was generally positive. There is therefore no changes proposed to the draft RAS and the final RAS has been provided as Attachment 1.

The Retail Activation Strategy aims to create a promotional platform to raise the profile of Knox's retail centres and the businesses and community organisations that operate within them. It also sets out actions for Knox City Council to deliver and a range of ideas to inspire and motivate the community to get involved in activating out local retail centres to encourage business recovery.

3. CONSULTATION

An extensive engagement strategy was implemented by officers within the Economic Development team, supported by the Communications and Engagement team and the consultants engaged to prepare the RAS. Public consultation was held between 31 January and 25 February 2022.

The results of the consultation campaign are available in Attachment 2 - Draft Retail Activation Strategy Consultation Campaign Report. The feedback gathered during the consultation period is summarised in Attachment 3 - Draft Retail Activation Strategy Consultation Summary Report.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the recommendations may positively impact upon the Community Net zero 2040 target by enabling education and celebration events to be delivered locally to the community in Knox’s retail centres, promoting behaviour change, improved patronage of local centres thus reducing transport dependence and products that may assist with the transition to net zero.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Not applicable

6. FINANCIAL & ECONOMIC IMPLICATIONS

The aim of the RAS is to increase visitation and spending in Knox’s retail centres. COVID-19 has had a major impact on businesses operating in these centres. The Retail Activation Strategy has \$150,000 in funding allocated across three financial years from 2021/22 onwards. There have been delays in finalising the strategy so the budget from this financial year will need to be carried forward to 2022/23.

7. SOCIAL IMPLICATIONS

The RAS aims to create lively town centres with thriving businesses and community organisations. With increased activity in our retail centres there may be other positive impacts including passive surveillance leading to decreases in anti-social behaviour.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

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

Neighbourhoods, Housing & Infrastructure

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

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.

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Attachments

1. Attachment 1 - Retail Activation Strategy FINAL [6.3.1 - 96 pages]
2. Attachment 2 - Draft Retail Activation Strategy - Engagement Summary Report [6.3.2 - 10 pages]
3. Attachment 3 Draft Retail Activation Strategy - Consultation Campaign Report [6.3.3 - 36 pages]



KNOX
your city



Shine Knox

Retail Activation Strategy
& Identity Study

*“Do not wait until the
conditions are perfect to begin.
Beginning makes the
conditions perfect.”*

ALAN COHEN

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Foreword

The last 2 years has not been an easy time for Knox. COVID-19 has taken its toll on our traders, retailers and independent business operators and made it clear how important the life of our villages and retail centres is to the health and happiness of our community.

To develop a clear vision and strategy for retail recovery and activation in Knox we have worked with urban strategists Hello City, economists REMPLAN, pro-bono initiative Project Re-Store as well as a broad cross section of business operators and Council departments.

This strategy includes 42 ideas which together have the power to transform retail activity in Knox. These ideas were either sparked by the community in the Shine Knox Ideas Challenge, or reflect the energy, activity and initiatives already happening.

This strategy is about defining a framework to support the life and activity of retail in a way that brings the broadest possible benefits to the whole community. For some of the ideas in this document Council's role is to lead, partner or to deliver outcomes on the ground. For other ideas it's better for Council to step back and support, guide, advocate for, promote and encourage the activities of individuals, businesses or organisations.

Our ambition for the Shine Knox retail strategy is that it is used as a tool by those among you who are making things happen. To shape what you do and how you do it. To inform how and where you spend your resources and how you make your decisions. To inspire and crystallise your conversations, your passions, your work and how you tell your story.



"The sense of community with the people, the small town charm and view of the mountain"

LOCAL RESIDENT



"Where my soul feels happy"

LOCAL RESIDENT

Introduction

In 2020 Knox City Council defined a retail engagement strategy and identity study working with Hello City and REMPLAN. This strategy maps out ways to support the sector over the next 5 years, with a particular focus on independent retailers.

Given the ongoing state of emergency, we partnered with pro-bono initiative Project Re-Store to engage more deeply and creatively with the retail community, deliver recovery initiatives on the ground and to bring additional expertise to the table.

This project started with a creative conversation with the people of Knox, action research around outdoor dining, digital ethnographic research, economic analysis and the identification of Knox's strongest and truest attributes.

Together the 5 strengths identified form the brand identity of Knox's retail centres - the way people experience and tell the story of each location in Knox. This piece of work should be used as a touchstone decision making around further projects over the next 5 years (either planned or new) that can intensify the positive experiences of Knox, and create a stronger sense of place.

For each of the 5 strengths, we have provided a number of ideas and examples as to how it could be further enhanced, translated and/or embedded into the experience of Knox by individual traders or community members, by organisations or by Council.

We have also provided examples of relevant projects that have worked well elsewhere and which have the power to inspire.

This strategy is intended for everyone who is inspired to be part of bringing life and activity to Knox; it provides a clear roadmap of place-based initiatives along with a detailed action plan. We invite everyone who wants to create, make, activate or invest in Knox to use Shine Knox as a resource.

Research, Engagement & Analysis



"Research is seeing what everybody else has seen and thinking what nobody else has thought."

ALBERT SZENT-GYÖRGYI

Research

The project began with local research into the issues, history, retail environment, character, icons and assets of the retail areas of Knox. We reviewed the results of previous consultation, strategic documents and studies such as the Boronia Renewal Strategy and the Upper Gully Strategy Plan¹ and online resources such as ABS, Street Advisor, .IDcommunity, Remplan data sets, local papers and local Trader's Associations pages.

We carried out a detailed land use survey and data analysis along with in depth place audits of key retail areas in Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.

The next step was conducting an online non-participant ethnographic study where we observed communities interacting online on various platforms including Facebook, Instagram, Tik Tok and websites such as Google, Your Grocer, Yelp, Uber Eats, Homely.com etc and analysed the dynamics of online engagement, commerce and communication in Knox.

We tested these insights by delivering a pilot program of outdoor dining in 3 sites across the LGA in Wantirna Mall and Station Street and Mountain High Shopping centre in Bayswater. This program of pilots involved 5 different local businesses and individuals across multiple Council departments over 4 months.

¹ For more key references see summary of key complementary findings and initiatives in appendices

All of Knox Conversation

After the desktop research and targeted Action Research pilot program, we expanded our research with a broader conversation with the community and connected with over 75 individuals². Our engagement process was designed to uncover the meaning & values of Knox by connecting with the people who know and love it best.

Participants came from all over Knox and from all walks of life, including business owners, traders, Council officers, people who lived and work in Knox, new arrivals and people who grew up locally and people who visit the area for shopping or study.

The core of our engagement was the Shine Knox conversation that generated more than 100 individual ideas, representing the voices of people from each suburb in Knox.

We used an online engagement platform which was widely promoted and distributed through email networks, websites and social media. Additional surveys were circulated through local networks by Council staff to location-specific trader groups and partners including Eastern Innovation.

Participants completed a short vox pop that captured everyday experiences, memories, positive & negative associations and local icons of Knox and asked participants to sum up their local area in a word or phrase of exactly 5 words. We then challenged participants to beat the clock and to generate masses of ideas for fabulous prizes.

The analysis of the engagement and research data was designed to uncover the core strengths of Knox and the real experiences and characteristics that would encourage people to visit, live in, work in or invest here.



² This figure includes the earlier engagement carried out by Hello City as part of the outdoor dining action research program



What locals would lose from Knox...



5 key approaches to place activation

Council's role and strategic approach

We've adopted Hello City's **5 Ps of Place Activation** to ensure a broad approach that combines grassroots and strategic, short and long-term, and low and big budget approaches.

1. **Promotion:** showcasing strengths and local assets
2. **Program:** shorter-term initiatives and soft infrastructure of events, relationships, services
3. **Pivotal:** long-term strategic initiatives, hard infrastructure, built form
4. **Practical:** maintenance, care, polish
5. **Protection:** ring fencing assets, protecting against threats

Over the longer term each of Knox's retail centres requires a balance of all 5 approaches in order to support them to be vibrant and successful. However in the shorter term it is necessary to focus on the key weaknesses and strengths of each area.

We have outlined below how we intend to focus our attention and resources in the shorter term according to the needs, opportunities and priorities of each centre:

1. Promotion ideas to showcase local assets: Find ways to celebrate, showcase and tell the story of the existing strengths of Knox.

It is important to put our best foot forward and in the short term, focus on promoting locations that offer the strongest experiences and make a positive experience to the place brand of Knox.

Centres that should focus on this category include: Alchester Village, The Basin, Ferntree Gully Village (near the station) and Upper Ferntree Gully Village (east of Rose Street).

2. Program ideas for grassroots activity: Develop programs, pop-ups, interventions and events big and small, support the people of Knox to create wonderful experiences.

The offer and place experience in these centres can be significantly improved with relatively small-scale interventions.

Centres that should focus on this category include: Boronia Village, Bayswater (lane off Valentine's Street to behind Mountain Hwy shops), Coleman Road Shops (Boronia), Manuka Road (Boronia), Wantirna Mall, Rowville Lakes Village, Scoresby Village Shopping Centre, Mountain Gate Shopping Centre (adjacent public space), Upper Ferntree Gully Village (area west of Dawson St)

3. Pivotal ideas for long-term impacts: Create long-term strategies that ensure that built form, policies and spatial and infrastructure developments that support successful and active retail.

Changes and interventions in these areas should happen as part of larger strategic plans. Either because significant long-term changes are required within the centre itself or because its location or the impact it has on surrounding uses in particular. For example, centres like Mountain Gate and Studfield shopping centre have significant interfaces with open public space while locations like Boronia have complex issues related to built-form and layout. Smaller retail activation programs should only be delivered in these areas as part of an overarching strategic framework.

Centres that should focus on this category include: Bayswater, Boronia, Boronia Village, Wantirna Mall, Rowville Lakes Village, Scoresby Village Shopping Centre, Mountain Gate Shopping Centre (adjacent public space), Studfield Shopping Centre (interface with green open space), Knox City (interface with green open space), Upper Ferntree Gully included Ferntree Plaza, Stud Park Shopping Centre (adjacent green open space and schools), Wellington Village Shopping Centre (green links and pathways), Creative industrial precincts with destinational retail including areas around Market Fair (Ferntree Gully), Tiny Bear Distillery (Knoxfield), Beach Hut Brewery (Scoresby), Project Brewing Company (Rowville), Little Brew (Ferntree Gully), Hard Road Brewing/ Hatter & the Hare/ Killer Sprocket (Bayswater)

**4. Practical ideas for good housekeeping:
Make sure that the little things are done
right and that places look loved and cared
for.**

These areas are functional and utilitarian or are controlled by private entities. Changes that might be needed are likely to be beyond the scope of this project. Focus efforts mainly on maintenance and operations.

Centres that should focus on this category include: Burwood Highway Shops (Wantirna), Hillview Shopping Centre, Stud Road shops (Bayswater).

**Protection ideas to future-proof:
Understand the threats and act now to
protect the strengths of Knox, ring-fence
assets and invest in developing resilience.**

Most areas in Knox fall into this category, some because they are overly dependent on cars, others because of threats of bushfire.

Consider as well that some centres can pose a threat to surrounding retail areas, these include centres with few independent retailers, where the retail environment is transactional rather than relational and which are disconnected from the surrounding urban form and community.

Steps should be taken to understand how these centres affect other retail areas and strengthen other areas so that they can better compete. Knox City is the key precinct in this category although smaller precincts throughout Knox may also pose a challenge for independent retailers.



Economic Snapshot

1. Knox represents 1% of the land in Greater Melbourne (11,391 ha) and represents 3% of the population (165,000 residents)
2. Knox generates 2.5 times the amount of Gross Regional Product (GRP) per hectare than the rest of Melbourne
3. Retail and Food Services sector is the largest employment sector in Knox, supporting 32,395 people and providing almost half the jobs in Knox (48.9%)
4. The recession and impacts of COVID-19 have disproportionately affected women. This is the first recession that has affected women more than men in Australian history, and the economic and social impacts are expected to be long-term.
5. Of the 14,280 businesses registered in Knox, around 1,473 or 10.3% are retail, accommodation and food services. The sectors with the most individual businesses are construction and professional, scientific & technical services combined with over 4,745 (33%) local businesses.
6. Knox locals spend 12.5% of our household income on retail and eating out, which is higher than much of the surrounding area.
7. The intensity, diversity and concentration of commercial, retail and industrial activity in Knox is a big part of what makes the area so productive and successful.
8. There are opportunities to grow and intensify our mix so that we create more local jobs and more diverse economic contributions.

48.4% of our economy is manufacturing and large construction (\$25,674.401 million), with a focus on technical equipment & appliance manufacturing and human pharmaceutical product manufacturing. A lot of this activity takes place in Bayswater Business Precinct and Industrial land in Scoresby

More information and sources are available in the appendix section of this document.

Key Strategic Insights

1. COVID-19 is likely to have 4 key impacts on retail in Knox

Firstly, as we saw after the Global Financial Crisis (GFC), with increased levels of uncertainty and rising housing costs, people in Knox can be expected to save more, and spend less on discretionary retail and more on rents, mortgages and non-discretionary retail items. If the GFC is a good precedent, this is likely to be accompanied by a continued increase in spending on experiences and services such as food and travel.

Thirdly, we can expect to see a continued shift to online retail in Knox. At the moment 7.8 percent of what is spent in retail stores is online, this has grown dramatically during the pandemic. The extent to which the bricks-and-mortar retail sector in Knox is able to bounce back is dependent on their ability to offer rich, unique and personalised retail experiences to shoppers. The process of creating these experiences can be supported by Council in the context of longer-term strategic planning.

Finally, the impacts of COVID-19 have not been experienced evenly across Knox. Workers in Arts, hospitality and retail have been hard hit, while other professions have thrived during lockdown and left workers cash to take advantage of low interest home loans or discretionary spending.

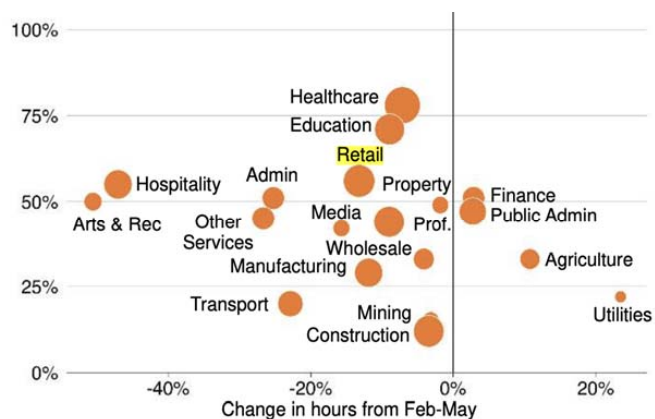
Women have been disproportionately affected by the lockdowns in multiple ways; they are more likely to be in casual or part-time employment, they carried more of the burden of childcare when schools and child-care facilities closed, and women were more likely to be exposed to domestic violence in the home.

Short-term and crisis interventions are part of the process of mitigating impacts of COVID-19, but these must be paired with effective long-term solutions that increase resilience.

Women's work: the impact of the COVID crisis on Australian women, Danielle Wood, Kate Griffiths, Tom Crowley, Grattan Institute Report No. 2021-01, March 2021

The two worst-affected industries in the first lockdown were majority employers

Percentage of women by industry



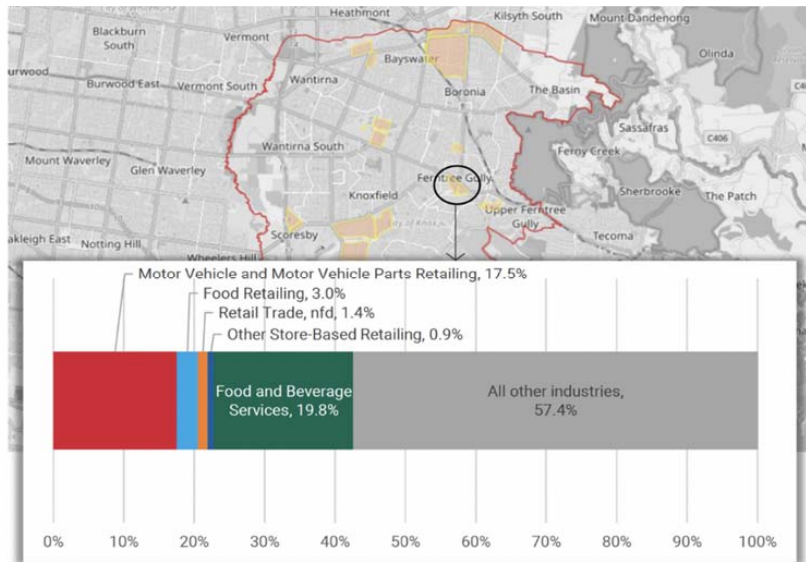
Notes: The larger the dot, the larger the industry. The ABS does not provide these data seasonally adjusted. 'Prof.' refers to Professional Services.

Source: ABS (2020d).

2. Industrial precincts in Knox are increasingly the centre of diverse, creative and interesting economic and cultural activity

Our research indicates that Industrial areas in Knox are much more diverse than is typical of these kinds of precincts. Our industrial areas accommodate a large range of retail services as well as creative practices, goods and services and food and beverage businesses such as large destinalional cafes with outdoor seating, pottery and ceramics, gyms, coffee roasters, breweries, catering companies, takeaway food outlets, distilleries and art galleries.

Employment in the Ferntree Gully industrial precinct



Retail accounts for 24% of employment in Ferntree Gully's industrial area. In 2016 only 7 takeaway food businesses operated in Knox's industrial precinct, these now number 28 which indicates increasing diversity and demand within industrial precincts.

3. There is an emerging cluster of distilleries and breweries centred around Knox which have powerful destinational potential

As prices for industrial land rise steeply in the inner suburbs an emerging brewery and distillery scene is emerging in the eastern suburbs in a strip that runs from Moorabbin to Coldstream with a concentration in a 25km radius centred around Knox. Breweries and distilleries can be found in Maroondah, Monash, Greater Dandenong, Yarra Ranges and Casey but Knox can lay claim to more than any other single council area. While more established outlets are established outside Knox, there is significant brand potential in the collection of emerging small label brewers and distillers.



4. Home-based businesses and online retail is growing rapidly in Knox

Non-store retailing (online retailing) has seen strong growth over the last 5 years. It's no surprise that there was a sharp increase of new entries to non-store retail in the 2020-21 financial year, topping all other retail categories.

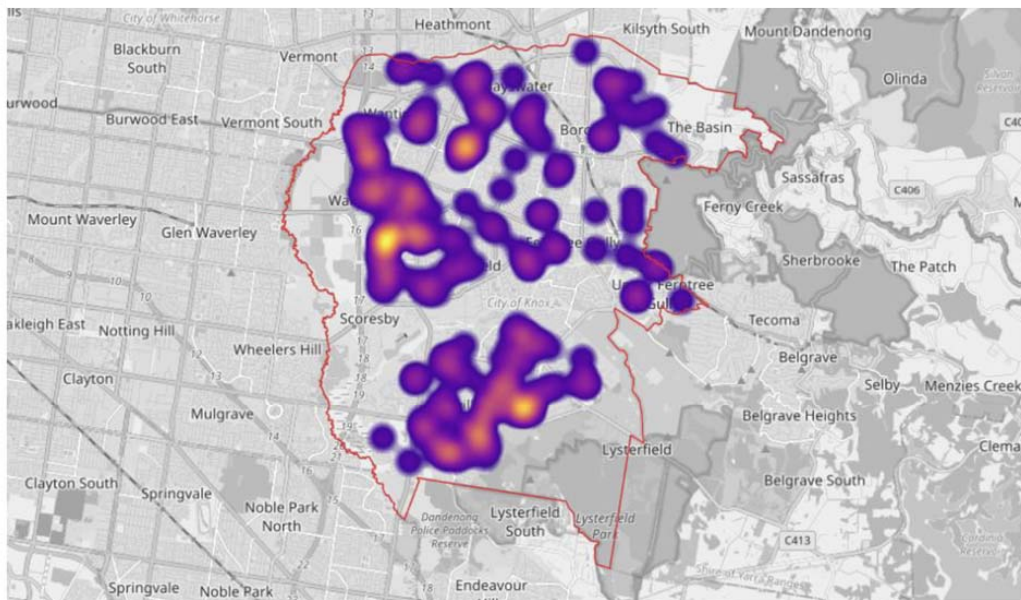
The number of home-based retail in Knox has been growing rapidly over recent years at a rate of 13%. Non-store retailing (online retail) is leading this growth with almost 100 new home-based businesses since 2016.

Top 6 retail industries by business entries in FY2020/21, Knox



Source: Australian Business Register

Home-based non-store retailing businesses in 2021



Top 5 industries with largest increase in home-based businesses between 2016 and 2021



Source: Australian Business Register

5. Knox doesn't have many traditional main streets, much of our retail is not leafy, green or friendly to pedestrians.

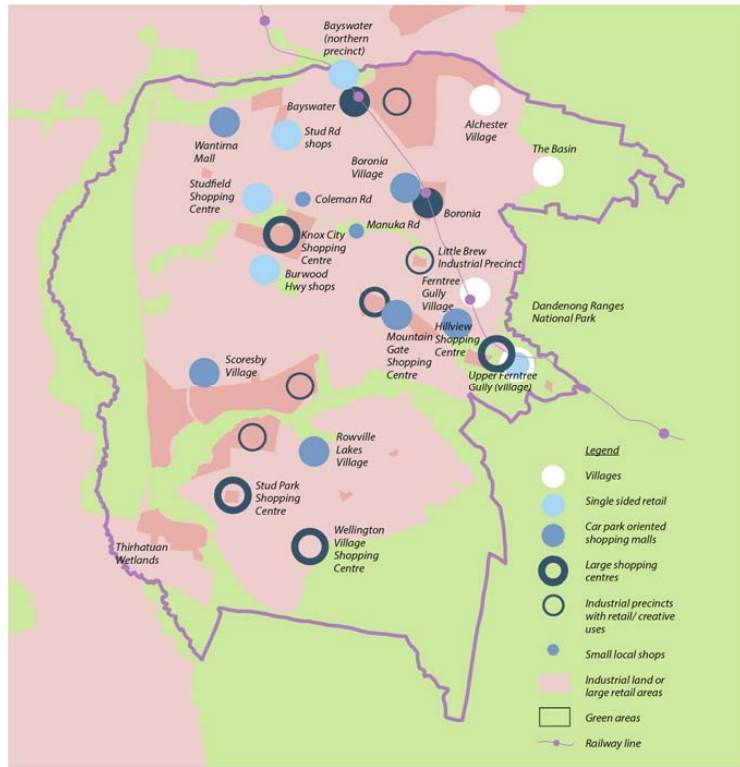
The Basin, Alchester Village, Ferntree Gully Village and Upper Ferntree Gully offer main streets or retail settings that are comfortable, leafy and inviting. Most of the other centres are car-dominated or have other economic, aesthetic or spatial challenges which impact on the quality of the retail experiences they offer.

As some of these challenges are baked into the built-form, subdivision and land ownership structure they require long-term strategic investment and action to address.

6. There are 3 big green links that have the potential to knit Knox's retail centres together

Knox sits in the foothills of the Dandenongs and has a green wedge to the west and south. Linking these are 3 key east-west bands that already connect to 11 centres and have the potential to do so even more.

Blind Creek Trail in particular links 4 centres and wraps around Knox City. There is an opportunity to build on these green links and edges to improve the place experience of Knox's retail centres and to increase use of sustainable forms of transport.



More information about these insights is available in the appendix section of this document.

5 Core Strengths of Knox

The heart of the brand identity of the villages, retail centres and precincts of Knox lies in its strengths.

The strengths capture the value propositions for why people would want to experience the different locations of Knox, either as a place to live, open a new business, invest in an asset or visit.

Another way of thinking about these is that they are the basis of the unique selling proposition (USP) and the point of difference (POD) of Knox.

The identification of these strengths allows us to be clear about the special characteristics of Knox that should be protected as it evolves & grows and the elements we should build on to stimulate increasing confidence & bolster a stronger sense of place.

Home loving

A place to put down roots and make a home, room to spread out, content,

comfortable, family-oriented, house-proud and pet-loving.

Village vibes

Friendly, welcome, smiling faces, Sense of belonging, super local, connected, independent, familiar, stable.

Untapped

Productive spaces, undiscovered gems, unused spaces, opportunities and untapped potential.

Easy Life

Everything you need; the best of the city and country, live close to work, affordable, safe, quiet, family oriented, and convenient.

In the Foothills

Fresh air & mountain views, walks, dogs, outdoor life, parks, wildlife, creeks, hills, footy, cricket, basketball, netball, birds and wildlife

Communications and Place Branding Roadmap

The strongest place brands are not logos or taglines. They are embedded in everything you can see, touch, smell, hear and taste. The purpose of this piece of work is to capture the unique characteristics that make Knox Knox, and work out ways to build on and expand on these to create both everyday as well as celebratory experiences. These experiences should bring pleasure, hold meaning and build pride in place - as well as telling the story of who the people of Knox are and what they value.

Where we are now

Good local government communications and positioning is about being reliable, consistent, stable, safe and impartial. These values and qualities are not always consistent with delivering effective communications in a dynamic media landscape that requires personality, voice, point-of-view, creativity, humour and high levels of responsiveness. This clash of approaches has led some local councils to seek alternative models and platforms, which allow them to separate the regulatory and operational aspects of the organisation from more targeted support of commercial or economic activity.

Local communities in Knox are comparatively disinterested in participating in conversations about Knox online and on social media when compared to surrounding LGAs, and engaging with some communities through platforms such as Facebook, Instagram and Tiktok is not always effective or easy. According to our preliminary research, uptake of online retail, food and grocery delivery apps and participation in online activities related to Knox appears to be relatively low.

Elements of the visual identities, brand and communication of place experience are strong in some retail areas, individual businesses and organisations, while in others these are dated or not fit-for-purpose and weaken the overall place brand of the centres.

Broad all-of-Knox or state-wide campaigns such as Be Kind and Shop Local can be a powerful way to send a cohesive message and build on strong branding assets. However care needs to be taken to ensure that these campaigns are also able to address local concerns, capitalise on local strengths, call out specific events or characteristics or speak to people's sense of loyalty or connection to place. Most importantly these campaigns need to increase awareness of the Core Strengths of Knox.

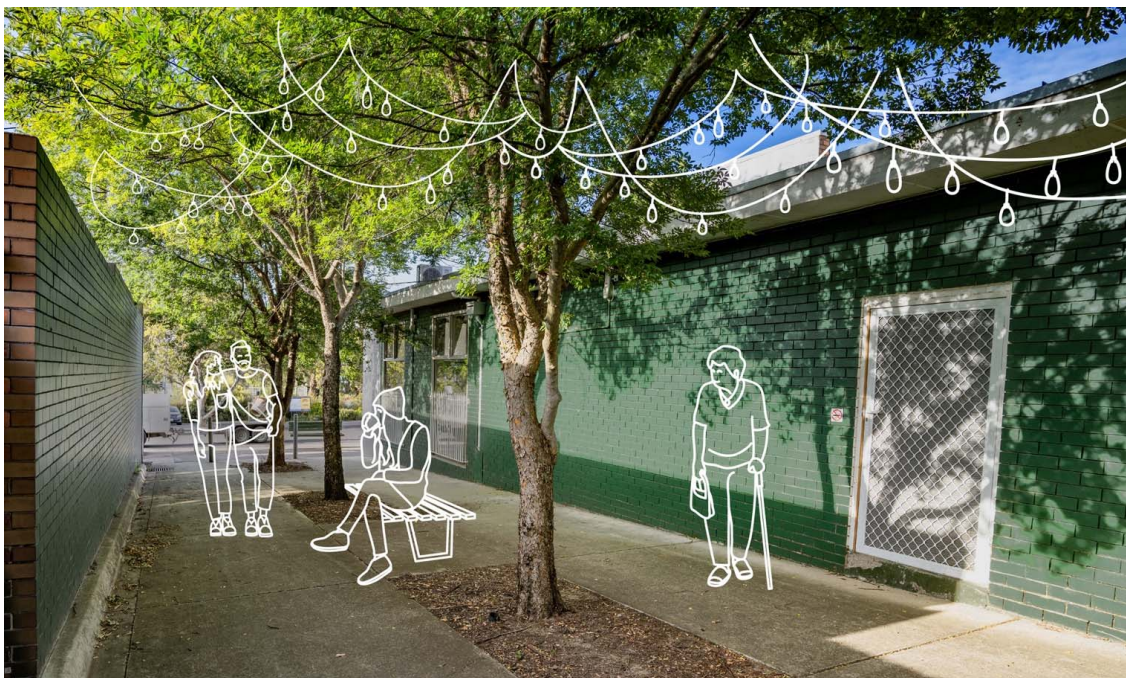
Where we want to be

Tell the story of Knox with event focused campaigns that showcase the strengths of Knox. Focus on people, be charming, friendly, warm, and humorous, use high quality professional photography of local people and places that don't feel like stock photos.

Lead with place experience not logos, allow interesting personalities and diverse voices to shine through. Be timely and responsive to recent events and include a healthy dose of good news stories and tell them with a fresh, contemporary look and feel.

Define platforms and structures that allow Council to have a more diverse range; where appropriate a more commercially oriented voice that is seen as in-touch with local business and retailers and a more neutral and stable voice where needed.

Increase visitation and footfall that sees traders report better sales and see communications as a core part of their promotion. Embrace participation with local traders and in community conversations, arguments, compliments, in jokes etc. Tell the story of what is happening in the community that is in line with the strengths of Knox, and repost content from other pages.



How Do We Get There - 5 Steps to Success!

1. Focus on the 5 key strengths of Knox and use them as a touchstone for decision making. For every event and promotion ask the question “does this reveal, promote or expand one or more of the 5 strengths of Knox?”
2. Define a separate look and feel for graphics and photography for core Council-operation oriented communications and those focused on community and business generated activity. Develop a guide for photographer procurement and briefing notes to ensure high quality promotional images and documentation is generated that engages and resonates with local traders.
3. Be authentic and local by recruiting high performing businesses such as breweries and businesses with large social media followings and let them and their marketing teams produce and advise on communications.
4. Focus on creating rich and unique experiences and let these be the main focus of energy and resources rather than logos, posters, marketing collateral or social media only promotions.
5. Develop an innovative promotional platform dedicated to supporting local businesses. See the What's on Knox ideas in the activation strategy for more details.



Case studies

What's On Melbourne

What's On Melbourne is an initiative of the marketing and communications department of City Of Melbourne and is fully funded by council. It is a one stop promotional shop of the various experiences the city has to offer. It operates as a website, blog, 2 newsletters and all social media channels. It features event listings, tourism and visitor information, trails and maps, a virtual visitor hub and features articles and curated "experiences" including food, entertainment, the arts.

While it advertises itself as being part of the City Of Melbourne, with the logo displayed prominently, it performs the strategic trick of appearing to be its own entity. Because it is read as an independent arts and culture website, it avoids having to adhere to the constraints of typical Council communications and is more nimble and contemporary in its delivery.

Buy Local Sunshine Coast

Buy Local Sunshine Coast is a community business directory established to service independently run businesses in and around the Coastal region of QLD. It is a new initiative run by the Sunshine Coast Council's Economic Development team started in 2021.

The website invites local traders to register their business and any special offers. Large giveaways to spend at participating stores entices locals to support small business and the directory website works in tandem with high output social media accounts run by marketing professionals.

OnlyMelbourne

OnlyMelbourne is web-based magazine, events calendar, newsletter and social media presence that is published independently by Ripefruit Media as part of the OnlyAustralia network of event guides in major cities around Australia.

The network's income comes from paid advertising, product partners and featured promotions. It is not affiliated with any organisations or Governments and receives no grants for operations. Its longevity is proof that you can run an experience and events calendar that independently and express opinions, biases, have affiliations (The Richmond Tigers) and do the job of promotion. The compromise is the busy mix of advertising content that blurs the line between paid and unpaid listings, undermines the authority of the service.

Manchester Branding

The brand and visual identity of Manchester is a great example of combining place experience, culture and history with strong graphic elements. The Manchester City logo and branding was developed by internationally famous graphic designer, artist and Manchester local Peter Saville. His career was built working with Manchester artists and musicians such as Joy Division and his work is deeply emblematic of the culture of the city. It is applied as public art, signage, maps and programs that reinforce the city's swagger and grittiness and has been adopted broadly by local retailers and makers. More than a logo, he reflected back the experience of place in a way that connected with locals and outsiders.

Click for Vic

The Victorian Government launched Click For Vic mid 2020 in response to continued lockdowns and its impact on small and independently run businesses and creative studios. It is an arm of the Visit Victoria tourism website and offers a comprehensive list of a variety of businesses right across the state, including gifts, art and fashion as well as food and beverage offers. Its scope is limited to businesses that already have an online store set-up and does not directly sell items. It operates solely as a webpage and does not have dedicated social media pages, it's presence on social media is in the well-used promotional hashtag #clickforvic

Retail Activation Strategy Overview

Activation Ideas

The following ideas have been collected and developed to support and expand the key strengths of Knox. Each strength has one or two main ideas and a collection of other ideas which explore different approaches to activation. For each strength, an inspiring example of a successful project from around the world will be provided. Together these 42 ideas form the retail activation strategy for Knox.

Think of these ideas as a framework rather than a strict to-do list. The ideas are a good starting point, but over time new ideas and opportunities will emerge. Some of these ideas are better delivered by individual traders, by community groups or main street associations, while others are

more strategic or need bigger budgets and are more likely to be led by local and state governments in collaboration with the local community.

When thinking about retail activation, keep the **5 Ps of Place Activation** and the **5 Core Strengths of Knox** in mind for successful activation ideas.

We've taken a broad approach to retail activation in this strategy. These ideas are designed to enhance and strengthen the existing relationships that retailers in Knox have with the broader community, to build loyalty, strengthen connections and to form a firm foundation for future retail growth.



Council's role and strategic approach

We've organised the following ideas according to **Hello City's 5 Ps of Place Activation** to ensure a broad approach that combines grassroots and strategic, short and long-term, and low and big budget approaches.

To be successful this requires coordinated effort across departments in Council and state government agencies as well as the energy and creative work of community, business leaders, individual traders and community members. For each ideas we have defined one of the following possible roles for Council along with available resources and assets:

Lead: Council to take responsibility for delivering this project either directly or in collaboration with state government agencies

Partner: Delivered in partnership with industry, business or community organisations or groups

Encourage: Delivered by organisations outside Council with support, funds, resources or guidance from Council

Investigate: Exploration, research and feasibility studies will be undertaken

We invite everyone reading this document to find an idea that inspires them, add their own spin and to roll up their sleeves to make it happen.

Home-loving Ideas

Celebrate the qualities that make Knox a great place to call home and knit them into our retail areas

"It is a peaceful escape from the busy parts of life"
KNOX RESIDENT

"Older, quiet suburb, nice to live"
KNOX RESIDENT

Promotes

Open Kitchen Cooking Classes

Open the kitchens of Knox's most loved restaurants to small group boutique cooking classes



"I would love Boronia to be an international food mecca with the most amazing Asian and African restaurants and grocers. Fresh, locally grown produce markets and State-significant cooking school"

LOCAL RESIDENT

To welcome customers back into restaurants run a program of small-group cooking classes with carefully selected restaurants. Each class should be followed by a shared meal and could showcase a popular meal from the restaurant along with the personality, culture and tastes of the head chef. Chefs should be supported by established food educators and should offer DIY ingredient and recipe packs to customers.

The program can be subsidised by the ticket price, which should be kept affordable, but not undervalue the experience. Explore the opportunity to pair with local education institutions e.g. Swinburne or existing websites such as Open Kitchen Melbourne and AirBnB to promote the program and tell the story of the chosen hosts. Over time this initiative could support a broader program of community kitchens and food gardens.

Council's role: Partner and encourage

Approach to resourcing: Within existing resources (project manager delivery) & community / trader led

Possible next steps: These actions are best delivered directly by local businesses and community members, with encouragement, support and possible partnership from Council:

- Seek funding such as state business recovery grants to pay food educators
- Workshop a set of prerequisites/considerations for class hosts, consider language barriers, kitchen sizes, kitchen availability during daytime non-service hours
- Identify potential pilot restaurants with the capacity to offer a class and narrow it down to 4. Cover a range of cuisines in different suburbs
- Allow budget for high quality photography that captures the program in a way that is fun and engaging and invites people to take part
- Support cafe operators and restaurateurs to create packs with seasonal recipes and key ingredients
- Engage educators and set up initial meeting and planning session
- Ticketing and promotion should be organised centrally. Alert external key media, including Broadsheet, What's On Melbourne, The Age's Good Food



Program

Seasonal Planting On Show

Celebrate the seasons together with beautiful plants



"Streetscape improvements"
LOCAL RESIDENT

Each year Noos Noodles in Wantirna celebrates Vietnamese Lunar New Year by transforming the footpath outside with a colourful array of marigolds blessed by a monk. Build on this beautiful local tradition by partnering with local nurseries to pick a special seasonal flower to show off each year in each of Knox' centres.

Businesses can give away free seedlings with a minimum spend in-store. Local gardening and horticultural groups can assist in installing potted plant displays on main streets outside participating shops.

Customers should be encouraged to plant the seedlings in their front gardens at home so that overtime the floral display helps to visually define the local area and strengthen the place brand.

A simple marketing campaign which could include gardening tips. Each centre should have their own unique flower that has meaning for the local community and whose flowering season fits with the event calendar, cultural festivals or important dates. For example, Boronia should pick an event in late winter when the boronias are in bloom, Ferntree Gully will obviously choose a type of fern, another centre might decide to celebrate National Wattle Day on 1st of September each year while Scoresby might support a festival such as Steamfest by picking an autumn flowering plant such as ornamental kale or Firewood Banksia.

Seedlings could be donated by local nurseries who get acknowledged as an official sponsor or purchased by council.

Council's role: Encourage

Approach to resourcing: Community / trader led

Possible next steps: These actions are best delivered directly by local businesses and community members, with encouragement and support from Council.

- Consult with community gardens, gardening groups and nurseries on the best choice of flowers/grasses for the season and region
- Collaborate to ensure that each centre has a unique flower that highlights an event or showcases a particular aspect of the place, and that the flowering seasons are spread as evenly as possible across the year
- Select which nursery or community garden will assist in delivering the program in the different centres
- Improve business participation by providing free plants, promotional collateral and suggestions on how to promote related goods and service



Pivotal

Cosy Streets & Places

Encourage people to feel comfortable and relaxed in public space and to make themselves at home



"(We need a) fresh new outlook of shops to draw people in"
LOCAL RESIDENT

Adopt a homey aesthetic for streets and public spaces in retail centres and villages. Create third spaces that encourage people to kick back and relax, provide comforts like USB charging ports and soft lighting. Encourage traders to adopt a planting bed or seating area and improve it for their customers with dog stations out the front of shops, pram parking, gnomes, small squares of astro turf with a lawn chair,

veggie patches, chalk boards, bubbles for kids etc.

Enhance the domestic quality of existing elements such as the lounging benches in Wantirna Mall or the new round seating pods in Alchester Village by adding elements that make them feel more like sofas or kitchen tables like pavement-art rugs or table cloths.

Council's proposed role: Investigate and encourage (explore possibility of leading)

Approach to resourcing: Within existing resources & community / trader led

Possible next steps: Council should investigate the opportunities, barriers and levels of support for this idea and prioritise the following actions

- Use this document as an input into design briefs for future landscape upgrades of public space in retail centres
- Run a 'Little Zhoosh' campaign:
 - Invite traders to adopt a nearby planting bed, seat or area of footpath outside their shop to give it a Little Zhoosh. Council to support participating traders to work with local laws and operations teams. Provide a gardening or Zhooshing kit and decals for participating shop windows. Promote the best zhoosed areas on social media.
 - Create small-scale interventions temporary installations in contained areas where they will have significant impact

Practical housekeeping

The Big Spring Clean

Get together for a big spring clean & festive neighbourhood-wide garage sale



“Utilise volunteer groups to pick up rubbish”
LOCAL RESIDENT

Hold an LGA-wide spring cleaning week with sales and events on the weekend in early September or late August.

Shopping precincts should get into the action with community clean up events, with volunteers being fed a light lunch and gathering afterwards at local restaurants to celebrate.

Shops should offer sales and displays of cleaning products, homewares, home improvement goods, storage items, gardening goods and plants as well as cleaning, gardening and organising

tutorials, books, tips and demonstrations.

Community groups could hold fund-raising BBQs in partnership with a local restaurant to feed volunteers, create little free libraries and little free record stores (for CDs, Vinyl and cassettes) and community clothes racks outside of retail areas and invite residents to contribute unwanted items to them. Men's Sheds and Community Sheds can host a “repair cafe” to help residents reuse broken household items and build the infrastructure for little libraries, on-street retail, dining, planting and dog-drinking stations etc.

Council's role: Encourage and partner

Approach to resourcing: Council to partner with community and traders

Possible next steps: These actions are best delivered directly by local businesses and community members, with encouragement, support and possible partnership from Council:

- Build on existing Council led programs that support traders to clean graffiti
- Getting by in from local traders to participate by offering incentives such as free advertising collateral and central event promotion
- Working with Men's Sheds and Community Sheds to develop a design vision and provide funding for materials
- Keep a focus on eco friendly cleaning tips and products
- Make a commemorative t-shirt

Protect and futureproof

Super Sustainable Blocks

Partner with local businesses to create opportunities to make homes sustainable and more self-sufficient



“Invest in renewable sources of energy”
KNOX LOCAL

Develop a program that provides education, resources and incentives to local residents and businesses to increase their resilience to heat waves, water restrictions, grid failures, storms, bush fire and air pollution from fires. Work with local suppliers to provide bulk purchase discounts on services and

products such as water tanks, solar, gap-sealing, grey water treatments and drought-proof and/or productive plants.

Provide guidance on design and retro-fit of passive heating and cooling measures and permaculture planting.

Council's role: Lead, partner and encourage

Approach to resourcing: Within existing resources & community / trader led

Possible next steps: These actions are best delivered directly by local businesses and community members, with encouragement, support and possible partnership from Council

- Framing the project as being about short term community safety and resilience in the face of extreme weather events as much as bigger or longer-term environmental concerns
- Ensuring the project is led by a not-for-profits or community organisations that already has strong connections into the community, such as the local Lions Clubs
- Partnering with local suppliers and retailers in order to provide competitive pricing to program participants. Prioritise local procurement over lowest price.
- Funding or supporting retailers to provide free design and implementation advice to residents and business operators
- Setting up working bees where traders and residents get together to work on each other's homes and businesses
- Running classes and tutorials to provide specific skills or insights
- Link with urban ecology and sustainability initiatives in Council

More ideas

- **Welcome packs for new residents** in partnership with real estate agencies, community and cultural groups. Include vouchers, and a neighbourhood guide
- Run **art competitions for school aged children** to be displayed in local shop windows
- **Veggie Patches** and domestic planting in main streets, adopted by local traders, maintained by gardening groups/schools

Case Study

Sloan’s Hardware is a multi-generational hardware store with four locations that is part of the independently owned Hardware movement in the U.S. They offer a diversified and tailored service to their local community.

Resources for Home Loving ideas:

- Lillie Giang and Colin Atkinson-food educators
- Urban Farms
- Community Gardens in Harcrest
- Knox Community Gardens
- Chesterfield Farm
- Knox Environment Society Indigenous Nursery
- Solar Savers
- Environmental Upgrade Agreements

Village Vibe Ideas

Build on Knox’s unique local character to strengthen connections and tell the story of who we are

“The casual outdoor mingling of people happy to gather and chat”

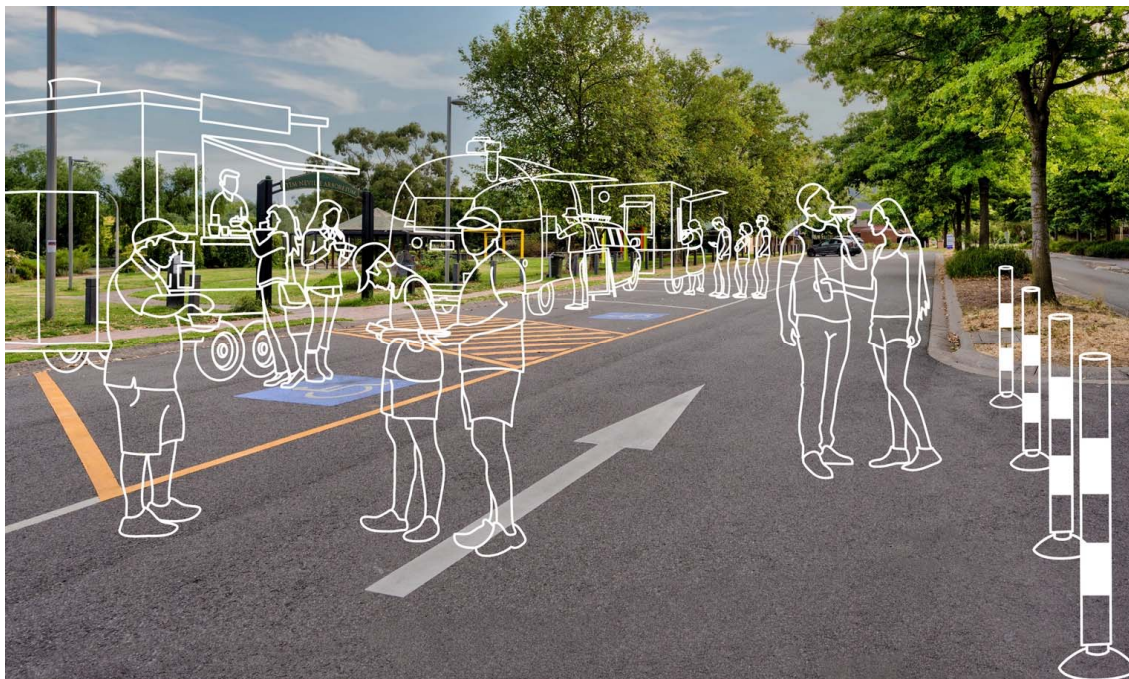
LOCAL RESIDENT

“Friendly village atmosphere, great shops”

LOCAL RESIDENT

“The connections I have with everyone here are special”

LOCAL RESIDENT



Promote

Knox Merch

Create a small line of artist-made products and merchandise that tells the story of each village and centre



"(Tell) local business stories"

KNOX LOCAL

This line could be created by a community group, a collection of traders, an individual business, individual artist or council.

It should include Village-style products including picnic kits, tote bags, reusable coffee cups and t-shirts. Include small

inexpensive options as well as giveaways such as pens or stickers to give to kids.

There could be one overall design for all Village-style shopping precincts as well as individual designs for each area featuring a recognisable visual element

Council's role: Investigate

Approach to resourcing: Within existing resources

Possible next steps: Council should investigate the barriers, opportunities and level of support for this idea and decide how best to prioritise further actions

- Hire a local artist or a professional branding consultant and designer to come up with a series of designs that will work on multiple products, use this document and the Key Strengths of Knox as part of the design brief
- Explore funding opportunities
- Link with other initiatives in this strategy such as producing picnic kits, homewares or children's toys
- Explore approaches to initiating the project; for example Council or a retail or community organisation could run a program to promote, run a design competition and provide seed funding
- Explore procurement and wholesaling models; for example businesses might stock the line on commission or purchase items outright, retailers may produce their own items such as melamine plates or t-shirts with provided artworks, maximise opportunities for local manufacture or for artist/artisan-made goods such as ceramics or resin-ware

- Do an initial small run of products to test interest
- Ask participating stores to display prominently near the counter
- Promote the merchandise online using the individual stores pages and community and council pages



Program

Seasonal Calendar of Events

Program a small calendar of events that highlight the individual villages of Knox and celebrate the seasons, the people and the strengths of Knox



"We need live music, busking, events!"

LOCAL RESIDENT

Council should program a small or large seasonal event in each of Knox' 11 suburbs that showcases the strengths of each area.

Work with local Aboriginal people to explore the seasons and celebrations of the Kulin nation which connect more strongly with place³. Explore ways to weave traditions more tightly into local seasons, avoid dusty tinsel and fake snow at Christmas time, and find ways to reposition Easter as an Autumn celebration and Halloween as a welcome to Spring.

Include both religious and secular events. These could include Christmas in The Basin, a New Year's Eve family dog show at Alchester Village, Tét at Wantirna Village, Lunar New Year in Bayswater, Holi in Scoresby etc. Support local cultural communities to deliver these events in partnership with local businesses.

Where possible focus significant events such as Christmas, Easter or Valentines Day in one location to avoid diluting resources and to get the best possible bang-for-buck. For example instead of evenly distributing the budget for seasonal events across Knox consider nominating one village each year to be the focus and concentrate resources to make this event truly destinational.

Events should be based on strong engagement with and participation of traders, and designed and delivered to support the retail centres. Key businesses should directly participate in these events, and a large proportion of shops, cafes and restaurants should have a clear reason to open and trade during the event.

Initially the focus should be on those areas that already offer the strongest place experiences to visitors - namely Alchester

³ Ensure use of Language, cultural assets and traditions has been approved and endorsed by the appropriate group or Aboriginal Corporation

Village, The Basin, Ferntree Gully shops
(near the station) and

Council's role: Partner

Approach to resourcing: Within existing resources

Possible next steps: Council should seek to partner with other agencies, organisations or sectors of the community to deliver this project

Make sure each event plays to the strengths and connects with the community in the given precinct

- Engage with Woi Wurrung and Wurundjeri Land Council early to shape the calendar. Find a budget to pay Indigenous consultants to provide advice.
- Link to other initiatives in this program including the seasonal flower for each centre
- Ensure relevant cultural groups are invested in and leading any religious or cultural celebrations, offer them resources and funding and wherever possible, let them do the rest
- Ensure traders are engaged with early in the event planning process to get them involved and determine clear roles, responsibilities and which shops will be open for trade during the event
- Allow groups to pitch for funding and resources. Support groups to find sponsorship where appropriate. Provide advice and resources around event planning and delivery.
- Fund specific events and strong concepts rather than providing blanket funding to specific groups - being a group worthy of support is not the same as having the capacity to organise successful events
- Promote the calendar far and wide, externally from Council channels, include physical print out versions of the Calendar, similar to the Astor Theatre, give them away in retailers.

Pivotal

Friendly Train Stations Strategy

Position train stations at the heart of our villages and ensure railway station precincts feel safe, active and loved



“Really look after the station area, keep it clean and beautify it, it is the point of first encounter for people”

LOCAL RESIDENT

Partner with Victrack to develop a strategy of placemaking initiatives that focus on the evening economy and position station precincts as gateways and hubs of activity.

facilities. Install artworks and wayfinding elements that greet people as they arrive in each centre and guide them to key attractions.

Make Knox's railway precincts into places that are active, owned and loved so that they don't need security guards and CCTV to feel safe.

To improve safety 24/7 look at ways to bring small scale temporary housing and accommodation onto unused land. This could be used as glamping hotels for tourism or as key worker housing. Look to high-quality temporary and social housing providers such as Melbourne's own Launch Housing, tiny House eco-villages or the Shigeru Ban designed temporary houses in Onagawa, Japan.

Develop programs that find opportunities both short and long-term for a variety of uses including tiny bars, cafes, fitness facilities, co-working spaces, commuter clubs rooms, cycling and end-of-trip

Council's proposed role: Lead /partner

Approach to resourcing: Within existing resourcing + potential grant funding

Possible next steps: Council should lead this project in partnership with VicTrack and deliver in collaboration with retailers and the community

- Carry out an audit of land and facilities held by Council, VicTrack and other agencies that may be available
- Investigate best practice in the relationship between a strong evening economy, residential development, CPTED and community safety outcomes
- Develop precinct placemaking strategies that include proposed retail mix and land uses and identifies potential tenants and suppliers. Focus on initiatives and tenants that support after-hours activity such as co-working spaces, art studios, late-night cafes and where noise can be managed, bars, music venues and community or maker sheds.

- Revisit existing security protocols to ensure that the perception of safety, safety of property and physical safety are appropriately addressed as circumstances change

Practical

Walking Place Audit

Come together to walk around our centres every 6 months to talk about what's working, what's not and what to do next

This report includes a place audit tool that is designed to allow traders, key locals and Council officers to make the rounds of their local shopping precinct every 6 months together.

The most important aspect of this audit is getting the right people together to have a conversation and share their perspectives. This session is not about drilling down into metrics, detailed criteria or expert advice. We all know when a place is successful,

and we will have different and valid insights into how to make them so. We see this tool as a starting place for a conversation and as a framework for reaching consensus

Along with assessing the overall quality of the place experiences and tracking the success of interventions, the audit is designed to provide the people who have the biggest influence on making a place successful a chance to get together regularly to share ideas and to dream and scheme together.

Council's proposed role: Lead

Approach to resourcing: Within existing resources

Possible next steps: Council should lead this project and deliver it in collaboration with key stakeholders, retailers and the community

- Make sure the process is social, start with coffee and finish the audit over a nice lunch
- Don't be tempted to make the audit tool more complicated or fine grained. But do feel free to tweak it and let it evolve - so long as the overall process stays nice and simple and is based around a global assessment
- Ensure the people doing the assessment include those with the power to make decisions as well as the people who are most affected by them
- Keep a record of the audit results, at the end of each audit share comparative data with participants

- Use data and insights to measure outcomes of retail initiatives and to shape future planning
- Could be delivered by the Health and Safe Communities team at Council in collaboration with Economic Development



Protection

What's On Knox?

Create a new platform with the skills and resources to provide high-quality and targeted branding, marketing, promotional and business development services to help independent traders bounce back and thrive



"We need creative marketing - celebrate what we do have and make it an attraction"

LOCAL BUSINESS OWNER

Develop a platform or well-resourced collective with a strong relationship with the City of Knox. This initiative should employ 3-5 paid staff including journalists, social media & marketing professionals, an event coordinator and a rotating artist-in-residence and should deliver inspirational, compelling and effective promotion for businesses and community groups in Knox.

The role of this initiative is to develop events and promote businesses across all of Knox,

particularly for those who may not have the digital skills to do so themselves.

The platform could include food/shopping trails, trader profiles, recipes from restaurants, best of lists etc. It would include a presence on all appropriate social media platforms.

This organisation should also be used as a key promotional channel for all Council events and programming.

Council's role: Lead and partner

Approach to resourcing: Undefined

Possible next steps: Council should co-lead this project and deliver it in collaboration with key stakeholders retailers and the community

Short-term (0-6 months)

- Engage specialist consultants to assist in defining job descriptions and KPIs and to recruit social media and event and marketing consultants in the short to medium term while the What's on Knox organisational model and platform is being developed
- Understand where locals are already having conversations both online and off, and what gets them excited and engaged. Identify multiple potential communication channels and platforms. Hire an online engagement research firm to understand how and where people are engaging with media, information and each other in Knox

- Build audience online and through real world channels, include promotion and social-media takeovers by younger residents or local staff
- Develop branding for What's on Knox (working title) and start operating immediately as a separate platform to Council communications. The final name of this platform should be chosen in consultation with the key strength recommendations in this document and any other relevant branding studies carried out by City Of Knox
- Conduct case study analysis and research of different organisational models including membership models, not-for-profit organisations, partnerships, and Council-led promotional platforms such as What's On Melbourne (use the case studies in this document as a starting point)
- Clearly divide core Council communication from this project and operate and present the two areas quite separately. The core Council Communications team can continue to operate as before. Use this period to test the boundary between What's on Knox and core Council communications and to shape the final model
- Decide what What's on Knox can and can't do in beta form. Test boundaries around impartiality, tone of voice, look-and-feel and providing direct support for private businesses. Clearly define topics and areas that What's on Knox won't deal with - such as roads, rates and rubbish or anything to do with core Council operations. Also define what it should focus on such as events, programs, special offers, promoting and curating experiences, including those offered by private businesses and supporting the brand/ key strengths of Knox

Medium-term (6-12 months)

- Run a working session with key stakeholders including businesses, traders associations, body corporates, possible sponsors of events, government agencies and a broad cross-section of Council to identify needs, opportunities, levers and barriers
- Explore funding sources such as grants for digital literacy, small business COVID-19 recovery etc.
- Conduct a scenario planning process to explore different approaches and map out organisational models which clearly identifies pros, cons and resources needed for each model scenario including
 - Fully funded by Council, but run separately and independently from the existing Communications team. Advantages include access to adequate funding and resources and networks. Risks; a bigger budget allocation from Council, issues keeping it sufficiently independent from the main Communications team
 - A member based service established by Council and then handed over to a committee from the business community after a nominated trial period. Advantages; being community led and having had council conduct the trial

period. Risks; a messy handover period and poor community buy in and low membership take up

- Independently run organisation that has paid members and receives an annual grant from council and uses a mix of advertising, member fees and listing fees to cover running costs. Run by a committee of business owners and paid staff. Advantages; income from multiple sources, not just council. Community led may mean more buy in. Risks; low membership, unattractive advertisements, slow to get going because of less resources
- Define a shared vision, business model and organisational structure. Map out the detail of the short-term and ongoing relationship between this initiative and Council

Long-term (12-36 months or more)

- Hire any necessary staff and launch new platform
- Conduct analysis and audit of levels of engagement and trader satisfaction and tweak processes and operations accordingly
- Map out key milestones for the future of the project



More ideas

- Commission a **Children's Book** based on Knox with journey or treasure hunt built in inspired by the famous 1970s book *Masquerade* by Kit Williams which included clues to find a real bejewelled golden hare pendant. Make artworks, shareable social images and posters to local shops and libraries for free use
- **Community pantry** or fridge filled with donated food and meals for those in need
- **Pay it forward** coffee/meal wall for shopping strips
- **Pimp My Bin**- Hold a competition with main street traders to see who can decorate their wheelie bin the best. Commission artists to do a few celebrity bins, the rest should be done by business owners
- Showcase the network of villages and assets with **local maps** that show what is unique. Physical and online
- **Public art** - conduct an audit of potential sites that would benefit most and commission mural artists to put up pieces. They should tell the story of Knox in some way and be connected to the place.

Case Study

Automatic Main Street was a community vending machine on Lygon St, Carlton by Project Restore that created a new platform for main street traders during lockdown. The machine featured products, vouchers for shops who were closed, lucky dips as well as Kind Coins which could be spent at local businesses.

Resources for Village Vibes ideas:

Business Graffiti Removal program from council
8 Wurundjeri Seasons by Jim Poulter
Laneway Lightbox's upgrade pilot project from council
'Masquerade' by Kit Williams and podcast
Foothills Community Care
What's on Melbourne
Chapel Street Precinct and Still Serving campaigns

Untapped Ideas

Tap into the emerging creative power of Knox warehouse districts, polish hidden gems and highlight our strengths



"... a melting pot of cultures which brings the amazing benefit of food options from around the world"

LOCAL RESIDENT



"There are some hidden gems"

LOCAL RESIDENT

Promote

No Vacancy Program

Use vacant shops to showcase home-based businesses and makers and doers from Knox's industrial areas

Create a program to invite local businesses that don't currently have a main street presence to occupy vacant shops or use window displays on a short-term basis at low cost. Include brewers, potters, artisans, coffee roasters, co-working places etc.

Many programs that make use of vacant shops ask the owner to offer the space for free or at peppercorn rents. The problem with this is that for many owners it is actually

better to let shops lie empty, because allowing tenants to take possession at low rents devalues the property and creates complex flow-on impacts on insurance, loans and ongoing leasing. The no vacancy program should begin by working with an appropriate consultant to engage with property owners and prospective tenants to find win/win solutions that benefits all parties involved.

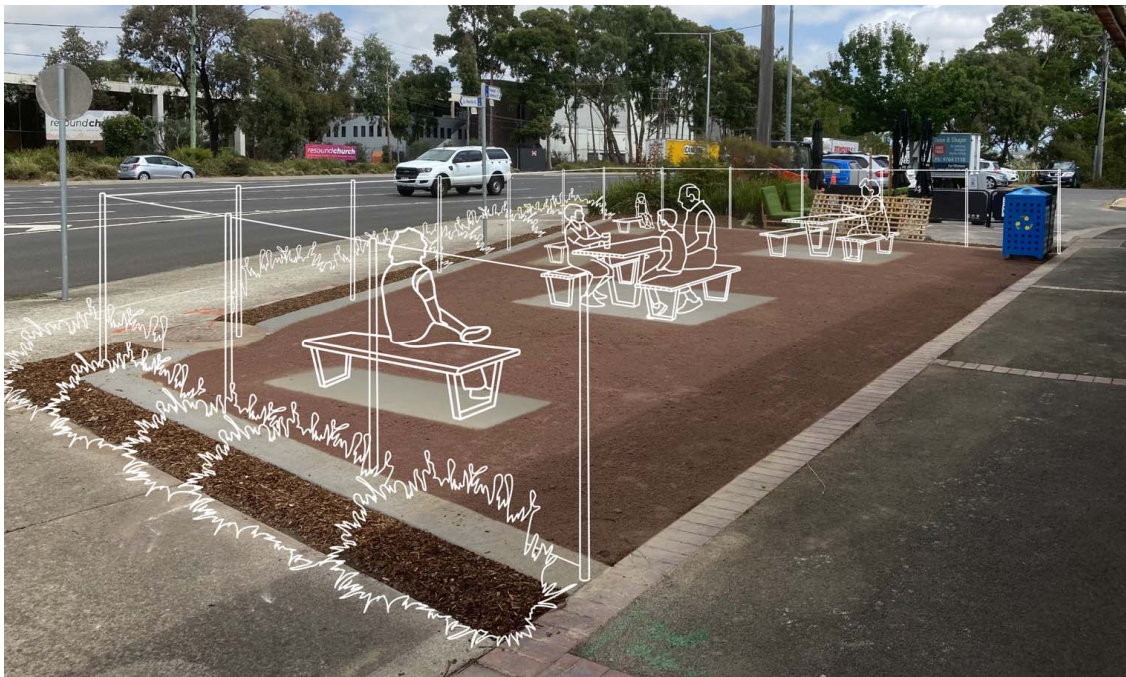
Council's role: Investigate

Approach to resourcing: Within existing resources

Possible next steps: Council should investigate the barriers, opportunities and level of support for this idea and decide how best to prioritise further actions

- Hire a consultant to deliver the research, engagement and strategy development

- Identify key areas for activation and appropriate properties for occupation or for window displays
- Analyse ways to build on the success or mitigate failures of similar projects in Knox and comparable areas pre-covid, including the Renew Australia initiative in Boronia in 2015. Collect inspiring examples from around the world and learn from how current projects have addressed the specific challenges of COVID-19 restrictions
- Run a working session with property owners, body corporates, traders associations, real estate agents, key stakeholders and Council to define opportunities, barriers and levers and define a shared vision
- Organise occupancy certificates or contracts for landlords to arrange access to the empty shops
- Invite makers to do a window takeover
- A simple contract around insurance might be required
- Look to similar projects including Renew Australia and the Suburban Shopfront Activation by Brisbane City Council



Program

Tap into the Brew

Leverage off the emerging micro-brewery and distillery scene to attract new businesses and activity to Knox

Knox is at the centre of a growing cluster of micro-breweries and distilleries and could leverage off this booming industry to benefit other businesses. Knox is in a position to offer future brewers and distillers a wealth of warehouse spaces and has the potential to become the next Collingwood.

The possibilities include:

- Creating maps of brewery/distillery crawl on bike or self driving tour which would include food spots along the way
- Calendar of smaller events in and around existing breweries, including sponsored outdoor bars at summer pop-up events
- A Brews and Bakes Of The East beer and pie festival, hosted in Knox inviting brewers from adjoining LGAs and featuring a pie competition, including pies from Country Cob Bakery and others
- Ensuring any council events that serve alcohol use these local producers includes a low/no alcohol range

Council's role: Partner

Approach to resourcing: Within existing resources, connected to investment attraction

Possible next steps: Council should seek to partner with other agencies, organisations or sectors of the community to deliver this project

- Development and promotion would be best led by brewers/distillers themselves with funding support from peak tourism bodies or Council
- Would connect well with any picnic based promotions
- Events, maps and experiences may include brewers/distillers from surrounding LGAs while always centering Knox baes businesses
- Ensure the breweries promote their low/no alcohol options at all events and where they don't make them include no-alcohol wines from local makers

Pivotal

Creative Industrial Precinct Plan

Cultivate the creative and destinal power of the industrial precincts in Knox

Precincts with warehouse buildings and big sheds are a key driver of creativity in cities. The creative life that was once nurtured in these kinds of precincts in Collingwood, Footscray, Brunswick and Coburg is increasingly being edged out by the forces of gentrification and is finding a new home in Knox.

The inner city's loss is our gain, and if Knox plays its cards right it will ensure that as land prices rise the artists, makers, performers, brewers, entrepreneurs and retailers in our creative precincts are protected.

Part of developing a successful Creative Precinct Strategy is understanding that not

all of Knox's industrial land is equal. The large industrial areas in the south including Caribbean Lake, Rowville, Knoxville and Scoresby and in the north around Bayswater contain precincts within them that have very different character and conditions. Smaller pockets of industrial land are sprinkled throughout Knox and offer different amenities, experience of place, opportunities and challenges. A study should be carried out to understand these precincts, to identify which areas can support emerging retail and creative uses and which should be preserved for heavy industry.

Council's role: Investigate and lead

Approach to resourcing: Within existing resources

Possible next steps: Council should investigate the barriers, opportunities and level of support for this idea and decide how best to prioritise resources to deliver

- Conduct an audit of industrial land to identify and map precincts, existing creative and retail uses, catchments, land ownership, barriers, views, adjacent land uses and edge conditions
- Analyse clusters, precincts, place experiences and wayfinding
- Define boundaries of potential creative precincts, explore landscape interventions, wayfinding, programming and changes to zoning and land-use to make these areas work better as community spaces without compromising their use by creatives and light industry

Practical

Sticking Points Street Upgrade Program

Make it easier for traders to create outdoor dining and retail experiences by installing small but important fixtures and fittings

Small interventions can make a big difference to how people use public spaces. Invite traders to occupy and activate public spaces by identifying and removing sticking points and barriers and by finding small ways to make it easier.

Council working in partnership with body corporates and private owners should install fixing points, power outlets, ground sleeves, display areas, poles, hooks and taps. All the little bits of infrastructure that make it easier to hang shade cloth, display a flag or

banner, install outdoor umbrellas or lighting, water plants, plug in speakers for an event or host buskers, pop-up BBQs, summer bars, outdoor cooking demonstrations etc.

Footpaths and public spaces in retail centres are complex and contested spaces, installing this kind of small scale infrastructure is not a simple or straightforward task. The project should start with easy wins as part of already planned streetscape work, and then progress to more complicated interventions.

Council's role: Lead

Resources: Within existing resources

Possible Next Steps: Council should lead this project and deliver it in collaboration with retailers and the community

- A working session with key stakeholders and the Economic Development, local laws and operations teams in Council to barriers and levers, opportunities, resources and to define a shared vision and indicators of success
- Piggyback on the bi-annual place audits with local traders to identify what kinds of small-scale infrastructure is needed in each location and to create a to-do list
- If necessary seek specialist advice around safety and effectiveness
- Create budget for a pilot series of installations and expand as required

Protection

Make It Fair

Open up making, production and retail opportunities to broader and more inclusive demographics

Broad participation is built into retail forms such as small independent shops and micro businesses like market stalls because of the low barriers to entry. However, activities in industrial creative precincts such as coffee roasting, cheese making, fermenting, brewing, distilling and creative light manufacturing tend to be much more culturally homogenous and male-dominated.

Knox has the opportunity to make its precincts can be more diverse, inclusive and interesting by creating specific and carefully targeted opportunities for migrant women, disabled residents, Aboriginal and Torres Strait Islander communities, LGBTIQ+ communities, youth, long term unemployed and Women over 50 etc. Many of these groups have been disproportionately impacted by the impact of COVID-19 and without targeted support we are likely to see long-term impacts that will have negative effects on the overall economic and community development of Knox.

Initiatives might include:

- Mentorship and training programs in existing businesses such as breweries, distilleries and coffee roasters
- Access to co-op style working spaces with subsidised/free rent for existing micro businesses
- Incubator programs and spaces of all kinds
- Makers spaces and incubators which focus on providing 30 - 120 sqm studios with access to workshops, 4m+ high ceilings, roller doors and loading bays
- Access to commercial kitchen facilities
- Professionally run workshops to upskill and skillshare with beginner makers
- Support proven health initiatives such as community sheds and Men's Sheds

Council's role: Investigate/partner

Resources: Within existing resources, potential to seek grant funding

Possible Next Steps: Investigate potential partners, barriers, opportunities and level of support for this idea and decide how best to prioritise resources and further actions

- Carry out research and engagement to understand local opportunities, needs and barriers and identify funding opportunities
- Run an Ideas Challenge and Lab with key stakeholders, decision makers and locals with talent and ideas to define initiatives and work out delivery mechanisms

- Council consulting with key internal departments and external representative bodies on best practice in regards to specific communities needs i.e appropriate language, safety and accommodations for disabled people etc.
- Encourage shared workshop and retail spaces that are run by retailers and makers themselves or that operate as incubator spaces. Offering programs, equipment and services are often not as important as providing spaces with small footprints, cheap rent and flexibility of tenure and the opportunity for informal networking.
 - Creative producers need spaces 30 sqm increments up to 120sqm with high ceilings and roller door access that allow noisy and dirty practices that can't be done in smaller or domestic studios or garages. If possible these spaces should be available on a month-to-month basis with one-way security of tenure
 - Explore models where Council acts as the landlord or head-tenant

More ideas

- **Hold a Big Knox Scavenger Hunt** using a mobile app, which takes players in and out of shops, challenges residents to engage with traders and promote their local area while they are doing it. Prizes supplied by Council to shop with local traders.
- **Food truck parks** - build on previous festival that used to be held at Caribbean Gardens

Case Study

The Byron Bay Arts and Industry Estate has been an incubator of talented makers and artists for decades, including glass blowing, metal sculptors, ceramics, drawing studios, textile producers and is home to leading micro-brewery Stone and Wood.

Resources for Untapped ideas:

Muddy Girl Studio-The Basin

The Social Studio - make it fair

Project Brewing company - Rowville

Beach Hut brewery - Scoresby

Little Brew - Ferntree Gully

Hardroad Brewing - Bayswater

Tiny Bear Distillery (gin)

Killer Sprocket (just outside Knox) - Bayswater North

The Basin Backyard (Bees and honey)

Here and There Makers - Boronia

Days for Girls - Boronia

Bayswater Business Precinct Transformation Strategy

Easy Life Ideas

Strike the perfect balance between peace and quiet and vibrancy, convenience and choice



"We have everything you need in a relatively small area, no need to go anywhere else"

LOCAL RESIDENT



"We get the best of both worlds"

LOCAL RESIDENT

Promote

Unlock Knox's Brand Story

Commission a professionally developed visual identity to promote the strengths of Knox that can be used by all and includes child brands for key centres

"Knox has potential plus"

LOCAL RESIDENT

Use the place brand positioning work in this document including the 5 strengths of Knox as a basis for a visual identity that strongly supports the experiences and place brand of Knox.

Explore the following ideas that emerged from engagement and the work in developing this strategy as a starting point:

- Best of both worlds
- Knox Life = home life, the easy life, the good life, the high life, the simple life and the quiet life
- Knox as a half moon shape, that is nestled in the foothills
- Live near your work
- Creative precincts, destinational experiences like breweries and distilleries. Knox as the next Collingwood. Knox as a place of creative production

Council's proposed role: Partner

Approach to resourcing: Combined with the 'What's on Knox' idea

Possible Next Steps: Council should seek to partner with other agencies, organisations or sectors of the community to deliver this project

- Hiring a place branding expert who understands that experiences of place are the core of the brand identity and who is able to create a visual identity that captures and strengthens key experiences of place without limiting them
- Ensuring work is informed by this document and other key studies that explore identity
- Use this place brand to promotions, events and tourism campaigns going forward



Program

Home-based Business Support Program

Support home-based businesses as part of Knox's retail landscape

The increase of online retail, micro businesses and new ways to reach markets without a shopfront presence has changed the shape of retail in Knox, this along with COVID-19 restrictions means that home-based businesses are now a significant part of the retail landscape and the local economy.

Programs that could support home-based businesses and help knit them into broader retail activity include:

- A program that creates collaborative opportunities such as displaying catalogues or products in

bricks-and-mortar stores, selling products or shared promotion. Find win/win opportunities like artisans showing homewares in locals cafes

- Street-side makers markets and stalls in retail strips
- Networking events that bring home-based and main street businesses together
- Educational or upskilling opportunities in areas such as business management and marketing and promotion

Council's role: Investigate

Approach to resourcing: Consider within the context of existing economic development service plan

Possible next steps: Investigate the barriers, opportunities and level of support for this idea and decide how best to prioritise resources and further actions

- Finding funding from Council, a small grant program or self-funding by contributions from home-based businesses
- Engage with home business operators to understand what their needs and requirements are, and how to promote their offer
- Develop a program of support and events both in-person and on-line
- Establish collaborative relationships, this process could piggyback on the Ideas Challenge and Ideas Lab proposed in Make it Fair
- Deliver collaborative promotional events and collateral such as catalogues, specialist markets or in store promotions with complimentary bricks-and-mortar stores

Pivotal

Community-owned Retail & Creative Spaces

Ring-fence affordable rents and active streets and precincts by supporting alternative ownership and access models

Independent retailers and creative makers and producers who are being forced out of places like Collingwood, Footscray, Coburg and Brunswick are increasingly choosing to make their home in Knox. They are attracted to Knox because of the supply of suitable spaces at relatively affordable prices.

This is the beginning of a cycle. As more of these practices are attracted to Knox, they will enrich the retail activity of their local areas, this in turn will attract more independent and creative activity until Knox ends up with creative precincts filled with rewarding experiences and with a

broad appeal. Eventually these very activities will contribute to rising land prices which will force the independent and creative businesses to leave Knox to hunt for cheap rent further afield.

Knox has an opportunity that places like Collingwood and Brunswick no longer have, to break the cycle and protect its creative and boutique industries. Alternative ownership models, incubators, collaborative consumption and new ways to leverage Council-owned land and assets have the power to attract real talent to Knox, strengthen the retail offer and protect this activity long-term.

Council's role: Lead/partner/investigate

Resources: Unknown (awaiting department feedback)

Possible next steps: Investigate the barriers, opportunity and scope of this project and co-lead in collaboration with retailers and the community

- Review existing research around alternative ownership models and Community Wealth Building principles including Retail and Makers Co-ops, community commercial kitchens, Tenants-in-common, and government-led rent-to-buy programs. Look at alternative development models like Nightingale in the context of retail, mixed use and industrial development. Assess which are most appropriate in Knox.
- Map council owned land which would be used for retail uses such as areas of the car park in Wantirna Mall. Ensure that future development of these spaces locks in affordable rents and supports long-term use by independent retailers.
- Develop an information pack and do-it-yourself kits with templates for legal agreements and how-to guides that makes it easy for people to pool resources to purchase property together. Define ways in which Council can support this process with support to secure finance, support around planning approvals etc.

- Publish a prospectus and build relationships with developers who are willing to pursue alternative models that lock-in affordable rents for retailers and creative producers and/or that give residential tenants influence over the retail mix and governance of retail in mixed use developments.
- Locate community-owned or community-focuses properties are located where they are best able to contribute to existing or future community spaces and active retail precincts
- Dovetail into other pivot strategies around communal ownership and industrial precincts
- Explore live/work typologies for both retail and creative spaces

Practical

Facade Upgrade Program

Establish a public/private partnership to upgrade building facades and shop fronts



"Renovate!"
KNOX RESIDENT

Find ways for council and individual building owners to collaborate to pool funds and resources for small repairs and upgrades such as painting, signage, lighting, windows and entrances in retail precincts.

Upgrading multiple facades at once will cut down on labour and call-out costs and

reduce the overall cost of the upgrades to landowners and body corporates. For example, Council may be able to simplify the process for land owners by providing project management services and managing funds, or this role may be taken on by larger body corporates

Council's role: Investigate

Approach to resourcing: Pending further budget

Possible next steps: Investigate the barriers, opportunities and level of support for this idea and decide how best to prioritise resources and further actions

-
- Carry out an audit of run-down retail areas and assign each a priority according to the willingness of owners to participate, and overall bang-for-buck (complex or large scale upgrades should not be attempted)
 - Define target areas, participating business and list of proposed works for each precinct
 - Negotiate Council contributions such as matched funding or improvements works that can be timed to coordinate with facade improvements
 - Carry out a risk assessment and work who in the partnership is best places to carry out respective tasks
 - Define budgets for overall works, and proposed contribution by each landowner
 - Come to agreement and commit funds
 - Manage procurement, prioritising local trades
 - Follow up to ensure that works have been completed

Protection

Fairs, bazaars, carnavales, fêtes & markets

Open our car parks to markets and events of all kinds with a special focus on farmers' markets



"More markets"
LOCAL RESIDENT

Our engagement indicates a clear demand for markets, especially farmers markets. Shopping precincts and centres, traders associations, individual businesses should organise monthly farmers markets in their car parks.

Include existing grocers who have market connections, have a mixture of food and bric-a-brac. Invite local producers including bakeries, breweries etc. to hold a stall along with home-based businesses. Include live music and family entertainment i.e petting zoo or face painting.

Council's role: Encourage

Approach to resourcing: Within existing resources

Possible next steps:

- Identify appropriate locations, good candidates would be underused parking lots with facilities such as public toilets. Consider current offer, extra parking besides from the markets
- Ensure the offer of the market is not in direct competition with the existing bricks and mortar retail onsite. Use market stalls to enhance the retail existing offer, create clusters, and close gaps
- Start market events off as small fundraiser with low stall fees to attract stall holders and let them grow organically
- Research popular farmers markets close by and see if any of those vendors operate close to or in Knox
- Ensure a good % mix of produce, ready to eat food and other wares
- Smaller and high quality is better than big and messy

More ideas

- Support shopping clusters to offer **locally based home delivery** for retail and goods. Similar to Your Grocer, but employing local delivery agents
- **Adequate Pathway Lighting** in higher foot traffic areas, particularly around train stations and shopping districts with a night economy
- **Bikes, bikes, bikes!** More cycling infrastructure, more bike parking at retail centres, specials if you present your bike helmet, bike in events-ride in movies, pop-up bike lanes



Case Study

The small Victorian town of Yackandandah started the **Yackandandah Community Development Company** to buy the town's only petrol station when it was under threat of closing down. It's now run by local shareholders who get discount fuel and operates as a community hub.

Resources for Easy Life ideas:

Support for Ferntree Gully Village weekend markets

Here and There Makers Boronia craft ideas



In The Foothills Ideas

Protect and showcase our natural environment and green spaces. Find new ways to connect these to local business

“Make the village a tourist attraction before heading up the mountain”

LOCAL RESIDENT

“I love being at the foothills of the mountains”

LOCAL BUSINESS OWNER

Promote

Wend Your Way

Define, promote and celebrate 100s of wonderful journeys through Knox



“Being able to use the boardwalk and inspect all the little critters living in the creek, is so meditating”

LOCAL RESIDENT

It's easy to travel around Knox on the main roads and feel like it's stretches of grey suburbia, but locals know that you only have to step off the highways to discover charming villages, hidden breweries, peaceful residential streets lined with majestic gums, lush green parks or patches of bushland and creeks adjacent to our retail centres. Venture a little further afield and you can add adventures in the Dandenongs, Eastern suburbs and Woi wurrung and Bun wurrung Country to your Knox experience.

This idea is about linking the assets of Knox and the surrounding area into rewarding journeys, day trips and clusters that have real destination appeal. It's about curating and showing off existing assets,

defining anchors, stops and routes to make it easier and exciting to explore Knox.

The key steps to doing this are to carry out an audit of and then create promotional campaigns that connect Knox's walking, cycling and driving tours and our retail offer.

The trails could include walking and cycling trails, picturesque drives, picnic spots (and where to buy the hamper), op-shop trails, coffee roasters, distilleries and breweries, specific food trails i.e. the best bánh mì, pies or tandoori in Knox.

Much of this work is about identifying what already exists and then filling in gaps in the offer and the network. Networks only work well when they are unbroken, good journeys clear and appealing wayfinding and stops in the right places.

Council's role: Lead/partner

Approach to resourcing: Within existing resources

Possible next steps: Council should co-lead this project and deliver it in collaboration with retailers and the community

- Conduct an audit of Knox to identify the best trails, links, anchors and assets with a specific focus on the retail offer
- Build on and include the existing research and initiatives including ecological walks and Tree Trails already offered by Knox and other horticultural groups and the walk and tour projects supported in the last round of arts funding
- Look into crossing over into neighbouring LGAS, for example a loop of the Dandenong ranges could take in the breweries of Knox and then the independent wineries to the east
- Provide grants, support and promotion for local businesses and operators to band together to create tours and journeys
- Focus tours and paths around retail areas and neighbourhood parks, avoid initiatives that encourage increase visitation to reserves and bushland that need protection
- Create multiple ways to promote these journeys, including online maps that can be easily accessed on phones and physical maps to stock in retail stores. Ensure that the design of maps and wayfinding is high quality and support the place brand of the different villages in Knox
- Consult with businesses on the map and create social media shareables for them to use in promotion of the trails
- Connect in with any picnic based promotions as detailed in the following recommendation

Program

Picnic Capital

Make Knox the Picnic Capital of Melbourne to showcase our stunning views and green spaces with a strengthened food offer



"Picnics and catering in open space and parks"
LOCAL RESIDENT

Knox is already the perfect place for a picnic. This initiative is about inviting all retailers in Knox to get onboard, from individual businesses putting on a picnic hamper special, to a coordinated collaboration between grocers, cafes, bars, restaurants, retailers, caterers, events companies, community groups and Council.

Picnic hampers should be curated by local businesses, Knox-style, and celebrate the picnicking and alfresco food cultures from around the world. Picnicking kits and infrastructure should be provided in local shopping areas such as umbrellas, games

and rug hire. Car parking spaces can be reclaimed with plants and turf and sand to create green picnic areas.

This idea should begin by framing and positioning the existing takeaway offer of Knox, but over time it should grow into a series of unique and richly layered experiences.

Curate maps of the best local spots, including the existing Council installed picnic/dining tables. Host long-blanket lunches, community picnics and fundraiser picnics. Offer a picnic concierge service who set up and pack down a catered picnic "experiences" for special occasions.

Council's role: Encourage

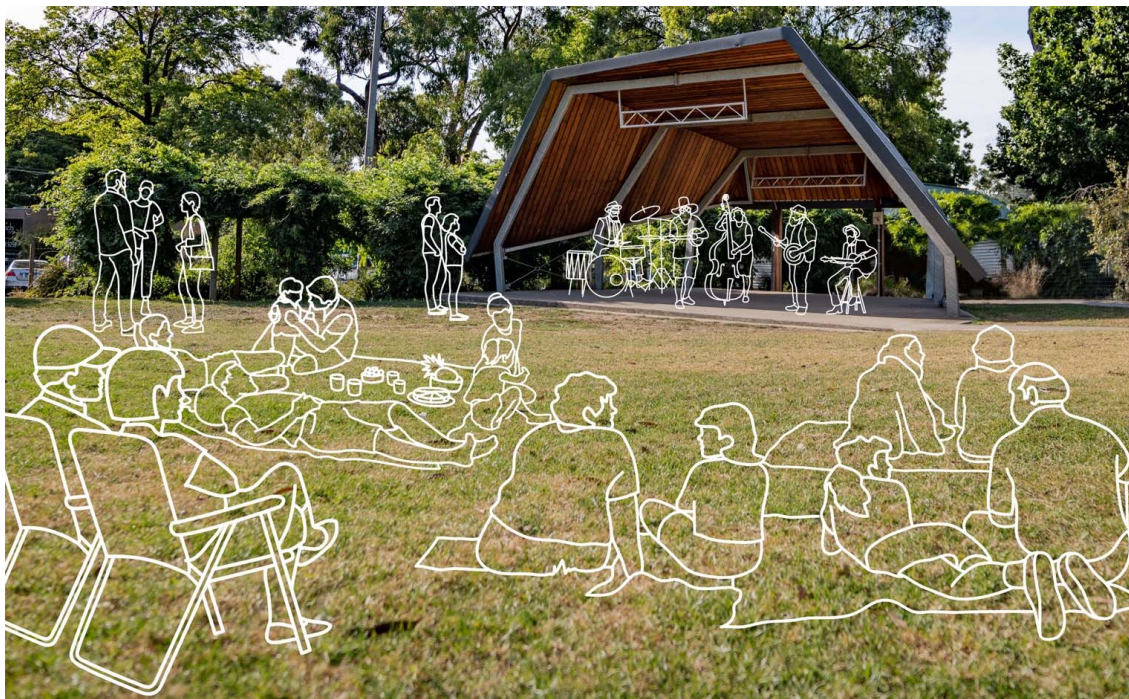
Approach to resourcing: Within existing resources

Possible next steps: These actions are best delivered directly by local businesses and community members, with encouragement and support from Council.

- Make Picnics the core of Council's outdoor dining response over the summer of 2021/22 and focus on:
 - Producing material quickly and effectively
 - Ensuring that wayfinding, marketing and promotion is baked into the strategy and budget from the beginning rather than being left as an afterthought
 - Supporting restaurants and cafes to sell more, reduce the cost of sales and to increase the value and POS price of their eat-out offer

- Providing programs that are easy for traders to participate in and that allow owners, managers, chefs and wait staff to remain in their comfort zone and to play their strengths as much as possible
- Creating lovely picnic experiences in ways that will improve the overall offer in the longer term, more picnic tables, pop-up picnic areas, shade clothes etc.
- Focus on making traders life less stressful, see traders smiles as the most important indicator of success
- Map the key picnic spots in Knox with a focus on areas in and immediately adjacent to existing villages and retail centres, discourage picnickers from venturing into reserves and bushland that need protection from crowds
- Fill the gaps with pop-up picnic areas in car parks or public spaces. Consider creating partnerships with local nurseries and businesses to use the picnic areas as displays for plants that are available for sale
- Identify sources of funding. COVID-19 relief funding should be appropriate for this use
- Run a **Picnic Training Program** to inspire and upskill local cafes, grocers, catering services and restaurants to create their own unique Knox Picnic offer with a range of flavours, experiences and offers e.g. for kids, for sharing, for solo picnics, for couples, vegan, kosher, halal, cultural specialties and holidays, for special occasions, vegan etc. Provide support to manage the logistics involved and to curate an overall picnic experience in each centre
- Curate specific experiences, offers and collaborations in individual retail centers such as shared hamper offers. Define collaborative models, for example one business might buy products wholesale and sell to other retailers, pre-made hampers with long shelf life items might be distributed with fresh items added, retailers might offer hampers on commission and return items that don't sell
- Deal with the problem of single use products. Develop **Picnic Hamper Kits** with reusable plates, bowls, cups and distribution systems. Make sure the hampers are easy to clean and robust
- Develop **Picnic Spot Kits** for local businesses to offer to customers including blankets, cushions, umbrellas, lighting etc. This might take the form of a guide offered to businesses, or Councils, traders associations and body corporates might play a role in direct procurement. Make sure this kit is clean and always in good condition. It is important that the overall vibe is charming and that the character of individual businesses shines through

- Run art projects, introduce charming activation elements and provide live music
- Keep in mind that this summer we can expect high demand for picnic gear, so it might be necessary to find creative solutions in the short and medium term
- Explore delivery options, including apps such as Hungry, Hungry and collective business run delivery
- Create promotional material including logos, bag stickers and window posters for businesses and maps to picnic spots for businesses. Run seasonal campaigns.
- Offer picnic event services provided by local catering, event companies and restaurants



Pivotal

Village Greens Plan

Improve the experience of our village centres by embracing adjacent green spaces, delivering upgrades and connecting villages to each other



"After my walk, I drop by the shops and get me some lunch"

LOCAL RESIDENT

We coined the term **villag-a-fication** to describe the process of making our retail centres more pedestrian friendly and inviting.

The quality of place experience varies significantly across Knox. While we have a handful of villages that are attractive and invite shoppers to linger - many of our shopping areas are utilitarian at best and actively hostile to pedestrians at worst.

Many of our centres turn their backs on adjacent parks or walking tracks, and our beautiful bike tracks and walking paths don't connect particularly well with our retail centres.

An important part of activating our retail centres is to find ways to improve the quality of the place experience by

reorienting villages so that they spill out onto adjacent green spaces, connecting and extend existing green links such as the Blind Creek trail so that unbroken cycle and walking tracks are provided between villages and creating greens and gathering spaces that invite people to linger.

This can be supported with a program of short-term **villag-a-fication interventions** that make our retail areas more pleasant places to walk around and spend time in. Test solutions in more provisional ways with pop-up parks, planters, outdoor dining decks, market stalls and food trucks. Where successful these can evolve into longer-term solutions such as sleeving blank facades with fine grain retail, planting large street trees and reclaiming car parks, rezoning land to create two-sided retail streets or reorienting built form to face adjacent green spaces.

Council's role: Investigate

Resources: Cross department projects

Possible next steps: Investigate the barriers, opportunities and level of support for this idea and decide how best to prioritise further actions

- Carry out an audit of green links and green spaces adjacent to retail areas with a particular focus on green areas in Council control including:
 - Retail centres that turn their back on adjacent green spaces such as the reserve on Adele Avenue adjacent to Mountain Gate or the northern edge of

Westfield Knox adjacency to Lewis Reserve and Blind Creek Trail

- Retail centres that open out directly onto car parks with poor pedestrian circulation such as Boronia Village
- Unused areas which could provide alternative frontages in areas dominated by heavy traffic or with spatial restrictions, such as the laneway access running off Valentine Street behind the retail strip facing the northern side of Mountain Highway in Bayswater
- Define the key characteristics of the key successful villages as identified in this document
- Build on the existing village-activation initiatives such as the new outdoor picnic tables and the outdoor dining areas in Wantima Mall and Mountain High Shopping centre car parks
- Consider industrial areas which have, or may have creative and retail uses such as the precinct that has Angus and Celeste and Little Brew on Edina Rd in Ferntree Gully beside the Blind Creek Trail

Practical

Embrace Reusables & the ban on single-use products

Support traders around implementing the ban of single use products and balloons and strengthen the appeal of Knox retail to customers who care about the environment



“Clean the streets and environment more”

KNOX LOCAL

With our beautiful trees, birdlife, waterways, wildlife and natural places it's important the City of Knox and our retail centres walk the talk and support the phase-out single use plastics and products in line with the State Government deadline of February 2023.

This should be introduced with practical measures to make it easy for traders to use sustainable alternatives along with a comprehensive communication and

promotional campaign with both traders and the public.

Implement programs to substitute single use food containers with reusables and to create reusable tote bags and wrapping papers that promote each centre.

Promotional campaigns around reusable and sustainable products should highlight Knox's natural beauty, appeal to our loyalty to our villages and traders and strengthen our sense of belonging.

Council's role: Encourage

Approach to resourcing: Within existing resources

Possible next steps: These actions are best delivered directly by local businesses and community members, with encouragement and support from Council.

- Conduct a review of currently available suppliers and programs in Melbourne along with case studies of reuse schemes around the world. Look to councils in Melbourne who have already made the transition away from single use products such as Darebin. Investigate new technology such as trackers in items that track credits for each cup used and each cup washes, along with low-tech but super effective solutions such as India's thriving dabbawalla food delivery system
- Establish of role for one person at Council to work directly with traders around this issue and to manage consultation, feedback and concerns and to engage with different departments within Council
- Define a clear policy around waste and reusable packaging and clearly communicate this policy to traders. Wherever possible provide incentives rather than penalties
- Define a compelling communication and promotion campaign that includes decals, POS displays and information sheets. Appeal to locals' love of nature, eco-friendly values and loyalty to traders. Encourage all vendors to add a surcharge to their prices to cover the cost of sustainable containers, ensure this is communicated in a way that allows customers to feel good about doing their bit to help the environment and support local businesses
- Support local providers and manufacturers of reusables, washing services and collection services as well as small local initiatives like Perth's volunteer run Community Dishes who loan sets of op shop dishes to locals. Consider providing grants to encourage local initiatives
- Devise a plan that provides subsidised sustainable packaging in the short-term and moves to full reusables over the longer term. Organise bulk-purchase of sustainable materials for the initial roll out. Make sure that traders have easy alternatives readily available before the ban begins
- Commission a series of artist-designed affordable reusable packaging and tote bags for each centre. Help traders procure printing and merchandise with their own branding and designs
- Seek funding from multiple bodies concerned with waste and sustainability e.g. Keep Australia Beautiful grants

Protection

Open Season Public Space Initiative

Trial innovative ways to remove the barriers to use of public space. Invite local traders, performers and entrepreneurs to find multitude ways to activate and enliven our car parks, streets, open spaces and parks.

Run a trail program to open up the use of public space to allow private businesses to trade on council owned land when these proposed uses deliver a net public benefit.

These uses will enhance the experiences of Knox's green space while supporting local retail recovery by giving businesses more options and access to new revenue streams.

Use the program as a low-cost way to test new concepts including pop-up summer bars, BBQs, garage sales, catered outdoor cinemas, outdoor cooking classes, DJs, long lunches, food trucks, live music etc.

Council's role: Lead

Approach to resourcing: Within existing resources

Possible next steps: Council to lead this project and deliver it in collaboration with retailers and the community

- Conduct an audit to identify potential spaces and facilities, particularly spaces currently underused or under services or those that offer opportunities to improve the experience of place. Map gaps in the retail offer, possible collaborations or clusters and potential points of conflict between bricks-and-mortar stores and pops-ups, activities and events
- Identify businesses that might be interested in extending their uses into adjacent public spaces or having satellite activities and activities
- Hold a working sessions with different areas of Council including Operations and Local Laws to work through practicalities and implications of changes in policy and management of public spaces
- Define a framework for preferred activity and selection criteria for what activities are allowed. Ensure that community benefits are clearly defined and articulated
- Invite carefully selected businesses to kick-off the program before opening submissions to the general public
- Balance supporting local talent with inviting in outside operators who can act as anchors and attractors

- Ensure experimental campaigns are low-cost or free for existing local businesses, explore charging larger businesses and operators based outside Knox higher rates
- Conduct trial program over the summer months, combine with other initiatives outlined in this document including those related to picnics, food trucks, markets, sticking points etc.
- Consider providing infrastructure to allow businesses to participate in short term pop-ups with low upfront investment

More ideas

- Mini **festival of outdoor dining** that moves around the existing Council built installations and park benches. Could include acoustic musicians, magicians, circus performers etc.
- Bring the mountains and green to the main streets, install **planter beds** with mountain scenes painted on them. Let a shop adopt each bed and care for it.
- Sign up to **food ordering apps** such as Hungry, Hungry to deliver to the existing council installed dining pods and outdoor dining installations. Access a group discount if a cluster of shops, Council, or a traders association approach collectively.

Case Study

The Japanese do outdoor eating in style with **Hanabi** picnics under the cherry blossoms during Sakura season. Popular Hanami spots have pop-up food and drink stalls and you can hire/buy picnic mats and tables cheaply.

Resources for In The Foothills ideas:

[Returnr](#) - hire and washing service

[Community dishes](#) - borrow plates for party and bring them back

[Reuse schemes](#) around the world

[Green Caffeen](#) - buy your coffee in a cup and then return it

[The Rouge Ginger](#) - party packs

Summary overview

Council will take responsibility for delivering these projects either directly or in collaboration with state government agencies

Idea	Description	Strength	Approach	Council's Role				Resourcing
				Lead	Partner	Encourage	Investigate	
Super Sustainable Blocks	Partner with local businesses to create opportunities to make homes sustainable and more self-sufficient	Home-loving	Protect	x	x	x		Within existing resources & community / trader led
Friendly Train Stations Strategy	Kickstart the Friendly Train Stations program and events around train stations	Village vibes	Pivotal	x	x			Within existing resourcing + potential grant funding
Walking Place Audit	First community place Audit with Shine Knox partners	Village vibes	Practical	x				Within existing resources
What's On Knox?	Kickstart What's On Knox	Village vibes	Protect	x	x			Undefined
Creative Industrial Precinct Plan	Events or scavenger hunt in industrial precincts that	Untapped	Pivotal	x			x	Within existing resources

	highlight opportunities and hidden gems							
Sticking Points Street Upgrade Program	Roll out Sticking Points Upgrade Program	Untapped	Practical	x				Within existing resources
Community-owned Retail & Creative Spaces	Ring-fence affordable rents and active streets and precincts by supporting alternative ownership and access models	Easy Life	Pivotal	x	x		x	Unknown (awaiting department feedback)
Wend Your Way	Define, promote and celebrate 100s of wonderful journeys through Knox.	In the Foothills	Promote	x	x			Within existing resources
Open Season Public Space Initiative	Trial innovative ways to remove the barriers to use of public space. Invite local traders, performers and entrepreneurs to find multitude ways to activate and enliven our car parks, streets, open spaces and parks	In the Foothills	Protect	x				Within existing resources

These projects are best delivered in partnership with industry, business or community organisations or groups

Idea	Description	Strength	Approach	Council's Role				Resourcing
				Lead	Partner	Encourage	Investigate	
Open Kitchen Cooking Classes	Cooking Classes in restaurant kitchens	Home-loving	Promote		x	x		Within existing resources (project manager delivery) & community / trader led
The Big Spring Clean	Big spring clean & festive neighbourhood-wide garage sale	Home-loving	Practical		x	x		Council to partner with community and traders
Seasonal Calendar of Events	Events calendar	Village vibes	Program		x			Within existing resources
Tap into the Brew	Brewery and distillery tours and events	Untapped	Program		x			Within existing resources, connected to investment attraction
Make It Fair	Open up making, production and retail opportunities to broader and more inclusive demographics	Untapped	Protect		x		x	Within existing resources, potential to seek grant funding

Unlock Knox's Brand Story	Commission a professionally developed visual identity to promote the strengths of Knox that can be used by all and includes child brands for key centres	Easy Life	Promote		x			Combined with the 'What's on Knox' idea
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These ideas are very much in line with the core strengths of Knox and the community's ambitions for our retail sector. Council will provide support and encouragement for these ideas, or ideas with similar outcomes

Idea	Description	Strength	Approach	Council's Role				Resourcing
				Lead	Partner	Encourage	Investigate	
Seasonal Planting On Show	Marketing campaign around plant displays	Home-loving	Program			x		Community / trader led
Cozy Streets & Places	'Little Zooosh' campaign to create little cozy spaces	Home-loving	Pivotal			x	x	Within existing resources & community / trader led
Fairs, bazaars, carnavales, fêtes & markets	Open our car parks to markets and events of all kinds with a special focus on farmers' markets	Easy Life	Protect			x		Within existing resources

Picnic Capital	Make Knox the Picnic Capital of Melbourne to showcase our stunning views and green spaces with a strengthened food offer	In the Foothills	Program			x		Within existing resources
Embrace Reusables & the ban on single-use products	Support traders around implementing the ban of single use products and balloons and strengthen the appeal of Knox retail to customers who care about the environment	In the Foothills	Practical			x		Within existing resources

We think these ideas have serious potential.

We commit to undertaking additional investigation to understand how they might play out in Knox, and how they should be prioritised in Council's plans.

Idea	Description	Strength	Approach	Council's Role				Resourcing
				Lead	Partner	Encourage	Investigate	
Knox Merch	Knox Merch Christmas Market with local artists and makers	Village vibes	Promote				x	Within existing resources

No Vacancy Program	Use vacant shops and displays	Untapped	Promote				x	Within existing resources
Home-based Business Support Program	Support home-based businesses as part of Knox's retail landscape	Easy Life	Program				x	Consider within the context of existing economic development service plan
Facade Upgrade Program	Establish a public/private partnership to upgrade building facades and shop fronts.	Easy Life	Practical				x	Pending further budget
Village Greens Plan	Improve the experience of our village centres by embracing adjacent green spaces, delivering upgrades and connecting villages to each other	In the Foothills	Pivotal				x	Cross department projects

Appendices

Additional research and analysis



“How wonderful it is that nobody need wait a single moment before starting to improve the world”

ANNE FRANK

Complementary existing recommendations

Our work builds on previous engagement, in depth analysis and recommendations of other Council projects including the Outdoor Dining Initiatives of late 2020. A number of the recommendations of these studies and reports, including the Knox Community Plan, the Upper Gully Implementation Plan, Boronia Renewal Strategy, The Knox Open Space Plan and The Rowville Plan, complement our findings and support the 5 strengths. These have been summarised here.

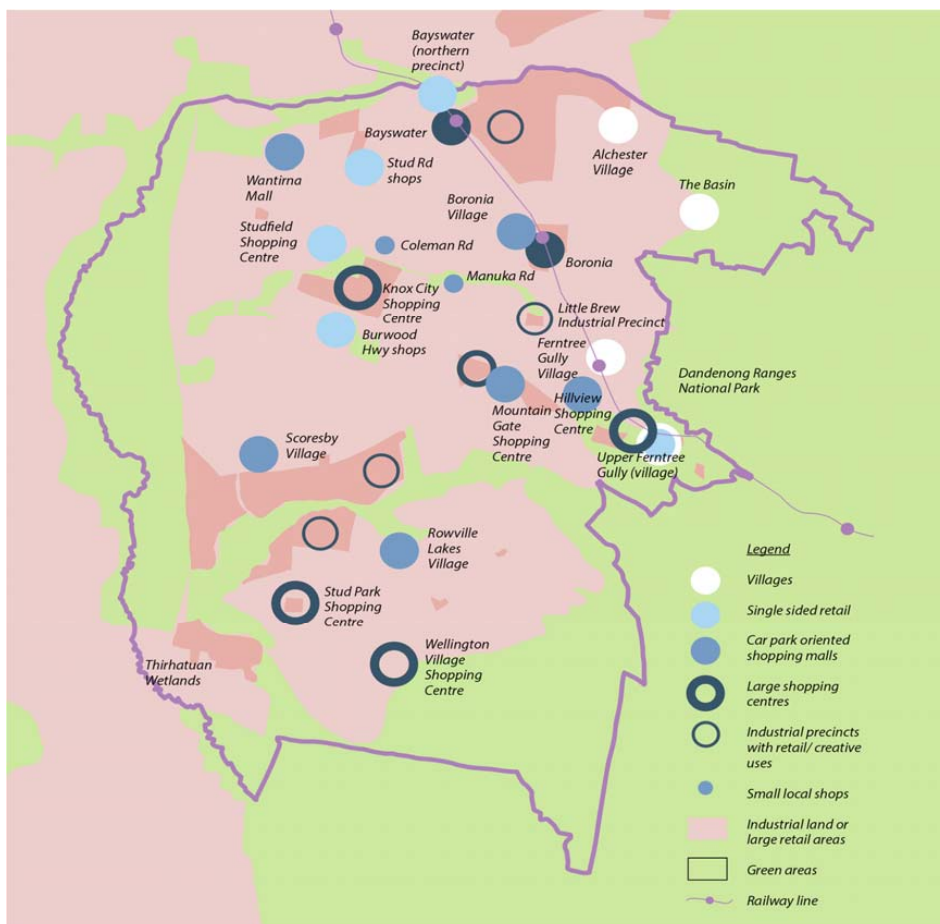
- Improve the community perception of safety
- Promote Knox as the gateway to the Dandenongs
- Increase opportunities for start-up businesses
- Maintain and clean up shop fronts on main streets
- More markets
- Help businesses with event planning, promotion and tech literacy
- Find creative ways to combat built form and spatial issues - not pedestrian friendly, poor design of retail areas
- Transition to be less reliant on cars
- Improve connections between walking and cycling paths
- Strategies and interventions that promote business clustering
- Prioritise protecting Knox's green spaces
- Implement strategies are needed to address the high vacancy rates in main street shops

Place analysis

Key retail typology

We've conducted place audits of the key retail centres in Knox which includes a spatial, built form, economic, semantic and experiential analysis and assessment of the retail mix and offer.

Much of the retail typology of Knox reflects new forms emerging from the late 1960s which are designed around car-based transportation.



Villages

There are only 3 significant retail centres with traditional main street form in Knox, these are clustered in the north of Knox in the foothills of the Dandenong Ranges.

These retail areas have two-sided main streets lined with shops, parks and civic services that act as community gathering spaces and thoroughfares. The footpaths are wide enough to encourage footpath displays and outdoor dining. Traffic doesn't negatively impact the footpath areas and public spaces and street trees and parks provide green spaces.

Parking is often limited in the centre of the village, encouraging shoppers to walk around the precinct.

These places offer the strongest place experiences of all the retail centres in Knox.

Note: As Upper Ferntree Gully grows along Rose Street it will also function spatially as a village.

Single sided retail strips

There are 5 key single-sided retail strips in Knox, mainly located between Bayswater and Boronia.

These shops are positioned on busy roads that act as a barrier to part of the catchment and impact the quality of the experience of adjacent footpaths and open spaces.

Shoppers are often able to park right outside the shop they want to visit, cutting down on footfall benefits across the precinct.

Note: Even though the retail area along Mountain Highway in Bayswater is double-sided, the area to the north should be treated as a single-sided retail strip as the heavy traffic cuts this area off from the precinct around the railway station.

Car-park oriented shopping areas and malls

There are 6 key shopping areas that are arranged around a central car park in Knox.

Apart from the layout these retail areas are often very similar to single-sided strips in terms of retail mix and sometimes even governance and land-ownership. Like single-sided shopping strips, precinct footfall is reduced by parking designed to allow shoppers to pull up right outside each shop.

Sometimes these centres have central ownership or are managed by a body-corporate. Some centres are a combination of flat-topped shopping centres with interior walkways, and shops that face outwards towards parking areas and external walkways.

There is often very little public space or places to gather in these developments, some have narrow walkways in front of the shops which are not wide enough to accommodate footpath tables or signs.

Although these centres are not always designed or laid out for pleasant pedestrian experiences, the fact that they are set back from heavy traffic can sometimes improve the experience of walking around.

Shopping centres and centralised malls

Knox has 4 large shopping centres with the largest being Knox City/ Westfield Knox. These generally follow the standard template for urban shopping centres; disconnected from surrounding urban form with few windows or entrances to surrounding areas, blank facades against public spaces with poor overlooking, internal walkways and large parking areas.

These centres are centrally managed and are in private control.

Industrial precincts with emerging retail and creative uses

Knox has 5 key precincts where emerging retail, creative or cultural uses are reshaping industrial precincts or compounds. These areas are sometimes designed as courts with a central driveway or loop and body corporate management. Parking is often limited to 1 or 2 private spaces outside each business.

Small local shops

Small shopping precincts of 3-7 shops located on quiet roads in residential neighbourhoods.

Walking Place Audit toolkit

The online version of this tool can be found [here](#) (google form)

Welcome to the Knox Place Audit tool.

Every 6 months we get a group of people who care about their local retail centre together to carry out a Walking Place Audit to evaluate what works, what doesn't, talk about ideas and dream up ways to build on what's working and fix what doesn't.

The audit has 4 parts:

Part 1 SETTING THE SCENE: We'll start with a coffee and a chat, we'll hand out the kit and show you how to do the audit.

Part 2 WALK: Next you'll partner up with one other person in the group and walk around the centre together, taking photos and making notes of locations as you go on the map provided.

Part 3 ASSESSMENT: Then we will sit down together, over lunch if possible, and complete the assessments and score different aspects of the centre.

Part 4 MODERATION: Finally we'll moderate our scores. If you would like to you can also define a set of shared ambitions for the centre and a to-do list.

Part 1. Setting the scene

WORK OUT YOUR ROUTE

What are most people who use the centre likely to be doing here? What are 2 most typical destinations or experiences?

You can choose anything from commuting, borrowing a library book or buying a carton of milk to going for a run, celebrating a birthday or going to school.

On the map provided, work out a typical journey a visitor to the centre might make that includes these two destinations or experiences - make sure the journey is no more than 10 minutes long.

When you do the place audit you and your buddy are going to walk each of your journeys together and take note of what the experience is like. Pay attention to how easy, comfortable, enjoyable it is to move around. Is there plenty to look at? Are you bored, tired, distracted, frustrated by anything? Or are you excited, intrigued, amused or comforted by anything?

WALKING TASK A: MAP 10 REAL ASSETS and 10 PROBLEMS

As you walk around make a note on your map of the assets & problems of the centre, both big and small.

An asset could be an inviting display of ripe tomatoes or a patch of gorgeous vintage tiles on a shop front or a well-connected bike path. A problem might be unattractive signage or a busy road that prevents people from getting to the shops.

WALKING TASK B: EXPLORE AN IDEA

While you're walking around the centre share the most exciting ideas you've seen elsewhere that just might work here. Pick the most extreme idea & talk about ways it might work well & the ways it might not

WALKING TASK C: PHOTO CHALLENGE

Use the word THRIVING as a theme.

As you walk around today take photos that respond to this word and that you think also capture the spirit of the place. Use the photos to tell the story of your personal experience of the place and what is important to you.

You can take as many photos as you like, then select your favourite 3 photos and email it to the Economic Development team - business@knox.vic.gov.au

1. What precinct are you auditing today? *

2. WALKING TASK A: What are the 2 key destinations or experiences you've nominated?

Write each below with a description if necessary.

Part 2. Walk

With your maps walk your journey and your partner's journey. Take photos, plot key locations on your map or take notes to help jog your memory later.

You will be doing a detailed assessment next, so don't worry about taking super detailed notes while you're walking.

This process should take about 30 minutes. When you're finished head back to the meeting spot for Part 3.

1. Share your notes about the idea/s you explored

What was the idea or ideas? How might it work here? In what ways might it not work?

2. Sum up the experience of being here by completing the phrase.

This place is _____

3. Pick your favourite photo and email to Jayde Hayes jayde.hayes@knox.vic.gov.au

Part 3. Assessment

Now it's time to make some assessments of what's good and bad, and what works and what doesn't.

Don't discuss your opinions or findings with anyone else in the group yet, your scores should be entirely your opinion at this stage.

1. **Give the centre an overall score out of 100.**

Don't worry about criteria. Think about a place you think is pretty amazing and why? Then compare it with the centre and give a single global score out of 100.

2. Thinking about your journey around the centre, provide a rank for each of the following questions

How safe did you feel?				
1 <input type="radio"/> scary	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> safe
How vibrant or interesting was the experience?				
1 <input type="radio"/> dead	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> lively
What did the environment feel like?				
1 <input type="radio"/> hard/uninviting	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> inviting
What did the environment look like?				
1 <input type="radio"/> grey	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> colorful
How much personality did the place have?				
1 <input type="radio"/> generic	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> individual
How interesting was the centre?				
1 <input type="radio"/> bland	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> interesting
Did it feel authentic?				
1 <input type="radio"/> superficial	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> layered
How comfortable or pleasant is the centre?				
1 <input type="radio"/> uncomfortable	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/> pleasant

Notes about your journey

Tell us anything else you think is important about your journey

10 Real Assets and Problems

List the assets of the centre.

Try and find at least 10. Finish annotating your map to show locations.

List the problems of the centre.

Include minor problems. Finish annotating your map to show locations.

Now we are going to drill down into different elements of the centre.

For each aspect we'll ask you to start with a global score out of 100 and then we'll ask you some more detailed questions. Remember, at this stage we just want your opinion - don't discuss your scores with anyone.

Global assessment

What do you think of the overall retail offer of the centre? Give the retail offer a score out of 100.

What do you think of the overall shopping environment? Give it a score out of 100.

What do you think of the streetscape in the centre? Give the overall streetscape a score out of 100.

What do you think about how easy or pleasant it is to get around the centre? Give this a score out of 100.

What do you think about the overall quality of the place brand or experience of place? Give this a score out of 100.

Retail offer

How would you rate the retail offer?

	totally awful, depressing, shockingly bad	pretty bad	meh	pretty good	fantastic, awesome, amazing
The quality and quantity of community buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The diversity of people present in the street and shops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How well the shops appear to mirror the local population in terms of culturally specific goods, services and references	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quantity and quality of facilities for children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share any additional thoughts you might have about the retail offer.

Are there any specific gaps? Any elements that don't fit well? etc.

Shopping environment

How would you rate the shopping environment?

	totally awful, depressing, shockingly bad	pretty bad	meh	pretty good	fantastic, awesome, amazing
The balance between day and night time uses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The sense of the personality of the shopkeepers being expressed through their shop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
the attractiveness of shop windows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The balance between convenience and destination traders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
the range of goods and services on offer on the main street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
the quality of signage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share any additional thoughts you might have about the shopping environment

Streetscape

How would you rate the streetscape?

	totally awful, depressing, shockingly bad	pretty bad	meh	pretty good	fantastic, awesome, amazing
The quality and quantity of public art	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The condition of public buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
how safe you feel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The condition of the commercial or other private buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How cared for the streetscape feels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
the condition of the pavements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	totally awful, depressing, shockingly bad	pretty bad	meh	pretty good	fantastic, awesome, amazing
The quality and quantity of public amenities such as seating, light, bins etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The diversity of housing types	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The condition of houses and front yards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share any additional thoughts you might have about the streetscape.

Getting Around

How would you rate getting around?

	totally awful, depressing, shockingly bad	pretty bad	meh	pretty good	fantastic, awesome, amazing
How well laid out the key local amenities are	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How easy it is to get around on foot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
how easy it would be to get around if you had a stroller or were in a wheelchair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
the quality and placement of parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How long it takes to cross the road	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share any additional thoughts you might have about getting around.

How would you rate the brand/experience of place?

	totally awful, depressing, shockingly bad	pretty bad	meh	pretty good	fantastic, awesome, amazing
The sense of place/identity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share any additional thoughts you might have about the experiences of place.

Part 4. Moderation

This is where we get down to brass tacks.

The facilitator will show a spreadsheet on a computer (or projector) with each of our scores and the average for the overall score and the place aspect scores (i.e place experience, retail offer etc).

Sometimes we'll find that different auditors have provided very different scores. When we see a significant gap in scores we'll ask the auditor/s who scored differently to tell us why they've given that score. After discussion all auditors will be given an opportunity to change their score if they want to.

Brilliant!

Thank you for being part of our place audit team.



KNOX

your city



Shine Knox

Retail Activation Strategy
Engagement Summary Report
Phase 1 - March 2022

Shine Knox – Retail Activation Strategy Engagement Summary Report

Introduction

The draft Retail Activation Strategy (RAS) was being prepared in a time when Victoria was in strict lockdown and many businesses, especially those based in Knox's retail centres, were either closed or operating and severely reduced capacity. This made engagement difficult and whilst there was some feedback provided to the consultants and project team, the numbers were minimal.

There were themes identified in this initial engagement so the draft RAS was prepared based on these with a plan to seek further feedback from the community once a draft had been prepared. The strategy comprises a number of components each with their own objectives and associated actions including:

- 5 Strengths of Knox
- The P's of placemaking; framework for categorising strategy actions
- What's on Knox; stand-alone support local brand and campaign platform
- Retail Activation Actions

The aim of the draft RAS engagement was to seek feedback from businesses and the community to ensure the identified themes resonated with people and the proposed actions would achieve positive outcomes. As many of the actions require the business community and others to be involved, the engagement sought feedback on whether business owners would get involved, how they would get involved and what the barriers are to getting involved.

Engagement Campaign

The engagement campaign promoted the draft RAS Have Your Say page to the community via a number of channels:

- Social media
- Knox Council Website
- Knoxbiz Website
- Knox eNewsletter
- Knoxbiz eBulletin
- Offline channels including posters and corflute signs and community newspapers

Feedback was collected via a number of tools:

- Online survey via the Have Your Say website
- 4 online feedback sessions held at lunchtime and in the evening
- Phone survey for businesses
- Direct discussions with business owners

A full campaign report was completed and will be available alongside this engagement summary report

Shine Knox – Retail Activation Strategy Engagement Summary Report

Engagement Findings

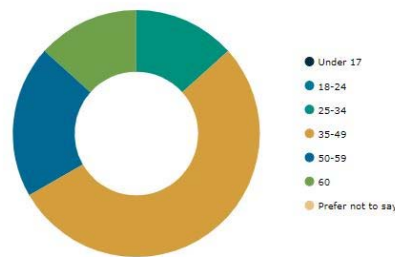
Online Survey

The objective of the online survey was to test the 5 strengths of Knox which will form the basis of the brand for 'What's on Knox' and the focus for the content of this platform. It was also to seek feedback on the 5 Ps of placemaking framework, actions outlined in the strategy, whether respondents thought the actions would lead to increased visitation and spending in Knox's retail centres. Links to the draft RAS and draft RAS Summary Document were available via the HYS page and via links embedded in the survey so respondents had access to pdf copies of strategy.

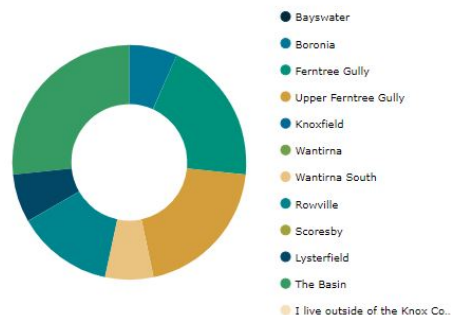
There were 15 responses submitted for the online survey on the Have Your Say page.

Demographic Information

8 respondents were in the 35-49 age bracket, 3 were 50-59, 2 were 25-34 and 2 were 60+

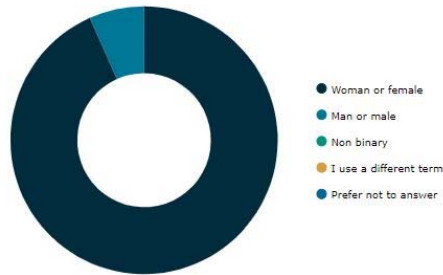


The majority of respondents lived in Ferntree Gully, Upper Ferntree Gully, The Basin and Rowville. There were no responses received from people in Bayswater, Boronia, Knoxfield, Wantirna, Scoresby or Lysterfield.

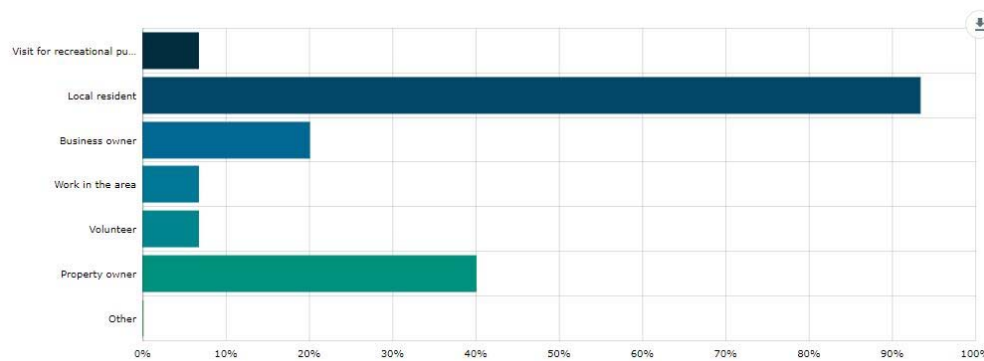


Shine Knox – Retail Activation Strategy Engagement Summary Report

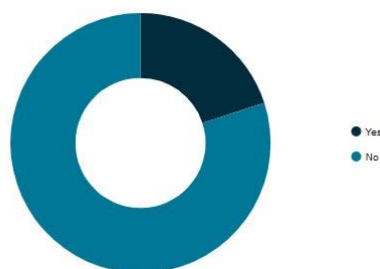
The vast majority of respondents (14) were female and 1 was male.



We asked respondents what their connection to Knox was and they could select multiple responses to this question.



Of the 15 respondents, 3 operated businesses, community organisations or other entities in Knox.



Shine Knox – Retail Activation Strategy Engagement Summary Report

Strategy-specific Responses

The first group of questions asked respondents to what extent they agreed with each of the ‘5 Core Strengths of Knox’. As well as indicating their agreement, there was a free-text field which asked for further information about each strength. This free-text question was not made mandatory and there was a concern that this may extend the time to complete the survey and potentially cause people to not complete it. None of the respondents entered further information into the free-text fields asking for further information. This is a learning for future surveys in that free-text fields could be made mandatory but also limiting the number of these fields to ensure they do not increase the length of time taken to complete a survey.

The results for the ‘5 Core Strengths of Knox’ are shown below. Two strengths, ‘Untapped’ and ‘Easy Life’ showed lower agreement from respondents but still had 60% and above either agree or strongly agree with them.

Strength of Knox	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
Home-loving	47%	47%	0%	7%	0%
Village Vibes	40%	40%	0%	20%	0%
Untapped	47%	13%	13%	20%	7%
Easy Life	33%	27%	27%	13%	0%
In the Foothills	33%	47%	7%	13%	0%

*Percentages are rounded to the nearest whole number so may not equal 100%

One question in the survey asked respondents whether they agreed with the 5P’s of placemaking to provide a framework to improve Knox’s retail centres. 67% agreed with the framework, 27% were unsure and 7% disagreed.

11. Do you agree with the 5 Ps of Place Activation as a framework to improve Knox’s retail centres?
Multi Choice | Skipped: 0 | Answered: 15 (100%)



Shine Knox – Retail Activation Strategy Engagement Summary Report

Given one of the major actions in the strategy is to deliver a dedicated support local brand and campaign, a specific question was asked in the survey. 73% of respondents thought a 'What's on Knox' platform would lead to increased visitation and spending in Knox's retail centres, 20% were unsure and 7% thought it would not.

13. Do you think a dedicated 'Support Local' or 'What's On' brand and marketing campaign would lead to increased visitation and spending in Knox's retail centres? Required
Multi Choice | Skipped: 0 | Answered: 15 (100%)



Finally, the survey sought feedback on the proposed actions in the draft RAS. The initial question was to gauge a broad response and the follow up asked respondents to select the actions they thought would have positive impacts in Knox's retail centres. 60% of respondents thought that the actions outlined in the strategy would lead to increased visitation and spending in Knox, 27% were unsure and 13% thought they would not.

12. Do you think that the actions outlined in the strategy will lead to increased visitation and spending in Knox's retail centres? Required
Multi Choice | Skipped: 0 | Answered: 15 (100%)



Shine Knox – Retail Activation Strategy Engagement Summary Report

The table below shows each of the actions outlined in the draft RAS and the percentage of people that thought each action would have a positive impact on Knox's retail centres. For this survey question there was no limit to how many actions a respondent could choose.

RAS Proposed Action	Percent of respondents who thought this action would have a positive impact
Super Sustainable Blocks	20%
Friendly Train Stations Strategy	40%
Walking Place Audit	35%
What's on Knox	80%
Creative Industrial Precinct Plan	27%
Sticking Points Street Upgrades	40%
Community-owned Retail and Creative Spaces	40%
Wend Your Way	7%
Open Season Public Space Initiative	60%
Open Kitchen Cooking Classes	27%
The Big Spring Clean	27%
Seasonal Calendar of Events	53%
Tap Into the Brew	34%
Make it Fair	20%
Unlock Knox's Brand Story	27%
Seasonal Planting on Show	40%
Cozy Streets and Places	47%
Fairs, bazaars, carnavales, fetes and markets	80%
Picnic Capital	47%
Embrace Reusables and the ban on single use plastics	20%
Knox Merch	0%
No Vacancy Program	27%
Home-based business support program	27%
Façade Upgrade Program	74%
Village Greens Plan	80%

Shine Knox – Retail Activation Strategy Engagement Summary Report

Feedback Sessions

There were 2 online feedback sessions scheduled for residents and 2 for businesses owners as there were some extra topics covered at the business sessions. There were sessions held both at lunchtime and in the evening to cater for as many participants as possible. There were 12 registrations received for the resident sessions (8 for lunchtime, 4 for the evening) and 9 received for the business sessions (5 for lunchtime and 4 for the evening). The attendance at the sessions was poor with 2 people attending the resident daytime session (one of which was the president of an Arts Society so was included as a business respondent) and 1 person attending the daytime business session. There were no attendees at either of the evening sessions.

Questions asked during the feedback sessions followed the themes of the online survey being:

- Thoughts about the 5 Strength of Knox
- The suitability of the 5 Ps of placemaking framework
- Viability of the proposed actions including the 'What's on Knox' platform

There was broad support for the 5 Strengths of Knox. Some specific feedback was that some strengths are more appropriate for certain areas such as 'In the Foothills' for Upper Ferntree Gully and The Basin.

Attendees supported the 5 Ps of placemaking and provided no specific feedback.

Feedback on the proposed actions in the strategy varied. Two attendees provided general support for the actions. Comments included, 'We need to clean up the town centres and make them inviting' and 'The outdoor dining was great, we need more outdoor seating'.

When asked specifically about the 'What's on Knox' platform 2 attendees thought it would be successful in bringing visitors and increased spending to Knox's retail centres. 1 attendee didn't comment on the potential impact of the platform but said that she didn't believe it was Council's role to deliver the platform as businesses should be promoting themselves better and working together to promote their townships.

The business attendees were asked what the barriers were to getting involved and both mentioned the lack of time when you're busy running your business.

A face-to-face session was held with a group of 7 traders in Boronia. This was a hybrid discussion about specific activities currently happening in Boronia and feedback on the draft RAS. There was overwhelming support from the group for Council to be supporting business recovery in Knox's retail centres. Again, there was support for the What's on Knox platform and were keen to be involved in developing and improving the platform in the coming years. There were many ideas for activation discussed at the meeting and connections made between the traders. There was a general discussion about the issues facing retail businesses including the financial impact of COVID-19, the lack of time to invest in delivering activation ideas and not always having the time and attention to give to opportunities that come from Council.

Shine Knox – Retail Activation Strategy Engagement Summary Report

Phone Survey

As the responses on the HYS survey were not building to an acceptable level, the project team decided to undertake a targeted business phone survey. Rather than asking feedback specifically about the draft RAS, this survey focussed more broadly on the following:

- Do business owners think that Council should be supporting business recovery in Knox's retail centres?
- What types of initiatives will help bring people into Knox's retail centres (suggestions were offered)?
- Would a dedicated 'What's on Knox' platform encourage people to visit and spend in our retail centres?
- Would you get involved in activities in your local retail centre?

The responses were gathered using a cloud-based form with members of the Economic Development team calling businesses to ask them questions. The tables below summarise the responses to each of the questions.

Q1. Do you think Council should be working to support recovery post-COVID in our retail centres?

Response	Percentage of respondents
Yes	100%
No	0%

Q2. What types of activities do you think would help recovery in our retail centres?

Response	Percentage of respondents
Cleanliness, repairs & maintenance	33.3%
Activation events (markets, festivals, kids activities, public art)	50%
Business support initiatives (digital marketing, networking,	42%

Shine Knox – Retail Activation Strategy Engagement Summary Report

merchandising workshops)	
Promotion initiatives	42%
Other comments included: Clean up the rubbish x 2, More carparks, Better signage from Ferntree Gully Rd, Anything to attract customers	

Q3. Do you think a buy local / What's on Knox platform would encourage people to visit and spend in our local retail centres?

Response	Percentage of respondents
Yes	100%
No	0%

Q4. Would you get involved in activities happening in your local centre?

Response	Percentage of respondents
Yes	92%
No	8%

Feedback was sought on how business owners would get involved and the barriers to getting involved. There were no specific responses to how respondents would get involved. Some of the barriers to getting involved included not enough time, finding the right timing to gather traders together, not enough people to spread the work amongst.



Retail Activation Strategy consultation

Campaign Report

March 2022



Overview

- Campaign objective
- Campaign duration
- Campaign strategy
- Audience
- Key Message
- Call to action
- Results
- Summary

Campaign objective

- Motivate businesses, residents, and visitors at our local shopping areas to provide their feedback on our draft plan to activate our local shopping precincts, and proposed major initiatives (Council led and business led) to help our business community recover and thrive
- Inform the community of our existing retail activation initiatives and explain how the draft strategy plans to build on these for greater community benefit

Campaign duration

- 31 January to 25 February

Audience

- Small to medium sized business owners and operators from different sectors, including retail, hospitality, beauty, and other service providers (97% of Knox businesses are small businesses employing less than 20 people, Knox Land for Business Report 2016)
- Trader Associations
- Traders who helped developed the draft Retail Activation Strategy (n = 75)
- Commercial landlords at shopping centres
- Residents who live and shop locally in Knox (e.g. financial decision makers in the household, household shoppers, 21 to 65 years old)
- Visitors at Knox shopping precincts

Key messaging

- Energising our local retailers
- Share your feedback on how we create new energy and excitement for our local retail precincts. Have your say on the draft Retail Activation Strategy

Call to action

- Visiting the website to complete either the resident/visitor or trader survey at www.knox.vic.gov.au/haveyoursay
- Attending dedicated business / resident information sessions

Alternate options

- emailing to business@knox.vic.gov.au
- mailing a submission to: Retail Activation Strategy consultation, City Futures, Knox City Council, Reply Paid 70243, Wantirna South 3152
- Focused conversation sessions for traders and community groups

Results - Have your say

- Have your say project webpage was launched on 31 January

Key areas:

- Smart form created for the survey. Questions tailored for Residents and businesses
- 5 child webpages have been set up for the strategy themes
- Online session details
- Document library

Energing our local retailers
Share feedback on the draft Retail Activation Strategy

[Follow this project](#)

Home - Energing our local retailers

Supporting business recovery is a key priority for Council. A healthy and thriving business community is crucial for our local economy, and it allows residents to easily access goods and services close to home.

We have developed a **draft Retail Activation Strategy** in collaboration with our business community. Our draft Retail Activation Strategy aims to inject new life and energy into our retail centres.

We want to help retailers

- improve local health
- explore new trading opportunities for businesses
- create exciting retail experiences for local residents and visitors

Business owners and community members are invited to share their thoughts.

How to submit your feedback

To share your feedback, you can either:

- complete the online survey
- attend an online feedback session
- send a written submission marked 'Draft Retail Activation Strategy'
 - emailing business@knox.gov.uk
 - writing to City Poles, Knox City Council (no stamp required)

Have your say by Friday 01 February 2022.

Have your say on th strategy
Share your thoughts on the themes and actions a retail centre.

[Take the Survey](#)

Retail Activation Strategy Themes

The draft strategy is centred around building on Knox's unique character and core strengths. Proposed actions have been divided into 5 themes, and include a range of initiatives that are Council led, or delivered in partnership with industry, business and community organisations.

Home loving

Village Vibes

Untapped

Easy Life

In the Foothills

Online feedback sessions

There will be four online feedback sessions during the communication engagement period. These sessions will be for community members to hear more about the draft Retail Activation Strategy to ask questions and provide feedback. These sessions will be run for business and community organisations and will focus on the delivery component of the strategy.

Thursday 17 February 2022 12:00 pm – 01:00 pm
Community Feedback Session – draft Retail Activation Strategy
This session is for community members to hear about the draft Retail Activation Strategy. Attendees can ask questions and provide feedback. The session will be held via Zoom. Please register on the KNOX website.

Thursday 17 February 2022 07:00 pm – 08:00 pm
Community Feedback Session – draft Retail Activation Strategy
This session is for community members to hear about the draft Retail Activation Strategy. Attendees can ask questions and provide feedback. The session will be held via Zoom. Please register on the KNOX website.

Retail Activation Strategy Consultation 2022

Results - Have your say

- 5 child webpages focusing on the strategy themes
- Bespoke illustrations were created to bring some proposed initiatives to life for our audience
- We did a local photoshoot to capture our streetscapes and activity centres



Home > Energising our local retailers > Untapped Theme

The untapped theme relates to unused spaces and hidden gems in Kinok. These areas present potential and opportunities for retail activation initiatives.

Untapped initiatives explore ways to make better use of these spaces for businesses and our community.

Proposed untapped initiatives include:

- **Sticking points upgrade program:** We will help make it easier for traders to create outdoor dining and retail experiences by installing small but important fixtures and fittings. Proposed examples include installing awning and fairy lights in Knockfield alley to create an inviting community space for socialising (pictured below).
- **Tap into the brew:** Kinok is at the centre of a growing cluster of micro-breweries and distilleries. Opportunities to support hours and events for this emerging industry will be explored.
- **Make it fair:** Open up business and retail opportunities to broader and more inclusive demographics, including migrant women, disabled residents, Aboriginal and Torres Strait communities. Initiatives include workshops to upskill and skillsshare with beginner makers, to low cost or free working spaces for micro-businesses, and access to commercial kitchen facilities.

Further information is available in the [draft Retail Activation Strategy](#).



Easy Life

Follow this project

Home > Energising our local retailers > Easy Life Theme

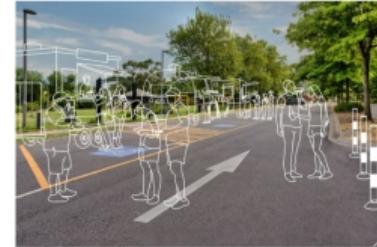
The easy life themes relates to the laid back lifestyle locals can enjoy in Kinok. We can enjoy the best of city and country life, and have easy access to goods and services.

Easy initiatives are designed to enhance the convenient lifestyle in Kinok, providing easy access to great retail experiences close to home.

Proposed easy life initiatives include:

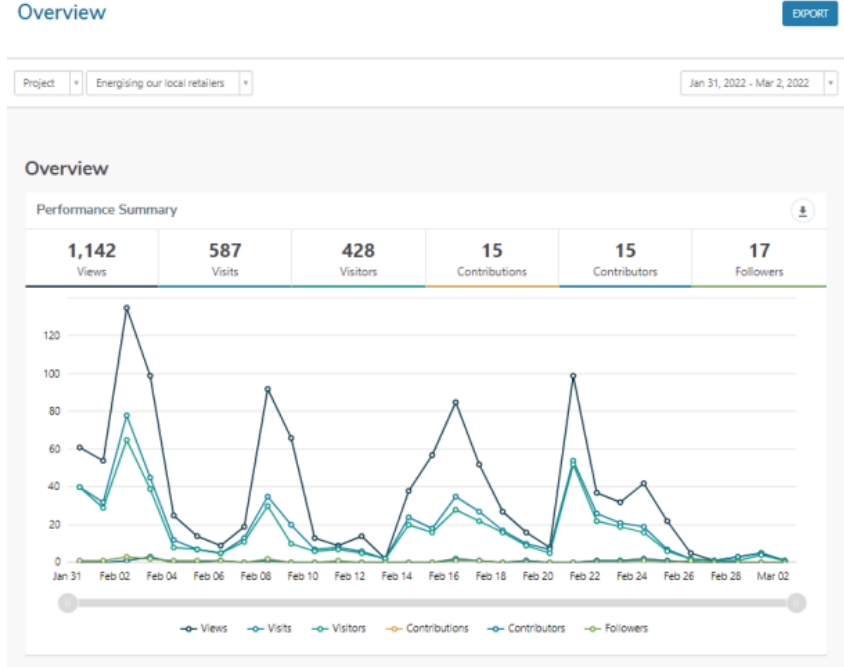
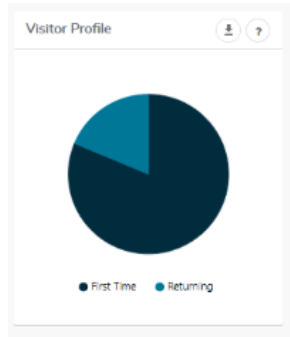
- **Community owned retail and creative spaces:** Support small businesses and protect creative and boutique industries by providing affordable rental options and alternative business ownership models. Affordable rental options will attract talent and businesses to Kinok to strengthen our local economy in the long term.
- **Fairs, bazaars, caravans, sites & markets:** This involves opening up car parks to markets and events of all kinds. Proposed examples include food truck festivals at Tim Neville Arboretum car park, and farmers markets across Kinok (pictured below).
- **Home-based Business Support Program:** The emergence of home-based businesses in recent years, have diversified the retail landscape and become an important part of our local economy. Initiatives to help home-based businesses grow and flourish include street-side markets, stalls in retail strips, networking business events, and business upskilling opportunities.
- **Facade Upgrade Program:** Business shopfronts are an integral part of our streetscapes, it is part of our local identity and connects with our community. We will work collaboratively with building owners to support building facade upgrades such as painting, signage, lighting and windows.

Further information is available in the [draft Retail Activation Strategy](#).



Results - Have your say

- 15 online survey submissions
- 1,143 views
- 587 visits
- 17 project followers
- Traffic varied during the consultation period
- The majority of traffic are from first time visitors. Only a small portion were return visitors.



Results - Have your say

- Top 2 visited webpages are the main page and survey
- The Strategy document was downloaded 149 times
- The summary document was downloaded 53 times
- Top 2 referral channels are direct and social media

Retail Activation Strategy Consultation 2022

The dashboard is divided into three main sections: Projects, Acquisition, and Downloads.

Projects

Engagement Time: 00 Days, 13 Hours, 18 Minutes. Peak Visitation Date: Feb 2 2022 (Wednesday).

Page Name	Visitation	Visits	Visitors
Energising our local retailers	89.93%	527	401
Survey Retail Activation Strategy	30.55%	179	144
Home Loving Theme	5.8%	34	28
In The Foothills Theme	5.46%	32	27
Untapped Theme	5.29%	31	23
Village Vibes Theme	5.12%	30	25

Acquisition

Referral Types: Donut chart showing the distribution of traffic sources.

Referral Type	Percentage (approx.)
Social Media	35%
Direct	30%
Websites	15%
Campaigns	10%
Search Engine	10%

Downloads

Total Documents: 16. **Total Downloads**: 202.

File Title	File Type	Downloads
Draft Retail Activation Strategy Document.pdf	PDF	149
Draft Retail Activation Strategy Summary Do...	PDF	53
Retail-Activation-Arboretum-The-Basin-picni...	JPG	0
Retail-Activation-Arboretum-The-Basin-1200...	JPG	0
Mountain-gate-DSC08147-Edit-web.jpg	JPG	0

Results - Illustrations of proposed initiatives

- Brought proposed initiatives to life for our community by creating illustrations on photos of our local areas



Activation initiatives in our carparks e.g. Food truck festival at Tim Neville Arboretum



Turning Knox into the Picnic Capital of Melbourne

Results - Illustrations of proposed initiatives

- Brought proposed initiatives to life for our community by creating illustrations on photos of our local areas



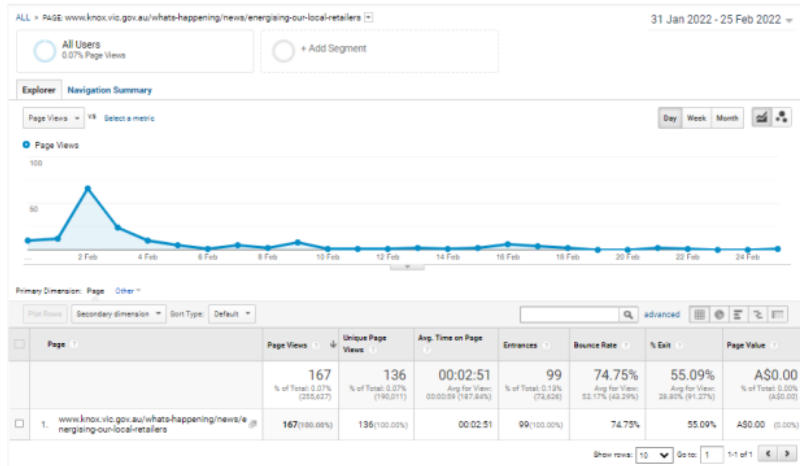
Transforming our untapped spaces e.g. installing fairy lights in Knoxfield Alley



Fairs, bazaars, carnavales, fetes and markets in Knox e.g. Market in Mountain Gate

Results - Web news item

- Published on 31 January
- Results between 31 Jan to 25 Feb:
 - Total page views 167, unique page views 136
 - Average time on page 2:51
 - Page views peaked on 2 Feb (Date when eNews was sent out)
- Webpage was ranked 218 on the website (based on page views)



Home > What's happening > News > Energising our local retailers

Energising our local retailers

Monday, 31 January 2022

Share feedback on how we can help re-invigorate our local retail centres. [Have your say on the draft Retail Activation Strategy](#) by 25 February 2022.

We have developed a draft Retail Activation Strategy in collaboration with our business community. Our draft Retail Activation Strategy aims to inject new life and energy into our retail centres over the next 3 to 5 years. We want to help retailers increase foot traffic, explore new trading opportunities for businesses, and create exciting retail experiences for local residents and visitors.

Business owners and community members are invited to have a say on our draft strategy. We want to know if you think these initiatives will help Knox businesses, and attract community members to visit and shop at local retail centres.

The draft strategy is centred around building on Knox's unique character and core strengths. Proposed actions include a range of initiatives that are Council led, or delivered in partnership with industry, business and community organisations.

Proposed Council led initiatives include:

- High street upgrade program:** We will help make it easier for traders to create big and retail experiences by installing small but important fixtures and fittings. Examples include installing seating and fairy lights in Knoxfield alley to create an immunity space for socialising.
- Public Space initiatives:** We will trial innovative ways to create fun and engaging local traders to enliven our streets, open spaces and parks. A proposed example local market at Mountain Gate Shopping Centre.
- Resilience and the ban on single-use products:** With the ban on single-use plastics in effect in February 2023, we will provide support to help traders transition and appeal to environmentally conscious consumers.


Partnership initiatives between Council, industry, business and community include:

- Fairs, carnivals, fetes and markets:** This involves opening up our car parks to a diverse of all kinds. Proposed examples include food truck festivals at Tim Neville car park, and farmers markets across Knox.
- Schedule of events:** Program a calendar of events that highlight individual villages of cultural diversity in our community.

Business recovery is a key priority for Council. A healthy and thriving business sector is vital for our local economy, and it allows residents to easily access goods and to home.

Have your say on the draft strategy, visit our [Have your say website](#).

31 January 2022



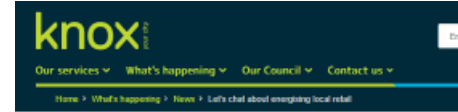
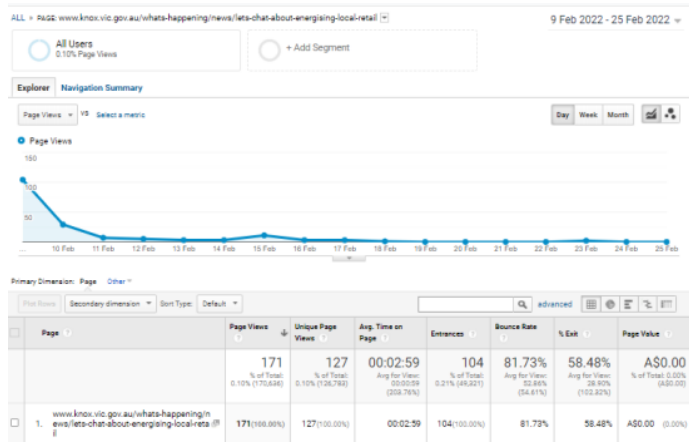

Have your say

Energising our local retailers

Share feedback on how we can help re-invigorate our local retail centres. Have your say on the draft Retail Activation Strategy by 25 February 2022.

Results - Web news item

- Published on 9 February
- Results between 9 to 25 Feb:
 - Total page views 171, unique page views 127
 - Average time on page 2:59
 - Page views peaked on 9 Feb (Date when eNews was sent out)
- Webpage was ranked 150 on the website (based on page views)



Let's chat about energising local retail

Like

Wednesday, 9 February 2022

Join us at our online feedback sessions
 Strategy: We are hosting sessions for
 Our draft strategy aims to inject new life
 focuses on increasing foot traffic for retail
 and creating exciting retail experiences

Business online feedback sessions:

- 22 February, 12pm to 1pm registration
- 22 February, 7pm to 9pm registration

Illustrations of various proposed initiatives in the draft strategy:

Have your say

Let's chat about energising local retail

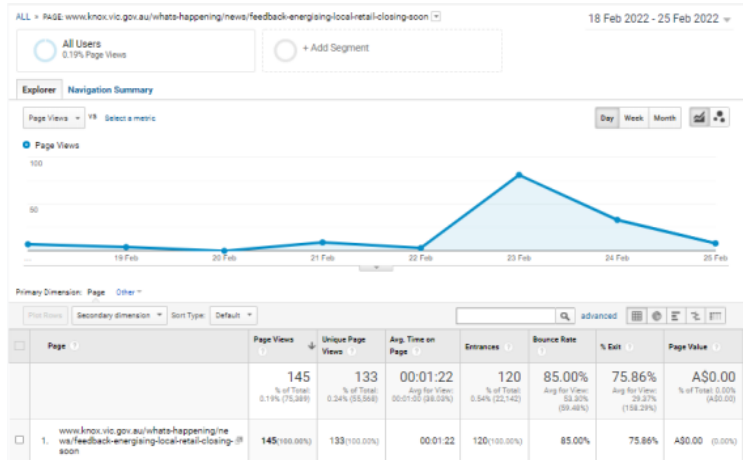
Join us at our online feedback sessions to share your thoughts on our draft Retail Activation Strategy. We are hosting sessions for residents on 17 February, and businesses on 22 February.

9 February 2022



Results - Web news item

- Published on 18 February
- Results between 18 to 25 Feb:
 - Total page views 145, unique page views 133
 - Average time on page 1:22
 - Page views peaked on 23 Feb (Date when eNews was sent out)
- Webpage was ranked 88 on the website (based on page views)



Feedback for energising local retail closing soon

[Listen](#)

Friday, 18 February 2022

We are proposing initiatives to create exciting retail experiences, and drive foot traffic to our retail centres. Have your say on the draft Retail Activation Strategy by 25 February.

Supporting business recovery is a key priority for Council. The draft strategy proposes a range of actions to inject new life and energy into our retail centres over the next 3 to 5 years.

Proposed actions include:

- transforming our untapped spaces into inviting community spaces (e.g. installing seating and outdoor alfresco seating)
 - the Picnic Capital of Melbourne
 - calendar of events for individual villages
 - carparks for community events (e.g. food truck festival at Tim Neville Arboretum)

we are hosting dedicated online feedback sessions on Tuesday 22 February. You will have the opportunity to share your thoughts on initiatives, such as shop fronts and building facades, and help to adapt to the ban on single use plastics starting in February 2023.

Businesses need the support from our business community to succeed. We are keen to hear from businesses that are interested in getting involved in these initiatives to energise our



Have your say

Feedback for energising local retail closing soon

We are proposing initiatives to create exciting retail experiences, and drive foot traffic to our retail centres. Have your say on the draft Retail Activation Strategy by 25 February.

18 February 2022

online feedback sessions:

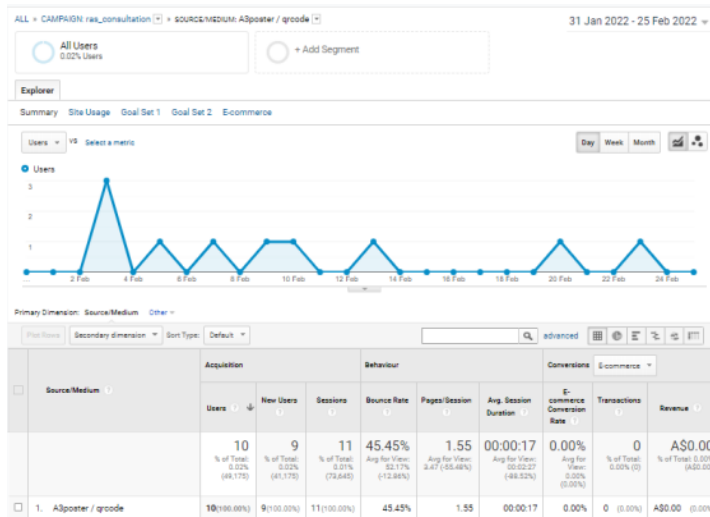
[from 10am registration](#)
[from 8pm registration](#)

Information about the draft strategy and community consultation is available on our [Have your say](#) page. Community feedback closes on Friday 25 February 2022.



Results - Offline, Posters

- A3 posters (QTY 50) displayed in shopfront retail businesses
- A4 posters (QTY 30) displayed in shopping centre restrooms
- In total, 10 users scanned the QR code on the posters



KNOX
your city

HAVE YOUR SAY

Energising our local retailers

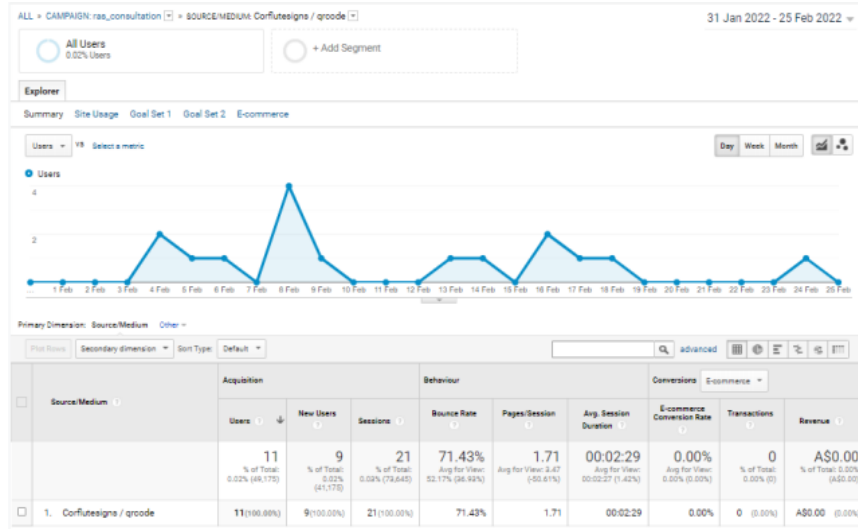
Share your feedback on how we create new energy and excitement for our local retail areas.
Have your say on the draft Retail Activation Strategy.

Feedback closes on
25 February 2022
knox.vic.gov.au/haveyoursay

Knox City Council

Results - Offline, Corflute signs

- Corflute signs (QTY 20) displayed on our dining pods and parklets
- In total, 11 users scanned the QR code on the posters



KNOX
your city

HAVE YOUR SAY

Energising our local retailers

Share your feedback on how we create new energy and excitement for our local retail areas.
Have your say on the draft Retail Activation Strategy.

Feedback closes on
25 February 2022
knox.vic.gov.au/haveyoursay

Knox City Council

Results - Offline, Community papers

Boronia & The Basin News

- Issue: February 2022
- Ad published on page 6
- Circulation is 13,000

Boronia & The Basin February 2022 Issue 307
COMMUNITY NEWS
Published on the first national land of the Wurundjeri people

RECOGNISING INSPIRING KNOX LOCALS ON 26 JANUARY
 Knox City Council has recognised five inspiring local residents in the awards announced on 26th January 2022. Knox City Council Mayor, Councillor Susan Lamborn said there are many high achievers, local heroes and unsung volunteers who work tirelessly for the Knox community.

The 2022 Knox Awards winners are:

- Citizen of the Year: Gayle Dye
- Young Citizen of the Year: Sophie Ashdowne
- Elder Citizen of the Year: Barbara Edwards
- Volunteer of the Year: Margaret Hawkes
- Sustainability Leadership Award: Anthony Riggall

Fab Nobs
 "Alice in Wonderland" cast from their recent performances in The Basin Triangle.
 Official photo from Fab Nobs Theatre Inc.
fabnobs@theatre.com.au
fabnobs@theatre@gmail.com

In the last six months, your property has increased by over \$100,000

Looking to Sell? Call Anthony Local, Experienced, Passionate.

Anthony Vlek
 0468 477 744
 Local Area Specialist

LJ Hooker
 When you know, you know.

Free printed circulation to 13,000 households and businesses in Boronia and The Basin, also online and on Facebook.

Published by Boronia and The Basin Community News Inc., 1505 1101 - 1101

Latest from Knox

The Bobby Darin Story
 Featuring Rod Gilbert
1 March - One show only
 Check out the full Knox Community Art Centre program and book tickets at knox.vic.gov.au/kcac
 You must be fully vaccinated to attend

Boronia Big Flix Festival
Over three weekends
19 March - 2 April
 Featuring delicious take away food from local businesses, food trucks and kids' activities.
 More information knox.vic.gov.au/bigflix

Go solar and save
 Check if solar is suitable for your business or home - including rental properties. Find out how much it will reduce your bills and get a quote to install a quality solar system. Discounts available to low income households.
 For advice you can trust go to knox.vic.gov.au/helpline or phone 1800 548 598

Cat curfew begins
10 April
 Cats must be kept on your property at all times to keep them safe, protect wildlife, and reduce nuisance cat complaints.
 For more information, including cat curfew resources, visit knox.vic.gov.au/cats

Shape where you shop and dine
 Have your say on the draft Retail Activation Strategy by 25 February.
 More information knox.vic.gov.au/haveyoursay

Keep up to date
 For weekly updates to your inbox subscribe at knox.vic.gov.au/email-newsletter

HAVE YOUR SAY

Knox City Council

Results - Offline, Community papers

Rowville-Lysterfield Community News

- Issue: February 2021
- Ad published on page 6
- Circulation is 15,000

30 YEARS
1992-2022

ROWVILLE-LYSTERFIELD COMMUNITY NEWS
A FREE Monthly Publication By The RLCNews Inc.
No. 422 February 2022 | ISSN 2619 6262 | Circulation 15,000 | www.rlcnews.com.au | Editor: Neela Puriar | Phone: 0466 124 122

INSIDE THIS ISSUE

- Editorial & letters to the editor Page 2
- An hour with Page 4
- The Winner of the Mystery Word competition Page 17
- Puzzles Page 20
- Win 2x \$25 Gift Voucher Read your answer to Editor@rlcnews.com.au. No Later Than the 10th of the Current Issue month. It's an email so heading the competition. The winner's name and the answer will be published in the following issue March 2022.
- Money and school - A need relating to education.
- THE NEXT ISSUE IS IN THE AIR! SEARCHING for articles, ads and photos. Wednesday 9th of February 2022. Articles, ads or letters by email: editor@rlcnews.com.au
- All advertising to: 2619 6262 or 0466 124 122. Please send photos separately. Do not send them in the same envelope.

ROWVILLE FOOTBALL CLUB
ROWVILLE HAWKS
GIRLS & BOYS WE WANT YOU IN 2022
CALLING ALL BOYS & GIRLS AGED 7-17
FOOTY SEASON IS BACK!
The Rowville Hawks Football Club fields teams in all age groups from U8 to U17 for boys and U10, U12, U14 & U16 for girls.

WIN A \$200 EASTLAND VOUCHER
The winner must be a resident of Knox Council Shire. The voucher is valid for use at any Eastland store. See www.eastland.com.au for details.

Ray White ROWVILLE
www.RWVILLEFC.ORG.AU or look up Rowville Football Club on Facebook

SCHOOL OPEN NIGHTS
EASTERN CAMPUS: Monday 28 March, April
WESTERN CAMPUS: Wednesday 30 March, April

One great school...
Bookings & Program information Night details visit: ROWVILLEC.VIC.EDU.AU

ROWVILLE-LYSTERFIELD
No. 422 February 2022

Latest from Knox

The Bobby Darin Story
Featuring Rod Gilbert
1 March - One show only
Check out the full Knox Community Art Centre program and book tickets at knox.vic.gov.au/kcac
You must be fully vaccinated to attend

Boronia Big Flix Festival
Over three weekends
19 March - 2 April
Featuring delicious take away food from local businesses, food trucks and kids' activities.
More information knox.vic.gov.au/bigflix

Go solar and save
Check if solar is suitable for your business or home - including rental properties. Find out how much it will reduce your bills and get a quote to install a quality solar system. Discounts available to low income households.
For advice you can trust go to knox.vic.gov.au/homeowners or phone 1300 546 008

Get curfew begins
10 April
Cars must be kept on your property at all times to keep them safe, protect wildlife, and reduce insurance claim complaints.
For more information, including cat curfew resources, visit knox.vic.gov.au/kate

Shape where you shop and dine
Have your say on the draft Retail Activation Strategy by 25 February
More information knox.vic.gov.au/haveyoursay

Keep up to date
For weekly updates to your inbox subscribe at knox.vic.gov.au/email-newsletter

HAVE YOUR SAY

Knox City Council

Results - Offline, Community papers

Ferntree Gully News

- Issue: February 2021
- Ad published on back page
- Circulation 10,000




Results - Knox eNewsletter April

- Sent on Wednesday 2 February
- 4,884 recipients
- Open rate 48.9%
- Click Through Rate 10.7%
- Energising our local retailers was the 6th most clicked item with 86 clicks

2 FEBRUARY		● 943 CLICKS
New recycled footpaths	229	
Build your own habitat box	203	
Windmill restored at Wally Tew Reserve	107	
Kindergartens across Knox commence for 2022	101	
Summer Sunset pop-up event at Knox Skate Park	98	
Energising our local retailers	86	

Retail Activation Strategy Consultation 2022



Latest news from Knox City Council

2 February 2022



Kindergartens across Knox commence for 2022

Council kindergartens welcome 3YOs for the first time, as new COVIDSafe measures are introduced.

[Read full story](#)



Energising our local retailers

Share feedback on how we can help re-invigorate our local retail centres. Have your say on the draft Retail Activation Strategy by 25 February 2022.

[Read full story](#)

Results - Knox eNewsletter April

- Sent on Wednesday 9 February
- 4,877 recipients
- Open rate 46.9%
- Click Through Rate 8.9%
- Energising our local retails was the 4th most clicked item with 109 clicks

9 FEBRUARY	721 CLICKS
Knox Festival returns for 2022	189
Working together for a great outcome	174
Backyard habitat box workshop	170
Let's chat about energising local retail	109
Multicultural Advisory Committee applications now open	61
https://www.knox.vic.gov.au/	13

Retail Activation Strategy Consultation 2022



Latest news from Knox City Council 9 February 2022



Let's chat about energising local retail

Join us at our online feedback sessions to share your thoughts on our draft Retail Activation Strategy. We are hosting sessions for residents on 17 February, and businesses on 22 February.

[Read full story](#)



Backyard habitat box workshop

Join this hands-on workshop to learn how to choose and install a habitat box for native wildlife in your backyard.

[Read full story](#)

Results - Knox eNewsletter April

- Sent on Wednesday 23 February
- 4,916 recipients
- Open rate 50.2%
- Click Through Rate 12.5%
- Energising our local retails was the 4th most clicked item with 130 clicks

23 FEBRUARY	1,118 CLICKS
Looking for exercise volunteers	527
Knox Festival celebrates community life	206
Update for Knox wildlife habitat corridor plan	196
Feedback for energising local retail closing soon	130
https://www.knox.vic.gov.au/	54
https://twitter.com/knoxcc	1
and four more links	

Retail Activation Strategy Consultation 2022



Latest news from Knox City Council

23 February 2022



Looking for exercise volunteers

We're looking for people interested in learning how to use the equipment at our new seniors exercise park and then train and encourage others to use it.

[Read full story](#)



Feedback for energising local retail closing soon

We are proposing initiatives to create exciting retail experiences, and drive foot traffic to our retail centres. Have your say on the draft Retail Activation Strategy by 25 February.

[Read full story](#)



Results - Social media

2 February FB post

- Have your say on the draft Retail Activation Strategy, highlighting some proposed initiatives
- Strong results:
 - People reach 27,342
 - Engagement 546
 - 15 comments
 - 3 shares

The screenshot shows a Facebook post from Knox City Council, dated 2 February. The post text asks for feedback on a draft Retail Activation Strategy and lists ideas like creating community spaces and supporting local markets. It includes a link to a survey and a hashtag #haveyoursay #KnoxBiz. The post features a photo of people sitting at an outdoor cafe table. The right-hand side of the screenshot displays performance metrics: 27,342 people reached, 36 likes, comments, and shares, 510 post clicks, and 27,342 photo views. It also shows 27,342 people reached, 546 engagements, and 15 comments and 3 shares.

27,342 People Reached		
36 Likes, Comments & Shares (👤)		
13 Likes	11 On Post	2 On Shares
20 Comments	19 On Post	1 On Shares
3 Shares	3 On Post	0 On Shares
510 Post Clicks		
37 Photo views	64 Link clicks (👤)	409 Other Clicks (👤)
NEGATIVE FEEDBACK		
2 Hide post	1 Hide all posts	
0 Report as spam	0 Unlike Page	
Reported stats may be delayed from what appears on posts		

27,342 People reached	546 Engagements	Boost Unavailable
👤 Lesanne Green, Nasrin Deighani and 8 others		
15 Comments 3 shares		

Results - Social media

2 February FB post

- 15 comments - community sharing feedback and ideas e.g. 'clean up'
- We added a post directing feedback to be submitted via the have your say options



Results - Social media

15 February FB post

- Reminder post
- Strong results:
 - People reach 37,007
 - Engagement 64
 - Share 1

Retail Activation Strategy Consultation 2022

Post Details

Knox City Council
15 February · 🌐

Do you own a business in Knox? Have your say on our draft Retail Activation Strategy.

We've proposed key business initiatives to energize our retail centres to help drive foot traffic to businesses. Actions include

- ✓ upgrades to building façades and shop fronts
- ✓ enhancing our streetscapes,
- ✓ helping businesses adapt to the single use plastics ban starting in February 2023.

We are keen to understand how we can best support your business. Have your say by:

- completing online survey
- attending feedback session

<https://haveyoursay.knox.vic.gov.au/ra>
Submissions close 25 February.
#KnoxBiz #WeAreKnox

Knox City Council
Government organisation [Learn More](#)

37,007 People reached **64** Engagements [Boost Unavailable](#)

[Nicole Bartley, Ajay Sharma and 2 others](#) 1 share

Like Comment Share

Performance for your post

37,007 People Reached

5 Reactions, comments & shares

2 Like	2 On post	0 On shares
2 Love	2 On post	0 On shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

59 Post Clicks

9 Photo views	23 Link clicks	27 Other Clicks
----------------------	-----------------------	------------------------

NEGATIVE FEEDBACK

6 Hide post	0 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Results - Social media

21 February FB post

- Final reminder
- Strong results:
 - People reach 7,996
 - Engagement 284
 - Share 1
 - Comments 2

Retail Activation Strategy Consultation 2022

Post Details

Knox City Council
21 February

Do you think Knox could be the Picnic Capital of Melbourne?
Imagine picnicking in our beautiful green spaces, and businesses offering picnic hamper specials and picnic kits. Does that sound exciting?
We'd love to hear your feedback on this initiative and others outlined in the draft Retail Activation Strategy... See more

Performance for your post

7,996 People Reached

30 Reactions, comments & shares

24 Likes	24 On post	0 On shares
3 Haha	3 On post	0 On shares
2 Comments	2 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

254 Post Clicks

10 Photo views	48 Link clicks	196 Other Clicks
----------------	----------------	------------------

NEGATIVE FEEDBACK

6 Hide post	2 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

7,996 People reached 284 Engagements Boost Unavailable

Karthik Karanam, Niek Jen and 25 others 2 Comments 1 share

Like Comment Share

Oldest

Margaret Tonks There are some lovely lakeside areas where this could be used to everyone's advantage. Also at the back of the Knox shopping centre.
Like · Reply · Message · 2w

Phillip Spencer Could start by maintaining the smaller parks to a better standard. Here is a thought, how about incorporating a community garden into the smaller street/estate parks so that the residents could walk to a garden socialise whilst getting some exercise growing and swapping vegetables. It would be a lot better than all these 'grand schemes' you come up with!
Like · Reply · Message · 2w

Results - Social media

FB event set up for business information session. Event didn't get high engagement

Results

- 2 responses

Retail Activation Strategy Consultation 2022

The screenshot shows a Facebook event page for "Retail Strategy Feedback Sessions for Businesses (Online Event)". The event is scheduled for Tuesday, 22 February 2022, from 19:00 to 20:00. The event is public and has 2 responses. The page includes a "Details" section with information about the event's duration and public status, a "Group" section with a "Link Group" button, and an "Insights" section showing 0 people reached and 2 responses. The "Guests" section shows 0 went and 2 interested. The event is hosted by Knox City Council.

Retail Strategy Feedback Sessions

22

TUESDAY, 22 FEBRUARY 2022 FROM 19:00-20:00

Retail Strategy Feedback Sessions for Businesses (Online Event)

Tues, 22 Feb Tues, 22 Feb

About Discussion Invite Edit

Details

2 people responded

Event by Knox City Council

Duration: 1 hr

Public - Anyone on or off Facebook

We have developed a draft Retail Activation Strategy in collaboration with our business community. Our draft Retail Activation Strategy aims to inject new life and energy into our ... See more

Group

Stay connected to your guests by linking a group to your event. You can create a new group around your event or link an existing group.

Link Group

Insights

Last 7 days: 4 Mar - 11 Mar

People reached: 0 (+0 last 7 days)

Responses: 2 (+0 last 7 days)

Audience: Not enough data to show audience information

Track ticket sales: Track ticket sales on your next event by adding a ticket link

See More

Meet your host

knox city

Guests See All

0 WENT 2 INTERESTED

Results - Social media

FB event set up for residents information session. Event didn't get high engagement

Results

- 17 responses
- 16 interested
- 1 attended

Retail Activation Strategy Consultation 2022

The screenshot shows a Facebook event page for 'Retail Strategy Feedback Sessions for Residents (Online Event)' held on Thursday, 17 February 2022 from 19:00-20:00. The event has 17 responses, 16 interested, and 1 person who went. The page includes sections for Details, Insights, Group, and Meet your host. The host is Knox City Council. The event description mentions a draft Retail Activation Strategy. The Insights section shows 0 people reached and 17 responses in the last 7 days. The Audience section shows 1 went and 16 interested. The Meet your host section features the Knox City logo.

Category	Value
Responses	17
Interested	16
Went	1

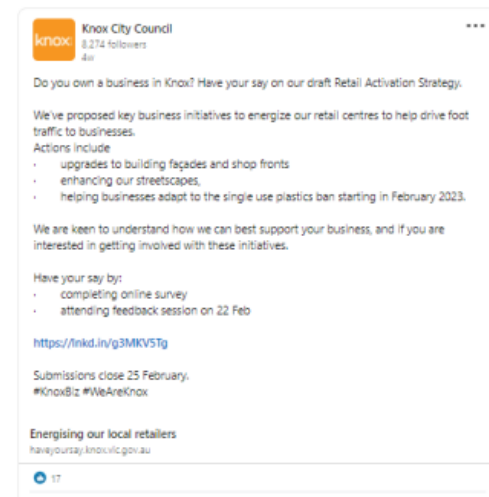
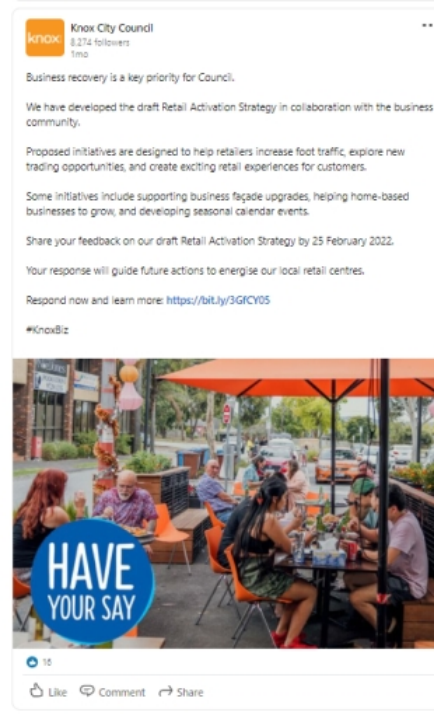
Results - Social media

LinkedIn post

- Inviting feedback

Results

- 15 and 17 likes



Retail Activation Strategy Consultation 2022



Results - Phone consultation

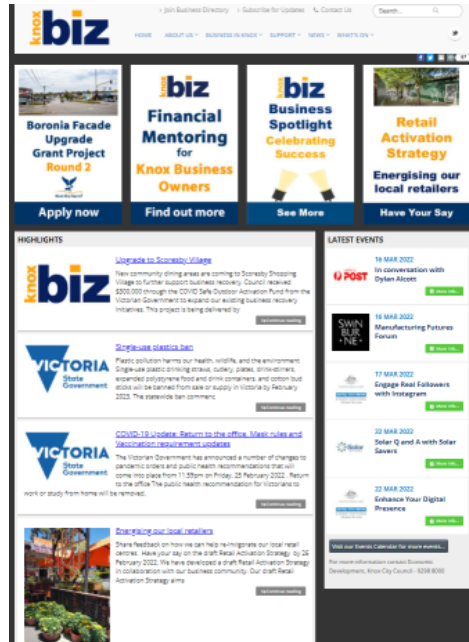
In the last week of community consultation, phone consultations were commenced to increase participation from businesses. The phone survey was designed to focus on their level of interest and involvement for various initiatives.

Results

- 18 number of phone consultations completed

Results - KnoxBiz

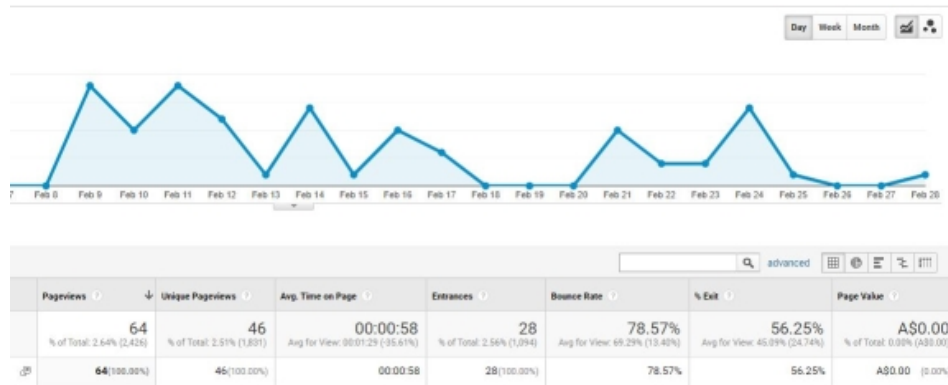
The Have Your Say campaign was promoted on the Knoxbiz website via a homepage carousel, news highlight and a dedicated webpage.



Results - KnoxBiz

Visitors were forwarded to Council’s HYS page as the survey link was held there.

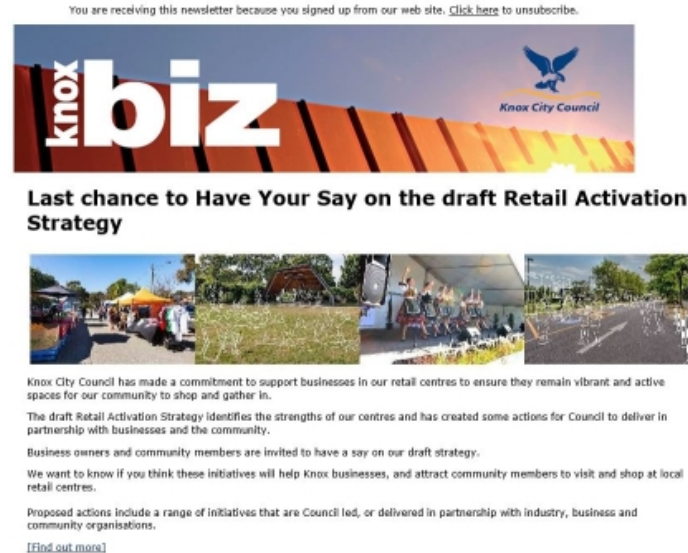
Registrations for the online sessions were taken via Knoxbiz so most of the visitors to this page were referred from Council’s HYS page or direct from the Knoxbiz home page.



Results - KnoxBiz eBulletin

- The draft RAS Have Your Say campaign was included in 2 Knoxbiz eBulletins on 11 and 16 February, and 1 stand-alone Knoxbiz eBulletin (where it was the only item in the newsletter) on 21 February. These were circulated to just over 3,200 recipients
- The eBulletin on 11 Feb was opened by 936 recipients and 73 clicked through to the RAS HYS page. The eBulletin on 16 Feb was opened by 574 recipients with 24 click-throughs and the final eBulletin was opened by 802 and had 22 click-throughs

[Retail Activation Strategy Consultation 2022](#)



Results - Summary

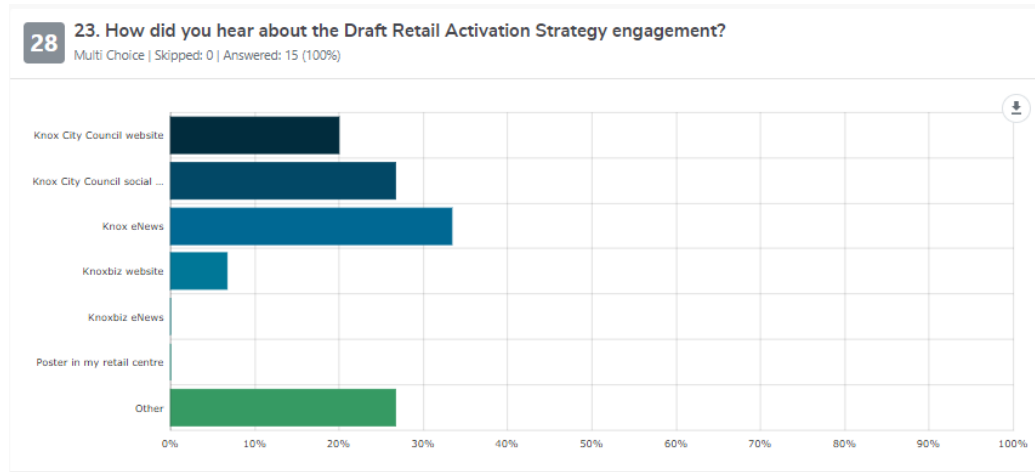
- 43 submissions in total (15 online survey submissions, 18 phone consultations, 0 submissions by post and email, 10 attendees at online and in-person feedback sessions)
- 30% submissions are from residents
- 70% submissions from businesses
- Have your say webpage had over 1,142 views, 587 visits
- The project gained 17 followers



Results - Summary

Most effective communication channels are:

1. Knox eNewsletter (Links to web news item)
2. KCC social media
3. Other
4. KCC website



187 of 594



Results – Summary

- Illustrations brought the various initiatives to life for community engagement
- The 3 web news item had a total page view of 426
- News item (n=3) in the Knox eNewsletter were ranked top 6, based on click through numbers
- FB posts had a total reach of 72,345
- 80 posters displayed in our retail centres produced 10 users/scans
- 20 corflute signs displayed on dining pods and parklets produced 11 users/scans
- The effectiveness of the community paper ads could not be assessed because it was not trackable

Recommendations for the future

- Create illustrations for proposed initiatives to make it tangible for our community
- Look at optimising social media and eNewsletter content to improve results
- Posters and signs didn't receive many scans, however it would inform people about the consultation. If this is implemented in the future, look at locations and quantities



6.4 Elevating Environmental Sustainable Development Targets for new developments

SUMMARY: Sustainable Design Officer, William Tolis; Coordinator City Strategy and Planning, Nasrin Dehghani; Senior Program Lead - Sustainable Futures, Sam Sampanthar

Current and future land development, including housing, industrial and commercial development will impact the municipality's sustainability for years to come. Council can influence the design of development by setting Environmentally Sustainable Development (ESD) requirements through the Knox Planning Scheme. These requirements can help to minimise energy use, water and waste, improve environmental outcomes and amenity, and reduce ongoing running costs for our community.

Introducing requirements through the Planning Scheme is an effective and low-cost way for Council to influence the built environment that will result in lasting improvements to sustainability and quality of life in our municipality.

Council's current ESD Planning Policy at Clause 22.04 of the Planning Scheme was introduced in 2017, and has resulted in improvements to sustainability outcomes from new developments. However, it will not be sufficient to ensure new development aligns with global, national and state policy and Council's Climate Response Plan 2021 – 2031.

Knox City Council is part of the Council Alliance for a Sustainable Built Environment (CASBE) and is one of 31 Victorian councils embarking on a collaborative project, the 'Elevating ESD Targets Planning Policy Amendment' project (or the 'Elevating ESD Targets' project) that aims to elevate ESD targets and embed zero carbon development outcomes via the Planning Scheme.

The project is divided into two stages. Stage 1 of the project has now been completed and early steps for Stage 2, the planning scheme amendment process, is well underway. The purpose of this report is to present a summary of the findings of Stage 1, which developed the evidence base to support improved ESD and elevated performance outcomes within the Planning Scheme.

RECOMMENDATION

That Council:

1. Endorses the reports *Elevating ESD Targets Planning Report*, *Technical ESD and Development Feasibility Report*, and *Elevating ESD Targets CBA Report* as shown in Attachments 2, 3 and 4 to this report, as supporting documents to this Amendment.
2. Using its powers as a planning authority under sections 8A and 8B of the *Planning and Environment Act 1987*, seek authorisation from the Minister for Planning to prepare and exhibit an Amendment to the Knox Planning Scheme as shown in Attachment 1 to this report.
3. Requests that the Minister for Planning establishes an advisory committee to advise on the ESD project in accordance with section 151 of the *Planning and Environment Act 1987*.

- 4. Authorises the CEO (or such person nominated by the CEO) to make minor changes to the Amendment documents, where the changes do not affect the purpose or intent of the amendment or provide guidance to any advisory committee established by the Minister for Planning.**
- 5. Authorises the CEO (or such person nominated by the CEO) to sign the CASBE Elevating ESD Targets Planning Policy Amendment Memorandum of Understanding Stage 2 – Planning Scheme Amendment Process.**
- 6. Writes to the Minister for Planning and Housing, Minister for Energy, Environment and Climate Change, and Minister for Local Government and Suburban Development outlining the benefits to the community of introducing zero carbon focused and elevated ESD planning policy into the Planning Scheme, and how this Amendment should be adopted as a part of the State Government’s environmentally sustainable development planning reforms.**
- 7. Supports Council’s participation in informal community awareness raising and communications activities and processes centrally led by CASBE, on behalf of partner councils involved in the ESD project.**

1. INTRODUCTION

Environmentally Sustainable Design (ESD) is now a key component of the assessment of most planning permit applications at Council. The built environment is a major contributor to greenhouse gas emissions and the controls stipulated in the planning scheme provide an opportunity to require early consideration of ESD measures in new development and pursue best practice outcomes.

Given the long life of the built environment, it is important that development plans consider, and can adapt to, the impacts of climate change in order to avoid expensive retrofitting processes at a later date. Council, and the other 30 councils involved in Stage 1 of the Elevating ESD Targets project now have an opportunity to continue their leading work by collaborating on a joint planning scheme amendment process to implement updated ESD requirements in the respective planning schemes.

The Elevating ESD Targets project aims to facilitate resilient and zero carbon buildings and urban places. Stage 1 of this work is now complete and provides the evidence base for the elevated requirements. The decision in front of Council now is to take part in Stage 2 of this project, which will include a joint planning scheme amendment with other CASBE councils, to incorporate the recommendations from Stage 1 into the Knox Planning Scheme.

2. DISCUSSION

2.1. ESD in the Planning Scheme

ESD is already embedded in the Knox Planning Scheme. The Planning Policy Framework at Clause 10 of the Scheme includes an energy and resource efficiency policy at Clause 15.02-1S, which seeks to:

- encourage land use and development that is energy and resource efficient and minimises greenhouse gas emissions;
- improve energy, water and waste performance of buildings and subdivisions via ESD;
- reduce the urban heat island effect through retention of existing vegetation, and additional vegetation and greening in urban areas; and
- facilitate a greater use of renewable energy technologies.

The Local Planning Policy Framework also includes numerous references to ESD principles and sustainability, including at:

- Clause 21.05 (Built Environment and Heritage) where reference is made to achieving best practice in ESD principles, enhancing tree canopy cover, reducing car dependence and encouraging sustainable modes of transport;
- Clause 21.06 (Housing) which supports ESD and innovation in new housing development; and
- Clause 22.04 (Environmentally Sustainable Development) which sets out ESD objectives, application requirements and decision guidelines for various development types.

2.2. ESD Policy Background and Project Overview

Local ESD requirements within the Knox Planning Scheme were initially introduced via a new Local Planning Policy. Amendment C150 was gazetted in December 2017 and introduced Clause 22.04 (Environmentally Sustainable Development) into the Knox Planning Scheme. This policy continues to apply to most new developments and forms a key part of planning permit application assessments.

With an increasing understanding of the contribution of the built environment to carbon emissions and the imminent need to adapt to the implications of climate change, a need to review the ESD provisions in the Planning Scheme arose.

From 2017 onwards, CASBE, which operates under the auspices of the Municipal Association of Victoria, has been reviewing how local government can elevate environmental targets to improve the sustainability of the built environment. This review has led to the current Elevating ESD Targets project.

2.3. Stage 1 Overview

Thirty one councils, in conjunction with CASBE, have completed Stage 1 of a two-stage process that aims to build on the existing local ESD policies held by numerous Victorian councils, including Knox.

Consultants were engaged to independently review draft ESD planning policy objectives and standards. Fifteen case studies were selected from the project councils to inform the baseline and test the technical and development feasibility and economic implications of the elevated standards. The reports were as follows:

- Part A. Technical ESD and Development Feasibility;

- Part B. Planning Advice; and
- Part C. Economic Cost Benefit Analysis.

The Planning Report (Attachment 2) prepared by Hansen Partnership recommends that all participating councils pursue a full set of objectives and standards via a new Particular Provision that would be inserted into the planning scheme.

A Technical ESD (Attachment 3) and Development Feasibility Report prepared by Hip V Hype confirmed that there were no key technical barriers to achieving the proposed objectives and standards but recommended some further investigation on a few specific aspects, including daylight performance, and further guidance material to support the proposed control.

The Cost Benefit Analysis (Attachment 4), prepared by Frontier Economics, highlighted a range of benefits associated with some of the ESD themes. The analysis also made apparent that further qualitative benefits could be realised for themes including urban ecology and indoor environmental quality where there were limitations quantifying direct and tangible benefits. The analysis confirmed that the proposed requirements may deliver value to the community when considered at a broader scale.

2.4. Stage 2 Proposed Approach

The next stage of the project is for Council to consider participating in Stage 2 of the project and embarking on the planning scheme amendment process to introduce new objectives and standards into the Knox Planning Scheme.

A copy of the amendment documentation to introduce such standards and objectives within the Planning Scheme has been prepared, including the Explanatory Report and Instruction Sheet (Attachment 1) that are provided as a part of the Planning Scheme Amendment package.

The ESD objectives and standards, included as a part of this Planning Scheme Amendment, include, yet specifically elevate, the existing ESD requirements detailed within the Knox Planning Scheme.

A Memorandum of Understanding (MoU) for Stage 2 – Planning Scheme Amendment Process has been prepared for Council to support. By supporting the MoU, Council can participate with other interested councils to pursue a Planning Scheme Amendment as a collective and share relevant resources, serving as a cost-effective method to instill relevant changes within each council's Planning Scheme.

It should be noted that to participate in the Stage 2 amendment process, Council is asked to confirm its support for the ESD provisions as contained in Attachment 1 so there is consistency across councils in the policy objectives and standards that are ultimately incorporated into planning schemes.

As such, there is no option for Council to amend the provisions if it wishes to participate in the Stage 2 process, unless agreed to by all participating councils. Should Council opt to prepare its own updated ESD policy, Council would be required to resource this review separately, potentially requiring further technical analysis to be undertaken to justify the policy guidelines

and undertake a separate planning scheme amendment process to update its existing ESD policy in Clause 22.

Given the rigor that has been applied to justify the proposed ESD provisions, the greater effectiveness of the provisions, supported by a large cohort of councils, officers recommend Council pursue the Stage 2 process. By introducing ESD requirements through Clause 53 (Particular Provision) of the Knox Planning Scheme, Council also has greater ability to require development to incorporate the ESD planning measures proposed, than it would if it opted to update the existing local ESD policy at Clause 22. This is due to provisions included under Clause 53 being able to be expressed as mandatory requirements, whilst policy guidance in Clause 22 only being able to be discretionary guidelines.

3. CONSULTATION

A series of internal and external consultation sessions were held to inform the development of objectives and standards.

Internal consultation was scoped to include authorities comprising 31 councils throughout Victoria, the Municipal Association of Victoria (MAV) and the Council Alliance for a Sustainable Built Environment (CASBE) that collectively support this project. This included the authorities providing input and feedback to project deliverables. Officers that provided input and support from these authorities included individuals from multi-disciplinary teams and skillsets (e.g. strategic and statutory planning, urban context, sustainability, transport, waste, stormwater and landscape).

External consultation was scoped to include key industry practitioners from architectural, ESD and urban planning backgrounds through targeted stakeholder engagement. Stakeholders were requested to provide feedback to relevant deliverables including the technical reports.

Ongoing consultation has also been undertaken with officers from the Department of Environment, Land, Water and Planning (DELWP).

Pre-amendment consultation with the community has not been undertaken. The views of relevant agencies, stakeholders and the broader community will be formally considered as part of the public exhibition of the planning scheme amendment. It is proposed that the community engagement be led by the State Government through their various platforms as a Ministerial amendment, however it is expected that there will be consultation with industry groups, relevant state agencies and the wider community as part of the amendment process. Officers propose to also work with Council's Communications and Engagement teams as part of the public exhibition of the amendment to disseminate exhibition information through our communications channels.

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. As identified in Council's Climate Response Plan 2021-2031, household and industrial sector emissions account for 18% and 50% of emissions respectively.

The project and changes reflected through the proposed Planning Scheme Amendment will support the reduction in greenhouse gas emissions and support zero carbon development. The outcomes from this project, with changes reflected in the Knox Planning Scheme, are heavily aligned with the Climate Response Plan 2021-2031 which additionally supports Council's community target to achieve net zero emissions by 2040.

The project also intends to assist the development industry incorporate sustainable design measures within development and encourage towards zero carbon built environment outcomes within Knox. This is primarily through supporting efficient buildings and infrastructure, as well as the inclusion and uptake of renewable energy and zero emissions vehicle technology, as a requirement of the planning scheme.

The Elevating ESD Targets Project is a significant step for Council in meeting the above key priorities, directions, objectives and strategies relating to sustainability and climate change adaptation. The project demonstrates collaborative local government leadership that pursues best practice and zero-carbon development outcomes.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Key environmental areas or thematic categories addressed via this amendment include a development directly responding to and incorporating:

- Operational Energy – which involves development prioritising energy efficiency initiatives in line with the following hierarchy:
 - Thermal performance and passive design measures
 - Energy efficient systems (e.g. heating, cooling and ventilation) and appliances
 - Onsite renewable energy generation
 - Offsite renewable energy purchasing and/or carbon offsets.

These measures address and aim to minimise a development's demand on the energy grid and peak energy, as well as, emissions to air through fossil fuel reduction which is attributed towards greenhouse gas emissions and climate change impacts.

- Embodied carbon – which involves the use and sourcing of materials and design techniques to reduce the amount of embodied carbon embedded in Victoria's buildings.
- Sustainable transport – which includes the adoption of sustainable transport and low emission vehicle measures such as electric vehicle infrastructure, an increase in active transport and end of trip facilities such as bicycle parking and storage spaces.
- Integrated water management – which includes water efficiency and potable water demand reduction, as well as, the management to holistically address stormwater quantity and quality onsite prior to stormwater discharge from the development to local waterways.

- Climate resilience – which includes considering a development’s risk to climate change impacts such as the urban heat island effect, flooding and the management of stormwater, as well as, peak energy and potable water demand.
- Green infrastructure – which involves the implementation of green infrastructure design measures, including tree canopy retention, improvement and planting of appropriate species, to positively contribute towards the ecological value, biodiversity, health, and public realm amenity of a development, as well as, societal and communal impacts.
- Indoor environment quality – which involves thermal comfort and safety requirements, natural ventilation and access to clean, fresh, air, with minimal exposure to harmful indoor air pollutants, as well as, ensures that key areas of a development have access to daylight and sunlight to improve amenity, liveability and workability functions.
- Waste and resource recovery – which includes the consideration and selection of appropriate materials which have limited environmental and transportation impact, as well as, support the waste hierarchy through waste avoidance, minimisation, reuse, recycling and recovery.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Cost Benefit Analysis Report

A cost benefit analysis (Attachment 4) was undertaken to assess the economic implications resulting from development addressing a range of elevated ESD standards.

Broader Benefits Resulting from the Planning Scheme Amendment

More broadly, the Planning Scheme Amendment aims to achieve the following outcomes with respect to financial and economic implications:

- lower running and operating costs given a reduced dependence on public utility systems and associated services;
- the growth of specialised and skilled services;
- knowledge and educational development in an already established yet rapidly growing market;
- job creation and employment in new and emerging fields, including current workforce and new employment prospects;
- innovation and technology growth to support development with addressing the relevant objectives and standards where reasonable; and
- holistically serving as a part of a local and whole of government COVID-19 / post COVID-19 response plan to support economic stimulus.

Project Specific Stage 2 Costs

Council has allocated budget to join the project from existing operational budgets. Costs and funds provided towards Stage 1 of the project were made in early 2021 to support the justification and evidence base work which included the preparation of the technical reports and the instrument to be included within the Knox Planning Scheme.

Costs for Stage 2 will depend on the number of councils joining Stage 2 and will be confirmed through an Expression of Interest process which will be followed by the invitation for councils to sign a MoU that includes CASBE.

A MoU for Stage 2 will be signed by all participating councils to share the cost between municipalities for the Planning Scheme Amendment, as well as, CASBE to provide assistance with the process.

Undertaking the project collaboratively will offer significant financial savings by enabling shared costs associated with the amendment and access to a broad resource and extensive skill base across the group.

	Estimated Expenditure (per Council) (excluding GST)
Budget Item	
Stage 1 of the CASBE Elevating ESD Targets Project	\$5,372 (Paid in 2021)
Stage 2 of the CASBE Elevating ESD Targets Project	\$20,000*
Government Gazette and The Age notice	\$2,200
Panel / Advisory Committee fee	Included within CASBE Stage 2 fee.
Statutory fee for consideration by the Minister of a request to approve the amendment	\$488.50
Total Estimated Expenditure	\$28,060.50

** The cost of Stage 2 is dependent on the number of councils involved. The higher the number of councils involved the lower the cost will be to each individual council. The above listed fee for Stage 2 is based on at least 20 (of the 31) councils signing up to Stage 2 and should be treated as indicative only.*

7. SOCIAL IMPLICATIONS

Acknowledging that broader community and stakeholder engagement will be undertaken as a part of the Planning Scheme Amendment process to seek feedback and input, the Planning Scheme Amendment aims to achieve the following outcomes with respect to social implications:

- High quality and commensurate urban design and architecture outcomes;
- Development that provides more comfortable living and/or working environments that improves quality of living and working standards;

- Greenhouse gas emission reduction and mitigation approaches towards climate change impacts, along with adaptation measures to respond to associated risks including societal, liveability, human health, financial and economic impediments;
- Self-sufficient and reliable development by reducing demands on local utilities and associated infrastructure such as energy and water resources;
- A reduction in the operating and running costs for residents, owners, and tenants associated with the resultant development (this also supports considerations regarding housing affordability and maintaining quality of living standards, particularly for first home buyers, retirees and disadvantaged community members);
- Communal and societal benefits through the incorporation of green infrastructure and urban greening design measures that enhances public realm amenity within development;
- The general health and wellbeing of occupants and users; and
- A cleaner energy mix in terms of Victoria's energy grid and transportation methods which is associated with a reduction in air quality emissions and supports broader community health benefits.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

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

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

Natural Environment & Sustainability

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

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

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

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: Sustainable Design Officer, William Tolis;
Coordinator City Strategy and Planning, Nasrin Dehghani;
Senior Program Lead - Sustainable Futures, Sam Sampanthar.

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

Attachments

1. Attachment 1 - Elevating ESD Targets Planning Scheme Amendment - Explanatory Report, Instruction Sheet and Particular Provisions [**6.4.1** - 33 pages]
2. Attachment 2 - Planning Report - Elevating ESD Targets [**6.4.2** - 51 pages]
3. Attachment 3 - Technical ESD and Development Feasibility Report [**6.4.3** - 81 pages]
4. Attachment 4 - Cost Benefit Analysis - Elevating ESD Targets [**6.4.4** - 81 pages]

Planning and Environment Act 1987

[INSERT PLANNING SCHEME NAME] PLANNING SCHEME

AMENDMENT C [insert amendment number]

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the [insert name of planning authority], which [for Council] is the planning authority for this amendment.

The amendment has been made at the request of [insert who requested the amendment i.e insert name of planning authority].

Land affected by the amendment

The amendment applies to all land in the municipality of Knox City Council.

What the amendment does

The amendment introduces a new Particular Provision relating to Environmentally Sustainable Development (ESD) into the planning scheme and makes changes to existing local policy. The Particular Provision contains ESD Objectives and Standards which implement measures that facilitate best practice ESD and support zero carbon development outcomes.

The ESD Objectives and Standards address:

- Operational Energy (energy efficiency, performance and greenhouse gas emission reduction)
- Embodied Carbon (greenhouse gas emission reduction and resource efficiency)
- Sustainable Transport (electric vehicles and bicycles)
- Integrated Water management (water efficiency and integration)
- Green infrastructure (lot scale vegetation and urban ecology)
- Climate resilience (climate change adaptation, urban heat mitigation)
- Waste & Resource Recovery (recycling and waste management)

The amendment includes the following changes to the planning scheme:

	Brief description/overview of the proposal	List of the proposed changes to the planning scheme
Insert	<ul style="list-style-type: none"> • Insert a new Elevated Environmentally Sustainable Development particular provision into the planning scheme containing Objectives and Standards relevant to the delivery of ESD. 	<ul style="list-style-type: none"> • Amend Clause 53 to insert the new ESD Objectives and Standards.
Insert	<ul style="list-style-type: none"> • Insert a new Background Document titled “Guidelines for Sustainable Building Design” in the planning scheme to assist in understanding the rationale behind the proposed Standards and to support application of the proposed Decision Guidelines. 	<ul style="list-style-type: none"> • Amend Clause 72.08 to include the <i>Guidelines for Sustainable Building Design</i> as a Background Document within the planning scheme.

Strategic assessment of the amendment

Why is the amendment required?

Function and intent

The amendment introduces ESD planning measures into the planning scheme. The measures notably include a series of Objectives and Standards that are detailed within a stand-alone clause within the Particular Provisions of a council's planning scheme.

No new permit triggers are proposed as part of this amendment. Existing permit triggers provide the basis for a planning permit application that is then assessed against the proposed Objectives and Standards outlined within the Particular Provision.

This includes new development incorporating ESD measures that further enhance energy efficiency and performance, water efficiency and integrated water management, low carbon and sustainable transport, circular economy, materials and sustainable waste management, urban greening, biodiversity and green infrastructure, and climate resilience and adaptation.

With a development incorporating the ESD measures in order to meet the detailed objectives and standards, a development should also be able to demonstrate and achieve a reduction in overall greenhouse gas emissions, a response to climate resilience and risk minimisation, and a pathway towards achieving zero carbon development exercised via the planning framework.

Existing environmental and sustainability requirements

This amendment improves existing environmental and sustainability requirements within the planning scheme.

The existing requirements are detailed primarily within the Victoria Planning Provisions, directed towards residential development (i.e. ResCode), and the Planning Policy Framework more broadly.

Council has an existing, local, ESD Policy within the local provisions of the Planning Policy Framework. The existing local ESD Policy was gazetted in December 2017. The ESD requirements reflected in the local ESD Policy served as baseline standards when preparing this amendment. This amendment incorporates, updates and refines the existing, local, ESD Policy requirements to ensure greater ESD outcomes that support the transition towards zero carbon development and industry best practice. Requirements detailed within the existing local ESD Policy have been incorporated within the Particular Provision that serves as a part of this amendment.

In order to facilitate clearer and more precise development outcomes, the ESD requirements have been articulated within the Victoria Planning Provisions, Particular Provisions of the planning scheme.

This is to also ensure that all ESD requirements are consolidated and detailed within a specific and tailored area of the planning scheme which supports user familiarity and efficient navigation to the respective requirements.

Net community benefit

The amendment delivers a net community benefit ensuring that planning achieves positive environmental, societal and economic outcomes through:

- Providing direct and indirect community benefits which address climate change mitigation and adaptation through building climate resilience and future proofing future development and housing;
- Reducing greenhouse gas emissions and the management of climate change risk within the built environment system;
- Cost savings by improving climate resilient housing now, rather than retrofitting later at a higher cost;
- Ensuring that 'best practice' policies and expectations continue to be addressed over time, with the 'elevation' of ESD policy requirements that may already exist throughout the scheme;
- Providing greater certainty, consistency and delivery of ESD outcomes and towards net zero carbon development;

This amendment in conjunction with proposed NCC 2022 changes supports energy efficiency and the Victorian State government's proposed 7-star energy efficiency rated homes by:

- Maximising the benefits of solar panels;
- Supporting all-electric homes; and
- Facilitating economic, health and climate benefits from ambitious energy efficiency standards.

This amendment delivers outcomes that support and align with Local and State government climate change pledges, the State Climate Change Strategy, and Adaptation Action Plans pursuant to Part 5 of the *Climate Change Act 2017 (Vic)*. Furthermore, this amendment supports council's obligation under the *Local Government Act 2020 (Vic)* and the overarching governance principle to ensure economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks.

These legislative requirements are necessary for council to support and promote net community benefit.

Purpose

This amendment has been prepared and pursued for the following reasons with particular respect to the built environment:

- To support council's endorsed and seriously entertained collection of Environmental, Sustainability and/or Climate Change Strategies, Policies and Action Plans including the Climate Response Plan 2021-2031;
- To address council's recognition that we are in a state of climate emergency including municipal emission reduction targets involving zero carbon commitments and frameworks that address climate risk to minimise private and public liability;
- To enable council, in the performance of its statutory role, to have appropriate and demonstrated regard to economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks pursuant to the overarching governance principles under the *Local Government Act 2020 (Vic)*;
- To ensure that ESD requirements within the planning system are continually reviewed to align with and articulate best practice industry measures for development to address;
- To assist Victorian government frameworks that require reducing greenhouse gas emissions and preparing for climate change impacts, that result from and affect, the built environment. This acknowledges that, within Australia, the built environment accounts for approximately 20% of the nation's emissions (Australia's Emissions Projections 2018 (Department of the Environment and Energy, 2018)). The Victorian government framework requires that the State address an overarching emissions reduction target of carbon neutrality by 2050;
- To aid the Victorian government's sustainable transport directives which includes the uptake of zero emission vehicles (ZEVs), active transport and supporting infrastructure. This also entails supporting further reforms to make new buildings ZEV-ready and setting a target of 50% of new light vehicle sales to be zero emissions by 2030 (Victoria's Zero Emissions Vehicle Roadmap (Department of Environment, Land, Water and Planning, 2021));
- To promote the Victorian government's circular economy directives that seek to divert waste from landfill and ensure resource recovery and efficiency (Recycling Victoria – A New Economy (Department of Environment, Land, Water and Planning, 2020));
- To complement the Victorian government's framework towards urban greening, cooling and enhancing biodiversity; and

To further appropriate practices in waste avoidance, reduction, and recycling, the management and treatment of stormwater including integrated water management, and reduce emissions to air from development and associated activities. This includes having regard to the Environmental Reference Standard (ERS), environmental values, beneficial uses and

community impacts in support of the General Environmental Duty (GED) and environment protection principles outlined under the *Environment Protection Act 2017* (Vic).

Strategic studies and reports

Several studies were commissioned to inform and support the development of the objectives and standards included within this amendment. A list of the relevant studies and reports and accompanying synopses include:

Study/ Report	Synopsis
Sustainability Planning Scheme Amendment Background Research – Part A: Technical ESD and Development Feasibility (Hip v. Hype Partnership, 2021)	A technical analysis that tests each proposed standard on various development typologies to determine their practical suitability and functionality and indicative capital cost impact.
Sustainability Planning Scheme Amendment Background Research – Part B: Planning Advice (Hansen Partnership, 2021)	An urban planning review of the proposed objectives and standards which takes into consideration the technical feasibility and cost-benefit viability studies. Recommendations were also put forward to ensure the standards are fit for planning purposes within the Victorian planning framework.
Sustainability Planning Scheme Amendment – Cost-Benefit Analysis (Frontier Economics, 2021)	A cost-benefit analysis of the standards that have been incorporated as part of this amendment. This includes direct costs as well as a preliminary review of direct and indirect economic and societal benefits.
Moreland City Council Renewable Energy Standard (Low Impact Development, 2021)	A study conducted into the development of metrics and standards for new development to incorporate minimum amounts of solar photovoltaic systems and relevant design considerations. The metrics and standards have been adopted as a part of this amendment.
Moreland City Council Low Emissions and Electric Vehicles Standard (Low Impact Development, 2021)	A study conducted into the development of metrics and standards for new development to incorporate electric vehicle infrastructure and relevant design considerations. The metrics and standards have been adopted as a part of this amendment.
The Advisory Committee and Panel Report for Environmentally Efficient Design Local Policies (Planning Panels Victoria, 2014)	The Advisory Committee and Panel report for the original planning scheme amendment that introduced a local ESD Policy within the planning scheme of six councils in Victoria. Since this planning scheme amendment, several councils have used this report to serve as the evidentiary basis to support the introduction of their own local ESD Policy within their planning scheme. A total of 20 councils throughout Victoria have a local ESD Policy within their planning scheme.
Greenhouse Alliance Planning and Environment Act Report	An independent report commissioned by the Victorian Greenhouse Alliances and CASBE has identified a raft of reform opportunities for Victoria's planning system, to ensure it is aligned with the State's legislated emission reduction targets and supports climate resilient communities. It also identifies opportunities to ensure the delivery of zero-carbon infrastructure, building on Victoria's leadership role on taking action on climate change. The report –Climate Change and Planning in Victoria: Ensuring Victoria's planning system effectively tackles climate change-recommends a suite of reforms that:

Study/ Report	Synopsis
	<ul style="list-style-type: none"> - Recognise the fundamental role the Planning Scheme and Planning and Environment Act 1987 play in guiding decision-makers, and their weight as statutory law instruments - Ensure that the scheme and its application of controls is consistent with the scientific evidence base on climate change and best practice - Focus on changes that will assist in getting the fundamentals of future development areas right

Appropriate jurisdiction

The appropriateness of addressing ESD considerations within the planning framework have been well established.

Six councils originally pursued a planning scheme amendment to incorporate a local ESD Policy within each council's planning scheme. The Advisory Committee and Panel Report for Environmentally Efficient Design Local Policies (Planning Panels Victoria, 2014) resolved that the planning framework, as distinct from the building framework, is suitable and equipped to require that development incorporate ESD measures through the planning permit application process. The original six local ESD Policies were gazetted in 2015.

Since the gazettal of the original six local ESD Policies, a total of 20 councils throughout Victoria have a local ESD Policy within their respective planning scheme.

Additional planning scheme amendments have also been successfully pursued that require the integration and adoption of ESD outcomes within development proposals. For example, Amendment C190 more Better Outcomes for Two Dwellings on a Lot whereby ESD requirements serve as a part of the City of Moreland's VicSmart application process, and Amendment GC81 whereby detailed, precinct wide, ESD measures are required for development within Fishermans Bend, located within the City of Port Phillip and the City of Melbourne.

In addition, the Victoria Planning Provisions have also introduced heightened ESD measures within the planning framework beyond that of the standard ResCode requirements. This is primarily demonstrated through the introduction of the Better Apartments Design Standards (BADs) in 2017. Performance measures detailed within BADs, in relation to energy efficiency and cooling load requirements for apartments, similarly cover thermal performance requirements detailed within the National Construction Code (NCC) that is administered under the building framework.

With the planning framework serving as a precursor to the building framework, the Objectives and Standards outlined within this amendment continue to affirm ESD's fundamental role ensuring resilient future development. ESD considerations should be embedded as a part of the initial design process within the planning framework, prior to undertaking detailed design as occurs within the building phase. This is to ensure ESD benefits can be maximised by embedding holistic design considerations early in the design process rather than retrofitting ESD at a later stage in the development process. The benefits of this approach include:

- This process aims to limit increased costs by having clear ESD expectations for the development at the commencement of the development process and as a part of planning process.
- ESD outcomes are optimised, as ESD measures are considered alongside development site constraints and limitations are carefully considered and integrated into the initial design, avoiding costly retrofits at a later stage.

Whilst the NCC is tailored towards establishing the minimum energy efficiency requirements for a development to address, the ESD requirements detailed within the planning framework and as a part of this amendment include much broader coverage of ESD. The amendment has been carefully drafted to continue to complement the NCC through higher order planning framework requirements

rather than conflict with the building framework for complementary aspects. This enables the building framework to continue to administer detailed design elements, building services and construction techniques.

In addition to energy efficiency, the ESD measures within the planning framework and part of this amendment address thematic categories such as integrated water management, indoor environmental quality, sustainable transport, green infrastructure, waste and resource recovery, climate resilience, embodied carbon. These thematic categories are not covered in detail within the NCC or building instruments. The planning framework has been recognised as the more suitable and established jurisdiction that has successfully been endorsed by authorities as the appropriate arena to 'cover the field' with respect to holistically address ESD requirements.

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

The amendment implements the objectives of planning in Victoria given that ESD fundamentally addresses key foundational principles of sustainability which underpin the objectives of planning. ESD requires consideration of the triple-bottom-line – environmental, societal and economic impacts, as well as, balancing the needs of the present with that of future generations; particularly when determining environmental impact by applying the precautionary principle.

The delivery of more robust ESD outcomes through the planning scheme strongly align with the objectives of planning in Victoria which include:

- To provide for the development of land with fair, orderly, economic and sustainability considerations (see Section 4(1)(a) of the *Planning and Environment Act 1987 (Vic)* ('*P&E Act*'). This includes considering the equity of planning decisions, economic and societal functions as well as matters regarding the inherent sustainability of development. It is noted that the facilitation of development in Victoria is only supported where in alignment with specified objectives.
- To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity, noting the current threats to these resources and processes posed by climate change and the contribution that improved ESD outcomes can make to the protection of resources and ecological processes (see Section 4(1)(b) *P&E Act*).
- To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria, noting specific consideration of climate change adaptation and indoor environmental quality through this amendment (see Section 4(1)(c) *P&E Act*).
- Seeking the delivery of affordable housing, noting the application of affordability in its broadest sense, encompassing more than just the purchase price of an individual property, and including not only homeowners but also renters (see Section 4(1)(fa) *P&E Act*).
- Balancing the present and future interests of all Victorians, particularly regarding environmental impact and minimising greenhouse gas emissions, as well as, addressing climate resilience and the adaptability of new development within the built environment (see Section 4(1)(g) *P&E Act*).

More specifically, the objectives of planning in Victoria are supported in the following areas having regard to the Objectives and Standards included in this amendment:

- Energy and water efficiency, as well as, and waste and resource recovery Standards support waste minimisation, reduction, reuse and recycling and therefore promote the protection of natural and man-made resources (see Section 4(1)(b) *P&E Act*).
- Integrated Water Management and Green Infrastructure Standards support both the protection of natural resources and ecological processes, as well as, contributing to the delivery of a pleasant and safe environment for Victorians and visitors to Victoria (see Section 4(1)(b), (c) *P&E Act*).
- Improved energy efficiency through passive design standards and measures such as natural ventilation and promoting energy efficiency through a hierarchy. This hierarchy prioritises the importance of energy efficient design first and foremost though thermal performance and comfort, followed by onsite then offsite renewable energy generation. This fosters a pleasant,

efficient and safe working, living and recreational environment within development (see Section 4(1)(c) *P&E Act*).

- Energy and water efficiency and the adoption of broader integrated water management measures, as well as, the utilisation of on-site renewable energy systems minimises the strain placed on public utilities and other assets given reduced resource and utility demand and promotion of a development's self-sufficiency. This also enables the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community (see Section 4(1)(e) *P&E Act*).
- Recognition and consideration of the capital cost expenditure involved in addressing the Standards as part of their development whilst also recognising the overall benefit with reduced operating costs of development experienced by future residents, owners or tenants having due regard to housing affordability matters (see Section 4(1)(fa) *P&E Act*).

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

The amendment enhances ESD requirements and importantly, ensures new development advances the ambitions of zero emissions outlined in Victoria's *Climate Change Act 2017 (Vic)*, ensuring the built environment contributes appropriately to the legislated target of zero emissions. It also assists council supporting its community by planning for the adaptation of these communities to climate changes, and the delivery of adopted and community endorsed council goals related to emissions reduction. Such measures deliver significant environmental benefits and effects, as well as direct and indirect social and economic outcomes.

The amendment included consideration of the economic effects in a number of ways. The Technical Assessment of the amendment tested the proposed Standards against a range of typologies and contexts to determine their practical suitability and functionality and indicative capital cost impact. The Cost Benefit Analysis focused on the direct costs associated with addressing the Standards against the same development typologies which was accompanied by a breakeven analysis to demonstrate value to the community.

The assessments considered the individual development costs and the potential impact on the purchase component of housing affordability. This was in conjunction with the broader economic development costs of delivering more sustainable development which addresses climate change adaptation and mitigation, as well as social effects; many of which require deeper analysis and investigation to quantify and measure at lot scale. The assessments underpinned a number of changes made to ensure that the Standards proposed did not impact on development viability.

The effects of this amendment were also tested through a series of internal and external consultation sessions. Internal consultation was scoped to include authorities comprising 31 councils throughout Victoria, the Municipal Association of Victoria (MAV) and the Council Alliance for a Sustainable Built Environment (CASBE) that collectively support this amendment. This included the authorities providing input and feedback to deliverables that serve this amendment. Officers that provided input and support from these authorities included individuals from multi-disciplinary teams and skillsets (e.g. strategic and statutory planning, urban context, sustainability, transport, waste, stormwater, and landscape).

External consultation was scoped to include key industry practitioners from architectural, ESD and urban planning backgrounds through targeted stakeholder engagement. This supported the consideration of effects from a wide variety of perspectives and resulted in further refinement of Standards as initially drafted.

Environment effects

Key environmental areas or thematic categories addressed via this amendment include a development directly responding to and incorporating:

- **Operation Energy** – which entails development prioritising energy efficiency initiatives in line with the following hierarchy:
 - Thermal performance and passive design measures;

- Energy efficient systems (e.g. heating, cooling and ventilation) and appliances;
- Onsite renewable energy generation;
- Offsite renewable energy purchasing and/or carbon offsets.

These measures address and aim to minimise a development's demand on the energy grid and peak energy, as well as, emissions to air through fossil fuel reduction which is attributed towards greenhouse gas emissions and climate change impacts.

- **Embodied carbon** – which entails the use and sourcing of materials and design techniques to reduce the amount of embodied carbon embedded in Victoria's buildings.
- **Sustainable transport** – which entails the adoption of sustainable transport and low emission vehicle measures such as electric vehicle infrastructure and car parking spaces, as well as, an increase in active transport and end of trip facilities such as bicycle parking and storage spaces;
- **Integrated water management** – which includes water efficiency and potable water demand reduction, as well as, the management to holistically address stormwater quantity and quality onsite prior to stormwater discharge from the development to local waterways;
- **Climate resilience** – which includes considering a development's risk to climate change impacts such as the urban heat island effect, flooding and the management of stormwater, as well as, peak energy and potable water demand
- **Green infrastructure** – which involves the implementation of green infrastructure design measures, including tree canopy retention, amelioration and planting of appropriate species, to positively contribute towards the ecological value, biodiversity, health, and public realm amenity of a development, as well as, societal and communal impacts;
- **Indoor environment quality** – which comprises thermal comfort and safety requirements, natural ventilation and access to clean, fresh, air, with minimal exposure to harmful indoor air pollutants, as well as, ensures that key areas of a development have access to daylight and sunlight to improve amenity, liveability and workability functions; and
- **Waste and resource recovery** – which entails the consideration and selection of appropriate materials which have limited environmental and transportation impact, as well as, support the waste hierarchy through waste avoidance, minimisation, reuse, recycling and recovery.

Social effects

In addition, the Objectives and Standards included within this amendment indirectly promote and number of outcomes which relate to social effects including:

- High quality and commensurate urban design and architecture outcomes;
- Greenhouse gas emission reduction, mitigation and adaptation approaches towards climate change impacts that respond to associated risks including societal, liveability, human health, financial and economic impediments;
- Self-sufficient and reliable development by reducing a development's demand on local utilities and associated infrastructure such as energy and water resources through the uptake of renewable energy systems, rainwater harvesting and stormwater treatment methods;
- A reduction in the operative and running costs for residents, owners, and tenants associated with the development. This also supports housing affordability and maintaining quality of living standards for low income or financially strained individuals. For example first home buyers, retirees and disadvantaged community members;
- Communal and societal benefits through the incorporation of green infrastructure design measures that enhances public realm amenity within development;
- The general health and wellbeing of occupants and users through increased consistency and levels in access to fresh air, natural ventilation, daylight and direct sunlight where appropriate;

- A cleaner energy mix in terms of Victoria's energy grid and transportation methods which is associated with a reduction in air quality emissions and supports broader community health benefits.

Economic effects

The requirement for development to address the Objectives and Standards detailed within this amendment supports economic development via:

- Value to the community when considered at a broader scale;
- Growth of specialised and skilled services;
- Knowledge and educational development in an already established yet rapidly growing market;
- Job creation and employment in new and emerging fields, including current workforce and youth employment prospects;
- Innovation and technology growth to support development with addressing the relevant objectives and standards where reasonable; and
- Holistically serving as a part of a local and whole of government COVID-19 / post COVID-19 response plan to support economic stimulus.

Does the amendment address relevant bushfire risk?

The amendment does not increase bushfire risk from the current levels.

More broadly, it is noted that the proposed means of increasing green infrastructure on sites is through a tool (the Green Factor Tool) which includes inbuilt flexibility to allow an applicant to deliver green infrastructure in a manner which can respond to the constraints of a site, including bushfire risk, rather than through prescriptive measures. In addition, the current hierarchy of planning in Victoria is such that responses to bushfire risk, where relevant, would continue to have precedence over that proposed Standards.

The amendment however includes objectives and standards that supports and encourages development to address minimising greenhouse gas emissions and incorporate climate resilience and adaption design principles and/or measures. These measures are aimed at curtailing a development's direct and indirect societal risk to climate change sensitivities such as urban heat and climate change induced bushfire risk.

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

The amendment is consistent with the following Ministerial Directions:

- Ministerial Direction on the Form and Content of Planning Schemes under Section 7(5) *P&E Act*;
- Ministerial Direction No.9 Metropolitan Strategy (Plan Melbourne 2017-2050) under Section 12(2)(a) *P&E Act*;

Ministerial Direction No. 9 – Metropolitan Planning Strategy seeks to ensure that planning scheme amendments have regard to *Plan Melbourne 2017-2050: Metropolitan Planning Strategy* (Department of Environment, Land, Water and Planning, 2017) and *Plan Melbourne 2017-2050: Addendum 2019* (Department of Environment, Land, Water and Planning, 2019).

The amendment is in line with relevant directions within the strategy, in particular:

- Outcome 3: Melbourne has an integrated transport system that connects people to jobs and services and goods to market

- Direction 3.1 – Transform Melbourne’s transport system to support a productive city with particular respect to cycling infrastructure
- Outcome 4: Melbourne is a distinctive and liveable city with quality design and amenity
 - Direction 4.3 – Achieve and promote design excellence
- Outcome 5: Melbourne is a city of inclusive, vibrant and healthy neighbourhoods
 - Direction 5.2 – Create neighbourhoods that support safe communities and healthy lifestyles.
- Outcome 6: Melbourne is a sustainable and resilient city
 - Direction 6.1 – Transition to a low-carbon city to enable Victoria to achieve its target of net zero greenhouse gas emissions by 2050
 - Direction 6.2 – Reduce the likelihood and consequences of natural hazard events and adapt to climate change
 - Direction 6.3 – Integrate urban development and water cycle management to support a resilient and liveable city
 - Direction 6.4 – Make Melbourne cooler and greener
 - Direction 6.5 – Protect and restore natural habitats
 - Direction 6.6 – Improve air quality and reduce the impact of excessive noise
 - Direction 6.7 – Reduce waste and improve waste management and resource recovery

Outcome 6 and the listed Directions are of significant relevance to the amendment.

- Ministerial Direction No.11 – Strategic Assessment of Amendments under Section 12(2)(a) *P&E Act*;

Ministerial Direction No. 11 – Strategic Assessment of Amendments seeks to ensure a comprehensive strategic evaluation of a planning scheme amendment and the outcomes it produces. A strategic assessment of the proposed amendment has been undertaken in accordance with this Ministerial Direction in this Explanatory Report.

- Ministerial Direction No.19 – Preparation and content of Amendments that may significantly impact the Environment, Amenity and Human Health under Section 12(2)(a) *P&E Act*;

Ministerial Direction No. 19 – Preparation and content of Amendments that may significantly impact the Environment, Amenity and Human Health requires planning authorities to seek the views of the Environment Protection Authority (EPA) in the preparation of planning scheme that could result in use or development of land that may result in significant impacts on the environment, amenity and human health due to pollution and waste.

The Direction does not specifically apply to an amendment to the Victoria Planning Provision however significantly and positively impacts the Environment, Amenity and Human Health. The proposed amendment seeks to promote waste avoidance, reduction, and recycling, improve the management and treatment of stormwater on development sites, and reduce emissions to air. This requires having regard to the Environmental Reference Standard (ERS), beneficial uses and community impacts in support of the General Environmental Duty (GED) principle and principles of environment protection, exercised under the *Environment Protection Act 2017* (Vic).

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

The amendment supports and gives effect to the Objectives and Strategies of the Planning Policy Framework (PPF). The PPF at Clause 10 includes the following components of relevance:

- Clause 11 Settlement, whereby planning is to recognise the need for, and as far as practicable contribute towards a high standards of urban design and amenity, energy efficiency, prevention of pollution to land, water and air, and protection of natural resources with Strategies including to provide for the development of sustainable and liveable areas;
- Clause 12 Environmental and landscape values, whereby planning should help to protect the health o ecological systems and the biodiversity they support, including its protection;
- Clause 13.01-1S Natural hazards and climate change, whereby the Objective includes to minimise the impacts of natural hazards and adapt to the impacts of climate change which requires the consideration of climate change risks in planning;
- Clause 15.02-1S Energy and resource efficiency, whereby the Objective seeks to encourage land use and development that is energy and resource efficient and minimises greenhouse gas emissions via:
 - Improving energy, water and waste performance of buildings and subdivisions via ESD;
 - Reducing the urban heat island effect through retention of existing vegetation, and additional vegetation and greening in urban areas;
 - Facilitating a greater use of renewable energy technologies;
 - Support low energy forms of transport such as walking and cycling;
 - Reduce the urban heat island effect by greening urban areas, buildings, transport corridors and open spaces with vegetation;
 - Encourage retention of existing vegetation and planting of new vegetation as part of development and subdivision proposals.
- Clause 18.02-1S Sustainable personal transport, whereby the Strategies include development providing adequate bicycle parking and related facilities, as well as, encouraging the use of walking and cycling;
- Clause 19.01-2S Renewable energy, whereby the provision of renewable energy development is promoted and facilitated;
- Clause 19.03-3S Integrated water management, whereby the Objective involves managing water supply, water resources, drainage and stormwater through an integrated water management approach. This includes minimising stormwater quality and quantity related impacts; and
- Clause 19.03-5S Waste and resource recovery, whereby the Objective details to reduce waste and maximise resource recovery, diverting waste from landfills and in the process minimising environmental, community and public health impacts.

The amendment also supports the following policies released and adopted by the State government and associated authorities:

- The Environmentally sustainable development of buildings and subdivisions: A roadmap for Victoria's planning system (Department of Environment, Land, Water and Planning, 2021) ('ESD Roadmap') the details proposed ESD changes to the PPF;
- The State government's overall and interim greenhouse gas emission reduction targets, Climate Change Strategy, Sector Pledges, and Adaptation Action Plans that have been made pursuant to the *Climate Change Act 2017* (Vic);

- Victoria's Zero Emissions Vehicle Roadmap (Department of Environment, Land, Water and Planning, 2021) the supports further reforms to make new buildings ZEV-ready and setting a target of 50% of new light vehicle sales to be zero emissions by 2030);
- Victoria's Recycling Victoria – A New Economy policy (Department of Environment, Land, Water and Planning, 2020) that outlines the Victorian government's circular economy directives that seek to divert waste from landfill and ensure resource recovery and efficiency); and
- The fundamental General Environmental Duty principle detailed within the *Environment Protection Act 2017* (Vic) and further integrated within supporting instruments such as the Environment Reference Standard (ERS).

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

The Knox Planning Scheme provides the overarching strategic framework for environmentally sustainable outcomes in the municipality. The Local Planning Policy Framework includes numerous references to ESD principles and sustainability, including within the Municipal Strategic Statement at:

- Clause 21.05 (Built Environment and Heritage) where reference is made to achieving best practice in ESD principles, enhancing tree canopy cover, reducing car dependence and encouraging sustainable modes of transport; and
- Clause 21.06 (Housing) which supports ESD and innovation in new housing development.

The Knox Planning Scheme also includes a Local Planning Policy at Clause 22.04 (Environmentally Sustainable Development) which sets out local ESD requirements. This policy was introduced in December 2017 and continues to apply to most new developments and forms a key part of planning permit application assessment. Clause 22.04 currently sets out ESD objectives, application requirements and decision guidelines for various development types.

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

A municipal council and/or planning authority is entitled to prepare an amendment, for authorisation by the Minister, to the Victoria Planning Provisions (VPP) that involves the inclusion of a provision in the State standard provisions (see Sections 4B(2), 10(1) *P&E Act*).

The amendment makes proper use of the VPP as the appropriate tool to achieve the ESD and zero carbon development outcomes.

The supporting studies and reports recommended that Council seek a single ESD Particular Provision in a new clause under Clause 53 of the planning scheme. A provision of this nature does not currently exist within the suite of the VPP, however, this is considered to be the most appropriate planning mechanism to implement the Elevated ESD Objectives and Standards.

In determining suitability and propose use of the VPP, a range of planning mechanisms were considered to implement the elevated ESD Standards including a Local Planning Policy and Design and Development Overlay (DDO).

A Local Planning Policy was not considered an appropriate tool as it cannot include detailed and mandatory requirements, does not move beyond the current policy approach and give greater statutory weight to elevated sustainability requirements.

A DDO was not considered an appropriate tool as they are generally designed to apply to specific locations within a municipality and are not the preferred tool for a requirement that applies across a whole municipality.

The Particular Provision, as the appropriate tool outlined in the amendment, provides for greater direction, certainty and clarity for the development community to address the expectations held for development. This is provided through a format that allows for mandatory Objectives and discretionary Standards, operational instructions and definition of key terms, as well as, a consistent

and standardised format aligned with other Particular Provisions such as Clause 53.18 Stormwater Management in Urban Development.

The amendment is supported by Guidelines for Sustainable Building Design, a Background Document that will assist development to address the Objectives and Standards as a part of the amendment.

In preparation of the amendment, there has been adherence to Ministerial Direction on the Form and Content of Planning Schemes under Section 7(5) *P&E Act*.

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

Pre-amendment consultation was not undertaken. The views of relevant agencies will be formally considered as part of any exhibition process.

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

The amendment is not expected to have any significant impact on the transport system.

The amendment however supports the objectives of the *Transport Integration Act 2010 (Vic)* ('*TIA*'). This is in relation to the objectives and standards that are introduced by this amendment requiring development to incorporate electric vehicle infrastructure and low emission forms of transport, as well as, increase the amount of facilities for bicycles and other sustainable transport modes.

The *TIA* objectives of relevance to this amendment, by way of association with the 'physical components' of the transport system which include motor vehicles and bicycles, include:

- Environmental sustainability (see Section 10 *TIA*) through:
 - Protecting, conserving and improving the natural environment;
 - Avoiding, minimising and offsetting harm to the local and global environment, including through transport-related emissions and pollutants and the loss of biodiversity;
 - Promoting forms of transport and the use of forms of energy and transport technologies which have the least impact on the natural environment and reduce the overall contribution of transport-related greenhouse gas emissions;
 - Improving the environmental performance of all forms of transport and the forms of energy used in transport; and
 - Preparing for and adapting to the challenges presented by climate change.
- Integration of transport and land use (see Section 11 *TIA*) through:
 - Maximising access to residences, employments, markets, services and recreation;
 - Planning and developing the transport system more effectively;
 - Reducing the need for private motor vehicle transport and the extent of travel;
 - Facilitating better access to, and greater mobility within, local communities;
 - Having regard to the current and future impact on land use, development and operation of the transport system; and
 - Supporting the changing land use and associated transport demand.
- Economic prosperity through increasing efficiency, reducing costs, improving timeliness, and fostering competition by providing access and growth of new and innovative markets, particularly the electric vehicles sector, and, as a result, facilitating investment in Victoria that supports the financial sustainability and viability of such emerging markets (see Section 9 *TIA*); and

- Safety and health and wellbeing through promoting forms of transport and the use of forms of energy which have the greatest benefit for, and least negative impact on, health and wellbeing (see Section 13(2)(c) *TIA*).

In addition, the *TIA* decision making principles have been applied when preparing the objectives and standards related to this amendment. This includes:

- Integrated decision making with relevant internal and external government stakeholders including interdisciplinary transport, sustainability and planning departments, as well as, private industry through stakeholder engagement (see Sections 15 and 20 *TIA*);
- A triple bottom line assessment having considered environmental and cost-benefit outcomes through relevant studies (see Section 16 *TIA*);
- Consideration of equity and user perspectives across varying demographic profiles (see Section 17 and 18 *TIA*);
- The precautionary principle in relation to reducing vehicle and greenhouse gas emissions for the betterment of Victorians (see Section 19 *TIA*);

Additionally, this amendment aligns and assists with the commitments detailed within the Victorian Transport Sector emissions reduction pledge, which serves a part of Victoria's Climate Change Strategy, pursuant to Part 5 of the *Climate Change Act 2017* (Vic). Details within the pledge include the promotion of zero emission vehicles (ZEVs) and active transport throughout Victoria.

Resource and administrative costs

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

The amendment is not expected to increase the number of planning permit applications as it does not propose to introduce any new planning permit triggers. However, the amendments require development applications to be assessed against the Objectives and Standards detailed within the Particular Provision. While Knox already has an ESD policy which requires a similar assessment process, the amendment may require some additional resourcing requirements for implementation.

The Particular Provision will apply to applications under a provision of a zone to construct a building, or construct or carry out works, with a few specified exemptions (including VicSmart applications, works associated with one dwellings on a lot and works associated with a relatively small floor area). Applications lodged prior to the approval date of any amendment that introduces the provision are exempt from assessment, including amendments to an existing planning permit. As such transitional provisions do apply.

Additionally, the amendment is not expected to unreasonably increase resource requirements or administrative costs for permit applicants to undertake ESD assessments. Supporting material is prepared to support this amendment that may reduce costs for some applicants. This is by providing easy to use guidelines and templates which allow for smaller development to more easily generate information required by council to respond to the Objectives and Standards detailed within the Particular Provision.

For example, the Guidelines for Sustainable Building Design will support applicants by providing consistency across councils applying the elevated ESD Standards. The Guidelines for Sustainable Building Design will be included as a Background Document within the planning scheme. This will provide more explicit technical information, appropriate alternatives for responding to performance criteria, real-life case studies/examples, standardised templates and application requirements.

The Guidelines for Sustainable Building Design are an important resource which will support better regulations and a consistent approach between councils. The guidance and supporting materials will clearly articulate expectations and ultimately reduce delays and costs for both applicants and councils; ensuring that the required information can be provided efficiently.

The Guidelines for Sustainable Building Design and accompanying templates will support council staff to convey and request upfront that the correct information is provided, reducing the need for Requests for Further Information. It will also assist applicants; particularly those who may not be frequent users of the planning system, to understand what information and support material needs to be provided to support council decision making. This will ultimately allow council to assess applications more efficiently.

Examples of these templates to support applicants include:

- Sustainable Design Assessments (SDAs) and Sustainability Management Plans (SMPs) templates that outline content and expectations of a SDA and SMP, including the level of detail required for different development typologies;
- Waste Management Plan (WMP) templates for smaller developments conveying 'best practice' to applicants and building capacity with effective ways for development to manage their waste. For larger scale developments more typical WMPs will still be required, with relevant updates and endorsement to follow as per planning permit requirements which is reflective of current practice; and
- Construction waste management templates that are similar to the approach for WMPs however will assist smaller developments, including tips for best practice.

The amendment also proposes the introduction of a requirement to deliver zero carbon emissions at operation stage. This will be achieved through Permit Conditions requiring Sustainability Certificates at Construction and Operational stages. The Sustainability Certificate – Operation is required once, 12 months after the occupation of the development. These certificates confirm that the requirements of the endorsed sustainability management plan are met. This approach provides consistency across all councils applying the Elevated ESD Standards.

It is anticipated that planning permit applications, that are required to address the Objectives and Standards included in this amendment, are assessed by council's planning officer/s and/or Environmental, Sustainability or ESD officer/s.

For larger scale developments or where resources exist, to assist council's planning officer with efficient assessment, referrals will be issued to council's ESD Officer(s) given their technical expertise and efficiency to assess the ESD commitments and design measures proposed as part of the development application.

Given the existing allocation of council resources and council's familiarity with ESD processes within the planning framework, this may result in an additional day a week in officer time to manage planning permit application referrals and undertake ESD assessments against the measures outlined in this amendment. Further time allocation will be considered, should assistance be required, to manage an increase in the amount of referral numbers and associated workload.

Opportunities exist for the funding and use of shared resources to support the provision of referral comments. Funding of such a role/s could also support increased capacity of planning staff to undertake relevant assessments independently.

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

And/or

The amendment is available for public inspection, free of charge, during office hours at the following places:

- Knox City Council Civic Centre (Customer Service Building and Planning counter)
511 Burwood Highway, Wantirna South, on weekdays from 8.30am to 5.00pm
- City of Knox website at <https://www.knox.vic.gov.au>

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

Submissions

Any person who may be affected by the amendment may make a submission to the planning authority. Submissions about the amendment must be received by [insert submissions due date](#).

A submission must be sent to:

Amendment CXXX City Strategy and Planning, City Futures Department Knox City Council Reply Paid 70243 WANTIRNA SOUTH VIC 3152	Or via email: psamendments@knox.vic.gov.au
--	--

Panel hearing dates

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: [insert directions hearing date](#)
- Panel hearing: [insert panel hearing date](#)



Planning and Environment Act 1987

KNOX PLANNING SCHEME

AMENDMENT C [INSERT AMENDMENT NUMBER]

INSTRUCTION SHEET

The planning authority for this amendment is the [insert planning authority].

The Knox Planning Scheme is amended as follows:

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

1. In **Particular Provisions** – insert new Clause [insert particular provision clause number] in the form of the attached document.
2. In **Operational Provisions** – Clause 72.08, replace the Schedule with a new Schedule in the form of the attached document.

End of document

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--/120--

53.XX ELEVATED ENVIRONMENTALLY SUSTAINABLE DEVELOPMENT**Purpose**

--/120--

To ensure that new buildings and significant alterations and additions are planned and designed in a manner which incorporate environmentally sustainable development (ESD) principles, mitigates and adapts to climate change, protects the natural environment, reduces resource consumption and supports the health and wellbeing of future occupants.

53.xx-1**Application**

--/120--

This clause applies to an application under a provision of a zone to construct a building, or construct or carry out works, other than the following applications:

- An application under a provision of the Farming Zone, Green Wedge Zone, Green Wedge A Zone, Low Density Residential Zone, Public Conservation and Resource Zone, Transport Zone 2, Transport Zone 3, Rural Activity Zone, Rural Conservation Zone, Rural Living Zone or Urban Floodway Zone.
- A VicSmart application.
- An application to construct or carry out works associated with one dwelling on a lot.
- An application for development associated with the use of land for agriculture or earth and energy resources industry.
- An application to alter, extend or make structural changes to an existing building provided the gross floor area of the building is not increased by more than 1000 square metres.
- An application to construct a building with a gross floor area not exceeding 50 square metres.
- An application to construct or carry out works with an area not exceeding 50 square metres.
- An application lodged before the approval date of Amendment **XX**.
- An application for an amendment of a permit under section 72 of the Act, if the original permit application was lodged before the approval date of Amendment **XX**.

For the purpose of this provision:

Other non-residential uses includes development associated with the following uses:

- Education Centre
- Leisure & Recreation
- Place of Assembly
- Hospital

Net zero carbon emissions means the amount of carbon emissions associated with the building's operational energy on an annual basis is zero or negative.

Operational energy use means any energy required to facilitate the day-to-day operations of the development.

Residual operational energy means any additional energy required by the development to operate which remains after accounting for energy efficiency and onsite renewable energy infrastructure.

Green Infrastructure means planned elements of building and landscape design that are designed and managed to deliver a wide range of ecosystem services, generally in the form of vegetation.

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EV enabled means development that has been constructed to include the enabling infrastructure for EV charging facilities through the installation of end point charging infrastructure to be provided at a future point in time.

Equivalent standard development means a development which shares similar characteristics to the proposed development but has only undertaken the minimum steps to meet any applicable targets or requirements of relevant regulatory controls.

53.xx-2 Operation

--/120--

The provisions of this clause contain:

- **Objectives.** An objective describes the desired outcome to be achieved in the completed development.
- **Standards.** A standard contains requirements to meet the objective. A standard should normally be met.

53.xx-3 Requirements

--/120--

An application to construct a building or construct or carry our works:

- Must meet all of the objectives of Clauses 53.XX-4 to 53.XX-11.
- Should meet all the Standards or performance measures specified in this clause. However, if the responsible authority is satisfied that an application for an alternative solution meets the objective, the alternative solution may be considered.

An application must be accompanied by details of proposed environmentally sustainable development measures, including a response to the Standards of this clause, in a Sustainability Management Plan.

53.xx-4 Operational Energy

--/120--

Objectives

To ensure new development achieves net zero carbon emissions from operational energy use.

To support the inclusion of renewable energy generation and ensure a transition to renewable energy sources.

To ensure higher levels of energy efficiency and reduce pressure on energy networks.

To support effective energy load management and storage.

To support development that demonstrates innovation in the delivery of carbon positive emission outcomes.

StandardsStandard A1

All residential developments should achieve an average 7 Star NatHERS rating.

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Standard A2

All developments should provide the following minimum requirements for onsite renewable energy generation:

DEVELOPMENT	REQUIREMENT
Single dwelling, Two or more dwellings on a lot (multi- dwellings other than apartments)	A 3kW minimum capacity solar photovoltaic (PV) system should be installed for each 1-2 bedroom dwelling and an additional 1.0kW per bedroom for each bedroom there-after.
Apartment development	Provide a solar PV system with a capacity of at least 25W per square metres of the development's site coverage, OR 1kW per dwelling.
Office, Retail, Place of Assembly.	Provide a solar PV system with a capacity of at least 25W per square metres of the development's site coverage.
Industrial & Warehouse	A solar PV system that is sized to meet the energy needs of the building(s) services (lighting, air-conditioning, industrial processes). When no industrial process is proposed, minimum 1.5kW per tenancy plus 1kW for every 150m ² of gross floor area must be provided, OR Where an energy intensive industrial process is likely, maximised based on the available unencumbered roof area.

Note: Alternative renewable energy sources where it can be established that the generation would be equal or greater than that generated by solar PV on site are acceptable.

Standard A3

All development should be designed to reflect the following hierarchy in achieving net zero carbon emissions from all operational energy use:

1. Design buildings to be all electric;
2. Design building orientation, envelope and openings to increase energy efficiency;
3. Selection of energy efficient systems, equipment and appliances;
4. Onsite generation of renewable energy;
5. Purchase of offsite renewable energy.

Standard A4

All new development should be designed to avoid consumption of natural gas or other onsite fossil fuels.

Standard A5

All developments should prioritise the use of passive design to maximise thermal comfort while minimising energy consumption for heating and cooling, including through the following:

- Optimising building siting and orientation.
- Optimising building envelope design to access winter warming sun, limit summer solar heat gain and access dominant cooling breezes.
- Managing wall to glazing ratios.
- External design which uses elements such as wingwalls, balconies, external shading devices to provide effective external shading of glazing in habitable rooms from summer solar heat loads.

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- Design which allows for containment of spaces that are artificially heated and cooled.

Standard A6

All development should be designed to minimise energy use including:

- Provision of clotheslines to allow natural drying of clothes and bedlinen, that do not impact the amenity of external secluded private open space, or internal room function.
- Provision of appropriate energy management systems (such as load management) to support use of renewable energy generated onsite and efficient energy consumption throughout the day.

Standard A7

All development should maximise potential utilisation of solar energy and where appropriate, wind, through the following measures:

- Ensuring electrical systems are designed to optimise the onsite consumption of generated electricity.
- Optimising roof form, pitch and orientation for photovoltaic arrays and/or solar air or water heating.
- Minimising shading and obstructions.
- Designing for appropriate roof structure to accommodate and access equipment.
- Consider spatial requirements for future renewable energy storage or other energy management systems.

Standard A8

All residual operational energy should be 100% renewable, purchased through government accredited off-site Green Power, power purchasing agreement or similar.

53.xx-5 Embodied Carbon**Objectives**

To encourage development that considers the lifecycle impacts of resource use and supports lower carbon emissions.

StandardsStandard B1

Development should reduce the impact of embodied carbon emissions in materials used through a combination of the following measures:

- Reusing all, or part, of existing buildings.
- Use of reclaimed or repurposed materials where appropriate.
- Use of new materials with a recycled content.
- Identifying opportunities to substitute high impact materials, such as concrete or steel, with materials with lower embodied carbon.
- Selecting materials from sources which have undertaken offsetting of any carbon emissions.

Standard B2

Development should demonstrate consideration of the potential for future adaptation and / or alternate uses where relevant, in the design of buildings.

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Standard B3

Development should contribute to the reduction in future embodied carbon through careful material selection, including:

- Utilising materials that are durable, reducing need for replacement.
- Utilising materials and construction methods which facilitate future recycling of materials.
- Considering the application of 'design for disassembly' principles.

53.xx-6 Sustainable Transport**Objectives**

To ensure development supports sustainable and equitable transport patterns through the provision of transport infrastructure that prioritises active transport.

To support and encourage zero emissions transport.

To support development that is designed to encourage behavioural changes to reduce transport related emissions and congestion.

To ensure that development is designed to accommodate the expected increase in use of lower emission modes of transport through the provision of infrastructure that is efficient and can adapt to meet changing needs and innovations in transport technology.

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Standards**Standard C1**

All development should provide the following rates of bicycle parking:

DEVELOPMENT	REQUIREMENT
New residential development	A minimum of one secure undercover bicycle space per dwelling. Where a lesser provision of bicycle parking is proposed, development should demonstrate how additional space (i.e. car parking spaces) could be repurposed for bicycle parking should demand arise. A minimum of one visitor bicycle space per 4 dwelling.
New retail development	A minimum of one secure undercover employee bicycle parking space per 100 sqm net leasable area. Visitor bicycle spaces equal to at least 5% of the peak visitors capacity.
New development associated with a Place of Assembly	A minimum of 2 secure staff bicycle spaces per 1500 sqm of a place of assembly. A minimum of four visitor spaces for the first 1500 sqm and 2 additional spaces for every 1500 sqm thereafter.
New office development	A minimum of one secure undercover staff bicycle parking space per 100 sqm net leasable area of office. A minimum of one visitor space per 500 sqm net leasable area of office.
For all other non-residential uses	Provide bicycle parking equal to at least 10% of regular occupants.

Standard C2

All non-residential developments should provide:

- One shower for the first 5 employee bicycle spaces, plus 1 to each 10 employee bicycle spaces thereafter.
- Personal lockers are to be provided with each bicycle space required if 10 or more employee bicycle spaces are provided.
- If more than 30 bicycle spaces are required, then a change room should be provided with direct access to each shower. The change room may be a combined shower and change room.

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Standard C3

All development should be designed to support the use of electric vehicles through the provision of:

DEVELOPMENT	REQUIREMENT
Single dwellings / Two or more dwellings on a lot	Appropriate infrastructure and cabling to support at least moderate speed, efficient EV charging (with / without the EV charger unit) in each garage / carport.
Apartment development	<p>Electrical capacity capable of supporting the provision of an appropriate moderate speed, efficient EV charging outlet to all car parking spaces.</p> <p>Appropriate EV infrastructure and cabling must be provided to ensure peak demand is managed for example, distribution boards, power use metering systems, scalable load management systems, and cable trays or conduit installation.</p>
Non-residential development under 5,000 sqm gross floor area	<p>Electrical capacity capable of supporting the provision of an appropriate moderate speed, efficient EV charging outlet to 20% of all staff car parking spaces (or a minimum of one space).</p> <p>Appropriate EV infrastructure and cabling must be provided to ensure peak demand is managed, for example, distribution boards, power use metering systems, scalable load management systems, and cable trays or conduit installation.</p>
Non-residential development over 5,000 sqm gross floor area	<p>Installed EV charging infrastructure complete with chargers and signage to 5% of all car parking spaces.</p> <p>Electrical capacity capable of supporting the provision of an appropriate moderate speed, efficient EV charging outlet to 20% of all staff car parking spaces (or a minimum of one space).</p> <p>Appropriate EV infrastructure and cabling must be provided to ensure peak demand is managed for example, distribution use metering systems, scalable load management systems, and cable trays or conduit installation.</p>

Standard C4

All bicycle parking facilities should be designed for convenient access, including:

- Locating the majority of bicycle parking facilities for occupants at ground level, where this does not compromise other relevant objectives.
- For bicycle parking not at ground level, providing the majority within 10 metres of vertical pedestrian access ways (i.e. lifts, stairs).
- Providing safe access to bicycle parking facilities in basement car parks via a separate line of travel or by clearly signalling cycle priority through surface treatments and to facilities accessed via lanes by providing suitable lighting and surveillance.
- Ensuring any lifts used to access bicycle parking areas are at least 1800mm deep.
- Ensuring at least 20% of residential bicycle parking facilities are of a type which support equitable access through a combination of well-spaced ground level facilities to

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support ease of use and provision of parking spaces to accommodate a diverse range of bicycles (such as cargo bikes or three wheeled bikes).

Standard C2

All car parking facilities should be designed to support the charging of shared or visitor vehicles through:

- The provision of a minimum of one EV enabled shared parking space if visitor or shared parking spaces are proposed.
- Locating shared EV charging space(s) in highly visible, priority locations.
- Providing clear signage indicating that EV charging is available at the shared space(s).

Standard C3

All car parking facilities should be designed to support the charging of motorcycle, moped, electric bicycle or scooters through:

- Providing electrical capacity for appropriate charging outlets at the parking / storage area.
- Providing a general power outlet for every six vehicle parking spaces to support charging.

Standard C4

All development should be designed to support modal shift to more sustainable forms of transport through:

- Locating low and zero emission vehicles in a prominent, accessible locations within parking facilities.
- Designing car parking facilities to be adaptable to other uses.
- Adopting flexibility in the allocation of car parking spaces to facilitate adaptable uses or transfer of ownership.

53.xx-7 Integrated Water Management**Objectives**

To support development that minimises total operating potable water use.

To support development that reduces the amount of stormwater runoff on site, and improves its quality of stormwater, and impacts for stormwater that leaves a development.

To ensure development considers and addresses the impact of future climate conditions in the management of water resources.

To encourage development that supports innovation in the use and reuse of water

StandardsStandard D1

All development should be designed to reduce potable water use on site by at least 30% in interior and irrigation uses, in comparison to an equivalent standard development, with use of roof harvested rainwater supply prioritised in the delivery of reductions.

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Standard D2

Design developments to use water resources efficiently through a range of measures, including;

- Collection of rainwater from above ground catchments, and appropriate filtering for on-site use for toilet flushing as a minimum, and additional uses such as laundry, irrigation, wash down facilities, etc.
- Capture of fire-test water for on-site reuse.
- Collection of stormwater for on-site reuse.
- Considering opportunities for onsite recycling of wastewater through the installation of approved greywater or blackwater systems.
- Reducing potable water use for irrigation by selection of drought tolerant landscaping, design for passive irrigation, and selection of efficient irrigation systems where needed.
- Connecting to a precinct scale Class A recycled water source if available and technically feasible (including a third pipe connection to all non-potable sources).
- Providing water efficient fixtures, fittings and equipment.

Standard D3

Reduce the volume and flow of stormwater discharging from the site by appropriate on-site detention and on-site retention strategies, consistent with catchment scale IWM objectives and targets.

Standard D4

Improve the quality of stormwater discharging from the site by meeting best practice urban stormwater standards.

53.xx-8 Green Infrastructure**Objectives**

To deliver development that protects existing landscape values on and adjoining the development site, including canopy, vegetation, and habitat for biodiversity.

To deliver development that increases vegetation, particularly indigenous and native vegetation, and enhances existing landscape values, connects biodiversity corridors and increases the resilience of ecosystems.

To ensure landscaping proposed as part of development will be resilient to future climate conditions and supports integrated water management and energy efficiency outcomes.

To support development that increases amenity, improves connections to surrounding natural landscapes and supports health and wellbeing.

To encourage development that provides opportunities for on-site food production.

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Standards**Standard E1**

All new development should achieve a Green Factor score of 0.55 (0.25 for industrial and warehouse uses)

OR

A minimum of at least 40% of the total site coverage area (20% for Industrial or Warehouse) must comprise green cover (external landscaping) that delivers at least one of the following:

- A minimum of 65% of the required green cover area as new or existing canopy planting and a minimum of 35% as understory planting. Canopy planting and understory planting can overlap.
- Species selection and associated planting arrangement comprising native and / or indigenous species which provides habitat for native fauna.
- Green cover which is located to provide maximum benefit in relation to the cooling of the adjoining public realm. Green walls or facades under this pathway must benefit the public realm and be on the lower levels of the building.

Standard E2

Green infrastructure should:

- Support the creation of complex and biodiverse habitat.
- Provide a layered approach, incorporating both understory and canopy planting.
- Provide either native, indigenous and/or climate change resilient exotic plants that provide resources for native fauna.
- Support the creation of vegetation links between areas of high biodiversity through planting selection and design.
- Ensure species selection is appropriate to address expected future climate conditions.

Standard E3

Siting of buildings should seek to retain existing mature canopy trees (excluding invasive species) or significant areas of other green cover which contribute to biodiversity corridors and habitat.

Standard E4

Development should ensure appropriate measures are integrated to support the establishment and ongoing maintenance of landscaping

53.xx-9 Climate Resilience**Objectives**

To improve the resilience of the built environment to climate change related hazards and natural disasters.

To deliver development that reduces the urban heat island effect.

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Standards**Standard F1**

Provide at least 75% of the development's total site area with a combination of the following elements to reduce the impact of the urban heat island effect:

- Green infrastructure.
- Roof and shading structures with cooling colours and finishes that have a solar reflectance index (SRI) of:
 - For roofing with less than 15 degree pitch, a SRI of at least 80.
 - For roofing with a pitch of greater than 15 degrees, a SRI of at least 40
- Water features or pools.
- Hardscaping materials with SRI of minimum 40.

Standard F2

New development should demonstrate that future climate impacts have been considered and addressed in any design response.

Standard F3

Pedestrian pathways should be designed with thermal comfort in mind. This includes incorporating landscaping (tree canopy and other vegetation), shading and covered structures.

53.xx-10 Indoor Environmental Quality**Objectives**

To support development that achieves safe and healthy indoor environments, specifically addressing:

- Thermal comfort.
- Thermal safety.
- Access to clean, fresh air.
- Access to daylight and sunlight.
- Harmful indoor air pollutants.

To deliver development that considers the impact of future climate conditions on indoor environment quality.

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StandardsStandard G1

Buildings should be designed to be able to provide appropriate levels of thermal comfort without reliance on mechanical heating and cooling systems, as follows:

DEVELOPMENT	REQUIREMENT
Single dwellings	All habitable rooms should be cross ventilated.
Two or more dwellings on a lot (other than apartments)	
Apartment development Residential Buildings	60% of all apartments should be effectively naturally ventilated, either via cross ventilation, single-sided ventilation or a combination At least 40% of apartments on every floor to be cross ventilated.
Non-Residential development	All regular use areas of non-residential spaces should be effectively naturally ventilated; or commensurate mechanical measures provided.

Standard G2

Buildings should achieve a daylight level across the entirety of every habitable room of 100 lux and of 50 lux across the entirety of any other regularly occupied space.

Standard G3

Internal spaces in buildings should utilise natural light to minimise the use of artificial lighting during daylight hours, unless the proposed use of the room is contrary to the provision of glazing.

Standard G4

Primary living areas of at least 70% of all dwellings in a development should achieve direct sunlight for 2 hours on the 21st day of June to at least 1.5m deep into the room through glazing.

Standard G5

Development should include openable external windows to circulation corridors and lift lobbies to facilitate natural ventilation for residential development below six storeys.

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Standard G6

Development should use materials which are low toxicity in manufacture and use, and that do not cause harm to people or ecosystems.

53.xx-11 Waste and Resource Recovery**Objectives**

To facilitate development that supports functional waste recovery and management.

To enable the continuous improvement of sustainable waste management and resource recovery.

StandardsStandard H1

Development should include:

- Adequate waste and recycling infrastructure to manage the waste demand of the development in a sustainable manner and to support recycling, such as an appropriate number of bins, waste chutes, and cleaning facilities.
- Waste and recycling infrastructure and enclosures which are:
 - Adequately ventilated.
 - Integrated into the design of the development.
 - Located and designed for convenient access by occupants and made easily accessible to people with limited mobility
 - Signposted to support recycling and reuse.
- Adequate facilities or arrangements for bin washing.

Standard H2

Development should be designed to facilitate:

- Collection, separation and storage, and where appropriate, opportunities for on-site management of food waste through composting or other waste recovery as appropriate.
- Collection, storage, and reuse of garden waste, including opportunities for on-site treatment, where appropriate, or off-site removal for reprocessing.
- Collection and storage of glass recycling
- Collection and storage of containers under any Container Deposit Scheme as appropriate for the proposed use and scale.
- The provision of adequate circulation space on site to allow waste and recycling collection vehicles to enter and leave the site without reversing.
- Waste and recycling separation, storage and collection designed and managed in accordance with an approved Waste Management Plan, if required by the responsible authority.
- For apartment development, the provision of space for communal storage of additional waste streams including E waste, hard waste and textiles.

Standard H3

An application should demonstrate through the provision of a Construction / Demolition Waste Management Plan, if required by the Responsible Authority, that all practical and feasible practices and activities to minimise waste and increase resource recovery will be implemented.

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53.xx-12 Decision guidelines

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Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider:

- *The extent to which the development meets the objectives and requirements of this policy from the design stage through to construction and operation.*
- *Whether alternative design responses to the identified Standards would achieve greater alignment with precinct specific objectives related to environmental sustainability.*
- *Whether the proposed environmentally sustainable development initiatives are reasonable having regard to the type and scale of the development and any site constraints.*
- *The response to any other matters relating to environmentally sustainable development outlined in this planning scheme.*
- *Any relevant water and stormwater management objective, policy or statement set out in this planning scheme.*
- *The contribution the development makes to mitigation of the urban heat island effect and adaptation to changing climatic conditions.*
- *The feasibility and approach to maintenance of proposed green infrastructure.*
- *The quality of the integrated water management approach proposed for the development.*
- *The impact of the removal of any mature canopy trees or vegetation which contributes to natural ecosystems and the measures proposed to mitigate these impacts.*

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31/07/2018
VC148

SCHEDULE TO CLAUSE 72.08 BACKGROUND DOCUMENTS

1.0

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Background documents

Name of background document	Amendment number - clause reference
Guidelines for Sustainable Building Design (XXXXXXXX, 20XX)	CXXX - 53.XX

CONFIDENTIAL DRAFT



SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH

PART B: PLANNING ADVICE

for the **Municipal Association of Victoria** on behalf of **CASBE**

March 2022



urban planning | urban design | landscape architecture

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

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SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

1.0 INTRODUCTION

Hansen Partnership, Hip V Hype and Frontier Economics have been engaged to provide advice on a range of draft ESD standards proposed for inclusion in the planning schemes of a growing number of participating councils. These standards represent an 'elevation' of existing standards currently found in the local policies of 20 of Victoria's councils.

A total of 31 Victorian councils are involved in the 'Elevating Environmentally Sustainable Development (ESD) Targets Planning Policy Amendment' project (the project), indicating the increasing awareness of the importance of planning in delivering ESD. It also signals the importance that planning plays in the ability of local governments to act in response to their communities concerns, expressed through various declarations associated with the climate emergency.

Hansen's role has been to review the proposed standards and recommend adjustments, and to provide advice on related questions of implementation. HIP V. HYPE undertook an assessment of the technical and financial implications of the Standards (Component A), and Frontier Economics considered undertook a cost benefit analysis (Component C).

This report contains two key sections - the first documents the outcomes of a review of draft standards provided to the project group, bringing together input from not only Hansen, but also technical advice and feedback from stakeholders. The second component of this report responds to a series of questions related to how those Standards could, or should, be implemented through Victoria's planning system, before the report concludes with a series of recommendations.



2.0 PEER REVIEW OF STANDARDS

Hansen have undertaken a thorough review of the proposed Standards. The outcome of this review and associated discussion is contained in this section of the report.

The review process comprised a number of stages:

- Initial review and identification of matters which were not appropriate for implementation through a planning scheme. Some of these were identified as more appropriate as guidelines, some were identified as duplicating other standards, and others were not matters that are suitably addressed through a planning scheme, for example:

All engineered wood should meet the maximum total indoor pollutant emissions limits as set out in most current GECA, Global GreenTag GreenRate, Green Star or WELL standards.

- A workshop was then held with members of the client group who had been involved in a 'strategic working group', developing the Standards in their early phases. Through this process, the intent behind particular Standards was discussed and additional Standards resolved for removal, modification or consolidation were identified.
- Hansen then undertook a more thorough review of the Standards considering the following:
 - The likely implementation mechanism and therefore the appropriate 'framing' of the Objectives and Standards.
 - Existing content within planning schemes, and content proposed through current reforms.
 - Opportunities for simplification and clarification.
 - The ability for planners to assess the proposed Standards and the ways in which they might do so.
- Following this, the Standards were further updated on the basis of advice prepared as part of Component A of this project which examined the technical feasibility and viability of the proposed Standards. Where technical challenges were identified with respect to implementing and embedding relevant standards, corresponding adjustments were made to address this.
- The Standards were also tested with a number of stakeholder groups, such as ESD practitioners and peak industry bodies.

The updated Objectives and Standards are included on the following pages, followed by identification of Standards which are recommended to not be pursued further as part of this project.

There are a number of matters to note:

- The Objectives and Standards have been arranged thematically. However, these themes have been adjusted from those originally proposed. The rationale for these adjustments is outlined in the highlight box opposite.
- While the particular requirements of development have been retained as 'Standards', it is noted that these may require further translation once the preferred implementation mechanism has been confirmed and DELWP preferences ascertained. For example - it may be that more specific Performance Measures and Criteria are preferred, or Requirements and Guidelines. See Implementation into Planning Schemes for further details.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

THEMES**ENERGY**

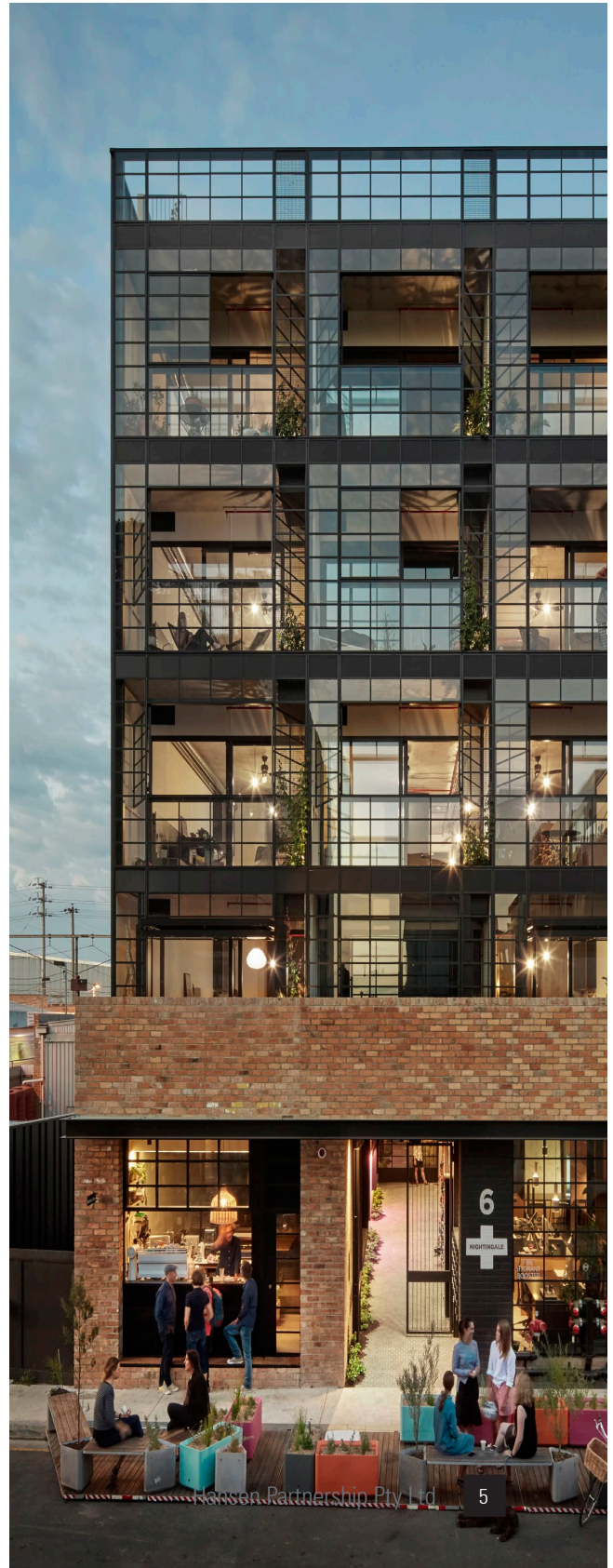
This theme has been split into Operational Energy and Embodied Carbon. This allows for the splitting of objectives related to these two matters. The introduction of a new Embodied Carbon theme allows for an increased emphasis on this and to provide a logical 'home' for Standards which are seeking to achieve objectives related to this. While most of the Standards in this theme are not quantitative or specific, it provides the opportunity for later updates as consideration of embodied carbon becomes more resolved.

GREEN INFRASTRUCTURE

This theme replaces Urban Ecology. While urban ecology is important, as a theme it fails to appropriately encompass the range of matters addressed under this heading and is perhaps more aligned with specific 'biodiversity' outcomes which are often situated in other parts of the scheme. Green Infrastructure allows a greater focus on health and wellbeing considerations alongside biodiversity outcomes.

WASTE & RESOURCE RECOVERY

While this theme was originally identified as Waste, Materials & the Circular Economy, much of the content related to materials has been moved to the Embodied Carbon theme. While the Objectives of this theme certainly relate to the development of a circular economy, it is considered that the Standards proposed under this relate primarily to waste and resource recovery rather than the broader circular economy and so a thematic heading which reflects that provides greater clarity.



SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

2.1 THE OBJECTIVES AND STANDARDS

The table is broken into relevant themes, and for each a series of Objectives are detailed. Below these the revised Standards are included. These have been subject to a rigorous process of review and testing with stakeholders but should be subject to a further round of review prior to any exhibition of a Planning Scheme Amendment

For each theme, the relevant Objectives which the Standard is intended to deliver is identified, along with some commentary as to how the standards would be assessed through the proposed process. It is important that all the Standards are practical in terms of how they can be assessed by any decision-maker and also that they do not impose unreasonable burdens on applicants. These should be read in conjunction with the discussion at Section 2.3 on application requirements and supporting material.

THEME: OPERATIONAL ENERGY

Objectives

- .1 To ensure new development achieves net zero carbon emissions from operational energy use.
- .2 To support the inclusion of renewable energy generation and ensure a transition to renewable energy sources.
- .3 To ensure higher levels of energy efficiency and reduce pressure on energy networks.
- .4 To support effective energy load management and storage.
- .5 To support development that demonstrates innovation in the delivery of carbon positive emission outcomes.

Standards	Assessment process	Objectives
<p>S1 All development should be designed to reflect the following hierarchy in achieving net zero carbon performance from all operational energy use:</p> <ol style="list-style-type: none"> 1. Design buildings to be all electric; 2. Design building orientation, envelope and openings to increase energy efficiency; 3. Selection of energy efficient systems, equipment and appliances; 4. Onsite generation of renewable energy; 5. Purchase of offsite renewable energy. 	<p>As part proposed Sustainability Management Plan (SMP) templates (see Section 2.3) a 'checklist' could be included which, on completion, provides the planner or other decision-maker with a clear understanding of the order and steps taken by the applicant to meet the Standard.</p>	<p>1, 2, 3, 4, 5.</p>

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Standards	Assessment process	Objectives
<p>S2</p> <p>All new development should be designed to avoid consumption of natural gas or other onsite fossil fuels.</p>	<p>This can be clearly identified in the SMP and on relevant plans, including the proposed Sustainability Response Plan. The Guidelines document will provide 'helpful hints' as to ways to overcome common issues with gas. The Guidelines should also include a clear list of uses for which discretion may be warranted from this standard, and any associated parameters.</p> <p>It is noted that advocacy for corresponding changes to the VPPs to address the issue of gas providers as Determining Authority for some permit applications will also need to be pursued.</p>	1
<p>S3</p> <p>All development should be designed to reflect the following hierarchy in achieving net zero carbon emissions from all operational energy use:</p> <ol style="list-style-type: none"> 1. Design buildings to be all electric; 2. Design building orientation, envelope and openings to increase energy efficiency; 3. Selection of energy efficient systems, equipment and appliances; 4. Onsite generation of renewable energy; 5. Purchase of offsite renewable energy. 	<p>This would be assessed through review of built form as shown on plans, and also as articulated through the SMP. Appropriate design responses would vary dependant on context, but examples of common best practice could be provided through the Guidelines.</p>	3
<p>S4</p> <p>All development should be designed to minimise energy use including:</p> <ul style="list-style-type: none"> • Provision of clotheslines to allow natural drying of clothes and bedlinen, that do not impact the amenity of external secluded private open space, or internal room function. • Provision of appropriate energy management systems (such as load management) to support use of renewable energy generated onsite and efficient energy consumption throughout the day. 	<p>Clothes drying areas would be marked on plans allowing for easy assessment and SMP would contain details of any proposed energy management systems as part of documentation. Guidelines again, could provide details as to common and cost effective forms of energy management for different typologies.</p>	3, 4
<p>S5</p> <p>All residential developments should achieve an average 7 Star NatHERS rating.</p>	<p>Relevant NatHERs modelling reports would be incorporated into the SMP.</p> <p>Note: it is anticipated that this Standard will be removed following delivery of Victoria's commitment to pursuing this standard through updates to the building regulations.</p>	1, 3, 4

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Standards	Assessment process	Objectives
<p>S6 All development should maximise potential utilisation of solar energy and where appropriate, wind, through the following measures:</p> <ul style="list-style-type: none"> • Ensuring electrical systems are designed to optimise the onsite consumption of generated electricity. • Optimising roof form, pitch and orientation for photovoltaic arrays and/or solar air or water heating. • Minimising shading and obstructions. • Designing for appropriate roof structure to accommodate and access equipment. • Consider spatial requirements for future renewable energy storage or other energy management systems. 	<p>The SMP would provide detail on measures proposed, and the Guidelines would provide certainty as to what matters might need to be specified in terms of electrical systems for different typologies.</p> <p>Plans, including the Sustainability Response Plan, could detail roof characteristics allow for assessment, and again, the Guidelines could clearly articulate appropriate responses in different contexts.</p> <p>Where relevant and if load management or storage is suggested to be part of the response, relevant notations and definition of spatial requirements on plans could be sought.</p>	<p>1, 2, 4</p>



SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Standards		Assessment process	Objectives										
<p>S7 All developments should provide the following minimum requirements for onsite renewable energy generation:</p> <table border="1"> <thead> <tr> <th>DEVELOPMENT</th> <th>REQUIREMENT</th> </tr> </thead> <tbody> <tr> <td>Single dwelling, Two or more dwellings on a lot (multi-dwellings other than apartments)</td> <td>A 3kW minimum capacity solar photovoltaic (PV) system should be installed for each 1-2 bedroom dwelling and an additional 1.0kW per bedroom for each bedroom there-after.</td> </tr> <tr> <td>Apartment development</td> <td>Provide a solar PV system with a capacity of at least 25W per square meters of the development’s site coverage, OR 1kW per dwelling.</td> </tr> <tr> <td>Office, Retail, Other non-residential</td> <td>Provide a solar PV system with a capacity of at least 25W per square meters of the development’s site coverage.</td> </tr> <tr> <td>Industrial & Warehouse</td> <td>A solar PV system that is: Sized to meet the energy needs of the building(s) services (lighting, air-conditioning, industrial processes). When no industrial process is proposed, minimum 1.5kW per tenancy plus 1kW for every 150m² of gross floor area must be provided, OR Where an energy intensive industrial process is likely, maximised based on the available unencumbered roof area.</td> </tr> </tbody> </table>		DEVELOPMENT	REQUIREMENT	Single dwelling, Two or more dwellings on a lot (multi-dwellings other than apartments)	A 3kW minimum capacity solar photovoltaic (PV) system should be installed for each 1-2 bedroom dwelling and an additional 1.0kW per bedroom for each bedroom there-after.	Apartment development	Provide a solar PV system with a capacity of at least 25W per square meters of the development’s site coverage, OR 1kW per dwelling.	Office, Retail, Other non-residential	Provide a solar PV system with a capacity of at least 25W per square meters of the development’s site coverage.	Industrial & Warehouse	A solar PV system that is: Sized to meet the energy needs of the building(s) services (lighting, air-conditioning, industrial processes). When no industrial process is proposed, minimum 1.5kW per tenancy plus 1kW for every 150m ² of gross floor area must be provided, OR Where an energy intensive industrial process is likely, maximised based on the available unencumbered roof area.	<p>The solar PV proposed would be shown on the plans and detailed in the SMP, allowing for easy assessment against the Standard. There will clearly be some instances where there is a need for discretion in the application of this Standard, including where roofs are already overshadowed (where the application of such a requirement would be unreasonable) or where a better overall sustainability outcome is generated through a combination of measures proposed for the site which results in this Standard not being appropriate. In order to ensure transparency, situations where discretion would always lead to the Standard not being applied should be clearly outlined in the Guidelines or suitable wording added to the Standard. Other situations where discretion may be exercised could be identified though case study examples but should not be specifically listed within the Guidelines. Where relevant these matters could be integrated into decision guidelines.</p>	<p>1, 2</p>
DEVELOPMENT	REQUIREMENT												
Single dwelling, Two or more dwellings on a lot (multi-dwellings other than apartments)	A 3kW minimum capacity solar photovoltaic (PV) system should be installed for each 1-2 bedroom dwelling and an additional 1.0kW per bedroom for each bedroom there-after.												
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<p>S8 All residual operational energy should be 100% renewable, purchased through government accredited off-site Green Power, power purchasing agreement or similar.</p>		<p>See Section 3.7 for more in depth discussion of how this Standard could be implemented and assessed.</p>	<p>1</p>										

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

THEME: EMBODIED CARBON**Objectives**

- .1 To encourage development that considers the lifecycle impacts of resource use and supports lower carbon emissions.**

Standards	Assessment process	Objectives
<p>S9</p> <p>Development should reduce the impact of embodied carbon emissions in materials used through a combination of the following measures:</p> <ul style="list-style-type: none"> Reusing all, or part, of existing buildings. Use of reclaimed or repurposed materials where appropriate. Use of new materials with a recycled content. Identifying opportunities to substitute high impact materials, such as concrete or steel, with materials with lower embodied carbon. Selecting materials from sources which have undertaken offsetting of any carbon emissions. 	<p>The SMP would provide detail on measures proposed by the applicant to meet this Standard. The template could be structured to identify opportunities, which the applicant could confirm if they have taken up or not. Guidelines could provide guidance as to the reductions that would be considered reasonable and the circumstances where discretion would be anticipated.</p>	1
<p>S10</p> <p>Development should demonstrate consideration of the potential for future adaptation and / or alternate uses where relevant, in the design of buildings.</p>	<p>This could be detailed in the SMP, where a template could provide a checklist of measures that have been considered in response to the Standard.</p> <p>The relevant section of the Guidelines could provide best practice case study examples.</p>	1
<p>S11</p> <p>Development should contribute to the reduction in future embodied carbon through careful material selection, including:</p> <ul style="list-style-type: none"> Utilising materials that are durable, reducing need for replacement. Utilising materials and construction methods which facilitate future recycling of materials. Considering the application of 'design for disassembly' principles. 	<p>Materials and finishes specifications are anticipated to be provided as per standard application requirements. This would allow assessment against the first and second dot point. Similarly to the above, the SMP template could provide a checklist against matters which have been considered by the applicant in responding to the Standard.</p> <p>Guidelines again could provide locally relevant case studies and ideas that could be considered by applicants.</p>	1

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

THEME: SUSTAINABLE TRANSPORT

Objectives

- .1 To ensure development supports sustainable and equitable transport patterns through the provision of transport infrastructure that prioritises active transport.
- .2 To support and encourage zero emissions transport.
- .3 To support development that is designed to encourage behavioural changes to reduce transport related emissions and congestion.
- .4 To ensure that development is designed to accommodate the expected increase in use of lower emission modes of transport through the provision of infrastructure that is efficient and can adapt to meet changing needs and innovations in transport technology.

Standards	Assessment process	Objectives												
<p>S12 All development should provide the following rates of bicycle parking:</p> <table border="1"> <thead> <tr> <th>DEVELOPMENT</th> <th>REQUIREMENT</th> </tr> </thead> <tbody> <tr> <td>New residential development</td> <td>A minimum of one secure undercover bicycle space per dwelling. Where a lesser provision of bicycle parking is proposed, development should demonstrate how additional space (i.e. car parking spaces) could be repurposed for bicycle parking should demand arise. A minimum of one visitor bicycle space per 4 dwelling.</td> </tr> <tr> <td>New retail development</td> <td>A minimum of one secure undercover employee bicycle parking space per 100 sqm net leasable area. Visitor bicycle spaces equal to at least 5% of the peak visitors capacity.</td> </tr> <tr> <td>New development associated with a Place of Assembly</td> <td>A minimum of 2 secure staff bicycle spaces per 1500 sqm of a place of assembly. A minimum of four visitor spaces for the first 1500 sqm and 2 additional spaces for every 1500 sqm thereafter.</td> </tr> <tr> <td>New office development</td> <td>A minimum of one secure undercover staff bicycle parking space per 100 sqm net leasable area of office. A minimum of one visitor space per 500 sqm net leasable area of office.</td> </tr> <tr> <td>For all other non-residential uses</td> <td>Provide bicycle parking equal to at least 10% of regular occupants.</td> </tr> </tbody> </table>	DEVELOPMENT	REQUIREMENT	New residential development	A minimum of one secure undercover bicycle space per dwelling. Where a lesser provision of bicycle parking is proposed, development should demonstrate how additional space (i.e. car parking spaces) could be repurposed for bicycle parking should demand arise. A minimum of one visitor bicycle space per 4 dwelling.	New retail development	A minimum of one secure undercover employee bicycle parking space per 100 sqm net leasable area. Visitor bicycle spaces equal to at least 5% of the peak visitors capacity.	New development associated with a Place of Assembly	A minimum of 2 secure staff bicycle spaces per 1500 sqm of a place of assembly. A minimum of four visitor spaces for the first 1500 sqm and 2 additional spaces for every 1500 sqm thereafter.	New office development	A minimum of one secure undercover staff bicycle parking space per 100 sqm net leasable area of office. A minimum of one visitor space per 500 sqm net leasable area of office.	For all other non-residential uses	Provide bicycle parking equal to at least 10% of regular occupants.	<p>Bicycle parking areas and proposed numbers should be included on relevant plans. They should also be detailed with the relevant SMP (see recommendation for consolidation of current Green Travel Plan requirements with a single SMP). SMP template could contain an adjustable table with the relevant uses so applicants can just add in relevant floor areas and identify numbers of bicycle parking spaces provided, with justification for any reduction required. This template could also allow for the easy identification of the number of 'other' types of bicycle parking provided (i.e. cargo bikes, electric bikes spaces with charging etc).</p>	<p>1, 2, 4</p>
DEVELOPMENT	REQUIREMENT													
New residential development	A minimum of one secure undercover bicycle space per dwelling. Where a lesser provision of bicycle parking is proposed, development should demonstrate how additional space (i.e. car parking spaces) could be repurposed for bicycle parking should demand arise. A minimum of one visitor bicycle space per 4 dwelling.													
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SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Standards	Assessment process	Objectives
<p>S13</p> <p>All non-residential developments should provide:</p> <ul style="list-style-type: none"> • One shower for the first 5 employee bicycle spaces, plus 1 to each 10 employee bicycle spaces thereafter. • Personal lockers are to be provided with each bicycle space required if 10 or more employee bicycle spaces are provided. • If more than 30 bicycle spaces are required, then a change room should be provided with direct access to each shower. The change room may be a combined shower and change room. 	<p>As above, this could be included as a table to fill out in any SMP template, and should be marked on relevant plans.</p>	<p>1, 2, 4</p>
<p>S14</p> <p>All bicycle parking facilities should be designed for convenient access, including:</p> <ul style="list-style-type: none"> • Locating the majority of bicycle parking facilities for occupants at ground level, where this does not compromise other relevant objectives. • For bicycle parking not at ground level, providing the majority within 10 meters of vertical pedestrian access ways (i.e. lifts, stairs). • Providing safe access to bicycle parking facilities in basement carparks via a separate line of travel or by clearly signalling cycle priority through surface treatments and to facilities accessed via lanes by providing suitable lighting and surveillance. • Ensuring any lifts used to access bicycle parking areas are at least 1800mm deep. • Ensuring at least 20% of residential bicycle parking facilities are of a type which support equitable access through a combination of well-spaced ground level facilities to support ease of use and provision of parking spaces to accommodate a diverse range of bicycles (such as cargo bikes or three wheeled bikes). 	<p>Details of how the design has considered easy access could be documented in the SMP, with relevant content included on plans. The Guidelines should include examples of application types for which dot points relating to ground floor locations and separate lines of travel may not be appropriate. As with previous Standards, where decision guidelines etc are used, these matters could be addressed there.</p>	<p>1, 2, 4</p>

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Standards		Assessment process	Objectives										
<p>S15 All development should be designed to support the use of electric vehicles through the provision of:</p> <table border="1"> <thead> <tr> <th>DEVELOPMENT</th> <th>REQUIREMENT</th> </tr> </thead> <tbody> <tr> <td>Single dwellings / Two or more dwellings on a lot</td> <td>Appropriate infrastructure and cabling to support at least moderate speed, efficient EV charging (without the EV charger unit) in each garage/ carport.</td> </tr> <tr> <td>Apartment development</td> <td>Electrical capacity capable of supporting the provision of an appropriate moderate speed, efficient EV charging outlet to all car parking spaces. Appropriate EV infrastructure and cabling must be provided to ensure peak demand is managed for example, distribution boards, power use metering systems, scalable load management systems, and cable trays or conduit installation.</td> </tr> <tr> <td>Non-residential development under 5,000 sqm gross floor area</td> <td>Electrical capacity capable of supporting the provision of an appropriate moderate speed, efficient EV charging outlet to 20% of all staff car parking spaces (or a minimum of one space). Appropriate EV infrastructure and cabling must be provided to ensure peak demand is managed, for example, distribution boards, power use metering systems, scalable load management systems, and cable trays or conduit installation.</td> </tr> <tr> <td>Non-residential development over 5,000 sqm gross floor area</td> <td>Installed EV charging infrastructure complete with chargers and signage to 5% of all car parking spaces. Electrical capacity capable of supporting the provision of an appropriate moderate speed, efficient EV charging outlet to 20% of all staff car parking spaces (or a minimum of one space). Appropriate EV infrastructure and cabling must be provided to ensure peak demand is managed for example, distribution use metering systems, scalable load management systems, and cable trays or conduit installation.</td> </tr> </tbody> </table>		DEVELOPMENT	REQUIREMENT	Single dwellings / Two or more dwellings on a lot	Appropriate infrastructure and cabling to support at least moderate speed, efficient EV charging (without the EV charger unit) in each garage/ carport.	Apartment development	Electrical capacity capable of supporting the provision of an appropriate moderate speed, efficient EV charging outlet to all car parking spaces. Appropriate EV infrastructure and cabling must be provided to ensure peak demand is managed for example, distribution boards, power use metering systems, scalable load management systems, and cable trays or conduit installation.	Non-residential development under 5,000 sqm gross floor area	Electrical capacity capable of supporting the provision of an appropriate moderate speed, efficient EV charging outlet to 20% of all staff car parking spaces (or a minimum of one space). Appropriate EV infrastructure and cabling must be provided to ensure peak demand is managed, for example, distribution boards, power use metering systems, scalable load management systems, and cable trays or conduit installation.	Non-residential development over 5,000 sqm gross floor area	Installed EV charging infrastructure complete with chargers and signage to 5% of all car parking spaces. Electrical capacity capable of supporting the provision of an appropriate moderate speed, efficient EV charging outlet to 20% of all staff car parking spaces (or a minimum of one space). Appropriate EV infrastructure and cabling must be provided to ensure peak demand is managed for example, distribution use metering systems, scalable load management systems, and cable trays or conduit installation.	<p>SMPs will contain a section which includes details of EV provisions proposed on site. The template could be set up to allow easy assessment against the Standards. Location of relevant infrastructure should also be shown on relevant plans.</p>	<p>2, 3, 4, 5</p>
DEVELOPMENT	REQUIREMENT												
Single dwellings / Two or more dwellings on a lot	Appropriate infrastructure and cabling to support at least moderate speed, efficient EV charging (without the EV charger unit) in each garage/ carport.												
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SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Standards	Assessment process	Objectives
<p>S16</p> <p>All car parking facilities should be designed to support the charging of shared or visitor vehicles through:</p> <ul style="list-style-type: none"> The provision of a minimum of one EV enabled shared parking space if visitor or shared parking spaces are proposed. Locating shared EV charging space(s) in highly visible, priority locations. Providing clear signage indicating that EV charging is available at the shared space(s). 	<p>As with above this information could be detailed in the EV section of the SMP through use of a template model, and through the inclusion of relevant spatial details on the plans.</p>	2,3,4,5
<p>S17</p> <p>All car parking facilities should be designed to support the charging of motorcycle, moped, electric bicycle or scooters through:</p> <ul style="list-style-type: none"> Providing electrical capacity for appropriate charging outlets at the parking / storage area. Providing a general power outlet for every six vehicle parking spaces to support charging. 	As above.	2, 3, 4
<p>S18</p> <p>All development should be designed to support modal shift to more sustainable forms of transport through:</p> <ul style="list-style-type: none"> Locating low and zero emission vehicles in a prominent, accessible locations within parking facilities. Designing car parking facilities to be adaptable to other uses. Adopting flexibility in the allocation of car parking spaces to facilitate adaptable uses or transfer of ownership. 	<p>SMP template could provide a section where applicant can outline steps they have taken to support modal shift which may include measures beyond those identified in the Standard. Where items included in the Standard have not been pursued by the applicant the expectation would be the rationale for this is documented in the SMP also.</p>	1, 2, 4, 5

THEME: INTEGRATED WATER MANAGEMENT

Objectives

- .1 To support development that minimises total operating potable water use.
- .2 To support development that reduces the amount of stormwater runoff on site, and improves its quality of stormwater, and impacts for stormwater that leaves a development.
- .3 To ensure development considers and addresses the impact of future climate conditions in the management of water resources.
- .4 To encourage development that supports innovation in the use and reuse of water

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Standards	Assessment process	Objectives
<p>S19</p> <p>All development should be designed to reduce potable water use on site by at least 30% in interior and irrigation uses, in comparison to an equivalent standard development, with use of roof harvested rainwater supply prioritised in the delivery of reductions.</p>	<p>SMP template would include an area where the water use of the 'equivalent standard development' would be recorded (in line with definition and Guideline content). The anticipated usage based on measures which would also be outlined could then be recorded, allowing an easy assessment of the reduction in use anticipated to be achieved by the development. A breakdown of where the reductions have been achieved could also be provided.</p>	1, 4
<p>S20</p> <p>Design developments to use water resources efficiently through a range of measures, including;</p> <ul style="list-style-type: none"> • Collection of rainwater from above ground catchments, and appropriate filtering for on-site use for toilet flushing as a minimum, and additional uses such as laundry, irrigation, wash down facilities, etc. • Capture of fire-test water for on-site reuse • Collection of stormwater for on-site reuse • Considering opportunities for onsite recycling of wastewater through the installation of approved greywater or blackwater systems • Reducing potable water use for irrigation by selection of drought tolerant landscaping, design for passive irrigation, and selection of efficient irrigation systems where needed • Connecting to a precinct scale Class A recycled water source if available and technically feasible (including a third pipe connection to all non-potable sources). • Providing water efficient fixtures, fittings and equipment. 	<p>Measures taken to achieve water efficiency will vary from site to site, but should be documented in the SMP. The SMP could include all measures identified in the Standard to ensure direct response to these key opportunities but would also allow for other measures to be identified.</p>	1, 3, 4
<p>S21</p> <p>Reduce the volume and flow of stormwater discharging from the site by appropriate on-site detention and on-site retention strategies, consistent with catchment scale IWM objectives and targets.</p>	<p>This would be demonstrated through use of tools such as STORM / MUSIC as is currently the case. The results would be included in the SMP.</p>	2
<p>S22</p> <p>Improve the quality of stormwater discharging from the site by meeting best practice urban stormwater standards.</p>	<p>This would be demonstrated through use of tools such as STORM / MUSIC as is currently the case. The results would be included in the SMP.</p>	2

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

THEME: GREEN INFRASTRUCTURE**Objectives**

- .1 To deliver development that protects existing landscape values on and adjoining the development site, including canopy, vegetation, and habitat for biodiversity.
- .2 To deliver development that increases vegetation, particularly indigenous and native vegetation, and enhances existing landscape values, connects biodiversity corridors and increases the resilience of ecosystems.
- .3 To ensure landscaping proposed as part of development will be resilient to future climate conditions and supports integrated water management and energy efficiency outcomes.
- .4 To support development that increases amenity, improves connections to surrounding natural landscapes and supports health and wellbeing.
- .5 To encourage development that provides opportunities for on-site food production.

Standards	Assessment process	Objectives
<p>S23 All new development should achieve a Green Factor score of 0.55 (0.25 for industrial and warehouse uses)</p> <p>OR</p> <p>A minimum of at least 40% of the total site coverage area (20% for Industrial or Warehouse) must comprise green cover (external landscaping) that delivers at least one of the following:</p> <ul style="list-style-type: none"> • A minimum of 65% of the required green cover area as new or existing canopy planting and a minimum of 35% as understory planting. Canopy planting and understory planting can overlap. • Species selection and associated planting arrangement comprising native and / or indigenous species which provides habitat for native fauna. • Green cover which is located to provide maximum benefit in relation to the cooling of the adjoining public realm. Green walls or facades under this pathway must benefit the public realm and be on the lower levels of the building. 	<p>If using the Green Factor Tool (GFT), the final score report which is generated would be provided allowing the Standard to be easily assessed.</p> <p>If alternate measures are proposed to meet the Standard then this would be documented on the relevant plans, including planting schedules. Guidelines would be needed to provide additional detail as to the parameters of how the alternate pathway would be assessed (i.e. lower levels are up to three storeys etc).</p>	1, 2, 3, 5

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

<p>S24 Green infrastructure should:</p> <ul style="list-style-type: none"> • Support the creation of complex and biodiverse habitat. • Provide a layered approach, incorporating both understory and canopy planting. • Provide either native, indigenous and/or climate change resilient exotic plants that provide resources for native fauna. • Support the creation of vegetation links between areas of high biodiversity through planting selection and design. • Ensure species selection is appropriate to address expected future climate conditions. 	<p>As per some earlier standards, a 'checkbox' approach within the SMP template could provide an easy mechanism for assessment.</p>	<p>1, 2, 3, 5</p>
<p>S25 Siting of buildings should seek to retain existing mature canopy trees (excluding invasive species) or significant areas of other green cover which contribute to biodiversity corridors and habitat.</p>	<p>Existing trees would be shown on plans. Any removal of mature canopy trees would need to be justified as part of any application. Guidelines would make clear the parameters what appropriate responses may be in different circumstances. This could addresses approaches based on preferred densities, location of trees on lots etc. If trees are proposed for removal an arborists report would form part of application requirements.</p>	<p>1, 2, 3</p>
<p>S26 Development should ensure appropriate measures are integrated to support the establishment and ongoing maintenance of landscaping</p>	<p>Review of landscape plans and any associated material should detail proposed measures (noting crossover with IWM requirements).</p>	<p>5</p>



SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

THEME: CLIMATE RESILIENCE**Objectives**

- .1 To improve the resilience of the built environment to climate change related hazards and natural disasters.**
.2 To deliver development that reduces the urban heat island effect.

Standards	Assessment process	Objectives
<p>S27 New development should demonstrate that future climate impacts have been considered and addressed in any design response.</p>	<p>Applicants would be required to prepare a Sustainability Response Plan, similar to existing Design Response Plans, which identify the future climate impacts. Impacts would be as per State of the Climate reports. This plan would summarise impacts and then identify proposed responses which would be outlined in more detail in SMPs. Guidelines could provide further information of the impacts that would need to be considered and what potential responses could include.</p>	1, 2
<p>S28 Provide at least 75% of the development's total site area with a combination of the following elements to reduce the impact of the urban heat island effect:</p> <ul style="list-style-type: none"> • Green infrastructure. • Roof and shading structures with cooling colours and finishes that have a solar reflectance index (SRI) of: <ul style="list-style-type: none"> • For roofing with less than 15 degree pitch, a SRI of at least 80. • For roofing with a pitch of greater than 15 degrees, a SRI of at least 40 • Water features or pools. • Hardscaping materials with SRI of minimum 40. 	<p>The total 75% area would be documented on the Sustainability Response Plan, allowing for easy assessment as per current documentation of permeability requirements under ResCode.</p>	1,2
<p>S29 Pedestrian pathways should be designed with thermal comfort in mind. This includes incorporating landscaping (tree canopy and other vegetation), shading and covered structures.</p>	<p>Plans would allow easy assessment of whether pedestrian paths incorporate responses to urban heat.</p>	1,2

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

THEME: INDOOR ENVIRONMENTAL QUALITY

Objectives

- .1 To support development that achieves safe and healthy indoor environments, specifically addressing:**
- Thermal comfort
 - Thermal safety
 - Access to clean, fresh air
 - Access to daylight and sunlight
 - Harmful indoor air pollutants
- .2 To deliver development that considers the impact of future climate conditions on indoor environment quality.**

Standards	Assessment process	Objectives								
<p>S30 Buildings should be designed to be able to provide appropriate levels of thermal comfort without reliance on mechanical heating and cooling systems, as follows:</p> <table border="1"> <thead> <tr> <th>DEVELOPMENT</th> <th>REQUIREMENT</th> </tr> </thead> <tbody> <tr> <td>Single dwellings Two or more dwellings on a lot</td> <td>All habitable rooms should be cross ventilated.</td> </tr> <tr> <td>Apartment development Residential Buildings</td> <td>60% of all apartments should be effectively naturally ventilated, either via cross ventilation, single-sided ventilation or a combination At least 40% of apartments on every floor to be cross ventilated</td> </tr> <tr> <td>Non-Residential development</td> <td>All regular use areas of non-residential spaces should be effectively naturally ventilated; or commensurate mechanical measures provided.</td> </tr> </tbody> </table>	DEVELOPMENT	REQUIREMENT	Single dwellings Two or more dwellings on a lot	All habitable rooms should be cross ventilated.	Apartment development Residential Buildings	60% of all apartments should be effectively naturally ventilated, either via cross ventilation, single-sided ventilation or a combination At least 40% of apartments on every floor to be cross ventilated	Non-Residential development	All regular use areas of non-residential spaces should be effectively naturally ventilated; or commensurate mechanical measures provided.	Plans should document proposed flow paths allowing for assessment of ventilation. Guidelines should make definitions of cross and single side ventilation clear.	1
DEVELOPMENT	REQUIREMENT									
Single dwellings Two or more dwellings on a lot	All habitable rooms should be cross ventilated.									
Apartment development Residential Buildings	60% of all apartments should be effectively naturally ventilated, either via cross ventilation, single-sided ventilation or a combination At least 40% of apartments on every floor to be cross ventilated									
Non-Residential development	All regular use areas of non-residential spaces should be effectively naturally ventilated; or commensurate mechanical measures provided.									
<p>S31 Buildings should achieve a daylight level across the entirety of every habitable room of 100 lux and of 50 lux across the entirety of any other regularly occupied space.</p>	Proposed lux levels should be documented in the SMP. For larger and more complex development, application requirements would include specialist reporting.	1								
<p>S32 Internal spaces in buildings should utilise natural light to minimise the use of artificial lighting during daylight hours, unless the proposed use of the room is contrary to the provision of glazing.</p>	Standard application plans such as elevations would be used to assess this Standard.	1								

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

<p>S33 Primary living areas of at least 70% of all dwellings in a development should achieve direct sunlight for 2 hours on the 21st day of June to at least 1.5m deep into the room through glazing.</p>	<p>Extent of sunlight through glazing could be documented on plans. Guidelines could show how this should be demonstrated, and detail considerations in calculating solar access. For larger and more complex development, application requirements would include specialist reporting.</p>	<p>1</p>
<p>S34 Development should include openable external windows to circulation corridors and lift lobbies to facilitate natural ventilation for residential development below six storeys.</p>	<p>Plans notate openable windows.</p>	<p>1, 2</p>
<p>S35 Development should use materials which are low toxicity in manufacture and use, and that do not cause harm to people or ecosystems.</p>	<p>Guidelines would list materials to be avoided and cross references could occur with Materials and Finishes specification.</p>	<p>1</p>



SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

THEME: WASTE & RESOURCE RECOVERY**Objectives**

- .1 To facilitate development that supports functional waste recovery and management.**
.2 To enable the continuous improvement of sustainable waste management and resource recovery

Standards	Assessment process	Objectives
<p>S36</p> <p>Development should include:</p> <ul style="list-style-type: none"> Adequate waste and recycling infrastructure to manage the waste demand of the development in a sustainable manner and to support recycling, such as an appropriate number of bins, waste chutes, and cleaning facilities. Waste and recycling infrastructure and enclosures which are: <ul style="list-style-type: none"> Adequately ventilated. Integrated into the design of the development. Located and designed for convenient access by occupants and made easily accessible to people with limited mobility Signposted to support recycling and reuse. Adequate facilities or arrangements for bin washing. 	<p>A Waste Management Plan would be required as part of application requirements for applications other than single dwellings, and a template will assist easy assessment against aspects of the Standards.</p>	1
<p>S37</p> <p>Development should be designed to facilitate:</p> <ul style="list-style-type: none"> Collection, separation and storage, and where appropriate, opportunities for on-site management of food waste through composting or other waste recovery as appropriate. Collection, storage, and reuse of garden waste, including opportunities for on-site treatment, where appropriate, or off-site removal for reprocessing. Collection and storage of glass recycling Collection and storage of containers under any Container Deposit Scheme as appropriate for the proposed use and scale. The provision of adequate circulation space on site to allow waste and recycling collection vehicles to enter and leave the site without reversing. Waste and recycling separation, storage and collection designed and managed in accordance with an approved Waste Management Plan, if required by the responsible authority. For apartment development, the provision of space for communal storage of additional waste streams including E waste, hard waste and textiles. 	<p>A Waste Management Plan would be required as part of application requirements for applications other than single dwellings, and a template will assist easy assessment against aspects of the Standards.</p>	1
<p>S38</p> <p>An application should demonstrate through the provision of a Construction / Demolition Waste Management Plan, if required by the Responsible Authority, that all practical and feasible practices and activities to minimise waste and increase resource recovery will be implemented.</p>	<p>The required CMP, and associated template would support assessment.</p>	1

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

2.1.1 OTHER STANDARDS

It is noted that a number of other Standards were initially proposed as part of this amendment. Some of these initial Standards will inform updates to BESS (CASBE's sustainability rating tool) or relevant Guidelines, while others may form part of a future planning scheme amendment when further work has been undertaken.

The Standards which were not pursued at this point in time related to:

ENERGY

- Improvements on NCC for commercial energy efficiency.
- Glazing specifications.
- Airtightness requirements.
- Penetration points in insulation.
- Appliance and system efficiency requirements.
- Electric heat pump minimum standards.
- Illumination power density of internal lighting.
- Provision of electric cooktops.
- Basement car park ventilation.
- Installation and specification of HVAC systems.
- Specific controls for energy management.
- Preparation of an EV management plan.
- Discretionary fast charging points.
- Reduction in vehicle crossover lengths.
- Efficient fixtures, appliances and fittings.

INTEGRATED WATER MANAGEMENT

- Increased permeability requirement.
- Reduction in flood impact on site and in associated context.
- Modelling of flood impacts.
- Ensuring environmental safety and human health in reuse of water.

GREEN INFRASTRUCTURE

- Retention of soil profiles.
- Provision of composting and soil conditioning.
- Provision of uncontaminated top soil.
- Landscape measures compliance reporting.

- Shared urban ecology space (including food production) requirements.

- Water supply and taps to balconies.

CLIMATE RESILIENCE

- Strengthening local community resilience.
- Blackout refuge requirements.

INDOOR ENVIRONMENTAL QUALITY

- Internal room temperature minimum and maximums for habitable rooms.
- Workplace heating requirements.
- Provision of double glazing.
- Heating and cooling load densities of habitable rooms.
- Higher provision of daylight levels to specified proportion of habitable rooms.
- Winter sun access to primary private open space.
- Provision of layered views from habitable rooms.
- Distance between fixed points of occupation (i.e desks) and glazing.
- Pollutant emissions of engineered wood, carpet, paint and sealants and other materials.
- Olfactory comfort in non-residential development.
- Land use directives for development within proximity of main roads truck routes and diesel train corridors and other sources of pollution.
- Specific technical requirements for development within proximity of main roads truck routes and diesel train corridors.

WASTE & RESOURCE RECOVERY

- Onsite reuse of materials.
- Private waste contractor resource diversion.
- Onsite versus street collection of waste and street space allocation.
- Internal waste storage space (dwellings).
- Provision of charity donation bins.
- Waste capacity for peak demand times.
- Odour impacts of waste collection vehicles.

2.2 ASSOCIATED MATTERS

2.2.1 DEFINITIONS

While planning should always be drafted in plain English, in the case of ESD, this can often mean including reference to specific elements, for example “green infrastructure” or “Solar Reflectance Index (SRI)”. It is important that there is a consistent understanding of these terms.

There are two options for including definitions. They could be included within the provision itself (which is standard practice) or they could be included in a Glossary which is an Incorporated Document within the schemes. If further consideration or legal advice suggests only a small number of terms would require statutory weight then the definitions could be included within the provision. If however, there are a large number of terms requiring definition with statutory weight, then the Incorporated Document is the preferred approach as it is considered that most of the terms are unlikely to require an ‘explanation’ for most users of the scheme. Specific definitions are relevant only when a Councils definition of them (for example) as included in the proposed Policy Document) is challenged in a legal setting. In that scenario, the statutory weight accorded to a definition included as an Incorporated Document becomes important. If agreed State definitions are introduced through Clause 73 then these definitions may not be required.

Terminology included within the proposed Standards which may benefit from definition include:

- Net zero carbon performance
- Operational energy use
- Residual carbon emissions
- Embodied carbon
- Green infrastructure
- Green cover
- Solar Reflectance Index (SRI)
- Net Leasable Area (NLA)
- Available unencumbered roof area
- Peak visitor capacity
- Regular occupants
- Total site area
- EV ready
- Mature canopy trees
- Regularly occupied spaces

2.2.2 INFORMATION REQUIREMENTS

The review also identified other considerations and associated requirements which may be needed to support planners, and other relevant officers or decision-makers, in assessing the various Standards.

Generally speaking, it is considered that the *content* required to undertake an assessment against these Standards is likely to be similar across all scale and types of development. What is likely to differ is the *scope and level of detail of information* provided under relevant themes.

New format Local Policy does not allow for the identification of application requirements. Consistent with the *Planning and Building Approvals Process Review* undertaken in 2019 by Better Regulation Victoria, application requirements should be identified by councils external to planning schemes.

While this approach is supported, it is also important to ensure that it is clear to applicants what information is required to allow decision-makers to assess their proposal against relevant Standards. This need is reflected in proposed changes to ResCode (*Improving the operation of ResCode, 2021*) which retains the Information Requirements against the various Standards contained within those Clauses. If such a model is adopted then relevant requirements should be integrated into the provision.

While relevant documents such as Sustainability Management Plans (SMPs) are sometimes provided only as Permit Conditions, it is considered that in delivering these Standards, councils will need additional information to be able to efficiently assess the Standards. Upfront provision of such documents also signals the importance of integrating their content with the overarching design of any development, rather than ESD measures being an ‘add-on’.

There are significant opportunities to streamline the required information pertaining to other parts of the scheme (for instance Water Sensitive Urban Design / Integrated Water Management requirements) into a single document, reducing complexity and avoiding contradictions. Well-considered structuring of a shared templates for participating councils will also significantly improve consistency and transparency for applicants in required ESD information.

Developing templates will not only support council staff in ensuring that the ‘right’ information is provided upfront, reducing the need for Requests for Further Information, but will also assist applicants (particularly those who may not be frequent users of the planning system) in understanding what material needs to be provided and what council will be considering during any assessment phase.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Sustainability Management Plan

As noted earlier, this is a key document and should be seen as an 'automatic' requirement similar to the requirement for an Urban Context Report for apartment development. A refresh of these key documents as part of this process is suggested. This would allow the development of a consistent template, and also make clear the level of expectation in terms of content for differing scales of development. A Practice Note on the preparation of an SMP would also be of benefit.

Sustainability Response Plan

In addition to the more detailed SMP, it is suggested that all development should include within their set of plans a 'Sustainability Response Plan', modelled on the current Design Response required under ResCode - with a focus on responding to existing and future environmental conditions rather than neighbourhood character. This would not be a replacement for the more detailed SMP or the inclusion of relevant elements on other plans, but a way of bringing upfront acknowledgement of the climatic and other environmental conditions to which the design of any building should be responding to. It would provide a summary of key elements of the design response relevant to sustainability on a single plan.

In addition, a number of other reports are likely to be required to allow assessment. These are discussed briefly below:

- A **Waste Management Plan** (WMP) which deals with how operational waste will be managed on the site should be required for all development, other than single dwellings or two dwellings on a lot. As part of reducing complexity and ensuring the burden on applicants is not unreasonable, templates for smaller scale development should be considered to allow applicants to provide this information without the need to employ specialist waste experts. This 'template' could also be used to convey 'best practice' to applicants and educate them in effective ways of managing their waste. For larger scale developments more typical WMPs would still be required, with relevant updates and endorsement to follow as part of any issue of permit, as per current practice.

- In addition to operational waste, construction (and in relevant cases where a permit is triggered, demolition) waste is also a key source of landfill. While some targets proposed have sought specific landfill diversion targets etc, the diversity of areas covered by the councils affiliated with these Standards means a flexible approach is more appropriate. Permit Conditions now often require **Construction Management Plans** for larger scale development and similar application requirements are embedded in other parts of the scheme (i.e. requirement that the application describes how the site will be managed prior to and during construction periods at Clause 53.18) - such requirements could be integrated with this requirement, and this integration communicated through Application Requirement guidelines. Similar to the approach proposed to WMPs it is suggested that a template for the management of construction waste, including tips for best practice could also be adopted.
- Although again, increasingly standard practice, it will be important that a **Landscape Plan**, and associated maintenance plan for larger scale development is also submitted with any applications. See discussion on Guideline Material for more detail.

Finally, it should be made clear through any Application Requirement guidelines that all relevant ESD content should be shown spatially on plans where relevant to ensure they are carried through all stages of the construction process. As part of a 'support package' for implementation of any amendment, Application Requirement guidelines could be prepared which could be used by all councils who apply the seek to integrate the Elevated ESD Standards in their schemes.

2.2.3 PERMIT CONDITIONS

As outlined in Section 3.7 of this report, Permit Conditions will be critical in ensuring objectives for net zero operational energy. The proposed requirement for Sustainability Certificates at Construction and Operational stages would need to be included as Permit Conditions.

There are also a number of other matters which would need to be addressed as Permit Conditions to effectively implement the proposed Standards. While many of these are already applied by some councils, again, a consistent approach across all councils applying the Elevated ESD Standards would be highly beneficial.

 SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Other matters to be addressed by Permit Conditions would include:

- Endorsement of the SMP (including EV management and also IWM) prior to construction commencing.
- Endorsement of the Construction / Demolition management plan (if required) prior to construction commencing.
- Endorsement of the WMP prior to construction commencing.
- Endorsement of Landscape Plan/s and associated Maintenance Plan (if required) prior to construction commencing.
- Endorsement of any Green Travel Plan, if relevant and not integrated into the SMP.

2.2.4 GUIDELINE MATERIAL

As noted in the Peer Review of the Standards, a number of the initial standards and some of the more 'technical' details are suggested for inclusion in a document which sits outside planning schemes.

A **Guidelines for Sustainable Building Design** document is recommended which could be used consistently by all councils who apply the Elevated ESD Standards, and could be included as a Background Document in relevant schemes. This could provide more explicit technical information, appropriate alternatives for responding to performance criteria, and real life case studies. Its inclusion as a Background Document may provide the flexibility for it to be included (similar to the Best Practice Environmental Management Guidelines) in a manner which allows it to be updated over time as technology changes (i.e. "or as updated"), ensuring the technical recommendations are consistent with any contemporary best practice.

These Guidelines could provide not only clear direction as to options for delivering the Standards, but could also clearly articulate expectations at different scales of development. This confusion about expectations from different councils is a key issue for applicants, as a lack of understanding of what may be expected in the 'ESD' space can act as a significant barrier. Guidelines can assist with breaking down this barrier. Importantly, the Guidelines should be structured and drafted to directly relate to the content within the schemes which would be assessed through any approval process.

Areas relevant to the proposed Standards which could benefit from coverage in any guidelines include:

- SMP content, outlining expectations of a SMP and the level of detail required for different development. This could then link directly to different thematic headings where common issues, helpful tips and best practice case studies are documented.
- Landscape plans & maintenance plans, in particular requirements at different scales and references to other key resources (such as the City of Melbourne Green our City resources).
- Best practice case studies of construction waste management.
- Guidelines for designing for adaptation or 'design for disassembly' for different typologies.
- How to maximise available roof space for solar and options for managing competing space requirements.
- Expectations around EV infrastructure, including addressing tricky issues like how EV infrastructure might be integrated with car stackers.
- Guidelines for ventilation, across all typologies and tips for addressing common issues.

3.0 IMPLEMENTATION CONSIDERATIONS

This part of the report addresses a number of specific questions posed in the project brief. They include the following:

Advise on what proportion of technical information can be contained within the draft objectives and standards, and what proportion would be better located elsewhere..

Advise on how other external references such as incorporated documents, background documents and reference tools could be utilised to deliver the best format and structure.

Review proposed staged triggers for the planning scheme amendment. Consider the value of this as a tool for implementing the more ambitious and challenging aspects of the proposed objectives and standards.

Consider whether these staged triggers could be exhibited and published as part of one planning scheme amendment, rather than a series of amendments.

To assist the analysis, consider the proposed planning mechanisms in context of the eight development typologies included below to ensure an adequate cross section of development typologies across Victoria are represented to demonstrate net community benefit of sustainable resilient built environments.

Advise on suitable application documentation, such as Sustainability Management Plan (SMP) being suitable for initial development application and assessment.

Advise on suitable operational evidence and reporting options, by referring to previously completed legal advice from Maddocks and consider how best to administer new provisions notably the operational aspects of the zero-carbon performance standard including ongoing operational purchasing of renewable energy, by considering the following;

- i. Use of SMP and planning permit conditions to set ESD performance standards, including new zero carbon standards.*
- ii. Use of s173 agreements, Owners' Corporation Rules, Tenancy agreements or other devices to require renewable energy purchasing for the life of the building.*
- iii. Use of Implementation Reports, similar to Operational Waste Management Plans,*
- iv. Other alternative reporting, submission or assessment mechanisms as necessary.*

3.1 TECHNICAL INFORMATION WITHIN OBJECTIVES AND STANDARDS

A question posed in the brief was to:

Advise on what proportion of technical information can be contained within the draft objectives and standards, and what proportion would be better located elsewhere.

The initial draft of the elevated standards circulated with the brief contained considerable detailed technical information and reference to technical requirements and standards. Examples include:

- *Buildings must be designed, constructed and tested to achieve a maximum air permeability of 5 m³/hr.m² when tested at 50 Pa.*
- *Electric heat pump hot water must have a COP of at least 3.0 at winter design conditions or within 85% of most efficient system available.*
- *Infrastructure and cabling (without the EV charger unit) is to be provided for each garage, to support a minimum Level 2 (Mode 3) 7kW 32Amp EV car charging.*

It also included reference to some sustainability assessment tools such as the Green Factor Tool and NatHERS.

Planning is the first stage of the approvals process for the construction buildings. Initially the planning process dealt with basic issues concerning the use and the development of land (i.e. the construction of buildings and works). In relation to buildings, it focussed on the basics of siting, form and design, and the impacts of buildings on their surrounds.

The building system deals with more detailed technical information that sets minimum requirements for safety, health, amenity and energy efficiency in the design and construction of new buildings.

Over time, increasingly more detailed and technical information has been incorporated into planning schemes. This is largely because the building process focusses on minimum standards whereas the planning process provides the opportunity to implement higher than minimum standards. This is particularly relevant in relation to sustainability standards.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

The outcome is that additional technical expertise and specialised tools are required to assess planning permit applications. Sustainability engineers and other more specialised areas of expertise, and documents that relate specifically to sustainability, such as Sustainable Design Assessments and Sustainability Management Plans, are now required as part of the planning permit application and assessment process.

The proposed elevated ESD Standards contain considerable additional technical information in relation to requirements to be met for sustainable buildings. In deciding on the type of technical information appropriate to include in planning policies and controls, the following principles should be applied:

- The information must assist in realising a planning objective.
- The information must assist in determining whether a development meets stated objectives or requirements contained in a planning control.
- The information must be from a verified and legitimate source that is recognised by the planning system.
- The information must be understood and be capable of being measured, applied and assessed by professionals that are commonly involved in assessing planning permit applications, both within local government and the development industry.
- Should not replicate standards included in other legislation.

It is considered appropriate for technical information that complies with the above principles to be included in objectives and standards in any provisions proposed to be included in planning schemes.

Principles for including technical details in the VPPs

- Must assist in realising a planning objective.
- Must assist in determining if a development meets stated objectives or requirements.
- Must be from a verified and legitimate source.
- Must be understood and be capable of being measured, applied and assessed by professionals involved in assessing planning permit applications.
- Should not replicate standards included in other legislation.

3.2 USE OF EXTERNAL AND OTHER DOCUMENTS

The project brief seeks advice on:

... how other external references such as incorporated documents, background documents and reference tools could be used to deliver the best format and structure.

3.2.1 DOCUMENTS REFERRED TO IN THE VPPS

Planning Practice Note 13 Incorporated and Background Documents explains the role of external documents in planning schemes. Two options exist in relation to referencing external documents in schemes:

- Incorporated documents.
- Background documents.

Incorporated documents

Incorporated documents are documents that are essential to the function of planning schemes. Incorporated documents form part of planning schemes. They carry the same weight as other parts of the scheme. An incorporated document can only be changed by a planning scheme amendment. It can include planning controls and requirements and can trigger the need for a planning permit.

An incorporated document must be listed in Clause 72.04 of the VPPs, which provides a list of all documents that are incorporated into a scheme.

There is a strong preference as part of the planning reform process underway in Victoria, to simplify and streamline planning provisions. The aim is for all planning requirements to be included within planning schemes rather than in incorporated documents, wherever possible.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

It is not considered necessary to include an incorporated document into the VPPs to implement the proposed Standards as part of this project. All relevant provisions related to elevated ESD Standards for sustainable buildings can be included in appropriate controls within the framework provided by the VPPs, such as particular provisions. See also discussion on Definitions (at Section 2.2.1) which identifies one potential use of an Incorporated document that may be considered.

Background documents

Background documents are documents that are referred to in planning schemes but which are not actually part of schemes.

They are documents that may provide useful background advice to applicants or that assist in understanding planning scheme requirements, why particular requirements are included in the planning scheme, substantiate issues or provide background to specific decision guidelines in local planning policies or schedules. The substantive planning elements of background documents are generally included within the planning scheme itself.

Background documents must be listed in Clause 72.08 of the VPPs. As set out in that clause a background document is one that may:

- Have informed the preparation of, or an amendment to, the planning scheme;
- Provide information to explain the context within which a provision has been framed; or
- Assist the understanding of the planning scheme.

The key documents and key tools that are referred to in any proposed planning provision included in the VPPs as part of this project, will need to be listed as background documents. An example of this might be the proposed *Guidelines for Sustainable Building Design*.

3.2.2 SUSTAINABILITY TOOLS

The proposed elevated ESD Standards include reference to external tools and other published standards such as:

- NatHERS – The National House Energy Rating Scheme, which measures the energy efficiency of dwellings.
- The Green Factor Tool, developed by the City of Melbourne (currently in a voluntary pilot phase) to deliver green infrastructure in line with international best practice.

It is commonplace for planning schemes to refer to external tools to be used in the assessment of planning permit applications. Tools that are presently commonly referred to in planning schemes include:

- NatHERS.
- Green Star.
- The Built Environment Sustainability Scorecard (BESS) tool.
- STORM and MUSIC – Calculators used to model stormwater treatments for small subdivisions (STORM) and more complex projects (MUSIC).

Application of external sustainability tools in planning schemes has been considered and supported by Planning Panels Victoria in a number of key panel hearings in relation to planning scheme amendments:

- Environmentally Efficient Design Local Policies, Planning Panels Victoria 2014
- Fishermans Bend Planning Review, Planning Panels Victoria, 2018

In both cases the committees / panels supported reference to various sustainability tools within planning policies in planning schemes. The amendments have since been approved.

Various approaches have been used to reference tools in existing planning schemes:

- Some tools are listed as reference documents (i.e. Melbourne Planning Scheme, Clause 22.19-7, Port Phillip Planning Scheme Clause 22.13-6, Manningham Planning Scheme, Clause 22.21-6).
- In some cases they are 'defined' in local policies (i.e. Melbourne Clause 22.19.8).
- In others that are included as policy guidelines (i.e. Moreland).

None of the documents mentioned above are presently listed as background documents in Clause 74.08 of those planning schemes. This is probably because the schemes were amended prior to the VPPs being reformatted as a consequence of Amendment VC148.

It will be necessary to list any sustainability tool directly referred to in any proposed planning provisions within the actual provision and also in Clause 74.08 of the VPPs.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

In the case of the Green Factor Tool, it is noted that current testing is underway to ensure it broader applicability beyond an inner city context. It will also be important to provide a level of transparency in the content of any tool referenced in the planning scheme. This may be addressed through a current review of governance arrangements, but alternatively the relevant Standard could include a 'date' thereby ensuring that any change to the tool from that identified time would require a planning scheme amendment to carry statutory weight. This would ensure relevant 'checks and balances' are in place.

Principles for including references to external tools in the VPPs

- It will be necessary to list any sustainability tools referred to in the planning provisions as a background document
- Any tool would need to be transparent in relation to the content against which any application would be assessed.

While considering the use of external tools it is pertinent to also note some further work which could be undertaken in this area. While current practice to refer to a variety of tools that can be used to support assessments has many benefits, there is the potential for a more streamlined approach to the use of external tools which would be beneficial.

Given the role that CASBE plays in leading both this amendment project and in the governance of the BESS tool, the benefits of more widespread use of that tool is noted. While this is happening to a degree naturally due to the ease of use and the alignment of the tools with requirements of existing Local ESD policies, it should be encouraged. If possible, further liaison should occur with the State government around issues of governance and responsibilities for maintenance. These discussions around governance of external tools will also likely be important in generating support at State level for tools such as the Green factor Tool.

There may also be benefit in some clearer articulation of the different tools currently referenced in planning schemes and their role through a Planning Practice Note. This could provide clarity for planners, many of whom may benefit from a greater understanding of, for example, what NatHERS does, as opposed to more holistic tools such as BESS or Green Star. Such a note may also allow for the identification of preferred tools, while leaving open the opportunity to utilise other tools where appropriate.

3.3 PLANNING PRACTICE NOTES

Planning Practice Notes give advice about how to prepare, apply and use planning provisions contained in planning schemes.

A wide range of planning practice notes that have been prepared by DELWP for a wide range of issues. They generally relate to statewide issues.

No planning practice note has been prepared to date that explains the sustainability initiatives that presently exist in planning schemes and how such matters are to be taken into account in the assessment of planning permit applications.

Benefit would exist in the Department preparing a planning practice note in relation to sustainable buildings. The practice note could:

- Explain the policy context and justification for sustainability requirements for buildings.
- Explain the relationship between the proposed statewide building sustainability requirements and the elevated sustainability standards proposed to be included in planning schemes as a consequence of this project.

3.4 SUSTAINABILITY GUIDELINES

The initial list of elevated ESD Standards generated by the client, upon which this project is based, was extensive. It included many initiatives that were not appropriate to be included in a planning provision as Objectives or Standards but which were good design ideas to improve the sustainability of buildings.

Merit exists preparing a separate detailed document called *Guidelines for Sustainable Building Design*. That document could be listed as a background document in the VPPs and / or referenced in the proposed particular provisions recommended to be included into the VPPs as part of this project.

The guidelines would provide additional sustainability advice and guidance beyond that contained in the particular provision itself. It could operate in a similar fashion to the *Urban Design Guidelines for Victoria* which were prepared by DELWP and which are a reference document in all planning schemes through the state.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

3.5 PERMIT TRIGGERS

Generally the VPPs provide the opportunity to impose requirements on development that needs a planning permit. The VPPs do not generally provide the opportunity for standards to be imposed on development that does not require a planning permit. Exceptions to this do exist. It is not recommended that an exception be pursued for the purpose of implementing sustainable building standards. The preferred approach to apply sustainability standards to developments that do not require a planning permit would be:

- Via the National Construction Code.
- Via public education and a voluntary approach. The design guidelines referred to in the previous section could be made available to the general community, builders and designers.

Planning permits are required for most buildings and works undertaken in most zones. Noticeable exceptions include:

- Single dwellings on standard size lots (i.e. 300 to 500 sqm or more).
- Public buildings in public use zones such as universities, hospitals, local government building etc, on land that is zoned for public purposes.

3.5.1 ZONES AND OVERLAY TRIGGERS

The requirement for a planning permit for buildings and works arises from the VPPs provisions from either:

- Zone controls.
- Overlay controls.
- A particular provision.

In situations where a planning permit is not required for buildings and works by zone controls, an overlay may trigger the need for a permit. When an application under an overlay is being assessed, it is only assessed against the purpose for which the overlay has been introduced. For example:

- A single dwelling in a residential zone does not require a planning permit.
- However a planning permit is required because the land is covered by a heritage overlay.
- The only matters that can be taken into account in assessing the application, are heritage matters.
- The fact that a heritage overlay triggers the need for a planning permit, would not enable sustainability requirements contained in a particular provision to be imposed.

3.5.2 VICSMART

VicSmart is a fast track process for assessing planning permit applications that are triggered by other requirements of the VPPs – either zone or overlay requirements. VicSmart provisions do not trigger the need for planning permits in their own right.

One of the features of the VicSmart process is that the matters to be taken into account when assessing a planning permit application, are limited to only those specified for that type of application (i.e. decision guidelines). Sustainability requirements contained in a particular provision, could only be taken into consideration in assessing a VicSmart application, if they were specified as a VicSmart decision guideline for that class of application in the scheme (either as a standard requirement or as a local requirement).

Most development that has been identified for assessment via the VicSmart process, is smaller types of development or extensions. In most cases, it would not be necessary to specify that sustainability considerations need to be taken into account for VicSmart applications.

Under VicSmart a council officer cannot ask for more information than the planning scheme requires. A council can only consider a local planning policy where it is included in the decision guidelines for a VicSmart class of application and included in the planning scheme.

Under the VicSmart process there is an application requirement for buildings and works pathway for a written statement describing whether the proposed buildings and works meet *“Any development requirement specified in the zone or the schedule to the zone”*. There are requirements to meet certain clauses of ResCode but energy efficiency, for example, is not one of these.

A DDO would also trigger assessment under VicSmart (and therefore not allow for consideration of local policy) in any commercial zone or a Special Use, Comprehensive Development, Capital City, Docklands, Priority Development or Activity Centre Zone up to \$500k or in an industrial zone up to \$1million

For land in a Design and Development Overlay, a written description of the proposal including *“how the proposal responds to the design objectives specified in a schedule to the overlay”* and *“how the proposal meets the requirements specified in a schedule to the overlay”*.

There is no explicit reference under VicSmart requirements that reference the need to comply with any particular provisions.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

3.6 BUILDING TYPOLOGIES

The brief sought advice in relation to the types and scale of development that might be used as a basis for staging:

To assist the analysis, please consider the proposed planning mechanisms in context of the eight development typologies included below to ensure an adequate cross section of development typologies across Victoria are represented to demonstrate net community benefit of sustainable resilient built environments.

The suggested typologies and scales referenced in the brief included the following:

Typology

i. Large residential mixed use development > 50 apartments and small retail

ii. Large non-residential > 2000sqm GFA office development

iii. Large industrial > 2000sqm

iv. Small multi-dwelling residential < 3 dwellings

v. Small multi-dwelling residential > 5 dwellings but less than < 10 dwellings

vi. Small residential apartment building < 10 dwellings but > 20 dwellings

vii. Small non-residential office and retail > 2000sqm

viii. Single dwelling and/or residential extensions

Another suggestion was included as part of the documentation of initial draft Standards, also attached to the brief. These differed slightly and were as follows:

Typology

Residential: 100 or more dwellings

Non-residential: > 5000sqm new floor space

Residential: 50 or more dwellings

Non-residential: > 3000sqm new floor space

Residential: 20 or more dwellings

Non-residential: > 2000sqm new floor space

Residential: 2 or more dwellings

Non-residential: > 200sqm new floor space

Building typologies shown in the first table above, categorise buildings by three land use types:

- Residential
- Non-residential
- Industrial

For non-residential and industrial development only one category was suggested, for larger developments of more than 2,000 sqm. No category was suggested for smaller developments of less than 2,000 sqm. It is noted that existing local policies for sustainable buildings in planning schemes, commonly apply to non-residential buildings of less than 2,000 sqm, often down to 50 sqm in area (i.e. Moreland, Port Phillip etc.) Local policies in the Melbourne Planning Scheme relate to offices of all sizes, although lesser standards apply to smaller offices.

There is a need for a consistent approach to classifying building typologies. Typologies used for sustainability standards should closely align with land use definitions and building types used throughout the VPPs. The VPPs define land uses and group (or nest) similar uses together in nesting diagrams contained in Clause 73.43 of the VPPs. This grouping of land uses is an effective way to categorising different groups of land uses to which the elevated ESD Standards can be applied. The recommended approach is outlined in the following table. The table:

- Lists all of the land use 'nesting groups' identified in Clause 73.04 of the VPPs.
- Identifies those groups appropriate to be subject to sustainable building guidelines.
- Identifies categories of uses with each group, where appropriate. This only relates to residential development.
- Groups together 'nesting groups' that have similar built form characteristics.
- Lists the names of the building typologies recommended to be used for the purpose of this project.
- Identifies scales of development (i.e. small or large) for typologies where it is appropriate to do so.

A number of "nesting groups" are identified in the table as not needing sustainability standards. They are generally land uses that do not rely on buildings for the use of the land. Where some buildings are required in association with the use (i.e. an office, a restaurant, a workshop, storage building etc), Standards applicable to those particular activities should be applied to those buildings. The typologies to which the elevated ESD Standards applied is likely to require further refinement during any implementation phase, particularly considering non-metropolitan contexts.

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Nesting groups	Are standards needed?	Categories within group	Similar groups	Recommended building typologies	Size classification (where relevant)	
					Small	Large
Accommodation	Yes	Single dwelling		Single dwelling	10 or less	More than 10
		Multi-dwellings – other than apartments		Multi-dwellings – other than apartments		
		Multi-dwellings - apartments		Multi-dwellings – apartments		
		Other accommodation <u>i.e.</u> corrective institution, residential aged care facility, residential building, residential village, retirement village		Accommodation (other than dwellings)		
Agriculture	No					
Education centre	Yes		Hospital	Institutional – Includes education centre and hospitals	1,000 sqm or less	Greater than 1,000 sqm
Industry	Yes		Warehouse	Industry and warehouse – <u>includes</u> storage		
Leisure and recreation	Yes		Place of assembly Transport terminal			
Earth and energy resource industry	No					
Office	Yes		Shop			
Place of assembly	Yes		Leisure and recreation Transport Terminal	Place of assembly and other gathering places – includes Place of assembly, Leisure and recreation, Transport terminal	1,000 sqm or less	Greater than 1,000 sqm
Recreational and boat facility	No					

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Nesting groups	Are standards needed?	Categories within group	Similar groups	Recommended building typologies	Size classification (where relevant)	
					Small	Large
Retail premises – other than shop	Yes		Retail premise - shop Office	Retail premises and offices	1,000 sqm or less	Greater than 1,000 sqm
Retail premises – shop	Yes		Retail premises – other than shop Office			
Transport terminal	Yes		Place of assembly Leisure and recreation			
Utility installation	No					
Warehouse	Yes		Industry			
Energy generation	No					

Table 1: Assessment of typologies



SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

3.7 NET ZERO CARBON

A key objective of the elevated ESD Standards is to achieve net zero carbon emissions during the operational stage of buildings. If this is to be sought through the issue of the planning permit there are a number of important considerations. Any requirement of a planning permit condition / or a Sustainability Management Plan must be able to be monitored and enforced by council for it to have effect.

There are four stages of the development cycle: Design, Construction, Operation and Demolition. Planning generally deals with the first two stages – design and construction. It also deals with the third stage to a more limited degree. Permits can contain conditions that regulate the future use of the land such as hours of operation, patron numbers, compliance with EPA requirements etc.

The question is whether an objective for net zero operational carbon is appropriate or necessary to include in the elevated sustainability standards. Given this is a key objective and a strong case can be made for the built environment to deliver net zero buildings and for the role of the planning system in this, the critical question becomes, how can it be monitored and applied?

It is noted that planning regulation to ensure that new development does not contribute to increased carbon emissions is only one part of jigsaw in the current transition phase. However, planning controls are important in an efficient transition as it is well understood that embedding appropriate responses at a planning stage results in more considered and integrated responses.

One of the matters required to be taken into account by Ministerial Direction 11 – Strategic Assessment of Amendments, is the administrative burden an amendment will place on a responsible authority:

- To monitor compliance with a permit condition that required ongoing carbon emissions to be met during the operational life of a building would likely require either regular inspections from Council enforcement officers or a self-reporting mechanism like a certificate of compliance lodged by owners or tenants of the building.
- To be effective throughout the operational life of building, this would need to be done on an ongoing basis. While some typologies or developers may chose a pathway such as NABERS which includes monitoring of operational energy use, for most development, ongoing monitoring would place an unreasonable administrative burden on Councils.

It is therefore considered that the need for one certificate of compliance upon occupation of a building (i.e. within 12 months), would be sufficient to demonstrate that the requirements of a permit condition had been complied with, at least in the short term. Such a requirement is less likely to impose an unreasonable administrative burden on a Council. The process for issue of this operational certificate may also be able to be undertaken by a consolidated resource (i.e through funding of a compliance program via CASBE).

In addition, given the complexity and the varying interpretations of associated terms, statutory definition of net zero operational emissions must be included in any amendment. Any other relevant terms such as green power or offsets should also be included.

Any process for documenting and demonstrating compliance should be documented in the proposed Guidelines so this is clear to applicants. This should include the various 'options' that would be considered acceptable in demonstrating to Council the achievement of relevant standards (such as through external tools such as NABERS or GreenStar).

For applicants the process could look as follows:

1. Document proposed approach to delivery of zero carbon in the SMP, including anticipated energy efficiency, proposed onsite energy generation and proposed approach to delivery of green power (e.g. through a power purchase agreement, Section 173, GreenStar certification or other).
2. Permit conditions would be applied and updated SMP endorsed as part of the planning permit process.
3. If applicable, S173 applied (CASBE should consider development of a 'standard' S173 for consistent application) if this option is used.
4. At construction completion, an '*ESD compliance certificate: construction*' would be issued. This certificate could be issued either by Council or by a consolidated resource funded through CASBE for those councils without sufficient internal resources. Where relevant external certification could be used. This would confirm that all the proposed steps to deliver net zero outlined in the SMP had been delivered. A standard assessment template / process should be developed by CASBE.

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5. At a certain timeframe post occupancy a second certificate '*ESD compliance certificate: occupation*' would be issued. This should only occur one time, nominally 1 year post occupation. This certificate would focus on ensuring that required operational aspects of the SMP has been delivered, including relevant greenpower or purchase arrangements.

This last step has been subject to further legal advice as to how any operational compliance would operate in respect the strata titled or multi-tenancy development, where the operational components of energy use may fall outside the control of any landowner to whom the planning permit would apply. The legality of the proposed approach and applicable responsibilities has been confirmed through this advice.

Given net zero can be achieved through the purchase of GreenPower etc, without major changes to building fabric, there remains avenues to achieve compliance with the net zero objective even in a post-construction phase. Consideration should be given to the wording of permit conditions to ensure that councils can seek alternative approaches to the delivery of net zero objectives if constructed development precludes any approach which formed part of original planning approvals.

The process for assessing and issuing 'compliance' certificates should be documented to ensure this occurs in a consistent manner across all councils. This could be modelled on, or build on, the Residential Energy Efficiency Scorecard program to ensure compatibility with other programs and with NatHERS. Any process must be designed in a manner which integrates with existing processes to avoid creating additional burdens. As noted, where compliance monitoring is required at construction and operational stages, consideration should be given to whether this can be absorbed within existing regulatory processes of participating councils or through RBS processes or if a more effective approach may be through shared central or regional resources to undertake this work. It is recommended that a monitoring and review system be implemented so that common issues and levels of compliance can be tracked and processes improved or adjusted if needed.



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3.8 IMPLEMENTATION INTO PLANNING SCHEMES

A question in the brief was to:

Provide advice on the best format and location for the zero carbon and elevated sustainability outcomes in the Victorian planning scheme.

Initial policy work has indicated that a preferred location would be for a new local schedule for a new Victorian Particular Provision (VPP), from the ESD Roadmap or other (e.g. Existing or new Particular Provision addressing ESD objectives). This relies on an appropriate VPP being in place. This also assumes that any State drafted VPP changes will be of a lower standard to what is drafted as part of this project. Review and assess this position and consider whether there is another suitable place in the planning scheme that may have higher value. See DEWLP discussion paper for detail on ESD Roadmap.

Before the new VPPs are finalised, the draft planning scheme amendment is currently formatted as a Design and Development Overlay for entire municipalities. Analyse whether this is viable over all zones and land uses across the range of local government areas contained within the participating councils.

The Advisory Committee that considered the amendments exhibited by Councils in 2014, considered options as to how the provisions should be implemented. It considered the following five options:

- Incorporated document.
- Local planning policy framework.
- Amended existing particular provisions – i.e. Clause 55, 56, 58 etc.
- A new particular provision.
- Design and Development Overlays.

The committee noted that each option had advantages and disadvantages, and may be appropriate in different circumstances. However, it did not form an opinion on the most appropriate option, as the amendments before it proposed local policies.

The Table 2 on the following pages includes an updated review of options to include elevated ESD Standards into the VPPs.

A new particular provision in Clause 53 of the VPPs is considered the most appropriate way to introduce elevated ESD Standards for buildings into the VPPs. A new particular provision is considered a superior option to a DDO.

A new particular provision would work in the following way:

- It would be a freestanding Clause that would include all operational provisions required to implement the elevated ESD Standards in the one clause in the VPPs.
- This Clause would appear in planning schemes in Victoria, where a council had adopted the Clause for its municipality.
- The provision would include a list of municipalities to which the provision applies.
- Those municipalities that choose to adopt the Standards would amend their planning schemes to add the name of their municipality to the list.
- Any local policies regarding sustainable buildings already contained in municipal planning schemes would need to be reviewed and potentially deleted as part of the amendment, to avoid duplication and inconsistencies between existing policies and the new particular provision.
- If the state government introduced a separate statewide policy for sustainable buildings at a later date, both provisions could apply in a municipality. If a contradiction existed between two controls the accepted practice is that the more stringent control applies.
- There would be no need to amend other clauses that may apply to existing uses (such as Clause 55, Clause 56, Clause 58 etc).

A new particular provision in the VPPs is the most appropriate way in which to introduce elevated standards for sustainable buildings

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Location in the VPPs	Comments
Local Planning Policy	<p>Similar to the way existing sustainability requirements are implemented into many municipal schemes.</p> <p>A policy has less statutory weight than a requirement that is contained within a planning control, such as a DDO or a particular provision.</p> <p>A policy cannot be applied as a mandatory requirement or include mandatory standards.</p> <p>Conflicting policies need to be balanced in regard to net community benefit and sustainability. This may lead to policies for sustainable buildings being given lesser weight than other policies in some circumstances.</p> <p>An aim of this project is to move beyond the current policy approach and to give greater statutory weight to elevated sustainability requirements.</p> <p>Application requirements, definitions and decision guidelines cannot be included in Local Policy the new PPF format</p>
Design and Development Overlay	<p>A municipal wide DDO would be a mechanism that could be used to introduce elevated sustainability standards into planning schemes.</p> <p>DDOs can introduce planning permit triggers for buildings and works into a planning scheme that may not presently require a permit under other provisions of a planning scheme.</p> <p>Both discretionary and mandatory requirements can be included in a DDO.</p> <p>A municipal wide DDO could be crafted to relate to all land uses within a municipality, or to different uses in different parts of a municipality.</p> <p>The opportunity would exist to apply different DDOs to different zones or localities within a municipality, if there was a benefit in doing so i.e. Central City Zone, industrial zones, residential zones etc.</p> <p>The structure and set sections of a DDO schedule are not ideal and do not provide enough flexibility to achieve what is intended from the elevated targets (i.e. bicycle parking rates could not be included).</p> <p>DDOs are generally designed to apply to specific locations within a municipality and are not the preferred tool for a requirement that applies across a whole municipality.</p>
Particular Provision	<p>A particular provision would be an appropriate mechanism by which to introduce elevated sustainability standards into planning schemes.</p> <p>Generally, particular provisions are statewide provisions. They usually apply to a particular issue or to a particular type of use or development across the state, often regardless of the zoning of the land.</p> <p>Other than in a few situations where schedules exist, there is no opportunity for a local council / or groups of local Council's to introduce a new particular provision into the VPPs. However, with the consent of DELWP, it would be possible to introduce elevated ESD as a new particular provision into Clause 53 of the VPPs (i.e. General Requirements and Performance Standards). This would involve preparing a particular provision that contained a clause that stated which municipality the provision applied to. As additional municipalities adopt the elevated sustainability standards, a simple amendment would be made to the VPPs to add the name of those municipalities to the list of municipalities to which the provision applies.</p> <p>Greater flexibility exists in the structure of a particular provision than a schedule to a DDO, as the contents and structure of schedules to DDOs are set out in a Ministerial Direction regarding the Form and Content of Planning Schemes. This is not the case in relation to particular provisions.</p> <p>This approach could be presented to DELWP as a provision that will apply across the state, but only in those municipalities that choose to adopt the provision, technically meeting the test of being a statewide provision.</p> <p>Some flexibility could be included in the scheme for municipal variations and for staged implementation with municipalities, by the inclusion of a schedule to the provision if deemed necessary.</p>

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Location in the VPPs	Comments
All standards in the one place in the planning scheme or spread throughout the scheme.	<p>Preferably, elevated sustainability standards should be embedded into relevant existing provisions contained in the VPPs for particular uses or issues in a fully integrated way (i.e. Clause 52.34 Bicycle Facilities; Clause 53.18 Stormwater in Urban Areas; Clause 55 Multi dwellings; Clause 58 Apartments etc). This would remove the potential for duplication and contradictory standards between different clauses of the planning scheme and would be a better overall approach.</p> <p>This approach would only be possible where standard statewide provisions are introduced into the VPPs that apply to all municipalities from the outset. Such an amendment could include a thorough review other aspects of the VPPs that also relate to sustainability, and make consequent changes to those clauses to achieve a fully integrated outcome.</p> <p>This approach would not be practicable where elevated sustainability standards are being introduced at the municipal level, as proposed by this project. It would not be practical to amend other statewide provisions of the planning scheme (i.e. Clause 55 and 58) to include sustainability standards that only applied in specified municipalities.</p> <p>The most practical approach to include elevated standards for specified municipalities, is for all standards to be included in the one place in the VPPs, either a single particular provision (preferable) or alternatively a schedule to a DDO.</p> <p>This may result in some duplication and conflict between provisions that already exist in other clauses of planning schemes. However, such an outcome is justified in the short to medium term, until elevated standards eventually become statewide standards and any duplication is removed.</p> <p>This approach has been supported by Planning Panels Victoria in relation to Amendment C278 to the Melbourne Planning Scheme. That amendment introduced new mandatory overshadowing controls for parks throughout the municipality. Those controls contradicted numerous other specific overshadowing controls contained in numerous other schedules to DDOs throughout Melbourne. Where two contradictory controls exist, the planning principle is that the most stringent control applies.</p>
Special Control Overlay	Inconsistent with the stated purpose of the overlay.
Incorporated document	<p>Technically, elevated sustainability standards could be presented in a single document that sits outside the planning scheme but which is incorporated into the planning scheme by a planning scheme amendment.</p> <p>An incorporated document is read as if it is part of the planning scheme and it can include planning permit triggers and both discretionary and mandatory requirements.</p> <p>There is a strong preference within DELWP for planning provisions to be included in the VPPs, rather than to be included in separate free standing document, wherever possible.</p>

Table 2: Potential implementation options

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3.9 ALIGNMENT WITH STATE GOVERNMENT'S APPROACH TO SUSTAINABILITY STANDARDS

It is understood that the state government is preparing statewide standards for sustainable buildings that are likely to be included as a particular provision in the VPPs. These provisions are likely to be based on lesser targets and a lesser number of matters than the elevated targets advanced as part of this project.

This does not present an impediment to the introduction of elevated standards that can be applied in those municipalities that choose to adopt them in their planning schemes.

As far back as 2007, when one of the first reports was prepared that investigated the role of sustainability requirements for buildings in planning schemes in Victoria, it was noted that there is a valid role for local government to encourage and to trial best practice sustainability standards in municipal planning schemes. The observation was made that municipal planning schemes provide a legitimate vehicle to implement new best practice requirements, ahead of the introduction of more widespread statewide planning requirements, or ultimately requirements that might eventually be included in the National Construction Code.



Figure 1: Interaction between standards in the planning and buildings systems in Victoria

Elevated municipal targets would work in conjunction with proposed state government targets as follows:

- The elevated targets would only apply in those municipalities listed in the particular provision.
- Upon the introduction of statewide provisions by the state government, those provisions would apply in those municipalities that had chosen to adopt the elevated standards.
- In municipalities in which both sets of provisions apply, the established planning principle is that the most stringent control prevails.
- In municipalities in which only the statewide provisions applies, those provision would apply with no reference to the elevated standards.
- Over time as the elevated standards become more widely applied in more municipalities, the ambition would be that the state government would adopt the elevated standards as statewide provisions.
- In the longer term, the opportunity may exist for all or many of the standards to be adopted as requirements of the National Construction Code. This would remove the burden of requiring and assessing compliance with the standards as part of the planning process.

The advisory committee that considered a number of amendments exhibited by Council's in 2013 to concurrently implement local planning policies sustainable buildings into planning schemes, discussed the appropriateness of including local provisions for sustainable buildings in schemes, as distinct from statewide provisions. The committee supported the approach, commenting as follows:

- A statewide approach would be the most effective way to implement sustainability outcomes into planning schemes.
- In the absence of a statewide approach it is appropriate for Councils to develop local policies for sustainable buildings.
- It would be a concern if Councils adopted different approaches between municipalities.
- Until statewide policies are prepared, it is appropriate for municipalities to include a local policy in their planning schemes.
- Even if a statewide policy is introduced, local policies may still be appropriate where municipalities seek to raise the bar either in specific locations, or where the community has higher sustainability expectations.

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- There would be merit in including a sunset clause in any local policies introduced. That would enable the review of the policies in light of any statewide approach introduced. If the policies duplicated the statewide approach it would be appropriate for the local policies to be deleted. However, if the local policies went further than the statewide approach, the policies could be refined to delete areas of duplication and retain those elements that are higher than the state wide provisions.

The above comments clearly envisage a role of local sustainability standards that are higher than statewide targets. Whilst the comments were made in relation to local policies into schemes, it is considered they are also relevant to standards in planning controls, rather than policy.

3.9.2 WHERE MIGHT DUPLICATION OCCUR?

While the previous section of the report discusses the broad parameters of alignment with State level ESD standards, it is noted that as part of the second stage of the delivery of the ESD Roadmap (now scheduled for mid 2022) also identifies areas where specific Standards are being developed. The development of specific State level ESD standards means it will be important to assess any duplication or key differences to properly integrate the two processes.

Areas where specific State level standards are proposed include the following. The table includes relevant cross-references to proposed 'local' Standards:

ESD Roadmap areas of interest	Standard
Residential:	
Improved guidance on passive design including building and subdivision orientation	S3
Support for generation and deployment of renewable and distributed energy systems	S1, S6, S7
Updated development standards to minimise overshadowing	S6
Clearer guidance on assessing 'unreasonable' overshadowing of rooftop solar panels	N/A

Investigate measures to support 'solar ready' building design to support future installation of rooftop solar systems	S7
Enhance planning system guidance to support implementation of the 2018 stormwater reforms	S20, S21, S22, S23
Review measures to support water efficiency/ use of alternative water sources	S20, S21
Update of standards for apartments and developments of two or more dwellings on lot to include key elements from Sustainability Victoria's Better Practice Guide for Waste Management and Recycling in Multi-unit Developments	S37, S38
Encourage assessment of opportunities for subdivision infrastructure to facilitate small scale recycling and resource recovery technologies (e.g. reverse vending machines)	N/A
Investigate design measures to support new multi-unit developments being EV ready	S17
Review bicycle space allocation requirements and end of trip facility standards of clause 52.34	S14
Consideration of development interaction with strategic cycling corridors	N/A
Review planning policy, tools and guidance to support sustainable and active transport outcomes for land use development	S13, S14, S15, S16
Suite of planning measures to support retaining and increasing urban tree cover as further developed through the forthcoming planning response to cooling and greening	S24, S25, S26
Guidance and new planning standards to reduce urban heat exposure (in addition to tree canopy cover), including cool paving and surfaces, shade devices and water sensitive urban design	S29

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Extend apartment noise design standards to other residential developments and other noise sensitive land uses	Local Standard not pursued
Implement siting and design standards to reduce impacts of air and noise pollution from transport corridors on building occupants	Local Standard not pursued
Commercial & Industrial	
Support for generation and deployment of renewable and distributed energy systems	S1, S6, S7
Enhance planning system guidance to support implementation of the 2018 stormwater reforms (e.g. advice on treatment options to meet planning standards)	Guide only
Review how to support VicSmart processes to improve assessment of stormwater management	N/A
Adopt minimum requirements to support effective management, separation and storage of waste and recycling	S37, S38
Encourage assessment of opportunities for subdivision infrastructure to facilitate small scale recycling and resource recovery technologies (e.g. bio-digestion unit in commercial precinct)	N/A
Investigate design measures to support new developments being EV ready	S13, S17, S18, S19
Investigate measures to support new industrial developments being designed to be EV ready, where appropriate	S17
Suite of planning measures to support retaining and increasing urban tree cover as further developed through the forthcoming planning response to cooling and greening*	S24, S25, S26
Consideration of measures to support urban biodiversity	S24, S25, S26

Guidance and new planning standards to reduce urban heat exposure (in addition to tree canopy cover), including cool paving and surfaces, shade devices and water sensitive urban design ^	S29
Implement noise and air pollution siting and design standards for sensitive land uses	Local Standard not pursued

Table 3: Alignment with ESD Roadmap

3.9.3 OTHER REFORM CONSIDERATIONS

In addition to any alignment of Standard with comparable Standard, in light of ongoing programs of planning reform (see <https://reform.planning.vic.gov.au/>) it is important to also acknowledge any potential influences on recommendations which may arise.

In particular the following is noted:

- The introduction and potential expansion of the VicSmart program, which includes specification of application requirements, what can be assessed by any decision-maker and a shorter timeframe for assessment. See Section 3.5.2 for more in depth discussion of VicSmart implications
- Introduction of other streamlined planning pathways for particular types of development (such as State Significant projects etc which include similar restrictions on matters which inform any assessment of permits. In some cases this may include the turning off of other VPPs.
- Introduction of new decision-makers for some precincts or areas, meaning in some cases, local government may not be the decision-maker for applications.
- Reforms to ResCode provisions to align with future digitalisation of the system and introduction of new code assessment pathways. As part of the implementation of SMART planning objectives around digitisation, there is clear intention to deliver increased clarity to the planning system to allow some aspects to be easily assessed as part of a 'code' that increases clarity for applicants that if they commit to certain performance measures they can have greater confidence in the approval process and reduction in assessment timeframes can be achieved.

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3.10 STAGING IMPLEMENTATION

The project brief seeks advice on the following matters:

Review proposed staged triggers for the planning scheme amendment. Consider the value of this as a tool for implementing the more ambitious and challenging aspects of these proposed objectives and standards.

Consider whether staged triggers could be exhibited and published as part of one planning scheme amendment, rather than a series of amendments.

To assist the analysis, consider the proposed planning mechanisms in context of the eight development typologies included below to ensure an adequate cross section of development typologies across Victoria are represented to demonstrate net community benefit of sustainable resilient built environments.

3.10.1 A STAGED APPROACH

A staged approach to the implementation of elevated ESD Standards may be easier to gain approval from the State government, as it provides the ability to progressively introduce new standards into planning schemes over time.

However, it is recommended that the full suite of proposed elevated ESD Standards should be presented to the State Government. The package should be seen as an indication of the preferred level of building sustainability standards sought to be included in planning schemes and any changes to the proposed suite of Standards should be tested through a transparent and independent Panel process. It should be presented as the benchmark to be pursued by local government preferably also by state government. This process would also ensure the development industry and the community are aware of local government ambitions for sustainable buildings in Victoria.

If the package of standards is to be introduced in stages, the aim should be to pare back the full suite of Standards, in a number of progressive steps, with each step based on minimising the disbenefits to the community of retreating from the full suite of Standards.



 SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

Options for staging the introduction of sustainability provisions

Immediate implementation of the full package of elevated ESD Standards is the preferred approach. The need to progress to a zero net carbon built environment is urgent. After a decade of debate, a staged implementation plan would result in further greenhouse gas emissions from the built environment and more buildings which may require expensive retrofitting. The elevated ESD Standards proposed are an important component in slowing climate change, which has been highlighted by the UN as critically important in the next eight years.

While the following are not considered to apply, it should be acknowledged that there is a potential rationale that may suggest a staged approach to implementation including matters such as:

- Potential political impacts of concerns from the community and the development industry about perceived additional costs and regulations, particularly around housing affordability.
- The need to give to the development industry 'time' to adapt to new requirements.
- If the complexity of assessing the benefits of some Standards makes the justification for more ambitious requirements less clear.
- To enable the time to build up resources and implement capacity building to support implementation of the Standards through assessment of planning permit applications.

However, in relation to 'staging, it must be acknowledged that the proposal to introduce elevated ESD Standards as a particular provision into the planning scheme will be a form of staged implementation in itself:

- A number of municipalities already have policies for sustainable buildings in their planning schemes. This project is advancing those existing policies, giving them greater statutory weight by making them planning requirements rather than just planning policy, and by including elevated targets and a wider range of considerations.
- The new particular provision would only apply to those municipalities that amend their planning schemes to apply the particular provision. This would result in a gradual increase (i.e. a staged implementation) in the number of municipalities that apply the provisions over time.

It is considered that the need to allow for time for adaptation is of less relevance than if an entirely new suite of controls was proposed.

If the Standards were not implemented as a single package as recommended, the following alternative approaches exist to staging the implementation of provisions:

- A transition period.
- A two tiered system.
- By theme.
- By location.
- By building use / size of development.

Transition period

This option would involve:

- The particular provision being included in the VPPs in its entirety.
- The provision being worded to the effect that "This provision will not come into effect until 1 year (or an alternative time to be determined) after the approval date. Until that time a responsible authority and planning permit applicant may agree to apply the requirements of this provision in part or in full."
- During the 'transition period' councils could seek to implement the provisions with the 'co-operation' of planning permit applicants.

This approach would lend itself to introducing the full package of requirements into the planning scheme at the outset. This would enable the development industry and community to become aware of the elevated ESD Standards and adapt to them prior to them becoming mandatory controls.

Two tier system

This option would involve wording the particular provisions to set out two different levels of standards. For example:

- Standard requirements – Standards that are based on lesser targets or a lesser number of items than included in the full package.
- Preferred requirements - The full list of elevated ESD Standards ultimately sought to be applied by the proposed particular provision.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

The particular provision would be worded to say that the 'standard requirements' apply for a specified period i.e. one year. After that period the 'preferred requirements' would apply and the standard requirements would become redundant. The provision could be worded so that the transition period applies from the 'approval date' at which each municipality amends its planning scheme to make the provisions apply to that municipality.

The consultant team has not identified which standards fall within each category. This would need to be further considered and determined by the project working group.

By theme

The proposed standards are framed around the following themes:

- Operational Energy
- Embodied Carbon
- Sustainable Transport
- Integrated water management
- Green Infrastructure
- Climate resilience
- Indoor environmental quality
- Waste and resource recovery

Implementation could be staged by theme. Those themes that are considered more critical to the issue of climate change, more consistent with existing state planning policies and those that have a higher level of strategic justification could be implemented first. Requirements in relation to other themes could be implemented over time, as State government policies evolve to provide a higher level of strategic justification for the inclusion of additional requirements into planning schemes.

Themes or standards for which there is presently insufficient supporting information to enable standards to be prepared and assessed, should be deferred from inclusion in the amendment until those matters are rectified.

By location

This option involves staging the implementation of the particular provisions for different regions within the state. Logical regions include:

- Metropolitan Melbourne.
- Municipalities comprising Victoria's main regional centres i.e. Greater Geelong, Greater Ballarat, Greater Bendigo and Latrobe City.
- The 'rest of the state'.

The particular provision could be worded so it initially only applies to municipalities within specified parts of the state i.e. metropolitan Melbourne and the municipalities of Greater Geelong, Greater Ballarat, Greater Bendigo, Latrobe Valley and Greater Shepparton. Municipalities within those parts of the state would still need to decide to amend their individual planning schemes before the provisions would apply.

Application of the elevated ESD Standards to metropolitan Melbourne and major regional cities would maximise the community benefit of the amendment, as those locations accommodate the vast majority of the state's population and the majority of new building development.

By building use and scale

The existing approach to sustainable building policies contained in a number of planning schemes, commonly applies to different land uses (i.e. residential or non-residential) and has different requirements and assessment pathways for buildings of different scales (i.e. number of dwellings or floor area).

The elevated provisions recommended as part of this project have been specifically designed to be applicable to all urban land uses and to developments of all sizes. Accordingly, there is no technical need for implementation of the provisions to be staged based on the use of the building or the scale of the development.

In linking staged implementation to different type of buildings, the aim should be to ensure that Stage 1 applies to those building types that are most commonly constructed throughout Victoria.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

It can be assumed that the value of building approvals for different types of buildings, equates to the floor area of buildings constructed, which equates to the sustainability benefits that would accrue by applying sustainability standards to those types of buildings. The following table (Table 4) summarises the value of building approvals in Victoria as at March 2020. That date has been used to avoid the impacts of Covid on the building industry. It shows the total value of construction works by building use. The building typologies that experienced the greatest value of approvals in the calendar year up to March 2020 were, in order of priority:

- Domestic (single dwellings - by far the highest value)
- Commercial
- Public buildings
- Retail
- Residential (apartments and other)
- Industrial

If a staged approach based on building typologies was to proceed, maximum sustainability benefits would be realised by applying the elevated ESD Standards based on the priorities listed above. Given that detached dwellings (i.e. domestic) do not generally require a planning permit, the greatest benefits would be achieved by a staged approach that commenced with commercial buildings (i.e. offices) and public buildings. However, at a municipal level the proportion of investment in different types of buildings varies considerably, depending on whether municipalities contain large activity centres or industrial precincts. For this reason, the first stage of sustainability standards should also be applied to residential developments (other than single dwellings).

FINANCIAL YEAR TO DATE

Period	Current Financial Year		Previous Financial Year		Analysis	
	July 2019 to March 2020		July 2018 to March 2019		% Changes	
Building Use	No. of Permits	CoW \$M	No. of Permits	CoW \$M	No. of Permits	CoW \$M
Domestic	63,848	17,900.65	68,486	18,449.07	(6.77%)	(2.97%)
Residential	582	1,134.83	580	1,224.53	0.34%	(7.33%)
Commercial	5,007	4,686.67	5,466	4,607.79	(8.40%)	1.71%
Retail	3,170	1,476.41	3,322	1,610.62	(4.58%)	(8.33%)
Industrial	1,030	822.76	961	612.59	7.18%	34.31%
Hospital/Healthcare	344	404.51	410	663.58	(16.10%)	(39.04%)
Public Buildings	2,975	2,613.29	3,116	2,369.91	(4.53%)	10.27%
Total	76,956	29,039.11	82,341	29,538.09	(6.54%)	(1.69%)

Table 4: Summary of number and value of building approvals by building use as at March 2020, Victorian Building Authority

Note: CoW stand for 'cost of works'

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

3.11 CAN STAGED TRIGGERS BE PART OF ONE AMENDMENT

The brief sought advice on whether the staged triggers could be exhibited and published as part of one planning scheme amendment, rather than a series of amendments.

Maddocks Lawyers addressed this issue in its advice which the consultant team has reviewed. Maddocks did not see any impediment to introducing staged permit triggers into planning schemes by way of different commencement dates for different types (and scales) of development.

3.12 RECOMMENDED APPROACH TO STAGING

The level of detail DELWP is likely to allow in any amendment will likely be a political decision. It is likely to be based on the Department’s opinion about the degree that municipal sustainability standards can vary from proposed State standards, if at all. As a consequence it is not possible to recommend a definitive approach to staging at this time. However, it is recommended the following approach should be followed to resolving this issue:

- **Pursue the full suite of standards in their entirety as a starting point.** This is because there is an imperative to improve the sustainability of buildings to the highest degree possible, as soon as possible. The initial draft amendment should express the preferred optimal outcome. This will establish a starting position as the basis for discussion with the Department. It will also provide an end point to aim for, if the full suite of provisions are included in any initial amendment supported by the Department.
- **Staging of the standards should only be considered if the Department will not accept the full suite of standards.** The approach to staging that results, will depend on the variables that the department if prepared to accept.
- **Minimising the sustainability disbenefits to the community** of a staged withdrawal from the full suite of standards, should be the key guiding principle in any discussions with the Department about staging. The starting point should be the full suite of standards. Any withdrawal from that starting point, should be based on adjusting those variables that have the least impact on net sustainability outcomes, until a position of agreement is reached with the department.

It is recommended that the discussion process with the department proceeds on the following basis:

- Priority 1 – **Implement the full suite of standards** (i.e. the preferred requirements) to all building types and make the particular provision available for all municipalities across the state to adopt.
- Priority 2 – Implement the preferred standards but **vary the municipalities** that can adopt the particular provision, based on the following order of priority:
 - Municipalities in metropolitan Melbourne.
 - Municipalities containing larger regional cities: Greater Geelong, Greater Bendigo, Greater Ballarat, Latrobe, Greater Shepparton.
 - Municipalities containing major regional towns.
 - All other municipalities.
- Priority 3 – As for Priority 2 but vary the standards to only implement the **standard requirements** identified and not the preferred standards.
- Priority 4 – As for Priority 3 but only apply the standards to **larger buildings / developments**.
- Priority 5 – As for Priority 3 but limit the **type of buildings** the standards apply to, based on an agreed order of priority linked to scale of impact.

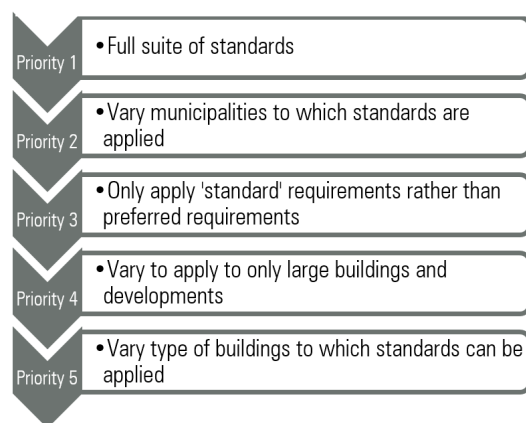


Figure 2: Priorities for stage implementation

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

3.11 APPLICATION REQUIREMENTS AND ASSESSMENT DETAILS

The project brief requested a response to the following questions

Advise on suitable application documentation, such as Sustainability Management Plan (SMP) being suitable for initial development application and assessment.

Advise on suitable operational evidence and reporting options, by referring to previously completed legal advice from Maddocks and consider how best to administer new provisions notably the operational aspects of the zero-carbon performance standard including ongoing operational purchasing of renewable energy, by considering the following;

- i. Use of SMP and planning permit conditions to set ESD performance standards, including new zero carbon standards.*
- ii. Use of s173 agreements, Owners' Corporation Rules, Tenancy agreements or other devices to require renewable energy purchasing for the life of the building.*
- iii. Use of Implementation Reports, similar to Operational Waste Management Plans,*
- iv. Other alternative reporting, submission or assessment mechanisms as necessary.*

Whilst there is some variation between different municipalities, existing policies regarding sustainable buildings contained in planning schemes generally refer to two key documents:

- A Sustainability Design Assessment (SDA) for small scale developments – provides a simple assessment that can generally be prepared by a specialist.
- A Sustainability Management Plan (SMP) – provides a more detailed assessment of a development that generally needs to be prepared by a specialist consultant.

These documents have an established place in the planning permit process that is generally accepted by the industry and by planning practitioners. It is appropriate that the use of these documents continue in any approach recommended as part of this project. However, given the aim of the project to include higher standards of sustainability into planning scheme than in the past, the use of more basic Sustainability Design Assessment is unlikely to be appropriate in assessing applications under the proposed new planning provisions.

Sustainability is relevant at four stages of the development process of buildings:

- Permit application stage – To ensure that the design of a building complies with all relevant sustainability policies and requirements contained in a planning scheme.
- Construction stage – To confirm that all sustainability initiatives required to include in a development have actually been built into the development.
- Ongoing operation stage – To confirm that a building is being operated in accordance with any requirements included in the initial sustainability management plan, which are relevant to the ongoing operation of a building.
- Demolition stage – To confirm waste minimisation and maximisation of the reuse of buildings materials.

Maddocks Lawyers were asked to provide advice in relation to the legality of requiring sustainability management plans or the like, at each of these three stages of the process. Their advice was that it is possible to require management plans or like at each stage, provided that the need for such was clearly expressed as a requirement in the planning provisions to be included in planning schemes. If the requirement for such documents is contained in a planning control, the documents that can only be prepared after a planning permit has been issued, can be required either by a planning permit condition or a Section 173 Agreement.

While Section 2.2.1 of this report addresses proposed application requirements, the following discussion addresses the questions contained in the brief more specifically.

3.11.1 SUSTAINABILITY MANAGEMENT PLAN

A Sustainability Management Plan (SMP) should be required to be lodged with a planning permit application. The plan should address sustainability requirements at the permit application, construction and operational stages of a development.

If the plan lodged with a planning permit application is not adequate, either a request for further information can be made to rectify the deficiencies, before a planning permit application is assessed, or a condition can be placed on a permit requiring changes to the SMP before it is endorsed as part of the approved planning permit.

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3.11.2 CERTIFICATES OF COMPLIANCE

This section of the report details with the issue of certificates of compliance at the construction stage and during the operational stage of a building’s lifecycle.

The relevance of and the need for certificates of compliance for operational aspects of buildings was discuss in Section 2 of this report. This section further discusses the issue, assuming that a one-off certificate of compliance is are required.

The documents required to be submitted at the construction phase and operation phase of a development are not management plans as such, which set out what needs to be done to make a development comply with the sustainability requirements contained in the planning scheme. Rather, they are documents that confirm that the requirements of the endorsed sustainability management plan are met. Accordingly, they should be referred to as certificates of compliance rather than management plans. They could be referred to as follows:

- Sustainability Certificate – Construction
- Sustainability Certificate – Operation

In relation to a Sustainability Certificate – Operation, a question is, when and how often should such as certificate be required. It is considered that an operations certificate should only be required once, 12 months after the occupation of a development. To require a certificate on an ongoing basis would impose an excessive administrative burden on both Council and the owner / body corporate of a development.

Whilst Maddock’s advice was that a condition could be included on a planning permit requiring an operation certificate to be provided at some time after a building had been occupied, there are practical issues. Who is responsible for providing such a certificate once a development has been strata subdivided and an owners corporation and multiple owners exist? There may be an ability to seek a certificate from the owners corporation that relates to the communal areas it is responsible for. However it would be impractical and an administrative burden to require certifications from multiple owners of dwellings within a large development. This matter needs to be clarified by further legal opinion.

The following actions are required in response to the question of application requirements and compliance with requirements at the construction and operation stage of a development:

- Include a requirement in the planning scheme (if appropriate based on mechanism) or in any Application Requirement guidelines that a Sustainability Management Plan must be submitted with a planning permit application.
- Include a requirement in the planning scheme that a *Sustainability Certificate – Construction* must be submitted to the satisfaction of the responsible authority upon completion or within 6 months of the occupation of a building. That certificate is to demonstrate that all requirements of the Sustainability Management Plan relevant at the construction stage of a development are complied with.
- Include a requirement in the planning scheme that a *Sustainability Certificate – Operation* is required to be submitted to the satisfaction of the responsible authority within 12 months of the occupation of a building. That certificate is to demonstrate that all requirement of the Sustainability Management Plan relevant to the ongoing operation of the building are complied with (subject to further legal opinion).

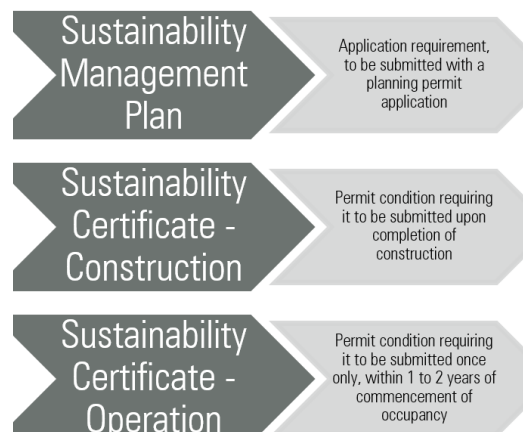


Figure 3: Key permit conditions

4.0 SUMMARY RECOMMENDATIONS

As outlined above, the following key recommendations are suggested:

- That a new Particular Provision be prepared and incorporated into the planning schemes of relevant councils that includes the elevated ESD standards. The new Particular Provision would include the following characteristics.
 - Mandatory objectives, with associated Standards (or performance measures and criteria) which would be applied as relevant to ascertain delivery of the Objectives.
 - Provision would only to those municipalities who 'opt in' to the elevated standards and amend their schemes to include the provision. State guidelines on ESD would be applied through proposed changes (to clauses 54, 55 and 58, as well as the new particular provision for commercial and industrial uses) and would apply to all other municipalities.
 - Provisions would include relevant definitions if a small number required (i.e net zero operational carbon).
 - Inclusion of a specific 'date-stamped' reference to the Green Factor Tool to ensure certainty. Resolution of external governance issues may mean this is not required.
- Further work may be undertaken to adjust existing proposed Standards to be suitably framed as performance 'measures' (i.e where specific metrics have been identified) and criteria (where a range of measure may be appropriate) consistent with proposed reforms to particular provisions. This would also allow clear identification of the information required to support assessment of the relevant performance measure / criteria. However, this should not occur until there is a greater degree of certainty as to that proposed reform.
- Further work would also be required to confirm participating Councils expectations regarding the inclusion of typologies as proposed in the current Standards.
- A consistent set of Application Requirements should be developed, along with relevant templates, in particular a standard Sustainability Management Plan template, to support applicants in preparing application material. These templates would also assist in ensuring consistent responses across the various municipalities.
- A consistent set of Permit Conditions should be developed to deliver Standards (i.e. sustainability certificates).
- A *Guidelines for Sustainable Building Design* document be prepared that could be used consistently by all councils who apply the elevated ESD standards, and would be included as a Background Document in relevant schemes. This should provide more explicit technical information where relevant, appropriate alternatives for responding to Objectives where Standards cannot be met, and real life examples.
- Background documents could be included in any local strategies contained in the Planning Policy Framework which address ESD and underpin the application of the particular provision.
- A consistent set of Definitions should also be incorporated into relevant planning schemes. If a small number then integration within provision is recommended, if large then consideration of Glossary as Incorporated Document should be considered. Ideally definitions should be consistent across State and included at Clause 73 General Terms.

4.1 RATIONALE AND BENEFITS OF THIS APPROACH

As clearly articulated by DELWP (for example, in relation to neighbourhood character as part of ResCode reforms) Local Policy should not be used as a planning control, nor is it mandatory. What this means is that for Local Government to have any certainty about the delivery of ESD outcomes through their planning schemes, a Local Policy is no longer appropriate, unless it is drafted in a manner which is directly contradictory to instruction contained within the Practitioners Guide prepared by the Department. The approach to the delivery of ESD Standards recommended in this report offers a number of benefits, including:

- Provides certainty to Local Government about the standard of design responses that will be delivered through their planning schemes.
- Provides a mechanism to ensure that actions proposed through the any development approval process are delivered.
- Provides a much greater level of transparency and certainty to the development community as to what is required to meet policy Objectives.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

- Provides the opportunity for a much greater level of consistency in requirements and assessment of ESD across the municipalities to which the Standards would apply.
- Provides a framework within the planning scheme for future changes in response to new evidence, and the flexibility for robustly tested standards to be migrated to Statewide provisions if appetite for change increases at a State level.
- Allows for other municipalities to join the 'elevated' ESD group if and when their council and community supports such a move.
- Fills key gaps in the delivery of ESD outcomes prior to any more widespread changes to building regulations.

It is noted particularly, that in current processes, many of the elements addressed through the proposed Standards are already considered and delivered through Permit Conditions under existing Local Policies. The consideration of these matters through Permit Conditions occurs without any legislated timeframes and without clear guidance. In many ways, while these targets represent an 'elevation' of existing targets, and certainly bring new aspects such as Climate Resilience, Green Infrastructure and net zero outcomes into greater focus they are, in fact, also streamlining an existing process in many ways. They do this by bringing consideration and agreement about relevant ESD matters upfront in the process, and integrating them with broader consideration of the appropriateness of any application.

4.2 ALTERNATE PATHWAYS

While the preferred option for the integration of these Standards has been clearly articulated, it must be acknowledged that there is the possibility of some resistance at a State level to some of the underlying rationale behind what is proposed through any amendment seeking to introduce more stringent and elevated ESD Standards applied to participating municipalities, rather than Statewide.

It is acknowledged that the approach taken by this amendment and sought by the participating councils, in some ways, represents a shift from business as usual. It seeks to position the planning scheme as the 'front line' in the critical transition to net zero across all sectors, while other systems lag in the delivery of appropriate responses to the current climate emergency. This is however, more accurately characterised as an 'evolution' of the role planning schemes already play in ensuring that aspects of sustainable design are embedded from the earliest stages of the development process.

Careful consideration has been needed to ensure that the proposed Standards act in a complementary way to other regulations. While it is considered that the right 'balance' has been identified, other options must also be considered, not least due to the preferred option requiring State level commitment to a new provision prior to any amendment gaining authorisation for exhibition.

The alternate pathways and the implications of these are therefore explored in Figure 4 on the following page.

SUSTAINABILITY PLANNING SCHEME AMENDMENT BACKGROUND RESEARCH - COMPONENT B: PLANNING ADVICE

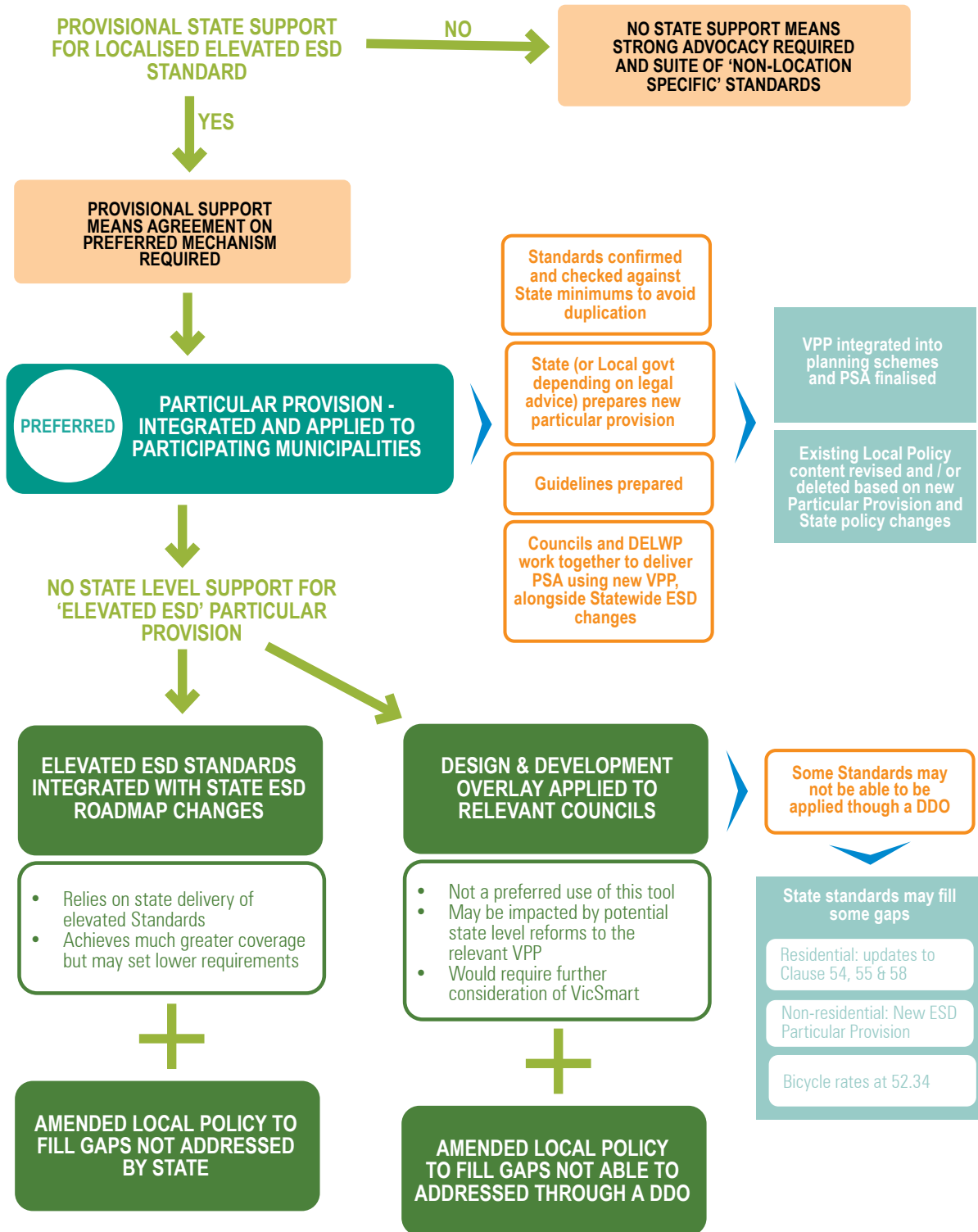


Figure 4: Alternate implementation pathways

Version: Final (Updated)
Date: 28 March 2022

Sustainability Planning Scheme Amendment - Background Research

Part A. Technical ESD and Development Feasibility

Municipal Association of Victoria on behalf of the Council Alliance for a Sustainable Built Environment



HIP V. HYPE

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We respectfully acknowledge that every project enabled or assisted by HIP V. HYPE in Australia exists on traditional Aboriginal lands which have been sustained for thousands of years.

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Introduction

For approximately 20 years local government in Victoria has been leading both voluntary and policy led approaches to sustainable design assessment in the planning process. This leadership is built on community expectation, their role as a responsible authority and the urgency to act on critical environmental challenges such as climate change.

Both planning and building processes have a role in evolving and elevating best practice to deliver a sustainable built environment. The Council Alliance for a Sustainable Built Environment (CASBE) is an alliance of Victorian councils committed to the creation of a sustainable built environment within and beyond their municipalities with a focus on the planning process as the lever for delivering more climate and environmentally responsive development.

CASBE provides a supportive environment for councils and seek to enable the development industry to achieve better buildings through consultative, informative relationships. In this work CASBE is acting on behalf of 31 member councils to develop an evidence base to support new planning policy. CASBE is auspiced by the Municipal Association of Victoria and is the owner and manager of the Built Environment Sustainability Scorecard (BESS), a key tool for demonstrating environmentally sustainable design (ESD) credentials at the site scale, at the planning stage.

POLICY CONTEXT

The evolution of planning policy and its relation to delivering sustainability outcomes in the built environment is long and complex. Whilst there is some State planning policy support for sustainability outcomes, much of the environmental sustainability planning policy development has been developed through local policy. In 2013 the City of Melbourne developed a local policy; Clause 22.19 - Energy, Water, Waste Efficiency. In 2015, 6 local councils collaborated on a planning scheme amendment for a local ESD policy. Almost identical ESD policies are now in place in over 20 municipal planning schemes.

City of Melbourne is now progressing an update and a broadening of their own local policy, and CASBE (supported by 31 councils) is progressing a new policy which would replace the existing ESD policy in some Councils and introduce an ESD assessment approach to others. The policy update is required to respond to evolving best practice and to reflect the increased urgency in response to climate change.

SCOPE

CASBE has commissioned background research in three parts:

- Part A. Technical ESD and Development Feasibility
- Part B. Planning Advice
- Part C. Economic Benefit Cost Analysis

A consultant team comprising Hansen Partnership, Frontier Economics and HIP V. HYPE Sustainability has been appointed to undertake the background research. This report responds to Part A of the brief. HIP V. HYPE have been supported in responding to Part A by Jackson Clements Burrows (JCB) Architects.

CASBE has developed policy objectives and standards to a working draft stage to support the project. All parts of the project are focused on testing these objectives and standards and developing evidence to justify their inclusion in the planning scheme.

The scope of Part A is as follows:

Task 1 – Design Response

This task involves the development of design responses which meet agreed objectives and standards for 8 building typologies. The design responses build on case studies drawn from councils who are supporting the research, some of whom have a local ESD policy in place and others who rely on State policy or other locally specific provisions for assessing ESD at the planning stage.

Task 2 – Technical Feasibility

This task includes the analysis of technical feasibility of these design responses.

Task 3 – Development Feasibility (Financial Viability)

This task presents an itemised development feasibility of each standard, including cost variations where applicable and benefits (including financial) that are applicable to each standard.

Task 4 – Prepare a summary of recommendations

This task includes a summary of recommendations, including any variations or recommendations for removal of any standards and their justification.

The method applied to the above scope is detailed in Section 2 of this report.

Introduction

PURPOSE OF REPORT

The purpose of this report is to present the outcomes of the above research, which when combined with the outputs of Part B and Part C, represent a robust evidence base to support further development of the proposed planning scheme amendment.

The report allows the planning scheme amendment process to consider likely impacts of the proposed policy from a technical feasibility and financial viability perspective, recognising that the benefits of ESD standards accrue to a range of stakeholders in the development process.

STRUCTURE OF REPORT

The report is structured as follows:

1. Executive Summary
2. Introduction (this section)
3. Method (detailing the approach to the meeting the requirements of the project)
4. Technical Feasibility and Financial Viability (detailing the results of the two critical research components across each ESD category)
5. Conclusions (key findings and further research)
6. Appendices



Rooftop garden and solar photovoltaic panels at Burwood Brickworks.
Photography by Kim Landy

Method

The approach to the project for this technical and development feasibility research has centred on applying a range of proposed standards across six ESD categories or themes to real world case studies. Appropriate design responses to meet the standards were developed and their impact documented.

This section of the report outlines the method applied to the project.

CASE STUDY SELECTION

To ensure the proposed elevated standards were assessed against a diverse and representative sample of developments, HV.H worked with the CASBE and its network of councils to identify suitable case studies. These case studies were selected to satisfy the typology criteria (below), provide a diversity of localities and local policy contexts. 'Middle of the road' examples were sought to ensure that the case studies chosen were representative of standard responses to existing policy settings. Sufficient documentation of the endorsed developments was also a consideration.

For each typology, two case studies were sourced which represented councils with local ESD policies (from the 2015 and subsequent amendments) and councils without.

For the single dwelling typology, only one case study was sourced as this typology does not commonly have a local ESD policy applied. Note that some non-ESD policy case studies for Inner Urban and Suburban councils included ESD Statements and/or assessments against the Built Environment Sustainability Scorecard (BESS) which highlights the voluntary uptake of such objectives and tools despite a lack of local planning policy.

The councils of Melbourne, Port Phillip, Stonnington, Yarra, Darebin and Moreland were considered Inner Urban, all other metropolitan Councils considered Suburban and all councils outside the metropolitan boundary considered Regional.

TYPOLGY	INNER URBAN	SUBURBAN	REGIONAL
(RES1) Large residential mixed-use development >50 apartments and small retail	ESD Policy	Non-ESD Policy	
(NON-RES 1) Large non-residential >2,000 m2 GFA office development	ESD Policy	Non-ESD Policy	
(NON-RES 2) Large industrial >2,000 m2		ESD Policy	Non-ESD Policy
(RES 2) Small multi-dwelling residential <3 dwellings		ESD Policy	Non-ESD Policy
(RES 3) Small multi-dwelling residential >5 dwellings but < 10 dwellings	ESD Policy	Non-ESD Policy	
(RES 4) Small residential apartment building >10 dwellings but <50 dwellings		ESD Policy Non-ESD Policy	
(NON-RES 3) Small non-residential office and retail <2,000 m2	ESD Policy		Non-ESD Policy
(RES 5) Single dwelling and/or residential extensions greater than 50 m2		Non-ESD Policy	

Matrix detailing the eight typologies, the case study locality type and the local ESD policy context.

Method

DOCUMENTATION

The proposed standards (which were sourced from work developed to working draft stage by CASBE) were reviewed by HV.H against the case study documentation including plans, ESD Statements and BESS assessments, and these base case design responses documented. Where documentation was not sufficient to determine the base case design response, assumptions were based on the BESS benchmarks, policy or regulatory settings and/or using the response of the other base case for the same typology.

To allow for standardisation of results across both case studies and the alternative, the second base case was 'scaled' using built form of one case study (the case study with a local ESD policy). This involved using the built form parameters of the first case study such as site area, gross floor area and dwelling number but applying the design responses of the second case study. This provided for a consistent basis for comparison. This was particularly relevant for initiatives that were directly informed by the scale of the built form such as bicycle parking, where total parking numbers were not comparable and a parking ratio applied to the selected built form allowed for equivalence.

ALTERNATIVE DESIGN RESPONSES AND TECHNICAL FEASIBILITY

Following the documentation of the base case designs, alternative design responses which satisfied the proposed standards were developed by HV.H for all standards (with the exception of those that had been ruled out by through preliminary assessment by Hansen Partnership). These responses included specifications or a built form response, and aimed to clearly communicate the change required to meet the proposed standards as the key input into the cost benefit analysis.

For those initiatives which had a built form response, these were discussed at a series of design workshops attended by HV.H Sustainability, HV.H Projects and JCB Architects. The implications of the standards were tested to ensure that any built form response was cost-effective and technically feasible.

BENEFITS EVALUATION

A range of benefits associated with the alternative design responses were evaluated by HV.H including quantitative benefits such as an operational energy, operational water and landfill diversion. Qualitative benefits were also noted such as carbon reduction, thermal comfort improvements and ecosystem services benefits.

Operational energy (HVAC and hot water) and water benefits (potable water reduction for interior uses and irrigation) were quantified using the BESS calculators. Other figures such as total energy use, construction and organic waste generation, and embodied carbon of concrete were quantified using industry benchmarks and average figures. Refer to appendices for further detail of sources and calculations methodology.

These benefits were communicated to Frontier Economics for incorporation into the cost-benefit analysis.



Electric vehicle charging station at The Cape development.
Photography by Kim Landy

Method

FINANCIAL VIABILITY

Through the analysis, HV.H provided preliminary feedback on the proposed standards to Hansen where the costs and/or yield loss were considered prohibitive. Such examples include requiring a separate line of travel for cyclists in basement car parking.

The capital cost of design responses was quantified for standards where the alternative response was different to the base case and the alternate response incurred either a cost or saving. These capital costs were communicated to Frontier Economics for incorporation into the cost-benefit analysis.

The costs were derived from a range of sources according to the following hierarchy:

- Rawlinsons Australian Construction Handbook (note that the 2020 version was used as this was considered less likely to be impacted by fluctuations in the market during the COVID pandemic)
- Suppliers (written and verbal quotations) and product listings
- Industry reports
- Consultancies with industry expertise

Refer to appendices for full list of costs and sources.

STANDARDS RECOMMENDATIONS

Insights from the above analysis informed advice from HV.H to Hansen as to whether a proposed standard should be excluded or modified to ensure improved financial and technical feasibility. Such examples include some required rates of on-site solar photovoltaic generation not being achievable, or reducing the prescriptive approach of non-residential ventilation standards.

COST-BENEFIT ANALYSIS INTEGRATION

Discussions between HV.H and Frontier Economics ensured that the capital costs and quantitative and qualitative benefits HV.H documented were appropriate and could be integrated into the cost benefit framework. These costs and benefits from the technical and financial analysis were incorporated by Frontier into the cost-benefit analysis.

REPORTING

The above activities, outputs and insights are summarised within this report. Key findings, limitations and next steps are detailed for use by the Municipal Association of Victoria as part of the future Sustainability Planning Scheme Amendment.

Note that as work of different expertise streams (e.g. ESD and planning) was undertaken in parallel, there are some differences in wording and distribution of draft standards across different ESD categories as these have evolved over time. This report has aligned category theme wording as best as possible with the planning report, and a summary of the relationship between ESD categories as defined in the planning report has been included as an appendix for reference.



Urban greenery in Elwood. Photography by Adam Gibson

Technical Feasibility and Financial Viability

This section of the report outlines the results of technical feasibility and financial viability testing of proposed objectives and standards.

ESD CATEGORIES

This report is based on six ESD categories as follows:

- Operational Energy
- Sustainable Transport
- Integrated Water Management
- Indoor Environment Quality (IEQ)
- Circular Economy
- Green Infrastructure

Note that the above categories were based on an early restructured categorisation by Hansen Partnership which removed the 'Climate Resilience' theme and redistributed standards initially under that theme. The 'Climate Resilience' theme was reintroduced as part of subsequent planning advice after the ESD analysis was undertaken, while the 'Circular Economy' category was split into two called 'Waste and Resource Recovery' and 'Embodied Emissions' (see Appendix D).

In this section of the report, results are presented for each category in turn, drawing on analysis relating to both technical and financial impacts of proposed standards.

The results are presented in table format. The tables have adopted the same structure as the early set of restructured standards presented by Hansen. The standards tested in this analysis were also from the early restructure by Hansen, with wording largely unaltered at that stage. Subsequent rewording by Hansen was reviewed by HV.H to ensure the intent of both versions was similar and that the technical analysis would not be impacted.

The table sets out the following in relation to each standard:

- Standard (description)
- Nested standard (this applies only when the standard differs between typologies)

Then with reference to base cases (Local policy, State policy)

- Design Impact (including variations between typologies)
- Cost impacts (by typology)
- Benefits (by typology)
- Recommendation

Our advice in the recommendations is either to retain a standard in its current form, to modify a standard or to remove the standard altogether. In the case that a standard is recommended for removal either by Hansen or HV.H, the standard is noted as:

- Appropriate as a guideline (e.g. Guidelines for Sustainable Building Design)
- Appropriate for incorporation in future updates to the BESS
- Requiring further testing and analysis to determine potential pathway
- Is inappropriate to be addressed through any of the above mechanisms.

Where a standard is recommended to be modified, this feedback has been incorporated by Hansen into the planning advice. Following the tabulated analysis a summary is provided for each category.



Construction site of townhouse development.
Photography by Sunlyt Studios

Operational Energy

This theme focuses on energy efficiency, on-site renewable energy generation and energy supply, with the aim of achieving net zero operational carbon.



Rooftop solar photovoltaic panels at Burwood Brickworks. Photography by Kim Landy

Operational Energy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S1 A Net-zero carbon performance from all operational energy use must be achieved through a combination of measures	There is no design impact as this standard is met by a range of other standards (e.g. S2, S6, S8)	N/A	N/A	We recommend that the standard be removed and reinstated as an objective only as other standards deliver energy efficiency, prohibit fossil fuels, deliver on-site renewable energy generation and require off-site renewable energy purchasing.
S2 No natural gas or other onsite fossil fuel consumption is permitted (*continued on next page)	Design / technical impact is generally negligible with the exception of very large buildings. No design responses created insurmountable issues with technical feasibility. In regard to hot water provision, in larger residential typologies, the most likely design response to meet the standard is a centralised electric hot water heat pump, which has a reasonably significant impact on roof plant spatial allocation (but does not result in a reduction of any residential space). Design responses for all other typologies 'swap out' gas instantaneous or storage hot water systems for either electric heat pumps (smaller residential) and electric instantaneous (non-residential).	<p>The cost impact varies. The electric alternative generally has a higher capital cost than the gas alternative, with the exception of the electric instantaneous which is marginally favourable in terms of capital cost. Whilst not included in our analysis of costs, where the infrastructure associated with gas is avoided altogether further cost reductions are available.</p> <p>In certain circumstances, electricity peak demand may trigger a contribution to network infrastructure (such as a transformer upgrade). There is an avoided future cost of retrofit (would be required to meet State and National carbon reduction targets).</p>	<p>All electric alternatives with the exception of electric instantaneous offer an operational energy and corresponding cost saving. Smaller residential typologies also offer the benefit of avoiding a supply charge for gas.</p> <p>Electric alternatives can further reduce carbon impact when matched with on-site renewable energy or completely remove operational energy emissions if there is a renewable electricity contract in place.</p> <p>Gas alternatives lock in fossil fuel dependence and do not allow for zero carbon in operation without offsets.</p> <p>Excluding natural gas also better aligns inclusion of demand management systems with potential future income. There is also greater certainty around achieving zero net emissions given the future emissions intensity of the electricity and gas networks are not locked in for the life of a building. Whilst carbon associated with grid electricity will decrease with clear policy and trend, for gas networks this is much less clear.</p>	<p>The standard has strong justification based on a range of benefits and manageable cost impacts.</p> <p>We recommend the standard be discretionary to allow for the very limited range of uses (e.g. commercial kitchens and industrial uses with high thermal loads) where further industry transition is required before a mandatory control can be introduced. This discretion should be applied in very limited circumstances.</p> <p>We recommend that the proposed Guidelines for Sustainable Building Design apply discretion for electric instantaneous systems for taller residential buildings and non-residential buildings.</p>

Operational Energy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S2 No natural gas or other onsite fossil fuel consumption is permitted</p> <p>(*continued from previous page)</p>	<p>The design response for all typologies for cooking was electric induction. For many of the typologies, induction was already specified. Induction cooking is now common in residential development (estimated to be approximately 25% of applications in City of Yarra in 2021) and no design responses created insurmountable issues with technical feasibility, however may contribute to peak electrical demand for the building. Food and beverage (commercial kitchen scale) may present some challenges from a market acceptance perspective.</p>	<p>The cost impact is approximately 25% at the dwelling level, but maybe partially offset by reducing piping costs from central gas supply.</p>	<p>Electric induction cooking is:</p> <ul style="list-style-type: none"> _More efficient than gas cooking offering an operational energy saving _Safer than gas cooking _Able to be matched with renewable energy _Avoid health (air quality) impacts associated with indoor gas combustion 	<p>See above.</p>
<p>S4 Residential (Class 1 & 2) and Aged Care (Class 3) only Residential developments should achieve an average 7 Star NatHERS</p>	<p>The design impact of meeting the proposed standard varies according to strategies employed and can be achieved using a variety of methods including passive solar design changes (orientation, window size, window placement, shading) or specification improvements (window performance, insulation).</p>	<p>No capital cost is incurred as the proposed standard is already recommended to be included in the proposed changes to National Construction Code (NCC) in 2022.</p> <p>If this does not occur it is highly likely that the Victorian government will take the step to 7-star themselves.</p>	<p>The heating and cooling energy consumption benefit of moving from 6 star to 7 star NatHERS is approximately 28% reduction in predicted energy use per m2. This benefit has not been incorporated in the cost benefit analysis, because the increase in thermal performance will likely be required through a building permit requirement in the short term.</p> <p>A health and wellbeing benefit would also be delivered related to the improvement in thermal performance.</p>	<p>We recommend that the standard be retained for completeness, but removed from the proposed planning scheme amendment if the proposed 7 star NCC 2022 standards (or Victorian variation) are confirmed.</p> <p>We recommend that aged care (Class 3) not be included as NatHERS is not an appropriate measure for this development type.</p> <p>We recommend that evidence from the following report be used to support the evidence base if the proposed NCC 2022 changes are not adopted as drafted.</p>
<p>S5 Residential and aged care only Provide external natural clothes drying facilities that does not impact open space area or visual amenity</p>	<p>The design impact of meeting the proposed standard is restricted to amenity and visual obstruction issues. Many owners corporation rules still prohibit hanging clothes on balconies where they can be seen by other residents, but a range of flexible solutions are now available that nest drying clothes in behind the balustrade and also allow for the space to be usable for recreation when not in use. In an aged care setting, the impact is similar. Note that some planning overlays or restrictions on title prohibit clothes lines being visible from frontage.</p>	<p>Capital cost is negligible, so has not been sourced.</p>	<p>Benefits relate to operational energy savings, as outdoor drying avoids the use of clothes dryers but have not been quantified.</p>	<p>We recommend that the standard be retained in its current form, but more consultation occur with the aged care sector to ensure that guidelines for implementation do not impact private open space amenity.</p> <p>We recommend that the term open space be clarified (private open space versus public open space).</p>

Operational Energy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S6 Maximise onsite renewable energy generation to meet or exceed predicted annual energy use: Medium density only A 3kW minimum capacity solar photovoltaic (PV) system must be installed for each 1-2 bedroom dwelling and an additional 1.0kW per bedroom for each bedroom there-after. The electrical system should be designed to maximise on-site consumption of renewably generated electricity (i.e. minimizing grid export).</p>	<p>The design impact of solar PV for smaller residential typologies (single dwellings and town houses) is minimal, with roof spaces generally with adequate space provision to meet the standard.</p>	<p>Capital cost impact is now less than \$1,000 per kWp at this scale.</p>	<p>Solar energy generation offsets on site consumption of electricity creating an operational saving (with a return on investment of generally less than 5 years).</p> <p>There is a corresponding carbon reduction benefit.</p>	<p>We recommend retaining the standard, based on strong financial benefit to the occupant, but allowing some discretion, when there is conflicting roof space with an alternative use which has environmental or social benefit or when existing or an approved building will overshadow the roofspace.</p> <p>If roofspace is restricted, Building Integrated Photovoltaic (BIPV) Panels could be considered as an appropriate strategy to achieve the required solar PV capacity, however, should not be required.</p> <p>We believe this standard could apply to single dwellings as well as medium density.</p>
<p>S6 Maximise onsite renewable energy generation to meet or exceed predicted annual energy use: Apartments only Provide a solar PV system with a capacity of at least 25W per square meters of the development's site coverage, OR 1kW per dwelling. *Capacity of solar PV system: kW = Site coverage (m2) x 25 (W/m2) / 1000(W/kW). The system should be designed to optimise use of on-site generated electricity</p>	<p>The design impact of meeting the proposed standard for apartments is significant, especially for larger buildings. Based on the largest of the case studies (RES 1), a 38kWp system would be required to meet the proposed standard, however our analysis indicates that only 16kWp is achievable (with additional pergola shading structures to support panels over some communal terrace areas), based on rooftop capacity.</p>	<p>Capital cost based on industry standards remains below \$1,000 per kWp, but may be higher in certain circumstances.</p>	<p>Benefits are as above for all solar PV standards.</p>	<p>We recommend modifying the standard to account for discretion in circumstances where the amount of unencumbered roof space is not available to meet the standard.</p> <p>Whilst the standard could be modified in many ways, we consider that because the standard is unable to be met only when there are significant competing roof top uses, that the standard could be reworded as discretionary ie that buildings should provide the benchmark solar PV capacity.</p> <p>We recommend that proposed Guidelines for Sustainable Building Design should outline specific (narrow) circumstances where discretion may be required such as competing beneficial roof uses and existing or known future overshadowing.</p> <p>Standard S7 would drive optimisation of roof capacity to ensure the best available space for solar PV.</p> <p>Where apartments are a mixed use building (e.g. have ground floor retail), the standard for the predominant use in the development should apply.</p>

Operational Energy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S6 Maximise onsite renewable energy generation to meet or exceed predicted annual energy use: Industrial & warehouse only All roofs must be structurally designed to be able to accommodate full PV coverage, excluding areas set aside for plant equipment or areas significantly shaded by other structures</p>	<p>The design impact of meeting this standard has not been tested as the existing structural load of the case studies was not able to be determined. However, we note that one case study planned to engage an engineer at building permit application stage to ensure the structural design allowed for the future installation of solar panels.</p> <p>Imposing a standard across a whole building is somewhat problematic, as in the vast majority of situations an industrial building would have a significantly larger roof than is required to match energy consumption with solar. Distribution network businesses routinely limit the size or export limit solar PV installation in business parks and industrial estates to ensure network issues don't occur. This would mean the roof is designed with capacity that is never needed. Portal frames are a highly cost effective solution and increasing loading would require changes to design.</p>	<p>Not able to be determined as it is not clear whether the base cases would have required alteration.</p>	<p>The benefit is that the structure allows for additional solar PV to be retrofitted at a future date, therefore reducing the retrofit cost of reinforcing a structure. This increases the feasibility of new solar being able to be accommodated.</p>	<p>We recommend engaging a structural engineer to provide targeted advice on the load requirements of an industrial roof to support solar PV to clarify differences with current NCC minimum requirements (including those proposed under NCC 2022) or standard designs.</p> <p>Depending on this advice, we caution applying a blanket structural improvement across the the whole industrial roof space unless the impact / cost is minimal. This is because the vast majority of industrial roofs will not be used for this future purpose. The embodied carbon of additional structural steel should also be accounted for in this decision.</p> <p>We recommend awaiting the outcome of the NCC 2022 provisions before confirming a decision.</p>

Operational Energy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S6 Maximise onsite renewable energy generation to meet or exceed predicted annual energy use: Industrial & warehouse only Include a solar PV system that is: - Sized to meet the energy needs of the building(s) services (lightning, air- conditioning, industrial processes); or - Maximized based on the available roof area; or - When no industrial process is proposed, minimum 1.5kW per tenancy plus 1kW for every 150m² of gross floor area must be provided. The system should be designed to optimise use of on-site generated electricity.</p>	<p>The design impact of meeting this standard is negligible (subject to structural requirements above), as industrial roofs have expansive, flat roof space which can accommodate solar PV capacity without significant design implications. Generally speaking however, buildings do not always have a confirmed tenant when they are developed, so whether or not an industrial tenant has an energy intensive industrial process may not be known.</p> <p>The standard which would apply when no industrial process is proposed represents approximately 10% of available roof space.</p> <p>We note that in the case that a number of industrial buildings are co-located, that export of solar PV generation (which would occur on the weekends where occupation is low and equipment is not in operation) may cause localised network impacts and may have to be limited.</p>	<p>Capital cost based on industry standards remains below \$1,000 per kWp, not including any cost impact to increased structural capacity required to facilitate a solar PV system.</p>	<p>As above.</p>	<p>We recommend the standard be retained, but modified to encourage increased solar PV system sizes, where the roof can support the additional load and where an energy intensive industrial process is likely.</p>
<p>S6 Maximise onsite renewable energy generation to meet or exceed predicted annual energy use: Office, educational buildings, health facilities, aged care, student accommodation, commercial and other non-residential buildings Should install onsite renewable energy generation up to or exceeding predicted annual energy consumption</p>	<p>The design impact of meeting the proposed standard for non-residential buildings is significant, especially for larger buildings. Based on one of the non-residential case studies, a system of over 100kWp would be required, but the roof capacity based on some conservative assumptions will only account for 19kWp. Refer to the diagram on the following page.</p> <p>Alternatively, if applying a rate of 25W per square metre of the development's site coverage (similar to the apartments standard), the case study rooftops would have sufficient space to meet such a requirement.</p>	<p>Capital cost based on industry standards remains below \$1,000 per kWp, but may be higher in certain circumstances.</p>	<p>Benefits are as above for all solar PV standards.</p>	<p>We recommend that the standard be modified for consistency with the apartment standard.</p> <p>An updated standard could reference "a solar PV system with a capacity of at least 25W per square meters of the development's site coverage".</p>

Operational Energy

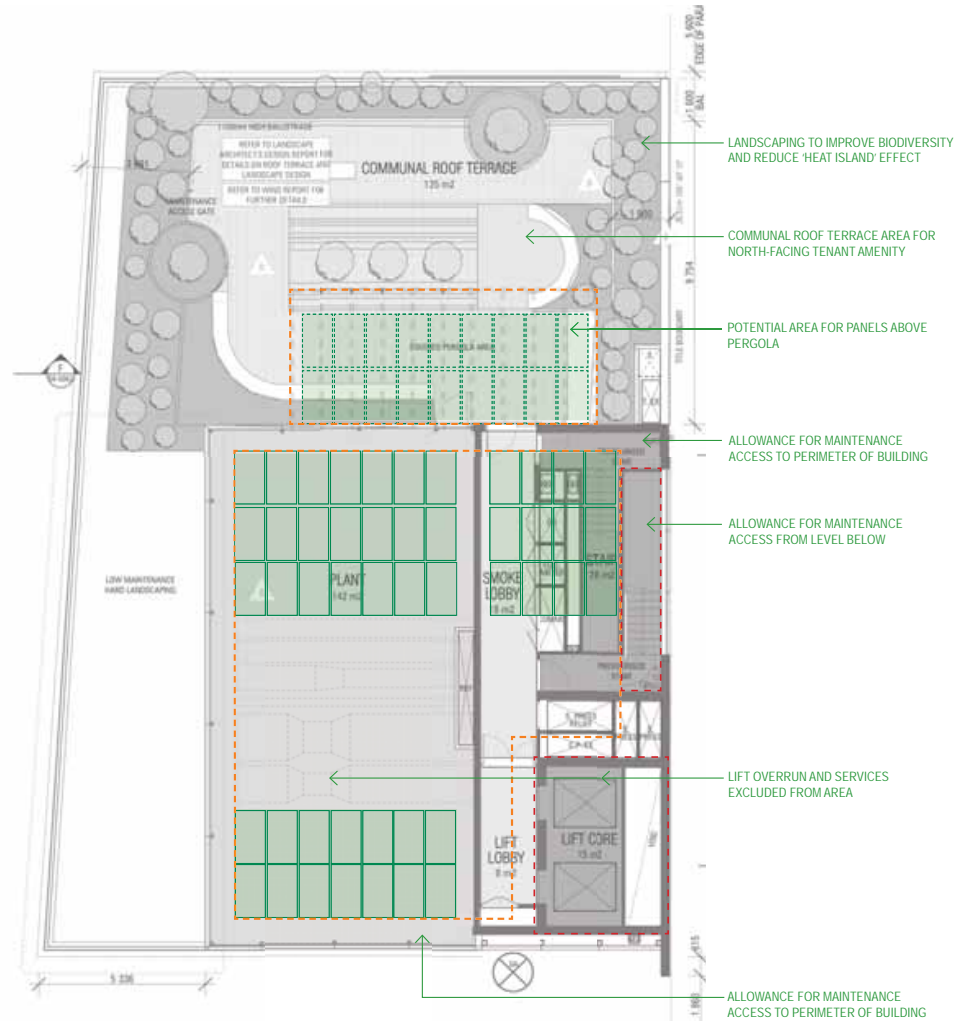


Diagram demonstrating potential solar photovoltaic capacity for the rooftop of an office case study. The image demonstrates 19.5kWp of solar. Image by JCB Architects

Operational Energy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S7 Maximise the opportunity to generate solar electricity on all roofs by: designing roof structures to accommodate solar PV arrays, minimise shading and obstructions, optimise roof pitch and orientation. The system should be designed to optimise use of on-site generated electricity	The design impact of the standard is confined to the smaller residential typologies where roof structures can be more complex. There are no major technical issues associated with maximising the opportunity, however a simplification of some roof lines will be required to meet the standard and deliver the solar PV target in Standard S6. Refer to the diagram on the following page.	No capital cost impact is expected, and in some circumstances may reduce the cost of the roof structure.	The benefit is documented in relation to Standard S6, however there may be an additional opportunity for dematerialisation and reduced waste if roof structures are simplified.	We recommend that the standard be retained in its current form, and that Guidelines for Sustainable Building Design provide guidance for architects and designers looking to maximise viable zones for solar rooftops.
S8 All residual operational energy to be 100% renewable purchased through offsite Green Power, power purchasing agreement or similar	There are no design impacts related to this standard.	No capital costs, but a minor Operational Expenditure (OPEX) impact which is being addressed through the cost benefit analysis.	Benefit is significant in terms of carbon reduction. When delivered in combination with S2 this standard delivers zero carbon for stationary energy for a building's operation (generally its largest emissions impact).	We recommend retention of the standard, based on the very high impact. Part B of this project further examines how operational energy management can be implemented through a planning mechanism.
S9 Design to enable for future renewable energy battery storage including space allocation	Design and technical feasibility was investigated for smaller residential typologies and industrial typologies only. The reason technical feasibility was restricted to these typologies / uses is that in all other circumstances, on-site renewable energy is unlikely to deliver a surplus of energy that would prompt the future inclusion of battery storage. Single dwellings and town houses had space in garages that could be reallocated to support battery storage and industrial buildings has significant space to support battery storage if it was financially viable at a future date.	No capital cost impact as no new space allocation required.	There is no quantifiable energy or financial benefit accruing from space allocation for future battery storage.	We recommend that the standard be removed in its current form, with the principle of future proofing embedded in a generalised standard which allows for future upgrades (but does not pick battery storage as a winner). Single dwellings and townhouses have garage storage space that can otherwise be converted and industrial buildings have ample space opportunity that can be reallocated. We also consider that EV integration may mean that batteries at the household level are not routinely specified or retrofitted in the numbers that were anticipated several years ago, so creating space specifically for them is not required. We do not recommend inclusion in Guidelines for Sustainable Building Design or BESS.

Operational Energy

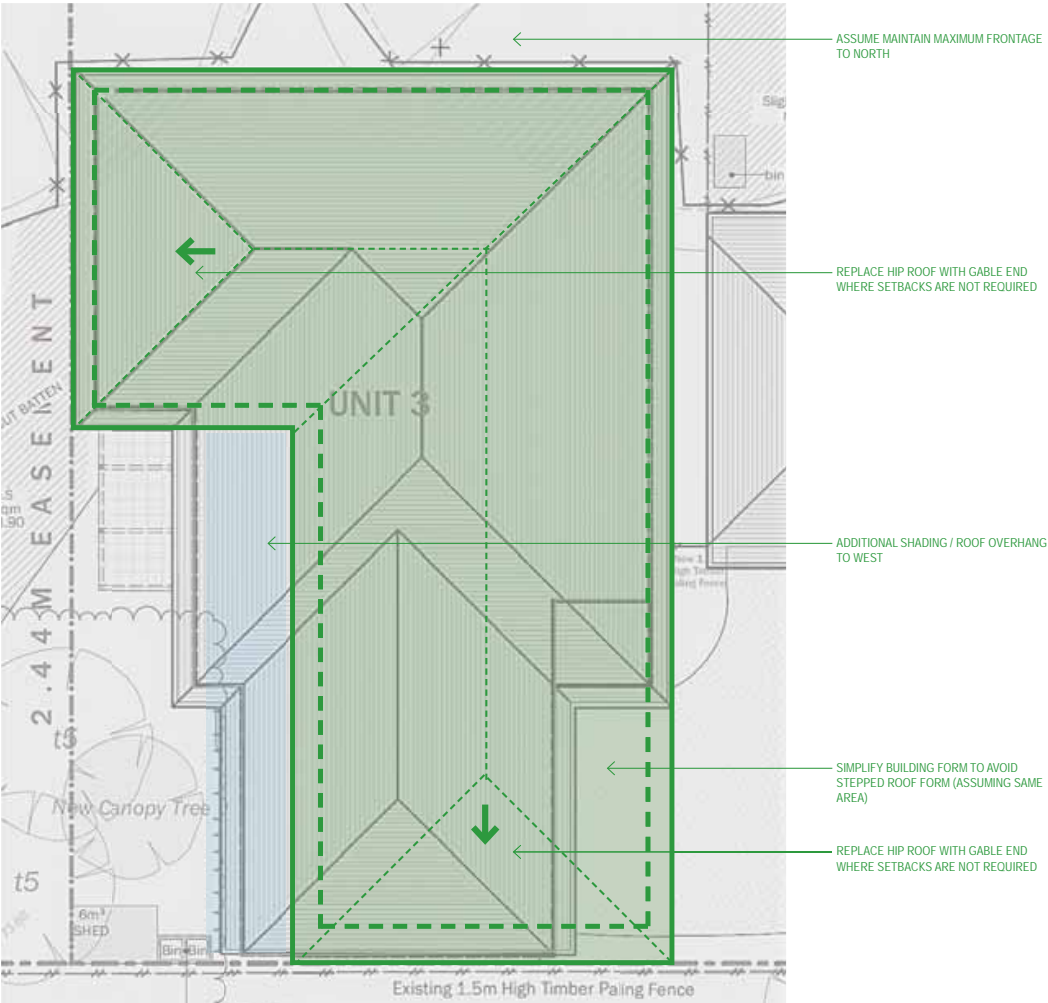


Diagram demonstrating the possibilities for simplification of a single dwelling pitched roof to increase opportunities for solar photovoltaic panels. Image by JCB Architects

Operational Energy

The following standards were not included in the analysis as they were either flagged for removal due to planning advice or the impact, costs and benefits were addressed in similar standards. Note that some standards may not have been fully analysed but are still included in the previous tables as there was relevant commentary to document.

STANDARD	REASON FOR EXCLUSION FROM ANALYSIS
S3 Provide effective shading to glazed surfaces of conditioned spaces exposed to summer sun	Refer to Standard S38.
S10 Select materials that minimise carbon emissions, and offset these emissions onsite or through a verified carbon offset scheme	Refer to Standard S58.
All non-residential developments should exceed National Construction Code Building Code of Australia Volume One Section J or Volume 2 Part 2.6 Energy Efficiency building fabric and thermal performance requirements by in excess of 10 per cent	Although this was not originally proposed to be a standard and therefore has not been analysed, we note there is not an energy efficiency standard driving efficiency beyond NCC 2019. We feel this is appropriate due to step change in increased efficiency requirements from NCC 2016 to 2019 but consider that BESS may want to be updated periodically to reward performance above NCC minimum requirements outside the planning policy.

Sustainable Transport

This theme focuses on facilitating increased active transport with the aim of reducing private vehicle trips, and setting the condition to ensure a smooth transition for the future uptake of electric vehicles.



Ground level bicycle parking area at Nightingale 2 apartment development. Photography by Jake Roden

Sustainable Transport

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S11 Developments should provide the following rates of bicycle parking and associated facilities: New residential development</p> <ul style="list-style-type: none"> • A minimum of one secure undercover bicycle space per dwelling • A minimum of one visitor bicycle space per 4 dwellings 	<p>The design impact in relation to increased bicycle parking provision is complex. This standard relates to the provision of the bicycle parking infrastructure and the associated space allocation. The impact on space allocation is estimated at 1m² per park (e.g hanging rack), however in some cases this can be reduced by two-tier bicycle storage options (e.g. Josta), but this requires minimum 2.6m floor to ceiling clearance so is only able to be used at ground level or where basement car parking is more generous than standard. Implementation of the infrastructure solutions is straight forward, subject to the space allocation being made.</p> <p>For residential development the impact is confined to apartments. Townhouses and single dwellings have more flexible storage options. The diagram on the following page graphically highlights the impact of the bicycle parking standards as a suite. From a design perspective the additional bicycle parking space does not pose technical issues, but represents either a loss in yield from other uses (e.g. car parking or retail if at ground floor level) or an additional space allocation which comes at an additional construction cost.</p>	<p>The capital cost impact related to infrastructure ranges between \$410 and \$1,640 per space depending on the solution.</p> <p>The capital cost of the additional space is estimated at \$1,630 per sqm.</p>	<p>Benefits related to additional bike parking provision are also complex. A theoretical approach would see the extra bicycle parking provision motivate a change in behaviour (travel mode) for residents and workers. This would have a flow on benefit of reducing private vehicle transport (which causes carbon emissions and congestion) and increasing health and wellbeing related to additional exercise as a result of active transport.</p> <p>Whilst there is confidence that the impact exists, modelling the benefit is complex as outlined in the Cost Benefit Analysis.</p>	<p>We recommend that the standard be modified to allow for discretion in circumstances where the medium to long term expected take up of bike parking spaces is less than the proposed 1:1 dwelling rate. In these circumstances, the project should outline how additional space (nominally car parking) could be repurposed for bicycle parking as demand rises and reliance on private vehicle ownership declines.</p>
<p>S11 Developments should provide the following rates of bicycle parking and associated facilities: New retail development</p> <ul style="list-style-type: none"> • A minimum of one secure undercover employee bicycle parking space per 100 sqm Net Lettable Area (NLA). • Provide visitors bicycle spaces equal to at least 5% of the peak visitors capacity 	<p>For retail development, the issues are consistent to those in residential apartments, but in all non-residential case studies, the standard proposed is close to or already being met.</p>	<p>As per above.</p>	<p>As per above.</p>	<p>We recommend that the standard be retained as the expected impact to space allocation and infrastructure costs is minimal, based on only a minor gap (if at all) between business as usual provision and the level proposed under the standards. Further work could explore a higher rate for locations with a strong cycling culture.</p>

Sustainable Transport

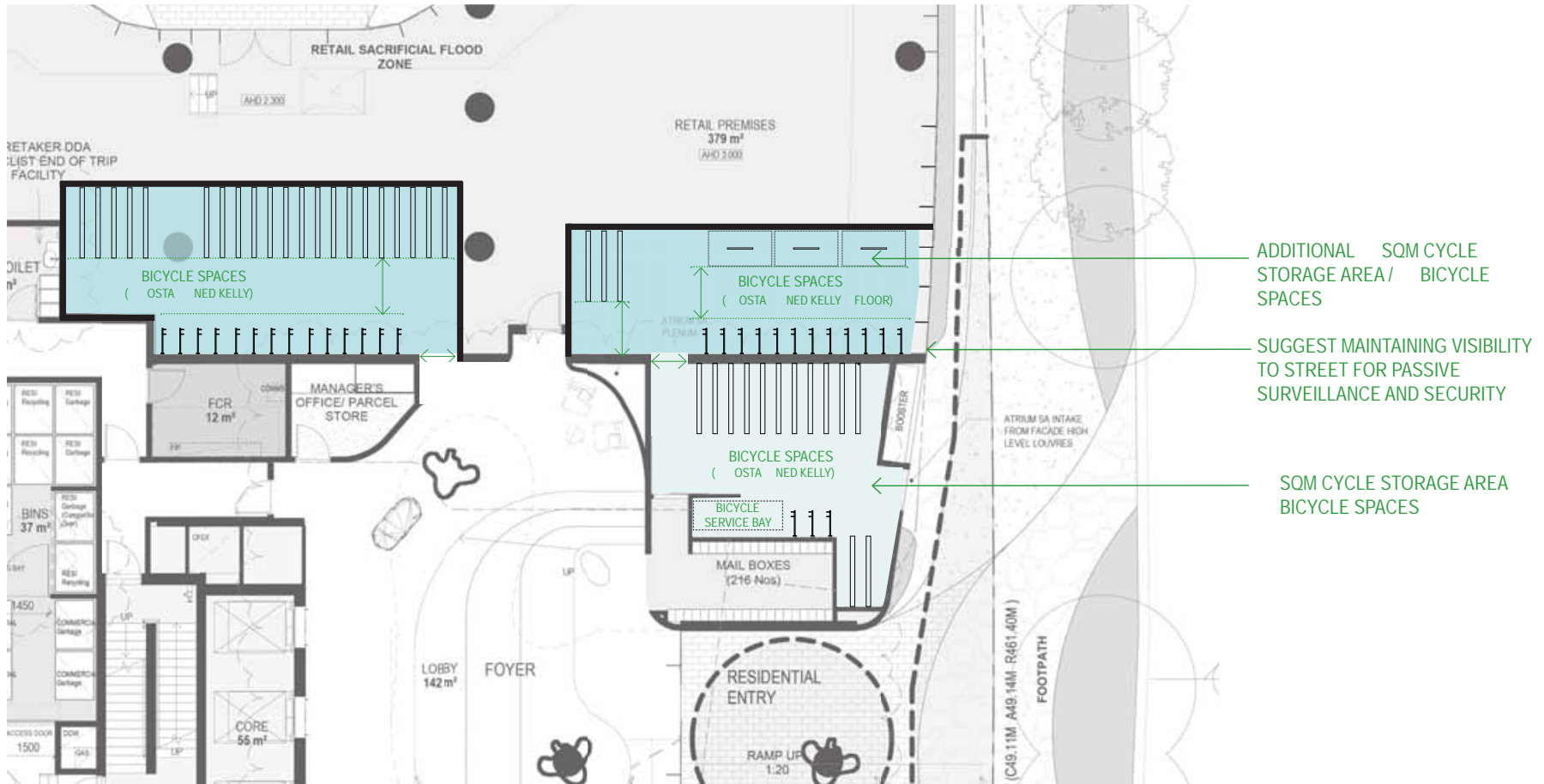


Diagram highlighting the impact of the bicycle parking standards as a suite of measures for a mixed use development. Image by JCB Architects
Note: The following storage types have been utilised - two tier system (Josta), hanging rack (Ned Kelly) and hoop (floor).

Sustainable Transport

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S11 Developments should provide the following rates of bicycle parking and associated facilities: New development associated with a Place of Assembly, Office or Education use</p> <ul style="list-style-type: none"> • A minimum of one secure undercover staff bicycle parking space per 100 sqm NLA of office • A minimum of one visitor space per 500 sqm NLA of office • A minimum of 2 secure staff bicycle spaces per 1500 sqm of a place of assembly • A minimum of four visitor spaces for the first 1500 sqm and 2 additional spaces for every 1500 sqm thereafter for place of assembly? • A minimum of one secure staff bicycle parking space per ten employees of education centres • A minimum of one per five students of education centres 	<p>For place of assembly, office or educational development, the issues are consistent to those in retail and residential apartments, but in all non-residential case studies, the standard proposed is close to or already being met.</p>	<p>As per above.</p>	<p>As per above.</p>	<p>Recommendation is as per the retail standard.</p>
<p>S11 Developments should provide the following rates of bicycle parking and associated facilities: For all other non-residential</p> <ul style="list-style-type: none"> • Provide bicycle parking equal to at least 10% of regular occupants 	<p>The design impact of this standard is similar to other non-residential bicycle standards.</p>	<p>As per above.</p>	<p>As per above.</p>	<p>Recommendation is as per the retail standard.</p>
<p>S12 Bicycle parking – non-residential facilities One shower for the first 5 employee bicycle spaces, plus 1 to each 10 employee bicycle spaces thereafter should also be provided. If 10 or more employee bicycle spaces are required, personal lockers are to be provided with each bicycle space required. If more than 30 bicycle spaces are required, then a change room must be provided with direct access to each shower. The change room may be a combined shower and change room.</p>	<p>This standard is linked to S11, and can therefore result in requirements greater than Clause 52.34. However, the design impact for increased wet areas was negligible for the case study design responses. Additional space for locker provision is required but has a relatively small footprint.</p>	<p>The capital cost impact of the standard is minor as increased area for showers (the most expensive component of the standard) was negligible for the case studies. Space provision and capital cost per locker is minimal.</p>	<p>As per bicycle parking, with the infrastructure provision (in this context to change and shower) workers are more likely to ride to work. Whilst there is confidence that the impact exists, modelling the benefit is complex as outlined in the Cost Benefit Analysis.</p>	<p>We recommend that the standard be retained as the expected impact to space allocation and infrastructure costs is minimal. Inclusion of locker provision makes the provision of EOT facilities more comprehensive.</p>

Sustainable Transport

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S13 Bicycle Parking - Convenience. All bicycle parking facilities must be convenient and accessible, and:</p> <ul style="list-style-type: none"> Locating the majority of bicycle parking facilities for residents at ground level For any other bicycle parking, providing this within 10 meters of vertical pedestrian access ways (ie lifts, stairs) Providing access to bicycle parking facilities in basement carparks via a separate line of travel to vehicles and pedestrians Ensuring any lifts used to access to bicycle parking areas are at least 1800mm deep Ensuring at least 20% of residents bicycle parking facilities are ground level or horizontal type racks to ensure equitable access 	<p>The design impact of some elements of the proposed standard is very significant as outlined below.</p> <p>Locating the majority of bicycle parking at ground level (i.e. ground floor) may in some circumstances have a negative impact on activation of retail space, however with the exception of one typology the case studies had already prioritised ground floor bike parking access.</p> <p>To provide bicycle parking within 10m of vertical pedestrian access was tested in detail in relation to the RES 1 case study. The result of meeting the standard is that the corners of the building become underutilised space as they are unsuitable for car parking access. Space closer to lift cores would need to be reallocated to bicycle parking which has a positive outcome for cycling access, but will mean additional basement needs to be constructed to maintain car parking rates (although a partial waiver may be possible).</p> <p>The requirement for a separate line of travel for cyclists has a major impact on the efficiency of basement car parks. This would increase car park aisle widths by approximately 1m and decrease the efficiency of the basement car park significantly.</p> <p>Both other elements of the standard have only minor design impacts and do not impact technical feasibility. Note that storage stacker or supported lift parking systems can be utilised to improve accessibility for parking not on the floor.</p>	<p>From a development feasibility perspective, the loss of potential retail space to provide bicycle parking at grade actually provides a construction cost benefit (basement per sqm costs are lower), but there is lost revenue on this space, which would exceed the revenue associated with the equivalent space allocation in a basement. This is explored more in the Cost Benefit Analysis.</p> <p>The impact of the 10m maximum distance to bicycle parking and the separate line of travel on cost would require the construction of significant additional basement area. The construction cost per sqm of basement area is \$1630 per sqm. By way of example if 2 additional car spaces and 20m of dedicated (separate) line of travel was required the impact would be in the order of \$114,000 with no financial return.</p> <p>Other cost impacts (lift size and ground level preference) were not quantified as the majority met the standard already.</p>	<p>As per bicycle parking and end of trip facilities, the improved infrastructure location means residents and workers are more likely to ride. Whilst there is confidence that the impact exists, modelling the benefit is complex as outlined in the Cost Benefit Analysis.</p>	<p>We recommend that the standard be modified to remove the requirement for the separate line of travel, the spatial implication will add major cost to a basement. We instead recommend that surface treatments be used to afford cyclists priority without increasing car park aisle width. We recommend that the standard relating to no more than 10m access to vertical pedestrian access ways be modified to require the majority of basement bike parking to be within this distance.</p> <p>We further recommend that the standard relating to ground level/ floor for the majority be discretionary to allow for performance solutions that provide a good outcome without the majority of bike parking being at ground level.</p> <p>Modification of the language for the 20% standard is recommended to remove confusion with ground floor of the building (our interpretation is that it means close to the ground rather than the ground level of the building). Equitable access facilities should address not only the proximity of racks to the ground but also the spatial allocation for different bicycle types (e.g. recumbent bicycles). This can be detailed in Guidelines.</p> <p>We recommend this standard be modified to encourage design that can see particularly non-residential car space reallocated to bicycle parking over time.</p>
<p>S15 Preparation of an EV Management Plan.</p>	<p>There is no design impact based on the preparation of an EV Management Plan.</p>	<p>The capital cost is restricted to the cost of the consultancy as infrastructure costed elsewhere.</p>	<p>Benefit is derived from improved management of EV charging, however this is not quantified.</p>	<p>We recommend that planning advice from Hansen be referred to relating to whether an additional plan specifically for managing EV's is appropriate.</p>

Sustainable Transport

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S16 The proposed location of EV charger outlets and units demonstrated on the plans: Medium density only Infrastructure and cabling (without the EV charger unit) is to be provided for each garage, to support a minimum Level 2 (Mode 3) 7kW 32Amp EV car charging.	The design impact of this standard is negligible, it does not require any additional space allocation and from a technical perspective is achievable using standard electrical contractors.	The cost impact of the standard is approximately \$500 per dwelling.	There are no immediate benefits, however the existence of the infrastructure will reduce a potential barrier to EV uptake and avoid a more costly retrofit cost in the future. There is an indirect carbon benefit, based on the higher likelihood of replacement of a internal combustion vehicle with electric vehicle (higher efficiency and lower carbon emissions).	We recommend that the intent of the standard be retained, but the standard be modified to remove the prescriptive guidance on capacity, instead ensuring that the standard provides clarity that increased capacity for moderate speed (Level 2) and efficient charging (beyond a standard General Power Outlet) is required to support EV chargers being easily installed in the future. We support the prescriptive wording as current best practice, but consider it is more appropriate in the proposed Guideline for Sustainable Building Design.
S16 The proposed location of EV charger outlets and units demonstrated on the plans: Apartments only Required Capacity Electrical infrastructure capable of supplying: <ul style="list-style-type: none"> 12kWh of energy for charging during off peak periods; and A minimum Level 2 (Mode 3) 7kW, 32Amp single phase EV charging outlets to all residential car parking spaces. 	As per above, the design impact of this standard is negligible, it does not require significant additional space allocation and from a technical perspective can be designed by electrical engineers.	The cost impact of the standard is approximately \$869 per car space.	As per above.	As per above
S16 The proposed location of EV charger outlets and units demonstrated on the plans: Apartments only EV infrastructure and cabling must be provided and may include, for example, distribution boards, power use metering systems, scalable load management systems, and cable trays or conduit installation.	The design impact of this standard is moderate (including a spatial allocation for distribution boards), but the approach is technically feasible as a method of future proofing the building. Based on direct feedback from HV.H projects, there are specific issues that need to be resolved for car stackers and further industry learning needs to take place for electrical engineers and within the electricity network businesses to design and deliver scalable load management systems that provide confidence that peak demand on a building will not be exceeded, additionally that the expectation of EV drivers that they will be always 100% charged at 7am may need to be challenged.	Costs included in above.	The benefit is an extension of the above. The scaleable load management system, will allow for increases in peak electricity demand to be avoided, but further advocacy and stakeholder engagement is required to ensure that risk averse responses do not add to significant cost implications.	We recommend that the standard should be retained, as the avoided cost of future retrofit is significant and the complexity of governance arrangements of owners corporations may make a retrofit very challenging. We recommend the standard be strengthened to ensure that load management is employed to manage any network peak demand issues (s14). Potential rewording could be "...must be provided to ensure peak demand is managed and may include...". We recommend that the Guideline for Sustainable Building Design note the specific issues with car stackers.

Sustainable Transport

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S16 The proposed location of EV charger outlets and units demonstrated on the plans: Non-Residential EV Charging 20% of carparking spaces in office, educational centres, places of assembly, retail and all other non- residential development types must meet all the requirements of the apartment criteria above, (or a minimum of one space).</p>	<p>As per above, the design impact of this standard is negligible, it does not require significant additional space allocation and from a technical perspective can be designed by electrical engineers.</p>	<p>The cost impact of the standard is approximately \$869 per car space.</p>	<p>As per medium density and apartments standard.</p>	<p>As per medium density and apartments standard. The standard should effectively require 20% of spaces to have undertaken the pre-work to support future electric vehicle charging, even if charging is not fitted at the time of build.</p>
<p>S16 The proposed location of EV charger outlets and units demonstrated on the plans: Non-Residential EV Charging 5,000 sqm trigger - 5% of car spaces must have installed EV charging infrastructure complete with chargers and signage</p>	<p>The design impact of meeting this standard is simply an extension of delivering the capacity under the proposed standard above.</p>	<p>Capital cost impact is \$2,200 for charging infrastructure per space.</p>	<p>The availability of EV Charging builds confidence in EV purchase. This has operational savings for the consumer and results indirectly in reduced carbon emissions.</p>	<p>The standard is recommended to be retained. It is consistent with a Green Star standard that has been in place for some time and allows for at least some Day 1 provision to support uptake of EV's as potential fleet vehicles or similar.</p>
<p>S17 Shared Space EV Charging</p> <ul style="list-style-type: none"> •Where one or more visitor/shared parking spaces are provided in a development a minimum of one enabled EV charging unit(s) is required to be installed at a shared parking space. •Communal EV charging space(s) should be located in highly visible, priority locations, to encouraged EV uptake. •Clear signage indicating that EV charging is available at the shared space(s). 	<p>The design impact of this standard is negligible and technically there are no implementation issues (there is widespread adoption)</p>	<p>Capital cost impact is \$2,200 for charging infrastructure to support one shared space.</p>	<p>The availability of EV Charging builds confidence in EV purchase. This has operational savings for the consumer and results indirectly in reduced carbon emissions.</p>	<p>The standard should be clarified to define shared, visitor and communal as the standard appears to use the terms interchangeably. The intent is supported, and the cost impact is low, but further work is required to refine the land uses or typologies that would benefit from the standard and should reasonably be asked to provide the infrastructure.</p>
<p>S19 Motor cycle, moped, electric bicycle or scooter parking</p> <ul style="list-style-type: none"> •Where space is provided for motor cycle, moped, bicycle or scooter parking a 10 or 15 A charging outlets is to be provided at the parking/ storage area. •A charging outlet is to be provided for every six vehicle parking spaces to facilitate charging of electric bicycles, scooters, mopeds or motorcycles. 	<p>The design impact of this standard is negligible and technically there are no implementation issues (there is widespread adoption)</p>	<p>The capital cost is negligible, so has not been quantified.</p>	<p>As per bicycle parking and end of trip facilities, the improved infrastructure location means residents and workers are more likely to ride. Whilst there is confidence that the impact exists, modelling the benefit is complex as outlined in the Cost Benefit Analysis.</p>	<p>The standard should be modified to delete the first dot point (as the specification is too detailed for a planning scheme) and these are standard General Power Outlet in any case.</p>

Sustainable Transport

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S20 Parking Facilities</p> <ul style="list-style-type: none"> • Parking facilities for these low and zero emission vehicles should be located in a prominent, accessible location to encourage their easy access for use on short trips, ahead of higher emission and less space efficient vehicles. 	<p>The design impact of this standard is negligible as there is no additional space allocation required, simply a reallocation of existing car parking to prioritise the most sustainable private vehicle options</p>	<p>There is no capital cost implication.</p>	<p>The availability of EV prioritised car parking builds confidence in EV purchase. This has operational savings for the consumer and results indirectly in reduced carbon emissions.</p>	<p>The standard should be retained in its current form.</p>

The following standards were not included in the analysis as they were either flagged for removal due to planning advice or the impact, costs and benefits were addressed in similar standards. Note that some standards may not have been fully analysed but are still included in the previous tables as there was relevant commentary to document.

STANDARD	REASON FOR EXCLUSION FROM ANALYSIS
<p>S14 EV charging infrastructure must ensure that peak energy demand is managed to minimise the impact to the electricity supply network.</p>	<p>The impact of this standard is addressed through S16 as the scalable load management system is the principal design response. We have recommended that management of peak energy demand be included in S16.</p>
<p>S18 Rapid/Fast EV Charging</p> <p>The provision of fast charging spaces is not to be mandated but is to be a decision of developer.</p>	<p>This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured. This is a suitable consideration for Guidelines for Sustainable Building Design.</p>
<p>S21 Reducing crossover length, minimising cross-fall in pedestrian areas and maintaining sightlines at entry/egress of developments</p>	<p>This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured. This is a suitable consideration for Guidelines for Sustainable Building Design.</p>

Integrated Water Management

This theme focuses on the reduction of potable water consumption through efficiency measures and use of non-potable water sources, and the improving the quality of stormwater discharging from site.



Rainwater tank in rear garden of dwelling at The Cape development. Photography by Kim Landy

Integrated Water Management

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S22 Reduce the total design amount of potable use on site by at least 30% in comparison to an equivalent standard development	Design impact is delivered through other standards. Note that the potable water reduction has been considered for interior uses and irrigation only.	N/A	N/A	<p>We recommend that the standard be retained to drive potable water reduction outcomes while allowing the flexibility to decide how those reductions are achieved. Such a standard supports a performance based approach rather than a prescriptive approach which may not be suitable to all developments.</p> <p>The standard should be modified to clarify which potable water uses are to be assessed as part of the percentage reduction (e.g. only interior uses and irrigation, supported by rainwater reuse).</p> <p>Note that the analysis showed many cases studies already achieved >30% reduction for interior uses and irrigation support by rainwater reuse, and alternative design responses had the potential to further reduce potable water use above the minimum 30%.</p> <p>While further research could be undertaken to determine whether a more ambitious percentage reduction target is feasible, stakeholder consultation flagged that pursuit of a target greater than 30% could have amenity impacts for occupants and queried how far the role of the building sector should go in reducing potable water use compared to sectors with higher usage and greater opportunity.</p> <p>CASBE will need to define 'equivalent standard development'.</p>
S23 Provide efficient fittings, fixtures, appliances and equipment including heating, cooling and ventilation (HVAC) systems and re-use of fire safety system test water	The design impact is negligible and an appropriate design response is achieved through specifications. Such specifications were used as a potable water reduction strategy to meet Standard S22. Note that in all cases the potable water reduction target of 30% in Standard S22 was either already achieved in the base case or achieved through improved efficiencies to one or more fittings, fixtures and/or appliances.	Capital cost impact is negligible for fixtures and fittings, and approximate 50% premium on water efficient appliances.	<p>High efficiency fixtures, fittings and appliances result in an operational water saving.</p> <p>Note that further potable water reductions are possible for the alternative design responses as any improved efficiencies were only undertaken with the aim of achieving at least a 30% reduction.</p>	<p>We recommend that the standard be removed as a standalone standard but strategies listed under Standard S22. The specification of high efficiency fixtures, fittings and appliances must be considered as part of a suite of strategies to achieve potable water reduction. Specific mention of water efficiency (and strategies such as efficient fittings for example) should be included in Standard S22 as a means to achieve potable water reduction.</p> <p>Further detail on strategies to reduce potable water consumption can be included in Guidelines for Sustainable Building Design.</p>

Integrated Water Management

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S24 Provide onsite stormwater collection from suitable roof rainwater harvesting areas with reuse to toilets as a minimum and additional uses such as laundry, irrigation, external wash down facilities and hot water systems.	The design impact of providing onsite stormwater collection is negligible as all but two case studies included rainwater tanks. As the case studies with the built forms selected for a standardised analysis already had a spatial allocation for rainwater tank/s, there was no spatial implication for the two case studies requiring a tank. More broadly, apartment buildings and office high-rises where space is limited would be impacted most, however for most typologies a rainwater tank is the preferred method of meeting the Best Practice Environmental Management (BPEM) Guidelines. Optimising rainwater tank capacity based on the available collection catchment and reuse demand early in the design process can ensure a suitably sized location is provided for any tank/s.	Capital cost impact for a rainwater tank can range from \$1,000-4,500, depending on the tank capacity.	Inclusion of rainwater tanks result in an operational water saving, largely through reuse in toilet flushing and irrigation. Use of rainwater tanks also helps deliver improvements to stormwater quality. Improved resilience during intense rainfall events.	We note that rainwater tanks are potentially commonly undersized in the absence of specific policy lever relating to tanks and potable water reduction. This is due to tank capacity often being driven by stormwater quality objectives, which may not result in optimised rainwater reuse. We recommend this standard be retained but slightly modified to include reference to maximising tank capacity aligned to reuse potential, not just size to achieve compliance with stormwater quality requirements. The inclusion of rainwater tanks is a cost effective way to provide multiple benefits relating to resource efficiency and environmental protection. We also recommend this standard highlight the need for filtration from rainwater harvested surfaces.
S25 Connect to a precinct scale Class A recycled water source if available and technically feasible including a third pipe connection to all non-potable sources	The design impact of meeting this standard has been thoroughly tested through several strategic planning processes (such as Fishermans Bend), where the business case for provision of third pipe is highly dependent on mandated connection to the service.	Not measured.	Benefit of potable water reduction.	We consider this standard is likely redundant in most circumstances where there is opportunity to connect to a recycled water supply because it would generally be mandated by a separate planning instrument. We support its inclusion not as a standalone standard but as a potential strategy under a suite of measures in the standard for efficient water use.
S26 Consider alternative uses such as approved greywater and blackwater systems installed on site	The design impact of meeting this standard has not been tested as it is a consideration rather than a requirement.	Not measured as only a consideration.	Benefit of potable water reduction.	We recommend retaining but modifying the standard to sit as a potential strategy for using water resources efficiently. Additionally, it could be included in the proposed Guidelines for Sustainable Building Design (with specific reference to the regional contexts which may not be sewered).

Integrated Water Management

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S27 Provide landscaping irrigation that is connected to non-potable sources	The design impact of providing landscape irrigation connected to non-potable sources varies depending on the location of the landscaping. Most case studies already had connections and those without did not require a connection to achieve the potable water reduction target of Standard S22. Irrigation connected to non-potable sources should be considered as part of a suite of potable water reduction strategies, and may only be employed where the amount of harvested rainwater exceeds other all year round reuse demands such as toilet flushing, or where landscaping and associated irrigation is closer to the point of collection than some toilets. This approach can ensure efficiencies for hydraulic services within a development (e.g. avoid unnecessarily pumping water from the basement to a roof garden when it can be reused on lower levels).	Not measured as costs are highly variable based on the location of landscaping relative to the non-potable water source.	Benefit of potable water reduction.	<p>We recommend that the standard be removed, instead clarifying in S22 the types of demand reduction strategies that should contribute to the standard being met. The specification of landscaping irrigation connections to non-potable water sources should be considered one option of a suite of strategies to achieve potable water reduction, but should not be a mandatory strategy.</p> <p>Developments should achieve the 30% reduction in potable water use of Standard S22 through water efficiency and reuse measures, however, there should be the flexibility to achieve the 30% reduction without landscape irrigation connected to non-potable sources. This allows a contextual approach to potable water reduction for individual developments, and can avoid irrigation connections and associated pumps which don't achieve added benefit (e.g. if no rainwater leftover from toilet flushing to be used for irrigation, the hydraulic infrastructure is redundant).</p> <p>The inclusion of irrigation as part of the 30% reduction target may require some further work to determine what would be a suitable benchmark for irrigation in an 'equivalent standard development', with a methodology created to determine this for each assessment. If this isn't pursued, then a separate standard targeting water efficient landscaping without a target may be appropriate. Note that BESS does currently reward rainwater reuse for irrigation under Credit Water 1.1.</p> <p>Further detail on strategies to reduce potable water consumption can be included in Guidelines for Sustainable Building Design.</p>
S28 Consider landscaping that is drought tolerant and considers xeriscape design principles	The design impact is negligible as it is specification in the landscape design.	Cost neutral design specification.	Specification of drought tolerant species or use of xerispace design principles can help to reduce potable water demand.	We recommend that the standard be modified to be strengthened in language (but remain discretionary) and be less specific (e.g. remove xerispace design principles) and focus more broadly on landscape design which reduces potable water consumption. Guidance materials (e.g. BESS Tool Notes and the proposed Guideline for Sustainable Building Design) can detail strategies to reduce water use in landscape design.

Integrated Water Management

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S29 Reduce the volume and flow of stormwater from discharging from the site by appropriate on-site detention and on-site retention strategies	The design impact of meeting this standard has not been tested as the impact was not able to be quantified and is more commonly addressed through engineering requirements during planning. Note that the use of rainwater tanks under Standard S24 is considered an on-site retention strategies and would contribute to the aim of reducing the volume and flow of stormwater discharged from site.	Not measured.	Operational water benefit from rainwater reuse and stormwater quality improvement from reduced flows off-site.	We recommend that the standard be retained with the intent of generally reducing volume and flow of stormwater. Further work would need to be undertaken for the standard to be linked to an explicit reduction target.
S30 Improve the quality of stormwater discharging from the site by meeting best practice urban stormwater standards	The design impact of improving stormwater quality is negligible as addressing this is commonplace. All case studies achieved the best practice urban stormwater standards (or where detail was insufficient were assumed to as per requirements of Clause 53.18). Stormwater quality can be improved through a range of strategies including maximising pervious surfaces, rainwater tanks, water sensitive urban design measures (e.g. raingardens) or stormwater offset contributions (e.g. Melbourne Water or local council schemes). Such strategies are routinely utilised by industry.	No capital cost is incurred as the proposed standard is addressed by existing planning provisions.	Stormwater quality improvements in line with the Best Practice Environment Management Guidelines (BPEM) standards.	We recommend that the standard be retained to further support existing planning provisions relating to stormwater management while also ensuring an integrated approach to water management is taken. Refer to planning advice as to whether inclusion of such a standard is a duplication of State provisions.
S31 Provide at least 30% of the site with pervious surfaces	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured.	N/A	N/A	We recommend that the standard be removed as the percentage target is not suitable for all typologies. Further exploration could be undertaken to determine whether a suitable permeability-related standard could be adopted, supporting additional integrated water management objectives. The principle of maximising pervious surfaces can be highlighted in Guidelines for Sustainable Building Design.
S32 Reduce the impact of flooding and the urban heat island effect on the direct site and its associated context	The design impact of this standard has not been tested as it is achieved either through measures of other standards (e.g. Standards S83) or existing planning mechanisms (e.g. Land Subject to Inundation Overlay).	Not measured.	Not measured.	We recommend that the standard be removed as it is a duplication of another standard and addressed through other planning mechanisms such as overlays.

Integrated Water Management

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S33 Improve the resilience of the design by modelling and demonstrating a response to future specified future flood modelling that considers impacts from climate change such as flooding, intense storm events, sea level rise, storm surge and drought	The design impact of responses to future climate impacts has not been measured as such measures are highly contextual to individual developments due to factors such as location and associated hazards. Due to the site-specific nature, the creation of design responses for the case studies is not beneficial as the impact cannot be easily extrapolated across other developments within the same typology.	Capital cost resulting from integrating climate risk assessment recommendations into the design are not able to be determined. Consultancy cost of approximately \$15,000 if a formal Climate Risk Assessment aligned with Australian Standards / Green Star Buildings is required.	Long-term benefits associated with future-proofing a development from predicted climate impacts are tangible. Example benefits include reduced rate of material replacement.	We recommend that the standard be modified to address future climate impacts broadly. The standard would however need to be supported by guidance (Guidelines for Sustainable Building Design) as to what is considered an appropriate response from a planning applicant, as the approach to consideration of future climate impacts could range from a simple statement of design responses to a formal climate risk assessment.
S34 Ensuring the environmental safety and protection of human health through - onsite water collection, treatment, filtration, and usage, especially potable water use and irrigation on productive food gardens	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated.	N/A	N/A	We recommend that the standard be removed and addressed through S24. The concerns about public health implications from rainwater reuse (reference to appropriate filtration) should be included in any rainwater reuse standard.

Indoor Environment Quality (IEQ)

This theme focuses on improving the comfort of building occupants including internal temperatures, air quality and daylight access.



Natural light in Bendigo Hospital. Photography by Peter Clarke

Indoor Environment Quality (IEQ)

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S35 No habitable rooms should have internal temperature greater than 21 degrees continuous for 72 hours, demonstrated through NatHERS modelling in free-running mode	<p>This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured in detail.</p> <p>We do note however that when a NatHERS FirstRate file for an 8.2 Star dwelling was interrogated it did not meet the standard.</p>	Not measured.	Not quantified.	We recommend that the standard as currently written be removed, consistent with Hansen’s advice. However, we support the intent of the standard so suggest further work to refine the wording and the temperature and time range. We suggest including a reporting requirement in BESS which doesn’t impact assessments scoring, but allows for the gathering of an evidence base.
S37 Ventilation standard: Apartments only Apartment buildings should have all apartments effectively naturally ventilated, either via cross ventilation, single-sided ventilation or a combination	<p>The design impact of meeting this standard is significant for some apartment buildings (however only one apartment case study was impacted). Whilst the standard does not prescribe specific depths that would meet single sided ventilation standards or breeze paths that would meet cross ventilation standards, the tool notes for the BESS tool provide guidance as outlined below:</p> <p>_ Single sided ventilation - Maximum permissible depth of room 5m (separated openings high and low or split across the width of the room/facade, each 5% of the floor area are preferred)</p> <p>_ Cross flow ventilation - Breeze path length less than 15m measured between ventilation openings and around internal walls, obstructions & partitions (note no more than 1 door between openings and that openings must be on opposite or adjacent walls)</p> <p>The most significant impact is where apartments are loaded off each side of a central corridor, but have living room and kitchen depths of greater than 5m. The standard structure of these apartments (see below) does not allow for the standard to be met without significant redesign, to introduce new external facades to the built form. This could have multiple impacts, including increasing the length of external walls (with a thermal performance impact that needs to be managed), a major loss of yield and complicating the building structure (apartment buildings of this type are often built on a standard 8.4m grid which allows for walls between apartments to sit directly above car parking pylons separated by 3 car spaces).</p> <p>Mechanical ventilation solutions which can preserve energy recovery, better control air quality and condensation as air tightness increases may be preferable in a wide variety of contexts.</p>	<p>The capital cost impact of the standard is highly variable depending on the base case design.</p> <p>Whilst there is no standard response, in the case of RES 1 CS2 one design response, focusing on the built form on the western edge of the site (image below) would be to delete Apartment 101 to externalise the access to all apartments (via an open walkway). The capital cost impact would actually be positive (approximately \$300K per 100m2 apartment) but the lost revenue (in relation to the dwelling sale) would potentially be three-fold in the context that administration, land values etc remain constant.</p> <p>If redesigned from the ‘ground up’ then design responses to meet the proposed standard may result in a reduced yield impact.</p>	<p>The benefit of the standard is to deliver improved health and wellbeing outcomes and assist in delivering passive cooling (delivering an improvement to thermal performance).</p>	<p>We recommend that the standard be modified to allow discretion for demonstrated performance of mechanical solutions to ventilation where there may be other advantages including controlling energy losses, filtering air on high pollen days and controlling condensation as air tightness increase.</p> <p>We do not consider that the standard as written is appropriate unless BESS guidelines for definition of single sided ventilation are relaxed.</p> <p>We recommend as an alternative to retain the current benchmark of 60% natural ventilation as it also promotes other positive outcomes, but this would reduce the detrimental impact on development feasibility, supported by a minimum cross ventilation outcome for each floor.</p>

Indoor Environment Quality (IEQ)

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S37 Ventilation standard: Detached houses and townhouses All habitable rooms of detached houses and townhouses should be cross ventilated.</p>	<p>The standard does have some impact on design of dwellings, but design responses to meet the standard are generally speaking modest. In the examples studied design responses included replacement of fixed windows with operable, and introducing additional windows. Note that three study rooms of a town house case study could not achieve cross flow ventilation due to only having one external face (rooms adjoined neighbouring dwellings or garage).</p>	<p>Cost impact related to the replacing fixed with operable windows (an impact of approximately \$90 per sqm) and replacement of facade with operable glazing (an impact which varies with the construction material it replaces).</p>	<p>Benefits are as per the apartment standard.</p>	<p>We recommend the standard be retained as only small, low cost modifications were required to meet the standard, however, clarity is needed as to whether home offices / studies would be required to meet the standard.</p>
<p>S37 Ventilation standard: All regular use areas of non-residential spaces should be effectively naturally ventilated; or provided with 50% greater outdoor air than the minimum required by AS1668:2012; or have CO2 concentrations maintained below 800 ppm.</p>	<p>The design impact of this standard is significant and may have unintended consequences. The impact would be from a larger mechanical ventilation system - an increase in fan size and power, and also increased duct sizes resulting in spatial implications such as larger risers in the building and larger footprints in plant rooms. Energy requirements would be increased.</p> <p>Whilst this plant room impact is minor it will impact the net lettable area from a developer perspective.</p> <p>The standard also prescribes a specific solution to improved ventilation when alternatives such as Heat Recovery Ventilation may be preferable.</p>	<p>Cost impact related to the standard would depend on the individual building context and was unable to be quantified in a way that conclusions could be accurately drawn from the results.</p>	<p>Benefits are as per the apartment and townhouse standard. An additional benefit relates to worker productivity.</p>	<p>We recommend that the standard be modified to maintain the goal of natural ventilation but keep open mechanical design solutions for increased ventilation, especially those that do not have an energy implication.</p> <p>The intent of the PPM standard is supported, however we note that the detail required to model this outcome would not generally be known at the planning stage.</p>
<p>S38 Buildings should achieve effective external shading to west, north and east facing glazing and skylights.</p>	<p>The design impact of this standard is significant. Required responses range from external awning solutions for smaller residential typologies to vertical fins and horizontal eaves for larger residential and non-residential developments. There are no major technical issues as a wide range of solutions exist to suit a variety of contexts.</p> <p>For the RES 1 case study, the alternative design response proposed an optimised glazing to wall ratio, with a height reduction in east and west glazing from 2.7m to 2m (changed to spandrel construction) to avoid excessive heat gain while reducing the shading costs associated with a larger amount glazing.</p>	<p>The capital cost impact of shading is significant.</p> <p>The implication for a single residential dwelling was \$9,000 and in the large residential case study this was over \$3,500 per dwelling.</p> <p>The modelled cost impact was based on retaining the same amount of glass and shading it except for RES 1. With a reduction of 25% on east and west facades the impact was significantly reduced (\$3,570 per dwelling in additional cost, but with an additional saving of approximately \$500 per dwelling through the conversion of glazing to a spandrel facade).</p>	<p>Benefits include a thermal performance (energy saving) benefit related to reduced cooling loads (with a related peak demand improvement) as well as improved health and wellbeing outcomes.</p> <p>The average NatHERS improvement attributed to externally shaded windows is in the order of 0.2 Stars (or 10 mj/m2 per year)</p>	<p>We recommend that the standard be modified to broaden the design strategies for managing excessive heat gain that the shading is attempting to address. This will allow for a wider range of solutions to be deployed and potentially reduce the cost associated with controlling excessive heat gain.</p> <p>Alternatives include; reducing east and west glazing ratios, spandrels, balconies with wing wall protection etc. This could be integrated with other passive design principles.</p> <p>The updated standard by Hansen allows for the flexibility in approach to reducing heat gain.</p>

Indoor Environment Quality (IEQ)

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S39 Buildings should have at least double glazing with improved frames to all habitable rooms and nominated areas OR All dwellings to have PMV between -1 and +1 for 95% of areas of each space for 98% of annual hours of operation (NCC2019 for NABERS, Green Star and JV3 is - 1 to +1)	<p>The design impact of the standard varies with respect to the base case, but in almost all contexts double glazing was already specified. The design impact of the double glazing component of the standard is therefore negligible in the residential context.</p> <p>The predicted mean vote (PMV) component of the standard is problematic, principally because the information required to model it accurately is often not available at the planning stage and not often used for residential developments.</p>	The cost impact of double glazing over single glazing was not measured as in all but one base cases (of 9) double glazing was already specified.	<p>Double glazing and PMV optimisation both produce a thermal comfort benefit and drive improved thermal performance and therefore both an energy saving and a health and wellbeing outcome.</p> <p>As all but one base cases had specified double glazing already, the operational savings and health benefits associated with the standard were not calculated.</p>	<p>We recommend that the standard be removed, as the inclusion of double glazing will (in the circumstances it is not already routinely delivered) be driven through the adoption of the proposed 7 star NatHERS standard through NCC 2022 (or otherwise through this proposed policy). Double glazing is supported as one of several strategies to improve thermal performance.</p> <p>The PMV standard may be appropriate to reference in Guidelines for Sustainable Building Design.</p> <p>Double glazing can be highlighted in Guidelines for Sustainable Building Design as a key strategy to improve thermal performance and comfort.</p>
S40 All habitable rooms should have annual heating load density under 150% of dwelling annual heating load density.	The impact of this standard was tested using a FirstRate file for an 8.2 Star dwelling. It was determined that the lower the density figures of a dwelling, the more easily this results in non-compliance with the standard. This may have the unintended consequence of penalising high-performing dwellings (i.e. those with low loads).	The cost impact was not measured as initial testing of technical feasibility determined the standard should be removed.	Intended benefit of the standard is to avoid isolated thermal comfort issues in individual rooms.	<p>We recommend that the standard be removed as it is likely to have the unintended consequence of penalising high-performing dwellings. If the intent of the standard is to be pursued, the standard would need further investigation to establish an appropriate metric rather than a percentage ratio related to annual dwelling heating load density. An alternative metric to be explored is maximum heating and cooling loads for individual rooms.</p> <p>We suggest including a reporting requirement in BESS which doesn't impact scoring, but allows for the gathering of an evidence base.</p>

Indoor Environment Quality (IEQ)

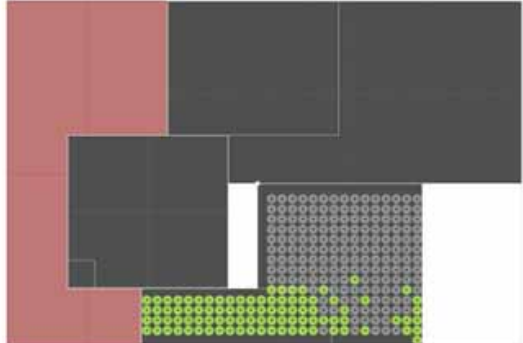
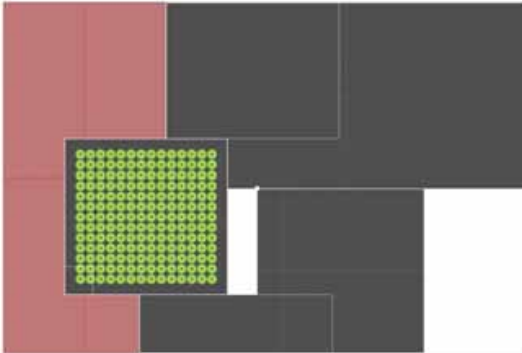
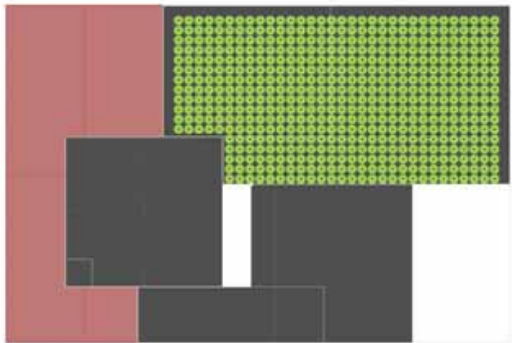
STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S42 Buildings must achieve a daylight level of minimum 200 lux for at least half of daylight hours each day to at least half the area of every habitable room and regularly occupied space.	<p>The impact of this standard as written will be varied across different typologies of the built environment. For residential apartment buildings, specific design restrictions on habitable room depth, building orientation, setbacks, building separation and glazing visible light transmittance specifications will be necessary.</p> <p>The impact of this standard on bedrooms (as currently written) is considered impractical, given the usage patterns in bedrooms is generally aligned with non-daylit hours. It would require both bedrooms to have nearly full aperture directly to daylight or to a shallow balcony, which would mean that dwellings would need to exceed the standard 8.4m apartment grid. This would mean that 2 bedroom apartments would need to be in excess of 80 sqm to accommodate the standard which would significantly impact affordability.</p> <p>Refer to daylight modelling outputs on following page.</p>	The capital cost impact is that two bedroom dwellings would need to be much bigger (impacting affordability) or significantly shallower which would impact yield and have a flow on benefit for affordability.	<p>The benefit (over current standards) is primarily restricted to improved daylight amenity for second bedrooms, where a 'battle axe' arrangement restricts daylight amenity.</p> <p>More broadly, evidence exists relating to minimum daylight levels for occupant health (e.g. base levels of circadian rhythm). Further detail can be found in the report 'Health impacts of daylight in buildings' prepared by UTS for MAV / CASBE / DELWP.</p>	<p>We recommend modifying the standard based on the impact to development feasibility. The ethics of daylight access are complex and whilst we consider that people who spend significant time during the day in bedrooms should be afforded an improved daylight outcome, we consider that a broad application of this standard to ensure good daylight access to a second bedroom is outweighed by the impact on development feasibility (and the flow on impact to affordability) in its current form.</p> <p>We would support a revised standard which averaged the 200 lux daylight level over the winter period rather than each (every) day over the whole year.</p> <p>Alternatively, further testing could be undertaken for the standard as is currently written but with a modified period of time (e.g. 2 hours rather than half of daylight hours). This testing could occur through the daylight scope separately commissioned by CASBE.</p>
S43 Building must achieve a daylight level across the entirety of every habitable room and regularly occupied space of minimum 50 lux or 100 lux depending on the space type (refer to detailed daylight criteria table).	<p>The design impacts of this standard is considered minimal, given the low levels of lux requirements across habitable rooms. This standard is generally in alignment with the current BESS Daylight Factor levels however the increase to 100% creates additional challenges if applied in a residential setting.</p> <p>If the 50 lux level is applied to habitable rooms of dwellings, then all rooms which meet standard S42 will pass this standard already.</p> <p>Refer to daylight modelling outputs on following pages.</p>	The capital cost impact of the standard is not significant, however yield would be impacted due to increased building separation / setbacks if a standard higher than 50 lux was applied in a residential setting.	The benefit delivers improved daylight amenity for both living areas and bedrooms..	<p>We recommend reviewing the standard further through the daylight scope separately commissioned by CASBE. On the basis of the results in this case study the standard appears redundant for residential applications.</p> <p>We also recommend that a standard to minimise use of artificial light may be appropriate.</p>

Indoor Environment Quality (IEQ)

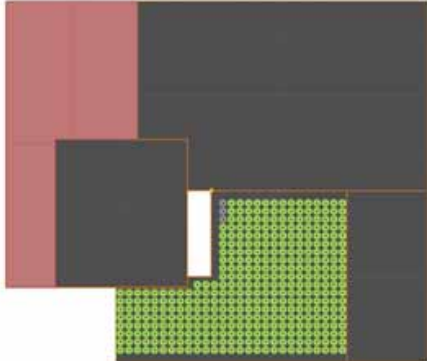
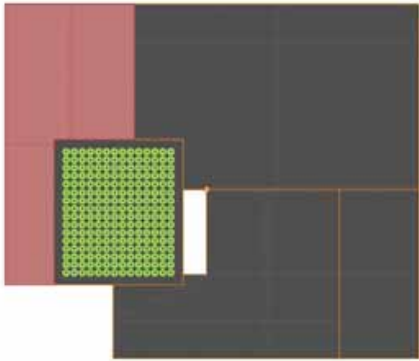
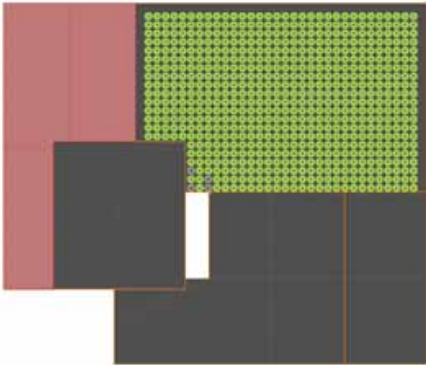
PROPOSED ELEVATED STANDARD 1

Buildings must achieve a daylight level of minimum 200 lux for at least half of daylit hours each day to at least half the area of every habitable room and regularly occupied space. (sDA200,50%).

Refer to Appendix C for full daylight modelling results.



Original apartment layout



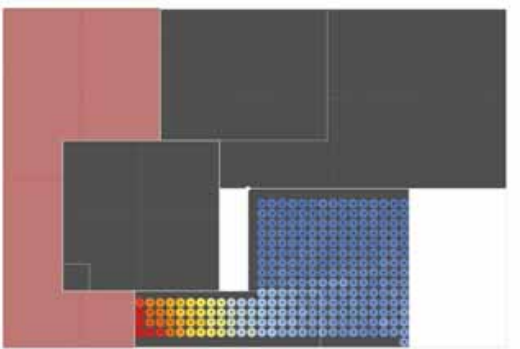
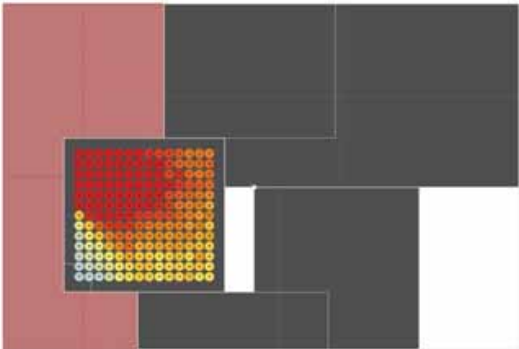
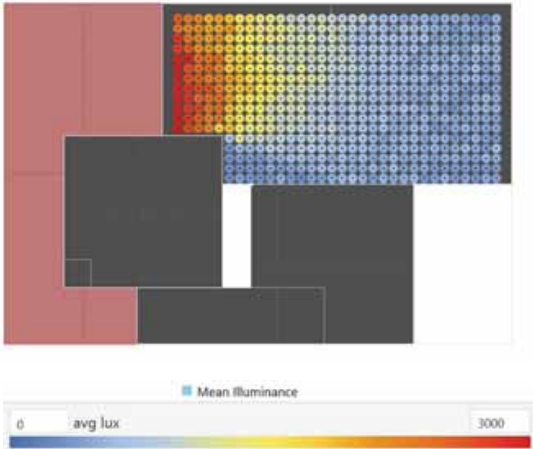
Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to Better Apartment Design Standards (BADS))

Indoor Environment Quality (IEQ)

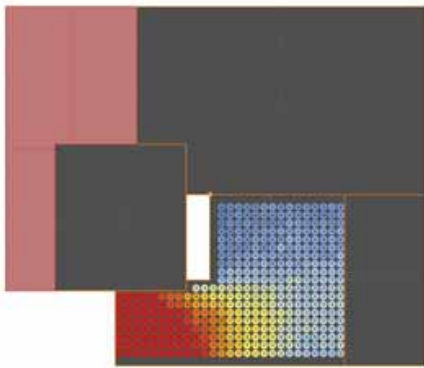
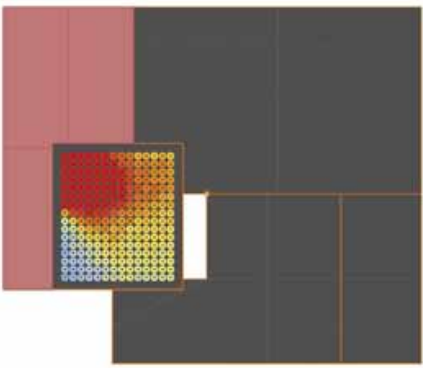
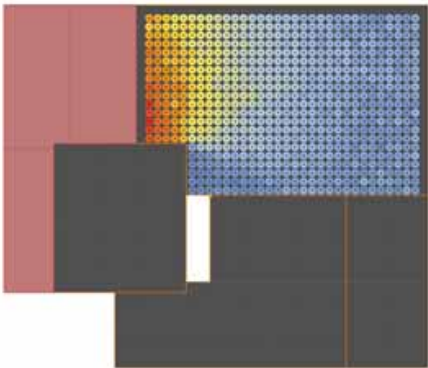
PROPOSED ELEVATED STANDARD 2

Building must achieve a daylight level across the entirety of every habitable room and regularly occupied space of minimum 50 lux depending on the space type.

Refer to Appendix C for full daylight modelling results.



Original apartment layout



Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to BADS)

Indoor Environment Quality (IEQ)

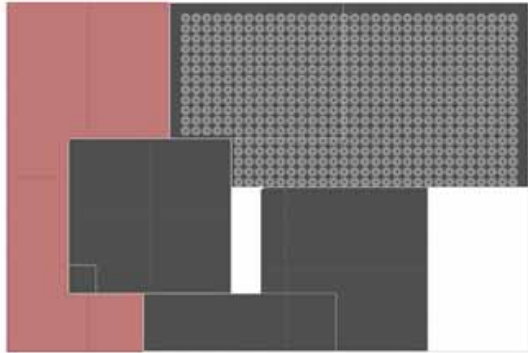
STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S44 Buildings should achieve direct sunlight to all primary living areas for 2 hours on June 21 to at least 1.5 m deep into the room from glazing.	<p>The design impact of this standard as written would rule out the development of any southern-only aspect dwellings. Primary living areas would be required to face either north, east or west in order to have the potential to receive direct sunlight for at least 2 hours.</p> <p>The testing undertaken found that where a wing wall is present on the north side of an east or west facing dwelling with an adjacent living space that the standard could not be met without reducing the depth of the balcony (impacting outdoor amenity) the length of the wing wall considerably, or adjusting its height (which might impact privacy and structural integrity).</p> <p>Refer to daylight modelling outputs on following page.</p>	The capital cost impact of the standard is not significant, however as written, the standard is not possible to meet for buildings with south facing aspects.	Amenity is improved when dwellings have direct access to sunlight.	<p>We recommend that at a minimum the standard be modified by targeting a reduced number of compliant living rooms as it is not practical for a large development (in particular a large east-west site) to totally avoid a south facing aspect for some living areas. Further testing is required through the dedicated scope commissioned by CASBE to test multiple design iterations beyond a single case study condition (which would include testing a 70%, 75% and 80% threshold).</p> <p>We also query the use of the winter solstice (June 21) .We suggest that the an average over winter months (June-August) is more appropriate.</p> <p>We support a sunlight standard being pursued, but further work beyond our scope is required.</p>
S46 Buildings should have all habitable rooms and frequently occupied spaces provided with glazing to the outside. An exception can be made where external views and daylighting are contrary to the nature and role of the activity in the space (e.g. cinemas).	The design impact of this standard is negligible as in all cases the residential typologies already met the standard.	No cost impact.	The benefit is related to amenity, but as all base cases already meet the standard no benefit can be quantified.	We recommend that the standard be retained, pending a review by Hansen as to whether the standard duplicates other planning policy or building regulations.

Indoor Environment Quality (IEQ)

PROPOSED ELEVATED STANDARD 3

Buildings should achieve direct sunlight to all primary living areas for 2 hours on June 21 to at least 1.5 m deep into the room from glazing.

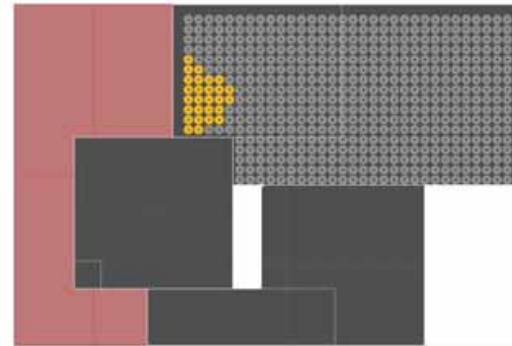
Refer to Appendix C for full daylight modelling results.



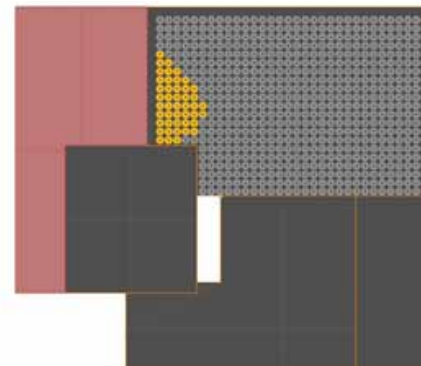
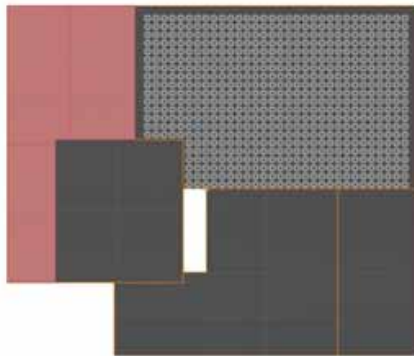
ADJUSTED ELEVATED STANDARD 3

Buildings should achieve direct sunlight to all primary living areas for 2 hours to at least 1.5 m deep into the room from glazing.

This demonstrates that only when averaged over the whole year does this type of apartment layout come close to meeting the standard.



Original apartment layout



Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to BADS)

Indoor Environment Quality (IEQ)

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S56 Buildings should include openable external windows to circulation corridors and lift lobbies to facilitate natural ventilation and daylight.	<p>The design impact of this standard is constrained to Class 2 (apartment) buildings. The most significant impact is where apartments are loaded off each side of a central corridor and the corridor is fully enclosed within the building footprint.</p> <p>We note that for level above approximately 5 storeys that natural ventilation to corridors may not be the best solution due to wind issues, and as outlined in relation to dwelling ventilation, mechanical systems may have better performance outcomes.</p> <p>A secondary issue is natural ventilation of corridors requires walls onto the corridor to be treated as external spaces from a thermal performance perspective, increasing the insulation requirements to meet the same modelled outcome.</p> <p>Depending on the floor layout, meeting the standard may impact on yield (in one of the base cases, approximately 16 sqm per level).</p>	<p>The capital cost impact may actually be positive (as to meet the standard requires a reduction in building footprint). By way of example the loss of 16m² of residential space could save up approximately \$50K in construction cost, but would represent a loss in yield of well in excess of double that value (depending on location). Administration costs, land costs, preliminaries etc would all remain relatively constant.</p> <p>There is also a cost impact to increase thermal fabric of the walls abutting the corridor space.</p>	<p>The benefit of the standard is to deliver improved amenity outcomes (reduced odours, improved health etc).</p>	<p>We recommend that the standard be modified to account for mechanical ventilation solutions which may be more appropriate for non-residential buildings and taller residential buildings, as well as delivering a range of other benefits (thermal performance etc). We consider that the daylight component of the standard be retained.</p> <p>We recommend that a standard clarify which building typologies it would be applicable to (hospitals, aged care, some office typologies etc all have central corridors but it appears the standard has been drafted with primary reference to apartment buildings) and have regard to wind issues in taller buildings.</p>

The following standards were not included in the analysis as they were either flagged for removal due to planning advice or the impact, costs and benefits were addressed in similar standards. Note that some standards may not have been fully analysed but are still included in the previous tables as there was relevant commentary to document.

STANDARD	REASON FOR EXCLUSION FROM ANALYSIS
No habitable rooms should have internal temperature less than 16 degrees continuous for 72 hours, demonstrated through NatHERS modelling in free-running mode.	Refer to Standard S35.
All habitable rooms should have annual cooling load density under 150% of dwelling annual cooling load density.	Refer to Standard S40.
Buildings should achieve winter sun access to all proposed primary private open spaces. At least 50% or 9 m ² , whichever is the lesser, of the primary private open space should receive a minimum of two hours of sunlight between 9 am and 3 pm on 21 June.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider that other planning scheme instruments are preferable to an ESD policy for ensuring outdoor amenity.
Buildings should have all habitable rooms and frequently occupied spaces provided with a layered view comprising 3 distinct layers: sky (background), landscape (middle ground) and ground (foreground)	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider this an appropriate objective to be included in Guidelines for Sustainable Building Design.
Buildings should have a maximum horizontal distance from a fixed point of occupation (e.g. sales desk, retail checkout, office desk, work station) to the external glazing of 8 m.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider that this information is not available at the planning stage and so it not appropriate to be included within the proposed Guideline for Sustainable Design.

Indoor Environment Quality (IEQ)

STANDARD	REASON FOR EXCLUSION FROM ANALYSIS
All paints, sealants and adhesives should meet the maximum total indoor pollutant emissions limits as set out in most current GECA, Global GreenTag GreenRate, Green Star or WELL standards.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider this as an appropriate standard to be included in Guidelines for Sustainable Building Design.
100% of relevant products should meet the maximum total indoor pollutant emission limits	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider that this information is not available at the planning stage and so it not appropriate to be included within the proposed Guideline for Sustainable Design.
All carpets should meet the maximum total indoor pollutant emissions limits as set out in most current GECA, Global GreenTag GreenRate, Carpet Institute Australia Environmental Classification Scheme Level 2, Green Star or WELL standards.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider this as an appropriate standard to be included in Guidelines for Sustainable Building Design.
All engineered wood should meet the maximum total indoor pollutant emissions limits as set out in most current GECA, Global GreenTag GreenRate, Green Star or WELL standards.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider that this information is not available at the planning stage and so it not appropriate to be included within the proposed Guideline for Sustainable Design.
<p>Non-residential only</p> <p>Internal smell and odour control for olfactory comfort - use negative pressurisation, self-closing doors or area separation (e.g. via corridors, air-lock) to prevent migration from bathrooms, kitchens, dining areas and pantries to workspaces (WELL credit).</p>	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider that this information is not available at the planning stage and so it not appropriate to be included within the proposed Guideline for Sustainable Design.
<p>Where the development is within 150m of main roads, truck routes and rail corridors carrying diesel trains:</p> <ul style="list-style-type: none"> • Sensitive use facilities are not supported within this zone. Acceptable indoor air quality may be achieved through HEPA or MERV16 filters, however acceptable open space air quality is not deemed to be achievable. • All other development types within this zone should include all outdoor air supply filtered through HEPA or MERV16 filter system. Development to include air pollution monitoring system including PM1, PM2.5 and PM10 levels. 	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider that an ESD policy is not the appropriate mechanism for ensuring air pollution standards and buffer distances for sensitive uses.
<p>Where the development is within 500m of main roads, truck routes and rail corridors carrying diesel trains:</p> <ul style="list-style-type: none"> • All development types within this zone (including sensitive use types) should include all outdoor air supply filtered through HEPA filter system. • Development to include air pollution monitoring system including PM1, PM2.5 and PM10 levels. 	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured. We consider that an ESD policy is not the appropriate mechanism for ensuring air pollution standards and buffer distances for sensitive uses.

Circular Economy

This theme focuses on improving rates of resource recovery during both construction and operation, and closing the loop by encouraging the use of materials with recycled content as an alternative to virgin materials.



Public waste receptacle with disposal points for multiple streams at Burwood Brickworks. Photography by Kim Landy

Circular Economy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S57 Provide a Construction and Demolition Waste Management Plan that sets a landfill diversion target by demonstrating practices and activities in line with minimising waste and increasing resource recovery.	There are no design impacts related to this standard as it is an operational practice.	Capital cost impact is not measurable as waste disposal services do not commonly offer an option of 'all waste to landfill' and an option of 'XX% waste diverted from landfill'. This is further compounded as the rates of different service providers vary as they are dependent on factors such as proximity to a construction site and whether a provider operates its own recycling processing facility or has arrangements with another party, therefore making comparison across providers problematic. Note that there is no cost impact for an increased percentage of diversion (e.g. no cost premium for a recovery rate of 70% versus rate of 80%).	Significant benefits from increased resource recovery/ landfill diversion. Volume of waste diverted from landfill largely dependent on the typology.	We recommend that the standard be retained but modified to include a minimum 80% landfill diversion target for construction and demolition waste. This will help to achieve consistent responses to the standard and ambitious but achievable resource recovery rates.
S58 Utilise low maintenance, durable, reusable, repairable and recyclable building materials. S59 Utilise materials that include a high recycled content. S60 Utilise low embodied energy, water and carbon through informed responsible procurement and product stewardship measures. S61 Avoid materials which are low toxicity in manufacture and use, and that may cause harm to people, the ecosystem and other biodiversity	The design impact is varied depending on the strategies used and extent to which this standard is addressed. The selection of more sustainable materials would be achieved through specifications which prioritise alternatives over business-as-usual materials. As materials selection options are highly varied, we applied one consistent example which is generally accepted by industry and easily quantified - the specification of concrete with cement replacements (supplementary cementitious materials) over a standard concrete mix. This applied as a standard design response for the case study alternatives.	Capital cost premium of a concrete with supplementary cementitious materials is approximately \$10/m3.	For the example of concrete with supplementary cementitious materials: Resource recovery benefit from the reuse of a waste product/by-product (fly ash). Carbon benefit from replacement of carbon intensive materials (cement).	We recommend that the standard be modified to consolidate multiple draft standards relating to materials selection, and focus the revised standard on use of recycled content materials and materials with low embodied carbon. Guidance such as BESS tool notes and the proposed Guideline for Sustainable Building Design is required to communicate what strategies are considered adequate to meet the standard. Low toxicity may be appropriate as a standalone IEQ standard.
S62 Utilise materials that are locally sourced and supplied, supported by relevant chain of custody or third-party verification process.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured.	N/A	N/A	We recommend that although this standard has been flagged for removal, the principle of local sourcing can be included under standards relating to reducing (travel related) embodied emissions.

Circular Economy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S63 General Collection and Management</p> <p>Enable the separation and collection of resources from all current waste and recycling streams and provide spatial allocation for future waste and recovery streams.</p>	<p>The design impact of meeting this standard relates to the ability of a development to cater for the disposal and collection of a variety of waste streams. At a minimum, all case studies provided space for both general waste and recycling, with some also providing space for organics, glass and hard waste recovery. An increase in waste streams collected (e.g. glass recycling & FOGO) may result in the need for increased spatial allocations, however, this is not a given as some developments may respond with a range of measures to avoid requiring additional floor space dedicated to resource recovery (e.g. increase collection frequency, use of compactors/crushers).</p>	<p>Cost implication has not been measured, as this will be a result of State policy rather than this standard directly.</p>	<p>Carbon benefit due to avoided CO2e emissions of organics in landfill.</p> <p>Note that the amount calculated for the CBA assumes that occupant behaviour results in full diversion of organics from landfill if appropriate infrastructure is present and collection services are available.</p>	<p>This standard should be retained but modified to be an overarching waste collection and management standard where elements of other standards can be consolidated into.</p> <p>Note that part of the role of the standard is to reinforce State policy direction of the near future (i.e. Recycling Victoria), particularly waste stream diversification. We recommend that apartment developments consider additional waste streams such as textiles and e-waste.</p>
<p>S66 Individual/ Localised Management</p> <p>Developments should include dedicated areas of adequate internal storage space within each dwelling to enable the separation and storage of waste, recyclables and food and organic waste.</p>	<p>The design impact of meeting this standard is negligible. Dedicated internal storage space within dwellings for waste management was not ordinarily evident in the case studies but adequate collection systems can easily be integrated into existing/standard storage space (e.g. a 600mm x 600mm area).</p>	<p>Capital cost is none/negligible.</p>	<p>Potential to improve waste separation at the source and improve resource recovery.</p>	<p>We recommend that this standard be consolidated into a broader/ overarching standard relating to waste collection and management.</p>
<p>S67 Consolidated/ Centralised Management</p> <p>Developments should include dedicated facilities for the collection, separation and storage of waste and recyclables; which are:</p> <ul style="list-style-type: none"> - Adequate in size, durable, waterproof and blend- in with the development. - Adequately ventilated. - Accommodating similar transfer passages for all waste and recycling streams - Located and designed for convenient access including for people with limited mobility - Include appropriate signage and labelling 	<p>The design impact of meeting this standard is negligible as consolidated/centralised management is commonplace across the majority of typologies (e.g. a central waste storage room in a basement).</p>	<p>Capital cost is none/negligible.</p>	<p>Potential to improve waste separation at the point of disposal and improve resource recovery.</p>	<p>We recommend that although the intent of the standard is supported it should be consolidated into a broader/overarching standard relating to waste collection and management.</p>

Circular Economy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S68 Consolidated/ Centralised Management Developments should include dedicated areas for the collection, storage and reuse of food and garden organics, including opportunities for on-site treatment, where appropriate, or off-site removal for reprocessing	Refer to Standard S63	N/A	N/A	We recommend that this standard be consolidated into a broader/ overarching standard relating to waste collection and management.
S69 Consolidated/ Centralised Management Developments should include adequate facilities for bin washing.	The design impact of meeting this standard is varied due to the options available for bin washing. One option may be on-site infrastructure in the waste collection area (e.g. a tap and floor waste), which some case studies did include. However, some developments may opt for bin cleaning by a mobile cleaning vehicle (i.e. hooks bins up to the back of the truck, washes out and returns to storage space). The latter option would not require on-site infrastructure, only space for the temporary parking of a washing vehicle which could be the same as any on-site collection space.	Cost implication has not been measured as the differing strategies range from capital costs (e.g. taps - negligible cost) to operational costs (e.g. arrangement for in-truck washing).	Improved amenity for occupants due to a cleaner waste disposal area.	We recommend that this standard be modified to clarify that 'facilities' does not necessarily mean on-site infrastructure such as taps and floor waste is required. While such infrastructure can be encouraged, the modification allows flexibility for other approaches to bin washing.
S70 Collection Points and Access Developments should include adequate circulation to allow waste and recycling collection vehicles to enter and leave the site without reversing.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured. Note that the design impact of requiring vehicle circulation on-site that allows entry and exit without reversing is significant. This objective is often already sought for by Councils however is largely not evident or practical in the case studies reviewed. For many smaller sites such as inner city apartment and office developments, this is either impractical or would have a large spatial implication.	N/A	N/A	N/A
S73 Materials Encourage development to include a framework for ease of repair, design disassembly and resource recovery for future renovations and demolition.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured.	N/A	N/A	We recommend that although this standard has been flagged for removal, designing for disassembly and future recyclability could be incorporated elsewhere as a standard or in objectives.

Circular Economy

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S75 Design Design adaptable buildings that enable transitional and alternative use.	The design impact of meeting this standard is varied given a range of strategies can be utilised to create adaptable buildings. Adaptive design responses apart from optimising floor-to-floor heights of above ground car parking levels are either highly contextual or not easily measured/quantified. Therefore due to the site-specific nature, the creation of design responses for the case studies is not beneficial as the impact cannot be easily extrapolated across other developments within the same typology.	Capital cost implications are varied, depending on site-specific response. The example of optimised floor to floor heights results in an increased cost associated with a greater amount of external facade.	Long-term benefits associated with future-proofing a development. Main benefit is the reduced need to retrofit a building to suit a future alternative use.	We recommend that the standard be retained but supported by clear guidance (in Guidelines for Sustainable Building Design) detailing what measures are considered appropriate responses (e.g. specific floor to floor heights for above ground car parking; easily moved internal walls). This ensures the standard is consistently assessed against and provides certainty to applicants/developers.

The following standards were not included in the analysis as they were either flagged for removal due to planning advice or the impact, costs and benefits were addressed in similar standards. Note that some standards may not have been fully analysed but are still included in the previous tables as there was relevant commentary to document.

STANDARD	REASON FOR EXCLUSION FROM ANALYSIS
S64 General Collection and Management Waste and recycling separation, storage and collection must be designed and managed in accordance with a Waste Management Plan approved by the responsible authority and: – Meet best practice waste and recycling management guidelines – Provide capacity for periods of peak waste and recycling generation based on modelled estimates. – Consider shared waste and recycling disposal options – Minimize the impacts of odour, noise and hazards associated with waste collection vehicle movements.	This standard was flagged for simplification/consolidation with an overarching standard by Hansen in a preliminary review, and was therefore not evaluated.
S65 General Collection and Management Residential only Projects equal to or larger than 50 dwellings a charity donation bin must be provided and included in the management plan.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider this as an appropriate standard to be included in Guidelines for Sustainable Building Design.
S71 Collection Points and Access Prioritise on-site collection of waste and recycling as opposed to on-street collection, where applicable.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured. We consider this as an appropriate standard to be included in Guidelines for Sustainable Building Design, to the extent that this does not limit the waste streams available for collection.
S72 Private Contractors Consider, as relevant, that if a private waste contractor is required, that the handling and separation of various waste and recycling streams is facilitated ensuring that all resources are diverted from landfill.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured. We consider that regardless of who collects waste, that the landfill diversion (as demonstrated through S63) is central to the approach. We refer to the planning advice as to the extent that this is covered through S63.
S74 Materials Encourage reduced product use where appropriate.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured. We consider dematerialisation should be addressed in proposed Guidelines for Sustainable Building Design.

Green Infrastructure

This theme focuses on increasing the amount of green infrastructure to provide a range of ecosystem service benefits, and reducing the contribution of the built environment to the urban heat island effect.

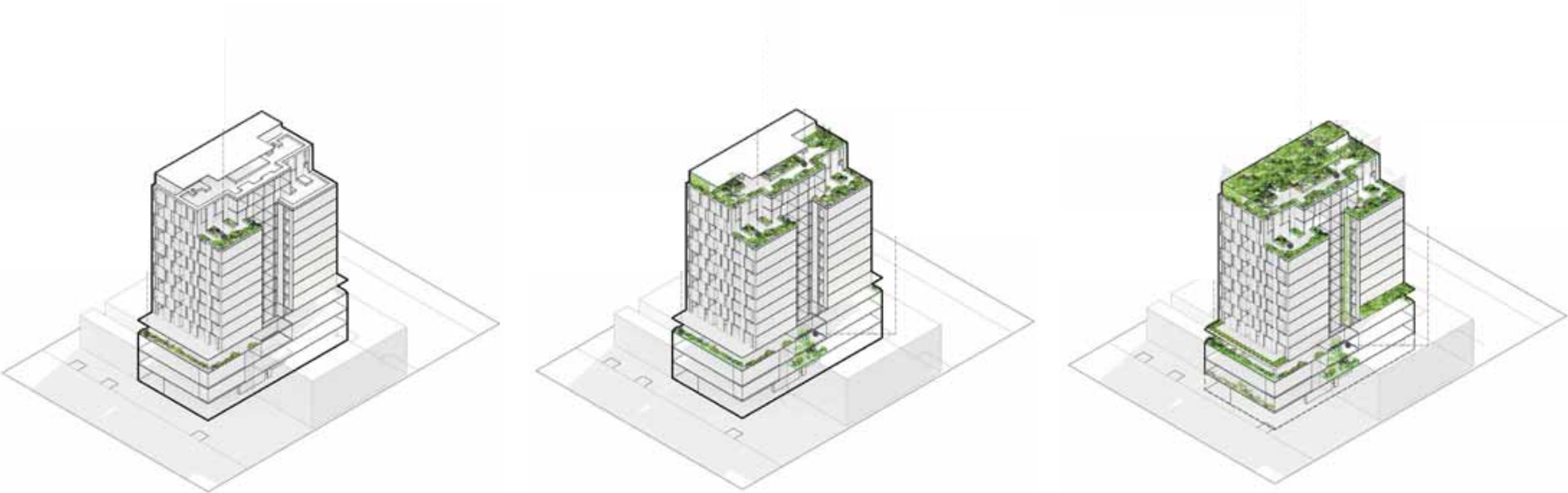


Landscaping on the rooftop of Nightingale 2 development. Photography by Rory Gardiner

Green Infrastructure

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S76 All new development to meet a Green Factor score of (High= 0.55, Mid=0.4, Low=0.25) *Note: further work required to establish target score for different contexts OR provide green cover (external landscaping) as follows:</p> <p>Any alternate delivery of green cover must provide at least (high=40%, mid=30%, low=15% equivalence) of the total site coverage area as green cover comprising at least one of the following:</p> <ul style="list-style-type: none"> • A minimum of 65% of the required green cover as new or existing canopy planting and a minimum of 35% as understory planting. Canopy planting and understory planting can overlap. • Species selection and associated planting scheme of native and / or indigenous species which provides valuable habitat for native fauna. • Green cover which is located to provide maximum benefit in relation of cooling of the adjoining public realm. Green walls or facades under this pathway must benefit the public realm and be on the lower levels of the building. 	<p>The design impact is variable depending on typology. Some case studies for detached dwellings already achieved the 40% cover due to the availability of ground level space for landscaping. However, the majority of case studies had green cover anywhere between 2% and 36%. In most cases, there was limited remaining ground level space for landscaping either due to the building footprint, car parking or existing landscaping. Therefore generally the design impact to achieve 40% cover is through the incorporation of vertical or on-structure landscaping (e.g. planters, climbers or green roofs). Exact green infrastructure design responses (e.g. determining where planters would be located) were not developed for each alternative design, as this would require an extensive assessment, and the design response based on the case study built form would not necessarily be able to be extrapolated to other built forms of the typology. However, different proportions of green infrastructure types were used for different typologies based on the building context and opportunity.</p> <p>Generally speaking, to achieve the required increase in green cover through vertical or on-structure landscaping, there would be some spatial implications to allow for sufficient growing medium (i.e. soil) and potentially some structural implications for green roofs and their associated weight loading.</p> <p>Note that extensive investigation was undertaken for the development of the Green Factor tool for the City of Melbourne, including testing the feasibility of the green cover targets on a range of typologies. This work found that meeting a 40% green cover target was feasible on all typologies with the exception of industrial, where larger hard stand areas and light weight roofs restricted outcomes. A 20% green cover target (or 0.25 Green Factor score) is considered appropriate for this land use.</p>	<p>Capital cost varies significantly between green infrastructure types. The following are approximate rates:</p> <ul style="list-style-type: none"> \$200/m2 - inground landscaping \$1,640/m2 - planter \$596/m2 - green facade \$808/m2 - green roof <p>This can represent an impact of in the order of 1% of the construction cost of the building if the 40% (high) green cover is targeted.</p>	<p>The incorporation of green infrastructure has a range of ecosystem service benefits including:</p> <ol style="list-style-type: none"> 1. Urban Temperature Regulation (Cooling Effect) 2. Habitat for Biodiversity 3. Run Off Mitigation 4. Recreation 5. Place Values and Social Cohesion 6. Aesthetic Benefits 7. Food Supply 	<p>We recommend that the standard is retained as it supports a range of objectives relating to biodiversity, urban heat mitigation and stormwater runoff, while also supporting positive social outcomes.</p> <p>Note that as written the proposed standard states 'at least one of the following' for the alternative delivery of green cover. The original source of these requirements was the proposed Amendment C376 from City of Melbourne and may not specify 'at least one'. We recommend reviewing wording and determining whether any divergence from the wording of City of Melbourne is appropriate.</p> <p>Note that HV.H led the consultant team to develop the Green Factor tool but the tool is wholly owned by the City of Melbourne.</p>

Green Infrastructure



Greening scenarios for an example large residential typology. Business as usual scenario (left) showing a Green Factor score of 0.14, moderate greening scenario (centre) showing a Green Factor score of 0.55 and an optimised greening scenario (right) demonstrating a Green Factor score of 0.84. Images by SBLA

Green Infrastructure

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S77 Existing mature canopy trees or vegetation which contributes to biodiversity corridors and habitat should be retained.</p>	<p>The design impact of this standard could be significant if applied to its full extent (i.e. all mature canopy trees retained without exception). For example, it was estimated from aerial imagery that one case study had removed approximately 80m² of canopy to develop the full 1000m² of the site. If this canopy was to be retained, this would have a significant impact on the yield potential of the multi-storey office development.</p> <p>Technical feasibility of the standard could not be evaluated due to lack of information and the highly variable nature of the impact from one development to the next. Approximately half of the case studies did not have sufficient or definitive information available to determine the presence of mature canopy prior to development, however, some sites it could be assumed based on the location (e.g. inner city) that there was no existing trees. A couple of case studies included commitments for the replacement of removed trees with equivalent vegetation. As the retention of canopy should be guided by multiple factors including the health and function of the trees (information which is site-specific and also not available for these case studies) and the role of Council local laws and planning overlays, no design responses were proposed which included the retention of any existing canopy. At a high level, retention of canopy should be encouraged however requires site-specific assessments to determining the value.</p>	<p>Not measured however would impact on development yield.</p>	<p>Benefits include habitat for biodiversity and urban cooling benefits.</p>	<p>We recommend the standard be modified to clarify the conditions which would need to be met for a mature canopy tree (regardless of whether it is native or exotic) to be either retained or removed as part of a development application. The retention of existing mature canopy trees or vegetation should be encouraged but may not always deliver the best outcome for a site. We consider that mature trees should be retained where possible.</p> <p>Note that there is a strong intersection with other planning mechanisms (e.g. overlays) and local laws for tree removal which will need to be considered during the planning approvals process. Tree removal often occurs separate from a buildings and works application, so we consider amendments to other policies may be a more appropriate mechanism for delivering the outcome sought.</p>
<p>S78 Developments should:</p> <ul style="list-style-type: none"> - Retain existing soil profiles and conditions on site where possible. - Provide appropriate deep soil area to support the growth of canopy trees and vegetation to mature sizes. - Provide composting facilities and/or worm farms as appropriate to the scale of development - Incorporate effective soil conditioning (mulch, compost, manure, gypsum etc) - Ensure that imported topsoil is productive, free of contaminants, and of a high quality 	<p>This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not measured.</p>	<p>N/A</p>	<p>N/A</p>	<p>We recommend that although this standard has been flagged for removal, the principles could be detailed elsewhere (Guidelines for Sustainable Building Design).</p>

Green Infrastructure

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
<p>S79 Green cover proposed should:</p> <ul style="list-style-type: none"> • Support the creation of complex and biodiverse habitat. • Provide a layered approach, incorporating both understory and canopy planting. • Provide either native, indigenous or climate change resilient exotic plants that provide resources for native fauna. • Support the creation of vegetation links between areas of high biodiversity through planting selection and design. • Consider appropriateness of species selected to expected future climate conditions. 	<p>The design impact of this standard is largely a change to the landscaping specification (species selection) and improvements to design (increased diversity of plant forms within the existing landscaped area). These impacts are considered to not impact technical feasibility.</p>	<p>Capital cost is none/negligible.</p>	<p>The main benefit is improved biodiversity outcomes, with secondary benefits such as aesthetic benefits and urban cooling.</p>	<p>We recommend the standard be retained to complement Standard S76 and support the achievement of biodiversity outcomes.</p>
<p>S83 Demonstrate that at least 75% of the development's total site area (building and landscape) comprises elements that reduce the impact of the urban heat island effect. These elements include:</p> <ul style="list-style-type: none"> • Green infrastructure • Roof and shading structures with less than 15° pitch having SRI of minimum 80 and 40 for pitches of more than 15° • Solar panels • Hardscaping materials with SRI of minimum 40 	<p>The design impact to meet this standard is the specification of urban heat reducing materials. Several case studies were compliant with the standard, commonly through a combination of landscaping and a light coloured roof. Alternative design responses which satisfy the standard are easily achievable through consideration of surface colour.</p>	<p>Capital cost impact for lighter coloured metal and pavers is considered cost neutral. Capital cost premium of \$24/m² for concrete with white cement/pigment.</p>	<p>Reduced urban heat resulting in more thermally comfortable environments for occupants and pedestrians.</p>	<p>We recommend that the standard be retained as it is an effective approach to achieving urban cooling outcomes in a manner which has a relatively low cost impact.</p> <p>We recommend solar panels be excluded from the calculation for increased consistency with the Green Star Buildings tool methodology.</p>
<p>S85 Utilise paving treatments which assist in cooling such as permeable paving or light-coloured aggregates, where applicable</p>	<p>The design impact of this standard specifically was not measured as it is considered a duplication of Standard S83.</p>	<p>Not measured.</p>	<p>N/A</p>	<p>We recommend this standard be removed and merged with Standard S83.</p> <p>A separate standard focusing on high pedestrian amenity (shade etc) may be appropriate.</p>

Green Infrastructure

STANDARD	DESIGN IMPACT	CAPITAL COST IMPACT	BENEFITS	RECOMMENDATION
S87 Use materials that are resistant to extreme weather.	This standard was flagged for consolidation with another by Hansen in a preliminary review of the standards, and was therefore not measured.	N/A	N/A	We recommend this standard be removed and a materials focused standards incorporate a principle relating to durability as this is an important element of adaptive building design and supports local government as a decision maker in their climate related responsibilities under the Local Government Act. Material selection for extreme weather/hazards (e.g. fire) is often driven by building regulations, or would flow from risks identified during a climate risk assessment. Materials selection for all circumstances (e.g. current and future weather) can be considered as part of broader suite of objectives for materials.
S88 Incorporate cooling pathways and corridors to minimise urban heat and address heat health matters.	The design impact of the standard specifically was not measured as its objectives were considered to be addressed by other standards such as S76 and S83.	Not measured.	Quantified / addressed elsewhere.	We recommend this standard be retained to guide design which supports the greening outcomes of Standard S76.

The following standards were not included in the analysis as they were either flagged for removal due to planning advice or the impact, costs and benefits were addressed in similar standards. Note that some standards may not have been fully analysed but are still included in the previous tables as there was relevant commentary to document.

STANDARD	REASON FOR EXCLUSION FROM ANALYSIS
S80 Ensure shared urban ecology facilities are accessible for all users - at least the following amount of vegetated outdoor common space, including food production areas: <ul style="list-style-type: none"> • 1m² for each of the first 50 occupants • Additional 0.5m² for each occupant between 51 and 250 • Additional 0.25m² for each occupant above 251. 	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider this is appropriate to be included in the proposed Guidelines for Sustainable Building Design. We note that the Green Factor Tool rewards accessible green space through the recreation and aesthetic benefits ecosystem service scoring, so caution should be exercised in rewarding meeting this standard in BESS (potential double counting).
S81 Assess the proposed development site against current and future climate related hazards and natural disasters.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. Climate risk is addressed under Standard S33.
S82 Demonstrate that the development will be able to strengthen community climate resilience within its immediate or local context	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider this could be included as an objective in Guidelines for Sustainable Building Design, with specific examples of how this could be achieved.
S84 Non-glazed façade materials exposed to summer sun must have an SRI of minimum 40	Refer to Standard S83 as design impact, costs and benefits are the same.
S86 Combine renewable energy with energy storage and smart energy management to provide resilience and enable 'refuge' from heat wave during power blackouts.	This standard was flagged for removal by Hansen in a preliminary review of the standards, and was therefore not evaluated. We consider this could be encouraged through the proposed Guidelines for Sustainable Building Design.

Conclusions

This section of the report summarises key findings, gaps, uncertainties and limitations and next steps.

KEY FINDINGS

The technical feasibility and financial viability analysis examined effective design responses to meeting proposed standards. This analysis had regard to technical and spatial implications of each standard, unless it had been ruled out through preliminary analysis by Hansen Partnership. Where the design response incurred a cost or benefit these were documented and then integrated where relevant with the cost benefit analysis.

The results of the analysis were mixed, with some standards being recommended to be retained in their current form, others modified and several standards recommended for removal altogether.

Taken at an aggregate level standards were recommended to be retained when technical impacts could be effectively managed, where cost impacts were either low or benefits high relative to the costs. Examples that met this criteria include solar PV for smaller residential typologies and bicycle parking rates for office buildings.

Standards were recommended for modification where the intent of the standard was appropriate for planning policy, but the standard could be improved to either address technical feasibility issues, address cost impacts or improve benefits. An example includes bicycle parking convenience where some elements of the standard were beneficial and other elements delivered an unreasonable yield impact relative to the benefit.

Standards were recommended for removal in circumstances where the level of prescription was more appropriate in a guideline, where technical issues can not be addressed through modification of the standard, or meeting the standard requires design responses which create an unreasonable cost impact or yield reduction relative to the benefit.

This process of analysis has resulted in standards being recommended for retention in largely their current form, a further number being recommended to be modified and others being recommended for removal.

The table on the following page outlined a summary of advice. We note that at the time of this analysis Part B and Part C of the project were yet to be completed and may recommend additional standards for removal / modification on planning and / or economic grounds.



Community interaction across private and public space.
Photography by Tess Kelly

Conclusions

THEME	KEY FINDINGS
OPERATIONAL ENERGY	Generally speaking the majority of standards were retained either in their present form or otherwise recommended to be modified to remove some of the prescriptive detail. Two of the solar standards were recommended to be modified significantly as they were found to not be technically feasible. Fuel switching and procurement of GreenPower were noted as being highly effective as reducing carbon emissions.
SUSTAINABLE TRANSPORT	Standards relating to the provision of bicycle parking were largely supported due the minimal expected cost for space allocation and infrastructure. Modifications to the bicycle parking convenience standard were suggested to avoid potentially significant impacts to basement and ground floor space. Electric vehicle standards were noted as important for future proofing buildings, however we recommended that the standards avoid prescriptive guidance and that a guideline which is updatable without the need for a planning scheme amendment is preferred.
INTEGRATED WATER MANAGEMENT	In the majority of cases the standards were already met by the case studies, for example the inclusion of rainwater tanks and the achievement of best practice stormwater quality standards were widespread. Overall the intentions for most standards were supported, however, some modifications were recommended to allow a flexible approach to achieving potable water reductions. It was noted that the potable water reduction target of 30% could be more ambitious, subject to further analysis.
INDOOR ENVIRONMENT QUALITY (IEQ)	Most standards were either suggested for modification or removal as they were better suited as guidance or were found to have significant development feasibility impacts. Preliminary testing determined standards for internal temperatures and heating and cooling loads were either not achievable or could have unintended consequences. Daylight modelling demonstrated significant challenges with meeting standards as written. It is noted that the intent of these standards is supported, but further work such as refining thresholds and metrics would be necessary for several standards before they would be suitable as a planning mechanism. In relation to daylight this work is understood to have been recently commissioned by CASBE.
CIRCULAR ECONOMY	A number of these standards are technically feasible and are seen in current developments. It is noted that standards relating to waste collection and management aim to strengthen the ability of Council's to achieve the outcomes they already seek. There is strong opportunity to drive the uptake of recycled content and durable materials, and the design of adaptable buildings, however these standards require additional guidance to provide clarity for both applicants and Councils.
GREEN INFRASTRUCTURE	A green cover target is a strong driver for increasing green infrastructure and achieving a range of ecosystem services benefits. While the retention of existing mature canopy trees should be encouraged, the intersection with local laws and existing planning mechanisms such as overlays should be considered, with these mechanisms possibly better able to deliver the outcome sought. A standard for cool surfaces and materials it is an effective approach to reducing urban heat in a manner which has a relatively low cost impact.

Conclusions

GAPS, UNCERTAINTIES AND LIMITATIONS

As noted in a number of sections of this report, whilst the qualitative analysis for the project has provided a number of insights into benefits accruing to individual standards, not all of these benefits are able to be quantified. The analysis in this report is limited to quantifying energy, water and landfill diversion benefits associated with standards. In some circumstances, even when there is a high level of confidence that a benefit exists there is not the evidence to quantify it and it has been excluded. The cost benefit analysis will quantify a greater range of economic benefits associated with meeting the proposed standards.

The analysis is also somewhat limited by the number of case studies able to be included in the study. Whilst every effort was made for the case studies to be representative of a broad range of typologies and development contexts, technical feasibility and financial viability impacts may be limited by the designs and specific context of the case studies. In addition, design responses were developed based on our professional development, architecture and sustainability experience. We acknowledge that design responses to meet the standards may be different in other contexts and development teams.

A third limitation are the costs. Whilst costs were sourced on the best available contemporary data, they will not be perfect. If costs change, so does the relationship between benefits and costs.

NEXT STEPS

This report is issued slightly ahead of Part B and Part C of the project. This allows those outputs to be informed by this report.

We anticipate that decisions on next steps will be made by CASBE on the basis of all reports, rather than this report alone.

If following the conclusion of all parts, a planning scheme amendment is pursued, we anticipate further work may be required to:

- Ensure that design responses are representative of the most cost effective industry response to the standard
- Update costs ahead of a planning panel (we have structured our analysis work to allow for this to be a seamless process)
- Enhance the quantitative analysis where new robust evidence becomes available as to benefits associated with particular design responses (and standards)
- Update the analysis if the proposed move to 7 stars NatHERS under NCC 2022 is not forthcoming
- Extend the analysis to additional case studies, if stakeholder consultation highlights a gap in those chosen
- Update this report to align ESD categories to the most up to date wording proposed as part of a planning scheme amendment.

Appendix A

The following details calculation methodologies and assumptions used to determine benefits used in the analysis.

EMBODIED CARBON

For the design response relating to recycled content materials, concrete with supplementary cementitious materials was used. In order to determine the amount of concrete in a building and embodied carbon reduction achieved through the design response, a number of calculations and assumptions were made.

Using an existing Life Cycle Assessment (LCA) for a mid-rise apartment building with concrete panel facade, two values of tonnes per m2 GFA were determined.

Building GFA	2,712m2
Concrete - precast	821 tonnes
Concrete - poured	3,059 tonnes
Concrete per GFA (precast and poured)	1.43 tonnes per m2
Concrete per GFA (poured only)	1.13 tonnes per m2

The figure of 1.43 tonnes per m2 GFA was then used to calculate the amount of concrete across case studies where concrete was a predominant material. For case studies where concrete was less prevalent (e.g. a curtain wall high rise development), the figure of 1.13 tonnes per m2 GFA was used.

Using the above values, the GFA for each case study and the below embodied carbon values from the EPIC database, embodied carbon (kg CO2e) reductions resulting from the design response of concrete with SCMs were calculated.

Concrete 40 MPa	497 kg CO2e per m3
Concrete 40 MPa - 30% fly ash	373 kg CO2e per m3

ORGANICS WASTE GENERATION

Organics generation was calculated primarily using Sustainability Victoria's [Waste and Recycling Generation Rates Calculator](#). As this calculator does not calculate organics generation for non-residential developments (only garbage and recycling), a value of 26% was used to approximate the proportion of food waste generated by non-residential developments.

Although this figure is attributable to commercial and industrial waste in metropolitan Melbourne, as detailed by the Metropolitan Waste and Resource Recovery Group, it was deemed a suitable generalisation for all non-residential developments throughout Victoria.

CONSTRUCTION WASTE GENERATION

The generation of construction waste is highly dependent on the development typology and construction materials used. Limited information detailing specific figures which account for the above factors is available, therefore a general assumption was made.

Green Star Design & As Built v1.3 Credit 22 contains to pathways for diversion of construction waste from landfill. The Fixed Benchmark awards 1 point where <10kg of waste / m2 (GFA) goes to landfill. The Percentage Benchmark awards 1 point where 90% of construction waste is diverted from landfill.

To create an approximate total waste kg/m2, the figures of each benchmark required to achieve 1 point were assumed to be equivalent.

1 point achieved for waste kg/m2 (GFA) to landfill	<10kg
1 point achieved for waste % diverted from landfill	90%
Assumed total waste as a proportion of GFA	100kg per m2

Assuming a 90% diversion rate achieves only 10kg going to landfill, a generation rate of 100kg/m2 (GFA) was calculated.

TOTAL ENERGY USE

As the total predicted energy consumption was not always detailed in case study documentation, and is not calculated by BESS (focus is on HVAC and hot water), an average percentage breakdown in combination with known figures (e.g. HVAC) was used to calculate other energy uses and the total use. The following figures were sourced from the SDAPP Energy Efficiency Fact Sheet for residential developments.

Heating and cooling	60%
Water heating	20%
Appliances incl. TV & computer	10%
Cooking appliances	3%
Fridge and freezer	4%
Lighting	3%

The following figures were sourced from the [Baseline Energy Consumption and Greenhouse Gas Emissions In Commercial Buildings in Australia Report](#) for non-residential developments.

HVAC	18%
Lighting	37%
Equipment	31%
Hot water	3%
Other	11%

Appendix B

The following details the capital costs used in the analysis, the cost source and any relevant notes.

ITEM	COST (\$)	PER	SOURCE / REFERENCE
Electric hot water system (localised instantaneous)	890	unit	Rawlinsons (p. 461)
Electric hot water system (central heat pump) - per dwelling / per 1000m2 non-res GFA	2,358	unit	Approximation based on high rise central heat pump figure (based on Dave Mahony advice)
Electric hot water system (central heat pump) - greater than 5 stories (e.g. 20 stories, >200 dwellings)	500,000	unit	HIP V. HYPE Better Buildings Lead Dave Mahony (advice for 212 dwelling apartment development)
Electric hot water system (individual heat pump e.g. townhouses & single dwelling)	4600	unit	Rawlinsons (p. 461)
Electric hot water system (electric boosted solar hot water)	6800	unit	Rawlinsons (p. 463)
Gas hot water system (localised instantaneous)	920	unit	Rawlinsons (p. 461)
Gas hot water system (central) - per dwelling / per 1000m2 non-res GFA	1,887	unit	Proportion of the high rise central heat pump figure (based on Dave Mahony advice)
Gas hot water system (central) - greater than 5 stories (e.g. 20 stories, >200 dwellings)	400,000	unit	Dave Mahony (advice for 212 dwelling apartment development)
Gas hot water system (storage)	3000	unit	Rawlinsons (\$3000) - 410L
Gas cooktop	2,700	system	Rawlinsons (p. 681)
Induction cooktop	3,500	system	Rawlinsons (p. 681)
Solar PV system (residential)	939	kW	Average based on https://www.solarchoice.net.au/blog/solar-power-system-prices
Solar PV system (commercial)	985	kW	Average based on https://www.solarchoice.net.au/blog/solar-power-system-prices
Bicycle hoop (e.g. standard in ground)	410	hoop	Rawlinsons (p. 303)
Bicycle rack (e.g. Ned Kelly)	319	rack	Written quote (NJM Group, supplier of Ned Kelly racks)
Bicycle stacker (e.g. Arc, Josta, Cora)	1640	system	Written quote (Five At Heart, supplier of Arc stackers)
End-of-trip locker (two tier)	289	item	Rawlinsons (p. 307)
Electric vehicle capacity - infrastructure & cabling (medium density)	500	dwelling	Moreland City Council Low Emission Electric Vehicles Standard Report (2021) (p.108)
Electric vehicle capacity - infrastructure & cabling (apartment & non-residential)	869	parking space	Moreland City Council Low Emission Electric Vehicles Standard Report (2021) (p. 110)
Electric vehicle capacity - retrofit (medium density)	750	dwelling	Moreland City Council Low Emission Electric Vehicles Standard Report (2021) (p. 65)
Electric vehicle capacity - retrofit (apartment)	2,607	parking space	Moreland City Council Low Emission Electric Vehicles Standard Report (2021) (p. 66)
Electric vehicle charging units	2,200	system	Moreland City Council Low Emission Electric Vehicles Standard Report (2021), via Brendan Wheeler from EVSE

Appendix B

The following details the capital costs used in the analysis, the cost source and any relevant notes.

ITEM	COST (\$)	PER	SOURCE / REFERENCE
Space allocation - Basement (e.g. car & bike parking space) - Construction	1,630	m2	Rawlinsons (p. 35)
Space allocation - Wet area (e.g. shower & changing space) - Construction	2,605	m2	Rawlinsons (p. 30)
Space allocation - Residential (townhouses) - Construction	2390	m2	Rawlinsons (p. 43)
Space allocation - Residential (apartments) - Construction	3270	m2	Rawlinsons (p. 43)
Space allocation - Covered walkway - Construction	1380	m2	Rawlinsons (p. 23)
Space allocation - Non-residential (retail) - Construction	2830	m2	Rawlinsons (p. 47)
Space allocation - Non-residential (office) - Construction	2600	m2	Rawlinsons (p. 33)
Space allocation - Non-residential (warehouse) - Construction	885	m2	Rawlinsons (p. 30)
Showerheads: 3 Star (>7.5 but <=9L/min)	No differential	unit	https://www.harveynorman.com.au/bathroom-tiles-renovations/bathroom-sink-tapware/shower-heads-arms/caroma/3+stars/993-1411
Showerheads: 4 Star (>6 but <=7.5L/min)	No differential	unit	https://www.harveynorman.com.au/caroma-urbane-ii-hand-shower-brushed-nickel.html
Showerheads: 4 Star (>4.5 but <=6L/min)	No differential	unit	https://www.harveynorman.com.au/caroma-luna-multifunction-hand-shower-brushed-nickel.html
Washing machine: 3 Star	800	unit	Approximation from available Harvey Norman products
Washing machine: 4 Star	749	unit	https://www.harveynorman.com.au/bosch-series-4-8kg-front-load-washing-machine.html
Washing machine: 5 Star	1200	unit	https://www.harveynorman.com.au/bosch-8kg-front-load-washing-machine-2.html
Toilets: 3 Star	No differential	unit	https://www.bunnings.com.au/estilo-wels-3-star-3-6l-min-pvc-link-p-trap-toilet-suite_p4821911 https://www.bunnings.com.au/stylus-wels-3-star-4l-min-allegro-link-toilet-suite_p4823156 https://www.bunnings.com.au/caroma-wels-3-star-4l-min-uniset-ii-connector-s-trap-toilet-suite_p4823150
Toilets: 4 Star	No differential	unit	https://www.reece.com.au/product/toilets-c469/toilet-suites-c705/base-link-toilet-suite-s-trap-with-seat-white-4-9503292 https://www.reece.com.au/product/toilets-c469/toilet-suites-c705/posh-solus-round-close-coupled-s-trap-toilet-9500993 https://www.reece.com.au/product/toilets-c469/toilet-suites-c705/american-standard-studio-round-close-coupled-9506994
Taps	No differential	unit	Approximation / comparison from of product listings from online suppliers

Appendix B

The following details the capital costs used in the analysis, the cost source and any relevant notes.

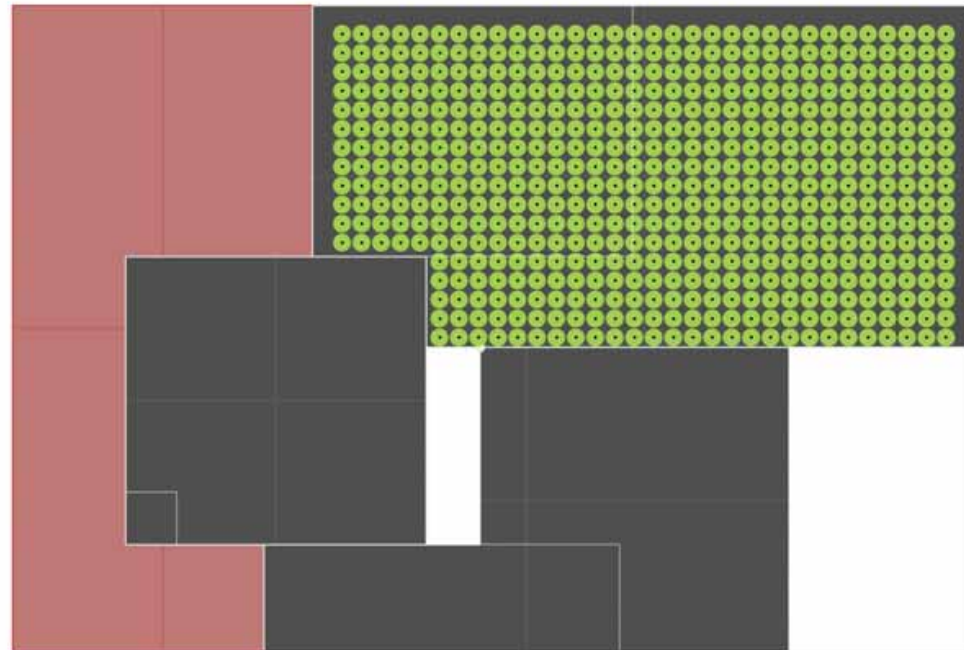
ITEM	COST (\$)	PER	SOURCE / REFERENCE
Dishwasher: 3 Star	799	unit	https://www.thegoodguys.com.au/bosch-stainless-steel-freestanding-dishwasher-sms40e08au
Dishwasher: 4 Star	1049	unit	https://www.thegoodguys.com.au/bosch-60cm-freestanding-dishwasher-sms4hvi01a
Dishwasher: 5 Star	1299	unit	https://www.thegoodguys.com.au/bosch-60cm-freestanding-dishwasher-sms6hai01a
Rainwater tank - 5000L	1720	tank	https://www.tankworld.com.au/tanks-accessories-pumps/5000l-slimline-slr-2/
Rainwater tank - 32000L	4,390	tank	https://www.bluewatertanks.com.au/tanks/round-poly-tanks/32-000-litre-poly-water-tank/
Climate Risk Assessment	15,000	Report	HV.H
Glazing - double glazed fixed	439	m2	Rawlinsons (p. 363)
Glazing - double glazed operable	529	m2	Rawlinsons (p. 363)
Glazing - double glazed curtain wall component (additional to curtain wall framing)	385	m2	Rawlinsons (p. 366)
Facade - spandrel glass & insulation (additional to curtain wall framing)	228	m2	Rawlinsons (p. 366)
Facade - Face brick (total wall construction) (e.g. RES 2)	272	m2	Rawlinsons (p. 127)
Facade - Timber cladding (total wall construction) (e.g. RES 3)	147	m2	Rawlinsons (p. 129)
Facade - Precast concrete (total wall construction) (e.g. RES 4)	420	m2	Rawlinsons (p. 252)
Shading - fixed fins or louvres (e.g office)	400	m2	Rawlinsons (p. 387)
Shading - screens (on track) (e.g. apartments)	405	m2	Rawlinsons (p. 368)
Shading - fixed horizontal	370	m2	Rawlinsons (p. 387)
Shading - canvas awnings (townhouses & single dwellings)	320	m2	Rawlinsons (p. 387)
Roof - optimised design	Cost neutral / possible cost saving	dwelling	JCB Architects
Materials (low embodied) - 30% SCM concrete (cost premium)	10	m3	Holcim (verbal conversation) and Boral (written response)
Materials (high SRI) - white cement (e.g. RES 1)	24	m2	Rawlinsons (p. 252)
Green cover / landscaping - Planter	1,640	m2	City of Melbourne (average figure)
Green cover / landscaping - Green facade	596	m2	City of Melbourne (assumed 1m2 planter to every 5m2 of climber)
Green cover / landscaping - Green roof	808	m2	City of Melbourne
Green cover / landscaping - In ground only	200	m2	GLAS Landscape Architects

Appendix C

Spatial Daylight Autonomy

Buildings must achieve a daylight level of minimum 200 lux for at least half of daylit hours each day to at least half the area of every habitable room and regularly occupied space.

(sDA200,50%)



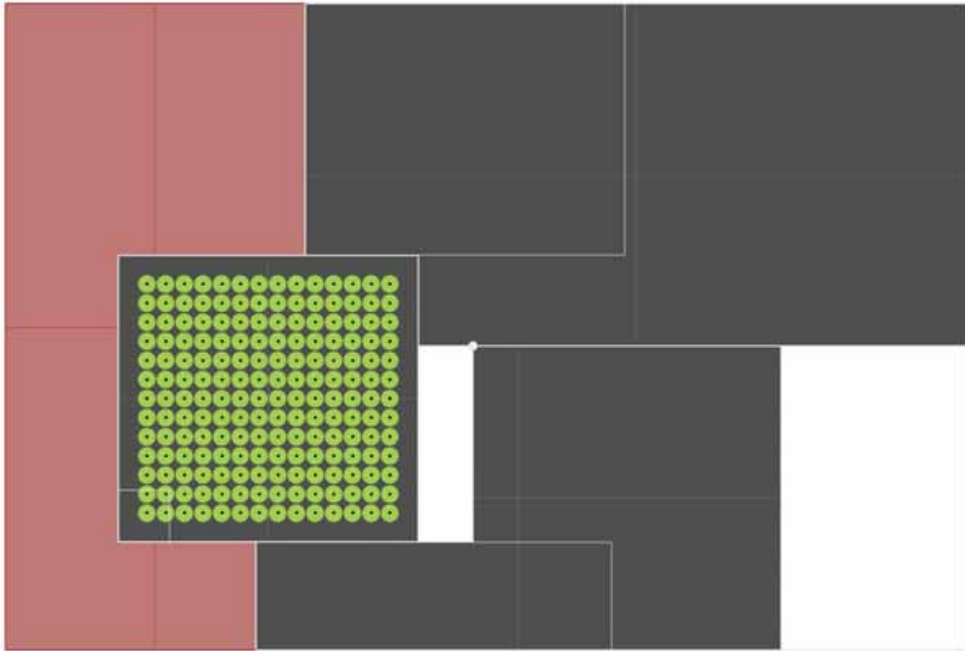
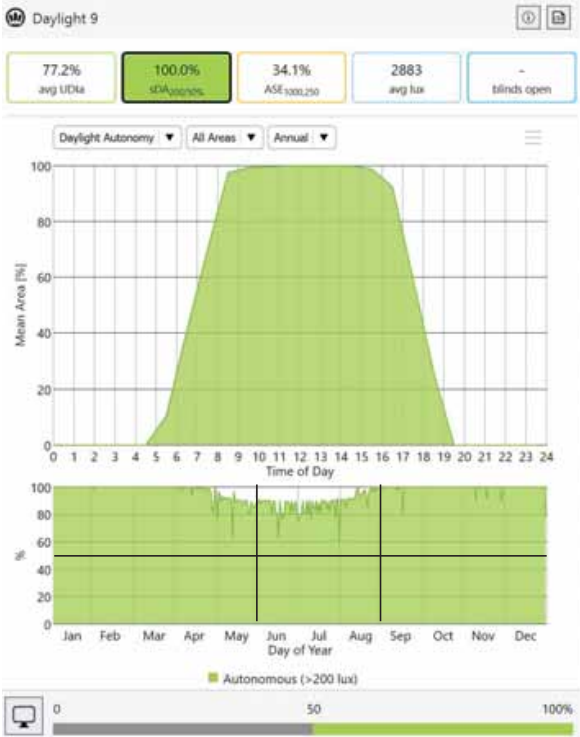
Original apartment layout

HIP V. HYPE

Spatial Daylight Autonomy

Buildings must achieve a daylight level of minimum 200 lux for at least half of daylight hours each day to at least half the area of every habitable room and regularly occupied space.

(sDA200,50%)



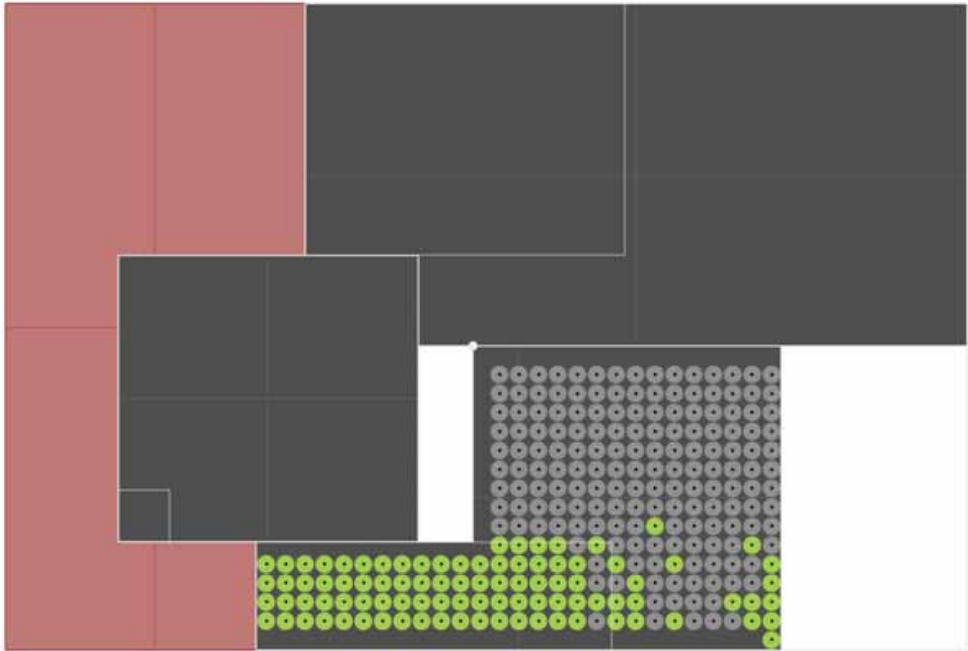
Original apartment layout

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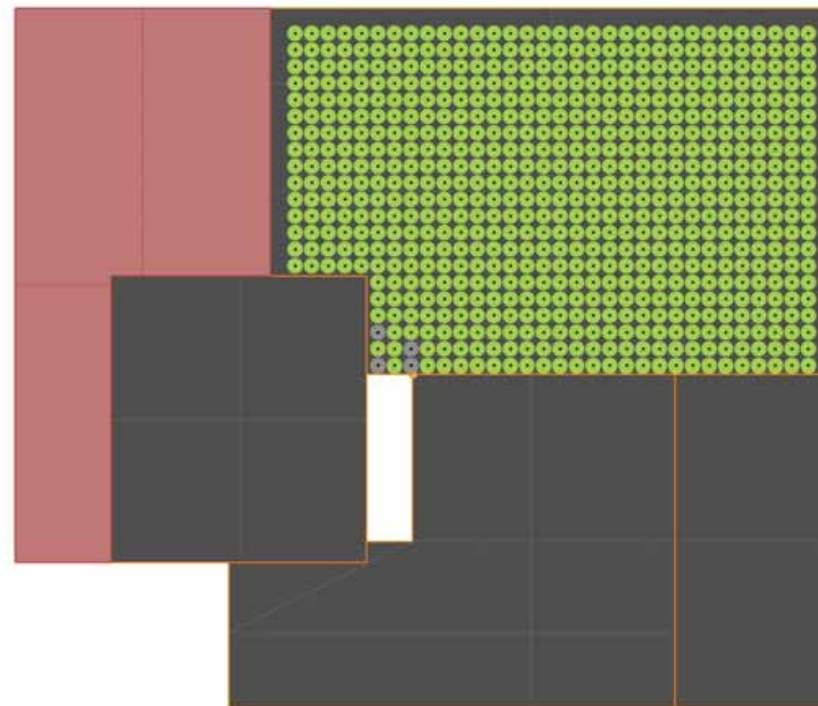
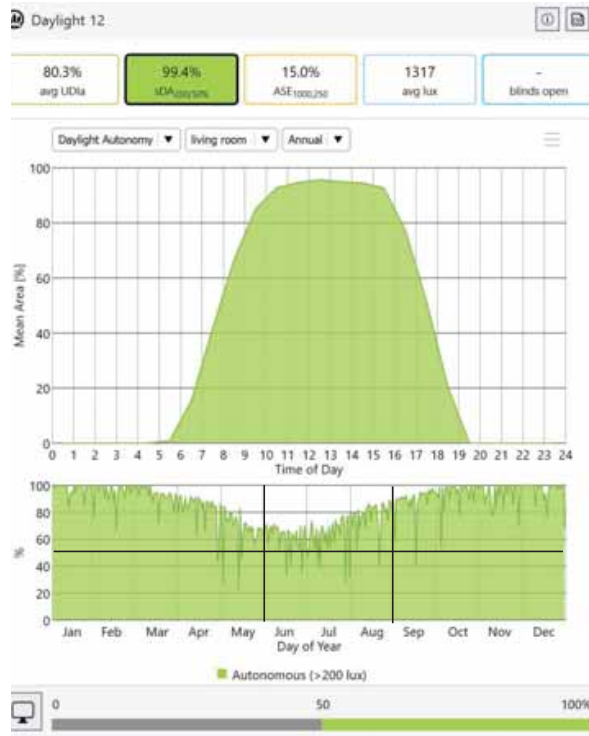
Original apartment layout

HIP V. HYPE

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(sDA200,50%)



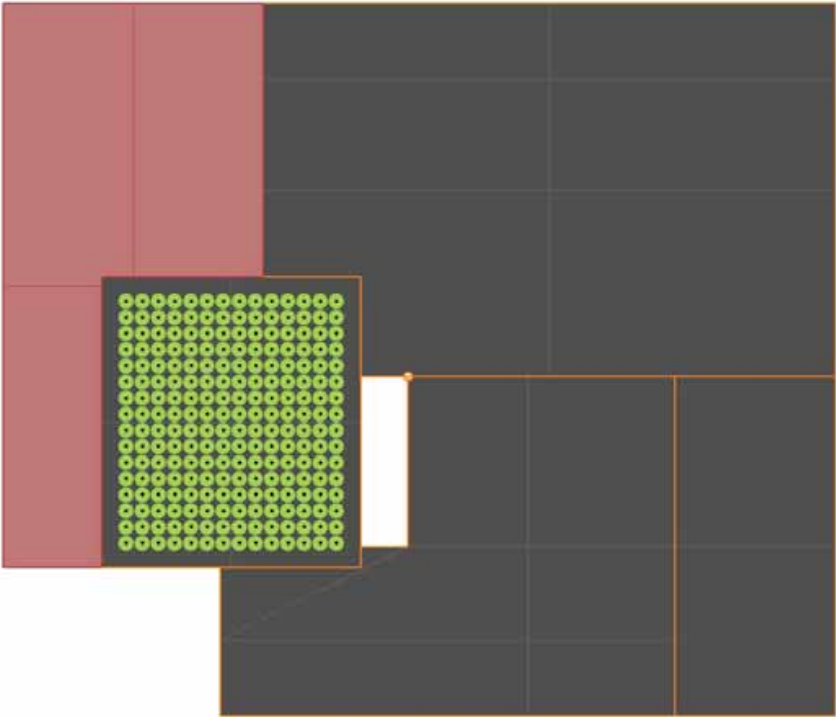
Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to Better Apartments Design Standards (BADS))

HIP V. HYPE

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Buildings must achieve a daylight level of minimum 200 lux for at least half of daylit hours each day to at least half the area of every habitable room and regularly occupied space.

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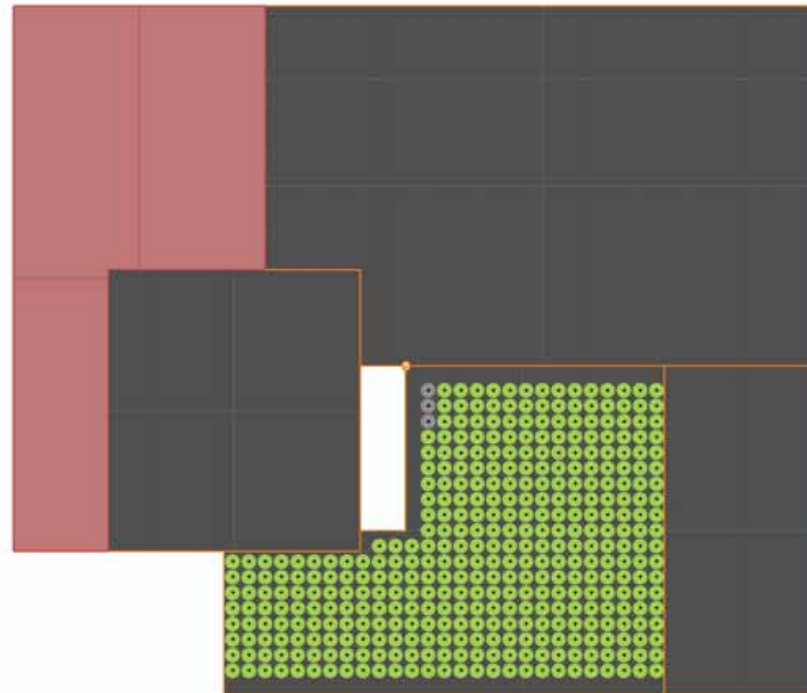
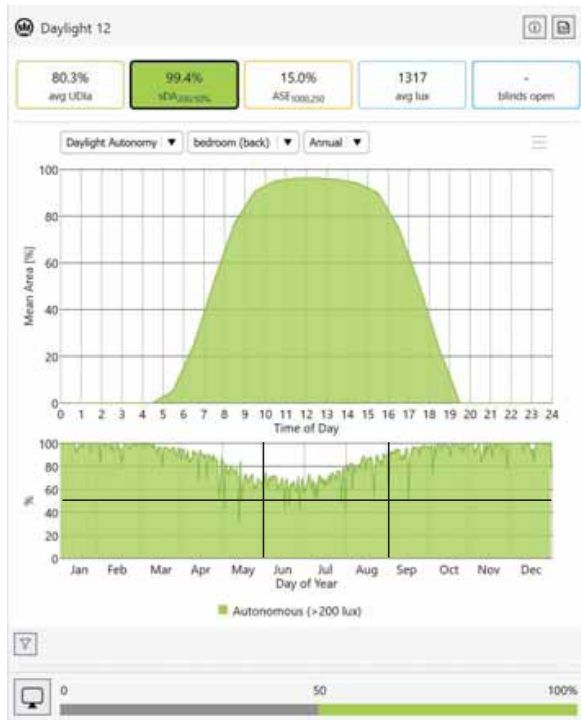
Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to BADS)

HIP V. HYPE

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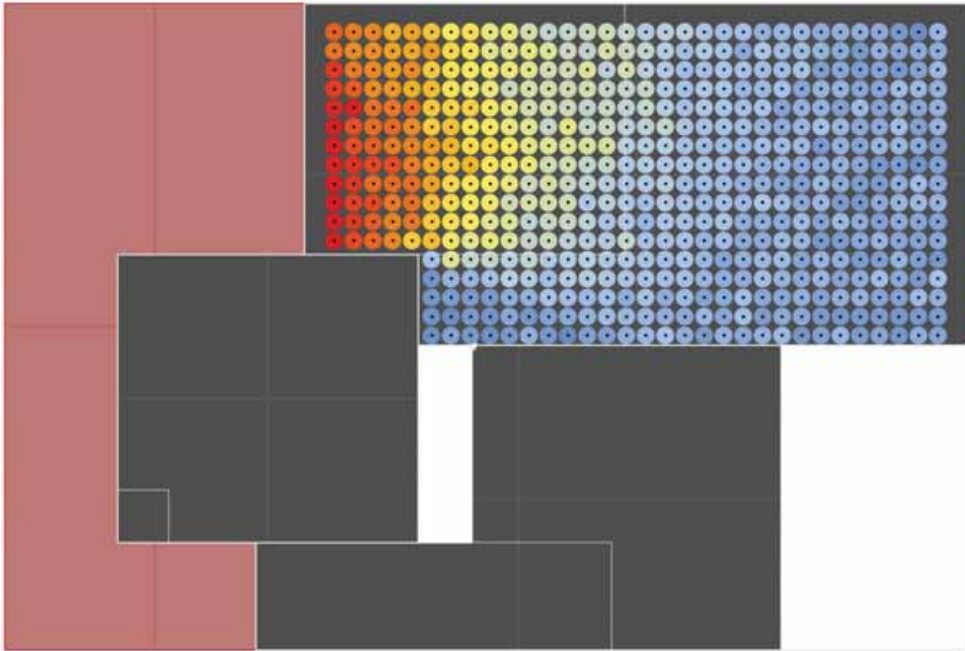
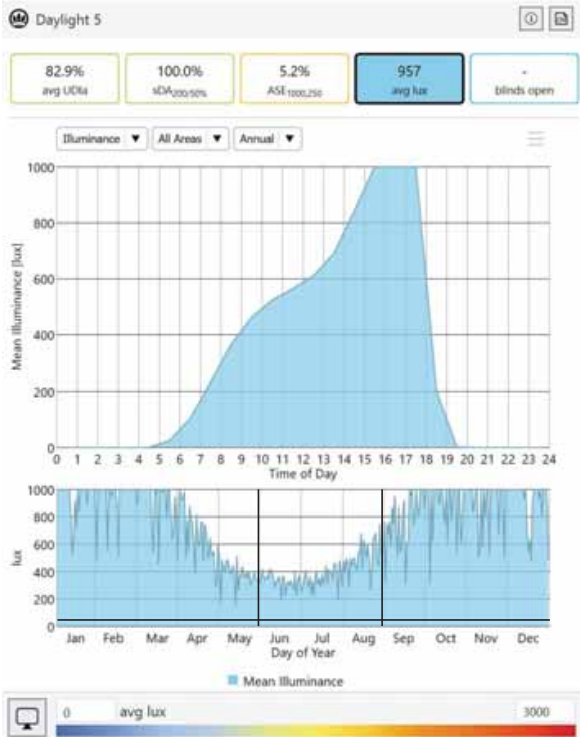


Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to BADS)

HIP V. HYPE

Daylight Illuminance

Building must achieve a daylight level across the entirety of every habitable room and regularly occupied space of minimum 50 lux.

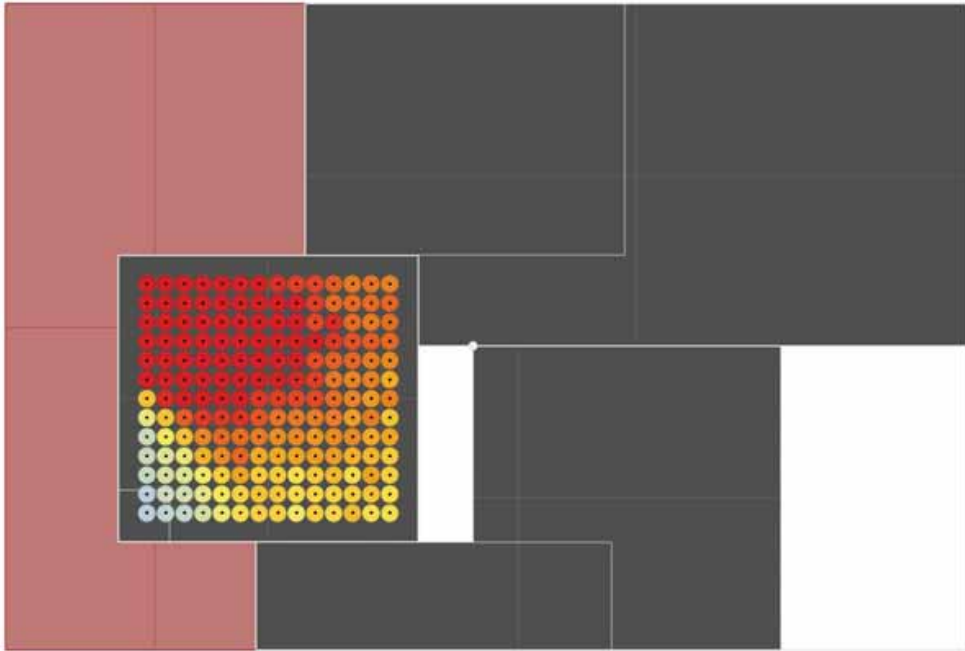
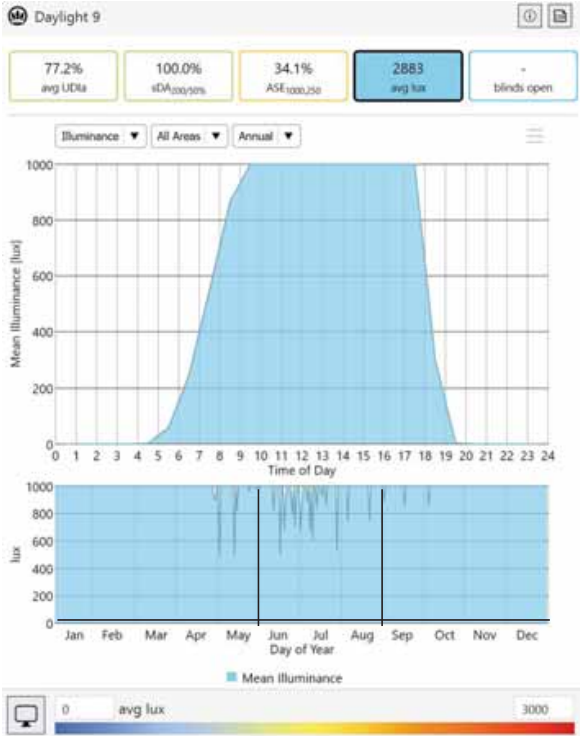


Original apartment layout

HIP V. HYPE

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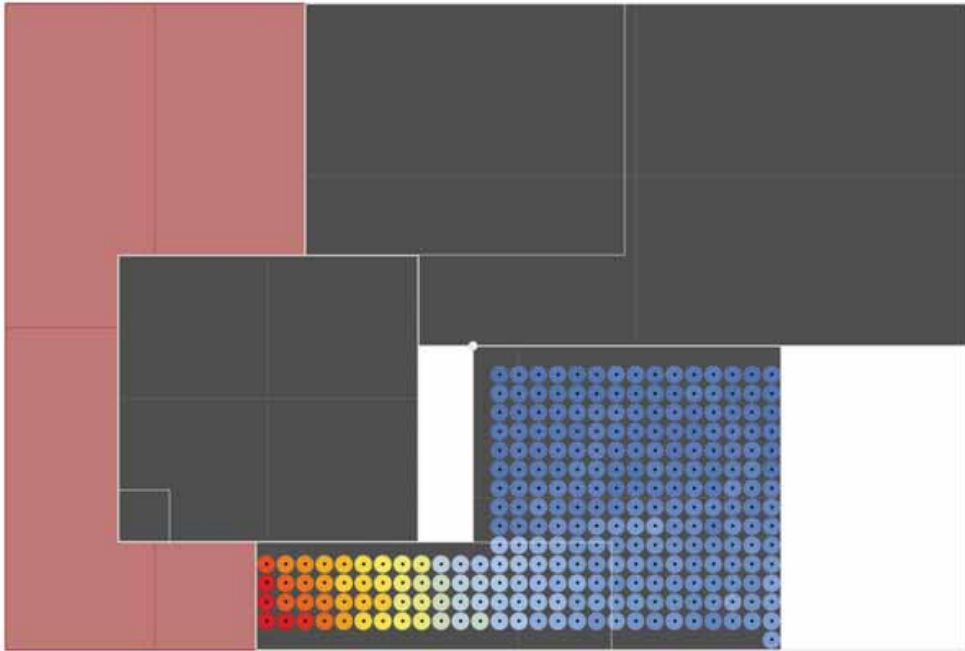
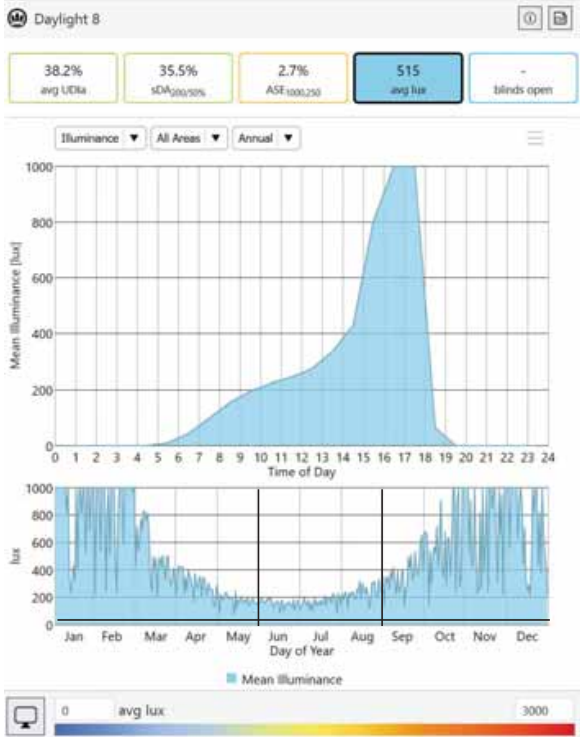


Original apartment layout

HIP V. HYPE

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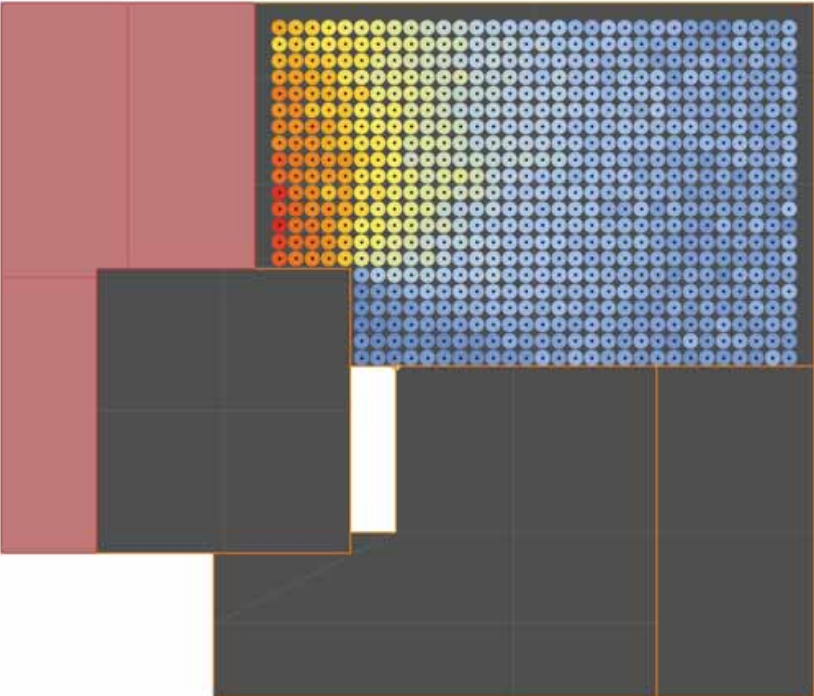
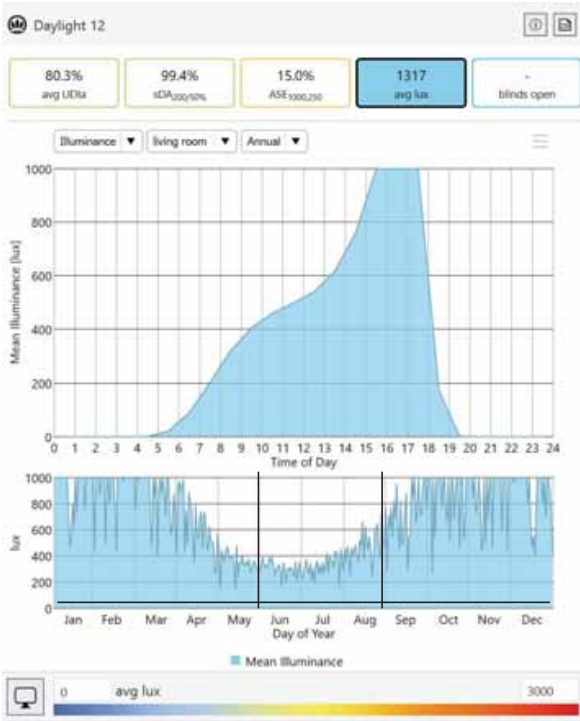


Original apartment layout

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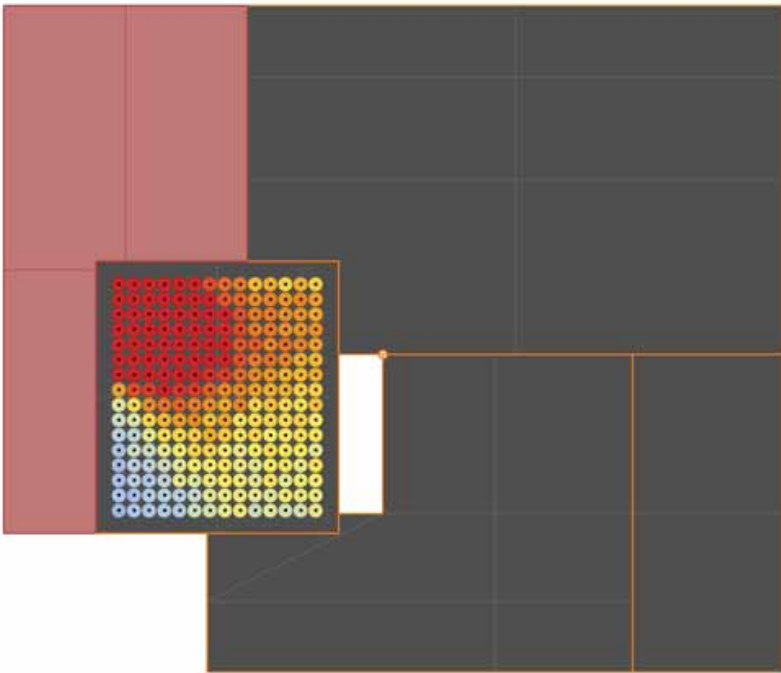
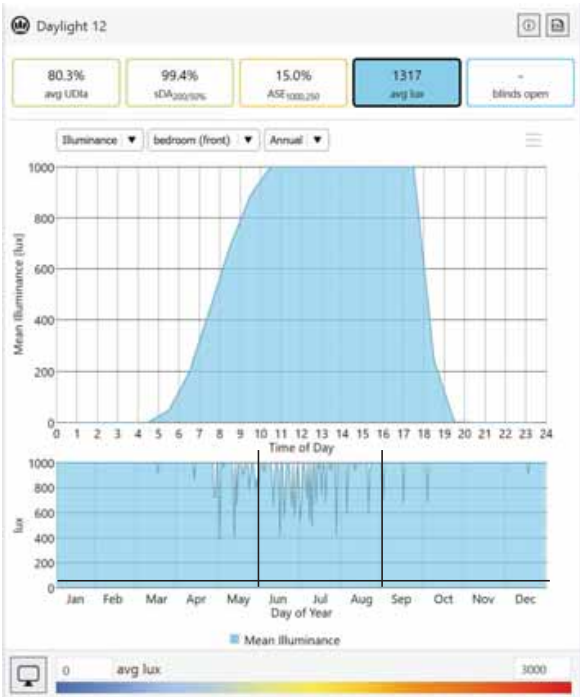


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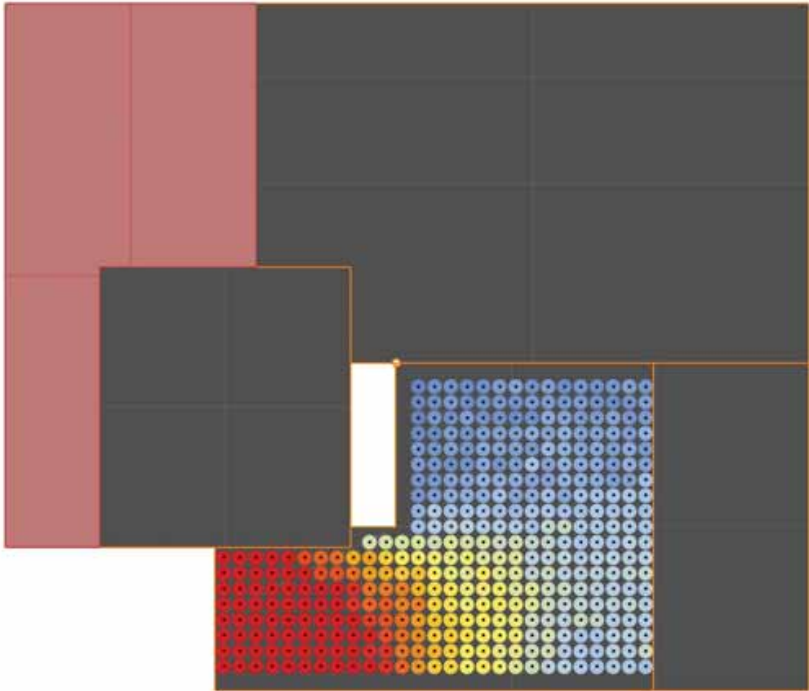
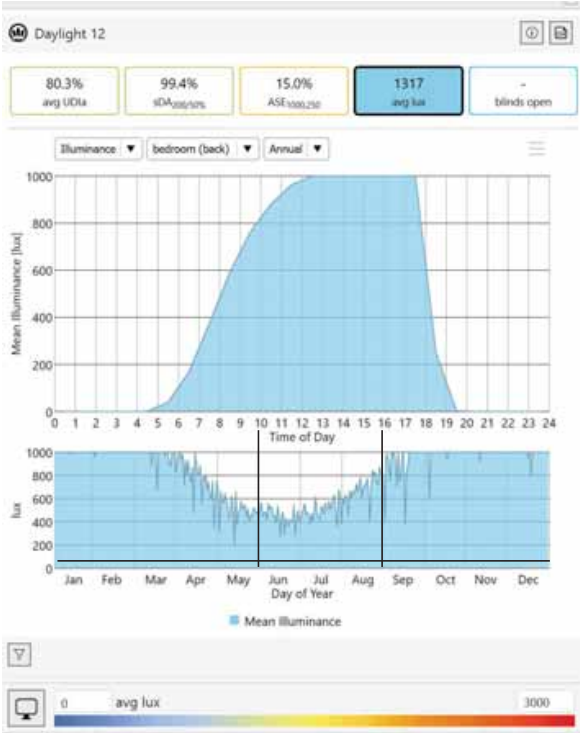


Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to BADS)

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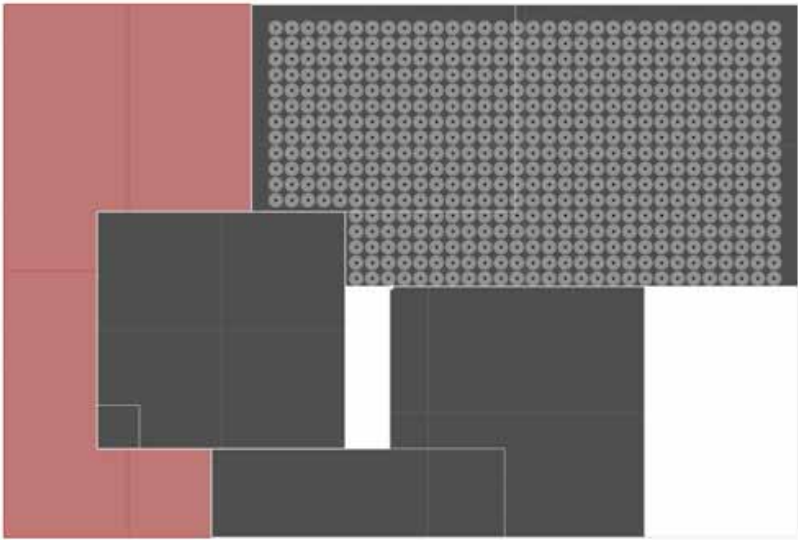
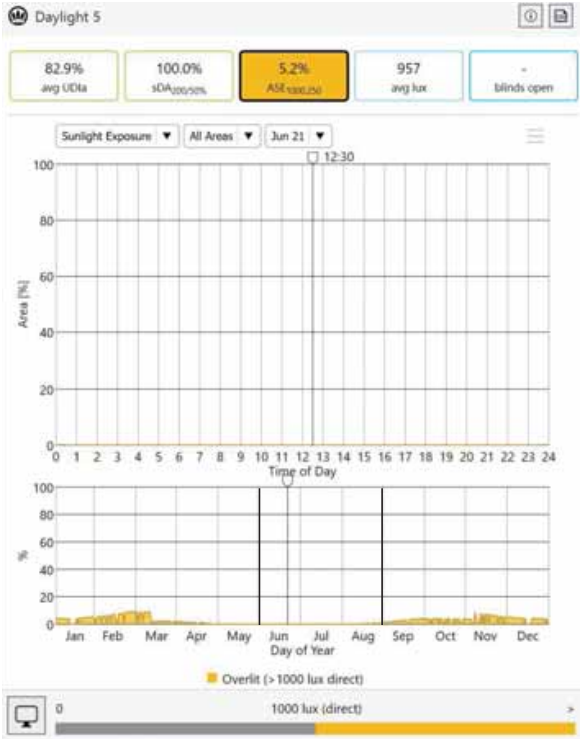


Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to BADs)

HIP V. HYPE

Daylight Access

Buildings should achieve direct sunlight to all primary living areas for 2 hours on June 21 to at least 1.5 m deep into the room from glazing.

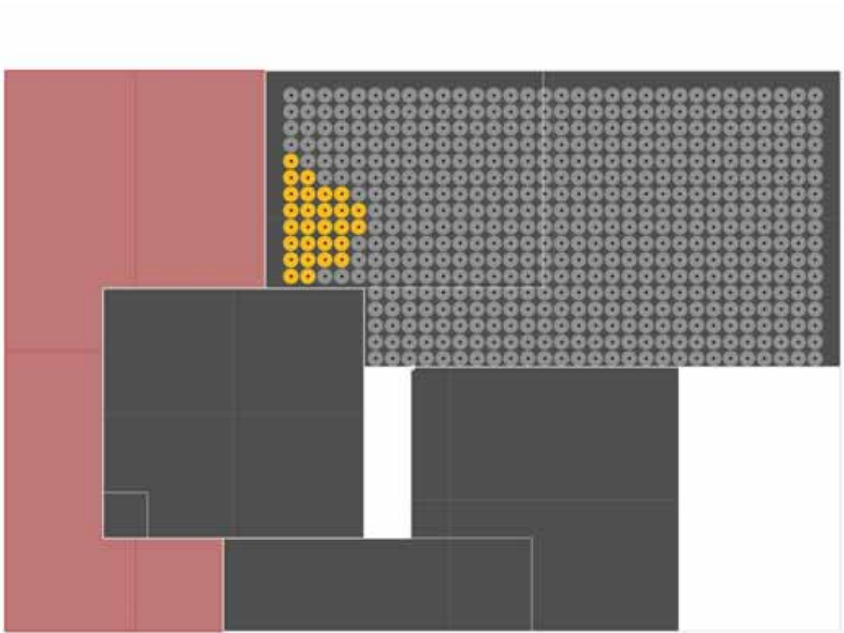


Original apartment layout

HIP V. HYPE

Daylight Access

Buildings should achieve direct sunlight to all primary living areas for 2 hours to at least 1.5 m deep into the room from glazing.

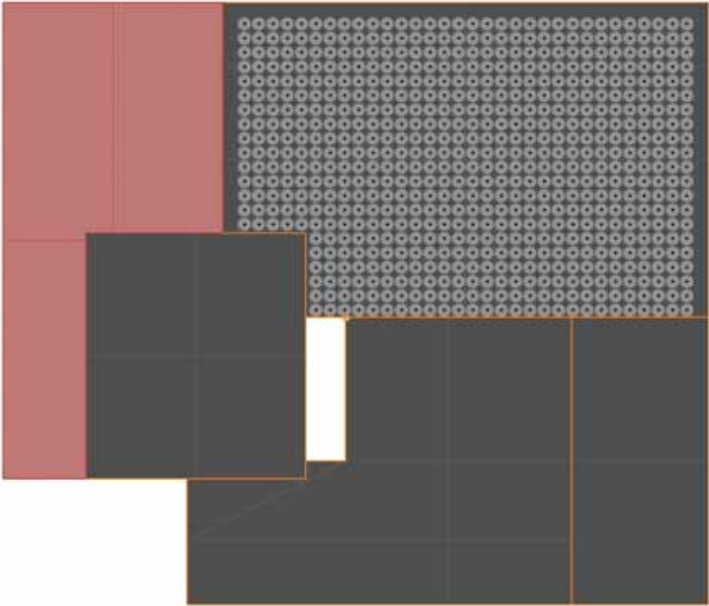
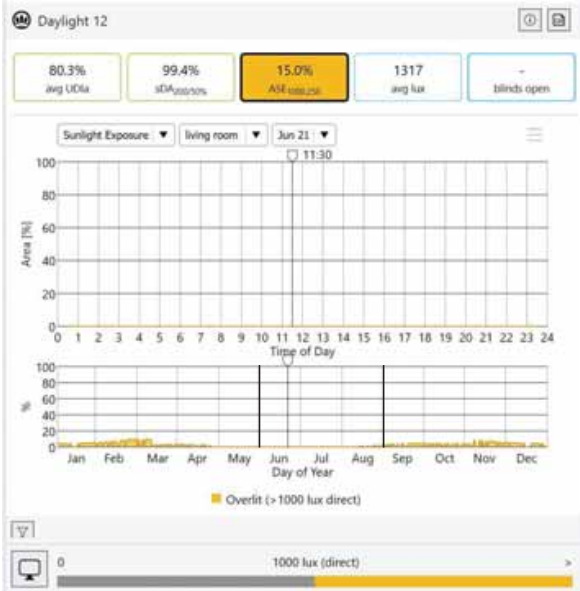


Original apartment layout

HIP V. HYPE

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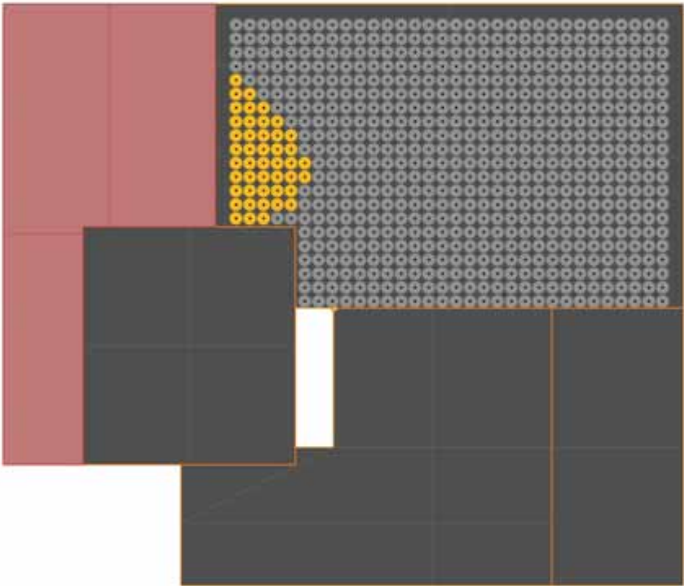
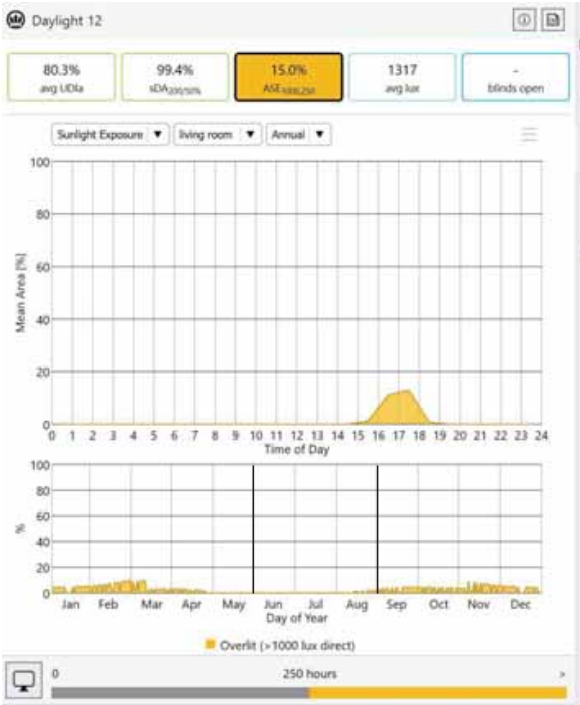


Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to BADS)

HIP V. HYPE

Daylight Access

Buildings should achieve direct sunlight to all primary living areas for 2 hours on to at least 1.5 m deep into the room from glazing.



Optimised apartment layout (improved apertures to rooms; balcony cut out to second bedroom aligned to BADS)

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Appendix D

The following seeks to highlight the evolution of category wording throughout the process of the ESD technical feasibility and the planning advice, and highlight where standards were redistributed from categories in the ESD report to different categories in the planning report.

CATEGORIES IN ESD REPORT	REVISED CATEGORIES IN PLANNING REPORT	SUMMARY OF STANDARDS REDISTRIBUTION INTO REVISED PLANNING REPORT CATEGORIES (IF APPLICABLE)
Operational Energy	Operational Energy	Standards redistributed to this category include those relating to: - External shading (from Indoor Environment Quality category)
Sustainable Transport	Sustainable Transport	
Integrated Water Management	Integrated Water Management	
Green Infrastructure	Green Infrastructure	
Indoor Environment Quality	Indoor Environment Quality	
Circular Economy	Waste and Resource Recovery Embodied Emissions	Standards redistributed between two new categories (Waste & Resource Recovery and Embodied Emissions)
	Climate Resilience	Standards redistributed to this new category include those relating to: - Urban heat reduction (from Green Infrastructure category) - Comfort of pedestrian pathways (from Green Infrastructure category) - Responding to future climate impacts (from Integrated Water Management category)

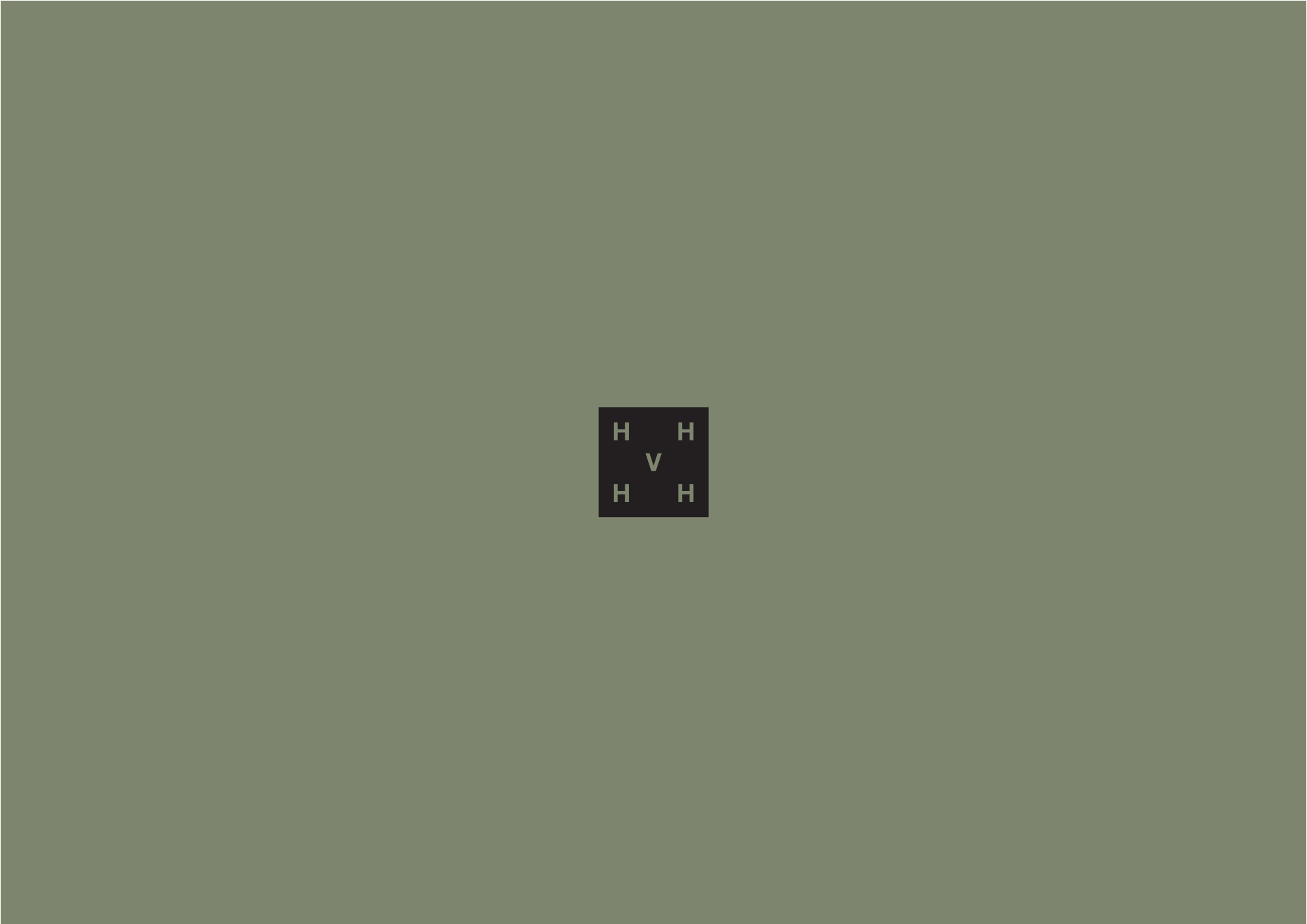
For additional information, questions unturned, collaboration opportunities and project enquiries please get in touch.

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Sustainability Planning Scheme Amendment – Cost-Benefit Analysis



A report for the Municipal Association of Victoria on behalf of CASBE | 28 March 2022

Sustainability Planning Scheme Amendment – Cost-Benefit Analysis

Final



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1 Introduction

1.1 About this report

The *Council Alliance for a Sustainable Built Environment* (CASBE) is an alliance of Victorian councils committed to the creation of a sustainable built environment within and beyond their municipalities. CASBE's focus is on seeking better sustainability outcomes in the built environment using the planning permit application process. CASBE is auspiced by the Municipal Association of Victoria (MAV). MAV is the peak body for local government in Victoria.

MAV, on behalf of CASBE, has sought expert advice to enable the development of a planning scheme amendment, with a range of new elevated standards of sustainability in buildings.

The purpose of the elevated standards is to ensure that new buildings and significant alterations and additions are planned and designed in a manner which mitigates and adapts to climate change, protects the natural environment, reduces resource consumption and supports the health and wellbeing of future occupants.

This report presents the results of the cost-benefit analysis of the proposed elevated standards. As outlined further in this report, it builds on other workstreams in the project including planning advice and technical and development feasibility. Further information on the standards is provided in the reports for these workstreams.

1.2 The case for change

There are numerous benefits and performance improvements that arise from more sustainable buildings. These include operational cost savings from improved energy and water efficiency, and higher-quality building outputs. Improved indoor environment quality has been shown to improve health outcomes and employee productivity.¹ More sustainable buildings can also help to manage climate, regulatory, or other environmental risks.

Despite these potential benefits, there are several market failures that inhibit new developments from achieving more sustainable outcomes. These include:

- **Information asymmetry** – a lack of information by purchasers or renters on the sustainability performance of buildings. In particular, building qualities like efficiency and indoor environment quality are difficult to detect and verify prior to purchase or lease. When buyers and sellers do not have perfect information, it can lead to inefficient outcomes

¹ For example the following articles discuss various productivity and health benefits from improved indoor environment quality, <https://theconversation.com/research-shows-if-you-improve-the-air-quality-at-work-you-improve-productivity-76695>; <https://v2.wellcertified.com/health-safety/en/air%20and%20water%20quality%20management>; https://www.researchgate.net/publication/273746860_Costs_and_benefits_of_IEQ_improvements_in_LEED_office_buildings



- **Negative externalities** - negative externalities may mean that suboptimal decisions are made in the absence of intervention. For example for energy consumption, energy prices that do not fully reflect the economic cost of consuming energy (including the cost of greenhouse gas emissions) can lead to overconsumption of energy. There are similar issues related to the embedded carbon in construction materials.

Negative externalities mean that energy consumption is higher than economically efficient levels and there is under-investment in energy efficiency.

- **Principal-agent problems** - where builders or designers do not share the objectives of those purchasing new homes (for example to minimise energy bills)

These problems and market failures suggest a form of policy response or intervention may be needed.



2 Methodology

2.1 Overview of Cost-Benefit Analysis

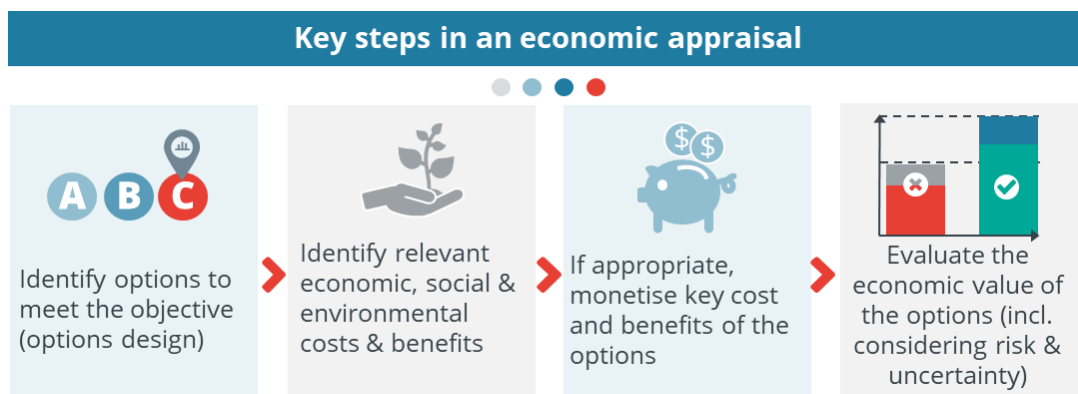
A cost-benefit analysis (CBA) provides a robust framework to assess the impacts of an intervention. A CBA is an assessment tool that compares the costs associated with a potential intervention with the benefits. The analysis is incremental in that it looks at additional costs and benefits over and above a “business as usual” scenario (the base case). The process is shown in

Figure 1 below and involves:

- **Step #1:** Identifying the appropriate Base Case and alternative interventions options (for comparison against the base case)
- **Step #2:** Identifying the range of relevant, incremental economic, social, and environmental costs and benefits of the options
- **Step #3:** Quantifying and monetising (where appropriate) a subset of the incremental economic, social and environmental costs and benefits

Step #4: Undertaking a CBA of the incremental economic value of the options (including considering risk and uncertainty using sensitivity analysis)

Figure 1: CBA process



Source: Frontier Economics.

While a CBA is an economic analysis, it looks to value economic, environmental and social impacts. The focus of a CBA is on ‘real resource’ changes from the point of view of society. That is to say, the focus is on incremental changes in scarce resources (labour, material, natural capital etc.) from the point of view of Victorian society. Financial transactions (such as the purchase of land or the payment of a levy) which make one party better off and another worse off are “transfers” which are excluded from a CBA as they result in no change for society.



Importantly for this analysis, property value uplift is not a real resource impact. Rather this is a financial benefit for a property owner. However, a number of the factors driving the higher property value – lower ongoing utility costs and improved amenity benefits etc. are captured in this analysis.

2.2 How this CBA fits with other workstreams and typologies assessed

This CBA builds on the planning and environmentally sustainable development (ESD) components of the elevating ESD targets project. As outlined in **Figure 2**, the planning advice refined the Sustainability Planning Scheme Amendment standards, the technical ESD component then estimated the costs and impacts associated with the design response for the standards and then this CBA values and profiles impacts based on available data and evidence.

Figure 2: Overarching project process



Source: Frontier Economics

In line with the case study typologies developed in the project, this CBA analyses eight building typologies across a range of locations (ie. inner urban, suburban and regional). For each typology the analysis compares the costs and benefits of an option or *intervention case* (with the Sustainability Planning Scheme Amendment) against two base cases (one for councils with an existing ESD Policy and another for councils that do not have an existing ESD Policy).² These typologies and base cases are outlined in **Table 1** and are hereafter referred to as scenarios. These scenarios align with those analysed across the project as a whole.

² The exception here is the RES 5 typology which only has a single base case (a council with no existing ESD policy).

**Table 1:** Typologies and base cases included in the analysis.

Typology	Inner Urban	Suburban	Regional
(RES1) Large residential mixed-use development >50 apartments and small retail	ESD Policy	Non-ESD Policy	
(NON-RES 1) Large non-residential >2,000 m2 GFA office development	ESD Policy	Non-ESD Policy	
(NON-RES 2) Large industrial >2,000 m2		ESD Policy	Non-ESD Policy
(RES 2) Small multi-dwelling residential <3 dwellings		ESD Policy	Non-ESD Policy
(RES 3) Small multi-dwelling residential >5 dwellings but < 10 dwellings	ESD Policy	Non-ESD Policy	
(RES 4) Small residential apartment building >10 dwellings but <50 dwellings		ESD Policy Non-ESD Policy	
(NON-RES 3) Small non-residential office and retail <2,000 m2	ESD Policy		Non-ESD Policy
(RES 5) Single dwelling and/or residential extensions greater than 50 m2		Non-ESD Policy	

Source: Frontier Economics

2.3 Impacts

The next step in the CBA process (following the identification of a range of potential options) is to identify the range of incremental economic, social and environmental costs and benefits that accrue to the local and broader Victorian communities, compared to the Base case.

The proposed Sustainability Planning Scheme Amendment (the application of which is the difference between our options and the Base Case) covers a broad range of changes to building requirements across the broad themes of:

- Operational Energy
- Sustainable Transport
- Integrated Water Management
- Indoor Environment Quality
- Circular Economy
- Green Infrastructure

Note that the themes above were based on an early categorisation which removed 'Climate Resilience' and redistributed standards under that theme. This theme has now been reintroduced. In this report, results have not been reported separately for climate resilience however to avoid any doubt, the costs and benefits related to climate resilience are still included as part of other themes. In addition, the 'Circular Economy' category was split into two called 'Waste and Resource Recovery' and 'Embodied Emissions'. More information is contained in the Technical ESD report.



Figure 3: Overview of key cost and benefit themes considered in this analysis



Source: Frontier Economics

The breadth of these themes leads to a broad range of potential impacts. To ensure that this CBA takes a robust approach to analysing these broad impacts, a three-stage approach was taken:

1. Logic mapping exercise undertaken to identify ultimate impacts that should be assessed by category (as opposed to an intermediate implication). The logic mapping process drew on our expertise across these key themes and a range of Australian literature (See Appendix C for more detail). The logic maps started from the theme objective, identified implications and then key impacts.
2. Longlist of potential impacts developed by drawing on the logic mapping exercise.
3. Further research undertaken to identify which outcomes can be quantified and those which should be considered qualitatively (See Appendix C for more detail).

Our logic mapping and potential impacts is shown below in **Table 2**. Importantly, it is the end outcome that are being identified and, if appropriate, valued in the CBA (where possible) as opposed to the initial step in the causal chain or the overall objective.

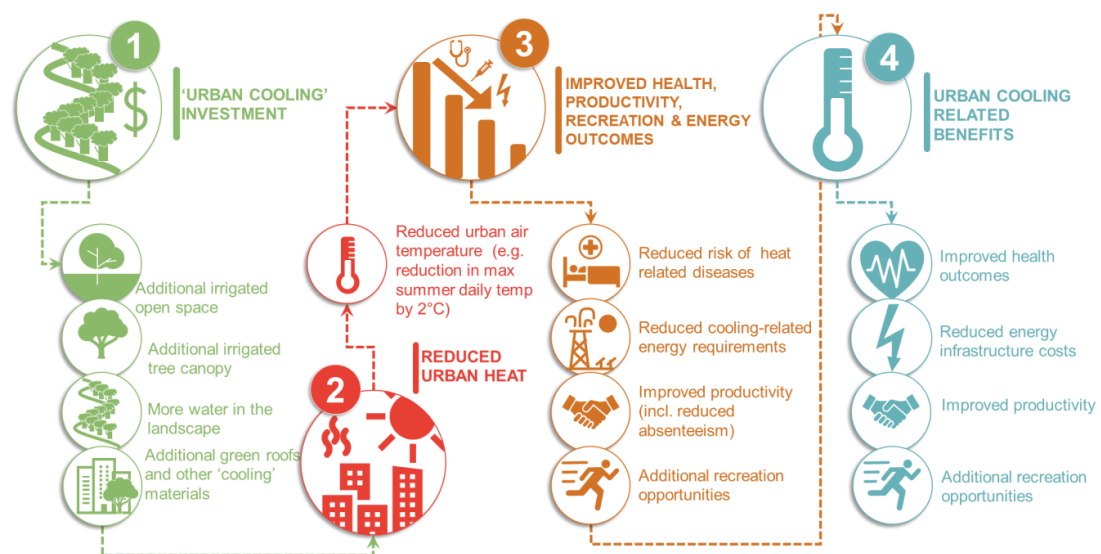
In the discussion below, we elaborate on a logic mapping approach for urban heat. As shown in **Figure 4**, investment to manage urban heat (including investment in irrigated open space and tree canopy, water in the landscape and other cooling-materials such as green roofs) can reduce the urban air temperature (e.g. reducing the max summer daily temperature), providing economic, environmental and social (or liveability-related) benefits to the community.³ This includes:

³ See for example Sydney Water Corporation (2017), Cooling Western Sydney A strategic study on the role of water in mitigating urban heat in Western Sydney; CRCWSC (2016), Impacts of Water Sensitive Urban Design Solutions on Human Thermal Comfort. Available at: https://watersensitivecities.org.au/wp-content/uploads/2016/07/TMR_B3-1_WSUD_thermal_comfort_no2.pdf; Kabisch, N., et al. (2017). "The health benefits of nature-based solutions to urbanization challenges for children and the elderly—A systematic review." *Environmental Research* 159: 362-373.



- Reductions in the risk of heat-related diseases** –While urban heat is rarely listed as the cause of death, various studies have found that increased heat levels lead to increased risk of death or disease, especially amongst the most vulnerable in the community: the very young and elderly.⁴ A reduction in urban heat can reduce the risk of heat-related diseases, reducing the number of heat-related deaths and the use of health services (reducing the total cost of treatment).
- Reductions in cooling-related energy requirements** – reduced cooling demand as a result of reduced urban heat, can reduce the generation and network energy infrastructure requirements required to meet future demand. This in turn, defers the operation and augmentation of energy generation and network infrastructure, reducing the future cost of providing the energy infrastructure.
- Improvement in productivity**– reduced urban heat can lead to improvements in productivity, including reduced absenteeism, which may result from reduced heat stress on the community (for example, reductions in the incidence of disturbed sleep or cancelled workdays due to excess heat).
- Additional recreation opportunities in the summer** – reduced urban heat can lead to increased participation in active and passive recreation in the summer (in addition to the increased recreation opportunities arising from increased availability of open space).

Figure 4: Link between green infrastructure and urban cooling-related benefits



Source: Frontier Economics

The impacts in the table below are in addition to the incremental upfront and ongoing costs to meet the revised standard (i.e. less any costs under the base case). Note that the impacts that are in **bold** text are those that we have been able to quantify and ultimately, monetise, as discussed in the following section.

⁴ See for example, Center for Disease Control and Prevention (2006), Heat Island Impacts. Available at: [https://www.epa.gov/heat-islands/heat-island-impacts#3-\(viewed January 2018\)](https://www.epa.gov/heat-islands/heat-island-impacts#3-(viewed January 2018)).



Table 2: Logic mapping

Theme	Objectives	Implication	Potential impacts
Operational energy	Net zero operational carbon	<ul style="list-style-type: none"> No natural gas or onsite fossil fuel consumption Maximise onsite renewable energy generation All residual energy to be 100% renewable purchased through Green Power or similar 	<ul style="list-style-type: none"> Reduce GHG emissions arising from reduced grid-based energy demand Reduced energy use, avoiding energy fuel costs and deferring the need for energy network investment
Sustainable transport	Reduce private vehicle trips, support a smooth transition for the future uptake of electric vehicles (EV)	<ul style="list-style-type: none"> Provide for bicycle parking (increase likelihood of residents and workers riding bikes) Provide EV charger outlets Shared space EV charging 	<ul style="list-style-type: none"> Increased active transport and resulting reduction in inactivity-related health benefits / avoided costs arising from increased use of bicycles Increased uptake of EVs leading to reduced GHG emissions and increased electricity use
Integrated water management	Reduce potable water consumption and improve the quality of stormwater discharging from site	<ul style="list-style-type: none"> Provide efficient fitting, fixtures and appliances Provide for rainwater harvesting (rainwater tanks) 	<ul style="list-style-type: none"> Reduced potable water use deferring water network investment Reduced stormwater discharge leading to reduced impact of nitrogen and suspended solids. This can lead to improvements in the health of waterways and surrounding ecology. Value of recovered organic waste (less cost of recovery)



Theme	Objectives	Implication	Potential impacts
Indoor Environment Quality	Improve the comfort of building occupants including internal temperatures, air quality and daylight access	<ul style="list-style-type: none"> Improved external shading Improved ventilation Improved daylight 	<ul style="list-style-type: none"> Improved productivity Health benefits from improved air quality inside buildings Staff health & retention in non-residential buildings Health benefits from increased natural light
Circular Economy	Improve rates of resource recovery, encourage the use of materials with recycled content as an alternative to virgin material	<ul style="list-style-type: none"> Provide a Construction and Demolition Waste Management Plan that sets a landfill diversion target Utilise low maintenance, durable, reusable, repairable and recyclable building materials 	<ul style="list-style-type: none"> Avoided operational costs of landfill and avoided landfill externalities (disamenity) Value of recycled materials less costs of transport/processing
Green infrastructure	Increase the amount of green infrastructure (such as tree canopy, green roofs and open space) to provide a range of ecosystem service benefits, reduce the contribution of the built environment to the urban heat island effect	<ul style="list-style-type: none"> All new developments to meet target Green Factor score Improved green cover (leading to reduced urban heat island effect) 	<ul style="list-style-type: none"> Reductions in the urban heat-related diseases Improved productivity Reductions in cooling-related energy requirements Improved biodiversity outcomes Additional recreation opportunities in the summer

Source: Frontier Economics



2.4 Approach to valuing costs and benefits

The aim in economic evaluation is to value very different measures of impact in consistent monetary terms to enable a comparison of a range of economic, environmental and social (or liveability-related) outcomes.

As discussed above, this analysis has sought to, where possible, monetise key costs and benefits where there is an incremental difference in ‘real resource’ outcomes between the base case and the intervention case.

Many of these impacts can be considered market impacts as the prices of goods or services are observable in markets. Other impacts, such as the environmental or social impacts (or avoided impacts) can be considered non-market impacts.⁵ Where the incremental costs and benefits have been monetised, these are shown in bold in **Table 2**.

In some circumstances, there was not sufficient data to establish a quantitative causal link or attach a defensible monetary value to the incremental difference between outcomes of the interventions (such as the benefits of IEQ and GI). Where the incremental costs and benefits have been unable to be monetised to include in the CBA in a quantitative way, these are shown unbolded in **Table 2** and have been qualitatively assessed in **Table 4**.

Consistent with best practice and the Victorian Department of Treasury and Finance Guidelines our analysis has:

- **Drawn upon the best available information**, including information provided by Hip V. Hype on incremental costs and impacts of interventions
- **Focused on impacts in the state of Victoria**, consistent with Victorian Treasury Guidelines. This has involved:
 - including impacts that accrue to people in the local and broader Victorian community
 - excluding impacts that accrue to the Australian (such as wider economic impacts) and international communities.
- **Used accepted and relevant methodologies for monetising key costs and benefits**, including the use of benefit transfer techniques (where appropriate) which draw upon existing literature reflecting the willingness to pay or preferences of a similar community for a similar change in outcome. Recognising the potential limitations of benefit transfer, the approach taken in the CBA adopts – as much as is practicable – a range of studies (mainly in VIC) (see Box 1).

⁵ As a price cannot be observed and other methods must be used to derive a monetary value.



Box 1: Overview of valuation approaches

There is a range of techniques available to monetise non-monetary economic, social and environmental outcomes. These include primary monetisation approaches (such as market-based and survey-based techniques) and secondary approaches, such as benefit transfer:

- **Primary approaches:** use original data from the project site or context to derive a monetary value for some quantified change in outcomes caused by a green infrastructure intervention. There are two broad categories of primary approaches:
 - **Market-based or surrogate market-based techniques** – uses market prices or people’s behaviour in a similar or related market to infer the value of outcomes.
 - **Survey Based** - uses surveys that ask people their willingness to pay to value outcomes.
- **Secondary approaches, such as benefit-transfer,** takes values from a pre-existing study, project, or piece of research (i.e. the ‘study site’) and applies it to a new project, or context (i.e. the ‘policy site’). Judgement is required to determine whether results from a previous study are appropriate to use. In addition to scrutinising the quality of the original study needs to ensure there are no technical weaknesses or biases, important preconditions for benefit transfer include:
 - the impact being valued must be essentially the same (e.g. improved thermal comfort)
 - the base case and extent of change should be similar
 - the affected populations should be similar

Given primary research was outside the scope of this analysis (and can be costly and time consuming), we have primarily considered benefit transfer.

Source: Frontier Economics

The following sections provide further detail on our approach to valuing key costs and benefits.

2.4.1 Data for costs and impacts

The CBA takes cost and impact data from the technical ESD analysis undertaken by Hip V. Hype. This data includes:

- upfront incremental capital costs to meet revised standards
- operational energy and water savings incremental to the base case
- avoided waste to landfill
- reduced embodied carbon
- estimated useful life of assets.

Further information on these costs and impacts is provided in the Hip V. Hype report.



2.4.2 Benefit data

Quantified benefits

To value benefits, we have drawn on robust valuation benchmarks as outlined in **Table 3**, with further information provided at Appendix B.

Table 3: CBA valuation benchmarks

Benefit category	Valuation approach
Greenhouse gas (GHG) emission reduction	<p>Our valuation includes the following steps:</p> <ul style="list-style-type: none"> • applying the estimated reduction in gas and electricity consumption (obtained from ESD technical workstream) • forecasting emission intensity factors for Victoria during the evaluation period (see Appendix B) • converting reduced gas and electricity consumption into reduced GHG emissions using forecast emission intensity factors • multiplying the reduced emissions by a social cost of carbon (\$75/tonne CO2-e) – Frontier Economics estimate of the economic costs, or damages, of emitting one additional tonne of GHG into the atmosphere.
Reduced energy use (electricity & gas)	<p>We have estimated the resource cost savings associated with reduced electricity and gas consumption, including reduced network and wholesale costs:</p> <ul style="list-style-type: none"> • For electricity network costs, we have based our estimates on published values for the long-run marginal cost (LRMC) from Victorian electricity network distribution businesses (\$0.01/kWh). • For deferred gas network costs, we have adopted an estimate of \$4.50/GJ based on a recent Consultation RIS undertaken by ACIL Allen • For electricity wholesale costs, we have assumed a flat \$70/MWh (Frontier Economics estimate/assumption) • For gas wholesale costs, we have used price forecasts from the Australian Energy Market Operator’s 2022 Integrated System Plan (based on new entrant combined cycle gas turbine generator prices) (see Appendix B) <p>See Appendix B for further discussion on why we have not applied a retail bill (representing financial savings) in our approach.</p>



Benefit category	Valuation approach
<p>Avoided health costs of electricity generation</p>	<p>Electricity generation produces air pollution containing particulate matter, nitrogen oxides, sulphur dioxide, as well as other emissions. These can cause health problems such as respiratory illness and can also affect local economies.</p> <p>We estimated the health benefits of avoided coal and gas-fired electricity at \$1.78/MWh. See Appendix B for information.</p>
<p>Reduced potable water use</p>	<p>Our valuation approach involves:</p> <ul style="list-style-type: none"> • applying the estimated reduction in potable water use (in megalitres) (obtained from ESD technical workstream) • multiplying the reduction in potable water use by the estimated LRMC of water supply based on the value advised by Melbourne Water (\$2,450/ML).
<p>Reduced embodied carbon</p>	<p>Estimates of reduced embodied carbon obtained from the ESD technical workstream were multiplied by the social cost of carbon discussed above.</p>
<p>Reduced waste to landfill/value of recovered materials</p>	<p>Estimates of reduced construction and demolition waste to landfill (tonnes) were multiplied by the full economic cost of landfill and the net value of recovered materials. This approach provides an estimate of the avoided cost of landfill and value of recovered materials of \$125/tonne. See Appendix B for information.</p>
<p>Recovery of organic waste</p>	<p>Estimates of organic waste recovered, obtained from the ESD technical workstream, were multiplied by an average value added for organic waste. To estimate the average value added for organic waste we used data from Australian Organics Recycling Association’s publication ‘Australian Organics Recycling Industry Capacity Assessment: 2020-21’. This approach provides an estimate of the value added by additional organic waste recovered of \$93/tonne.</p>
<p>Residual value</p>	<p>Some assets have a useful life that is greater than the analysis period of the CBA. The residual value is the estimated value of assets at the end of the appraisal period, representing the expected value in continuing use. We calculate residual value as the present value of future benefits.</p>

Source: Frontier Economics



We note that our approach is consistent with advice provided by HoustonKemp to the Australian Government for cost-benefit analysis for residential building energy efficiency (**Box 2**).

Box 2: Guidelines for residential building regulatory impact assessment

HoustonKemp were engaged by the Department of the Environment and Energy to develop a robust methodology for evaluating the benefits and costs of possible future increases in the stringency of the energy efficiency provisions in the National Construction Code (NCC).

Our valuation approach outlined in **Table 3** is in line with HoustonKemp's recommendations, including that:

- benefits of reduced energy use be estimated based on LRMC estimates and wholesale market prices where available
- benefits of reduced GHG emissions be based on forecast emission intensity factors and GHG abatement costs
- health, safety and amenity benefits be dealt with qualitatively (unless they can be readily quantified)

Our analysis is also consistent with HoustonKemp's base case description, and recommended evaluation timeframe of at least 20 years (outlined below).

Source: Houston Kemp, Residential Buildings Regulatory Impact Statement Methodology – Report to the Department of Environment and Energy, 6 April 2017.

Non-monetised benefits

Critically, CBA does not require monetisation of all key costs and benefits. While we have aimed to value as many benefits as possible, some impacts are inherently difficult to quantify and value. This is particularly the case where impacts are not traded in markets, such as 'improved biodiversity outcomes', 'improved thermal comfort', or 'improved aesthetics'.

For impacts which do not have a robust valuation method, or do not have a clearly attributable incremental impact, they have been assessed qualitatively (**Table 4**). Qualitative assessment of impacts aligns with CBA guidance including the Victorian Department of Treasury and Finance.

To provide an indication of whether these benefits would alter the broad narrative of our results, we have included an assessment of materiality. In our discussion of the CBA results, we provide a break-even analysis to show how much unquantified benefits would need to be for scenarios to be equal to the incremental costs.



Table 4: Qualitative assessment

Incremental impacts	Most relevant theme	Materiality	Qualitative assessment (why we have not valued these impacts)
Ongoing cost to meet revised standards	All	Uncertain	Any change in ongoing cost will be dependent on the specific materials and products used in the Sustainability Planning Scheme Amendment option compared to the ESD policy or non-ESD policy base case. The technical ESD assessment haven't proposed specific materials in the design responses (except for recycled content concrete in the Circular Economy theme), which makes any assessment uncertain. At a high level, it is expected that some design responses would increase ongoing costs while others reduce ongoing costs and that the overall impact may not be material.
Health and wellbeing benefits from improved thermal comfort	Operational energy	Minor benefit	Increased thermal comfort can lead to a range of health and wellbeing benefits. ⁶ The impacts of increased thermal comfort would be expected to be highly context specific – both in terms of the location of the building and how the building is used (i.e. for residential typologies are residents working from home or out of the house 12 hours a day?). For scenarios where the base case has an existing ESD policy there is likely to be a small incremental impact as the base case provides a good level of thermal comfort. The incremental impact may be more for scenarios where the base case does not have an existing ESD policy.
Increased active transport / avoided costs through improved transport mode usage	Sustainable transport	Benefit with unclear materiality	CBA focuses on impacts which are attributable to the intervention. While improved bike access and storage would make active transport more appealing to building users, there are myriad factors which impact on mode choice decisions. As such, while the incremental impact is a benefit it is not possible to isolate the magnitude of this impact.
Increased uptake of EVs leading to reduced GHG	Sustainable transport	Minor impact	Similar to active transport, uptake of EVs is a complex decision with myriad factors including price of EVs, price of operating internal combustion engine vehicles and the

⁶ For example - Ormandy, D. and Ezratty, V., *Thermal Discomfort and Health: Protecting the Susceptible from Excess Cold and Excess Heat in Housing*, 2015, <https://warwick.ac.uk/fac/sci/med/research/hscience/sssh/publications/publications14/thermal.pdf>



emissions and increased electricity use			range of EVs. As such, while the incremental impact of reducing vehicle-related emissions is a benefit it is not possible to isolate the exact magnitude of this impact.
Reduced volume of stormwater leading to reduced nitrogen and suspended solids	Integrated Water Management	No impact	The technical ESD assessment identifies that both ESD and non-ESD policy base cases include rainwater tanks for stormwater collection and meet the requirements for the quality of stormwater discharged from the site. Given this, it appears there is unlikely to be any incremental impact related to stormwater.
Health benefits from improved air quality inside buildings	Indoor Environment Quality	Benefit with unclear materiality	Increased natural ventilation should lead improved air quality which, in turn, leads to improved health outcomes. ⁷ The impacts would be highly context specific – both in terms of the location of the building and how the building is used. The incremental impact depends on the base case. For example, for RES 1 the ESD Policy base case includes 100% of apartments being naturally ventilated whereas the non-ESD Policy base case includes “some natural ventilation.” In this example, there may not be an incremental impact on air quality when compared to the ESD Policy base case but there may be some incremental impact when compared to a non-ESD policy base case.
Staff health & retention for non-residential	Indoor Environment Quality	Benefit with unclear materiality	There is some evidence that improved indoor environment quality leads to improved staff health (fewer sick days) and improved staff retention. ⁸ The magnitude of the impact will be highly context dependent, particularly with respect to the base case. For example, in Non-RES 3 the ESD Policy base case includes natural ventilation and daylight requirements have been too location specific to be assessed by the technical ESD assessment.

⁷ For example - Al horr, Y., Arif, M., Kaushik, AK., Mazroei, A., Katafygiotou, M. and Elsarrag, E., *Occupant productivity and office indoor environment quality : a review of the literature*, 2016, https://usir.salford.ac.uk/id/eprint/39106/3/BAE-D-16-00533_final%20manuscript11.pdf and Fisk, W., Health and productivity gains from better indoor environment and their relationship with building energy efficiency, 2000, <https://www.annualreviews.org/doi/full/10.1146/annurev.energy.25.1.537>

⁸ For example, REHVA, *Indoor Climate and Productivity in Offices: How to integrate productivity in life-cycle cost analysis of building services*, 2017, https://biblioteka.ktu.edu/wp-content/uploads/sites/38/2017/06/06_Productivity_2ed_protected.pdf. The International WELL Building Institute cite the following source for healthy buildings lowering staff turnover and burnout - Leiter M, Maslach C. Areas of Worklife Survey. Mindgarden. <https://www.mindgarden.com/274-areas-of-worklife-survey>.



Health benefits from increased natural light	Indoor Environment Quality	Benefit with unclear materiality	There is some evidence that improved natural light in buildings cause health benefits. ⁹ However, the daylight requirements have been too location specific to be assessed by the technical ESD assessment. As such the incremental impact is unclear.
Reduced risk of heat-related diseases	Green Infrastructure	Benefit with unclear materiality	A benefit of urban greening is reduced urban heat island which can reduce the risk of heat-related diseases. ¹⁰ This is typically a benefit which accrues with precinct or suburb level greening, rather than for an individual building. Given that the scale of this analysis is on individual building benefits, the incremental impact may be negligible.
Improved biodiversity	Green Infrastructure	Benefit with unclear materiality	Biodiversity benefits may arise from additional green cover being used to benefit fauna and flora. The nature of this benefit is likely to be highly context specific and similar to urban greening, would more likely occur with precinct/suburb level greening rather than for an individual building. Green infrastructure may also contribute to avoided costs to the extent that some councils can avoid costs of meeting canopy cover targets.

⁹ For example, Edwards, L. and Torcellini, P., *A Literature Review of the Effects of Natural Light on Building Occupants*, 2002, <https://www.osti.gov/servlets/purl/15000841/>

¹⁰ For example, U.S. Environmental Protection Agency (EPA), *Reduce Urban Heat Island Effect*, accessed from the U.S. EPA’s website on 1 November 2021, <https://www.epa.gov/green-infrastructure/reduce-urban-heat-island-effect>



2.5 Overarching CBA parameters and sensitivities

As previously stated, the CBA assesses impacts over time. This requires an appraisal period to be defined and the application of a discount rate (to account for the time value of money where a dollar today is worth more than a dollar in future). To enable comparison of the costs and benefits over time, as shown in **Table 5** this analysis:

- Applies a 20-year appraisal period which aligns with a likely useful life of a number of the design responses required to align with the Sustainability Planning Scheme Amendment.
- Includes a residual value to capture the benefits and costs of the assets with lives beyond the modelling period - Some interventions (such as external shading) may have an asset value of more than 20 years. Where this is the case there has been liaison with the technical ESD workstream to identify a likely useful life in order to place a residual value on these assets at the end of the appraisal period. The residual value is included in the analysis as a benefit (see **Box 3**). This is a standard approach in best practice CBAs.
- Applies a discount rate of 7% per year, consistent with the Victorian Department of Treasury and Finance.

Table 5: Overarching parameters for the CBA

Input	Value
Price base	2021
Appraisal start date	1 Jan 2023
Project appraisal period	20 years
Appraisal end date	1 Jan 2043
Discount rate	7% per annum

Source: Frontier Economics

As with any CBA, there are a number of uncertainties relating to the analysis. Sensitivity analysis was undertaken to analyse how the CBA results change if key parameters change. For this analysis, the following sensitivities were tested:

- Low discount rate: 4% per annum
- High discount rate: 10% discount rate
- Low benefits: -50% on all valuation factors
- High benefits: +50% on all valuation factors
- Residual value for external shading and green cover

**Box 3:** Base case costs and residual values**Base case costs**

As previously stated, CBA is incremental in that it looks at additional costs and benefits over and above a “business as usual” scenario (the base case). For example, in this analysis for the RES-1 typology both the ESD Policy and non-ESD Policy base cases include a cost for a gas-fired central hot water system while the Sustainability Planning Scheme Amendment option includes a cost for an electric central hot water system. That is to say, there are differing upfront costs associated with different design responses and the analysis captures the incremental cost. The one design response which is treated differently is EV chargers, which form part of the Sustainability Planning Scheme Amendment option. Rather than assuming no EV chargers in the ESD Policy and non-ESD Policy base cases, the CBA assumes that EV chargers are retrofitted in the base case in 2030 – a point in the future when EV take up would be expected to be higher.

Residual values

As stated above, the project appraisal period is 20 years. This is intended to largely align with the useful life of the design responses in the Sustainability Planning Scheme Amendment option. It is understood that some elements may have longer useful lives. These can be captured in CBA through a residual value. The Department of Treasury and Finance’s Economic Evaluation states that residual value at the end of the appraisal period should be “the lower of (a) the replacement cost or (b) the present value of the future stream of net benefits at the arbitrary earlier end of the project.” Focussing on the two key cost items in a number of scenarios (external shading and green cover), these items do not have benefits that have been valued in the CBA. Hence, following the Department of Treasury and Finance’s guidance means that the residual value of external shading and green cover should be zero. To understand how sensitive the CBA is to this approach, a sensitivity scenario has been undertaken where external shading and green cover are assumed to have a 40 year useful life which results in 50% of their upfront cost being a residual value benefit at the end of the CBA appraisal period (as with all impacts this is then subjected to discounting to reach a present value).

Source: Frontier Economics drawing on documents including Department of Treasury and Finance (2013), Economic Evaluation for Business Cases Technical guidelines.



3 Cost-Benefit Analysis Results

3.1 Results – central scenarios

The next step in the CBA process is to undertake an evaluation of the incremental economic, social, and environmental value of the options. The incremental future costs and benefits are discounted using a social discount rate to a 'net present value' (NPV) and and Benefit-Cost Ratios (BCRs) where:

- **NPV>0 and BCR>1** indicates that the option results in a net benefit to the community relative to the Base Case (i.e. incremental benefits of the option exceed incremental costs).
- **NPV = 0 and BCR=1** indicates that the incremental benefit of the option exactly equals its incremental costs.
- **NPV < 0 and BCR<1** indicates that the option results in a net cost to the community relative to the Base Case (i.e. incremental costs of the option exceed incremental benefits).

The high-level results of the CBA are presented in **Table 6** and **Table 7**. The overall finding from the CBA is that across the different typologies there are negative NPVs and BCRs less than one.

In interpreting these results it is important to note that we were unable to quantify a number of benefits where the magnitude of these benefits is difficult to ascertain. This is particularly the case for benefits associated with the indoor environment quality (IEQ) and green infrastructure (GI) themes. In the sections below we undertake a break-even analysis to provide some guidance on the magnitude of potential benefits from these themes to produce a BCR of 1.

When the costs and benefits from the IEQ and green infrastructure themes are removed from the CBA, the BCRs across typologies are close to or greater than 1. We show these BCRs in the bottom rows of **Table 6** and **Table 7** and throughout this results section.

The NON-RES 1 typology under the ESD base case had the most favourable result with a BCR of 0.64, or 1.41 when IEQ and GI themes are excluded. The Non-RES 2 with ESD Policy base case has the lowest BCR (0.09) while RES 1 with ESD Policy base case has the lowest NPV (-\$1.3m). For Non-RES 2 with ESD Policy base case this result is a combination of having low incremental benefits compared to the ESD Policy base case and also having high costs – with the Green Cover design response comprising \$220k or 83% of total costs in this scenario. For RES 1 with ESD Policy base case there are also high costs (with the Green Cover and external shading design responses making up \$1.4m or 61% of the cost). However, this scenario also has high benefits which total around \$1m.

Comparing the results for the same typology with an ESD Policy base case to the corresponding non-ESD Policy base case, the benefits are generally higher in the non-ESD Policy base case scenarios. This makes sense as in these scenarios the Sustainability Planning Scheme Amendment options provides a bigger increment in outcomes compared to the base case. However, this bigger increment also tends to come with a higher cost. The overall impact is the BCRs for the non-ESD Policy base case are higher than the corresponding ESD Policy base case for 5 of the 7 typologies with two base cases tested.



Table 6: Cost-benefit analysis results – ESD Policy base case

Typology	RES 1	NON-RES 1	RES 2	NON-RES 2	RES 3	NON-RES 3	RES 4
TOTAL BENEFITS (\$)	1,077,281	294,643	23,089	22,890	36,369	30,671	170,127
TOTAL COSTS (\$)	2,382,798	458,493	46,929	264,994	154,698	156,212	334,398
NET PRESENT VALUES (\$)	-1,305,517	-163,850	- 23,840	- 242,104	- 118,329	- 125,541	- 164,271
BENEFIT-COST RATIO	0.45	0.64	0.49	0.09	0.24	0.20	0.51
BENEFIT-COST RATIO (IEQ AND GI EXCLUDED AS BENEFITS UNQUANTIFIED)	1.15	1.41	0.80	0.85	0.84	2.55	1.09

Source: Frontier Economics



Table 7: Cost-benefit analysis results – Non-ESD Policy base case

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4	RES 5
TOTAL BENEFITS (\$)	1,182,124	470,315	32,179	65,061	41,877	52,911	142,610	7,646
TOTAL COSTS (\$)	2,451,244	945,133	97,072	364,096	146,298	202,220	255,213	20,086
NET PRESENT VALUES (\$)	-1,269,121	-474,818	-64,893	-299,035	-104,421	-149,309	-112,603	-12,440
BENEFIT-COST RATIO	0.48	0.50	0.33	0.18	0.29	0.26	0.56	0.38
BENEFIT-COST RATIO (IEQ AND GI EXCLUDED AS BENEFITS UNQUANTIFIED)	1.11	1.94	1.01	1.24	1.28	0.93	0.75	0.75

Source: Frontier Economics



Table 8 presents a breakdown of the NPVs by theme for the best and worst performing scenarios (in terms of the benefit-cost ratio) under the central case. A complete set of NPVs by theme are presented in Appendix A.

For the best performing scenario (NON-RES 1, ESD Policy), the Operational Energy, and sustainable transport themes have positive NPVs while the remaining themes have negative NPVs. The key cost streams relate to external shading and green cover.

For the worst performing scenario (NON-RES 2, ESD Policy), Circular Economy has a positive NPV, the operational energy, Sustainable Transport and Indoor Environment Quality have a negative NPV and green infrastructure has a very negative NPV. The Green Cover cost is the driver of the very negative NPV for the green infrastructure theme. The key benefits in this scenario relate embodied carbon reduction.

Table 8: Breakdown of Net Present Value by theme for best and worst performing scenarios (in dollars)

Typology	Best performing	Worst performing
	NON-RES 1, ESD Policy base case	NON-RES 2, ESD Policy base case
OPERATIONAL ENERGY NPV	95,222	-314
SUSTAINABLE TRANSPORT NPV	11,936	-9,537
INTEGRATED WATER MANAGEMENT NPV	- 15,000	
INDOOR ENVIRONMENT QUALITY (IEQ) NPV	- 84,850	-18,800
CIRCULAR ECONOMY NPV	- 6,301	5,875
GREEN INFRASTRUCTURE (GI) NPV	- 164,856	-219,328

3.2 Sensitivity results

Sensitivity analysis looks at how results change with different key assumptions. **Table 9** and **Table 10** present the sensitivity results for the best and worst performing scenarios (from a benefit-cost ratio). A complete set of sensitivity results are presented in Appendix A.

It is no surprise to see that the sensitivities with low discount rate and higher benefits improve the results. A low discount rate means that the benefits which accrue over time are less heavily discounted in the analysis, which makes the benefits look better when compared to costs which are incurred upfront. The high benefits simply inflate the valuation factors which also make the benefits look better when compared to the costs. The opposite effect occurs in the high discount rate and lower benefits.



Notably, for both the best and worst performing scenarios, interpretation of the results does not change in the different sensitivity analyses. That is to say, both have a negative NPV and BCR less than 1 in all the sensitivities.

Table 9: Sensitivity results – best performing scenario (NON-RES 1, ESD Policy base case)

	4% discount rate	10% discount rate	Lower benefits - 50%	Higher benefits +50%	Residual values
TOTAL BENEFITS (\$)	392,144	234,160	154,362	434,925	303,425
TOTAL COSTS (\$)	512,383	424,191	372,029	544,956	458,493
NET PRESENT VALUES (\$)	- 120,238	-190,031	- 217,667	-110,032	-155,068
BENEFIT-COST RATIO	0.77	0.55	0.41	0.80	0.66
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	1.49	1.34	1.26	1.47	1.41

Table 10: Sensitivity results – worst performing scenario (NON-RES 2, ESD Policy base case)

	4% discount rate	10% discount rate	Lower benefits - 50%	Higher benefits +50%	Residual values
TOTAL BENEFITS (\$)	33,205	16,932	12,165	33,616	31,994
TOTAL COSTS (\$)	265,036	264,967	264,929	265,059	264,994
NET PRESENT VALUES (\$)	-231,831	-248,035	-252,764	-231,443	-233,000
BENEFIT-COST RATIO	0.13	0.06	0.05	0.13	0.12
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	1.23	0.63	0.45	1.25	0.85



3.3 Break-even analysis

As discussed above, reductions in urban heat leading to reduced urban-heat related disease burden is a potential benefit of the scenarios assessed as part of this CBA, and in particular for the IEQ and GI themes. Mitigating the range of damaging effects of the urban heat island effect is a rising policy and broader sustainability priority in Victoria and across Australia.

While the urban heat island effect can negatively impact a range of outcomes valued by the community, arguably the most critical of these is the impact of soaring temperatures on human health. There is now strong scientific evidence that high temperatures and heatwaves are driving substantial costs on society by causing heat-related disease and death. There are also direct financial costs to the health system associated with this impact, such as the cost of ambulance call-outs and emergency department treatments to address heat-related illness.

This suggests there may be merit in exploring the potential for alternative building standards to contribute to limiting the UHI effect by promoting or mandating the use of materials that do not add to urban heat or can reduce ambient temperatures. As discussed in Box 4, if alternative building standards can drive reductions in peak temperatures on very hot days and during heatwaves, then this temperature reduction can be linked to reductions in heat-related deaths and reductions in costs to the health system.

Box 4: Valuing the health benefits associated with a reduction in urban heat

- The first step is to understand the extent to which alternative building designs, materials, or other urban typology interventions can drive reductions in peak urban temperatures on hot days and during heatwaves. First it must be shown that this causal link exists, and then the magnitude of the impact must be measured.
- The second step is to understand the relationship between each degree of temperature reduction on a very hot day, the prevalence of heat-related illness and death, *and* the assumed population characteristics of the intervention area (ie. in the community where the alternative urban typologies or building standards are applied)
- If we can reasonably and robustly:
 1. assume that the urban typology intervention does drive reductions in temperature
 2. understand how much temperature reduction is likely
 3. assume that the surrounding population that experiences that temperature reduction is sufficiently large and sufficiently similar to the general population, then, we can link urban temperature reduction to reductions in heat-related illness and heat-related death, and then can place a monetary value on the avoided deaths and on the avoided costs to the health system.

Source: Frontier Economics

3.3.1 Findings of our break-even analysis

Given the availability of information, our analysis:



- assumes interventions are capable of driving down peak ambient temperature on very hot days and during heatwaves to a sufficient extent such that interventions can be causally linked to avoided heat-related deaths
- only considers scenarios that are likely to affect the population most vulnerable to heat-related illness and death – the elderly and the young
- is based on larger scale residential scenarios only
- assumes that, if scaled, the local population has the same age and disease burden characteristics as the general population
- accounts for uncertainty of scenario design and typology impact – including a 50% additional buffer around scenario costs to ensure potentially additional costs of urban cooling are not excluded
- calculates the total value of additional urban cooling benefits, including the avoided social cost of death and the avoided financial cost to the health system associated with ambulance call-outs and emergency department treatments, required to achieve a BCR of 1 or NPV of zero for each scenario. This assumes all impacts are incremental to the base case

As shown in **Table 13**, the break-even analysis indicates that changes under the IEQ and GI themes could deliver value to the community (i.e. incremental benefits outweigh incremental costs), if the investments assessed reduced the rate of urban-heat related deaths by between 0.07 and 1.5 people over the modelling period (depending on the scenario assessed).

Table 11: Results of breakeven analysis: Indicative incremental avoided deaths notionally required to reach a scenario BCR of 1

Scenario	Additional avoided deaths required over 20 year modelling period to achieve BCR of 1 ¹¹	Monetised benefit ¹²
RES 1 - Inner Urban ESD Policy	0.78 – 1.5	\$1,305,517 - \$2,496,916
RES 1 - Suburban Non-ESD Policy	0.76 – 1.5	\$1,269,121 - \$2,494,743
RES 4 - Suburban ESD Policy	0.10 – 0.2	\$164,271 - \$331,471
RES 4 - Suburban Non-ESD Policy	0.07 – 0.14	\$112,603 - \$240,210

Source: Frontier Economics.

¹¹ Figures assume each avoided death is incremental to the base case and that the profile of avoided deaths is constant over the 20 year modelling period

¹² In \$2020-21, discounted at 7%



However, it should be noted that this analysis does not purport to identify whether the scenarios assessed are likely to reduce the burden of urban heat related diseases to this extent.

As discussed above, whether this outcome is achievable (i.e. whether the option could deliver value) will depend on a range of site-specific characteristics, such as the scale of the investment, the affected population – in some cases options may deliver a significant enough reduction in urban heat to deliver the required reduction in disease burden (and thus deliver benefit to the community), in others they may not.

While further site-specific analysis is required to identify whether these projects can deliver significant urban-heat related benefits to the community, given our experience applying this framework to projects elsewhere, we note that:

- These benefits are most likely to be realised in areas that already suffer from high temperatures – the UHI and the potential impact of alternative building materials or additional tree canopy for urban cooling is highly site specific and sensitive to microclimate, prevailing wind patterns, and a large range of other factors.
- The analysis draws on previous studies that considered the combination of changes to urban building materials *in combination with* very large-scale planting of broad-leaf urban canopy to drive reductions in temperature, rather than just the impact of alternative urban typologies alone.
- Benefits will only be realised at scale, for a number of key reasons:
 - Only very large developments are likely to be able to influence the ambient temperature – this cannot robustly be a consistent, ongoing impact attributed to a single (even large building). Sophisticated modelling can determine the extent to which quite a large development can reliably lower the peak temperature.
 - Benefits analysed rely on the statistical comparability of the local population assumed to benefit from (ie. live amongst) the alternative urban typologies/building standards and the general population both in terms of the age distribution and the burden of disease. The benefits therefore can only be considered achievable at the scale of an entire community and not any individual building or cluster of buildings.



4 Conclusion

4.1 Summary of key results

A key finding of this CBA for the Sustainability Planning Scheme Amendment is that the quantified costs exceeded the quantified benefits across each typology.

Importantly, the identified value of these options does not consider the broad range of unmonetised social and environmental impacts. Our breakeven analysis indicates that these projects may deliver value to the community (i.e. incremental benefits outweigh incremental costs) where sufficient scale is achieved.

4.2 Lessons and potential next steps

The key lessons from this project are:

- Overall, the size of benefits (especially those related to reducing disease burden) are likely to be more achievable for larger projects (i.e. scale matters). While a 1.5 person reduction in disease burden per building may appear like a small change, in practice, given overall disease burden, achieving this reduction on a building by building approach may be difficult.
- The size of the benefit in practice will be dependent on a range of site-specific characteristics, including population affected, urban temperature, whether there is pre-existing infrastructure (for example bicycle paths).
- Dollar benefits are likely to be higher when a larger population is involved. The primary driver of the difference between the case study results is the number of people that they affect.
- In considering which types of impacts to quantify, more effort should be expended on those impacts which are likely to be more significant given the circumstances of each case (e.g. urban heat effects in hot regions) and for which there is a sound evidence base.

Importantly, this analysis has been undertaken for a range of indicative projects, rather than for individual projects with site-specific characteristics. In practice, the value of these options is likely to vary significantly depending on the specific intervention and its location. As such there is likely to be value in undertaking further, place-based analysis to identify the value of individual projects. In considering the development of individual projects, key lessons from this project would suggest there is benefit in:

- Undertaking further research on the site-specific value of benefits. This could include site-specific analysis of the change in outcomes or a site-specific study of the community's willingness to pay for improvements in environmental and social outcomes (for example, the willingness to pay for improved biodiversity).
- Broadening the scale of the project - i.e rather than undertake an assessment of a development by development basis, broaden the assessment to development-wide or precinct-wide if possible.
- Focusing on areas where projects can make a large difference, for example, those where:
 - Urban heat is a large problem, so reductions in urban heat are likely to have a comparatively larger impact



- There is a large number vulnerable population (e.g. urban heat diseases impact the elderly and very young, and so reductions in urban heat diseases are most beneficial in areas with vulnerable populations)
- There are constraints in the supply of services, such as energy, water and waste (e.g. there isn't space for the next landfill, so deferring the need for the next landfill site is likely to be more beneficial, than in an area where there is significant space for landfill)
- Identifying the distribution of costs and benefits, to aid in the funding of these investments. It is important to recognise that quantification of benefits does not equate to funding for those investments. While broader benefits may present opportunities to generate additional funding, such projects will not be dependent on securing such funding.

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A Detailed results



Net Present Value by theme

Table 12: Breakdown of Net Present Value by theme – ESD Policy base case (in dollars)

Typology	Note	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4
OPERATIONAL ENERGY NPV		88,506	95,222	-9,548	-314	-16,026	9,809	23,187
SUSTAINABLE TRANSPORT NPV		-37,841	11,936	1,149	-9,537	-1,230	4,265	6,060
INTEGRATED WATER MANAGEMENT NPV		-44,799	-15,000			734	1,405	1,359
INDOOR ENVIRONMENT QUALITY NPV	(No benefits quantified)	-929,187	-84,850	-17,904	-18,800	-1,910	-10,360	2,926
CIRCULAR ECONOMY NPV		133,325	-6,301	2,463	5,875	9,662	3,159	-17,283
GREEN INFRASTRUCTURE NPV	(No benefits quantified)	-515,520	-164,856		-219,328	-109,560	-133,820	-180,520

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**Table 13:** Breakdown of Net Present Value by theme – Non-ESD Policy base case (in dollars)

Typology	Note	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4	RES 5
OPERATIONAL ENERGY NPV		109,704	118,864	-9,141	-5,004	-2,605	9,043	-8,508	-6,462
SUSTAINABLE TRANSPORT NPV		-265,744	5,160	-1,466	-5,614	-976	-6,213	13,492	8
INTEGRATED WATER MANAGEMENT NPV		-53,220	20,260	3,357	-5,499	2,967	-19,023	156	
INDOOR ENVIRONMENT QUALITY NPV	(No benefits quantified)	-929,187	-292,200	-19,808	-18,800	-1,910	-26,560	-24,674	-9,921
CIRCULAR ECONOMY NPV		323,887	83,954	7,565	28,810	9,662	12,504	-51,030	3,935
GREEN INFRASTRUCTURE NPV	(No benefits quantified)	-454,560	-410,856	-45,400	-292,928	-111,560	-119,060	-42,040	0

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Sensitivity analysis

Table 14: Cost-benefit results for low discount rate sensitivities – ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4
TOTAL BENEFITS	1,587,383	392,144	33,551	33,205	45,447	41,334	235,152
TOTAL COSTS	2,502,678	512,383	46,929	265,036	154,698	159,192	355,324
NET PRESENT VALUES	-915,295	-120,238	-13,378	-231,831	-109,251	-117,857	-120,172
BENEFIT-COST RATIO	0.63	0.77	0.71	0.13	0.29	0.26	0.66
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	1.50	1.49	1.16	1.23	1.05	2.75	1.33

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Table 15: Cost-benefit results for low discount rate sensitivities – Non-ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4	RES 5
TOTAL BENEFITS	1,644,524	590,136	40,311	65,074	53,658	65,723	192,559	7,495
TOTAL COSTS	2,562,107	1,008,945	97,072	364,681	146,298	217,668	289,622	20,086
NET PRESENT VALUES	-917,583	-418,809	-56,761	-299,607	-92,640	-151,945	-97,062	-12,591
BENEFIT-COST RATIO	0.64	0.58	0.42	0.18	0.37	0.30	0.66	0.37
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	1.40	1.93	1.27	1.23	1.63	0.91	0.86	0.74

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Table 16: Cost-benefit results for high discount rate sensitivities – ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4
TOTAL BENEFITS	780,960	234,160	17,056	16,932	26,356	24,288	131,398
TOTAL COSTS	2,310,152	424,191	46,929	264,967	154,698	154,315	321,196
NET PRESENT VALUES	- 1,529,192	-190,031	-29,873	-248,035	-128,342	-130,027	-189,798
BENEFIT-COST RATIO	0.34	0.55	0.36	0.06	0.17	0.16	0.41
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	0.9	1.34	0.59	0.63	0.61	2.4	0.91



Table 17: Cost-benefit results for high discount rate sensitivities – Non-ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4	RES 5
TOTAL BENEFITS	914,800	354,087	23,424	44,082	30,347	37,993	112,154	5,354
TOTAL COSTS	2,383,835	905,070	97,072	363,767	146,298	193,259	234,182	20,086
NET PRESENT VALUES	-1,469,035	-550,983	-73,647	-319,685	-115,951	-155,266	-122,029	-14,732
BENEFIT-COST RATIO	0.38	0.39	0.24	0.12	0.21	0.20	0.48	0.27
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	0.91	1.75	0.74	0.85	0.92	0.8	0.66	0.53

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Table 18: Cost-benefit results for high benefits – ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4
TOTAL BENEFITS	1,375,906	434,925	31,273	33,616	46,769	43,004	238,823
TOTAL COSTS	2,543,875	544,956	46,929	265,059	154,698	161,359	365,972
NET PRESENT VALUES	-1,167,969	-110,032	-15,656	-231,443	-107,929	-118,355	-127,149
BENEFIT-COST RATIO	0.54	0.80	0.67	0.13	0.30	0.27	0.65
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	1.25	1.47	1.08	1.25	1.08	2.5	1.27

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Table 19: Cost-benefit results for high benefits – Non-ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4	RES 5
TOTAL BENEFITS	1,566,286	647,680	42,256	74,303	54,102	64,862	193,831	8,374
TOTAL COSTS	2,601,722	1,040,108	97,072	364,715	146,298	220,328	302,634	20,086
NET PRESENT VALUES	-1,035,436	-392,427	-54,816	-290,412	-92,196	-155,466	-108,803	-11,712
BENEFIT-COST RATIO	0.60	0.62	0.44	0.20	0.37	0.29	0.64	0.42
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	1.29	1.92	1.33	1.4	1.65	0.87	0.82	0.82

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Table 20: Cost-benefit results for low benefits – ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4
TOTAL BENEFITS	778,655	154,362	14,904	12,165	19,823	18,337	101,431
TOTAL COSTS	2,221,721	372,029	46,929	264,929	154,698	151,065	302,825
NET PRESENT VALUES	-1,443,065	-217,667	-32,025	-252,764	-134,875	-132,728	-201,394
BENEFIT-COST RATIO	0.35	0.41	0.32	0.05	0.13	0.12	0.33
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	1.0	1.26	0.51	0.45	0.46	2.66	0.8

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Table 21: Cost-benefit results for low benefits – Non-ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4	RES 5
TOTAL BENEFITS	797,962	237,222	16,822	29,363	23,506	31,425	91,388	3,884
TOTAL COSTS	2,300,767	850,158	97,072	363,477	146,298	184,113	207,792	20,086
NET PRESENT VALUES	-1,502,805	-612,936	-80,250	-334,114	-122,792	-152,688	-116,403	-16,202
BENEFIT-COST RATIO	0.35	0.28	0.17	0.08	0.16	0.17	0.44	0.19
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	0.87	1.61	0.53	0.57	0.72	0.82	0.64	0.38

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Table 22: Cost-benefit results for residual values – ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4
TOTAL BENEFITS	1,132,234	303,425	23,705	31,994	37,484	35,523	177,028
TOTAL COSTS	2,382,798	458,493	46,929	264,994	154,698	156,212	334,398
NET PRESENT VALUES	-1,250,563	-155,068	-23,224	-233,000	-117,214	-120,689	-157,370
BENEFIT-COST RATIO	0.48	0.66	0.51	0.12	0.24	0.23	0.53
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	1.15	1.41	0.8	0.85	0.77	2.55	1.09

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Table 23: Cost-benefit results for residual values – Non-ESD Policy base case (in dollars)

Typology	RES 1	NON-RES 1	RES2	NON-RES 2	RES 3	NON-RES 3	RES 4
TOTAL BENEFITS	1,234,747	468,564	31,890	63,750	43,069	53,051	145,272
TOTAL COSTS	2,451,244	945,133	97,072	364,096	146,298	202,220	255,213
NET PRESENT VALUES	-1,216,497	-476,569	-65,182	-300,346	-103,229	-149,170	-109,941
BENEFIT-COST RATIO	0.50	0.50	0.33	0.18	0.29	0.26	0.57
BENEFIT-COST RATIO (IEQ & GI EXCLUDED)	1.11	1.83	0.93	0.99	1.18	0.85	0.75



B More information on benefit valuation

This appendix provides further information on our approach to valuing benefits in the CBA.

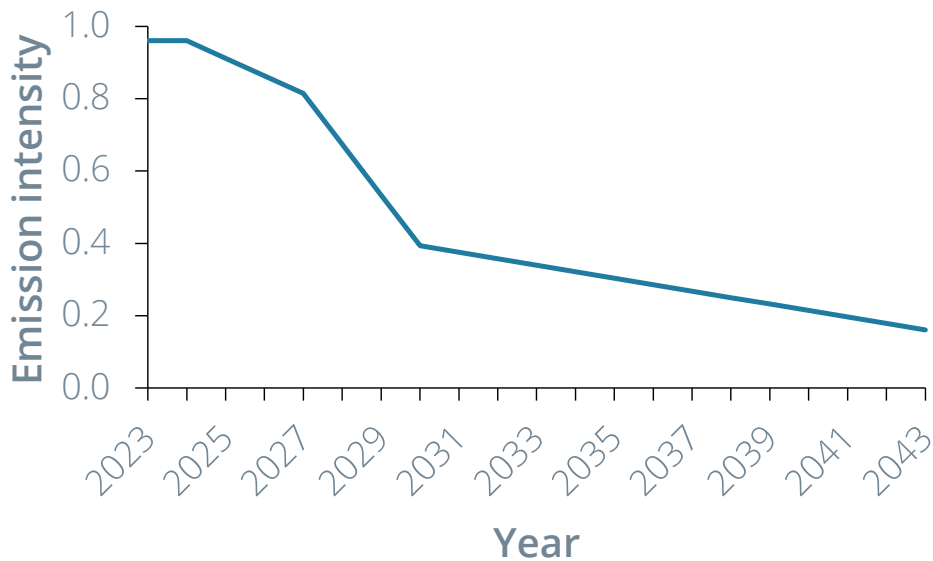
Avoided GHG emissions

Forecast emission intensity

As discussed in section 2.4, to estimate the value of avoided GHG emissions we have applied a forecast of the emission intensity of the Victorian electricity grid. The emission intensity of the grid is expected to fall over time as more renewable energy enters the market.

We have derived our forecasts from the Victorian Government’s Victorian Energy Upgrades (VEU) program.¹³ The VEU published forecast 10-year average emission intensity estimates. For example, the 10-year average emission intensity estimate for 2025 is 0.393 tonnes CO₂-e/MWh. We have assumed this represents a reasonable point estimate for 2030. From 2030, we have assumed emission intensity tends towards zero in 2050 in line with the net zero commitment. Our forecast emission intensity is summarised in **Figure 5** below.

Figure 5: Forecast emission intensity (tCO₂-e/MWh)



Source: Frontier Economics, based on Victorian Government commitments.

¹³ See, <https://engage.vic.gov.au/victorian-energy-upgrades/targets>, accessed 29 October 2021.



Reduction in energy use

In valuing reduced energy consumption, it is sometimes considered that the value should be based on the reduction in retail electricity bills experienced by customers as a result of reduced consumption. However, this conflates economic benefits with distributional impacts. For instance, because many retail costs of energy are fixed (i.e. don't vary with the volume of energy consumed), reducing these costs for some customers results in them being redistributed to other customers.

Our approach to valuing benefits from reduced energy use is based on the estimated resource cost savings for society. These include:

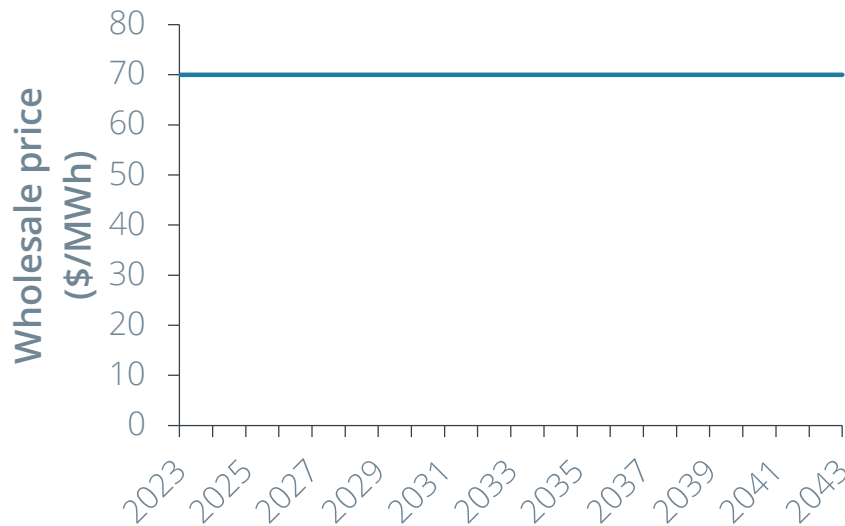
- variable costs avoided (estimated through wholesale market prices) and
- reduced capacity needed in the long run for electricity and gas network infrastructure.

Our approach is in line with guidance provided to the Australian Government for residential energy efficiency regulatory impact studies.¹⁴

Wholesale market prices

We have projected the wholesale electricity price will remain stable at \$70/MWh (\$0.07/kWh) as summarised **Figure 6**.

Figure 6: Wholesale electricity price projection (\$/MWh)



Source: Frontier Economics

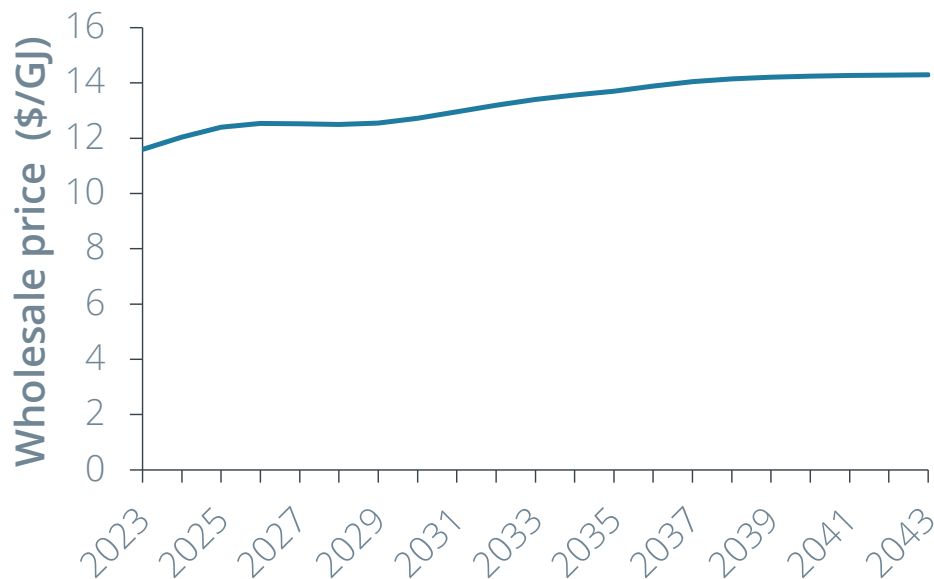
Our forecast wholesale gas price is shown in **Figure 7** below. Our forecast derives from the Australian Energy Market Operators (AEMO's) 2022 Integrated System Plan (ISP). The ISP includes

¹⁴ Houston Kemp, *Residential Buildings Regulatory Impact Statement Methodology – Report to the Department of Environment and Energy*, 6 April 2017, pp13-14.



a modelling assumptions workbook with generator fuel prices. We have applied prices for new combined cycle gas turbine (CCGT) generation in Victoria, as individual generator prices may reflect some view on their legacy contracts. We consider that CCGT is closer to the system profile for gas demand, compared to open cycle gas turbine (OCGT).

Figure 7: Wholesale gas price projections (\$/GJ)



Source: AEMO, 2022 Integrated System Plan – Modelling assumptions workbook

Network costs

A reduction in energy use means that over the longer run investment in new generation capacity may be deferred or avoided. The change in costs as a consequence of small changes in electricity or gas consumption are known as the long run marginal costs (LRMC). LRMC is a forward-looking concept and amounts to a measure of the additional cost incurred as a result of a relatively small increase in output, assuming all factors of production are able to be varied.

Estimates of LRMC are available for electricity network businesses in Victoria as part of their Tariff Structure Statements.¹⁵ We converted residential LRMC (\$/kilowatt/pa) into a single rate LRMC by dividing by the number of hours in a year. This produced an estimate of around \$0.01/kWh.

For deferred gas network costs, we have adopted an estimate of \$4.50/GJ based on a recent Consultation RIS undertaken by ACIL Allen. This estimate is based on forecast capital expenditure on augmentations in the most recent revenue determinations for each gas distributor and the forecast growth in demand from new connections.

¹⁵ For example, see https://jemen.com.au/documents/electricity/2021-2026_tariff-structure-statement.aspx



Avoided health costs of electricity generation

Electricity generation produces air pollution containing particulate matter, nitrogen oxides, sulphur dioxide, as well as other emissions. These can cause health problems such as respiratory illness and can also affect local economies.

We estimated the health benefits of reduced coal and gas-fired electricity using the studies referred to by ACIL Allen in the Consultation RIS for the National Construction Code 2022¹⁶. This resulted in avoided health damage costs of:

- \$2.58/MWh for coal-fired generation
- \$0.93/MWh for gas generation

We applied a weighted average of these values reflecting the share of coal (67.7%) and gas fired (4.5%) electricity generation in Victoria in 2020 (\$1.78/MWh), declining over time as the rate as emission intensity discussed above.

Reduction in potable water use

We have valued reductions in potable water use brought about by elevated ESD standards based on LRMC. LRMC represents the cost of changing the capacity of a water supply system by building a permanent new supply source (such as a dam or a desalination plant). Water utilities use LRMC to decide if a water conservation activity is cheaper or more expensive than the cost of building a permanent augmentation to the water supply system. The LRMC applied in our analysis (\$2,450/ML) is based on advice from Melbourne Water.

Avoided landfill / increased recycling

Estimates of reduced construction and demolition waste to landfill (tonnes) were multiplied by the full economic cost of landfill. To estimate the economic cost of landfill we:

- Reviewed published landfill gate fees for commercial and industrial waste and determined an indicative fee of \$250/tonne (we placed more weight on metro rates given this is where most volume would be generated)
- Subtracted the current waste levy for industrial waste (\$100/tonne) – average of metro and rural representing a financial transfer
- Added an estimate of externality costs of landfill representing visual disamenity (\$1/tonne)¹⁷
- Subtracted an estimated recovery and processing cost for mixed concrete \$43/tonne (including transport)¹⁸

¹⁶ ACIL Allen, National Construction Code 2022 Consultation Regulation Impact Statement for a proposal to increase residential building energy efficiency requirements, 20 September 2021, pp 90-21 https://acilallen.com.au/uploads/projects/377/ACILAllen_RISProposedNCC2022_2021.pdf

¹⁷ This estimate derives from the BDA Group, The full cost of landfill disposal in Australia, July 2009, see: <https://www.awe.gov.au/sites/default/files/documents/landfill-cost.pdf>

¹⁸ The estimate derives from Synergies Economic Consulting, Cost-benefit analysis of the implementation of landfill disposal bans in Queensland, November 2014, pp 27-29 <https://www.synergies.com.au/wp-content/uploads/2019/09/cost-benefit-analysis-landfill-disposal-bans.pdf>

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- Added an estimated value of recovered materials for mixed concrete of \$18/tonne)¹⁹

This approach provides an estimate of the avoided cost of landfill and value of recovered materials of \$125/tonne.

¹⁹ Ibid

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C Literature review



Table 24: Literature review

Source	Topic	Key findings	Location
JONES, R. N., SYMONS, J. AND YOUNG, C. K. (2015) ASSESSING THE ECONOMIC VALUE OF GREEN INFRASTRUCTURE: GREEN PAPER. CLIMATE CHANGE WORKING PAPER NO. 24. VICTORIA INSTITUTE OF STRATEGIC ECONOMIC STUDIES, VICTORIA UNIVERSITY, MELBOURNE	Defining Green Infrastructure	Definitions of Green Infrastructure encompasses "blue" infrastructure, some definitions are linked to the functions of the Green infrastructure.	Australia, Victoria
	Value of Green Infrastructure	<p>Non-use values are intangible values that have strong ethical component. They are important because once Green Infrastructure is removed, it is very hard to replace.</p> <p>Social benefits cover physical benefits (e.g. green infrastructure has been found to increase opportunities for recreation), social (e.g. green infrastructure has been found to reduce crime rates and improves patient recovery) and psychological and community-related benefits (e.g. green infrastructure has been found to enhance comfort).</p>	Australia, Victoria
	Economic monetisation: Overview of methods	Some of the largest criticisms of individuals' willingness to pay approaches have come from behavioural economics. When asking what people would pay to gain, or not to lose or to gain a particular thing, Kahneman and Tversky, 1979, found that people valued the loss of something about twice as much as they valued obtaining the same thing. This was developed into prospect theory which states that people make decisions based on the potential value of losses and gains rather than the final outcome, and that people evaluate these losses and gains using certain heuristics, or rules of thumb.	Australia, Victoria



**SYMONS, J., JONES, R.N.,
YOUNG, C.K. AND
RASMUSSEN, B. (2015)
ASSESSING THE
ECONOMIC VALUE OF
GREEN INFRASTRUCTURE:
LITERATURE REVIEW.
CLIMATE CHANGE
WORKING PAPER NO 23.
VICTORIA INSTITUTE OF
STRATEGIC ECONOMIC
STUDIES, VICTORIA
UNIVERSITY, MELBOURNE**

Economic monetisation: Applying these methods	Existing studies can be used (transferred) to estimate the economic value of changes stemming from other programmes or policies. In conducting an economic valuation with a benefits transfer, it is important to find the most appropriate studies to use in the benefits transfer exercise. However, the technique can also misjudge values by a factor of over 100% if not carried out with care (Rosenberger and Stanley, 2006).	Australia, Victoria
Defining Green Infrastructure	There is no generally agreed definitions for Green Infrastructure. Some definitions are geared towards functionality of the Green Infrastructure and can be detailed to varying extents.	Australia, Victoria
Value of Green Infrastructure	Identifies human well-being benefits as those arising from better access to green spaces increasing physical activity levels, increase in transport walking due land-use mix, better mental health due to regular contact with nature, etc. Environmental benefits include reductions in the urban heat island effect, carbon sequestration/storage and avoided emissions, air quality improvement, water cycle modification, flow control and flood reduction and water quality improvement and protection of Biodiversity (species diversity and population viability; habitat and corridors).	Australia, Victoria
Economic monetisation: Applying these methods	A more sophisticated approach called the transfer function approach where the results from one study are adapted and modified to make it more suitable to another situation – for example making adjustments for location or socio-economic factors. However, the validity of the benefit transfer approach depends upon the rigour of the original study upon which it is based (ECOTEC, 2008) and the suitability of the target area for the transfer.	Australia, Victoria



<p>BADIU, D., ET AL. (2019). "DISENTANGLING THE CONNECTIONS: A NETWORK ANALYSIS OF APPROACHES TO URBAN GREEN INFRASTRUCTURE"</p>	<p>Defining Green Infrastructure</p>	<p>Green Infrastructure definitions evolved over time from the concept of green spaces meant especially to improve the aesthetics of cities, before being associated with health and environmental benefits with the capacity to be connected and to provide several functions. Now, Green Infrastructure is part of larger concepts, such as ecosystem services and is a key element for providing a more healthier environment, for tackling challenges such as climate change, air pollution, water management and social injustice. The concepts associated with Green Infrastructure are determined by their relationship with society.</p>	<p>Global</p>
<p>WORLD HEALTH ORGANISATION (2016). "URBAN GREEN SPACES AND HEALTH: A REVIEW OF EVIDENCE"</p>	<p>Defining Green Infrastructure</p>	<p>There is no universally accepted definition of urban green space, with regard to its health and well-being impacts. Urban green spaces may include places with 'natural surfaces' or 'natural settings', but may also include specific types of urban greenery, such as street trees, and may also include 'blue space' which represents water elements ranging from ponds to coastal zones.</p>	<p>Global</p>
<p>WORLD HEALTH ORGANISATION (2016). "URBAN GREEN SPACES AND HEALTH: A REVIEW OF EVIDENCE"</p>	<p>Value of Green Infrastructure</p>	<p>Green infrastructure can be associated with exposure to air pollutants, risk of allergies and asthma, exposure to pesticides and herbicides, exposure to disease vectors and zoonotic infections, accidental injuries, excessive exposure to UV radiation, vulnerability to crime. However, these detrimental effects are associated with poor maintenance of Green Infrastructure, and thus, can be reduced or prevented through proper planning, organisation and maintenance.</p>	<p>Global</p>
<p>TRANSPORT FOR NEW SOUTH WALES (TFNSW). "COST BENEFIT ANALYSIS GUIDE", (2019)</p>	<p>Benefit valuation: Valuation is more than monetisation of outcomes</p>	<p>Provides guidance on measuring benefits relating to active transport and environmental externalities. TfNSW publishes a set of economic parameters which reveals the estimated value of walking and cycling (in \$/km) relating to various factors from accident cost to air pollution.</p>	<p>Australia, NSW</p>



<p>NSW HEALTH. “GUIDE TO COST BENEFIT ANALYSIS OF HEALTH CAPITAL PROJECTS”, (2018)</p>	<p>Benefit valuation: Valuation is more than monetisation of outcomes</p>	<p>Prescribes guidance on measuring health benefits by service stream/scope and improvements in health outcomes, such as the use of the concept known as the disability-adjusted life year (DALY) to quantify health impact, as well as the valuing of health impact via reduced mortality or reduced morbidity.</p>	<p>Australia, NSW</p>
<p>NSW TREASURY. “GUIDE TO COST BENEFIT ANALYSIS”, (2017)</p>	<p>Benefit valuation: Valuation is more than monetisation of outcomes</p>	<p>Sector-specific guidance on cost benefit analysis exists for coastal management, energy efficiency and mining and coal seam gas proposals.</p>	<p>Australia, NSW</p>
<p>UNITED STATES ENVIRONMENTAL PROTECTION AGENCY ENVIROATLAS 18; URBAN ATLAS IN THE EUROPEAN UNION, 2011</p>	<p>Defining Green Infrastructure</p>	<p>A narrower approach defines Green Infrastructure as “all vegetated land, including agriculture, lawns, forests, wetlands, and gardens. Barren land and impervious surfaces such as concrete and asphalt are excluded.” This is similar to “public green areas used predominantly for recreation such as gardens, zoos, parks, and suburban natural areas and forests, or green areas bordered by urban areas that are managed or used for recreational purposes”</p>	<p>USA</p>
<p>GHOFRANI ET AL., “A COMPREHENSIVE REVIEW OF BLUE-GREEN INFRASTRUCTURE CONCEPTS”, (2017); HAMMER ET AL., “CITIES AND GREEN. GROWTH: A CONCEPTUAL FRAMEWORK”, (2011)</p>	<p>Defining Green Infrastructure</p>	<p>Many sources consider Green Infrastructure in conjunction with Blue Infrastructure as an interconnected network of natural and designed landscapes. This includes waterways, wetlands, wildlife habitats greenways, parks, working farms, forests, which provide multiple functions. This definition is also extended in cases to include cemeteries, squares and plazas, and pathways and greenways.</p>	<p>Australia</p>



<p>VICTORIA STATE GOVERNMENT. "A FRAMEWORK FOR PLACE-BASED APPROACHES", (2020)</p>	<p>Economic monetisation methods: Economic monetisation</p>	<p>The idea of a place-based understanding or approach is one that targets the specific circumstances of a place and engage local people as active participants in development and implementation, requiring government to share decision-making. Place-based approaches can complement the bigger picture of services and infrastructure. They engage with issues and opportunities that are driven by complex, intersecting local factors and require a cross-sectoral or long-term response.</p>	<p>Australia, Victoria</p>
<p>INFRASTRUCTURE AUSTRALIA. "PLANNING LIVEABLE CITIES", (2018)</p>	<p>Economic monetisation methods: Economic monetisation</p>	<p>Cities require a greater focus on the holistic needs of communities and places, rather than on the services provided by individual sectors. This is particularly true in precincts where growth is occurring rapidly. Governments should therefore develop 'place-based' planning frameworks to ensure that the full range of infrastructure communities require, across sectors, is considered when planning for growth.</p>	<p>Australia</p>
<p>LOOMIS, J., (2011) "WHAT'S TO KNOW ABOUT HYPOTHETICAL BIAS IN STATED PREFERENCE VALUATION STUDIES?" JOURNAL OF ECONOMIC SURVEYS, 25, 363-370</p>	<p>Economic monetisation: Overview of methods</p>	<p>Stated and revealed preferences methods may work in market-like situations, but they cannot readily be extended to public goods, where the gain/loss bias increases up to 3:1.</p>	<p>General</p>



GSOTTBAUER AND VAN DEN BERGH, "ENVIRONMENTAL POLICY THEORY GIVEN BOUNDED RATIONALITY AND OTHER-REGARDING PREFERENCES", (2011)

Economic monetisation: Overview of methods

Provides a useful and comprehensive survey of behavioural economics and environmental regulation summarising many of these issues. One study that asked people for their willingness to pay for services in urban green spaces and also asked for their perceived gains in wellbeing found that the results were mutually consistent (Dallimer et al., 2014), suggesting that such methods can be reliable when assessing personal benefit.

General

GILES-CORTI, B., ET AL. (2005). "INCREASING WALKING: HOW IMPORTANT IS DISTANCE TO, ATTRACTIVENESS, AND SIZE OF PUBLIC OPEN SPACE?" AMERICAN JOURNAL OF PREVENTIVE MEDICINE 28(2): 169-176.

Improved natural environments and active recreation

Found that access to proximate and large public open space with attractive attributes such as trees, water features and bird life is associated with higher levels of walking.

Individuals with 'very good access' to public open space were 2.05 times as likely to use than those with very poor access.

Those who used POS were 2.66x as likely to achieve recommended levels of physical activity (30min for 5 days).

While accessibility was not significantly associated with achieving overall sufficient levels of activity, those with very good access to attractive and large public open space were 1.24-1.5 times more likely to achieve high levels of walking.

Australia, WA, Perth



**BALL, K., ET AL. (2001).
"PERCEIVED ENVIRONMENTAL AESTHETICS AND CONVENIENCE AND COMPANY ARE ASSOCIATED WITH WALKING FOR EXERCISE AMONG AUSTRALIAN ADULTS." PREVENTIVE MEDICINE 33(5): 434-440.**

Improved natural environments and physical activity

Those reporting a moderately aesthetic environment were 16% less likely, and those reporting a low aesthetic environment were 41% less likely to walk for exercise relative to high aesthetic.
Similarly – for moderately convenient 16% less likely and low convenience were 36% less likely to walk for exercise

Australia, NSW

GRIGSBY-TOUSSAINT, D. S., ET AL. (2011). "WHERE THEY LIVE, HOW THEY PLAY: NEIGHBORHOOD GREENNESS AND OUTDOOR PHYSICAL ACTIVITY AMONG PRESCHOOLERS." INTERNATIONAL JOURNAL OF HEALTH GEOGRAPHICS 10(1): 66.

Improved natural environments and physical activity

Higher levels of neighbourhood greenness as measured by the Normalized Difference Vegetation Index (NDVI) was associated with higher levels of outdoor playing time among preschool-aged children in our sample. Specifically, a one unit increase in neighbourhood greenness increased a child's outdoor playing time by approximately 3 minutes.

USA, Chicago, Illinois



BARTON, J. AND M. ROGERSON (2017). "THE IMPORTANCE OF GREENSPACE FOR MENTAL HEALTH." BJPSYCH. INTERNATIONAL 14(4): 79-81.

Physical activity and health outcomes

Incorporating green spaces into building architecture, healthcare facilities, social care settings, homes and communities will encourage physical activity (PA), which may lead to greater social interaction and wellbeing.
Extra weekly use of the natural environment for PA reduces the risk of poor mental health by 6%

United Kingdom

ZAPATA-DIOMEDI, B., ET AL. (2018). "A METHOD FOR THE INCLUSION OF PHYSICAL ACTIVITY-RELATED HEALTH BENEFITS IN COST-BENEFIT ANALYSIS OF BUILT ENVIRONMENT INITIATIVES." PREVENTIVE MEDICINE 106: 224-230.

Physical activity and health outcomes
Health outcomes and economic outcomes

They estimated the change in population level of PA attributable to a change in the environment due to the intervention. Then, changes in population levels of PA were translated into monetary values.
Improvements in neighbourhood environments conferred estimated annual physical activity related health benefit worth up to \$70 per person.
Improving neighbourhood walkability was estimated to be worth up to \$30 and improvements in sidewalk availability up to \$22 per adult resident.
Value of physical activity health related benefits of walking and cycling is \$0.98 and \$0.62 per kilometre respectively.

Australia



MARSELLE, M. R., ET AL. (2013). "WALKING FOR WELL-BEING: ARE GROUP WALKS IN CERTAIN TYPES OF NATURAL ENVIRONMENTS BETTER FOR WELL-BEING THAN GROUP WALKS IN URBAN ENVIRONMENTS?" INTERNATIONAL JOURNAL OF ENVIRONMENTAL RESEARCH AND PUBLIC HEALTH 10(11): 5603-5628.

Exposure to green space and mental health outcomes

Walking participants who frequently attended in green corridor spaces (-2.81) recorded significantly lower stress scores than those who walked in urban space.

England

BERMAN, M. G., ET AL. (2012). "INTERACTING WITH NATURE IMPROVES COGNITION AND AFFECT FOR INDIVIDUALS WITH DEPRESSION." JOURNAL OF AFFECTIVE DISORDERS 140(3): 300-305.

Exposure to green space and mental health outcomes

Working-memory capacity and positive affect improved to a greater extent after the nature walk relative to the urban walk. Interestingly, these effects were not correlated, suggesting separable mechanisms.

USA, Michigan

GILL, S. E., ET AL. (2007). "ADAPTING CITIES FOR CLIMATE CHANGE: THE ROLE OF THE GREEN INFRASTRUCTURE." BUILT ENVIRONMENT 33(1): 115-133.

Improved natural environments and UHI effect

The magnitude of the urban heat island effect can vary across time and space as a result of meteorological, locational and urban characteristics.

Global



<p>NGIA (2012). MITIGATING EXTREME SUMMER TEMPERATURES WITH VEGETATION, NURSERY PAPERS 5, NURSERY AND GARDEN INDUSTRY AUSTRALIA. AVAILABLE AT: <HTTPS://WWW.NGIA.COM.AU/ATTACHMENT?ACTION=DOWNLOAD&ATTACHMENT_ID=1451></p>	<p>Improved natural environments and UHI effect</p>	<p>Suburban areas are predicted to be around 0.5 degrees Celsius (C) cooler than the CBD, while a relatively leafy suburban area may be around 0.7 degrees C cooler than the CBD.</p> <p>A parkland (such as grassland, shrub-land and sparse forest) or rural area may be around 1.5 to 2 degrees C cooler than the CBD.</p> <p>Doubling the CBD vegetation coverage may reduce 0.3 degrees C ASDM temperature.</p>	<p>Australia, VIC, Melbourne</p>
<p>ADAMS, M. P. AND P. L. SMITH (2014). "A SYSTEMATIC APPROACH TO MODEL THE INFLUENCE OF THE TYPE AND DENSITY OF VEGETATION COVER ON URBAN HEAT USING REMOTE SENSING." LANDSCAPE AND URBAN PLANNING 132: 47-54.</p>	<p>Improved natural environments and UHI effect</p>	<p>Found that overall, increasing tree cover reduces average surface temperatures more dramatically than mixed vegetation cover.</p> <p>In a combined model of vegetation and other environmental factors, increase in 1 foliage projection cover (% of area covered by trees) decreases LST by 0.113 degrees C.</p>	<p>Australia, NSW, Sydney</p>



<p>CRCWSC (2016), IMPACTS OF WATER SENSITIVE URBAN DESIGN SOLUTIONS ON HUMAN THERMAL COMFORT, <HTTPS://WATERSENSITIVECITIES.ORG.AU/WP-CONTENT/UPLOADS/2016/07/TMR_B3-1_WSUD_THERMAL_COMFORT_NO2.PDF></p>	<p>Improved natural environments and UHI effect</p>	<p>Research found trees can lower the Urban Thermal Climate Index by up to 10 degrees C reducing heat stress from 'very strong' to 'strong'.</p>	<p>Australia</p>
<p>SUSCA, T., ET AL. (2011). "POSITIVE EFFECTS OF VEGETATION: URBAN HEAT ISLAND AND GREEN ROOFS." ENVIRONMENTAL POLLUTION 159(8-9): 2119-2126.</p>	<p>Improved natural environments and UHI effect</p>	<p>The study monitored the urban heat island in four areas of New York City and found an average of 2 degrees C difference of temperatures between the most and the least vegetated areas, ascribable to the substitution of vegetation with man-made building materials.</p>	<p>United States, New York City</p>



<p>BOWLER, D. E., ET AL. (2010). "URBAN GREENING TO COOL TOWNS AND CITIES: A SYSTEMATIC REVIEW OF THE EMPIRICAL EVIDENCE." LANDSCAPE AND URBAN PLANNING 97(3): 147-155..</p>	<p>Improved natural environments and UHI effect</p>	<p>The average temperature reduction in the day was 0.94 degrees C between the urban temperature and the park temperature.</p>	<p>Spain, Italy, Mexico, Japan, Taiwan, Singapore, Sweden, Botswana, USA, Germany, Israel, Russia, Canada, UK and Greece</p>
<p>OLIVEIRA, S., ET AL. (2011). "THE COOLING EFFECT OF GREEN SPACES AS A CONTRIBUTION TO THE MITIGATION OF URBAN HEAT: A CASE STUDY IN LISBON." BUILDING AND ENVIRONMENT 46(11): 2186-2194.</p>	<p>Improved natural environments and UHI effect</p>	<p>Park cool island (PCI) effect was a median 1.5 degrees C difference between the surrounding atmospheric environment and the garden (ranging from 1 - 2.6 degrees C).</p>	<p>Portugal, Lisbon</p>



<p>VOELKER, S., ET AL. (2013). "EVIDENCE FOR THE TEMPERATURE-MITIGATING CAPACITY OF URBAN BLUE SPACE—A HEALTH GEOGRAPHIC PERSPECTIVE." ERDKUNDE: 355-371.</p>	<p>Improved natural environments and UHI effect</p>	<p>Concluded that the bluespaces studied could provide a cooling effect of 2.5 K on average. Wetlands showed the strongest effect ($\Delta T=5.2$ K, min=4.8 K, max=5.6 K, n=2) and ponds the least ($\Delta T=1.6$ K, min=0.4 K, max=4.7 K, n=6). Rivers showed a ΔT of 2.1 K (min=0.6 K, max=4 K, n=8), the unspecified urban blue space type "water" 2.5 K (min=0.5 K, max=3.4 K, n=5).</p>	<p>Portugal, Japan, Germany, China, Canada</p>
<p>SUN, R. AND L. CHEN (2017). "EFFECTS OF GREEN SPACE DYNAMICS ON URBAN HEAT ISLANDS: MITIGATION AND DIVERSIFICATION." ECOSYSTEM SERVICES 23: 38-46.</p>	<p>Improved natural environments and UHI effect</p>	<p>When there was green expansion minor decreases in LST were recorded at -1.11degrees C to -0.67 degrees C. Major increases in LST were recorded in areas of green loss (1.64-2.21 degrees C)</p>	<p>China, Beijing</p>
<p>GILL, S. E., ET AL. (2007). "ADAPTING CITIES FOR CLIMATE CHANGE: THE ROLE OF THE GREEN INFRASTRUCTURE." BUILT ENVIRONMENT 33(1): 115-133.</p>	<p>Improved natural environments and UHI effect</p>	<p>Using the conurbation of Greater Manchester, investigation found that green infrastructure, specifically green rooftops, reduced surface temperature by 6.6 degrees between 1961-1990, making it an effective strategy to keep surface temperatures below the baseline level. Less vegetated surface areas will decrease evaporative cooling, whilst an increase in vegetative surface sealing results in increased surface runoff.</p>	<p>United Kingdom</p>



ADAMS, M. P. AND P. L. SMITH (2014). "A SYSTEMATIC APPROACH TO MODEL THE INFLUENCE OF THE TYPE AND DENSITY OF VEGETATION COVER ON URBAN HEAT USING REMOTE SENSING." LANDSCAPE AND URBAN PLANNING 132: 47-54.

Improved natural environments and UHI effect

Increasing tree covers reduces average surface temperature significantly more than mixed vegetation cover. If an area with no vegetation was to be replaced by a typical parkland, land surface temperature would be reduced by 3.48 degrees C

Australia
'
Sydney



NSW OFFICE OF ENVIRONMENT AND HERITAGE (2015). URBAN GREEN COVER IN NSW: TECHNICAL GUIDELINES, NSW GOVERNMENT. AVAILABLE AT:

<[HTTPS://CLIMATECHANGE.ENVIRONMENT.NSW.GOV.AU/-/MEDIA/NARCLIM/FILES/SECTION-4-PDFS/URBAN-GREEN-COVER-TECHNICAL-GUIDELINES.PDF?LA=EN&HASH=C7FCADABE417DD2DF67461F067463054D9408E2F](https://climatechange.environment.nsw.gov.au/media/narclim/files/section-4-pdfs/urban-green-cover-technical-guidelines.pdf?la=en&hash=c7fcadabe417dd2df67461f067463054d9408e2f)>

Improved natural environments and UHI effect

Dark, impervious surfaces can absorb solar energy, causing the temperature of the city to rise as much as 10-20 degrees C higher than surrounding air temperatures. Every 10% increase in tree cover can reduce land surface temperatures by more than 1 degree Celsius. This means that a 14% increase in tree cover would offset this thermal loading effect

Australia, NSW



**LOUGHNAN, M. E., ET AL.
(2010). "THE EFFECTS OF
SUMMER TEMPERATURE,
AGE AND
SOCIOECONOMIC
CIRCUMSTANCE ON
ACUTE MYOCARDIAL
INFARCTION ADMISSIONS
IN MELBOURNE,
AUSTRALIA."
INTERNATIONAL JOURNAL
OF HEALTH GEOGRAPHICS
9(1): 41.**

UHI effect and
health outcomes

Positive association between AMI admission to hospital and age and socioeconomic inequality.
Residents from highest or lowest socioeconomic standing more likely to be admitted for AMI; younger people most likely to be admitted.

Australia,
Melbourne



<p>PHUNG, D., ET AL. (2016). "AMBIENT TEMPERATURE AND RISK OF CARDIOVASCULAR HOSPITALIZATION: AN UPDATED SYSTEMATIC REVIEW AND META-ANALYSIS." SCIENCE OF THE TOTAL ENVIRONMENT 550: 1084-1102.</p>	<p>UHI effect and health outcomes</p>	<p>The pooled results suggest that for a change in temperature condition, the risk of cardiovascular hospitalization increased 2.8% for cold exposure, 2.2% for heatwave exposure, and 0.7% for an increase in diurnal temperature. No association was observed for heat exposure.</p> <p>Effects did change when incorporating variation of effect sizes: 7.8% for cold exposure, 1% for heat exposure, 6.1% for heatwave exposure, and 1.5% for an increase in diurnal temperature.</p>	<p>Germany, South Korea, Greece, UK, Taiwan, Australia, China, Portugal, Japan, USA, Vietnam, Mozambique, Czech Republic, Denmark, Thailand, Italy, Lithuania, Slovenia, France and Russia</p>
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MUELLER, N., ET AL. (2016). "URBAN AND TRANSPORT PLANNING RELATED EXPOSURES AND MORTALITY: A HEALTH IMPACT ASSESSMENT FOR CITIES." ENVIRONMENTAL HEALTH PERSPECTIVES 125(1): 89-96.

UHI effect and health outcomes

Reducing heat by 4 degrees prevents 376 deaths, increasing life expectancy by 34 days.

Barcelona, Spain

YE, X., ET AL. (2011). "AMBIENT TEMPERATURE AND MORBIDITY: A REVIEW OF EPIDEMIOLOGICAL EVIDENCE." ENVIRONMENTAL HEALTH PERSPECTIVES 120(1): 19-28.

UHI effect and health outcomes

The majority of studies reported a significant relationship between ambient temperature and total or cause-specific morbidities. However, there were some inconsistencies in the direction and magnitude of nonlinear lag effects.
The majority of studies reported detrimental effects of heat on the same day or up to the following 3 days.

USA, Canada, Japan, Taiwan, Australia, Greece, Spain, South Korea, UK, Switzerland and Italy



**XU, Z., ET AL. (2012).
"IMPACT OF AMBIENT
TEMPERATURE ON
CHILDREN'S HEALTH: A
SYSTEMATIC REVIEW."
ENVIRONMENTAL
RESEARCH 117: 120-131.**

UHI effect and
health outcomes

The existing literature indicates that very young children, especially children under one year of age, are particularly vulnerable to heat-related deaths. Hot and cold temperatures mainly affect cases of infectious diseases among children, including gastrointestinal diseases and respiratory diseases. Pediatric allergic diseases, like eczema, are also sensitive to temperature extremes. During heat waves, the incidences of renal disease, fever and electrolyte imbalance among children increase significantly.

Peru, Malta,
Japan,
Germany,
UK,
Bangladesh,
Burkina
Faso,
Australia,
Spain,
Greece,
Taiwan, USA,
Cameroon
and
Singapore

**CENTER FOR DISEASE
CONTROL AND
PREVENTION (2006), HEAT
ISLAND IMPACTS, VIEWED
JANUARY 2018,
<[HTTPS://WWW.EPA.GOV/
HEAT-ISLANDS/HEAT-
ISLAND-IMPACTS#3](https://www.epa.gov/heat-islands/heat-island-impacts#3)>**

UHI effect and
health outcomes

Estimates that from 1979–2003, excessive heat exposure contributed to more than 8,000 premature deaths in the United States

United
States



**KABISCH, N., ET AL. (2017).
"THE HEALTH BENEFITS OF
NATURE-BASED
SOLUTIONS TO
URBANIZATION
CHALLENGES FOR
CHILDREN AND THE
ELDERLY-A SYSTEMATIC
REVIEW."
ENVIRONMENTAL
RESEARCH 159: 362-373.**

UHI effect and
health outcomes

Kabisch, van den Bosch and Laforzezza (2017) found that urban trees and other vegetation provides cooling through shade and evapotranspiration, which reduce the impact of the UHI on hot summer days

Global

**KJELLSTROM, T. AND H. J.
WEAVER (2009). "CLIMATE
CHANGE AND HEALTH:
IMPACTS, VULNERABILITY,
ADAPTATION AND
MITIGATION." NEW
SOUTH WALES PUBLIC
HEALTH BULLETIN 20(2):
5-9.**

UHI effect and
health outcomes

Heat island effect contributes to greater heat exposure, which is positively associated with morbidity and mortality; mortality increases at temperatures above 28 degrees C, particularly amongst people 65+ years.

Australia,
ACT



PERČIČ, S., ET AL. (2018). "NUMBER OF HEAT WAVE DEATHS BY DIAGNOSIS, SEX, AGE GROUPS, AND AREA, IN SLOVENIA, 2015 VS. 2003." INTERNATIONAL JOURNAL OF ENVIRONMENTAL RESEARCH AND PUBLIC HEALTH 15(1): 173.

UHI effect and health outcomes

People over 75 years and those with pre-existing acute circulatory diseases are most heavily impacted by heatwave.
 Risk factors of hypertension include being overweight and sedentary lifestyle.
 Older people with physiological cardiovascular impairment are more sensitive to heat waves

Slovenia

SMITH, K. R. AND P. J. ROEBBER (2011). "GREEN ROOF MITIGATION POTENTIAL FOR A PROXY FUTURE CLIMATE SCENARIO IN CHICAGO, ILLINOIS." JOURNAL OF APPLIED METEOROLOGY AND CLIMATOLOGY 50(3): 507-522.

UHI effect and urban environments

Widespread adoption of vegetated roofs could reduce localised temperatures up to 3 degrees C, but the effect is similar to other technologies (e.g. white roofs).
 The green roof approach also has several limitations including that the reduced temperature reduces natural circulation at the warmest times. Though this could reduce pollutants in the city, it also reduces natural cooling.

USA

ZANDER, K. K., ET AL. (2015). "HEAT STRESS CAUSES SUBSTANTIAL LABOUR PRODUCTIVITY LOSS IN AUSTRALIA." NATURE CLIMATE CHANGE 5(7): 647.

Health outcomes and economic outcomes

Estimated productivity may decrease by 11-27% in hot regions by 2080, and by 20% globally in hot months by 2050.
 Annual economic burden estimated to be US\$6.2b for Australian workforce.

Australia



KJELLSTROM, T. AND H. J. WEAVER (2009). "CLIMATE CHANGE AND HEALTH: IMPACTS, VULNERABILITY, ADAPTATION AND MITIGATION." NEW SOUTH WALES PUBLIC HEALTH BULLETIN 20(2): 5-9.

Health outcomes and economic outcomes

Positive association between direct heat exposure and labourer’s ability to carry out physical work, increased absenteeism and reduced labour productivity

Australia, ACT

GREEN BELT (2015). THE IMPACT OF GREEN SPACE ON HEAT AND AIR POLLUTION IN URBAN COMMUNITIES: A META-NARRATIVE SYSTEMATIC REVIEW. THE DAVID SUZUKI FOUNDATION. AVAILABLE AT: <HTTPS://DAVIDSUZUKI.ORG/WP-CONTENT/UPLOADS/2017/09/IMPACT-GREEN-SPACE-HEAT-AIR-POLLUTION-URBAN-COMMUNITIES.PDF>

Improved natural environments and UHI effect
Improved natural environments and air quality

Among the identified studies on green space and air pollution, 92% reported pollution mitigating effects, Among studies on heat mitigation, 98% reported urban cooling effects associated with green space

USA, China, Japan, UK, Italy, Greece, Germany, Canada



<p>VAN DEN BOSCH, M. AND Å. O. SANG (2017). "URBAN NATURAL ENVIRONMENTS AS NATURE-BASED SOLUTIONS FOR IMPROVED PUBLIC HEALTH—A SYSTEMATIC REVIEW OF REVIEWS." ENVIRONMENTAL RESEARCH 158: 373-384.</p>	<p>Improved natural environments and all health risk factors All health risk factors and health outcomes</p>	<p>Increase in natural green space accessibility strongly associated with increased physical activity, with greatest benefit being reduced cardio-vascular disease (CVD) risk and related mortality. Inconclusive association between obesity as an outcome of physical inactivity but strong evidence of association between obesity and CVD, and obesity and mental disorders. Strong association between physical activity and reduced levels of anger and sadness. Association between excess heat and disease susceptibility due to reduced 'adaptation capacity of human thermoregulation' (may exacerbate existing chronic conditions). Moderate to strong evidence of positive association between green space and all-cause mortality</p>	<p>Global</p>
<p>OFFICE OF BEST PRACTICE REGULATION (2014). BEST PRACTICE REGULATION GUIDANCE NOTE VALUE OF STATISTICAL LIFE. AUSTRALIAN GOVERNMENT DEPARTMENT OF THE PRIME MINISTER AND CABINET. AVAILABLE AT: <HTTPS://WWW.PMC.GOV.AU/SITES/DEFAULT/FILES/PUBLICATIONS/VALUE_OF_STATISTICAL_LIFE_GUIDANCE_NOTE.PDF ></p>	<p>Health outcomes and economic outcomes</p>	<p>WTP method is most appropriate for measuring the value of statistical life (reductions in the risk of physical harm). WTP involves identifying how much a consumer would pay for products that reduce/mitigate the risk of death or serious injury</p>	<p>Global</p>



ABELSON, P. (2008). ESTABLISHING A MONETARY VALUE FOR LIVES SAVED: ISSUES AND CONTROVERSIES. OFFICE OF BEST PRACTICE REGULATION. AVAILABLE AT: <HTTPS://WWW.PMC.GOV.AU/SITES/DEFAULT/FILES/PUBLICATIONS/WORKING_PAPER_2_PETER_ABELSON.PDF>

Health outcomes and economic outcomes

VSL from studies ranged from A\$3m to A\$15m. Paper suggests that public agencies in Australia adopt a VSL of \$3.5m for avoiding an immediate death of a healthy individual in middle age (about 50) or younger; a constant VLY of \$151 000 which is independent of age; and age-specific VSLs for older persons equal to the present value of future VLYs of \$151,000 discounted by 3% per annum.

Australia

ACCESS ECONOMICS (2007). THE HEALTH OF NATIONS: THE VALUE OF STATISTICAL LIFE. AUSTRALIAN SAFETY AND COMPENSATION COUNCIL. AVAILABLE AT: <HTTPS://WWW.SAFEWORKAUSTRALIA.GOV.AU/SYSTEM/FILES/DOCUMENTS/1702/THEHEALTHOFNATIONS_VALUE_STATISTICALIFE_2008_PDF.PDF>

Health outcomes and economic outcomes

While VSL is somewhat flawed as a concept to capture the value of health life, WTP approach to valuing human life have been the focus of the literature in this area since the 1960s. Revealed preference studies are generally considered superior to stated preference methods in revealing WTP as they are based on real world empirical binding market transactions. A literature review suggests a mean VSL in Australia of \$5.7m and a median of \$2.9m.

Global



<p>ORGANISATION FOR ECONOMIC COOPERATION & DEVELOPMENT 2012, THE VALUATION OF MORTALITY RISK, MORTALITY RISK VALUATION IN ENVIRONMENT, HEALTH AND TRANSPORT POLICIES, OECD PUBLISHING. AVAILABLE AT: <HTTP://WWW.OECD.ORG/ENVIRONMENT/MORTALITYRISKVALUATIONINENVIRONMENTHEALTHANDTRANSPORTPOLICIES.HTM></p>	<p>Health outcomes and economic outcomes</p>	<p>While in some cases, a new primary valuation study, tailored for the specific policy in question, might be needed in order to carry out an appropriate CBA, in many situations benefit transfer (where VSL values that have been estimated in one context are– with appropriate adjustments – used in policy assessments in another context) will generally be less time- and resource-consuming. Average adult VSL for OECD countries ranges between US \$1.5m-4.5m, with a base value of US \$3m.</p>	<p>Global</p>
<p>VISCUSI, W. K. AND J. E. ALDY (2003). "THE VALUE OF A STATISTICAL LIFE: A CRITICAL REVIEW OF MARKET ESTIMATES THROUGHOUT THE WORLD." NATIONAL BUREAU OF ECONOMIC RESEARCH WORKING PAPER SERIES 9487.</p>	<p>Health outcomes and economic outcomes</p>	<p>Median value of VSL of prime-aged workers is \$7m Income elasticity of VSL ranges from 0.5 to 0.6</p>	<p>USA</p>



JORDAN. H, DUNT ET. AL (UNDATED). MEASURING THE COST OF HUMAN MORBIDITY AND MORTALITY FROM ZONOTIC DISEASES. AUSTRALIAN CENTRE OF EXCELLENCE FOR RISK ANALYSIS. AUSTRALIA. AVAILABLE AT: <HTTPS://CEBRA.UNIMELB.EDU.AU/_DATA/ASSETS/PDF_FILE/0008/2220875/1002B0ID1FR.PDF>

Health outcomes and economic outcomes

Must consider burden of disease as when measuring consequences of illness; must consider single or multi-criteria approach, use of data, time and resources available, contribution of modelling and equity consideration when measuring economic costs
WTP method may be warranted if intangible costs are important. Review recommends use of Cost of Illness method to measure economic costs of human morbidity and mortality

Australia

MARKEYVCH, I., ET AL. (2017). "EXPLORING PATHWAYS LINKING GREENSPACE TO HEALTH: THEORETICAL AND METHODOLOGICAL GUIDANCE." ENVIRONMENTAL RESEARCH 158: 301-317.

Improved natural environments and health outcomes

Green spaces have 3 functions: reducing harm (air pollution, noise reduction, heat reduction), restoring capacities (attention and focus restoration) & building capacities (encouraging physical activity & facilitating social cohesion). These functions may lead to improving physical health & wellbeing (self-perceived health, higher birth weight, lower BMI, lower risk of depression and cardiovascular disease)

Global

Source: Frontier Economics

Sustainability Planning Scheme Amendment – Cost-Benefit Analysis

Final



Frontier Economics

Brisbane | Melbourne | Singapore | Sydney

Frontier Economics Pty Ltd
395 Collins Street Melbourne Victoria 3000

Tel: +61 3 9620 4488

<https://www.frontier-economics.com.au>

ACN: 087 553 124 ABN: 13 087 553 124

6.5 Ferntree Gully Cemetery Strategic Review - (Deferral)

**SUMMARY: Acting Manager Governance, Andrew Dowling
Council Resolved at its November 2021 meeting to receive a report regarding the long term sustainability of Ferntree Gully Cemetery by May 2022.**

It is recommended that Council note the circumstances which have delayed the requested report and the new timeline for presentation.

RECOMMENDATION

That Council resolve to note that the requested report regarding the long term sustainability of Ferntree Gully Cemetery has been delayed and will be presented to Council no later than July 2022.

1. INTRODUCTION

At its meeting of 21 November 2021 Council considered an officers' report regarding the sale of new positions at Ferntree Gully Cemetery (Ferntree Gully Cemetery Ashes Extension Update).

At that meeting, Council additionally resolved:

"Notes a further report is to be received by Council by May 2022 that considers the long term sustainability of the cemetery including:

- 1. Opportunities for further interment locations*
- 2. Pricing policy for available sites*
- 3. Future cemetery governance model and*
- 4. Community involvement in cemetery sustainability"*

2. DISCUSSION

At the time of the November 2021 Council meeting, it was anticipated that staff would have sufficient capacity to finalise the requested report in the specified timeline.

In the intervening period, commencing the sale of new ashes positions, ongoing COVID lockdowns and the general workload of the Governance Department has meant the resources necessary to prepare the requested report have not been available.

Capacity with the Governance Team has also been further diminished more recently by the resignation of two key staff (the Manager Governance and Senior Administration Officer).

The requested report will be prioritised in the coming months to ensure presentation to Council no later than July 2022.

3. CONSULTATION

Nil

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental / amenity considerations arising as a direct result of this report

6. FINANCIAL & ECONOMIC IMPLICATIONS

Nil

7. SOCIAL IMPLICATIONS

Nil

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

Civic Engagement & Integrity

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Acting Manager Governance, Andrew Dowling
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

Nil

6.6 Request 1 - Rent Relief for Commercial Tenants in Council Owned Buildings

SUMMARY: Acting Coordinator Property Management, Paige Kennett

The Victorian Government introduced new regulations for the Commercial Tenancy Relief Scheme in 2022 for eligible leases between 15 January 2022 to 16 March 2022. The temporary measures apply to tenants and landlords under certain conditions to assist businesses continuing to be affected by the COVID-19 pandemic.

Council has received a request for rent relief from a commercial tenant with respect to their eligible lease in a Council owned property which has been assessed according to the prescribed regulations.

In addition, Council has received a separate request of support from a commercial tenant currently leasing Council property. This information is provided in Confidential Attachment B and options of support have been considered and recommended for the Council's consideration.

RECOMMENDATION

That Council:

1. Note the applications for rent relief from the commercial tenant as detailed in Confidential Attachment A;
2. Approve a total rent relief offer for the months of January, February and March 2022 of \$4,164.16; broken into \$2,649.92 waived rent, and \$2,649.92 deferred rent;
3. Authorise the Chief Executive Officer (or such person nominated by the CEO) to execute any necessary lease variations in accordance with the Regulations only, to give effect to these resolutions;
4. Note the tenant's closure period as detailed in Confidential Attachment B and approve 100% deferred rent relief from 17 March 2022 to 1 September 2022, and approve the extension of the lease for the period of deferred rent;
5. Defer all previously agreed rent relief payments, as agreed to per the regulations until September 2022;
6. Authorise the Chief Executive Officer (or such person nominated by the CEO) to execute a further lease variation in accordance with the closure period as at point 4 to give effect to these resolutions;
7. Note that a further report will be provided to Council to consider any potential further changes to existing lease arrangements.

1. INTRODUCTION

The Victorian Government introduced new regulations for the Commercial Tenancy Relief Scheme in 2022, broadly based on the previous Rent Relief Schemes, with the continued objective of alleviating the financial hardship faced by small business tenants and landlords as a result of the COVID-19 pandemic. The scheme is available to businesses with an annual turnover of less than \$10 million (reduced from \$50 million as was in previous schemes) and that had experienced a decline in turnover of at least 30% due to COVID-19. The current

scheme is operating between 16 January 2022 to 15 March 2022 to business tenants that meet the eligibility criteria (annual turnover of less than \$10 million and a decline in turnover of at least 30%).

Commercial tenants have requested rent relief for the relevant periods. Officers have followed the Victorian Government Regulations to assess rent relief requests and offers for eligible commercial tenants. This paper details the requests made to Council and the offers. Due to the uncertain distinction between 'debts, fees and charges' and how they relate to the Council to CEO delegation, this paper has been brought to Council.

In a separate but related matter, one of Council's tenants has provided information on the businesses current state and mitigations and actions being taken by the business to survive this period of uncertainty. This information is provided to Council in Confidential Attachment B for information only.

2. DISCUSSION

Council has received requests from a commercial tenant, details of which are provided in Confidential Attachment A (considered confidential as they relate to private commercial information).

The total offer is presented in the recommendation to Council in total.

3. CONSULTATION

Council officers have consulted with the commercial tenant through the managing real estate agents to ascertain the tenant's individual situation and receive the correct information in accordance with the regulations.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental/amenity issues to be considered.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Previous rent relief schemes were based on forced government shutdowns, with tenants able to apply for rent relief based on these forced shutdowns and the financial impact of those shutdowns.

The revised scheme available between January and March 2022, has been made available to tenants that have been indirectly impacted by the COVID-19 pandemic, for example by lower demand or fewer customers, and are also eligible, even if their operations were not closed due to restrictions.

7. SOCIAL IMPLICATIONS

Providing rent relief support to commercial businesses at this time encourages and supports Council's commercial tenants to remain in business and enables an accelerated recovery of our local economy from the COVID-19 pandemic.

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.

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

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

- private commercial information, that if released, would unreasonably expose the business to disadvantage because it would release financial information about the business that is not generally available to their competitors.

Report Prepared By: Acting Coordinator Property Management, Paige Kennett

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

Attachments

Confidential Attachments A and B are circulated under separate cover

6.7 Request 2 - Rent Relief for Commercial Tenant in Council Owned Buildings

SUMMARY: Acting Coordinator Property Management, Paige Kennett

The Victorian Government has introduced multiple iterations of the Commercial Tenancy Relief Scheme, designed to support businesses during the pandemic. Most recently, the Victorian Government released updated regulations for the Commercial Tenancy Relief Scheme with respect to eligible leases for the period between 15 January 2022 to 16 March 2022. The temporary measures apply to tenants and landlords under certain eligible leases to assist with businesses continuing to be affected by the COVID-19 pandemic.

Council has received a request from a commercial tenant for rent relief in respect of their eligible lease in Council owned property, which has been assessed according to the prescribed regulations.

RECOMMENDATION

That Council:

- 1. Note the applications for rent relief from the commercial tenant as detailed in Confidential Attachment A**
- 2. Approve a total rent relief offer for the period between July 2021 and February 2022 of \$6,811.66; broken into \$3,405.83 waived rent and \$3,405.83 deferred rent;**
- 3. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to execute any necessary lease variations in accordance with the regulations, to give effect to these resolutions.**

1. INTRODUCTION

The Victorian Government introduced new 2022 regulations for the Commercial Tenancy Relief Scheme, broadly based on the previous Rent Relief Schemes, with the continued objective of alleviating the financial hardship faced by small business tenants and landlords as a result of the COVID-19 pandemic. The scheme is available to businesses with an annual turnover of less than \$10 million (reduced from \$50 million as was in previous schemes) and experienced a decline in turnover of at least 30% due to COVID-19. The current scheme is operating between 16 January 2022 to 15 March 2022 to business tenants that meet the eligibility criteria (annual turnover of less than \$10 million and a decline in turnover of at least 30%).

Previous Tenancy Rent Relief Regulations also apply for this application and the request is compliant to the requirements under the regulations.

Commercial tenants have requested rent relief for the relevant periods. Officers have followed the Victorian Government Regulations to assess rent relief requests and offers for eligible commercial tenants. This paper details the requests made to Council and the offers. Due to the uncertain distinction between 'debts, fees and charges' and how they relate to the Council to CEO delegation, this paper has been brought to Council.

2. DISCUSSION

Council has received a request from a commercial tenant, details of which are provided in Confidential Attachment A (considered confidential as they relate to private commercial information).

As the legislated time period to accept a rent relief offer lapses after 14 days, and the reporting timelines to Council exceeds this time period, the offer presented to Council in the recommendation, has been offered by the tenant and accepted by council officers. The rent relief offer and acceptance is compliant under the regulations.

The total offer is presented in the recommendation to Council in total. A breakdown is available in Confidential Attachment A.

3. CONSULTATION

Council officers have consulted with the commercial tenant through the managing real estate agents to ascertain the tenants individual situation and receive the correct information in accordance with the regulations.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental/amenity issues to be considered.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Previous rent relief schemes were based on forced government shutdowns, with tenants able to apply for rent relief based on these forced shutdowns and the financial impact of those shutdowns.

The revised scheme available between January and March 2022, has been made available to tenants that have been indirectly impacted by the COVID-19 pandemic, for example by lower demand or fewer customers, and are also eligible, even if their operations were not closed due to restrictions.

The total rent relief offer that has been accepted by the tenant, provides rent relief to the business owner of \$3,405.83 of waived rent, and \$3,405.83 of deferred rent relief for a total of six months combined relief.

7. SOCIAL IMPLICATIONS

Providing rent relief support to commercial businesses at this time encourages and supports Council's commercial tenants to remain in business and enables an accelerated recovery of our local economy from the COVID-19 pandemic.

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.

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

Attachment A 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:

- private commercial information that if released, would unreasonably expose these commercial businesses to disadvantage because it would release financial information about the business that is not generally available to their competitors.

Report Prepared By: Acting Coordinator Property Management, Paige Kennett

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

Attachments

Confidential Attachment A is circulated under separate cover

6.8 Proposed Land Exchange and Sale - 147 Napoleon Rd, Lysterfield

SUMMARY: Acting Coordinator Property Management, Paige Kennett

At Council's Ordinary Meeting of March 2022, it resolved to commence the statutory process to exchange 24sqm and sell 3sqm of land (tree reserve) to the owner of 147 Napoleon Rd, Lysterfield. This report now comes to Council following completion of the community engagement process in accordance with the community engagement policy and now recommends for exchange and sale, land as described within the report recommendation at the tree reserve located at 147 Napoleon Rd, Lysterfield.

RECOMMENDATION

That Council:

- 1. Having undertaken a community engagement process in accordance with its community engagement policy under Section 114 of the Local Government Act 2020 and being of the opinion that Council's tree reserve shown outlined blue on the plan contained in Attachment A to this report, being part of the land contained in certificate of title Volume 9859 Folio 504 (Reserve) is surplus to Council's requirements:
 - a. Transfer the reserve (subject to removal of the reservation) to the adjoining owner in consideration of the adjoining owner designating the land shown outlined in red on the plan contained in Attachment A to this report, being part of the land contained in certificate of title Volume 9859 Folio 496 (Owner's land), as a reserve and vesting the Owner's land in Council; and****
- 2. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to finalise all negotiations and sign all required documentation required to finalise this transaction.**

1. INTRODUCTION

At Council's March 2022 Meeting, Council resolved to commence the statutory process for the exchange of 24sqm and sale of 3 sqm of tree reserve along Napoleon Road to the owner of 147 Napoleon Rd, Lysterfield for the purpose of the safe relocation and better functioning driveway access onto Napoleon Rd. With the statutory process now complete, Council may now resolve upon this matter.

2. DISCUSSION

At Council's March 2022 Ordinary meeting, Council resolved as follows:

That Council:

- 1. Being of the opinion that Council's tree reserve area identified as Volume 9859 Folio 504 is surplus to Council's requirements, commence the statutory process, under Section 114 of the Local Government Act 2020 to:
 - i) Exchange 24sqm of tree reserve identified as developer owned reserve Volume 9859 Folio 496 with Council owned tree reserve Volume 9859 Folio 504; and*
 - ii) Undertake the sale of 3sqm of tree reserve identified as Volume 9859 Folio 504;**
- 2. Note a further report will be received by Council following the statutory process for its final determination on the matter.*

Following Council's resolution, Council officers undertook the statutory process in accordance with the *Local Government Act 2020*, including publication of a public notice on Knox City Council's website and onsite at the property in Lysterfield declaring Council's intent to exchange and sell the parcels of land as described. The notice also outlined the process for people to make a submission about the proposed exchange and sale. At the conclusion of the public notice period, no submissions were received.

It is now recommended to exchange 24sqm and sell 3sqm of Council land to the owner of 147 Napoleon Rd Lysterfield.

3. CONSULTATION

The statutory process was completed in accordance with the *Local Government Act 2020*. At the conclusion of the public notice period, no submissions were received.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the recommendation will positively impact upon the Community Net zero 2040 target by removing unnecessary hardstand (driveway) which increases urban heat island effect. The Tree Reserve has no vegetation other than grass but has the ability to be planted out at a future date. The approved planning permit requires the developer to plant 27 additional trees throughout the development, which results in a net gain of vegetation on the site.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The reserve area being exchanged and sold is a total of 27sqm. The area of tree reserve that Council will own in the exchange will have all hardstand removed at the cost of the developer. The 24sqm area that Council is exchanging for the proposed cross over has no vegetation other than grass so is considered very low impact to the local environment.

The development has environmental benefits as the planning permit requires the planting out of 16 small canopy trees, 7 medium canopy trees and 4 large canopy trees within the development site.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The exchange of the equal portions of land (24sqm) will be completed with no consideration. The 3sqm that Council sells to the developer will be sold at market rate as determined by an independent valuer. All costs to Council including all legal costs, are fully covered by the developer under a Cost Agreement. There shall be no costs incurred to Council for the exchange and sale of this land.

7. SOCIAL IMPLICATIONS

The dwelling development in the area provides new housing, and the land exchange safely enables the new homes to have safe access to the local road network.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

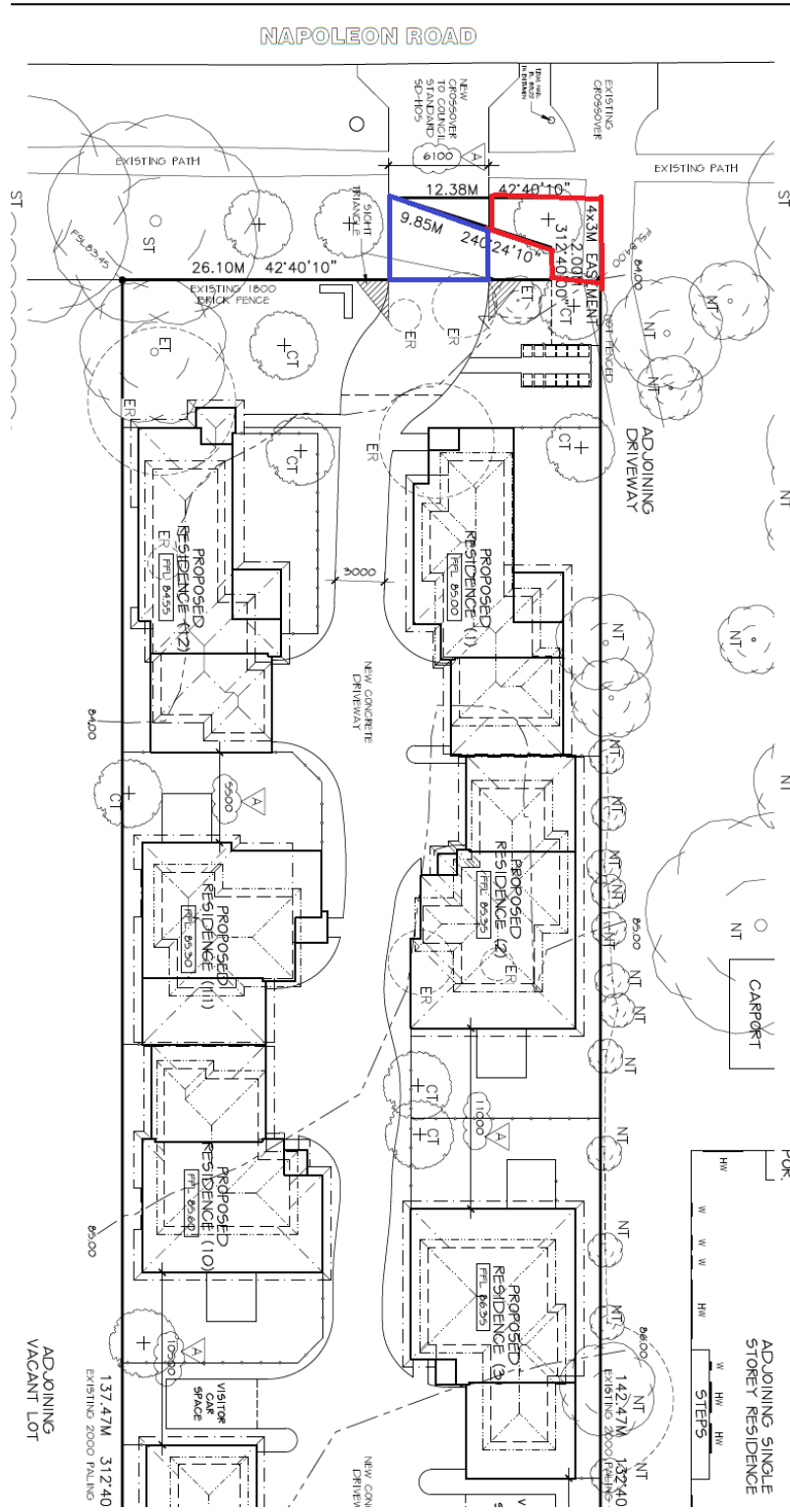
Report Prepared By: Acting Coordinator Property Management, Paige Kennett

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

Attachments

1. Attachment A - 147 Napoleon Ave Lysterfield [6.8.1 - 1 page]

Attachment A – 147 Napoleon Road Lysterfield



Knox City Council, ABN 24 477 480 661, 511 Burwood Highway, Wantirna South Victoria 3152, Telephone 03 9298 8000, Fax 03 9800 3096, Email knoxcc@knox.vic.gov.au, DX 18210 KNOX, knox.vic.gov.au



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

8.1 Contract 2659 - Stamford Park Construction Tender

SUMMARY: Project Manager, Major Initiatives Unit – Joe Kelly

This report considers and recommends the appointment of a tenderer for the construction of the Stamford Park Parklands Construction.

RECOMMENDATION

That Council:

- 1. Accepts the tender submitted by Max Bright & Sons Pty Ltd for the lump sum price of \$9,537,897.41 excluding GST for Contract 2659 – Stamford Park Parklands Construction;**
- 2. Allocates a contingency for this project as set out in the confidential Attachment 1, and authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to expend this contingency at their discretion;**
- 3. Authorises the Chief Executive Officer (or such person the Chief Executive Officer selects) to execute contract documentation of 2659 – Stamford Park Parklands Construction to give effect to Council's decision; and**
- 4. Advises all tenderers accordingly.**

1. INTRODUCTION

This contract is for the construction of the remaining two packages of works (Lake Precinct & Ephemeral Wetlands) for the Stamford Park Parklands. These works have been developed in accordance with the Stamford Park Masterplan and will include bulk earthworks, wetland construction, boardwalks, paths, pedestrian bridge, play equipment, public toilets, lookout tower, picnic tables and planting.

The site is located at Stamford Park, Emmeline Row, Rowville.

In accordance with Council's Procurement Policy, after considering the complexity, value and risk associated with this contract, it was determined to utilise a public tender process commensurate with the approved Procurement Plan.

This report considers and recommends the appointment of a tenderer to undertake the works.

2. DISCUSSION

2.1 Background

The Stamford Park Masterplan was updated and endorsed by Council in July 2014. This Masterplan has since informed the development and delivery of works for the precinct including the Stamford Park Homestead and Gardens. A 6.35ha residential pad within Stamford Park was sold to provide funds for the development of the Homestead and Parklands.

The Stamford Park Parklands is 36.1ha in size with concept designs and estimates endorsed by Council in July 2017 (SPC meeting 10 July 2017).

For design purposes, works in the Parklands were separated into three packages:

1. Lake Precinct;
2. Ephemeral Wetlands; and
3. Adventure Play Precinct.

The Masterplan, Concept and Detailed Designs for the Lake Precinct and Ephemeral Wetlands were completed by Tract Consultants Pty Ltd. For the past two years, Council officers have been working with Melbourne Water in the development of the Lake Precinct as this requires modifications to the existing Melbourne Water wetlands. This work has now been completed along with the tendering for the construction works.

2.2 Proposed Works

Following tender evaluation and contract award, construction works are planned to commence in June 2022 and be completed by August 2023. Works consist of bulk earthworks, wetland construction, boardwalks, paths, pedestrian bridge, play equipment, public toilets, lookout tower, picnic tables and planting.

2.3 Tenders Received

Council advertised a public tender for this project on 15 January 2022, in accordance with Council's Procurement Policy and approved Procurement Plan. The tender closed on 21 February 2022.

The following tenders were received:

Tender 1: Entracon Pty Ltd

Tender 2: Max Bright and Sons Pty Ltd

2.4 Tender Evaluation Panel

The Tender Evaluation Panel consisted of suitably qualified panel members experienced in the evaluation and award of major capital works projects.

All members of the Panel signed the Conflict of Interest and Confidentiality Agreements indicating that they had no conflict of interest or association with any of the submitting tenderers.

2.5 Evaluation Criteria

The evaluation criteria, as listed in the Conditions of Tender, have been assigned the following weightings in accordance with the approved Procurement Plan:

Price	40%
Demonstrated Skills and Experience	20%
Project Timeframes, Resources and Methodology	30%
Sustainable Communities Objectives	10%

The tender also nominated the following mandatory criteria:

- Public Liability Insurance \$20M
- OH&S System
- Quality Assurance System
- Compliance with tender documentation
- Financial capacity

2.6 Preferred Tender

Max Bright and Sons Pty Ltd is the recommended tenderer with the highest overall evaluation score. It is anticipated that Max Bright and Sons Pty Ltd will provide satisfactory performance and successfully deliver this project.

Refer to confidential Attachment 1 – Procurement Report (which includes the Tender Evaluation Matrix) for the detailed tender evaluation.

3. CONSULTATION

Aside from checking referees of preferred tenderer, no further consultation was undertaken as part of the tender evaluation process.

4. CLIMATE CHANGE CONSIDERATIONS

The research, analysis and planning of this project has considered opportunities for adapting to climate change. A brief outline is noted below:

- The project exceeds the Council's Sustainable Buildings and infrastructure Policy, with the development designed to meet best practice environmental standards.
- The project is designed to be net stormwater discharge neutral with no net increase in runoff volumes.
- The project is designed to reuse the spoil generated during bulk earthworks by creating landscaped mounds.
- The project is designed to achieve 100% best practice environmental management stormwater targets.
- The project is designed to exceed minimum 5% use of recycled content for civil concrete construction works.
- All planting species are native varieties in order to eliminate the use of irrigation and to reduce ongoing energy utilization for maintenance.

5. ENVIRONMENTAL/AMENITY ISSUES

The following principles of Council's Sustainable Buildings and Infrastructure Policy have been incorporated in the proposed Stamford Park Parklands Design:

- Minimum 40% efficiency over existing construction standards for both water and energy use – careful selection of native plants will eliminate the use of irrigation and reduce the frequency and extent of ongoing maintenance.
- Achieve 100% of Best Practice Environmental Management stormwater targets - given the Stamford Park Parklands are situated within the Corhanwarrabul Creek floodplain, a significant part of the design centers on integrated water management and maintaining the hydraulic functionality of the floodplain. The rehabilitation and extension of the existing wetlands will enhance the stormwater retention and the water quality treatment.
- Achieve a 70% recycling target for demolition and construction waste – the design aims to reuse the spoil generated from the bulk earthworks. Excess spoil is to be reshaped to form viewing mounds rather than being transported off site. Following compaction of the proposed mounds they will be hydroseeded. Key performance indicators for the contractor to minimize construction waste on site is included in the project contract documentation. The Superintendent’s Representative (Council’s Project Manager) shall regularly monitor that these performance indicators are being met.
- Be net stormwater discharge neutral (no net increase in runoff volumes pre and post development) – the stormwater retention capacity will be significantly increased following the creation of 30 ha of riparian vegetation and floodplain habitat.

The proposed development will have a low impact on existing vegetation as there are very few existing trees on the site. The net result will be a significant increase in vegetation due to the abundant planting schedule.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The total funds allocated to the project (Lake precinct & Ephemeral wetlands package) is within the nominated budget as detailed in the attached Procurement Report.

7. SOCIAL IMPLICATIONS

No social implications needed to be further considered in the evaluation of this contract, as the preferred tenderer is compliant with Item 5 of the Comparative Criteria contained in the tender documents.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

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.

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

Attachment 1 is included in the confidential agenda as it contains confidential information pursuant to Councils Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Private commercial information that if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not generally available to their competitors.

Report Prepared By: Project Manager, Major Initiatives Unit – Joe Kelly

Report Authorised By: Director, Infrastructure – Grant Thorne

Confidential Attachment 1 is circulated under separate cover

8.2 Contract 2967 – Pruning and General Arboricultural Services tender

SUMMARY: Sam Jones – Coordinator Urban Forest and City Presentation

Contract 2967 – Pruning and General Arboricultural Services replaces Contract 2357 – Tree Pruning and General Arboricultural Services which expires 30 June 2022. The full term of Contract 2357 plus extensions have been executed. There are two components to Contract 2967. The first component is the lump sum component which relates to programmed tree inspection and maintenance. The second component (Schedule of Rates) addresses reactive tree works arising from customer requests, internal asset inspection cycles and in-house programs.

RECOMMENDATION

That Council resolves:

- 1. To accept the tenders submitted for a period of 2 years with the option of 2 x 2 year extensions, as follows**
 - a. Lump Sum**
 - i. Active Tree Services Pty Ltd**
 - b. Tree Pruning and Removal**
 - i. Active Tree Services Pty Ltd**
 - ii. Batt Brothers Pty Ltd**
 - iii. Citywide Service Solutions Pty Ltd**
 - iv. Tree Serve Pty Ltd**
 - v. ETS Infrastructure Management**
 - c. Stump Grinding**
 - i. Herbamac Contracting Pty Ltd**
 - ii. Active Tree Services Pty Ltd**
 - iii. ETS Infrastructure Management**
 - d. Pest Control**
 - i. Arbor Spray Pty Ltd**
 - e. Tree Root Control**
 - i. Citywide Service Solutions Pty Ltd**
 - ii. Dianabelle Pty Ltd (T/A Rootcontrollers & Hydrox Australia)**
 - f. Afterhours Services**
 - i. Active Tree Services Pty Ltd**
 - ii. Batt Brothers Pty Ltd**
 - iii. Citywide Service Solutions Pty Ltd**
 - iv. Tree Serve Pty Ltd**
 - v. ETS Infrastructure Management**
- 2. To authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to formalise and execute the contract documentation;**
- 3. To authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to negotiate and execute contract extensions; and**
- 4. To advise all tenderers accordingly.**

1. INTRODUCTION

Contract 2967 – Pruning and General Arboricultural Services replaces Contract 2357 – Tree Pruning and General Arboricultural Services which expires 30 June 2022. The full term of Contract 2357 plus extensions have been executed. There are two components to contract 2967. The first component is the lump sum component which relates to programmed tree inspection and maintenance. The second component (Schedule of Rates) addresses reactive tree works arising from customer requests, internal asset inspection cycles and in house programs.

2. DISCUSSION

2.1 Proposed service

The following services are delivered under Contract 2967:

- 1) Lump Sum (Proactive)
- 2) Reactive
 - a) Tree pruning and removal (Reactive)
 - b) Stump grinding (Reactive)
 - c) Pest management (Reactive)
 - d) Tree root management (Reactive)
 - e) Tree reports/inspections (Reactive)
 - f) Afterhours services (Reactive)
 - g) Disposal of mulch (Proactive/Reactive)

The lump Sum or Proactive component of this contract undertakes programmed inspections and maintenance which adheres to specifications outlined by regulatory authorities such as ESV (Energy Safe Victoria). The Reactive component of this contract addresses customer requests, internal inspections cycles and in house programs.

2.2 Expressions of Interest

An Expression of Interest was placed in The Age Newspaper on 12 February 2022 and closed on 16 March 2022.

The following Expressions of Interest were received;

- Active Tree Service Pty Ltd
- Batt brothers Pty Ltd
- Citywide Tree Services Pty Ltd
- Eastern Tree Services
- Joeys Trees Pty Ltd
- Tree Range Pty Ltd
- Tree Mason Pty Ltd
- Tree Serve Pty Ltd

2.3 Pre Evaluation Checks

The Tender Evaluation Committee moved to exclude contractors Joeys, Tree Range and Tree Mason as sufficient pricing was not submitted for required components of the works such access to an elevated work platform, work items and work rates.

3. CONSULTATION

Consultation has occurred with internal stakeholders during the phases of tender preparation and advertising. Consultation has also occurred with the current Project Officers and the wider Parks management team during the evaluation phase. No public consultation was necessary in the evaluation of this contract.

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

These works are beneficial in the long term, ensuring the longevity of Council's tree population through best practice management. Works within sites of biological significance are directed and overseen by Council's Bushland management team and trees removals are offset by Councils Street Tree Renewal and Infill Planting programs.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The annual budget for these works is \$1,875,456.92 and this is funded from a number of accounts:

Funding Account	Annual Budget
34505 Reactive tree maintenance	\$679,135.00
34520 Proactive street tree maintenance	\$859,321.92
34541 Bushland tree maintenance	\$95,000.00
34544 Proactive Park tree maintenance	\$242,000.00

An increase in price will be incurred for our lump sum component (Proactive Street Tree Maintenance) to \$1,189,898.00, this is the lowest price received in tender submissions.

The reactive works that form part of this contract are variable based on customer demand, cyclic weather patterns, and storm events. As the reactive works are variable, they will be managed within the total annual budget noted above in combination with the lump sum component. The works do depend on the number and severity of storm events that may occur throughout the year, a separate accounting line has been established to track expenditure related to storm events which may allow the Council to recover some of that expenditure through the various natural disaster/emergency funding that is available.

7. SOCIAL IMPLICATIONS

The services under this contract provide a significant contribution to enhance the environment and visual amenity of the municipality's road network, parks and open spaces. The services will also ensure that the tree municipal tree canopy is enhanced.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

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

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

All members of the evaluation panel signed a confidentiality and conflict of interest form. Nobody declared a conflict.

Report Prepared By: Coordinator Urban Forest and City Presentation, Sam Jones

Report Authorised By: Director Infrastructure, Grant Thorne

Attachments

Nil

8.3 Buckingham Drive and Liberty Avenue, Rowville LATM Consultation Report

SUMMARY: Senior Traffic Engineer, Deborah Wilding

This report outlines findings from the consultation held with residents as part of the development of a Local Area Traffic Management (LATM) scheme proposed for Buckingham Drive, Rowville (between Liberty Avenue and Bergins Road) and Liberty Avenue, Rowville (between Bergins Road and Clausen Drive).

This report presents key findings from the consultation, noting that there were some diverse views on the proposal to install traffic treatments. Feedback from the consultation and key statistics are provided for consideration to inform Council's decision regarding installation of the scheme.

RECOMMENDATION

That Council:

- 1. Approve the installation of low-profile speed humps in Buckingham Drive and Liberty Ave, Rowville in line with the Local Area Traffic Management (LATM) concept plans attached to this report;**
- 2. Note that residents will be advised of the above decision and given opportunity to provide feedback on the specific location of treatments for both Buckingham Drive and Liberty Ave. Pending this process, some minor design modifications may be enacted at the discretion of the Chief Executive Officer (or such person nominated by the Chief Executive Officer);**
- 3. Note the need to carry forward funding of \$120,000 from the 2021/22 budget into the 2022/23 budget to support delivery of the Buckingham Drive proposal;**
- 4. Note that Council has budgeted \$250,000 in 2022/23 for delivery of the Liberty Avenue proposal, subject to endorsement of the draft 2022/23 budget.**

1. INTRODUCTION

The Local Area Traffic Management (LATM) Program ranked Buckingham Drive (between Liberty Avenue and Bergins Road) and Liberty Avenue as the top priorities for the installation of devices as part of the 2021/22 budget process. As the two roads intersect, installing the traffic treatments in sequence was deemed appropriate, with sequential funding proposed for delivery of Buckingham Dve in 2021/22 and Liberty Ave in 2022/23. The consultation process for the two roads was conducted at the same time and this report discusses the outcomes of that consultation, provides responses to any concerns raised by the community and outlines the process required to complete the scheme.

2. DISCUSSION

2.1 The Local Area Traffic Management ranking

Buckingham Drive (between Liberty Avenue and Bergins Road) has been on the Local Area Traffic Management program since at least 2008 and gradually made its way up the list to become the top ranked priority. Roads are ranked based on traffic speeds and volumes, crash data, on road hazards and adjacent land use. There are existing traffic treatments in Buckingham Drive east of

Liberty Avenue outside Heany Park Primary School, hence this section is not included for treatment.

Liberty Avenue has also been on the LATM program for many years. In 2012, Council proposed isolated traffic treatments in a section of Liberty Avenue between Halsbury Drive and Buckingham Drive to address some local crashes which had occurred. After initial consultation, Council received a petition representing 47% of the affected properties who did not support the proposed traffic treatments at that time. A Council report in June 2012 supported residents' wishes not to proceed with the isolated traffic treatments in Liberty Avenue at that time. Since then, Council has again received several requests from residents for traffic treatments in Liberty Avenue and the whole road has been ranked as a top priority alongside Buckingham Drive.

Given that both roads were ranked first and second on the program, it was appropriate to review and consider the installation of traffic treatments at a similar time. Installing traffic treatments in one road without treating the other may influence drivers' use of these roads and encourage more traffic on the road without treatments. It was proposed to construct traffic treatments in Buckingham Drive this financial year (21/22) and Liberty Avenue next financial year (22/23), subject to budget availability and approval. Both roads are identified as collector roads under Council's road hierarchy and as such, would support provision of traffic devices, on the basis of reducing local traffic speed and discouraging traffic generation from outside the local area.

2.2 Survey results

A questionnaire was distributed to residents of Buckingham Drive (between Liberty Avenue and Bergins Road) and Liberty Avenue in September 2021 to determine residents' desire for a scheme and any traffic concerns they may have.

62 residential properties in Buckingham Drive were sent a questionnaire with 27 responses received (44%). Of those 27 responses, 14 (52% of the responses and 23% of the total residents) indicated their support for an LATM scheme. 13 objections were received.

In comparison, 121 residential properties in Liberty Avenue were sent a questionnaire for their street at the same time. 58 responses were received (48%). Of those 58 responses, 47 (81% of responses and 39% of the total residents) indicated their support for an LATM scheme. 11 objections were received.

At least half the properties in both streets did not provide a response. This has made it difficult to determine how much support there is for traffic treatments and if those that have not replied are not concerned about traffic treatments.

The level of support for traffic treatments in Liberty Avenue is considered appropriate for the scheme to proceed with a majority of those that responded supporting the scheme. The level of support for traffic treatments in Buckingham Drive is less clear with just over 50% of respondents supporting the scheme.

Although there were many objections, the reasons behind these objections can be addressed with a considered design response for the installation. Comments below list key concerns expressed from residents for not installing traffic treatments with an officer response shown in the table below:

Comment	Response
Speed camera operators are a traffic concern.	<p>Speed camera operators are permitted to park on nature strip areas to ensure suitable angles to capture the speed of motorists without hindering access.</p> <p>Speed cameras are managed by the Victoria Police and encourage compliance with speed limits.</p>
Low cars are unable to go over speed humps.	All roadworthy cars are required to have a minimum clearance which can be catered for by the low-profile speed humps proposed for Buckingham Drive.
Support traffic devices in Liberty Avenue to deter through traffic but not in Buckingham Drive.	With the installation of traffic devices in Liberty Avenue, some traffic may be encouraged to use Buckingham Drive if this road is not treated as well. This may create further traffic issues for residents in Buckingham Drive.
This section of Buckingham Drive is peaceful and away from the school.	As per the statement above, traffic on Buckingham Drive may increase if Liberty Avenue has speed humps and Buckingham Drive does not. This may increase traffic noise in this section of Buckingham Drive.
Congestion on Bergins Road is causing issues in Buckingham Drive.	Congestion on Bergins Road has increased since the Department of Transport (formerly VicRoads) installed traffic signals at the intersection of Bergins Road and Stud Road, making access to the main road easier. Traffic on occasion uses Buckingham Drive to avoid the congestion and enter Bergins Road closer to the intersection. The implementation of speed humps on Buckingham Drive will make this route less desirable and hopefully reduce both traffic volume and speed.
Speed humps create additional traffic noise.	There is some traffic noise associated with the use of speed humps, especially if braking before a hump and accelerating after it. The low-profile speed humps have a smoother transition and a wider platform to encourage motorists to travel at a more consistent speed. These have been successfully implemented in Clausen Drive and Wentworth Avenue with no noise-related issues raised by residents.

Residents do not support spending funds on traffic treatments.	One LATM scheme is listed and supported by the Council as part of the annual budget each year. Many residents support the need for and lobby Council to spend funds on traffic calming treatments. Speed humps remain the most cost-effective traffic device.
Residents do not want speed humps.	Although it is preferable to have roads without traffic treatments, physical barriers are sometimes the only way to control traffic which travels at speeds higher than the speed limit.

Overall, more residents who responded to the survey supported the installation of traffic treatments. 13 residents highlighted speeding as the main traffic concern while 6 residents listed traffic volume as a concern. 10 residents indicated they do not experience any traffic problems.

2.3 Concept Plan

The concept plans for both the LATM schemes in Buckingham Dve and Liberty Ave are provided in Attachments 1 and 2 to this report. The letter sent to the residents of both Buckingham Drive and Liberty Ave in September 2021 advised them that the most appropriate traffic treatment to be installed would be a series of low-profile speed humps. Similar humps were installed in Clauscen Drive in 2020.

Information received from the questionnaires, including residents' concerns, helped develop a concept plan with strategically placed devices to align with preferences of nearby residents, while still providing traffic control.

Issues which must be considered in the development of LATM's are safety for cyclists and access for public transport. General road safety, traffic data and the road geometry are also considered. Part of Liberty Ave currently supports bus public transport in addition to school buses. Although the section of Buckingham Drive is not a public bus route, consideration needs to be given for bus access to the school for excursions. Suitable lighting of speed humps is also a consideration with most devices placed close to existing streetlights.

It is proposed that a concept plan will be drawn up and included with any further correspondence with residents so that they are aware of the general location and profile of the proposed speed humps. Some minor adjustments to the scheme design may take place, subject to engagement with stakeholders.

It is anticipated that the installation of the speed humps for both Buckingham Dve and Liberty Ave will occur within the 2022/23 financial year subject to finalisation of the 22/23 draft budget.

3. CONSULTATION

Initial consultation with residents of both Buckingham Drive and Liberty Ave has already been completed.

62 residential properties in Buckingham Drive were sent a questionnaire with 27 responses received (44%). Of those 27 responses, 14 (52% of the responses and 23% of the total residents) indicated their support for an LATM scheme. 13 objections were received.

For Liberty Ave, 121 residential properties were sent a questionnaire for their street at the same time. 58 responses were received (48%). Of those 58 responses, 47 (81% of responses and 39% of the total residents) indicated their support for an LATM scheme. 11 objections were received.

The residents will be informed of Council's decision. One-to-one consultation is likely to occur with any residents raising concerns and their concerns incorporated into the design where appropriate.

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 may:

- negatively impact upon the Community Net zero 2040 target by increasing air pollution if petrol vehicles speed up and slow down between traffic treatments. It is however anticipated that the low-profile speed humps will create a smoother transition and allow vehicles to keep a consistent speed (below the speed limit).

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Both Buckingham Drive (1800 vehicles per day) and Liberty Ave (4000 vehicles per day) are collector roads under Council's road hierarchy. They both service residential areas and distribute traffic onto both link roads and key arterial roads to support regional connectivity. The traffic treatments proposed are suitable to reduce speeds, improve safety and residential amenity on collector roads.

6. FINANCIAL & ECONOMIC IMPLICATIONS

\$120,000 was allocated for the installation of traffic treatments on Buckingham Dve in the capital works budget for the 2021/22 financial year with \$15,000 available to support design of the Liberty Ave scheme. Due to the residents' concerns, the installation of the traffic treatments for Buckingham Drive has been delayed until approval to progress the project is received from Council. Should this occur, funds will be carried forward into the 22/23 to support implementation. \$250,000 is currently proposed in the draft 2022/23 capital works budget to support the installation of low-profile speed humps in Liberty Ave.

7. SOCIAL IMPLICATIONS

This LATM schemes will have benefits for the local community with regards to improved road safety and reduced vehicle speeds. Motorists who use both Buckingham Drive and Liberty Ave as through roads may view any treatments as a nuisance to their travel needs and may seek alternative routes.

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.

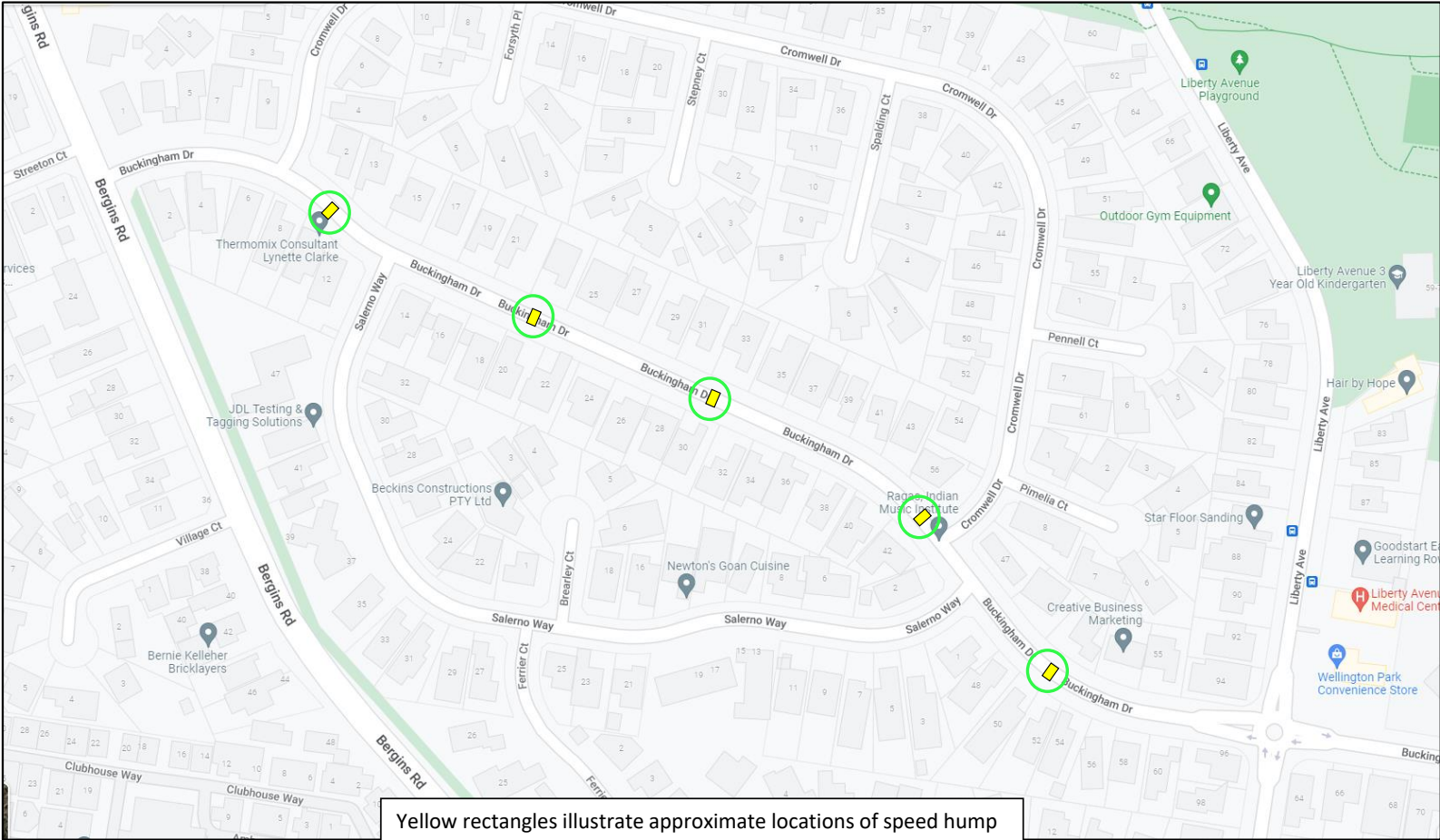
Report Prepared By: Senior Traffic Engineer, Deborah Wilding

Report Authorised By: Director Infrastructure, Grant Thorne

Attachments

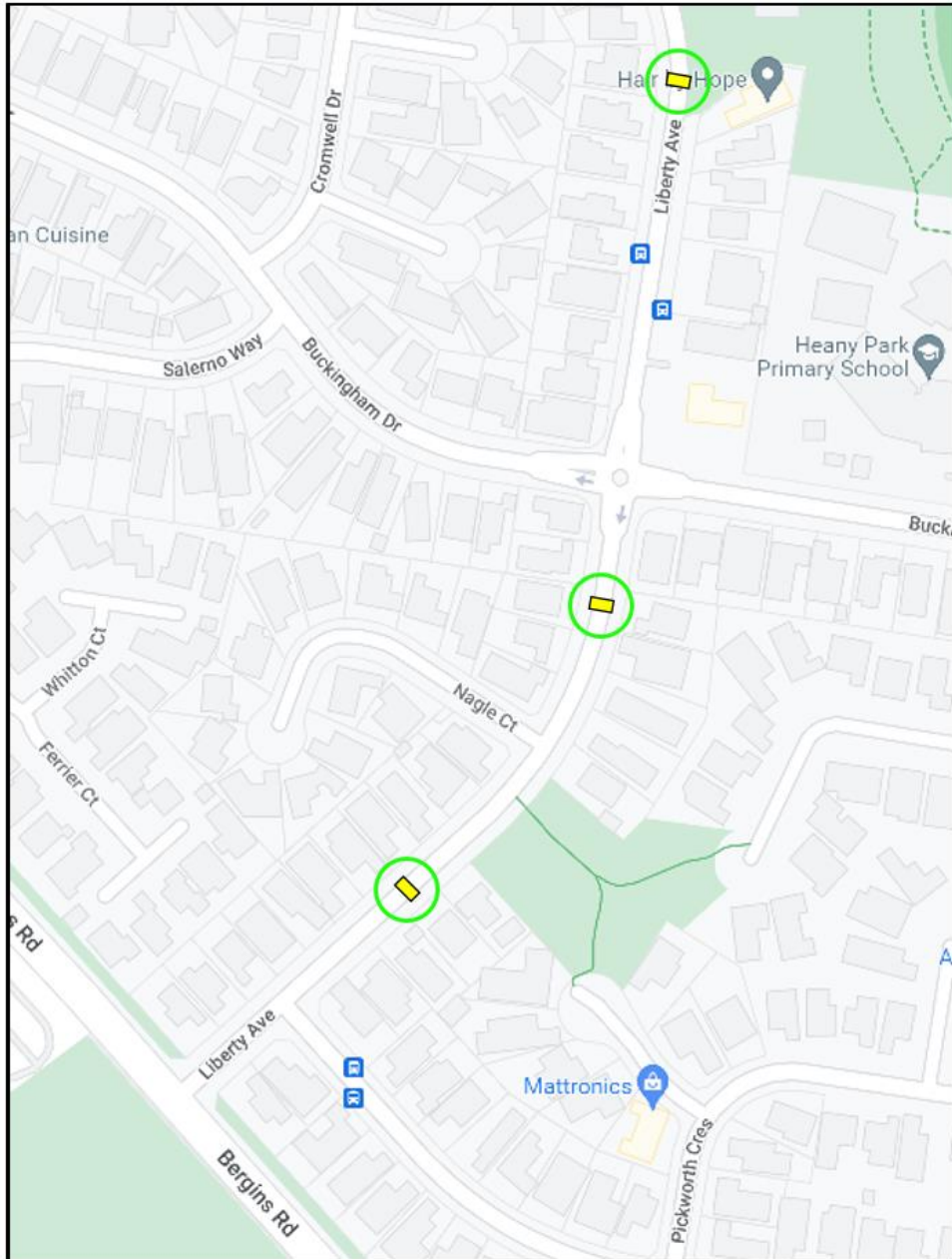
1. Buckingham Drive LATM - concept plan [8.3.1 - 2 pages]
2. Liberty Ave Rowville - Concept Plan LATM [8.3.2 - 2 pages]

Buckingham Drive - Concept Plan

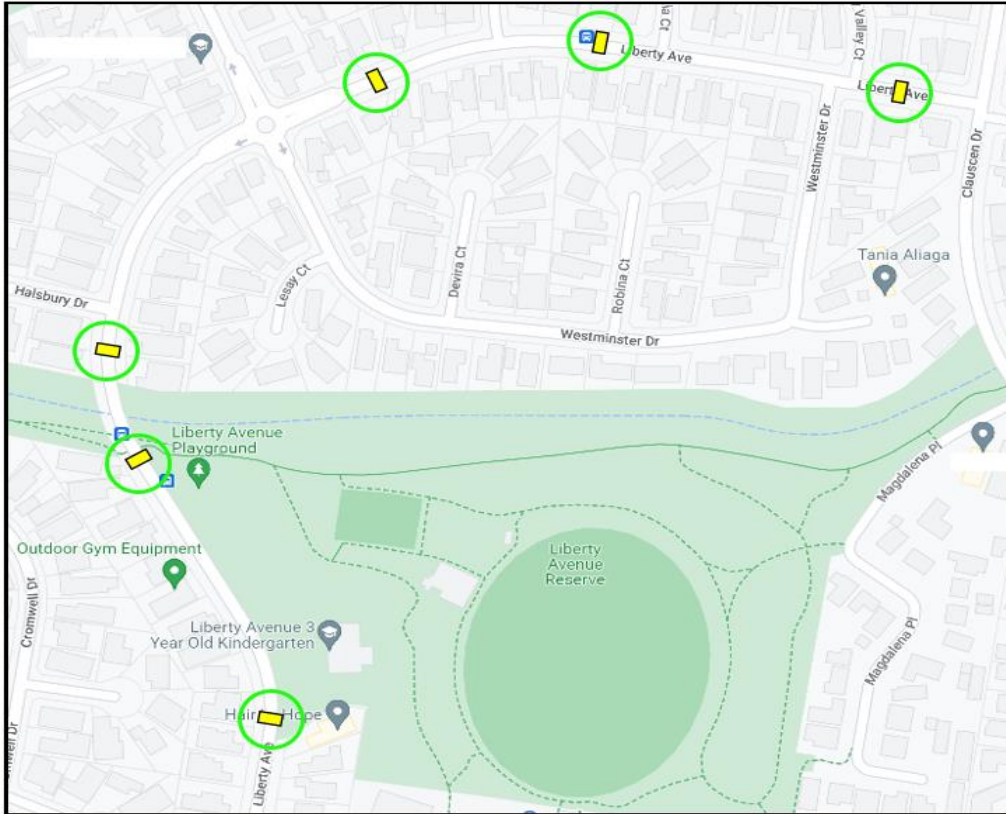




Example of speed hump on local road.



Yellow rectangles illustrate approximate locations of speed hump



Yellow rectangles illustrate approximate locations of speed hump



Example of speed hump on local road.

9 Connected Communities Officers' Reports for consideration

9.1 Minor Grants Program 2021-22 Monthly Report - 23 May 2022

SUMMARY: Community Partnerships Officer, Deb Robert

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

Applications under the Minor Grants Policy are limited to a maximum of \$3,000.00 within the current financial year.

RECOMMENDATION

That Council:

1. Note the approval under delegation of two applications for \$557.00, detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Ferntree Gully Arts Society	Finishing the Foyer	\$227.00	\$227.00
Lions Club of Rowville	Venue for Meetings	\$330.00	\$330.00
TOTAL			\$557.00

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

Applicant Name	Project Title	Amount Requested	Reason for Refusal
Indian Senior Citizens Association of Vic	Empower and encourage seniors to get out after lockdown	\$3,000.00	Applicant is not a Knox-based organisation and has not demonstrated a clear benefit to Knox residents. Further detail will be sought.

3. Note that inclusive of the above recommended grants, totalling \$557.00, a total of \$133,573 has been awarded to date under the 2021-2022 Minor Grants Program supporting 63 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 26 April 2022, requesting grants totalling \$3,557.00. Two of the applicant groups are eligible for the grant amounts requested.

- Ferntree Gully Arts Society is seeking \$227.00 to contribute to the cost of blinds for the foyer of the Hut Gallery to provide security and shade for local art works on display; and
- The Lions Club of Rowville is seeking \$330.00 assistance for venue costs for their meetings. This is a cost that can only be provided as a one-off under the Minor Grants Policy and the Lions will be advised that they cannot rely on the Minor Grants for ongoing operational costs.

The Indian Senior Citizens Association of Victoria has requested a grant of \$3,000.00 to cover bus hire for a trip to Shepparton, and catering for breakfast, lunch and dinner for an event. It is not clear where the group is based and the specific benefit to Knox residents. Further details will be sought from the Association to establish whether they can more clearly meet the Minor Grants Grant criteria. At this stage the request is not recommended for approval.

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 2020-2021 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the May 2022 period total \$557.00. If approved as recommended, the remaining Minor Grants budget for 2021-2022 will total \$67,771.17 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

Connection, Resilience & Wellbeing

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

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

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

9. CONFLICT OF INTEREST

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

10. 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 - Redacted - May - 2022-05-23 [9.1.1 - 20 pages]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 109- MGP - 2021-22 From Indian Senior Citizens Association
 Form Submitted 2 May 2022, 7:50pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

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

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

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 *

Indian Senior Citizens Association

Organisation Address *

[REDACTED]

vince, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 109- MGP - 2021-22 From Indian Senior Citizens Association
 Form Submitted 2 May 2022, 7:50pm AEST

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

Address, Postcode, and Country are required.

Mobile Phone Number *

[REDACTED]

an phone number.

Phone Number

[REDACTED]

an phone number.

Email *

[REDACTED]

Second Contact Person

[REDACTED]

Mobile Phone Number *

[REDACTED]

an phone number.

Email *

[REDACTED]

Please provide your ABN

18 976 538 536

Information from the Australian Business Register	
ABN	18 976 538 536
Entity name	INDIAN SENIOR CITIZENS ASSOCIATION OF VICTORIA INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3150 VIC

Information retrieved at 8:55am yesterday

Must be an ABN.

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 109- MGP - 2021-22 From Indian Senior Citizens Association
 Form Submitted 2 May 2022, 7:50pm AEST

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

A0035727J

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Empower and encourage Indian Seniors out of there Comfort Zone after 2 Years of Lock Down

Project Start Date *

11/06/2022

Must be a date.

Project End Date *

10/09/2022

Must be a date.

(a) Briefly describe details of the request: *

Indian Seniors association would like to apply for Grant to help and support seniors members living in and around Knox City to encourage them to connect with friends and be part of the community again after months of lock down.

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

This project will not only help and encourage senior members to come out of their forced lockdown, they will be able to appreciate environment, overcome loneliness and anxiety by meeting friends, having round table discussion to share there experiences of lockdown. this project with the help of Knox City Council will help seniors to connect with friends and outside world to bring internal happiness by taking part in normal activities, talk about there it will also bring out the issues seniors may have and or still experiencing eg anxiety, fear of going out, depression, mental health and well being issues.

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

Must be a number

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

100

Must be a number

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 109- MGP - 2021-22 From Indian Senior Citizens Association
 Form Submitted 2 May 2022, 7:50pm AEST

How many of the above are Knox residents? *

40

Must be a number

BUDGET

*** indicates a required field**

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

\$4,000.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

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

Minor Grant Expenses

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

Expenditure	\$
Transport	\$1,500.00
Breakfast, Lunch n afternoon tea	\$1,800.00
Covid aid	\$500.00
Miscellaneous/ consumable	\$200.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$4,000.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Bus quotes for ISCA.jpg

File size: 69.5 kB

Filename: ISCA Karan Quote.xlsx

File size: 189.7 kB

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 109- MGP - 2021-22 From Indian Senior Citizens Association
Form Submitted 2 May 2022, 7:50pm AEST

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2021 GL COC - Indian Senior Citizens Association of Victoria.pdf
File size: 221.3 kB

Filename: ISCA Certificate Incorporation.pdf
File size: 1.1 MB

Public Liability Expiry Date *

30/06/2022
Must be a date.

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

No files have been uploaded

Would you like to receive our bulletin containing information on community training? *

Yes No

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

Please provide an email address where you would like this sent.

indyjasal@hotmail.com
Must be an email address.

DECLARATION

*** indicates a required field**

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 109- MGP - 2021-22 From Indian Senior Citizens Association
Form Submitted 2 May 2022, 7:50pm AEST

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]

on) *

[Redacted]

Declaration Date *

[Redacted]

Must be a date.

Privacy Statement

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 132- MGP - 2021-22 From Ferntree Gully Arts Society Inc
 Form Submitted 2 May 2022, 4:27pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

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

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

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 Arts Society Inc

Organisation Address *

[REDACTED]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 132- MGP - 2021-22 From Ferntree Gully Arts Society Inc
 Form Submitted 2 May 2022, 4:27pm AEST

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

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Mobile Phone Number *

[REDACTED]

tralian phone number.

Phone Number

Must be an Australian phone number.

Email *

[REDACTED]

Second Contact Person

[REDACTED]

Mobile Phone Number *

[REDACTED]

tralian phone number.

Email *

[REDACTED]

Please provide your ABN

30 924 068 750

Information from the Australian Business Register	
ABN	30 924 068 750
Entity name	FERNTREE GULLY ARTS SOCIETY
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 7:56am yesterday</i>	

Must be an ABN.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 132- MGP - 2021-22 From Ferntree Gully Arts Society Inc
 Form Submitted 2 May 2022, 4:27pm AEST

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

A0005906A

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Finishing off the Foyer

Project Start Date *

30/06/2022

Must be a date.

Project End Date *

31/07/2022

Must be a date.

(a) Briefly describe details of the request: *

We have a large window in the foyer of the building on the front wall facing the carpark and we like to provide a secure and relaxed environment for our artists and visitors. To this end we'd like to put some blinds on the front windows and front glass doors please.

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

The gallery is open on weekends (and some Friday afternoons), but the lack of window coverings means that the heater/cooler has to work extra hard to maintain a comfortable temperature thus using more energy. We are always trying to be environmentally responsible.

There's also a matter of security - many of our members would feel better if their artworks were in a place that was perceived to be more secure when the gallery is closed, because people could not look in.

The ability to showcase artworks that require filtered or low levels of light, like glow-in-the-dark and back-lit pieces, would be another advantage.

Aesthetically, blinds would complement our new gallery walls and our repainted foyer walls (we pulled down the 1947 walls in 2020 during lockdown and put up new white walls).

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 132- MGP - 2021-22 From Ferntree Gully Arts Society Inc
 Form Submitted 2 May 2022, 4:27pm AEST

80
 Must be a number

How many people will directly benefit from or participate in your project / activity? *
 100
 Must be a number

How many of the above are Knox residents? *
 70
 Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *
 \$1,208.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *
 \$227.00
 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	\$
part cost of door blind	\$227.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount
 \$227.00
 This number/amount is calculated.

Quotes For Planned Expenses

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 132- MGP - 2021-22 From Ferntree Gully Arts Society Inc
 Form Submitted 2 May 2022, 4:27pm AEST

Attach quotes for expenses here. *

Filename: BlindsQuote customer-Q042210347.pdf
 File size: 59.6 kB

Filename: BlindsQuoteIntoBlinds.jpg
 File size: 1.6 MB

Filename: BlindsQuoteSpeedyBlinds.jpg
 File size: 543.5 kB

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: InsuranceCertificate2122.pdf
 File size: 46.0 kB

Filename: InsuranceReceipt2122.pdf
 File size: 76.6 kB

Public Liability Expiry Date *

19/01/2023
 Must be a date.

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

Filename: BendigoBankBlindBudget.xlsx
 File size: 10.7 kB

Filename: FTGASCertIncorporation.pdf
 File size: 1015.5 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 132- MGP - 2021-22 From Ferntree Gully Arts Society Inc
 Form Submitted 2 May 2022, 4:27pm AEST

DECLARATION

*** indicates a required field**

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

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

[REDACTED] ate.

Privacy Statement

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

EFT PAYMENT CONSENT

*** indicates a required field**

Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

Bank Account *

Account Name:

[REDACTED]

BSB Number:

Account Number:

Must be a valid Australian [REDACTED] unt format.

Contact Name *

[REDACTED]

Position *

[REDACTED]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 132- MGP - 2021-22 From Ferntree Gully Arts Society Inc
Form Submitted 2 May 2022, 4:27pm AEST

Organisation *

[Redacted]

Email Address *

[Redacted]

Contact Phone Number *

[Redacted]

tralian phone number.

Date *

[Redacted]

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 134- MGP - 2021-22 From Lions Club of Rowville
 Form Submitted 3 May 2022, 5:49pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

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

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

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

Application Category

Application Amount

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Lions Club of Rowville

Organisation Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 134- MGP - 2021-22 From Lions Club of Rowville
 Form Submitted 3 May 2022, 5:49pm AEST

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

ate/Province, Postcode, and Country are required.

Mobile Phone Number *

[REDACTED]

tralian phone number.

Phone Number

[REDACTED]

tralian phone number.

Email *

[REDACTED]

Second Contact Person

[REDACTED]

Mobile Phone Number *

[REDACTED]

tralian phone number.

Email *

[REDACTED]

Please provide your ABN

70 977 340 038

Information from the Australian Business Register	
ABN	70 977 340 038
Entity name	Lions Club of Rowville Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC

Information retrieved at 4:04am yesterday

Must be an ABN.

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 134- MGP - 2021-22 From Lions Club of Rowville
 Form Submitted 3 May 2022, 5:49pm AEST

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

A0027176U

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

This application is intended to request from you a grant to support our club to pay Venue Hire Fee for meeting place

Project Start Date *

27/07/2022

Must be a date.

Project End Date *

28/06/2023

Must be a date.

(a) Briefly describe details of the request: *

We meet on the 4th Wednesday of the month at the Wellington Care Centre Rowville. We are paying \$30.00 each month

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

Monthly members meeting to discuss our projects and making plans to help our local community. Our main fundraising is that monthly BBQ at Bunnings Scoresby , selling Christmas cakes/puddings and actively participating with Knox council community events.

Our major projects are to support the William Angliss Hospital, Monash Children Hospital, Sponsoring multiple student achievement awards for many of our local Schools and also helping our local food banks/ emergency relief

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

14

Must be a number

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

1000

Must be a number

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 134- MGP - 2021-22 From Lions Club of Rowville
 Form Submitted 3 May 2022, 5:49pm AEST

How many of the above are Knox residents? *

1000

Must be a number

BUDGET

*** indicates a required field**

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

\$330.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$330.00

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	\$
Venue Hire	\$330.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$330.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Venue hire application.doc

File size: 60.0 kB

Other Grant Funding

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 134- MGP - 2021-22 From Lions Club of Rowville
Form Submitted 3 May 2022, 5:49pm AEST

(e) Have funds been sought / provided from other Council grants? *
 Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: certificate of currency 2021 2022.pdf
File size: 70.8 kB

Public Liability Expiry Date *
01/09/2022
Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: i3.JPG
File size: 5.4 MB

Filename: k.jpg
File size: 473.9 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

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

Please provide an email address where you would like this sent.

lionsrowville@gmail.com
Must be an email address.

DECLARATION

*** indicates a required field**

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

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 134- MGP - 2021-22 From Lions Club of Rowville
 Form Submitted 3 May 2022, 5:49pm AEST

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 *

[REDACTED]

Must be a date.

Privacy Statement

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

EFT PAYMENT CONSENT

*** indicates a required field**

Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

Bank Account *

Account Name:

BSB Number:

Account Number:

Must be a valid Australian bank account format.

[REDACTED]

Contact Name *

[REDACTED]

Position *

[REDACTED]

Organisation *

[REDACTED]

Email Address *

[REDACTED]

Contact Phone Number *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 134- MGP - 2021-22 From Lions Club of Rowville
 Form Submitted 3 May 2022, 5:49pm AEST

[Redacted]

tralian phone number.

Date *

[Redacted]

ate.

9.2 Community Partnership Fund Grant Recommendations

SUMMARY: Community Partnerships Officer, Deb Robert

This report presents the recommended grant allocations for the Community Partnership Funding Program 2022-2026 to support 12 locally based not-for-profit services and nine local volunteer-based emergency services for the approved four-year funding period from 2022-2026.

RECOMMENDATION

That Council:

- 1. Approve the recommended allocation of funds to eligible applicants in the contested streams as listed in Attachment 3; and**
- 2. Approve the allocation of funds to eligible applicants in the non-contested streams as listed in Attachment 3, including in principle support to each CFA Brigade while the CFA Head Office approval takes place.**

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 financial year 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.

In January 2022, Council received the evaluation of the 2018-2022 program and approved the proposed framework for the 2022-2026 Community Partnership funding round. An Expression of Interest and application process was subsequently conducted in March 2022 and, in accordance with the current Community Partnerships Program Policy, an internal assessment panel was convened to assess the applications and make recommendations for Council's consideration and approval.

2. DISCUSSION

2.1 Community Partnership Funding Program 2022-2026

The aim of the CPF Program is to support not-for-profit community organisations based in Knox to provide services and activities that:

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

The framework for 2022-2026 builds on the key criteria of the CPF Program to:

- Support services that are generic and accessible to any Knox resident;
- Support the provision of free to low-cost services in Knox; and
- Strengthen Council’s commitment to effective partnerships with key service providers in Knox.

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.

Based on the funding stream framework approved by Council at its meeting in January 2022, the application period for the Community Partnership Funding Program 2022-2026 was advertised and open from 2 March 2022 until 4 April 2022. The updated guidelines and program policy were available on Council’s grants webpage.

2.2 Application and Assessment Process

The six CPF funding streams, aligned to the Community and Council Plan and approved by Council in January 2022, were advertised for applications in March.

Three of the six funding streams were open to specific locally based community organisations on the basis that there was no other competitor or equivalent service. These non-contested streams were open to the five Knox neighbourhood houses/learning centres, the local volunteer-based emergency services (CFA and SES) and the Knox and District Toy Library. The non-contested streams are presented in Table 1.

It is noted that some of the Knox CFA brigades have advised that consent is needed from Head Office for them to apply for any grant funds. It is recommended that Council approve in principle support to each CFA Brigade while this process takes place.

Table 1 – Community Partnership Funding Streams 2022-2026 – Uncontested

Non-Contested Funding Streams 2022-2026	Applicants
<p>Knox Learning Alliance Contribution to the operation of the five Community Houses/Learning Centres 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>	<ul style="list-style-type: none"> • Orana Neighbourhood House • Mountain District Learning Centre • The Basin Community House • Coonara Community House • Community Learning Centre (Rowville)

Non-Contested Funding Streams 2022-2026	Applicants
Volunteer-based Emergency Services in Knox Contribution to recognition and support of volunteers in rescue and emergency service for the Knox municipality, specifically SES Knox Unit and Knox CFA brigades and coordinating group.	<ul style="list-style-type: none"> • Knox SES Unit • Knox CFA Brigades & Knox Brigades Group
Toy Library Contribution to the provision of an inclusive volunteer-based toy library service in Knox for early childhood toys, games and play equipment.	<ul style="list-style-type: none"> • Knox and District Toy Library

A summary of the contested streams is presented in Table 2 below with the number of applications received for each category. The funding objectives for each of the streams are detailed in Attachment 1, as circulated in the CPF Guidelines 2022-2026.

Table 2 – Community Partnership Funding Streams 2022-2026 – Contested

Contested Funding Stream 2022-2026	Number of Applicants
Specialist Family and Individual Support Services <ul style="list-style-type: none"> • General counselling (prompt response) • Financial Counselling • Legal service and advocacy • Welfare support and emergency relief 	2 1 1 4
Volunteer Resource Centre Contribution to the coordination of a volunteer resource centre to build the capacity of volunteers and volunteer involving organisations for Knox.	2
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.	1

2.3 Selection Process

An internal Assessment Panel was convened to assess the 11 applications received through SmartyGrants for the contested streams. The Panel comprised the following Council officers:

- Joyleen Mathias (Senior Governance Officer - Governance) – Chair;
- Stuart Ireland (Coordinator, Healthy Ageing Planning – Community Access and Support);
- Kylie Wilmot (Social Policy and Projects Lead – Community Wellbeing); and
- Saskia Weerheim (Coordinator, Community Partnerships – Community Wellbeing).

Panel members were required to independently review all applications online against the selection criteria and objectives set out in the grant policy and guidelines for the contested streams. All Panel members and support staff were required to declare and document any Conflict of Interest in accordance with best practice.

Once the individual assessment and scoring was completed the Panel met together on 7 April 2022 to discuss and determine the final funding recommendations. The eligibility and assessment criteria weightings are documented in Attachment 2.

It was noted that several of the applicants had not addressed all the required objectives and that their applications may have been more appropriately directed to other Council grant programs. This will be followed up with relevant unsuccessful applicants.

Where close scoring occurred, the Panel reflected on the best overall application response to the program objectives and made its recommendations accordingly.

The Panel recommendations for the contested funding streams are outlined in Attachment 3.

The recommendations for allocations to the non-contested funding streams are as proposed in the January 2022 report for the 2022-2026 CPF, including the Knox Toy Library.

3. CONSULTATION

Council officers met with currently funded organisations regarding the evaluation process in 2021 and advised of Council's intent to proceed with an Expression of Interest/application process in early 2022.

Council advertised and promoted the CPF program through social media, Council's website, community on-line platforms, local grants mailing lists and wide-reaching e-bulletin mail-outs in March 2022.

Council staff responded to various enquiries from existing funding recipients and other interested and potential applicants during the application process.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental/amenity issues related to this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The projected cost of the Program is \$3,087,327 over the four-year period from 2022-2026 and has been accounted for in Council's long term budget projection, including the accepted 1% annual increase. The additional funding stream of \$12,000 has been put forward as part of the operating budget process.

7. SOCIAL IMPLICATIONS

The CPF Program allocations for operational support currently provides certainty for 21 locally based community organisations who offer valued local 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 allocation of the recommended funding will contribute to new and existing Council/ community partnerships that enable the successful delivery of the Community and Council Plan 2021-2025 and help maintain a strong network of resources for the Knox community.

The services recommended for support by the CPF program will continue to ensure accessibility to important services for Knox residents including some of the most vulnerable in the Knox 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.

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

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

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

Connection, Resilience & Wellbeing

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

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

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

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. 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 - Community Partnership Funding Stream Objectives 2022 2026 (1) [**9.2.1** - 3 pages]
2. Attachment 2 - Eligibility and Assessment Criteria 2022 2026 (1) [**9.2.2** - 1 page]
3. Attachment 3 - Community Partnership Funding Recommendations 2022 2026 [**9.2.3** - 3 pages]

ATTACHMENT 1 – Funding objectives and service priorities

1. SPECIALIST FAMILY AND INDIVIDUAL SUPPORT SERVICES

a) Contribution to no-cost, confidential financial counselling services for Knox residents, and associated community education activities in community settings in Knox that will:-

- 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.

b) Contribution to no-cost prompt response general counselling and referral for Knox residents in need of support or experiencing crisis that will:-

- 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.

c) Contribution to no-cost legal service and associated legal advocacy and community education in Knox that will:-

- 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.

Attachment 1 – Funding objectives and service priorities

d) Contribution to the co-ordination and delivery of welfare support for Knox residents including the provision of relevant community information and advice and associated emergency relief activities. The service will be able to:

- 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.

2. VOLUNTEER RESOURCE CENTRE

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:

- 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;
- Contribute to ongoing improvement of integrated services for individuals and families across Knox through partnerships with Council and other community service providers;
- 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.

Attachment 1 – Funding objectives and service priorities

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, that will:-

- Contribute to the enrichment of the municipality's cultural identity by developing greater awareness of local history;
- Recognise First Nations Cultural Heritage by identification of existing local documents, artefacts and records that may be of relevance and significance for First Nations organisations and community;
- 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.

ATTACHMENT 2 - Eligibility and Assessment Criteria Weighting (Contested)

To be eligible for funding, all applicants needed to meet the following requirements:-

- 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 could be considered from organisations under the auspice of another organisation which met any of these criteria.
- have a base in Knox and be able to demonstrate local networking, collaboration or project partnership of benefit to the Knox community.
- have satisfactorily acquitted and reported on previous Knox grants and have no outstanding debts to Knox Council;
- be able to confirm adequate and appropriate insurance, Child Safe policies, work cover and superannuation coverage as relevant to funded services;
- demonstrate the resource and skill capacity to deliver proposed services.

Assessment for Community Partnership Funding – Contested Streams

The internal panel members assessed and scored each application against the following criteria:

- Relevance to specified funding stream objectives;
(Weighting 30%)
- Scope of service delivery (*accessibility for residents across Knox*);
(Weighting 10%)
- Organisational capacity (*demonstrated ability and experience in*)
(Weighting 25%)
- Clarity of proposed funding expenditure (*evidence of realistic budget planning for funding period*)
(Weighting 25%)
- Opportunities to strengthen effective partnership and collaboration
(Weighting 10%)

Alignment with the Community and Council Plan Goals and Strategies was considered in the overall assessment of applicants' proposals and particularly in relation to the opportunities for partnership and collaboration.

ATTACHMENT 3 – Recommendations for Community Partnership Funding 2022-26

Recommendations for Community Partnership Funding**Contested Stream – RECOMMENDED**

Funding Stream	Category of Service	Applicant	Recommended Allocation	Term of Agreement
Specialist Family and Individual Support Services	Financial Counselling	EACH	\$104,584.00 (year 1)	4 years (subject to requirements of Funding Agreement)
Specialist Family and Individual Support Services	General Counselling	EACH	\$135,278.00 (year 1)	4 years (subject to requirements of Funding Agreement)
Specialist Family and Individual Support Services	Legal Service and Advocacy	Eastern Community Legal Centre	\$28,760.00 (year 1)	4 years (subject to requirements of Funding Agreement)
Specialist Family and Individual Support Services	Welfare Support and Emergency Relief	Knox Infolink Inc	\$161,423.00 (year 1)	4 years (subject to requirements of Funding Agreement)
Volunteer Resource Centre		Coonara Community House Inc - lead partner "Volunteer for Knox"	\$136,412.00 (year 1)	4 years (subject to requirements of Funding Agreement)
Preservation and Promotion of the History of Knox		Knox Historical Society	\$11,367.00 (year 1)	4 years (subject to requirements of Funding Agreement)

Total Contested Stream Allocations	\$577,825 p/a
Total Non-Contested Streams Allocations	\$182,523 p/a
Total Proposed 2022-23 CPF Allocation	\$760,348 p/a

ATTACHMENT 3 – Recommendations for Community Partnership Funding 2022-26

Recommendations for Community Partnership Funding**Contested Stream – NOT RECOMMENDED**

Funding Stream	Category of Service	Applicant	Recommended Allocation	Rationale
Specialist family and individual support services	General Counselling	Relationships Australia Victoria	Not recommended	Application did not adequately meet all the service objectives
Specialist family and individual support services	Welfare Support & Emergency Relief	Temple Society Australia	Not recommended	Application did not adequately meet all the service objectives
		Adventist Development and Relief Agency (ADRA)	Not recommended	Application did not adequately meet all the service objectives
		St Paul's Anglican Church Boronia & The Basin	Not recommended	Application did not adequately meet all the service objectives
Volunteer Resource Centre		Outer Eastern Honorary Justices Inc	Not recommended	Application did not adequately meet all the service objectives

ATTACHMENT 3 – Recommendations for Community Partnership Funding 2022-26

Recommendations for Community Partnership Funding**Non-Contested Stream**

Funding Stream	Applicant	Recommended Allocation	Term of Agreement
Volunteer Based Emergency Services in Knox	Bayswater Fire Brigade (CFA)	\$7,083 (year 1)	4 years (subject to requirements of Funding Agreement)
	Boronia Fire Brigade	\$7,083 (year 1)	
	Ferntree Gully Fire Brigade	\$7,083 (year 1)	
	Upper Ferntree Gully (CFA)	\$7,083 (year 1)	
	Rowville Fire Brigade (CFA)	\$7,083 (year 1)	
	Scoresby CFA	\$7,083 (year 1)	
	The Basin Fire Brigade	\$7,083 (year 1)	
	Knox Group of Fire Brigades	\$7,083 (year 1)	
	Victoria State Emergency Service – Knox Unit	\$22,744 (year 1)	
Knox Learning Alliance	Coonara Community House	\$18,223 (year 1)	4 years (subject to requirements of Funding Agreement)
	Mountain District Learning Centre	\$18,223 (year 1)	
	Orana Neighbourhood House Inc	\$18,223 (year 1)	
	Rowville Neighbourhood Learning Centre Inc.	\$18,223 (year 1)	
	The Basin Community House	\$18,223 (year 1)	
Knox Toy Library	Knox Toy Library	\$12,000 (year 1)	4 years (subject to requirements of Funding Agreement)
Total Contested Stream Allocations		\$577,825 p/a	
Total Non-Contested Streams Allocations		\$182,523 p/a	
Total Proposed 2022-23 CPF Allocation		\$760,348 p/a	

9.3 Sporting Reserve Facility Usage Policy

SUMMARY: Leisure Service Officer, Suranga Dissakarunaratne and Team Leader Leisure Development, Daniel Clark

The report outlines the proposed changes to be made to Council's Sporting Reserve Facility Usage Policy. The Policy has been reviewed and the key changes proposed are intended to have a positive impact on participation and inclusion levels within the sport and leisure community of Knox. The Policy seeks to encourage improved governance and sustainability within Knox sport and leisure clubs. In particular, these changes are aimed at encouraging the continued increase in female participation in sport so that the membership of user groups is more reflective of the demographics of the Knox community.

RECOMMENDATION

That Council:

1. Notes the proposed changes to the Sporting Reserve Facility Usage Policy;
2. Adopts the updated version of the Sporting Reserve Facility Usage Policy (as set out in Attachment 2); and
3. Advises all clubs and user groups accordingly.

1. INTRODUCTION

Council officers formally allocate (both seasonally and annually) the usage of both Council owned or managed facilities, including 57 sporting ovals, 47 pavilions, 13 tennis facilities, two baseball facilities, four netball facilities and one athletic facility to support the activities of more than 91 summer, winter and annual sporting clubs in the Knox community. The Policy which guides this process is Council's Sporting Reserve Facility Usage Policy (The Policy), which was developed in 2009 and reviewed in 2013 and 2017. This Policy seeks to establish a fair and transparent approach to allocating Council's active reserves and pavilions for use by community sporting groups.

Furthermore, the Policy is implemented as a mechanism to improve club cultures and sustainability within sport and leisure clubs, and to increase sport and leisure participation outcomes for traditionally under-represented groups including females, juniors, older adults, individuals identifying as lesbian, gay, bisexual, transgender, queer and intersex persons (LGTBQI+), people with a disability and people from culturally and linguistically diverse backgrounds.

The Policy is consistent with Council's Seasonal/Annual Licence Allocation Procedure and does not apply to user groups on long term lease or licence agreements.

This report provides a summary of feedback received during the consultation phase of the Policy review and provides some proposed changes to the Policy to strengthen its application.

2. DISCUSSION

To ensure Council continues to be a leader within the local government sector in proactively encouraging sport and leisure clubs to be inclusive and diverse, two key changes to the Policy are

proposed. It is envisaged that these changes will continue to support increased sport and leisure participation outcomes for females, juniors, older adults, individuals identifying as LGBTBI+, people with a disability and people from culturally and linguistically diverse backgrounds within the community. Many clubs in Knox are already reaping the benefits of attracting a diverse range of participants to their club by ensuring they are welcoming, inclusive and family friendly.

The key changes proposed are outlined in the draft Policy (refer Attachment 1 with tracked changes or Attachment 2 for a clean copy), and include the following:

2.1 Eligibility Criteria

The eligibility criteria are the requirements a user group must meet to be eligible to enter into a seasonal or annual licence agreement with Council, for usage of a Council owned or managed sporting facility.

Following extensive review and consideration, it is proposed that one additional eligibility criteria is included within the Policy. This additional criteria requires all sporting clubs in Knox to field at least one female – junior, senior or veteran’s team or a mixed gender team. If this cannot be achieved, a club fielding a merged female team with another club in Knox (.e.g., Scoresby/Bayswater U14 Girls), or possessing a formal affiliation agreement with another club in Knox that does have a female team (e.g., The Basin Football Club and The Basin Junior Football Club), will also be deemed eligible.

Officers recommend that there must be a strengthened level of inclusiveness and women's participation within sporting clubs. Sporting participation in Knox increased significantly immediately before the COVID19 Pandemic, between 2017 and 2020. During this period there was a registered growth of 26% in male teams and a 60% growth in female teams, as summarised below.

Team Numbers within Knox Sporting Clubs				
Gender	2017 & 2017/18 Seasons	2018 & 2018/19 Seasons	2019 & 2019/20 Seasons	2020 & 2020/21 Seasons
Male	656	687 (5% growth)	815 (19% growth)	829 (2% growth)
Female	210	239 (14% growth)	297 (24% growth)	336 (13% growth)

Table 1 – Team numbers in Knox by gender

Participation numbers have stabilised since the start of the pandemic in early 2020 in Australia, however, participation numbers are expected to rise again in coming years as the pre-COVID-19 “norm” and resulting stabilisation and confidence within the community returns.

Despite this strong growth, there are still 16 cricket clubs and one football club within the Knox community that do not field any female teams or have formal affiliations in place with clubs that do. This creates many cultural issues within sporting clubs and presents challenges for female residents of Knox wanting to engage and play sport at a community club within close proximity of their home.

Council has always strived to be a leader in supporting clubs to create inclusive and diverse environments in all sporting clubs within Knox. The Council Plan 2021-2025 considers this, and Council's Leisure Services team is also promoting this strongly through the various programs it runs (i.e., Club Development Program, Sports Awards, etc.). This inclusive and wide-reaching approach is paramount to ensure there is a further strengthening of female sporting participation rates in Knox and for all sporting clubs in Knox to provide an inclusive offering for all genders.

Officers understand this new proposed eligibility criteria will take time to achieve within some sporting clubs and as such, it is recommended that winter clubs are given a two-year period to work towards implementing this requirement – ensuring this is achieved by the commencement of the 2024 season (April 2024). Due to the inherent challenges faced by summer sporting clubs, especially cricket clubs, it is recommended that the 16 cricket clubs without a female team or any affiliation to a club with female teams are given a four-year period to work towards implementing this requirement – essentially ensuring this is achieved by the commencement of the 2026/27 season (October 2026). Council officers will continue to work with and support clubs, they will also provide Councillors with a mid-term check in, to determine the progress of the clubs.

Unless extenuating circumstances exist, should sporting clubs not achieve this requirement by the timelines outlined above, they would not be eligible for an allocation of a sporting facility in Knox.

Ranking Criteria

Formal ranking criteria are referenced when there are occasions of multiple user groups applying for usage of the same Council sporting facility, where a shared-usage agreement cannot be implemented. Historically, this has been implemented just one or two times per season, however as participation rates continue to increase it is expected the need for this to be implemented will increase in future years.

Following extensive review and consideration, it is proposed that the ranking criteria be amended to include weighted consideration for club development and/or governance initiatives undertaken by sporting clubs. These initiatives provide support to Knox clubs in order to create inclusive and sustainable sporting clubs that are far better placed to serve the Knox community both now and into the future.

Officers are proposing to merge and amend ranking Criteria 10 and 11 of the Policy, ensuring the following club development and/or governance initiatives are encouraged within all sporting clubs:

- Sport and Leisure Networks (SALT) Program/Leisure Networks Programs/other formal education programs, etc.
- Good Sports Program – Community Health Sports Program (Level 3).
- Strategic Plan.
- Gender Equity Plan.
- Multicultural and Inclusion Plan.
- Anti-Discrimination Policy.
- Disability Action Policy.
- Social Media/Communications Policy.

- Anti-Bullying Policy.
- Alcohol & Drug Policy.
- Child Safe Policy.
- SunSmart Policy.

VICSPORT and most State Sporting Associations provide governance resources which are available to sporting clubs to assist with the above. In addition, Leisure Officers support sporting clubs in the development of governance initiatives through its Club Development program.

Essentially, if more of the abovementioned initiatives are undertaken by the sporting club, the higher score it will receive for this criteria. Eventually, it is hoped that all sporting clubs within Knox will undertake each of these initiatives.

3. CONSULTATION

As part of the review of this Policy, consultation has been undertaken with all numerous stakeholders that may be impacted. This includes:

- Knox Sporting Clubs;
- Council's Recreation and Leisure Committee (Advisory Committee);
- Neighbouring Councils; and
- Knox City Council Leisure Services, Community Wellbeing, and Strategy People & Culture officers.

Following this consultation phase, the revised Policy (see Attachment 1) has been drafted and is being presented to Councillors for further consideration and feedback. A clean version of the updated Policy can be found at Attachment 2.

Further details of the consultation undertaken can be found below.

3.1 Knox Sporting Clubs

All sport and leisure clubs within Knox were given an opportunity to provide feedback on the current Policy via an email sent in late 2021. In total, nine sport and leisure clubs provided written responses and two provided verbal feedback, with most of the feedback received being supportive of the current Policy. Feedback received from one club could not be included in the policy as it was impractical to implement. The request to increase the weighting given to Knox based members is difficult to implement as member residential details for a club will only be available with the relevant Association after the allocation process is completed.

Copies of the nine written responses can be found in Attachment 3 of this report.

Council officers will provide the revised policy and guidance to all sporting clubs via email upon adoption by Council.

3.2 Council's Recreation and Leisure Committee (Advisory Committee)

In April 2022, officers from the Leisure Services team presented the proposed changes for the Policy to the Recreation and Leisure Committee. All members of the Committee were given an opportunity to provide feedback on the proposed changes, with the following feedback being received.

The Recreation and Leisure Committee was overwhelmingly supportive of the proposed changes to the Policy. The Cricket Victoria representative in the committee stated that the policy aligns with the Cricket Victoria's 5-year strategy to increase female participation in cricket. Cricket Victoria, along with the two main cricket associations in Knox, will work with Council and the clubs to provide support to clubs to field female cricket teams, they will also concentrate on educating and assisting clubs with their club development and governance initiatives.

It was also suggested that the eligibility criteria should accommodate mixed gender teams and the inclusion of a gender equality and gender equity definition for clarity.

3.3 Benchmarking with Neighbouring Councils

A benchmarking process was undertaken in July 2021 which explored sporting reserve facility usage practises at five councils in the eastern metropolitan region of Melbourne, including:

- Maroondah City Council;
- Whitehorse City Council;
- Manningham City Council;
- Monash City Council; and
- Cardinia Shire Council.

Following this process, it was evident that Knox City Council's Sporting Reserve Facility Usage Policy was more comprehensive in comparison to that of the various other Councils in the eastern region.

3.4 Knox City Council Officers

Officers from the Leisure Services team participated in a series of internal discussions to gain a collective insight into the effectiveness of the current Policy, and to explore ways in which it can be enhanced to achieve improved participation and inclusiveness outcomes.

Officers focussed on the two key levers in the policy, these being the Eligibility Criteria and the Ranking Criteria, and many of the items discussed have been included within the previously noted key proposed changes.

Discussions were also held with the Strategy People and Culture team to consider the alignment between the proposed strengthening of the eligibility criteria in the Policy and the proposed Knox City Council 2021-2025 Gender Equality Action Plan. These proposed changes to the Policy support Councils position in committing to the advancing of gender equality in Knox.

The proposed changes, if supported, would also need to be reflected in the Seasonal/Annual Licence Agreement.

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 recommended changes to the Policy are considered to have no direct implications or impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The continued growth of female participation does, and will continue to have significant impacts on Council's sports fields, most notably associated with the following sports:

- Football;
- Soccer;
- Cricket;
- Rugby Union/League; and
- Baseball/Softball.

Sports fields can accommodate approximately 20 to 25 hours of usage per week before showing signs of deterioration. This is an important factor which needs to be considered in light of the proposed changes recommended to this Policy.

To overcome this, it is more important than ever to have a fair and equitable approach to facility allocation, ensuring participation levels at previously and historically underutilised sports fields are maximised. These underutilised sports fields are often tenanted by sport and leisure clubs which do not have female or junior teams.

Combining a more balanced approach to facility allocation with Council's continued investment into sports field infrastructure upgrades and renewal will ensure this growth in female participation can be accommodated.

Initiatives which further ensure this growth in participation can be accommodated including:

- Continued advocacy for revising training programs and demands of sport and leisure clubs;
- Continued investment in sports field maintenance; and
- Continued exploration of potential new sports fields at key residential developments in Knox.

These three initiatives are already being implemented across Council.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Knox City Council is the primary investor in community sport and recreation infrastructure for the Knox community and Council has invested significantly in recent years to upgrade and modernise its sporting facilities. This investment ensures it can meet the ever-increasing usage needs of the Knox community and to ensure the best practise standards of Sport and Recreation Victoria (State Government) and State Sporting Organisations are achieved.

These best practise standards have altered significantly in recent years, largely in response to the growth of female sporting participation. To meet these changes, Council has invested heavily into facility upgrades at many sites to meet the growing demand for female-friendly facilities, including:

- Batterham Reserve (Oval #2).
- Knox Gardens Reserve (Oval #2).
- Colchester Reserve.
- Wally Tew Reserve (Oval #2).

- Seebeck Reserve (Oval #2).
- Liberty Avenue Reserve.
- Gilbert Park.
- Lakesfield Reserve.
- Marie Wallace Bayswater Park.
- Fairpark Reserve.

In addition, Council has invested significant funding towards the renewal of sports fields, tennis courts, soccer pitches, netball courts, athletics tracks and baseball/softball diamonds to accommodate the growth in female participation.

Council has also been working with clubs through the In-Club Education Program, a social and behavioural change program aimed at building club capacity, and to provide clubs with education and support to more inclusive and have a stronger culture. It is envisaged that the future club development program will be able to support the required changes for this policy review.

7. SOCIAL IMPLICATIONS

According to the Australian Bureau of Statistics, sport and recreation provides opportunities and settings for social interaction, sharing common interests, and enhancing a sense of community. Furthermore, periodical ABS reports have indicated that sport and recreation participants generally have more frequent contact with family and friends, a greater number of friends to confide in, a greater ability to obtain support in a time of crisis, and more varied social networks as opposed to non-participants. This data highlights how the associational nature of sport and recreation-based clubs is considered an environment that creates social capital.

According to AusPlay Survey (large scale national population tracking survey funded and led by the Australian Sports Commission) conducted between July 2020 – June 2021:

- 81.7% of women (over 15 years) participate in sport and/or physical activity at least once per week and 65.2% at least three times per week.
- 78.4 of men (over 15 years) participate in sport and/or physical activity at least once per week and 59.1% at least three times per week.
- 55% of women who participate do at least some sport related activities.
- Participation for men was highest among 15-17 year olds and tends to decline in successive adult age groups. For women participation was highest for 45-54 year olds, rising slightly from before that, before falling slightly again.

Prior to the COVID19-impacted sporting seasons, the growth in participation in community sports has largely come in female and junior sports. In response to this, Council has invested into Club Development initiatives that seek to:

- Create more female leaders within sporting clubs;
- Create an inclusive environment for all members and participants; and
- Create the environment required to attract new and retain existing female members.

Council has also taken significant steps to acknowledge and reward sporting clubs in their endeavours to create an environment that assists growth in participation, by including these measures in various grant and award selection criteria. Such measures include:

- Gender Equity Plan;
- Child Safe Policy;
- Anti-Discrimination Policy; and
- Strategic Plan.

In addition, Council seeks to remove the barrier to accessing sport by applying significant seasonal and annual licence fee discounts to female, junior and veteran teams. This approach seeks to encourage stronger participation from females, young people and older people.

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.

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.

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Leisure Service Officer, Suranga Dissakarunaratne

Team Leader Leisure Development, Daniel Clark

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 Sporting Reserve Facility Usage Policy - Track Changes 2022-05-23 [**9.3.1** - 8 pages]
2. Attachment 2 Sporting Reserve Facility Usage Policy - Final Clean Version 2022-05-23 [**9.3.2** - 7 pages]
3. Attachment 3 Sporting Club feedback - Sporting Reserve Usage Policy [**9.3.3** - 2 pages]



Sporting Reserve Facility Usage Policy

Policy Number: 2009/09 Directorate: [Community Services Connected Communities](#)

Approval by: Council Responsible Officer: Team Leader Leisure Development

Approval Date: ~~October 2017~~ [23 May 2022](#) Version Number: [34](#)

Review Date: ~~2020/21~~ [4 years from meeting date with a mid-term check-in](#)

1. Purpose

The purpose of this policy is to:

- Increase sport and leisure participation outcomes for females, juniors, older adults, people with a disability [Individuals identifying as lesbian, gay, bisexual, transgender, queer and intersex persons \(LGBTQI+\)](#), and people from culturally and linguistically diverse backgrounds;
- Provide an equitable, transparent and easily understood process for allocating usage of Council sporting reserve facilities; and
- Provide a fair and transparent approach to allocating Council's sporting reserves when there are occasions of multiple user groups applying for the same sporting facility, and where a share-usage agreement cannot be implemented.

2. Context

There are currently more than 100 Council facilities within the City of Knox which are available to user groups for sport, leisure and recreation activities. These facilities accommodate a wide range of user groups whose usage varies depending on the type and size of the organisation. Council also manages the community usage of ~~six-five (65)~~ school ovals and other open space assets which are owned by other government agencies (i.e. Melbourne Water and Parks Victoria) within the municipality.

Over time, Knox City Council and the community have invested significant resources, both human and financial, into the development and maintenance of sporting reserve facilities within the municipality. This Policy articulates the type of occupancy agreements used to manage sporting reserve facility usage and the criteria used to determine occupancy of these facilities.

Council's objective is to see maximum usage of a sporting reserve facility occur by all segments within the community and reserves the right to assign sporting reserve facilities at its discretion, which includes the sharing of facilities between multiple user groups.

3. Scope

This Policy relates to the allocation and usage of Council sporting reserves facilities, comprising sports fields, pavilions, baseball [and softball](#) diamonds, tennis [courts](#), athletics [tracks](#), [basketball](#) and netball [courts](#) [facilities](#), which are available to user groups for sport and recreation activities.

Applications for Sporting Reserve Facility usage will be assessed by Officers from Council's Leisure Services Unit following which [tenancy Seasonal or Annual licence](#) agreements will be issued to successful applicants.



4. References

4.1 Knox Community & Council Plan ~~2021-2031~~2017 to 2021

~~Goal 1—We value our natural and built environment~~

~~Goal 2—We have housing to meet our changing needs~~

~~Goal 3—We can move around easily~~

~~Goal 4—We are safe and secure~~

~~Goal 5—We have a strong regional economy, local employment and learning opportunities~~

~~Goal 6—We are healthy, happy and well~~

~~Goal 7—We are inclusive, feel a sense of belonging and value our identity~~

~~Goal 8—We have confidence in decision-making~~

Please nominate relevant goal

- [Key Direction 2: Neighbourhoods, housing and infrastructure](#)

- [Key Direction 4: Connection, resilience and wellbeing](#)

- [Key Direction 5: Civic engagement and integrity](#)

4.2 Relevant Legislation

- Local Government Act ~~1989~~2020 – Conflict and Interest Provisions

- Associations Incorporated Reform Act 2012

- [Local Government \(General\) Regulations 2015](#)

- [Building Code of Australia](#)

- [Disability Discrimination Act](#)

- [Relevant Australian Standards](#)

- [Liquor Control Reform Act 1998](#)

4.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

4.4 Related Council Policies

- Breach of Seasonal Tenancy Agreement for Sporting Clubs

- Community Signage on Council Open Space [Policy](#)

- ~~Community Signage on Council Open Space Policy~~

- Sporting Reserve & Facility Development Guidelines

- Sporting Clubs Financial Contributions to Facility Development

- Casual Use of Active Reserves

- Tenancy by Community Groups of Council Buildings

- ~~Sporting Reserve Facility Usage~~

- [Guidelines for Developing Sports Facilities](#)

- [Casual Use of Active Reserve](#)

- [Use of Synthetic Turf on Council's Active Reserves Policy](#)

- [Sustainable Buildings and Infrastructure Policy](#)

- [Knox City Council Water Sensitive Urban Design Policy](#)

- [Lease and Licensing Policy](#)

4.5 Related Council Procedures

- Seasonal/Annual Allocations Process

- Seasonal/Annual ~~Tenancy-Licence~~ Agreement

- Seasonal Changeover Guidelines

- School/Casual Booking Procedure

- Event Management Guidelines

- [Fees & Charges](#)

- [Sundry Debtor Management and Collection Procedure](#)



4.6 Related Council Plans & Strategies

- [Community Safety Plan 2017-2021](#)
- [Community Health & Wellbeing Strategy 2017-2021](#)
- [Open Space Asset Management Plan](#)
- [Open Space Plan 2012-22](#)
- [The Knox Integrated City Strategy 2017-2021](#)
- [Knox Pavilion Strategy 2021](#)
- [Climate Response Plan 2021-2031](#)
- [Knox City Council Access & Inclusion Plan](#)
- [Knox City Council Crime Prevention for Environmental Design Principles](#)
- [Knox City Council Graffiti & Vandalism Action Plan](#)
- [Building Asset Management Plan](#)
- [Car Park Asset Management Plan](#)
- [Community Access and Equity Implementation Plan](#)
- [Public Toilet Implementation Plan](#)

5. Definitions

Applicant	The user group which submits an application for seasonal or annual tenancy licence of a Council owned sporting reserve facility.
Breach of Tenancy Agreement Points Seasonal Licence Agreements with Sporting Clubs points	Penalty points accumulated as a result of the user group being in breach of its relevant occupancy agreement.
CALD Teams	Teams wholly comprising of participants from Culturally & Linguistically Diverse backgrounds.
Casual Usage	Casual usage is typically a 'one off' allocation of Council's sports fields and pavilions. However casual use may be for a number of dates provided that the use is not on a consistent and regular basis.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
Council's Leisure Facilities	Facilities managed by Knox City Council, including sports fields, courts, tracks, parks and pavilions.
Club Development Program	An education program offered by Council, helping club members and volunteers of sporting clubs with strategic planning and operational management.
Financial Investment into Facility	The commitment of funds by the user group which directly leads to new and/or improved facilities (i.e. Contributions via Capital Works projects, Recreation Minor Capital Works projects, club initiated projects etc.). Financial contributions made to facility upgrades by State or Federal Governments do not qualify as user group contributions.
Gender Equality	The equal rights, responsibilities and opportunities of women, men, trans and gender-diverse people. Equality does not mean that women, men, trans and gender diverse people will become the same but that their rights, responsibilities and opportunities will not depend on their gender.
Gender Equity	The provision of fairness and justice in the distribution of benefits and responsibilities on the basis of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.



Good Sports Program	An initiative by the Australian Drug Foundation to develop safer and healthier communities. The program helps sporting clubs manage alcohol responsibly, reduce alcohol related problems and ensure best-practice planning documents are in place and implemented.
Lease Agreement	A longer term exclusive usage agreement issued by Council outlining the roles and responsibilities of a user group which utilises a Council facility.
Not for Profit	An organisation that does not earn profits for its owners. All of the money earned by the organisation is used in pursuing the organisation's objectives.
Participants	Total number of people actively taking part in the sport or recreational activity as a team member.
Registration	Registered with, and having teams competing in, a sporting association officially recognised by the sport's governing body.
Seasonal/Annual Tenancy Licence Agreement	A short term usage agreement issued by Council outlining the roles and responsibilities of each user group which utilises a Council facility.
Seasonal/Annual Usage	Seasonal Usage is either 1 April – 30 September (winter) or 1 October - 31 March (summer). Annual usage is from 1 October to 30 September.
Target Communities	Demographic groups within the Knox community that are determined as socially vulnerable and/or potentially at high risk of health related issues (as determined through Council's strategic planning framework).
User Group	A legal entity that provides services, support or activities to the Knox community and has applied for use of a Council active reserve.

6. Council Policy

To provide a framework that is easily understood and maximises use of Council's Sporting Reserve Facilities, two (2) categories of usage have been established defining the type of use, length of agreement and criteria for allocation.

6.1 Seasonal/Annual [Tenancy Licence](#) & School/Casual Usage Agreements

Allocating usage of Council's sports fields and pavilions will occur by way of an occupancy agreement. Usage will be given in the following order of priority:

1. Events and activities conducted by Council.
2. Sport or recreational groups within Knox (seasonal usage fees apply).
3. Schools or school sport associations based within Knox.
4. Schools or school sport associations located outside Knox (casual usage fees apply).
5. Private organisations (casual usage fees apply).

(a) Seasonal/Annual [Tenancy Licence](#) Agreements

This type of use is non-exclusive and allocated on a seasonal or annual basis, as highlighted below:

- Winter Tenancy Period (1 April to 31 August, plus potential finals);
- Summer Tenancy Period (1 October to 28 February, plus potential finals); and
- Annual Tenancy Period (1 October to 30 September).

Typical use would be evening usage on weeknights for training [and occasional matches](#), and weekend usage for [matchcompetition](#). This allocation may also include club events and representative matches [and carnivals](#).

To be eligible to enter into a seasonal or annual [tenancy licence](#) agreement for use of Council's sports fields and pavilions, user groups must:



- Be an incorporated identity, as per the Associations Incorporated Reform Act 2012, whilst also ensuring all relevant and required paperwork has been lodged with Consumer Affairs Victoria in a timely manner;
- Have public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurers;
- Not be in arrears with Council's fees and charges or with payments stipulated in an agreed repayment plan; and
- Be registered with, and have a team/s competing within a sporting association which is officially recognised by the respective sports' governing body. This registration must be consistent with the year in which the application for seasonal [tenancy-licence](#) is submitted to Council.
- [Be able to demonstrate its inclusive nature and support for women's participation in sport. To achieve this, clubs are encouraged to fill leadership positions upon its committee with women, including the roles of President, Vice President, Treasurer, or Secretary. Council encourages clubs to have at least two of these positions filled by women female members. ~~Clubs are also required to have policies and plans in place which demonstrate a commitment towards fielding female teams.~~](#)
- [Be able to demonstrate a commitment to increasing female participation. To achieve this, the club must field at least one female team, merged team with another club, mixed gender team, or have a formal partnership/affiliation in place with another club that with has a female teams.](#)
- Be able to demonstrate a commitment to increasing junior participation. To achieve this, the club must field [at least one junior teams](#) or have a formal [partnership/affiliation](#) in a place with a stand-alone junior club. Evidence of pathways from junior sport to senior sport are encouraged.
- Be able to demonstrate a commitment to club development and sustainability. To achieve this, clubs are required to undertake their own club education programs (i.e. [Sport and Life Training ALT](#), [Leisure Networks](#), Sports Community, Leading Teams, etc.) or regularly attend Council's ~~quarterly~~ Club Development Program workshops.

Council understands that on rare occasions, multiple user groups request access to the same Council facility for use at the same time. Should this occur, Council Officers will work together with the applicants to determine a shared usage outcome. If an agreement [for a](#) shared usage outcome is not possible, the following criteria will be used by Council to determine which applicant is granted usage.

Ranking Criteria		Points
1	How long (consecutive years) has the applicant been granted a seasonal or annual licence/tenancy of the facilities being requested?	New Club – 0 1-4 years – 3 5-9 years – 6 10-14 years – 9 15-19 years – 12 20+ years – 15
2	How many participants will benefit from the applicant's requested usage?	<75 – 3 75 -149 – 6 150-224 – 9 225-299 – 12 300+ – 15
3	How much has the applicant invested financially into the requested facilities within the past twenty years? This includes permanent assets at the facility (i.e. floodlighting, nets, pavilion improvements etc.), not equipment. * Documentation to support this may be required.	<\$1k – 0 \$1k-\$19k – 3 \$20k-\$39k – 6 \$40k-\$59k – 9 \$60k-79k – 12 \$80k+ – 15
4	What percentage of applicant's participants live within the City of Knox? * Documentation to support this may be required.	<20% – 0 20-39% – 3 40-59% – 6



		60%-79% – 9 80%-94% – 12 95%+ – 15
5	Does the applicant’s requested usage directly relate to any of the following targeted groups? (i.e. Teams wholly consisting of Juniors, Females, All-abilities, Vets/Masters and CALD participants).	Females – 3 Juniors – 3 Vets/Masters – 3 All Abilities – 3 CALD – 3
6	How many Breach of Seasonal Tenancy-Licence Agreements with Sporting Clubs Demerit Points has the applicant received in last three years?	11+ points – 0 6-10 points – 5 1-5 points – 10 0 points –15
7	How long has the applicant been based in the City of Knox?	Never – 0 1-4 years – 2.5 5-9 years – 5 10-14 years – 7.5 15-19 years – 10 20+ years – 12.5
8	Is the applicant “Not-for-profit”?	No – 0 Yes – 12.5
9	What percentage of Council’s Club Development Program seminars workshops has the applicant been represented at in the last three years?	<25% – 0 25-50% – 3 51-77% – 6 76-99% – 9 100% – 12
10	Is the applicant registered and/or accredited with the Good Sports Program? undertaking the following club development and/or governance initiatives? <ul style="list-style-type: none"> • SALT Programs/Leisure Networks Programs/other formal eEducation Training programs, etc. • Good Sports Program (Level 3) • Strategic Plan • Gender Equity Plan • Multicultural & Inclusion Plan • Anti-Discrimination Policy • Disability Action Plan • Social Media/Communications Policy • Anti-Bullying Policy • Alcohol & Drug Policy • Child Safe Policy • SunSmart Policy 	No – 0 Yes – 2 (for each initiative) Level 0 – 2.5 Level 1 – 5 Level 2 – 7.5 Level 3 – 10
11	Has the applicant implemented its own club development initiatives in the last three years? (i.e. SALT Program, Educational Training, etc.)	No – 0 Yes – 10

Applicants may be required to provide additional documentation to support their application (i.e. evidence of investment into the facility etc.).

In the event of two user groups having tied scores after the ranking process has been applied, the allocation of the requested facilities will be based on the following process:



- 1.) Removal of the scores from Ranking Criteria 10 to see whether a higher scoring applicant can be identified.
- 2.) If the scores are still tied, the next step will be the removal of the scores from Ranking Criteria 9 to see whether a higher scoring applicant can be identified.
- 3.) This process of removing the scores will continue in numerical order, from the lowest Ranking Criteria (criteria 10) to the highest Ranking Criteria (criteria 1) until the scores are no longer tied and a higher scoring applicant can be identified.

Additional Information

Subject to suitability of the facility for the level of sport being played, should there be multiple facilities at a venue which are shared by different user groups (i.e. Llewellyn Reserve, Lewis Park Reserve), the highest ranking user group will have the right to choose which facility it uses.

Appeals Process

If a Club wishes to appeal the allocation of sporting facilities decision, a review panel consisting of three (3) Senior Council Officers and one member of Council's Recreation & Leisure [Liaison Group Committee](#), as an independent third party, will re-assess the ranking criteria scores attributed to each club. This panel will be chaired by the Manager of Governance and will not include any Officers who were involved in the original decision making process. All relevant clubs will be notified of the outcome of the appeal.

6.1.2 School Usage

School usage refers to use of Council's sports fields and pavilions by schools or school sporting associations located within or external to the City of Knox. Schools must hold current public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer. Priority will be given to schools or school sporting associations located within or servicing the City of Knox. Applications for school usage will be assessed on a case-by-case basis against Council's Use of Active Reserves Policy.

6.1.3 Casual Usage

Casual use applicants must hold current public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer. When allocating casual usage of Council's sports fields and pavilions, the following criteria will be considered:

- Applicant's history within the municipality;
- Applicant's history of use and treatment of requested facilities; and
- Not-for-profit organisations will have preference above commercial agencies.

Applications for casual usage will be assessed on a case-by-case basis.

6.2 [Long Term Licence Agreements](#)

Allocation of facilities under [long term](#) lease and licence agreements will be agreed by negotiation. Typically, [long term](#) lease and licence agreements will apply to facilities that are specific to a type of sport or recreational activity. Licence agreements may be arranged for a period of one to five years. [Long Term Lease](#) agreement terms will vary and are subject to approval by Council.

To be eligible to enter into a [long term](#) licence agreement for use of Council's sporting reserve facilities user groups must be a registered business or incorporated identity, as per the Associations Incorporated Reform Act 2012 and have public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer.

[7. Administrative Updates](#)

[From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of](#)



Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.



Sporting Reserve Facility Usage Policy

Policy Number:	2009/09	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Team Leader Leisure Development
Approval Date:	23 May 2022	Version Number:	4
Review Date:	4 years from meeting date with a mid-term check-in		

1. Purpose

The purpose of this policy is to:

- Increase sport and leisure participation outcomes for females, juniors, older adults, people with a disability Individuals identifying as lesbian, gay, bisexual, transgender, queer and intersex persons (LGBTQI+), and people from culturally and linguistically diverse backgrounds;
- Provide an equitable, transparent and easily understood process for allocating usage of Council sporting reserve facilities; and
- Provide a fair and transparent approach to allocating Council's sporting reserves when there are occasions of multiple user groups applying for the same sporting facility, and where a share-usage agreement cannot be implemented.

2. Context

There are currently more than 100 Council facilities within the City of Knox which are available to user groups for sport, leisure and recreation activities. These facilities accommodate a wide range of user groups whose usage varies depending on the type and size of the organisation. Council also manages the community usage of five (5) school ovals and other open space assets which are owned by other government agencies (i.e. Melbourne Water and Parks Victoria) within the municipality.

Over time, Knox City Council and the community have invested significant resources, both human and financial, into the development and maintenance of sporting reserve facilities within the municipality. This Policy articulates the type of occupancy agreements used to manage sporting reserve facility usage and the criteria used to determine occupancy of these facilities.

Council's objective is to see maximum usage of a sporting reserve facility occur by all segments within the community and reserves the right to assign sporting reserve facilities at its discretion, which includes the sharing of facilities between multiple user groups.

3. Scope

This Policy relates to the allocation and usage of Council sporting reserves facilities, comprising sports fields, pavilions, baseball and softball diamonds, tennis courts, athletics tracks and netball courts, which are available to user groups for sport and recreation activities.

Applications for Sporting Reserve Facility usage will be assessed by Officers from Council's Leisure Services Unit following which Seasonal or Annual licence agreements will be issued to successful applicants.



4. References

4.1 Community & Council Plan 2021-2031

- Key Direction 2: Neighborhoods, housing and infrastructure
- Key Direction 4: Connection, resilience and wellbeing
- Key Direction 5: Civic engagement and integrity

4.2 Relevant Legislation

- Local Government Act 2020 – Conflict and Interest Provisions
- Associations Incorporated Reform Act 2012
- Local Government (General) Regulations 2015
- Building Code of Australia
- Disability Discrimination Act
- Relevant Australian Standards
- Liquor Control Reform Act 1998

4.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

4.4 Related Council Policies

- Breach of Seasonal Tenancy Agreement for Sporting Clubs
- Community Signage on Council Open Space
- Sporting Reserve & Facility Development Guidelines
- Sporting Clubs Financial Contributions to Facility Development
- Casual Use of Active Reserves
- Tenancy by Community Groups of Council Buildings
- Guidelines for Developing Sports Facilities
- Casual Use of Active Reserve
- Use of Synthetic Turf on Council's Active Reserves Policy
- Sustainable Buildings and Infrastructure Policy
- Knox City Council Water Sensitive Urban Design Policy
- Lease and Licensing Policy

4.5 Related Council Procedures

- Seasonal/Annual Allocations Process
- Seasonal/Annual Licence Agreement
- Seasonal Changeover Guidelines
- School/Casual Booking Procedure
- Event Management Guidelines
- Fees & Charges
- Sundry Debtor Management and Collection Procedure

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- Community Safety Plan 2017-2021
- Community Health & Wellbeing Strategy 2017-2021
- Open Space Asset Management Plan
- Open Space Plan 2012-22
- The Knox Integrated City Strategy 2017-2021
- Knox Pavilion Strategy 2021
- Climate Response Plan 2021-2031
- Knox City Council Access & Inclusion Plan
- Knox City Council Crime Prevention for Environmental Design Principles
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- Building Asset Management Plan
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- Community Access and Equity Implementation Plan
- Public Toilet Implementation Plan

5. Definitions

Applicant	The user group which submits an application for seasonal or annual licence of a Council owned sporting reserve facility.
Breach of Seasonal Licence Agreements with Sporting Clubs points	Penalty points accumulated as a result of the user group being in breach of its relevant occupancy agreement.
CALD Teams	Teams wholly comprising of participants from Culturally & Linguistically Diverse backgrounds.
Casual Usage	Casual usage is typically a 'one off' allocation of Council's sports fields and pavilions. However casual use may be for a number of dates provided that the use is not on a consistent and regular basis.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
Council's Leisure Facilities	Facilities managed by Knox City Council, including sports fields, courts, tracks, parks and pavilions.
Club Development Program	An education program offered by Council, helping club members and volunteers of sporting clubs with strategic planning and operational management.
Financial Investment into Facility	The commitment of funds by the user group which directly leads to new and/or improved facilities (i.e. Contributions via Capital Works projects, Recreation Minor Capital Works projects, club initiated projects etc.). Financial contributions made to facility upgrades by State or Federal Governments do not qualify as user group contributions.
Gender Equality	The equal rights, responsibilities and opportunities of women, men, trans and gender-diverse people. Equality does not mean that women, men, trans and gender diverse people will become the same but that their rights, responsibilities and opportunities will not depend on their gender.
Gender Equity	The provision of fairness and justice in the distribution of benefits and responsibilities on the basis of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.
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Lease Agreement	A longer term exclusive usage agreement issued by Council outlining the roles and responsibilities of a user group which utilises a Council facility.
Not for Profit	An organisation that does not earn profits for its owners. All of the money earned by the organisation is used in pursuing the organisation's objectives.
Participants	Total number of people actively taking part in the sport or recreational activity as a team member.
Registration	Registered with, and having teams competing in, a sporting association officially recognised by the sport's governing body.
Seasonal/Annual Licence Agreement	A short term usage agreement issued by Council outlining the roles and responsibilities of each user group which utilises a Council facility.



Seasonal/Annual Usage	Seasonal Usage is either 1 April – 30 September (winter) or 1 October - 31 March (summer). Annual usage is from 1 October to 30 September.
Target Communities	Demographic groups within the Knox community that are determined as socially vulnerable and/or potentially at high risk of health related issues (as determined through Council's strategic planning framework).
User Group	A legal entity that provides services, support or activities to the Knox community and has applied for use of a Council active reserve.

6. Council Policy

To provide a framework that is easily understood and maximises use of Council's Sporting Reserve Facilities, two (2) categories of usage have been established defining the type of use, length of agreement and criteria for allocation.

6.1 Seasonal/Annual Licence & School/Casual Usage Agreements

Allocating usage of Council's sports fields and pavilions will occur by way of an occupancy agreement. Usage will be given in the following order of priority:

1. Events and activities conducted by Council.
2. Sport or recreational groups within Knox (seasonal usage fees apply).
3. Schools or school sport associations based within Knox.
4. Schools or school sport associations located outside Knox (casual usage fees apply).
5. Private organisations (casual usage fees apply).

(a) Seasonal/Annual Licence Agreements

This type of use is non-exclusive and allocated on a seasonal or annual basis, as highlighted below:

- Winter Tenancy Period (1 April to 31 August, plus potential finals);
- Summer Tenancy Period (1 October to 28 February, plus potential finals); and
- Annual Tenancy Period (1 October to 30 September).

Typical use would be evening usage on weeknights for training and occasional matches, and weekend usage for matches. This allocation may also include club events and representative matches and carnivals.

To be eligible to enter into a seasonal or annual licence agreement for use of Council's sports fields and pavilions, user groups must:

- Be an incorporated identity, as per the Associations Incorporated Reform Act 2012, whilst also ensuring all relevant and required paperwork has been lodged with Consumer Affairs Victoria in a timely manner;
- Have public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurers;
- Not be in arrears with Council's fees and charges or with payments stipulated in an agreed repayment plan; and
- Be registered with, and have a team/s competing within a sporting association which is officially recognised by the respective sports' governing body. This registration must be consistent with the year in which the application for seasonal licence is submitted to Council.
- Be able to demonstrate its inclusive nature and support for women's participation in sport. To achieve this, clubs are encouraged to fill leadership positions upon its committee with women, including the roles of President, Vice President, Treasurer, or Secretary. Council encourages clubs to have at least two of these positions filled by female members.
- Be able to demonstrate a commitment to increasing female participation. To achieve this, the club must field at least one female team, merged team with another club, mixed gender team, or have a formal partnership/affiliation in place with another club that has female teams.



- Be able to demonstrate a commitment to increasing junior participation. To achieve this, the club must field at least one junior team or have a formal partnership/affiliation in a place with a stand-alone junior club. Evidence of pathways from junior sport to senior sport are encouraged.
- Be able to demonstrate a commitment to club development and sustainability. To achieve this, clubs are required to undertake their own club education programs (i.e. Sport and Life Training, Leisure Networks, Sports Community, Leading Teams, etc.) or regularly attend Council's Club Development Program workshops.

Council understands that on rare occasions, multiple user groups request access to the same Council facility for use at the same time. Should this occur, Council Officers will work together with the applicants to determine a shared usage outcome. If an agreement for a shared usage outcome is not possible, the following criteria will be used by Council to determine which applicant is granted usage.

Ranking Criteria		Points
1	How long (consecutive years) has the applicant been granted a seasonal or annual licence of the facilities being requested?	New Club – 0 1-4 years – 3 5-9 years – 6 10-14 years – 9 15-19 years – 12 20+ years – 15
2	How many participants will benefit from the applicant's requested usage?	<75 – 3 75 -149 – 6 150-224 – 9 225-299 – 12 300+ – 15
3	How much has the applicant invested financially into the requested facilities within the past twenty years? This includes permanent assets at the facility (i.e. floodlighting, nets, pavilion improvements etc.), not equipment. * Documentation to support this may be required.	<\$1k – 0 \$1k-\$19k – 3 \$20k-\$39k – 6 \$40k-\$59k – 9 \$60k-79k – 12 \$80k+ – 15
4	What percentage of applicant's participants live within the City of Knox? * Documentation to support this may be required.	<20% – 0 20-39% – 3 40-59% – 6 60%-79% – 9 80%-94% – 12 95%+ – 15
5	Does the applicant's requested usage directly relate to any of the following targeted groups? (i.e. Teams wholly consisting of Juniors, Females, All-abilities, Vets/Masters and CALD participants).	Females – 3 Juniors – 3 Vets/Masters – 3 All Abilities – 3 CALD – 3
6	How many Breach of Seasonal Licence Agreements with Sporting Clubs Demerit Points has the applicant received in last three years?	11+ points – 0 6-10 points – 5 1-5 points – 10 0 points –15
7	How long has the applicant been based in the City of Knox?	Never – 0 1-4 years – 2.5 5-9 years – 5 10-14 years – 7.5



		15-19 years – 10 20+ years – 12.5
8	Is the applicant “Not-for-profit”?	No – 0 Yes – 12.5
9	What percentage of Council’s Club Development Program workshops has the applicant been represented at in the last three years?	<25% – 0 25-50% – 3 51-77% – 6 76-99% – 9 100% – 12
10	Is the applicant undertaking the following club development and/or governance initiatives? <ul style="list-style-type: none"> • SALT Programs/Leisure Networks Programs/other formal education programs, etc. • Good Sports Program (Level 3) • Strategic Plan • Gender Equity Plan • Multicultural & Inclusion Plan • Anti-Discrimination Policy • Disability Action Plan • Social Media/Communications Policy • Anti-Bullying Policy • Alcohol & Drug Policy • Child Safe Policy • SunSmart Policy 	No – 0 Yes – 2 (for each initiative)

Applicants may be required to provide additional documentation to support their application (i.e. evidence of investment into the facility etc.).

In the event of two user groups having tied scores after the ranking process has been applied, the allocation of the requested facilities will be based on the following process:

- 1) Removal of the scores from Ranking Criteria 10 to see whether a higher scoring applicant can be identified.
- 2) If the scores are still tied, the next step will be the removal of the scores from Ranking Criteria 9 to see whether a higher scoring applicant can be identified.
- 3) This process of removing the scores will continue in numerical order, from the lowest Ranking Criteria (criteria 10) to the highest Ranking Criteria (criteria 1) until the scores are no longer tied and a higher scoring applicant can be identified.

Additional Information

Subject to suitability of the facility for the level of sport being played, should there be multiple facilities at a venue which are shared by different user groups (i.e. Llewellyn Reserve, Lewis Park Reserve), the highest ranking user group will have the right to choose which facility it uses.

Appeals Process

If a Club wishes to appeal the allocation of sporting facilities decision, a review panel consisting of three (3) Senior Council Officers and one member of Council’s Recreation & Leisure Committee, as an independent third party, will re-assess the ranking criteria scores attributed to each club. This panel will be chaired by the Manager of Governance and will not include any Officers who were involved in the original decision making process. All relevant clubs will be notified of the outcome of the appeal.



6.1.2 School Usage

School usage refers to use of Council's sports fields and pavilions by schools or school sporting associations located within or external to the City of Knox. Schools must hold current public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer. Priority will be given to schools or school sporting associations located within or servicing the City of Knox. Applications for school usage will be assessed on a case-by-case basis against Council's Use of Active Reserves Policy.

6.1.3 Casual Usage

Casual use applicants must hold current public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer. When allocating casual usage of Council's sports fields and pavilions, the following criteria will be considered:

- Applicant's history within the municipality;
- Applicant's history of use and treatment of requested facilities; and
- Not-for-profit organisations will have preference above commercial agencies.

Applications for casual usage will be assessed on a case-by-case basis.

6.2 Long Term Licence Agreements

Allocation of facilities under long term lease and licence agreements will be agreed by negotiation. Typically, long term lease and licence agreements will apply to facilities that are specific to a type of sport or recreational activity. Licence agreements may be arranged for a period of one to five years. Long Term lease agreement terms will vary and are subject to approval by Council.

To be eligible to enter into a long term licence agreement for use of Council's sporting reserve facilities user groups must be a registered business or incorporated identity, as per the Associations Incorporated Reform Act 2012 and have public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer.

7. Administrative Updates

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

Attachment 3 - Sporting club feedback on Sporting Reserve Facility Usage Policy

Clubs were asked to provide feedback on the Sporting Reserve Facility Usage Policy and the following feedback has been received:

Ferntree Gully Cricket Club	Club is satisfied with this policy.
Wantirna South Football Club	Have no suggested changes.
Templeton Tennis Club	All okay from our end.
Ferntree Gully Tennis Club	I have read through the policy. The only addition I would recommend is a rating scale for unpaid volunteers on committees that is higher than committee members who derive income from using a facility. eg. tennis club coaches. Paid coaches often end up with a conflict of interest sitting on committees and in my view should not be eligible in executive roles. I believe a rating scale would enable a balanced assessment of a clubs governance structure.
Eildon Park Tennis Club	I don't have any direct feedback, except the usual request to consider longer tenancy arrangements for tennis clubs.
Knox United Soccer Club	<p>As you well know Knox United has previously queried the content of the current policy, particularly with respect to the criteria and ranking points for allocation of facilities. Our objection is focused upon the 4th ranking point effectively allowing an applicant with low to zero participants in the City of Knox (less than 20% = 0 points) to utilise a facility. Whether this is in preference to another applicant, or even if they are the sole applicant, we believe this is not acting in favour of the Knox community and does not benefit local sporting clubs.</p> <p>I know there will be a perception of bias due to the current situation with Knox United at Park Ridge Reserve. However we'd like to believe that the primary objective of Knox Council providing, maintaining and developing sporting facilities is focussed on maximising the benefit for their own constituents. With Knox sporting clubs across different codes in need of new facilities we would have expected that Knox constituents should always be prioritised. We do not know what a minimum percentage should be, however it would surely stand to reason that a good majority should be Knox participants for a local community sporting club.</p> <p>Even when our own Club's situation changes in a few years, our viewpoint on this will remain unchanged. It would be interesting to consider what percentage of local constituents other Knox sporting clubs have, and set some form of baseline around this. What would other clubs consider fair and reasonable? We would imagine that the pressure for sporting facilities will only increase with time as participation rates rise and available resources will become even further stretched. Making it even more important to focus upon allocating resources to the Knox community, whatever sporting code. Why should Knox sporting clubs be limited in their operations due to a lack of resources? We can tell you for a fact that Knox United has been significantly hampered for many years due to lack of resources which has affected club growth, social development and capability, revenue. On top of the costs around maintaining an additional private facility at which we have exceeded capacity.</p>

Knox City Tennis Club	The Knox City Tennis Club acknowledgement and acceptance of the current policy, BUT we would like a ROAD MAP for the introduction of 5 year Tenancy Agreements for Tennis Clubs in Knox.
Rowville Tennis Club	We have read the document and accept the current policy.
Knox Churches Soccer Club	<p>I have reviewed the policy in question and I am OK with it for the most part – there are two areas of concern:</p> <ul style="list-style-type: none"> • I believe there should be something in the 6.1.2 Schools Usage and 6.1.3 Casual Usage, that allows for consultation with the tenancy/lease club, BEFORE permitting a school or casual group to use the pitches/grounds. For example, we have had occasions when we have moved games off a pitch or not used a pitch on the weekend for the sake of conserving the surface, with a long term view, only to find a large school using the pitches on a Monday or Tuesday, without our knowledge. Also the equipment used by the schools such as goal posts, coaches shelters and the like are fully funded and installed by the club, yet there appears to be no protection on these for the club when used by a school or other casual user – in the event of any damage. • I also disagree with the ability of council to permit the use of pavilions to schools and casual groups especially within a tenancy period. Most if not all clubs, who have a pavilion allocated will have them setup and in a “use” state during the season, kitchen/canteen stocked, equipment and uniform stocks in pavilion, etc.. How will council ensure that a school or casual group will not interfere with this stuff or even that it will not be stolen or damaged? It’s a bit like a council allowing people to come into my home, when I am not there. There needs to be some clause that only allows this after discussion and with mutual agreement from the club. By the way we have experienced issues with the amount of mess left around the clubrooms and it has been up to us to clean up after a school use, who would pay for the cleaning of club room toilets, etc.. if they were to be used by another group? <p>I am very keen to pursue a five year Licence Agreement as per 6.2 as Knox Churches Sports Association which already incorporates both our Soccer and Cricket clubs.</p>

9.4 Occasional Care

SUMMARY: Jason Crockett, Acting Head of Integrated Services

At the Council Meeting held on 28 March 2022, Council resolved to consider officer recommendations regarding the future of Council's role in the provision of occasional care in three Knox early years services. The services have faced considerable challenges in recent years including significantly low utilisation, decreasing demand and a changing policy and regulatory landscape. Notwithstanding the impact of COVID-19, recent consultation with the few families who had expressed interest in potentially using the services in coming years has been undertaken which suggested that the withdrawal of two of the services will have limited to no impact on the availability and accessibility of appropriate childcare options for families.

Following consultation with staff and community members, officers recommend that Council resolve to cease providing occasional care services at two of the three sites on and from 30 June 30, 2022 (Knox Family and Children's Centre – Wantirna South and Rowville Community Centre) but continue providing occasional care at Knox Regional Netball Centre for a period of approximately 12 months while a service review is completed and a further report is prepared for Council regarding potential options for the future of the service.

RECOMMENDATION

That Council resolve to:

1. Cease to provide occasional care at Knox Family and Children's Centre (KCFC) Wantirna South and Rowville Community Centre on and from 30 June 2022.
2. Continue to be a service provider of occasional care at Knox Regional Netball Centre subject to:
 - a) a service review undertaken approximately in the next 12 months; and
 - b) a further report being presented to Council to determine the longer-term future of this service.
3. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to notify the Victorian Department of Education and Training regarding the withdrawal of children's services at Rowville Community Centre and the surrender of the Service Approval.
4. Note that the Service Approval and License at KCFC - Wantirna South will not be surrendered as the Long Day and Kindergarten will continue to operate under the existing service approval and license arrangements.
5. Endorse the communication and engagement plan (as set out in Section 3 to the report) in relation to the withdrawal of the select occasional care services.
6. Note that the Chief Executive Officer (or such person nominated by the Chief Executive Officer) will undertake notification of the affected employees, in relation to the withdrawal of the select services and the impact of the change on employees.

- 7. Note that all eligible staff from Knox Family and Children's Centre - Wantirna South Occasional Care and Rowville Community Centre Occasional Care will be supported to transition to alternate available positions in Knox City Council early years services.**
- 8. Note that community and staff consultation occurred in April 2022 in line with Council Community Engagement Policy.**

1. INTRODUCTION

Council resolved at the Council Meeting held on 28 March 2022, to review its provision of occasional care (OC) at three sites across the municipality – Knox Children and Family Centre – Wantirna South Occasional Care (KCFC), Rowville Community Centre Occasional Care (unfunded 3-year-old pre-kindergarten) (RCC) and limited hours occasional care at Knox Regional Netball Centre (KRNC). Each of the 3 services have had periods of suspended operations since April 2020 in response to the COVID-19 Pandemic.

A number of significant challenges faced by each service have driven the need for the services to be reviewed and required Council to consider its ongoing operation of occasional care.

These challenges include:

- The limitations of the new legislative requirements introduced by the Victorian Government in relation to limited licensed children's services for RCC and KRNC;
- Trending decline in overall demand and significantly low utilisation of all three services; and
- The implementation of funded kindergarten for 3-year-old children from January 2022, which is likely to have an ongoing negative impact on utilisation and demand for age specific unfunded 3-year-old programs into the future.

As an operational response to significantly reduced demand in the context of these ongoing challenges, two of the services (KCFC and RCC) were further suspended in January 2022, while officers worked through the options for designing a sustainable and viable occasional care offering at each site. At the same time, officers implemented a public Expression of Interest campaign between December 2021 and February 2022 and undertook consultation in April 2022 with the few families who responded. Taken together, the service review and community consultation has indicated that resolving to permanently withdraw the services at Wantirna South Hub and Rowville Community Centre will have a limited impact on the availability of and access to childcare for these families.

The third service, at Knox Regional Netball Centre, has continued to operate in 2022. Further investigation is required in order to ascertain whether Council can continue to provide the service in a sustainable way given the longer-term capital works which are required to ensure the service can continue to comply with the Victorian Children's Services Act and Regulations. This particular issue will become pertinent should demand for occasional care services increase as a result of the expansion works at the KRNC.

Officers recommend that this service continues to operate on the condition that a further review of this service be undertaken in the coming 12-month period and a further report be prepared for Council consideration.

This report outlines the rationale for the above recommendations and the next steps required in each service to implement the required changes in line with Council's legal and industrial obligations.

2. DISCUSSION

Several long-term factors have driven the need for change in Council's occasional care services.

2.1 Changing Legislative and Regulatory Context

The legislative, regulatory and policy changes at both a State and Commonwealth level (particularly changes to the Victorian Children's Services Act 1996 and the related Children's Services Regulations 2020, the Commonwealth Child Care Subsidy and the introduction of 3-year-old kindergarten in Victoria) have increased pressure on occasional care services to either provide very ad hoc and casual care (as offered at KRNC) or become fully licensed centre-based care services under the National Quality Framework, which can provide long day care, kindergarten, and/or occasional care (as offered at KCFC - Wantirna South). The impact of this is particularly significant in the context of Kindergarten Expansion Reform, which has superseded the unfunded pre-kindergarten program RCC has offered in the past.

Whilst there is a trending decline in stand-alone occasional care provision across Victoria, the recent regulatory changes have expanded the capacity for long day care providers to offer casual and more flexible care options within centre-based childcare. In this context the limited-hours, ad hoc, casual care service model provided by Council has limited financial viability as a stand-alone service. This is unlikely to change into the future as this situation is driven by the legislative, regulatory and policy context relating to the Victorian Children's Services Act 1996, the related Children's Services Regulations 2020, the Commonwealth Child Care Subsidy and the introduction of 3-year-old kindergarten in Victoria.

2.2 Desktop Service Review

The recommendations outlined in this report are informed by the desktop service review undertaken in 2021 which identified that:

- A decline in demand for occasional care in Council's services is influenced by demographic and legislative/regulatory changes.
- There is existing capacity within Not-for-profit (NFP) and private operators operating in the municipality.
- The demand for occasional care is highest in the city's west.
- Councils operating occasional care tend to be localised in the western suburbs of Melbourne.
- As an occasional childcare service provider, Council is an outlier in the eastern suburbs. Monash and Casey no longer provide occasional care. However, Maroondah continues to provide occasional care only for their most vulnerable families.

2.3 Approved Provider Compliance

As an Approved Provider of licensed children's occasional care services, Council had until January 2022 to meet the new regulatory standards with regards to staffing and the premises conditions.

These requirements include:

- Providing a minimum of 7 sqm of outdoor space per child; and
- Providing adult handwashing, and nappy changing facilities at RCC and KRNC if children access the services for more than five hours/day or more than 15 hours/week.

These changes would require Council to undertake significant capital works at the facilities which currently house RCC and KRNC. However, investing in the infrastructure required to meet the new regulatory imperatives, may not represent the best social or economic value for the Knox community if these services are under-utilised now and into the future due to limited amenity, viability and low community demand.

2.4 Rationale for recommendations and next steps

The rationale for each of the recommendations outlined in this report and the next steps recommended for each service are outlined below.

Knox Children and Family Centre – Occasional Care Wantirna South

Since the suspension of the occasional care program at KCFC – Wantirna South, families have accessed the existing long day care program and this appears to have replaced the demand for occasional care at this service site. Officers have investigated the merits of introducing casual or half day options in the long day care programs available at the Wantirna South Hub, however, this does not currently appear to be in as high demand as the regular long day program.

While officers recommend permanently withdrawing the occasional care service at this site, there is no need to surrender the service approval and license at KCFC - Wantirna South as the other programs (Long Day Care and Kindergarten) operating under these arrangements will continue. The occasional care rooms at KCFC - Wantirna South could be reallocated to the long day care (LDC) program or sessional kindergarten program on a permanent basis.

As a result of declining utilisation, the KCFC Wantirna South occasional care program has been in suspension with staff redeployed within the existing long day care program. Following a staff consultation process and if Council resolves to cease the occasional care service Council will permanently position staff within the existing long day care program.

Rowville Community Centre

The desktop service review indicated that there are no operational changes that can improve the viability of the program at RCC in the context of the new regulatory frameworks and policy directions including the Kindergarten Expansion Reform.

In the lead up to 2022 there were seven children whose families were interested in attending. Given the small number of children, officers contacted each family and of these seven, only four were interested to attend if the numbers remained low. Two of these four families already had places in a 3-year-old kindergarten program.

Officers have assessed the need for a 3-year-old kindergarten program to be delivered from RCC to support the inclusion of eligible children to participate in a funded 3-year-old kindergarten program, however, there is currently no indication that an additional 3-year-old kindergarten program is required in this area of the municipality. Should the RCC Occasional Care program continue, capital works in the range of \$84k would be required to ensure it can comply with the minimum regulatory requirements.

There are three alternative providers operating occasional care programs in Rowville, with a further three operating in Ferntree Gully, all within reasonable proximity to RCC. If Council were to resolve to cease the 3-year-old unfunded pre-kindergarten program, the alternative providers would continue to provide the community with flexible occasional care programs.

In this context, officers recommend the permanent withdrawal of occasional care services at RCC and the surrender of the Service Approval to the Victorian Department of Education.

The staff employed at RCC have been redeployed within other Council Early Years services since the 3-year-old unfunded pre-kindergarten program was suspended. Following a staff consultation process and in the event that Council resolves to cease the 3-year-old unfunded pre-kindergarten program, Council will permanently position affected staff within the existing Council Early Years services.

Knox Regional Netball Centre

The occasional care program at KRNC has run on Fridays from 9.30 am to 2.00 pm. Children attend the program for 45 minutes at a time while their parents play netball. The program only operates for the provision of supporting the children of women who are playing netball and operates under a different license to KCFC and RCC, meaning if Council resolves to cease the occasional care programs at KCFC and RCC, children would not be able to transfer to KRNC.

Redevelopment of the facility at KRNC is currently underway and changed patronage during this time means predicting future demand is challenging. A further review including the programs to be offered will need to be completed once the redevelopment is complete. This work will be completed in collaboration with the Active and Creative Communities team in approximately the next 12 months.

In 2017, Council determined to remove any fees for families relating to the occasional care service at KRNC as a strategy to support women's participation in sport. An option to review this decision and potentially introduce a fee for the service could potentially make it a more sustainable service in the longer term. However, there are other constraining factors which make potentially introducing a fee and increasing utilisation problematic, for example the lack of children's bathrooms. With the current levels of utilisation, service provision can be continued with existing operational procedures as Staff escort children to and from the adult bathroom area for toileting, handwashing and nappy changing. However, while the current procedures comply with the existing licensing arrangements, should predicted or actual utilisation increase, i.e., if the existing service were expanded and more children attended, an upgrade of existing bathroom facilities to suit children and maximise supervision of children by staff would be required. The estimated cost of upgrading the bathroom facilities is in the vicinity of \$150,000.

In this context, a further review of the service at KRNC over the coming 12 months is recommended with the aim of identifying:

- How the different operating environment post redevelopment of the facility has changed demand for Occasional Care services.
- If and how changed patronage at the facility has impacted demand for Occasional care.
- Efficiencies which could be created to support a more demand driven approach to staffing.
- How any changes to the fee structure at the service could influence Council's responsibilities regarding Competitive Neutrality.
- A sustainable operational fee structure, service model and budget for the service.
- The full detailed costs of capital works required to continue the provision of the service with a new service model into the future.

It is proposed that a future report would be presented for Council consideration within approximately 12 months.

3. CONSULTATION

Should Council agree with the recommendations in this report a communications and engagement plan for community and staff is detailed in Table 1 - Communication and Engagement Plan.

Table 1 – Communication and Engagement Plan

Activity	Audience	Technique	Timeframe
Formally notify staff of Council's decision	Directly affected Staff Staff in the Family & Children's Services Department	Face to face meeting with directly affected staff followed by written confirmation of Council's decision General email to all F&CS staff	24 May 2022 25 May 2022
The Have Your Say Page responses and message to community	Followers / Visitors / Contributors	Outcome of council decision message on Have Your Say Page to finalise the engagement.	25 May 2022
Council Website Updates	Knox Community	Updates to existing information on Knox Early Years Services	25 May 2022
Notify all internal Council departments including customer service	Internal Council Departments	Email to all Council Departments	25 May 2022
Surrendering Service Approval (for RCC) by Approved Provider (KCC)	Department of Education	Written notice to DET via Notification Form A S07	1 July 2022

3.1 Community Consultation

As detailed in the Council report tabled on 28 March 2022, community consultation and engagement activities have been undertaken with families potentially affected by the withdrawal of the services at KCFC and RCC and the on-going provision of occasional care at KRNC. This has included:

- Fifteen interviews as part of the desk top review, with representatives from other local government areas who provide occasional care services, the leadership team from Family and Children's Services and Creative Communities, and current staff employed in the occasional care programs.
- An online Expression of Interest Campaign which attracted 114 views and seven responses.
- Phone Interviews with ten families who had registered potential interest in the programs at KCFC and RCC in 2022 either through the have your say platform or direct contact with Council officers. Only five of the ten families contacted provided feedback during the interviews.

Responses from community consultation activities are summarised below. The consultation indicated that respondents valued:

- The flexibility occasional care offers families;
- The potential to spend less on care by only paying for the hours they require; and
- The social interaction opportunities for their children before spending time in formal care and education settings.

A few families expressed frustration that children had limited access to services over the past two years due to the Pandemic and that this has impacted on opportunities for children to socialise.

Respondents were provided with information on available occasional care programs operating in their local communities, and some respondents also suggested that access to first-time parents' groups or playgroups could provide opportunity for their children to socialise with others in the future.

Overall, the community consultation suggested that the withdrawal of two of the select services will have limited to no impact on the availability and accessibility of appropriate childcare options for families.

3.2 Staff Consultation

In accordance with Clause 12 of the Knox City Council's Enterprise Agreement No.10, consultation letters and a formal consultation meeting with affected staff regarding change management if Council resolves to withdraw the services at KCFC and RCC was undertaken in April 2022. Staff were invited to provide feedback about the proposed options however no formal feedback was received, even after a two-week extension to the feedback timeframe. Informally, staff have expressed to people leaders that their highest priority is gaining certainty regarding Council's decision.

Council should note that the relevant unions have been informed.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The environment and amenity considerations for each of the three occasional care service sites are considered below:

KCFC - Wantirna South Occasional Care

KCFC is a contemporary, purpose-built facility, designed to support, and maximise adherence to legislation requirements relating to environment and amenity. This flexible purpose-built space is suitable for a range of children's service and care arrangements.

Permanent withdrawal of the occasional care Service at the KCFC - Wantirna South Hub would allow for the repurposing of the occasional care rooms to other high demand children's services i.e., Long Day Care and Kindergarten.

Rowville Community Centre Occasional Care

Withdrawal of the service at RCC would negate the need for investment in the indoor amenities and outdoor spaces required to meet legislative requirements at the RCC site to ensure compliance with the Victorian Children's Services Act and Regulations. The amenity and space currently allocated to RCC occasional care could be considered for other activities as part of the variety of programs offered through the Rowville Community Centre and operationally supported by the Active and Creative Communities Department of Council.

Knox Regional Netball Centre Occasional Care

Modifications to the KRNC space (adult handwashing, nappy changing facilities, and children's bathrooms) are required for long term compliance with the Children Services Regulation and Act 2020. Officers recommend that a review of the service is completed over the next 12 months. This review will need to consider the cost of any capital works required in the context of anticipated community benefit.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The forecast operational cost for continuation of the service at KRNC casual occasional care service in 2022/2023 is \$0.052M. Continuation of this service in the long term would require capital works expenditure estimated between \$0.100M and \$0.150M. Dependent upon expected usage of KRNC it may be possible if a fee was re-considered for this service to become close to cost neutral. This would require a Council decision to rescind the previous made at the 26 June 2017 Council Meeting. The development of a longer-term plan which considers potential service models for this site is planned as part of the recommended service review.

In contrast, the forecast cost for continuing to provide all 3 services in 2022/2023 was \$0.261M, increasing year on year by CPI and Enterprise Agreement increases. Capital costs for improvements to the centre required at RCC was estimated to cost \$0.084M.

7. SOCIAL IMPLICATIONS

Knox City Council works in partnership with a broad range of early years and specialist early years providers and directly provides a number of services including kindergarten, centre-based childcare services, Maternal and Child Health, community and supported playgroups, Preschool Field Officers.

Occasional care has the potential to attract vulnerable families and children as it is casual, ad hoc and requires less time and financial commitment than other care options.

In the context of RCC, the unfunded pre-kindergarten model has been superseded by the funded 3-year-old kindergarten program. Officers have worked to ensure that adequate places are available in Council facilities across the municipality from January 2022, to support eligible children to access kindergarten provided by a degree qualified teacher for five hours each week.

In the context of KCFC – many of the families who had previously utilised the occasional care program have transitioned into using the long day care program at the same service.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Jason Crockett, Acting Head of Integrated Services

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

Nil

10 Office of the CEO Reports for consideration

10.1 Financial Performance Report for the Quarter Ended 31 March 2022

SUMMARY: Coordinator Finance Operations, James Morris

The Financial Performance Report for the period ended 31 March 2022 is presented for consideration.

RECOMMENDATION

That Council receive and note the Financial Performance Report for the period ended 31 March 2022.

1. INTRODUCTION

The provision of the quarterly Financial Performance Report to Council ensures that associated processes are accountable, transparent and responsible resulting in sound financial management.

The attached Financial Performance Report (Attachment 1) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

The Financial Performance Report is designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget. Council adopted its 2021-22 Annual Budget at its Ordinary Council Meeting held 28 June 2021, adopted a Revised Budget at its Ordinary Council Meeting held on 26 July 2021, and adopted a further revised budget at its Ordinary Council Meeting held on 11 April 2022. The March month end reports are prepared against the adopted Revised Budget from July 2021.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted Budget is compared against the projected financial year-end position as reflected by the Forecast. The 2021-22 Forecast includes the following details:

- The 2021-22 Adopted Budget;
- Carry forward funding from 2020-21 into 2021-22 for both operational and capital works income and expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects; and
- Adjustments to forecasts as a result of officers periodically assessing Council's budgetary performance considering emerging events and matters.

2. DISCUSSION

General discussion in regard to this report is detailed under Section 6 'Financial & Economic Implications'.

3. CONSULTATION

This report does not necessitate community consultation. A copy of the quarterly Financial Performance Report is provided to Council's Audit and Risk Committee.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

This report does not have any environmental or amenity issues for discussion.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The overall financial position as at 31 March 2022 is satisfactory with a working capital ratio of 2.46 to 1. The forecast position indicates that Council will have a reduced deficit outcome for 2021-22 and is on track to meet the established operational targets this financial year established in the 2021-22 Adopted Budget.

For the period ended 31 March 2022, Council has achieved an operating surplus of \$32.916 million. This is \$15.163 million favorable to the year to date (YTD) Adopted Budget. This favourable variance is related to the Knox Regional Sports Park (KRSP) project, with the transfer of assets yet to occur (\$23.581 million), while the year-to-date budget also includes a \$12.500 million part contribution towards this project (\$22.400 million has been contributed to date). Council expects to deliver an operating deficit of \$18.357 million, which is a \$15.672 million improvement on the Adopted Budget. This improvement is primarily due to the carry forward of income and expenditure from 2020-21 into 2021-22, in particular the carry forward of unearned capital grants totalling \$10.075 million from 2020-21 in accordance with accounting standards.

The forecast deficit is due to the anticipated transfer of the KRSP assets to the State Government (\$23.581 million), together with Council's contribution towards this project (\$27.000 million).

The total capital works expenditure for the period ended 31 March 2022 is \$49.189 million. This is \$10.576 million less than the YTD Adopted Budget. The year-to-date expenditure includes \$18.000 million for land purchases, with the budget for this carried forward from the previous financial year. The forecast capital works expenditure for the year is \$73.688 million and includes identified carried forward expenditure. Council's contribution of \$27.000 million towards the Knox Regional Sports Park project has been reduced from the capital works budget, and instead is being treated as an operational expense within the Comprehensive Income Statement in accordance with accounting standard requirements.

Council's cash and financial assets are \$38.849 million as at 31 March 2022, which is \$3.331 million less than budgeted. Budgeted borrowing will be undertaken in May or June 2022 and were not undertaken in March 2022 as budgeted. This has impacted the year to date cash position coupled with reduced expenditure in the capital program.

Further detail and discussion of the financial performance of Council for the period ended 31 March 2022 is provided in the attached Financial Performance Report (Attachment 1).

7. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONCLUSION

Council has achieved an operating surplus of \$32.916 million for the period ended 31 March 2022, which compares favorably with the year to date Adopted Budget operating surplus of \$17.753 million.

An operating deficit of \$18.356 million is forecast for 2021-22, with the forecast transfer of the Knox Regional Sports Park and Council's contribution towards this project leading to the forecast deficit.

11. CONFIDENTIALITY

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

Report Prepared By: Coordinator Finance Operations, James Morris

Report Authorised By: Chief Executive Officer, Bruce Dobson

Attachments

1. Financial Performance Report - March 2022 [10.1.1 - 25 pages]

KNOX
your city



Financial Performance Report

For year to date ended 31 March 2022

Contents

Financial Performance Report for year to date ended 31 March 2022



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Executive Summary

Financial Performance Report for the year to date ended 31 March 2022



Introduction and Purpose

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the adopted budget and anticipate the financial position of Council as at financial year end by way of forecasts.

The full year adopted budget is compared against the full year projected position as reflected by the forecast. The 2021-22 forecast includes carry forward funding from 2020-21 into 2021-22 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.

Financial Performance

Summary

Summary	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Adopted Variance \$'000's
Operating						
Income	169,058	172,394	3,337	194,793	210,032	15,239
Expense	151,305	139,478	11,827	228,821	228,388	433
Surplus (Deficit)	17,753	32,916	15,163	(34,029)	(18,357)	15,672
Capital Works	59,764	49,189	10,576	127,984	73,688	54,296
Cash and Investments	42,180	38,849	(3,331)	26,850	47,879	21,029

The overall financial position at 31 March 2022 is satisfactory with a working capital ratio of 2.46 to 1.

The adopted budget operating deficit of \$34.0M is driven by the transfer of the Knox Regional Sports Park assets to the State Government, together with Council's \$27.0M contribution towards this project. The forecast improvement of \$15.7M against the adopted budget is primarily due to the carry forward of unearned capital grants totalling \$10.1M from 2020-21 in accordance with accounting standards. The forecast also includes an additional \$1.9M in funding from the Victoria Grants Commission following the announcement that 75% of the 2022-23 funding would be paid in advance.

The transfer of the Knox Regional Sports Park assets to the State Government (\$23.6M) were budgeted to have occurred by the end of December 2021, while the first \$12.5M contribution was budgeted to have been made (\$20.4M has been paid to date). This has contributed to the favourable year-to-date variance against budget.

The forecast capital works expenditure includes identified carried forward expenditure up to the end of March 2022.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2022



Operating

Operating Results	Year to Date			Full Year		
	Adopted			Adopted	Forecast	Adopted
	Budget	Actual	Variance	Budget	Forecast	Variance
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
Income	169,058	172,394	3,337	194,793	210,032	15,239
Expense	151,305	139,478	11,827	228,821	228,388	433
Surplus (Deficit)	17,753	32,916	15,163	(34,029)	(18,357)	15,672

The 2021-22 Forecast includes \$3.965M in carry forward expenditure from 2020-21 into 2021-22 required for the completion and delivery of key operational projects. Operational and capital grants received totalling \$11.657M were treated as unearned income in 2020-21 and carried forward to 2021-22 in accordance with accounting standards.

Year-to-Date

There is a \$15.2M favourable variance between the YTD actual result and the adopted budget. The surplus primarily relates to:

Revenue

- \$7.4M unearned capital grants from 2020-21 being recognised as income in 2021-22;
- \$0.9M unearned operating grants from 2020-21 being recognised as income in 2021-22;
- \$0.8M favourable variance for outdoor dining grant income;
- \$0.4M favourable variance for kindergarten and childcare special education grants;
- \$0.4M favourable variance for early years resources and facilities programs grant income;
- Offset by a \$6.3M unfavourable (timing) variance for capital grants relating to the Local Roads and Community Infrastructure Program, the Fairpark Reserve Pavilion Upgrade, and the Knox Regional Netball Centre Upgrade; and
- \$0.7M unfavourable (timing) variance for public open space contributions.

Expenditure

- \$22.8M favourable variance for net gain on disposal of property; this mainly relates to Knox Regional Sports Park with the transfer of the assets yet to occur (\$23.6M);
- \$20.4M unfavourable variance in contributions and donations, with the first two contributions totalling \$20.4M towards the Knox Regional Sports Park project now being treated as a contribution as opposed to being included in the net gain on disposal of property;
- \$5.8M favourable variance in materials and services including \$1.1M in Waste Management due to timing of invoices and projects, \$0.7M in Strategy, People & Culture, \$0.6M in Family & Children's Services, \$0.4M in Information Technology, \$0.4M in Community Laws relating to the implementation of the parking strategy; and \$0.4M in Rates & Valuations;
- \$3.1M favourable depreciation and amortisation due to the carry forward of capital works expenditure into 2021-22;
- \$0.5M favourable variance in employee costs throughout the organisation; and
- \$0.3M favourable variance for borrowing costs due to borrowings not undertaken until December.

Forecast

The 2021-22 forecast result is showing a deficit of \$18.4M against an adopted budget deficit of \$34.0M, a variance of \$15.6M. An additional \$15.2M is forecast in revenue, while expenditure is forecast to decrease by \$0.4M compared with the adopted budget position. The main variances relate to:

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2022



Revenue

- Operational and capital grants received totalling \$11.7M (\$1.6M operational and \$10.1M capital) were treated as unearned income in 2020-21 and carried forward to 2021-22 in accordance with accounting standards. This is partially offset by a reduction of \$2.1M for stage 2 of Local Roads and Community Infrastructure Program grant funding received in 2020-21 but budgeted in 2021-22;
- An additional \$1.9M in funding from the Victoria Grants Commission will be received in 2021-22 following the announcement that 75% of the 2022-23 funding would be paid in advance;
- Capital contributions totalling \$2.3M were not received in 2020-21 and carried forward for receipt in 2021-22; and
- This is partially offset by a forecast reduction of \$0.8M in traffic enforcement fines.

Expenditure

- \$4.0M in carry forward expenditure from 2020-21 into 2021-22 required for the completion and delivery of key operational projects; this includes \$1.6M in carry forward expenditure related to unearned operating grants that have been recognised as carry forward income;
- Offset by a reduction of \$4.2M in operational expenditure from the capital works program due to the capital works projects that have been identified to be carried forward to 2022-23;
- A reduction of \$3.3M in depreciation due to the carry forward of capital works from 2020-21 into 2021-22, together with the capital works projects identified to be carried forward to 2022-23;
- The \$27.0M contribution towards the Knox Regional Sports Park has been moved from net gain on disposal of property to contributions and donations; and
- The net gain on disposal of property is also impacted by the forecast carry forward of disposals into the following year (\$10.6M).

Capital

Capital Works Expenditure	Year to Date			Full Year		
	Adopted Budget	Actual	Variance	Adopted Budget	Forecast	Adopted Variance
	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's	\$'000's
Property	14,445	25,548	(11,103)	27,516	34,042	(6,526)
Plant and Equipment	4,137	3,004	1,133	12,676	6,219	6,457
Infrastructure	41,182	20,636	20,546	87,792	33,427	54,364
Total Capital Works Expenditure	59,764	49,189	10,576	127,984	73,688	54,296

Year-to-Date

The capital works underspend in Infrastructure is largely due to the contributions totalling \$20.4M year-to-date for the KRSP project being moved from the capital works program and expensed against contributions and donations; the year-to-date capital works program budget includes the first \$12.5M contribution for this project. The Property spend includes the \$18.0M full amount paid for the Knox Central land purchase, with the budget for this carried forward from the previous financial year. Excluding the \$18.0M for the land sales and the KRSP contribution budget, the year-to-date position would be \$16.1M unfavourable.

The Building underspend of \$6.9M includes the Fairpark Reserve Pavilion Upgrade (\$3.7M) and the Building Renewal program (\$2.6M), while the Recreation, Leisure, Parks and Playgrounds underspend of \$4.7M (excluding the KRSP budget) includes the Stamford Park Upgrades (\$2.2M).

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2022



Forecast

The forecast capital expenditure includes capital expenditure carried forward from 2020-21, while capital expenditure has been identified to be carried forward to 2022-23. The adopted budget also includes \$27.0M for Council's contribution towards the Knox Regional Sports park project; the capital forecast has been reduced to reflect that this payment will occur through operational expenditure.

Balance Sheet

Balance Sheet	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Current Assets	85,781	80,030	(5,751)	44,053	68,770	24,717
Non-Current Assets	2,023,748	1,971,251	(52,497)	2,046,409	2,009,143	(37,266)
Total Assets	2,109,529	2,051,281	(58,248)	2,090,462	2,077,913	(12,549)
Current Liabilities	34,026	32,537	1,489	44,185	40,580	3,605
Non-Current Liabilities	59,472	27,344	32,128	82,028	48,493	33,535
Total Liabilities	93,498	59,882	33,617	126,213	89,073	37,140
Net Assets	2,016,031	1,991,399	(24,631)	1,964,249	1,988,840	24,591
Accumulated Surplus	735,126	698,185	(36,941)	692,632	695,872	3,240
Asset Revaluation Reserve	1,255,640	1,261,515	5,875	1,255,640	1,261,515	5,875
Other Reserves	25,264	31,699	6,435	15,977	31,453	15,476
Total Equity	2,016,031	1,991,399	(24,631)	1,964,249	1,988,840	24,591
Working Capital Ratio	2.52	2.46		1.00	1.69	

The Balance Sheet as at 31 March 2022 indicates a sustainable result. A comparison of total Current Assets of \$80.0M with total Current Liabilities of \$32.5M continues to depict a sustainable financial position (Working Capital Ratio of 2.46 to 1). The Working Capital Ratio for the same period last year was 3.16, with this year's ratio being impacted by the unearned grants of \$3.4M at the end of March, while the cash balance is \$12.1M down on the same stage last year. Current Assets primarily comprises Cash and Cash Equivalents (\$38.8M) and Trade and Other Receivables (\$39.1M). Trade and Other Receivables includes \$34.7M of rates debtors (of which \$7.5M relates to arrears pre July 2021) and \$3.8M in other debtors.

The working capital ratio of 2.46 is slightly down on the Adopted Budget working capital ratio of 2.52. The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.69 at year end, which is greater than the Adopted Budget working capital ratio of 1.00 due to the anticipated carry forward of capital works projects into 2022-23.

Executive Summary (continued)

Financial Performance Report for the year to date ended 31 March 2022



Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	27,208	0	0	7,526	34,734
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	67	77	44	325	513
Other Debtors	1,340	193	184	2,041	3,758
Total Trade and Other Receivables	28,615	270	228	9,944	39,057

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. The due date for rates being paid in full was 15 February 2022, while the final instalment due date is 31 May 2022.

Rates outstanding for more than 90 days is \$1.0M greater than at the same time last year, reflective of the decision to waive interest and not actively pursue late payments during the COVID-19 pandemic. COVID-19 related payment arrangements or extensions are in place for 450 ratepayers.

Other Debtors outstanding for more than 90 days includes \$0.8M for Government grants that will be received.

Investment Analysis

Investment	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Forecast \$'000's	Variance \$'000's
Cash and Cash Equivalents	42,180	38,849	(3,331)	26,850	47,879	21,029
Other Financial Assets	0	0	0	0	0	0
Total Funds Invested	42,180	38,849	(3,331)	26,850	47,879	21,029
Earnings on Investments	45	5	(39)	150	16	(134)

The earnings on investments for the period ended 31 March 2022 were minimal as a result of low interest rates and current holdings of Cash and Cash Equivalents and Other Financial Assets.

Financial Performance Indicators

as at 31 March 2022



The following table highlights Council's current and forecasted performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<p>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</p>					
<p>Adjusted Underlying Result</p>					
Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.	$[\text{Adjusted Underlying Surplus (Deficit)} / \text{Adjusted Underlying Revenue}] \times 100$	(20%) to 20%	(28.62%)	(25.20%)	✓ 1
<p>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</p>					
<p>Working Capital</p>					
Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.	$[\text{Current Assets} / \text{Current Liabilities}] \times 100$	100% - 400%	99.70%	169.47%	✓ 2
<p>Unrestricted Cash</p>					
Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.	$[\text{Unrestricted Cash} / \text{Current Liabilities}] \times 100$	10% - 300%	31.45%	79.37%	✓ 3
<p>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</p>					
<p>Loans and Borrowings</p>					
Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.	$[\text{Interest Bearing Loans and Borrowings} / \text{Rate Revenue}] \times 100$	0% - 70%	68.23%	38.20%	✓ 4
<p>Debt Commitments</p>					
Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	$[\text{Interest and Principal Repayments} / \text{Rate Revenue}] \times 100$	0% - 20%	3.63%	1.77%	✓ 5
<p>Indebtedness</p>					
Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations	$[\text{Non Current Liabilities} / \text{Own Source Revenue}] \times 100$	2% - 70%	55.58%	33.33%	✓ 6

Financial Performance Indicators

as at 31 March 2022



Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
Asset Renewal Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	$\frac{\text{[Asset Renewal Expenditure / Depreciation]} \times 100}{}$	40% - 130%	128.95%	139.98%	✓ 7
Stability - Measures whether a council is able to generate revenue from a range of sources. Rates Concentration Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	$\frac{\text{[Rate Revenue / Adjusted Underlying Revenue]} \times 100}{}$	30.00% - 80.00%	70.97%	69.40%	✓ 8

✓ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.
 ! Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.
 ✗ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.

Notes:

1	Permanent Variance: - The adjusted underlying result ratio is outside the expected bands due to the transfer of the Knox Regional Sports Park assets to the State Government, together with Council's \$27.000M contribution towards the project
2	Timing Variance: - The working capital ratio is within the expected bands - The anticipated increase in the ratio is due to the expected carry forward of capital expenditure from 2021-22 in to 2022-23, partially offset by the subsequent reduction in the level of loan borrowings required during the financial year, together with the carry forward of expected proceeds from the sale of property, plant and equipment
3	Timing Variance: - The unrestricted cash ratio is within the expected bands - The anticipated increase in the ratio is due to the expected carry forward of capital expenditure from 2021-22 in to 2022-23, partially offset by the carry forward of operational and capital expenditure from 2020-21 in to 2021-22, together with associated transfers from restricted cash reserves, and the carry forward of expected proceeds from the sale of property, plant and equipment
4	Timing Variance: - The loans and borrowings ratio is within expected bands - The anticipated decrease in the ratio is due to the expected carry forward of capital expenditure from 2021-22 in to 2022-23, and the subsequent reduction in the level of loan borrowings required during the financial year
5	Timing Variance: - The debt commitments ratio is within expected bands
6	Timing Variance: - The indebtedness ratio is within expected bands - The anticipated decrease in the ratio is due to the expected carry forward of capital expenditure from 2021-22 in to 2022-23, and the subsequent reduction in the level of loan borrowings required during the financial year
7	Timing Variance: - The forecast asset renewal is greater than the expected band, due to the carry forward of renewal expenditure from 2020-21, together with a reduction in depreciation expense due to the carry forward of capital expenditure
8	Timing Variance: - The rates concentration ratio is within the expected bands

Appendix A

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2022



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)	%	Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
Rates									
Rates and Valuation		(108,217)	(108,875)	658	0.61%	✓	(108,279)	(108,882)	603
Net (Income) / Expense - Rates		(108,217)	(108,875)	658	0.61%		(108,279)	(108,882)	603
CEO									
Chief Executive Officer		459	492	(33)	(7.21%)	✗	604	604	0
Chief Financial Officer	1	1,658	1,412	246	14.81%	✓	2,172	2,136	36
Net (Income) / Expense - CEO		2,117	1,905	212	10.03%		2,776	2,741	36
City Strategy and Integrity									
Directorate City Strategy and Integrity		387	363	24	6.24%	✓	515	505	10
City Planning and Building	2	(2,854)	(1,801)	(1,053)	(36.89%)	✗	(3,811)	(3,790)	(21)
City Safety and Health	3	2,358	1,885	472	20.03%	✓	2,890	3,179	(289)
City Futures	4	3,104	2,204	900	29.00%	✓	4,283	4,650	(368)
Governance	5	3,014	2,753	260	8.64%	✓	3,981	3,770	210
Strategic Procurement and Property		613	549	64	10.44%	✓	816	1,016	(200)
Net (Income) / Expense - City Strategy and Integrity		6,622	5,954	669	10.10%		8,674	9,331	(657)
City Centre									
Directorate City Centre		239	223	16	6.61%	✓	318	318	0
Customer Experience	6	1,563	1,244	319	20.39%	✓	2,089	1,947	142
Communications	7	1,597	1,294	302	18.94%	✓	1,943	2,104	(161)
Knox Central	8	522	68	454	86.94%	✓	696	493	204
Net (Income) / Expense - City Centre		3,920	2,829	1,091	27.83%		5,046	4,861	184
Connected Communities									
Directorate Connected Communities	9	184	527	(343)	(186.75%)	✗	245	269	(24)
Community Wellbeing	10	6,675	6,083	592	8.87%	✓	8,575	8,757	(182)
Family and Children's Services	11	3,712	3,326	386	10.40%	✓	5,783	5,575	209
Community Access and Support	12	2,954	2,352	602	20.39%	✓	3,959	3,678	281
Active and Creative Communities	13	3,005	2,303	701	23.34%	✓	3,308	3,943	(635)
Net (Income) / Expense - Connected Communities		16,529	14,591	1,939	11.73%		21,871	22,222	(351)
People and Innovation									
Directorate People and Innovation		0	3	(3)	(100.00%)	✗	0	0	0
Strategy People & Culture		6,212	6,116	95	1.53%	✓	7,542	8,189	(647)
Chief Information Officer	14	5,490	4,987	503	9.16%	✓	7,240	6,633	607
Transformation	15	952	584	368	38.62%	✓	768	897	(128)
Net (Income) / Expense - People and Innovation		12,653	11,690	963	7.61%		15,550	15,719	(169)
Infrastructure									
Directorate Infrastructure		342	373	(31)	(9.10%)	✗	455	506	(51)
Sustainable Infrastructure	16	(3,476)	(5,356)	1,880	54.08%	✓	3,229	1,970	1,259
Community Infrastructure	17	5,187	4,448	739	14.25%	✓	6,964	6,493	471
Operations		11,922	11,625	297	2.49%	✓	15,895	17,281	(1,386)
Major Initiatives	18	263	106	158	59.94%	✓	350	357	(7)
Net (Income) / Expense - Infrastructure		14,239	11,196	3,043	21.37%		26,893	26,608	286

Appendix A

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2022



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 5%.
- ✘ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.

Notes:

1	Timing Variance: - \$163K favourable variance for the Fire Services Levy payable on Council properties
2	Timing Variance: - \$714K unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality - \$171K unfavourable variance for statutory planning application fees; this is reflective of development activities - \$214K unfavourable variance for pool certification fees and \$127K unfavourable variance for fines - Partially offset by a \$87K favourable variance for amendment fees
3	Permanent Variance: - \$351K favourable variance in School Crossing employee costs and oncosts due to the closure of schools during the current COVID-19 lockdown - \$201K favourable variance in Community Laws employee costs and oncosts due to the delay in implementing the parking strategy; this has also contributed to the \$114K unfavourable variance for traffic enforcement fines Timing Variance: - \$407K favourable variance for equipment related to the implementation of the parking strategy - \$138K favourable variance in School Crossing grant income - \$447K unfavourable variance for animal registration fees
4	Permanent Variance: - \$822K favourable variance for the outdoor dining grants received, partially offset by \$129K in expenditure
5	Permanent Variance: - \$131K favourable variance for election fines income received
6	Timing Variance: - \$230K favourable variance in Customer Experience employee costs and oncosts
7	Timing Variance: - \$265K favourable variance for Communications employee costs and oncosts, partially due to the first year of the digital team costs being covered by the ICT program
8	Timing Variance: - \$271K favourable variance in contractors and services costs due to the timing of the program's activities - \$187K favourable variance in employee costs and oncosts due to timing of program's activities
9	Permanent Variance: - \$309K unfavourable variance in employee costs and oncosts due to the staff vacancies budget for the Directorate sitting within the Director program - \$30K unfavourable variance in subscriptions due to the OneMusic Australia corporate subscription being paid from this budget
10	Permanent Variance: - \$280K favourable variance for grants received for the Empowering Communities Project program Timing Variance: - \$86K favourable variance in the Community Grants program - \$67K favourable variance for the Eastern Affordable Housing Alliance program

Appendix A

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2022



Notes (continued):

11	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$389K favourable variance for operating grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards; there has been corresponding expenditure - \$432K favourable variance for grants received for Integrated Systems Quality & Operations - \$375K favourable variance for Early Years Facilities Funded Projects grants received, partially offset by an unfavourable variance of \$97K for related expenditure - \$273K favourable variance for the kindergarten special education grant - \$206K favourable variance for the Commonwealth business continuity payment - \$145K favourable variance for Child, Family & Wellbeing grants received - \$136K favourable variance for the childcare special education grant - \$673K unfavourable variance for childcare parent fees received, and \$430K unfavourable variance for the childcare subsidy - \$109K unfavourable variance for kindergarten school readiness grants received - unfavourable variance in kindergarten services (\$492K) and Strategy & Partnerships for Children (\$160K) employee costs and oncosts; partially offset by favourable variances in Child, Family & Wellbeing (\$227K) and Integrated Early Years Hubs (\$302K) <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$65K favourable variance for the 3 year-old kindergarten expansion project grant
12	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$231K favourable variance in grants received for the Home Maintenance CHSP program, partially offset by an unfavourable variance of \$151K for Home Maintenance CHSP contract costs - \$88K favourable variance for operating grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards; there has been corresponding expenditure - \$76K favourable variance for Food Services contract payments <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$196K favourable variance in Community Access & Support Management, including \$92K favourable variance in Business Performance - \$97K favourable variance for Youth Services grants received - \$81K favourable variance in the Seniors Support program
13	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$115K favourable variance for Carols by Candlelight - \$92K favourable variance for the Stringybark Festival <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$135K favourable variance for a grant received for the Funded Arts Projects program, partially offset by \$35K in expenditure - \$119K favourable variance for the Knox Festival - \$74K favourable variance for the Knox Regional Skate/BMX Facility Management - \$61K favourable variance for the Minor Recreation Grant Scheme - \$71K unfavourable variance for Sports Facilities rental income
14	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$208K favourable variance for software maintenance, licencing, upgrades and licencing extensions - \$137K favourable variance in consultant and contract costs - \$70K favourable variance for telephones and communications
15	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$205K favourable variance in contract payments - \$124K favourable variance for employee costs and oncosts
16	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$198K favourable variance for Commercial Waste garbage charge - \$155K favourable variance for Green Waste bin charge due to a higher takeup of green waste bins <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$1,095K favourable variance for Waste Management materials and services due to the timing of receipt of invoices; this includes \$413K relating to the kerbside reform transition project - \$209K favourable variance for Asset Strategy, including \$82K for survey/condition ratings - \$158K favourable variance for Traffic Management, including \$70K for signal maintenance charges

Appendix A

Summary of Net Income and Expenditure by Department

for year to date ended 31 March 2022



Notes (continued):

17	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$259K favourable variance for Stormwater Management - \$253K favourable variance for Landscaping costs - \$174K favourable variance for Biodiversity Management, including \$118K for Bushland Management - \$153K favourable variance in Project Delivery, including \$114K favourable variance in fees income - \$342K unfavourable variance in Community Infrastructure Management capital labour recovery, partially offset by a favourable variance of \$206K for materials and services
18	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$76K favourable variance for income related to the State Basketball Centre project

Comprehensive Income Statement

for year to date ended 31 March 2022



Description	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Forecast	Adopted Variance	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S	
Income									
Rates and Charges		125,615	126,381	766	0.61%	✓	126,258	126,607	349
Statutory Fees and Fines		2,593	2,098	(495)	(19.08%)	✗	4,098	3,114	(983)
User Fees		13,518	12,814	(704)	(5.21%)	⚠	16,212	14,757	(1,455)
Grants - Operating	1	13,878	16,687	2,809	20.24%	✓	21,757	26,960	5,203
Grants - Capital	2	7,855	9,337	1,481	18.86%	✓	15,111	24,002	8,891
Contributions - Monetary	3	4,923	4,286	(638)	(12.96%)	✗	8,326	11,564	3,238
Contributions - Non-Monetary		0	0	0	0.00%	✓	2,000	2,000	0
Increment on investment in associates		0	0	0	0.00%	✓	0	0	0
Other Income		675	791	117	17.30%	✓	1,031	1,028	(3)
Total Income		169,058	172,394	3,337	1.97%		194,793	210,032	15,239
Expenses									
Employee Costs		56,351	55,875	476	0.84%	✓	75,552	75,221	332
Materials and Services	4	45,846	40,092	5,755	12.55%	✓	77,655	70,436	7,219
Depreciation	5	19,181	16,693	2,488	12.97%	✓	25,576	22,748	2,828
Amortisation - Intangible Assets		583	532	51	8.74%	✓	778	893	(115)
Amortisation - Right-of-Use Assets	6	983	466	517	52.59%	✓	1,311	1,311	0
Contributions and Donations	7	4,636	25,062	(20,426)	(440.56%)	✗	5,787	33,132	(27,345)
Borrowing Costs		558	227	331	59.28%	✓	743	597	146
Finance Costs - Leases		52	22	29	56.90%	✓	69	69	0
Bad and Doubtful Debts		57	169	(112)	(198.36%)	✗	75	224	(149)
Other Expenses		426	468	(42)	(9.94%)	⚠	629	686	(57)
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment	8	22,632	(128)	22,760	100.57%	✓	40,645	23,071	17,574
Total Expenses		151,305	139,478	11,827	7.82%		228,821	228,388	433
Surplus (Deficit)		17,753	32,916	15,163	85.41%		(34,029)	(18,356)	15,673
Total Comprehensive Income for the Year		17,753	32,916	15,163	85.41%		(34,029)	(18,356)	15,673

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✓ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✗ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

Comprehensive Income Statement

for year to date ended 31 March 2022



Notes:

1 Permanent Variance:

- \$0.913M favourable variance for operating grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards and have subsequently been expended
- \$0.751M favourable variance for outdoor dining
- \$0.432M favourable variance for early years resources and facilities programs
- \$0.280M favourable variance for the empowering communities program
- \$0.273M favourable variance for the kindergarten special education grant
- \$0.231M favourable variance for the Home Maintenance CHSP program
- \$0.206M favourable variance for the child care business continuity payment
- \$0.136M favourable variance for the child care special education grant
- \$0.135M favourable variance for the funded arts projects program
- \$0.109M unfavourable variance for the kindergarten school readiness program

Timing Variance:

- \$0.138M favourable variance for the school crossing supervisors grant
- \$0.701M unfavourable variance in kindergarten grants and subsidies
- \$0.430M unfavourable variance for the child care benefit subsidy

2 Permanent Variance:

- \$7.375M favourable variance for capital grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards and have subsequently been expended
- Favourable variance for unbudgeted capital grants received for the Stamford Park project (\$0.200M); Erica Avenue Streetscape Renewal (\$0.155M); Guy Turner Reserve Floodlighting Upgrade (\$0.135M); and Carrington Park Access Improvements (\$0.100M)

Timing Variance:

- \$3.576M unfavourable variance relating to the Local Roads and Community Infrastructure Program Phase 2; 50% of grant funding was received late in the 2021 financial year (included in unearned income as at 30 June 2021), while the remainder of the funding is yet to be received
- Unfavourable variance for the Fairpark Reserve Pavilion Upgrade (\$2.250M); Knox Regional Netball Centre (\$0.500M); Kings Park Oval One Floodlighting (\$0.250M); and Malvern Street Footpath (\$0.100M)
- 0.250M unfavourable variance for the Kings Park oval one floodlighting

3 Timing Variance:

- \$0.714M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality

4 Permanent Variance:

- \$0.118M favourable variance for Carols by Candlelight and \$0.097M favourable variance for the Stringy Bark Festival
- \$0.141M unfavourable variance in Drainage Maintenance Works

Timing Variance:

- \$1.095M favourable variance in Waste Management due to the timing of the receipt of invoices, and includes a favourable variance of \$0.413M for the Kerbside Reform Transition Project
- \$0.657M favourable variance in Strategy People and Culture including \$0.342M for Leadership Development
- \$0.592M favourable variance in Family & Children's Services including \$0.273M for the 3 Year-Old Kindergarten Expansion Project, \$0.148 for the Integrated Early Years Hubs, and \$0.111M for the Kindergarten School Readiness program
- \$0.445M favourable variance in Information Management, including \$208K for software maintenance, licencing, upgrades and licencing extensions
- \$0.407M favourable variance for equipment related to the implementation of the parking strategy
- \$0.361M favourable variance for Rates & Valuations, including \$0.163M for the Fire Services Levy payable on council properties
- \$0.311M favourable variance in Leisure Services
- \$0.275M favourable variance for Knox Central
- \$0.244M favourable variance for Transformation
- \$0.206M favourable variance in Community Infrastructure Management
- \$0.156M favourable variance for Asset Management
- \$0.150M favourable variance in Biodiversity
- \$0.132M favourable variance for the Knox Festival
- \$0.129M favourable variance for Landscaping
- \$0.124M favourable variance in Traffic Management, including \$0.070M for signal maintenance charges
- \$0.121M favourable variance in the Operation department, excluding Drainage Works Maintenance, due to the timing of the receipt of invoices
- \$0.118M favourable variance for Governance

5 Permanent Variance:

- \$2.488M favourable variance for depreciation due to the carry forward of capital works expenditure from 2020-21 into 2021-22 delaying the capitalisation of capital works programs

Comprehensive Income Statement

for year to date ended 31 March 2022



Notes (continued):

6	<p>Permanent Variance: - Right-of-use assets are assets that Council has the right to use over the life of a lease; these primarily relate to IT and property assets</p>
7	<p>Permanent Variance: - \$20.400M unfavourable variance for the first two contributions towards the Knox Regional Sports Park project; this has been moved from the Capital Works Program</p>
8	<p>Permanent Variance: - \$12.500M favourable variance for the part-contribution towards the Knox Regional Sports Park project; this is now being treated as a contribution, with the first two payments totalling \$20.400M being made - \$13.321M unfavourable variance for all other Net (Gain) Loss on Disposal of Property due to the timing of the sale of property, plant and motor vehicles</p> <p>Timing Variance: - \$23.581M favourable variance for the transfer of the Knox Regional Sports Park assets to the State Government; this has yet to occur</p>

The 2021-22 Forecast includes \$3.965M in carry forward expenditure from 2020-21 into 2021-22 required for the completion and delivery of key operational projects. Operational and capital grants received totalling \$11.657M were treated as unearned income in 2020-21 and carried forward to 2021-22 in accordance with accounting standards.

Balance Sheet

as at 31 March 2022



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance		Adopted Budget	Forecast	Variance
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
Current Assets								
Cash and Cash Equivalents		42,180	38,849	(3,331)	(7.90%)	26,850	47,879	21,029
Other Financial Assets		0	0	0	0.00%	0	0	0
Trade and Other Receivables		43,037	39,057	(3,980)	(9.25%)	16,639	19,585	2,946
Other Current Assets		558	31	(527)	(94.36%)	558	1,295	737
Non-Current Assets classified as Held for Sale	1	0	2,072	2,072	100.00%	0	0	0
Inventories		6	20	14	237.65%	6	11	5
Total Current Assets		85,781	80,030	(5,751)	(6.70%)	44,053	68,770	24,717
Non-Current Assets								
Investment in Associates	2	4,920	3,074	(1,846)	(37.51%)	4,920	3,074	(1,846)
Property, Infrastructure, Plant and Equipment		2,016,844	1,966,271	(50,573)	(2.51%)	2,040,062	2,003,165	(36,897)
Right-of-Use Assets		1,042	1,066	24	2.34%	813	1,533	720
Intangible Assets		942	839	(103)	(10.92%)	614	1,371	757
Total Non-Current Assets		2,023,748	1,971,251	(52,497)	(2.59%)	2,046,409	2,009,143	(37,266)
Total Assets		2,109,529	2,051,281	(58,248)	(2.76%)	2,090,462	2,077,913	(12,549)
Current Liabilities								
Trade and Other Payables		5,181	5,048	132	2.56%	14,350	14,142	208
Trust Funds and Deposits	3	1,640	2,879	(1,239)	(75.57%)	1,640	1,885	(245)
Unearned Income	4	0	3,368	(3,368)	(100.00%)	0	0	0
Provisions - Employee Costs		17,474	19,064	(1,590)	(9.10%)	18,883	19,116	(233)
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		385	389	(4)	(1.06%)	385	389	(4)
Interest-Bearing Loans and Borrowings	5	8,967	1,652	7,315	81.58%	8,565	4,443	4,122
Lease Liabilities		379	136	243	64.04%	362	605	(243)
Other Provisions		0	0	0	0.00%	0	0	0
Total Current Liabilities		34,026	32,537	1,489	4.37%	44,185	40,580	3,605
Non-Current Liabilities								
Provisions - Employee Costs		1,132	1,212	(80)	(7.09%)	1,132	1,243	(111)
Interest-Bearing Loans and Borrowings	6	55,030	22,802	32,229	58.57%	77,586	43,919	33,667
Provision - Landfill Rehabilitation		2,851	2,396	455	15.95%	2,851	2,396	455
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Lease Liabilities		459	934	(475)	(103.48%)	459	934	(475)
Other Provisions		0	0	0	0.00%	0	0	0
Total Non-Current Liabilities		59,472	27,344	32,128	54.02%	82,028	48,493	33,535
Total Liabilities		93,498	59,882	33,617	35.95%	126,213	89,073	37,140
Net Assets		2,016,031	1,991,399	(24,631)	(1.22%)	1,964,249	1,988,840	24,591
Equity								
Accumulated Surplus		735,126	698,185	(36,941)	(5.03%)	692,632	695,872	3,240
Asset Revaluation Reserve		1,255,640	1,261,515	5,875	0.47%	1,255,640	1,261,515	5,875
Other Reserves		25,264	31,699	6,435	25.47%	15,977	31,453	15,476
Total Equity		2,016,031	1,991,399	(24,631)	(1.22%)	1,964,249	1,988,840	24,591

Balance Sheet

as at 31 March 2022



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$1M and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$1M and equal to or less than negative 10%.

Notes:

1	Timing Variance: - \$2.072M favourable variance for land and buildings that have been agreed to sell
2	Permanent Variance: - The \$2.000M distribution has been received from Eastern Regional Libraries Corporation
3	Timing Variance: - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$1.093M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th June 2022
4	Timing Variance: - Unearned grants are operating and capital grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards and have yet to be expended
5	Timing Variance: - The \$40.906M forecast borrowings for the 2020-21 financial year have been deferred to the 2021-21 financial year, with \$25.00M of borrowings taken up in December 2021
6	Timing Variance: - The \$40.906M forecast borrowings for the 2020-21 financial year have been deferred to the 2021-21 financial year, with \$25.00M of borrowings taken up in December 2021

Cash Flow Statement

for year to date ended 31 March 2022



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)	Adopted Budget	Forecast	Variance Fav/(Unfav)	
		\$000'S	\$000'S	\$000'S	\$000'S	\$000'S	\$000'S	
Cash Flows from Operating Activities								
Receipts								
Rates and Charges		99,789	107,048	7,259	7.27%	125,774	125,967	193
Statutory Fees and Fines		2,593	2,098	(495)	(19.08%)	4,098	3,114	(983)
User Fees		12,972	13,647	675	5.21%	16,194	14,725	(1,469)
Grants - Operating	1	13,448	15,452	2,004	14.90%	21,749	25,367	3,618
Grants - Capital	2	7,801	1,921	(5,880)	(75.37%)	15,110	13,925	(1,184)
Contributions - Monetary	3	4,870	4,245	(624)	(12.82%)	8,325	11,563	3,238
Interest Received		45	5	(39)	(87.91%)	150	16	(134)
Other Receipts		630	786	156	24.73%	881	1,012	131
Net Movement in Trust Deposits	4	24	1,022	998	4,160.38%	24	28	4
Employee Costs		(57,250)	(55,440)	1,810	3.16%	(75,043)	(74,704)	340
Materials and Services	5	(53,408)	(45,168)	8,240	15.43%	(77,553)	(72,173)	5,380
Contributions and Donations	6	(6,428)	(26,810)	(20,382)	(317.08%)	(5,745)	(33,061)	(27,316)
Short Term, Low Value and Variable Lease Payments		(6)	(6)	0	0.00%	(8)	(8)	0
Other Payments		(426)	(468)	(42)	(9.94%)	(629)	(686)	(57)
Net Cash Provided by / (Used in) Operating Activities		24,654	18,334	(6,319)	(25.63%)	33,326	15,087	(18,240)
Cash Flows from Investing Activities								
Payments for Property, Infrastructure, Plant and Equipment	7	(59,764)	(49,189)	10,576	17.70%	(110,523)	(60,450)	50,073
Proceeds from Sales of Property, Infrastructure, Plant and Equipment	8	15,399	497	(14,902)	(96.77%)	20,532	1,261	(19,271)
Payments for investments		0	0	0	0.00%	0	0	0
Proceeds from sale of investments		0	0	0	0.00%	0	0	0
Net Cash Used in Investing Activities		(44,365)	(48,692)	(4,326)	(9.75%)	(89,991)	(59,189)	30,802
Cash Flows from Financing Activities								
Proceeds of Borrowings		25,000	25,000	0	0.00%	50,030	50,000	(30)
Repayment of Borrowings		(959)	(546)	(413)	(43.03%)	(3,835)	(1,639)	2,196
Finance costs		(558)	(227)	(331)	(59.28%)	(743)	(597)	146
Interest Paid - Lease Liability		(52)	(22)	(29)	(56.90%)	(69)	(69)	0
Repayment of Lease Liabilities		(983)	(596)	(387)	(39.37%)	(1,311)	(1,311)	0
Net Cash Provided by / (Used in) Financing Activities		22,449	23,608	(1,159)	(5.16%)	44,072	46,384	2,312
Net increase / (decrease) in Cash and Cash Equivalents		2,737	(6,749)	9,486	346.56%	(12,593)	2,282	14,875
Cash and Cash Equivalents at the Beginning of the Financial Year		39,443	45,598	6,155	15.60%	39,443	45,598	6,155
Cash at the End of the Year		42,180	38,849	(3,331)	(7.90%)	26,850	47,879	21,029

Cash Flow Statement

for year to date ended 31 March 2022



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

Notes:

1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.751M favourable variance for outdoor dining - \$0.432M favourable variance for early years resources and facilities programs - \$0.280M favourable variance for the empowering communities program - \$0.273M favourable variance for the kindergarten special education grant - \$0.231M favourable variance for the Home Maintenance CHSP program - \$0.206M favourable variance for the child care business continuity payment - \$0.136M favourable variance for the child care special education grant - \$0.135M favourable variance for the funded arts projects program - \$0.109M unfavourable variance for the kindergarten school readiness program <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.138M favourable variance for the school crossing supervisors grant - \$0.701M unfavourable variance in kindergarten grants and subsidies - \$0.430M unfavourable variance for the child care benefit subsidy
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - Favourable variance for unbudgeted capital grants received for the Stamford Park project (\$0.200M); Erica Avenue Streetscape Renewal (\$0.155M); Guy Turner Reserve Floodlighting Upgrade (\$0.135M); and Carrington Park Access Improvements (\$0.100M) <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$3.576M unfavourable variance relating to the Local Roads and Community Infrastructure Program Phase 2; 50% of grant funding was received late in the 2021 financial year (included in unearned income as at 30 June 2021), while the remainder of the funding is yet to be received - Unfavourable variance for the Fairpark Reserve Pavilion Upgrade (\$2.250M); Knox Regional Netball Centre (\$0.500M); Kings Park Oval One Floodlighting (\$0.250M); and Malvern Street Footpath (\$0.100M) - 0.250M unfavourable variance for the Kings Park oval one floodlighting
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.714M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality
4	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$1.093M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th June 2022

Cash Flow Statement

for year to date ended 31 March 2022



Notes (continued):	
5	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$0.118M favourable variance for Carols by Candlelight and \$0.097M favourable variance for the Stringy Bark Festival - \$0.141M unfavourable variance in Drainage Maintenance Works <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$1.095M favourable variance in Waste Management due to the timing of the receipt of invoices, and includes a favourable variance of \$0.413M for the Kerbside Reform Transition Project - \$0.657M favourable variance in Strategy People and Culture including \$0.342M for Leadership Development - \$0.592M favourable variance in Family & Children's Services including \$0.273M for the 3 Year-Old Kindergarten Expansion Project, \$0.148 for the Integrated Early Years Hubs, and \$0.111M for the Kindergarten School Readiness program - \$0.445M favourable variance in Information Management, including \$208K for software maintenance, licencing, upgrades and licencing extensions - \$0.407M favourable variance for equipment related to the implementation of the parking strategy - \$0.361M favourable variance for Rates & Valuations, including \$0.163M for the Fire Services Levy payable on council properties - \$0.311M favourable variance in Leisure Services - \$0.275M favourable variance for Knox Central - \$0.244M favourable variance for Transformation - \$0.206M favourable variance in Community Infrastructure Management - \$0.156M favourable variance for Asset Management - \$0.150M favourable variance in Biodiversity - \$0.132M favourable variance for the Knox Festival - \$0.129M favourable variance for Landscaping - \$0.124M favourable variance in Traffic Management, including \$0.070M for signal maintenance charges - \$0.121M favourable variance in the Operation department, excluding Drainage Works Maintenance, due to the timing of the receipt of invoices - \$0.118M favourable variance for Governance
6	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$20.400M unfavourable variance for the first two contributions towards the Knox Regional Sports Park project; this has been moved from the Capital Works Program
7	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$10.576M unfavourable variance is reflective of the capital works expenditure against budget as detailed in the Statement of Capital Works
8	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$14.902M unfavourable variance in Proceeds from Sale of Property due to the timing of sale of property, plant and motor vehicles

Statement of Capital Works

for year to date ended 31 March 2022



Description	Notes	Year-to-Date				Full Year		
		Adopted		Variance		Adopted Budget	Forecast	Adopted Variance
		Budget	Actual	Fav/(Unfav)	%			
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
Expenditure - Capital Works Program								
Property								
Land	1	0	18,020	(18,020)	(100.00%)	0	18,235	(18,235)
Buildings	2	14,445	7,529	6,917	47.88%	27,516	15,807	11,709
Total Property		14,445	25,548	11,103	76.86%	27,516	34,042	(6,526)
Plant and Equipment								
Artworks		40	48	(8)	(19.78%)	120	187	(67)
Plant, Machinery and Equipment	3	1,601	615	986	61.56%	2,135	2,707	(572)
Fixtures, Fittings and Furniture		0	0	0	0.00%	0	0	0
Computers and Telecommunications		2,496	2,341	155	6.22%	10,421	3,325	7,096
Total Plant and Equipment		4,137	3,004	(1,133)	(27.39%)	12,676	6,219	6,457
Infrastructure								
Roads (including Kerb and Channel)	4	6,242	5,009	1,233	19.76%	9,156	10,007	(851)
Drainage	5	3,101	1,582	1,519	48.99%	5,486	3,651	1,835
Bridges		450	360	89	19.91%	545	715	(171)
Footpaths and Cycleways		2,920	2,903	17	0.57%	4,643	5,370	(727)
Off Street Car Parks		707	325	382	54.04%	1,168	1,294	(126)
Recreation, Leisure, Parks and Playgrounds	6	27,455	10,260	17,195	62.63%	66,077	11,974	54,103
Other Infrastructure		308	198	111	35.87%	717	416	301
Total Infrastructure		41,182	20,636	(20,546)	(49.89%)	87,792	33,427	54,364
Total Expenditure - Capital Works Program		59,764	49,189	10,576	17.70%	127,984	73,688	54,296
Represented by:								
Extension / Expansion		6,049	2,772	3,277	54.17%	7,959	4,102	3,857
Legal Requirements		0	19	(19)	(100.00%)	0	0	0
New		16,949	22,388	(5,440)	(32.10%)	44,801	23,123	21,677
Renewal		23,512	14,816	8,695	36.98%	39,255	36,991	2,264
Upgrade		13,255	9,193	4,062	30.65%	35,969	9,472	26,498
Total Expenditure - Capital Works Program		59,764	49,189	10,576	17.70%	127,984	73,688	54,296
Funding Source for Capital Works Program								
External Funding								
Contributions - Monetary - Capital		0	40	40	100.00%	1,685	3,965	2,280
Grants - Capital	7	7,855	9,337	1,481	18.86%	15,111	24,003	8,892
User Fees - Capital		0	0	0	0.00%	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	50,030	25,000	(25,030)
Other Income - Capital		0	0	0	0.00%	0	0	0
Total External Funding		7,855	9,377	1,521	19.37%	66,826	52,968	(13,858)
Internal Funding								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment	8	15,399	496	(14,903)	(96.78%)	20,532	1,260	(19,272)
Reserves	9	5,584	7,854	2,270	40.64%	16,322	15,678	(644)
Rate Funding		30,926	31,462	536	1.73%	24,304	3,782	(20,522)
Total Internal Funding		51,909	39,812	(12,097)	(23.30%)	61,158	20,720	(40,438)
Total Funding Source for Capital Works Program		59,764	49,189	(10,576)	(17.70%)	127,984	73,688	(54,296)

Statement of Capital Works

for year to date ended 31 March 2022



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

Notes:

1	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - The Knox Central land acquisitions have now been paid in full; the budget for this expenditure has been carried forward from the previous year
2	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - Unfavourable variances due to utilisation of carry forward funds for the Carrington Park Senior Citizens Centre (\$0.460M); the Community Toilet Replacement program (\$0.360M); the Energy Performance Audit for Community Buildings (\$0.163M); and the Westfield Library (\$0.141M) <p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance relating to timing of activities for the Fairpark Reserve Pavilion Upgrade (\$3.701M); the Building Renewal program (\$2.570M); the Modular Building Program (\$0.410M); the BAMP Facility Upgrades (\$0.420M); the 3-Year Old Kindergarten Facility Management (\$0.125M); and the Boronia Precinct Planning (\$0.155M)
3	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$0.986M favourable variance relates to the timing of plant acquisitions
4	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - Unfavourable variances due to utilisation of carry forward funds for Albert Street, Upper Ferntree Gully (\$0.198M); and Commercial Road, FTG (\$0.112M) - Unfavourable variance for unbudgeted (grant funded) Manuka Drive, Ferntree Gully road reconstruction (\$0.381M) <p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance due to the timing of activities for the Road Resurfacing Program (\$1.013M); the Road Reconstruction High Risk Road Failure Program (\$0.289M); and the Road Sub-Structure and Kerb and Channel Program (\$0.236M) - Favourable variance relating to timing of reconstruction activities for Malvern Street, Bayswater (\$0.173M); Buckingham Drive, Rowville LATM Treatment (\$0.120M); Murene Court, Boronia (\$0.117M); and Amesbury Road Intersection Treatment (\$0.107M)
5	<p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance due to the timing of activities for the Drainage Pit & Pipe Renewal Program (\$0.984M); 1825 Ferntree Gully Road Flood Mitigation Works (\$0.279M); and Flood Mitigation Reactive Complaints (\$0.113M)
6	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - Favourable variance relating to the Knox Regional Sports Park (\$12.449M), with Council's contribution towards this project to be taken up as an operational expense under Contributions and Donations - Unfavourable variances due to utilisation of carry forward funds for the Knox Regional Netball Centre (\$1.160M); the Millers Reserve Tennis Court Renewal (\$0.357M); the RD Egan Lee Reserve Masterplan (\$0.323M); the Llewelyn Reserve Masterplan (\$0.185M); Sporting Oval Fencing Renewals (\$0.141M); and Millers Reserve Cricket Net Renewals (\$0.107M) - Unfavourable variance for the Carrington Park Access Improvements (\$0.113M) <p>Timing Variance:</p> <ul style="list-style-type: none"> - Favourable variance relating to timing of activities for the Stamford Park Development (\$2.198M); Egan Lee Reserve Top Oval Renewal (\$0.982M); HV Jones, Ferntree Gully Masterplan (\$0.463M); Windermere Reserve Oval renewal (\$0.362M); Knox Park Athletics Track Lighting (\$0.286M); Fairpark Reserve Re-turfing (\$0.250M); Lewis Park Oval 1 Floodlighting Upgrade (\$0.247M); Kings Park Oval 1 Floodlighting (\$0.246M); the Dobson Park Cricket Net Renewal (\$0.232M); Talskia Reserve Cricket Net Renewal (\$0.230M); Fairpark Reserve Netball Court Renewals (\$0.221M); Templeton Reserve Floodlighting Upgrade (\$0.217M); Reta Matthews Reserve Tennis Court Renewal (\$0.208M); Lewis Park Oval 2 New Irrigation (\$0.150M); Dog Parks (\$0.124M); Wantirna Reserve Tennis Court Renewals (\$0.112M); Gilbert Park, Knoxfield Masterplan (\$0.101M); and the Tormore Reserve Safety Fencing (\$0.100M)

Statement of Capital Works

for year to date ended 31 March 2022



Notes:

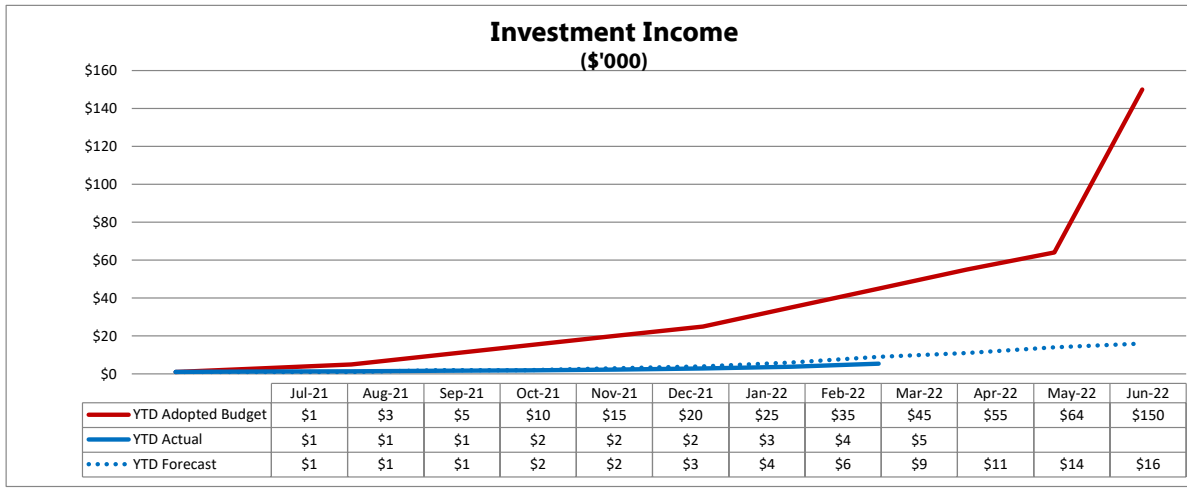
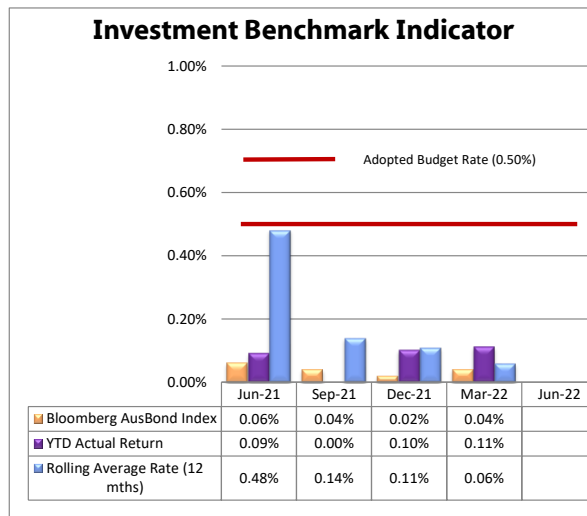
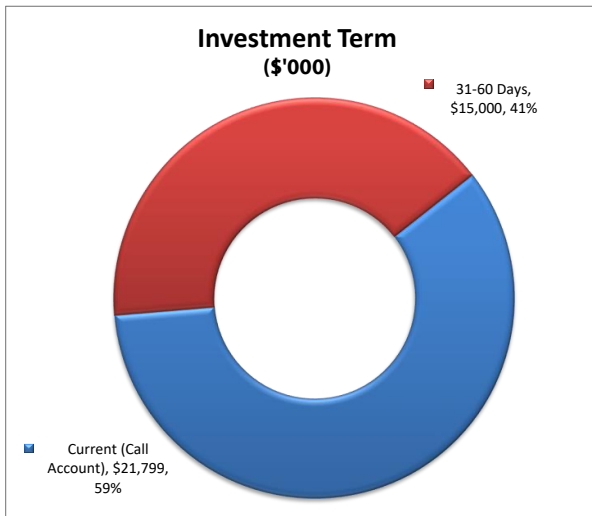
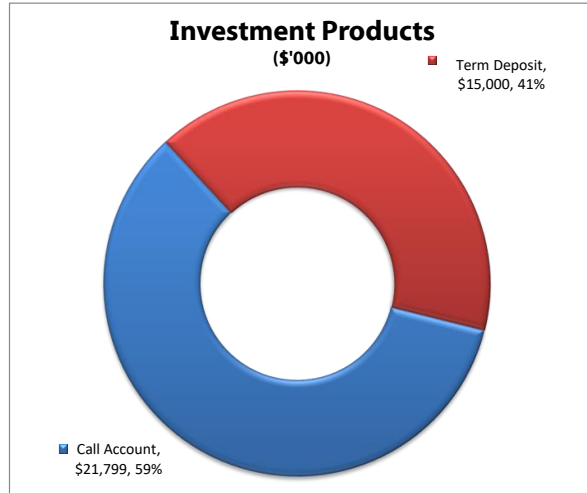
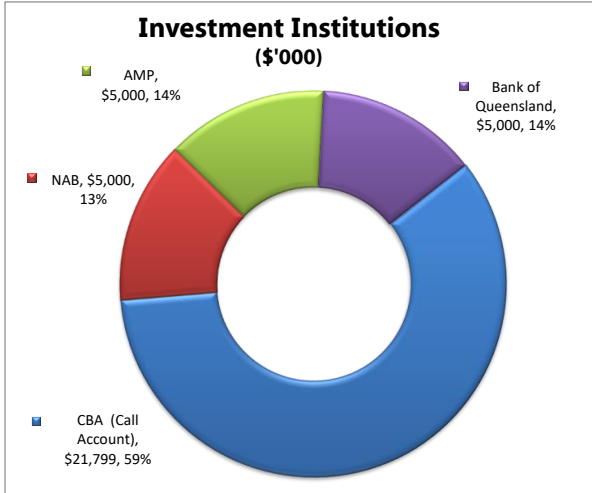
7	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - \$7.375M favourable variance for capital grants that were received in 2020-21 but have been treated as unearned income as at 30 June 2021 in accordance with accounting standards and have subsequently been expended - Favourable variance for unbudgeted capital grants received for the Stamford Park project (\$0.200M); Erica Avenue Streetscape Renewal (\$0.155M); Guy Turner Reserve Floodlighting Upgrade (\$0.135M); and Carrington Park Access Improvements (\$0.100M) <p>Timing Variance:</p> <ul style="list-style-type: none"> - \$3.576M unfavourable variance relating to the Local Roads and Community Infrastructure Program Phase 2; 50% of grant funding was received late in the 2021 financial year (included in unearned income as at 30 June 2021), while the remainder of the funding is yet to be received - Unfavourable variance for the Fairpark Reserve Pavilion Upgrade (\$2.250M); Knox Regional Netball Centre (\$0.500M); Kings Park Oval One Floodlighting (\$0.250M); and Malvern Street Footpath (\$0.100M)
8	<p>Timing Variance:</p> <ul style="list-style-type: none"> - \$14.903M unfavourable variance for Proceeds from Sale of Property due to the timing of sale of property, plant and motor vehicles
9	<p>Permanent Variance:</p> <ul style="list-style-type: none"> - Favourable variance of \$0.600M due to 50% of the 2021-22 Victoria Grants Commission being received in June 2021, and transferred from Reserves in July - Favourable variances due to utilisation of carry forward funds for the Knox Central land purchase (\$2.668M); the Modular Building Program (\$1.171M); the Carrington Park Senior Citizens Centre (\$0.586M); the Playground Renewal Program (\$0.504M); and the RD Egan Lee Reserve Masterplan (\$0.254M) <p>Timing Variance:</p> <ul style="list-style-type: none"> - Unfavourable variance relating to the timing of activities for the Stamford Park Building Upgrades (\$2.290M); the HV Jones, Ferntree Gully Masterplan (\$0.413M); the Carrington Park Access Improvements (\$0.240M); Dog Parks (\$0.157M); and the Gilbert Park, Knoxfield Masterplan (\$0.101M)



Investment Analysis

as at 31 March 2022

A total amount of \$36.80 million in funds were invested with various financial institutions as at 31 March 2022



10.2 2021-22 Quarterly Progress Reporting

SUMMARY: Corporate Reporting Officer, Elisa De Iuliis

This report provides the progress against the initiatives identified in year one of the Council Plan 2021-25, adopted by Council as part of the Annual Budget 2021-22.

RECOMMENDATION

That Council receive and note the Council Plan Progress Report for the period 1 January to 31 March 2022.

1. INTRODUCTION

The Council Plan 2021-25 (incorporating the Municipal Public Health & Wellbeing Plan) was adopted on 25 October 2021 and outlines Council's contribution to achieving the Community Vision. The progress of the Council Plan will be monitored and reviewed each quarter through a series of progress reports. The Council Plan 2021-2025 Year 1 Quarterly Progress Report for the period to 31 March 2022 (see Attachment 1) reports on the initiatives identified in the Annual Budget 2021-22. It is not a comprehensive report on all of Council's activities but identifies the progress Council has made in the achievement of the Key Directions of the Council Plan and ultimately the Community Vision.

2. DISCUSSION

Attachment 1 provides the Council Plan 2021-2025 Year 1 Quarterly Progress Report for the third quarter of 2021-22.

Of the 26 initiatives included in 2021-22 (Year 1) of the Council Plan:

- 1 initiative is complete
- 20 initiatives are on schedule
- 3 initiatives are less than 15 per cent behind schedule and require monitoring
- 2 initiatives are more than 15 per cent behind schedule and require monitoring

The initiatives currently below target are:

- Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan.
- Facilitate and support the implementation of actions of the Boronia Renewal Program.
- Advocate to State and Federal Governments for funding to implement Stage 2 of the Lewis Park Master Plan.
- Update Council's flood modelling across Knox.
- Develop a procurement policy to ensure commercial and best practice outcomes.

Progress comments on all initiatives can be found in Attachment 1.

3. CONSULTATION

Significant community engagement was incorporated into the development of the Council Plan 2021-25 and the Community Plan 2021-2031, which incorporates the Community Vision. The initiatives identified in the Council Plan 2021-2025 Year 1 Quarterly Progress Report (Q3 2021-22)

support the delivery of the Council Plan 2021-25 and ultimately will help achieve the Community Vision.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no direct environmental/amenity issues arising from this report. A number of initiatives within the 2021-22 (Year 2) Council Plan seek to have a positive impact on environmental issues within the Knox municipality.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no direct financial implications arising from this report. Changes in specific projects are reported through Capital Works and Budget processes.

7. SOCIAL IMPLICATIONS

There are no direct social implications arising from this report. A number of initiatives within the 2021-22 (Year 1) Council Plan seek to have a positive social impact within the Knox municipality.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

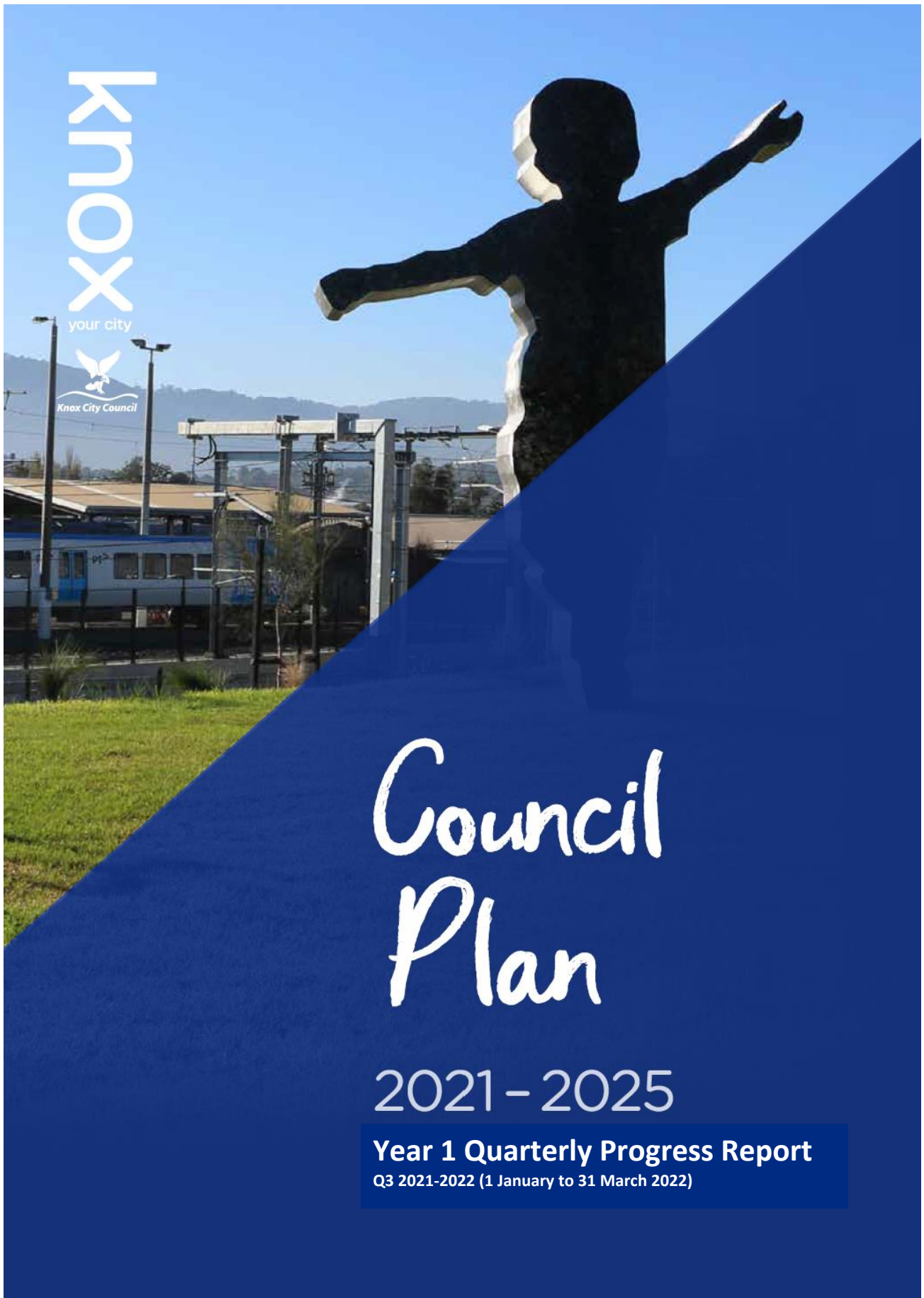
There are no items of a confidential nature in this report.

Report Prepared By: Corporate Reporting Officer, Elisa De Iuliis

Report Authorised By: Sam Stanton, Executive Manager, Strategy, People and Culture

Attachments

1. Q 3 2021-22 Quarterly Progress Report (D 22-94924) [10.2.1 - 15 pages]



Introduction

On 25 October 2021, Council formally adopted the Community Plan 2021-2031 and Council Plan 2021-2025 (incorporating the Municipal Public Health and wellbeing Plan). These plans are our commitment to making Knox a great place now and into the future.

Community Plan 2021-2031

This plan was developed with and for our community. It includes our Community Vision statement, and describes what we, as a collective, will focus on to achieve that vision.

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

Council Plan 2021-2025

This plan provides direction to the organisation and describes how we're going to contribute to the achievement of the Community Vision. It also demonstrates our commitment to the health and wellbeing of the community by incorporating Knox's Municipal Public Health & Wellbeing Plan (MPHWP). We have flagged the initiatives that will contribute to the health and wellbeing of our community with a ♦ symbol.

Our Key Directions

Both plans contain five Key Directions which describe in further detail what we as a community are going to focus on to achieve our Community Vision. These Key Directions drive the work of Council and ensure we are working towards achieving the Community Vision.



Opportunity and innovation

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



Neighbourhoods, housing and infrastructure

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



Natural environment and sustainability

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



Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



Civic engagement and integrity

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

Quarterly progress report

This report provides an overview of the progress against the Council Plan initiatives under each Key Direction and how we're making a difference (the indicators).

Initiatives

The initiatives reported are those that will be delivered or have significant work completed in the given financial year and includes detailed reporting on the work done during each quarter.

Each Key Direction also has a major initiative. The major initiatives are those identified by Council as priorities to be undertaken during the financial year and are highlighted in grey.

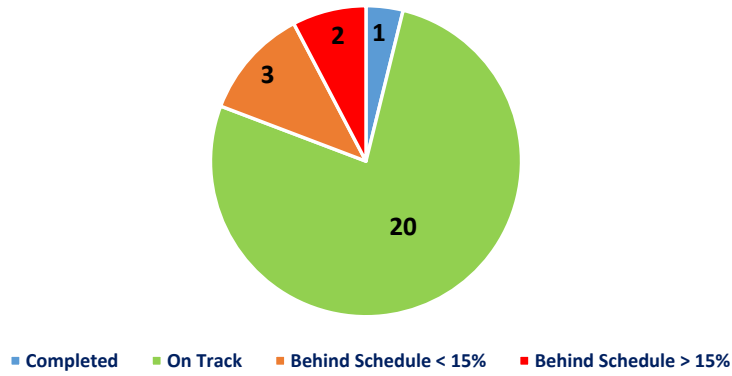
Progress targets are set against each initiative by quarter based on when work will be completed. Progress status is reported based on the following colour coding:



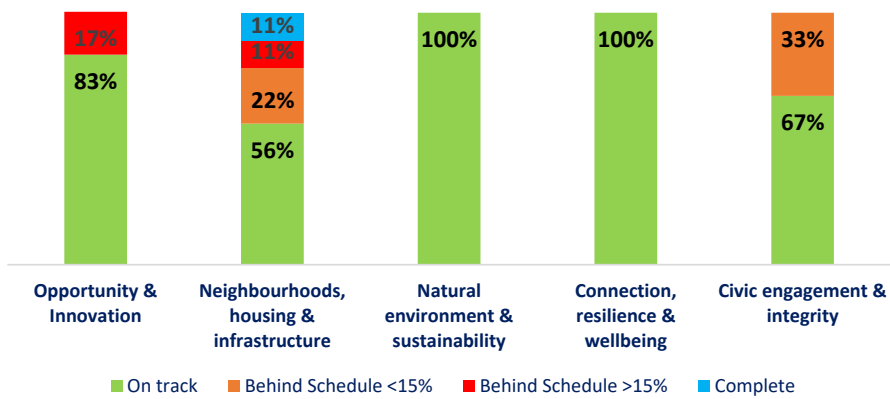
Year 1 Progress Summary

As at Quarter Three (March 2022)

Major Initiatives and Initiatives



Progress by Key Direction



Opportunity and Innovation

Strategies we are undertaking to achieve success in this area:

- Maximise the local economy by supporting existing businesses and attracting new investment.
- Encourage and support opportunities for skills development and lifelong learning for all people in Knox.
- Support organisations in Knox to navigate recovery and new ways of working.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
Implement business recovery programs identified through Knox recovery planning and continue to monitor the impacts of COVID to inform future programs.	75%	<p>A dashboard of information is currently being developed in Power Business Intelligence (BI) to monitor the impact of COVID-19 on the Knox economy.</p> <p>Preparation of a second round of eCommerce grants and a Digital Upskills program for small businesses was undertaken during this reporting period. This involved the development of program scopes and engagement of consultants. Both programs are on track to be launched in May 2022.</p>
Initiative	Progress	Progress Comment
Coordinate the implementation of the Retail Activation Strategy.	75%	The outcomes of the community engagement that was undertaken in February 2022 will be reported to Council for consideration prior to seeking Council's endorsement of the final Retail Activation Strategy in May 2022.
Support, connect and strengthen the creative industry sector through arts, cultural and economic development programs.	80%	<p>The Boronia Revitalisation and the Covid Recovery Outdoor Activation funding has enabled many programs, projects and events to be delivered beyond usual Council services. This has resulted in direct cultural and economic development in the local arts sector well beyond previous years, and has seen direct investment in the local arts sector to co-deliver funded programs.</p> <p>Community tenancies in Cultural and Heritage buildings has also returned and expanded, with many local groups now using Council facilities for their own arts practice, through casual hire and licence agreement tenancy arrangements.</p>
Support the implementation of the State Government Reform for the roll out of 3-year-old kindergarten in the Knox municipality.	75%	<p>Twenty sessions of 3-year-old kindergarten have commenced for 5 hours per week across 19 kindergarten sites. Positive feedback has been received from both the kindergarten staff and the families. Ongoing support is provided to these educators through a working group that meets each term.</p> <p>The number of enrolments continues to fluctuate weekly. The current number of children attending is 348 and planning for 2023 has commenced.</p>

Initiative	Progress	Progress Comment
<p>Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan. ♦</p>	<p>20%</p>	<p>Work is still progressing on the Planning Scheme Amendments (PSA) that are required to be in place prior to commencing the implementation process of the Wantirna Health Precinct Masterplan. Ongoing discussions have been held with the Department of Transport (DoT) regarding the proposed planning scheme amendment. DoT are currently awaiting the Department of Environment, Land, Water and Planning's authorisation to commence public exhibition of the amendment. No timeframes for the commencement of exhibition have been provided. A submission will be made on behalf of Council during the exhibition period.</p>
<p>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.</p>	<p>60%</p>	<p>The final Bayswater Business Precinct Transformation Strategy has been provided by the consultants engaged by Regional Development Australia (RDA). The Project Coordinator and Project Control Group are drafting an action plan to help deliver the strategy, with a view to promoting it and seeking Council feedback and endorsement of the action plan from May 2022 onwards. Adoption of the Bayswater Business Precinct Transformation Strategy is expected by December 2022.</p>



Neighbourhoods, housing and infrastructure

Strategies we are undertaking to achieve success in this area:

- Plan for and support diverse housing to meet changing community needs.
- Create, enhance and maintain places and spaces for people to live, work, play and connect.
- Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
Facilitate and support the implementation of actions of the Boronia Renewal program.	50%	<p>The amendment to the Knox Planning Scheme to reflect the land use and built form objectives for the activity centre is still pending authorisation from the Minister for Planning, with no statutory timelines attached. However, officer level discussions suggest that the Department of Environment, Land, Water and Planning (DELWP) is in the process of formulating conditions of authorisation.</p> <p>A number of other projects linked to the Renewal Strategy have continued to progress. Of note, the Lupton Way and Green Spine projects are currently open for public consultation, and a location on Erica Avenue is being considered for the Lupton Way Public Art Lighting.</p>
Initiative	Progress	Progress Comment
Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox. ♦	70%	<p>An extensive needs analysis has been undertaken to understand the demand for social and affordable housing in Knox, as well as market trends and the supply and diversity of new housing stock. Following this analysis, an extensive stakeholder engagement process was conducted to test the data. External stakeholders have included six community housing organisations, three homelessness services and five real estate agents in Knox. Consultation has also occurred with Knox Councillors and key Council departments.</p> <p>The draft Social and Affordable Housing Strategy is expected to be prepared by early April 2022 and be presented at the June 2022 Council meeting for endorsement.</p>

Initiative	Progress	Progress Comment
<p>In response to the Victorian Government's Kindergarten Expansion Reform, continue to work with the State Government to plan for early years infrastructure in the municipality. ♦</p>	50%	<p>Advocacy letters were sent to the Minister for Early Childhood and the Minister for Education in January 2022, for Victorian Government investment in Council's five key infrastructure projects that together could create places for an additional 326 children to access two years of funded kindergarten in the future.</p> <p>Discussions with the Department of Education and Training (DET) and the Victorian School Building Authority (VSBA) on the Building Blocks Partnership agreement are taking place. In February 2022, a discussion with VSBA regarding modular kindergarten buildings' suitability for Knox kindergarten sites was undertaken. A sighting assessment has been received from the VSBA, with a further discussion scheduled for the end of May 2022.</p>
<p>Advocate to State and Federal Governments for funding to implement Stage 2 of the Lewis Park Master Plan.</p>	70%	<p>Council is awaiting outcomes of the Department of Environment, Land, Water and Planning (DELWP) \$2.5M grant funding application between Knox City Council & Melbourne Water towards the delivery of the project. The outcome was expected to be announced in February 2022, but this timeline has changed to the end of May 2022.</p>
<p>Update Council's flood modelling across Knox.</p>	50%	<p>Finalisation of the flood extent, which supports the designation of flood impacted properties under Section 153 of <i>Building Regulations</i>, has been delayed. This is due to errors found within one of the models. Rectification of the model (and its outputs) is currently underway. Finalisation of the flood extent is predicted to be completed and ready for designation by June 2022.</p> <p>Council have also sought an update from Melbourne Water (MW) regarding the status of their proposed amendments to the Land Subject to Inundation Overlay (LSIO) and Special Building Overlay (SBO). Specifically, Council are seeking confirmation from MW on proposed delivery dates and expected timelines to commence the planning overlay amendment process.</p>
<p>Advocate to State Government for improved public transport and arterial road connectivity in Knox.</p>	85%	<p>The Mayor of Knox City Council and the Mayor of Monash City Council have met with the Chief of Staff of the Department of Infrastructure and Regional Development to advocate for key public transport priorities in Melbourne's East on behalf of the Eastern Transport Coalition.</p> <p>Council is currently planning to participate in a Community Forum to promote the Trackless Tram proposal, alongside representatives from Monash City Council and Vicinity Centres. The Forum will be held in the last quarter of 2021-22.</p>
<p>Implement Knox's Parking Strategy.</p>	75%	<p>Further implementation items have been scheduled for 2022, including going out to tender in 2022-23 for the in ground parking sensors contract and the development of Compliance and Enforcement Policy and Guidelines.</p> <p>A draft procurement plan for the in ground parking sensors contract has been developed with Council's City Strategy and Health manager. The procurement plan is the first step for going</p>

Initiative	Progress	Progress Comment
		<p>out to tender and outlines the tender process, the proposed tender panel, and identifies any issues. Once the procurement plan is finalised and signed off, the tender specifications will be developed.</p> <p>The Compliance and Enforcement Policy and Guidelines will be developed in the second half of 2022.</p> <p>An additional permanent parking resource officer commenced in January 2022.</p>
<p>Review and develop the Knox Domestic Animal Management Plan.</p>	<p>100%</p>	<p>Knox's new Domestic Animal Management Plan (DAMP) was adopted by Council on 28 February 2022, and is in effect through to 2025.</p>
<p>Progress implementation of the Knox Central program.</p>	<p>90%</p>	<p>The Knox Express temporary library opened during this reporting period. Negotiation and agreement of a premises for a 20-year leased library at Westfield Knox has occurred. The lease is expected to be finalised by the end of May 2022.</p> <p>The acquisition of two strategic land parcels in line with the <i>Knox Central Structure Plan</i> has been completed.</p> <p>Project planning for the Knox Central Masterplan implementation is underway and is on track to be in place by the end of the 2021-22 financial year.</p>



Natural environment and sustainability

Strategies we are undertaking to achieve success in this area:

- Preserve our biodiversity and waterways, and enhance our urban landscape.
- Prepare for, mitigate and adapt to the effects of climate change.
- Lead by example and encourage our community to reduce waste.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
Undertake vegetation mapping analysis and habitat corridor planning to manage our urban biodiversity.	75%	<p>Modelling and development of the draft Habitat Corridor Plan is currently in progress and it is expected to be delivered by the end of the financial year. To inform connectivity modelling, a desktop analysis has been executed of native fauna species recorded in Knox. The development of a focal species list for connectivity modelling has now been completed.</p> <p>Community engagement has also been undertaken on this project via the <i>Knox: Have Your Say</i> platform, community workshops and an internal workshop. The information gathered from this engagement is being used to inform the development of the plan.</p>
Initiative	Progress	Progress Comment
Commence implementation of the high priority Year 1 actions of the Climate Response Plan including the development of a landfill solar farm business case. ◆	75%	<p>The implementation plan of the adopted Climate Response Plan is on track to be completed by December 2022.</p> <p>The input of climate change and other sustainability factors are currently being considered in the review of Council's internal Vehicle Policy and Procurement Policy. Additionally, climate risk consideration responsibilities have been added into the position description templates for leadership roles within Council.</p> <p>Procurement activities around the Electric Vehicle charging stations initiative are being finalised and the Boronia Dorset Square LED streetlight replacement program has been implemented.</p>

Initiative	Progress	Progress Comment
<p>Enhance Knox's Waste and Recycling Education programs to focus on reducing waste to landfill and increasing recycling. ♦</p>	<p>75%</p>	<p>Council has continued to send contamination letters to residents when contamination is detected by kerbside collection drivers and have continued to review website content to ensure items are updated as information changes. Knox's first Residential Bin Inspection Program is on track to commence in April 2022 and will run for three months. Over 3000 Knox household's bins will be inspected. Council's Waste team also attended the Summer Sunset Festival and the Knox Festival. Activities undertaken included a waste education marquee set-up, games, flyers and surveys to engage with the public.</p> <p>Knox's annual Detox Your Home event is scheduled to occur in May 2022, with over 100 people having signed up already. Two neighbourhood house education talks have been hosted in this reporting period and two more are planned for the next reporting period. Additionally, communications are being developed to advise businesses of the upcoming Single Use Plastics Ban.</p> <p>Council has continued to deliver the compost rebate and is currently reviewing responses to the most recent Request for Quotation for a new contract starting in the next financial year. Eleven workshops have been planned for the next reporting period, with focuses including reducing household waste, reducing food waste, composting and clothing repairs.</p> <p>A recycling station has been set up at the Knox Civic Centre, where employees can recycle items such as headphones, pens and batteries. This station is run by Waste Warrior volunteers.</p> <p>Research is almost complete for a best practice reusable nappy program and the next step will be the completion of an application for a grant to implement this.</p>

Connection, resilience and wellbeing

Strategies we are undertaking to achieve success in this area:

- Support our community to improve their physical, mental and social health and wellbeing.
- Foster inclusivity, equality, belonging and safety within our community.
- Support the community to identify and lead community strengthening initiatives.
- Honour and integrate First Nations culture into actions and environments.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
Respond to emerging social and health issues caused by the COVID-19 pandemic. ♦	80%	<p>A report was presented at the March 2022 Council meeting, detailing the final outcomes of the <i>Supporting Local Services</i> and <i>Hot Meals for Vulnerable Families</i> programs. Unexpended funds of \$79,000 have been directed to an additional grant stream to respond to ongoing food relief supplies and/or pandemic emergency relief requests. This funding stream is currently open for applications.</p> <p>Council has also engaged ASDF Research to conduct an audit of emergency food relief providers in Knox. The audit will identify potential gaps, duplication, and provide greater understanding of the level of demand for emergency food relief following the easing of pandemic restrictions. The audit will be completed by June 2022, at which time a Taskforce of emergency relief providers will be established to promote greater collaboration and reduce competition.</p> <p>The <i>Move Your Way</i> program was delivered in March 2022, with more than 180 activities offered to the community. Over 700 participants registered for the program, with their ages ranging from 4 to 75 years. The program has been extended with three of the most popular activities offered for an additional four weeks at a subsidised rate. This program was funded through a VicHealth Reimagining Health grant.</p>
Initiative	Progress	Progress Comment
Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact. ♦	85%	<p>A Mental Health First Aid Program was delivered for disability carers in February 2022, and due to strong demand will be delivered again in May 2022.</p> <p>Council continues to facilitate the Mental Health Roundtable, and has been advocating for improved mental health services in Knox</p> <p>Planning is now underway for the delivery of Mental Health Prevention 101 training, in partnership with Prevention United, during May 2022. Planning is also underway for further mental health awareness events in partnership with Hungry, Angry, Lonely, Tired (HALT) and Toyota Ferntree Gully, as well as at Council staff based events at our Operations Centre.</p> <p>Council have commissioned a further survey to understand community needs and perceptions of mental health. This project will</p>

Initiative	Progress	Progress Comment
		ultimately identify further opportunities for Council to lead and facilitate preventative work to support positive mental health.
<p>Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation.</p>	75%	<p>A proposal to construct a Yarning Circle at the Knox Civic Centre has been approved. A concept design is in the final stages of approval and is estimated to be completed in April 2022, ahead of Sorry Day in May 2022. A smoking ceremony with Traditional Owners and Council staff will be organised for the launch.</p> <p>Cultural heritage work is underway to inform the Lewis Park Master Plan and to include cultural walks with Traditional Owners to identify significant sites and preservation of a scar tree. Council is also exploring opportunities at the Stamford Park wetlands site.</p> <p>Cultural walks and first nations art projects have commenced across many sites, including Wicks Reserve, and Move Your Way activities have commenced at Wally Tew Reserve.</p> <p><i>Caring for Country</i> skill development has commenced with Council's Biodiversity Team, including learning about cool burns and working with the Fire Sticks Alliance, bush tucker, and caring for water ways.</p> <p>The first meeting for the Reconciliation Plan Governance Group is scheduled for early May 2022. A timetable for consultation and development of the draft plan is expected to be developed at this meeting. Consultation with community and Council staff will take place between June - November 2022. The draft plan will be developed early 2023.</p>
<p>Develop a Resilience Plan to support the community to cope with stresses, emergencies and disasters.</p>	30%	<p>A Project Steering Group Inception meeting was held in February 2022 to endorse the Project Scope, with an associated twenty-four-month timeline. A Stakeholder and Network mapping sub-committee was convened and a draft proposed process is to be reviewed, refined, adopted and populated.</p> <p>Presentations to four of Council's Advisory Committees have been completed, and engagement with key groups and people is ongoing. Research is also underway to develop the details of community resilience characteristics.</p> <p>Timelines have had to be extended due to staff and advisory committee availability and scheduling. However, this should not affect the overall timeline.</p>
<p>Contribute to the collective efforts in preventing and responding to family violence. ♦</p>	75%	<p>An internal scan has been undertaken to understand the level of work that is currently being done to address family violence within Council. This has also identified gaps and needs within the organisation and community. Based on this work, a funding application was submitted to the State Government for funding of family violence prevention activities.</p> <p>Work has been undertaken to develop high level direction and actions within the Access and Equity Plan to address family violence. A separate work plan will be developed to direct the organisation's work in family violence prevention. Work has also commenced on updating Council's family violence data profile.</p>

Initiative	Progress	Progress Comment
		A perpetrator poster is being developed and will be finalised and distributed within Knox in next reporting period in partnership with <i>No to Violence and Relationships Australia</i> .

Civic engagement and integrity

Strategies we are undertaking to achieve success in this area:

- Provide opportunities for all people in Knox to have their say.
- Manage our resources effectively to ensure financial sustainability and improved customer experience.
- Ensure our processes are transparent and our decisions are accountable.

Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
Develop and implement a Customer Experience Strategy and Action Plan.	75%	Customer surveying has been completed and customer journey maps are complete for three out of four processes, including workshops with staff and customer interviews. Internal consultation will occur in the next reporting period, with nominees from Council's senior management team. This will contribute to a co-design approach in developing the Customer Experience Strategy.
Initiative	Progress	Progress Comment
Implement priority actions of the Community Engagement Framework and Action Plan.	75%	<p>Implementation of the Community Engagement Framework and Action Plan is progressing well. In March 2022, a Staff Community Engagement Hub was established to support staff to undertake fit for purpose community engagement.</p> <p>The International Association of Public Participation (IAP2) staff training program continued with over 100 staff completing at least one course, and the <i>Knox: Have Your Say</i> platform has hosted 46 projects with 98,000 views and 7,000 contributions to date.</p> <p>The Community Engagement Advocates Group continues to meet bi-monthly to discuss key aspects of engagement at Knox.</p>
Develop a procurement policy to ensure commercial and best practice outcomes.	90%	The adoption of the procurement policy has been rescheduled to May 2022.

11 City Centre Reports for Consideration

12 Notices of Motion

13 Supplementary Items

14 Urgent Business

15 Questions Without Notice

16 Confidential Items

16.1 Boronia and Ferntree Gully Carparking Concept Plans

A confidential report is circulated under separate cover.