

AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 29 August 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 25 July 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 July 2022 to 31 July 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 July 2022 to 31 July 2022) be noted.

1. REPORT

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

Application Type	No.
Building & Works: Residential	6
Other	1
Subdivision	18
Units	10
Tree Removal / Pruning	5
Single Dwelling	2
Change of Use	1
Signage	3
Removal of 173 Agreement	1
Removal & creation of easement	1
TOTAL	48

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 & Integrity, Matt Kelleher

Attachments

Nil

Knox City Council

Planning Applications Decided - Council

1 July 2022 and 31 July 2022

Ward	No/ Type	Address	Description	Decision
Baird	2022/6205	1 Elder Grove BORONIA VIC 3155	Removal & creation of easement	11/07/2022 Approved
Baird	2022/6258	65 Commercial Road FERNTREE GULLY VIC 3156	4 Lot Subdivision (Approved Development Site)	14/07/2022 Approved
Baird	2022/6247	30 Sinclair Road BAYSWATER VIC 3153	6 Lot Subdivision (Approved Development Site)	12/07/2022 Approved
Baird	2022/6076	49 & 51 Barry Street BAYSWATER VIC 3153	Removal of 173 Agreement	14/07/2022 Approved
Baird	2022/6300	15 Pine Crescent BORONIA VIC 3155	Four lot subdivision (Approved Development Site)	19/07/2022 Approved
Baird	2022/6319	22 Paton Crescent BORONIA VIC 3155	Three lot Subdivision (Approved Development Site)	20/07/2022 Approved
Baird	2021/6223	2 Kya Close FERNTREE GULLY VIC 3156	Development of three (3) dwellings (Two (2) double storey and one (1) single storey) and associated three (3) lot subdivision	20/07/2022 Approved
Chandler	2022/6148	20 Bellrise Court BORONIA VIC 3155	Construction of a double storey dwelling	1/07/2022 Approved
Chandler	2022/6295	36 Marie Street BORONIA VIC 3155	Buildings and Works (construction of a single storey dwelling)	8/07/2022 Approved
Chandler	2022/6196	66 Boronia Road BORONIA VIC 3155	6 Lot Subdivision (Approved Development Site)	8/07/2022 Approved
Chandler	2022/6190	48 Landscape Drive BORONIA VIC 3155	Buildings and Works (Spa Barrier)	29/07/2022 Approved
Chandler	2022/6037	2/312 Dorset Road BORONIA VIC 3155	Change of use - Domestic animal husbandry (cat breeding)	29/07/2022 Approved
Chandler	2022/6326	76 Stewart Street BORONIA VIC 3155	Pruning of one (1) Quercus robur (English Oak)	27/07/2022 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2022/6241	7 Doongalla Road THE BASIN VIC 3154	Buildings and Works (Alterations and additions to existing dwelling)	29/07/2022 Approved
Collier	2022/6012	1-6/675 Boronia Road WANTIRNA VIC 3152	Buildings and works (business identification signage and internally illuminated sign)	4/07/2022 Approved
Collier	2022/6176	380 Mountain Highway WANTIRNA VIC 3152	Four (4) Lot Subdivision (Approved Unit Development)	5/07/2022 Approved
Collier	2022/6069	5 Benmore Place WANTIRNA VIC 3152	Development of the land for a double storey dwelling to the rear of the existing dwelling and two (2) lot subdivision	5/07/2022 Approved
Collier	2021/6783	32 Stokes Road WANTIRNA VIC 3152	Development of the land for a double storey dwelling to the side of the existing dwelling and two (2) lot subdivision	11/07/2022 Notice of Decision
Dinsdale	2022/6174	520-538 Mountain Highway BAYSWATER VIC 3153	3 Lot Subdivision - Staged (Approved Development Site)	1/07/2022 Approved
Dinsdale	2021/6600	316 Boronia Road BORONIA VIC 3155	Development of the land for two (2) double storey dwellings and alteration of access to a road in a Transport Zone 2	14/07/2022 Notice of Decision
Dinsdale	2022/6237	28 John Street BAYSWATER VIC 3153	Four lot Subdivision (Approved Development Site)	12/07/2022 Approved
Dinsdale	2022/9063	155 Kanooka Road BORONIA VIC 3155	Two lot subdivision (Approved Development Site)	6/07/2022 Approved
Dinsdale	2022/9064	8 Mitre Crescent BAYSWATER VIC 3153	2 Lot Subdivision (Approved Development Site)	12/07/2022 Approved
Dinsdale	2022/6350	Grd Floor 199 Stud Road WANTIRNA SOUTH VIC 3152	Internally illuminated business identification signage	14/07/2022 Approved
Dinsdale	2022/6201	112 Coleman Road BORONIA VIC 3155	3 Lot Subdivision (Approved Development Site)	14/07/2022 Approved
Dinsdale	2022/6339	5 Maple Street BAYSWATER VIC 3153	Three lot subdivision (Approved Development Site)	22/07/2022 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2022/9065	3/6 Sydney Road BAYSWATER VIC 3153	Buildings and Works (Mezzanine Floor in existing warehouse)	21/07/2022 Approved
Dinsdale	2022/6338	8 Bent Court WANTIRNA SOUTH VIC 3152	Three lot subdivision (Approved Development Site)	22/07/2022 Approved
Dinsdale	2021/6667	16-18 Maida Avenue BAYSWATER VIC 3153	Development of the land for two (2) double and two (2) single storey dwellings to the rear of the existing dwellings (total six dwellings)	18/07/2022 Notice of Decision
Dinsdale	2021/6377	261 Stud Road WANTIRNA SOUTH VIC 3152	Development of the land for six (6) triple storey dwellings and alteration of access to a road in a Transport Zone 2	18/07/2022 Approved
Dinsdale	2021/6713	346 Boronia Road BORONIA VIC 3155	Development of the land for three (3) double storey dwellings, associated three (3) lot subdivision and alteration of access to a Transport Zone 2	18/07/2022 Approved
Dinsdale	2022/6055	423 Boronia Road WANTIRNA SOUTH VIC 3152	Development of the land for a double storey dwelling to the rear of the existing dwelling and alteration of access to a road in a Transport Zone 2	14/07/2022 Notice of Decision
Dinsdale	2022/6161	149 Stud Road WANTIRNA SOUTH VIC 3152	Internally Illuminated Business Identification Sign	22/07/2022 Approved
Dobson	2022/9060	17 Station Street FERNTREE GULLY VIC 3156	Removal of one (1) Ulmus minor 'Variegata' (Silver Elm)	4/07/2022 Approved
Dobson	2022/6321	5A Lane Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus nicholii (Narrow Leaved Black Peppermint) and one (1) Corymbia maculata (Spotted Gum)	5/07/2022 Approved
Dobson	2022/6253	7 Fern Road UPPER FERNTREE GULLY VIC 3156	Buildings and Works (Extension to existing dwelling) and removal of vegetation	21/07/2022 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2022/6323	29 Francis Crescent FERNTREE GULLY VIC 3156	Building and Works (deck to 2 sides of a shed) and the removal of two trees	22/07/2022 Approved
Dobson	2022/6286	13 Kia-Ora Parade FERNTREE GULLY VIC 3156	Buildings and Works (Extension to the existing single storey dwelling)	18/07/2022 Approved
Dobson	2022/6330	13 Mayfair Drive FERNTREE GULLY VIC 3156	Removal of two (2) Cupressus lawsoniana (Lawsons Cypress)	18/07/2022 Approved
Dobson	2021/6328	12 Myrtle Crescent FERNTREE GULLY VIC 3156	The construction of an in-ground swimming pool and associated buildings and works	29/07/2022 Approved
Friberg	2022/6314	12/47 Kathryn Road KNOXFIELD VIC 3180	Removal of two (2) Eucalyptus pauciflora (Snow Gum)	4/07/2022 Approved
Friberg	2022/6180	10 Aitken Court FERNTREE GULLY VIC 3156	Two lot Subdivision (Approved Development Site)	7/07/2022 Approved
Friberg	2022/6271	21 David Street KNOXFIELD VIC 3180	Three lot subdivision (Approved Development Site)	15/07/2022 Approved
Scott	2022/9067	42A Bunnett Road KNOXFIELD VIC 3180	Two Lot Subdivision (Approved Development Site)	25/07/2022 Approved
Scott	2021/6646	29 Blind Creek Lane WANTIRNA SOUTH VIC 3152	Construction of two double storey dwellings on the land	14/07/2022 Approved
Scott	2022/6324	1 Amelia Street KNOXFIELD VIC 3180	3-lot subdivision (Approved Development Site)	20/07/2022 Approved
Tirhatuan	2022/6316	14 Gynea Avenue ROWVILLE VIC 3178	Pruning of one (1) Eucalyptus sideroxylon (Red Ironbark) and one (1) Eucalyptus camaldulensis (Red River gum)	5/07/2022 Approved
Tirhatuan	2022/6273	720 Stud Road SCORESBY VIC 3179	12 Lot Subdivision (Approved Development Site)	15/07/2022 Approved

6.2 Notice of Motion 124 - Vegetation and Landscape Compliance - Council Update

SUMMARY: Business Support and Improvement Coordinator, Katherine Walker
This report provides an update to Council on work in progress to respond to Notice of Motion 124: Vegetation and Landscape Compliance.

RECOMMENDATION

That Council note the update provided by this report, with a full response to Notice of Motion 124: Vegetation and Landscape Compliance to be provided to Council by the end of the calendar year (or later, subject to consultation with the Mayor).

1. INTRODUCTION

On 23 August 2021, Council moved a Notice of Motion for a report to be provided to Council detailing council's approach to addressing illegal vegetation removal within the municipality.

This report provides an update on work in progress to respond to the Notice of Motion. Due to high workloads and limited resourcing within the team, a full response to the Notice of Motion has not been possible to date. Work to progress a response has commenced, including process mapping, data collection and benchmarking against with councils.

2. DISCUSSION

The Notice of Motion resolved on 23 August 2021, requested a report be provided to Council detailing Council's approach to addressing illegal vegetation removal. Specifically, Council requested a response to the following:

1. Knox City Council's current policy and practice, along with the regulatory framework, for addressing illegal vegetation removal across the municipality;
2. Information outlining how community complaints regarding illegal vegetation removal are addressed;
3. Details of the number of customer complaints received during 2019/20 and 2020/21 and how many of these resulted in enforcement action;
4. How similar councils address illegal vegetation removal and any best practice approaches Council could implement to improve the service both within and outside of business hours.
5. Recommendations or advice to ensure that Knox's vegetation management service is well-supported through qualified officer resourcing; community education; and replacement and offset planting to meet identified best practices; and
6. Opportunities for advocacy to higher levels of government to strengthen vegetation protection policies more broadly.

Under the *Planning and Environment Act 1987* (the Act), Council is the Responsible Authority for the administration and enforcement of the Act and the Knox Planning Scheme and delegates these responsibilities to officers within the City Planning and Building Department. The Knox Planning Scheme includes overlays and provisions which protect some types of

vegetation, particularly within the east of the municipality within the Dandenong Foothills area, where native vegetation has significant biodiversity and character value.

The investigation of illegal tree removal is undertaken by the Landscaping Inspection Officer, supported by two Planning Enforcement Officers. This position has previously been funded as part time (0.6EFT) but has been increased in the recent budget to a full time role. The role is currently vacant and recruitment is currently underway.

High workloads and limited resourcing within the team have impacted the ability to respond to the Notice of Motion sooner. However, officers are regularly briefing the Notice of Motion's lead Councillor on progress. A number of activities have commenced to prepare a response to the above Notice of Motion. These include:

- Benchmarking against other councils with similar levels of vegetation protection - this includes understanding their approach to planning enforcement, resourcing, service levels, use of technology and processes.
- Data collection – including the numbers of customer complaints regarding illegal vegetation removal.
- Process auditing – mapping the current process and auditing workflow, procedures and processes for responding to illegal tree removal complaints.

While this work is to be completed, it is clear from benchmarking that a dedicated Landscaping Inspection Officer is uncommon, with its responsibilities often being performed either spread amongst different roles within councils or not done at all. It is also clear that there are significant opportunities for digital and process improvements in the way community complaints regarding illegal vegetation removal are investigated and recorded to achieve more consistent and thorough outcomes.

It is intended that this work will continue over the coming months and a further report will be provided to Council, with a more comprehensive response to the items raised in the Notice of Motion.

3. CONSULTATION

Consultation has been limited to benchmarking activities with officers from other councils and regular briefings with the Notice of Motion's lead Councillor. Discussions have also been held with relevant internal staff with varying levels of involvement in tree protection and management.

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 this is an update report, it 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. Any improvements that may ultimately be recommended may positively impact tree canopy across Knox.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The work underway to respond to the Notice of Motion will likely result in a number of improvements to the way council responds to complaints regarding illegal vegetation removal. This will have a positive impact on the local environment.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications as a result of this report. However, it is foreshadowed that improvement to the way Council responds to illegal vegetation removal may require investment and resources. This will be further explored in a future report to Council.

7. SOCIAL IMPLICATIONS

There are no social implications as a result of the impact of this report. However, it is foreshadowed that improvements to the way Council responds to complaints regarding illegal vegetation removal will likely include community education on the significant cultural and biological value of vegetation retention. If successful, such education will have positive behavioural impacts on the community.

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

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

Report Prepared By: Business Support and Improvement Coordinator, Katherine Walker

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

Attachments

Nil

6.3 Proposed Lease - 946 Burwood Highway Ferntree Gully

SUMMARY: Acting Coordinator Property Management, Paige Kennett

This report recommends, subject to final confirmations, the signing of a new 2-year lease, with 3 x 2-year options for the Council property located at 946 Burwood Highway, Ferntree Gully.

RECOMMENDATION

That Council:

- 1. Subject to consideration from Department of Transport and any required permit:**
 - (a) enter into a new lease between Knox City Council (Lessor) and Ferntree Gully Automotive (Lessee) for 946 Burwood Highway, Ferntree Gully. The lease will be for a period of 2 years, with 3 further 2-year options, with the annual rental being \$32,000 plus GST and outgoings, increasing annually by CPI; and**
 - (b) Authorise the Chief Executive Officer or their delegate to sign the lease documents required to execute the lease and to negotiate and execute any extensions up to a maximum of 8 years.**

1. INTRODUCTION

The Council owned vacant land located at 946 Burwood Highway, Ferntree Gully (shown below in red) is 1,217 sqm. The previous tenant was a portable tent company that vacated in May 2022 with the property remaining vacant since. The vacant land was recently advertised for lease by Council's managing agent, with a lease negotiated with a new tenant, Ferntree Gully Automotive. As this parcel of land is subject to a Public Acquisition Overlay (PAO) the lease is therefore subject to planning permit requirements, a self-imposed demolition clause and no permanent permitted structures.

2. DISCUSSION

The property located at 946 Burwood Highway Ferntree Gully is owned by Council and subject to a Public Acquisition Overlay (PAO) as it is earmarked for the Dorset Road extension. Council officers instructed managing agents to advertise for a lease for the site. Leasing the site provides an opportunity for income whilst it is otherwise vacant in anticipation of the Dorset Rd extension project.

The proposed lease meets the strategic intent for the site, and specific lease terms safeguard the future access requirements of the site for the Dorset Road extension, to be undertaken by the Major Road Projects Victoria.



3. CONSULTATION

In accordance with the Local Government Act 2020, no public consultation is required as the lease is under 10 years and is less than \$100,000 per annum.

Council officers have consulted internally with the City Planning and Building Department, City Futures, Traffic and Transport, and externally with Department of Transport, Major Roads Projects and managing agents. Officers are currently awaiting final confirmation from the Department of Transport which is imminent.

4. CLIMATE 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 ISSUES

The proposed occupation of the site will improve utilisation of Council assets and ensures the land is maintained and manages amenity issues. This is particularly important in such a prominent position on Burwood Highway.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed lease for 946 Burwood Highway, Ferntree Gully is with Ferntree Gully Automotive for a period of 2 years with 3 x 2 year further options. The agreed rental is \$32,000 per year (plus GST), plus outgoings, increasing annually by CPI.

The rental has been determined by Council appointed agents in accordance with commercial rentals within this area and in accordance with the condition of the premises. This is a worthwhile opportunity for Council to receive income for vacant land in the lead up to the Dorset Road extension project.

7. SOCIAL IMPLICATIONS

There are no social implications in relation to this report.

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.

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. CONCLUSION

It is recommended to, subject to final confirmation from the Planning Department and Department of Transport, that Council enter into a lease with Ferntree Gully Automotive for 2-years, with 3 x 2-year further options, for a monthly rent of \$32,000 plus GST, plus outgoings, increasing annually by CPI. It is also recommended to authorise the Chief Executive Officer or his delegate to execute all lease documentation, and all lease extensions, totaling a maximum term of 8 years.

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information as defined in 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

Nil

6.4 Outdoor Dining Parklet Evaluation

SUMMARY: Manager City Futures, Shiranthi Widan

In September 2020, the State Government announced its *Outdoor Eating and Entertainment Package* to support hospitality businesses to operate following the first COVID-19 lockdowns in Victoria in 2020. Under this program, Council received \$500,000 (exc. GST) in grant funding to deliver and/or support outdoor dining and entertainment spaces across Knox.

Through coordination by Council's Economic Development/Business Recovery team and input and advice from a range of Council departments, outdoor dining parklets were delivered at six locations across the municipality.

Under the Temporary COVID Outdoor Dining Parklets Terms and Conditions (1 September 2021 - 31 August 2022) the parklets are due to be removed unless Council resolves to further extend them. Based on feedback, the outdoor parklets are well utilised with no maintenance issues reported. Officers therefore recommend that the parklets be extended until 31 August 2023 to allow an evaluation of the parklets to be undertaken before Council makes its final decision on the future of the parklets. It is also recommended that Council's Street Trading and Commercial Use of Footpath Permit fee be applied to ensure equity with other businesses who are currently required to pay a fee for use of public space.

RECOMMENDATION

That Council:

- 1. Endorse the extension of the existing outdoor dining parklets until 31 August 2023 to allow an evaluation of the parklets and their future use to be undertaken (Attachment 1).**
- 2. Endorse the Temporary COVID Outdoor Dining Parklets Terms and Conditions, 1 September 2022 - 31 August 2023 (Attachment 2) that will apply to relevant businesses.**
- 3. Note that an Outdoor Parklet permit fee will be applied for the period 1 September 2022 to 31 August 2023 based on Council's Street Trading and Commercial Use of Footpath Permit fees.**
- 4. Note that officers will report back to Council on the outcomes of the outdoor dining parklet evaluation prior to 31 August 2023 to enable Council to make its final decision on the future of outdoor dining parklets in Knox.**

1. INTRODUCTION

In September 2020, the State Government announced its *Outdoor Eating and Entertainment Package* to support hospitality businesses to operate following the first COVID-19 lockdowns in Victoria in 2020. Under this program, Council received \$500,000 (exc. GST) in grant funding to deliver and/or support outdoor dining and entertainment spaces.

Council engaged consultant Hello City to assess sites across the municipality and identify the most appropriate locations for outdoor dining. Three sites were selected for pilot outdoor dining spaces and advice was provided to Council on how to roll out future outdoor dining structures. An internal working group was created, led by Economic Development and included officers from a range of departments including Planning and Building, City Safety and Health, Traffic and

Transport and Operations. The group identified sites that met the requirements of the program. Once appropriate sites had been chosen, businesses were contacted to assess their interest in having a parklet built.

Outdoor dining parklets were delivered at the following locations over the 2020/21 period:

- Chilli and Basil Thai Restaurant and Kokoro Asian Café (installed on the footpath) in Bayswater.
- Noos Noodles, Wantirna Mall (installed on the footpath).
- Junior Tan and 24 Spices, Mountain High Shopping Centre, Bayswater (installed as a parklet over three car parking spaces).
- Paddy's Tavern and Italianissimo, Ferntree Gully (installed over car parking spaces).
- Schokolade and Studfield Charcoal Chicken, Wantirna South (installed over car parking spaces).
- Code 9 Café, Wantirna South (installed over car parking spaces).

It should also be noted a further two permanent parklets were constructed on private land that are not subject to this discussion.

Although the parklets were intended to only be in place until 31 August 2021, it was recommended that Council extend the parklets for a further 12 months to allow sufficient time for businesses to utilise the outdoor dining spaces and reap the benefits of these additional trading areas. Subsequently, Council resolved to extend the operation of these parklets until 31 August 2022 at the Ordinary Meeting of Council on 22 March 2022.

Businesses that are recipients of these outdoor parklets are required to maintain their parklets as per the Temporary COVID Outdoor Dining Parklets Terms and Conditions (1 September 2021 - 31 August 2022).

At present, Council has waived the Street Trading and Commercial Use of Footpath Permit fees ordinarily applicable for outdoor trading. These fees will be reinstated from 1 September 2022 to businesses currently operating on footpaths. The Terms & Conditions signed by parklet businesses in 2021 advised them of the introduction of permit fees from 1 September 2022. Outdoor dining fees under the Street Trading Permit are charged per table (\$33) and chair/seating (\$41 per seated person).

Exemptions are also currently in place under Clause 52.18 of the Knox Planning Scheme which means that the parklets currently operating are exempt from the need to obtain a Planning Permit to operate food and drink premises within these parklets. The Planning Permit exemptions remain in place whilst a Pandemic Declaration under the *Public Health and Wellbeing Act 2008* is in place and for 12 months after. As the current Pandemic Declaration remains in place until 11.59pm 12 October 2022, the planning permit exemptions will apply until 11.59pm 12 October 2023.

It should also be noted that the infrastructure used in the installation of the existing parklets were not intended to be used for permanent fixtures. As such, there may be maintenance and repair work that is required for these structures over time.

As Council has resolved to extend the outdoor dining parklets until 31 August 2022, removal of these parklets will be required from 1 September 2022 unless a further decision is made by Council to extend or retain these as permanent fixtures.

2. DISCUSSION

Through the Temporary COVID Outdoor Dining Parklets Terms and Conditions, businesses are aware that the parklets will be removed from 1 September 2022 unless Council resolves to extend these parklets for a further period. Anecdotal feedback suggests these parklets are well utilised and no complaints have been received about their maintenance. Key issues for Council to consider in determining whether to retain or remove the existing parklets are identified in Table 1 below:

Table 1. Key issues and considerations - outdoor parklet extension

Key Issues	Considerations
Need and demand for parklets	<ul style="list-style-type: none"> • No longer an imperative to provide additional outdoor dining spaces given density limits introduced during COVID lockdowns have now been lifted. • Utilisation of outdoor parklets by patrons may support/not support ongoing provision of parklets.
Equitable distribution of outdoor dining spaces	<ul style="list-style-type: none"> • Parklets have been provided to some business only. There is no proposal to offer the parklets to other businesses should they request it, particularly as the funding program has ceased. This potentially raises an equity issue if other businesses request parklets.
Parking and traffic movement impacts	<ul style="list-style-type: none"> • An assessment would be required to determine the impact of the loss of parking and other traffic movement issues associated with retaining the parklets.
Parklet permit fee structure	<ul style="list-style-type: none"> • A parklet permit fee has not been determined. However street trading permit fees will apply from 1 September 2022, with invoices being issued by 31 July 2022. Permit fees could be waived for a further period, or applied based on a m² rate or by the current rates under the Street Trading Permit guidelines. • Should Council determine to introduce a parklet specific fee structure, issuing of the parklet invoices could be delayed until Council has resolved to do so. • Should Council determine to defer applying a fee associated with the parklet, it should be noted that fees will continue to apply to footpath and street trading that fall under the consideration of the street trading guidelines.

Key Issues	Considerations
Maintenance of the parklets	<ul style="list-style-type: none"> The Temporary COVID Outdoor Dining Parklets Terms and Conditions places the responsibility of ongoing maintenance of the parklets on the business owners directly benefiting from the parklets. However consideration will need to be given as to whether Council is required to oversee any maintenance works if these have not been attended to.
Parklet infrastructure	<ul style="list-style-type: none"> As Council had purchased and installed the parklet infrastructure, should the parklets be removed, this would be at the cost of Council.
Businesses may no longer wish to continue operating within the parklet	<ul style="list-style-type: none"> Some businesses may no longer identify a need for the parklet given businesses have resumed normal trading. Council could consider repurposing this infrastructure for other uses should there no longer be a need for the parklet at its current location.

Officers consider there are four options to consider in determining whether to remove or extend the existing parklets as outlined in Table 2 below. A nominal date of 31 August 2023 has been identified to allow adequate time for the parklets to be evaluated and reported to Council and to align any evaluation with the Street Trading permit fee period should a fee be applied. This period also allows Council to understand utilisation of the parklets in peak and off peak periods.

Table 2. Options for maintaining existing outdoor dining parklets

Option	Pros	Cons
1. Remove parklets from 1 September 2022	<ul style="list-style-type: none"> Consistent with Terms and Conditions. Maintains equity across all food and drink businesses regarding access to outdoor dining space. Reduces ongoing maintenance requirements for Council. Reinstates car parking spaces previously lost to outdoor dining. Opportunity to re-purpose infrastructure for broader community use (noting the life span of the infrastructure) 	<ul style="list-style-type: none"> Removal of dining offerings that may add interest and vibrancy to centres. Loss of revenue to Council as Street Trading Permit fees cannot be applied (should Council seek to apply a fee).

Option	Pros	Cons
<p>2. Retain existing parklets (only) from 1 September 2022 – 31 August 2023 to allow an evaluation of the parklets to be completed (with/without permit fee)*</p>	<ul style="list-style-type: none"> • Allows Council to assess the cost vs. benefit of retaining outdoor dining parklets. • Maintains an existing arrangement of outdoor dining options. • Supports local businesses and centre. • Council is potentially able to generate revenue through Street Trading Permit fees. 	<ul style="list-style-type: none"> • The need for outdoor dining spaces cannot be justified as indoor density limits are no longer in place. • Inequity across hospitality businesses as the opportunity to apply for outdoor parklets (with financial support from Council/State) is no longer available. • Identifying an appropriate fee structure to apply to the parklets is required, potentially delaying when Council can issue permit notices.
<p>3. Extend existing parklets for a nominal period to allow for parklet removal, no evaluation</p>	<ul style="list-style-type: none"> • Consistent with Terms and Conditions. • Allows infrastructure to be removed over an extended period to allow businesses to slowly transition to pre-COVID arrangements. • Allows Council to engage with impacted businesses before parklet removal. • Reinstates lost car parking. • Removes inequitable outdoor trading opportunities for businesses. 	<ul style="list-style-type: none"> • Removal of dining offerings that may add interest and vibrancy to centres, leading into Spring and Summer. • Potential loss of revenue to Council as Street Trading Permit fees cannot be applied.
<p>4. Make existing parklets permanent from 1 September 2022*</p>	<ul style="list-style-type: none"> • Maintains existing outdoor dining arrangements and increases outdoor dining offerings. 	<ul style="list-style-type: none"> • Council to resource longer term solutions for parklet infrastructure and asset management planning. • Ongoing resource impact for Council around maintenance of parklet infrastructure • Council would potentially need to evaluate an ongoing program of outdoor dining parklet assessments to enquire equity across businesses. • Council would need to determine an appropriate

Option	Pros	Cons
		fee structure for outdoor parklets. <ul style="list-style-type: none"> • Requires Council to consider formal arrangements for operating within public/Council owned land.

*subject to business support for parklet retention

Anecdotally, officers have heard positive feedback about the utilisation of the parklets and have not received any complaints regarding maintenance, graffiti or loss of parking. Currently, one of the properties with a double parklet on Forest Rd, Ferntree Gully is vacant. The previous business owner had signed the Terms & Conditions so this half of the parklet is not currently being maintained or utilized and the adjacent business does not have an interest in utilising this vacant space. To date there has not been any issues with this arrangement but if there were to be damage, Council would need to undertake repairs.

Given the overall positive feedback of these parklets however, officers are recommending Council endorse Option 2 with a permit fee applied based on the Street Trading and Commercial Use of Footpath Permit fee structure. This option allows Council to undertake an evaluation of the existing parklets to determine whether they should remain longer term. Although a parklet fee structure is not specified under the Street Trading and Commercial Use of Footpath Permit guidelines, Council can apply a fee based on the number of tables and seating/chairs provided in the parklet based on confirmation by the business and Council officer assessment. This will also ensure equity between the outdoor parklet operators and other businesses who will be charged a street trading fee from 1 September 2022. On the basis that a street trading fee is applied to the parklets, officers also recommend extending the parklets until 31 August 2023 for the evaluation to be completed and alignment with the permit fee period.

Officers propose to undertake initial discussions with businesses directly benefitting from the parklets to understand their support for retaining the parklets for exclusive use. Subject to their feedback, the parklets may be extended as per the current arrangement, opened up to broader community use or removed and re-purposed.

As officers are required to seek a decision of Council on this matter by 31 August 2022, officers recommend the current parklets be extended until 31 August 2023, to allow a considered evaluation to be undertaken before a further report is presented to Council for a final decision. This would also enable businesses to be engaged to understand their utilisation and if relevant, sufficient notice of their removal.

3. CONSULTATION

Internal consultation with officers from Planning, City Safety and Health, Traffic and Transport and Operations to inform the preparation of this report.

Officers propose to engage business owners directly benefitting from the outdoor parklets to understand their support for the outdoor parklets being extended. Based on their response, officers will determine whether to retain the parklets as they currently operate, retain for broader community use or remove to be repurposed.

As part of the evaluation process, directly impacted businesses and other businesses within the relevant activity centre will be consulted to understand the need, support or issues with the existing parklets. A detailed engagement plan will be developed in consultation with the Communications and Engagement department as part of officers' planning for the evaluation.

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

N/A

6. FINANCIAL & ECONOMIC IMPLICATIONS

Subject to feedback on the scope of the evaluation of the outdoor dining parklets, the evaluation of the parklets is proposed to be undertaken within the 2022/23 City Futures operating budget, relying on officer time.

Based on the officer recommendation, Council would generate some additional revenue for the outdoor parklets for the period that the permit fee would apply.

7. SOCIAL IMPLICATIONS

The retention or removal of the existing outdoor dining parklets has the potential to contribute positively or negatively towards the social cohesiveness of the centres within which the parklets are located. This will be further explored subject to Council resolving to evaluate the parklets.

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.

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

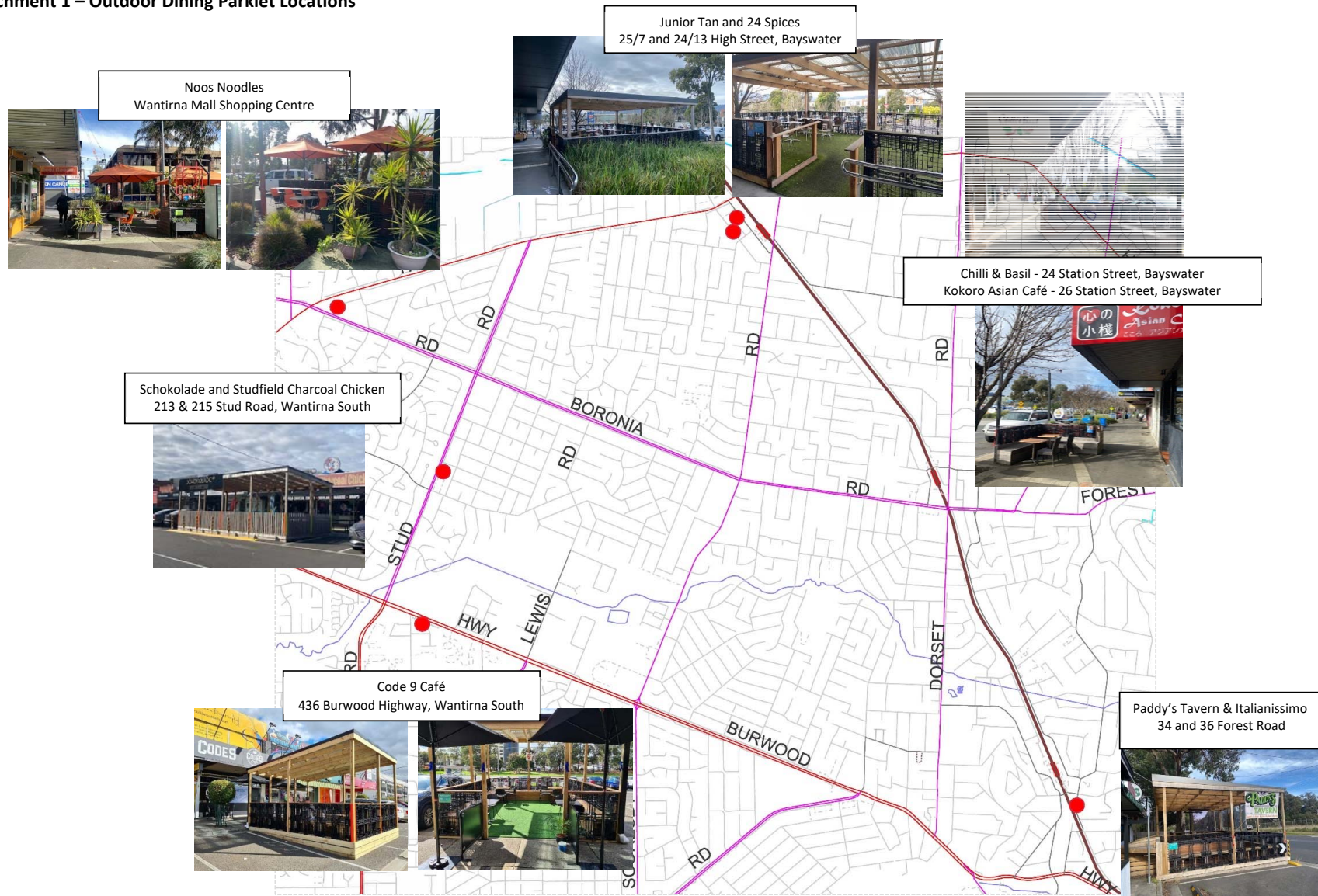
Report Prepared By: Manager City Futures, Shiranthi Widan

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

Attachments

1. Attachment 1 - Outdoor Dining Parklet Locations [6.4.1 - 1 page]
2. Attachment 2 - Parklet Terms and Conditions - 1 September 2022 to 31 August 2023 [6.4.2 - 2 pages]

Attachment 1 – Outdoor Dining Parklet Locations



Temporary COVID Outdoor Dining Parklets

Terms & Conditions 1 September 2022 – 31 August 2023



In addition to your current *Street Trading and Commercial Use of Footpath Permit* and COVIDSafe Plan, the following Terms and Conditions form part of the Permit for your extended Outdoor Dining Parklet from 1 September 2022 to 31 August 2023.

1. The parklet and all materials that make up the parklet, installed by Knox City Council and situated in front of (the business) at remain the property of Knox City Council.
2. The parklet will remain in place until 31 August 2023, with Council reserving the right to remove or alter the parklet at any time.
3. No components of the parklet structure are to be moved or modified without Council's written consent.
4. The business listed in Point 1 will be responsible for the upkeep of the parklet, including graffiti removal and minor maintenance. Council will retain responsibility for the maintenance and integrity of the structure with support from Council's Building Department.
5. The business owner is required to maintain the general cleanliness and tidiness of the parklet throughout the duration of the parklet's existence.
6. A Knox City Council *Street Trading and Commercial Use of Footpath Permit* is required for any outdoor dining and trading activities in a public place. More information can be found on Council's website at <https://www.knox.vic.gov.au/commercialtrading>.
7. Council must be notified immediately of any additional furniture, including signs, barriers, umbrellas and planters so your *Street Trading and Commercial Use of Footpath Permit* can be amended.
8. The business must maintain Public Liability Insurance for a minimum of \$20 million and this must be outlined in the Certificate of Insurance. This should indemnify Council and hold Council harmless from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against Council arising out of, or anyway related to, the maintenance or use of the seating area and associated infrastructure. A copy of your renewed Certificate of Insurance must be submitted to Council.
9. The parklet is strictly a non-smoking space.
10. After 1 September 2023 Council will remove the parklet unless Council formally resolves to approve an extension to the program.



I acknowledge that I have read, and do hereby accept, the terms and conditions as stated above.

Signed:

Name:

Business Name:

Date:

6.5 Ferntree Gully Cemetery - Name Proposal

SUMMARY: Acting Coordinator Governance, Saskia Weerheim

Council, as Trustee for the Ferntree Gully Cemetery, recently sought feedback from the community to assist in choosing a meaningful name for the new ashes interment area, adjacent to the main gateway of the Cemetery on Forest Road. This report presents a summary of the community engagement undertaken and of the feedback received from the community and other interested stakeholders.

RECOMMENDATION

That Council name the new ashes interment area at Ferntree Gully Cemetery adjacent to the main gateway of the Cemetery on Forest Road as ‘The Gateway’.

1. INTRODUCTION

Council, as the Trustee for the Ferntree Gully Cemetery, recently created a new ashes interment area with 49 ashes positions, adjacent to the main gateway to the cemetery. Community consultation was undertaken to assist in naming the new area and this report outlines the findings of this engagement.

2. DISCUSSION

Community engagement was undertaken to name the new ashes interment area at Ferntree Gully Cemetery for a three-week period between Monday 4 July 2022 – Friday 22 July 2022. An overview of the engagement methodology and results is presented below.

2.1 Name Options

Community and other interested stakeholders were able to select from the following options as suggested names for the new ashes interment area:

- ‘The Gateway’ - in reference to the position of the new ashes interment area being adjacent to the main gateway to the Cemetery;
- ‘The Ferns’ - in reference to the fern motif on the fence running behind the new ashes interment area; or
- ‘Other’ - where participants were able to make suggestions of their own.

2.2 Engagement Method

A community engagement plan was developed in consultation with Council's Communications Department and Community Engagement Officer with the aim of providing an opportunity for families, potential purchasers, visitors and neighbouring residents to provide feedback on the naming of the new ashes interment area in Ferntree Gully Cemetery.

Methods of engagement included:

- A poll on Council's Have Your Say webpage;
- A direct mail out to people who have purchased an ashes interment position in the new area as well as to people who are on the waiting list to purchase an ashes interment position within the Cemetery (not necessarily in the new area);
- A1 sized corflutes were displayed in prominent locations within the Cemetery. Trackable QR codes were on the sign to provide people with quick access to the survey on Council's Have Your Say webpage. The corflutes were placed at the following locations within the Cemetery including:
 - At the new ashes interment area; and
 - In the main entrance; and
 - At the side gate; and
 - Near the toilet facilities;
- A web news item published on 6 July 2022 on Council's website;
- An article in Council's eNewsletter on 6 July 2022; and
- A Facebook post on 6 July 2022.

Separate correspondence was also sent to the Knox Historical Society as a key community stakeholder with a keen interest in the Cemetery.



The new ashes interment area at Ferntree Gully Cemetery

2.3 Results

The community showed an interest in this topic with all forms of engagement generating a significant rate of engagement. This resulted in a total of 30 submissions from the community. The ranking for the naming options was as follows:

- 1. The Gateway (13 responses)
- 2. Other – suggest a name (10 responses)
- 3. The Ferns (7 responses)

A written response was also received from Knox Historical Society indicating their preferred naming option was ‘The Gateway’.

Members of the community made several alternate suggestions, often giving reasons for suggested names including where there is a significance to the location or to the history of the area. There wasn’t however a consistent response or theme among the suggested alternatives which were:

- Harmony
- Crest
- Tranquillity Place
- Chalice
- Ferntree Haven
- Castledermot
- Reflections
- The Niche
- Forest Glen
- The Breadth
- The Blue Dandenongs
- The Fernery
- Fernbrooke / Fern Brooke

2.4 Recommendation

There was strong support for “The Gateway” in the community feedback. As well as being the most popular of the suggestions through the community consultation, it also provides clear direction for loved ones regarding the location of the ashes interment area within the broader cemetery. For these reasons, officers recommend that Council adopt the name ‘The Gateway’ for the new ashes interment area.

Officers also propose that the suggested alternatives be considered for any future naming opportunities as they arise.

3. CONSULTATION

Community consultation was undertaken to determine the recommendation for this report and is outlined in the previous section.

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

There are no financial or economic implications arising from this report.

7. SOCIAL IMPLICATIONS

While there are no social implications arising as a direct consequence of this report, it is noted that communities have very strong connections to cemeteries and the Ferntree Gully Cemetery is held in high regard in the Knox community.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

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

Civic Engagement & Integrity

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

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Acting Coordinator Governance, Saskia Weerheim
Report Authorised By: Acting Director, City Strategy and Integrity, Jonathan McNally

Attachments

Nil

6.6 Ferntree Gully Cemetery Strategic Review

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 (FGCT) by May 2022, a timeline Council subsequently extended to August 2022.

This report presents the key activities considered necessary and appropriate to contribute to the long-term sustainability of the cemetery having regard to:

- Cemetery finances, including future development and revenue generation;
- Cemetery Governance; and
- Cemetery operations.

RECOMMENDATION

That Council:

- 1. Note the information and next steps outlined in this report regarding the future management and sustainability of the Ferntree Gully Cemetery.**
- 2. Note that officers will establish the Ferntree Gully Cemetery (FTGC) Community Reference Group to provide a structured and regular opportunity for engagement with a cross-section of the community in relation to its administration of Ferntree Gully Cemetery.**

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”*

History

The Ferntree Gully Cemetery (FTGC) was established in 1873 on crown land and was operated by community trustees until 1982 when Council was appointed trustee.

Under the *Cemeteries and Crematoria Act 2003*, the interment of bodily remains in Victoria is for perpetuity and for this reason, management of cemeteries is via a Trust structure. Council as Trustee for the FTGC is responsible for the administration and operation of FTGC and once the

cemetery has reached full capacity, the perpetual maintenance of the cemetery to an appropriate standard.

In 1984, FTGC was declared 'closed' as the availability of new graves had been exhausted.



In 2002, after extensive public consultation, the Cemetery was extended with residential land purchases financed by Council facilitating development of *the Foothills section (shown highlighted)*.

The development of the Foothills extension facilitated the creation of:

- New graves (plots suitable for interment of bodily remains); and
- New ashes positions (suitable for interment of cremated remains).

As part of this process, Council passed a resolution that it would not consider further expansion in the future.

Being landlocked by Forest Road, Clematis Avenue, The Glen and The Grove; expanding the footprint of FTGC would require the acquisition of residential properties in The Glade, adjoining the Cemetery's south-eastern border. Having regard to Council's resolution, further expansion is unlikely to be acceptable to Council and local residents, let alone financially viable having regard to current land values.

In December 2018, with capacity in the cemetery once again dwindling, Council approved a proposal to develop new ashes positions, resulting in:

- 231 new ashes positions in "The Grove" completed in December 2020; and
- 49 new ashes positions adjacent the main entrance gateway (completed in May 2020).

Sales of these positions commenced at the end of February 2022 and there has been strong interest in the positions as anticipated. At the time of writing:

- New Positions in The Grove are 52% sold (112 remaining); and
- New positions adjacent to the Gateway are 37% sold (31 remaining).

In order to ensure a pipeline of future sales capacity, it is appropriate that Council now consider opportunities for further infill development of FTGC.

FTGC Governance and Management

As previously indicated, Knox City Council is Trustee for the FTGC.

While Council always remained Trustee, in 1998 a Special Committee was established under s86 of the *Local Government Act 1989*, to oversee the management of the Cemetery. The 'Ferntree Gully Cemetery Trust Special Committee' comprised Councillor and community members who jointly exercised Council's powers according to an instrument of delegation.

The Committee was disbanded in October 2017. Council's powers in relation to the management of the FTGC have since been exercised directly by Council, or for day-to-day operations, by officers pursuant to the Instrument of Delegation from Council to Council Staff (Cemeteries and Crematoria).

Day-to-day management of FTGC is supported by:

- Governance Staff (approximately 0.7 EFT). Administrative support is provided primarily by the Senior Administration Officer and Administration Officer, with support from the Governance Coordinator, Manager Governance and remaining team members as required.
- Operations Centre Staff (approximately 1.5 EFT) comprising a full-time Sexton and backup staff provided by the Operations Department.

The Ferntree Gully Cemetery (FTGC) operates as a financially distinct entity from Council and Council's management of FTGC is undertaken on a cost recovery basis, with an annual fee payable by the FTGC to Council for the provision of management and operational support. Operationally, administration of the Cemetery is not independent of Council, meaning records for the cemetery are integrated within Council's broader document management and enterprise systems.

In April 2018, Council's Strategic Planning Committee (SPC) considered a report canvassing options for the future management of FTGC. Council's decision involved:

- Continuing to directly manage the cemetery at least in the medium term.
- investigating opportunities to incorporate management of FTGC within the operations of a regional cemetery trust.
- Moving towards an unsubsidised cost recovery model for the management fee to reflect the full cost (to Council) of operating the cemetery.
- Investigating cost-reduction and other initiatives including a review of fees and charges.

Following the 2018 SPC report and in line with Council's decision:

- The management fee charged to the Cemetery was increased to \$146k and with indexation has since grown to \$164k in 2021/22.
- Works to the boundary fence and entrance gateway have been completed.
- A project to develop the additional interment spaces in the Grove and adjacent to the gateway was commenced and completed.
- A project to digitise historic records has been undertaken.

2. DISCUSSION

Future Cemetery Governance Model

There are three broad Governance models that could be considered for the management of FTGC by Council.

- 1) Committee-Based Management
- 2) Management by Officers with Committee-Based Oversight
- 3) Management by Officers under Delegation with Council-Based Oversight (Status Quo).

Committee-Based Management

This model would not replace Council as the State appointed Trustee for FTGC but would effectively result in outsourcing management of the FTGC cemetery to a committee (similar to what might occur if outsourcing to a private service provider). This model could effectively divest Council of operational control, but not its long term financial and statutory obligations as Trustee to administer the cemetery and consequently is not recommended.

Management by Officers with Committee-Based Oversight

This option would see a Delegated Committee established under Section 63 of the LGA, with a specific remit to "stand in Council's shoes" and provide oversight and strategic direction into the management of FTGC. The Strategic Planning Committee is a current example of a Delegated Committee at Knox.

In this case, both officers, and the Committee would be operating under instruments of delegation approved by Council. This model is similar to the pre-October 2017 model when the 'Ferntree Gully Cemetery Trust Special Committee' was in operation.

The Instrument of Delegation to the Committee would enable the Committee to exercise Council's powers, duties and functions under the *Cemeteries and Crematoria Act 2004*, however Council would remain Trustee for the FTGC (i.e. Committee members do not become the "Trustees").

Delegated committees must include at least two Councillors but can include external members who would participate equally with Councillors in the decision-making of the Committee; with decisions of the committee effectively being decisions of Council. Such a structure would facilitate community involvement in Council decision-making regarding the FTGC (subject to the terms of the Committee's delegation). Of course, the extent of community participation would be limited to a very small number of community members to ensure an appropriate balance with the number of Councillor appointees; and to ensure the Committee was of a suitable size to facilitate effective operation.

Practically, meetings of a Delegated Committee would be conducted in a similar fashion to Strategic Planning Committee Meetings; open to the public except in accordance with the confidentiality provisions of LGA, with business conducted formally in accordance with the LGA and Council's Governance Rules. Members of the Committee would also be subject to the provisions of the LGA, including the integrity provisions, in the same manner as Councillors.

Consequently, independent Committee members would require induction training and the conduct of Committee meetings would require formal governance support, consistent with that currently provided to the Strategic Planning Committee. This support could have potentially significant resourcing implications for the Governance Department depending on the frequency of meetings and reporting expectations. This additional resourcing could be funded by the FTGC however this would of course further impact its financial sustainability.

Such Committees are typically established to assist in managing the workload of Council (and Councillors) by enabling a Committee of Council to exercise the functions and powers of Council in relation to specific matters. Having regard to the number of reports presented to Council in recent years regarding FTGC, and the additional resources necessary to support a Delegated Committee, this model is not recommended in the short term.

Management by Officers under Delegation with Council-Based Oversight (Status Quo)

As previously indicated, this model has been in operation since October 2017. The model has facilitated effective day-to-day management of the cemetery by officers pursuant to instruments of the delegation with oversight and strategic direction provided by the whole Council. This model is officers' recommendation for the ongoing Governance of FTGC and consequently this report does not recommend any changes to the Governance structure for FTGC.

Since October 2017 however, this model has not responded to the community's interest in having a more significant voice in the decision-making and strategic direction of the FTGC.

Officers are of the view that this community engagement is desirable, and are proposing an informal community reference group be established to provide opportunities in particular for community members to:

- Contribute to identification of priorities and actions related to the management of FGCT; and
- Review and provide feedback on policies, projects and initiatives related to FTGC.

While “informal” in the sense that this group is not intended to be established as an advisory committee, the reference group is intended to provide a structured and regular opportunity for engagement with a cross-section of the community, anticipated to include:

- Nearby residents or business owners;
- Casual visitors to the cemetery;
- Past and prospective right of interment holders;
- Representatives of the Knox Historical Society; and
- Other interested community members.

The reference group model provides flexibility that is anticipated to enable broader and ongoing engagement with a larger membership-base; as members will not be required to commit to a specific schedule of meetings, and can choose to participate as much or as little as their capacity and circumstances allow.

It is intended to establish the reference group through Council’s ‘Have your Say’ engagement platform. Alternate communication channels can be considered for potential members who may be unable to access the “Have your Say” page on the internet. While facilitated through the online “Have your Say” channel, it is also anticipated there would be opportunities for registered members to participate in both online and on-site engagement activities.

Next Steps – Governance Model:

- Governance staff will liaise with the Community Engagement Team to develop a charter for a FTGC Community Reference Group and commence recruitment.

Current Financial Position

As previously indicated, FTGC operates as a financially distinct entity and Council operates FTGC in return for a management fee. This fee was last reviewed by Council in 2018 (SPC Report of 9 April 2018) and increased with a view to achieving greater cost recovery for Council.

Having regard to the detailed operational demands of the cemetery (Attachment 1), it is likely a comprehensive financial analysis would suggest the current management fee remains significantly below the true cost recovery value, potentially by as much as \$90k in 2018/19 figures. This understatement would be reflected most significantly in overheads (particularly IT, finance and insurance) and day-to-day administrative effort which typically exceeds the allocated 0.7 EFT (or 3.5 days of total effort across the whole Governance Department).

Practically speaking, even if the cemetery were fully sold out, the operational costs would not immediately reduce as the utilisation of rights of interment and requests for installation of

memorials will continue to consume administrative and operational resources until the majority of positions have actually been exercised. If FTGC were declared to be fully sold at the time of preparing this report, at the current Management Fee of \$164k (excluding GST), FTGC's current cash reserves (\$1.156m) would likely be depleted within 5-8 years.

This demonstrates an inherent tension in Council seeking to achieve full cost recovery in the management fee charged to FTGC. Council's financial position is buoyed in the short-term by the management fee, and it minimises cost burden on ratepayers. However, in the absence of significant year-on-year revenues from position sales, full cost recovery is demonstrably unsustainable for FTGC. High cost-recovery and low sales over the short to medium term has the potential to hasten Council into a position where it is fully subsidising FTGC's operational and perpetual maintenance obligations, placing the full cost burden on ratepayers.

It also highlights the importance of building cash reserves, likely to a value around \$7m before the cemetery is fully developed and all positions sold, in order to ensure that it can fund its ongoing perpetual maintenance obligations. At present, the revenue potential for the remaining unsold new positions ranges from approximately \$375k to \$565k depending on whether sales in the Grove are for 25-year or perpetual tenure).

Consequently, officers believe Council, as Trustee for FTGC will need to:

- Carefully consider all development opportunities with a view to maximising future sales potential; and
- Minimise costs wherever possible and adopt a market driven pricing policy that ensures maximum return for every position and service sold.

It will be essential that these pursuits are mindful of the need to respect the Cemetery's existing 6,000+ interments and the highly valued aesthetic and amenity of the cemetery in its present form. Any actions which undermine the FTGC's present integrity and popular aesthetics, may counter-productively diminish its market appeal and undermine future sales.

Governance Staff have also discussed an investment strategy for the FTGC cash reserves with staff in the Financial Services Department. Investments will be split between short (rolling 90 days) and longer term up to (12 month) investments with the objective of the strategy, consistent with Council's adopted Investment Policy being to "provide the highest investment return with the maximum security of invested capital while meeting the daily cash flow demands [of FTGC]".

Staff are also mindful of reviewing cemetery operations to minimise costs wherever possible. Formal documentation of procedures both administrative and maintenance / operational will create opportunities to review current practices and procedures with a view to maximising efficiency.

Next Steps – Financial Sustainability.

- Officers will be bringing the Ferntree Gully Cemetery Annual Report for Year Ended 30 June 2022 to the September Council Meeting. This will provide an up-to-date analysis of FTGC's financial position.
- Experience gained during the fee setting process for new positions which concluded in January 2021, demonstrated the need for a wide-ranging review of fees. A fee review is to be prioritised in FY 2022/23:
 - The review will reflect learnings that the fee structure for new positions must carefully balance Council's interests in providing attractive, accessible product offerings at FTGC, while also ensuring sales generated commercially reasonable revenues; a more commercial mindset to that will contribute to long-term financial sustainability.
 - The review will include administrative staff and the Sexton to ensure there are appropriate fees stipulated for all administrative and operational services currently offered or undertaken for FTGC, as well as considering prospective services (e.g. scattering ashes within the cemetery) which can be readily priced and offered to the community. The review will ensure all fees:
 - a. contribute towards infrastructure development costs
 - b. cover direct operational costs, including ongoing maintenance of the interment location and the variable costs associated with providing the goods or services
 - c. contribute towards repairs or replacement costs associated with cemetery facilities and equipment
 - d. ensure accumulation of adequate financial reserves for future operations i.e. perpetual site maintenance
 - e. reflect the opportunity cost of the land used in the provision of interment spaces
 - f. for interment positions, reflect the relative scarcity of interment positions within FTGC.
 - Fees shall be developed and approval sought concurrently from the Department of Health for all future development proposals. This will ensure that new positions can be brought to market promptly, and also provide greater certainty when assessing the financial merits of development proposals.
 - Opportunities to reduce long term operating costs will be considered, including:
 - a. Reviewing non-memorial plantings such as those on the eastern fence line, with a preference for lower maintenance plantings that reduce maintenance costs over the longer term
 - b. Investigate use of specialist cemetery software, contributing to greater administrative efficiency in the management of the cemetery.

Opportunities for further interment locations

There are a range of opportunities to significantly increase the number of ashes interment positions available in the cemetery and provide future revenue for FTGC. A number of potential sites have been identified within the cemetery that could be attractively and sympathetically reconfigured to allow for new ashes interment areas.

One potentially significant site is the eastern-most boundary on The Glade which is currently occupied by a pittosporum hedge. Removal of this hedge could present a footprint deep enough to develop a large number of new ashes positions in a single wall, or series of memorial walls. The available space could likely accommodate a range of different types of positions, including premium offerings and niches accommodating multiple sets of ashes.

As this boundary is an interface with residential properties in The Glade, consultation with local residents will be essential. Opportunities for replacement planting will also need to be considered to facilitate development within the cemetery while preserving the amenity and views within the cemetery, and for nearby residents.

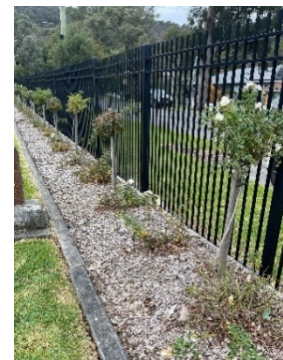
There are a number of other sites throughout the cemetery that could be converted to ashes interment areas, including the gardens area on the southern boundary adjacent to The Glen, and the area to the west of the columbarium walls in the Foothills. Example sites are shown below.



Hedge, Eastern Boundary



Columbarium Walls, Foothills



Southern Boundary (The Glen)

When considering development, it will be essential that there is a variable product offering at FTGC, recognising that clients and families have different tastes, preferences and budgets. Officers proposed to continue to implement the 'Good, Better, Best' approach to designing (and pricing) new interment positions in the cemetery.

For clients and families who are selecting an interment position, this approach offers:

Under this model for example, a client family selecting the:

- "Good" offering receives an acceptable location or a quality, durable product, that is fit for purpose, for example a suitable position able to accommodate interment of ashes, and or a plaque which can accommodate basic words or lettering.
- "Better" offering receives all the attributes of Good, as well as something extra. Possibly a larger plaque or a different colour or an alternate shape or it fits more inscriptions or interments, or the site is in a more pleasant area or nearer a gate.

- “Best” offering receives all the attributes of Better, as well as something else to add value. Again, it may relate to size, colour, material, the inscription or interment capacity, the specific interment location attributes etc.

Importantly, this approach encourages developments which offer a range of choices for the community and allows for selection based on personal preference and price point. In particular, officers will seek to prioritise projects and pricing which:

- Provides an attractive and diverse range of product offerings that ensure a pipeline of future sales meet consumer demand and increased revenues;
- Contributes effectively to the accumulation of an adequate perpetual maintenance reserve; and
- Reflect the relative scarcity of future interment opportunities at FTGC.

There are a range of locations which also present opportunities to develop “best” value” offerings.

One example is the fountain area which could be re-developed to incorporate ashes interments in the fountain surrounds. The fountain area also has a number of benches which present opportunities for memorialisation with dedications on a plaque on the seat itself, and ashes interments at the base of the seat. There are seats at various other locations within FTGC which could be similarly developed.



FTGC Cemetery Fountain



Memorial fountain example at Toronto Cemetery

[Mount Pleasant Cemetery | Toronto Cemetery \(mountpleasantgroup.com\)](https://www.mountpleasantgroup.com)



There are also a range of garden locations throughout the cemetery which could be developed as memorials, such as that pictured (left). These established tree locations could also be re-developed according to the “Good, Better Best” principles as premium locations, with larger areas potentially offering numerous ashes interments facilitating sale as premium, “family” positions.

There are also opportunities to consider alternative service offerings. There is some interest in the community for scattering ashes for example, which could be done at a variety of garden or lawn locations in the cemetery (see images below).

Offering a (formal) opportunity to scatter ashes within the cemetery grounds could be priced as a

very accessible, “good” product offering, and create an opportunity for the deceased to be officially recorded on the FTGC Register of Interred Persons.



The recent replacement of water tanks adjacent to the office buildings has also created a new opportunity for an enlarged garden area which could accommodate a ‘token memorial’ also serving as a screen for the buildings.

A token memorial provides an opportunity for families to create a point of reflection without interring remains within the memorial itself. As previously discussed, remains might have been scattered elsewhere at FTGC or otherwise or interred in other places. On other occasions the token is in memory of a life that has been lost but for which no remains were available. From a community perspective it also creates a further affordable point of entry into the cemetery.



Lilydale Cemetery token memorial

Potential location for a token memorial at FTGC

Such memorials could also include plaques in designated areas, for example along existing pathways with bluestone edges, or in gardens where large flat faced rocks can readily accommodate plaques. There are several spaces within the cemetery that could be suitable places for a token memorial if we were to proceed with this concept as shown below.



Next Steps – Interment Locations:

- Governance staff and the FTGC Sexton will develop and document a range of prospective development opportunities, suitable for the short, medium and long term with a particular emphasis on token memorials in order to prioritise more accessible product offerings.
- All development opportunities will be subject to consultation with Councillors and the FTGC Community Reference Group before being documented in a development plan for endorsement by Council.

Opportunities for Operational Improvement

Officer's review of the cemetery has identified a range of opportunities to improve the operation and administration of the FTGC.

Council has benefitted from having a longstanding employee in the Sexton role, with an evident passion for the role, for FTGC and for the community it serves. There is however, a need to consider succession planning, and ensure that there is appropriate documentation and training in place such that Council is not exposed to operational risks through an over-reliance on the current Sexton's dedication and his accumulated and intimate knowledge of FTGC and all aspects of its operation.

Next Steps – Operational Improvements

To ensure ongoing operational consistency and to diminish risk, information and processes need will be documented and an FTGC Operating Manual, ensuring all relevant processes procedures and role accountabilities are documented.

3. CONSULTATION

Refer Section 2 for a discussion on consolidation improvements proposed to enhance the administration of FTGC Cemetery,

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

As addressed throughout the report.

7. SOCIAL IMPLICATIONS

While there are no social implications arising as a direct consequence of this report, it is noted that communities have very strong connections to cemeteries and the Ferntree Gully Cemetery in particular is held in high regard in the Knox community.

The future management and development of the FTGC is likely to continue to attract the interest of a broad cross section of the local and broader community.

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

1. Attachment 1 - Indicative Summary of Cemetery Operations [6.6.1 - 3 pages]

Indicative Summary of Cemetery Administrative & Operational tasks

Administration

Records management

Record Keeping should include:

- Tracking inventory of bodily and cremated remains interment locations, including differentiating between those
 - that have been allocated (leased/sold)
 - currently available
 - that may be created (subject to demand) in the future.

Tracking should cover all types of locations including graves, cremated remains locations, vaults, and trees /shrubs recognised as commemorative positions.

- A landscape map to reflect inventory availability and utilisation
- Details of interments, with particulars of the deceased and contact details
- Records of the original right of interment holders and their legal successors to identify legal ownership/entitlement in relation to particular interment locations.

Day to day operational matters

General functions

1. Infrastructure maintenance and landscaping
2. Grounds and garden maintenance
3. Cleaning of toilets and public areas
4. Removal of inappropriate items placed at interment locations
5. Creating and processing invoices in relation to Applications, interment location sales, plaques and any other merchandise sold
6. Handling accounts for funeral directors
7. Updating of computer records
8. Collecting debts
9. Updating maps, computer records and web site links
10. Updating Interment Right details
11. Weekly inspection of cemetery to ensure visual amenity, appropriate maintenance and to ensure that monumental works are not being undertaken without permits
12. Receive complaints and assist with resolution
13. Reviewing fees and charges, at least annually
14. Reviewing policies and procedures, at least annually.

Contractor management

15. Inducting funeral directors, monumental masons and other contractors in relation to the sites they are to work at
16. Ensuring appropriate work safe and indemnity insurances are current
17. Considering Safe Work Method Statements.

Genealogical

18. Assisting families to locate sites
19. Assisting persons researching family history with dates and location of sites
20. Maintenance of web based, deceased search link.

Processing Applications

21. Interment, issue and transfer of interment Rights, plaques and memorials.

Conduct of interment

22. Investigation of records to ensure the Applicant is the legal right of interment holder with rights to approve changes, maintenance to interments / memorials
23. Processing and providing burial details to Sexton
24. Marking the site (ensuring correct location)
25. Grave digging (or monitoring external contractors)
26. Organising the removal of ledgers (if required)
27. Organising removal/replacement of concrete on graves (if required)
28. Checking of medical/ Doctor's certificate (from Funeral Director)
29. Checking interment Application
30. Inspecting sites prior to interment (ensure appropriate site, digging and presentation)
31. Present at cemetery to check name plate just prior to interment
32. Scattering of cremated remains
33. Preparing and interring cremated remains into memorials.

Assisting families

34. Telephone inquiries at least 5 days a week
35. Researching interment registers/genealogical information requests
36. Assisting families to understand the legal issues associated with the transfer of rights of interment (including intergenerational through wills and estates) and documents claims for ownership of rights of interment
37. Selection of graves and cremated remains interment locations
38. Attending the cemetery to assist families to select sites
39. Helping families to select monuments, headstones or other merchandise, appropriate to a specific interment site
40. Meeting with family representatives (as required)
 - a. to select and design plaques and formulate suggested wording
 - b. sending proposed plaque design and wording to foundry for proofing
 - c. proof sent to families for approval
 - d. investigation to ensure the invoice is paid before the plaque is actually made
 - e. sending the family approved plaque wording and design Proof to the foundry, for plaque construction
41. Attending cemetery to install plaque or other memorial markers, on correct site, as required.

Assisting funeral directors

42. Interment bookings potentially 5 days a week
43. Responding to inquiries regarding interment location availability, scheduling and fees
44. Clarification of family issues re entitlements to locations
45. Questions in relation to their own accounts with the cemetery.

Assisting monumental masons

46. Inquiries in relation to permits and particular interment locations
47. Approval of Monuments to specifications
48. Marking of Sites once notified of work by Masons and advising location of site
49. Inspecting works in progress re conformity with approved permits and Australian Standards and compliance with minimum occupational Health and Safety standards.

Rights of Interment

50. Issuing, once an Application is accepted and sale completed (including payment)
51. Updating of cemetery register if there are interments, transfers, etc
52. Processing Interment Right transfers, subject to evaluation of proof-of-claims,
53. Organising lost Interment Right declarations
54. Issuing Interment Right Certificates
55. Making the cemetery register available for public inspection
56. Issuing extracts from the register, upon request.

Exhumations

57. Assisting families to complete processes in relation to exhumation
58. Once exhumation is approved, organise sexton and funeral director
59. Ensure availability of replacement coffin and compliance with health requirements
60. Ensure appropriate disposal of coffin remnants and other residue
61. Complying with all relevant laws and regulations.

6.7 Governance Rules Review

SUMMARY: Acting Manager Governance, Andrew Dowling

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

In response, the Victorian Government passed the *Regulatory Legislation Amendment (Reform) Act 2022*, which amends the *Local Government Act 2020* and permanently enables councils to conduct virtual meetings from 2 September 2022, subject to their Governance Rules.

This has required a review of Council's Governance Rules to ensure they contains appropriate provisions for requesting and approval of attendance at Council and Delegated Committee meetings by electronic means of communication.

Council can amend its Governance Rules at any time subject to Section 60(3) of the Local Government Act 2020 (the Act) which requires the review process to include a community engagement process which Council commenced at its July 2022 meeting.

RECOMMENDATION

That Council:

- 1. Resolve to adopt the Revised Governance Rules, inclusive of the Election Period Policy, as set out in Attachment 1 (subject to acceptance of tracked changes).**
- 2. Thank submitters for their contributions and note officers will provide a written response to their submission and advice of Council's decision.**

1. INTRODUCTION

While the principal objective of the revisions is to incorporate changes introduced by the *Regulatory Legislation Amendment (Reform) Act 2022*, a number of other amendments have been made to improve the Governance Rules. The changes have been prompted by Councillor and officer observation of the operation of the Rules since they came into operation.

Proposed amendments are generally limited to those that are necessary to implement the regulatory reform, and miscellaneous changes that will have a limited impact on the community's interaction with Council, having regard to the limited opportunity for consultation.

Changes have also been prepared having regard to advice from Maddocks Lawyers.

2. DISCUSSION

Proposed Changes

Under the revised Section 66 of the Act, a council or delegated committee must keep a meeting “open to the public” except in specified circumstances. New provisions insert a definition of “Open to the public” to mean, in the case of a council or joint meeting of councils, or a delegated or joint delegated committee:

- either, attendance in person by a member of the public, or a meeting that is broadcasted live on the council internet site; or
- a recorded meeting that is published on the council internet site as soon as practicable after the meeting (in the case of a delegated or joint delegated committee only); or
- any other prescribed means of meeting.

The Revised Governance Rules released for consultation include amendments and new provisions incorporating changes introduced by the Regulatory Legislation Amendment (Reform) Act 2022:

- a. Requiring meeting notices to specify how meetings will be conducted, either:
 - wholly attendance meetings,
 - wholly virtual or online meetings; or
 - hybrid meetings that are partially attended and partially virtual/online);
- b. Enabling requests from Councillors to attend by an alternate means to that specified.
- c. Establishing parameters for Councillors’ virtual attendance at meetings.
- d. Ensuring the Chairperson has discretion to vary the application of the Governance Rules to facilitate efficient and effective remote online and hybrid meetings.

These changes trigger a range of minor consequential amendments, for example, changes to voting provisions to facilitate voting by means other than a show of hands, which may be unreasonably limiting in an online or hybrid meeting environment. These amendments generally reflect the recently revised *Minister’s Good Practice Guideline MGPG-3: Virtual Meetings*.

Other substantive changes proposed are summarised below, and changes are outlined in greater detail in Attachment 2 to this report:

- Clarification of provisions regarding the election of the Mayor to provide greater procedural certainty and ensure compliance with the Act.
- Amendments to provisions regarding notices of motion. Responding to feedback from Councillors, the deadline for submitting notices of motion is proposed to be increased from 2 to 4 working days, to enable the Chief Executive Officer to circulate (where appropriate) additional information relevant to Councillors’ consideration of the Notice of Motion.
- Amendments to provisions regarding foreshadowed motions. Responding to feedback from Councillors, the Rules now clarify that motions may be foreshadowed prior to a meeting.

- Amendments reflecting the current custom and practice for Councillor Reports to be limited to 5 minutes duration.
- Additional provisions to provide guidance to Councillors and the Chairperson regarding valid points of order that may be raised during a meeting.
- Minor changes to the provisions for petitions to provide greater certainty for Council and the community when assessing whether electronic petitions comply with the Rules.

No substantive changes were proposed to the Councillor Election Period Policy in Chapter 7 of the Rules however a further review will be undertaken to ensure the policy is reviewed updated well in advance of the 2024 Council elections.

Consultation Feedback

During the consultation process Council received 12 submissions. Each submission is included in full in Attachment 3.

While no changes are proposed in response to feedback received, each submitters feedback has been considered and a detailed response provided in Attachment 3.

A number of submitters raised issues relating to Public Question Time and the responses note that a detailed examination of public question time rules and further consultation are recommended before implementing suggested changes. Similarly, some feedback regarding petitions is considered appropriate to consider as part of the next review of the Governance Rules.

Changes Proposed since Commencement of Consultation

One additional change has been proposed at Rule 75.7 reflecting Councillors' obligation with respect to confidentiality under the Local Government Act 2020. The Rule makes it clear it is the Councillors responsibility to ensure when participating electronically, that their location is appropriately secure for confidential deliberations.

3. CONSULTATION

Councils are required to amend their Governance Rules in consultation with their communities. In developing or amending their Governance Rules, councils must ensure that a process of community engagement is followed in accordance with section 60(4) of the LG Act

Following is an outline of the community engagement undertaken:

- Council Meeting – 25 July 2022
Endorsement of the proposed Governance Rules for community consultation
- Consultation opens on Have Your Say Website – 27 July 2022
Supported by posts on Council's webpage, a web news item and social media posts, and notices at the Customer service counter.

Outcomes of consultation are addressed in Section 2 above.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no substantive implications or direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation, although it is noted that online attendance does have the capacity to reduce the number of car trips required to attend meetings and therefore reduce fossil fuel usage.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Nil.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no direct financial or economic implications arising as a consequence of this report.

Costs associated with the development of the draft rules have been accommodated with the Governance Departments' operational budget and Council has existing capacity to host online and hybrid meetings.

7. SOCIAL IMPLICATIONS

The current Governance Rules ensure good governance by incorporating the overarching governance principles and the supporting principles contained within the Act.

The Governance Rules also prescribe the conduct of Council and Delegated Committee meetings, disclosure of conflicts of interest and incorporate Council's Election Period Policy.

A robust and effective set of Governance Rules will contribute to, and reinforce public confidence in, the good governance of Knox City Council.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Acting Manager Governance, Andrew Dowling

Report Authorised By: Acting Director, City Strategy and Integrity, Jonathan McNally

Attachments

1. Attachment 1 - Revised Governance Rules [6.7.1 - 71 pages]
2. Attachment 3 - Response to Consultation Feedback [6.7.2 - 9 pages]
3. Attachment 2 - Detailed breakdown of proposed changes [6.7.4 - 5 pages]



GOVERNANCE RULES

Introduction

1. Nature of Rules

These are the Governance Rules of **Knox City Council**, made in accordance with section 60 of the *Local Government Act 2020*.

2. Date of Commencement

These Governance Rules commence on 1 September ~~2020~~2022.

3. Contents

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Disclosure of Conflicts Of Interest
Chapter 6	Miscellaneous
Chapter 7	Election Period Policy

1. Definitions

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

WORD(S)	MEANING
Act	means the <i>Local Government Act 2020</i> .
<u>The votes of an Absolute majority of Councillors</u>	means a number of votes or Councillors that is more than half of the number of Councillors. means the votes of more than half of the number of elected Councillors.
Agenda	means the notice of a Meeting setting out the business to be transacted at the Meeting.
Amendment	means a minor alteration to a motion designed to improve the motion without altering its intent or material impact.
<u>Attend, Attending and In Attendance</u>	<u>includes attend, attending or in attendance by electronic means.</u>
<u>Chair or Chairperson</u>	means the Chairperson of the Meeting and includes an acting, temporary or substitute Chairperson.
Chief Executive Officer	means the person appointed by a Council under section 44 of the Act to be its Chief Executive Officer of Council and includes an Acting Chief Executive Officer.



Communicate Electronically	means communication to and from councillors including an email sent to the email account that is provided by the Council or the provision of documents transmitted via a secure software application to a digital device.
Community Asset Committee	means a Community Asset Committee established under section 65 of the Act.
Conflict of interest	Means a conflict of interest within the meaning of the Local Government Act 1989 or the Local Government Act 2020 as applicable .
Council	means Knox City Council.
Council Meeting or "Meeting"	means a Council meeting that complies with section 61(1).
Councillor	means a Councillor of Council.
Delegated Committee	means a Delegated Committee established under section 63 of the Act.
Deputy Mayor	means the Deputy Mayor of Council.
Director	means a member of staff occupying a second-level position in the core part of the organisational structure of Council <u>or designated by the Chief Executive Officer as a being part of the Executive Management Team.</u>
Foreshadowed Motion	<p>Means an alternative, prefaced by a Councillor with a statement that in the event of a motion before the Chair being lost, a Councillor intends to move an alternative motion.</p> <p><u>Means a motion, other than Notice of Motion, advice of which is given:</u></p> <ul style="list-style-type: none"> • <u>prior to a meeting, with an indication that the Councillor is considering, or intending to move the motion as an alternative to the Officers Recommendation in a report</u> • <u>during a meeting, prefaced by a Councillor with a statement that in the event of a motion before the Chair being lost, the Councillor intends to move the motion as an alternative motion.</u>
Mayor	means the Mayor of <i>Council</i> .
Minutes	means collective record of proceedings of a Council Meeting.
Notice of Motion	means a notice setting out the text of a motion which is proposed to be moved at the next relevant Meeting.
Notice of Rescission	means a <i>notice of motion</i> to rescind a resolution made by <i>Council</i> .
Officer	means a person employed on Council staff.
Point of Order	Means a formal request of the Chairperson for clarification of, or for a ruling, on a matter of procedure.
Procedural Motion	means a motion set out in Rule 42 of Chapter 2.
Recording or Broadcasting Device	means any device which is being used to: <ul style="list-style-type: none"> • photograph or otherwise record visual images; • to make an audio recording; • to broadcast photographs or visual images; and or • to make an audio broadcast.



Supplementary Report	means a report circulated by the Chief Executive Officer in relation to matters that have arisen since the publication of the Agenda.
The Rules	means these Governance Rules.
Written	includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and writing has a corresponding meaning.

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Chapter 1 – Governance Framework

1. Context

These Rules should be read in the context of and in conjunction with:

- (a) the overarching governance principles specified in section 9(2) of the *Act* and set out below;
- Council decisions are to be made and actions taken in accordance with the relevant law;
 - priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
 - the municipal community is to be engaged in strategic planning and strategic decision making;
 - innovation and continuous improvement is to be pursued;
 - collaboration with other Councils and Governments and statutory bodies is to be sought;
 - the ongoing financial viability of the Council is to be ensured;
 - regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
 - the transparency of Council decisions, actions and information is to be ensured;
- and
- (b) the following documents adopted or approved by *Council*:
- Community Engagement Policy
 - Public Transparency Policy
 - Councillor Code of Conduct
 - Councillor Gift, Benefit and Hospitality Policy
 - The Instruments of Delegation to any Delegated Committee
 - Staff Code of Conduct.

2. Decision Making

- (a) In any matter in which a decision must be made by *Council* (including persons acting with the delegated authority of *Council*), *Council* must consider the matter and make a decision:
- (i) fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
 - (ii) on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations
- (b) *Council* must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).
- (c) Without limiting anything in paragraph (b) of this sub-Rule:



- (i) before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) must ensure any person whose rights will be directly affected by the decision has had reasonable notice and an opportunity to communicate their views and have their interests considered.;
- (ii) if a report to be considered at a *Council meeting* concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered;
- (iii) if a report to be considered at a *Delegated Committee* meeting concerns subject-matter which will directly affect the rights of a person or persons, the Report must record whether the person has or persons have been provided with an opportunity to communicate their views and have their interests considered; and
- (iv) if a member of Council staff intends to make a decision under delegation they must ensure:
 - a) The decision making process includes or included an opportunity for any person whose rights will be directly affected by the decision to communicate their views and have their interests considered; and
 - b) The decision making process, any notice given; views received; or interests considered are documented appropriately.

For the purposes of this section, appropriate record keeping methods include, but are not limited to:

- letters;
- delegate reports;
- detailed customer service requests;
- minutes of meetings;
- memos; and/or
- detailed officer file notes.



Chapter 2 – Meeting Procedure for Council Meetings

Part A – Introduction

1. Title

This Chapter will be known as the "Meeting Procedure [Local Law Chapter](#)".

2. Purpose of this Chapter

The purpose of this Chapter is to:

- 2.1 provide for the election of the Mayor and any Deputy Mayor;
- 2.2 provide for the appointment of any Acting Mayor; and
- 2.3 provide for the procedures governing the conduct of *Council meetings*.

3. Definitions and Notes

- 3.1 In this Chapter, unless stated below words have the same meaning as specified in the Introduction.
- 3.2 In this Chapter, a reference to a Rule or sub-Rule is a reference to a Rule or sub-Rule in this Chapter, unless stated otherwise.
- 3.3 Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.



Part B – Election of Mayor

Introduction: This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

Before the election of the Mayor, Council must determine by resolution whether the Mayor is to be elected for a 1 year or a 2 year term.

4. Election of the *Mayor*

- 4.1 The Chief Executive Officer must facilitate the election of the Mayor in accordance with the provisions of the Act.

5. Method of Voting

The election of the *Mayor* must be carried out by a show of hands or such other visual or audible means as the Chief Executive Officer determines.

6. Determining the election of the *Mayor*

- 6.1 The *Chief Executive Officer* must open the meeting at which the *Mayor* is to be elected, and invite nominations for the office of *Mayor*.

- 6.2 Any nominations for the office of *Mayor* must be:

stated verbally in the meeting~~Council Chamber~~; and

- 6.2.1 seconded by another Councillor.

- 6.3 Once nominations for the office of *Mayor* have been received, no further nominations may be accepted unless it is resolved to conduct a new election at a later date and time; and the following provisions will govern the election of the *Mayor*;

Single Nomination

- ~~6.36.4~~ 6.4 ~~if~~ If there is only one nomination, the candidate nominated must be declared to be duly elected;

Multiple Nominations and Candidate Elected On First Vote

- ~~6.46.5~~ 6.5 ~~If~~ If there is more than one nomination, the Councillors in attendance ~~present~~ at the meeting must vote for one of the candidates;

- ~~6.56.6~~ 6.6 ~~In~~ In the event of a candidate receiving the votes of an absolute majority of Councillors ~~an absolute majority of the votes~~, that candidate must then be is declared to have been elected;



Three or More Nominations and No Candidate Obtaining Absolute Majority On First Vote

~~6.5.1 In the event that no candidate receives an absolute majority of the votes, and it is not resolved to conduct a new election at a later date and time:~~

~~a second vote will be taken and in the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected;~~

~~6.6 if after the second vote, no candidate receives an absolute majority, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors present at the meeting will must then vote for one of the remaining candidates;~~

~~(i) if one of the remaining candidates receives an absolute majority of the votes, that candidate is duly elected.~~

~~(ii) if none of the remaining candidates receives an absolute majority of the votes, the process commencing at sub-Rule 6.3.4(b) is repeated until one of the candidates receives an absolute majority of the votes or it is resolved to conduct a new election at a later date and time;~~

~~6.6.2 For the purposes of sub-Rule 6.3.4, where there are more than two candidates and because of an equality of votes no candidate can be declared to be a defeated candidate, a second vote may be taken. If after the second vote there is still an equality of votes and no candidate can be declared to be a defeated candidate, the defeated candidate will be determined by lot. In conducting the lot the process detailed in sub-Rule 6.3.6 will be followed.~~

6.7 In the event that:

6.7.1 there are three or more candidates;

6.7.2 no candidate receives the votes of an absolute majority of Councillors; and

6.7.3 it is not resolved to conduct a new election at a later date and time:

a second vote will be taken. In the event of a candidate receiving the votes of an absolute majority of Councillors that candidate must then be declared to have been duly elected.

6.8 If, after the second vote pursuant to sub-Rule 6.7:

6.8.1 no candidate receives the votes of an absolute majority of Councillors; and

6.8.2 it is not resolved to conduct a new election at a later day and time:

the candidate with the fewest number of votes must be declared to be a defeated candidate and the Councillors in attendance at the meeting will then vote for one of the remaining candidates.

If one of the remaining candidates receives the votes of an absolute majority of Councillors, that candidate must then be declared to have been duly elected.



If none of the remaining candidates receives the votes of an absolute majority of Councillors and it is not resolved to conduct a new election at a later day and time, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives the votes of an absolute majority of Councillors. That candidate must then be declared to have been duly elected.

6.9 For the purposes of sub-Rules 6.7 and 6.8 if no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes then the candidate who is to be declared a defeated candidate will be determined by lot.

6.10 For the purposes of sub-Rules 6.7 and 6.8 if no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes then the candidate who is to be declared a defeated candidate will be determined by lot.

6.6-36.10.1 if a lot is conducted, the *Chief Executive Officer* will have the conduct of the lot and the following provisions will apply:

- (a) each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
- (b) the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
- (c) as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. The word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).

Two Nominations or Two Remaining Candidates and No Candidate Obtaining an Absolute Majority on First Vote

6.11 In the event of two candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors in attendance at the meeting will consider whether to resolve to conduct a new election at a later date and time.



6.12 If:

6.12.1 it is resolved to conduct a new election at a later date and time a new election will take place at on the date and at the time resolved upon. In that event the provisions of this Rule 6 will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination or any candidate who receives the votes of an absolute majority of Councillors will be declared duly elected; and

6.12.2 it is not resolved to conduct a new election at a later date and time Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more further votes are taken neither candidate receives the votes of an absolute majority of Councillors, the provisions of sub-Rule 6.11 and this sub-Rule 6.12 must again be followed.

7. Election of Deputy Mayor and Chairs of Delegated Committees

Any election for:

- 7.1 any office of Deputy Mayor;
- 7.2 Chair of a *Delegated Committee*; or
- 7.3 *the appointment of Councillors to positions on Council Committees and external committees where the number of candidates exceeds the number of vacant positions*

will be regulated by Rules 4-6 (inclusive) of this Chapter, as if the reference to the:

- 7.4 *Chief Executive Officer* is a reference to the *Mayor*; and
- 7.5 *Mayor* is a reference to the Deputy Mayor or the Chair of the *Delegated Committee* (as the case may be).

8. Appointment of Acting Mayor

If *Council* has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- 8.1 resolving that a specified Councillor be so appointed; or
- 8.2 following the procedure set out in Rules 4, 5 and 6 (inclusive) of this Chapter, at its discretion.



Part C – Meetings Procedure

Introduction: This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened, when and how business may be transacted at a meeting.

Council is committed to transparency in decision making and, in accordance with the Act, Council and Delegated Committee Meetings:

- are open to the public and live streamed in accordance with Council policy; and will only be closed to members of the public if the requirements of the Act are met.

If a meeting is closed to the public to consider confidential matters, live streaming will be terminated.
If a meeting is closed to maintain security or order, the meeting will continue to be livestreamed.

Division 1 – Notices of Meetings and Delivery of Agendas

9. Dates and Times of Meetings Fixed by Council

Subject to Rule 11, Council must, by resolution from time to time, fix the date, time and place of all Council meetings.

10. Changing Meeting Dates

- 10.1 Council by resolution, may change the date, time and place of, or cancel, any Meeting which has been fixed.
- 10.2 The Chief Executive Officer, may change the date, time and place of, or cancel, any Meeting which has been fixed, provided reasonable attempts are made to consult with the Mayor and Councillors, before such decision is taken.
- 10.3 The Chief Executive Officer, shall, following the exercise of:
- 10.3.1 the power in sub-rules 10.1 or 10.2, cause notice of any cancellation or change to date, time and place of, of any Meeting to be given on Council's website.
- 10.3.2 the power in sub-rule 10.2, cause notice of any cancellation or change to date, time and place of, of any Meeting to be given to Councillors in writing.

11. Meetings Not Fixed by Council

- 11.1 The Chief Executive Officer may by a *written* notice call a *Council Meeting* following a general election for the purposes of electing the mayor, and or such other business as considered necessary or appropriate by the Chief Executive Officer.
- 11.2 The Mayor or at least 3 Councillors may by a *written* notice call a *Council meeting*.
- 11.2.1 The notice must specify the date and time of the *Council meeting* and the business to be transacted.



11.2.2 When specifying the date and time of the *Council meeting*, regard shall be had to:

- a) The availability of an absolute majority of Councillors to attend the meeting;
- b) The availability of relevant officers to prepare any necessary reports and advice and to attend the meeting;
- c) The availability of the meeting room and associated technology to facilitate the meeting, including live streaming equipment;
- d) The amount of notice that is reasonable to give the community; and
- e) The requirements of the Governance Framework set out in Chapter 1.

11.2.3 The Chief Executive Officer must convene the Council meeting as specified in the notice.

11.3 Unless all Councillors are present in attendance and unanimously agree to deal with any other matter, only the business specified in the *written* notice can be transacted at the *Council meeting*.

12. Notice Of Meeting

12.1 Reasonable notice of each *Council meeting* must be provided to the public by:

- 12.1.1 maintaining a schedule of meetings on Council's website; and
- 12.1.2 Publishing agendas on Council's website in accordance with Rule 17.

Division 2 – Quorum

13. Inability To Obtain A Quorum

If after 30 minutes from the scheduled starting time of any *Council meeting*, a quorum cannot be obtained:

- 13.1 the meeting will be deemed to have lapsed;
- 13.2 the *Mayor* must convene another *Council meeting*, the *agenda* for which will be identical to the *agenda* for the lapsed meeting; and
- 13.3 the *Chief Executive Officer* must give all Councillors *written* notice of the meeting convened by the *Mayor*. Notice is not required in respect of any Councillor who has been granted leave of absence pursuant to the Act and who has not requested the Chief Executive Officer, in writing, to continue to give notice of Meetings to be held during the period of leave of absence.

14. Inability To Maintain A Quorum

14.1 If during any *council meeting* a quorum is lost:

- 14.1.1 The meeting shall be deemed to have been adjourned for a period of up to 15 minutes.



- 14.1.2 If, within a period of 15 minutes a quorum is obtained, the meeting may proceed.
- 14.1.3 If after a period of 15 minutes a quorum cannot be obtained, Rule 13 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.
- 14.2 Despite the loss of a quorum in the circumstances set in this clause, the business transacted at the Meeting to that point that a quorum was lost will remain valid and be capable of being acted upon.
- 14.3 Sub-Rule 14.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

Explanatory Note:

A quorum at a Council meeting is an absolute majority.

Section 67 of the Act provides for alternate decision-making manners where a quorum cannot be maintained due to the number of Councillors who have a conflict of interest,

15. Adjourned Meetings

- 15.1 *Council* may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- 15.2 With the exception of the duration of the adjournment, no discussion is allowed on any motion for adjournment of the Meeting, but if on being put the motion is defeated, the subject then under consideration or the next on the Agenda must be discussed before any subsequent motion for adjournment is moved.
- 15.3 Where a meeting is adjourned to another date, or for more than 1 hour:
 - 15.3.1 The *Chief Executive Officer* must give *written* notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.
 - 15.3.2 If it is impracticable for the notice given under sub-Rule 15.3 to be in *writing*, the *Chief Executive Officer* must give notice to each Councillor by telephone or in person.

16. Time limits for Meetings

- 16.1 A *Council meeting* must not continue after 10.30pm unless a majority of Councillors present vote in favour of it continuing.
- 16.2 In the absence of such continuance, the meeting must stand adjourned to a time, date and place announced by the *Chair* immediately prior to the meeting standing adjourned. In that event, sub-Rule 15.3 applies.



Division 3 – Business of Meetings

17. Agenda and the Order ~~Of~~ Business

- 17.1 The agenda, and the order of business, for a Council meeting is to be determined by the Chief Executive Officer, having regard to advice provided by the Mayor, so as to facilitate and maintain open, efficient and effective processes of government.
- 17.2 Where practicable, the Chief Executive Officer will send or communicate electronically to every Councillor the Agenda for the Meeting not later than close of business seven (7) days prior to the day fixed for the holding of the meeting. If a public holiday falls on the day agendas are due to be sent, they will be provided to all Councillors not later than close of business six (6) days in advance.
- 17.3 An Agenda need not be delivered to a Councillor who has been granted leave of absence unless the Councillor has, in writing, requested the Chief Executive Officer to continue to provide Agendas for Meetings held during the period of leave.
- 17.4 The Chief Executive Officer with the approval of the Mayor (or Chair of Delegated Committee) may, after distribution of the Agenda prepare a supplementary report for inclusion in a Revised Agenda. A supplementary report sent to Councillors less than 1 working day before the time fixed for holding the Meeting shall be considered under Urgent Business pursuant to Rule 20.
- 17.5 Unless otherwise provided in these Rules, no business may be conducted at a Meeting unless it is business notice of which has been given either by inclusion in the Agenda or any report accompanying the Agenda or in a Notice of Motion or Notice of Rescission.

~~17.6~~ The Chief Executive Officer shall cause an Agenda, Revised Agenda and/or Supplementary Report to be published on Council's website as soon as practicable, with the exception of any material, containing information that is designated confidential pursuant to the Chapter 6 of these Rules.

18. Change To Order Of Business

- 18.1 Once an agenda has been sent to Councillors, the order of business for that Council meeting may be altered:
- 18.1.1 Pursuant to sub-Rule 17.4;
- ~~18.1.2~~ By the Chief Executive Officer to withdraw an Officer's report;
- ~~18.1.3~~ 18.1.3 By resolution of Council; or
- ~~18.1.4~~ 18.1.4 Wwith the ~~consent~~ leave of Council.



19. Reports by Councillors

19.1 Where the order of business for a *Council Meeting* makes provision for reports by Councillors, such reports may include advice regarding:

- a) meetings of any committees on which a Councillor represents Council that have been held since the last Council Meeting;
- b) other meetings the Councillor has attended, or actions undertaken since the last Council Meeting;
- c) any professional development activity undertaken or conference attended in association with his or her role as a Councillor; and
- d) particulars of -Ward issues or Council wide issues of note.

19.2 Reports by Councillors shall be made verbally, with the exception of the particulars (i.e. dates, times and titles) of meetings attended under sub-Rule 19.1 a), b) and c) which may be submitted as a report to the Chief Executive Officer (or their delegate) within 48 hours of the meeting for inclusion in the minutes.

20. Urgent Business

20.1 If the agenda for a *Council meeting* makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council and only then if it:

- 20.1.1 relates to or arises out of a matter which has arisen since distribution of the *agenda*; and
- 20.1.2 cannot safely or conveniently be deferred until the next *Council meeting*.

20.2 The process for raising urgent business will be as follows:

- 20.2.1 If a Councillor or the Chair indicates an intention to raise an item of urgent business the Chair shall state, or call upon the Councillor to state, the nature of the business and why it satisfies the requirements of sub-Rules 20.1.1 and 20.1.2.
- 20.2.2 The Chair will call for a motion that the item be admitted as an item of urgent business pursuant to Rule 20.
- 20.2.3 If the motion under sub-Rule 20.2.2 is carried, the business shall be considered in accordance with Division 4 of this Chapter.
- 20.2.4 If the motion under sub-Rule 20.2.2 is not carried, no further discussion may occur in relation to the item.



Division 4 – Motions and Debate

21. Councillors May Propose *Notices Of Motion*

Councillors may ensure that an issue is listed on an *agenda* by lodging a *Notice of Motion*.

22. Notice Of Motion

22.1 A *Notice of Motion* must be in writing and be lodged with or sent to the Chief Executive Officer, no later than close of business ~~two~~four working days prior to the meeting.

22.2 A *Notice of Motion* must call for a Council report if the *Notice of Motion* proposes any action that:

22.2.1 impacts the levels of Council service;

22.2.2 commits Council to expenditure greater than \$5,000 that is not included in the adopted Council Budget;

22.2.3 proposes to establish, amend or extend Council policy which will impact the rights of any person who has not had the opportunity to contribute their views;

22.2.4 proposes to impact the rights of any person who has not had the opportunity to contribute their views;

22.2.5 commits Council to any contractual arrangement; or

22.2.6 concerns any litigation in respect of which Council is a party.

22.3 Where a *Notice of Motion* calls for a Council report :

22.3.1 The Councillor should discuss the *Notice of Motion* with the Chief Executive Officer or the relevant Director in advance, to determine the resource requirements; and

22.3.2 If the resource requirements exceed 3 person days or \$5,000 in costs, the notice should refer the matter to the next budget deliberations for funding.

22.4 If a notice of motion is received in accordance with sub-rules 22.1, 22.2 and 22.3;

22.4.1 The *Chief Executive Officer* or their delegate may provide advice to the Councillor consistent with Rule 71 and provide the Councillor with an opportunity to amend their *Notice of Motion*.

22.4.2 If practicable, the Chief Executive Officer shall include the *Notice of Motion* in the agenda for the Council meeting, otherwise, the Chief Executive Officer must distribute a copy of the *Notice of Motion* to all Councillors and publish the *Notice of Motion* on the Council website as soon as practicable.

22.4.3 The Chief Executive Officer may, at their discretion, include with a *Notice of Motion* distributed pursuant to sub-Rule 22.4.2 such additional information as they consider appropriate to Council's deliberations.



having regard, but not limited to, the provisions of sub-Rule 71.2 and the Governance Framework in Chapter 1 of these Rules.

~~22.4.3~~ 22.4.4 If a *Notice of Motion* is lodged other than in accordance with sub- Rule 22.1 the *Notice of Motion*, unless withdrawn, must be included in the agenda for the following Council Meeting.

~~22.4.4~~ 22.4.5 At the meeting, except with the leave of Council, the *Notice of Motion* must be moved in the form of words circulated pursuant to sub-Rule 22.4.2 and may be amended in accordance with sub-Rule 22.7.

- 22.5 If a Councillor who has lodged a *Notice of Motion* is absent from the Meeting or fails to move the motion when called upon by the Chairperson, any other Councillor may move the motion.
- 22.6 If a *Notice of Motion* is not moved in at the Council meeting at which it is listed, ~~accordance with sub-Rule 22.6~~ the *Notice of Motion* shall be deemed to have lapsed for want of a mover.
- 22.7 A *Notice of Motion* may be withdrawn by a request in writing lodged with the Chief Executive Officer at any time prior to the publication of the notice in an agenda or on Council's website. Otherwise, the item must be dealt with at a Meeting.
- 22.8 The *Chief Executive Officer* may reject any *Notice of Motion* which:
- 22.8.1 is vague or unclear in intention
 - 22.8.2 it is beyond *Council's* power to pass;
 - 22.8.1 is contrary to the requirements of the Governance Framework set out in Chapter 1 of these *Rules*, or
 - 22.8.2 if passed would result in *Council* otherwise acting invalidly
- but must:
- 22.8.3 give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and
 - 22.8.4 notify in *writing* the Councillor who lodged it of the rejection and reasons for the rejection.
- 22.9 The *Chief Executive Officer* must cause all *Notices of Motion* to be numbered, dated and entered in the *Notice of Motion* register in the order in which they were received.
- 22.10 Except by leave of *Council*, each *Notice of Motion* before any meeting must be considered in the order in which they were entered in the *Notice of Motion* register.
- 22.11 A *Notice of Motion* is not required to request the *Chief Executive Officer* to cause a matter under the Planning and Environment Act 1987 to be reported to a *Council Meeting* rather than be determined under delegation.



23. Validity of motions

Any motion which is determined by the *Chairperson* to be:

- 23.1 defamatory;
- 23.2 objectionable in language or nature;
- 23.3 vague or unclear in intention;
- 23.4 outside the powers of *Council*;
- 23.5 contrary to the Governance Rules; or
- 23.6 irrelevant to the item of business on the *agenda* and has not been admitted as urgent, or purports to be an amendment but is not,

must not be accepted by the *Chairperson*.

24. Introducing A Motion

The procedure for moving any motion is:

- 24.1 the mover must state the motion without speaking to it;
- 24.2 the motion must be seconded and the seconder must be a Councillor other than the mover. If a motion is not seconded, the motion lapses for want of a seconder;
- 24.3 if a motion is moved and seconded the *Chairperson* may ask:
"Is the motion opposed?"
- 24.4 the *Chairperson* must call on the mover to address the meeting;
- 24.5 after the mover has addressed the meeting or reserved their address until later in the debate, the *Chairperson* must call on the seconder to address the meeting;

25. Debating A Motion

Once a motion has been introduced, the procedure for debate is:

- 25.1 after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting,) the *Chairperson* must invite debate by calling on any *Councillor* who wishes to speak to the motion, ~~and may provide an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion; and~~
- 25.2 if, after the mover has addressed the meeting, the *Chairperson* invites debate and no Councillor speaks to the motion, then the *Chairperson* must put the motion to the vote.
- 25.3 subject to sub-Rule 25.5 and Rule 26, a *Councillor* may only speak once on the motion..
- 25.4 a *Councillor* calling the attention of the *Chairperson* to a point of order is not regarded as speaking to the motion.



- 25.5 if a motion is amended in accordance with Rule 27, a *Councillor* who spoke to the motion prior to the *amendment* being carried may be permitted by the *Chairperson* to speak to the motion a second time.

26. Right Of Reply

- 26.1 The mover of a motion, including an *amendment*, has a right of reply to matters raised during debate.
- 26.2 The mover of a motion must not introduce new material when exercising any right of reply.
- 26.3 After the right of reply has been taken but subject to any *Councillor* exercising [their his or her](#) right to ask any question concerning or arising out of the motion, the motion must immediately be put to the vote without any further discussion or debate.

27. Moving An Amendment

- 27.1 Subject to sub-Rule 27.2 a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.
- 27.2 A motion to confirm a previous resolution of *Council* cannot be amended.
- 27.3 An *amendment* must not be directly opposite to the motion, or be substantially contrary to the motion.
- 27.4 If a *Councillor* proposes an *amendment* and the mover and seconder of the motion both indicate their agreement with the *amendment*, the Chairperson may accept the *amendment* without debate or vote.
- 27.5 If a *Councillor* proposes an *amendment* and either the mover or seconder of the motion indicate their opposition to the *amendment*, the procedure for moving the *amendment* must be as detailed in sub- Rules 24 to 26 of this Chapter as if the reference to the motion is a reference to the *amendment*.

28. Who May Propose An Amendment

- 28.1 An *amendment* under sub-Rule 27.4 may be proposed or seconded by any *Councillor*.
- 28.2 An *amendment* under sub-Rule 27.5 may be proposed or seconded by any *Councillor*, except the mover or seconder of the original motion.
- 28.3 Any one *Councillor* cannot move more than two *amendments* in succession.

29. How Many Amendments May Be Proposed

- 29.1 Any number of *amendments* may be proposed to a motion but only one *amendment* may be accepted by the *Chairperson* at any one time.
- 29.2 No second or subsequent *amendment*, whether to the motion or an *amendment* of it, may be taken into consideration until the previous *amendment* has been dealt with.



30. An Amendment Once Carried

- 30.1 If the *amendment* is carried, the motion as amended then becomes the substantive motion before the meeting.
- 30.2 For the purposes of debate under Rule 25, the mover and seconder of the *amendment* are deemed to be the mover and seconder of the substantive motion and to have addressed the meeting, and debate commences as for a new motion.

31. Foreshadowing Motions

- 31.1 At any time during debate a Councillor may foreshadow a motion so as to inform *Council* of ~~their his or her~~ intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.

~~31.2~~ A Councillor may foreshadow a motion prior to the meeting to inform Councillors of a motion they are considering moving, but this does not extend any special right to the foreshadowed motion:

~~31.2.1~~ When foreshadowed prior to the meeting, the Chairperson, or Chief Executive Officer, may cause a foreshadowed motion to be circulated to all Councillors.

~~31.2.3~~ 31.3 A foreshadowed motion may be prefaced with a statement that in the event of a particular motion before the *Chairperson* being resolved in a certain way, a *Councillor* intends to move an alternative or additional motion.

~~31.3.4~~ 31.4 The *Chief Executive Officer* or person taking the minutes of the meeting is not expected to record foreshadowed motions in the *minutes* until the foreshadowed motion is formally moved.

~~31.5~~ 31.5 A foreshadowed motion has no procedural standing and is merely a means to assist the flow ~~if~~ of the Meeting.

~~31.5.1~~ 31.5.1 The Chairperson is not obliged to accept foreshadowed motions.

~~31.3.4~~ 31.5.2 The Chairperson may consider foreshadowed motions and the order in which they were received, when determining the priority of address under sub-Rule 35.

32. Withdrawal Of Motions

- 32.1 Before any motion is put to the vote, it may be withdrawn by the mover and seconder with the leave of *Council*.

33. Separation Of Motions

Where a motion contains more than one part, a *Councillor* may request the *Chairperson* to put the motion to the vote in separate parts.

34. Chair May Separate Motions

The *Chairperson* may decide to put any motion to the vote in several parts.



35. Priority of address

In the case of competition for the right of speak, the *Chairperson* must decide the order in which the *Councillors* concerned will be heard.

36. Motions In Writing

36.1 The *Chairperson* may require that any motion be in writing.

36.2 *Council*, or the *Chairperson with leave of the Council*, may adjourn the meeting while the motion is being *written* or *Council* may defer the matter until the motion has been *written*, allowing the meeting to proceed uninterrupted.

37. Repeating Motion and/or Amendment

The *Chairperson* may request the mover of the motion, or the person taking the *minutes* of the *Council meeting* to read the motion or *amendment* to the meeting before the vote is taken.

38. Debate Must Be Relevant To The Motion

38.1 Debate must always be relevant to the motion, *amendment* or business under discussion before the *Chairperson*, and, if not, the *Chairperson* must request the speaker to confine debate to the motion, *amendment* or business under discussion.

38.2 If after being requested to confine debate to the motion, *amendment* or business under discussion before the *Chairperson*, the speaker continues to debate irrelevant matters, the *Chairperson* may direct the speaker to be seated and not speak further in respect of the motion, *amendment* or business under discussion then before the *Chairperson*.

38.3 A speaker to whom a direction has been given under sub-Rule 38.2 must comply with that direction.

39. Speaking Times

39.1 A *Councillor* must not speak longer than the time set out below, unless granted an extension as a *procedural motion* in accordance with Rule 42:

39.1.1 the mover of a motion or an *amendment* which has been opposed: 5 minutes;

39.1.2 any other *Councillor*: 3 minutes;

39.1.3 the mover of a motion exercising a right of reply: 2 minutes; and

39.1.4 any Reports by *Councillors* under Rule ~~049~~: 8-5 minutes.



40. Addressing the Meeting

- 40.1 A *Councillor* may speak only when called by the *Chairperson*:
 - 40.1.1 To speak in debate;
 - 40.1.2 To ask or answer a question;
 - 40.1.3 On a point of order; or
 - 40.1.4 To make a personal explanation.
- 40.2 Once acknowledged by the *Chairperson* as being the next speaker on an item, the *Councillor* has the floor and may stand when addressing the Meeting and must not be interrupted unless called to order or time has expired.
- 40.3 Except for the *Chairperson*, any *Councillor* or person who addresses the Meeting must direct all remarks through the *Chairperson*.

41. Right to Ask Questions

- 41.1 A *Councillor* may, when no other *Councillor* is speaking, ask any question concerning or arising out of the motion or *amendment* before the *Chairperson*.
- 41.2 The *Chairperson* has the right to limit questions and direct that debate be commenced or resumed.

Division 5 – Procedural Motions

42. Procedural Motions

- 42.1 Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the *Chairperson*.
- 42.2 Procedural motions require a seconder.
- 42.3 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:



PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned until	Any <i>Councillor</i> who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another <i>Councillor</i> is speaking	Motion and any amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any <i>Councillor</i> who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chairperson</i> ; (b) When another <i>Councillor</i> is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and <i>amendments</i> not further discussed or voted on until: (a) <i>Council</i> resolves to take the question from the table at the same Meeting (b) Matter is placed on an Agenda and the <i>Council</i> resolves to take the question from the table	Debate continues unaffected	Yes
3. The closure	That the motion be now put	Any <i>Councillor</i> who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for <i>Chairperson</i>	Motion or <i>amendment</i> in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any <i>Councillor</i> exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No



Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
45. Proceeding to the next business	That the Meeting proceed to the next business	A <i>Councillor</i> who has not moved, seconded or spoken to the motion or an amendment of it	(a) During the election of a <i>Chairperson</i> ; (b) When another <i>Councillor</i> is speaking; or (c) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	If carried in respect to a procedural motion, its effect is to remove that motion from consideration If carried in respect to an <i>amendment</i> , its effect is to dispose of the <i>amendment</i> and debate resumes upon the substantive motion If carried in respect to a substantive item of business on the agenda, the item is not considered unless listed on a future agenda.	Debate continues unaffected	No
5.Extension of Speaking Time	That Cr _____ be granted an extension of time to speak.	Any <i>Councillor</i> other than the speaker requesting the extension		The speaker shall be allowed a further 2 minutes to speak but further extensions must not be permitted	The <i>Chairperson</i> must direct the speaker to be seated and not speak further in respect of the motion	No



Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
6. Suspension of standing orders	That standing orders be suspended	Any Councillor		<p>The formalities of the meeting procedure are temporarily disposed of.</p> <p>No motion can be accepted by the <i>Chairperson</i> or lawfully be dealt with until standing orders are resumed</p>	The formalities of the meeting procedure remain in place	Yes
7. Resumption of standing orders	That standing orders be resumed	Any Councillor	When standing orders have not been previously suspended	The formalities of the meeting procedure are resumed	<p>The formalities of the meeting procedure remain temporarily disposed of.</p> <p>No motion can be accepted by the <i>Chairperson</i> or lawfully be dealt with until standing orders are resumed</p>	Yes



Division 6 – Rescission Motions

43. Notice of Rescission

- 43.1 A Councillor may propose a *Notice of Rescission* provided:
- 43.1.1 it has been signed and dated by at least two *Councillors*;
 - 43.1.2 the resolution proposed to be rescinded has not been acted on; and
 - 43.1.3 the *Notice of Rescission* is delivered to the *Chief Executive Officer* not later than the close of business on the working day following the meeting at which the decision was made setting out -
 - (a) the resolution to be rescinded; and
 - (b) the meeting and date when the resolution was carried.

It should be remembered that a Notice of Rescission is a form of Notice of Motion.

Accordingly, all provisions in this Chapter regulating Notices of Motion equally apply to Notices of Rescission.

- 43.2 Rescission or amendment motions are not permissible in respect of planning permit resolutions, planning scheme amendment resolutions or contract / tender acceptance resolutions.
- 43.3 A resolution will be deemed to have been acted on if:
- 43.3.1 its contents have or substance has been formally communicated to a person whose interests are materially affected by it; or
 - 43.3.2 a statutory process has been commenced
- so as to vest enforceable rights in or obligations on *Council* or any other person.
- 43.4 The *Chief Executive Officer* or an appropriate member of Council staff must defer implementing a resolution which:
- 43.4.1 has not been acted on; and
 - 43.4.2 is the subject of a *Notice of Rescission* which has been delivered to the *Chief Executive Officer* in accordance with sub-Rule 43.1.3,
- unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

By way of example, assume that,

- *on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard at VCAT on the following Monday.*
- *immediately after that resolution is made, a Councillor lodges a Notice of Motion to rescind that resolution.*
- *the Notice of Rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard).*



In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the Notice of Rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the Notice of Rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Sub-Rule 43.4 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

43.5 The *Chief Executive Officer* must:

43.5.1 advise all *Councillors* of any Notice of Rescission delivered under this clause within 24 hours of receiving it.

43.5.2 subject to *Sub-Rule 43.4*, list any such Notice of Amendment on the *Agenda* of the next *Council Meeting*.

44. If Lost

44.1 If a motion for rescission is lost or lapses, a similar motion may not be put before *Council* for at least three months from the date it was last lost, unless:

44.1.1 *Council* resolves that the *Notice of Motion* be re-listed at a future meeting;
or

44.1.2 A *Notice of Rescission* is lodged with the *Chief Executive Officer* signed by an absolute majority of *Councillors*.

45. If Not Moved

If a motion for rescission is not moved at the meeting at which it is listed, it lapses.

46. May Be Moved By Any Councillor

A motion for rescission listed on an *agenda* may be moved by any *Councillor* present but may not be amended.

47. When Not Required

47.1 A motion for rescission is not required where *Council* wishes to change policy.

Division 7 – Points of Order

48. Chairperson To Decide

48.1 The *Chairperson* must decide all *points of order* by stating the reasons, provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.



49. Chairperson May Adjourn To Consider

- 49.1 The *Chairperson* may adjourn the meeting to consider a *point of order* but otherwise must rule on it as soon as it is raised.
- 49.2 All other questions before the meeting are suspended until the *point of order* is decided.

50. Dissent From Chairperson's Ruling

- 50.1 A *Councillor* may move that the meeting disagree with the *Chairperson's* ruling on a *point of order*, by moving:

"That the *Chairperson's* ruling [setting out that ruling or part of that ruling] be dissented from".

- 50.2 When a motion in accordance with this Rule is moved and seconded, the *Chairperson* must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the *Deputy Mayor* is not present, a temporary *Chairperson* elected by the meeting) must take the Chair.

- 50.3 The *Deputy Mayor* or temporary *Chairperson* must invite the mover to state the reasons for ~~their~~*his or her* dissent and the *Chairperson* may then reply.

- 50.4 The *Deputy Mayor* or temporary *Chairperson* must put the motion in the following form:

"That the *Chairperson's* ruling be dissented from."

- 50.5 If the vote is in the negative, the *Chairperson* resumes the Chair and the meeting proceeds.

- 50.6 If the vote is in the affirmative, the *Chairperson* must then resume the Chair, reverse or vary (as the case may be) their previous ruling and proceed.

- 50.7 The defeat of the *Chairperson's* ruling is in no way a motion of censure or non-confidence in the *Chairperson*, and should not be so regarded by the meeting.

A motion in accordance with this rule should be moved discerningly, with caution; and only where the Chairperson's decision has materially affected an important matter, and not in furtherance of debate.

A successful motion of dissent does not mean that the Chair's ruling was necessarily incorrect, but reflects that the will of the meeting has overruled the Chairperson's ruling.

51. Procedure For Point Of Order

A *Councillor* raising a *point of order* must:

- 51.1 state the *point of order*; and
- 51.2 state any section, Rule, paragraph or provision relevant to the *point of order*; before resuming their seat.



52. Valid Points Of Order

A *point of order* may be raised on the grounds that a matter is in relation to:

52.1 a motion, which, under Rule 023, or a question which, under Rule 53, should not be accepted by the *Chairperson*;

~~52.2 a question of procedure; or~~

~~any act of disorder.~~

~~52.2 contrary to these rules;~~

~~52.3 defamatory or derogatory of any councillor, officer, or member of the community;~~

~~52.4 offensive;~~

~~52.5 irrelevant under Rule 38;~~

~~52.6 constitutes a tedious repetition of something already said;~~

~~52.7 prejudicial to any other person or the council;~~

~~52.8 a matter that should be considered in a session of a meeting closed to the public, in accordance with the Act;~~

~~52.9 outside the council's functions or power;~~

~~52.10 improper; or~~

~~52.11 or on the grounds that a person in the chamber is being disruptive or unruly during any meeting.~~

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

Division 8 – Public Question Time

53. Question Time

53.1 Unless *Council* resolves to the contrary, there shall be a public question time at every *Council meeting* fixed under Rule 9 to enable members of the public to submit questions to *Council*.

53.2 Sub-Rule 53.1 does not apply during any period when a *meeting* is closed to members of the public in accordance with section 66(2) of the *Act*.

53.3 Public question time will not exceed 30 minutes in duration unless extended by a resolution of *Council*.

53.4 Questions submitted to *Council* must;

53.4.1 Be lodged in writing, in English and:



- a) electronically on the prescribed form available on Council's website prior to 12:00pm on the day of the Council meeting; or
- b) in hardcopy on the form prescribed by the *Chief Executive Officer* and available at Council's Offices prior to 7:15pm on the day of that *Meeting*; and

53.4.2 include the name and address of the person submitting the question, and an email address and phone number if available.

If the requirement to provide a question in writing and or in English prevents or hinders participation in public question time, assistance with submitting questions can be arranged through the Governance Department, via interpreter service if required. It is recommended assistance is sought well ahead of the Council meeting.

53.5 No person may submit more than two questions at any one meeting.



- 53.6 If a person has submitted two questions to a meeting, the second question:
- 53.6.1 may, at the discretion of the *Chairperson*, be deferred until all other persons who have asked a question have had their questions asked and answered; or
 - 53.6.2 may not be asked if the time allotted for public question time has expired.
- 53.7 The *Chairperson* or a member of Council staff nominated by the *Chairperson* may read to those present at the meeting a question which has been submitted in accordance with this Rule.
- 53.8 If present in the Public Gallery, the *Chairperson* may offer the questioner the opportunity to make a brief introductory statement. The time allowed for such statement and question will be up to two (2) minutes.
- 53.9 A question may be disallowed by the *Chairperson* if the *Chairperson* determines that the question:
- 53.9.1 relates to a matter outside the duties, functions and powers of *Council*;
 - 53.9.2 is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;
 - 53.9.3 deals with a subject matter already answered;
 - 53.9.4 is aimed at embarrassing a *Councillor* or a member of Council staff;
 - 53.9.5 subject to sub-Rule 53.15, cannot be asked, or cannot be answered without disclosing confidential information as defined by Section 3 of the Act.
 - 53.9.6 relates to any other matter which the *Chairperson* considers would prejudice *Council* or any person.
- 53.10 Any question which has been disallowed by the *Chairperson* must be made available to any other *Councillor* upon request.
- 53.11 All questions and answers must be as brief as possible, and no discussion may be allowed other than the introductory statement as provided in sub-Rule 53.8 or by *Councillors* for the purposes of clarification.
- 53.12 Like questions may be grouped together and a single answer provided.
- 53.13 The *Chairperson* may nominate a *Councillor*, or the *Chief Executive Officer* or their delegate to respond to a question.
- 53.14 Questions received and accepted in accordance with this Rule:
- 53.14.1 will receive a verbal response at the meeting where possible; and or
 - 53.14.2 where a detailed or researched response is required, may be taken on notice for a written response to be provided within 10 business days.



- 53.15 *Councillor* or the *Chief Executive Officer* may advise *Council* that it is their opinion that a question, and or the answer to the question, contain confidential information in accordance section 3 of the Act, and if the question is accepted, should be considered in a meeting closed to members of the public. The *Councillor* or *Chief Executive Officer* (as the case may be) must state briefly the reason why the reply should be so given and, if *Council* so resolves, the meeting may be closed to the public to consider the question and the response.

Division 9 – Petitions and Joint Letters

54. Petitions and Joint Letters

- 54.1 Unless *Council* determines to consider it as an item of urgent business, no motion may be made on any petition, joint letter, or other like application until the next [fixed Council meeting](#) after that at which it has been presented, -other than:
- 54.1.1 a motion to receive and note the petition
- 54.1.2 A motion to refer the matter to the *Chief Executive Officer* or a Director for consideration.
- 54.2 It is incumbent on every Councillor presenting a petition or joint letter to acquaint ~~themselves~~[himself or herself](#) with the contents of that petition or joint letter, and to ascertain that:
- 54.2.1 it does not contain language [which is disrespectful towards Council](#).
- 54.2.2 It is not defamatory, indecent, abusive or objectionable in language or substance; and
- 54.2.3 does not relate to a matter beyond the powers of *Council*.
- 54.3 Every petition or joint letter presented to *Council* must be in *writing* (other than pencil), in English, ~~in typing or printing~~, contain the request of the petitioners or signatories and be signed by at least 2 people.
- 54.4 ~~Subject to sub-rule 54.7, e~~Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else, and the address of every petitioner or signatory must be clearly stated.
- 54.5 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.
- [54.6](#) Every page of a [hard copy](#) petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
- [54.7](#) [Electronic or online petitions and joint letters, must contain the name and email address of each petitioner or signatory, which details will, for the purposes of this Rule 54, qualify as the signature of such petitioner or signatory.](#)



Division 10 – Voting

55. How a Motion is Determined

To determine a motion before a *meeting*, the *Chairperson* must first call for those in favour of the motion and then those opposed to the motion, must acknowledge any *Councillor* who has abstained and must then declare the result to the *meeting*.

56. Silence

[Subject to Rule 59.](#) ~~V~~oting must take place in silence.

57. Recount

The *Chairperson* may direct that a vote be recounted to satisfy ~~themselves~~ [himself or herself](#) of the result.

58. Casting Vote

[58.1](#) If the number of votes in favour of the question is half the number of Councillors present at the meeting at the time the vote is taken, the Chairperson has a second vote; except as provided for in Section 61 of the Act.

[58.2](#) [The Chair may adjourn a meeting to consider how their casting vote will be cast.](#)

According to Section 61 of the Act, a Councillor present at the meeting who does not vote is to be taken to have voted against the question.

59. [How Votes Are Cast](#) ~~By Show Of Hands~~

Voting on any matter is by show of hands [or such other visible or audible means as the Chair determines.](#)

60. Procedure For A Division

60.1 Immediately after any question is put to a meeting and before the next item of business has commenced, a *Councillor* may call for a division.

60.2 When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or *amendment*.

60.2.1 As a division is a separate and distinct vote, no *Councillor* is prevented from changing his or her original vote at the voting on the division.

60.3 When a division is called for, the *Chairperson* must:

60.3.1 first ask each *Councillor* wishing to vote in the affirmative to raise a hand and, upon such request being made, each *Councillor* wishing to vote in the affirmative must raise one of ~~his or her~~ [their hands](#) [or otherwise signify their support in a manner recognised by the chair](#). The *Chairperson* must then state, and the *Chief Executive Officer* or any authorised officer must record, the names of those *Councillors* voting in the affirmative;

60.3.2 then ask each *Councillor* wishing to vote in the negative to raise a hand and, upon such request being made, each *Councillor* wishing to vote in the negative must raise one of ~~their his or her~~ [hands](#) [or otherwise signify](#)



[their support in a manner recognised by the chair](#). The *Chairperson* must then state, and the *Chief Executive Officer* or any *authorised officer* must record, the names of those *Councillors* voting in the negative;

60.3.3 if required, then ask each *Councillor* who abstained from voting to raise a hand and, upon such request being made, each *Councillor* who abstained must raise one of ~~their his or her~~ hands, [or otherwise signify their support in a manner recognised by the chair](#). The *Chairperson* must then state, and the *Chief Executive Officer* or any *authorised officer* must record, the names of those *Councillors* who abstained from voting; and

60.3.4 then declare the result of the vote.

61. No Discussion Once Declared

Once a vote on a question has been taken, no further discussion relating to the question is allowed unless the discussion involves:

61.1 a *Councillor* requesting, before the next item of business is considered, that ~~their his or her~~ opposition to a resolution be recorded in the minutes; or

61.2 foreshadowing a *Notice of Rescission* where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

61.3 Consideration of a positive motion, where the vote on a negative motion has just been lost and the *Chief Executive Officer* advises a decision or direction of *Council* is required in order to progress a matter.

~~61.4~~ Consideration of negative motion, or an alternative motion where a vote on a positive motion has just been lost and the *Chief Executive Officer* advises a decision or direction of *Council* is required in order to progress a matter.

~~61.4~~ 61.5 An opportunity to speak to the election of a Mayor or Deputy Mayor, following a declaration that a Mayor or Deputy Mayor has been duly elected.



For example, Rule 61 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a Notice of Rescission to rescind that resolution.

Equally, Rule 61 would permit discussion about a matter which would otherwise be left in limbo because a decision of Council has not been made. For instance,

1. *Assume that Council considered a motion to refuse a planning permit application and that motion was defeated.*

Without a substitute resolution – eg that a planning permit now be granted – the planning permit application will be left in limbo. Sub-Rule 61.3 indicates in this instance, discussion about a further motion is permissible.

2. *Assume that Council considered a motion to adopt a policy and the motion was lost.*

The reference in sub-Rule 61.4. would enable the discussion of an alternative motion for example to:

- *adopt an amended version of the policy,*
- *abandon the policy, or*
- *refer the policy back to officers for additional work and presentation to a future meeting.*

Sub-Rule 61.4. would also enable the inverse of scenario 1 above, where a motion to grant a planning permit was lost.

Division 11 – Minutes

62. Confirmation of Minutes

- 62.1 **Subject to sub-Rule 62.2. Aa**t every Council meeting that considers minutes of a preceding meeting(s), the minutes must be dealt with as follows:

62.1.1 the *Chairperson* must ask "Is there any opposition to the *minutes* of the previous meeting(s)?" and if *Councillors* express no opposition, may declare the minutes to be confirmed.

62.1.2 if a *Councillor* expresses opposition:

- a) a motion can be proposed for confirmation of the *Minutes* with amendment(s); or
- b) a motion may be proposed to allow any adjournment to allow time for the *Minutes* to be read after which a motion can be proposed for confirmation of the *Minutes*, with or without amendment; or
- c) a motion may be proposed to defer consideration of the *minutes* until the next meeting.

62.1.3 If a *Councillor* proposes a motion to confirm the *minutes* with amendments in accordance with sub-Rule 62.1.2 the *Councillor* must:



- a) state the item or items with which ~~they are~~ he or she is dissatisfied/
object; and
- b) propose a motion clearly outlining the alternative wording to amend the *Minutes*; and
- c) the motion shall be considered according to Division 4 of this Chapter.

62.1.4 Following confirmation of the *minutes*, the *minutes* shall be signed (by hand or secure electronic method) by the *Chairperson* of the *meeting* at which they have been confirmed;

62.2 *The Chairperson with leave of the meeting, may defer the confirmation of the Minutes until the next meeting if considered appropriate.*

63. No Debate on Confirmation Of Minutes

No discussion or debate on the confirmation of *minutes* is permitted except where their accuracy as a record of the proceedings of the *meeting* to which they relate is questioned in accordance with sub-Rule 62.1.2.

64. Form and Availability of Minutes

64.1 The *Chief Executive Officer* (or other person authorised by the *Chief Executive Officer* to attend the *meeting* and to take the *minutes* of such *meeting*) must keep minutes of each *Council meeting*, and those *minutes* must record:

- 64.1.1 the date, place, time and nature of the meeting;
- 64.1.2 the names of the *Councillors* present and the names of any *Councillors* who apologised in advance for their non-attendance;
- 64.1.3 the names of the members of Directors present and their organisational titles;
- 64.1.4 any disclosure of a conflict of interest made by a *Councillor*, including any explanation given by the *Councillor* under Chapter 5; and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest;
- 64.1.5 arrivals and departures (including temporary departures) of *Councillors* during the course of the *meeting*;
- 64.1.6 each motion and *amendment* moved:
 - (a) including motions and *amendments* that lapse for the want of a seconder, and motions and amendments withdrawn by resolution or by leave of the Meeting; but
 - (b) not including amendments in accordance with sub-Rule 27.4
- 64.1.7 whether motions or *amendments* were carried or lost;
- 64.1.8 in respect of a division:
 - (a) the *Councillor* who called the division;



- (b) the vote cast by each *Councillor* upon a division;
 - (c) whether any *Councillor* abstained from voting; and
 - (d) the result of the division.
- 64.1.9 the vote cast by any *Councillor* who has requested that his or her vote be recorded in the *minutes*;
- 64.1.10 a summary of any questions upon notice;
- 64.1.11 the failure of a quorum;
- 64.1.12 closure of the meeting to members of the public;
- 64.1.13 any adjournment of the meeting; and the reasons for any adjournment of one (1) hour or more;
- 64.1.14 the time at which standing orders were suspended and resumed; and
- 64.1.15 a summary of proceedings during public question time;
- 64.1.16 a summary of Reports by Councillors under Rule 049;
- 64.1.17 a summary of any personal explanation made in accordance with Rule 7877;
- 64.1.18 Any other matter which the *Chief Executive Officer* thinks should be recorded to clarify the intention of the *Meeting* or the reading of the *minutes*.
- 64.2 The *Chief Executive Officer* must ensure that the minutes of any *Council meeting* are:
- 64.2.1 published on *Council's* website; and
 - 64.2.2 available for inspection at *Council's* office during normal business hours.
- 64.3 Nothing in sub-Rule 64.2 requires *Council* or the *Chief Executive Officer* to make public any *minutes* relating to a *Council meeting* or part of a *Council meeting* closed to members of the public in accordance with section 66 of the *Act*.

Division 12 – Behaviour

65. Addressing The Meeting

- 65.1 Members of the public:
- 65.1.1 do not have a right to address *Council* and may only do so with the consent of the *Chairperson* or by prior arrangement.
 - 65.1.2 must, if addressing *Council*, -extend due courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chairperson* whenever called on to do so.
 - 65.1.3 Must not, if present in attendance at a *Council meeting*, disrupt the meeting.



|



65.2 Councillors shall:

65.2.1 extend due courtesy and respect to each-other, the community and to Council and the processes under which it operates, and must take direction from the Chairperson whenever called on to do so.

66. Chairperson May Remove

The *Chairperson* may order and cause the removal of any person, other than a *Councillor*, who disrupts any meeting or fails to comply with a direction given under sub-Rule 65.1.2.

It is intended that this power be exercisable by the Chairperson, without the need for any Council resolution. The Chairperson may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens the Chair's~~his or her~~ authority in chairing the meeting.

67. Chairperson may adjourn disorderly meeting

If the *Chairperson* is of the opinion that disorder at the *Council* table or in the gallery makes it desirable to adjourn the *Council meeting*, ~~the Chair~~the Chair~~he or she~~ may adjourn the meeting to a later time on the same day or to some later day as ~~they~~they~~he or she~~ thinks proper. In that event, the provisions of sub-Rules 15.3 and 15.3.2 apply.

68. Removal from Chamber

The *Chairperson*, or *Council* in the case of a suspension, may ask the *Chief Executive Officer* or any Authorised Officer or member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chairperson* has ordered to be removed from the gallery under Rule 66.

69. Suspensions

Council by resolution may suspend from a *Meeting*, and for the balance of the *Meeting*, any *Councillor* whose actions have disrupted the business of *Council*, and have impeded its orderly conduct.



Division 13 – Meeting Roles and Duties of Chairperson

70. Role of Mayor

- 70.1 Subject to Rule 72, the *Mayor* shall chair all *Council Meetings* at which they are present.
- 70.2 Subject to Rule 72, the *Mayor* shall chair all *Delegated Committee Meetings* at which they are present, unless:
 - a) *Council* resolves otherwise; or
 - b) The *Mayor* has appointed a *Councillor* to be the *Chairperson*.

71. Role of the Chief Executive Officer

- 71.1 The *Chief Executive Officer*, or their delegate, may participate in the meeting to provide support to the *Chairperson*.
- 71.2 The *Chief Executive Officer* or their delegate, should:
 - 71.2.1 immediately advise, to the best of their knowledge, if a proposed resolution or action is contrary to the law;
 - 71.2.2 advise if there are operational, financial or risk implications arising from a proposed resolution;
 - 71.2.3 help clarify the intent of any unclear resolution to facilitate implementation; and
 - 71.2.4 on request, assist with procedural issues that may arise.

72. Chairperson

- 72.1 If the *Mayor* is unable to attend or remain at a *Council Meeting* for any reason; is not present within 15 minutes of the scheduled commencement time of a *Council meeting*, or is required to declare a conflict of interest:
 - 72.1.1 the *Deputy Mayor* will act as *Chairperson*; or if not present
 - 72.1.2 a *Councillor* who was the immediate past *Mayor* will act as *Chairperson*; or if not present or not willing
 - 72.1.3 a temporary *Chairperson* is to be elected.
- 72.2 Council may elect a temporary *Chairperson* by:
 - 72.2.1 resolving that a specified *Councillor* be so appointed; or
 - 72.2.2 following the procedure set out in Rules 5 and 6 (inclusive) of this Chapter.



73. The Chairperson's Duties And Discretions

In addition to the duties and discretions provided in this Chapter, the *Chairperson*:

- 73.1 must ensure business is not conducted at a *Meeting* unless a quorum is present.
- 73.2 must ensure decision making is transparent to members and observes and that that all meeting members with the right to vote have sufficient information to make good decisions;
- 73.3 must not accept any, question or statement which is:
 - 73.3.1 derogatory, or defamatory of any *Councillor*, member of Council staff, or member of the community; or
 - 73.3.2 objectionable in language or nature; and
- 73.4 must call to order any person who is disruptive or unruly during any meeting.
- 73.5 may, where an action or decision under these *Rules* is dependent upon obtaining leave of the meeting or leave of Council, take leave to have been granted if:
 - a) before taking the action or making the decision, the *Chairperson* indicates the action or decision that is proposed to be taken; and
 - b) no *Councillor* present indicates opposition to the proposed action or decision.
- 73.6 may address a *Meeting* upon any matter under discussion, and is not deemed to have left the Chair on such occasions. However, such address should only take place after all other *Councillors* have had the opportunity to address the *Meeting*.

The roles and duties above should be read in conjunction with the provisions of the Act, including :

*Section 18 - Role of the Mayor
Section 28 Role of a Councillor
Section 46 Functions of the Chief Executive Officer*

Division 14 – Suspension of Standing Orders

74. Suspension of Standing Orders

- 74.1 To expedite the business of a meeting, *Council* may by procedural motion, suspend standing orders.
- 74.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of *Council*.
- 74.3 No motion can be accepted by the *Chairperson* or lawfully be dealt with during any suspension of standing orders.

The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.



Division 15 – ~~Miscellaneous~~ Physical and Remote Attendance

75. Mode of Attendance

75.1 Each notice of meeting must indicate whether the relevant *Council meeting* is to be conducted:

75.1.1 wholly in person (also known as an "in person" meeting);

75.1.2 wholly by electronic means (also known as an "online only" meeting) ; or

75.1.3 partially in person and partially by electronic means (also known as a 'hybrid' meeting).

75.2 The indication in the notice of meeting must be consistent with any Resolution of *Council* that has expressed a preference for, or otherwise specified, when *Council meetings* are to be conducted:

75.2.1 wholly in person;

75.2.2 wholly by electronic means; or

75.2.3 partially in person and partially by electronic means.

75.3 If a *Council meeting* is to be conducted:

75.3.1 Wholly in person, a Councillor may nonetheless request to attend by electronic means.

75.3.2 Wholly by electronic means, a Councillor may nonetheless request the meeting be conducted partially in person and partially by electronic means.

75.4 Any request made under sub-Rule ~~75.3~~75.3 must:

75.4.1 be in writing;

75.4.2 be given to the *Chief Executive Officer* no later than 24 hours prior to the commencement of the relevant *Council meeting*; and

75.4.3 specify the reasons why the Councillor is unable or does not wish to attend the *Council meeting* in the manner specified in the notice given under sub-Rule 75.1.

75.5 The *Chief Executive Officer* must:

75.5.1 Ensure that any request received in accordance with sub-Rule 75.4 and any other request received from a Councillor to attend other than in the manner specified in sub-Rule 75.1 is made known at the commencement of the relevant *Council meeting*.

75.5.2 In consultation with the Mayor, take reasonable steps to facilitate a request received in accordance with sub-Rule 75.4 where practicable.

75.6 *Council* may approve and must not unreasonably refuse any request made in accordance with sub-Rule 75.4.



75.7 A Councillor who is attending a *Council meeting* by electronic means is responsible for:

75.7.1 ensuring that they are able to access such equipment and are present in such an environment that facilitates participation in the *Council meeting*.

75.7.2 Ensuring that the location that they are participating from is secure to ensure that deliberations are confidential if required.

75.8 Without detracting from anything said in sub-Rule ~~75.775-7~~, a Councillor who is attending a meeting by electronic means must be able to:

75.8.1 hear the proceedings;

75.8.2 be heard when they speak.

and should be able to:

75.8.3 see all Councillors and members of Council staff who are also attending the *Council meeting*, at least while a Councillor or member of Council staff is speaking;

75.8.4 be seen by all Councillors, members of Council staff and members of the public who are physically present at the *Council meeting*; and

75.9 If the conditions of sub-Rule 75.8.1 and ~~75.8.275-8~~ cannot be met by one or more Councillors attending a *Council meeting*, whether because of technical difficulties or otherwise:

75.9.1 the *Council meeting* will nonetheless proceed as long as a quorum is present; and

75.9.2 the relevant Councillor (or Councillors) will be treated as being absent from the *Council meeting* or that part of the *Council meeting*

unless the *Council meeting* has been adjourned in accordance with *these Rules*.

75.10 Nothing in this Rule 75 prevents a Councillor from joining (or re-joining) a *Council meeting* at the time that they achieve compliance with sub-Rule ~~75.875-8~~ even if the *Council meeting* has already commenced or has continued in their absence.

~~75-76.~~ Meetings Conducted Remotely

If:

by law a meeting may be conducted electronically; and

~~75.1~~ *Council decides that a meeting is to be conducted electronically.*

A *Council meeting* is conducted wholly or partially by electronic means, the *Chairperson* may, with the leave of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

Division 16 – Miscellaneous



~~76-77.~~ Procedure not provided in this Chapter

In all cases not specifically provided for by this Chapter, resort ~~must~~ may be had to the Standing Orders and Rules of Practice of the Upper House of the Victorian Parliament (so far as the same are capable of being applied to *Council* proceedings).

~~77-78.~~ Personal Explanation

~~77.4-78.1~~ A *Councillor* may, at any *Council meeting* and at a time decided by the *Chairperson*, make a personal explanation for a period not exceeding 2 minutes on any statement made affecting that *Councillor*.

~~77.2-78.2~~ The *Chief Executive Officer*, or a *Director*, may make a personal explanation at a *Council meeting* in respect of any statement by a *Councillor* made at the *Council meeting* criticising them or any member of Council staff.

~~77.3-78.3~~ A statement under sub-Rule ~~78.2-787-2~~ must be made by the *Chief Executive Officer* or a *Director*, through the *Chairperson*, as soon as it practicable after the *Councillor* who made the statement has resumed his or her seat.

~~77.4-78.4~~ A personal explanation must not be debated or made for the purpose of furthering debate.

~~77.5-78.5~~ Sub-Rule ~~78.4-787.4~~ shall not prevent a *Councillor*, the *Chief Executive Officer*, or a *Director*, making a personal explanation in respect of a statement made in accordance with sub-Rules ~~78.1-778-4~~ or ~~78.2-778-2~~.

~~78-79.~~ Recording and Broadcasting Proceedings

~~78.1-79.1~~ A person must not operate any recording or broadcasting device at any *Council Meeting* or *Special Committee Meeting* without first obtaining:

~~78.1-179.1.1~~ _____ the consent of the *Mayor* or *Chairperson* (as the case may be);
or

~~78.1-279.1.2~~ _____ consent of *Council* by resolution of the meeting.

~~78.2-79.2~~ Consent granted under sub-Rule ~~79.1.1-798-1.1~~ or ~~79.1.2-789-1.2~~ may be revoked at any time during the course of a *Council Meeting* or *Delegated Committee Meeting* by the *Chairperson* or by resolution of *Council* or the *Delegated Committee*.

~~78.3-79.3~~ Nothing in sub-Rule ~~79.1-789-1~~ applies to any member of Council staff operating any device for the purpose of production of the minutes of the meeting or keeping a record of the *Council Meeting* or *Delegated Committee Meeting*.

~~78.4-79.4~~ Where a *Council Meeting* or *Delegated Committee Meeting* is to be recorded pursuant to this clause the *Chairperson* must as soon as practicable after the opening of the *meeting* advise those who are in attendance that their images and/or voices are likely to be recorded during the course of the meeting.



Chapter 3 – Meeting Procedure for Delegated Committees

1. Meeting Procedure Generally

If *Council* establishes a *Delegated Committee*:

- 1.1 all of the provisions of Chapter 2 apply to meetings of the *Delegated Committee*; and
- 1.2 any reference in Chapter 2 to:
 - 1.2.1 a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;
 - 1.2.2 a *Councillor* is to be read as a reference to a member of the *Delegated Committee*; and
 - 1.2.3 the *Mayor* is to be read as a reference to the *Chairperson* of the *Delegated Committee*.

2. Meeting Procedure Can Be Varied

Notwithstanding Rule 1, if *Council* establishes a *Delegated Committee*, whether comprised solely of *Councillors* or not:

- 2.1 *Council* may; or
- 2.2 the *Delegated Committee* may, with the approval of *Council*,

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.

3. Public Submissions

- 3.1 A *Delegated Committee* may, at such time as is allocated by it or by *Council*, hear any person wishing to be heard in respect of his or her submissions to *Council* under Section 223 of the Local Government Act 1989.
- 3.2 *Delegated Committee* members may, through the *Chairperson*, question any submitter in relation to his or her submission.



Chapter 4 – Meeting Procedure for Community Asset Committees

1. Introduction

In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the *Chief Executive Officer* under section 47(1)(b) of the *Act*.

2. Meeting Procedure

Unless anything in the [Instrument of Delegation](#) provides otherwise, the conduct of a meeting of a *Community Asset Committee* is in the discretion of the *Community Asset Committee*.



Chapter 5 – Disclosure of Conflicts of Interest

4. Introduction

~~The following Rules in this Chapter apply only upon Division 1A of Part 4 of the Local Government Act 1989 being repealed.²~~

1. Definition

In this Chapter:

~~1.1 “attend” and “in attendance” include attend or in attendance by electronic means;~~

~~4.1.1.2 “meeting conducted under the auspices of Council” means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 1 of Chapter 6 (whether such a meeting is known as an ‘Issues Briefing’ or ‘Councillor Briefing’ or by some other name); and~~

~~4.21.3 a member of a Delegated Committee includes a Councillor.~~

2. Obligations with regard to Conflict of Interest

2.1 Councillors, members of a Delegated Committee and Council staff are required to:

2.1.1 identify any conflicts of interest; and

2.1.2 disclose or declare all conflicts of interest in accordance with the Act and these Rules; and

2.1.3 exclude themselves from any decision making process in relation to a matter in which they have a conflict of interest in accordance with the Act and these Rules

3. Disclosure of a Conflict of Interest at a Council Meeting

A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which they:

3.1 are ~~in attendance~~present must disclose that conflict of interest by explaining the nature of the conflict of interest to those ~~in attendance~~present at the Council meeting immediately before the matter is considered; ~~and indicating whether it is a general conflict of interest or a material conflict of interest; or or~~

3.2 intend to be ~~attend~~present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences by written notice:

3.2.1 advising of the conflict of interest;

3.2.2 explaining the nature of the conflict of interest; and ~~indicating whether it is a general conflict of interest or a material conflict of interest; and~~

3.2.3 detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:

²At the time of making these Rules the date on which Division 1A of Part 4 of the Local Government Act 1989 is expected to be repealed is 24 October 2020.



- (a) name of the other person;
- (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
- (c) nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those in attendance present that they/he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The *Councillor* must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

4. Disclosure of Conflict of Interest at a Delegated Committee Meeting

A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which they/he or she:

- 4.1 Are in attendance present must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance present at the *Delegated Committee* meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest; or
- 4.2 intends to attend present must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Delegated Committee* meeting commences a written notice:
 - 4.2.1 advising of the conflict of interest;
 - 4.2.2 explaining the nature of the conflict of interest; and indicating whether it is a general conflict of interest or a material conflict of interest; and
 - 4.2.3 detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee's* relationship with or a gift from another person the:
 - (a) name of the other person;
 - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - 4.2.4 nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those in attendance present that they have/he or she has a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.



5. Disclosure of a Conflict of Interest at a Community Asset Committee Meeting

A *Councillor* who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which ~~he or she~~they:

- 5.1 ~~Are in attendance~~is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those ~~in attendance~~present at the *Community Asset Committee* meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest; or
- 5.2 intends to ~~attend~~attend must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Community Asset Committee* meeting commences a written notice:
 - 5.2.1 advising of the conflict of interest;
 - 5.2.2 explaining the nature of the conflict of interest; and indicating whether it is a general conflict of interest or a material conflict of interest; and
 - 5.2.3 detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:
 - (a) name of the other person;
 - (b) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - 5.2.4 nature of that other person's interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those ~~in attendance~~present that ~~they~~he or she ~~has~~have a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

The *Councillor* must, in either event, leave the *Committee Asset Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

6. Disclosure at a Meeting Conducted Under the Auspices of Council

A *Councillor* who has a conflict of interest in a matter being considered by a meeting ~~conducted~~held under the auspices of *Council* at which ~~they are in attendance~~he or she is present must:

- 6.1 disclose that conflict of interest by explaining the nature of the conflict of interest to those ~~in attendance~~present at the meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest
- 6.2 absent ~~themselves~~himself or herself from any discussion of the matter; and
- 6.3 as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those ~~in attendance~~present at the meeting.



7. Disclosure by Members of Council Staff Preparing Reports for Meetings

7.1 A member of Council staff who, in ~~their~~~~his or her~~ capacity as a member of Council staff, has a conflict of interest in a matter in respect of which ~~they are he or she~~ is preparing or contributing to the preparation of a Report for the consideration of a:

7.1.1 *Council meeting;*

7.1.2 *Delegated Committee meeting;*

7.1.3 *Community Asset Committee meeting*

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

7.2 The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule ~~7.18-4~~ records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

7.3 If the member of Council staff referred to in sub-Rule ~~7.18-4~~ is the *Chief Executive Officer*:

7.3.1 the written notice referred to in sub-Rule ~~7.18-4~~ must be given to the *Mayor*; and

7.3.2 the obligation imposed by sub-Rule ~~7.28-2~~ may be discharged by any other member of Council staff responsible for the preparation of the Report.

8. Disclosure by Members of Council Staff Providing advice at Meetings

8.1 A member of Council staff who, in ~~their~~~~his or her~~ capacity as a member of Council staff, has a conflict of interest in a matter in respect of which they are providing advice at a:

8.1.1 *Council meeting;*

8.1.2 *Delegated Committee meeting; or*

~~8.1.3~~ *Community Asset Committee meeting; or*

~~8.1.3~~ 8.1.4 *Advisory Committee meeting (howsoever named)*

must, immediately upon becoming aware of the conflict of interest, inform the meeting of the conflict of interest and the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

8.2 The *Chief Executive Officer* must ensure that the minutes of the meeting referred to in sub-Rule ~~8.19-4~~ record the fact that a member of Council staff disclosed a conflict of interest.



9. Disclosure of Conflict of Interest by Members of Council Staff in the Exercise of Delegated Power

9.1 A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest

9.2 If the member of Council staff referred to in sub-Rule 9.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

10. Disclosure by a Member of Council Staff in the Exercise of a Statutory Function

10.1 A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

10.2 If the member of Council staff referred to in sub-Rule ~~9.140.1~~ is the *Chief Executive Officer* the written notice must be given to the *Mayor*.



11. Disclosure by Contractors and Consultants

- 11.1 All contractors and consultants engaged by *Council* to provide advice to the decision making process will be required to disclose conflicts of interest.
- 11.2 A contractor or consultant who discloses a conflict of interest will not be engaged to provide advice on that matter unless;
 - 11.2.1 the conflict is so remote or insignificant it could not be considered to influence the advice being provided; or
 - 11.2.2 the conflict of interest relates to an individual within an organisation and the organisation can demonstrate the conflict of interest can be effectively managed; or
 - 11.2.3 there are no other contractors or consultants reasonably available and qualified to provide the technical advice required; and
 - 11.2.4 the conflict of interest is documented in all advice provided by that contractor or consultant.

12. Records of Conflict of Interest and Retention of Written Notices

- 12.1 All conflicts of interest disclosed during a *Council meeting* or *Delegated Committee* meeting will be recorded in the minutes of the meeting pursuant to Chapter 2 of these *Rules* .
- 12.2 The *Chief Executive Officer* will maintain a Conflict of Interest Register which will be made available for inspection upon request.
- 12.3 The *Chief Executive Officer* must retain all written notices received under this Chapter for a period of three years.
- 12.4 The *Chief Executive Officer* is not required under sub-Rule ~~12.313.3~~ to include any information on a register that would meet the definition of confidential information in Section 3 of the Act.



Chapter 6 – Miscellaneous

1. Informal Meetings of Councillors

- 1.1 If there is a meeting of Councillors that:
- 1.1.1 is scheduled or planned for the purpose of discussing the business of *Council* or briefing *Councillors*;
 - 1.1.2 is attended by at least one member of Council staff; and
 - 1.1.3 is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting
- the *Chief Executive Officer* must ensure that a written record is kept of the meeting.
- 1.2 Council may request a summary of records kept under sub-Rule 1.1 be:
- 1.2.1 reported to the next convenient Council meeting; and
 - 1.2.2 recorded in the minutes of that Council meeting.

2. Confidential Information

- 2.1 ~~If, after the repeal of section 77(2)(c) of the Local Government Act 1989, if~~ the *Chief Executive Officer* is of the opinion that information is confidential information within the meaning of the *Act*, ~~they he or she~~ may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.
- 2.2 Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.
- ~~2.2.3~~ Nothing in sub-Rule 2.2 will, without more, mean that information designated by the *Chief Executive Officer* under sub-Rule 2.1 satisfies the definition of “confidential information” contained in section 3(1) of the *Act*.



Chapter 7 – Election Period Policy

Policy Number:	2005/02	Directorate:	City Development - Finance & Governance
Approval by:	Council	Responsible Officer:	Coordinator Governance
Approval Date:		Version Number:	6
Review Date:	October 2023		

1. Purpose

This Election Period Policy & Procedure (Policy) ensures that the Knox City Council municipal elections are conducted in a manner that is fair, equitable, and publicly perceived as such. This Policy further ensures that the ordinary business of Council continues throughout the election period in a responsible and transparent manner, and in accordance with statutory requirements and established 'caretaker' conventions.

2. Context

Section 69(1) of the Local Government Act 2020 (the Act) requires a Council to include an election period policy in its Governance Rules. The Act states that an election period policy must prohibit any Council decision during the election period for a general election that:

- relates to the appointment or remuneration of the Chief Executive Officer; or
- commits the Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or
- the Council considers could be reasonably deferred until the next Council is in place; or
- the Council considers should not be made during the election period.

An election period policy must also prohibit any Council decision during the election period that would enable the use of Council resources in a way that is intended to influence, or is likely to influence, voting at the election.

3. Scope

This policy will apply to Councillors, Council staff and candidates for the Knox City Council general elections held on or after Saturday, 24 October 2020.

While the focus of the policy is on the formal 32 day election period, it is acknowledged that campaigning typically starts well in advance of the formal election period and consequently may trigger some provisions of this policy.



4. Contents

5. References

- 4.1 Community & Council Plan 2017-2021
 - Goal 8, We have confidence in decision making
- 4.2 Relevant Legislation
 - Local Government Act 2020
 - Local Government (Electoral) Regulations 2016
- 4.3 Charter of Human Rights
 - This policy has been assessed against is considered to be compatible with the charter of Human Rights.
- 4.4 Related Council Policies
 - Councillor Code of Conduct
 - Staff Code of Conduct
 - Minor Grants Program Policy
 - Social Media Policy
- 4.5 Related Council Procedures
 - Nil

6. Definitions

Candidate	<p>A person who has:</p> <ul style="list-style-type: none"> • Within 12 months of the next election period, publicly expressed an intention to run as a candidate in the election; and or • a person who has formally nominated as a candidate in the election with the Election Manager. <p>A candidate is a “known candidate” when a person has actual knowledge of the candidate’s identity and that they meet the above definition.</p>
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
Election Day	<p>In the case of an election, the day of an election determined under section 257 or 260 of the Act.</p> <p>For the 2020 elections, election day is Saturday, 24 October 2020.</p>
Election Manager	Means the Victorian Electoral Commission (VEC) or a person appointed in writing by the VEC
Electoral Matter	<p>As defined in section 3(4) and 3(5) of the Act and detailed below:</p> <p>Any matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.</p> <p>Without limiting the generality of the definition of electoral matter, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on—</p> <ul style="list-style-type: none"> (a) the election; or (b) a candidate in the election; or (c) an issue submitted to, or otherwise before, the voters in connection with the election.



Election Period	The period commencing at the time that nominations close on nomination day and ending at 6.00pm on Election Day. For the 2020 elections, the election period will apply from 22 September 2020 until 6:00pm on Saturday, 24 October 2020 inclusive.
Inappropriate Decision	As defined in Section 69(2)(c), (d) and (3) of the Act and detailed below: <ul style="list-style-type: none"> a) decisions that the Council considers could be reasonably deferred until the next Council is in place; b) decisions that the Council considers should not be made during an election period; and c) decisions that would enable the use of Council resources in a way that is intended to influence, or is likely to influence, voting at the election.
Major Decision	As defined in Section 69(2)(a) and (b) of the Act and detailed below: <ul style="list-style-type: none"> a) decisions relating to the appointment or remuneration of a Chief Executive Officer, but not to the appointment of remuneration of an Acting Chief Executive Officer; -and b) decisions that commit Council to expenditure exceeding one per cent of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year (approximately \$1.2 million in 2020-2021).
Officer Responsible	In respect of a report to a meeting of Council or a Delegated Committee, means the member (or acting member) of the Executive Management Team responsible for authorising the report.
Staff, Council staff, or staff member	means any employee of Council whether permanent or temporary or casual, and includes contractors, and volunteers carrying out work for or on behalf of Knox City Council

7. Council Policy

1. During the election period:
 - Council will not make major decisions contrary to this policy.
 - Council will not make inappropriate decisions contrary to this policy.
 - Council will limit public consultation, public meetings and Council events in order to facilitate Council's day to-day business while avoiding any express or implied links to the election.
 - A Councillor or member of Council staff will not print, publish or distribute electoral matter contrary to the Act.
2. Council resources, events and activities must not be used at any time for election campaign purposes, or in a way that might improperly influence the result of an election.
3. Information held by Council will be equally and transparently available and accessible to all candidates.
4. Assistance and advice will be provided equally and transparently to all candidates.
5. The Chief Executive Officer shall take reasonable steps to inform affected persons of this policy.



7.1 Commencement of Election Period

No later than 30 days prior to the commencement of the election period, the Chief Executive Officer will ensure:

- all Councillors, Staff and Committee members are reminded of the forthcoming election period and the application of this policy.
- This policy is prominently displayed on Council's website for the benefit of the community and candidates (actual or potential).

7.2 Decision Making During the Election Period

Council, a Delegated Committee of Council or a person acting under delegated authority of Council must not make major decisions or inappropriate decisions during the election period for a general election.

7.2.1 Major Decisions

Council acknowledges that it has an ongoing responsibility to act in the best interests of the community. A major decision made contrary to this policy would be in contravention of section 69(2)(a) or (b) of the Act and would be invalid. Any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is invalid is entitled to compensation from the Council for that loss or damage.

7.2.2 Inappropriate Decisions

Decisions on the following matters during the election period (whether made by Council, a Delegation or staff member exercising delegation), are considered inappropriate decisions for the purposes of the Act and this policy:

- Major planning scheme amendments
- Sale or discontinuance of roads or similar
- Changes to the strategic objectives and strategies in the Council Plan
- Acquisition or disposition of land
- Adoption or amendment of policies, protocols, strategies, master plans or frameworks
- Adoption of a revised budget
- Adoption or amendment of a Local Law
- Appointing representatives to Council committees
- Naming or re-naming of roads, reserves or features
- Noting the results of community consultation.

Allocation of community grants may also constitute an inappropriate decision, except where:

- The grants or allocations are made by officers pursuant to a delegation from Council, from an existing budget established by Council,
- The grants or allocations are made by officers in accordance with an established policy; guideline; or framework established by Council.
- Deferring the decision on the grant or allocation would be inappropriate, taking into consideration the factors set out in Clause 7.2.3, particularly where the grant relates to Council's response to, and recovery from the impacts of the COVID-19 pandemic.

Assistance in determining whether a decision is likely to be inappropriate should be sought from the Manager Governance in the first instance.



7.2.3 Officer Decisions under Delegated Authority

Before making a decision under delegated authority during the election period, officers should consider all the relevant facts and circumstances, including:

- Whether the decision is, or may be perceived as inappropriate
- Whether the decision is likely to be controversial or affect voting in the election
- The urgency of the decision (can it reasonably wait until after the election?)
- Possible financial repercussions if the decision is deferred; and
- Whether the decision requires community engagement
- Any relevant statutory obligations and timeframes
- Whether delay, or failure to make a particular decision would have a negative impact on Council, the municipality or the local community
- Whether the disadvantage of avoiding making the decision exceeds the benefit of making the decision
- The best interests of Council and the community

Officers requiring assistance in determining whether a decision is likely to be inappropriate should seek advice from the Manager Governance in the first instance.

7.3 **Council and Committee Meetings**

Councillors, Committee Members, staff and candidates must ensure that due propriety is observed in the conduct of Council meetings in the lead up to the elections, and be particularly vigilant during the election period.

7.3.1 Approval of Reports

All reports to Council and Delegated Committee meetings will be assessed by the Officer Responsible to ensure decisions that would be considered:

- Inappropriate decisions; and/or
- Major decisions

are deferred for consideration until after the election.

The Officer Responsible will also vet reports to avoid listing matters on an Agenda which could foreseeably influence voters' intentions at the forthcoming election.

The Officer Responsible will take into account all the relevant facts and circumstances, including:

- The urgency of the decision (i.e. if the decision could reasonably be deferred until after the election)
- Whether the decision is likely to be controversial or affect voting in the election
- Whether the decision would require the spending of unbudgeted monies
- Whether the decision represents the completion of an activity already commenced and endorsed by the incumbent Council
- Whether the decision requires community engagement



- Whether delay, or failure to make a particular decision would have a negative impact on Council, the municipality or the local community
- Whether the disadvantage of avoiding making the decision exceeds the benefit of making the decision
- Any relevant statutory obligations and timeframes
- The best interests of the community and Council

Where required, guidance should be sought from the Chief Executive Officer.

7.3.2 Election Period Statement

The following election period statement will be included in all reports submitted to Council and Delegated Committee meetings during the election period.

The recommended decision in this report has been determined by the Officer Responsible not to contravene the provisions of the Local Government Act 2020 or the Election Period Policy with respect to major decisions or inappropriate decisions.

7.3.3 Public Question Time

In the lead up to, and during the election period, the Chief Executive Officer or their nominated representative will assess all questions received to determine whether they contain electoral matter.

Where a question is deemed to contain electoral matter the Chief Executive Officer or their nominated representative shall recommend to the Chairperson that they refuse to receive the question pursuant to the Governance Rules.

If a questioner raises electoral matter during the introduction to their question, they will be requested refrain from doing so. If the questioner fails to comply with this request, they will be asked to resume their seat in the gallery and the question will not be responded to.

7.3.4 Councillor Conduct at Meetings

Councillor-candidates remain Councillors throughout the election period and are obliged to discharge their statutory decision-making role and represent the local community. When attending Council and Committee meetings during (and at times before) the election period, Councillor-candidates should:

- exercise caution so discussion and debate is limited as far as practicable to matters which are not likely to be, or be perceived as, electoral matters.
- avoid as far as practicable, raising notices of motion, urgent business or other items that which are likely to be, or be perceived as, electoral matters.

7.4 **Council Resources**

Councillors, Committee Members and staff must ensure that due propriety is observed in the use of all Council resources at any time, and be particularly vigilant during an election period.

Examples of Council resources include:

- Laptops, computers, iPads, and related software including internet, email accounts and Council owned social media accounts.
- Mobile phones including use for calls, data, SMS messages, photos or videos;
- Councillor business cards and name badges;



- Mayoral vehicle
- Council and Committee meetings;
- Phone lines and fax machines provided by Council;
- Council photocopiers and other printing resources including paper;
- Council publications;
- Council merchandise – eg: corporate gifts;
- Council buildings, facilities and carparks – this includes hubs, childcare centres and sporting facilities;
- Council logos, branding, or obvious adaptations thereof;
- Council stationary;
- Photographs or images paid for by Council or taken by Council staff in their official or professional capacity; and
- Staff (inclusive of time, effort and knowledge).

In any circumstances where the use of Council resources might be construed as being related to a candidate's election campaign, advice may be sought from the Chief Executive Officer or their nominated delegate.

7.4.1 Use of Council equipment and services by Councillors

Council resources must be used exclusively for normal Council business and must not be used in connection with any election campaign or to influence voters.

Councillor-candidates must not use Council resources in connection with any activities associated with their election campaigns, regardless of any entitlement to "reasonable personal use" of Council equipment under any other policy, protocol or terms of use.

Councillor-candidates should also be mindful to manage any perceived conflicts even where a direct expense to Council is not incurred.

Example: Campaign-related phone calls or emails received on Council devices. Councillor-candidates cannot control how individuals choose to make contact with them on campaign-related matters, and might manage these perceived conflicts by:

- *Ensuring they have, and publicise an alternative phone number and email contact for their campaign*
- *Where practicable, responding to calls or emails using these alternative channels.*

7.4.2 Councillors' Entitlement to Reimbursement

Reimbursement of Councillors' out of pocket expenses during the election period will only apply to costs that have been incurred in the performance of normal Council duties and not for expenses that could be perceived as supporting or being connected to a candidate's election campaign.

7.4.3 Council Branding and Stationery

No Council logos, publications, letterheads, or other Knox City Council branding will be used for, or linked in any way to, a candidate's election campaign.



7.4.4 Mayoral and Councillor Support

Council staff, and in particular the Personal Assistant to the Mayor and Councillors, Governance staff and Communications staff, will not undertake any tasks connected directly or indirectly with an election campaign.

7.4.5 Ward-specific publications and activities

No Ward meetings are to be held during the election period.

Ward-specific publications or Councillor profiles and articles in the media will not be arranged or published by Council during the election period.

7.4.6 Use of Council Facilities

Council facilities cannot be booked for electoral campaigning purposes by Councillors, candidates, or other persons during the election period.

7.4.7 Correspondence

Councillor-candidates remain Councillors throughout the election period and will continue to receive and respond to correspondence for their full term of office.

To avoid perceptions that the administration may be providing undue advantage to Councillor-candidates during the election period:

- Where a Councillor-candidate requests staff to prepare a response to correspondence, the Chief Executive Officer (or relevant Director or Manager as appropriate) will sign and send the response.
- The response will acknowledge the administration is responding due to limitations imposed upon councillor-candidates during the election period.
- A copy of the response will be provided to the Councillor-candidate.
- The Councillor-candidate may separately respond to the correspondence.

7.5 **Access to Council Information**

Sitting Councillors, including Councillor-candidates will continue to receive information that is necessary to fulfil their existing elected roles during the election period.

Information and briefing material prepared by staff for Councillors during the election period will relate only to factual matters or to existing Council services. Information must not relate to public or election debates or to issues that may be perceived to be connected with or support a candidate's election campaign.

All election candidates are otherwise considered to have equal rights to access information relevant to their election campaigns from the Council administration, however:

- Staff will not provide responses to requests for information that express support, or may be perceived to express support for a candidate's election campaign.
- Staff will only provide information to a known candidate or prospective candidate that is generally available to the community.
- Requests for information which require the use of significant Council resources in order to provide a response will be referred to the Chief Executive Officer to determine whether a response can be provided.

There shall be complete transparency in the provision of all information and advice during the election period.



In any circumstances where the use of Council information might be construed as being related to a candidate's election campaign, advice should be sought from the Chief Executive Officer or their nominated delegate.

7.5.1 Requests for Information

During the election period, candidates requesting information from Council, either directly or indirectly, should direct their request to the Chief Executive Officer or the Manager Governance. In the interests of transparency, all candidates requesting information from Council during the election period, either directly or indirectly, are expected to identify that the request is being made by or on behalf of a candidate.

7.5.2 Information Request Register

During the election period, the Manager Governance will maintain an Information Request Register.

This Register will be a public document that records all requests for information by candidates and non-routine requests for information by Councillors, as well as the response given to those requests. The Register will not include requests for information relating to the election process as these will be referred to and managed by the Election Manager.

Any candidate may, upon request, inspect or obtain a copy of the Information Request Register. The Chief Executive Officer may also, at their discretion, periodically:

- Circulate a copy of the register to candidates; and or
- Publish the register on Council's website.

7.6 Equity and Assistance to Candidates

All candidates in an election will be treated equally by Council which means any assistance and advice to be provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

The types of assistance that are available to candidates from Council will be documented and communicated to all candidates from time to time, and may include:

- Information about this and other Council policies, strategies and plans;
- Information about nominating as a candidate;
- Information about the practicalities of being a Councillor at Knox City Council.
- Information about election campaign donation returns; or
- Guidance to other sources of information relevant to the role of a Councillors, including from the Victorian Electoral Commission and the Election Manager, Local Government Victoria and local government peak bodies.

All election related enquiries to Council should be directed to the Chief Executive Officer or the Manager Governance. Where an enquiry is outside the responsibilities of Council, it shall be referred to the Election Manager.

7.7 Functions Events and Public Consultation

7.7.1 Council Organised Events and Functions

Where practicable, civic and ceremonial Council events will not be scheduled during the election period.



Civic and ceremonial events do not include routine events and programs conducted as part of Council's day-to-day functions and activities (e.g. immunisation sessions, gallery exhibitions, library programs).

Any civic or ceremonial council event held during the election period should meet one or more of the following criteria:

- It is a planned event endorsed by the current Council Plan;
- It is routinely held at the same time of year;
- It is a commemorative or anniversary event held on or near the anniversary date;
- It demonstrates a clear community benefit, or serves an educational or welfare purpose; or
- It contributes to cultural development, social awareness or sense of community identity.

The Chief Executive Officer may consider other relevant factors before approving a civic or ceremonial event, including, but not limited to:

- Whether the content of the event is likely to be controversial;
- Whether the event could reasonably be deferred until after the election;
- The implications (i.e., financial, reputation) if the event was held during the election period or deferred until after the election; or
- The best interests of the Council and the community.

7.7.2 Speeches at Council organised or sponsored events

Candidates must not give speeches or keynote addresses at Council organised or sponsored events during the election period.

Where it is considered appropriate for a speech to be made on behalf of Council, it will be given by the Chief Executive Officer, or the relevant Director.

7.7.3 External Events and Functions

Councillors are able to attend events or functions conducted by external bodies during the election period, however it is critical to determine whether a request is to attend:

- as a representative of Council; or
- as a candidate in the forthcoming election.

When attending as a representative of the Council, Councillors must be mindful that they do not use; and are not perceived as using the opportunity to promote their own, or any candidate's election campaign.

Where Councillors are invited to represent Council at an external function or event during the election period, and make a speech, Councillor-candidates may do so provided:

- The organiser is contacted in advance and briefed on the limitations imposed on Councillors during the election period.
- The organiser is requested to avoid any express or implied reference to the election or candidates in the election.
- The Councillors' speech is pre-approved by the Chief Executive Officer and does not contain any express or implied reference to the election or candidates in the election.



7.7.4 Publication of Promotion Material

In preparing any publicity material for Council events, the organiser will be mindful of the controls on electoral material as outlined in clause 7.9 of this policy.

Invitations to functions and events will be issued by the Chief Executive Officer and not in the name of the Mayor or individual councillors.

7.8 Public Consultation

No Council public consultation processes should be undertaken during the election period, unless they are approved in writing by the Chief Executive Officer.

For the purposes of this section, a public consultation process

- Is a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy;
- May be undertaken in many forms, including a direct mailout (either electronic or physical), public advertisement in the local newspaper, attendance at focus groups, completion of a survey or discussion via social media.
- Does not include consultation required under the Planning and Environment Act 1987, or section 223 of the Act.

Before approving a public consultation process to proceed during the election period, the Chief Executive Officer will consider:

- Whether the consultation process is likely to be controversial;
- Whether the consultation process is significant in the context of the election;
- Whether the consultation process could wait until after the election;
- The implications (i.e., financial, reputation) if the consultation was undertaken during the election period or deferred until after the election; and
- The best interests of council and the community.

7.9 Council Publications

The Act imposes specific limitations on Councillors and members of Council staff to ensure that they do not use Council resources in a way that is intended to, or is likely to, affect the result of an election

The Act prohibits Councillors or members of Council staff from publishing material that contains electoral matter. Section 304(2) of the Act states:

"A Councillor or member of Council staff must not use Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be in behalf of, the Council."

The above prohibition does not apply to electoral material that contains only information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

The following publications will not be published during the election time without first consulting with the Governance department:

- New brochures, pamphlets, handbills, flyers, magazines and books
- Reports (other than those included in an Agenda for a Council or Delegated Committee meeting)



- Advertisements and notices, except notices of meetings in newspapers
- New website material
- New social media publications
- Emails with multiple addresses, used for broad communication with the community
- Mass mail outs or identical letters sent to a large number of people by or on behalf of Council
- Media releases
- Material to publicise a function or event
- Any publication or distribution of councillors' speeches.

7.9.1 Annual Report

The 2019-20 Annual Report will be affected by the legislative restrictions on publications as the publication date of the report falls within the election period. Therefore information relating to Councillors will be restricted to what is required by the Act and relevant regulations.

During an election year, the Annual Report will not contain a foreword from the Mayor.

7.10 Media and Media Services

Council media and media services are intended to promote Council activities and services and must not be used in any way that might favour any election candidate or influence the outcome of a Council election.

During the election period Council staff are not permitted to make any public statement that could be construed as influencing the elections. This does not include statements of clarification in relation to the election process that have been approved by the Chief Executive Officer.

7.10.1 Media Advice

Any requests for media advice or assistance from Councillors during the Election Period will be channelled through the Chief Executive Officer. No media advice or assistance will be provided in relation to election campaign matters. In particular, the use of any Council publications that feature specific Councillors and/or individual achievements will be avoided for the duration of the election period.

7.10.2 Media Releases and Responses

All media releases and/or responses during the election period must not contain reference to, or quotes by, any candidate including existing Councillors who are deemed to be candidates, and should avoid referring to electoral matters.

All official media releases, responses or statements on behalf of Council will be issued in the name of the Chief Executive Officer during the election period.

7.10.3 Publicity Campaigns

During the election period, Council publicity campaigns, other than for the purpose of conducting the election, will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Council service or function, it must be approved by the Chief Executive Officer. Council publicity during the election period will be restricted to promoting normal Council activities.



7.10.4 Website and Social Media

During the election period, information about Councillors on Council's website will be restricted to names, contact details, titles, membership to committees and other bodies to which they have been appointed by Council.

Council staff will carefully vet existing publications and online information prior to the commencement of the election period and, where practicable and appropriate (having particular regard to the resources required) will temporarily withdraw any material that might otherwise constitute electoral matter or reasonably influence or be seen to influence, people's voting decisions the election.

In order to comply with Section 304(2) of the Act, during the election period Council will:

- a) disable all external posts and comments to Council's social media sites; or
- b) moderate external posts and comments to ensure they are free from electoral matter before they are published.

A statement outlining the election period provisions will be published on Council's websites and social media accounts prior to the election period commencing.

7.11 **Misuse of Position**

Section 76D of the Local Government Act 1989 prohibits current or former Councillors or members of special committees from using their position to gain access to information or resources that would otherwise not be available.

Section 76D specifies the following circumstances as a misuse of position:

- making improper use of information acquired as a result of the position ~~they/he or she~~ held or holds
- disclosing information that is confidential information within the meaning of the Local Government Act 2020
- directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff in contravention of section 76E of the Local Government Act 1989
- exercising or performing, or purporting to exercise or perform, a power, duty or function that ~~they are/he or she~~ is not authorised to exercise or perform
- using public funds or resources in a manner that is improper or unauthorised
- failing to disclose a conflict of interest.

7.12 **Candidacy in the election**

7.12.1 Council Staff

Upon becoming a candidate in a Knox City Council election, staff must:

- Inform the Chief Executive Officer;
- Take leave from their duties at a minimum being for the duration of the election period in accordance with section 256(8)(a) of the Act (if sufficient paid leave is not accrued, unpaid leave will be available);
- Return any Council equipment (including, but not limited to, motor vehicles, telephones and computers), documents or information that is not available to the public at a minimum being for the duration of the election period; and
- If elected, immediately resign from their employed position at Council, in to comply with the qualification requirements specified in section 34(2)(d) of the Act.



7.12.2 Members of Council Advisory or other Committees

Upon becoming a candidate, any person (other than a councillor) who is a member of one of Council's advisory or other committees is expected to:

- Comply with this policy;
- Inform the Chief Executive Officer;
- Take leave from the committee;
- Return any council equipment, documents or information which is not available to the public for the duration of their candidacy and/or the election period; and
- If elected, immediately resign from the committee.

7.13 Breach of Policy

Any breach of this policy relating to staff conduct is to be referred to the Chief Executive Officer and may be dealt with in accordance with Council Disciplinary Policy and Procedures.

Alleged breaches relating to all other matters are to be referred to the Local Government Investigations and Compliance Inspectorate.

8. Administrative Updates

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

Consultation Feedback and Summary of Officer's consideration	
1	<p>Hi KCC, This change will be better streamlined to the current climate of hybrid working. As a rate owner of a property internationally in New Zealand, to see that council adapt to virtual council meetings back in 2020 for the health and well-being of their people, this is certainly a long awaited change. Would also be more accessible for rate payers to participate/be consulted in planned projects that the council has planned, that have previously be challenged in recent times due to the tremendous hardship many of Knox residents are experiencing.</p> <p>Officer Response: Noted.</p>
2	<p>Improve accessibility to council forums including meetings. With technology there should be no reason why council meetings can't be live streamed and allow for participation on-line as well. This increases the accessibility for residents to council matters, and for those who have accessibility issues.</p> <p>Officer Response: Noted. A detailed examination of public question time rules and further consultation are recommended before implementing suggested changes.</p> <p>The primary focus of the present review was implementing a legislative change. Given the limited opportunity for community engagement, significant changes to the way the community engages with Council meetings were not proposed.</p> <p>Online participation during public question time is not presently provided for in the Governance Rules. Rule 53.8 provides an opportunity for questioners to "make a brief introductory statement" for up to two minutes in relation to an accepted question. This opportunity is only afforded to submitters "if present in the Public Gallery".</p> <p>If Council would like to consider changes to Public Question Time, it is recommended that this feedback inform a further review of all aspects of public question time, and a further community engagement exercise be undertaken before any proposed changes are considered by Council.</p>

Consultation Feedback and Summary of Officer's consideration	
3	<p>I believe strongly in the need for open and transparent operations of Council and Councillors as the level of democratic government closest to residents. Integrity and trust in democratic process should be first and foremost in all operations and decisions of Council.</p> <p>If Council approves an option for hybrid in-person and on-line Councillor attendance (which I don't support unless there is a clear and declared health or safety need like COVID), I believe the same arrangements should be extended for residents wishing to ask questions of Council. If the hybrid arrangements for Councillors are approved, I would like to see the Governance Rules also changed to allow questions of Council to be able to be asked both in-person and on-line.</p> <p>More importantly, all questions of Council at Council meetings, even where time does not permit their asking, should be printed and responded to in the Council meeting minutes. Otherwise I believe there is a risk of questions being prioritised in a manner that makes easier or more straight forward ones to be answered, or the questions of "usual suspects" attending Council meetings also prioritised. If Councillors can't attend in-person meetings, it should not be required of residents as well.</p> <p>Officer Response: Noted. No changes are proposed to Section 75 regarding mode of attendance. A detailed examination of public question time rules and further consultation are recommended before implementing suggested changes.</p> <p>The State Government's amendment to the Local Government Act 2020 (the Act) effectively creates a right for Councillors to attend Council meetings electronically. Council can regulate its meetings through the Governance Rules, however its Rules cannot be inconsistent with the Act and any limitation on the right to attend electronically must therefore be "reasonable". Rule 75 (Mode of Attendance) do enable Council to signal its preferred format for meetings and therefore the preferred mode of attendance. The Rules also provides that if a Councillor requests to attend an "in-person" meeting electronically, Council must not unreasonably refuse such a request. Decisions on the mode of meeting may take into account health and safety needs as suggested; but the Minister's Good Practice Guideline MGPG-3: Virtual Meetings also indicates Council's should additionally consider a range of factors such as provisions of the Equal Opportunity Act 2010 to ensure decisions regarding the mode of meetings are not directly or indirectly discriminatory; obligations under the Gender Equality Act 2020; and provide flexibility that enhances participation for people with health issues, caring responsibilities, or who are unable to travel long distances.</p> <p>As indicated in response to submission 2, feedback regarding Public Question time could inform a further review for future Council consideration. This could include provisions regarding recording of questions and responses. With respect to the Minutes however, the current Rules are intended to ensure compliance with statutory obligations, and that the minutes provide an accurate account of the conduct and outcomes of a meeting, particularly Council's decisions. Rule 64 provides for the minutes to include "a summary of proceedings during public question time", however to include questions not asked, and responses provided after the meeting, would result in minutes that were no longer an accurate reflection of the meeting as it occurred.</p>

Consultation Feedback and Summary of Officer's consideration	
4	<p>In full agreement.</p> <p>Officer Response: Noted.</p>
5	<p>Why. Recently councillors have not been acting for their voters. They abstain from voting. Minutes of the meetings are not available at libraries. Why not follow the existing rules before you make new ones. Do your job for those who voted you in. Get out into the public and clean up the mess. Listen to all the voters not just the hand full of Greens who seem to rule everything. We were a great community once. Not lately.</p> <p>Officer Response: Noted.</p> <p>Council can regulate its meetings through the Governance Rules, however its Rules cannot be inconsistent with the Local Government Act (the Act). While the Act does not specifically allow abstain from voting, section 61 (Council Meetings) does include provisions regarding how a vote is to be determined and states "(e) for the purpose of determining the result of a vote, a Councillor present at the meeting who does not vote is to be taken to have voted against the question."</p> <p>If the Governance Rules were to prohibit abstaining, they would be inconsistent with Section 61(e) of the Act and consequently invalid.</p> <p>The practice of routinely printing and circulating copies of Council's minutes ceased in around 2020 as feedback from the libraries indicated copies (often hundreds of pages each) were rarely accessed, indicating the practice was not justifiable having regard to the labour, courier and paper costs involved in printing and distributing them. Agendas and minutes are available online on Council's website, and the libraries offer computer access for web browsing, enabling anyone who is otherwise unable Council's website to contribute to access agendas and minutes through the libraries.</p>

Consultation Feedback and Summary of Officer's consideration	
6	<p>This is typical of the Knox council. You submit a 78 page document for public review in 2 weeks. Comments most likely to be ignored. This document still stifles public concern and input. 30 minutes for public questions maximum 2 and more likely 1 question per person with the restrictions. Section 52 enables any subject to be quashed or stifled with minimal or no justification. What is item 52.2</p> <p>This is merely reiteration of the Knox Council's right to stifle the public and to make self-propagating decisions.</p> <p>Officer Response: Noted. A detailed examination of public question time rules and further consultation are recommended before implementing suggested changes. Concerns raised regarding points of order are considered to be effectively addressed by Rule 50 which enables any decision on points of order to be disputed.</p> <p>The primary focus of the present review was implementing a legislative change. The limited opportunity for community engagement was one of the reason significant changes to the way the community engages with Council meetings were not proposed in this review.</p> <p>The 30-minute limit for public question time has been a feature of Council's meeting procedure for many years. An equivalent provision was in the Meeting Procedure and Use of Common Seal Local Law 2008, and the updated 2018 Local Law and remains part of the Governance Rules with no amendment proposed at this time.</p> <p>The 30-minute time limit, and the limit to two questions per meeting, are measures intended to strike a reasonable balance between enabling questions from the public, and ensuring there is sufficient time to conclude the business on the Council agenda within a reasonable time.</p> <p>Rule 52 relates to points of order, which are a complaint from a Councillor that there has been a breach of the Governance Rules, or a procedural irregularity during the meetings. Points of order are not intended to be used to stifle debate, but are an important mechanism that enable the Rules of the meeting to be enforced. If a Councillor believes the rules are not being followed, a point of order may be raised and must be ruled upon by the Chairperson. Importantly, to prevent any abuse of power, there is also a mechanism at Rule 50 (Dissent from Chairperson's Ruling) enabling any Councillor to disagree with the Chairperson's decision on a point of order and have the decision put to a vote of Council.</p> <p>There is a formatting error in the consultation draft as circulated and there is no Rule 52.2 listed in the document.</p>

Consultation Feedback and Summary of Officer's consideration	
7	<p>This is very unclear, is the council trying to confuse residents?????????</p> <p>Officer Response: Noted.</p> <p>While every effort has been made to ensure the Governance Rules are clear, concise, and easy to read, it is acknowledged that the meeting procedures can be quite complex, particularly for members of the community that may not be familiar with meetings. Should members have queries regarding how the Governance Rules operate in practice, they can contact the Governance Team who will endeavour to assist.</p>
8	<p>Division 15 section 75.8 (Or pages 48 and 49) talk about using electronic methods and it says that people must be heard and must be heard but showing their face online has been diluted to "should be seen" suggesting it can be taken as optional for a member to make themselves visible online which provides avenues for people to 'multitask" as opposed to being fully present in the meetings.</p> <p>Shouldn't this section be adjusted to reflect that it is expected that anyone using electronic means needs to set up enough technology to enable visual online representation and allow for the times when the technology degrades to allow for switching off the video but repeated occurrences of no video is not accepted. Also, does there need to be a section that covers off on a drop in technology during a meeting and what are the rules surrounding reassessing a quorum as a result?</p> <p>Officer Response: Noted. Concerns are considered to be effectively addressed by the existing Rule 75.</p> <p>Rule 75.8 says, in short, Councillors attending electronically SHOULD be able ... be seen by all Councillors, members of Council staff and members of the public who are physically present. The word "should" in Rule 75.8 is not intended to be read as optional, but as an expectation as is suggested by the submitter.</p> <p>There were a number of practical scenarios considered which prompted the drafting proposed, for example:</p> <ul style="list-style-type: none"> • Technology is not infallible and during a meeting there can be times when a Councillor may not be visible due to technical issues, this might be for example due to their connection speed slowing and their image "freezing", or when using a "virtual background" and movement or a change in lighting causes them to disappear from view. • In a hybrid working situation, our environments are not as controlled as a Council Chamber. A Councillor might need to move momentarily to close a door, or turn on a light, resulting in them being momentarily off screen. • It is often necessary to show documents or presentations during meetings, and when doing so it is often necessary to use as much screen as possible to maximise the visibility of the document or presentation. This can at times result in some or all Councillors not being visible on screen, while the presentation is engaged.

Consultation Feedback and Summary of Officer’s consideration	
	<ul style="list-style-type: none"> Officers controlling the technology might make a mistake controlling the computer / software resulting in Councillors being momentarily “off screen”. <p>If the Governance Rules stated “Councillors MUST remain visible on the screen” – any time this occurred, a strict interpretation of the Governance Rules would require an affected Councillor(s) to be recorded as having left the meeting – even if they were speaking at the time and could be still be heard. This could result in the meeting failing and having to be stopped because there is no longer a no quorum*, or if it wasn’t noticed at the time, result in questions be raised regarding of the validity of the meeting.</p> <p>For Councillors having a technical issues with their camera for example, this might stop a them participating in a meeting at all, despite being able themselves to see and hear the proceedings and be heard themselves when contributing, preventing them from effectively representing their constituents.</p> <p>In this context, the more flexible drafting in Rule 75.8 that a Councillor “should” be able to be seen, is intended to achieves the outcomes suggested by the submitter, whilst avoiding the unintended consequences illustrated by the above examples.</p> <p>Practically speaking, the shift to online or hybrid meetings does require the Chairperson (with support from Council officers) to monitor Councillors who are participating electronically, and verify as required that they are still “present” in the meeting for the purposes of a quorum. When technical issues are experienced (as in past experience) these can be addressed for example with adjournments, or by verbally confirming a Councillor is online to facilitate their ongoing participation, as appropriate to the circumstances.</p> <p>While comments regarding Councillors being “fully present in the meetings” are noted, it must be acknowledged that whether attending in person or online, when participating in a meeting, Councillors are often referencing agenda papers and notes, correspondence from interested community members and other materials relevant to the issue before them, all while seeking to engage in the meeting with their fellow Councillors. When attending online, camera positioning can at times mean this multi-tasking is more evident than might otherwise be observed by members of the gallery attending a meeting.</p>

Consultation Feedback and Summary of Officer's consideration	
9	<p>Firstly, I think the rules should contain the Council statement of commitment (that is read out at the start of each a council meeting) as a statement for all to see and reflect upon. I can't see this anywhere on Councils website and I think it's important for community to see it and for councillors to use it to guide their decision making at a council meetings.</p> <p>In terms of virtual or hybrid meetings, I believe this should be only used where there is clear public health and safety or other legitimate reasons for Councillors not to be available and present at the meeting in-person. Rather than make this an opt-out of meeting for Councillors with the Chairpersons approval, it should be guided and dictated by Council when and if it's required, as it was through COVID. I believe the quality of debate and decision making could be compromised if all Council meetings are held in a fully virtual or hybrid way. From my own experience in watching Council meetings through COVID I note that Councillors working virtually are more inclined to be distracted - e.g. checking and responding to mobile phones. I also recall virtual call-in Councillors having to leave meetings part way through, I assume related to IT connectivity. This reflects poorly on the running of Council and potentially impacts the quality of debate and decision making. This where the link back to the Council statement of commitment is important to guide this governance and ensure trust in Council.</p> <p>Finally I also believe Council should investigate, perhaps in collaboration with other local Governments, an online petition platform that facilities effective and transparent electronic objections. I have had experience in petitions at Knox where issues such as the age of signatories and their residential location have been raised as issues. A central, consistent platform that addresses these issues once and for all would be useful.</p>
	<p>Officer Response: Noted. Concerns are considered to be effectively addressed by Chapter 1, and Rule 75.</p> <p>The Council statement of commitment read out at Council meetings is:</p> <p style="padding-left: 40px;">The Knox way is characterised by service, integrity, community participation, accountability and good governance. Council is committed to being responsive to the community, and advocating to other governments and agencies on their behalf. We recognise the importance of local democracy and council's responsibility to govern well for all in our city. Our history is rich, and in the spirit of the Knox tradition, let us move and prosper.</p> <p>This is a discretionary statement that is not prescribed in the Governance Rules. The sentiments in this statement are however reflected in the Governance Framework in Chapter 1</p>

Consultation Feedback and Summary of Officer's consideration	
	<p>As indicated in response to submission 3, the State Government's amendment to the Local Government Act 2020 (the Act) effectively creates a right for Councillors to attend Council meetings electronically, and the Rules have been drafted in a manner consistent with that right. Decisions regarding the format of meetings, and Councillors' mode of attendance can be expected to take into account health and safety issues as suggested, and a range of other factors and legislation.</p> <p>A noted in response to submission 8, when attending online, camera positioning can at times mean Councillors can be observed multi-tasking more readily than when they are physically in attendance, however this should not necessarily be interpreted as Councillors being distracted. Whether attending meetings in person or online, Councillors are required to multi-task and may be referencing agenda papers and notes, correspondence from interested community members and other materials relevant to the issue before them, all while seeking to engage in the meeting with their fellow Councillors. In a digital age, this is more often done on devices, rather than in hard copies.</p> <p>There have been instances where technical problems have impacted participation. Councillors are provided with appropriate IT equipment to participate in online meetings however it cannot be expected that technology will ever be infallible. The amended Rules do anticipate these concerns however (Rule 75.7) and oblige Councillors attending electronically to ensure they "are able to access such equipment and are present in such an environment that facilitates participation in the Council meeting." The Chairperson also has opportunities under the Governance Rules to respond to any technical issues. As explained in response to submission 8, the drafting of Rule 75.8 also provides flexibility for Councillors participating electronically so that minor technical issues do not prevent their ongoing participation.</p> <p>In relation to petitions, Rule 54.7 has been inserted to clarify the signature requirements for online petitions. Rule 54 does not require petitioners to disclose their age, however the Rules do require provision of an address. Anecdotally, where online petitions have been received, failure to provide addresses has been noted, but not prevented the petition being presented to Council. If Council would like to consider changes to petition requirements, it is recommended that this feedback inform a further review of petition Rule and a further community engagement exercise be undertaken before any proposed changes are considered by Council. The suggestion to develop an online petitions is noted and will be referred to relevant staff for consideration when next reviewing the functionality of Council's Have-Your-Say platform.</p>
10	<p>I am in favour of the changes except for: Providing Councillors virtual options to attend Council meetings I think the Councillors should attend all meetings in person. There may be residents who would like to engage with their Councillor face to face. They are elected to represent their ward and I think attending in person is the most effective way to do that.</p>

Consultation Feedback and Summary of Officer's consideration	
	<p>Officer Response: Noted. Mandating physical attendance is not considered to be consistent with the Local Government Act 2020.</p> <p>As indicated in response to submission 3, the State Government's amendment to the Local Government Act 2020 (the Act) effectively creates a right for Councillors to attend Council meetings electronically, and the Rules have been drafted in a manner consistent with that right.</p>
11	<p>I think virtual council meetings are an excellent idea It will open council to more people in Knox who cannot attend in person / See how council runs / And indirectly ensure councillors perform at their best</p> <p>Officer Response: Noted.</p>
12	<p>A change that is needed in these times, it will bring into line viewing for both citizens and Councillors that aren't able to attend</p> <p>Officer Response: Noted.</p>

Detailed breakdown of Proposed changes to the Knox Governance Rules

Rule	Change Proposed	Comment
Throughout	Replacing “present” with “in attendance”	The change in language reflects there are now various modes for attending meetings.
	Minor grammatical, spelling and typographical corrections.	
	Removal of gender specific pronouns	
	Deletion of redundant references to the Local Government Act 1989	
	Addition / amendment of definitions as required	
Chapter 2		
1	Remove reference to Local Law	As the Rules are not a “Local Law”, the Meeting Procedure Chapter is a more appropriate name.
5	Facilitating verbal or other visual voting means	Online or hybrid meetings may at times, require verbal, or other visual means of voting other than a show of hands.
6	Replacing “in the Council Chamber” with “in the meeting”	Reflects that in online or hybrid meetings, participants are not necessarily “in the chamber”
6.4 to 6.12	Clarification of provisions relating to the election of the Mayor	<p>Based on legal advice, and observations of Mayoral elections elsewhere in the sector since 2020, changes have been proposed which do not substantively alter the process for electing a Mayor, but provide greater certainty and clarity regarding the application of Governance Rules.</p> <p>In particular, the rules are clearer that a Mayor must be elected by the votes of an absolute majority of Councillors and cannot be determined by lot.</p> <p>The amended rules provide clearer, scenario based guidance for elections involving</p> <ul style="list-style-type: none"> • One candidate • Three or more candidates • Two, or two remaining candidates.

Rule	Change Proposed	Comment
11	Adding availability of technology to facilitate meetings as a relevant consideration when calling meetings.	Conducting online or hybrid meetings is technology dependent and the availability of equipment need to conduct meetings compliant with the Governance Rules and the Local Government Act 2020 (the Act) should be considered when calling a Council meeting under Rule 11.
17.6	New provision regarding publication of agendas online	Sub-Rule 12.1.2 refers to publishing agendas on Council's website in accordance with Rule 17, however Rule 17 does not currently include the relevant rule.
18	Clarification that Council may vary the order of business. Replace "consent of Council" with "leave of Council"	The new sub-rule 18.1.3 provides absolute clarity that Council may, by resolution, vary the order of business at a meeting. The phrase "leave of Council" is the consistent and appropriate terminology used in the Governance rules and explained in sub-Rule 73.5
22.1	Amends the submission deadline for notices of motion to four working days.	The deadline for submission of Notices of Motion has been amended to four working days before the meeting, to afford the Chief Executive Officer an opportunity to consider what additional information may be appropriate and relevant to provide to Councillors to ensure they can make an informed decision. This amendment provides greater procedural clarity regarding how a notice of motion may be moved and amended.
22.4.3	Provides for the Chief Executive Officer to circulate additional information with a notice of motion.	
25.4.5	Provides that the notice of motion must be moved in the form of words as circulated, except with leave of the meeting, and that once moved, such notices may be amended	
22.6	Correction to a drafting error	Clause 22.6 as drafted contains a circular reference and required amendment to provide procedural certainty for managing any notice of motion which is not moved at the meeting it was submitted to.
25.1	Removal of prescriptive guidance regarding the order of debate.	Clause 25.1 contains prescriptive guidance regarding the Mayor's opportunity to alternate between speakers for an against a motion. The Chairs has appropriate discretion to do so under sub-Rule 35 (Priority of address)
27.5	Additional Rule references inserted	Clause 27.5 refers to the procedure for moving motions in Rule 24, however Rules 24 to 26 are relevant.

Rule	Change Proposed	Comment
31	Additional coverage for motions foreshadowed prior to a meeting.	The Rules currently address motions foreshadowed during a meeting, and have been extended to address motions foreshadowed prior to a meeting, and provide for: <ul style="list-style-type: none"> • Circulation of such motions to Councillors: and • The chairperson to consider the order they were receiving, when determining the priority of councillors addressing the meeting.
39	Reduction in speaking times for Reports by Councillors from 8 to 5 minutes	This change reflects the current custom and practice of Councillors.
52	Additional provisions inserted outlining valid points of order	Additional provisions outlining valid points of order have been specified in the governance rules to provide greater clarity to councillors, and guidance to the Chairperson. The additional points of order reflect
54.1	Clarifies that the reference to Council meeting is to a fixed council meeting.	The amendments ensure compatibility with Rule 11 which relates to Council meetings called by the Mayor, or by Councillors. Pursuant to Rule 11, such meetings cannot consider a motion regarding a petition, unless such a motion is business which is specified in the notice calling the meeting, or all Councillors are present and unanimously agree to consider the item.
54	Amendments clarifying the application of the Rules to electronic petitions.	The existing rules accommodate electronic petitions, however changes to rules 54.4, 54.6 and 54.7 provide greater clarity and certainty to Councillors and the community regarding electronic petitions and the requirements for them to be validly presented to a Council meeting.
56 59 60	Amendments to reflect that voting at online or hybrid meetings may be verbal	Existing provisions that require voting 'by show of hands' and 'in silence' can be incompatible with the online and hybrid meetings and have been amended to allow voting by other visible or audible means, including during the conduct of a Division.
61	Additional provision to enable discussion following the election of the Mayor and deputy Mayor.	It is customary for the Mayor, and Deputy Mayor to address the meeting and the community following their election, and this opportunity is often extended to Councillors. Rule 61 has been amended to reflect this custom and practice.
62.2	Additional provision to facilitate deferring consideration of the Minutes to a future meeting.	The existing Rules provide for a motion to defer consideration of the Minutes where there is opposition to them being confirmed. An additional clause has been inserted, enabling the consideration of the minutes to be deferred more efficiently by the Chairperson with leave of the meeting, without requiring the formality of debate pursuant to Clause 62.1.

Rule	Change Proposed	Comment
64.1.4	Amendment clarifying the detail to be minuted when a Councillor declares a conflict of interest at a meeting	This amendment reflects the current custom and practice of Council and is compliant with the requirements of the Act.
Division 15 75 -76	These new provisions governing the various modes for conducting a Council meeting (in person, online and hybrid)	<p>The provisions:</p> <ul style="list-style-type: none"> • require each notice of meeting to stipulate the manner in which a meeting is to be conducted. • Enable Councillors to request to attend in a manner different to that specified in the meeting notice and oblige the Chief Executive Officer to take reasonable steps to facilitate such a request, and that such requests must not be unreasonably refused. • Establish the responsibility of Councillors to ensure they have the appropriate equipment and environment to facilitate electronic attendance at meetings. (this is of course supported by the Councillors' entitlements under the Councillor Expenses and Support Policy) • Reinforce Councillors confidentiality obligations when participating electronically in meetings that require confidential deliberations. • Provide guidance on when a Councillor who is attending electronically, may be taken to have left the meeting (due to technical difficulties or otherwise). • Afford discretion to the Chairperson to modify the application the Rules to facilitate the efficient and effective meetings. <p>The provisions are generally in accordance with the Ministerial Good Practice Guideline and consequently are considered largely compatible with the custom and practice that has evolved for Knox Council meetings since the onset of the COVID-19 pandemic.</p>
Chapter 5	Amendments clarifying the detail to be minuted when a Councillor declares a conflict of interest at a meeting	These amendments reflect the current custom and practice of Council and are compliant with the requirements of the Act.
8.1.4	Additional provision clarifying staff obligations to declare conflicts of interest at Advisory Committee Meetings.	These amendments provide greater certainty for officers to promote compliance with the requirements of the Act.

Rule	Change Proposed	Comment
Chapter 6 2.3	Amendments clarifying the effect of a designation by the Chief Executive Officer that information is confidential under Rule 2.2.	Rule 2.3 provides additional clarity that a determination by the Chief Executive Officer under Rule 2.2 is presumptive, and that other information may be necessary to demonstrate that information meets the definition of “confidential information” under the Act. (It is noted of course that a definitive decision on whether information meets the definition of confidentiality is a matter of fact which may ultimately only be resolved by a relevant court or tribunal.)

6.8 Revised Instruments of Delegation to Members of Council Staff

SUMMARY: Governance Officer, Damian Watson

Instruments of Delegation represent the formal delegation of powers by Council and enable the effective functioning of Council.

The attached Instruments of Delegation (Instruments) have been revised to reflect minor legislative changes based on advice from Council's solicitors and current executive responsibilities.

RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached:

- **Instrument of Delegation – Cemeteries and Crematoria (Attachment 1);**
- **Instrument of Delegation – Planning (Attachment 2);**
- **Instrument of Delegation – Domestic Animals and Food Acts (Attachment 3); and**
- **Instrument of Delegation – Road Management Responsibilities (Attachment 4).**

Council resolves that:

1. **There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached:**
 - **Instrument of Delegation – Cemeteries and Crematoria (Attachment 1);**
 - **Instrument of Delegation – Planning (Attachment 2);**
 - **Instrument of Delegation – Domestic Animals and Food Acts (Attachment 3); and**
 - **Instrument of Delegation – Road Management Responsibilities (Attachment 4).****the powers, duties and functions set out in the respective instrument, subject to the acceptance of tracked changes and the conditions and limitations specified in the Instrument;**
2. **Upon this resolution being made and, subject to the acceptance of tracked changes and the instruments being signed by Council's Chief Executive Officer and the Mayor, each Instrument shall come into force on 1 September 2022;**
3. **On the coming into force of each instrument set out in Resolution 1 above, the respective previous Instrument of Delegation is revoked; and**
4. **The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

1. INTRODUCTION

Council is empowered to delegate its powers, duties or functions with some strategic exemptions such as setting rates, borrowing funds, adopting a planning scheme amendment and adopting a budget.

Delegations are necessary to facilitate effective functioning of councils as they enable day-to-day decisions to be made in relation to routine administrative and operational matters.

In granting delegations, Council is not granting unfettered power to Council staff or relinquishing its own powers. A delegate must comply with the conditions of delegation as well as any relevant

policies of Council and any legislative framework. Council can still exercise any delegated power, duty or functions itself by resolution in the Chamber.

The attached Instruments are recommended for the effective and efficient operation of Council's activities, as well as to enable routine and administrative tasks to be carried out with consistency and certainty.

2. DISCUSSION

The attached Instruments are updated to ensure that they remain contemporaneous and consistent with current legislation and business practices.

- The current Instrument of Delegation – Cemeteries and Crematoria has been in force since 28 March 2022.
- The current Instrument of Delegation – Planning has been in force since 28 March 2022.
- The current Instrument of Delegation – Domestic Animals and Food Acts has been in force since 28 March 2022.
- The Current Instrument of Delegation – Road Management Responsibilities has been in force since 28 March 2022.

The revised Instruments are based upon the previous Instruments considered by Council and have been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated. They also reflect positional changes as a consequence of an organisational restructure which will take effect in September 2022.

Changes to the respective instruments are shown using tracked changes in Attachments 1 to 4 and significant changes are summarised below:

Attachment 1 - Instrument of Delegation – Cemeteries and Crematoria

- Addition of Section 84I(4) Cemeteries and Crematoria Act- power to exercise the rights of a holder of a right of interment.
- Under Section 109(1)(b) the obligation to consult with Council has been removed from the conditions and limitations. This power can only be exercised where a memorial "is not in a safe and proper condition" and with the consent of the Secretary of the Department of Health. These are significant safeguards and the requirement to refer matters to a Council meeting may cause unnecessary delay when resolving a safety risk.
- Section 110 enables the trust to maintain, repair or restore a memorial or place of interment if a right of interment holder cannot be found, and trust funds are not used. The power has not previously been delegated, and new delegations are proposed to enable repairs for example, where damage is caused by a vehicle accident, and repairs funded by the driver's insurance.
- Powers and duties under Sections 131 and 133 are no longer delegated as they relate to cremations which is not a service offered.

Instrument of Delegation – Planning

- Section 18 Planning and Environment Act- addition to the condition that any amendment made in accordance with public availability requirements applies until the proposed amendment is removed or lapsed.
- Section 21(2) Planning and Environment Act- addition to the condition that any amendment made in accordance with public availability requirements applies until the end of 2 months after the amendment comes into operation or lapses.

- Section 22(1) Planning and Environment Act- Duty to consider all submissions with the addition of the condition that it is received before the date specified in the notice.
- Addition of Section 22(2) Planning and Environment Act- Addition of the power to consider a late submission and duty to consider a late submission if directed by the Minister.
- Section 26(2) Planning and Environment Act- addition of the condition that the section applies during the inspection period in relation to keeping a report of the panel available as per public availability requirements.
- Section 96J Planning and Environment Act- change in wording from ‘power’ to ‘duty’ to issue a permit as directed by the Minister.
- Addition of Section 185B(1) Planning and Environment Act- Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice
- The conditions for Section 178E(2)(b), (3)(a) and (3)(d) have been updated to correct redundant references to the Chief Executive Officer’s March 2020 Instrument of Delegation. Changes are consistent with similar conditions elsewhere in the instrument.

3. CONSULTATION

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments, which are then tailored to organisational requirements. The proposed instruments (Attachments 1, 2, 3 and 4) have been prepared based on the advice provided by Maddocks Lawyers and consultation with relevant staff.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Nil.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The costs to prepare and adopt the attached Instruments are minimal and will be met within the current departmental budget.

7. SOCIAL IMPLICATIONS

Nil.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: Governance Officer, Damian Watson

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

Attachments

1. Attachment 1 - Revised Delegation - Cemeteries and Crematoria [**6.8.1** - 44 pages]
2. Attachment 2 - Revised Delegation - Planning [**6.8.2** - 70 pages]
3. Attachment 3 - Revised Delegation - Domestic Animals and Food Acts [**6.8.3** - 19 pages]
4. Attachment 4 - Revised Delegation - Road Management Responsibilities [**6.8.4** - 25 pages]



Council to Council Staff

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on 29 August 2022; and
 - 2.2 the delegation:
 - 2.2.1 comes into force on 1 September 2022~~immediately upon its execution~~;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
 - (a) policy; or
 - (b) strategy adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.



3. — Note that on 9 December 2020, the then Chief Executive Officer announced a restructure to positions within the organisation which will come progressively into effect and consequently the following position and department / directorate titles should be read interchangeably:

Old Position Title	New Position Title
Executive Manager Strategy, People and Culture	Director People and Innovation
Principal People and Culture Partnerships	Manager People Partnerships
Old Department / Directorate Title	New Department / Directorate Title
Strategy, People & Culture	People and Innovation

Cr Susan Laukens - Mayor

Bruce Dobson - Chief Executive Officer

Date:



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CEMETERIES AND CREMATORIA REGULATIONS 201529

CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	Not Delegated	
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Chief Executive Officer Director City Strategy and Integrity Customer and Performance Manager Governance & Risk Coordinator Governance	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	Where Council is a Class B cemetery trust
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administration Officer Administration Officer Sexton	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	Not Delegated	

CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 15(4)	Duty to keep records of delegations	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Governance Officer	
s 17(1)	Power to employ any persons necessary	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Chief People Officer Director People and Innovation Manager Principal People Partnerships People Experience Lead Manager Governance & Risk Coordinator Governance	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 17(3)	Power to determine the terms and conditions of employment or engagement	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Director Chief People Officer and Innovation Manager-Principal People Partnerships People Experience Lead Manager Governance & Risk- Coordinator Governance	Subject to any guidelines or directions of the Secretary
s 18(3)	Duty to comply with a direction from the Secretary	Chief Executive Officer Director City Strategy and Integrity Customer and Performance Manager Governance & Risk Coordinator Governance	
s 19	Power to carry out or permit the carrying out of works	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Admin Support Officer Sexton	
s 20(1)	Duty to set aside areas for the interment of human remains	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk	

Instrument of Delegation – Council to Staff
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CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk	
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with section 36	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with section 37	Not Delegated	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under section 39	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	

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CEMETERIES AND CREMATORIA ACT 2003			
<p>[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)</p>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer Administrative Officer	provided the street was constructed pursuant to the Local Government Act 2020
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	Report must contain the particulars listed in s.57(2) Report must be endorsed by Council
s 59	Duty to keep records for each public cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 60(1)	Duty to make information in records available to the public for historical or research purposes	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 60(2)	Power to charge fees for providing information	Chief Executive Officer Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s64(4)	Duty to comply with a direction from the Secretary under s 64(3)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64B(d)	Power to permit interments at a reopened cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Chief Executive Officer	The application must include the requirements listed in s.66(2)(a)–(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 70(2)	Duty to make plans of existing place of interment available to the public	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	
s 71(2)	Power to dispose of any memorial or other structure removed	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	
s 72(2)	Duty to comply with request received under section 72	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73(1)	Power to grant a right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 73(2)	Power to impose conditions on the right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 74(3)	Duty to offer a perpetual right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 75	Power to grant the rights of interment set out in subsections 75 (a) and (b)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 80(1)	Function of receiving notification and payment of transfer of right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 80(2)	Function of recording transfer of right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	Reference to 'sole holder' will no longer apply from 1 March 2022
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s84C(2), (3) or (5)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84H(4)	Power to exercise the rights of a holder of a right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
S 84I(4)	Power to exercise the rights of a holder of a right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84I(6)(a)	Power to remove any memorial on the place of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 84I(6)(b)	Power to grant right of interment under s73	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	The notice must be in writing and contain the requirements listed in s.85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	Does not apply where right of interment relates to remains of a deceased veteran.
s 85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; Remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer	
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86(4)	Power to take action under s.86(4) relating to removing and re-interring cremated human remains	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer	
s 86(5)	Duty to provide notification before taking action under s.86(4)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer	
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
s 91(1)	Power to cancel a right of interment in accordance with section 91	Not Delegated	
s 91(3)	Duty to publish notice of intention to cancel right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 99	Power to approve or refuse an application made under section 98, or to cancel an approval	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	Advice should be sought from the Sexton as required before exercising this power
s 99(4)	Duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	Advice should be sought from the Sexton as required before exercising this power

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 100(1)	Power to require a person to remove memorials or places of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	
s 100(3)	Power to recover costs of taking action under section 100(2)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	Not Delegated	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	Not Delegated	

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 103(1)	Power to require a person to remove a building for ceremonies	Not Delegated	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk	
s 103(3)	Power to recover costs of taking action under section 103(2)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	In consultation with Council

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 106(3)	Power to open and examine the place of interment if section 106(2) not complied with	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	In consultation with Council
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	In consultation with, Council
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk	In consultation with Council
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk	In consultation with Council
s 108	Power to recover costs and expenses	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	In consultation with Council

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 109(1)(a)	Power to open, examine and repair a place of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	Where the holder of right of interment or responsible person cannot be found In consultation with Council
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	Where the holder of right of interment or responsible person cannot be found In consultation with Council
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	Where the holder of right of interment or responsible person cannot be found In consultation with Council
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Coordinator Governance Not Delegated	

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	Not Delegated	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	Not Delegated	
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	

CEMETERIES AND CREMATORIA ACT 2003			
<p>## The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)</p>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 112	Power to sell and supply memorials	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 119	Power to set terms and conditions for interment authorisations	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 131	Function of receiving an application for cremation authorisation	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer Administrative Officer <u>Not Delegated</u>	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

[September 2022](#)

CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	<p>Chief Executive Officer</p> <p>Director City Strategy and Integrity Customer & Performance</p> <p>Manager Governance & Risk</p> <p>Coordinator Governance</p> <p>Senior Administrative Officer</p> <p>Administrative Officer</p> <p><u>Not Delegated</u></p>	Subject to subsection (2)
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	<p>Chief Executive Officer</p> <p>Director <u>City Strategy and Integrity Customer & Performance</u></p> <p>Manager Governance & Risk</p> <p>Coordinator Governance</p> <p>Senior Administrative Officer</p> <p>Administrative Officer</p>	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	<p>Chief Executive Officer</p> <p>Director <u>City Strategy and Integrity Customer & Performance</u></p> <p>Manager Governance & Risk</p> <p>Coordinator Governance</p> <p>Senior Administrative Officer</p> <p>Administrative Officer</p>	Subject to the approval of the Secretary

CEMETERIES AND CREMATORIA ACT 2003			
<p>##The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)</p>			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer Administrative Officer	
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	

CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 151	Function of receiving applications to inter or cremate body parts	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
s 152(2)	Power to impose terms and conditions on authorisation granted under section 150.	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Officer	
Sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	

CEMETERIES AND CREMATORIA ACT 2003			
[##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 1 cl 8(8)	Power to regulate own proceedings	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	Subject to clause 8

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Office Sexton	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Office Sexton	

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Senior Administrative Officer Administrative Office Sexton	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	Not Delegated	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	Not Delegated	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	Not Delegated	
r 30(2)	Power to release cremated human remains to certain persons	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer Administrative Office Sexton	Subject to any order of a court

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Cemeteries and Crematoria

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CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	Not Delegated	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	Not Delegated	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not Delegated	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer Administrative Officer Sexton	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

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CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Administrative Officer Administrative Officer Sexton	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	
r 40	Power to approve a person to play sport within a public cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
r 41(1)	Power to approve fishing and bathing within a public cemetery	Not Delegated	

Instrument of Delegation – Council to Staff
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CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 42(1)	Power to approve hunting within a public cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
r 43	Power to approve camping within a public cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
r 45(1)	Power to approve the removal of plants within a public cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

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CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 47(3)	Power to approve the use of fire in a public cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	Advice should be sought from the Sexton as required before exercising this power
Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
Sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	See note above regarding model rules
Sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	See note above regarding model rules
Sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	See note above regarding model rules
Sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer Sexton	see note above regarding model rules Advice should be sought from the Sexton as required before exercising this power

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

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CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 8	Power to approve certain mementos on a memorial	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer Senior Administrative Officer Administrative Officer	See note above regarding model rules
Sch 2 cl 1(1)	Power to remove objects from a memorial or place of interment	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules
Sch 2 cl 1(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules

CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act 2003</i> , and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)]			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules
Sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules
Sch 2 cl 16(1)	Power to approve construction and building within a cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance	See note above regarding model rules Does not apply to a Cemetery Trust when carrying out its own functions or to an employee, agent or contractor of the Cemetery Trust
Sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules

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CEMETERIES AND CREMATORIA REGULATIONS 2015			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	Chief Executive Officer Director City Strategy and Integrity Customer & Performance Manager Governance & Risk Coordinator Governance Sexton	See note above regarding model rules



Council to Council Staff

In exercise of the powers conferred by the legislation referred to in the attached Schedule 1, the Council:

1. delegates each duty and/or function and/or power described in column 1 of Schedule 1 (and summarised in column 2 of Schedule 1) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of Schedule 1;

2. records that reference in the Schedules to:

“Group A” means
 Chief Executive Officer
 Director City ~~Liveability Strategy and Integrity~~
 Manager City Planning & Building
 Manager City Futures

“Group B” means
 Coordinator Planning
 Coordinator City Strategy and Planning
 Major Projects Subdivision Planner
 Principal Planner
 Senior Strategic Planner

“Group C” means
 Senior Planner
 Strategic Planner
 Planning Officer
 Student Planner

“Group D” means
 Subdivision Planner

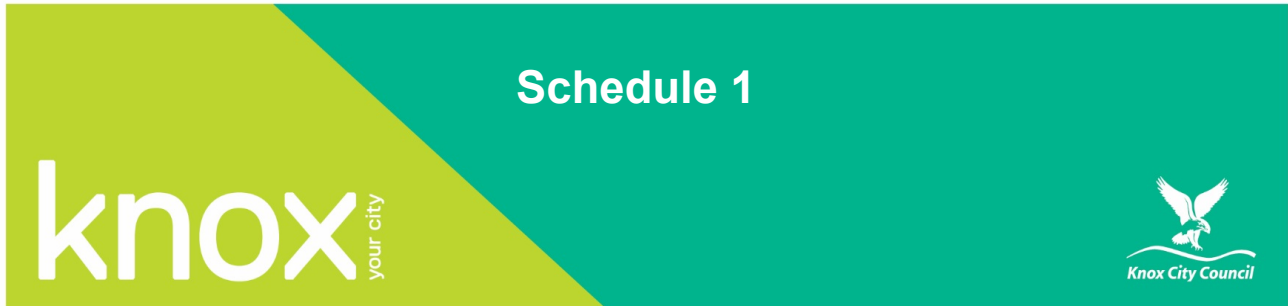
“Group E” means
 Planning Investigation Officer
 Landscape Inspection Officer

“Group F” means
 Planning Support Officer
 Student Strategic Planner
 Project Support Officer

“Group G” means
 Coordinator Business Support
 City Planning and Building Business Support Officer
 City Planning and Building Counter Support Officer

“Group H” means
 Senior Sustainable Development Engineer
 Development Engineer

“Group I” means
 Arborist
 Landscape Assessment Officer
 Assistant Landscape Officer _____



3. declares that:
- 3.1 this Instrument of Delegation is authorised by a resolution of Council passed on 29 August 2022 and
 - 3.2 the delegation:
 - 3.2.1 comes into force ~~from~~ 1 September 2022 immediately upon its execution;
 - 3.2.2 remains in force until varied or revoked;
 - 3.2.3 is subject to any conditions and limitations set out in sub-paragraph 3.3, and Schedule 1; and
 - 3.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 3.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 3.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 3.3.2 if the determining of the issue, taking of the action or doing of the act or thing would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 3.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 3.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegate committee.

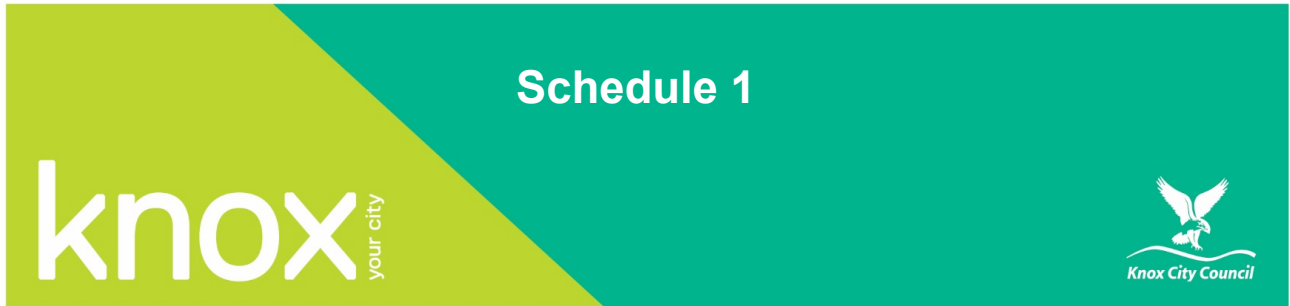
Cr Susan Laukens - Mayor

Bruce Dobson – Chief Executive Officer

Date:

Instrument of Delegation – Council to Staff Planning

August 2022



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HERITAGE ACT 2017			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 116	Power to sub-delegate Executive Director's functions, duties or powers	Not Delegated	Must first obtain Executive Director's written consent Council can only sub-delegate if the Instrument of Delegation from the Executive Director authorises sub-delegation

LOCAL GOVERNMENT ACT 1989			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 185L(4)	Power to declare and levy a cladding rectification charge	Chief Executive Officer	Council must first have entered into a cladding rectification agreement under Section 185I

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 4B	Power to prepare an amendment to the Victorian Planning Provisions	Group A	If authorised by the Minister
s 4G	Function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Group A	
s 4H	Duty to make amendment to Victoria Planning Provisions available in accordance with public availability requirements	All Groups	
s 4I(2)	Duty to make a copy of the keep Victoria Planning Provisions and other documents available in accordance with public availability requirements	All Groups	
s 8A(2)	Power to prepare amendment to the planning scheme where the Minister has given consent under s.8A	Group A	
s 8A(3)	Power to apply to Minister to prepare an amendment to the planning scheme	Group A	
s 8A(5)	Function of receiving notice of the Minister's decision	Group A	
s 8A(7)	Power to prepare the amendment specified in the application without the Minister's authorisation if no response received after 10 business days	Group A	
s 8B(2)	Power to apply to the Minister for authorisation to prepare an amendment to the planning scheme of an adjoining municipal district	Not Delegated	
s 12(3)	Power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Groups A, B & C	
s 12B(1)	Duty to review planning scheme	Groups A, B & C	
s 12B(2)	Duty to review planning scheme at direction of Minister	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12B(5)	Duty to report findings of review of planning scheme to Minister without delay	Groups A, B & C	
s 14	Duties of a Responsible Authority as set out in subsections (a) to (d)	Groups A, B, C, D, E, F & I	
s 17(1)	Duty of giving copy amendment to the planning scheme	Groups A, B & C	
s 17(2)	Duty of giving copy s.173 agreement	Groups A, B & C	
s 17(3)	Duty of giving copy amendment, explanatory report and relevant documents to the Minister within 10 business days	Groups A, B & C	
s 18	Duty to make amendment etc. available in accordance with public availability requirements	All Groups	Until the proposed amendment is approved or lapsed.
s 19	Power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under section 19 to a planning scheme	Groups A	Decision not to give notice under sections 19(1)(a) and (b) and (1A) must be recorded.
s 19	Function of receiving notice of preparation of an amendment to a planning scheme	Groups A, B & C	Only where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority
s 20(1)	Power to apply to Minister for exemption from the requirements of section 19	Groups A, B & C	Where Council is a Planning Authority
s 21(2)	Duty to make submissions available in accordance with public availability requirements	All Groups	Until the end of 2 months after the amendment comes into operation or lapses
s 21A(4)	Duty to publish notice in accordance with section	Groups A, B & C	
s 22(1)	Duty to consider all submissions received before the date specified in the notice	Groups A, B & C	Except submissions which request a change to the items in s.22(5)(a) and (b)

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(2)	Power to consider a late submission and Duty to consider a late submission if directed by the Minister	Groups A, B & C	
s 23(1)(b)	Duty to refer submissions which request a change to the amendment to a panel	Groups A, B & C	
s 23(2)	Power to refer to a panel submissions which do not require a change to the amendment	Groups A, B & C	Only where Council has already resolved to refer the Amendment to a Panel
s 24	Function to represent council and present a submission at a panel hearing (including a hearing referred to in section 96D)	Groups A, B & C	
s 26(1)	Power to make report available for inspection in accordance with the requirements set out in s 197B of the Act	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report.
s 26(2)	Duty to keep report of panel available in accordance with public availability requirements	Group A All other Groups	Group A: No conditions or limitations All other Groups: Only after the Planning Authority has decided whether or not to adopt the planning amendment or twenty eight days has elapsed since it received the panel's report during the inspection period.
s 27(2)	Power to apply for exemption if panel's report not received	Group A	
s 28(1)	Duty to notify the Minister if abandoning an amendment	Groups A, B & C	Note: the power to make a decision to abandon an amendment cannot be delegated
S 28(2)	Duty to publish notice of the decision on Internet Site	Groups A, B & C	
s 28(4)	Duty to make notice of the decision available on Council's internet site for a period of at least 2 months	Groups A, B & C	
s 30(4)(a)	Duty to say if amendment has lapsed	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 30(4)(b)	Duty to provide information in writing upon request	Group A	
s 32(2)	Duty to give more notice if required	Groups A, B & C	
s 33(1)	Duty to give more notice of changes to an amendment	Groups A, B & C	
s 36(2)	Duty to give notice of approval of amendment	Groups A, B & C	
s 38(5)	Duty to give notice of revocation of an amendment	Groups A, B & C	
s 39	Function of being a party to a proceeding commenced under section 39 and duty to comply with determination by VCAT	Groups A, B & C	
s 40(1)	Function of lodging copy of approved amendment	Groups A, B & C	
s 41(1)	Duty to make approved amendment available in accordance with the public availability requirements during inspection period	All Groups	
s 41(2)	Duty to make a copy of an approved amendment and any documents lodged with it available in person in accordance with the requirements set out in S197B of the Act after the inspection period ends	All Groups	
s 42(2)	Duty to make copy of planning scheme available in accordance with the public availability requirements	All Groups	
s 46AW	Function of being consulted by the Minister	Groups A, B and C	Where Council is a responsible public entity
s 46AX	Function of receiving a draft Statement of Planning Policy and written direction in relation to the endorsement of the draft Statement of Planning Policy Power to endorse the draft Statement of Planning Policy	Groups A, B and C	Where Council is a responsible public entity

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46AZC(2)	Duty not to prepare an amendment to a declared area planning scheme that is inconsistent with a Statement of Planning Policy for the declared area that is expressed to be binding on the responsible public entity	Groups A, B,C & D	Where Council is a responsible public entity
s 46AZK	Duty not to act inconsistently with any provision of the Statement of Planning Policy that is expressed to be binding on the public entity when performing a function or duty or exercising a power in relation to the declared area	Groups A, B, C & D	Where Council is a responsible public entity
s 46GI(2)(b)(i)	Power to agree to a lower rate of standard levy for a class of development of a particular type of land than the rate specified in a Minister's direction	Groups A, B, C & D	Where Council is the planning authority, the municipal Council of the municipal district in which the land is located and/or the development agency
s 46GJ(1)	Function of receiving written directions from the Minister in relation to the preparation and content of infrastructure contributions plans	Groups A, B, C & D	
s 46GK	Duty to comply with a Minister's direction that applies to Council as the planning authority	Groups A, B, C & D	
s 46GN(1)	Duty to arrange for estimates of values of inner public purpose land	Groups A, B, C & D	
s 46GO(1)	Duty to give notice to owners of certain inner public purpose land	Groups A, B, C & D	
s 46GP	Function of receiving a notice under s.46GO	Groups A, B, C & D	Where Council is the collecting agency
s 46GQ	Function of receiving a submission from an affected owner who objects to the estimated value per hectare (or other appropriate unit of measurement) of the inner public purpose land	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GR(1)	Duty to consider every submission that is made by the closing date for submissions included in the notice under s.46GO	Groups A, B, C & D	
s 46GR(2)	Power to consider a late submission Duty to consider a late submission if directed to do so by the Minister	Groups A, B, C & D	
s 46GS(1)	Power to accept or reject the estimate of the value of the inner public purpose land in a submission made under s.46GQ	Groups A, B, C & D	
s 46GS(2)	Duty, if Council rejects the estimate of the value of the inner public purpose land in the submission, to refer the matter to the valuer-general, and notify the affected owner of the rejection and that the matter has been referred to the valuer-general	Groups A, B, C & D	
s 46GT(2)	Duty to pay half of the fee fixed by the valuer-general for arranging and attending the conference	Groups A, B, C & D	
s 46GT(4)	Function of receiving, from the valuer-general, written confirmation of the agreement between the planning authority's valuer and the affected owner's valuer as to the estimated value of the inner public purpose land	Groups A, B, C & D	
s 46GT(6)	Function of receiving, from the valuer-general, written notice of a determination under s.46GT(5)	Groups A, B, C & D	
s 46GU	Duty not to adopt an amendment under s.29 to an infrastructure contributions plan that specifies a land credit amount or a land equalisation amount that relates to a parcel of land in the ICP plan area of the plan unless the criteria in s.46GU(1)(a) and (b) are met	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GV(3)	Function of receiving the monetary component and any land equalisation amount of the infrastructure contribution Power to specify the manner in which the payment is to be made	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(3)(b)	Power to enter into an agreement with the applicant	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(4)(a)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the development agency
s 46GV(4)(b)	Function of receiving the inner public purpose land in accordance with s.46GV(5) and (6)	Groups A, B, C & D	Where Council is the collecting agency
s 46GV(7)	Duty to impose the requirements set out in s.46GV(3) and (4) as conditions on the permit applied for by the applicant to develop the land in the ICP plan area	Groups A, B, C & D	
s 46GV(9)	Power to require the payment of a monetary component or the provision of the land component of an infrastructure contribution to be secured to Council's satisfaction	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(1)	Power to accept works, services or facilities in part or full satisfaction of the monetary component of an infrastructure contribution payable	Groups A, B, C & D	Where Council is the collecting agency
s 46GX(2)	Duty, before accepting the provision of works, services or facilities by an applicant under s.46GX(1), to obtain the agreement of the development agency or agencies specified in the approved infrastructure contributions plan	Groups A, B, C & D	Where Council is the collecting agency
s 46GY(1)	duty to keep proper and separate accounts and records	Groups A, B, C & D	where Council is the collecting agency
s 46GY(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	Where Council is the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(2)(a)	Duty to forward any part of the monetary component that is imposed for plan preparation costs to the planning authority that incurred those costs	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this duty does not apply where Council is that planning authority
s 46GZ(2)(a)	Function of receiving the monetary component	Groups A, B, C & D	Where the Council is the planning authority this duty does not apply where Council is also the collecting agency
s 46GZ(2)(b)	Duty to forward any part of the of the monetary component that is imposed for the provision of works, services or facilities to the development agency that is specified in as responsible for those works, services or facilities	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan this provision does not apply where Council is also the relevant development agency
s 46GZ(2)(b)	Function of receiving the monetary component	Groups A, B, C & D	Where Council is the development agency under an approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency
s 46GZ(4)	Duty to use any land equalisation amounts to pay land credit amounts under s.46GZ(7), except any part of those amounts that are to be forwarded to a development agency under s.46GZ(5)	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(5)	Duty to forward any part of a land equalisation amount required for the acquisition of outer public purpose land by a development agency specified in the approved infrastructure contributions plan to that development agency	Groups A, B, C & D	Where Council is the collecting agency specified under an approved infrastructure contributions plan This provision does not apply where Council is also the relevant development agency
s 46GZ(5)	Function of receiving any part of a land equalisation amount required for the acquisition of outer public purpose land	Groups A, B, C & D	Where Council is the development agency specified in the approved infrastructure contributions plan This provision does not apply where Council is also the collecting agency

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZ(7)	Duty to pay to each person who must provide an infrastructure contribution under the approved infrastructure contributions plan any land credit amount to which the person is entitled under s.46GW	Groups A, B, C & D	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZ(9)	Duty to transfer the estate in fee simple in the land to the development agency specified in the approved infrastructure contributions plan as responsible for the use and development of that land	Groups A & B	If any inner public purpose land is vested in Council under the <i>Subdivision Act 1988</i> or acquired by Council before the time it is required to be provided to Council under s.46GV(4) Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZ(9)	Function of receiving the fee simple in the land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZA(1)	Duty to keep proper and separate accounts and records	Groups A & B	Where Council is a development agency under an approved infrastructure contributions plan
s 46GZA(2)	Duty to keep the accounts and records in accordance with the <i>Local Government Act 2020</i>	Groups A, B, C & D	Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(3)	Duty to follow the steps set out in s 46GZB(3)(a) – (c)		Where Council is a development agency under an approved infrastructure contributions plan
s46GZB(4)	Duty in accordance with the requirements of the VPA, to report on the use of the infrastructure contribution in the development agency's annual report and provide reports on the use of the infrastructure contribution to the VPA	Groups A & B	If the VPA is the collecting agency under an approved infrastructure contributions plan Where Council is a development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46GZD(2)	Duty, within 6 months after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in s.46GZD(2)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZD(3)	Duty to follow the steps set out in s.46GZD(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZD(5)	Duty to make payments under s. 46GZD(3) in accordance with s.46GZD(5)(a) and 46GZD(5)(b).	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZE(2)	Duty to forward the land equalisation amount back to the collecting agency within 6 months after the expiry date if any part of a land equalisation amount paid or forwarded to a development agency for acquiring outer public purpose land has not been expended by the development agency to acquire that land at the date on which the approved infrastructure contributions plan expires	Chief Executive Officer Director City <u>Liveability Strategy and Integrity</u>	Where Council is the development agency under an approved infrastructure contributions plan This duty does not apply where Council is also the collecting agency
s 46GZE(2)	Function of receiving the unexpended land equalisation amount	Chief Executive Officer Director City <u>Liveability Strategy and Integrity</u>	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZE(3)	Duty within 12 month after the date on which the approved infrastructure contributions plan expires, to follow the steps set out in S 46GZE(3)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan This duty does not apply where Council is also the development agency
s 46GZF(2)	Duty, within 12 months after the date on which the approved infrastructure contributions plan expires, to use the public purpose land for a public purpose approved by the Minister or sell the public purpose land	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s46GZF(3)	Duty, if land is sold under s 46GZF(2)(b), to follow the steps in s 46GZF(3)(a) and (b)	Groups A & B	Where Council is the development agency under an approved infrastructure contributions plan
s 46GZF(3)	Functions. 46GZF(3)(a) function of receiving proceeds of sale	Groups A & B	Where Council is the collection agency under an approved infrastructure contributions plan This provision does not apply where Council is also the development agency
s 46GZF(4)	Duty to divide the proceeds of the public purpose land among the current owners of each parcel of land in the ICP plan area and pay each current owner a portion of the proceeds in accordance with s.46GZF(5)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZF(6)	Duty to make the payments under s.46GZF(4) in accordance with s.46GZF(6)(a) and (b)	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZH	Power to recover the monetary component, or any land equalisation amount of the land component, payable under Part 3AB as a debt in any court of competent jurisdiction	Groups A & B	Where Council is the collecting agency under an approved infrastructure contributions plan
s 46GZI	Duty to prepare and give a report to the Minister at the times required by the Minister	Groups A & B	Where Council is a collecting agency or development agency
s 46GZK	Power to deal with public purpose land which has vested in, been acquired by, or transferred to, Council	Groups A & B	Where Council is a collecting agency or development agency
s 46LB(3)	Duty to publish, on Council's Internet site, the payable dwelling amount for a financial year on or before 1 July of each financial year for which the amount is adjusted under s.46LB (2)	Groups A & B	
s 46N(1)	Duty to include condition in permit regarding payment of development infrastructure levy	Groups A, B, C & D	
s 46N(2)(c)	Function of determining time and manner for receipt of development contributions levy	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46N(2)(d)	Power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Groups A & B	
s 46O(1)(a) & (2)(a)	Power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Groups A & B	
s 46O(1)(d) & (2)(d)	Power to enter into agreement with the applicant regarding payment of community infrastructure levy	Groups A & B	
s 46P(1)	Power to require payment of amount of levy under section 46N or section 46O to be satisfactorily secured	Groups A & B	
s 46P(2)	Power to accept provision of land, works, services or facilities in part or full payment of levy payable	Groups A & B	
s 46Q(1)	Duty to keep proper accounts of levies paid	Chief Executive Officer Director City LiveabilityStrategy and Integrity	
s 46Q(1A)	Duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Chief Executive Officer Director City LiveabilityStrategy and Integrity	
s 46Q(2)	Duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Chief Executive Officer Director City LiveabilityStrategy and Integrity	
s 46Q(3)	Power to refund any amount of levy paid if it is satisfied the development is not to proceed	Chief Executive Officer Director City LiveabilityStrategy and Integrity	Only applies when levy is paid to Council as a 'development agency'

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 46Q(4)(c)	Duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal Council as a development agency for plan preparation costs incurred by the Council or for the provision by the Council of works, services or facilities in an area under s.46Q(4)(a)	Chief Executive Officer Director City Liveability Strategy and Integrity	Must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister
s 46Q(4)(d)	Duty to submit to the Minister an amendment to the approved development contributions plan	Chief Executive Officer Director City Liveability Strategy and Integrity	Must be done in accordance with Part 3
s46Q(4)(e)	Duty to expend that amount on other works etc.	Chief Executive Officer Director City Liveability Strategy and Integrity	With the consent of, and in the manner approved by, the Minister
s 46QC	Power to recover any amount of levy payable under Part 3B	Chief Executive Officer Director City Liveability Strategy and Integrity	
s 46QD	Duty to prepare report and give a report to the Minister	Groups A & B	Where Council is a collecting agency or development agency
s46V(3)	Duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available in accordance with the public availability requirements during the inspection period	Groups A & B	
s 46Y	Duty to carry out works in conformity with the approved strategy plan	Groups A & B	
s 47	Power to decide that an application for a planning permit does not comply with that Act	All Groups	
s 49(1)	Duty to keep a register of all applications for permits and determinations relating to permits	All Groups	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49(2)	Duty to make register available for inspection in accordance with the public availability requirements	All Groups	
s 50(4)	Duty to amend application	Groups A, B, C, D, F & I	
s 50(5)	Power to refuse to amend application	Groups A, B, C, D & I	
s 50(6)	Duty to make note of amendment to application in register	Groups A, B, C, D, F & I	
s 50A(1)	Power to make amendment to application	Groups A, B, C, D, F & I	
s 50A(3)	Power to require applicant to notify owner and make a declaration that notice has been given	Groups A, B, C, D, F & I	
s 50A(4)	Duty to note amendment to application in register	Groups A, B, C, D, F & I	
s 51	Duty to make copy of application available for inspection in accordance with the public availability requirements	All Groups	
s 52(1)(a)	Duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Groups A, B, C, D, F & I	
s 52(1)(b)	Duty to give notice of the application to other municipal Councils where appropriate	Groups A, B, C, D, F & I	
s 52(1)(c)	Duty to give notice of the application to all persons required by the planning scheme	Groups A, B, C, D, F & I	
s 52(1)(ca)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Groups A, B, C, D, F & I	
s 52(1)(cb)	Duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 52(1)(d)	Duty to give notice of the application to other persons who may be detrimentally effected	Groups A, B, C, D, F & I	
s 52(1AA)	Duty to give notice of an application to remove or vary a registered restrictive covenant	Groups A, B, C & D	
s 52(3)	Power to give any further notice of an application where appropriate	Groups A, B & C	
s 53(1)	Power to require the applicant to give notice under section 52(1) to persons specified by it	Groups A, B, C, D, F, G & I	
s 53(1A)	Power to require the applicant to give the notice under section 52(1AA)	Groups A, B, C, D, F, G & I	
s 54(1)	Power to require the applicant to provide more information	Groups A, B, C, D, F, G & I	
s 54(1A)	Duty to give notice in writing of information required under section 54(1)	Groups A, B, C, D, F, G & I	
s 54(1B)	Duty to specify the lapse date for an application	Groups A, B, C, D, F & I	
s 54A(3)	Power to decide to extend time or refuse to extend time to give required information	Groups A, B, C, D, F & I	
s 54A(4)	Duty to give written notice of decision to extend or refuse to extend time under section 54A(3)	Groups A, B, C, D, F, G & I	
s 55(1)	Duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Groups A, B, C, D, F, G & I	
s 57(2A)	Power to reject objections considered made primarily for commercial advantage for the objector	Group A	
s 57(3)	Function of receiving name and address of persons to whom notice of decision is to go	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(5)	Duty to make a copy of all objections available in accordance with the public availability requirements	All Groups	
s 57A(4)	Duty to amend application in accordance with applicant's request, subject to section 57A(5)	Groups A, B, C, D, F & I	
s 57A(5)	Power to refuse to amend application	Groups A, B, C & D, F & I	
s 57A(6)	Duty to note amendments to application in register	All Groups	
s 57B(1)	Duty to determine whether and to whom notice should be given	Groups A, B, C & D, F & I	
s 57B(2)	Duty to consider certain matters in determining whether notice should be given	Groups A, B, C & D, F & I	
s 57C(1)	Duty to give copy of amended application to referral authority	Groups A, B, C, D, F & I	
s 58	Duty to consider every application for a permit	Groups A, B, C, D, F & I	
s 58A	Power to request advice from the Planning Application Committee	Chief Executive Officer Director City Liveability Strategy and Integrity	
s 60	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1A)	Duty to consider certain matters	Groups A, B, C, D, F & I	
s 60(1B)	Duty to consider number of objectors in considering whether use or development may have significant social effect	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(a)	Power to decide to grant a permit	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director- City Liveability Strategy and Integrity) or the CEO, Director City Liveability Strategy and Integrity or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(b)	Power to decide to grant a planning permit with conditions	Groups A, B, C, D, F & I	<p>The permit must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability Strategy and Integrity) or the CEO, Director City Liveability Strategy and Integrity or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(1)(c)	Power to refuse the permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability Strategy and Integrity or the CEO, Director City Liveability Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2)	Duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability Strategy and Integrity or the CEO, Director City Liveability Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(2A)	Power to decide to refuse to grant a permit if a relevant recommending referral authority objects to the grant of permit	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability Strategy and Integrity) or the CEO, Director City Liveability Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 61(3)(a)	Duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Groups A, B, C, D, F & I	
s 61(3)(b)	Duty to refuse to grant the permit without the Minister's consent	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 61(4)	Duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Groups A, B, C, D, F & I	<p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability Strategy and Integrity) or the CEO, Director City Liveability Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 62(1)	Duty to include certain conditions in deciding to grant a permit	Groups A, B, C, D, F & I	
s 62(2)	Power to include other conditions	Groups A, B, C, D, F & I	
s 62(4)	Duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Groups A, B, C, D, F & I	
s 62(5)(a)	Power to include a permit condition to implement an approved development contributions plan or an approved infrastructure contributions plan	Groups A, B, C, D, F & I	
s 62(5)(b)	Power to include a permit condition that specified works be provided on or to the land or paid for in accordance with section 173 agreement	Groups A, B, C, D, F & I	
s 62(5)(c)	Power to include a permit condition that specified works be provided or paid for by the applicant	Groups A, B, C & D, F & I	
s 62(6)(a)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with section ss 46N(1), 46GV(7) or 62(5)	Groups A, B, C & D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 62(6)(b)	Duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in section 62(1)(a)	Groups A, B, C, D, F & I	
s 63	Duty to issue the permit where made a decision in favour of the application (if no one has objected)	Groups A, B, C, D, F & I	
s 64(1)	Duty to give notice of decision to grant a permit to applicant and objectors	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(3)	Duty not to issue a permit until after the specified period	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64(5)	Duty to give each objector a copy of an exempt decision	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75
s 64A	Duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit	Groups A, B, C, D, F & I	This provision applies also to a decision to grant an amendment to a permit - see section 75A
s 65(1)	Duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Groups A, B, C, D, F & I	
s 66(1)	Duty to give notice under section 64 or section 65 and copy permit to relevant determining referral authorities	Groups A, B, C, D, F & I	
s 66(2)	Duty to give a recommending referral authority notice of its decision to grant a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit
s 66(6)	Duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit
s 69(1)	Function of receiving application for extension of time of permit	All Groups	
s 69(1A)	Function of receiving application for extension of time to complete development	All Groups	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 69(2)	Power to extend time	Groups A, B, C, D, F & I	<p>In exercising this power consideration must be given to the matters referred to in Butterworths' Casenotes 5.35 relating to 'Extension of Time' and:</p> <ul style="list-style-type: none"> • Whether there has been a change in planning circumstances of the site (ie changes in zoning or planning policy); • Whether there has been a change in the material circumstances of the site and surrounds; • The steps the owner may or may not have undertaken in an endeavour to act on the permit; • Whether the time limit imposed was adequate having regard to the actions required to fulfil permit conditions. <p>Group B, C, D, & F: May only exercise this power after obtaining the approval of at least one other delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves the removal or pruning of vegetation.</p>
s 70	Duty to make copy permit available in accordance with the public availability requirements	Groups A, B, C, D, F & I	
s 71(1)	Power to correct certain mistakes	Groups A, B, C, D, F & I	
s 71(2)	Duty to note corrections in register	Groups A, B, C & D	
s 73	Power to decide to grant amendment subject to conditions	Groups A, B, C & D	
s 74	Duty to issue amended permit to applicant if no objectors	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 76	Duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Groups A, B, C, D, F & I	
s 76A(1)	Duty to give relevant determining referral authorities copy of amended permit and copy of notice	Groups A, B, C, D, F & I	
s 76A(2)	Duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the recommending referral authority
s 76A(4)	Duty to give a recommending referral authority notice of its decision to refuse a permit	Groups A, B, C, D, F & I	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit
s 76A(6)	Duty to give a recommending referral authority a copy of any amended permit which Council decides to grant and a copy of any notice given under section 64 or 76	Groups A, B, C, D, F & I	If the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit
s 76D	Duty to comply with direction of Minister to issue amended permit	Groups A, B, C & D	
s 83	Function of being respondent to an appeal	Groups A, B, C, D, E, F & I	
s 83B	Duty to give or publish notice of application for review	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(1)	Power to decide on an application at any time after an appeal is lodged against failure to grant a permit	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • an application once it is “called up” by a Knox Councillor (in consultation with the Director City <u>Liveability Strategy and Integrity</u>) or the CEO, Director City <u>Liveability Strategy and Integrity</u> or Manager City Planning & Building. • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability Strategy and Integrity) or the CEO, Director City Liveability Strategy and Integrity or Manager City Planning & Building. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers may be exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 84(2)	Duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Groups A, B, C, D, F & I	
s 84(3)	Duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Groups A, B, C, D, F & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(6)	Duty to issue permit on receipt of advice within 3 <u>businessworking</u> days	Groups A, B, C, D, F & I	
s 84AB	Power to agree to confining a review by the Tribunal	Groups A, B, C, D, F & I	
s 86	Duty to issue a permit at order of Tribunal within 3 <u>working business</u> days	Groups A, B, C, D, F & I	
s 87(3)	Power to apply to VCAT for the cancellation or amendment of a permit	Group A	
s 90(1)	Function of being heard at hearing of request for cancellation or amendment of a permit	Groups A, B, C, D & E	
s 91(2)	Duty to comply with the directions of VCAT	Groups A, B, C, D & E, F & I	
s 91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Groups A, B, C, D & E, F & I	
s 92	Duty to give notice of cancellation / amendment of permit by VCAT to persons entitled to be heard under section 90	Groups A, B, C, D & E, F & I	
s 93(2)	Duty to give notice of VCAT order to stop development	Groups A, B, C, D & E	
s 95(3)	Function of referring certain applications to the Minister	Groups A, B & C	
s 95(4)	Duty to comply with an order or direction	Groups A, B & C, F & I	
s 96(1)	Duty to obtain a permit from the Minister to use and develop its land	Groups A & B	
s 96(2)	Function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Group A	
s 96A(2)	Power to agree to consider an application for permit concurrently with preparation of proposed amendment	Groups A, B, C & D	
s 96C	Power to give notice, to decide not to give notice, to publish notice and to exercise any other power under section 96C	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 96F	Duty to consider the panel's report under section 96E	Group A	
s 96G(1)	Power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under section 23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i>)	Groups A, B, C, D, F & I	<p><u>Decision to Support an Application</u></p> <p>The application must not be inconsistent with a cultural heritage management plan under the <i>Aboriginal Heritage Act 2006</i>.</p> <p>The proposal must be considered to be in compliance with the Knox Planning Scheme, including the Municipal Strategic Statement and Local Planning Policy Framework and any incorporated documents to the planning scheme;</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City <u>Liveability Strategy and Integrity</u>) or the CEO, Director City <u>Liveability Strategy and Integrity</u> or Manager City Planning & Building.

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<ul style="list-style-type: none"> • an application located outside the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 15 or more separate properties. • An application located within the Dandenong Foothills Policy Area which has received objections from the owners and/or occupiers of 10 or more separate properties. <p>Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B.</p> <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p><u>Decision to Oppose an Application</u></p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> an application once it is “called up” by a Knox Councillor (in consultation with the Director City Liveability Strategy and Integrity) or the CEO, Director City Liveability Strategy and Integrity or Manager City Planning & Building. Groups A & B: May only exercise these powers after obtaining the consent of another delegate from Group A or B <p>Group C: May only exercise these powers after obtaining the consent of one delegate from Group A or B.</p> <p>Group D: May only exercise these powers in respect of applications for subdivisions and after obtaining the consent of one delegate from Group A or B.</p> <p>Group F: May only exercise these powers in respect of applications for minor matters and after obtaining the consent of one delegate from Group A or B.</p> <p>Group I: May only exercise these powers where the application involves removal of four (4) or less trees or pruning of vegetation. These powers maybe exercised for an application for removal or pruning of five (5) or more trees/vegetation after obtaining the consent of one delegate from Group A or B.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
			<p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 96H(3)	Power to give notice in compliance with Minister's direction	Groups A, B & C	
s 96J	<u>Power-Duty</u> to issue permit as directed by the Minister	Groups A, B & C	
s 96K	Duty to comply with direction of the Minister to give notice of refusal	Groups A, B & C	
s 96Z	Duty to keep levy certificates given to it under ss. 47 or 96a for no less than 5 years from receipt of the certificate	All Groups	
s 97C	Power to request Minister to decide the application	Group A	
s 97D(1)	Duty to comply with directions of Minister to supply any document or assistance relating to application	Groups A, B & C	
s 97G(3)	Function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Groups A, B & C	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 97G(6)	Duty to make a copy of permits issued under section 97F available in accordance with the public availability requirements	All Groups	
s 97L	Duty to include Ministerial decisions in a register kept under section 49	Groups A, B & C	
s 97MH	Duty to provide information or assistance to the Planning Application Committee	Group A	
s 97MI	Duty to contribute to the costs of the Planning Application Committee or subcommittee	Group A	
s 97O	Duty to consider application and issue or refuse to issue certificate of compliance	Groups A & B	
s 97P(3)	Duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Groups A, B, C, D & E	
s 97Q(2)	Function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Groups A, B, C, D & E	
s 97Q(4)	Duty to comply with directions of VCAT	Groups A, B, C, D & E	
s 97R	Duty to keep register of all applications for certificate of compliance and related decisions	Groups A, B, C, D & E	
s 98(1)&(2)	Function of receiving claim for compensation in certain circumstances	Group A	
s 98(4)	Duty to inform any person of the name of the person from whom compensation can be claimed	Group A	
s 101	Function of receiving claim for expenses in conjunction with claim	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 103	Power to reject a claim for compensation in certain circumstances	Group A	
s 107(1)	Function of receiving claim for compensation	Group A	
s 107(3)	Power to agree to extend time for making claim	Group A	
s 113(2)	Power to request a declaration of land to be proposed to be reserved for public purposes	Group A	
s 114(1)	Power to apply to the VCAT for an enforcement order	Groups A, B & E	
s 117(1)(a)	Function of making a submission to the VCAT where objections are received	Groups A, B, C, D & E	
s 120(1)	Power to apply for an interim enforcement order where section 114 application has been made	Groups A & B	
s 123(1)	Power to carry out work required by enforcement order and recover costs	Groups A & E	
s 123(2)	Power to sell buildings, materials, etc salvaged in carrying out work under section 123(1)	Group A	Except Crown Land
s 129	Function of recovering penalties	Groups A, B & E	
s 130(5)	Power to allow person served with an infringement notice further time	Groups A, B & E	
s 149A(1)	Power to refer a matter to the VCAT for determination	Groups A & B	
s 149A(1A)	Power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Groups A & B	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 156	Duty to pay fees and allowances (including a payment to the Crown under s.156(2A)), and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under s.156 (2B) power to ask for contribution under s.156(3) and power to abandon amendment or part of it under s.156(4)	Group A	Where Council is the relevant planning authority
s 171(2)(f)	Power to carry out studies and commission reports	Groups A, B, C, D & E	
s 171(2)(g)	Power to grant and reserve easements	Group A	
s 172C	Power to compulsorily acquire any outer public purpose land that is specified in the approved infrastructure contributions plan	Group A	Where Council is a development agency specified in an approved infrastructure contributions plan
s 172D(1)	Power to compulsorily acquire any inner public purpose land that is specified in the plan before the time that the land is required to be provided to Council under s.46GV(4)	Group A	Where Council is a collecting agency specified in an approved infrastructure contributions plan
s 172D(2)	Power to compulsorily acquire any inner public purpose land, the use and development of which is to be the responsibility of Council under the plan, before the time that the land is required to be provided under s.46GV(4)	Group A	Where Council is the development agency specified in an approved infrastructure contributions plan
s 173(1)	Power to enter into agreement covering matters set out in section 174	Chief Executive Officer Director City Liveability Strategy and Integrity	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s 173(1A)	Power to enter into an agreement with an owner of land for the development or provision of land in relation to affordable housing	Group A	Where council is the relevant responsible authority

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
---	Power to decide whether something is to the satisfaction of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Groups A, B, C & D	
---	Power to give consent on behalf of Council, where an agreement made under section 173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	Groups A, B, C & D	
s 177(2)	Power to end a section 173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Group A	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.
s 178	Power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Group A	The Agreement must align with the requirements of a condition (s) on an issued Planning Permit
s 178A(1)	Function of receiving application to amend or end an agreement	Groups A, B, C & D	
s 178A(3)	Function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Groups A, B, C & D	
s 178A(4)	Function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Groups A, B, C & D	
s 178A(5)	Power to propose to amend or end an agreement	Group A	This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.
s 178B(1)	Duty to consider certain matters when considering proposal to amend an agreement	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178B(2)	Duty to consider certain matters when considering proposal to end an agreement	Group A	
s 178C(2)	Duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Groups A, B, C & D	
s 178C(4)	Function of determining how to give notice under s.178C(2)	Groups A, B, C & D	
s 178E(1)	Duty not to make decision until after 14 days after notice has been given	Group A	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to:</p> <ul style="list-style-type: none"> • A section 173 agreement that was entered into via a resolution of Council; or • If any objections are made under s.178D <p>The above conditions and limitations do not apply to the Chief Executive Officer where:</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2 the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(2)(c)	Power to refuse to amend or end the agreement	Group A	<p>If no objections are made under s.178D</p> <p>Must consider matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(a)	Power to amend or end the agreement in accordance with the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in the table in Schedule 2, the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation
s 178E(3)(b)	Power to amend or end the agreement in a manner that is not substantively different from the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p>

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(c)	Power to amend or end the agreement in a manner that is substantively different from the proposal	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where:</p> <ul style="list-style-type: none"> (a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and (b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and (c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178E(3)(d)	Power to refuse to amend or end the agreement	Group A	<p>After considering objections, submissions and matters in s.178B</p> <p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the table in the Chief Executive Officer's Instrument of Delegation Dated 30 March 2020, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 178F(1)	Duty to give notice of its decision under s.178E(3)(a) or (b)	Groups A, B, C & D	
s 178F(2)	Duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 178F(4)	Duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Groups A, B, C & D	
s 178G	Duty to sign amended agreement and give copy to each other party to the agreement	Chief Executive Officer Director City Liveability Strategy and Integrity	
s 178H	Power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Groups A, B, C & D	
s 178I(3)	Duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Groups A, B, C & D	
s 179(2)	Duty to make a copy of each agreement available in accordance with the public availability requirements	Groups A, B, C, D & E	
s 181	Duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Groups A, B, C & D	
s 181(1A)(a)	Power to apply to the Registrar of Titles to record the agreement	Groups A, B, C & D	
s 181(1A)(b)	Duty to apply to the Registrar of Titles, without delay, to record the agreement	Groups A, B, C & D	
s 182	Power to enforce an agreement	Groups A, B, C, D & E	
s 183	Duty to tell Registrar of Titles of ending/amendment of agreement	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184F(1)	Power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision	Group A	<p>This power cannot be exercised in relation to a section 173 agreement that was entered into via a resolution of Council.</p> <p>The above conditions and limitations to do not apply to the Chief Executive Officer where :</p> <p>(a) there is a state of emergency declared under the Public Health and Wellbeing Act 2008 or state of disaster declared under the Emergency Management Act 1986; and</p> <p>(b) after following the procedure set out in Schedule 2, the Chief Executive Officer forms the opinion that any meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum; and</p> <p>(c) the Chief Executive Officer makes every reasonable endeavour to consult with Councillors, and has regard to any opinions which they express before exercising the delegation</p>
s 184F(2)	Duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement	Group A	
s 184F(3)	Duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement	Groups A, B, C & D	
s 184F(5)	Function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision	Groups A, B, C & D	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 184G(2)	Duty to comply with a direction of the Tribunal	Group A	
s 184G(3)	Duty to give notice as directed by the Tribunal	Groups A, B, C, D & F	
S 185B(1)	Duty to comply with a request from the Minister to provide the name, address, email address or telephone number of any person to whom the Minister is required to give notice	Groups A, B, C, D & F	
s 198(1)	Function to receive application for planning certificate	Groups A, B & C	
s 199(1)	Duty to give planning certificate to applicant	Groups A, B & C	
s 201(1)	Function of receiving application for declaration of underlying zoning	Group A	
s 201(3)	Duty to make declaration	Group A	
Misc	Power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done to the satisfaction of Council	Groups A, B, C, D, E, H & I	
Misc	Power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires the consent or approval of Council	Groups A, B, C, D, E, H & I	
Misc	Power to approve any plan or any amendment to a plan or other document in accordance with a provision of a planning scheme or condition in a permit	Groups A, B, C, D, E, H & I	
Misc	Power to give written authorisation in accordance with a provision of a planning scheme	Groups A, B, C, D, E & I	

PLANNING AND ENVIRONMENT ACT 1987			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Misc.	Power to mediate an appeal at the Victorian Civil and Administrative Tribunal – Mediation Hearing / Compulsory Conference	Groups A, B, C, & D	The mediated outcome shall be generally in accordance with the Council decision on the application, unless an agreed outcome involves major changes being made to a proposal that address issues or concerns identified with the Council decision.
Misc.	Power to request that the Minister for Planning prepare and approve a Planning Scheme Amendment	Group A	The Planning Scheme Amendments requested must be matters which do not require advertising and have no policy implications, such as urgent, minor, administrative or procedural matters, or rectification of errors.
Misc.	Power to make minor changes to a Planning Scheme Amendment	Group A	Changes must not affect the purpose or intent of the Amendment.
s 201UAB(1)	Function of providing the Victoria Planning Authority with information relating to any land within municipal district	All Groups	
s 201UAB(2)	Duty to provide the Victoria Planning Authority with information requested under s 201UAB(1) as soon as possible	All Groups	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 518F	Power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
s 522(1)	Power to give a compliance notice to a person	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 525(2)	Power to authorise an officer to exercise powers in section 526 (either generally or in a particular case)	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 525(4)	Duty to issue identity card to authorised officers	Chief Executive Officer Director City Liveability Strategy and Integrity and/or Director Customer & Performance Manager Governance and Risk	
s 526(5)	Duty to keep record of entry by authorised officer under section 526	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES ACT 1997			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 526A(3)	Function of receiving report of inspection	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 527	Power to authorise a person to institute proceedings (either generally or in a particular case)	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health	

PLANNING AND ENVIRONMENT REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 6	Function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	All Groups	Where Council is not the planning authority and the amendment affects land within its municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.
r 21	Power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Groups A, B, C, D, F & I	
r 25(a)	Duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Groups A, B, C, D, G, G & I	Where Council is the responsible authority
r 25(b)	Function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Groups A, B, C, D, F, G & I	Where Council is not the responsible authority but the relevant land is within Council's municipal district
r 42	Function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Groups A, B, C, D, & G	Where Council is not the planning authority and the amendment affects land within Council's municipal district; or Where the amendment will amend the planning scheme to designate Council as an acquiring authority.

PLANNING AND ENVIRONMENT (FEES) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
r 19	Power to waive or rebate a fee relating to an amendment of a planning scheme	Group A	
r 20	Power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	Group A & B	
r 21	Duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.19 or 20	Groups A & B	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 7	Power to enter into a written agreement with a caravan park owner	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Environmental Health Officer	
r 10	Function of receiving application for registration	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 11	Function of receiving application for renewal of registration	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 12(1)	Duty to grant the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 12(1)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 12(2)	Duty to renew the registration if satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 12(2)	Power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 12(3)	Duty to have regard to matters in determining an application for registration or an application for renewal of registration	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 12(4) & (5)	Duty to issue certificate of registration	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 14(1)	Function of receiving notice of transfer of ownership	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 14(3)	Power to determine where notice of transfer is displayed	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 15(1)	Duty to transfer registration to new caravan park owner	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 15(2)	Duty to issue a certificate of transfer of registration	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 15(3)	Power to determine where certificate of transfer of registration is displayed	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
r 16(1)	Power to determine the fee to accompany applications for registration or applications for renewal of registration	Chief Executive Officer Director City Liveability Strategy and Integrity	
r 17	Duty to keep register of caravan parks	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	
r 18(4)	Power to determine where the emergency contact person's details are displayed	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 18(6)	Power to determine where certain information is displayed	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 22(1)	Duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 22(2)	Duty to consult with relevant emergency services agencies	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 23	Power to determine places in which caravan park owner must display a copy of emergency procedures	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 24	Power to determine places in which caravan park owner must display copy of public emergency warnings	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 25(3)	Duty to consult with relevant floodplain management authority	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 26	Duty to have regard to any report of the relevant fire authority	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 28(c)	Power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 40	Function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

RESIDENTIAL TENANCIES (CARAVAN PARKS AND MOVABLE DWELLINGS REGISTRATION AND STANDARDS) REGULATIONS 2020			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 40(b)	Power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 41(4)	Function of receiving installation certificate	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
r 43	Power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
Sch 3 cl 4(3)	Power to approve the removal of wheels and axles from unregistrable movable dwelling	Chief Executive Officer Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

SCHEDULE 2

1. The delegate must determine the timeframe for an issue to be determined, an action to be taken, or an act or thing to be done.
2. The delegate (or any person directed by the delegate) must contact each Councillor by:
 - 2.1 calling their Council-provided phone (including leaving a voice mail message);
 - 2.2 sending a text message to their Council-provided phone; or
 - 2.3 sending an email to their Council-provided email address,
 and advising them what the issue, action, act or thing is and:
 - 2.4 the timeframe in which a meeting is to be held to determine the issue, take the action or do the act or thing;
 - 2.5 that they are required to respond advising whether they are willing and able to physically and legally attend a meeting within that timeframe in order to determine the issue, take the action or do the act or thing; and
 - 2.6 the deadline by which their response (to the delegate) is required.
3. Only after:
 - 3.1 receiving responses from a majority of the Councillors indicating that they are unwilling or unable to physically and legally attend the meeting; or
 - 3.2 the expiration of the stipulated deadline
 may the delegate form the opinion that the meeting of Council which would otherwise determine the issue, take the action or do the act or thing will lapse for want of a quorum.
4. For the purposes of paragraph 3.2:
 - 4.1 'stipulated deadline' means –
 - (a) a minimum of three (3) hours from the time the final Councillor was contacted by the delegate; or
 - (b) any other time at the delegate's discretion. When exercising his or her discretion, the delegate must have regard to the timeframe within which the issue must be determined, the action must be taken, or the act or thing must be done; and
 - 4.2 following expiration of the stipulated deadline, any Councillor who has not responded to the delegate is deemed, for the purposes of this procedure, to be physically or legally unwilling or unable to attend the meeting.



Instrument of Delegation

Domestic Animals & Food Acts



Council to Council Staff

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on [29 August 2022](#); and
 - 2.2 the delegation:
 - 2.2.1 comes into force [on 1 September 2022](#)~~immediately upon its execution~~;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee



Cr Susan Laukens - Mayor

Bruce Dobson - Chief Executive Officer

Date:



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DOMESTIC ANIMALS ACT 1994			
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PROVISION	THING DELEGATED	DELEGATE	CONDITIONS AND LIMITATIONS
s 41A(1)	Power to declare a dog to be a menacing dog	Director City Strategy and Integrity City Liveability Manager City Safety & Health Coordinator Community Laws	The delegate must be a Council authorised officer under section 72;

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(2)(a)	Power to direct by written order that the food premises be put into a clean and sanitary condition	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies
s 19(2)(b)	Power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies
s 19(3)	Power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Chief Executive Officer Director Planning and DevelopmentCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies Only in relation to temporary food premises or mobile food premises
s 19(4)(a)	Power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health	If section 19(1) applies

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(6)(a)	Duty to revoke any order under section 19 if satisfied that an order has been complied with	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services	If section 19(1) applies
s 19(6)(b)	Duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	If section 19(1) applies
s 19AA(2)	Power to direct, by written order, that a person must take any of the actions described in (a)-(c).	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 19AA(4)(c)	Power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services	Note: the power to direct the matters under s.19AA(4)(a) and (b) not capable of delegation and so such directions must be made by a Council resolution
s 19AA(7)	Duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that that order has been complied with	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority

Instrument of Delegation – Council to Staff
Domestic Animals & Food Acts

[March-September 2022](#)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19CB(4)(b)	Power to request copy of records	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19E(1)(d)	Power to request a copy of the food safety program	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19EA(3)	Function of receiving a copy of the revised food safety program	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Environmental Health Officer	Where Council is the registration authority
s 19GB	Power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

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Domestic Animals & Food Acts

[March-September 2022](#)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19IA(1)	Power to form opinion that the food safety requirements or program are non-compliant	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19IA(2)	Duty to give written notice to the proprietor of the premises	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority Note: Not required if Council has taken other appropriate action in relation to deficiencies (see S19IA(3))
s 19M(4)(a) & (5)	Power to conduct a food safety audit and take actions where deficiencies are identified	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19N(2)	Function of receiving notice from the auditor	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19NA(1)	Power to request food safety audit reports	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19U(3)	Power to waive and vary the costs of a food safety audit if there are special circumstances	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services	
s 19UA	Power to charge fees for conducting a food safety assessment or inspection	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19W	Power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(a)	Power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 19W(3)(b)	Power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
---	Power to register or renew the registration of a food premises	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority refusal to grant or renew the registration of a food premises must be ratified by Council or the CEO (see section 58A(2))

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Domestic Animals & Food Acts

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36A	Power to accept an application for registration or notification using online portal	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority
s 36B	Duty to pay the charge for use of online portal	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority
s 38AA(5)	Power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38AB(4)	Power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under s.38AB (1)	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38A(4)	Power to request a copy of a completed food safety program template	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(a)	Duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38B(1)(b)	Duty to ensure proprietor has complied with requirements of section 38A	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38B(2)	Duty to be satisfied of the matters in section 38B(2)(a)-(b)	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(1)	Duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38D(2)	Duty to be satisfied of the matters in section 38D(2)(a)-(d)	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38D(3)	Power to request copies of any audit reports	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38E(2)	Power to register the food premises on a conditional basis	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority; not exceeding the prescribed time limit defined under subsection (5).
s 38E(4)	Duty to register the food premises when conditions are satisfied	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health	Where Council is the registration authority
s 38F(3)(b)	Power to require proprietor to comply with requirements of this Act	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Environmental Health Officer Team Leader Environmental Health	Where Council is the registration authority

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Domestic Animals & Food Acts

[March-September 2022](#)

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 38G(1)	Power to require notification of change of change of the food safety program type used for the food premises	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(2)	Function of receiving notice from proprietor if there is a change of the food safety program type used for the food premises	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 38G(4)	Power to require the proprietor of the food premises to comply with any requirement of the Act	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 39(2)	Duty to carry out an inspection of the premises during the period of registration before the registration of the food premises is renewed	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 39A	power to register or renew the registration of a food premises despite minor defects	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority only if satisfied of matters in subsections (2)(a)-(c)
s 39A(6)	Duty to comply with a direction of the Secretary	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(1)	Duty to give the person in whose name the premises is to be registered a certificate of registration	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 40(2)	Power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 40C(2)	Power to grant or renew the registration of food premises for a period of less than 1 year	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 40D(1)	Power to suspend or revoke the registration of food premises	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority

FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40E	Duty to comply with the direction of the Secretary	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 40F	Power to cancel registration of food premises	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services	Where Council is the registration authority
s 43	Duty to maintain records of registration	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 43F(6)	Duty to be satisfied that registration requirements under Division 3 have been met prior to registering or renewing registration of a component of a food business	Chief Executive Officer Director City LiveabilityCity Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority

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Domestic Animals & Food Acts

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FOOD ACT 1984			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 43F(7)	Power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority
s 45AC	Power to bring proceedings	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	
s 46(5)	Power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Chief Executive Officer Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Health Services Team Leader Environmental Health Environmental Health Officer	Where Council is the registration authority



Council to Council Staff:

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on [29 August 2022](#) and
 - 2.2 the delegation:
 - 2.2.1 comes into force ~~immediately upon its execution~~ [on 1 September 2022](#);
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.

Instrument of Delegation

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3. ~~Note that on 9 December 2020 the then Chief Executive Officer announced a restructure to positions within the organisation which will come progressively into effect and consequently the following position and department / directorate titles should be read interchangeably:~~

Cr Susan Laukens - Mayor

Bruce Dobson - Chief Executive Officer

Date:



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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(1)	Power to declare a road by publishing a notice in the government gazette	Chief Executive Officer Director City Liveability Strategy and Integrity Chief Financial Officer Director Infrastructure Manager Sustainable Infrastructure	Obtain consent in circumstances specified in section 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in government gazette	Chief Executive Officer Director City Liveability Strategy and Integrity Chief Financial Officer Coordinator Property Management	
s 11(9)(b)	Duty to advise registrar	Chief Executive Officer Director City Liveability Strategy and Integrity Chief Financial Officer Director Infrastructure Coordinator Property Management	
s 11(10)	Duty to inform secretary to department of environment, land, water and planning of declaration etc.	Chief Executive Officer Director City Liveability Strategy and Integrity Chief Financial Officer Director Infrastructure Manager Sustainable Infrastructure	Clause subject to section 11(10a)
s 11(10a)	Duty to inform secretary to department of environment, land, water and planning or nominated person	Chief Executive Officer Director City Strategy and Integrity Liveability Chief Financial Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(2)	Power to discontinue road or part of a road	Chief Executive Officer Director City Strategy and Integrity Liveability Chief Financial Officer Director Infrastructure Manager Sustainable Infrastructure	Were council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	Chief Executive Officer Director City Strategy and Integrity Liveability Chief Financial Officer Director Infrastructure Manager Sustainable Infrastructure	Power of coordinating road authority where it is the discontinuing body Unless subsection (11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	Chief Executive Officer Director City Strategy and Integrity Liveability Chief Financial Officer Director Infrastructure Manager Sustainable Infrastructure Coordinator Property Management	Duty of coordinating road authority where it is the discontinuing body Unless subsection (11) applies
s 12(6)	Function of hearing a person in support of their written submission	Chief Executive Officer Director City Strategy and Integrity Liveability Chief Financial Officer Director Infrastructure Manager Sustainable Infrastructure Coordinator Property Management	Function of coordinating road authority where it is the discontinuing body Unless subsection (11) applies
s 12(7)	Duty to fix day, time and place of meeting under section 12(6) and to give notice	Chief Executive Officer Director- Infrastructure Director City Strategy and Integrity Liveability Chief Financial Officer Coordinator Property Management	Duty of coordinating road authority where it is the discontinuing body Unless subsection (11) applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(10)	Duty to notify of decision made	Chief Executive Officer Director- Infrastructure Director City Strategy and Integrity Liveability Chief Financial Officer Coordinator Property Management	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the minister
s 13(1)	Power to fix a boundary of a road by publishing notice in government gazette	Chief Executive Officer Director Infrastructure Director City Strategy and Integrity Liveability Chief Financial Officer Manager - City Futures	Power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s 14(4)	Function of receiving notice from the head, transport for Victoria	Chief Executive Officer Director Infrastructure	
s 14(7)	Power to appeal against decision of the head, transport for Victoria	Chief Executive Officer Director Infrastructure	
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Chief Executive Officer Director Infrastructure	
s 15(1a)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Chief Executive Officer Director Infrastructure	
s.15(2)	Duty to include details of arrangement in public roads register	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 16(7)	Power to enter into an arrangement under section 15	Chief Executive Officer Director Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 16(8)	Duty to enter details of determination in public roads register	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 17(2)	Duty to register public road in public roads register	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s 18(3)	Duty to record designation in public roads register	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 19(5)	Duty to ensure public roads register is available for public inspection	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 21	Function of replying to request for information or advice	Chief Executive Officer Director Infrastructure	Obtain consent in circumstances specified in section 11(2)
s 22(2)	Function of commenting on proposed direction	Chief Executive Officer Director Infrastructure	
s 22(4)	Duty to publish a copy or summary of any direction made under section 22 by the minister in its annual report.	Chief Executive Officer Director City Liveability Strategy and Integrity Chief Financial Officer Director Infrastructure Manager Sustainable Infrastructure	
s 22(5)	Duty to give effect to a direction under section 22.	Chief Executive Officer Director Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 40(1)	Duty to inspect, maintain and repair a public road.	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Coordinator Project Delivery Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Community Laws Officers Parking Enforcement Officers Director Infrastructure Manager Operations	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure Manager Operations	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Chief Executive Officer Director Infrastructure	
s 42(1)	Power to declare a public road as a controlled access road	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Power of coordinating road authority and schedule 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in government gazette	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Power of coordinating road authority and schedule 2 also applies

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 42a(3)	Duty to consult with the head, transport for Victoria and minister for local government before road is specified	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof
s 42a(4)	Power to approve minister's decision to specify a road as a specified freight road	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48ea	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Chief Executive Officer Director Infrastructure Manager Operations Coordinator Works Services Coordinator Parks Services Coordinator Construction Group	Where council is the responsible road authority, infrastructure manager or works manager
s 48m(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48m	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 49	Power to develop and publish a road management plan	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 51	Power to determine standards by incorporating the standards in a road management plan	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure Manager Operations	
s 53(2)	Power to cause notice to be published in government gazette of amendment etc of document in road management plan	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 54(2)	Duty to give notice of proposal to make a road management plan	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 54(6)	Power to amend road management plan	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 54(7)	Duty to incorporate the amendments into the road management plan	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 55(1)	Duty to cause notice of road management plan to be published in government gazette and newspaper	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
s 63(1)	Power to consent to conduct of works on road	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure Manager Operations	Where council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure Manager Operations	Where council is the infrastructure manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 64(1)	Duty to comply with clause 13 of schedule 7	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Coordinator Project Delivery Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Community Laws Officers Parking Enforcement Officers	Where council is the infrastructure manager or works manager
s 66(1)	Power to consent to structure etc	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Coordinator Project Delivery Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Coordinator Project Delivery Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority
s 67(3)	Power to request information	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Coordinator Project Delivery Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 68(2)	Power to request information	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Coordinator Project Delivery Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority
s 71(3)	Power to appoint an authorised officer	Chief Executive Officer	
s 72	Duty to issue an identity card to each authorised officer	Chief Executive Officer Director Customer & Performance City Strategy and Integrity Manager Governance & Risk Coordinator Governance Senior Governance Officer Governance Officer	
s 85	Function of receiving report from authorised officer	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	
s 86	Duty to keep register re section 85 matters	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 87(1)	Function of receiving complaints	Chief Executive Officer Director Infrastructure	
s 87(2)	Duty to investigate complaint and provide report	Chief Executive Officer Director Infrastructure Director City Liveability City Strategy And Integrity	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer Director Infrastructure Director City Liveability City Strategy and Integrity Manager Community Infrastructure	
s 112(2)	Power to recover damages in court	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	
s 116	Power to cause or carry out inspection	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Coordinator Project Delivery Team Leader Asset Preservation	
s 119(2)	Function of consulting with the head, transport for victoria	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the head, transport for victoria)	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Coordinator Works Services Coordinator Parks Services Coordinator Construction	
s 120(2)	Duty to seek consent of the head, transport for victoria to exercise road management functions before exercising power in section 120(1)	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Operations	
s 121(1)	Power to enter into an agreement in respect of works	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure Manager Operations Manager Community Infrastructure	
s 122(1)	Power to charge and recover fees	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Operations	
s 123(1)	Power to charge for any service	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Operations	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure Manager Community Infrastructure Manager Operations	
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
Sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
sch 2 cl 4	Function of receiving details of proposal from the head, transport for Victoria	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
sch 2 cl 5	Duty to publish notice of declaration	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
Sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the infrastructure manager or works manager responsible for non-road infrastructure
Sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 10(2)	Where schedule 7 clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	Where council is the coordinating road authority
Sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	Where council is the coordinating road authority
Sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	Where council is the coordinating road authority
Sch 7 cl 12(5)	Power to recover costs	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to schedule 7, clause 13(2)	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	Where council is the works manager
Sch 7 cl 13(2)	Power to vary notice period	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	Where council is the coordinating road authority
Sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under schedule 7, clause 13(1)	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	Where council is the infrastructure manager
Sch 7 cl 16(1)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(4)	Duty to consult	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority, responsible authority or infrastructure manager
Sch 7 cl 16(5)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 16(6)	Power to set reasonable conditions on consent	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
Sch 7 cl 16(8)	Power to include consents and conditions	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
Sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Chief Executive Officer Director Infrastructure Manager Operations Manager Community Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
Sch 7 cl 18(1)	Power to enter into an agreement	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Sustainable Infrastructure Manager Operations	Where council is the coordinating road authority
Sch 7 cl 19(1)	Power to give notice requiring rectification of works	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Operations	Where council is the coordinating road authority
Sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Operations	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Sustainable Infrastructure Manager Operations	Where council is the coordinating road authority
Sch 7a cl 2	Power to cause street lights to be installed on roads	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Sch 7a cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the responsible road authority
Sch 7a cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the responsible road authority
Sch 7a cl (3)(1)(f),	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the act	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
r 13(1)	Duty to publish notice of amendments to road management plan	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	
r 16(3)	Power to issue permit	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure	Where council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Chief Executive Officer Director Infrastructure Manager Sustainable Infrastructure Manager Operations Manager Community Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 23(2)	Power to make submission to tribunal	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Sustainable Infrastructure Manager Operations Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Parking Enforcement	Where council is the coordinating road authority
r 23(4)	Power to charge a fee for application under section 66(1) road management act	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Coordinator Project Delivery Director City Liveability City Strategy and Integrity Manager City Safety and Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Community Laws Officers Parking Enforcement Officer	Where council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Sustainable Infrastructure Manager Operations Director City Liveability City Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Parking Enforcement Officer	Where council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Chief Executive Officer Director Infrastructure Manager Operations Director City Strategy and Integrity Manager Governance Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws	Where council is the responsible road authority
R.25(5)	Power to recover in the magistrates' court, expenses from person responsible	Chief Executive Officer Director Infrastructure Manager Operations Director City Liveability Strategy and Integrity Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 15	Power to exempt a person from requirement under clause 13(1) of schedule 7 of the act to give notice as to the completion of those works	Chief Executive Officer Director Infrastructure Manager Community Infrastructure	Where council is the coordinating road authority and where consent given under section 63(1) of the act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Chief Executive Officer Director Infrastructure Manager Community Infrastructure Manager Operations	Where council is the coordinating road authority

7 Public Question Time

8 Infrastructure Officers' Reports for consideration

9 Connected Communities Officers' Reports for consideration

9.1 Kindergarten Reform Update

SUMMARY: Head of Integrated Strategy and Partnerships for Children, Liz Stafford

Kindergarten Services is one of a number of early years services Knox City Council delivers, coordinates and facilitates for children and families in the Knox community. Knox City Council, like all local governments, has a responsibility to ensure that all services it provides are modern, responsive to community needs, and efficiently delivered in ways that are transparent and accountable to the communities they represent.

Reform of the early childhood sector over the last decade by successive State and Federal Governments means Council service providers need to continually review and assess the services they provide to ensure that in new policy contexts, those services are being delivered in the most effective, efficient and sustainable service models possible, within the resources available and in accordance with the requirements of the Local Government Act 2020.

Council's Kindergarten Reform Project has considered the dynamic and changing context of kindergarten reform in three separate yet connected phases since the State Government announced two years of universal kindergarten in 2020. This work has been designed to support Council to consider the implications of the reform context on its multiple roles in the early years sector – as Early Years Manager, service provider, municipal planner and infrastructure holder on behalf of the Knox community.

This report outlines officer recommendations that Council consider its role as an Early Years Manager and kindergarten service provider through a formal service review inclusive of community and staff engagement.

Officers recommend that Council endorse the Community Engagement Plan (Attachment 1) and procure consultants to convene a Community Panel with the aim of ensuring a high level of engagement, transparency and accountability to diverse community perspectives to inform Council deliberations. Council's kindergarten workforce is highly qualified, skilled and valued by both Council and the community. Their engagement in reviewing the kindergarten service is integral to Council developing a service model for the future.

Undertaking the service review will provide Council with an opportunity to consider how best to deploy its resources to meet future needs of children and their families.

RECOMMENDATION

That Council:

- 1. Undertake a Kindergarten Service Review and consider its role as an Early Years Manager and kindergarten service provider in light of the following recommendations.**
- 2. Note the intent of the Victorian Governments kindergarten reforms which aim to provide 3 and 4-year-old children universal access to two years of kindergarten in the two years prior to formal schooling.**
- 3. Note that kindergarten, including implementation of the 2020 reform “3-year-old Kindergarten Expansion”, and 2022 reform “Free Kindergarten and Pre-Prep” is primarily the responsibility of the State Government.**
- 4. Note that Knox has historically fulfilled multiple roles in the early years sector as an Early Years Manager, service provider, municipal planner and community infrastructure holder on behalf of the Knox community.**
- 5. Note that Knox City Council currently operates 29 sessional kindergartens and is the only Council in the Eastern Metropolitan Region that is a direct provider of this magnitude.**
- 6. Note the significant financial contribution and support which Council currently provides for kindergarten as an Early Years Manager and service provider, and through the maintenance and operation of a significant portfolio of community early years facilities and the annual Capital Works Program.**
- 7. Note that fully funding the additional resources required to support implementation of the State Government’s kindergarten reforms is beyond Council’s financial capacity.**
- 8. Authorise the Chief Executive Officer (or such person as the CEO nominates) to commence preliminary discussions with the State Government regarding Council’s role as an Early Years Manager.**
- 9. Endorse and implement the Community Engagement Plan as set out in Attachment 1 in the officer’s report in relation to the proposed consideration of Council’s role in kindergarten service provision.**
- 10. Note that staff will be informed of the decision to undertake a Kindergarten service review and engagement will commence with employees in relation to the service review.**
- 11. Note that further reports will be presented to a future Council or SPC Meetings as the Service Review continues.**

1. INTRODUCTION

Knox City Council has historically fulfilled multiple roles in the early years sector as an Early Years Manager, service provider, municipal planner and community infrastructure holder on behalf of the Knox community.

As a service provider, Council delivers a full suite of universal and specialist services in its work with and for children and families in the Knox community, often in partnership with other levels of government. These services include Maternal and Child Health, Supported and Community Playgroups, the Preschool Field Officer Program, Long Day Care (the Hubs), Knox Council Kindergarten Services Central Registration and Enrolment, and facilitation of family support and Allied Health, in addition to its role as a direct service provider and Early Years Manager of 29 kindergartens.

Council has finite resources at its disposal and is obligated to use them to benefit the whole community. This includes balancing the rights and needs of children in the early years with those of the broader community including the rights and needs of vulnerable communities, youth and older people. Robust service planning and review processes are an effective approach to ensure all the services Council provides meet community needs using sustainable service models and delivery approaches that are cost effective, as required under the Local Government Act 2020.

Knox is an outlier in the Eastern Metropolitan Region as an Early Years Manager that provides multiple kindergarten services in the municipality. In contrast to the kindergarten services Knox manages across 29 service locations, there is only one other Eastern Metropolitan Region Council who delivers kindergarten directly as an Early Years Manager, and that Council provides kindergarten at only three locations.

Being a direct kindergarten provider of this magnitude leaves Council more exposed than its regional counterparts to changes in early years policy, including but not limited to, the recently announced “Free Kindergarten and Pre-Prep” expansions, which, despite being free for families, still carry significant infrastructure and corporate costs for service providers. The Free Kindergarten Funding guidelines were released on August 8 and suggest Free Kindergarten will be “opt in” for service providers. Initial calculations suggest this would be beneficial for families in Knox, however, officers are still modelling the implications of “opting in” or “opting out” for Council’s kindergarten service including assessing the benefits and risks of both options.

The dynamic and changing policy context of kindergarten service provision in recent years, and declining utilisation of Council’s sessional kindergarten program since 2017 has highlighted and confirmed the need for Council to ensure that it has a clear picture of the true demand, and costs associated with delivering the future vision for kindergarten in Knox.

Locally, the combination of significant financial constraints with competing demands for support means that Council has a responsibility to consider how it can best direct resources. As a result, resources may need to be redirected to where they are needed most. Under-subscribed early years services cannot continue if it is at the expense of unmet needs for other groups and age cohorts in the community.

This report considers this context and recommends that Council progress community and workforce engagement regarding a review of the kindergarten service and formally consider what Council’s future role might be, to ensure that the vision for integrated, flexible and responsive early learning can be delivered sustainably to the Knox community into the future.

Officers recommend that Council convenes a demographically representative Community Panel to capture diverse perspectives from the community as it explores the various issues, risks and options associated with Council’s role as a kindergarten service provider and Early Years Manager. The engagement plan includes opportunities for broader community engagement through the “Have Your Say” page and highly detailed and specific in-depth consultation and workshops with a demographically representative Community Panel.

Council’s early years kindergarten workforce are highly qualified, skilled and valued by both Council and the community. It is important that Council engages this workforce early in this process and hears their perspectives.

On an operational basis, the impact of low utilisation in recent years has meant that the kindergarten operational model has required adjustment to offer the same number of places in fewer Council kindergarten sites in 2023 in response to low registrations and reduced community

demand. Future demand and community preferences are also an important component of any review of Council's role as a kindergarten service provider into the future.

The recommendation in this report to conduct a Kindergarten Service Review will not impact on the ongoing delivery of other services Council undertakes to provide for children and families in Knox.

2. DISCUSSION

2.1 The Kindergarten Landscape in Knox

Families and children in Knox access kindergarten in a range of independent, not for profit and private integrated kindergarten and long day care services, as well as the sessional services provided by Council.

The State Government's data suggests that in 2021, there were 76 funded kindergarten services operating in Knox (including Council's 29 services) and these were provided by 35 different service providers.

Council's kindergarten services have historically provided the majority of kindergarten places in the municipality, however, the proportion of kindergarten enrolments in sessional kindergarten has been declining in recent years as more families access kindergarten in Long Day Care settings.

In 2016, 79% of children enrolled in a funded kindergarten program were enrolled in a sessional program. This has declined year on year since then and reached 69% in 2019. By 2021, the proportion of children enrolled in funded kindergarten in sessional services in Knox had dropped to 62%.

In 2022, 59% of the children enrolled in funded kindergarten in Knox were enrolled in sessional kindergarten programs. Of these, Council's sessional kindergartens attracted 48% of the 4-year-old kindergarten enrolments and 23% of the 3-year-old kindergarten enrolments across the municipality.

While the families who use the kindergarten service continue to reiterate through consultation and everyday feedback that the quality of Council's sessional services is highly valued and sought after, the sector share of enrolments in Council's services continues to decline. The Department of Education and Training (DET) has encouraged kindergarten provided in integrated long day care settings while expanding the kindergarten service model to include two years of kindergarten in order to maximize kindergarten places for eligible children.

Increasingly, private, and not-for-profit long day care providers include kindergarten in their service offering as existing services are expanded or new services are established across the municipality.

Council officers monitor enrolment and sector data and have noted a gradual but consistent shift of kindergarten enrolments from sessional services into integrated long day care services in the municipality since 2017. This is discussed in further detail in Section 2.5 of this report. The "Free Kindergarten and Pre-Prep" reforms announced in June 2022 may also increase the demand for Kindergartens on School Sites in Knox into the future.

2.2 Council's Roles in Kindergarten

Council plays multiple roles in kindergarten, including but not limited to, its role as a municipal planner, a direct service provider and Early Years Manager. These different roles are described below;

Municipal Planner for Children in the Early Years

Knox City Council, like all local governments, acts as a municipal planner for early years. In this role, Council develops the Child, Youth and Seniors Plan which links to the five key directions in the Knox Council Plan and responds to Council's commitment through the Early Years Compact between State Government and local governments in Victoria. As a municipal planner, Council facilitates the Early Years Advisory Committee to provide advice and recommendations to Council on the implementation of the Child, Youth and Seniors Plan.

Kindergarten Service Provider and Early Years Manager

There is no requirement in the Local Government Act 2020 that Councils provide kindergarten services. However, Knox has historically taken on the role of Early Years Manager and direct service provider of kindergartens. Council employs 145 staff to deliver kindergarten programs. This workforce makes up 46% of the Family and Children's Services Department and 13.5% of the total Council workforce. This workforce includes early childhood teachers, educators and kindergarten management and administrative staff based at the Civic Centre Staff.

Despite the State Government providing funding for kindergarten service provision and Early Years Management, Council's kindergarten service generally operates at an annual deficit of up to \$3.3M excluding corporate overheads (total inclusive of service delivery, maintenance, and related costs of co-located early years services), requiring the program to be subsidised by Council.

Knox is an outlier in the Eastern Metropolitan Region as an Early Years Manager which provides multiple kindergarten services in the municipality. Table 1 provides a comparison of Councils in the Eastern Metropolitan Region indicating whether or not the Council operates as an Early Years Manager and the number of Early Childhood Education and Care services they provide.

Table 1: Service Provider and Early Years Manager Comparison: Eastern Metropolitan Region

Council	EYM	Number of Early Childhood Education and Care Services Provided
Monash	No	1
Whitehorse	Yes	3 (integrated long day care services inc sessional kindergartens)
Yarra Ranges	No	1
Manningham	No	1
Maroondah	No	0
Knox	Yes	29 (2 integrated long day care services inc sessional kindergarten)

Source: ACECQA National Register June 30, 2022

Being a direct kindergarten provider of this magnitude leaves Council more exposed than its regional counterparts to changes in early years policy, including but not limited to, the recently announced "Free Kindergarten and Pre-Prep" expansion. This, in turn, leaves Council less able to respond to changing community needs and competing demands across the whole community. State Government reforms of the early childhood sector, like the introduction of two years of kindergarten and even the "Free Kindergarten" initiative, still carry significant corporate and infrastructure costs for local government kindergarten service providers and Early Years Managers.

Community Early Years Facilities

Council maintains a comprehensive suite of early years facilities and infrastructure on behalf of the Knox Community, managing 46 early years facilities which house a range of services including but

not limited to, kindergarten. The community facilities used for kindergarten in Knox are on average 50 to 70 years old. These facilities are owned and maintained on behalf of, and to benefit the whole community.

Council's early years facilities have been refurbished and expanded by Council over time to respond to changing community needs as well as an ever-changing policy and legislative landscape in the early years sector. Since 2009, this has included increased utilisation due to Universal Access to kindergarten for eligible children from 10 to 15 hours per week, and changes in optimal group sizing in response to Child: Staff ratios when the National Law and the National Quality Standard were introduced.

Since 2014 Knox has invested \$26.6M in kindergarten facilities. While this was offset by \$2.1M in State Government grants, the redevelopment and replacement of early years facilities in Knox has continued to be majority funded by Council. This is despite funded kindergarten, one of the key services provided in these facilities, being primarily a State Government responsibility.

In November 2021, Council considered the significant investment required to transform its existing infrastructure to support the 3-year-old Kindergarten Expansion Reform and determined that the additional \$49M-\$70M required to upgrade and expand the existing infrastructure was beyond Council's financial capacity.

As part of its resolution, Council authorised the CEO to commence discussions in good faith with the Department of Education and Training and the Victorian School Building Authority (VSBA) regarding a potential Building Blocks Partnership Agreement for increased State Government investment in early years facilities in Knox. In light of the recent "Free Kindergarten and Pre-Prep" reform and Pandemic population impacts, discussed in further detail in Section 2.5 of this report, the analysis that informed these discussions will now need to be re-modelled based on revised population and demand estimates as well as the 30 hours of pre-prep for 4- year-olds reform. This is discussed further in Sections 2.5 and 2.7 of this report.

Central Registration and Enrolment

Council's role as an Early Years Manager and direct service provider is just one of the ways that it delivers services and facilitates support to Knox children and families. Council manages a Central Registration and Enrolment System for Knox Council kindergartens and facilitates professional and community networks including, the Early Years Advisory Committee, the Independent Kindergarten Service Provider Network and support to Kindergarten Parent Groups.

2.3 Community Demographics

The first release of the 2021 census suggests Knox's population has grown by 3.2% since 2016 to 159,103 people. Knox's population is getting older, with a median age of 40. Baby Boomers are the largest generational cohort in Knox (22.3%), closely followed by Generation X (20.3%) and Millennials (20.1%). Children under 10-years-old (Generation Alpha) make up 12.4% of the population.

Children aged 3 (1,669) and 4 years (1,831), who are eligible to access Council's kindergarten service represent 2.1% of the overall Knox population.

The 2021 census indicates that Knox is becoming increasingly diverse with 4,500 overseas-born residents arriving in Knox since 2017 (mostly pre-Pandemic) and a 35% increase in people who identify as First Nations. Couples with children under 18 years remain the dominant household type (38%), however, this dominance is waning with smaller "couple only" and "lone person" households continuing to increase.

2.4 Childhood Development in Knox

Children in Knox consistently achieve better than average results for key childhood health and wellbeing indicators including developmental benchmarks, participation in key age and stage maternal and child health visits, and immunisation and breastfeeding rates. Despite this, in the 2021 Australian Early Development Census (AEDC), 9.4% of children in Knox were identified as “developmentally vulnerable” on two or more developmental domains, which is a “significant increase” since the last AEDC in 2018. The 2021 AEDC results indicate that Knox has high Kindergarten attendance rates (97.7%) with the third lowest rate of kindergarten non-attendance (2.3%) of all Victorian Local Government Areas.

2.5 Diminished Demand and Pandemic Impacts

There has been a shift away from sessional kindergarten by families in Knox and an increase in families accessing kindergarten in integrated long day care settings. Since 2016, the proportion of children accessing kindergarten in Council’s sessional kindergarten services has been in decline.

At the same time, since 2020, the Pandemic has reduced the number of children that are expected to need kindergarten in coming years – this is a result of fewer births, no immigration and people moving out of the city. This changing demographic context means assumptions which informed Council’s previous service planning for kindergarten now require review – particularly given the population impacts generated by the Pandemic. Diminished utilisation and an anticipated decrease in future demand, sit alongside the new policy directions for 30 hours of pre-prep for 4-year-old children from 2025 as well as 15 hours of kindergarten for 3-year-old children from 2029, which require detailed consideration by all municipal planners.

Since 2020, the Pandemic has reduced utilisation of all services by families. There are a number of factors driving this change including but not limited to: an increase in illness in the community, children being unvaccinated and financial stress. Changing parental work locations and work patterns may have also influenced kindergarten service setting preferences. While this may change in coming years, Council has operated with lower-than-expected utilisation for the last few years and needs to review and realign its kindergarten service offering to current and future community demand.

In 2023, Council will deliver the same number of kindergarten places in a more sustainable way, operating fewer facilities to ensure that Council can provide places and services in areas where the community is using them. This is separate from the proposed Service Review but is a necessary operational response to the larger than expected deficits sustained in recent years due to lower than expected enrolments. This interim operational response is designed to support Council to deliver a more viable and sustainable service, while maintaining access and participation opportunities for children in local community precincts. When registrations and enrolments are low, Council receives less funding from the State Government and further additional costs must be funded through the Council budget. The cost of under-utilised services impacts the whole community as funding needs to be diverted from other services and programs.

2.6 Dynamic Reform Context

Successive State Government reforms in recent years have fundamentally shifted the way that kindergarten is delivered and accessed across Australia. Kindergarten is now a universal educational opportunity that every child has a right to participate in for two years prior to formal schooling. This shift recognises that participation in a quality kindergarten program has long-term benefits for children’s cognitive, social, emotional and physical development and positive impacts on family’s workforce participation.

Early Childhood Education and Kindergarten policy in Victoria, including the universal two years of kindergarten, free kindergarten and 30 hours of play-based pre-prep from 2025, is developed and administered by the Victorian Department of Education and Training. It is guided by a legislative framework and supported by service and infrastructure funding and monitoring activities that are managed by different divisions of the State Government's Department of Education and Training. In this regard, it is primarily the responsibility of the Victorian Government.

Despite this, as outlined above, Knox has historically facilitated multiple roles in the early years sector, above and beyond those required of Local Governments in the Local Government Act. While the community have historically valued sessional kindergarten, use of the service is in decline, meaning Council must monitor and consider the impact of subsidy required on its capacity to provide other services and programs in the community. The opportunity costs of being a kindergarten provider and the long-term viability of sustaining Council's subsidy of the kindergarten program is challenging in a rate-capped, dynamic and changing policy environment.

2.7 Council's Response to This Context to Date

Council's Kindergarten Reform Project has considered the dynamic and changing context of kindergarten reform in three separate yet connected phases since the State Government announced two years of universal kindergarten in 2020. It has supported Council to understand the challenges and implications of the changing reform context on its multiple roles in the early years sector.

In Phase 1, in April 2021, Council determined to expand its existing 4-year-old kindergarten service to include five hours of kindergarten for 3-year-olds from 2022. In 2020 and 2021, Council developed the Kindergarten Infrastructure Services Plan (KISP) in partnership with the Department of Education and Training.

In endorsing the KISP, Council's Strategic Planning Committee noted that while the KISP indicated growth in demand for kindergarten places and infrastructure out to 2029, it should not be interpreted as an indication that Council accepts responsibility for meeting identified unmet demand driven by the State Government Kindergarten reform; has capacity to meet the identified demand, through either service provision or infrastructure expansion; or can impose change management activities on independent service providers to meet the identified demand.

In Phase 2, in November 2021, Council considered the challenges posed by its existing suite of early years facilities. It noted that these facilities, given their age, size and location on sites that cannot be easily expanded, are not suitable for redevelopment into integrated early childhood services. Council considered the \$49-70M investment in infrastructure required to support 15 hours for both 3 and 4-year-old children from 2029 and resolved in November 2021 that the funding required was beyond Council's financial capacity. In addition, Council determined that implementing the reform in Knox would require significantly increased State Government investment in early years infrastructure.

Following Council's resolution in November 2022, the CEO and Executive officers have continued to progress in good faith discussions with the DET and VSBA regarding a potential Building Blocks Partnership Agreement and continued to advocate for increased State Government investment in infrastructure for early learning in Knox. The demographic supply and demand assumptions originally agreed in the KISP, upon which these discussions have been based now need to be revised in light of Pandemic impacts on population and the policy change to 30 hours of 4-year-old pre-prep from 2025.

From January 2022, Council offered five hours of 3-year-old kindergarten for the first time, alongside the existing 15 hours of 4-year-old kindergarten program. However, like many service providers Knox received lower-than-expected community take-up of both 3 and 4-year-old kindergarten in 2022. Even with “Free Kindergarten” for families in 2023, registrations for 2023 are only slightly improved on the low enrolment figures from 2022. This trend of low enrolments is consistent with what DET is reporting across some areas of metropolitan Melbourne. Family needs are changing and there is a shift to families seeking kindergarten as part of long day care services.

Over time, services with fewer children and families become unviable. The cost of under-utilised services is borne by the whole community through the Council budget. Council is responsible for making sure the budget is spent on services the community are using and that future supply aligns with expected demand.

With the “Free Kindergarten” funding from 2023 and improved registrations and enrolments in coming years, it may be possible for Council to improve the financial sustainability of the kindergarten service. A service review will examine potential service options and among other things, should inform Council whether or not a more sustainable financial position could be expected and if so when.

The Department of Education released the funding guidelines for Free Kindergarten on 9 August 2022 and a detailed analysis of the financial impact of the changes is yet to be completed. The Service Review will need to revise analysis of future demand for kindergarten places as a result of the new pre-prep reforms, considering post-Pandemic population figures and the new funding arrangements. Officers will continue to monitor the detail emerging from the State Government regarding the reform and will provide updated modelling and information to Council throughout the service review process.

The “30 hours of pre-prep” reform adds additional hours of play-based learning to the early years, which will in effect double the required facility space for delivering kindergarten to the 4-year-old community in Knox. It is anticipated at this stage, that any additional infrastructure required to support the reform would require significantly increased State Government investment for infrastructure expansion and/or Kindergartens on School Sites.

The State Government’s Kindergartens on School Sites initiative makes early childhood education more accessible for families, improves transitions between kindergarten and school, develops schools as community hubs and helps families ‘ditch the double drop off’ reducing congestion on local roads.

From 2021 every new Victorian primary school will have a kindergarten and this is a more cost-effective way of increasing the long-term number of kindergarten places. While Knox is an area unlikely to see the addition of new schools, it is important that municipalities like Knox with older school infrastructure, do not miss out on the benefits of this State Government initiative and as such, Council continues to advocate for Kindergartens on existing school sites in Knox.

Robust service planning and review processes are an effective approach to ensure the services Council provides meet community needs, are cost effective and sustainable in the long term and represent an equitable and efficient use of Council resources. For this reason, it is now prudent for Council to undertake a service review to provide options for Council to consider in terms of its role as an Early Years Manager. Officers recommend that given the information contained in this report, Council undertake a holistic review of Council’s kindergarten service and its roles as an Early Years Manager and kindergarten service provider, to give Council an opportunity to carefully

consider its capacity to deliver the future vision for early learning in a robust, transparent and accountable way in conversation with both staff and the community.

The social and economic context of kindergarten is complex for Council to negotiate, amidst COVID19 Pandemic recovery, stagnant population growth, significant workforce challenges, ageing infrastructure and a constrained current and future financial outlook. In this situation, where the information is very complex and Council needs to ensure feedback is representative of the whole community, both broad community feedback and targeted feedback from a demographically representative Community Panel is needed. Officers recommend a Community Panel is convened to understand emerging details that Council will consider in exploring options for kindergarten service delivery in the Knox community. Officers recommend that Council procure consultants to design and facilitate an effective and transparent Community Panel process.

3. CONSULTATION

The Community Engagement Plan (Attachment 1) involves convening a demographically representative Community Panel. A suitable agency with appropriate expertise will be engaged to recruit the panel, design the process and facilitate panel deliberations.

The Panel will consider information it determines it needs and provide a statement to Council that for consideration in its final decision.

Prior to the Community Panel formally convening, a broader process of community engagement will enable anyone with an interest in kindergarten services in Knox to ask questions and share their views and perspectives on kindergarten in Knox. Both the Panel and Council will take this input into consideration as part of their deliberations.

A critical element of community engagement is identifying the factors that cannot be changed and elements the community can influence or contribute to. Providing a clear scope enables the community to be clear about their role in the process, provides transparency and assists in setting realistic expectations. For example, Council must operate the kindergarten service in compliance with regulatory requirements and National Quality Standards with regards to staff qualifications, ratios and licensed places. It cannot change these factors even if the Community Panel thought this could increase financial sustainability of the service. Similarly, if Council's kindergarten service opts in to the "Free Kindergarten" funding arrangements, Council cannot increase fees or rates to offset the cost to the community, due to State Government policy. The Community Panel can provide ideas about what the service could look like within the known constraints and inform Council as it considers potential service delivery options.

To support the Community Panel process an extensive communications program will be delivered. This aims to keep the community and diverse stakeholders informed through regular and transparent information and messaging, using channels that directly target those with the highest interest in the outcome to support the wider community to understand the work the Community Panel is doing.

Council's early years workforce are passionate and highly skilled and this is reflected in the consistent high-quality rankings that are obtained by Council's kindergarten services. Engaging the early years workforce in the service review process is integral to Council identifying ways in which the service can respond to the dynamic and changing policy context within the resources available.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications at this time 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 future policy and vision for kindergarten in Victoria requires flexible service provision models with potential for long day care in contemporary, multi-room facilities, integrated with allied health, MCH and wider community services.

This poses a range of challenges to Council due to the small size, condition, utilisation and age of the majority of its existing facilities and declining enrolment in sessional programs.

From 2025, the State Government plans to expand universal "Free Kindergarten" to include 30 hours of pre-prep for 4-year-old children alongside 15 hours of kindergarten for 3-year-old children which will reduce the operational capacity of the existing facilities.

The changing demographic demand and policy context requires further review of the kindergarten service – particularly given the population impacts generated by the Pandemic.

Officers are continuing to monitor, respond to and plan for this changing context in terms of Council's early years facilities and infrastructure.

6. FINANCIAL & ECONOMIC IMPLICATIONS

6.1 Kindergarten Service Delivery Financial Implications

There is no requirement for Council to be a kindergarten service provider or Early Years Manager in the Local Government Act. However, Council has historically played both these roles. Council's kindergarten services operate at an annual deficit requiring subsidy by Council. In 2021/22, Council's direct subsidy was \$3.3M excluding corporate overheads (total inclusive of service delivery, maintenance, and related costs of co-located early years services) provided to support the kindergarten program and maintain the early year facilities, in which kindergarten and other early year services are delivered to the Knox community.

The Department of Education released the funding guidelines for "Free Kindergarten" on 8 August 2022 and a detailed analysis of the financial impact of the changes is yet to be completed. Council anticipates and will need to consider further policy detail from the State Government regarding the "30 hours of pre-prep" once it becomes available. The "Free Kindergarten" funding does not cover other associated costs with service delivery which are subsidised by Council as a service provider and Early Years Manager including but not limited to infrastructure provision and maintenance, cleaning, utilities and corporate costs.

It is clear that any future improvement in the financial position of the kindergarten service is contingent on higher enrolment numbers than have been experienced in 2022 and 2023.

Currently, Council is running under-utilised kindergartens. This means the community is paying for services that aren't being used by many families. Council is accountable to the community and needs to spend community funds through the Council budget responsibly. Where small groups and under-utilised services continue, the funds to cover these services must be taken from other Council services and programs.

Reviewing the kindergarten service and the risk and investment associated with Council's role as an Early Years Manager alongside Council's responsibilities as a Municipal Planner, represents transparent governance and fiscal accountability to the whole Knox community – who currently fund Council's contribution to subsidising the kindergarten program.

Insights and developments in the service review and funding and policy implications of the State Government's recent reforms will be reported to Council in further updates, as the review progresses.

6.2 Early Years Infrastructure Financial Implications

There is no obligation to provide early years infrastructure in the Local Government Act. However, over the last decade the majority of infrastructure costs associated with State and Commonwealth reform of the early childhood sector have been borne by local government.

In the period between 2014 and 2018, local governments across Victoria invested a combined total of \$478M in early years infrastructure which is almost four times the amount invested by the State Government (\$123M) in the same period.

Since 2014, Council has invested \$26.6M in a significant portfolio of kindergarten facilities. In the same period, Council has received \$2.1M in State Government infrastructure grants to offset these costs to the community.

In the current rate-capped environment, the investment required to cover any expansion of Council's early years facilities to support early years reforms could not be undertaken without negating its ability to remain agile and respond to other community infrastructure needs or unforeseen financial shocks for the coming decade. Any additional infrastructure required to support the reform would require significantly increased State Government investment for infrastructure expansion and/or Kindergartens on School Sites managed by the Department of Education and Training.

7. SOCIAL IMPLICATIONS

There is a convincing evidence base which indicates that access to and investment in high quality learning in the early years has positive benefits for children's social, emotional and developmental outcomes well into the future, regardless of who provides the service.

Quality Profiles: Kindergarten in Knox

Council is one of many providers of kindergarten in Knox and its kindergarten services consistently achieve Quality Ratings which exceed the National Quality Standard.

The State Government is pursuing kindergarten reform in the context of a mixed economy of kindergarten service providers. As the regulatory authority for Victoria, the State Government is responsible for granting service and provider approvals, carrying out the quality assessment and rating process and ensuring all education and care services meet the requirements of the National Law and National Regulations. It monitors and is responsive to changing quality profiles across all service in Victoria, with established programs to lift the quality ratings of education and care services.

The following quality profiles are based on data from the Australian Children's Education and Care Authority (ACECQA) Assessment and Ratings against the National Quality Framework. All children's services in Australia are assessed and rated by their state or territory regulatory authority against the seven areas of National Quality Standards and the National Regulations. Services are rated as either: Exceeding, Meeting, Working Towards or Not Yet Rated.

Sessional Kindergarten

The sessional Kindergartens provided by Council (29) and community-based providers (4) in Figure 1: Knox Sessional Kindergartens are currently rated as either "Exceeding" (79%) or

“Meeting” (21%) the National Quality Standard – indicating a very high level of quality which is above the national average for dedicated kindergartens (66%).

Kindergarten in Long Day Care

In contrast, the quality profile of the 43 long day care services in Knox (Figure 2) flips this quality rating profile, 75% of the long day care services in Knox are currently “Meeting” the National Quality Standard, 9% are “Exceeding” and 16% are “Working Towards” the National Quality Standard.

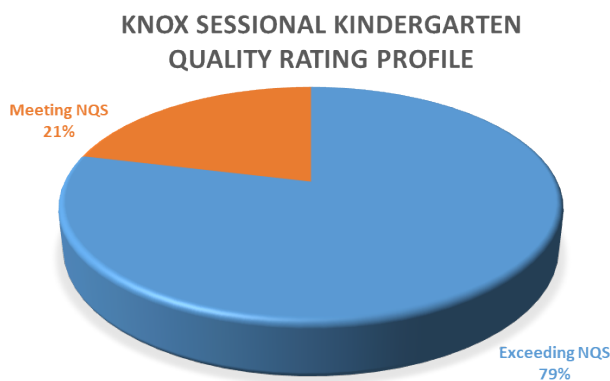


Figure 1: Knox Sessional Kindergartens Quality Rating Profile

Source: ACECQA Ratings National Register

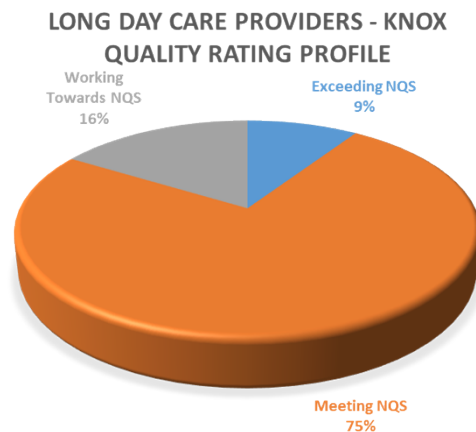


Figure 2: Knox LGA Long Day Quality Rating Profile

Source: ACECQA Ratings National Register

Council’s service provides high quality sessional kindergarten. However, regardless of the high-quality services being provided, the sessional service has received fewer enrolments than anticipated in recent years as families increasingly choose to access kindergarten in long day care settings. This potentially indicates that longer hours are a stronger driver of family choice than service quality. The service review will provide Council with an opportunity to consider how the mix of services in Knox can respond to changing family needs into the future.

Council delivers a wide range of supports and services to the Knox Community in partnership with the State Government. Robust service planning through the service review process is an effective approach to ensure that the services Council provides meet community needs using the most cost effective and sustainable approaches possible.

The recommendations in this report refer only to Council’s role as an Early Years Manager and kindergarten service provider. They do not imply impacts on the many other services Council currently facilitates, support or provides directly to support families and children in Knox – often in partnership with other levels of government.

Stimulating Local Independent Service Expansion

The proposed Service Review may also highlight opportunity for local independent kindergarten providers to consider expansion, especially those who have previously been restricted by lack of access to facility space as a result of sharing facilities with Council’s kindergarten service.

Additionally, this could also provide an opportunity for Council to support a deeper mix of service providers in the municipality. Ultimately this could increase family choice about how to access kindergarten and improve the economies of scale available to those providers thereby supporting their ongoing viability and sustainability. This aligns with Council's commitment to local opportunity and innovation in the Council Plan 2021-2025.

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.

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: **Head of Integrated Strategy and Partnerships for Children,
Liz Stafford**

Manager Family and Children's Services, Janine Brown

Report Authorised By: **Director Connected Communities, Tanya Scicluna**

Attachments

1. Attachment - Engagement Plan Kindergarten Service Review 2022-23- V 4 [9.1.1 - 7 pages]



Community Engagement Plan – Kindergarten Reform

Department(s):	Family & Children’s Services
Prepared by:	Family and Children’s Services Community Engagement and Communications
Councillor(s):	All wards
Plan endorsed by	Janine Brown Manager Family and Children’s Services, Imogen Kelly, Acting Director City Centre and Tanya Scicluna Director Connected Communities
Timeframe	1 September 2022 – 30 June 2023

Project Background

Knox City Council has a long history of providing high quality sessional kindergarten in small single room, stand-alone facilities. Since January 2022, Knox’ kindergarten service has provided 5 hours of kindergarten to 3-year-old children and 15 hours to 4-year-old children. There are a number of factors that have led to the need for a review of the kindergarten service managed by Knox City Council, including:

- Declining proportion of enrolments in sessional kindergarten since 2017 as families choose to access funded kindergarten in integrated long day care settings
- Low take up of 2 years of kindergarten (potentially due to the pandemic and 5 and 15-hour model)
- Changes in future demand estimates for kindergarten due to population impacts of the pandemic
- The State Government commitment to expand universal kindergarten to include 30 hours of Pre-prep for 4-year-olds (from 2025) and 15 hours for 3-year-old children (from 2029)
- The significant challenges this context poses for Council due to the small size, condition, utilisation and age of our existing facilities as well as declining enrolment in sessional programs and limited financial resources.

In August 2022, Council will resolve whether they want to undertake a Kindergarten service review and consider the options Council could explore for the future of kindergarten service delivery in Knox in the context of these challenges.

In this situation, where the information is very complex and we need to ensure feedback is representative of the whole community, a community panel is the most effective engagement process available. The Community Panel will be informed by broad feedback provided by the community through initial community engagement processes.

This engagement plan details a community panel process which will draw together a representative panel of community members to consider the options Council is weighing up and invite them to provide a community statement which Council can take into consideration as it makes its decision. The specific detail of the community

Project Background

panel processes outlined in this plan are subject to change once a suitable consultation agency with appropriate expertise is engaged.

Prior to the community panel commencing, broader community engagement will be undertaken. This process will gather thoughts and comments from the community on what they would like the panel to know and consider in forming their statement and Council to consider when making the final decision. There will also be opportunities for the community to ask questions to understand the process.

To support these engagement processes an extensive communications program will be delivered. This will seek to provide regular and transparent updates to stakeholders and the wider community on opportunities to provide feedback, the panel process and project milestones. Communication methods and tools will be varied including both digital and traditional and also directly target stakeholders with the highest interest and impact in the outcome.

Decision Statement	What should Council consider as it reviews the kindergarten service and its role as an Early Years Manager?
Objectives	<p>COMMUNITY PANEL</p> <ol style="list-style-type: none"> 1. To provide the community panel with complex and detailed information relevant to the roles that Council has or may undertake in ensuring that Knox children and families have access to quality kindergarten. 2. To provide time for the community panel to explore, discuss and debate the options that Council could consider. 3. To give the community panel the opportunity to develop and refine a statement to be considered by Council in their deliberations and decision making about Knox Council continuing its role as an early years provider of kindergarten. <p>BROAD COMMUNITY</p> <ol style="list-style-type: none"> 4. To provide the community with the opportunity to ask questions and share their thoughts for the panel and Council to consider in their deliberations.
Impact level	Level 1 – High impact LGA wide - e.g. Major changes to city wide services, Council policies, Masterplans
Relevant Legislation	Local Government Act 2020 Education and Care Services National regulations State and federal Government Funding Arrangements Early Childhood Education Employees Award (ECEEA 2020)
IAP2 Level of Engagement	Collaborate
Recent Community Engagement	<p>In 2021 Council undertook online community engagement with participants including: service providers, Family and Children’s services users and the wider community regarding its values and future visions for Kindergarten in Knox. 61 people participated. This engagement demonstrated the value the community places on high quality kindergarten provided within short walkable/ driving distances.</p> <p>There has been no community or staff engagement on the proposed service review phase under consideration by Council of the Kindergarten Reform project to date.</p>

Project Scope – Community Panel

A critical element of defining the engagement is to identify the factors that cannot be changed and elements the community can influence or contribute to in some way. Providing a clear scope enables the community to be clear about their role in the process, provides transparency and assists in setting realistic expectations.

Please note – the below parameters will be worked through and clarified with the independent community engagement consultant once appointed.

Negotiable	Not Negotiable
The panel is being engaged to discuss Council's role as an Early Years Manager	Staying as we are – the service cannot continue to be delivered within current resourcing
How Council might manage change to make the service more financially viable/sustainable such as modifying the service / and or diversifying the service provider mix in Knox.	Minimum group sizes - bigger, fuller groups are required 22 places in 3 year old sessions and 30 places in 4 year old sessions if Council remain service provider.
In the context of significant reform and financial constraints for Council as an Early Years Manager, what should service provision look like within the known constraints?	Compliance with regulatory requirements and standards – i.e. Education and Care Services National regulations (staff qualifications and ratios, licenced places, minimum requirements – National Quality Standards)
	Planning scheme requirements – minimum parking allocation, accessible sustainable buildings, significant trees protection etc
	Council cannot raise rates to offset the cost of kindergarten due to the rate cap in place from State Government
	If Council, based on community expectation, opts in to be part of the 'Free Kindergarten' initiative, it cannot charge kindergarten fees to families.

Associated stakeholders and their positions

The whole Knox community are stakeholders in the outcome of the decision as it will impact current and future users of kindergarten services, Council's family and children's services team as well as broader Council services and facilities and the long term financial resourcing for the municipality.

The panellists will be selected to demographically represent the Knox community in terms of gender, cultural and linguistic diversity, age, and spread across the municipality. It will include but not be limited to parent/carers of current service users.

Community Panel activities will be designed to use a variety of communication styles and tools including – written, visual, and spoken with many opportunities to ask questions and share information through different formats. Translators and participation supports will be provided as required. The sessions will include opportunities to participate online and face to face to increase accessibility.

Engagement Plan Timeline			
Activity	Tasks	Responsible officer	When
Council meeting	Council endorses engagement plan		29 August 2022
Procure Consultant	Procurement and Contract Process - Detailed Written Quote Request for Quote > Engage Supply > Evaluate Responses > Negotiate and Recommend > Select Supplier > Manage Agreement	Director Connected Communities	September- October 2022, following the August Council meeting decision.
Broad community engagement	Broad community engagement to gather thoughts and comments on what they would like the panel to know and consider in forming their statement and Council to consider when making the final decision. There will also be opportunities for the community to ask questions to understand the process. Engagement activities will be undertaken both in person and via the Have Your Say Platform. The activities will include the opportunity to ask questions, submit thoughts and values and elect to continue to be kept informed throughout the review. The opportunity to contribute will be promoted through digital and traditional/print communication channels including social media, newsletters, letters to service users and community newspapers.	Manager Communications	October-November 2022
Panel design	Work with consultant to refine the design for the panel process and confirm panel recruitment process.	Manager Communications	November 2022
Panel Recruitment	Recruit representative community panel (recruitment to wait until after Christmas / school holiday period).	Head Int Strategy & Partnerships for Children	Feb 2023

Community Panel Activities	Design panel activities following deliberative democratic principles in design and implementation. The process will be designed in partnership with the consultants and in consideration of the participants recruited. It will likely include 5-6 meetings across 10-12 weeks through online and/or face to face activities, including but not limited to: expert presentations and panels, exhibition process where information is displayed around for panel to read and hold small group conversations about the information. The panel will also consider the feedback from the broader community consultation through a themed report.	Consultants Head Int Strategy & Partnerships for Children	Feb – April 2023
Communication Plan implementation	Concurrent to the Community Panel process, share insights from panel discussions to wider community	Manager Communications	July 2022 – June 2023
Community Panel Engagement statement	The Community Panel to focus on bringing together the range of views and synthesise a statement for council to help them in their decision making.	Consultants, Head Int Strategy & Partnerships for Children	April - May 2023
Consultant Report	Consultants develop report for Council detailing community panel process and outcomes.	Consultants Head Int Strategy & Partnerships for Children	May 2023
Council meeting	Council decides future actions having considered the Community Panel Statement in their deliberations.	Council	Proposed June 2023

Risks	
Risk and Likelihood (High/Medium/Low)	Response
Concern from community about not being able to participate in the Community Panel - High	Council's communication program will: <ul style="list-style-type: none"> • Provide clear and consistent messaging, readily accessible to stakeholders • Communicate that families will have access to a quality kindergarten program regardless of Council's decision • Prepare key messaging and factsheets to equip public-facing workforce to manage questions
Panel recruitment is delayed due to inadequate number of applications / applications not representative of demographic profile - Medium	<ul style="list-style-type: none"> • Set clear demographic requirements • Communications promoting the recruitment process.
Panel does not deliver useful statement to Council at conclusion of process - Low	Expert consultants to work with Council to develop clear requirements for the Panel process and activities to support the panel's deliberations.
Panel does not have the information required to make an informed statement to Council - Low	Information will be provided in clear and accessible formats, with opportunities to seek information from experts and ask questions.
Not reporting back to community on next steps and decisions - Medium	Reporting back to community in timely manner at each stage of the project.
Inadequate Council Officer time to support project - Low	Understand and plan staff time required to deliver project

Evaluation questions	How will this be assessed?	Who is responsible?
Engagement is informed and transparent <ul style="list-style-type: none"> • Did the panel understand the purpose of the panel? • What took us by surprise? What did not work? • Did the panel receive feedback on the outcomes of the decision? 	<ul style="list-style-type: none"> • Balanced information was provided to participants during and after the panel process • Record of communications with panel • Survey of participants post panel 	Kindergarten Reform Lead
Engagement is Inclusive <ul style="list-style-type: none"> • Did the panel process achieve the representation of the community? • Did we reach diverse/ vulnerable community members? 	<ul style="list-style-type: none"> • demographic profile of the Knox community • Survey of participants post panel 	Kindergarten Reform Lead

<ul style="list-style-type: none">• Were participants confident their views were heard?• Was the panel method used appropriate?		
<p>Engagement is robust</p> <ul style="list-style-type: none">• Was there a clearly defined decision and objectives?• Did the panel come in on budget?• What would we do differently next time?• Did we get the outcomes that was needed?	<ul style="list-style-type: none">• Was there a clear decision statement?• Stakeholders had influence (Yes/No)• Adequate resourcing and coordination of the panel?	Kindergarten Reform Lead

9.2 Festivals and Events 2021-22 Review and 2022-2025 Proposed Event Schedule

SUMMARY: Coordinator Arts and Cultural Services, Elissa Bates and Team Leader Festivals and Events, Ellen Ramsay

The Festivals and Events report provides an overview of the outcomes of the 2021-2022 event season, delivered during a complex Pandemic setting; provides a rationale for changing Knox Festival to an extended one-day program in response to community and stakeholder feedback; and presents the 2022/23 schedule for Council's Major Festivals, Arts Events, and Pop-Up Events, plus a further two-year planning framework to guide Pop-Up Event planning from July 2023 to June 2025.

RECOMMENDATION

That Council:

- 1. Note the 2021/22 Festivals and Events Season outcomes;**
- 2. Endorse the change of Knox Festival to a one-day event program, inclusive of an extended evening program and increased free family activities within existing resources;**
- 3. Adopt the Festivals and Events Schedule (July 2022 - June 2023) and Immerse Arts Festival September 2023 as presented in Attachment 1; noting the planning framework for Pop Up Events from July 2023 to June 2025 is for annual review in line with Council's planning and budget processes.**

1. INTRODUCTION

Council's Festivals and Events Program supports a wide range of opportunities for our diverse community to come together and celebrate community life. The portfolio plays a key role in Council's Connected Communities service delivery, with the strategic objectives to:

- Engage and promote local community groups, clubs, artists, volunteers, and local businesses.
- Support arts, cultural and economic development, strengthening local creative industries.
- Celebrate community, creativity, and our unique identity.
- Foster partnerships between community, artists, venues, businesses, and Council.
- Enable accessible community participation, engagement, and collaboration.
- Develop skills, learning and mentoring opportunities.
- Activate spaces with relevant, place-based programming.
- Safely deliver innovative programs (even during a Pandemic).

Over the past twelve months, Council has delivered a variety of major Festivals, Arts Events, Pop-Up Neighbourhood Events, and a Community Events Support Service, whilst facing complex challenges within a COVID-19 impacted environment, and considerable restrictions on the arts and

events industries. The service also adopted management of the Knox Citizenship Ceremonies, which will be included within the next annual reporting cycle after a twelve-month delivery period.

Whilst it was a unique period of history, the COVID-19 Pandemic presented new opportunities to rethink and evolve the festivals and events program, with the need for agility as we moved from live events to virtual and hybrid models. This challenged the team to embrace modern technologies, adaptive and innovative ways of retaining services to engage, employ, entertain, and connect the community through lockdowns, and build a model that would offer COVID-19 recovery support for local creative industries.

The 2021/2022 events that were possible as live activations provided Council with a vehicle to support a COVID Safe return to community life, re-engage through volunteerism, partnerships, and youth event mentorship. These events were built using an accessibility framework for site infrastructure, layout, access key resources and accessible marketing and communications. The programming supported celebration and inclusivity of our diverse community through local partnerships and innovative creative collaborations.

Taking the learnings from the adaptive 2021/2022 service model into future planning, the focus for the future reflects increased accessibility, technology, and a place-based approach to activating all areas of Knox with diverse programming and local partnerships.

2. DISCUSSION

The 2021-2022 Festivals and Events season achieved many positive community outcomes, whilst overcoming complex challenges related to virtual and hybrid programming during a Pandemic, including a need for technology up-skilling of the team, and create a COVID Safe environment for staff, performers, patrons, and stallholders.

The aim of the team was to continue producing high-quality programs that would create a keen sense of community and social inclusion during extended periods of lockdown, and then a vibrant and safe return to community life post lockdown. The program featured a range of virtual, hybrid and live festivals and events during the season, each with their own challenges and positive outcomes, described as follows.

2.1 Stringybark “Snippets” Festival – 15-18 October 2021 (Virtual Program)

Stringybark “Snippets” Festival stayed true to the theme of “celebrating our backyard” focusing on all things handmade, homegrown, and sustainable, whilst moving entirely to virtual programming. Facing the challenges of full lockdown at the time, the program was developed remotely by a team that quickly upskilled to produce a combination of pre-recorded and live feed content.

The program featuring interactive arts, sustainability, cooking and gardening online workshops, live feed local performances and interviews from backyard gardens, a range of pre-recorded performances from local artists in their own homes, and a range of downloadable children’s videos offering arts play, treasure hunts, gardening, and active play challenges.

The event came at a most difficult extended period of lockdown, where people needed a sense of social connection, learning and finding joy in things to do at home, evidenced by 24,320 local people engaging with the event program over the month of October via the Knox Arts and Event Facebook and Instagram platform. Stringybark returns to its usual live programming in October 2022, with a refreshed take on the theme of “Celebrating our Backyard”. Consultation and evaluation will be undertaken during and after the 2022 Stringybark Festival delivery, to ensure the event continues to meet Community and Council expectations.

2.2 Knox Factor – August to December 2021 (Virtual Program)

The Knox Factor competition was successfully delivered as a full virtual program again in 2021. The program continues to attract amazing local talent between the ages of five and 25. The program engaged three local vocal tutors to deliver virtual mentor sessions to all participating contestants as they progressed through the competition, with a focus on vocal techniques, song writing and virtual performance tips. The top three contestants from each category were awarded with a range of prizes from four local businesses engaged as prize sponsors. These included musical equipment, industry mentoring, recording sessions and the grand prize – a main show performance at Knox Carols in 2022.

The total number of participants in the 2021 program was 94, a successful level of engagement through COVID-19. Feedback from participants was extremely positive, with many parents commenting how rewarding and important it was for their children to have something creative to focus on whilst at home in lockdown. The Grand Final announcement took place as part of the Virtual Knox Carols by Candlelight 2021.

Knox Factor continues to be a successful framework for developing youth skills in vocal and music performance, creating study and employment pathways, and building strong creative partnerships with local business, schools, universities, and artists. A new partnership with Box Hill TAFE Music Industry Vocal Performance has been established for 2022, which will support the mentoring, study pathways and career development of young participants.

2.3 Immerse Arts Festival – Month of November 2021 (Hybrid)

Immerse is a public art biennial event that engages local and regional artists through an expression of interest process, to install permanent, temporary and performance arts in “unexpected places” throughout the community. The program was set to launch as a COVID-19 safe live event in September 2021, however, suffered multiple iterations due to changing restrictions before it was finally delivered as a hybrid program during the month of November 2021.

Immerse hybrid offered an innovative program of digital arts experiences, outdoor self-guided walking audio tours and outdoor performances in partnership with Stamford Park and Millers Homestead. The program employed a total of thirty-three artists to develop new works, and a program director, coupled with a range of mentoring and professional development programs, all positive outcomes for the creative industry during a particularly challenging time for the arts.

Immerse is hinged upon local partnerships and whilst in the past the “three hubs” model enabled a full immersion of arts at concentrated locations, the 2021 model required a novel approach, and highlighted the benefits of greater engagement with local arts groups contributing their content within the program and selling work, effectively extending the reach into community sector more broadly. The benefits of highlighting new ways to engage with the remarkable existing collection of Public Artworks in Knox as part of the program became evident through the hybrid program offering.

Immerse is an important local and regional arts festival, supporting cultural tourism, arts, cultural and economic development, placemaking and curiosity. It is particularly important to strengthen the program as we support the recovery of the arts post COVID-19.

To continue the innovative approach and capitalize on the learnings from 2021, the Immerse 2023 Biennial Arts Festival will feature:

- Artworks that offer a site responsive approach, live performances, and unique experiences.
- Expanding community-led arts activities and promoting existing local arts content.
- Increasing the number of local venues hosting arts activations and exhibitions.
- Industry partnerships with Swinburne will continue to be developed creating opportunities for fine arts and public art students to partake in keynote works.
- Garnering new digital resources to increase digital access and innovative participation.
- Creating new ways to engage with the existing public art collection in Knox through cultural tourism public art trails.

2.4 Carols by Candlelight – 11 December 2021 (Virtual Program)

Council's annual Carols by Candlelight was a full virtual offering in 2021, produced as a live feed concert featuring children's entertainers, keynote vocal artists, local performers, winners of the Knox Factor 2021 program, and program partners Chime Choir, 3-D Arts, and the Royal Australian Navy Band.

The event production involved a complex combination of live video and sound recordings from a COVID Safe closed studio at the Knox Community Arts Centre, overlaid with live musical scores from the Royal Navy Band rehearsal rooms, spliced with pre-recorded content from our program partners Chime Choir and 3D Arts Company. The quality of the production was technically outstanding, calling for rapid technological skill development of the team.

Gathering families together and watching the virtual Knox Carols by Candlelight concert, proved to be an important part of celebrating Christmas for local families in Knox during lockdown, with 9,500 people watching and interacting with the live Facebook event streamed from Knox Arts and Events page. The event continues to be a landmark regionally significant event that will return to its usual large crowds and vibrant stage performances in the planned live event in 2022.

2.5 Summer Sunset Pop-Up Event – 12 February 2022 (Live Event)

The Summer Sunset event took place at the Knox Skate and BMX Park in partnership with the YMCA. This pop-up event was the first in-person event delivered by Council as the state of Victoria eased out of lockdown. As such, the team implemented a range of COVID Safe measures including perimeter fencing, face masks, social distancing, and COVID Safe programming. In addition to this, the event was promoted using a very conservative and targeted communications campaign, to ensure the community felt safe as they returned to physical community events.

The event was very well received by the community, with many families seizing the opportunity to enjoy each other's company at an outdoor COVID Safe event, bringing their own camping chairs and picnic blankets. The event programming included food trucks, come and try skate sessions, backyard games and Twilight cinema and attracted 500-600 patrons across the evening.

2.6 Knox Festival – 5 March 2022 (Live One Day Event)

This year's Knox Festival was an extremely exciting and triumphant event for both Knox City Council and the community. Knox Festival in 2020 was the last major festival delivered by Council before COVID-19 and it would be the first major festival to return. There were a range of challenges the team were required to overcome to deliver the event safely and successfully. This

included increased supplier pricing, poor or no supplier availability, community organisations and businesses struggling with resources, no operational support from Holmesglen Student Placement program, complex COVID Safe and POPE (Place of Public Entertainment) requirements and on the day, 150 mm down pour of rain prior to gates opening.

The resourcing challenges being experienced by community and commercial organisations was extremely evident in December during the expression of interest application period. After observing low application numbers, the team consulted with key stakeholders and confirmed that many groups were struggling with staffing resources, due to a decline in volunteers and with many staff in isolation. Based on a clear community feedback, the decision was made to reduce Knox Festival from its traditional two-day format to a single day extended daytime and evening program, to make the participation of these key stakeholders more viable, which immediately increased the number of program participants to the same level as in previous delivery years.

The program included performances and presentation stages, active inflatables, amusement rides, arts play, community and commercial stallholders, a roller-skating rink, circus display, library activation, roving performers, food truck, a global kitchen stage, and much more. The extended evening program was a tremendous success, with thousands of patrons enjoying a band stage program, carnival, food trucks and fireworks finale.

The move to a single day format proved to be successful, with the event engaging 52 food vendors and stallholders including 29 local organisations, and 76 programmers including 34 local groups and individuals, a similar level of participation to the previous two-day event format.

Over the 12-hour festival activation period, Vic Police estimated 16,000 people were in attendance, which is almost equal to the crowds across the entire two-day format of the previous years. Stallholders reported an elevated level of sales and engagement with their stalls on the single day than any one day from previous years, and in total, achieved the same outcomes available from the former two-day events, with their event objectives having been met.

Direct feedback and post survey data provided by patrons, community groups, program partners, and stallholders, indicate a clear majority support for retaining the event as a one-day model.

A summary of community feedback related to the potential for a one-day Knox Festival is in Attachment 2 – Knox Festival 2022 Community Survey, which indicates the following themes (based on 56 responses):

- 94% of respondents indicated they achieved their goals at the 2022 one-day event.
- 100% of respondents indicate they would be involved in Knox Festival as a one-day event in the future.
- 100% of respondents indicated that the moving to a one-day event had assisted with their staffing and resourcing activities for participating in the event
- 55% of respondents indicated that the one-day format was better than the two-day format, and the remaining 45% said that they supported a one-day event providing two key preferences for this model:
 - The extended evening program is retained.
 - Free family activities continue to expand.

Council has the resource capacity to adopt a one-day event model, inclusive of the extended evening program and expanded free family activities, within the existing 2022-23 budget allocation for Knox Festival.

The 2021-22 Knox Festival event budget was allocated to fund the usual two-day event, however, was fully expended on the one-day event, due to increased costs across most contracted areas, with notably higher prices for site production, equipment, infrastructure, and safety measures. Coupled with retaining the evening program and expanding the free activities, a move to a one-day event model will not result in cost savings to Council, and the 2022-23 budget allocation would need to be retained to enact the community preferences for this one-day model and to finance the increased pricing within the event industry.

With clear community support for retaining the one-day Knox Festival model, backed by the successful outcomes achieved at the 2022 one-day event, it is recommended that Council support moving the Knox Festival permanently to a one-day model, inclusive of an extended evening program and expanded free family offerings, delivered within the existing budget allocation.

2.7 Boronia Big Flix Festival and Boronia Pop-Up Events (DJPR Funded) – May to June 2022 (Live Events)

Knox City Council was successful in receiving funding from the Department of Jobs Precincts and Regions (DJPR) as part of the Boronia Revitalisation Program, which saw a series of outdoor cinema events and pop-up arts and sports events at Play Park 257 (257 Dorset Road). The program was designed to reactivate the central Boronia precinct and drive business to traders in the area as they recovered from the COVID-19 Pandemic.

The events partnered with local traders, to provide food options to event patrons, engaging over 18 local contractors to supply site builds and services, and engaging 32 local artists to support the programming.

All events were free, although where ticketed, the numbers of attendees were less than booked ticket numbers indicated, suggesting either a need to eradicate ticketing for outdoor events (introduced due to COVID-19 capacity measures) or place a fee value on tickets. Given all other outdoor events are free, it would be suggested to retain all events as free entry, even where ticketing is required, retaining some capacity for on the night walk ins.

Pop-Up events in Boronia attracted over 1,300 people from local families across a period of four months of outdoor event activation and proved to be a positive contributor to reactivating public spaces, support neighbourhood renewal, creative placemaking and the Retail Activation Strategy. Future consideration for applying to DJPR for similar activations in Boronia is supported, provided external event and production management is funded by the grant, as these additional events are beyond current and future staffing resources.

2.8 Community Events Support Service

The Community Events portal is now entering its second year in operation and has been integral to the support, advocacy, assessment and permit approval of community, commercial, private, and other community led events taking place in Knox. The community event portal now acts as a centralised service for those interested in holding an event, providing information on event planning, templated resources, step by step approval process and support through compliance activities.

The service oversees complex consultation across many areas of Council, including Traffic and Transport, Communications, Community Laws, Open Space, Leisure, Community Wellbeing, Planning, Safety, People and Culture.

The service also delivers an annual community training sessions offering a detailed insight into event management, safety, risk, and compliance. It supports the review of events coming through

Council's funding programs and provides marketing support to approved events through the Knox Arts and Events digital platforms.

Over the past twelve months, the service has received just over forty event permit enquiries. Of these enquiries, nine proceeded to the permit stage and were approved for delivery, noting that COVID-19 lockdown periods prevented much of the planned activity. The review and approval of commercial filming applications also sits within the delegation this service, receiving eleven commercial film permit enquires, with all being approved.

Communicating the event permits with Council has been a key improvement in 2021/2022, with all event permits issued, now communicated via the CEO Bulletin, providing earlier awareness to Councillors about what is happening in their Ward. This function will continue as a key communication model herein.

The Community Events support service is now an ongoing service model and is, therefore, not included in the proposed Festivals and Events Schedule.

2.9 Proposed Festivals and Events Schedule

Building on the successful return of festivals and events in Knox post-COVID-19 restrictions, the service is well placed to return to a diverse suite of public programs, igniting the next event season from October 2022.

The Festivals and Events Schedule located in Attachment 1, offers:

- A confirmed one-year schedule of major Festivals and Pop-Up Events from July 2022 to June 2023, plus Immerse Biennial Arts Festival in September 2023; and
- A planning framework for neighbourhood Pop Up Events from July 2023 to June 2025, allowing for an annual review alongside budget and business planning cycles, and in response to Council and Community feedback.

The schedule has been developed to respond to the feedback provided by the community over the past two years, reflective of the needs and interests of our program partners, embracing of our diverse community, creating a framework for arts led placemaking and participation, and supports a safe and vibrant recovery to community life post-Pandemic.

The major festivals and arts events (Knox Festival, Stringybark Festival, Carols by Candlelight, Immerse Biennial Arts Festival and Knox Factor) are highly anticipated events in the Council calendar, with much local support through many years of delivery. The primary change to the major events schedule is the proposed move to Knox Festival being a one-day offering. All other events retain their current themes and cyclic schedule, noting an overall intent to increase the focus on local partnerships, local arts, local venue collaborations, innovative and tech savvy programming, accessibility, and diversity. Stringybark Festival will undergo some further consultation and evaluation post the 2022 event deliver, to ensure the event is well aligned with Community and Council expectations. An annual plan for major festivals and events will be included in the 2023/24 reporting cycle.

The Pop-Up Neighbourhood Events program proposed in Attachment 1, provides the opportunity to continue offering an ever-changing smaller and very site-specific program that directly responds to local neighbourhood demographics, and broader community and Council needs. The proposed Pop-Up Neighbourhood Events program reflects the following considerations:

- Celebrate keynote annual events in partnership with other Council teams and community.
- Contribute to creative placemaking, neighbourhood renewal, retail activation, suburban revitalisation, community safety and community engagement strategies.
- Activate all areas of Knox, aiming to offer events across all Council Wards between 2022-2025.
- Build fun, creative and unique local content through targeted and diverse programming.
- Support increased accessibility to events, outside of large-scale festival environments.

Please note that specific event titles, dates and locations have not been fully realised to enable agility in planning and collaboration, however, the themes, purpose, Ward and schedule provided, enable a clear framework from which the detailed event planning will evolve in partnership with our community and stakeholders.

This proposal absorbs the full capacity of the service within existing financial and staffing resources, and as such, no further events can be added without the removal and reprioritising of other event activities.

3. CONSULTATION

Post-event surveys, anecdotal feedback from program partners and patrons and social media metadata and commentary has underpinned the community consultation for this report.

The Knox Arts and Culture Committee have been consulted regarding ideas for future planning, with the themes of diversity, community partnerships and arts development being the key feedback for this program.

Internal consultation has also occurred with several teams across the business, as well as teams undertaking renewal activities where pop up event activations contribute to renewal and retail activation strategies.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021-2031. Implementation of the recommendation will support education around climate change, particularly via Stringybark Festival and the selection of sustainable services and contractors within event programs and site builds, positively impacting opportunities for Council and the Community to adapt to climate change.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Festival and event sites have been selected based on minimal disruption to local environments and the availability of local amenities. Where possible, environmentally friendly services are engaged to support event contracting, with a particular focus on sustainable waste management and cleaning services, food truck selection and power supply options.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Festivals and Events program relies fully on Council operating budgets and is planned to be fully delivered within the Council endorsed 2022-2023 budget profile.

The 2021-22 Knox Festival event budget was allocated to fund the usual two-day event, however, was fully expended on the one-day event, due to increased costs across most contracted areas, with notably higher prices for site production, equipment, infrastructure, and safety measures. Coupled with retaining the evening program and expanding the free activities, a move to a one-day event model will not result in cost savings to Council, and the 2022-2023 budget allocation would need to be retained to enact the community preferences for this one-day model.

There may be funding opportunities from other levels of government which will be explored to compliment the current Council funded programs planned, particularly for Pop-Up Events, noting that any externally funded events will also need to resource event management to enable delivery, as the team is operating at capacity with the current program.

7. SOCIAL IMPLICATIONS

Festivals and events play a key part in community social inclusion, accessibility and a sense of community safety and wellbeing. Activating spaces through local partnerships and creativity builds a powerful sense of connection to place, and a unique social identity for Knox residents.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

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.

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

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

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

Civic Engagement & Integrity

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

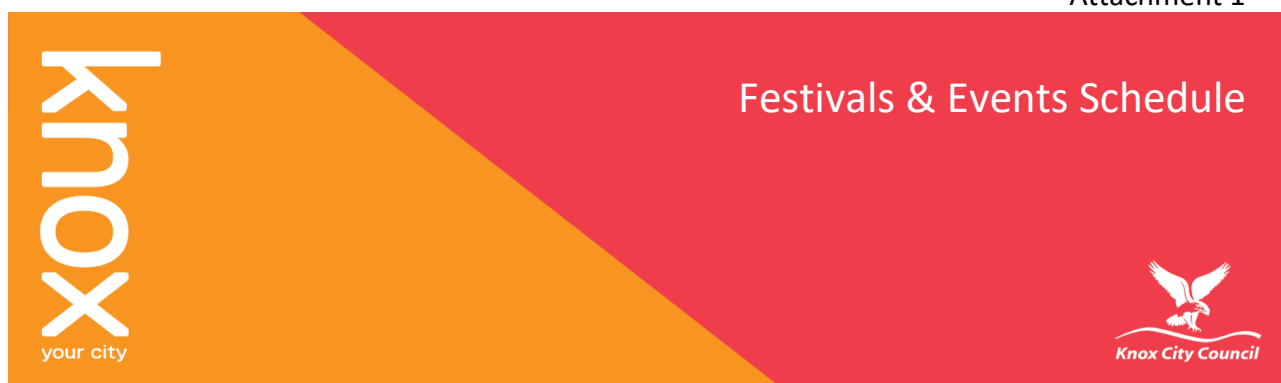
Report Prepared By: Coordinator Arts and Cultural Services, Elissa Bates

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Knox Festivals and Events Schedule 2022 - 2025 [9.2.1 - 2 pages]
2. Attachment 2 Knox Festival One Day Survey Feedback [9.2.2 - 2 pages]

Attachment 1



Confirmed Annual Major Festivals	Date
<p>Stringybark Festival Rowville Community Centre, Tirhatuan Ward Focus on “Our Backyard” and all things local, upcycled, homegrown and homemade through relevant programming, local partnerships, venue and retail precinct activation.</p>	Sunday 16 October 2022
<p>Knox Carols by Candlelight Wally Tew Reserve, Dobson Ward Focus on high quality keynote performances, outstanding event presentation and a community support model for local performers through Knox Factor and local artists. Explore options for live telecast feed.</p>	Saturday 10 December 2022
<p>Knox Festival Wally Tew Reserve, Dobson Ward Focus on “Celebrating Community Life in Knox” with a broad participation model that supports diversity, inclusion, capacity building and engagement. Extended one day program running 10am to 10pm.</p>	Saturday 4 March 2023
Confirmed Pop Up & Arts Events	Date
<p>Knox Factor Whole of Knox, heats at KCAC & Grand finale at Carols Focus on youth arts participation, new mentoring models, career and study pathways, quality performers.</p>	June to December 2022 <i>Multiple Events</i>
<p>The Haunted Theatre Halloween Event Knox Community Arts Centre, Dinsdale Ward Focus on youth and family participation in arts and community, a sense of fun and social inclusion.</p>	October 2022 <i>One Day Event</i>
<p>Twilight Market & Buskers Stage Scott Ward Focus on local makers, place based activation and strengthening the busker’s framework in retail spaces.</p>	November 2022 <i>One Day Event</i>
<p>Harmony Week Cultural Event Collier Ward Focus on cultural performance and arts to celebrate diversity in Knox, collaborating with existing community event offerings to support increased programming and participation.</p>	March 2023 <i>One Day Event</i>
<p>Family Fun Day Event Tirhatuan Ward Focus on family activities suitable for all ages, with the aim to make this one pet friendly in partnership with Community Laws.</p>	May 2023 <i>One Day Event</i>
<p>Immerse Arts Festival 2023 (biennial) Whole of Knox, with some key hub venues. Focus on local venues, partnerships and program collaborations, innovative and interactive new works, highlighting existing public art trails and local arts programs, audience development and cultural tourism.</p>	Month of September 2023 <i>Multiple events</i>



Knox Festival 2022

Event Snapshot

Pop Up Events Planning Framework July 2023 – June 2025 Alongside Council’s major annual festivals, the following schedule provides a planning framework for smaller neighbourhood events, requiring annual review alongside budgets, community and business plans.	Anticipated Date
Outdoor Arthouse Cinema Event Taylor Ward Focus on blockbuster cult films for MA audiences as a movie marathon. Featuring dress ups, roving characters, arts theming and food reflecting the movie theme, and cross promoted through Immerse 2023.	September 2023 <i>One Day Event</i>
Music in the Park Concert Dobson Ward Focus on music across a range of genres, featuring some of Knox’s best home grown talent and entertainment for the whole family.	November 2023 <i>One Day Event</i>
Harmony Week Global Kitchen Event Dinsdale Ward Focus on homegrown cultural food and food trucks to celebrate diversity in Knox, collaborating with existing community event offerings to support increased programming and participation.	March 2024 <i>One Day Event</i>
Easter Family Event Chandler Ward Focus on Easter celebrations for the family with lots of fun creative activities for the kids at Miller’s Homestead. For further review alongside Miller’s Homestead future Tenancy partnership.	April 2024 <i>One Day Event</i>
Winter Solstice Arts Event Baird Ward Focus on the annual winter solstice celebration with a creative arts program in collaboration with community and local artists.	June 2024 <i>One Day Event</i>
Cultural Event – Diwali Friberg Ward Focus on cultural partnerships with local multicultural groups in Knox to celebrate The Diwali Festival of Light within our diverse community.	October 2024 <i>One Day Event</i>
Youth Event Taylor Ward Focus on youth programming and partnerships with local youth organisations, Freeza and Youth services with a focus on BMX and Music.	February 2025 <i>One Day Event</i>
Outdoor Drive In Event Scott Ward Family friendly drive in movie event with food trucks and children’s pre-movie activities.	May 2025 <i>One Day Event</i>

Internal Event Support

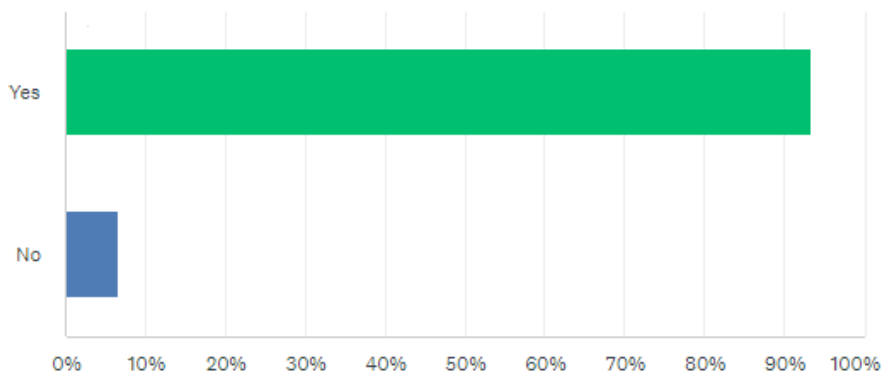
The following events are led by other internal Council units, with event support from Arts and Cultural Services:

- National Reconciliation Week
- National Sorry Day
- NAIDOC Week
- Miller’s Homestead Easter Family Day
- IDAHOBIT Day
- Diversity Week Events
- Pets in the Park (delivery model for review)

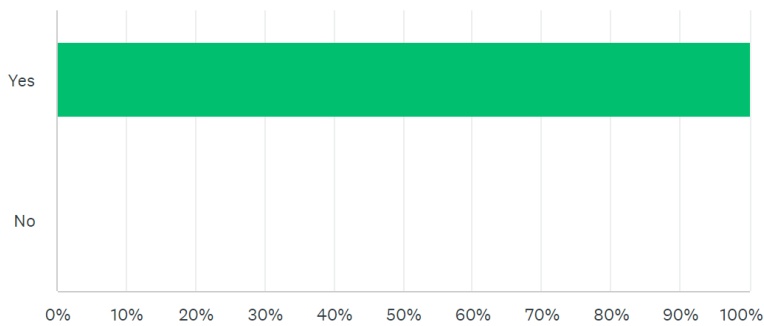


Knox Festival 2022 Community Survey Feedback (Extract) - One Day Event Feedback Community Stallholder and Program Partner survey results 2022

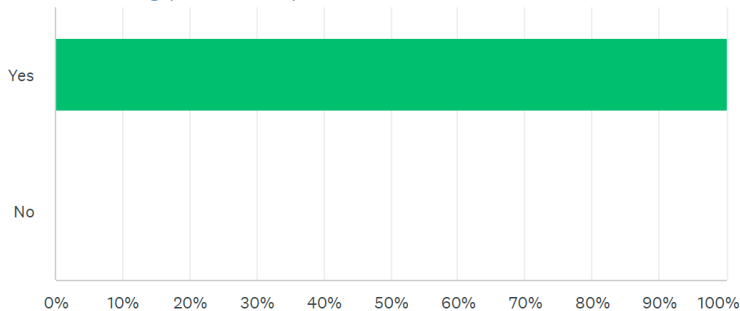
1. Did you achieve your goals as a programmer, club or stallholder, as a ONE DAY event? This may include income/sales, memberships, promotion, crowd engagement or recruitment.



2. Are you interested in participating as a stallholder at next year's Knox Festival, if it were a ONE DAY event?

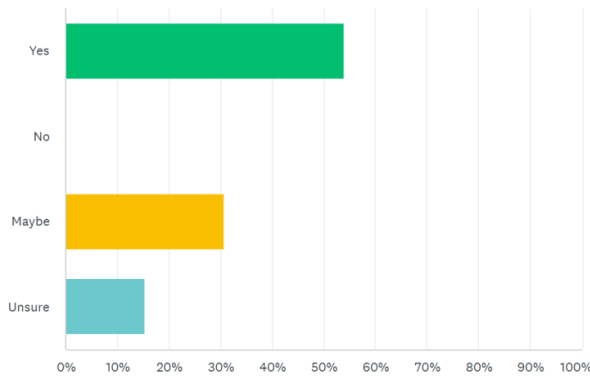


3. With Knox Festival being a ONE DAY in 2022, did this assist you with resourcing and staffing your activity?



Attachment 2

4. Do you feel Knox Festival worked better as a ONE DAY event, compared to the previous format of two days?



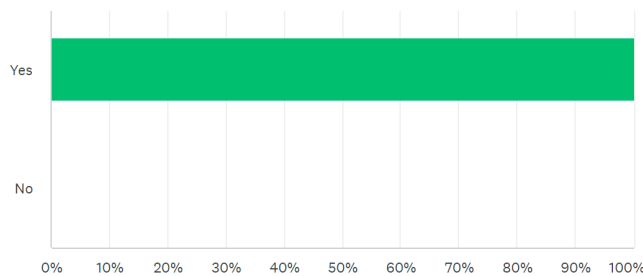
If yes, please add comments as to why. (Theme of responses listed below)

- More atmosphere at the one day event, a long event allows lots of options over the day
- Crowds seemed to be the same as for two days
- We got what we needed from one day, the second day just consumes more resources
- Easier for our club to staff as a one day event
- If it were a two day event, we would not have attended due to volunteering issues
- We have found the Saturday is the best, so just keep it to the better day as a one day event

If No, Maybe or Unsure, please add comments as to why. (Theme of responses listed below)

- Two days is better for selling food, but the Sat evening program we did well, so keep that
- Two days gives a back-up if the weather is bad
- Saturday sport might reduce the crowds in the morning on the Sat. If only on Sat, make sure you keep the evening program, it makes up for the crowds, it kept busy later and into the evening.

5. Would you recommend this event to other clubs, groups, friends and family?



Total survey sample size – 56 stallholders and program participants at Knox Festival.

9.3 Minor Grants Program 2022-23 Monthly Report - 29 August 2022

SUMMARY: Acting Community Partnerships Coordinator – Deb Robert

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

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

RECOMMENDATION

That Council:

1. Approve 12 applications for a total of \$27,272.80 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
CFA Bayswater	Bayswater CFA - Whiteboard Replacement	\$1,496.00	\$1,496.00
Boronia Bowls Club Inc.	New bowling mats	\$2,800.00	\$2,800.00
Knox Chinese Elderly Citizens Club	Active Healthy Ageing & Living	\$3,000.00	\$3,000.00
Scoresby West Kindergarten	iPad Proposal	\$1,958.00	\$1,958.00
4th Knox Scout Group	Sun shelter for 4th Knox Scout Group	\$2,232.00	\$2,232.00
The Basin Fire Brigade	The Basin Fire Brigade Christmas Carols	\$3,000.00	\$3,000.00
Knox Baseball Club	Boiling water unit and single door display refrigerator	\$3,000.00	\$3,000.00
St Vincent de Paul Society Victoria	Purchase of Upright Fridge Freezer	\$1,299.00	\$1,299.00
Knox Interfaith Network (KIN)	Country. Culture. Connection	\$1,445.00	\$1,445.00
Knox Gardens Primary School	Defibrillator	\$2,394.80	\$2,394.80
Karoo Primary School	Karoo 30 Year carnival	\$3,000.00	\$3,000.00
Alchester Village Pre-School	Computer Upgrade	\$1,648.00	\$1,648.00
TOTAL		\$27,272.80	\$27,272.80

2. Note that the following application for a grant of \$500.00 has been approved under delegation in accordance with Cl.6.3 of the Minor Grants Program Policy.

Applicant Name	Project Title	Amount Requested	Amount Approved
Scoresby Primary School	Celebration of 150 years of Scoresby Primary School	\$500.00	\$500.00

3. Refuse two applications requesting a total of \$3,721.11 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Coonara Community House	Inter-generational Playgroup	\$2,725.59	Will exceed \$5,000 allowance over current and previous 2 financial years
Lions Club of Rowville	Renewal of liability insurance	\$995.52	Will exceed \$5,000 allowance over current and previous 2 financial years

4. Note that inclusive of the above recommended grants, totalling \$27,772.80, a total of \$50,158.36 has been awarded to date under the 2022-2023 Minor Grants Program, supporting 25 community-based organisations and their programs in Knox.

1. INTRODUCTION

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

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

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

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

Applications are assessed against criteria specified in the Minor Grants Program Policy (updated and approved in April 2020) and with reference to the Grants Policy Framework to determine the eligibility of applicant organisations and the eligibility of 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.

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.

Fifteen complete grant applications were received since the Council meeting on 25 July, 2022, requesting grants totalling \$31,493.91. Thirteen of the applicant groups are eligible for the grant amounts requested.

Two applications, from Coonara Community House and Rowville Lions Club are not eligible for a Minor Grant as they will both exceed the limit of \$5,000.00 in Minor Grants in the current and two preceding financial years.

A summary of the recommended projects is as follows:

- CFA Bayswater is seeking a grant to replace an old and damaged whiteboard.
- Boronia Bowls Club is seeking a grant to replace worn out bowling mats.
- The Knox Chinese Elderly Citizens Club is seeking a grant to help fund venue and equipment costs to run social activities.
- Scoresby West Kindergarten is seeking a grant to purchase new iPads to assist with children's literacy, communication and motor skills.
- The Basin Fire Brigade is seeking a grant to assist with the costs of running Christmas Carols at The Basin Triangle.
- The 4th Knox Scout Group is seeking a grant to purchase a new folding marquee for protection from the sun and weather at their many scouting events and camps.
- Knox Baseball Club is seeking a grant to replace the boiling water unit and a worn out old fridge that no longer maintains temperature.
- Scoresby Primary School is seeking a grant to purchase scones for their 150 year celebration.
- St Vincent De Paul Society Victoria is seeking a grant for an upright fridge/freezer to increase storage capacity, enabling more food to be distributed to the community.
- The Knox Gardens Primary School is seeking a grant to purchase a defibrillator for emergency situations.

- Knox Interfaith Network (KIN) is seeking a grant to cover cultural practitioner costs – a didgeridoo for an event in conjunction with Mullum Mullum Indigenous Gathering Place supported by a Community Development Fund grant, a project known as Country, Culture, Connection.
- Karoo Primary School is seeking a grant to contribute towards their 30 year carnival event, including costs for a DJ, marquee and advertising.
- Alchester Village Pre-School is seeking a grant to upgrade their computer for improved security and software.

Application details are provided in Attachment 1.

3. CONSULTATION

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

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

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

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of Minor Grants is managed within Council's adopted budget. The 2022-23 budget provides \$221,576.00 for the Minor Grants Program (comprising the annual allocation of \$152,093.00 plus an additional \$69,483.00 carried forward from the 2021-22 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the August period total \$27,772.80. If approved as recommended, the remaining Minor Grants budget for 2022-23 will total \$170,376.76 before GST adjustments.

7. SOCIAL IMPLICATIONS

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

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

Opportunity & Innovation

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

Neighbourhoods, Housing & Infrastructure

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

Connection, Resilience & Wellbeing

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

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

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

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

Civic Engagement & Integrity

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

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

9. CONFLICT OF INTEREST

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

10. CONFIDENTIALITY

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

Report Prepared By: **Acting Coordinator Community Partnerships, Deb Robert**

Report Authorised By: **Director Connected Communities, Tanya Scicluna**

Attachments

1. ATTACHMENT 1 - Minor Grants Applications - Redacted - August - 2022-08-29 - REVISED WITH ADDITIONAL [9.3.1 - 105 pages]

Attachment 1

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 2-MGP-2022-23 From CFA Bayswater
 Form Submitted 9 Aug 2022, 5:12pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 2-MGP-2022-23 From CFA Bayswater
 Form Submitted 9 Aug 2022, 5:12pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

CFA Bayswater

Organisation Address *

[Redacted Address]

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

Contact Name

[Redacted Contact Name]

Project Contact Address *

[Redacted Project Contact Address]

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

Mobile Phone Number *

[Redacted Mobile Phone Number]

Must be an Australian phone number.

Phone Number

[Redacted Phone Number]

Must be an Australian phone number.

Email *

[Redacted Email Address]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted Committee Secretary Name]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 2-MGP-2022-23 From CFA Bayswater
 Form Submitted 9 Aug 2022, 5:12pm AEST

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

39 255 319 010

Information from the Australian Business Register	
ABN	39 255 319 010
Entity name	COUNTRY FIRE AUTHORITY
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3151 VIC

Information retrieved at 3:25pm yesterday

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

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

Yes No

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

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

Address where you would like this sent

[REDACTED]

Must be an email address.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 2-MGP-2022-23 From CFA Bayswater
 Form Submitted 9 Aug 2022, 5:12pm AEST

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Bayswater CFA - Whiteboard Replacement

Project Start Date *

01/09/2022

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

Project End Date *

01/10/2022

Must be a date.

(a) Briefly describe details of the request: *

The Bayswater Fire Brigade would like to replace an old and damaged whiteboard which is used by not only our brigade for training but also the entire District training group. The whiteboard gets used to explain a variety of training scenarios and engages operational firefighters in their skills maintenance requirements.

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

This replacement benefits the community by allowing skills maintenance and building our operational capability and readiness at times of need by the community when they call 000. The whiteboard replacement would be used by not only the local Bayswater Fire Brigade but also by other brigades that attend our fire station for training regularly, this would widen the benefit to the larger community in skills maintenance for firefighters.

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

78

Must be a number

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

250

Must be a number

How many of the above are Knox residents? *

200

Must be a number

BUDGET

*** indicates a required field**

Minor Grants Program - 2022 - 2023
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(d) What is the total cost of the project / activity? *

\$1,496.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$1,496.00

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	\$
Quartet Mobile Slimline Porcelain White-board 1500 x 1200mm	\$1,496.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total**Total Expenditure Amount**

\$1,496.00

This number/amount is calculated.

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

Filename: Whitieboard 1500 x 1200mm.png

File size: 366.4 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding**(e) Have funds been sought / provided from other Council grants? *** Yes No**ADDITIONAL SUPPORTING INFORMATION***** indicates a required field**

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 2-MGP-2022-23 From CFA Bayswater
Form Submitted 9 Aug 2022, 5:12pm AEST

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2022_Certificateofcurrency-PublicLiability_94885.pdf
File size: 164.5 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

12/07/2022

Must be a date.

Privacy Statement

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 2-MGP-2022-23 From CFA Bayswater
Form Submitted 9 Aug 2022, 5:12pm AEST

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 13-MGP-2022-23 From boronia bowls club inc
 Form Submitted 16 Jul 2022, 11:29am AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

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- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
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Submission deadline Council meeting date

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7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 13-MGP-2022-23 From boronia bowls club inc
 Form Submitted 16 Jul 2022, 11:29am AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

boronia bowls club inc

Organisation Address *

[REDACTED]

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

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

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

Mobile Phone Number *

[REDACTED]

Must be an Australian phone number.

Phone Number

[REDACTED]

Must be an Australian phone number.

Email *

[REDACTED]

Must be an email address.

Committee Secretary (Second Contact Person)

[REDACTED]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 13-MGP-2022-23 From boronia bowls club inc
 Form Submitted 16 Jul 2022, 11:29am AEST

[REDACTED] tralian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

25 307 093 725

Information from the Australian Business Register	
ABN	25 307 093 725
Entity name	BORONIA BOWLS CLUB INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3155 VIC
<i>Information retrieved at 2:10am today</i>	

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0005404u

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

Please provide an email address where you would like this sent

[REDACTED] S.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 13-MGP-2022-23 From boronia bowls club inc
 Form Submitted 16 Jul 2022, 11:29am AEST

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

new bowling mats

Project Start Date *

15/10/2022

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

Project End Date *

26/11/2022

Must be a date.

(a) Briefly describe details of the request: *

Replace aging & slippery bowling mats

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

Club members, playing opponents & general members of the community who attend bowls activities via barefoot bowls will be able to use new mats which will provide visually better equipment as well as more footing stability. In particular the diamond feet positional guides are of invaluable use in coaching new players which is of benefit to both player & coach. This will particularly assist new junior members.

In addition we are currently partnering with Glengollan retirement village to provide lawn bowls activities for their residents & new mats will assist their sure footedness

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

50

Must be a number

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

2000

Must be a number

How many of the above are Knox residents? *

1900

Must be a number

BUDGET

*** indicates a required field**

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 13-MGP-2022-23 From boronia bowls club inc
 Form Submitted 16 Jul 2022, 11:29am AEST

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

\$3,168.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$2,800.00

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	\$
purchase 36 mats	\$3,168.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total**Total Expenditure Amount**

\$3,168.00

This number/amount is calculated.

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

Filename: BORONIA BC VIC July 2022 Mats.pdf
 File size: 4.8 MB

Filename: new mat sample.jpg
 File size: 177.6 kB

Filename: old mats 1.jpg
 File size: 184.0 kB

Filename: old mats 2.jpg
 File size: 177.3 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding**(e) Have funds been sought / provided from other Council grants? ***
 Yes No

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 13-MGP-2022-23 From boronia bowls club inc
Form Submitted 16 Jul 2022, 11:29am AEST

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Boronia Bowls Club -2021-2022 Certificate (1).pdf
File size: 62.1 kB

Public Liability Expiry Date *

30/11/2022

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: bbc certificate of incorporation.jpg
File size: 134.7 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
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16/07/2022
Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 19-MGP-2022-23 From Knox Chinese Elderly Citizens Club
 Form Submitted 9 Aug 2022, 2:26pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

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11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 19-MGP-2022-23 From Knox Chinese Elderly Citizens Club
 Form Submitted 9 Aug 2022, 2:26pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Knox Chinese Elderly Citizens Club

Organisation Address *

[Redacted Address]

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

Contact Name

[Redacted Name]

Project Contact Address *

[Redacted Address]

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

Mobile Phone Number *

[Redacted Phone Number]

Must be an Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted Email]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted Name]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 19-MGP-2022-23 From Knox Chinese Elderly Citizens Club
 Form Submitted 9 Aug 2022, 2:26pm AEST

[REDACTED] Australian phone number.

Secretary Email *

Please provide your ABN

36 968 208 037

Information from the Australian Business Register	
ABN	36 968 208 037
Entity name	KNOX CHINESE ELDERLY CITIZENS CLUB 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	3180 VIC

Information retrieved at 7:31am today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0021433V

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

PROJECT DETAILS

*** indicates a required field**

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 19-MGP-2022-23 From Knox Chinese Elderly Citizens Club
 Form Submitted 9 Aug 2022, 2:26pm AEST

Request Details

Project Title *

Active Healthy Ageing & Living

Project Start Date *

01/10/2022

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

Project End Date *

30/06/2023

Must be a date.

(a) Briefly describe details of the request: *

Active Healthy Ageing and Living. Provide venue, equipment and opportunities for elderly residents of Knox (although we do accept membership from all other ethnicity and other suburbs) to actively participate in low impact Tai chi exercises, line dancing, table tennis, badminton, social table games, IT literacy, Chinese language classes, and other social activities & karaoke, cultural celebrations, and encouraging healthy food and diet.

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

PROVIDE A VENUE FOR SOCIAL INTERACTION BOTH PHYSICALLY AND THROUGH SOCIAL MEDIA PLATFORMS, LOW IMPACT TAI CHI EXERCISE AND A SENSE OF PURPOSE THROUGH FRIENDLY GAMES IN TABLE TENNIS, BADMINTON. CHINESE LANGUAGE CLASSES, SIMPLE IT LITERACY, LINE DANCING, SOCIAL TABLE GAMES, CELEBRATING & SHARING CULTURAL FESTIVITIES WITH MEMBERS AND THE COMMUNITY

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

15

Must be a number

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

350

Must be a number

How many of the above are Knox residents? *

280

Must be a number

BUDGET

*** indicates a required field**

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

\$3,106.00

Must be a dollar amount.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 19-MGP-2022-23 From Knox Chinese Elderly Citizens Club
 Form Submitted 9 Aug 2022, 2:26pm AEST

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	\$
Behringer B115D 15" PA system \$499.00 x 1	\$499.00
Behringer Uktralink ULM300 USB Wireless Mic \$155 x 1	\$155.00
iPad 9th Gen 256G Officeworks \$727.00 x 2	\$1,454.00
Lenovo Duet Chromebook (128GB) \$499 x 2	\$998.00
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,106.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: 12FA648E-C52B-4A09-81D1-B26C9FE0B5DD.jpeg
 File size: 248.3 kB

Filename: 7D3E60AD-C84C-4268-B2CD-152DCEDFD422.jpeg
 File size: 521.6 kB

Filename: FB99A7E7-A7A9-46F7-9A83-47C9E9D57B82.jpeg
 File size: 720.2 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 19-MGP-2022-23 From Knox Chinese Elderly Citizens Club
 Form Submitted 9 Aug 2022, 2:26pm AEST

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Public Liability Insurance EXP June2023.pdf
 File size: 123.4 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: 61E87C90-EBED-4834-8B2F-3D0D3B97B575.jpeg
 File size: 157.8 kB

Filename: Minor Grants 2022-23 project plan.txt
 File size: 363 B

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 19-MGP-2022-23 From Knox Chinese Elderly Citizens Club
Form Submitted 9 Aug 2022, 2:26pm AEST

Declaration Date *
20/07/2022
Must be a date.

Privacy Statement

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 21-MGP-2022-23 From Scoresby West Kindergarten
 Form Submitted 16 Aug 2022, 3:52pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
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 Form Submitted 16 Aug 2022, 3:52pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Scoresby West Kindergarten

Organisation Address *

[Redacted Address]

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

Contact Name

[Redacted Name]

Project Contact Address *

[Redacted Address]

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

Mobile Phone Number *

[Redacted Phone Number]

Must be an Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted Email]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted Name]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
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 Form Submitted 16 Aug 2022, 3:52pm AEST

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED] address.

Please provide your ABN

18 392 121 635

Information from the Australian Business Register	
ABN	18 392 121 635
Entity name	Scoresby West Preschool Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3179 VIC

Information retrieved at 1:57am today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0094659V

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

PROJECT DETAILS

*** indicates a required field**

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Application 21-MGP-2022-23 From Scoresby West Kindergarten
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Request Details

Project Title *

iPad proposal

Project Start Date *

30/08/2022

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

Project End Date *

16/09/2022

Must be a date.

(a) Briefly describe details of the request: *

Scoresby West Kindergarten would like to obtain two new iPad minis for the centre.

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

The purchase of these iPads would be beneficial to all children who attended the kindergarten.

When it comes to special needs children, the iPad is a tool for strengthening literacy, communication and motor skills. It also has technology that benefits the hearing and visually impaired and those with developmental delays.

There are over 2000 educational iPad apps which can support children's learning and assist with integration into primary school.

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

7

Must be a number

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

50

Must be a number

How many of the above are Knox residents? *

50

Must be a number

BUDGET

*** indicates a required field**

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

\$1,958.00

Must be a dollar amount.

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

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 Form Submitted 16 Aug 2022, 3:52pm AEST

(c) What amount is being requested? *

\$1,958.00

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	\$
iPad mini 256gb	\$979.00
iPad mini 256gb	\$979.00
	\$
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,958.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Ipad minis- kinder.pdf

File size: 685.2 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
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Filename: Certificate of currency-Scoresby West Preschool-A13970 CSOE PPL.pdf
File size: 139.4 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

Filename: lpad minis- kinder.pdf
File size: 685.2 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

26/07/2022

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary

Minor Grants Program - 2022 - 2023
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purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 22-MGP-2022-23 From Coonara Community House
 Form Submitted 25 Jul 2022, 4:46pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

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9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

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 Form Submitted 25 Jul 2022, 4:46pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Coonara Community House

Organisation Address *

[Redacted]

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

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

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

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

Phone Number

[Redacted]

Must be an Australian phone number.

Email *

[Redacted]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
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Application 22-MGP-2022-23 From Coonara Community House
 Form Submitted 25 Jul 2022, 4:46pm AEST

tralian phone number.

Secretary Email *

ess.

Please provide your ABN

65 554 350 180

Information from the Australian Business Register	
ABN	65 554 350 180
Entity name	MANAGEMENT COMMITTEE COONARA COMMUNITY HOUSE INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3156 VIC

Information retrieved at 1:55am today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0031184J

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

Please provide an email address where you would like this sent

Minor Grants Program - 2022 - 2023
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PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Inter-generational Playgroup

Project Start Date *

28/11/2022

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

Project End Date *

27/11/2023

Must be a date.

(a) Briefly describe details of the request: *

Following the success of the ABC TV show; Old people's home for four year olds we would like to provide an Inter-generational playgroup at Coonara Early Learning Centre. We would register with Playgroups Australia who have a risk-assessed model.

Inter-generational Playgroups offer a unique opportunity for the young and young at heart to come together to play. Sessions are delivered in our Early Learning Centre. Parents, caregivers, residents of aged care homes and children under 5 will be given an opportunity to meet and play together.

The diverse range of play activities:

- are mutually beneficial for all participants
- promote early childhood social and physical development
- increase parental peer support networks
- provide a vital opportunity for isolated resident to reconnect through positive community interactions

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

Engaging with aged care/elderly residents and offering opportunities to engage socially with their community on a regular basis provides routine.

Engaging families with new opportunities to communicate with our elderly offers rich and broad conversations.

Increased awareness and understanding between generations.

Enhance quality of life and offers physical, social, emotional, and cognitive benefits

Using the Playgroup Australia proven model and resources will provide an effective program

Long-term connections with the participants to ensure lasting benefits

Experienced and suitable qualified facilitator will recognise participant needs

Encourage friendships

Provide a sense of belonging to community

Bring joy to peoples lives

Minor Grants Program - 2022 - 2023
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How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

12

Must be a number

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

50

Must be a number

How many of the above are Knox residents? *

40

Must be a number

BUDGET

*** indicates a required field**

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

\$5,784.59

Must be a dollar amount.

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

(c) What amount is being requested? *

\$2,725.59

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	\$
Playgroup membership	\$50.00
Catering: Tea x 5, Coffee tins x 2, biscuits x 38, Milk x 38,	\$470.40
Art and Craft Supplies: Animal masks x 15, Stickers x 38, Popsicle sticks x 6, Art smocks x 20, Pom Poms x 8, Paint (2lt) x 6, Butchers Paper (15kg) x 1, Bubbles (2lt) x 10, Glues sticks x 10, Glitter x 6, Colored Paper x 6, Texta's (90) x 3, Google Eyes x 10, Feathers (50) x 6, Nature Hunt Brown bags(25) x 8, Art Roller set x 2, Flour (playdough) x 30, Salt x 15, Cream of tartar x 10, Playdough Colouring x 1	\$930.19
Printing	\$120.00

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Incursions: Lizard Wizard x 2 hrs @ \$250, Holly's Backyard Bees x 2 hrs @ \$300, For the Love of Dance x 2 hrs @ 250	\$800.00
Administration	\$355.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,725.59

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Catering expenses.docx

File size: 527.1 kB

Filename: Inter generational Playgroup - Art and Craft supplies expenses.docx

File size: 1.3 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: VMIA Certificate of Currency 2022-2023 Public Liability.pdf

File size: 152.7 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 22-MGP-2022-23 From Coonara Community House
Form Submitted 25 Jul 2022, 4:46pm AEST

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

[Redacted]

Position (if organisation) *

[Redacted]

Declaration Date *

25/07/2022

Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 23-MGP-2022-23 From The Basin Fire Brigade
 Form Submitted 16 Aug 2022, 11:27am AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

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10 June 2022 27 June 2022

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9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
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 Form Submitted 16 Aug 2022, 11:27am AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

The Basin Fire Brigade

Organisation Address *

[Redacted]

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

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

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

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 23-MGP-2022-23 From The Basin Fire Brigade
 Form Submitted 16 Aug 2022, 11:27am AEST

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

39 255 319 010

Information from the Australian Business Register	
ABN	39 255 319 010
Entity name	COUNTRY FIRE AUTHORITY
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3151 VIC

Information retrieved at 11:25am today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

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

Yes No

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

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

Please provide an email address where you would like this sent

treasurer@thebasincfa.com

Must be an email address.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 23-MGP-2022-23 From The Basin Fire Brigade
Form Submitted 16 Aug 2022, 11:27am AEST

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

The Basin Fire Brigade Christmas Carols

Project Start Date *

01/09/2022

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

Project End Date *

04/12/2022

Must be a date.

(a) Briefly describe details of the request: *

funding required to assist with the cost of running the Christmas Carols at The Basin Triangle. Saturday 3rd December.

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

Community engagement, opportunity to gather and enjoy the festive season. Opportunity for the locals schools & community to sing and support each other

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

50

Must be a number

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

2000

Must be a number

How many of the above are Knox residents? *

2000

Must be a number

BUDGET

*** indicates a required field**

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

\$6,250.00

Must be a dollar amount.

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

Minor Grants Program - 2022 - 2023
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Application 23-MGP-2022-23 From The Basin Fire Brigade
 Form Submitted 16 Aug 2022, 11:27am AEST

(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	\$
sound	\$3,500.00
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,500.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Quote_1016TM_from_Techoman.pdf

File size: 19.3 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2022_Certificateofcurrency-PublicLiability_94885.pdf

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 23-MGP-2022-23 From The Basin Fire Brigade
Form Submitted 16 Aug 2022, 11:27am AEST

File size: 164.5 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

11/08/2022

Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 23-MGP-2022-23 From The Basin Fire Brigade
Form Submitted 16 Aug 2022, 11:27am AEST

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 24-MGP-2022-23 From 4th Knox Scout Group
 Form Submitted 1 Aug 2022, 11:09am AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
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Application 24-MGP-2022-23 From 4th Knox Scout Group
 Form Submitted 1 Aug 2022, 11:09am AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

4th Knox Scout Group

Organisation Address *

[Redacted Address]

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

Contact Name

[Redacted Name]

Project Contact Address *

[Redacted Address]

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

Mobile Phone Number *

[Redacted Phone Number]

Must be an Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted Email Address]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted Name]

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 24-MGP-2022-23 From 4th Knox Scout Group
 Form Submitted 1 Aug 2022, 11:09am AEST

Secretary Mobile Phone Number *

[REDACTED]

Australian phone number.

Secretary Email *

[REDACTED]

ss.

Please provide your ABN

39 662 387 026

Information from the Australian Business Register	
ABN	39 662 387 026
Entity name	THE SCOUT ASSOCIATION OF AUSTRALIA VICTORIAN BRANCH
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3149 VIC
<i>Information retrieved at 8:55pm yesterday</i>	

Must be an ABN.

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

Is your organisation Incorporated? * Yes No

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

Incorporation Details**Please provide your Incorporated number**

The Boy Scouts Association Act No. 4092 of 1932 as amended by the Scout Association Act No. 9878 of 1983.

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training? Yes No

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

PROJECT DETAILS

Minor Grants Program - 2022 - 2023
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Application 24-MGP-2022-23 From 4th Knox Scout Group
 Form Submitted 1 Aug 2022, 11:09am AEST

*** indicates a required field**

Request Details

Project Title *

Sun shelter for 4th Knox Scout Group

Project Start Date *

26/09/2022

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

Project End Date *

26/09/2026

Must be a date.

(a) Briefly describe details of the request: *

The 4th Knox Scout Group is requesting a grant to purchase a new folding marquee for protection from the sun and the weather at our many scouting events and camps. As a community organisation which promotes a healthy, active life in the great outdoors, this is important equipment for our group.

Our previous marquee was destroyed in a storm at the Victorian Jamboree at Elmore in January and we urgently need to replace it. We have researched types of shelters and have selected a shelter which is durable and repairable (each section can be replaced without having to throw the whole thing out and buy a new one).

The marquee would be used regularly for whole of group gatherings, such as the end of year Christmas break up, at major camps like Jamboree and Kangaree (this is in late September 2022 for the Joey scouts) and at our regular cub, scout, venturer and rover camps and events.

It would be stored at the scout hall in Knoxfield and made available to all sections of the 4th Knox Scout Group.

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

The marquee will provide an important refuge from the weather as well as valuable UV protection.

Scouts activities continue whenever it is safe to do so, including in the rain and in very hot weather.

The 4th Knox Scout Group is one of the leading scouting groups in the Knox district. We have an impressive list of members with many sections at capacity. We deliver amazing opportunities for children and youth, contributing to the health and wellbeing of our local community.

The purpose of the Scout movement, and our focus at 4th Knox Scout Group, is to enable activities which contribute to the development of young people in achieving their full potential as individuals and as responsible citizens and community members.

The marquee would help the 4th Knox Scout Group to give kids and young people a better experience and allow them to participate more fully and more often in outdoor activities.

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

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30
 Must be a number

How many people will directly benefit from or participate in your project / activity? *
 136
 Must be a number

How many of the above are Knox residents? *
 100
 Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *
 \$2,232.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *
 \$2,232.00
 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	\$
3mx6m plain folding marquee, 580 GSM 100% PVC Vinyl with walls for three sides	\$2,232.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount
 \$2,232.00
 This number/amount is calculated.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 24-MGP-2022-23 From 4th Knox Scout Group
Form Submitted 1 Aug 2022, 11:09am AEST

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: quote for Sun shelter for Scouts.jpg
File size: 76.7 kB
A minimum of 1 file must be attached.
Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: certificate-of-currency-the-scout-association-of-australia-victorian-branch-a17491-cso-ppl-27062022t094402277_ip-307-48.pdf
File size: 161.0 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

Filename: Letter-of-incorporation-aug-2019.pdf
File size: 211.4 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

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

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Yes No

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

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

Name *

[Redacted]

(Organisation) *

[Redacted]

Declaration Date *

01/08/2022

Must be a date.

Privacy Statement

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 25-MGP-2022-23 From Knox Baseball Club
 Form Submitted 12 Aug 2022, 2:42pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

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12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 25-MGP-2022-23 From Knox Baseball Club
 Form Submitted 12 Aug 2022, 2:42pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Knox Baseball Club

Organisation Address *

[Redacted]

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

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

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

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 25-MGP-2022-23 From Knox Baseball Club
 Form Submitted 12 Aug 2022, 2:42pm AEST

[REDACTED] an phone number.

Secretary Email *

Please provide your ABN

84 631 139 285

Information from the Australian Business Register	
ABN	84 631 139 285
Entity name	KNOX BASEBALL CLUB INCORPATED
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	3136 VIC

Information retrieved at 5:03am today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A4137

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

Please provide an email address where you would like this sent

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 25-MGP-2022-23 From Knox Baseball Club
 Form Submitted 12 Aug 2022, 2:42pm AEST

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

boiling water unit and single door display refrigerator

Project Start Date *

05/09/2022

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

Project End Date *

16/12/2022

Must be a date.

(a) Briefly describe details of the request: *

A new boiling water unit is required for the kitchen. The current unit no longer works and cannot be transferred to the yet to be renovated kitchen area.

A new single door display refrigerator is needed as the current unit is very old, is not holding a constant temperature, is not energy efficient and has a number of chipped, worn and bent shelves

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

The capacity to make hot drinks for players and spectators using a current state of the art efficient and economical unit.

The new refrigerator will keep food and drinks cool in a clean and energy efficient manner.

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

30

Must be a number

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

500

Must be a number

How many of the above are Knox residents? *

300

Must be a number

BUDGET

*** indicates a required field**

Minor Grants Program - 2022 - 2023
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(d) What is the total cost of the project / activity? *

\$4,697.00

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	\$
boiling water unit	\$2,106.32
single door display refrigerator	\$1,673.65
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,779.97

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: LeadingCatering.pdf
 File size: 61.5 kB

Filename: replace boilingwaterunit2022.pdf
 File size: 95.4 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 25-MGP-2022-23 From Knox Baseball Club
 Form Submitted 12 Aug 2022, 2:42pm AEST

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2022to2023Certificate of Currency - Knox Baseball Club.pdf
 File size: 428.9 kB

Public Liability Expiry Date *

30/04/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

Filename: IncorporationNumber.pdf
 File size: 493.9 kB

Filename: projectplan.docx
 File size: 70.0 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 25-MGP-2022-23 From Knox Baseball Club
Form Submitted 12 Aug 2022, 2:42pm AEST

12/08/2022
Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 26-MGP-2022-23 From Scoresby Primary School
 Form Submitted 29 Jul 2022, 12:25pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

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Submission deadline Council meeting date

14 January 2022 31 January 2022

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8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 26-MGP-2022-23 From Scoresby Primary School
 Form Submitted 29 Jul 2022, 12:25pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Scoresby Primary School

Organisation Address *

[Redacted]

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

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

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

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

Phone Number

[Redacted]

Must be an Australian phone number.

Email *

[Redacted]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 26-MGP-2022-23 From Scoresby Primary School
 Form Submitted 29 Jul 2022, 12:25pm AEST

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

56 805 667 025

Information from the Australian Business Register	
ABN	56 805 667 025
Entity name	SCORESBY PRIMARY SCHOOL
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3179 VIC
<i>Information retrieved at 2:13am today</i>	

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

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

Yes No

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

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

PROJECT DETAILS

*** indicates a required field**

Request Details

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 26-MGP-2022-23 From Scoresby Primary School
 Form Submitted 29 Jul 2022, 12:25pm AEST

Project Title *

Celebration of 150 years of Scoresby Primary School

Project Start Date *

14/11/2022

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

Project End Date *

19/11/2022

Must be a date.

(a) Briefly describe details of the request: *

Scoresby primary school is celebrating 150 years of serving our local community. We are planning on having a celebration day where we invite the local community and past and present students and teachers to celebrate. We are looking for \$500 to put on an afternoon devonshire tea for those in attendance. Brumbys at Studfield have offered to make 400 scones for \$0.95ea and with jam and cream should add to \$500.

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

Scoresby Primary school was started in 1872 at the request of the local community and has since serviced and supported that community for the next 150 years. Our local community would benefit through being able to experience Scoresby Primary school and Scoresby itself, through the decades as part of our celebration day. We will be providing the local community with a free afternoon tea. We are also supporting local business as part of providing as many activities as we possibly can.

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

7

Must be a number

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

200-400

Must be a number

How many of the above are Knox residents? *

90%

Must be a number

BUDGET

*** indicates a required field**

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

\$500.00

Must be a dollar amount.

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
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 Form Submitted 29 Jul 2022, 12:25pm AEST

(c) What amount is being requested? *

\$500.00

Must be a dollar amount.

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

Minor Grant Expenses

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

Expenditure	\$
Scones	\$380.00
Jam and Cream	\$120.00
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$500.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Scones Quote.msg

File size: 98.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of Currency 2022-2023 DET Public Liability .pdf

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 26-MGP-2022-23 From Scoresby Primary School
Form Submitted 29 Jul 2022, 12:25pm AEST

File size: 125.5 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

29/07/2022

Must be a date.

Privacy Statement

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 26-MGP-2022-23 From Scoresby Primary School
Form Submitted 29 Jul 2022, 12:25pm AEST

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 27-MGP-2022-23 From St.Vincent de Paul Society Victoria
 Form Submitted 16 Aug 2022, 2:01pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 27-MGP-2022-23 From St.Vincent de Paul Society Victoria
 Form Submitted 16 Aug 2022, 2:01pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

St.Vincent de Paul Society Victoria

Organisation Address *

[Redacted Address]

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

Contact Name

[Redacted Name]

Project Contact Address *

[Redacted Address]

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

Mobile Phone Number *

[Redacted Number]

Must be an Australian phone number.

Phone Number

[Redacted Number]

Must be an Australian phone number.

Email *

[Redacted Email]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted Name]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 27-MGP-2022-23 From St.Vincent de Paul Society Victoria
 Form Submitted 16 Aug 2022, 2:01pm AEST

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

28 911 702 061

Information from the Australian Business Register	
ABN	28 911 702 061
Entity name	ST VINCENT DE PAUL SOCIETY VICTORIA
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3128 VIC

Information retrieved at 1:57pm today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

646 178 421

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

Please provide an email address where you would like this sent

[REDACTED] ss.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 27-MGP-2022-23 From St.Vincent de Paul Society Victoria
 Form Submitted 16 Aug 2022, 2:01pm AEST

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Purchase of Upright Fridge Freezer

Project Start Date *

01/09/2022

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

Project End Date *

01/12/2022

Must be a date.

(a) Briefly describe details of the request: *

We wish to replace our present chest freezer with an upright Fridge/Freezer Model - -CHiQ 380 litre. The unit is frost free, there is a 3.5 star energy rating for the Freezer and a 5 star energy rating for the Fridge. The unit has a 3 year Manufacturers warranty. Photos are attached.

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

Elderly members of our Conference (most of our conference members) are having difficulty bending to take out frozen food from our chest freezer. An upright Fridge freezer will remedy this problem

The proposed model has a greater capacity than our present chest freezer. The Conference will be able to purchase and store more packets of frozen foods for distribution to the disadvantaged people of our community.

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

24

Must be a number

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

200

Must be a number

How many of the above are Knox residents? *

200

Must be a number

BUDGET

*** indicates a required field**

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 27-MGP-2022-23 From St.Vincent de Paul Society Victoria
 Form Submitted 16 Aug 2022, 2:01pm AEST

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

\$1,299.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$1,299.00

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	\$
1 x CHIQ 380 litre Upright Fridge / Freezer	\$1,299.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total**Total Expenditure Amount**

\$1,299.00

This number/amount is calculated.

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

Filename: Inv_20201_from_Easternhomewares_Pty_Ltd.pdf

File size: 80.1 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding**(e) Have funds been sought / provided from other Council grants? *** Yes No**Other Fund Details****Year of Application:**

2022

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 27-MGP-2022-23 From St.Vincent de Paul Society Victoria
 Form Submitted 16 Aug 2022, 2:01pm AEST

Grant Program:

Pandemic Recovery-Food and Emergency Relief

Amount:

\$7,128.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of currency-St Vincent de Paul Society Victoria-PPL.pdf

File size: 152.7 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

Filename: Cert Incorpor.jpeg

File size: 82.2 kB

Filename: chiq-380l-hybrid-fridge-freezer-csh379nbsl-1-cc36991a-thumb.png

File size: 1.9 kB

Filename: chiq-380l-hybrid-fridge-freezer-csh379nbsl-4-4e97e3ea-thumb.png

File size: 4.3 kB

Filename: plan.docx

File size: 13.3 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 27-MGP-2022-23 From St.Vincent de Paul Society Victoria
Form Submitted 16 Aug 2022, 2:01pm AEST

Yes No

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

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

Name *

[REDACTED]

(if organisation) *

[REDACTED]

Declaration Date *

10/08/2022

Must be a date.

Privacy Statement

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 28-MGP-2022-23 From Knox Gardens Primary School
 Form Submitted 9 Aug 2022, 12:29pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

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- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

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11 March 2022 28 March 2022

8 April 2022 26 April 2022

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9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 28-MGP-2022-23 From Knox Gardens Primary School
 Form Submitted 9 Aug 2022, 12:29pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Knox Gardens Primary School

Organisation Address *

[REDACTED]

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

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

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

Mobile Phone Number *

[REDACTED]

Must be an Australian phone number.

Phone Number

[REDACTED]

Must be an Australian phone number.

Email *

[REDACTED]

Must be an email address.

Committee Secretary (Second Contact Person)

[REDACTED]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 28-MGP-2022-23 From Knox Gardens Primary School
 Form Submitted 9 Aug 2022, 12:29pm AEST

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

83 801 411 903

Information from the Australian Business Register	
ABN	83 801 411 903
Entity name	KNOX GARDENS PRIMARY SCHOOL
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC

Information retrieved at 1:52am today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

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

Yes No

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

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

[REDACTED] here you would like this sent

[REDACTED]

Must be an email address.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 28-MGP-2022-23 From Knox Gardens Primary School
 Form Submitted 9 Aug 2022, 12:29pm AEST

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Defibrator

Project Start Date *

01/09/2022

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

Project End Date *

16/09/2022

Must be a date.

(a) Briefly describe details of the request: *

We are wanting to install a defibrator for our school community usage, we have a student and multiple staff with serious heart conditions and we are wanting to support them and our community the best we can in an emergency situation.

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

Ensure we have the best chance and assisting our community in an emergency situation

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

1000

Must be a number

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

1500

Must be a number

How many of the above are Knox residents? *

1500

Must be a number

BUDGET

*** indicates a required field**

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

\$2,394.80

Must be a dollar amount.

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 28-MGP-2022-23 From Knox Gardens Primary School
 Form Submitted 9 Aug 2022, 12:29pm AEST

(c) What amount is being requested? *

\$2,394.80

Must be a dollar amount.

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

Minor Grant Expenses

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

Expenditure	\$
Defibrator	\$2,394.80
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,394.80

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: QUO00885757 Defib.pdf

File size: 389.7 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of Currency 2022-2023 DET Public Liability_.pdf

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 28-MGP-2022-23 From Knox Gardens Primary School
Form Submitted 9 Aug 2022, 12:29pm AEST

File size: 125.5 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

02/08/2022

Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023 (Version 2 of 2)
Application 28-MGP-2022-23 From Knox Gardens Primary School
Form Submitted 9 Aug 2022, 12:29pm AEST

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 31-MGP-2022-23 From Knox Interfaith Network (KIN)
 Form Submitted 12 Aug 2022, 6:52pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

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- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

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9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 31-MGP-2022-23 From Knox Interfaith Network (KIN)
 Form Submitted 12 Aug 2022, 6:52pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Knox Interfaith Network (KIN)

Organisation Address *

[REDACTED]

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

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

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

Mobile Phone Number *

[REDACTED]

Must be an Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[REDACTED]

Must be an email address.

Committee Secretary (Second Contact Person)

[REDACTED]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 31-MGP-2022-23 From Knox Interfaith Network (KIN)
 Form Submitted 12 Aug 2022, 6:52pm AEST

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED] ess.

Please provide your ABN

38 675 921 814

Information from the Australian Business Register	
ABN	38 675 921 814
Entity name	KNOX INTER-FAITH NETWORK INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	Income Tax Exemption
Main business location	3152 VIC

Information retrieved at 6:31am today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0053991N

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

PROJECT DETAILS

*** indicates a required field**

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 31-MGP-2022-23 From Knox Interfaith Network (KIN)
 Form Submitted 12 Aug 2022, 6:52pm AEST

Request Details

Project Title *

Country. Culture. Connection

Project Start Date *

27/10/2022

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

Project End Date *

27/10/2022

Must be a date.

(a) Briefly describe details of the request: *

We were previously granted \$2600 from Knox Council's Community Development Fund to conduct an Indigenous Spirituality event, but this has unfortunately been delayed somewhat due to COVID and associated restrictions. Adrian Greenwood advised us early on that the building of relationships (with the Mullum Mullum Indigenous Gathering Place - MMIGP) would take time and patience. At least the passage of time has assisted in this regard. We have now conducted numerous beneficial meetings with staff members from MMIGP, gaining a deeper insight into what they can offer and how the event could run.

Indicative costs from MMIGP - for Acknowledgement of Country/smoking ceremony, Elder talk/activity, youth activity (decorated clapsticks and/or rock painting), Mullum Creations ("Daisy" the food van) - will fully utilise our CDF grant, being \$1800 for the cultural activities and \$800 towards food/drink tasting.

Additional costs now identified through our consultations are for a didgeridoo player/dadirri (mindfulness - deep listening, almost spiritual) practitioner (\$800) and booking coordination/flyer production/advertising and promotion (\$220).

Given MMIGP has a positive working relationship with The Basin Community House (our chosen event venue), these facilities have been offered to KIN at no charge. The Community House is situated adjacent to The Basin Primary School and engagement with the school population for involvement on the day is being actively pursued.

See attached quote in Budget section for an update to anticipated expenditure.

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

Our initial project title - "Indigenous Spirituality" - produced some hesitancy from MMIGP and, after further engagement with Adrian and MMIGP staff members, we would like to change our project's name to "Country. Culture. Connection".

Our partnership development with MMIGP has very much been a learning experience and we are listening. For management and optimal effectiveness reasons it is envisaged to cap the event's attendance at 50, targeting invitations through Knox Council, the Knox Learning Alliance, The Basin Primary School, EACH and KIN itself. Future initiatives could then develop from this introductory event.

The planned program focuses on listening and learning, enabling a school cohort to actively participate in craft, music and cultural elements.

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

20

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 31-MGP-2022-23 From Knox Interfaith Network (KIN)
 Form Submitted 12 Aug 2022, 6:52pm AEST

Must be a number

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

70

Must be a number

How many of the above are Knox residents? *

65

Must be a number

BUDGET

*** indicates a required field**

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

\$4,045.00

Must be a dollar amount.

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

(c) What amount is being requested? *

\$1,445.00

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	\$
Ash Dargan - didgeridoo player/dadirri practitioner	\$800.00
MMIGP - update to indicative activity costs	\$425.00
KIN - booking coordination/flyer production/advertising and promotion (admin)	\$220.00
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,445.00

This number/amount is calculated.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 31-MGP-2022-23 From Knox Interfaith Network (KIN)
Form Submitted 12 Aug 2022, 6:52pm AEST

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Quote # QU0028 - MMIGP.pdf

File size: 19.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

Other Fund Details

Year of Application:

2020 (for 2021, but delayed due to COVID)

Grant Program:

Knox Council Community Development Fund

Amount:

\$2,600.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: KIN insurance premium payment receipt.jpg

File size: 19.8 kB

Filename: PSCConnect 20220803 Invoice - KIN.pdf

File size: 367.7 kB

Public Liability Expiry Date *

22/08/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 31-MGP-2022-23 From Knox Interfaith Network (KIN)
Form Submitted 12 Aug 2022, 6:52pm AEST

Attach relevant documentation:

Filename: ASIC extract - KIN.pdf
File size: 359.0 kB

Filename: Program outline.docx
File size: 19.2 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Position (if organisation) *

Declaration Date *

12/08/2022

Must be a date.

Privacy Statement

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 32-MGP-2022-23 From Lions Club of Rowville
 Form Submitted 11 Aug 2022, 11:47pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 32-MGP-2022-23 From Lions Club of Rowville
 Form Submitted 11 Aug 2022, 11:47pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Lions Club of Rowville

Organisation Address *

[Redacted]

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

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

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

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

Phone Number

[Redacted]

Must be an Australian phone number.

Email *

[Redacted]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 32-MGP-2022-23 From Lions Club of Rowville
 Form Submitted 11 Aug 2022, 11:47pm AEST

[REDACTED] Australian phone number.

Secretary 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 2:52am today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A0027176U

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

Please provide an email address where you would like this sent

[REDACTED]

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 32-MGP-2022-23 From Lions Club of Rowville
 Form Submitted 11 Aug 2022, 11:47pm AEST

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

This application is intended to request from you a grant to pay renewal of liability insurance

Project Start Date *

12/08/2022

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

Project End Date *

11/08/2023

Must be a date.

(a) Briefly describe details of the request: *

Due to COVID - 19 is really being affect our club fundraising activities. This is very difficult time for us and the future has never felt so unpredictable. We are facing financial difficulties to pay our dues. We hope is that you able to grant this request for us to pay our policy

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

Our club members have been working hard to assist them and have adjusted our services to continue to provide support. We are a small chapter of Lions, doing big things within our community. We have done a food drive to collect canned foods, dry goods, groceries and gift cards.

Rowville Lions club was provide lunch pack, bread and gift vouchers to the newly unemployed, , asylum seekers and many more.

So we need to pay our insurance policy therefor we can continue to use those item to support our community peoples.

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

18

Must be a number

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

1000

Must be a number

How many of the above are Knox residents? *

1000

Must be a number

BUDGET

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 32-MGP-2022-23 From Lions Club of Rowville
 Form Submitted 11 Aug 2022, 11:47pm AEST

*** indicates a required field**

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

\$995.52

Must be a dollar amount.

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

(c) What amount is being requested? *

\$995.52

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	\$
renewal of insurance	\$995.52
	\$
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$995.52

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Lions Club insurance due.pdf

File size: 341.3 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 32-MGP-2022-23 From Lions Club of Rowville
Form Submitted 11 Aug 2022, 11:47pm AEST

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: certificate of currency.pdf
File size: 70.8 kB

Public Liability Expiry Date *

01/09/2022

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

11/08/2022

Must be a date.

Privacy Statement

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 32-MGP-2022-23 From Lions Club of Rowville
Form Submitted 11 Aug 2022, 11:47pm AEST

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 33-MGP-2022-23 From Karoo Primary School
 Form Submitted 12 Aug 2022, 11:10am AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

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Submission deadline Council meeting date

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11 February 2022 28 February 2022

11 March 2022 28 March 2022

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12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 33-MGP-2022-23 From Karoo Primary School
 Form Submitted 12 Aug 2022, 11:10am AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Karoo Primary School

Organisation Address *

[REDACTED]

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

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

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

Mobile Phone Number *

[REDACTED]

Must be an Australian phone number.

Phone Number

[REDACTED]

Must be an Australian phone number.

Email *

[REDACTED]

Must be an email address.

Committee Secretary (Second Contact Person)

[REDACTED]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 33-MGP-2022-23 From Karoo Primary School
 Form Submitted 12 Aug 2022, 11:10am AEST

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

77 830 020 720

Information from the Australian Business Register	
ABN	77 830 020 720
Entity name	KAROO PRIMARY SCHOOL
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC
<i>Information retrieved at 3:25am today</i>	

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

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

Yes No

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

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

Please provide an email address where you would like this sent

danielle.heatley@education.vic.gov.au

Must be an email address.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 33-MGP-2022-23 From Karoo Primary School
 Form Submitted 12 Aug 2022, 11:10am AEST

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Karoo 30 Year Carnival

Project Start Date *

23/10/2022

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

Project End Date *

23/10/2022

Must be a date.

(a) Briefly describe details of the request: *

Karoo is celebrating 30 year of education. To honor this momentous event we would like the community of the past, present and future to come together to celebrate. We will be holding a carnival that is free and open to the community at Karoo Primary School. We have booked rides, food trucks, entertainment and each class will be holding a stall. The theme of the carnival is PAST< PRESENT<FUTURE. The school will honor the people and memorabilia from the past, involve the present families and students and unveil the vision and values of the future for the school. The school community have been rewriting the vision and values and this is platform to celebrate and communicate the exciting future for Karoo Primary School.

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

A number of members of the community will be involved in this carnival. Community opportunities for advertising are being offered for involvement and promotion. Food trucks and rides are from local businesses. Community companies are being approached for their involvement in the carnival. Karoo is a school with nearly 400 families that will be involved in the carnival through a variety of platforms. Post Covid lockdowns, we are keen to enhance the community connections with Karoo and provide a positive and uplifting event to support the partnership Karoo has with it's local community.

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

20

Must be a number

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

1300

Must be a number

How many of the above are Knox residents? *

1000

Must be a number

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 33-MGP-2022-23 From Karoo Primary School
 Form Submitted 12 Aug 2022, 11:10am AEST

BUDGET

* indicates a required field

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

\$10,000.00

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	\$
DJ for stage and entertainment	\$650.00
Advertising	\$1,000.00
Rides	\$6,150.00
Equipment for electricity/generators for food trucks	\$400.00
Marquee	\$1,750.00
Food and drinks for BBQ (no quote)	\$500.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$10,450.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: DJ.docx

File size: 33.5 kB

Filename: Invoice INV0648_rides.pdf

File size: 71.8 kB

Filename: Karoo PS Invoice INV0649 Deposit Oct 22.pdf

File size: 57.1 kB

Filename: KRP printed marquee REVISED.pdf

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 33-MGP-2022-23 From Karoo Primary School
 Form Submitted 12 Aug 2022, 11:10am AEST

File size: 112.7 kB

Filename: RLCN Advertisers Guide 2022 rev 0 .pdf

File size: 213.5 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding

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

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: DET VMIA Certificate of Currency 2022-2023.pdf

File size: 548.4 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 33-MGP-2022-23 From Karoo Primary School
Form Submitted 12 Aug 2022, 11:10am AEST

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]

n (if organisation) *

[REDACTED]

Declaration Date *

12/08/2022

Must be a date.

Privacy Statement

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Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 35-MGP-2022-23 From Alchester Village Pre-School
 Form Submitted 16 Aug 2022, 1:21pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

To be eligible for a Minor Grant, applying organisations must:

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

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Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

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12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 35-MGP-2022-23 From Alchester Village Pre-School
 Form Submitted 16 Aug 2022, 1:21pm AEST

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

Application Category

Application Amount *

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

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Alchester Village Pre-School

Organisation Address *

[Redacted]

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

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

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

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

Phone Number

[Redacted]

Must be an Australian phone number.

Email *

[Redacted]

Must be an email address.

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 35-MGP-2022-23 From Alchester Village Pre-School
 Form Submitted 16 Aug 2022, 1:21pm AEST

[REDACTED] Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

66 201 173 848

Information from the Australian Business Register	
ABN	66 201 173 848
Entity name	ALCHESTER VILLAGE PRE-SCHOOL INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3155 VIC

Information retrieved at 12:56am today

Must be an ABN.

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

Is your organisation Incorporated? *

Yes No

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

Incorporation Details

Please provide your Incorporated number

A00325070

This can be found on the Consumer Affairs Victoria website

Would you like to receive our e-bulletin containing information on community training?

Yes No

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

PROJECT DETAILS

*** indicates a required field**

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 35-MGP-2022-23 From Alchester Village Pre-School
 Form Submitted 16 Aug 2022, 1:21pm AEST

Request Details

Project Title *

Computer Upgrade

Project Start Date *

27/09/2022

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

Project End Date *

31/10/2022

Must be a date.

(a) Briefly describe details of the request: *

Alchester Village Pre-school has been advised to upgrade their computer to ensure security and upgraded software can be installed. The current computers hard drive is at capacity and is only running on windows 7.

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

With a new computer the staff at alchester village preschool can more efficiently provide resources for children and families including up-to-date information, provide more security for children and family details and undertake further professional development or virtual conversations on site with other early learning professionals, DET and other organisations who work with children.

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? *

794

Must be a number

How many of the above are Knox residents? *

780

Must be a number

BUDGET

*** indicates a required field**

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

\$2,000.00

Must be a dollar amount.

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

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 35-MGP-2022-23 From Alchester Village Pre-School
 Form Submitted 16 Aug 2022, 1:21pm AEST

(c) What amount is being requested? *

\$1,648.00

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	\$
Computer Tower	\$1,299.00
Office 2021	\$349.00
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total**Total Expenditure Amount**

\$1,648.00

This number/amount is calculated.

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

Filename: Centre ComQuote-ComputerandOffice.pdf

File size: 205.1 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Other Grant Funding**(e) Have funds been sought / provided from other Council grants? *** Yes No**ADDITIONAL SUPPORTING INFORMATION***** indicates a required field****Evidence of Public Liability****Evidence of current Public Liability Insurance must be supplied ***

Filename: Certificate of currency-Alchester Village Pre-School Incorporated-A08657 CSOE PR

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 35-MGP-2022-23 From Alchester Village Pre-School
Form Submitted 16 Aug 2022, 1:21pm AEST

O.pdf
File size: 152.8 kB

Public Liability Expiry Date *

30/06/2023

Expiry date must extend beyond your project start and finish date

Please attach relevant supporting documentation, including:

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

Attach relevant documentation:

Filename: Certificate of currency-Alchester Village Pre-School Incorporated-A08657 CSOE PR
O.pdf
File size: 152.8 kB

Filename: evidence of incorporation.jpg
File size: 727.1 kB

Filename: Project.docx
File size: 14.3 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

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

Yes No

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

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

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

16/08/2022

Must be a date.

Minor Grants Program - 2022 - 2023
Minor Grants Program Application Form 2022-2023
Application 35-MGP-2022-23 From Alchester Village Pre-School
Form Submitted 16 Aug 2022, 1:21pm AEST

Privacy Statement

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

9.4 Knox Disability Advisory Committee Membership Recruitment and Annual Report

SUMMARY: Team Leader Disability Inclusion, Alison Treeby

The Knox Disability Advisory Committee provides advice to promote disability awareness within Council and the wider community and assists Council in the development of policy and planning about issues of access and inclusion. During June and July 2022 an Expression of Interest and recruitment process was conducted for new Committee members to fill eight vacancies. This report seeks approval to appoint six Committee members (three new members and three current members), for a two-year term from August 2022 to August 2024.

This report also provides an overview of the Committees achievements over the past 12 months.

RECOMMENDATION

That Council:

1. Appoint the following applicants to the Knox Disability Advisory Committee for the period August 2022 to August 2024 as presented in Confidential Attachment 2:

Name	Category
1.	Community Representative
2.	Community Representative
3.	Community Representative
4.	Community Representative
5.	Service Provider/Industry Representative
6.	Service Provider/Industry Representative

2. Note the achievements of the Committee over the past 12 months.
3. Thank the outgoing members of the Knox Disability Advisory Committee for their valuable contribution:
 - Maxine Parker – Industry Representative
 - Tina Costanzo – Community Representative
 - Sharon Lee – Community Representative
 - Marilyn Sabec – Community Representative
 - Annie Fisher – Community Representative

1. INTRODUCTION

The Knox Disability Advisory Committee (KDAC) was established in 1999. The primary function of KDAC is to advise Council on strategic issues regarding Knox residents with disabilities and their carers. KDAC also works to provide valuable information to support the decision making of Council in relation to access and inclusion, and assist with the monitoring and implementation of the Knox Community Access and Equity Implementation Plan 2017-2022 and the Municipal Disability Leadership Plan 2020-2022. The Committee's role also includes advocacy, and ensuring services and programs are accessible and inclusive for people with a disability in Knox.

1.1 Terms of Reference

The Terms of Reference for KDAC are aligned with the Committee structure adopted in 2017 and the Committee's Policy adopted by Council on 28 May 2018 (refer to Attachment 1).

The objectives of the Committee are to:

- Report to Council on its work and advise Council of strategic issues regarding Knox residents with disabilities, their families and carers;
- Assist Council in the development of policy and action planning about issues of access and inclusion;
- Work with Council officers to ensure that all of Council's policies, programs and protocols reflect the needs and rights of residents with disabilities, their families and carers;
- To provide a central point for Council and the Knox community for the identification of issues relevant to people with disabilities, their families and carers; and
- To promote disability awareness within Council and the wider Knox community.

The Committee is aligned with the Inclusive, Active and Creative Communities Group of Council Advisory Committees, as outlined in Council's Committees Policy 2018.

2. DISCUSSION

The selection and recruitment of new members for KDAC followed the process outlined in Section 3.1 of the Terms of Reference (Refer Attachment 1).

The Committee vacancies have occurred due to:

- One Committee members (industry representative) resigning prior to the end of their time due to work/personal commitments; and
- Seven Committee members finishing a two-year term on the committee.

2.1 Selection Process

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

Council received nine EOI's, with all applications fully completed and eligible for assessment. Three applicants withdrew their application after further consideration. Four applications were received from community representatives and four applications were received from service provider/industry professional representatives. The vacant Committee positions to be filled through the selection process included, four community representatives and two service provider/industry representatives.

A Selection Panel was established to interview and assess the applicants in accordance with the Committee's Terms of Reference. The Selection Panel comprised Councillor Meagan Baker and Councillor Nicole Seymour and two Council officers from the Inclusive Communities Team.

The following criteria was used when assessing the applicants:

1. Being a Knox resident, a Knox focused organisation, agency or business or have a specific set of professional skills and background that will help achieve the purpose and objectives of the Knox Disability Advisory Committee as articulated in the Terms of Reference;
2. Demonstration of involvement and efforts to promote disability inclusion within the Knox community;
3. Capacity to communicate effectively with a wide range of individuals; and
4. Experience and/or expertise and demonstrated understanding of the issues facing people with disability and carers.

The Selection Panel met on Wednesday, 29 June 2022 to interview three applicants. Three current representative applications were assessed as suitable to continue on the Committee due to their active and positive contribution to the Advisory Committee.

The selection process involved reviewing the application and applicant against selection criteria above and the applicant's knowledge and experience of disability, as well as their motivation for wishing to join the Committee.

Recommendations and the assessment of applicants are provided in Confidential Attachment 2.

2.2 KDAC Achievements – June 2021 to June 2022

KDAC currently includes representatives who have lived experience of disability and thorough working knowledge of the issues affecting people with disability and carers. There are a diverse range of abilities represented on the Committee. The Committee meets bi-monthly and the meetings are structured to seek feedback and advice on presentations regarding issues and activities aligned to priority areas in the Community Access and Equity Implementation Plan 2017-2022 and the Municipal Disability Leadership Plan 2020-2022. The Committee also provides advice and direction regarding new and emerging issues impacting people with disabilities in Knox.

During the reporting period, the Committee has maintained a particular focus on the issues and complexities associated with COVID-19 pandemic and COVID recovery as well as the National Disability Insurance Scheme (NDIS). KDAC members have supported the distribution of information to members of the community and key service providers.

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

Topic	Action	Outcome
Resilience and Recovery – COVID-19 Community Recovery	Knox Council Emergency Management and Pandemic Response and Recovery presented information regarding how Knox Council will be working with and supporting community.	KDAC provided feedback and input on COVID-19 issues and barriers facing people with a disability and opportunities to support return to community safely.
Emergency Preparedness	Knox Council Emergency Management presented the Emergency Prepare questionnaire and regular updates.	KDAC provided feedback and highlighted key barriers and enablers for people with a disability and their families preparing for emergencies.
Social Connection During COVID-19 Times	Different Journeys peer support group presented an overview of the events and supports they provide to Autistic people and their families.	Council and KDAC were provided insight into how services are flexing to accommodate COVID restrictions and continue to support community. Different Journeys information shared with networks. Different Journeys Swim Night Access Key developed to support community to attend events.
First Nations Community in Knox	Community Wellbeing presentation regarding the Knox First Nations population and history.	KDAC members updated on Council's commitment to First Nations people and plans for future work. Discussion included impact of disability in First Nation community and access to supports.
Housing for People with a Disability	Presentation from EACH regarding disability housing need, EACH current housing services and their housing project in Ferntree Gully.	Council and KDAC members updated on nature and extent of disability housing issues, such as limited accessible housing stock and affordability, KDAC provided feedback and input regarding current housing project.
Seniors Exercise Park	Community Access & Support team presented an overview of the planned Seniors Exercise Park, Carrington Park Knoxfield.	KDAC provided feedback regarding access and benefits for wider community who experience mobility issues. Feedback considered in development of the exercise park and promotions.

Topic	Action	Outcome
Intergenerational Actions	Community Access & Support team presented the aims and benefits of intergenerational work, Council planning and actions.	KDAC provided feedback and ideas regarding activities, supports and opportunities. This information has been considered in the draft strategy.
Knox Mobility and Access Action Plan	Traffic and Transport team presented the planned review of the Mobility Access Action Plan.	Council and KDAC members provided feedback on many barriers to moving around Knox. This information will be incorporated into the Knox Mobility and Access Action Plan review.
Knox Access and Equity Plan review	Community Wellbeing provided an overview of the Access & Equity plan review and development of guiding principles.	KDAC provided feedback and ideas on the guiding principles and key themes. This information will be incorporated in the new Knox Access & Equity plan.
Municipal Disability Leadership Plan review and renew	Disability Inclusion Team presented an overview of the review of the plan and feedback on achievements.	KDAC provided feedback on achievements and areas for future focus and action. This information will be incorporated in the development of the Disability Leadership Plan update.

3. CONSULTATION

Council officers invited community members, Government departments, industry associations and businesses relevant to the purpose of the Committee to nominate suitable representatives to participate in KDAC.

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

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

6. FINANCIAL & ECONOMIC IMPLICATIONS

Council has supported the Committee since 1999 through the allocation of resources (\$5,000 per annum for catering) within Council's annual budget and Long Term Financial Forecast. Council officers also provide administrative support to this Committee.

7. SOCIAL IMPLICATIONS

The Committee input and provide advice to Council on matters relating to people with a disability, policies, programs and protocols to reflect the needs of residents with disabilities and their carers. The Committee also provides a central point for Council and the Knox community to identify issues relevant to people with disabilities and their carers.

The Committee considers social implications when providing advice to Council, aligned to goals and objectives within the Knox Council Plan 2021 – 2025.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

The establishment and operation of Council committees is a key enabler for the achievement of the goals and objectives contained in the Knox Community and Council Plan 2021-2025.

Connection, Resilience & Wellbeing

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

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

Civic Engagement & Integrity

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

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

The Selection Panel's recommendation for appointment are listed above under Recommendation.

Report Prepared By: Team Leader Disability Inclusion, Alison Treeby

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Terms of Reference Knox Disability Advisory Committee [9.4.1 - 6 pages]



Knox Disability Advisory Committee

Directorate:	Community Services		
Approval by:	Council	Responsible Officer:	Municipal Disability Program Team Leader
Approval Date:	24 September 2018	Version Number:	2
Review Date:	October 2022		

1. Purpose

The purpose of this Advisory Committee is to promote disability awareness within Council and the wider community and assist Council in the development of policy and planning about issues of access and inclusion.

2. Objectives

The objectives of the KDAC are:

- To report to Council on its work and advise Council of strategic issues regarding Knox residents with disabilities¹, their families and carers;
- To assist Council in the development of policy and action planning about issues of access and inclusion;
- To work with Council officers to ensure that all of Council's policies, programs and protocols reflect the needs and rights of residents with disabilities, their families and carers;
- To provide a central point for Council and the Knox community for the identification of issues relevant to people with disabilities, their families and carers; and
- To promote disability awareness within Council and the wider Knox community.

The Committee will be aligned to the Inclusive, Active and Creative Communities Group of Council Advisory Committees, as outlined in the Council Committees Policy. The other groups are the Life Stages Group, the Sustainable Development Group, and the Grants Evaluation Group.

Whilst the individual Committee will meet at the designated times within its Terms of Reference each 'group' will meet once annually, this will generally be between October to December each year. A designated Directorate will be responsible for coordinating group meetings. The purpose of these meetings will be to:

¹ KDAC adopts the Disability Discrimination Act (1992) definition of disability which encompasses physical, intellectual, psychiatric, neurological, sensory and learning disabilities and also include people with mental illness.



- Provide feedback to group on priorities for individual committees;
- Update group of progress of key issues; and
- Identify synergies between groups and links to progressing the Community and Council Plan.

In addition to group meetings, all committees will be provided with an opportunity to meet together annually. The “Annual Advisory Committee” sessions will generally be held between April and May each year and will be coordinated by the Governance team. The purpose of these meetings will be to:

- Report on progress by Council against Community and Council Plan;
- Provide overview of industry trends and Council priorities for the upcoming year;
- Consider synergies and opportunities for sharing information and collaboration; and
- Deliver training to support to committees.

3. Membership, Period of Membership and Method of Appointment

The Knox Disability Advisory Committee shall comprise the following:

- A maximum of seven positions for community members with a disability;
- A maximum of four positions available for an unpaid carer of a person with a disability;
- A maximum of four positions for a representative of a service provider for people with a disability². Each service provider may nominate a primary and secondary representative. The secondary representative will be properly inducted and attend meetings if the primary representative is unable to attend;
- All community representatives must live, work, study or recreate in the city of Knox; and
- 1-2 Councillors

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The process to appoint community members will be advertised in local newspapers, on Council’s internet site and through local networks. Applicants must make application via an expression of interest process.

Eligible community members will have an interest in and good working knowledge of the disability sector.

The approach and method for appointing representatives will include the following:

- Community and professional/ industry members will be selected by a panel comprising a Councillor and 2 Council Officers from the relevant service unit;
- The method of appointment will be via an expression of interest process;
- Members will be appointed for a two year term;
- All members will be eligible to re-apply for appointment, however continuous membership for longer than four years will not be considered;
- Council will be responsible for appointing all Councillor, community and professional/industry representative members; and

² At the Ordinary meeting of Council on 27/7/2020, Council voted to allow the appointment of five industry representatives to the KDAC for the period of July 2020 to July 2022.



- Casual vacancies which occur due to community members being unable to complete the full term of their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbents' terms. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Professional/industry representatives unable to attend a Committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected the appointed professional/industry representative will provide an appropriate briefing of the Committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.

The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.

Guests may also be invited to attend and participate at meetings, this would generally for a specific purpose and/or specified period of time. This is at the discretion of the Committee.

3.2 Councillors

Council will appoint Councillor representation annually.

Unless otherwise appointed to the Committee by Council, the Mayor is, by virtue of the Office, an ex officio member of the Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.

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

3.3 Council Officers

Council officers will be nominated to support the Committee by the CEO as required to provide advice and administrative support to the Committee.

4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The Committee will meet on a bi-monthly basis and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. The Committee will also participate in the 6 monthly Group Meetings and the Annual Advisory Committee Forum.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.



At the commencement of each financial year, the Committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plan. The Committee may also highlight any emerging issues which will also be documented. For efficiency purposes the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and

Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Minutes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the Committee not less than seven (7) days before the time fixed for the holding of the meeting.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

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

The meeting notes of a Council Committee must:

- (a) contain details of the proceedings and recommendations made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) incorporate relevant reports or a summary of the relevant reports considered by the Committee.

Draft meeting notes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;



- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) submitted to the next meeting of the Committee for information.

Agendas and notes from meetings are not required to be made available to the public.

8. Voting

As this is an Advisory Committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Advisory Committee may potentially form an Assembly of Councillors. Councillors and officers are required to comply with the conflict of interest provisions as set down in the Act.

Where a meeting is identified as an Assembly of Councillors, staff must follow the designated procedure.

Where a community member has a Conflict of Interest or perceived conflict of interest in relation to a matter before the Committee, the community member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

10. Reporting

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

11. Administration Support

Administration support will be provided by the Community Services Directorate.



12. Personal Support

The provision of resources for the personal support of Committee members to attend KDAC meetings is provided by Council as required.

13. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

14. Review Date

The Committee will sunset after 4 years. If the Committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the Committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

15. Meals

The provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

10 Office of the CEO Reports for consideration

10.1 Council Plan Progress Report 2021-22

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 2021-22.

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 is monitored and reviewed each quarter through progress reports. The Council Plan 2021-2025 Year 1 - 2021-22 Progress Report (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, it 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 Progress Report for 2021-22.

Of the 26 initiatives included in 2021-22 (Year 1) of the Council Plan:

- 18 initiatives are complete
- 4 initiatives are less than 15 per cent behind schedule and require monitoring
- 4 initiatives are more than 15 per cent behind schedule and require monitoring.

The initiatives currently behind schedule:

- Coordinate the implementation of the Retail Activation Strategy.
- Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan.
- Work with Maroondah and Yarra Ranges councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.
- Facilitate and support the implementation of actions of the Boronia Renewal program.
- Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox.
- Update Council's flood modelling across Knox.
- Undertake vegetation mapping analysis and habitat corridor planning to manage our urban biodiversity.
- Develop and implement a Customer Experience Strategy and Action Plan.

Progress comments on all initiatives can be found in Attachment 1. The assessment of progress against the milestones relates only to Year 1 (2021/22) of the four-year Council Plan 2021-25, with the majority of initiatives spanning multiple years. The items behind schedule are primarily related to external factors outside of Council's control or the need to temporarily shift priorities in responding to COVID-19 impacts.

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 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 2021-25 Council Plan (Year 2) 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 2021-25 Council Plan (Year 1) 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.

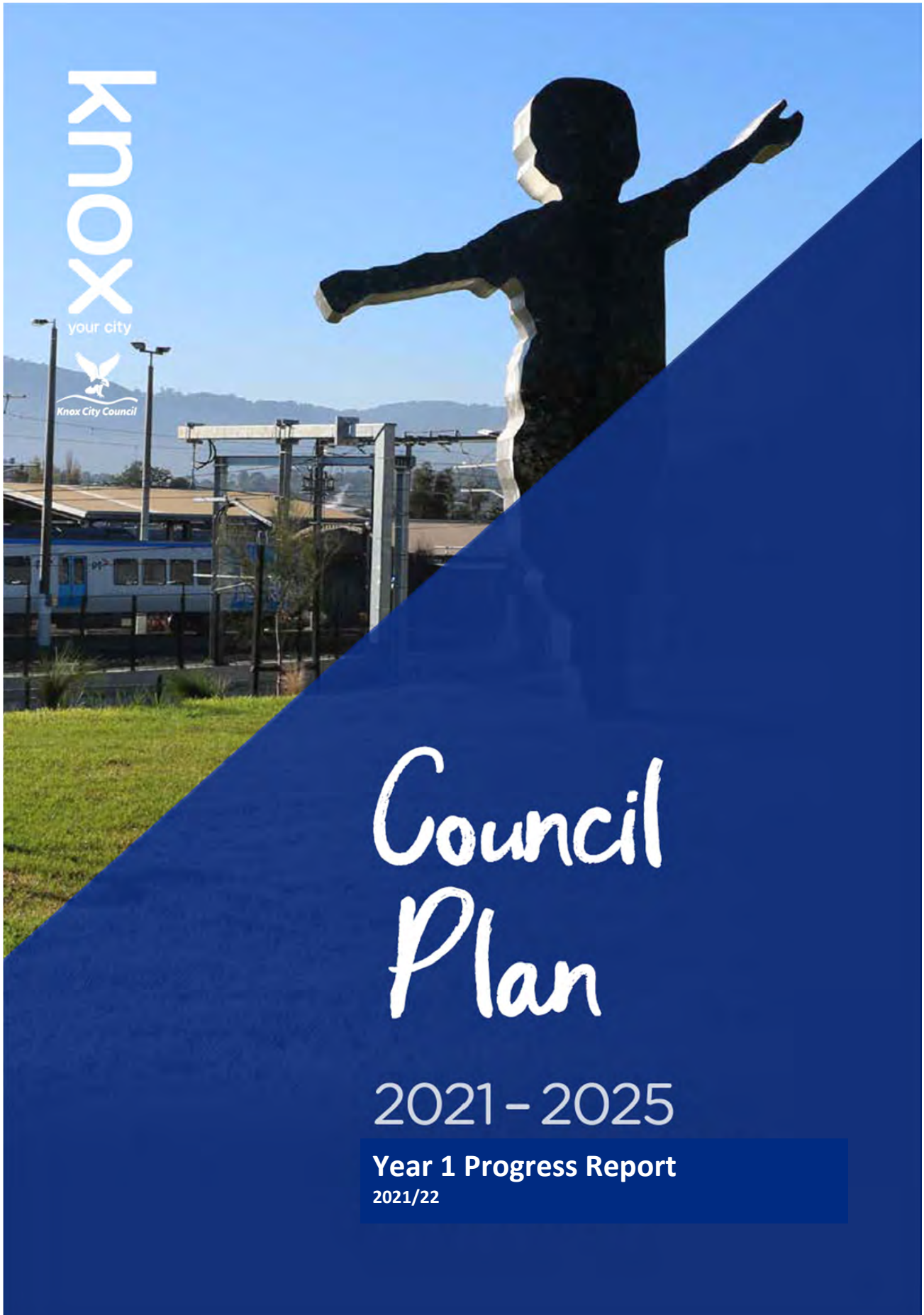
10. CONFIDENTIALITY

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

Report Prepared By: Corporate Reporting Officer, Elisa De Iuliis
Report Authorised By: Acting Chief Executive Officer, Matt Kelleher

Attachments

1. Council Plan Year 1 Progress Report 2021-22 v 1 [10.1.1 - 22 pages]



KNOX

your city



Knox City Council

Council Plan

2021 – 2025

Year 1 Progress Report
2021/22

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.

Progress Report 2021/22 (Year 1 of 4)

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 key milestones for the year will be completed. The progress status reflects the status of the key milestones, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. Progress status is reported based on the following colour coding:

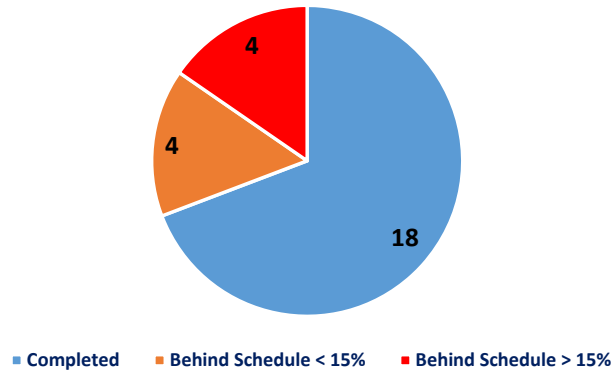
Complete	On Schedule	Behind Schedule (<15% behind schedule)	Behind Schedule (>15% behind schedule)
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Indicators

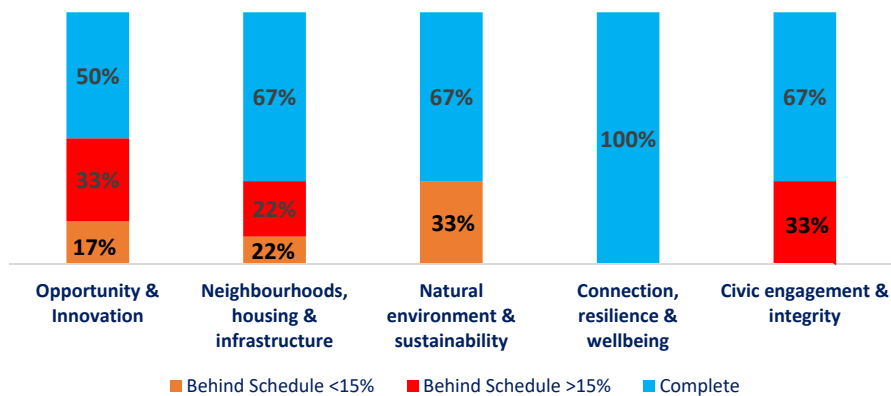
The indicators identified in the Council Plan tell us if the work that we're doing is contributing to a positive change in our community. They span the four years of the plan and will be reported on every six months. It must be noted however that some data will not change due to different reporting timeframes, and therefore some indicators will still include baseline data. Updated data for these indicators will be reported in future progress reports, as it becomes available.

2021/22 - Year 1 Progress Summary

Major Initiatives and Initiatives



Progress by Key Direction



The assessment of progress against the milestones relates only to Year 1 (2021/22) of the four-year Council Plan 2021-25, with the majority of initiatives spanning multiple years. The items behind schedule are primarily related to external factors outside of Council’s control or the need to temporarily shift priorities in responding to COVID-19 impacts.

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-19 to inform future programs (Year 1).	100%	<p>An extension to the COVID-19 Business Recovery Plan was approved in October 2021. This resulted in three programs being extended until 30 June 2022.</p> <p>Mentoring and commercial advice has been provided, including critical financial advice and coaching to businesses recovering from COVID-19. The Digital Solutions Program also took place, providing in-depth training to businesses on improving their digital marketing.</p> <p>Preparation of a second round of eCommerce grants and a Digital Upskills program for small businesses was undertaken in early 2021. This involved the development of program scopes and engagement of consultants. Both programs will be launched in early 2022-23.</p> <p>A dashboard of information is currently being developed in Power Business Intelligence (BI) to continue to monitor the impact of COVID-19 on the Knox economy.</p>
Initiative	Progress	Progress Comment
Coordinate the implementation of the Retail Activation Strategy (Years 1-3).	75%	The Draft Retail Activation Strategy was endorsed by Council on 22 December 2021 and public consultation took place in February 2022. The Retail Activation Strategy was taken to the May 2022 Council Meeting for consideration but was not endorsed. A further briefing is required with Councillors to resolve the future of the Strategy.
Support, connect and strengthen the creative industry sector through arts, cultural and economic development programs (Year 1).	100%	<p>Knox cultural and heritage venues, festivals, events, community event support, and arts-led programs, have all provided a platform for supporting, connecting and strengthening the creative industry of Knox in post pandemic recovery. Knox has built strong program partnerships and collaborative approaches through Retail Activation Strategies and Neighbourhood Renewal programs (funded through the Victorian State Government), particularly in Boronia and Ferntree Gully village precincts.</p> <p>There have been high levels of engagement and procurement of local businesses, artists, schools, community groups and program suppliers. Groups, clubs and organisations have used Council venues to expand their</p>

Initiative	Progress	Progress Comment
		programming, such as the new inclusion of the rebuilt <i>Placemakers Workshop</i> in Ferntree Gully.
Support the implementation of the State Government Reform for the roll out of 3-year-old kindergarten in the Knox municipality (Year 1).	100%	In April 2020, Council endorsed in principle support to commence the provision of 5 hours of kindergarten to eligible 3-year-old children from January 2022 in its role as an Early Years Manager of kindergarten services. Careful planning has resulted in the successful commencement of 3-year-old kindergarten sessions from Term 1, 2022. A number of 3-year-old activity group providers operating in Council-owned facilities also transitioned to become State Government Funded Kindergarten Providers and commenced 3-year-old funded kindergarten programs from Term 1 2022. General information about the opportunity to register and enrol in 3-year-old kindergarten across the variety of early years settings in the Knox community has also been made available to families through social media posts and information posted on Knox City Council's website.
Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan (Years 1-2). ♦	50%	<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. Steps that have been undertaken to support the PSA process include the preparation of a Precinct Masterplan, Comprehensive Development Zone Schedules and a Comprehensive Development Plan.</p> <p>Council officers have implemented this work to the extent possible during 2021/22 and have held regular discussions with the Department of Transport (DoT) regarding the proposed planning scheme amendment and to assist them in progressing the amendment. The project has not progressed further as DoT are currently awaiting the Department of Environment, Land, Water and Planning's (DELWP) authorisation to commence public exhibition of the amendment. No timeframes for the commencement of exhibition have been provided. Council will advocate to DELWP in mid-late 2022 for the amendment process to progress and a submission will be made on behalf of Council during the exhibition period.</p>
Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy (Years 1-4).	85%	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. Adoption of the Bayswater Business Precinct Transformation Strategy is expected by December 2022 and progress has been made in developing two of the key short term implementation actions of the strategy. This includes development of a Governance framework to support the longer term implementation of the strategy and preliminary scoping of a spatial plan.

The difference we're makingProgress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
Maintaining the number of existing businesses in Knox.	The total number of businesses registered in Knox.	Annual	14,046 (2019)	14,077 (2021)	The 2021 result is in line with the baseline figure.
An increase in new businesses in Knox.	The total number of new business registered in Knox.	Annual	875 (2020-21)	Data not available	
More residents employed in Knox.	The percentage of Knox residents who work in Knox.	Annual	33.1% (2016)	Data not available	Results will be populated pending availability of data from the 2021 Census.
More people with need for assistance employed in Knox.	The percentage of Knox residents (community of interest - people with need for assistance) employed.	5 yearly	83.9% (2016)	Data not available	Results will be populated pending availability of data from the 2021 Census.
An increase in Knox's Gross Regional Product/capita.	An estimate of the total value of all final goods and services produced in the economy based on final market value for the end consumer.	Annual	\$65,030 (2018)	\$70,819 (2021)	
Improved secondary school completion rates.	Percentage of population 15+ years with Year 12 or equivalent.	5 yearly	55% (2016)	63.3% (2021)	The 2021 Census showed significant improvement in secondary school completion rates in Knox since the 2016 Census.
Increased participation in Knox's Business Education program.	Number of businesses who participated in Knox education programs.	Annual	335 (2020-21)	113 (2021-22)	Prior to COVID-19, Council delivered Small Business Victoria, ATO, and other agency business workshops on site at the Civic Centre. Since COVID-19, all of these workshops have gone online and are no longer delivered specifically to Knox businesses. As they are open to any Victorian business, Council is unable to get accurate reports on how many Knox businesses attend these sessions.
More community education programs run by Knox.	The number of community training workshops run by Knox.	6 monthly	12	12	

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
Participation in funded 3-year old kindergarten.	Percentage of eligible children enrolled in Government funded 3-year old kindergarten.	Annual	New data set	69.3% (2022)	Data obtained from the Department of Health.
Increased participation in funded 4-yearold-kindergarten.	Percentage of eligible children enrolled in Government funded 4-year old kindergarten.	Annual	85.7% (2020)	94% (2021)	Data obtained from the Department of Health.

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 (Years 1-4).	60%	Progress is less than planned due to the timing of authorisation of Amendment C192knox by Minister, a factor outside Council's control. Council lodged its application to prepare and exhibit Amendment C192knox to the Knox Planning Scheme in August 2021 to implement the recommendations of the Boronia Renewal Strategy. Progression of the amendment has been delayed by the Minister for Planning and the Department of Environment, Land, Water and Planning (DELWP) with Council only having received conditional authorisation to prepare and exhibit Amendment C192knox on 3 June 2022. The authorisation included conditions to review aspects of the proposed planning controls. Council is required to review these conditions prior to exhibiting the amendment. 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.
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 (Years 1-4). ♦	85%	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, a comprehensive 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. Upon review of the information received, Council officers are now drafting a community version of the needs analysis and Social and Affordable Housing strategy and action Plan which will be presented to a future Council meeting for consideration. Due to resourcing and competing priorities, there has been a slight delay to the completion of this document but this will be addressed in the coming months and implementation of the Plan will commence thereafter.

Initiative	Progress	Progress Comment
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 (Year 1). ♦	100%	Council endorsed the Kindergarten Infrastructure and Service Plan for Knox in partnership with the State Government in September 2021. Following an extensive process to understand the impact of the 3-year-old Kindergarten reform on Council's early years infrastructure, advocacy letters were sent to the Minister for Early Childhood and the Minister for Education in January 2022. These noted the significant impact of the State Government Reforms with regards to infrastructure and the urgent need for increased funding and consideration of additional kindergartens on school sites as a potential solution.
Advocate to State and Federal Governments for funding to implement Stage 2 of the Lewis Park Master Plan (Year 1).	100%	Following the successful advocacy for funding of Lewis Park Stage 1 (\$14.5m from Melbourne Water and Integrated Water Management grants program), advocacy to fund works in Stage 2 has been undertaken. This has included inclusion of Lewis Park in the Invest in Knox strategy and discussions with State and Federal members and candidates.
Update Council's flood modelling across Knox (Year 1).	60%	<p>Finalisation of the flood extents, which supports the designation of flood impacted properties under Section 153 of Building Regulations, are undergoing a quality assurance process to ensure the integrity of the data. The finalised flood extents are anticipated to be complete in September 2022.</p> <p>Melbourne Water (MW) have provided an update on their proposed delivery dates and expected timelines to commence the planning overlay amendment process for Land Subject to Inundation Overlay (LSIO) and Special Building Overlay (SBO) into 2023. Council's timelines and workflow in designating flood impacted properties under Section 153 of Building Regulations are being considered in regards to the timing of the MW process.</p>
Advocate to State Government for improved public transport and arterial road connectivity in Knox (Years 1-4).	100%	<p>The State and Federal Government Transport Advocacy brochures for Knox were distributed to relevant Members of Parliament in line with key outcomes from the March 2022 Council report. Recent commitments include a \$2.5b commitment from the Federal Labor Party towards the Suburban Rail Loop, \$0.5m from the State Labor party to support design development for enhancements to the Boronia Train Station and a funding commitment from the State Opposition of \$2m for Route 75 tram extension feasibility study.</p> <p>As part of the Eastern Transport Coalition (ETC), Council has submitted Knox's priorities for pedestrian crossings, bus upgrades, and identified our top 10 transport priorities for the City of Knox. The Mayors of Knox and Monash 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 ETC.</p> <p>Council also continued to provide input into the design development of the Wellington Road duplication, east of Napoleon Road, the Dorset Road extension and Napoleon Road upgrade projects.</p>

Initiative	Progress	Progress Comment
Implement Knox's Parking Strategy (Years 1-2).	100%	Implementation of Knox's Parking Strategy is on track for completion by the end of 2022-23. Five of the eight action items are complete, including business cases for additional resources and parking sensors. A permanent parking officer role was created, and the role was filled in January 2022. Community laws and traffic and transport liaison meetings took place regularly throughout 2021-22.
Review and develop the Knox Domestic Animal Management Plan (Years 1&4).	100%	Knox's new Domestic Animal Management Plan (DAMP) was adopted by Council on 28 February 2022, and is in effect through to 2025. Prior to this, a draft DAMP went out for public consultation.
Progress implementation of the Knox Central program (Years 1-4).	100%	The acquisition of two strategic land parcels in line with the <i>Knox Central Structure Plan</i> has been completed. Negotiation and agreement of a premises for a temporary library at Westfield Knox was achieved and The Knox Express temporary library is now open. Negotiation and agreement of a premises for a 20-year leased library at Westfield Knox has occurred. The Project Plan for the design and construction of the library has also been completed.

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
More social and rental housing that is affordable to low income households in Knox.	The proportion of need that can be met with existing local social housing and affordable private rentals.	5 yearly	77% (2020)	Data not available	
A reduction in the median household incomes needed to purchase a typical house.	The average number of household incomes needed to purchase a typical house.	5 yearly	8.9 (2016)	8.7 (2021)	The 2021 results show a slight improvement in housing affordability.
Increased public transport usage.	Percentage of weekday trips made by public transport.	2 yearly	6.54% (2018)	Data not available	This measure is determined through the Victorian Integrated Survey of Travel and Activity. The 2020 survey was delayed due to COVID-19. Results for this measure will be populated pending availability of data from the February 2022 survey.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
More one and two bedroom dwellings approved for construction in Knox.	The number of one & two bedroom dwellings approved for construction in Knox.	Annual	240 (2020-21)	Data not available	
An increase in the number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.	The number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.	Annual	517 (March 2020)	1,090 (March 2022)	The results show a significant increase in the number of cyclists using Knox's share path networks.
Improved community satisfaction with recreation facilities.	Community satisfaction score for recreation facilities.	Annual	74 (2021)	73 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.
Improved community satisfaction with arts centres and libraries.	Community satisfaction score for arts centres and libraries.	Annual	72 (2021)	70 (2022)	The 2021-22 result is in line with the baseline.
Improved community satisfaction with appearance of public areas.	Community satisfaction score for appearance of public areas.	Annual	72 (2021)	69 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.
Improved community satisfaction with sealed local roads.	Community satisfaction score for sealed local roads.	Annual	70 (2021)	68 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.
Improved community satisfaction with planning for population growth.	Community satisfaction score for planning for population growth.	Annual	55 (2021)	56 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.

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 (Year 1).	85%	<p>Vegetation mapping analysis has been completed. Modelling and development of the draft Habitat Corridor Plan is currently in progress.</p> <p>Towards the end of 2021-22, the connectivity model was changed to ensure the science is robust enough to include in the planning scheme in the future. This has resulted in a minor delay to the delivery date but will result in a better overall outcome. The modelling and the draft Habitat Corridor Plan are expected to be completed by the end of August 2022.</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 (Year 1). ♦	100%	<p>The implementation plan of the adopted Climate Response Plan (CRP) is on track to be completed by December 2022. Council has formally joined the Cities Power Partnership and submitted a voluntary pledge to the State Government under the Climate Change Act 2017.</p> <p>All CRP actions that were scheduled for 2021-22 have either been completed or are underway. Completed actions include the implementation of the Boronia Dorset Square LED streetlight replacement program, as well as completion of the landfill solar farm feasibility study. Procurement activities are also being finalised for the installation of seven EV charging stations within retail settings in Knox.</p> <p>Introduction of climate change considerations section into all Council reports commenced in November 2021. To support this, guidance notes and materials have been developed for Council officers to use, and advice by Senior Project Manager Climate Response is promoted.</p> <p>The input of climate change and other sustainability factors are currently being considered in the review of Council's</p>

Initiative	Progress	Progress Comment
		internal Vehicle Policy, Procurement Policy and Sustainable Buildings & Infrastructure Policy. Additionally, climate risk consideration responsibilities have been added into the position description templates for leadership roles within Council.
Enhance Knox's Waste and Recycling Education programs to focus on reducing waste to landfill and increasing recycling (Year 1). ♦	100%	<p>Knox's first Residential Bin Inspection Program commenced in April 2022 and ran for three months. Over 3000 Knox household's bins were inspected. Early results have seen a positive change in recycling behaviours through targeted engagement. 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. Eleven workshops have been planned for early 2022-23, with focuses including reducing household waste, reducing food waste, composting and clothing repairs. Communications have been developed to advise businesses of the upcoming Single Use Plastics Ban.</p> <p>Council has also continued to deliver the compost rebate scheme.</p> <p>Knox' collaborative investigations into expanding the rebate program to both reusable cloth nappies and reusable menstrual and sanitary products are progressing well. This research is investigating what a best practice reusable nappy program, shared across the 12 councils, would look like. Knox has been successful in receiving funding for the Recycling Victoria Councils Fund Round 2 Stream 1 – Feasibility Study to research the Best Practice Reusable Sanitary and Incontinence Aids Program, in partnership with other Councils.</p> <p>Ongoing neighbourhood house education talks were hosted in the second half of 2021-22, as well as Knox's annual Detox Your Home event which occurred on 15 May 2022 at Knox's depot, with over 100 participants.</p>

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
More houses within 400m of open space.	The percentage of Knox homes within 400m of a public open space of any size.	2 yearly	69% (2018)	76.4% (2021)	Data obtained from the Australian Urban Observatory.
An increase in tree canopy coverage.	Percentage of Knox's total area under tree canopy cover.	2 yearly	18% (2018)	Data not available	Results will be populated pending availability of data from the Department of Environment, Land, Water and Planning.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
A reduction in greenhouse gas emissions.	Tonnes of greenhouse gas emissions generated per capita in total (waste, transport, gas & electricity).	2 yearly	15 (2017)	14 (2020)	
An increase in renewable energy usage.	Renewable energy as a percentage of total electricity consumption.	2 yearly	7.3% (2017)	56% (2021)	Council's percentage of renewable energy increased by over 50% due to a Renewable Energy Power Purchase Agreement coming into force on 1 July 2021 for all of Knox's streetlights. The Agreement will supply energy from wind farms based in Victoria for the next 9 years.
A reduction in Councils corporate greenhouse gas emissions.	Councils corporate greenhouse gas emissions.	Annually (September)	8446 (2020-21) Target is to get to Zero by 2030	Data not available	Results will be populated pending availability of data anticipated in September 2022.
An increase in Councils corporate renewable energy usage.	Total Installed capacity of Solar on Council facilities.	Annually	662 kW (2020-21)	816kW (2021-22)	During 2021-22, 154kW of solar was added across 11 facilities.
A higher annual net gain of trees in Knox.	The net gain (difference between trees removed and planted) of trees in Knox.	Annual	1,249 (2020-21)	1,420 (2021-22)	The 2021-22 result shows improvement from the baseline.
Improved community satisfaction with waste management.	Community satisfaction score for waste management.	Annual	75 (2021)	76 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.
Improved community satisfaction with environmental sustainability.	Community satisfaction score for environmental sustainability.	Annual	65 (2021)	65 (2022)	The 2021-22 result is in line with the baseline.
An increase in kerbside collection waste diverted from landfill.	Percentage of kerbside collection waste diverted from landfill.	6 monthly	52.10% (2020-21)	51.6% (2021-22)	There has been a slight decline in the percentage of kerbside collection waste diverted from landfill.

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 (Years 1-2). ♦	100%	<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 approximately \$79,000 were reallocated to a further and final pandemic response grants program. The new round of this grant was rebadged to reflect the changes in the pandemic situation and has been named the <i>Pandemic Recovery: Food and Emergency Relief Grant</i>. All funds have now been dispersed to the successful applicants, with 12 organisations receiving funding to provide support to Knox families in the form of hot meals, food parcels and other related emergency relief items.</p> <p>Council's audit of emergency relief providers is underway, with a series of interviews and a survey distributed to all known providers and Knox churches. Planning is underway for how these results can be shared with emergency food relief providers. Council intends to initiate and facilitate a Taskforce of providers to explore opportunities to improve coordination of existing efforts. The Taskforce will also provide Council with an ongoing understanding of demand and other trends related to community need and support.</p> <p>The <i>Move Your Way</i> program was delivered in March 2022, with more than 180 activities on offer to the community. The program was so successful it was 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 (Years 1-4). ♦	100%	<p>A second Mental Health First Aid program was delivered for disability carers over four weeks in May and June 2022, in partnership with Orana Community House. Council facilitated the quarterly Mental Health Roundtable meeting in May 2022, where the presenters included representatives for the newly established Office of Mental Health Promotion in the Department of Health Victoria. A mental health survey was sent to a randomised sample of 4000 Knox households in June 2022. The survey focused on risk and protective factors, and the results will provide a comparison against the mental health data that was collected through the <i>Knox COVID-19 Household Impacts Survey</i> in both 2020 and 2021. Advocacy work has continued in the lead-up to both State and Federal elections.</p>

Initiative	Progress	Progress Comment
		Council has written to The Minister for Mental Health, asking that Knox be considered as one of the initial ten sites identified for the mental health social inclusion action groups (formerly known as community collectives). These groups are an outcome of the Royal Commission into Victoria's Mental Health System and will be established in each of Victoria's local government areas.
Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation (Years 1-4).	100%	Engagement has commenced to explore reconciliation opportunities and actions identified in the First Nations Needs analysis and key actions are progressing. These actions include: <ul style="list-style-type: none"> • designing and constructing a yarnning circle at the Knox Civic Centre • cultural heritage considerations for Lewis Park and Stamford Park wetlands site • cultural walks and the installation of First Nations art • caring for country skill development with Council's Biodiversity team • developing information for Council's website.
Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters (Years 1-4).	100%	A community Stakeholder Strength Mapping (SSM) model has been developed in consultation with Council's community engagement practitioners. The approach to data collection has been modified so that each part of Council will be able to add their data. Council is also investigating Social Network Analysis (SNA), which shows how groups across the community interact with each other. A consultant to support this development will be appointed in early 2022-2023. Mapping of existing resilience-building plans has begun and discussion papers will be drafted based on the findings.
Contribute to the collective efforts in preventing and responding to family violence (Years 1-4). ♦	100%	In the first half of 2021-22, five Literacy for Women sessions were held and were well attended by the community. This project was run in partnership with Eastern Community Legal Centre, Women's Health East, Yarra Ranges City Council and Maroondah City Council. It is currently being evaluated. Perpetrator help seeking posters have been developed in partnership with <i>No to Violence</i> and <i>Relationships Australia</i> . Distribution across the community will commence in early 2022-23. Two social media self-defense interactive sessions for women and girls aged 16+ have been delivered in partnership with Maroondah and Yarra Ranges City Councils, the eSAfety Commissioner and the Eastern Domestic Violence Service (EDVOS) – the lead specialist family violence service in Melbourne's Eastern Metropolitan Region. These sessions informed participants on how to engage online, the use of privacy settings and managing and reporting online abuse. There were 40 participants across the two sessions. Council's Family Violence Internal Reference Group continues to meet quarterly, to assist with identifying gaps and opportunities for collective approaches to family violence prevention and response initiatives. As a result, a draft procedure for responding to community disclosures of family violence was developed. Council has also undertaken research and planning to develop a men's initiative targeted at fathers and father figures in challenging unhealthy gender stereotypes and promoting gender equality and healthy relationships.

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
A reduction in the number of adults who report high or very high psychological distress.	Percentage of adults who suffer from high psychological distress	3 yearly	18.25% (2017)	27.5% (2020)	There has been a significant increase in the percentage of adults who suffer from high/very high psychological distress. This data was obtained from the 2020 Victorian Population Health Survey which was conducted during the COVID-19 pandemic.
More residents who report their health as good, very good or excellent.	Percentage of Knox adults who rate their health as 'very good' or 'excellent'	3 yearly	41% (2017)	41.5% (2020)	Self-reported health has remained stable between 2017 and the time of the 2020 Victorian Population Health Survey.
An increase in the level of agreement that multiculturalism makes life better.	Percentage of adults that definitely agree that multiculturalism makes life their area better	3 yearly	48.57 (2017)	59% (2020)	Results indicate an improvement in our community's tolerance of diversity.
Improved perceptions of safety.	Percentage of adults that 'definitely' feel safe at night	3 yearly	52.2% (2017)	Data not available	The 2020 Victorian Population Health Survey was co-opted to provide critical information to inform the public health response to the COVID-19 pandemic. This question was temporarily removed to make room for collection of new information.
An increase in the number of adults who feel a sense of belonging.	Percentage of adults that 'definitely' feel valued by society	3 yearly	41.5% (2017)	46.2% (2020)	Results indicate an increase in our community's sense of belonging.
More adults in Knox who volunteer.	Percentage of adults who definitely or sometimes help out a local group by volunteering	3 yearly	35.1% (2017)	Data not available	The 2020 Victorian Population Health Survey was co-opted to provide critical information to inform the public health response to the Covid-19 pandemic. This question was temporarily removed to make room for collection of new information.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
More infants and children in the Knox region immunised at Council run immunisation sessions.	Number of children immunised at a Council run immunisation session	Annual	5,550 (2020-21)	4,002 (2021-22)	The reduction in vaccinations during 2021-22 was largely due to bringing forward school vaccinations (approximately 1,000) in 2020-21 to pre-July, due to anticipated lockdowns over winter. This also contributed to the higher than average number of vaccinations reported during 2020-21.
Increased participation in key ages and stages Maternal and Child Health visits.	Percentage of children participating in the key ages and stages MCH visit visits.	6 monthly	96.33% (2020-21)	99.05% (2021-22)	
Improved satisfaction with cultural activities.	Community satisfaction score for community & cultural	Annual	65 (2021)	63 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.
An increase in the number of opportunities and avenues to include First Nations Culture within Knox.	The number of opportunities and initiatives that partner with First Nations people and Traditional Custodians across various departments of Council.	Annual	New data set	35 (Jan-June 2022)	Opportunities and initiatives included: Knox Festival – First Nations cooking presentation and food truck; State Basketball Kooire Academy – All Stars; Cultural Diversity Week Event – Culture Walk and Food Truck; First Nations Mural on State Basketball Centre hoarding; RAP working group met to shape the consultation progress; Sorry Day Ceremony (250 attendees plus around 50 on the waiting list); First Nations E-newsletter launch; NAIDOC week; and Heritage protection consultations with Traditional Custodians.
An increase in the number of meals delivered through Meals on Wheels.	The number of meals delivered through Meals on Wheels	Annual	35,194 (2020-21)	31,587 (2021-22)	Due to changes in funding there were fewer meals delivered during 2021-22. There was also a higher number of meals delivered during 2020-21 due to COVID-19, but this now reduced due to changes within the community and the removal of restrictions.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
More clients and community members supported through Council's Community Access and Support programs.	Number of clients and community members who have participated in CAS programs	Annual	4,348 (2020-21)	4,656 (2021-22)	There has been an overall increase to supports provided to residents. Although we had reduced numbers participating in community transport, we has increased numbers accessing the Short Term Support program, Zest4Life programs and our Housing Estate Program.
Greater sports participation rates.	Number of teams using Council facilities.	Annual	1157 (2020-21)	2,018 (2021-22)	
	Number of participants by age and gender	Annual	Male - 12,310 Female - 3,745 Junior - 9,248 Senior - 6,807 (2020-21)	Male - 12,450 Female - 3,558 Junior - 9142 Senior - 6866 (2021-22)	

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 (Years 1-4).	85%	Achievement of milestones set at the beginning of this project have been delayed to enable more thorough engagement of councillors, customers and teams involved in delivering services in the development of the strategy. The research phase of the Customer Experience Strategy is complete and a report has been provided to Council. This phase involved a staff survey, customer survey, workshops with staff and interviews with customers for four processes and use of demographic data to develop personas. A co-design process is underway to develop the strategy. A draft is expected to be presented to Council for input in September 2022 and community consultation is planned for October 2022, before the final strategy is adopted in November/December 2022.
Initiative	Progress	Progress Comment
Implement priority actions of the Community Engagement Framework and Action Plan (Years 1-4).	100%	<p>Implementation of the Community Engagement Framework and Action Plan is continuing to progress well. The <i>Knox: Have Your Say</i> platform has hosted 52 projects over the 2021-22 financial year, with 37,000 individual visitors and 7,000 contributions to date.</p> <p>The Staff Community Engagement Hub established to support staff to undertake fit for purpose community engagement is continually being updated and improved.</p> <p>In the first half of 2021-22, a comprehensive toolkit was implemented to support staff to undertake fit for purpose community engagement. The International Association of Public Participation (IAP2) staff training program continued throughout 2021-22 with over 100 staff completing at least one course and the Community Engagement Advocates Group continue to meet bi-monthly to discuss key aspects of engagement at Knox.</p>
Develop a procurement policy to ensure commercial and best practice outcomes (Year 1).	100%	Knox's new Procurement Policy was developed earlier this year and adopted by Council in June 2022. The Procurement Policy has been published on Council's website.

The difference we're making

Progress against the indicators identified in the *Council Plan 2021-25*.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	Comment
Improved community satisfaction with decision making.	Community satisfaction score for decision making.	Annual	60 (2021)	58 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.
Improved community satisfaction with customer service.	Community satisfaction score for customer service.	Annual	75 (2021)	73 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.
Improved community satisfaction with overall direction.	Community satisfaction score for overall direction.	Annual	54 (2021)	51 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.
Improved community satisfaction with overall performance.	Community satisfaction score for overall performance.	Annual	69 (2021)	67 (2022)	The 2021-22 result is in line with the baseline. The variance is not considered statistically significant.
Improved community satisfaction with consultation & engagement.	Community satisfaction score for consultation & engagement.	Annual	58 (2021)	58 (2022)	The 2021-22 result is in line with the baseline.
More council services with a technology based self-service option.	Number of council services with a technology based self-service option.	Annual	434 (2020-21)	439 (2021-22)	The additional five services with a technology based self-service option are: food business registration permit; health and beauty business registration permit; street trading and outdoor dining; community wellbeing facility tenants; and Maternal & Child Health appointments
Meet liquidity and indebted targets from the adopted budget.	Liquidity result compared to target.	Quarterly	1.0 (2021/22 Adopted Budget)	1.5 (June 2022)	Improved position relating to timing of capital works expenditure.
Meet liquidity and indebted targets from the adopted budget.	Indebted result compared to target.	Quarterly	53.2% (2021/22 Adopted Budget)	38.8% (June 2022)	Improved position relating to timing of capital works expenditure.

11 City Centre Reports for Consideration

12 Items for Information

13 Notices of Motion

14 Supplementary Items

14.1 Unaudited 2021-22 Annual Financial Statements and Performance Statement

15 Urgent Business

16 Questions Without Notice

17 Confidential Items