

# AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 24 October 2022 at 7:00 PM

This meeting will be conducted as a hybrid meeting

**Order of Business**

- 1 Apologies And Requests For Leave Of Absence.....4
- 2 Declarations Of Conflict Of Interest.....4
- 3 Confirmation Of Minutes.....4
- 4 Presentations, Petitions And Memorials .....4
- 5 Reports By Councillors.....4
- 6 Planning Matters .....5
  - 6.1 Report of Planning Applications Decided Under Delegation 1 September 2022 to 30  
September 2022 .....5
  - 6.2 106 Harold Street, Wantirna.....11
  - 6.3 Lot 2, Wellington Road, Lysterfield.....67
  - 6.4 5 William Street, Ferntree Gully .....94
- 7 Public Question Time .....109
- 8 Officer Reports.....109
  - 8.1 2021-22 Annual Report.....109
  - 8.2 Audit and Risk Committee - Chairperson's Report .....112
  - 8.3 Community Development Fund Evaluation Panel Recommendations 2022-2023 .....121

- 8.4 Minor Grants Program 2022-23 Monthly Report .....133
- 8.5 Knox Design and Development Excellence Awards - Evaluation .....202
- 8.6 Knox Emergency Food Relief Audit .....212
- 8.7 Proposed 2023 Council and Committee Meeting Schedule .....289
- 8.8 Capital Works Program Ranking Criteria Report.....299
- 9 Supplementary Items.....364
- 10 Notices Of Motion .....364
- 11 Urgent Business .....364
- 12 Questions Through The Chair .....364
- 13 Confidential Items.....364

Bruce Dobson  
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 26 September 2022

4 Presentations, Petitions and Memorials

5 Reports by Councillors

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 September 2022 to 30 September 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 September 2022 to 30 September 2022) be noted.

#### 1.REPORT

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

Application Type	No.
Building & Works: Residential	5
Other	5
Subdivision	10
Units	13
Tree Removal / Pruning	13
Single Dwelling	3
Change of Use	3
Signage	1
Variation to easement	1
Dependent Person Unit	1
Child Care Centre	1
<b>TOTAL</b>	<b>56</b>

#### 2.CONFIDENTIALITY

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

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

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

Attachments

Nil

## Knox City Council

### Report of Planning Applications Decided under Delegation

1 September 2022 and 30 September 2022

Ward	No/ Type	Address	Description	Decision
Baird	2022/6393	27 Rankin Road BORONIA VIC 3155	Six (6) lot subdivision (approved development site)	6/09/2022 Approved
Baird	2022/9086	8/841 Mountain Highway BAYSWATER VIC 3153	Construction of additional mezzanine meeting rooms with a reduction in car parking requirements	6/09/2022 Approved
Baird	2022/6296	12 Hazelwood Road BORONIA VIC 3155	Development of land for two (2) double storey and one (1) single storey dwelling (total three dwellings)	13/09/2022 Notice of Decision
Baird	2022/6166	57 Piperita Road FERNTREE GULLY VIC 3156	Development of the land for one (1) double storey dwelling to the rear of the existing dwelling	8/09/2022 Approved
Baird	2022/6426	8/15 Western Road BORONIA VIC 3155	Remove one (1) Eucalyptus ovata (Swamp Gum)	12/09/2022 Approved
Baird	2022/9093	3 Eytan Street FERNTREE GULLY VIC 3156	Two Lot Subdivision (approved development site)	28/09/2022 Approved
Baird	2022/6073	870 Mountain Highway BAYSWATER VIC 3153	Building and works for warehouse development with associated car parking and the alteration to access of a road in a Transport 2 Zone	14/09/2022 Approved
Baird	2022/6272	203-205 Scoresby Road BORONIA VIC 3155	Use of the land for a Veterinary Centre	14/09/2022 Approved
Baird	2022/6128	42 Woodvale Road BORONIA VIC 3155	Development of the land for two (2) double storey dwellings to the rear of the existing dwelling	16/09/2022 Approved
Chandler	2022/6449	11 Carnarvon Avenue THE BASIN VIC 3154	Construction of a single storey dwelling on the land	6/09/2022 Approved
Chandler	2022/6210	10 Melrose Court BORONIA VIC 3155	The development of the land for four (4) dwellings (two (2) double storey and two (2) single storey) to the rear of the existing dwelling, tree removal and buildings and works	8/09/2022 Notice of Decision
Chandler	2022/6424	23 Stuart Street THE BASIN VIC 3154	Removal of a one (1) Cudrus deodara (Himalayan Cedar)	12/09/2022 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2021/6710	14 Lyndon Road BORONIA VIC 3155	Development of a single storey dwelling to the rear of the existing dwelling and removal of vegetation	14/09/2022 Approved
Chandler	2022/6419	45 Miller Road THE BASIN VIC 3154	Removal of one (1) Grevillea robusta (Silky Oak), one (1) Eucalyptus radiata (Narrow Leaved Peppermint) and the Pruning of one (1) Quercus robur (English Oak)	8/09/2022 Approved
Chandler	2022/6464	23 View Road THE BASIN VIC 3154	The removal of two (2) Eucalyptus obliqua (Messmate)	29/09/2022 Approved
Chandler	2022/6458	5 Allandale Road BORONIA VIC 3155	Seven (7) lot subdivision (approved development site)	28/09/2022 Approved
Chandler	2021/6685	19 Market Street BORONIA VIC 3155	The construction of a double storey dwelling with attached garage	14/09/2022 Approved
Chandler	2022/6420	4 Beresford Drive BORONIA VIC 3155	Buildings and works - Temporary dependent persons unit	21/09/2022 Approved
Chandler	2022/6459	3 Hillside Avenue BORONIA VIC 3155	The removal of one (1) Eucalyptus obliqua	19/09/2022 Approved
Chandler	2022/6287	201 (Lot 2) Ferndale Road SASSAFRAS VIC 3787	Buildings and works to construct a shed and use and construct a private tennis court	20/09/2022 Approved
Chandler	2022/6381	1 Paisley Avenue BORONIA VIC 3155	Removal of one (1) Syzygium smithii (Lily Pilly)	14/09/2022 Approved
Chandler	2022/6423	428-496 Liverpool Road BORONIA VIC 3155	The removal of four (4) and the pruning of nineteen (19) indigenous trees	19/09/2022 Approved
Collier	2022/9088	10 Dumfries Way WANTIRNA VIC 3152	2 Lot Subdivision (Approved Development Site)	8/09/2022 Approved
Collier	2022/6304	22 Cumberland Avenue BAYSWATER VIC 3153	Two lot subdivision (Approved Development Site)	21/09/2022 Approved
Dinsdale	2021/6638	26 Matlock Road BORONIA VIC 3155	Development of a double storey dwelling to the rear of the existing dwelling	6/09/2022 Approved
Dinsdale	2022/6479	Knox City SC (MASTER) 425 Burwood Highway WANTIRNA SOUTH VIC 3152	Internally illuminated business identification signs	14/09/2022 Approved
Dinsdale	2022/9089	1&2/9 Berkley Street WANTIRNA SOUTH VIC 3152	2 lot subdivision (Approved Development Site)	9/09/2022 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2021/6548	6 Elizabeth Street BAYSWATER VIC 3153	The construction of a double storey dwelling to the rear of the existing dwelling	13/09/2022 Notice of Decision
Dinsdale	2022/6203	62 Sasses Avenue BAYSWATER VIC 3153	Development of a double storey dwelling to the rear of the existing dwelling	16/09/2022 Refused
Dinsdale	2021/6794	16 Moonah Road WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	29/09/2022 Notice of Decision
Dinsdale	2022/6171	26 Margaret Avenue BAYSWATER VIC 3153	Development of the land for one (1) double storey dwelling and one (1) single storey dwelling (total of two dwellings)	29/09/2022 Notice of Decision
Dobson	2022/6320	13 Roberts Street FERNTREE GULLY VIC 3156	Removal of Thirty One (31) Chamaecyparis lawsoniana (Lawson Cypress)	1/09/2022 Refused
Dobson	2022/6303	6 Obeah Court LYSTERFIELD VIC 3156	Use and Development of the land for a Single Storey Dwelling, Shed, Swimming Pool and associated works and Variation to the Building Envelope	2/09/2022 Approved
Dobson	2022/6363	Lakesfield Reserve 101 Lakesfield Drive LYSTERFIELD VIC 3156	Removal of one (1) Corymbia maculata (Spotted Gum) and two (2) Eucalyptus cephalocarpa (Silver Stringybark)	7/09/2022 Approved
Dobson	2022/6183	44 Station Street FERNTREE GULLY VIC 3156	Buildings and works (external roller shutter to existing entry door) and business identification signage	8/09/2022 Approved
Dobson	2022/6402	11 Dorothy Grove FERNTREE GULLY VIC 3156	Removal of two (2) Ulmus glabra 'Lutescens' (Golden Elm)	8/09/2022 Approved
Dobson	2022/6347	970-980 Burwood Highway FERNTREE GULLY VIC 3156	Buildings and Works (Automated car wash bay building ancillary to the existing use of the land for motor vehicle sales)	8/09/2022 Approved
Dobson	2022/6405	10 Grandview Crescent UPPER FERNTREE GULLY VIC 3156	Buildings and works - deck, verandah and roof over spa structure.	30/09/2022 Approved
Dobson	2022/6444	10 Sherwood Way LYSTERFIELD VIC 3156	Removal of two (2) Phoenix canariensis (Canary Island Date Plan)	15/09/2022 Approved
Dobson	2022/6427	5B Bergner Court LYSTERFIELD VIC 3156	Buildings and Works (1.95m high timber boundary fences)	30/09/2022 Approved
Dobson	2022/6058	1186 Burwood Highway UPPER FERNTREE GULLY VIC 3156	Use and development of the land for a Child Care Centre and alteration of access to a road in the Transport Zone 2	21/09/2022 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Dobson	2022/6416	8 The Glen FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus obliqua, and the pruning of one (1) Eucalyptus botryoides	29/09/2022 Approved
Dobson	2022/9092	14 Old Belgrave Road UPPER FERNTREE GULLY VIC 3156	Buildings and Works (Deck)	30/09/2022 Approved
Friberg	2022/6291	11 Coromandel Crescent South KNOXFIELD VIC 3180	Three (3) Lot Subdivision (Approved Development Site)	1/09/2022 Approved
Friberg	2022/6425	12 David Street KNOXFIELD VIC 3180	5 lot Subdivision (Approved Development Site)	9/09/2022 Approved
Friberg	2022/6199	3/1821 Ferntree Gully Road FERNTREE GULLY VIC 3156	Change of Use (Car Sales)	14/09/2022 Approved
Friberg	2021/6473	4 Kyoto Court ROWVILLE VIC 3178	Development of the land for two (2) double storey dwellings	30/09/2022 Notice of Decision
Scott	2022/6266	14 Peppermint Grove KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings	6/09/2022 Notice of Decision
Scott	2021/6552	430 Scoresby Road FERNTREE GULLY VIC 3156	Development of the land for four (4) double storey dwellings and alteration and creation of access to a Transport 2 Zone	15/09/2022 Notice of Decision
Taylor	2022/6451	11 Golf Drive ROWVILLE VIC 3178	Addition to an existing retirement village dwelling	7/09/2022 Approved
Taylor	2020/6248	1470 Wellington Road LYSTERFIELD VIC 3156	Use and development for a place of worship with associated earthworks and vegetation removal, reduction in car parking and increase in intensity of access to a Transport Zone Category 2	13/09/2022 Refused
Taylor	2022/6414	1&2/ 74 Willow Avenue ROWVILLE VIC 3178	Two lot subdivision (Approved Development Site)	16/09/2022 Approved
Tirhatuan	2022/6396	3 Myer Place ROWVILLE VIC 3178	Vary an easement (relocate)	13/09/2022 Approved
Tirhatuan	2022/9087	38/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Buildings and Works (Increase the floor area in a warehouse/office)	08/09/2022
Tirhatuan	2022/6428	711 Stud Road SCORESBY VIC 3179	Six lot Subdivision (approved development site)	21/09/2022 Approved
Tirhatuan	2022/6465	35 Seebeck Road ROWVILLE VIC 3178	Removal of one (1) Corymbia maculata (Spotted Gum)	21/09/2022 Approved

## 6.2 106 Harold Street, Wantirna

### **SUMMARY: Senior Planner, Leonard Tyssen**

**This report considers Planning Application P/2022/6070 for the development of the land for eight (8) dwellings consisting of six (6) double storey and two (2) single storey dwellings at 106 Harold Street, Wantirna.**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for eight (8) dwellings consisting of six (6) double storey and two (2) single storey dwellings at 106 Harold Street, Wantirna, subject to the conditions detailed in the full recommendation in section 10 below.**

### **1 INTRODUCTION**

Application P/2022/6070 has been lodged with Council for the development of the land for eight (8) dwellings consisting of six (6) double storey and two (2) single storey dwellings at 106 Harold Street, Wantirna.

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

### **2 DISCUSSION**

It is considered that the development will provide an appropriate balance between the need for additional housing within a fully serviced area and the amenity of occupants and adjoining residents.

The development generally complies with Council's Neighbourhood Character Policy and ResCode. The proposal complies with the purpose of the Neighbourhood Residential Zone – Schedule 4. On balance it is considered that the proposal responds reasonably to the Planning Policy Framework. It is recommended that a Notice of Decision to Grant a Planning Permit be issued.

### **3 CONSULTATION**

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total two (2) objections were received.

The application was referred internally to Council's Building, Waste Management, Traffic and Transport, Stormwater, Assets, and Parks Teams, as well as Council's Landscape Assessment Officer, Arborist, and Environmentally Sustainable Design Officer. No major concerns were raised with the application, subject to conditions.

### **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.

In response to the Community Net Zero 2030 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this. However, as required by Clause 22.04 (Environmentally Sustainable Design) of the Knox Planning Scheme, a Sustainable Design Assessment has been submitted with the application and is considered satisfactory by Council's Sustainable Design Officer, subject to conditions on any permit to issue.

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

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

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

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

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

## **7. SOCIAL IMPLICATIONS**

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

## **8. RELEVANCE TO KNOX COMMUNITY PLAN 2021-2031 AND COUNCIL PLAN 2021-2025**

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

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

## **9. CONFLICT OF INTEREST**

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

## 10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the Development of the land for eight (8) dwellings consisting of six (6) double storey and two (2) single storey dwellings at 106 Harold Street, Wantirna, subject to the following conditions:

### Amended Development Plans

1. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:
  - 1.1. The dwelling 3 upper floor bedroom windows facing the south-east boundary to have privacy treatment of fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor in accordance with Clause 55.04-6 of the Knox Planning Scheme.
  - 1.2. The common driveway location amended to ensure that there is less than 10 per cent encroachment for Tree 8 (*Angophora costata*).
  - 1.3. Visitor parking spaces identified by signage and line marked or alternative paving provided with a colour contrast.
  - 1.4. A decorative screening feature to the communal bin storage area to improve the appearance of the bin storage area to Harold Street.
  - 1.5. Any changes in accordance with Condition 3.5 to address inadequate Overland Flow Path.
  - 1.6. Dwelling 2 internal garage door opening into the dwelling, to maintain the minimum width and length of the garage in accordance with Clause 52.06 of the Knox Planning Scheme.
  - 1.7. Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.
  - 1.8. Dwelling 8 external storage shed relocated outside of the Structural Root Zone (SRZ) of Tree 14 (*Melaleuca armillaris*), and an annotation stating "Shed base must be constructed above grade with excavation limited to removal of surface debris only."
  - 1.9. Tree 1 – *Eucalyptus nicholii* and Tree 2 – *Grevillea robusta* to be consistently plotted in the correct location.
  - 1.10. Reduction in the setback of the Dwelling 1 garage from Tree 3 (*Lophostemon confertus*) so that the encroachment into the SRZ is 0% and the encroachment into the TPZ is 10% or less.
  - 1.11. Dwelling 5 driveway to be realigned to reduce SRZ incursion to 0% for Tree 11 (*Corymbia ficifolia*) and an annotation stating "The driveway to be constructed above grade using approved permeable paving with excavation limited to removal of surface debris only, within TPZ."
  - 1.12. An annotation stating "The decks within the Secluded Private Open Space areas of Dwellings 2, 3, and 8 must be constructed using post and beam techniques with a permeable deck. Excavation must be limited to post holes only. The stump plan must be flexible to allow relocation of posts if roots (>30mm diam) are encountered. All beams must be constructed above grade"

- 1.13. The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.7 of this Planning Permit.
- 1.14. Internal footpaths provided for safe pedestrian access to satisfaction of the Responsible Authority.
- 1.15. An annotation stating, "On-site access lighting must be provided to the satisfaction of the relevant authority and in accordance with AS1158 for pedestrian safety."
- 1.16. An annotation on the plans stating "Plants adjacent to the 3m wide driveway sections must be kept to a maximum height of 900mm to allow for access by service and emergency vehicles."
- 1.17. A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.18. Delete reference of water tank capacity sizes from Development and Landscape plans.
- 1.19. Deletion of paths through front setbacks for Dwelling's 1 and 5 and pedestrian access provided directly from the porches to the driveways.
- 1.20. Sustainable Design Assessment in accordance with Condition 12.
- 1.21. The location of Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans in accordance with Condition 15- 22.
- 1.22. All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

#### Other Plans

2. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
  - 2.1. Drainage plans in accordance with Condition 3.
  - 2.2. Landscape plans in accordance with Condition 4.
  - 2.3. Waste Management Plan in accordance with Condition 14.
  - 2.4. Construction Management Plan in accordance with Condition 25.

To the satisfaction of the Responsible Authority.

#### Drainage Plans

3. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:
  - 3.1. All stormwater drainage discharge from the site connected to a legal point of discharge.
  - 3.2. The internal drains of the dwellings to be independent of each other.
  - 3.3. An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.
  - 3.4. The on-site detention system to be installed in a suitable location for easy access and maintenance.
  - 3.5. A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
  - 3.6. Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.

**3.7. Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**

**3.8. All levels to be to AHD (Australian Height Datum).**

**To the satisfaction of the Responsible Authority.**

#### **Landscaping**

**4. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**

**4.1. A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**

**4.2. The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**

**4.3. Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**

**4.4. Details of the surface finishes of pathways and driveways.**

**4.5. Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**

**4.6. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**

**4.7. Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**

**4.8. The Landscape plans must show the provision of at least 19 additional indigenous or native canopy trees and 8 additional large feature shrubs with a mature height of 4-5 metres chosen from Plant List 1, 2 or 3 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:**

**4.8.1. Front setback – 4 large indigenous canopy trees and 4 small indigenous or native canopy trees.**

**4.8.2. Dwelling 1 SPOS – 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.**

**4.8.3. Dwelling 2 SPOS – 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.**

**4.8.4. Dwelling 3 SPOS – 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.**

**4.8.5. Dwelling 4 SPOS – 2 small canopy trees and 1 large feature shrub with a mature height of 4-5 metres.**

**4.8.6. Dwelling 5 SPOS – 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.**

**4.8.7. Dwelling 6 SPOS – 2 small canopy trees and 1 large feature shrub with a mature height of 4-5 metres.**

**4.8.8. Dwelling 7 SPOS – 2 small canopy trees and 1 large feature shrub with a mature height of 4-5 metres.**

**4.8.9. Dwelling 8 SPOS – 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.**

**4.8.10. Delete paths through front setbacks. Pedestrian access to be direct from porches to driveways for Dwellings 1 and 5.**

**4.8.11. Delete raingardens. Not considered appropriate in this situation.**

**4.8.12. Show tree protection measures for street trees and neighbouring trees with TPZs extending into subject site on all plans.**

**4.9. Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.**

**To the satisfaction of the Responsible Authority.**

**5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.**

**6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.**

**General**

**7. All development must be in accordance with the endorsed plans.**

**8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority. This does not apply to:**

**6.1 An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or**

**6.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.**

**6.3 Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m<sup>2</sup>.**

**9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**

**10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**

**11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

**Sustainable Design Assessment**

**12. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a Sustainable Design Assessment detailing Sustainable Design initiatives to be incorporated into the development must be submitted to and approved by the Responsible Authority. The Sustainable Design Assessment must outline the proposed sustainable design initiatives to be incorporated throughout the development such as (but not limited to) energy efficiency, water conservation, stormwater quality, waste management and material selection, to the satisfaction of the Responsible Authority.**

**13. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.**

**Waste Management Plan**

**14. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables**

storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.

#### **Tree Protection**

- 15. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority. The relevant tree protection zones are outlined in conditions 15.1-15.12.**
    - 15.1. Quercus palustris (Street tree). TPZ 3.2 metres. TPZ to be bordered by the footpath & road.**
    - 15.2. Angophora costata (Street tree). TPZ 5.8 metres. TPZ to be bordered by the footpath & road.**
    - 15.3. Angophora costata (Street tree). TPZ 5.4 metres. TPZ to be bordered by the footpath & road.**
    - 15.4. Tree 1 – Eucalyptus nicholii. TPZ 4.8 metres. Install protection measures prior to works commencing.**
    - 15.5. Tree 2 – Grevillea robusta. TPZ 4.4metres. Install protection measures prior to works commencing.**
    - 15.6. Tree 3 – Lophostemon confertus. TPZ 3.6 metres. SRZ 2 metres. Install protection measures prior to works commencing.**
    - 15.7. Tree 5 – Casuarina cunninghamiana. TPZ 3 metres. Install protection measures prior to works commencing.**
    - 15.8. Tree 11 – Corymbia ficifolia. TPZ 6.5 metres. SRZ 2.6 metres. Install protection measures prior to works commencing.**
    - 15.9. Tree 12 – Pittosporum eugenioides ‘Variegatum’. TPZ 4.2 metres. Install protection measures prior to works commencing.**
    - 15.10. Tree 13 – Eucalyptus leucoxylon. TPZ 4.5 metres. Install protection measures prior to works commencing.**
    - 15.11. Tree 14 – Melaleuca armillaris. TPZ 4.8 metres. SRZ 2.3 metres. Install protection measures prior to works commencing.**
    - 15.12. Tree 15 – Eucalyptus polyanthemos. TPZ 6.6 metres. Install protection measures prior to works commencing.**
  - 16. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.**
  - 17. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**
  - 18. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.**
  - 19. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**
-

- 20. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.**
- 21. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:**
  - 21.1. Construction activities.**
  - 21.2. Dumping and/or storage of materials, goods and/or soil.**
  - 21.3. Trenching or excavation.**
  - 21.4. Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.**
- 22. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.**

#### **Car Parking & Accessways**

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

**To the satisfaction of the Responsible Authority.**

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

#### **Construction Management Plan**

- 25. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Construction and Traffic Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The CMP must specify and deal with, but is not limited to, the following:**
  - 25.1. A detailed schedule of works including a full project timing.**
  - 25.2. A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.**
  - 25.3. The location for the parking of all construction vehicles and construction worker vehicles during construction.**
  - 25.4. A fully detailed plan indicating where construction hoardings would be located.**
  - 25.5. A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.**
  - 25.6. Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site.**
  - 25.7. Site security.**
  - 25.8. Public safety measures.**
  - 25.9. Construction times, noise and vibration controls.**
  - 25.10. Restoration of any Council assets removed and/or damaged during construction.**

- 25.11. Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).
  - 25.12. Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).
  - 25.13. An emergency contact that is available for 24 hours a day.
  - 25.14. All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.
26. During the construction, the following must occur to the satisfaction of the Responsible Authority:
- 26.1. Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.
  - 26.2. Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system.
  - 26.3. Vehicle borne material must not accumulate on the roads abutting the site.
  - 26.4. The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.
  - 26.5. All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.
  - 26.6. All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

#### Fencing

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

#### Amenity During Construction

29. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:
- 29.1. The appearance of building, works or materials on the land.
  - 29.2. Parking of motor vehicles.
  - 29.3. Transporting of materials or goods to or from the site.
  - 29.4. Hours of operation.
  - 29.5. Stockpiling of top soil or fill materials.
  - 29.6. Air borne dust emanating from the site.
  - 29.7. Noise.
  - 29.8. Rubbish and litter.
  - 29.9. Sediment runoff.
  - 29.10. Vibration.

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

#### Stormwater

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

## **Permit Expiry**

**31. This permit will expire if one of the following circumstances applies:**

**31.1. The development is not started within two years of the date of this permit.**

**31.2. The development is not completed within four years of the date of this permit.**

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

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

## **NOTES**

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

- **Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- **Council records indicate that Melbourne Water is the responsible authority for drainage assets in the vicinity of the proposed development. Connection to the Melbourne Water system will be according to Melbourne Water requirements. The point and permitted flow of stormwater discharge for the proposed development will be as directed by Melbourne Water.**
- **The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- **Drainage works in the Road reserve or in the Council easement will require a road opening permit.**
- **Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**
- **Water Sensitive Urban Design (WSUD) should be addressed as part of this development, eg water storage tanks, swale drains, etc.**

**Other Notes:**

- **Council encourages the consideration of water storage tanks for all existing and proposed residential developments.**
- **A building permit must be obtained before development is commenced.**
- **Buildings are not allowed to be built over Council easements.**
- **The dwelling/s must achieve a minimum 6-Star Energy Rating.**
- **In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.**
- **To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.**
- **Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.**
- **A minimum of 80% of all new vegetation (both canopy trees and understorey) should be indigenous species.**

- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

## **11. CONFIDENTIALITY**

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

**Report Prepared By:** Senior Planner, Leonard Tyssen

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

### **Attachments**

1. Attachment 1 - Officer Report -106 Harold Street, Wantirna [6.2.1 - 8 pages]
2. Attachment 2 - Council Attachments - 106 Harold Street, Wantirna [6.2.2 - 37 pages]



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# Attachment 1



## Planning Application P/2022/6070 for the development of the land for eight (8) dwellings consisting of six (6) double storey and two (2) single storey dwellings at 106 Harold Street, Wantirna

### 1. Summary:

Subject Site:	106 Harold Street, WANTIRNA VIC 3152
Proposed Development:	Development of the land for eight (8) dwellings consisting of six (6) double storey and two (2) single storey dwellings
Existing Land Use:	Single dwelling
Site Area:	2,443sqm
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 4, No Overlays
Application Received:	4 February 2022
Number of Objections:	Two
PCC Meeting:	N/A
Ward:	Collier

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2022/6070 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 3. Background

#### 3.1 Subject Site and Surrounds

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

- The subject site is 2,443m<sup>2</sup>, located on the northern side of Harold Road, Ferntree Gully.
- The subject site is rectangular in shape and has an approximate slope of 3.05m from the north west corner to the south east corner of the site.
- The subject site and surrounds is located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks. The site is surrounded to the north by the Salford Park Retirement Village.
- There are some examples of multiple dwellings located on a single site, including the adjoining property to the west which contains two dwellings. Wantirna College is located approximately 260m to the South-east of the subject site.
- The site has vehicular access via a single width crossover to Harold Street.
- There are no Drainage and Sewerage Easements within the subject site.
- There are no covenants or restrictions registered on the copy of title.
- No significant vegetation exists on the site.



## Attachment 1

### 3.2 The Proposal

The proposal seeks permission for the development of the land for eight (8) dwellings consisting of six (6) double storey and two (2) single storey dwellings.

Refer to attached plans at Attachment 2. Details of the proposal as follows:

- The existing single storey dwelling and structures will be removed (planning permit not required for demolition).
- The development comprises of six (6) four bedroom dwellings and two (2) three bedroom dwellings.
- Dwellings 1-3 and 5-7 (being the double storey dwellings) are each provided with one bedroom at ground floor and three additional bedrooms at first floor. Dwellings 4 and 8 are located at the rear of the subject site, are single storey, and contain three bedrooms dwellings.
- Each dwelling is provided with secluded open space ranging in size from 64m<sup>2</sup> to 88m<sup>2</sup>.
- Each dwelling is provided with a double garage and a visitor car parking space is located at the rear of the site, sited between dwelling 8 and 4.
- Dwellings 2-4 and 6-8 are accessed via a communal driveway with Dwellings 1 and 5 fronting onto Harold Street accessed via separate independent accessways.
- The building setback to Harold Street is 9 metres.
- Site coverage is 46.5% and permeability is 37.5%.

## 4. Consultation

### 4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total two (2) objections were received and are summarised below.

#### ***Neighbourhood Character***

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

#### ***Noise***

- The site is located within an established residential area where associated noise is a common feature of urban areas. The development will not result in an unreasonable increase in residential noise. Standard construction amenity conditions will be placed on any permit issued.

#### ***Car parking / Impact on traffic/ Safety***

- Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Further, Council's Traffic and Transport Department have not raised concerns with reference to the street networks ability to cater for the proposed development. A condition of permit will ensure that sightlines of vehicles exiting the site are not unreasonably compromised.



## Attachment 1

### **Overlooking**

- The development will meet the requirements of Clause 55.04-6 (Overlooking objective), subject to a condition requiring the Dwelling 3 upper floor bedroom window to be screened to a height of 1.7m above finished floor level.

### **Removal of asbestos**

- There are strict regulations in relation to the removal of asbestos as part of the demolition process. This is not a relevant planning legislation issue.

### **Boundary fence**

- The existing boundary fence is considered to be in acceptable condition, and as a result complies with Clause 55.04-6 Overlooking objectives. The replacement of a new Colorbond material fence becomes a civil matter between neighbours if required in the future.

## 4.2 Referrals

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

**Building:** No objection.

**Arborist:** No objection to the proposal subject to conditions relating to trees being plotted correctly on the plans, the provision of tree protection fencing, relocation of the driveway adjoining tree 5 (and constructed above grade), and changes to the construction of the decks of Dwellings 2, 3 and 8.

**Traffic Engineer:** No objection. Standard conditions to be included on any permit issued, including protection of sightlines, lighting to internal footpaths, and the provision of a Construction Management Plan (CMP).

**Stormwater:** No objection. Standard conditions to be included on any permit issued. A condition for any changes in accordance with Condition 3.5 to address inadequate Overland Flow Path.

**Landscape:** No objection. The site can accommodate 19 canopy trees and 8 large shrubs. Standard conditions to be included on any permit issued.

**Parks:** No objection. Tree 1 and 3 can be retained within the design. A condition will be required to ensure the common driveway to be relocated so that encroachment to Tree 2 is less than 10 per cent.

**ESD Officer:** No objection. The Sustainable Design Assessment (SDA) submitted with the application is satisfactory subject to conditions.

**Waste:** No objection, subject to an updated Waste Management Plan being required via conditions.

**Assets:** No objection. Standard conditions to be included on any permit issued.

## 5. Discussion

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



## Attachment 1

### 5.1 Zoning and Overlays

#### 5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 4. A permit is required for the construction of two or more dwellings on a lot. Schedule 4 to the Neighbourhood Residential Zone varies the ResCode requirements for Standard B13 (Landscaping), Standard B28 (Private Open Space) and Standard B32 (Front Fence Height).

- The proposal is consistent with the purpose of the Neighbourhood Residential Zone by respecting the identified neighbourhood character and landscape characteristics of the area.
- Landscaping – Complies. The site can accommodate an additional 10 canopy trees, which complies with the minimum landscaping requirements for Standard B13.
- Private Open Space - Complies. All dwellings are provided with at least 80m<sup>2</sup> of private open space, including 60m<sup>2</sup> of secluded private open space with a minimum dimension of 5m.
- Front Fence Height - Complies, no front fence is proposed.
- Garden Area – Complies - 35.6% (871sqm) Garden Area is provided.

#### 5.1.2 Overlays

The site is not affected by any overlays.

### 5.2 Policy Consideration: State and Local Planning Policy Framework

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

#### 5.2.1 Housing

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

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

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



## Attachment 1

The subject site is located within a 'Knox Neighbourhood' area, which has a sense of spaciousness within the public and private realm. These areas will continue to be low-scale neighbourhoods, characterised by detached dwellings with large backyards which contribute to the area's green and leafy character.

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

- The design response respects the low scale single and double storey nature of surrounding development, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties.
- Housing choice – The development provides a range of housing choices.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – The Sustainable Design Assessment submitted with the application is considered to be acceptable.
- Location – While the site is not located within an Activity Centre, it has access to a number of urban services within an established area. The subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. Refer to the assessment against Council's Neighbourhood Character Policy below.

### 5.2.2 Sustainability and Environment

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

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

- The Sustainable Design Assessment submitted with the application is considered to be acceptable and consistent with this Clause.

### 5.2.3 Transport

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

- The site is located within walking distance of two bus stops serviced by 738 bus route of the subject site along Harold Street.

### 5.2.4 Urban Design (including Neighbourhood Character)

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



## Attachment 1

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

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

**Clause 22.07 Development in Residential Areas and Neighbourhood Character:** Knox Neighbourhood Area. Clause 22.07 identifies the subject site within a Knox Neighbourhood Area, where areas will continue to contribute to the protection and enhancement of Knox’s distinctive environmental and biological values, and continue to be low-scale neighbourhood where significant indigenous and native vegetation is retained and complemented. Applications must also consider accessible, sustainable and architectural design elements.

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

- The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development incorporates important neighbourhood character features such as pitched roofs, brick finishes, eaves and car parking located behind or alongside the proposed dwellings.
- It is considered that the upper levels of the dwellings are generally reduced in size and the development incorporates two single storey dwellings to the rear of the site. Clause 22.07 seeks to ensure upper floor levels are designed appropriately and are to be significantly setback from the ground floor level, which has been achieved.
- The proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site. The combination of double storey and single storey built form, meaningful landscaping opportunities, upper floors being significantly setback from ground floor areas and boundaries, and a 9 metre front setback will result in a good quality urban design outcome.
- The proposal includes appropriate setbacks and large private open space areas and ensures ample opportunities for landscaping throughout the site and will include the retention of established canopy trees and provision of new canopy trees that will contribute to the long term amenity of the area.

### 5.3 Particular Provisions

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

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

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



## Attachment 1

- Car parking provision - The proposal satisfies the car parking provision as Dwellings 1 - 8 are provided with two car parking spaces in the way of double garages. A visitor parking space is provided at the rear, located in-between Dwellings 4 and 8.
- Car parking design - Complies.
- Car Parking Spaces - Can comply, subject to a condition requiring internal pedestrian doors within the garage to open into the dwelling to maintain the minimum width and length in accordance with Clause 52.06.

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

#### **Neighbourhood Character and Infrastructure**

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

Residential Policy – Complies, refer above.

Dwelling Diversity – Complies.

Integration with the Street – Complies.

#### **Site Layout and Building Massing**

Street Setback – Complies.

Building Height – Complies.

Site Cover/Permeability – Complies.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

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

Access – Complies.

Parking Location – Complies.

#### **Amenity Impacts**

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Can comply, subject to a condition requiring the Dwelling 3 upper floor bedroom windows facing the south-east boundary to be provided with privacy treatments to a height of 1.7 metres above finished floor consisting of fixed obscure glazing (non-openable) in accordance with Clause 55.04-6.

Noise Impacts – Complies.



## Attachment 1

### **On-Site Amenity and Facilities**

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – Complies.

### **Detailed Design**

Design Detail – Can comply, subject to a condition requiring a decorative feature screening treatment to the communal bin storage area to integrate and screen the storage area from Harold Street.

Common Property – Complies.

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

Front fence – Not applicable, no front fence proposed.

### **5.5 General Decision Guidelines**

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

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

## **6. Conclusion**

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

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the Neighbourhood Residential Zone - Schedule 4.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- It is considered that the proposal will contribute to the green and leafy character of Knox, with the provision of 27 canopy trees across the site.
- Subject to conditions, the development will provide an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.



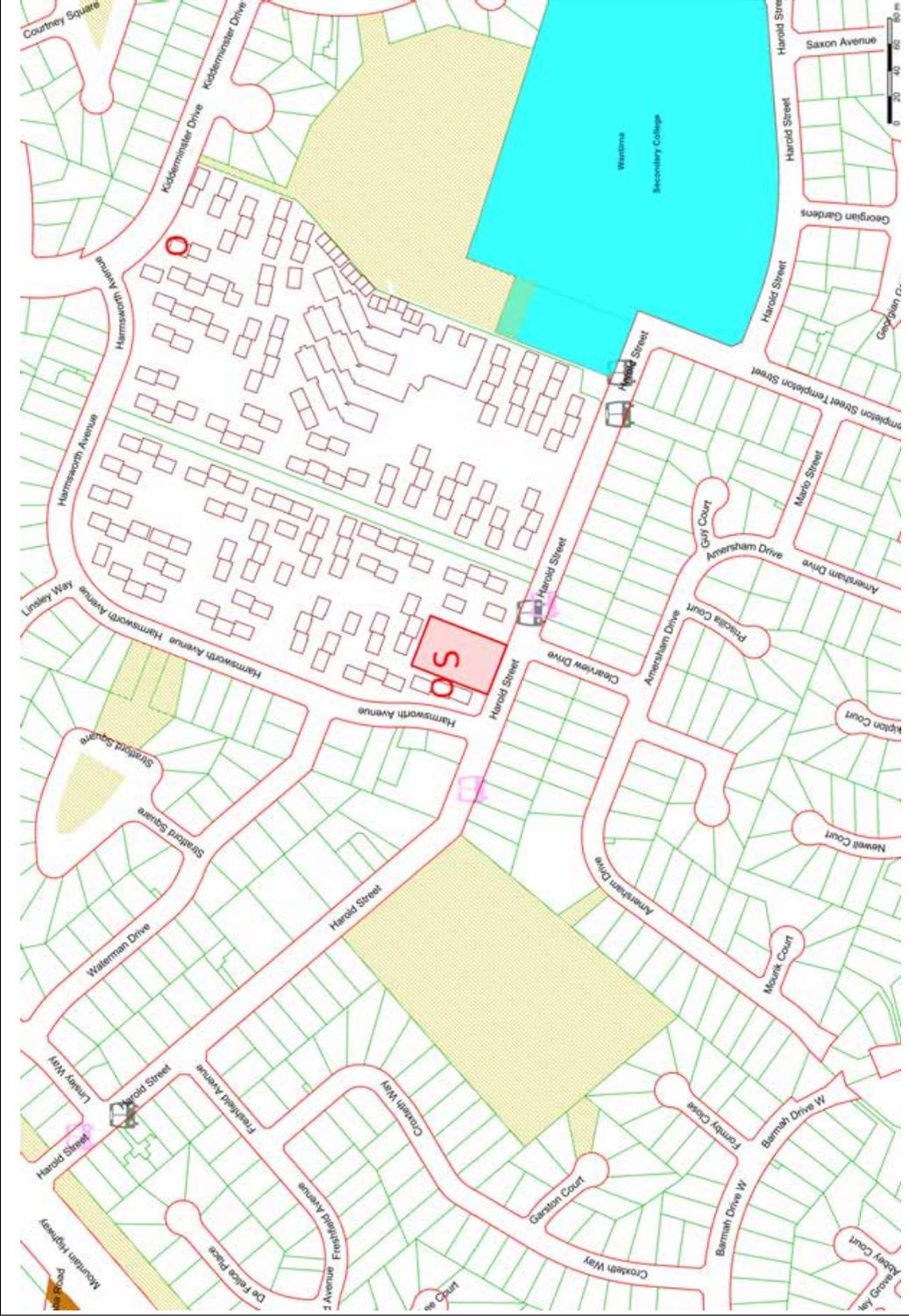
**ATTACHMENT 2**

**Address**  
106 Harold Street,  
WANTIRNA

**Application Number**  
P/2022/6070

**Description**  
Development of the land for eight (8) dwellings consisting of six (6) double storey and two (2) single storey dwellings

**Wardname**  
Collier



**LEGEND:**

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Station
- Land Development
- Subject Property
- Pollution

Scale: **1:3000**

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



**ATTACHMENT 2**

**Address** 106 Harold Street,  
WANTIRNA

**Application Number** P/2022/6070

**Description** Development of the land for eight (8) dwellings consisting of six (6) double storey and two (2) single storey dwellings

**Wardname** Collier

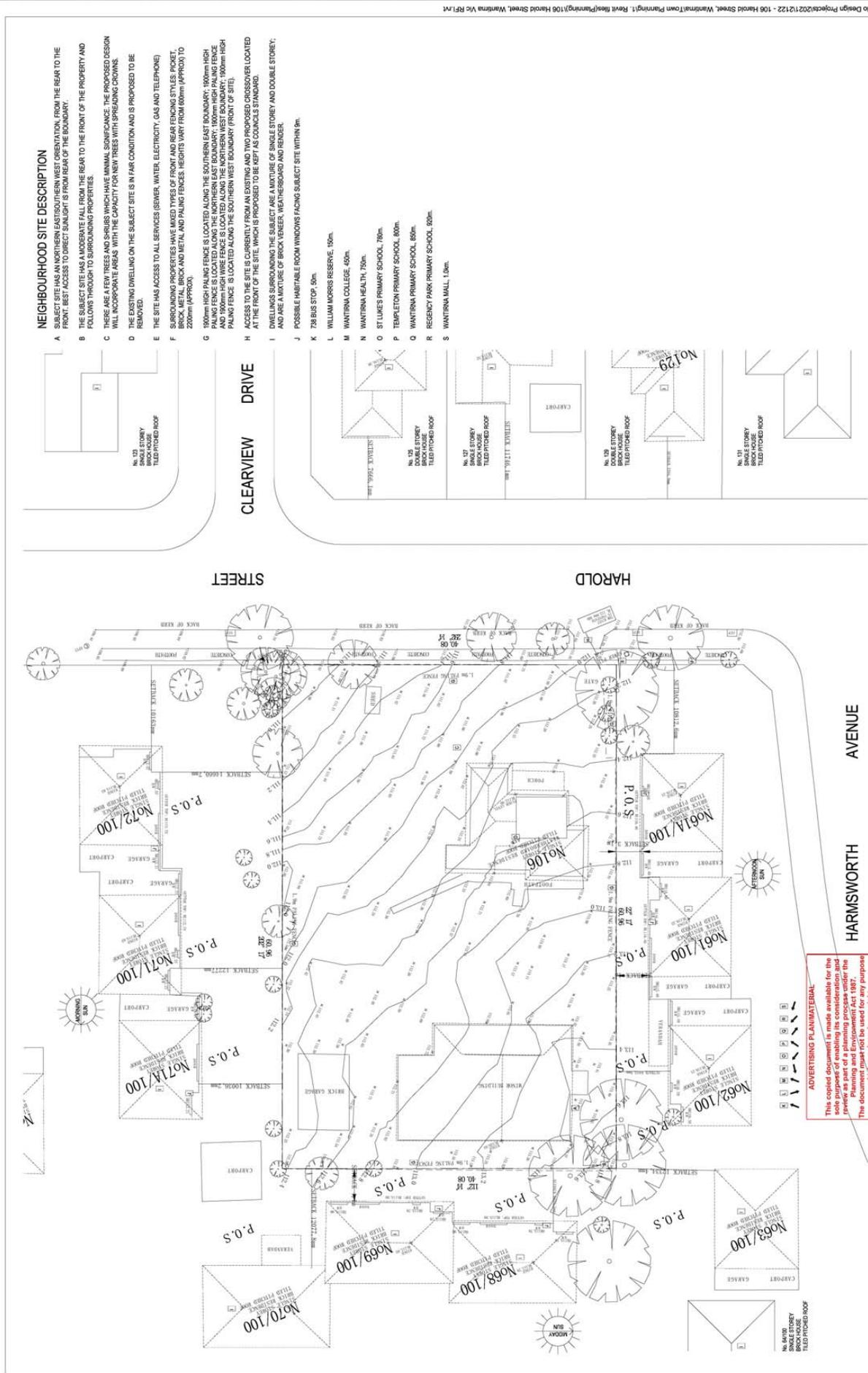
**LEGEND:**

- Title Boundary
- Road Boundaries
- City Boundary
- Easement
- Reserves
- Commercial Areas
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Utilities
- Unl Development
- Subject Property
- Position

N  
Scale: 1:3000

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

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



- NEIGHBOURHOOD SITE DESCRIPTION**
- A SUBJECT SITE HAS AN NORTHERN EAST/SOUTHERN WEST ORIENTATION, FROM THE REAR TO THE FRONT, BEST ACCESS TO DIRECT SUNLIGHT IS FROM REAR OF THE BOUNDARY.
  - B THE SUBJECT SITE HAS A MODERATE FALL FROM THE REAR TO THE FRONT OF THE PROPERTY AND FOLLOWS THROUGH TO SURROUNDING PROPERTIES.
  - C THERE ARE A FEW TREES AND SHRUBS WHICH HAVE MINIMAL SIGNIFICANCE, THE PROPOSED DESIGN WILL INCORPORATE AREAS WITH THE CAPACITY FOR NEW TREES WITH SPREADING CANOPIES.
  - D THE EXISTING DWELLING ON THE SUBJECT SITE IS IN FAIR CONDITION AND IS PROPOSED TO BE REMOVED.
  - E THE SITE HAS ACCESS TO ALL SERVICES (SEWER, WATER, ELECTRICITY, GAS AND TELEPHONE).
  - F SURROUNDING PROPERTIES HAVE MIXED TYPES OF FRONT AND REAR FENCING STYLES, PICKET, WOOD, BRICK AND METAL, AND PALING FENCES, HEIGHTS VARY FROM 600mm (APPROX) TO 2200mm (APPROX).
  - G 1800mm HIGH PALING FENCE IS LOCATED ALONG THE SOUTHERN EAST BOUNDARY, 1650mm HIGH PALING FENCE IS LOCATED ALONG THE NORTHERN EAST BOUNDARY, 1800mm HIGH PALING FENCE AND 1500mm HIGH WIRE FENCE IS LOCATED ALONG THE NORTHERN WEST BOUNDARY, 1800mm HIGH PALING FENCE IS LOCATED ALONG THE SOUTHERN WEST BOUNDARY (FRONT OF SITE).
  - H ACCESS TO THE SITE IS CURRENTLY FROM AN EXISTING AND TWO PROPOSED CROSSOVERS LOCATED AT THE FRONT OF THE SITE, WHICH IS PROPOSED TO BE KEPT AS COUNCIL STANDARD.
  - I DWELLINGS SURROUNDING THE SUBJECT ARE A MIXTURE OF SINGLE STOREY AND DOUBLE STOREY, AND ARE A MIXTURE OF BRICK VENEER, WEATHERBOARD AND RENDER.
  - J POSSIBLE HABITABLE ROOM WINDOWS FACING SUBJECT SITE WITHIN 9m.
  - K 75M BUS STOP, 50m.
  - L WILLIAM MCCROSS RESERVE, 150m.
  - M WANTIRNA COLLEGE, 450m.
  - N WANTIRNA HEALTH, 750m.
  - O ST LUKES PRIMARY SCHOOL, 70m.
  - P TEMPLETON PRIMARY SCHOOL, 600m.
  - Q WANTIRNA PRIMARY SCHOOL, 650m.
  - R REGENCY PARK PRIMARY SCHOOL, 520m.
  - S WANTIRNA MALL, 120m.

Scale 1 : 200  
 Checked  
 Date 28/04/2022  
 Drawing  
 TP 01  
 Ref No. 2122

**DRAWING**  
 Neighbourhood  
 Character

No.	Description	Date

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 106 HAROLD STREET, WANTIRNA, VIC 3168  
 PH: 0853 0652



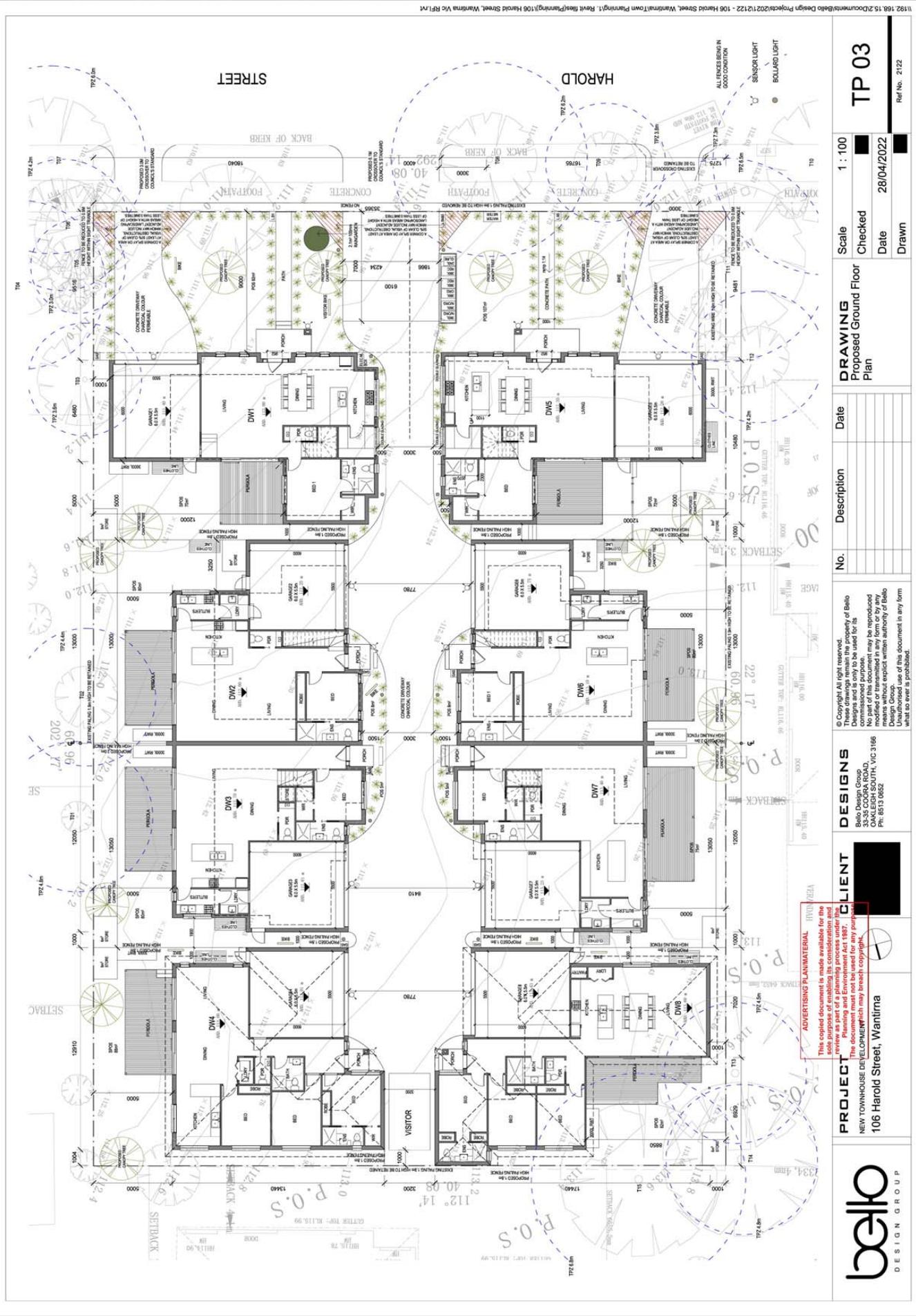
**CLIENT**

**PROJECT**  
 NEW TOWNHOUSE DEVELOPMENT  
 106 Harold Street, Wantirna



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**PROJECT**  
 NEW TOWNHOUSE DEVELOPMENT  
 106 Harold Street, Wantirna



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No.	Description	Date

**DRAWING**  
 Proposed Ground Floor Plan

Scale: 1 : 100  
 Checked: [Signature]  
 Date: 28/04/2022  
 Drawn: [Signature]

**TP 03**  
 Ref No: 2122



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Ph: 8513 0652

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No.	Description	Date

**DRAWING**  
Proposed First Floor  
Plan

Scale 1 : 100  
Checked  
Date 28/04/2022  
Drawn

**TP 04**  
Ref No. 2122



**SOUTHERN WEST ELEVATION**  
1 : 100



**SOUTHERN EAST ELEVATION**  
1 : 100



**DW1-4 NORTHERN WEST ELEVATION**  
1 : 100

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**PROJECT**  
NEW TOWNHOUSE DEVELOPMENT  
106 Harold Street, Wantirna

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**DESIGNS**  
Bello Design Group  
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Ph: 0513 0652

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No.	Description	Date

**DRAWING**  
Elevations 1

Scale	1 : 100
Checked	
Date	28/04/2022
Drawn	

**TP 05**

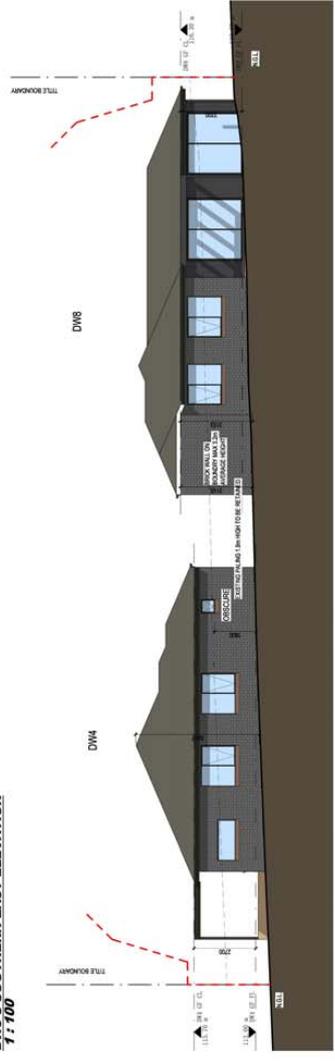
Ref No. 2122



**NORTHERN WEST ELEVATION**  
1 : 100



**DW5-S SOUTHERN EAST ELEVATION**  
1 : 100



**NORTHERN EAST ELEVATION**  
1 : 100

**SCHEDULE OF MATERIALS AND FINISH**

GROUND FLOOR WALLS	FACE BRICKWORK AND RENDER
UPPER FLOOR WALLS	LIGHT WEIGHT RENDERED FINISH NUMBER
ROOF	LOOK CLADDING
WINDOWS	CONCRETE TILES AND COLORROAD SHEETING
GLASS	POWDERCOAT ALUMINIUM
GARAGE DOORS	CLEAR GLAZING OBTUSURED GLAZING
	COLORROAD FINISH

WINDOWS TO BE SHOWN AS OBTUSURED GLAZED TO PROVIDE VIEWED OBTUSURED GLAZING NOT ABOVE FINISHED FLOOR LEVEL.

**PROJECT**  
NEW TOWNHOUSE DEVELOPMENT  
106 Harold Street, Wantirna



**CLIENT**  
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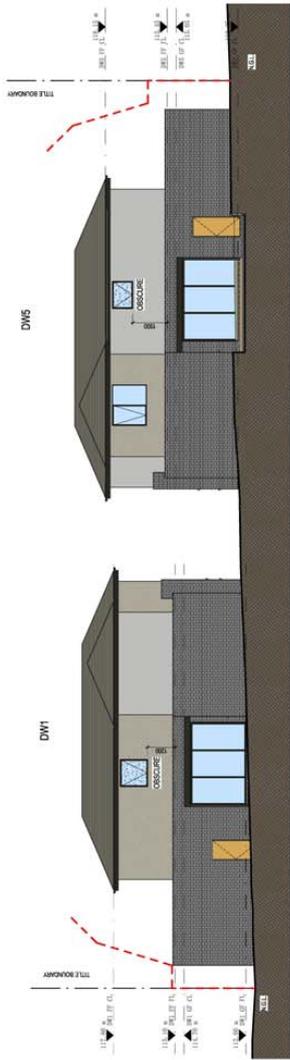
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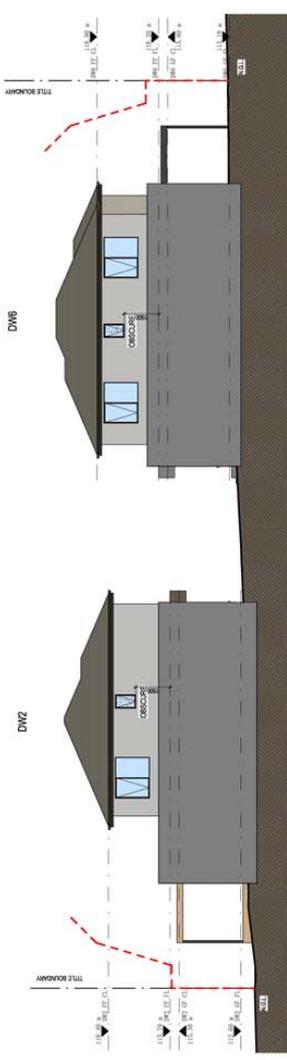
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Elevations 2

Scale	1 : 100
Checked	
Date	28/04/2022
Drawn	

**TP 06**  
Ref No. 2122



**NORTHERN EAST ELEVATION OF DW1&5**  
1 : 100



**NORTHERN EAST ELEVATION OF DW2&6**  
1 : 100



**NORTHERN EAST ELEVATION OF DW3&7**  
1 : 100

**MATERIAL SCHEDULE**

	RENSIED CLADDING 'CAFÉ SKIN' OR SIMILAR
	RENSIED CLADDING 'SHALE GREY' OR SIMILAR
	FACE BRICK DARK COLOUR
	BIG DISMANTLE CLADDING OR SIMILAR

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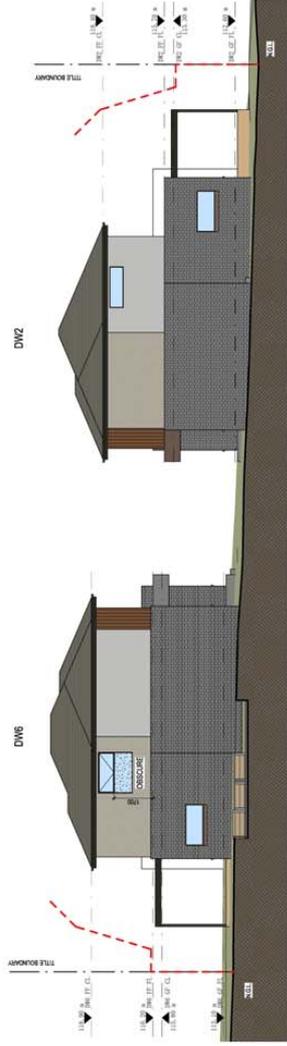
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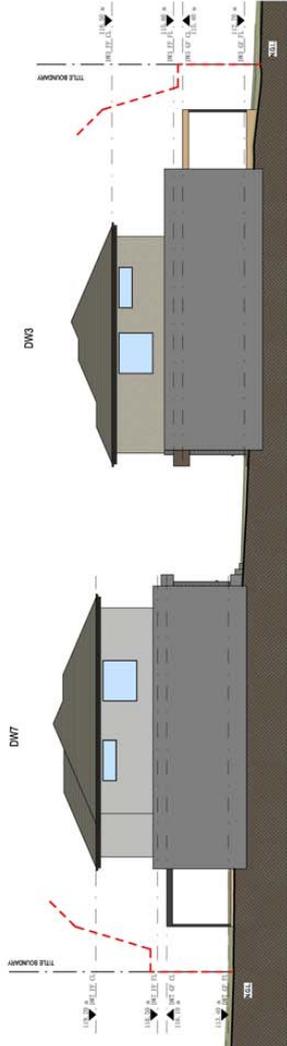
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Scale 1 : 100  
Checked [Signature]  
Date 28/04/2022  
Drawn [Signature]

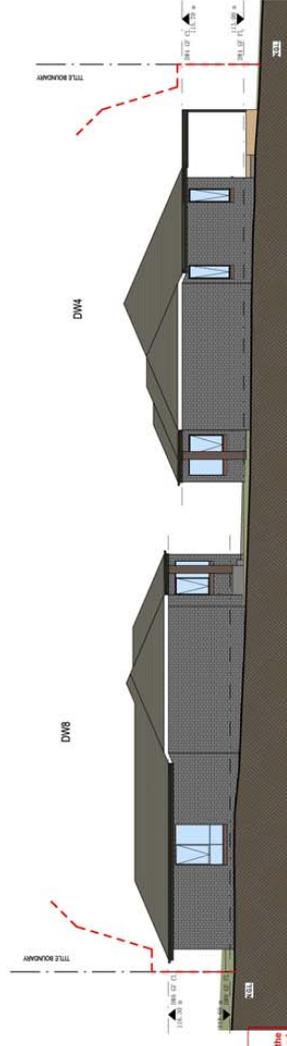
**TP 07**  
Ref No. 2122



**SOUTHERN WEST ELEVATION OF DW2&6**  
**1 : 100**



**SOUTHERN WEST ELEVATION OF DW3&7**  
**1 : 100**



**SOUTHERN WEST ELEVATION OF DW4&8**  
**1 : 100**

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**PROJECT**  
NEW TOWNHOUSE DEVELOPMENT  
106 Harold Street, Wantirna



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**DRAWING**  
Internal Elevations 2

Scale 1 : 100  
Checked  
Date 28/04/2022  
Drawn

**TP 08**

Ref No. 2122



**PROJECT**  
 NEW TOWNHOUSE DEVELOPMENT  
 106 Harold Street, Wantirna



**CLIENT**  
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No.	Description	Date

**DRAWING**  
 Shadow Diagrams 1

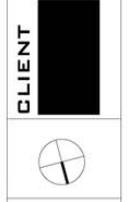
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 Date 28/04/2022  
 Drawn [Redacted]

**TP 09**  
 Ref No. 2122

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**PROJECT**  
 NEW TOWNHOUSE DEVELOPMENT  
 106 Harold Street, Wantirna



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 Bello Design Group  
 106 HAROLD STREET,  
 WANTIRNA VIC 3168  
 Ph: 8513 0652

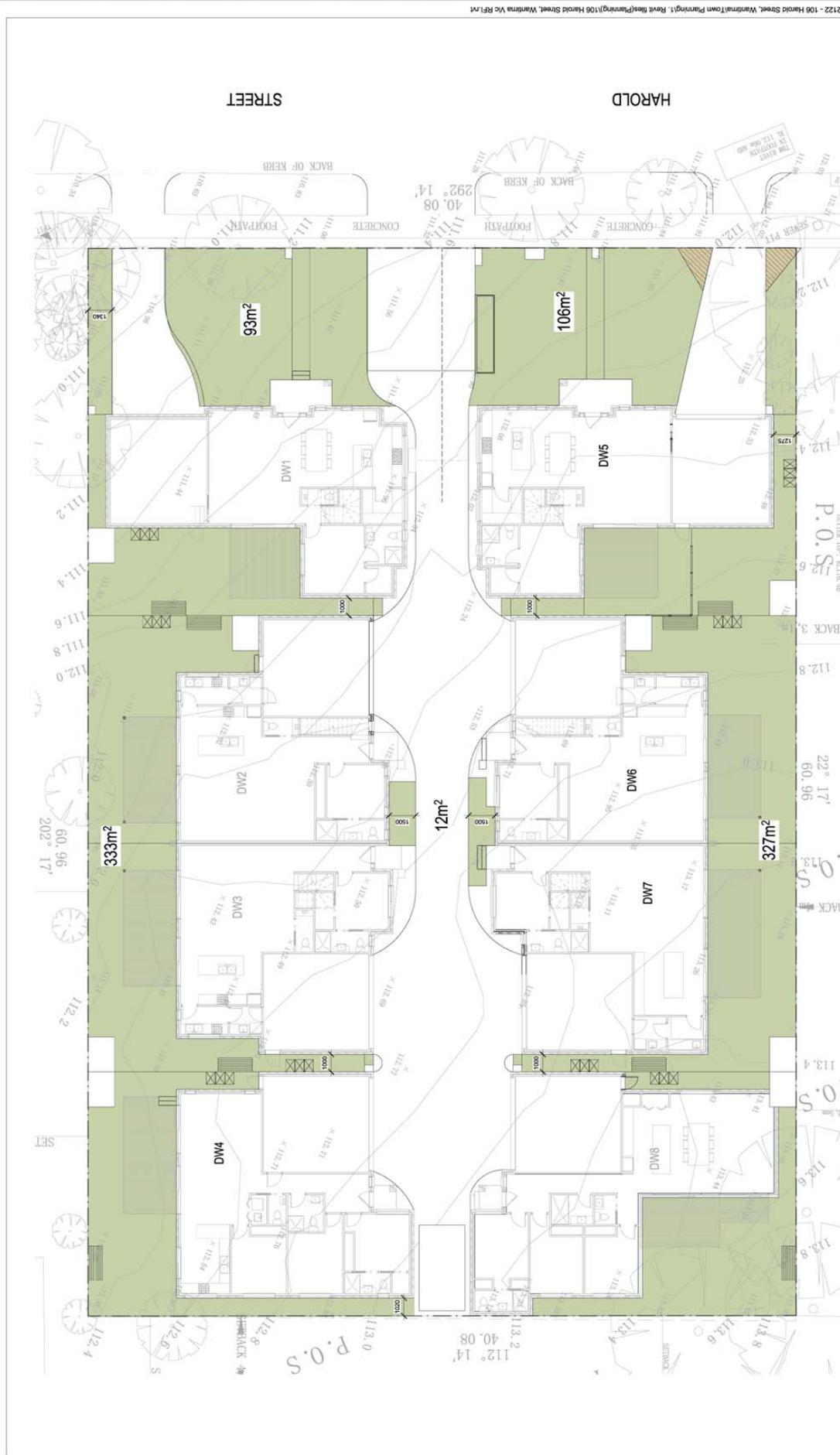
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 Bello Design Group  
 106 HAROLD STREET,  
 WANTIRNA VIC 3168  
 Ph: 8513 0652

No.	Description	Date

**DRAWING**  
 Shadow Diagrams 2

Scale 1 : 200  
 Checked  
 Date 28/04/2022  
 Drawn

TP 10  
 Ref No. 2122



SITE AREA: 2443m<sup>2</sup>  
 GARDEN AREA: 871m<sup>2</sup> 35.6%

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**PROJECT**  
 NEW TOWNHOUSE DEVELOPMENT  
 106 Harold Street, Wantirna

**CLIENT**

**DESIGNS**  
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No.	Description	Date

**DRAWING**  
 Garden Area

Scale 1 : 100  
 Checked [ ]  
 Date 28/04/2022  
 Drawn [ ]

**TP 11**  
 Ref No. 2122







March 13<sup>th</sup> 2022

SongBowden Planning Pty Ltd  
Level 2/700 High Street,  
KEW EAST VIC 3102

Dear Sir/Madam,

**PROPOSED RESIDENTIAL DEVELOPMENT  
106 HAROLD STREET, WANTIRNA  
SWEEP PATH DIAGRAMMS**

The following letter has been prepared by TTM Consulting (Vic) Pty Ltd in request for swept path diagrams to satisfy Knox RFI Item 2 for the proposed residential development at 106 Harold Street, Wantirna.

The Applicant proposes 8 townhouses upon the subject land and includes 8 double garages and 1 visitor parking space. Unit 1 and 5 double garages are accessed via separate driveways, and Unit 2-4 and Unit 6-8 are accessed via a shared common driveway. A copy of the development plans are attached in Appendix A.

Knox City Council has issued a Request for Further Information (RFI) letter for the proposed Application (P/2022/6070) requesting the following information relating to traffic engineering:

- 2. Swept Path Diagrams to show how vehicles can enter and leave each of the car parking spaces in a forward direction.

Swept path diagrams have been prepared by TTM Consulting and are attached in Appendix B which confirm the 'B85 vehicle' from AS2890.1:2004 successfully enters and exits Unit 2-4 and Unit 6-8 double garages, and the visitor parking space in a single manoeuvre whilst entering and exiting the site in a forward direction. The car parking access satisfies Table 1.1 of AS2890.1:2004 for residential and visitor parking.

Unit 1 and 5 double garage are entered from separate driveways and are permitted to exit the site in reverse gear under Clause 52.06-9 Design Standards. Swept path diagrams have been prepared by TTM Consulting and are attached in Appendix C which confirm the 'B99 vehicle' from AS2890.1:2004 successfully enters and exits Unit 1 and 5 double garages with adequate clearance to obstructions including the adjacent parked vehicle. The car parking access is appropriate from a traffic engineering perspective.

TTM Consulting considers RFI Item 2 to now be satisfied from a traffic engineering perspective for the proposed Application at 106 Harold Street, Wantirna.

Yours faithfully,  
TTM Consulting (Vic) Pty Ltd



Senior Traffic Engineer  
Ref: 1170619345.DOC

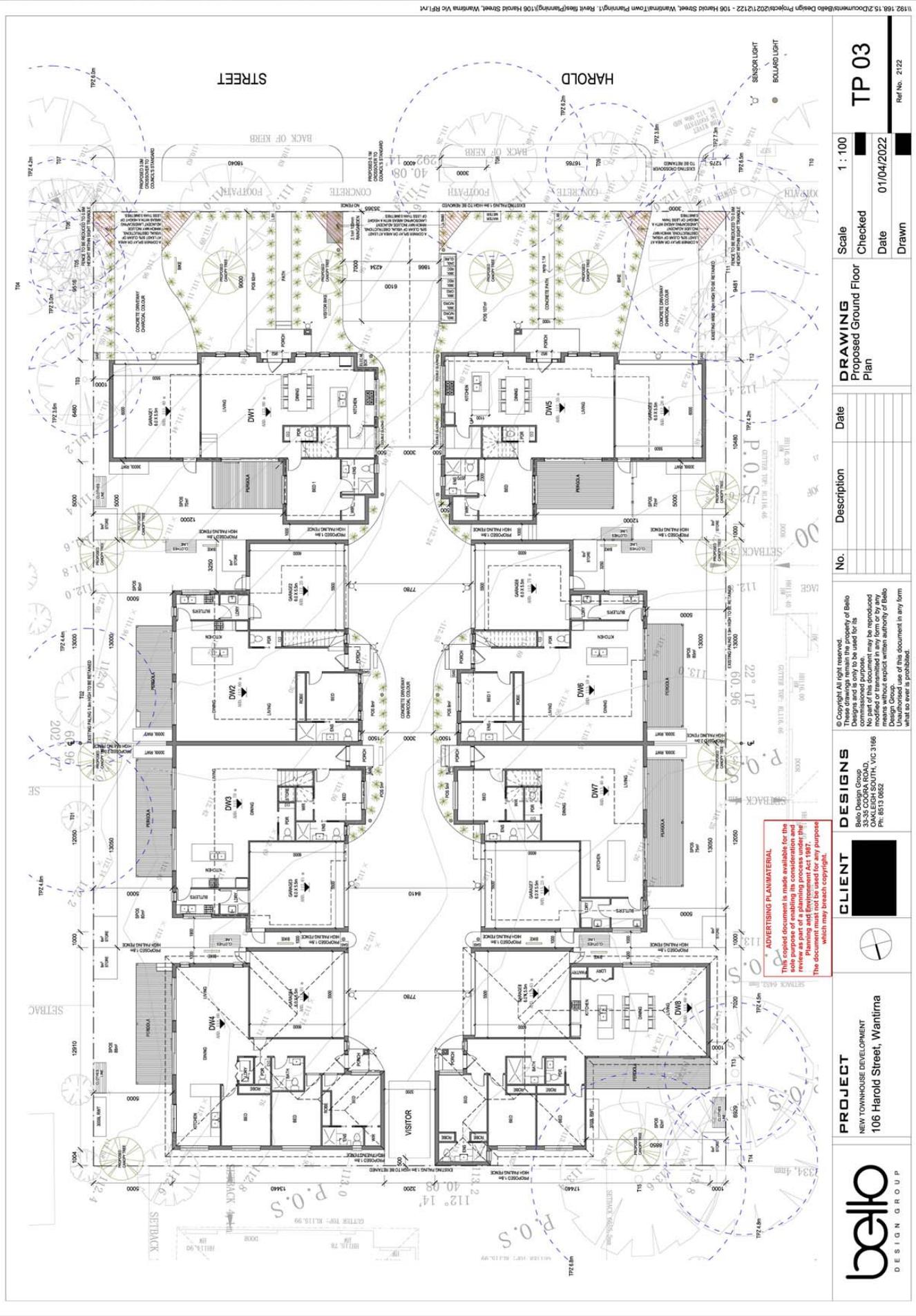
**TERIAL**  
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Sumner, 103 Wellington Street, Collingwood, Vic, 3066  
Telephone (03) 9416 0911 ttm.vic@ttmgroup.com.au www.ttmgroup.com.au  
ABN 71 123 813 865

## Appendix A – Development Plans

**ADVERTISING PLAN/MATERIAL**

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**PROJECT**  
NEW TOWNHOUSE DEVELOPMENT  
106 Harold Street, Wantirna



**CLIENT**  
[Redacted Client Name]

**DESIGNS**  
Bello Design Group  
OAKLEIGH SOUTH, VIC 3186  
Ph: 8513 0652

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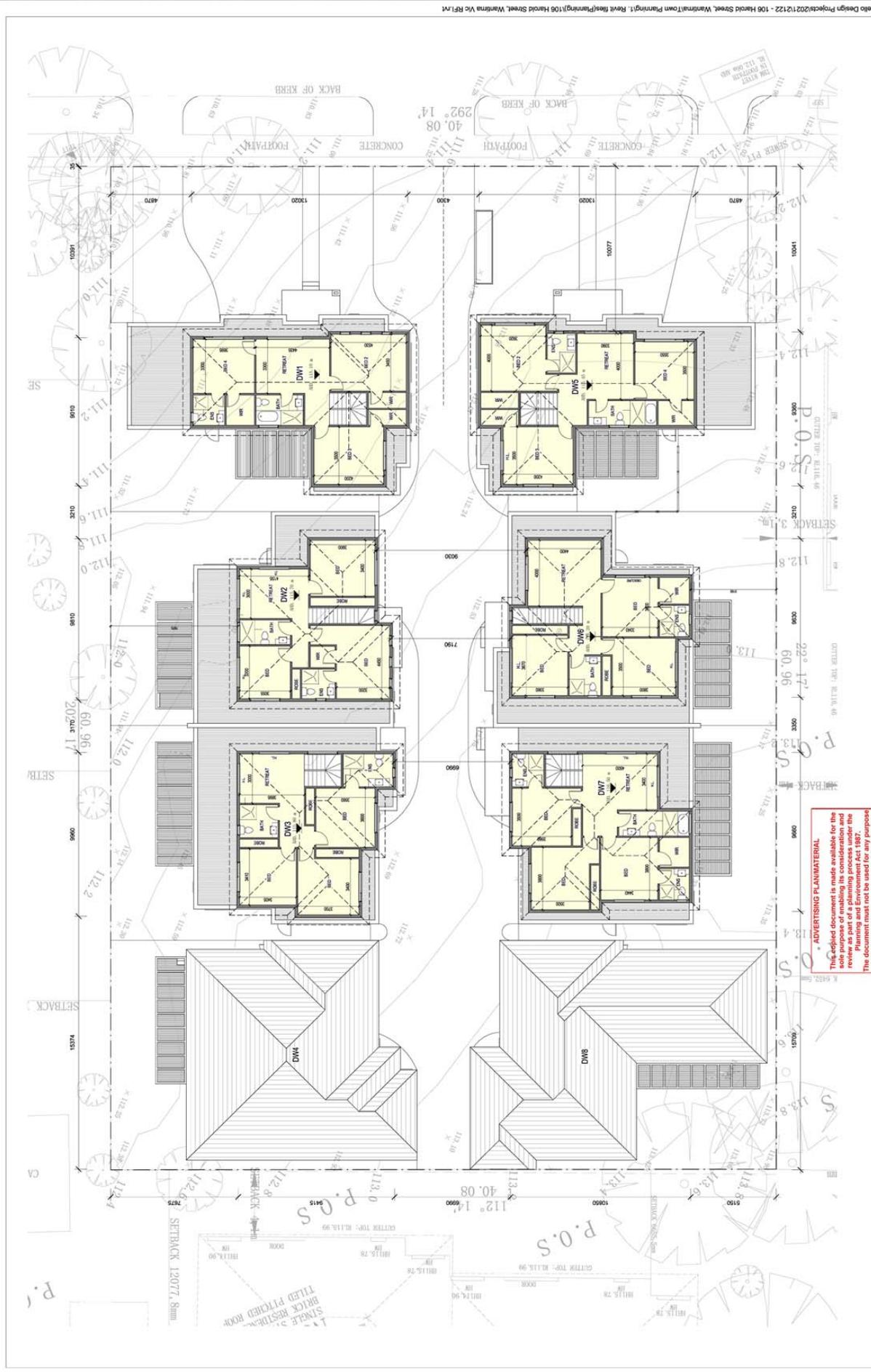
No.	Description	Date

**DRAWING**  
Proposed Ground Floor  
Plan

Scale 1 : 100  
Checked  
Date 01/04/2022  
Drawn

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Ref No. 2122

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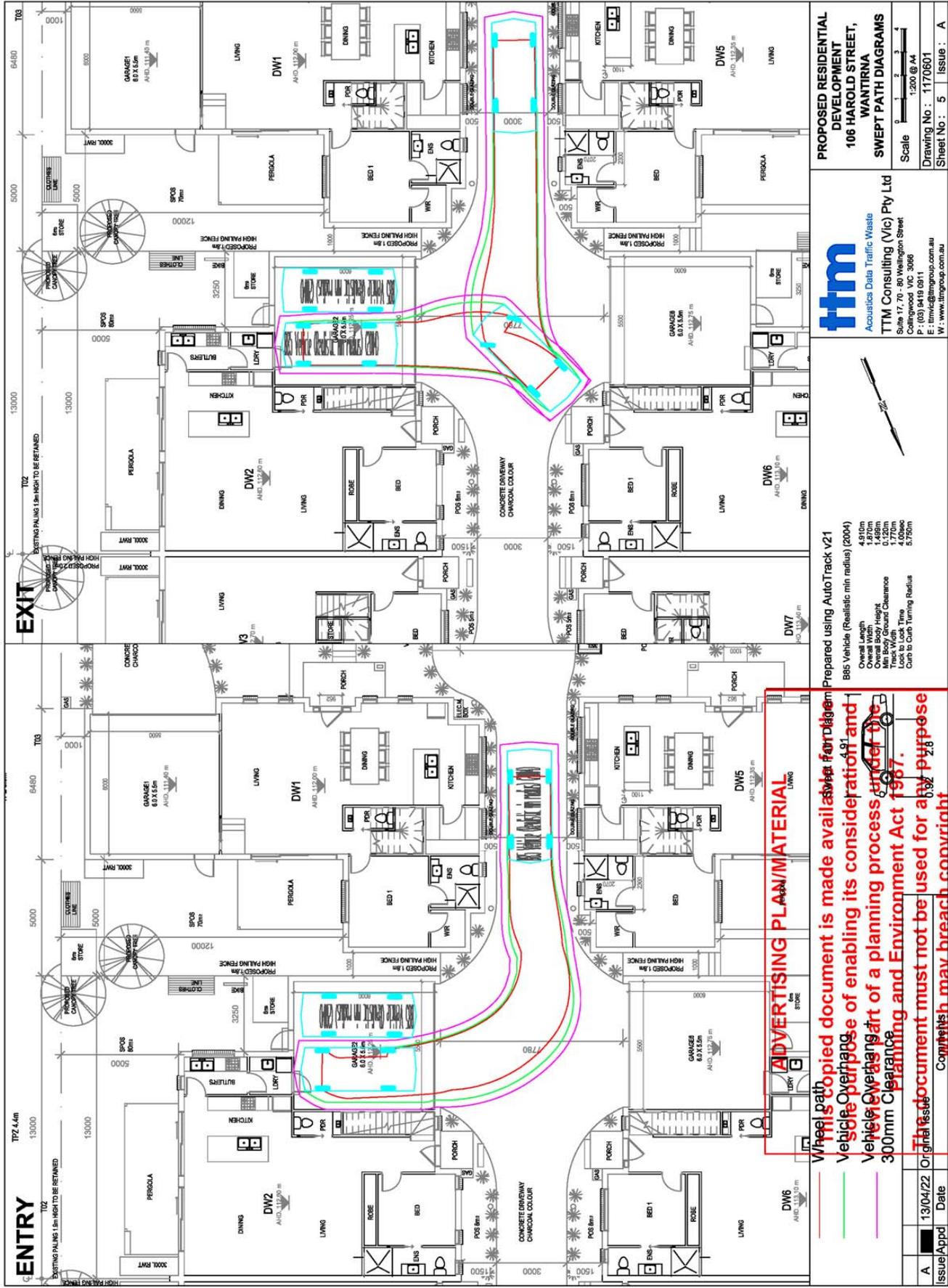
<p><b>PROJECT</b> NEW TOWNHOUSE DEVELOPMENT 106 Harold Street, Wantirna</p>		<p><b>CLIENT DESIGNS</b> Bello Design Group 106 HAROLD STREET, WANTIRNA VIC 3186 PH: 8513 0652</p>	<p><b>ADVERTISING PLANNING MATERIAL</b> This copied document is made available for the use of the public for the purpose of the review as part of a planning process under the Planning and Environment Act 1987. The document is for informational purposes only and its use for any other purpose without the written consent of Bello Design Group is prohibited.</p>	<p>No. Description Date</p>	<p><b>DRAWING</b> Proposed First Floor Plan</p>	<p>Scale 1:100 Checked Date 01/04/2022 Drawn</p>	<p>TP 04 Ref No. 2122</p>
				<p>© Copyright All rights reserved. These drawings remain the property of Bello Design Group and are not to be used for any other purpose without the written consent of Bello Design Group. No part of this document may be reproduced or transmitted in any form or by any means without explicit written authority of Bello Design Group. Use of this document in any form whatsoever is prohibited.</p>			

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## Appendix B – Swept Path Diagrams (B85 Vehicle)

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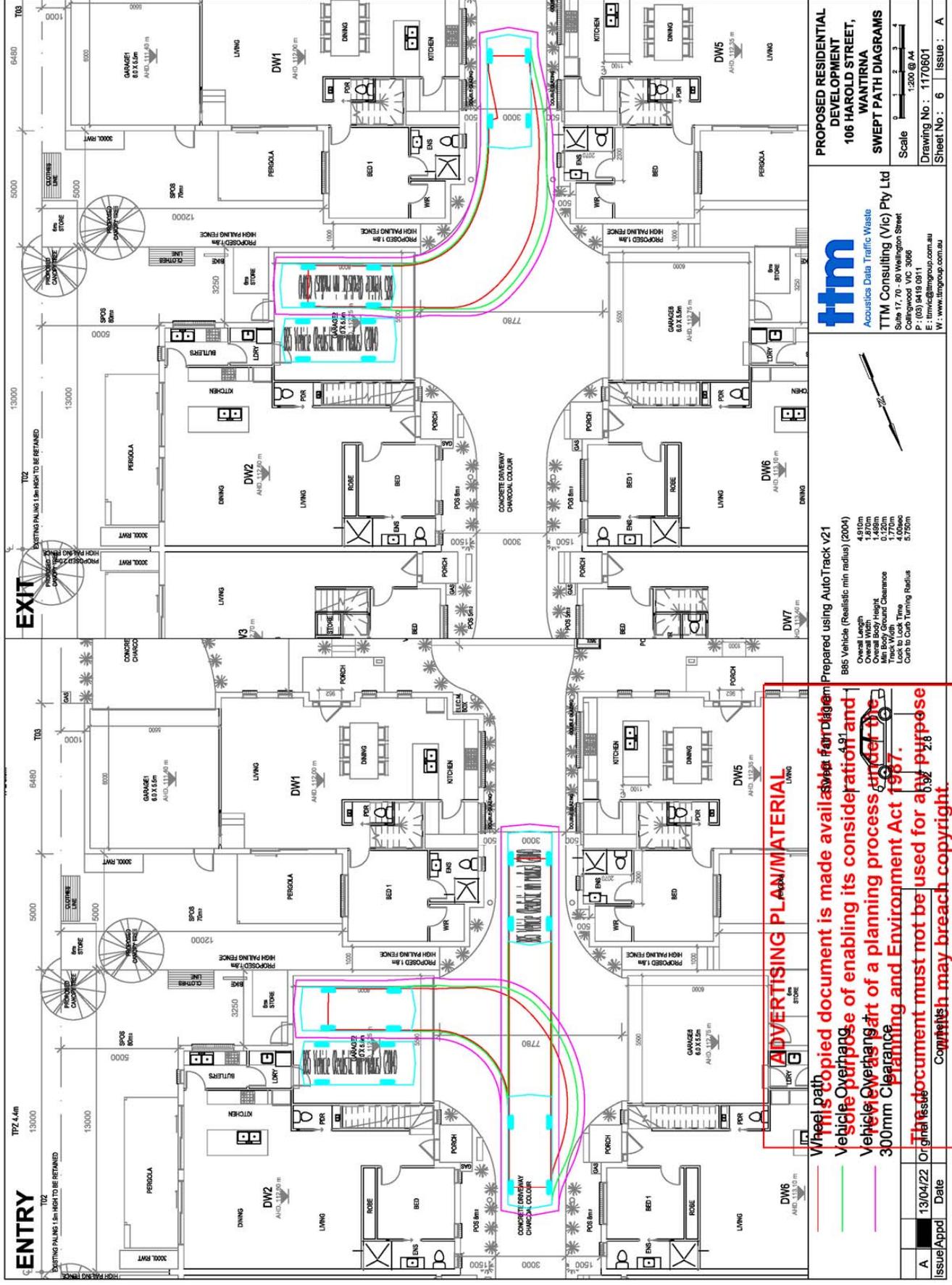
Wheel path  
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 vehicle overhang  
 Vehicle overhang part of a planning process under the  
 300mm Clearance  
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Prepared using AutoTrack v21  
 B85 Vehicle (Realistic min radius) (2004)  
 Overall Length 4.810m  
 Overall Width 1.870m  
 Overall Body Height 1.680m  
 Overall Ground Clearance 1.770m  
 Track Width 1.770m  
 Lock to Lock Time 4.00sec  
 Curb to Curb Turning Radius 5.750m

**ftm**  
 Acoustica Data Traffic Waste  
 TTM Consulting (Vic) Pty Ltd  
 Suite 17, 70 - 80 Wellington Street  
 Collingwood VIC 3068  
 P: (03) 9419 0811  
 F: (03) 9419 0810  
 W: www.ftmgroup.com.au

**PROPOSED RESIDENTIAL DEVELOPMENT**  
 106 HAROLD STREET,  
 WANTIRNA  
**SWEPT PATH DIAGRAMS**

Scale 1:200 @ A4  
 Drawing No.: 1170601  
 Sheet No.: 5 Issue: A



**PROPOSED RESIDENTIAL DEVELOPMENT**  
 106 HAROLD STREET,  
 WANTIRNA  
**SWEPT PATH DIAGRAMS**

**ttm**  
 Acoustica Data Traffic Waste  
 TTM Consulting (Vic) Pty Ltd  
 Suite 17, 70 - 80 Wellington Street  
 Coltagwood VIC 3008  
 P: (03) 9419 0811  
 W: www.ttmgroup.com.au

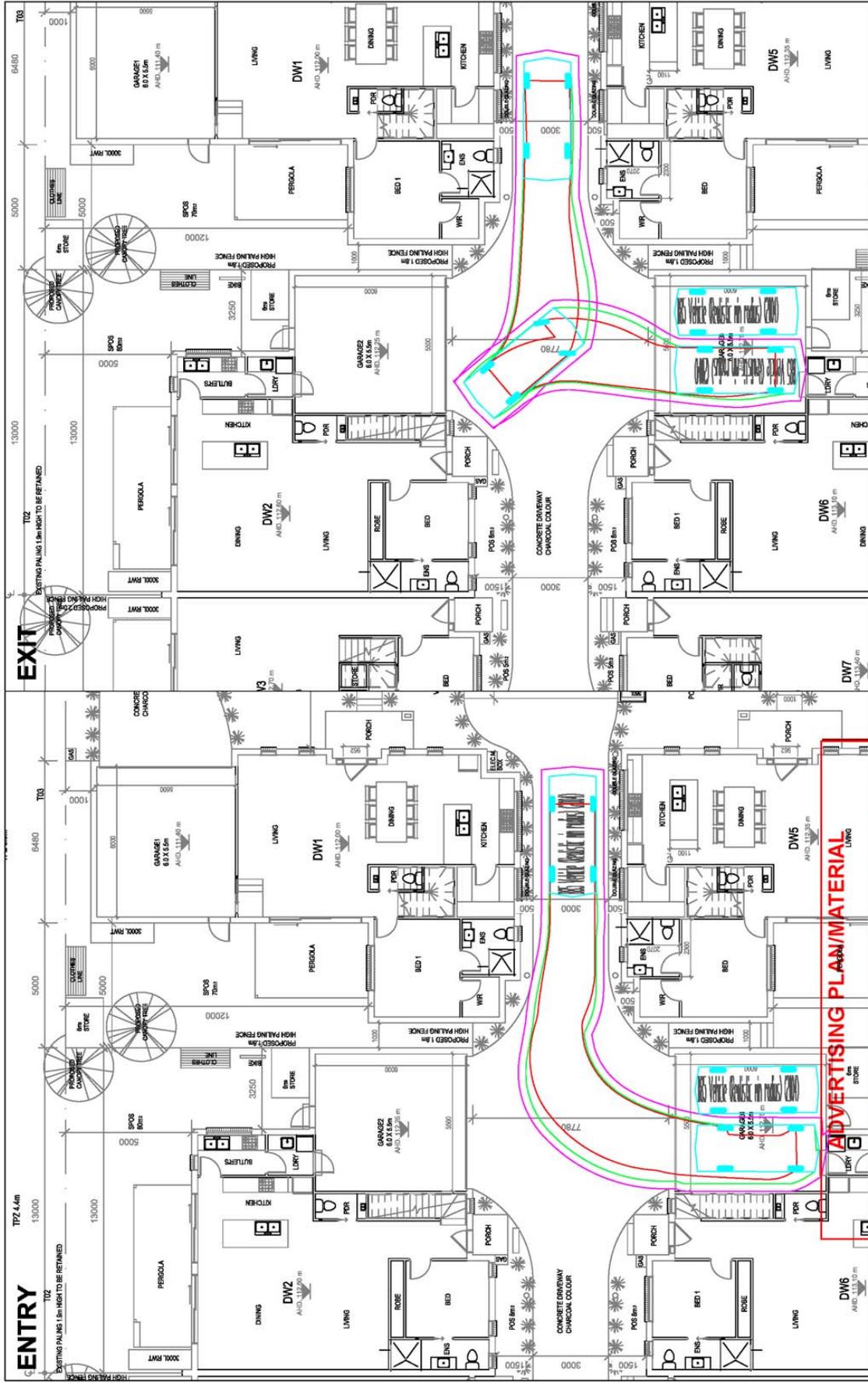
Scale 1:200 @ A4  
 Drawing No.: 1170601  
 Sheet No.: 6 Issue: A

Prepared using AutoTrack v21  
 B85 Vehicle (Realistic min radius) (2004)  
 Overall Length 4.810m  
 Overall Width 1.870m  
 Overall Body Height 1.680m  
 Overall Ground Clearance 1.770m  
 Track Width 1.770m  
 Lock to Lock Time 4.00sec  
 Curb to Curb Turning Radius 5.750m

**ADVERTISING PLAN/MATERIAL**

Wheel path  
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 vehicle. Overpass  
 Vehicle Overpass  
 Vehicle Overpass  
 300mm Clearance  
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Issue/Appd	Date
A	13/04/22



**PROPOSED RESIDENTIAL DEVELOPMENT**  
 106 HAROLD STREET,  
 WANTIRNA  
**SWEPT PATH DIAGRAMS**

**ftm**  
 Acoustica Data Traffic Waste  
 TTM Consulting (Vic) Pty Ltd  
 Suite 17, 70 - 80 Wellington Street  
 Coltrane VIC 3008  
 P: (03) 9419 0811  
 W: www.ftmgroup.com.au

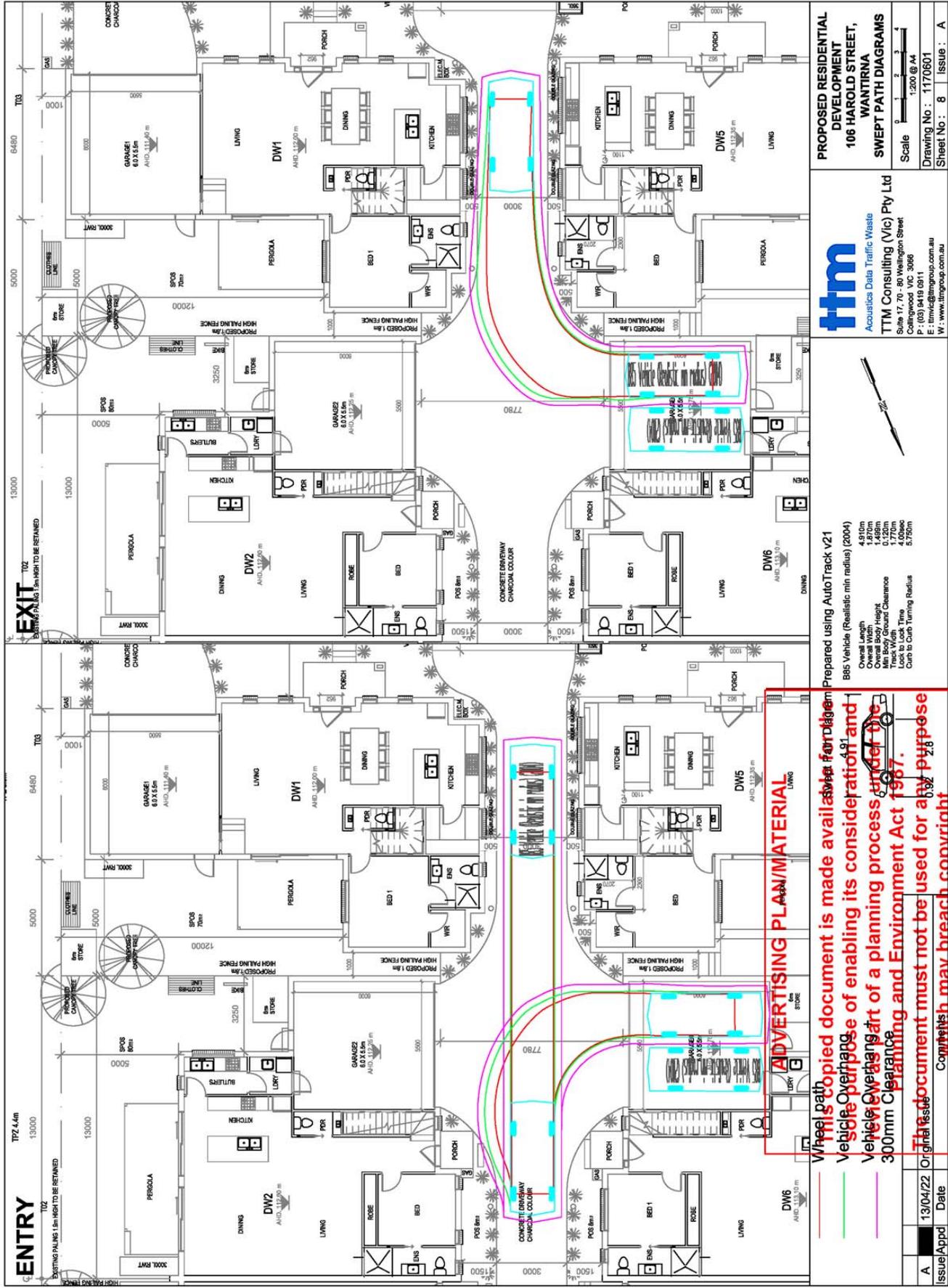
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 Drawing No.: 1170601  
 Sheet No.: 7 Issue: A

Prepared using AutoTrack v21  
 B85 Vehicle (Realistic min radius) (2004)  
 Overall Length 4.910m  
 Overall Width 1.970m  
 Overall Body Height 1.690m  
 Overall Wheelbase 2.770m  
 Track Width 1.770m  
 Lock to Lock Time 4.00sec  
 Curb to Curb Turning Radius 5.750m

**ADVERTISING PLAN/MATERIAL**

Wheel path  
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A	13/04/22



**PROPOSED RESIDENTIAL DEVELOPMENT**  
 106 HAROLD STREET,  
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**SWEPT PATH DIAGRAMS**

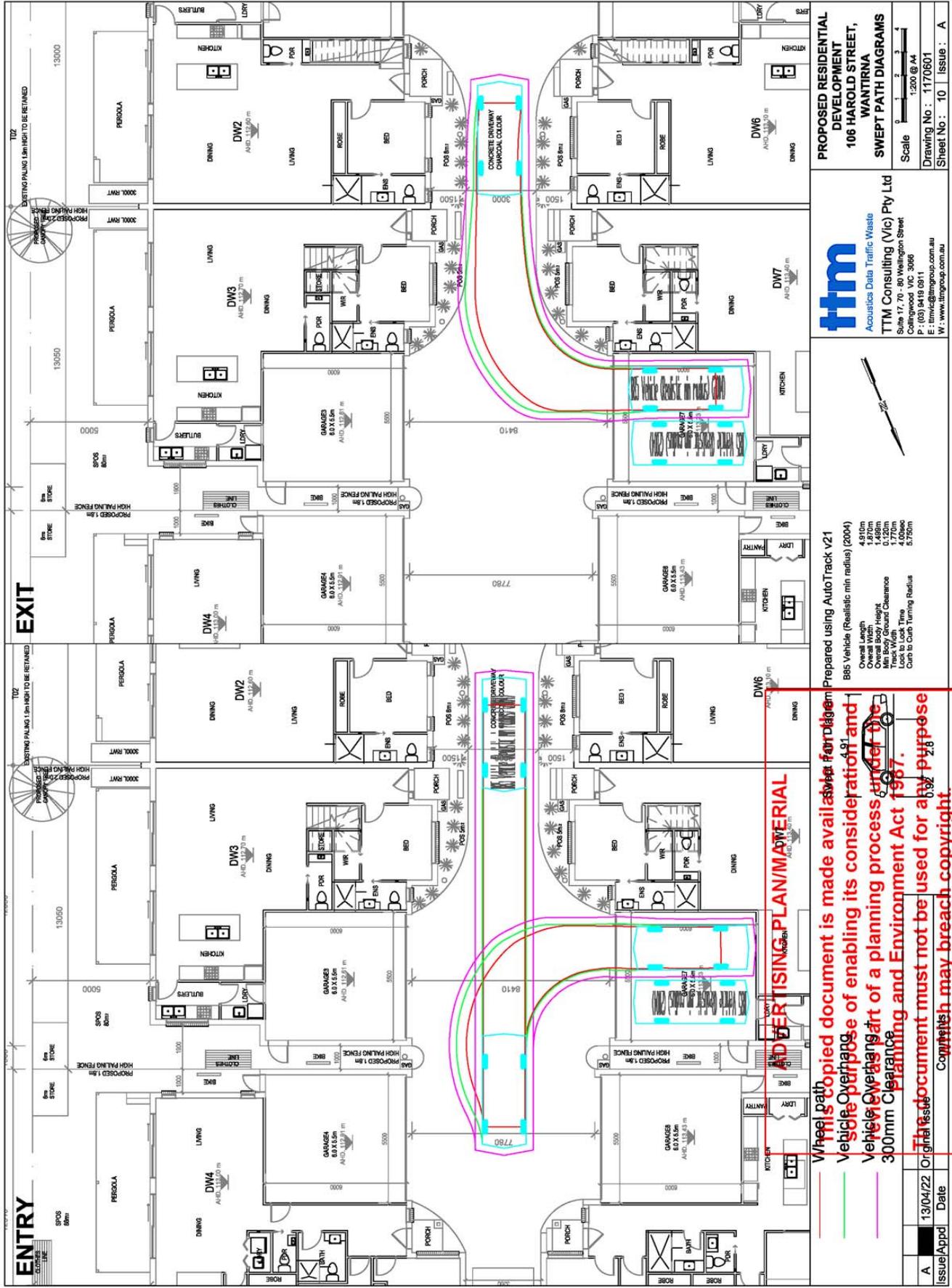
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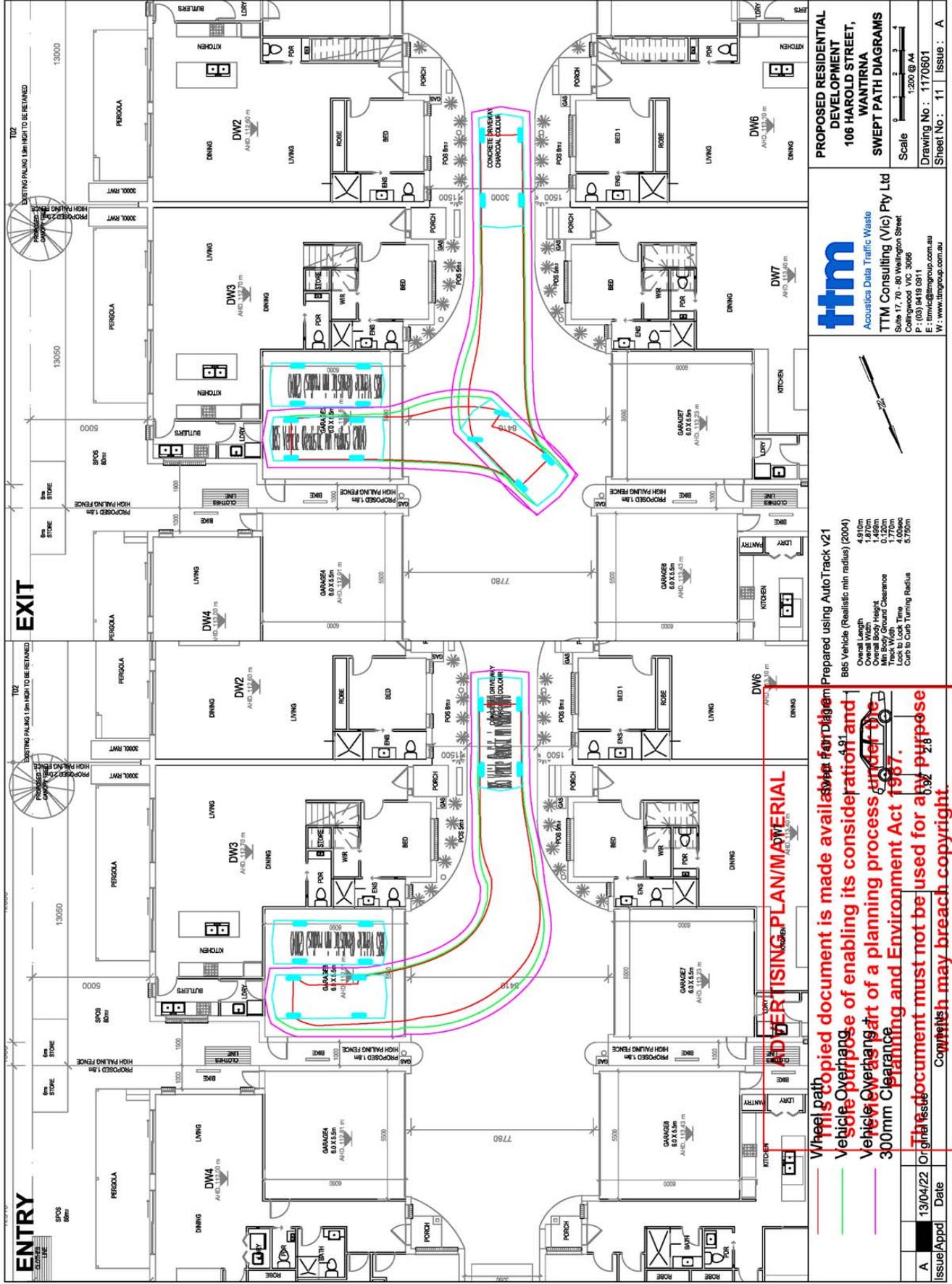
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 Sheet No.: 8 Issue: A

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 Overall Body Height 1.490m  
 Overall Ground Clearance 1.770m  
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 Lock to Lock Time 4.00sec  
 Curb to Curb Turning Radius 5.750m

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**PROPOSED RESIDENTIAL DEVELOPMENT**  
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**WARRNTRA**  
**SWEPT PATH DIAGRAMS**

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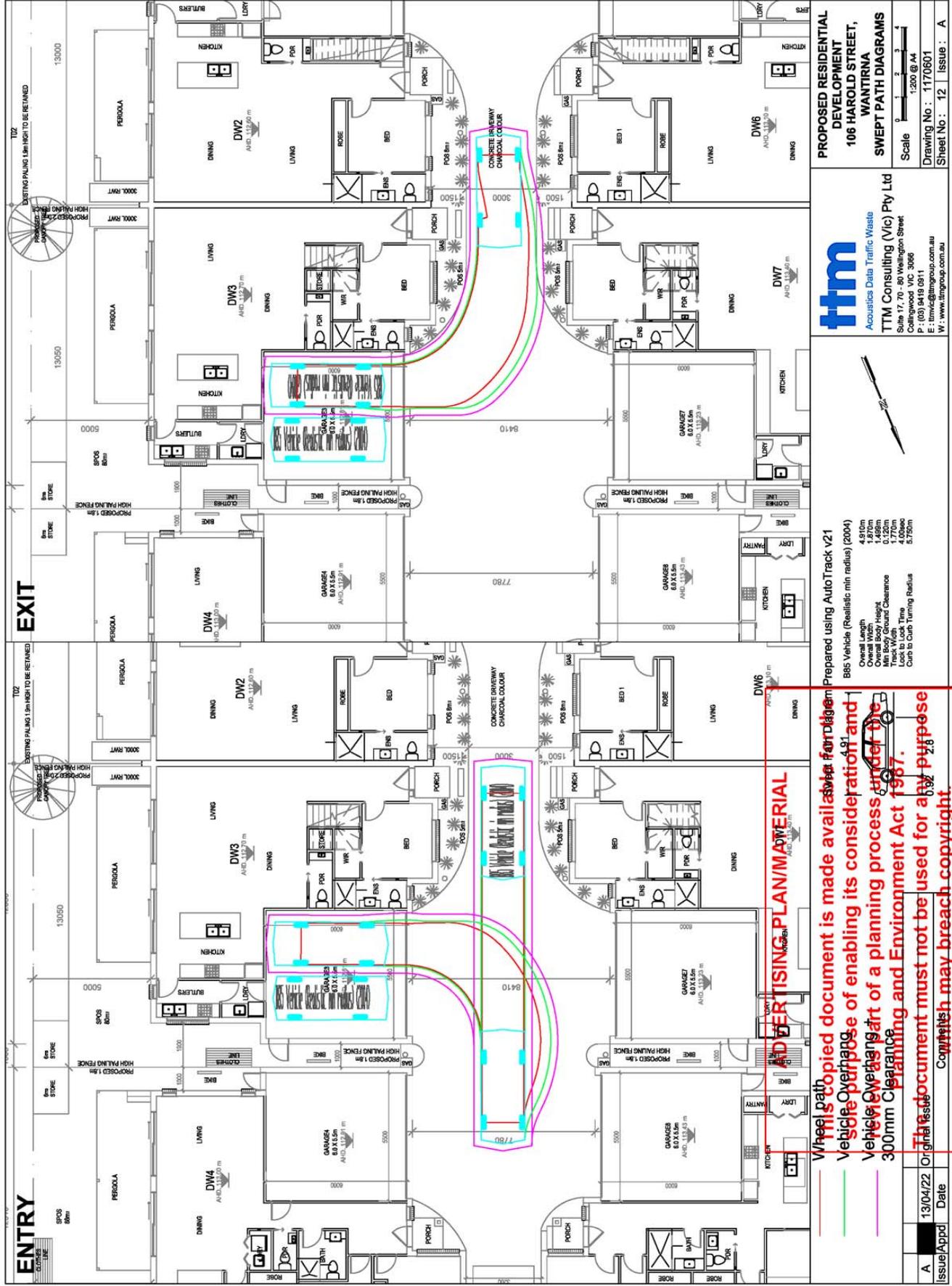
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 Curb to Curb Turning Radius 5.750m

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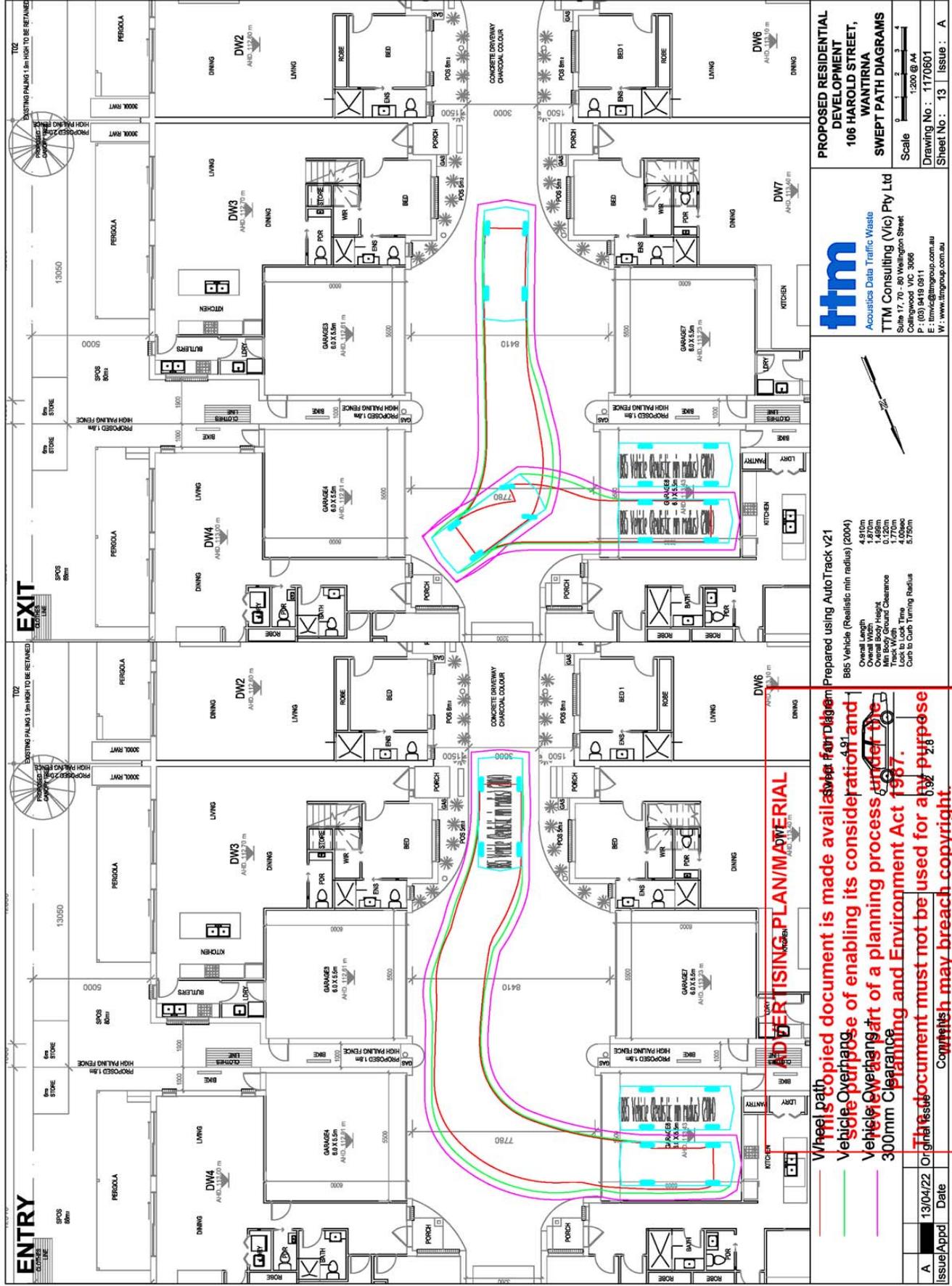
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**Wheel path**  
**Vehicle**  
**Vehicle with 300mm Clearance**  
**Vehicle with 450mm Clearance**  
**Concrete Driveway**

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 WANTIRRA  
**SWEPT PATH DIAGRAM**

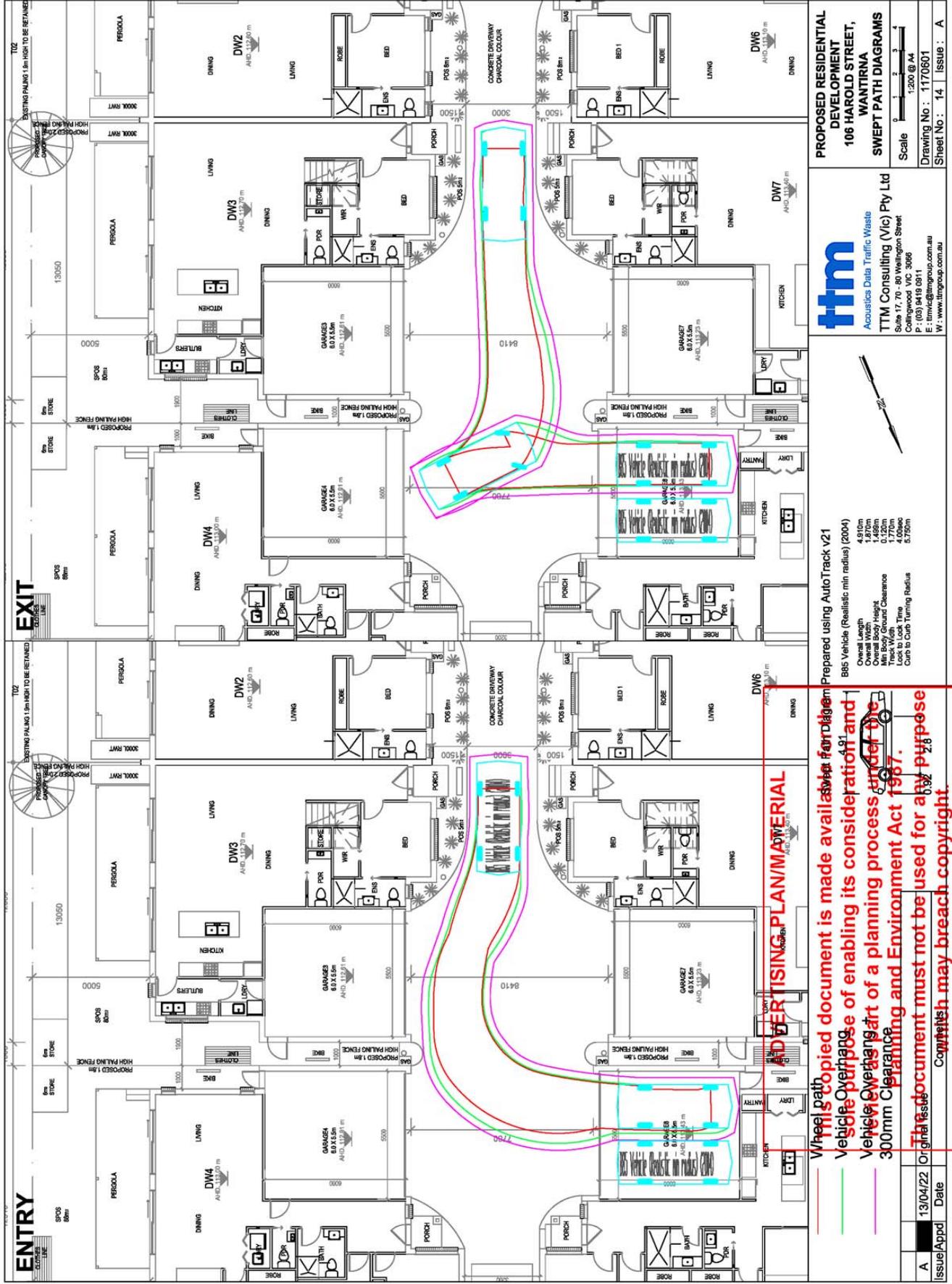
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 Overall Body Height 1.698m  
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 Track Width 1.770m  
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 Curb to Curb Turning Radius 5.750m

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**SWEPT PATH DIAGRAMS**

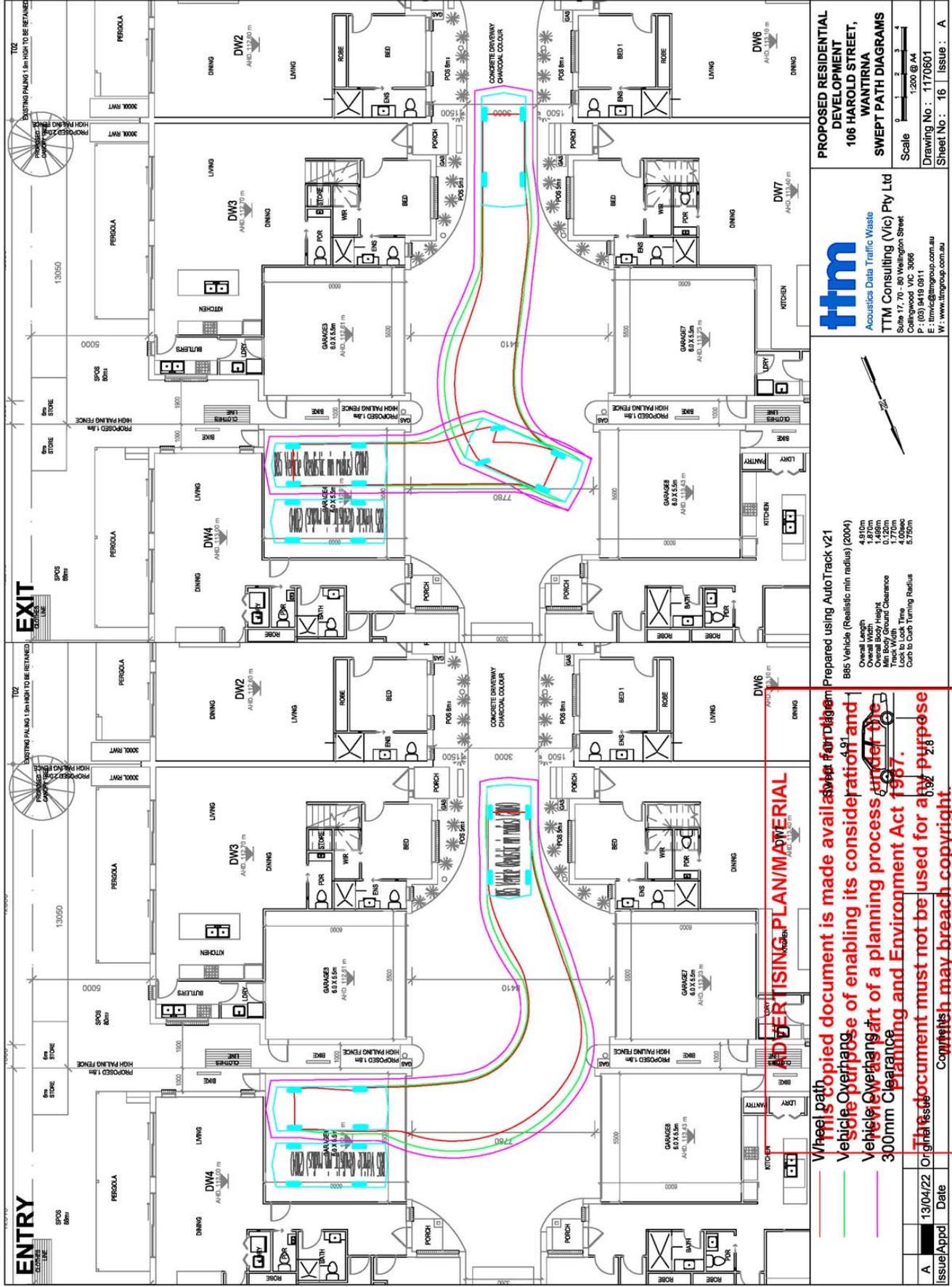
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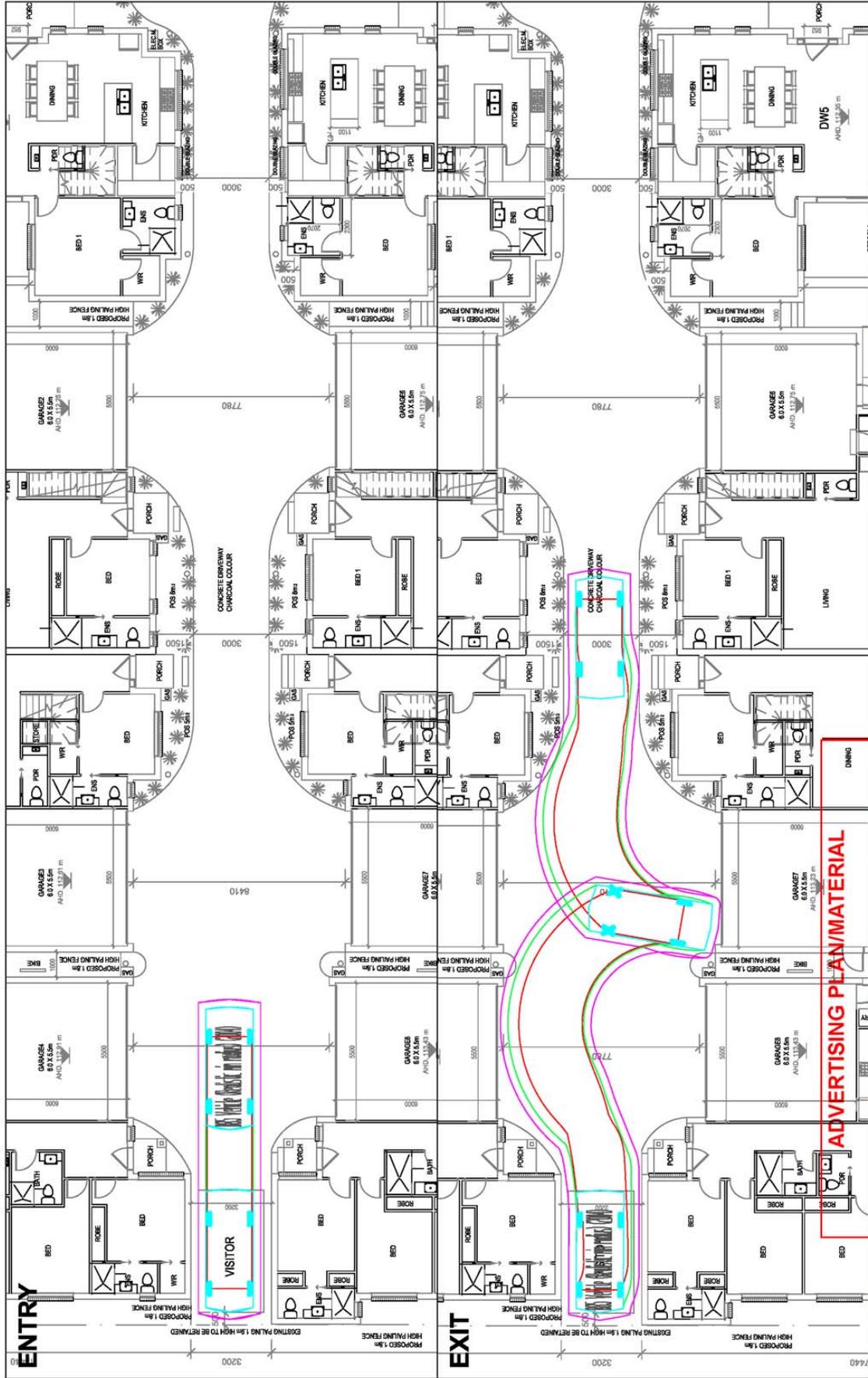
**PROPOSED RESIDENTIAL DEVELOPMENT**  
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**SWEPT PATH DIAGRAMS**

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 Lock to Lock Time 4.00sec  
 Curb to Curb Turning Radius 5.750m

Issue/Appd	Date
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**ADVERTISING PLAN/MATERIAL**

Wheel path  
 Vehicle path

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 SWEPT PATH DIAGRAMS

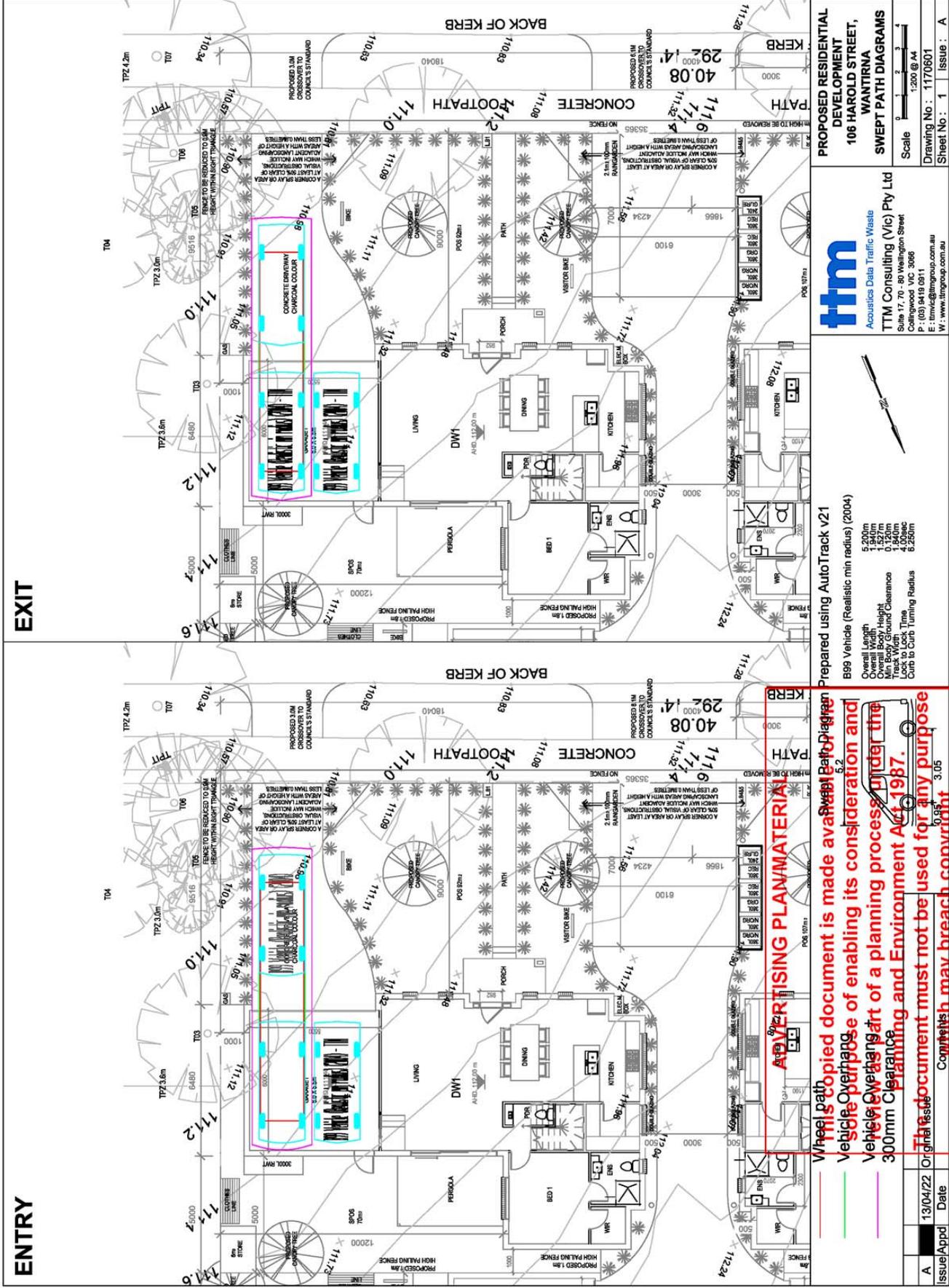
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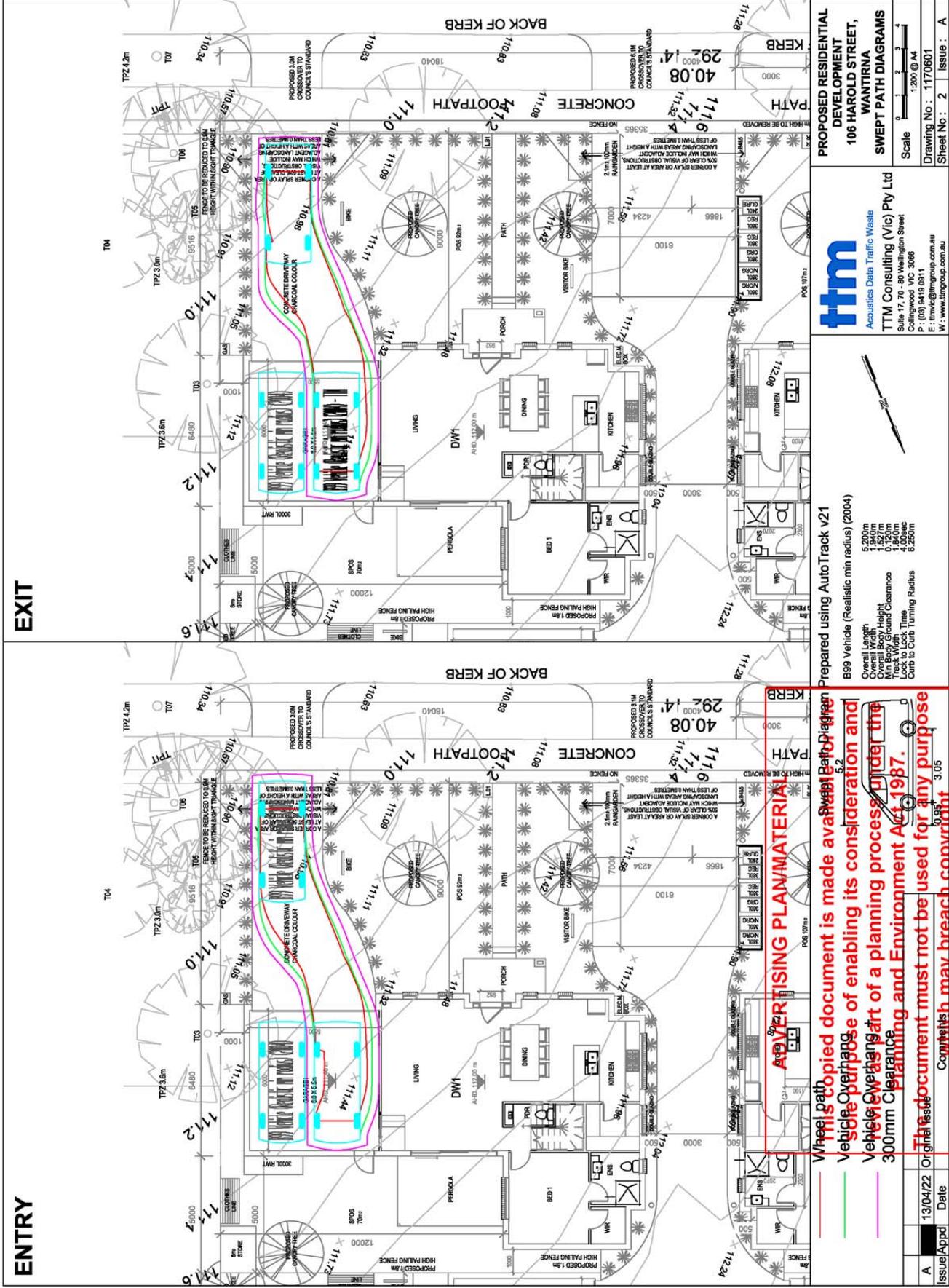
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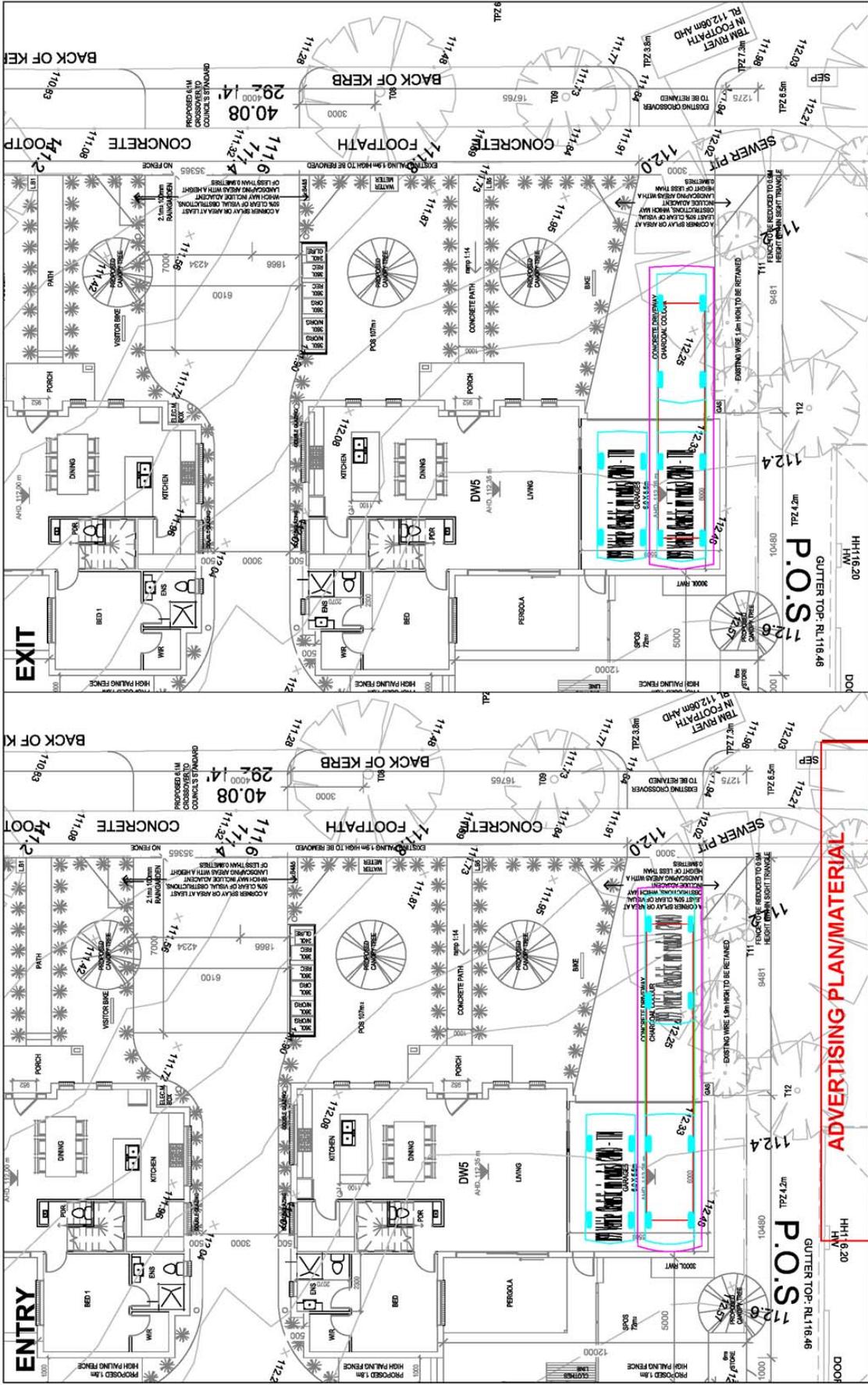
## Appendix C – Swept Path Diagrams (B99 Vehicle)

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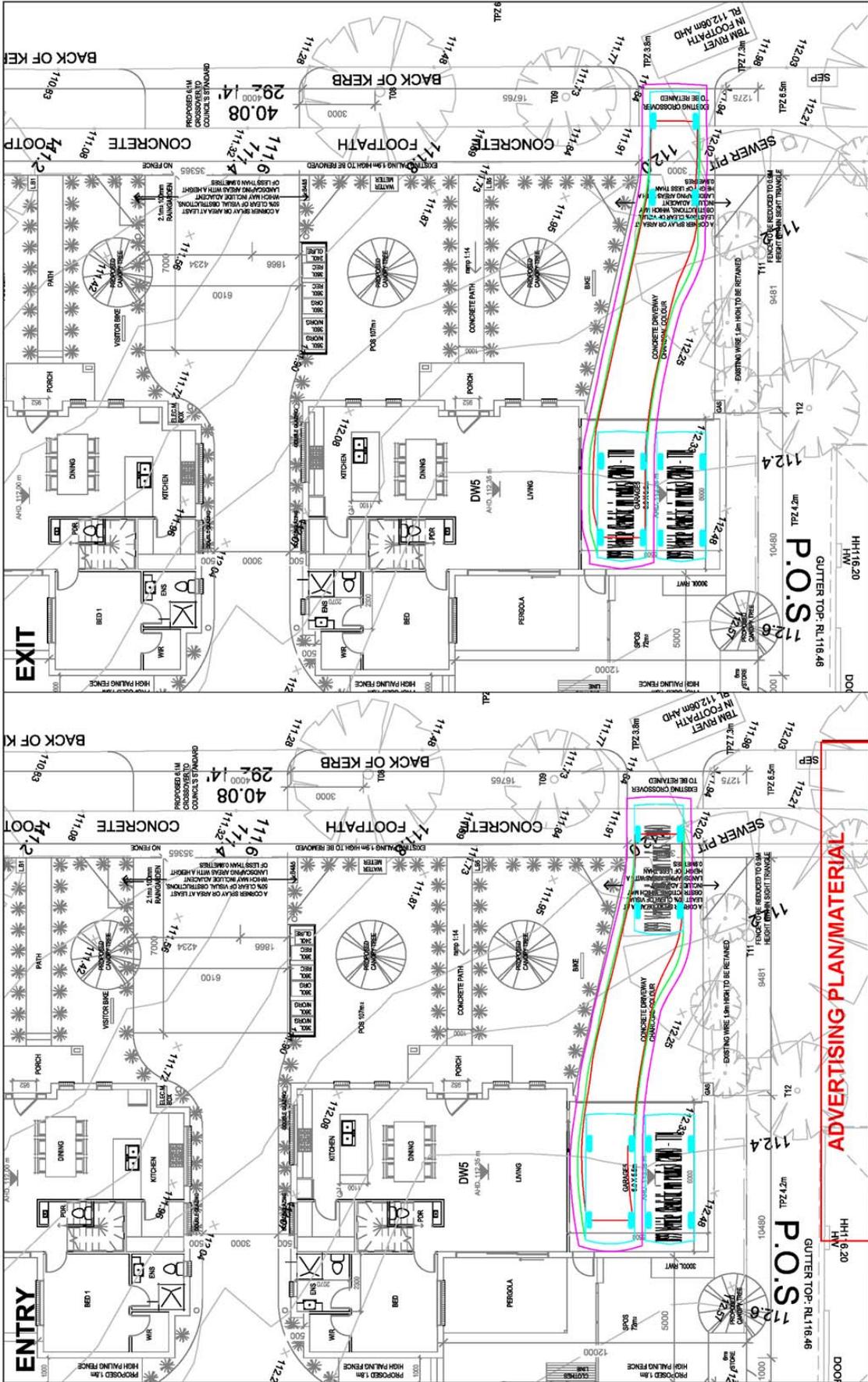
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 Curb to Curb Turning Radius 6.250m

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**PROPOSED RESIDENTIAL DEVELOPMENT**  
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**SWEPT PATH DIAGRAMS**

Scale 1:1200 @ A4  
 Drawing No.: 1170601  
 Sheet No.: 3 Issue: A

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Sweep Path Diagram

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B95 Vehicle (Realistic min radius) (2004)

Overall Length 5.200m  
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Sheet No.: 4 Issue: A

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PROPOSED RESIDENTIAL DEVELOPMENT  
106 HAROLD STREET,  
WANTIRNA  
SWEEP PATH DIAGRAMS

## 6.3 Lot 2, Wellington Road, Lysterfield

### **SUMMARY: Planner, Helen Clark**

**This report considers Planning Application P/2022/6097 for the use and development of the land for a Telecommunications Facility and alterations to access to a road in a Transport Zone – Schedule 2, at Lot 2 Wellington Road, Lysterfield.**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Refusal to Grant a Planning Permit for the use and development of the land for a Telecommunications Facility and alterations to access to a road in a Transport Zone – Schedule 2, at Lot 2 Wellington Road, Lysterfield, subject to the grounds of refusal detailed in the full recommendation in Section 10 below.**

### **1. INTRODUCTION**

Application P/2022/6097 has been lodged with Council for the use and development of the land for a Telecommunication Facility and alterations to access to a road in a Transport Zone 2 at Lot 2 Wellington Road Rowville.

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

### **2. DISCUSSION**

It is considered that the proposed use and development is inconsistent with the purpose and decision guidelines of the Green Wedge Zone - Schedule 1 (GWZ1). It is considered the use and development fails to protect and conserve green wedge land for its landscape and conserve and enhance the cultural heritage significance and the character of open rural and scenic non-urban landscapes. The proposed location does not minimise the visual impact of the proposed infrastructure and is incompatible with the adjoining land uses.

The proposal is considered to be inconsistent with the objectives and decision guidelines of the Significant Landscape Overlay - Schedule 1 (SLO1) as it fails to protect the landscape character, protect and enhance the scenic and visual environmental values of Lysterfield Valley and is considered to inappropriately reach above the tree canopy and 115 AHD contour. The proposed location for the facility does not avoid inappropriate visual intrusion.

The proposed development is considered to be inconsistent with the State and Local policy direction for the protection and conservation of environmentally sensitive areas. It is considered that the location and height of the proposed facility would significantly impact on the rural landscape setting of the Lysterfield Valley. The proposal fails to consider the high value of the area which is classified by the National Trust as an “attractive pastoral landscape which forms part of the ‘green wedge’ between the suburban areas of Rowville and Dandenong North, and the urbanised Ferntree Gully-Belgrave ridge of the Dandenongs”. The facility is proposed to reach a height of 31.4m which will be visible above the tree canopy and would intrude into the significant landscape.

The proposal is considered to be inconsistent with Decision Guidelines of Clause 52.19 - Telecommunications Facility due to inconsistencies with the principles set out in the Code of Practice for Telecommunications Facilities in Victoria, July 2004. The proposal fails to appropriately respond to the design and siting principles of the code as the proposed location for the facility has not been sited to minimise visual impact. The proposal is expected to result in adverse amenity impacts on adjacent land and will be highly visible to from Wellington Road interrupting the rural landscape, the Lysterfield Valley, and Dandenong Ranges backdrop.

The detailed Officer Report is provided at Attachment 1.

### **3. CONSULTATION**

The application was advertised by way of one (1) sign on the site and notices were sent to property owners and occupiers within a 500m radius of the proposal. In total 18 objections were received from 5 objector properties.

The application was referred externally to the Department of Transport and Melbourne Water. No major concerns were raised by Melbourne Water and the referral with Department of Transport is incomplete due to further information being required to which the applicant has not responded to date.

### **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.

In response to the Community Net Zero 2040 and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require development to achieve net zero emissions.

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

There are significant environmental impacts and amenity issues associated with the proposed development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report at Attachment 1.

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

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

### **7. SOCIAL IMPLICATIONS**

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

## **8. RELEVANCE TO KNOX COMMUNITY PLAN 2021-2031 AND COUNCIL PLAN 2021-2025**

### **Natural Environment and Sustainability**

- 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. RECOMMENDATION**

**That Council issue a Notice of Refusal to Grant a Planning Permit for the use and development of the land for a Telecommunications Facility and alterations to access to a road in a Transport Zone – Schedule 2 at Lot 2, Wellington Road, Lysterfield, on the following grounds:**

- 1. The proposal is inconsistent with State Policy Clause 12.05-2S (Landscapes), Clause 15.01 (Built Environment), Clause 19.03-4 (Telecommunications) and Clause 21.03 (Environmental and Landscape Values) as it fails to protect and enhance significant landscapes, to ensure land use and development appropriately responds to its landscape and have regard for the significant landscape value of the land.**
- 2. The proposal is inconsistent with the purpose and decision guidelines of the Green Wedge Zone – Schedule 1 as it fails to recognise, protect and conserve green wedge land and landscape, and fails to conserve and enhance the cultural heritage significance and the character of open rural and scenic non-urban landscapes. The proposed location of the facility does not minimise the visual impact of the proposed infrastructure and is incompatible with the adjoining land uses.**
- 3. The proposal is inconsistent with the objectives and decision guidelines of the Significant Landscape Overlay – Schedule 1 as it fails to protect the landscape character, protect and enhance the scenic and visual environmental values of Lysterfield Valley, and is considered to inappropriately reach above the tree canopy and 115 AHD contour. The proposed location for the facility does not avoid inappropriate visual intrusion.**
- 4. The proposal is inconsistent with Clause 52.19 (Telecommunications Facility) as the proposal fails to appropriately respond to the design and siting principles set out in the Code of Practice for Telecommunications Facilities in Victoria, July 2004. The proposed location for the facility has not been sited to minimise visual impact and protect the environment from adverse impacts arising from telecommunications infrastructure.**

## **11. CONFIDENTIALITY**

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

**Report Prepared By: Planner, Helen Clark**

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

### **Attachments**

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1. Attachment 1 - Officer Report Lot 2 Wellington Road, Lysterfield [**6.3.1** - 9 pages]
2. Attachment 2 - Council Attachements - Lot 2 Wellington Rd, Lysterfield [**6.3.2** - 14 pages]

## Planning Application P/2022/6097 for the Use and Development of the land for a Telecommunications Facility and alterations to access to a road in a Transport Zone – Schedule 2

### 1. Summary:

Subject Site:	Lot 2, Wellington Road, Lysterfield VIC 3156
Proposed Development:	Use and development of the land for a Telecommunications Facility and alterations to access to a road in a Transport Zone – Schedule 2
Existing Land Use:	Rural
Site Area:	29.28ha
Planning Scheme Controls:	Green Wedge Zone - Schedule 1 (GWZ1), Significant Landscape Overlay - Schedule 1 (SLO1), Environmental Significance Overlay Schedule – 3 (ESO3), Bushfire Management Overlay (BMO)
Application Received:	1 March 2022
Number of Objections:	18
PCC Meeting:	No
Ward:	Dobson

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2022/6097 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 3. Background

#### 3.1 Subject Site and Surrounds

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

- The subject site is a large single allotment located on the north east side of Wellington Road known as Lot 2 Wellington Road, Lysterfield. The site is rectangular in shape and has an undulating topography with a fall in the centre of the site and rising slopes in both a north-east and south-west direction.
- The subject site adjoins and is surrounded by land established with residential dwellings to the north, north east and west with Rural Conservation Zone 2 and Neighbourhood Residential Zone 1 and to the south with Green Wedge Zone 2. To the east and south east is Green Wedge Zone 2 with the land used as mixed farming and grazing.
- The site area is 29.28 hectares. The site has vehicular access via a single width crossover to Wellington Road.
- The site is currently used for agricultural purposes and contains three 3 equipment storage sheds and vegetation is located near the east, west and north boundaries and sparsely scattered throughout the site.
- The title is not encumbered by any restrictions other than easements.



## Attachment 1

### 3.2 The Proposal

The proposal seeks permission for the use and development of the land for a Telecommunications Facility and alterations to access to a road in a Transport Zone – Schedule 2.

Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The construction of 30m high telecommunications monopole with 9 antennas mounted to a headframe reaching a total height of 31.4m.
- Located 4.5 metres from the south-western (Wellington Road) boundary.
- A compound with an area of 60 square metres constructed of a chain link mesh fence and a shelter to house equipment.
- Associated buildings and works for a group meter and underground cabling.
- A new vehicle access track for direct access to the proposed compound via Wellington Road.

## 4. Consultation

### 4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total 18 objections were received from 5 objector properties and are summarised below.

#### ***Location in a Green Wedge Zone inappropriate***

- The location of a telecommunications facility within a Green Wedge Zone is considered inappropriate given that the proposed use lacks a relationship to the rural land uses and will adversely impact on the rural landscape character of the area.

#### ***Incompatible with rural landscape***

- A telecommunications facility is considered to be incompatible with the scenic rural landscape of the Lysterfield valley.

#### ***Built form***

- The subject site is affected by the Significant Landscape Overlay 1. The overlay has a preferred maximum building height of 7.5m for dwellings. However, the overlay also has the purpose to conserve and enhance the character of significant landscapes and the Decision Guidelines inform decision making in terms of landscape character that any buildings or works greater than the 115 AHD contour may not be appropriate. The proposed height of the facility at 30 metres located on a site over the 155 AHD level does not appropriately respond to or conserve the landscape character of the area.

#### ***Visual amenity***

- The facility is proposed to reach well above the preferred heights for buildings and works and the facility is likely to cause material detriment in terms of visual amenity. Further, given the facility will be set up to allow future co-location, this has the potential for intensified visual intrusion in the future. The proposal will dominate views to and from the site.



## Attachment 1

### ***Not sited to reduce visual impact***

- The proposed location is on a slightly elevated part of the land. Further consideration could have been given to locating the facility on lower ground and further away from land occupied with dwellings.

### ***Health standards for exposure to radio emissions***

- Previous VCAT decisions have found that the Responsible Authority cannot consider health impacts for telecommunication facility proposals. All telecommunications facilities are required to comply with the Telecommunication Code of Practice, which provides standards to be met for the exposure to EME (Electromagnetic Emissions).

### ***Fire hazard***

- Fire hazard in relation to the installation and maintenance of a telecommunications facilities and associated buildings and works does not require a planning permit pursuant to Clause 44.06 of the Knox Planning Scheme (BMO). A facility is to be constructed and maintained under telecommunications Act 1997. Officers are not aware of any increased fire risks associated with such a facility.

## 4.2 Referrals

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

**Melbourne Water:** No Objection subject to the following conditions: 1. Pollution and sediment laden runoff shall not be discharged directly or indirectly into Melbourne Water's drains or watercourses.

**Department of Transport:** The Department requested further information from the applicant relating to the frequency and types of vehicles accessing the site and also requesting a further site plan demonstrating vehicle turning. The applicant has not responded to this request from the Department of Transport.

## 5. Discussion

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

### 5.1 Zoning and Overlays

#### 5.1.1 Zone

The site is located within the Green Wedge Zone – Schedule 1 (Clause 35.04). A permit is required for the use and development of the land for a Telecommunications Facility.

The Green wedge Zone encourages use and development that is consistent with sustainable land management practices, sustainable farming activities and provide opportunity for a variety of productive agricultural uses, whilst protecting and conserving green wedge land for its agricultural, environmental, historic, landscape, recreational and tourism opportunities, mineral and stone resources and enhance the cultural heritage significance and the character of open rural, scenic non-urban landscapes and enhance the biodiversity of the area.



## Attachment 1

Before deciding on an application the responsible authority must consider, as appropriate:

### *General Issues*

- Whether the site is suitable for the use or development and the compatibility of the proposal with adjoining land uses.
- The need to minimise adverse impacts on the character and appearance of the area or features of architectural, scientific or cultural heritage significance, or of natural scenic beauty.

### *Design and siting issues*

- The need to minimise any adverse impacts of siting, design, height, bulk, and colours and materials to be used, on landscape features, major roads and vistas.
  - The location and design of existing and proposed infrastructure services which minimises the visual impact on the landscape.
- The proposed use is considered to be incompatible with the purpose of the Green Wedge Zone as the proposal is inconsistent with the zones purpose because:
    - The proposal is considered to impose significant impacts on the landscape features of the Lysterfield Valley.
    - The visual intrusiveness of the facility is considered to significantly impact on the scenic landscape of the area.
    - The proposal lacks any form compatibility with the adjoining land uses.
    - The proposed facility is considered to have a significant visual impact on the landscape and while the monopole is a slimline design finished in non-reflective tones, this does not mitigate the impacts within the context of the area.
  - The use and development of the land for a telecommunication facility at this location is considered unsuitable. The location for the facility is proposed to be on slightly elevated land in reference to some surrounding properties which further exacerbates the visual intrusion of the 31.4m high facility which is likely to cause adverse impacts on the character and appearance of the area's natural scenic beauty.

### 5.1.2 Overlays

#### Significant Landscape Overlay – Schedule 1 (SLO1)

The site is affected by the Significant Landscape Overlay (SLO1) relating to the conservation and enhancement of significant landscapes. A planning permit is required to construct a building or carry out works.

Significant Landscape Overlay objectives of the relevant Schedule to the overlay are:

- To protect the broad pastoral landscape character and the open, bold hillsides of the Lysterfield Valley.
- To retain vegetation that contributes to the landscape qualities of the area.
- To protect and enhance the scenic, visual, cultural and environmental values of the Lysterfield Valley, including the contrast between this area and the forested slopes of the Dandenong Ranges.
- To conserve the flora and fauna and associated ecological processes that contribute to the landscape significance of the Lysterfield Valley.
- To ensure that development is located and designed to avoid inappropriate visual intrusion or other detrimental effects on the Lysterfield Valley and the key characteristics of the Valley's landscape, having regard to bushfire risk.



## Attachment 1

Decision Guidelines:*Landscape Character*

- Whether the proposed development will impact upon the views of the valley from the surrounding area, particularly the Dandenong Ranges and significant ridgelines.
- Whether the proposal promotes low intensity development which is sympathetic to the landscape qualities of the area.
- Whether development above the 115 metre AHD contour is appropriate.
- Whether the proposed development and proposed landscaping are compatible with a rural area.
- Whether the proposed development and proposed landscaping will ensure that identified landscape qualities are preserved.
- Whether all power and communications cables will be placed underground.

*Land Management*

- Whether the proposed development will contribute to and support appropriate land management.

*Finishes*

- Whether the proposed development will utilise non-reflective materials maintained in muted colours that blend with the landscape on external surfaces, including roofs of all buildings but excluding solar panels, to reduce its visual impact.

*Building on Slopes*

- Whether the siting and design of development will follow the topography, avoid the need for earthworks and integrate with the landscape features of the area.
- Whether buildings will be sited on relatively low-lying positions.
- Whether buildings will be dispersed to allow trees to be planted among them.

*Fences*

- Whether the height, materials, construction and colour of fences respond to and maintain the landscape character of the area.

- The telecommunication tower is shown to reach above the tree canopy and is proposed to be constructed on land that is on 116 AHD contour (approx.). The built form of the proposal will extend 30 metres beyond that point, detrimentally impacting the views to and from the site and the broader Lysterfield Valley.
- The proposal is inconsistent with the objectives and decision guidelines as it fails to protect the landscape character nor protect and enhance the scenic and visual environmental values of Lysterfield Valley.
- The facility is proposed to be constructed of non-reflective materials, finished in muted tones.
- Given the location and height of the facility the proposal is inconsistent with the objective to locate the facility to avoid inappropriate visual intrusion despite the materials and colours.



## Attachment 1

### Bushfire Management Overlay (BMO)

The site is affected by the Bushfire Management Overlay (BMO) relating to the identification of areas where bushfire hazard warrants bushfire protection measures to be implemented.

- A permit is not required to construct a building or carry out works for a telecommunications facility pursuant to the BMO.

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

The site is affected by the Environmental Landscape Overlay (ESO2) relating to the identification of areas where the development of land may be affected by environmental constraints.

- The proposal does not seek to remove, destroy or lop vegetation protected by this overlay within the boundaries of the subject site.
- It is noted that tree removal within the road reserve may be required to create the vehicle access to the site. The road reserve is in the ownership of the Roads Corporation (Department of Transport). As discussed above at 4.2 this application is under assessment by the Department of Transport. A determination on this matter was not received by Council prior to being presented to Council.

### 5.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Landscapes, Sites of Biological Significance, Built Environment and Community Needs.

**Clause 12.05-2S Landscapes:** To protect and enhance significant landscapes and open spaces that contribute to character, identity and sustainable environments.

**Clause 15.01 Built Environment:** Ensure all new land, land use and development appropriately responds to its landscape, valued built form and cultural context, and protects places and sites with significant heritage, architectural, aesthetic, scientific and cultural value.

**Clause 17.02 Commercial:** To encourage development which meet the community's needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.

**Clause 19.03-4 Telecommunications:** To facilitate the orderly development, extension and maintenance of telecommunication infrastructure.

The strategies for the clause are to:

- Facilitate the upgrading and maintenance of telecommunications facilities.
- Ensure that modern telecommunications facilities are widely accessible to business, industry and the community.
- Ensure the communications technology needs of business, domestic, entertainment and community services are met.
- Ensure that the use of land for a telecommunications facility is not prohibited in any zone.
- Encourage the continued deployment of broadband telecommunications services that are easily accessible by:



## Attachment 1

- Increasing and improving access for all sectors of the community to the broadband telecommunications trunk network.
- Supporting access to transport and other public corridors for the deployment of broadband networks in order to encourage infrastructure investment and reduce investor risk.
- Ensure a balance between the provision of important telecommunications services and the need to protect the environment from adverse impacts arising from telecommunications infrastructure.
- Planning should have regard to national implications of a telecommunications network and the need for consistency in infrastructure design and placement.

**Municipal Strategic Statement:** Council's MSS encourages development occurring with the necessary consideration to such matters as Environment and Landscape values. The MSS makes specific reference to protecting the Dandenong Foothills, Sites of Biological Significance and other areas of significant biological landscape value from inappropriate development.

**Clause 21.03 – Environmental and Landscape Values: Significant Landscapes.** To protect and enhance the role of Knox's significant landscapes and to protect existing and potential aesthetic, biodiversity, landscape, amenity, cultural and agricultural values of rural and green wedge land.

Objective 6: To protect and enhance the role of Knox's significant landscapes

Strategies:

- Maintain an urban edge that reflects the significance, on a metropolitan level, of the Dandenong Foothills, rural valleys, and natural landscapes along the eastern and western edges of Knox.
- Protect and enhance the views of the Lysterfield Valley as a pastoral landscape
- Limit development within the Dandenong Foothills, Lysterfield Valley and Dandenong Creek Valley that may compromise their landscape and environmental significance

Objective 7: To protect existing and potential aesthetic, biodiversity, landscape, amenity, cultural and agricultural values of rural and green wedge land

Strategies:

- Ensure that new use and development protects and complements the established landscape character and scenic qualities of rural and green wedge land.
- Minimise the visual dominance of development in: Rural Green Wedge land.
- The proposed use development is considered to be inconsistent with the state and local policy direction to protect and conserve environmentally sensitive areas for the following reasons:
  - Landscapes – The use and development of the land for a telecommunications facility fails to protect and enhance the significant landscape of the Lysterfield Valley and Dandenong Ranges backdrop.
  - Built Environment – The proposal does not appropriately respond to the Lysterfield Valley's rural landscape setting and aesthetic.
  - Commercial – While the provision of a facility can provide for community benefit it is considered that the negative impacts in terms of visual amenity outweigh any benefit.



## Attachment 1

- Telecommunications – Whilst the importance and community benefit of a reliable telecommunications network is well understood, pursuant to Clause 19.03-4S the Responsible Authority must ensure there is a balance between the provision of important telecommunications services and the need to protect the environment from adverse impacts arising from telecommunications structures. It is considered that the impacts such a facility would have on the environment in terms of landscape and visual amenity and detrimentally impact upon the Lysterfield Valley. Other locations should be considered over this highly valued and scenic part of Knox.
- MSS – The location of the proposed facility disregards the significant landscape value of the land. The proposal is considered to be an inappropriate development.
- Environmental and Landscape Values - The proposal fails to consider the high value of the area which is classified by the National Trust as an “attractive pastoral landscape which forms part of the ‘green wedge’ between the suburban areas of Rowville and Dandenong North, and the urbanised Ferntree Gully-Belgrave ridge of the Dandenongs”. The facility is proposed to reach a height of over 30m which will be visible above the tree canopy and would intrude into the significant landscape.

### 5.3 Particular Provisions

**Clause 52.19 Telecommunications Facility:** To ensure that telecommunications infrastructure and services are provided in an efficient and cost effective manner that meets community needs. To facilitate an effective state wide telecommunications network in a manner consistent with orderly and proper planning. To encourage the provision of telecommunications facilities with minimal impact on the amenity of the area.

A permit is required to construct a building or construct or carry out works for a telecommunications facility.

Before deciding on an application, in addition to the decision guidelines of Clause 65, the responsible authority must consider, as appropriate:

- The principles for the design, siting, construction and operation of a Telecommunications facility set out in *A Code of Practice for Telecommunications Facilities in Victoria, July 2004*.
- The effect of the proposal on adjacent land.
- If the Telecommunications facility is located in an Environmental Significance Overlay, a Vegetation Protection Overlay, a Significant Landscape Overlay, a Heritage Overlay, a Design and Development Overlay or an Erosion Management Overlay, the decision guidelines in those overlays and the schedules to those overlays.
- The proposal is inconsistent with Decision Guidelines of this clause due to the inconsistency with the principles set out in the *Code of Practice for Telecommunications Facilities in Victoria, July 2004* for the following reasons:
  - Whilst the proposal responds satisfactorily to the construction and operation principles, the proposal fails to appropriately respond to the design and siting principles of the code as the proposed location for the facility has not been sited to minimise visual impact. The proposal is expected to result in adverse amenity impacts on adjacent land and will be highly visible to from Wellington Road interrupting the rural landscape, the Lysterfield Valley, and Dandenong Ranges backdrop.
  - Decision Guidelines of the Significant Landscape Overlay discussed above at 5.1.2.



## Attachment 1

### 5.4 General Decision Guidelines

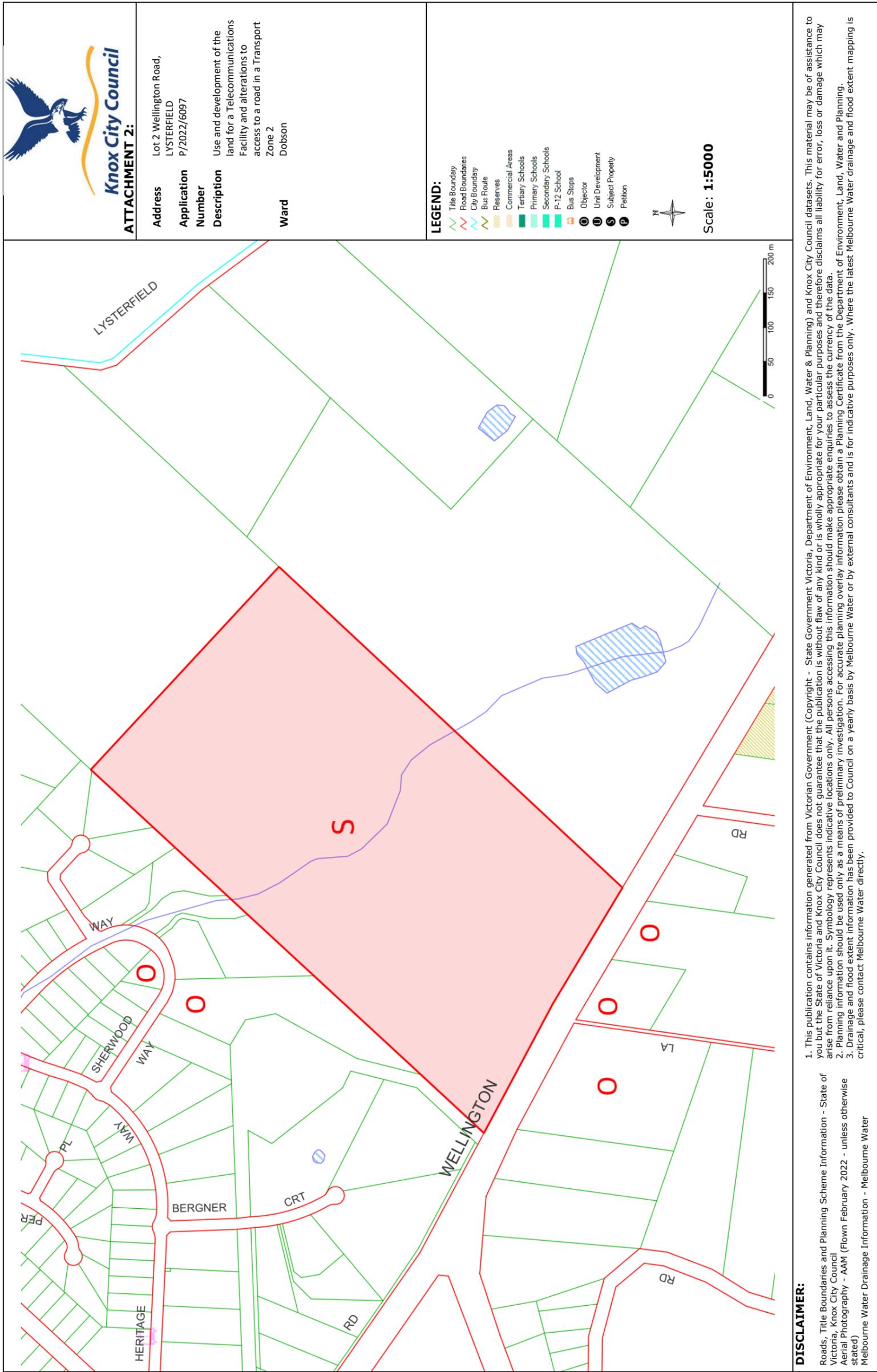
Clause 65 of the Knox Planning Scheme and Section 60 of the *Planning and Environment Act 1987* set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

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

### 6. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is not considered appropriate given the following:

- The proposal is inconsistent with State Policy Clause 12.05-2S (Landscapes), Clause 15.01 (Built Environment), Clause 19.03-4 (Telecommunications) and Clause 21.03 (Environmental and Landscape Values) as it fails to protect and enhance significant landscapes, to ensure land use and development appropriately responds to its landscape and have regard for the significant landscape value of the land.
- The proposal is inconsistent with the purpose and decision guidelines of the Green Wedge Zone – Schedule 1 as it fails to recognise, protect and conserve green wedge land and landscape, and fails to conserve and enhance the cultural heritage significance and the character of open rural and scenic non-urban landscapes. The proposed location of the facility does not minimise the visual impact of the proposed infrastructure and is incompatible with the adjoining land uses.
- The proposal is inconsistent with the objectives and decision guidelines of the Significant Landscape Overlay – Schedule 1 as it fails to protect the landscape character, protect and enhance the scenic and visual environmental values of Lysterfield Valley, and is considered to inappropriately reach above the tree canopy and 115 AHD contour. The proposed location for the facility does not avoid inappropriate visual intrusion.
- The proposal is inconsistent with Clause 52.19 (Telecommunications Facility) as the proposal fails to appropriately respond to the design and siting principles set out in the Code of Practice for Telecommunications Facilities in Victoria, July 2004. The proposed location for the facility has not been sited to minimise visual impact and protect the environment from adverse impacts arising from telecommunications infrastructure.





**Knox City Council**

**ATTACHMENT 2:**

**Address** Lot 2 Wellington Road,  
LYSTERFIELD

**Application Number** P/2022/6097

**Description** Use and development of the land for a Telecommunications Facility and alterations to access to a road in a Transport Zone 2

**Ward** Dobson

**LEGEND:**

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

N

**Scale: 1:5000**



**DISCLAIMER:**

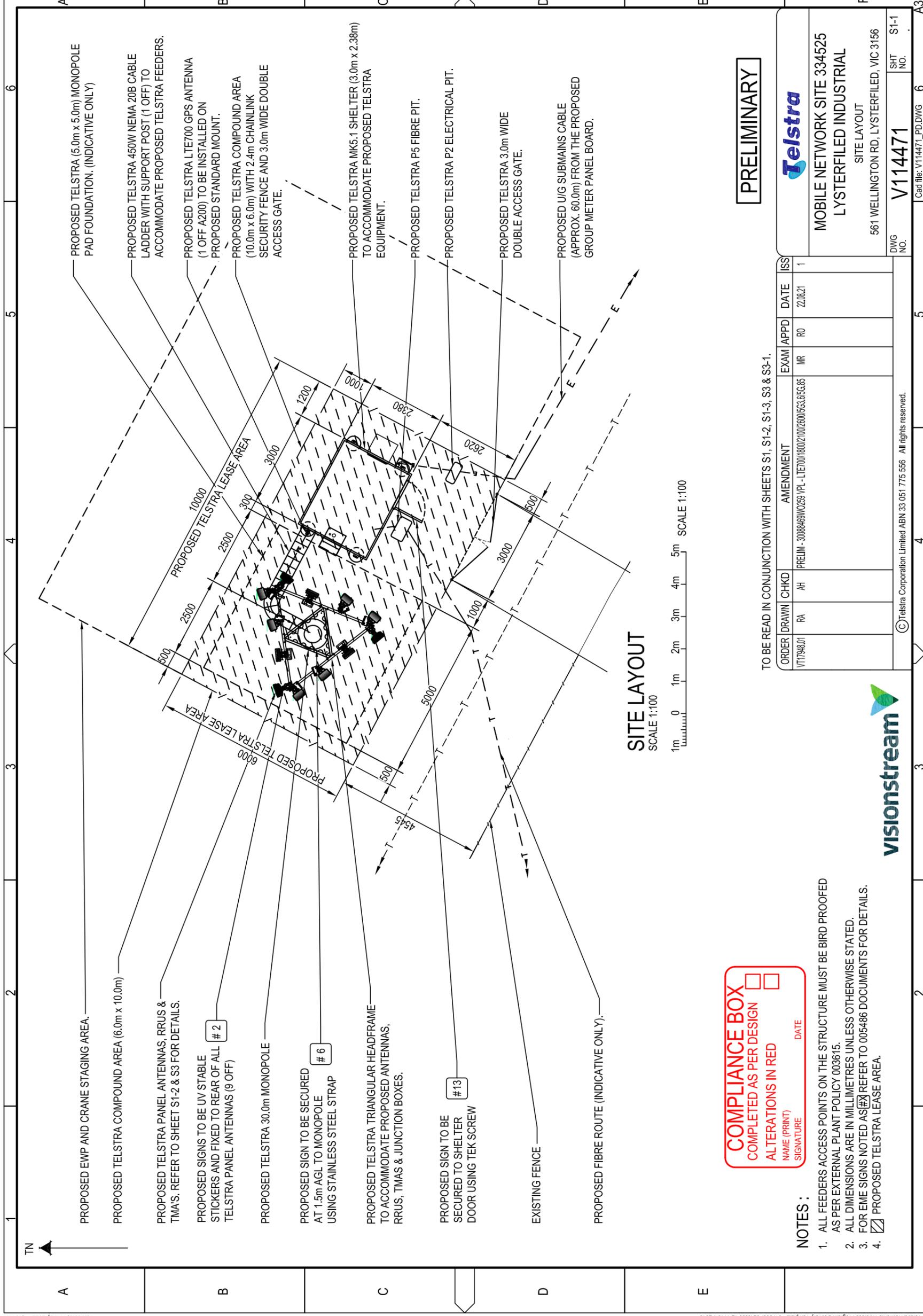
Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council

Aerial Photography - AAM (Flown February 2022 - unless otherwise stated)

Melbourne Water Drainage Information - Melbourne Water

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2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Environment, Land, Water and Planning.
3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.





**COMPLIANCE BOX**  
 COMPLETED AS PER DESIGN  
 ALTERATIONS IN RED  
 NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

**NOTES :**

1. ALL FEEDERS ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE STATED.
3. FOR EME SIGNS NOTED AS (#) REFER TO 005486 DOCUMENTS FOR DETAILS.
4.  PROPOSED TELSTRA LEASE AREA.

**PRELIMINARY**



MOBILE NETWORK SITE 334525  
 Lysterfiled Industrial  
 SITE LAYOUT  
 561 WELLINGTON RD, Lysterfiled, VIC 3156

DWG NO. **V114471** SHIT NO. S1-1  
 Cad file: V114471\_PD.DWG 6

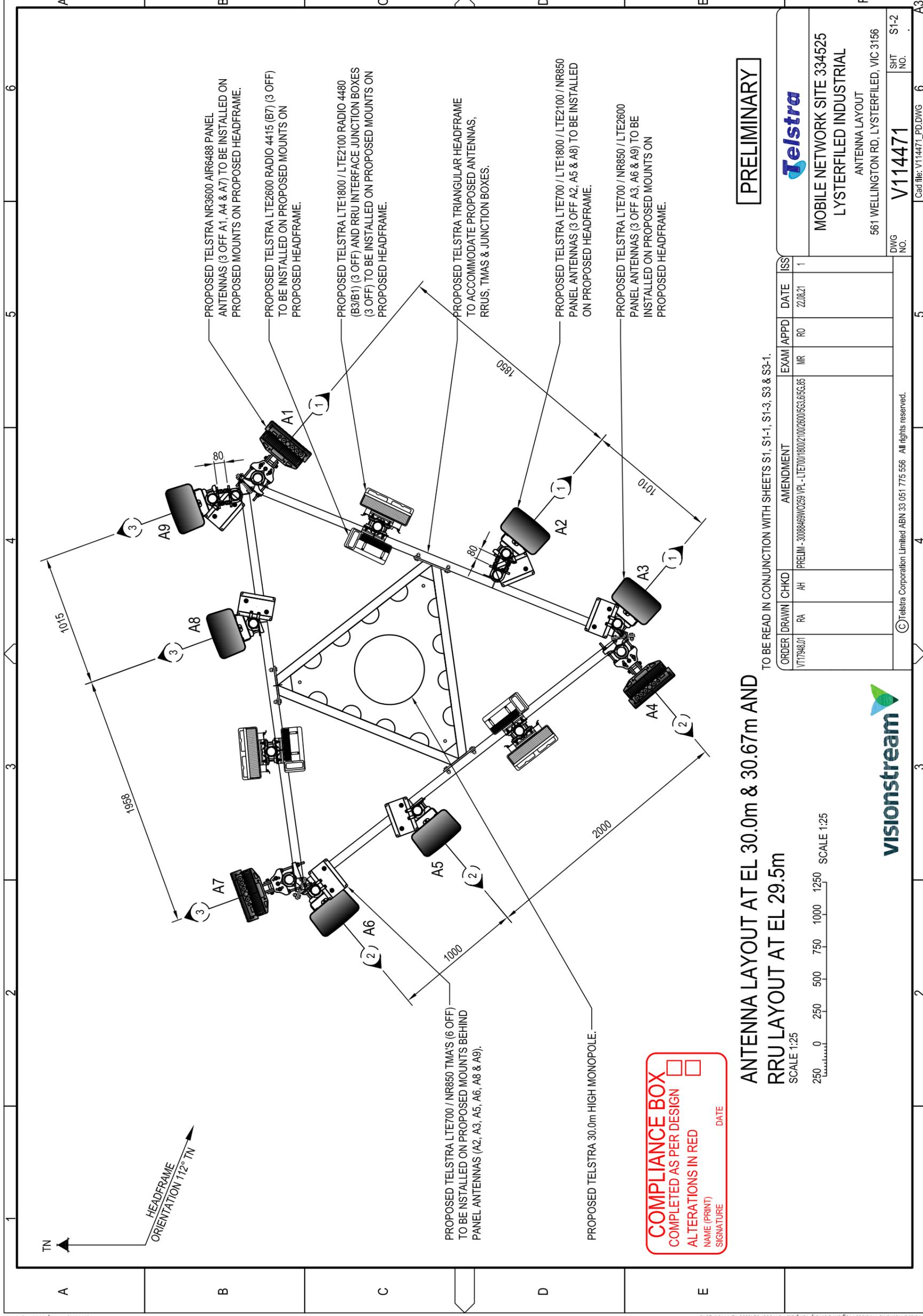
TO BE READ IN CONJUNCTION WITH SHEETS S1, S1-2, S1-3, S3 & S3-1.

ORDER	DRAWN	CHKD	AMENDMENT	EXAM/ APPD	DATE	ISS
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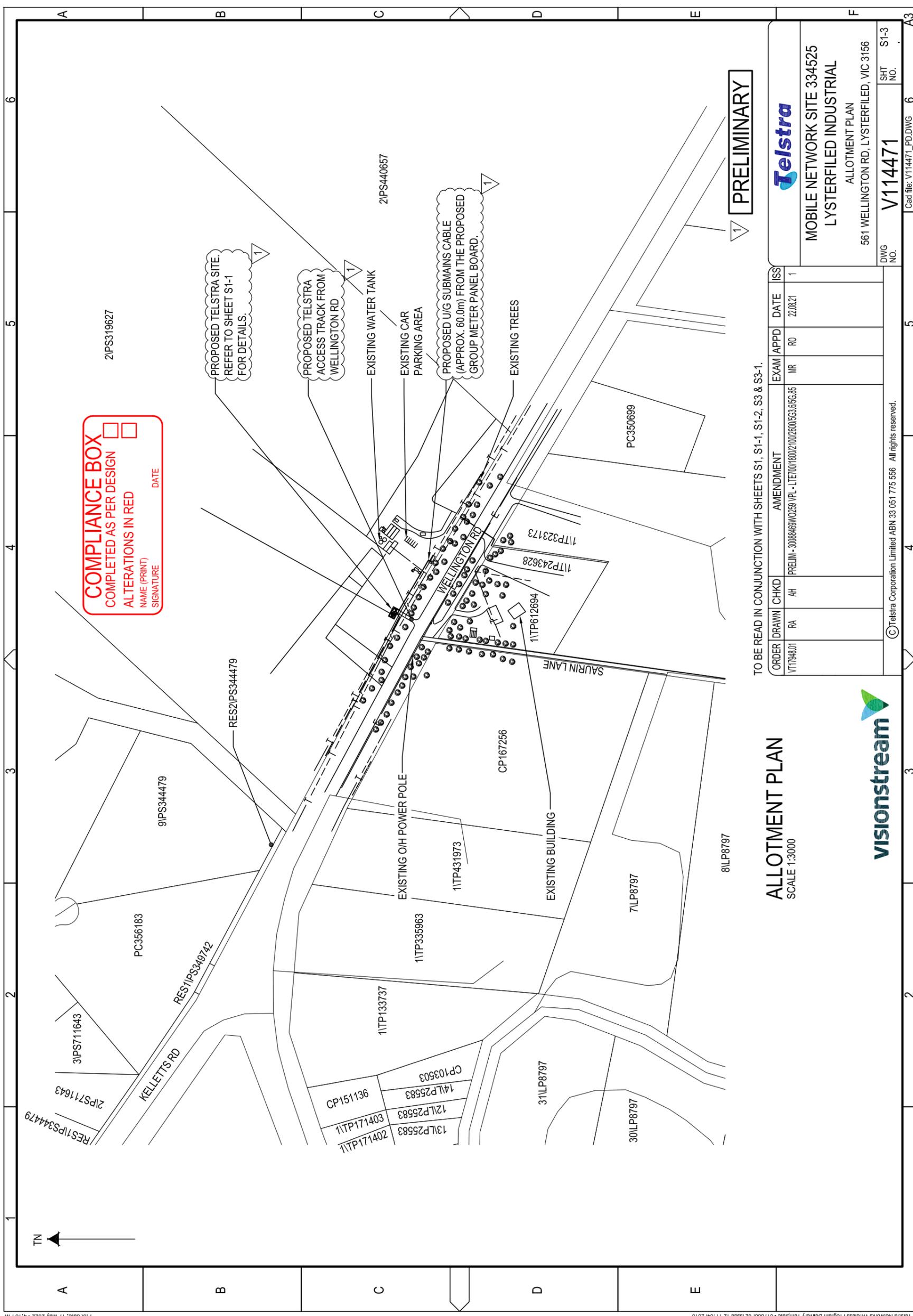
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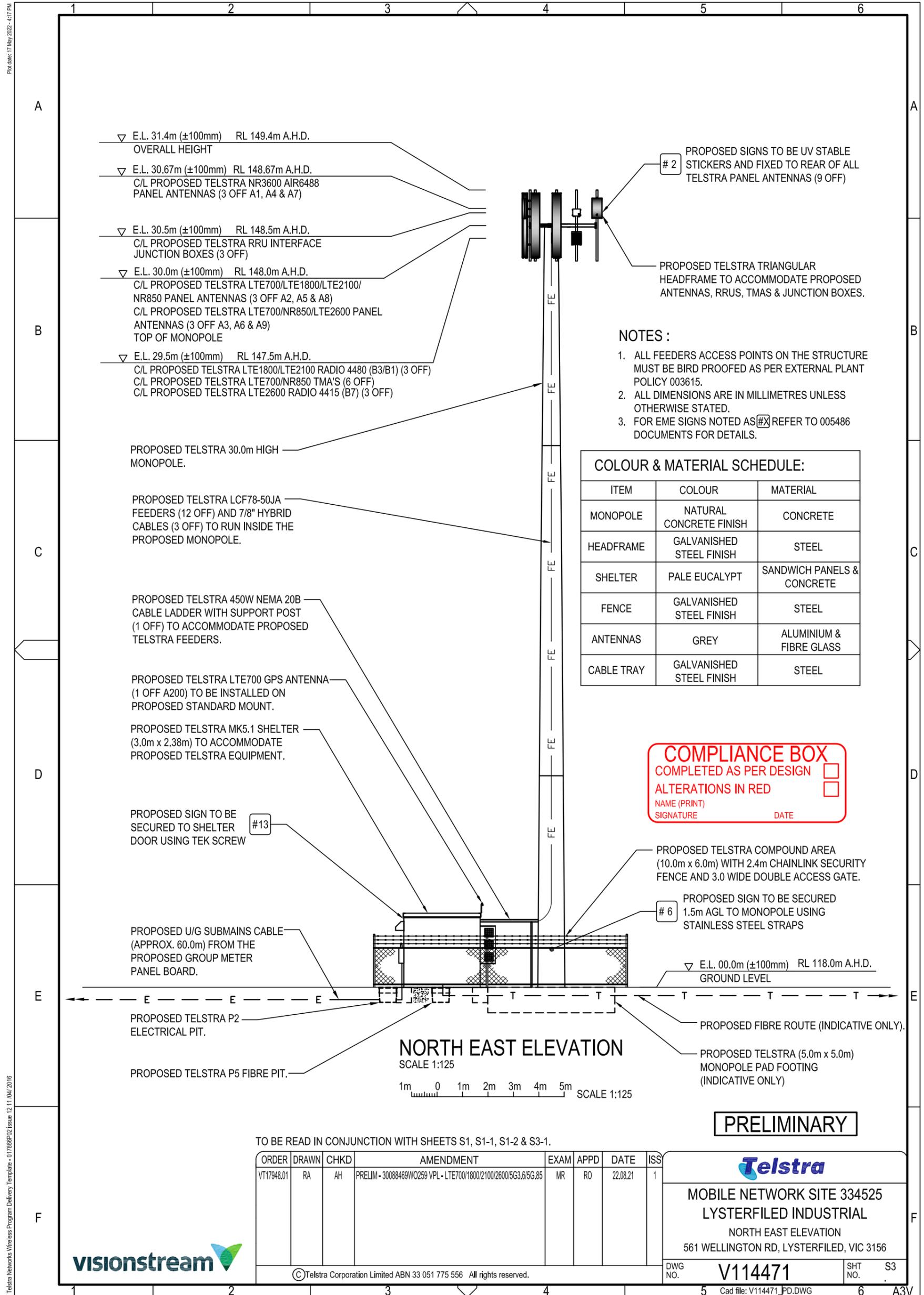
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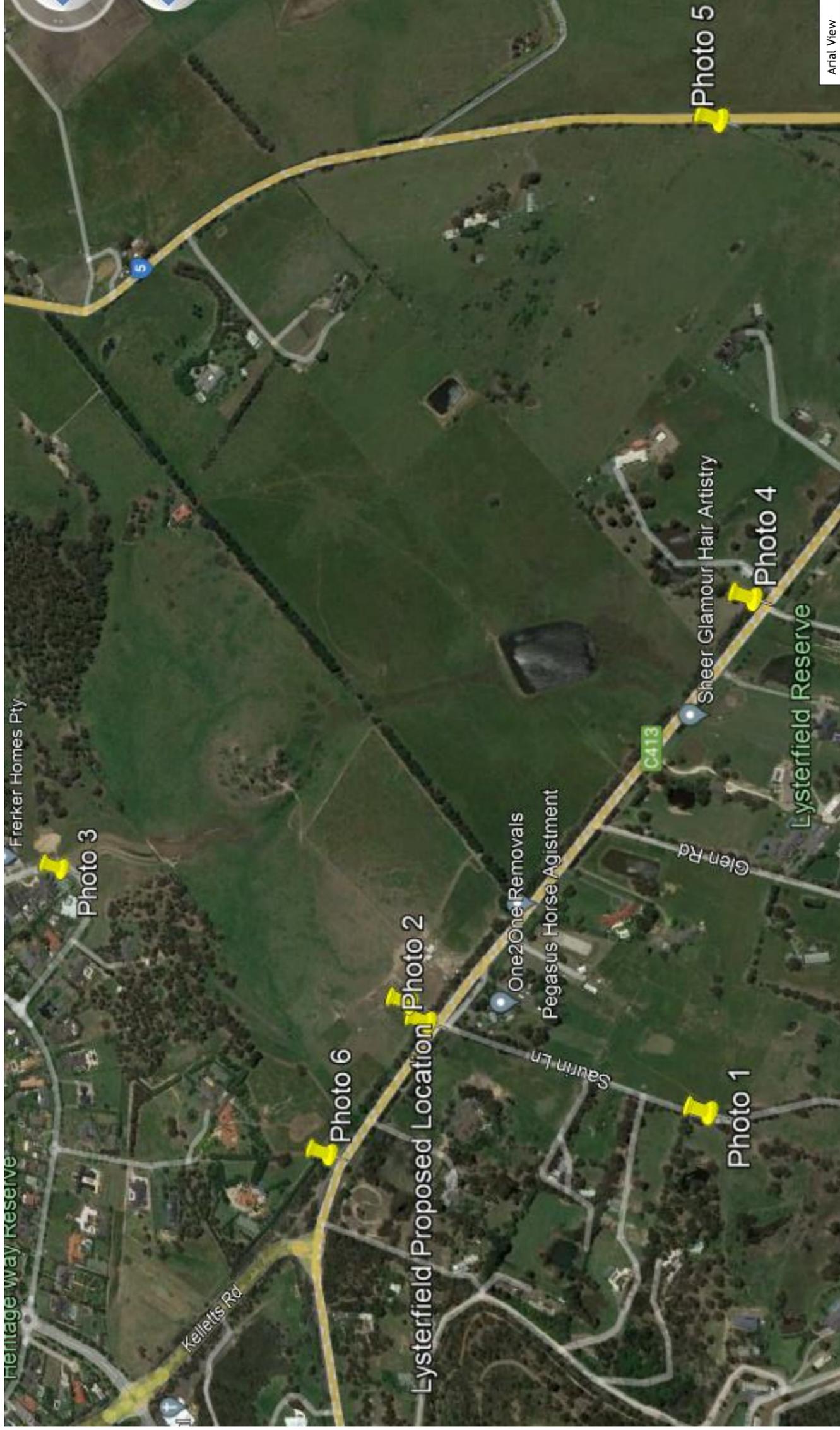
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C	A2	ARGUS RVVPX310.11B-T2H PANEL 2533 x 350 x 208mm	INSTALL	30.0m	130°	S1: LTE700/NR850 S1: LTE700/NR850 S1: LTE1800/LTE2100 S1: LTE1800/LTE2100 S1: LTE1800/LTE2100 S1: LTE1800/LTE2100																
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### Proposed 30m Monopole - Lysterfield West

Location of photomontage locations.





### Proposed 30m Monopole - Lysterfield West

Indicative view from Saurin Lane, approximately 430m south of the proposed site.





### Proposed 30m Monopole - Lysterfield West

Indicative view from Saurin Lane, approximately 40m south of the proposed site.





### Proposed 30m Monopole - Lysterfield West

Indicative view from Wellington Road, approximately 710m east of the proposed site.





### Proposed 30m Monopole - Lysterfield West

Indicative view from Lysterfield Road, approximately 1.2km east of the proposed site.





### Proposed 30m Monopole - Lysterfield West

Indicative view from Wellington Road, approximately 250m west of the proposed site.



## 6.4 5 William Street, Ferntree Gully

**SUMMARY: Planning Officer, Isabel Torres**

**Planning Application P/2022/6263 for Change of use for Industry (Research and Development Centre [microbiological testing] and associated manufacturing) at 5 William Street, Ferntree Gully.**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Decision to Grant a Planning Permit for the Change of use for Industry (Research and Development Centre [microbiological testing] and associated manufacturing) at 5 William Street, Ferntree Gully, subject to conditions detailed in the full recommendation in section 10 below.**

### **1. INTRODUCTION**

Application P/2022/6263 has been lodged with Council for the Change of use for Industry (Research and Development Centre [microbiological testing] and associated manufacturing) at 5 William Street, Ferntree Gully.

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

### **2. DISCUSSION**

The proposed development is considered to be consistent with the State and Local policy direction for economic development for the following reasons:

- The proposal is consistent with the purpose of the Industrial 1 Zone by providing a specialised industrial use within an established industrial zone, which does not affect the safety and amenity of local communities.
- The proposal provides an opportunity for new investment focus on advanced manufacturing and health, offers a diversity of employment, promotes technology within Knox and increases local skill development.

The detailed Officer Report is provided at Attachment 1.

### **3. CONSULTATION**

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total three (3) objections were received.

The application was referred internally to Council's Health Officer, Waste Officer, Building Officer and an external referral to Environment Protection Authority Victoria. No concerns were raised with the application.

### **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 significant environmental impacts or amenity issues associated with the proposed use. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report at Attachment 1.

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

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

## **7. SOCIAL IMPLICATIONS**

There are significant social implications associated with the proposed use. A thorough assessment of the application against employment opportunities can be found at Section 5 of the Officer's Report at Attachment 1.

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

### **Opportunity & Innovation**

- 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.

## **9. CONFLICT OF INTEREST**

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

## **10. RECOMMENDATION**

**That Council issue a Notice of Decision to Grant a Planning Permit for change of use to Industry (Research and Development Centre (microbiological testing) and associated manufacturing) at 5 William Street Ferntree Gully subject to the following conditions.**

### **Amended Development Plans**

- 1. Prior to commencement of the use, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
  - 1.1. Any change in the development plans to comply with the Waste Management Plan**
  - 1.2. Waste Management Plan in accordance with Condition 2.**

**To the satisfaction of the Responsible Authority.**

### **Waste Management Plan**

2. Prior to commencement of the use, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, and must be undertaken by a private contractor, to the satisfaction of the Responsible Authority. Council will not collect waste from the proposed development.

### **Amenity (Use)**

3. The owner and/or occupier shall not cause or permit undue detriment to the amenity of the area to arise out of or in connection with the use of the premises to which the permit relates.
4. The premises must be managed so that the amenity of the area is not detrimentally affected through the:
  - 4.1. Transport of materials, goods or commodities to or from the land;
  - 4.2. Appearance of any building, works or materials;
  - 4.3. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
  - 4.4. Presence of vermin; and
  - 4.5. The visibility of waste generated onsite.

To the satisfaction of the Responsible Authority.

### **General**

5. All use must be in accordance with the endorsed plans.
6. The layout of as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
7. Once the use has started it must be continued and completed to the satisfaction of the Responsible Authority.

### **Permit Expiry**

8. This permit will expire if one of the following circumstances applies:
  - 8.1. The use is not started within two years of the date of this permit.
  - 8.2. The use is discontinued for a period of two years.

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

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

### **NOTES**

Environment Protection Authority Victoria –EPA- (to be read in conjunction with the above planning conditions):

- **This permit is not an EPA permission/approval. Before the use or development authorised under this permit starts, the permit holder must ensure that any obligations or duties that arise under the Environment Protection Act 2017 are met. This may include obtaining an EPA permission, approval or exemption, in accordance with the Environment Protection Regulations 2021**
- **The Environment Protection Act 2017 came into effect on 1 July 2021. The amended Environment Protection Act 2017 imposes new duties on individuals and/or businesses undertaking the activity permitted by this permit. If your business engages in activities that may give rise to a risk to human health or the environment from pollution or waste, you must understand those risks and take action to minimise them as far as reasonably practicable.**

**For further information on what the new laws mean for Victorian businesses go to <https://www.epa.vic.gov.au/for-business/new-laws-and-your-business>**

**For further information on what the new laws mean for individuals and the community go to <https://www.epa.vic.gov.au/about-epa/laws/new-laws/the-new-act-for-the-community>**

**Other Notes:**

- **All litter and rubbish associated with the construction must be contained on site at all times.**

**11. CONFIDENTIALITY**

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

**Report Prepared By: Planning Officer, Isabel Torres**

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

**Attachments**

1. Attachment 1 - Officer Report - 5 William Street Ferntree Gully [6.4.1 - 6 pages]
2. Attachment 2 - Council Attachments - 5 William Street, Ferntree Gully [6.4.2 - 5 pages]



# Attachment 1



## Planning Application P/2022/6263 for Change of use for Industry (Research and Development Centre (microbiological testing) and associated manufacturing) at 5 William Street, Ferntree Gully.

### 1. Summary:

Subject Site:	5 William Street, FERNTREE GULLY VIC 3156
Proposed Development:	Change of use for Industry (Research and Development Centre [microbiological testing] and associated manufacturing)
Existing Land Use:	Warehouse (under construction)
Site Area:	1,406m <sup>2</sup>
Planning Scheme Controls:	Industrial 1 Zone/No Overlays
Application Received:	9 May 2022
Number of Objections:	Three (3)
PCC Meeting:	N/A
Ward:	Friberg

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2022/6263 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 3. Background

#### 3.1 Subject Site and Surrounds

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

- The site is located on the corner of Williams Street and Amay Crescent, Ferntree Gully and has a site area of approx. 1,405m<sup>2</sup>.
- There are no restrictive covenants affecting the land.
- The immediately surrounding land uses are predominantly industrial.
- The site is currently under construction with a warehouse (approved under planning permit P/2020/6217, issued on 5 May 2020). The warehouse has an area of 692m<sup>2</sup>, a showroom of 63m<sup>2</sup> and a small ancillary office of 71m<sup>2</sup>, having a gross floor area of 826m<sup>2</sup>.

#### 3.2 The Proposal

The proposal seeks permission to change the use of the building from a Warehouse to an Industry comprising a Research and Development Centre (microbiological testing) and associated manufacturing. Internal works are proposed which include internal wall partitioning into three main areas called 'Low bioburden manufacture',



## Attachment 1

'Sterile fill & finish process', 'Microbiological testing' and 'Other areas', however this work does not increase the gross floor area and does not require a planning permit. Refer to attached plans at Attachment 2.

Details of the proposal are as follows:

### Low Bioburden manufacture:

- The initial product is an oral product that is essentially a non-toxic blue dye. The bulk product will be manufactured on site and then filled, labelled and packaged into 3ml vials.
- This product must be manufactured in a clean environment.
- The total volume per batch will be 50L which will be filled into 100,000 vials.

### Sterile fill & finish process:

- The sterile fill and finish facility will process small amounts (<20L lots) of a wide range of pharmaceutical products for injection.
- Maximum output of product per batch will be <3,000 units.
- The materials to be filled and finished will be a range of ethical drugs both of chemical and biological origin.
- Products will require a level of containment.
- There will be a small formulation suite with a Class II Biological Safety Cabinet to handle materials in a clean and contained environment.
- The facility will hold minor quantities of solvent (70% ethanol/isopropyl alcohol) and hydrogen peroxide (~25% concentration). Total amount for this facility will be <20L.
- The product to be filled may be toxic (cytotoxic) with less than 20L stored on site at any one time.

### Microbiological testing:

- The microbiological testing suite will test internally and externally generated products for sterility.

### Other areas:

- Office with a kitchenette, storage area, toilets, a shower and a small training suite that will be used to train internal staff.

## 4. Consultation

### 4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total three (3) objections were received and are summarised below.

#### ***Information has been redacted***

- The application documentation that was made publically available during the notice period did include redactions, done to comply with the requirements of the *Planning and Environment Act 1987* and the *Privacy and Data Protection Act 2014*. The only information redacted was personal information including names, addresses and phone numbers, as required. No information relating to the proposed use was redacted.

#### ***The proposal will have negative impact on the existing dwelling adjoining the site at the rear***

- It is acknowledged that the neighbouring property is used as a dwelling, which is also located within the Industrial Zone. Council's assessment has considered the surround uses and the proposed change of use is not expected to result in any significant amenity impacts to the adjoining site due to the nature of the use proposed. It is noted however, that a dwelling located within an industrial zone cannot expect the same level of amenity as one located within a residential zone.



## Attachment 1

***Buffer requirements have not factored in neighbouring dwelling***

- The buffer requirements of Clause 53.10 are from residential zones and have been correctly applied.

***False pretext to change the permit***

- Planning Application P/2022/6263 relates to the proposed change of use of the site. This application is in response to the planning requirements for the proposed use. Any requirements under the Building or Environmental Protection regulations are a separate process.
- A planning permit application to change the use of a site can be lodged at any time and if a permit is issued for a specific use it does not limit the use of the site to that use indefinitely.

***Building setbacks do not meet car parking requirements***

- The planning application does not seek to change the setbacks, height or increase the floor area. The proposed change of the use only requests an internal rearrangement, which does not trigger a planning permit.

***The building adjoins other properties and does not have enough buffer and setbacks to neighbouring buildings***

- The proposal does not propose to alter the existing setbacks of the existing building. Any buffer requires are covered by Clause 53.10 and as outlined in Section 5 of this report are satisfactory.

***Insufficient information about the construction***

- Construction details are documented in the appropriate Building Permit. The advertised plans show the proposed internal fitout.

***Overlooking***

- The proposal does not modify the approved elevations under planning permit P/2020/6217.

***No clarity about the types of pharmaceutical products and testing***

- Sufficient information was provided within the planning application, including the written planning submission and the Environmental Protection Authority did not require additional information to assess the planning application.

***No Waste Management Plan submitted***

- A waste management plan is not required to be submitted with this application. If it is deemed that a Waste Management Plan is required through the assessment of the planning application a condition can be included on any planning permit issued requiring the submission of a Waste Management Plan prior to the commencement of the use.

**4.3 Referrals**

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

**Building:** No objection, subject to conditions which will be included in any permit to issue.

**Health:** No objection, subject to conditions which will be included in any permit to issue.

**Waste:** The proposed use will require the lodgement of a Waste Management Plan (WMP) outlining the proposed system for storage, transfer and collection of waste (general waste, recycling, hard waste and green wastes). This will form part of any permit to issue.



## Attachment 1

It will be the responsibility of the operator to ensure that the clinical and related waste is removed by a medical waste contractor.

**Environment Protection Authority Victoria (EPA):** No objection and no conditions required. The EPA has provided notes that will be included on any planning permit issued.

### 5. Discussion

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

#### 5.1 Zoning and Overlays

##### 5.1.1 Zone

The site is located within the Industrial 1 Zone. The proposed use nests under the industry definition; however, a planning permit is required when a use referred to in Clause 53.10 (Uses and Activities with potential adverse impacts) does not meet the threshold distance.

- The proposed use falls within the 'pharmaceutical and veterinary chemical production' classification of Clause 53.10 and the applicable threshold distance is 1,000 metres from a residential zone, commercial 1 zones, or land used for a hospital, education centre or corrective institution. The nearest residential zone is approximately 145 metres west of the subject site and therefore, a planning permit is required as the subject site is less than 1,000 metres from a residential zone.
- As noted in Section 4.3 above, the application was referred to the EPA, who did not object to the proposal and did not require any conditions to be included on any planning permit issued.
- The proposal is consistent with the purpose of the Industrial 1 Zone by providing a specialised industrial use within an established industrial zone, which does not affect the safety and amenity of local communities.
- The proposal provides an opportunity for new investment focus on advanced manufacturing and health, offers a diversity of employment, promotes technology within Knox and increases local chances for skills development.

##### 5.1.2 Overlays

The site is not affected by any overlays.

#### 5.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Economic Development.

##### 5.2.1 Economic Development

**Municipal Strategic Statement:** Council's MSS encourages the creation of a strong and sustainable local economy and facilitate local employment opportunities including supporting the development of local businesses with a focus on Knox's propulsive industry sectors, including advanced and high value manufacturing, health care, construction, wholesale trade and professional services.

**Clause 17 – Economic Development:** Provide for a strong and innovative economy, where all sectors are critical to economic prosperity. Planning is to contribute to the economic wellbeing of the state and foster economic growth by



## Attachment 1

providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.

**Clause 17.02-1S Business:** To encourage development that meets the communities' needs for retail, entertainment, office and other commercial services.

**Clause 17.03 Industry:** To ensure availability of land for industry. Protect and carefully plan existing industrial areas to, where possible, facilitate further industrial development. Avoid approving non-industrial land uses that will prejudice the availability of land in identified industrial areas for future industrial use.

**Clause 21.07 Economic Development:** Knox has a workforce in excess of 55,000 people employed by some 13,000 businesses that operate in the municipality. The majority (97%) of these businesses employ less than 20 people. Knox is a major contributor to the regional and broader Melbourne economies, with exports largely dependent on the manufacturing and wholesale trade sectors.

Key issues include maintaining a strong and sustainable local economy, strengthening local employment opportunities, and the erosion of Knox's employment and industrial capacity by intrusion of non-employment uses in 'core employment land areas' and more affordable employment land options on Melbourne's fringe.

**Clause 22.02 Employment Land:** Knox's 'Significant Business Locations' and Local Employment Land Areas are important for a strong economy and a range of employment opportunities. The 'Core Employment Land Areas' of the Bayswater Business Precinct and Scoresby-Rowville- Knoxfield 'Significant Business Locations' are important for industry and employment generating uses. Knox's 'Core Employment Land Areas' will be protected from encroachment of non-employment generating uses.

- The subject site is located within Burwood Highway East Corridor, a Significant Business Location for Local Employment Land Areas, therefore the proposed change of the building use from a Warehouse to a Research and Development Centre (microbiological testing) and associated manufacturing will positively contribute to strengthening the regional economy, local employment and learning opportunities.
- The proposed use is a specialised facility associated with the provision of health care and is consistent with both state and local policies including the Municipal Strategic Statement. Although small-scale it will provide the addition of a specialise industry in an industrial area and assist with the development of local knowledge and technologies.
- Therefore, the proposal will optimise an existing employment land to encourage advanced and high-value pharmaceutical chemical manufacturing and professional services.

### 5.3 Particular Provisions

**Clause 53.10 Uses with Adverse Amenity Potential:** Defines those types of industries and warehouses which if not appropriately designed and located may cause offence or unacceptable risk to the neighbourhood. An application to use land for an industry, utility installation or warehouse for a purpose listed in the table to this clause must be referred to the Environment Protection Authority (EPA), which is the Determining Authority under section 55 of the Act if the threshold distance is not to be met or no threshold distance is specified.

- The proposed use is categorised within the use of 'pharmaceutical and veterinary chemical production', which has a threshold distance in Clause 53.10 of 1,000m. As the nearest residential zone land is approximately 145m to the west a planning permit is required under the Industrial 1 Zone and the application must be referred to the EPA.



## Attachment 1

- EPA Publication 1518 recommends a 500m separation distance for pharmaceutical production, depending on the volumes produced. Based on the types of pharmaceutical products and activities proposed on site, the EPA considers the use as low risk, and a variation to the threshold distance can be supported.
- The EPA has not objected to the issuing of a planning permit and advised that the proposal may also require EPA Permission for the prescribed activity A21 (Temporary storage— biomedical waste).
- The EPA did not require the inclusion of any conditions in any planning permit issued but has suggested notes to be included in any planning permit.

### 5.4 General Decision Guidelines

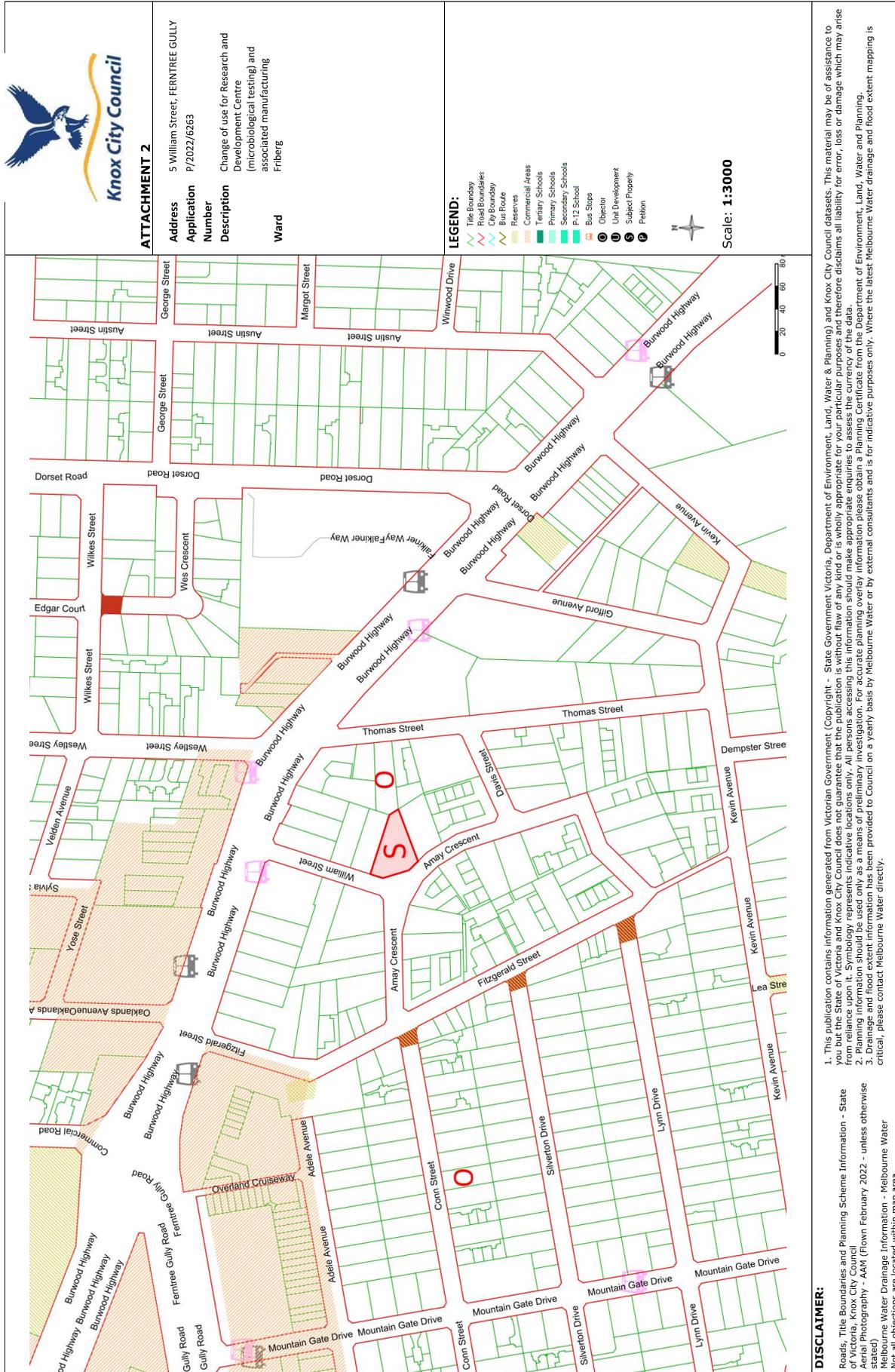
Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

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

## 6. Conclusion

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

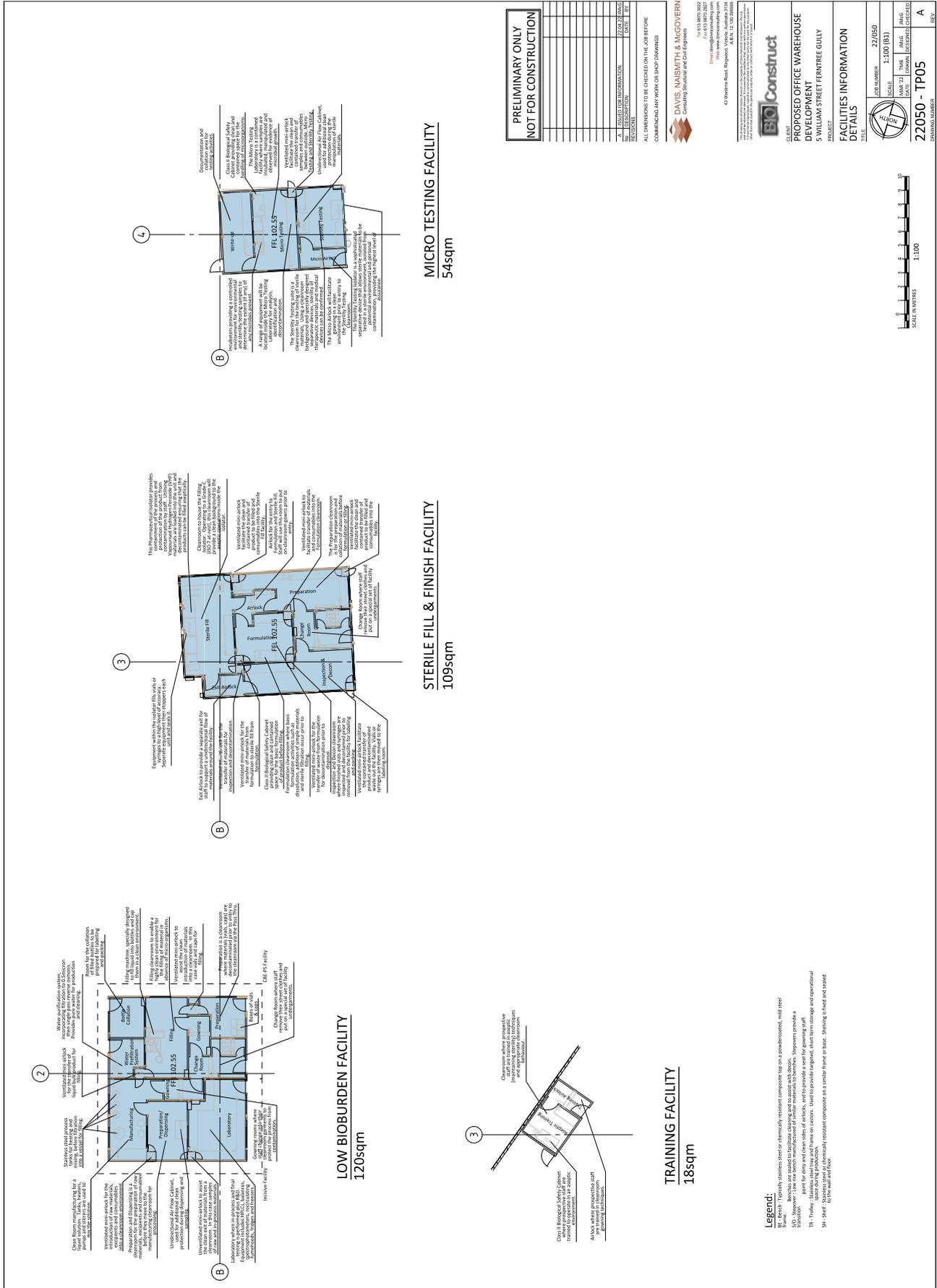
- The development is consistent with State Policy, Clause 21.07 (Economic Development) and Clause 22.02 (Employment Land).
- The proposal complies with the Industrial 1 Zone.
- The Environment Protection Authority Victoria (EPA), the Determining Authority to assess the planning application under Clause 53.10 (Uses with Adverse Amenity Potential), did not request further information for its assessment, did not object to the proposal and did not suggest planning conditions, only planning notes to advise the permit holder about the next steps of EPA approval.
- A Waste Management Plan can be requested as Condition 1 of the planning permit.











7 Public Question Time

## 8 Officer Reports

### 8.1 2021-22 Annual Report

The Knox City Council Annual Report will be circulated under separate cover.

## 8.2 Audit and Risk Committee - Chairperson's Report

**SUMMARY: Governance Officer, Damian Watson**

**This report presents the Audit and Risk Committee Chairperson's Report for September 2021 to August 2022, in accordance with the Audit and Risk Committee Charter.**

### **RECOMMENDATION**

**That Council receive and note the Audit and Risk Committee Chairperson's Report for September 2021 to August 2022, shown at Attachment 1.**

#### **1. INTRODUCTION**

The Audit and Risk Committee (Committee) is a Committee established in accordance with section 53 and 54 of the Local Government Act 2020 (LGA 2020).

Under the Charter, the Chairperson of the Committee is to formally report on the operations of the Committee twice annually.

#### **2. DISCUSSION**

This report provides Council with a summary of the matters that the Committee has addressed in the reporting period in discharging its responsibilities under its Charter.

The Committee Chairperson, Ms Lisa Tripodi, has been invited to speak the report at the Council meeting.

#### **3. CONSULTATION**

The Report has been prepared in consultation with the Committee Chairperson and the report was presented to the Audit and Risk Committee at its August 2022 meeting.

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

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

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

Nil.

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

Nil.

#### **7. SOCIAL IMPLICATIONS**

Nil.

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

**Civic Engagement & Integrity**

Strategy 5.3 - 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, Customer & Performance, Greg Curcio**

**Attachments**

1. Attachment 1 - ARC Chairperson s Report August 2022 [**8.2.1** - 7 pages]



Knox City Council

# Audit and Risk Committee

Chairperson's Biannual Report  
2022-23



## **1. Background and Purpose of this Report**

The Audit and Risk Committee (the Committee) is a committee established in accordance with section 53 and 54 of the Local Government Act 2020 (LGA). Under the Charter, the Chairperson of the Committee is to formally report on the operations of the Committee to the Council twice annually.

This report meets the reporting requirements to Council as mandated by the Local Government Act 2020 pursuant to section 54(5) and importantly provides Council with a summary of the matters that the Committee has addressed in the reporting period in discharging its responsibilities under its Charter. It is the first such report under the new Local Government Act.

The Committee's Charter is set by the Council and was last revised and approved by Council on 25 August 2020 following the necessary changes required by the new LGA.

## **2. Period of Reporting**

This report covers the Committee activity for the Audit and Risk Committee Meetings on 17 March 2022, 9 June 2022 and 25 August 2022.

## **3. Committee Membership and Meetings**

The composition of the Committee in accordance with its Charter is three independent members and two Council representatives. Councillor members are appointed by Council annually, for a 12-month term, which may be renewed subject to Council resolution. Independent members are appointed by Council for a three-year term following an external selection process.

The Chief Executive Officer and Senior Management representatives attended meetings of the Committee, by invitation, to assist in meeting discussions and procedures. Representatives from the internal and external auditors also attend to present on matters related to internal and external audit activities.

The Mayor, Councillor Susan Laukens, and Councillor Darren Pearce were appointed to the Audit Committee in November 2021. Cr Pearce resigned from the Committee after the March meeting and the Deputy Mayor, Councillor Seymour, was appointed to the Committee at a Council meeting held on 6 June 2022.

The following table provides details of the Committee members and meeting attendance during the reporting period.

Attendee	Role	17/3/2022 Quarterly	9/6/2022 Quarterly	25/8/2022 Quarterly
Ms. Lisa Tripodi	Independent Chair	✓	✓	✓
Mr. Homi Burjorjee	Independent Member	✓	✓	✓
Mr. Geoff Harry	Independent Member	✓	✓	✓
Cr Susan Laukens	Council Member	✓	✓	✓
Cr Darren Pearce	Council Member	✓	N/A	N/A
Cr Nicole Seymour	Council Member	N/A	✓	✓



#### 4. Committee Responsibilities

The Committee's Charter is used to develop an Annual Work Plan which guides the agenda and activities at each meeting during the year and on Behalf of the Committee I can confirm that all relevant obligations under the Charter were addressed during the reporting period.

##### 4.1 Chief Executive Officer Report

The Committee received a quarterly update from the Chief Executive Officer Bruce Dobson on matters including:

- Local Government 2020 implementation,
- Council's Budget and Financial Plan
- Fee structures at the Ferntree Gully Cemetery
- Updated Delegations Procedure
- An OVIC review of a Freedom of Information decision.
- Civil litigation and legal matters involving Knox City Council and any associated potential for liability, or settlements achieved.
- The organisational restructure taking effect on 1 September 2022.
- Compliance matters relating to the Outside Employment Policy and Conflict of Interest
- Interaction with the Australia Human Rights Commission.
- Organisational vision, purpose, values and the staff performance and development system.



#### 4.2 Internal Audit

The Strategic Internal Audit Plan (SIAP) for the period 2021-2023 was reviewed and endorsed at the 17 December 2020 Committee meeting. Progress against the adopted SIAP was monitored and reviewed at the previous meeting. The internal audit service provider (Crowe) continued the practice of presenting the scope for each internal audit to the Committee for discussion before their execution in order to ensure that the focus remained aligned to the risk profile of the organisation and the requirements of the Committee. Recommendations contained within all reports were accepted by Management for implementation.

In accordance with the adopted SIAP, the following reports were presented by internal audit

March 2022	June 2022	August 2022
<ul style="list-style-type: none"> <li>• Climate Change Adaptation</li> </ul>	<ul style="list-style-type: none"> <li>• Management of Former Landfills</li> <li>• Long Term Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>• Records Management</li> <li>• Purchasing Cards and Fuel Cards</li> <li>• Portable and Attractive Assets</li> </ul>

The Committee endorsed the following terms of reference and scopes for Internal Audits to be completed or commenced in calendar year 2022:

- Fraud Awareness
- Project Management and Capital Works
- Child Safety Standards
- Statutory Planning

#### Actions from Completed Internal Audits

Addressing outstanding Internal Audit Actions from previous Internal Audit Reviews was a prime focus of the Committee, with a revised reporting format providing the Committee with greater oversight on the progress of these actions.

The Committee notes that Executive Management now also consider these outstanding Internal Audit Action items on a monthly basis, with a view to prioritising completion of these actions.

The reporting below encompasses the period from the March 2022 to the August 2022 Audit and Risk Committee Meetings and does not include actions arising from reports presented to the August meeting. In the lead-up to the March 2022 meeting, there were 80 Internal Audit Actions under review, 26 new Internal Audit actions were added, 21 Internal Audit Actions were closed and 54 remained open.

	High Risk	Moderate Risk	Low Risk	Total
Opening Balance of Open Internal Audit Actions	3	35	16	54
New Internal Audit Actions Reported in the Period	1	29	10	40
Internal Audit Actions Closed in the Period	4	50	19	73
Closing Balance of Open Internal Audit Actions	0	14	7	21



### 4.3 External Audit

VAGO conducted a performance audit into Grants Funding at Knox City Council and their report, Fraud Control Over Local Government Grants, was presented to the Audit and Risk Committee in June 2022. Eight of the nine recommendations were agreed by officers at the time of the review and I note the ninth recommendation was agreed by Council when it subsequently considered and endorsed a revised Council Grants Framework at its June meeting.

BDO was appointed by the Victorian Auditor General's Office to undertake the external audit of Council's Annual Financial Statements and Performance Statement for 2021/22.

The Committee considered the external audit plan for 2021/22 at the March 2022 meeting. At the June 2022 meeting the Committee considered VAGO's interim management letter which was issued at the conclusion of the first audit visit for the year summarising the status of open recommendations arising from prior year audits

At the 25 August 2022 meeting the Committee considered the external auditors Closing Report and Management Letter and received a briefing from the external auditors on the audit outcomes during the meeting, noting that there were no significant issues raised. The Committee met privately with the external auditors.

The Committee considered and received the draft 2021/22 Annual Financial Report and Performance Statement and resolved to recommend to Council that the unaudited reports be received and approved in principle, with any material changes to be consulted with the Committee prior to such changes being made.

### 4.4 Risk Management

The Committee noted the Quarterly Risk Management updates and noted reports on Strategic Risks update, Strategic and Operational Risk Profiles, Insurance Management including Work Cover, Incident and Injury Reporting, Occupational Health and Safety.



#### **4.5 Governance and Compliance Reports**

Informing areas of focus by the Committee were various reports including:

- Quarterly Compliance Report detailing ongoing compliance with relevant legislation detailing any compliance breaches and engagement with various oversight bodies including the Office of the Victorian Information Commissions, Ombudsman, Local Government Inspectorate and IBAC
- Councillor Expenses Reports as required by the Local Government Act 2020
- Revised Procurement Policy
- A revised Fraud and Corruption Framework
- VAGO Sexual Harassment in Local Government update

Investigations by State Integrity Agencies (VAGO, IBAC, Ombudsman Victoria)

The Committee monitors reports released by State based integrity agencies that may be relevant to Council via Crowe's Curious Eyes Report. Where appropriate management provides comments on the implications of the findings for Council.

#### **4.6 Financial and ICT Reporting**

During the period, the Committee received and considered:

- Quarterly Financial Report Statements
- A review of Accounting Policies, Audit Adjustments, Assumptions and Disclosures Changes.
- ICT Portfolio Updates.

#### **4.7 Fraud Prevention systems and controls**

There were no material matters of fraud and corruption reported to the Committee during the reporting period.

#### **4.8 Reporting to Council**

The Committee reports formally to Council at least twice per annum. Minutes of Committee meetings are provided to all Councillors as soon as practical after each meeting via Council's online portal.

## **5. Conclusion**

The Committee benefits from the combined knowledge of Councillor and independent members during meetings. As Chairperson, I would like to acknowledge the contribution of all members who perform their responsibilities with diligence and professionalism. I also acknowledge the contribution of our audit representatives from VAGO and Crowe.

The Committee also enjoys a strong working relationship with Council staff and I would like to record my appreciation of the work undertaken by staff in supporting the Committee, particularly regular attendees and presenters at Committee meetings.

**Lisa Tripodi**

Chair on behalf of the Audit and Risk Committee  
25 August 2022



## 8.3 Community Development Fund Evaluation Panel Recommendations 2022-2023

### **SUMMARY: Community Partnerships Officer, Deb Robert**

This report presents the recommendations of the Community Development Fund (CDF) Evaluation Panel for Council's 2022-23 CDF Grants Program allocation to not-for-profit community groups operating within Knox.

### **RECOMMENDATION**

#### **That Council:**

- 1. Approve the recommendations of the 2022-2023 Community Development Fund (CDF) Evaluation Panel to allocate 48 grants totaling \$375,875.89 as detailed in Attachment 1 of this report; and**
- 2. Acknowledge the work of the community members on the Community Development Fund Evaluation Panel in undertaking the assessment process for the 2022-2023 round.**

### **1. INTRODUCTION**

The Community Development Fund (CDF) Grants Program provides annual grants to locally focused, not-for-profit organisations to encourage and support community activities and initiatives of Knox residents. Over the past five years, this Council Program has provided over \$1.5 million to community organisations. The CDF Grants Program is administered in accordance with the Knox Grants Framework Policy in line with best practice principles in local grant making.

The annual allocation of CDF Program grants aims to:

- Support projects that encourage residents to become involved and engaged in their local community;
- Improve the health and wellbeing of Knox residents through projects that promote healthy active lifestyles and community safety;
- Build community pride, strength, and resilience;
- Promote harmony and respect through projects promoting inclusion and social interaction;
- Improve skills of Knox residents across a range of areas; and
- Support a positive sense of place and activities that celebrate our community.

The CDF Grants Program encourages one-off or short-term projects, as well as offering support to established community events that have been held annually for over three years. The Program does not fund capital works (e.g., structural building improvements), projects which are primarily fundraising events, projects currently supported by other Council grant programs or activities that are clearly the responsibility of another level of Government. Funding applications of up to \$20,000 are considered for projects that meet the CDF Grants Program criteria and support the goals of the Knox Community and Council Plan 2021-2025.

The CDF Grants Program continues to provide opportunities for local community organisations to plan their recovery from the COVID-19 Pandemic and consider activities and initiatives that will help rebuild community involvement.

## **2. DISCUSSION**

### **2.1 Applications for the 2022 -2023 Grants Round**

Council received 60 applications in this funding round, requesting a total of \$663,112.54. This is a decrease from previous years. Applications were submitted by 58 organisations, with two submitting more than one application each, as allowed in the CDF Grant Program Guidelines. There were six first time applicants who have never applied for a Council grant and another eight that had not previously applied to the CDF Grants Program.

Reasons for the decrease in applications in this round may be attributed to the continuing uncertainty for community groups, particularly leading up to and during the application period, as well as the availability of other Pandemic related grants. Additionally, there are a number of projects from the previous two funding rounds that have approved extensions, mainly due to the Pandemic. There are currently five organisations with funding carried forward from the 2019-2020 CDF Grants Program round and ten organisations with delays in their 2020-2021 projects. These grants are being monitored and officers are maintaining contact with any group that has not been able to meet funding timelines.

Applications for the 2022-2023 period continue to reflect the broad range of community priorities seen in previous years, notably upgrading of sports club equipment, community re-connection activities, cultural celebrations and early years play space revitalisation. There were several community welfare projects, responding to mental health and family violence in Knox and supporting children. Sports programs targeting First Nations children and youth, and migrant communities were represented, as were gardening and sport activity programs for people with disabilities. Local environment groups and community theatre group applications indicate the diverse interests across the municipality.

### **2.2 Application and Assessment Process**

The application period commenced on Monday, 30 May 2022 and closed on Monday, 4 July 2022.

None of the applications were identified as ineligible to progress to the Panel Assessment.

Details of all CDF Grant Program applications recommended, and not recommended, are provided in Attachments 1 and 2.

Acting on the changes adopted with the Grants Framework Policy (June 2022), the assessment of the eligible grant applications was conducted by the 2022-2023 CDF Evaluation Panel (the Panel) comprising three community representatives: Jeff Somers, Stacey Barass and Lance Deveson. Lance Deveson was appointed under delegation, by the Chief Executive Officer, to fill the vacancy for 2022-2023 based on his application for the previous year and pending further development of the Panel composition beyond 2022.

Council Officers from Council's Community Partnership Team participated in a support capacity.

The assessment process included:

1. An initial staff review of all received applications regarding basic eligibility and provision of required information.
2. A preliminary meeting of the Panel held on 27 July, 2022, to confirm applications eligible for assessment and identify any conflicts of interest for Panel members with any of the received applications. Panel members with a declared conflict of interest in an application were excluded from assessment of that application and were required to exclude themselves from Panel decision-making in relation to that application.
3. Consultation by Community Partnership Team officers with other Council Departments to confirm and/or clarify programs or strategies relevant to applications and advise of potential project duplication or any issues of concern in relation to any applications.
4. CDF Evaluation Panel members had four weeks to complete their individual assessment and scoring of eligible applications against criteria in the Program Guidelines to provide the basis for Panel discussion and deliberation.
5. All eligible applications were then reviewed by the Panel at three meetings held over two weeks, commencing on Wednesday, 7 September, 2022, at which the proposed funding allocations for each project were discussed. The final recommendations can be found in Attachments 1 and 2.

Panel members individually assessed and scored each application against the criteria in the CDF Guidelines, as follows:

- Clear demonstration of community need and proposed project objectives (30%);
- Capacity of the applying organisation to deliver the project and manage the grant (25%);
- Degree to which the project is shown to have a clear financial need, is feasible and is financially viable (20%);
- Level of benefit to Knox residents (15%); and
- Demonstration of consultation and/or partnership with others (if applicable) (10%).

The Panel agreed at its preliminary meeting to not take up the option of inviting applicants for larger grants (\$15,000 and over) to make presentations to the Panel, due to the number of applications in that category and in the interests of equity across applications.

### **2.3 CDF Evaluation Panel Recommendations**

The Panel recommends the allocation of 48 grants to a total of \$375,875.00 (GST adjusted). Attachment 1 lists the recommended projects with both the amount requested and the grant amount recommended.

The community organisations recommended for funding represent a broad range of diverse needs and interests across the Knox community. The projects, programs and/activities they propose will support many different sectors of the community and enhance the contribution of many volunteers. The funding will support community initiatives that contribute to implementation of the Knox Council Plan 2021-2025.

The Panel has recommended that 34 of these projects receive a lesser amount than requested, in response to managing the gap between the total grant amounts sought and the budget available

to allocate. These recommended allocations considered priorities identified by applicants in the context of relative need and a reasonable assessment that modified project outcomes are still achievable.

All approved grants will be subject to funding agreements, outlining the conditions under which the grant is offered including reporting commitments and community group obligations in relation to advertising Council's support. The funding agreements also document the circumstances in which funding may be required to be returned to Council.

The Panel's recommendations were based on the application details and documentation provided by the applicants. Not all applicants responded to requests for further information/clarification in time for the Panel assessment meetings

Based on both the initial ranking process and subsequent discussion at the Panel meetings, 12 applications have not been recommended for funding. The Panel's recommendations considered the relative demonstration of community need, project clarity, financial capacity and the extent to which projects could be funded or supported through other avenues. The Panel also noted applications which had not adequately demonstrated local collaboration or consultation relevant to a proposed project or provided sufficient documentation and those which did not demonstrate a clear benefit to Knox residents.

Unsuccessful applicants will be offered feedback on their applications and given an opportunity to discuss options for alternative funding that may be available locally or from other levels of Government. A table listing the projects not recommended for funding with the amount requested is in Attachment 2.

A face-to-face event for recipients of 2020-2021 and 2021-2022 grants was held in May 2022, to acknowledge previous grants and celebrate the achievements of community groups during challenging times. It enabled positive networking for the grant recipients attending and helped to re-engage post lockdown. The annual function to celebrate both the CDF and the Leisure Minor Capital Works (LMCW) Grant Programs should be able to resume in November 2022 to acknowledge successful applications in 2022-2023.

The CDF Evaluation Panel will meet for its annual reflection meeting in November, 2022, to evaluate the assessment process of the 2022-2023 CDF Grants Program and make recommendations for process improvement.

There will continue to be considerations for ongoing improvement of the CDF Program grant assessment and reporting process in the context of the recent implementation of the Grant Framework Policy. Council feedback, as well as feedback from the community Panel members will contribute to the review of the implementation of the Grant Framework Policy and the scheduled review of the CDF Evaluation Panel Terms of Reference, in line with Council's resolution on 27 June, 2022, for a report to Council no later than April 2023.

### **3. CONSULTATION**

Promotion of the 2022-2023 CDF Grants Program commenced in March, 2022, with online Community Training sessions for Council grants and updates of the website. Promotion continued across April, May and June with Facebook posts, notification in the Community Wellbeing Department's e-bulletin to 733 community group subscribers across Knox and an email message to previous Minor Grant and CDF Grants Program applicants. Articles were included in Knox News and in local community newspapers.

Bulletins and reminders were also sent out to the community through other Council Department external newsletters.

Council's Community Partnerships team were proactive in calling previous grant recipients to check on how their groups were managing previous grants, and fielded calls from potential applicants over the five-week period.

More than 40 community groups/organisations were engaged through either on-line sessions or one-on-one meetings with Council's Community Partnership team to promote the opportunities of the CDF Grants Program.

#### **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**

Several projects are targeted at improving the amenity of local community facilities and outdoor environments.

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

The program costs of \$375,875.89 for the recommended allocations will be covered by the following:

- \$365,911 – comprising approved 2022-2023 budget allocation for the CDF Grants Program and any carry forward of returned grants; and
- \$9,987 – estimated GST (as applicable).

#### **7. SOCIAL IMPLICATIONS**

The CDF Grant Program facilitates engagement between Council and a diverse range of community groups, strengthening existing relationships, broadening understanding and initiating new collaborations. It also enables the delivery of projects/programs to contribute to the implementation of Council's Community Plan and Council Plan.

CDF Program grants are a means by which Council supports not-for-profit community groups and assists them to be active, sustainable and resilient. The CDF and the Minor Grants Programs continue to be a valuable connection point for Council staff to check in on community activity and wellbeing and facilitate positive planning for the future.

Grants offered through the CDF Grant Program complement the information and training support provided through Council's Community Group Training Program. Both programs contribute to the broader objective of building the capacity of local groups to be self-sustaining and viable. The recommended projects will benefit and engage a wide cross-section of the Knox community and provide opportunities for many community service organisations and residents, both as service providers and participants, to enhance community wellbeing.

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

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

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

### **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:** Community Partnerships Officer, Deb Robert

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

**Attachments**

1. Attachment 1- Community Development Fund 2022-23 Projects Recommended - 2022-10 ( D 22-231337) [**8.3.1** - 4 pages]
2. Attachment 2 - Community Development Fund 2022-23 Projects Not Recommended - 2022-10-24 ( D 22-23134 [**8.3.2** - 1 page]

**ATTACHMENT 1 – Community Development Fund 2022-23 - Projects Recommended for funding**

Applicant	Project/Event Title	Brief description	Amount Requested	Amount Recommended
Basin Theatre Company	Upgrade of Theatre lighting	Final stage of upgrading theatre lighting to LED for sustainability and energy efficiency.	\$17,332.00	\$15,000.00
Bayswater Strikers Soccer Club	Bayswater Strikers SC Junior Club Launch	Training equipment and uniform set for Junior section.	\$5,334.70	\$5,334.70
Boronia Bayswater Community Church of Christ	Caring for the Environment and People	Replacement of gas stoves with electric for community meals.	\$12,200.00	\$5,000.00
Boronia Bowls Club	Carpet replacement	Replace hazardous old carpet with new carpet tiles.	\$8,085.00	\$7,300.00
Community of Benedikt Reserve Inc.	Mural for Benedikt Reserve Pavilion	Completion of second stage of mural after community consultation stage.	\$13,800.00	\$13,800.00
Coonara Community House	Equipment grant	Update training projectors, kitchen equipment and sewing machines.	\$13,481.00	\$8,500.00
Eastern Area Multiple Birth Association(EAMBA)	Knox Area Multiple Birth Playgroup 2023	Activities and playgroup sessions to encourage membership in Knox and build sustainability.	\$13,350.00	\$7,500.00
Eastern Warriors Football Club Inc	Training and participation in soccer tournaments	Player kits and equipment for Nepalese Junior and senior soccer training and tournament participation.	\$11,818.90	\$4,368.00
Fab Nobs Theatre Inc	Lighting equipment	Purchase of new stage lighting technology for safety, energy efficiency and time efficiency.	\$19,500.00	\$15,000.00
Fairpark Junior Football Club	Recruitment and Retention	Workshops, training bibs and vouchers for boots.	\$15,000.00	\$5,134.00
Fairpark Junior Football Club	Purchase of equipment for Canteen	Replacement of bain-marie, fryers and steamer.	\$4,101.90	\$2,000.00
Ferntree Gully Eagles Football Netball Club – Junior Division	Annual Celebration Day	Community event to celebrate club volunteers and club participation.	\$5,000.00	\$5,000.00
Ferntree Gully Fire Brigade	Container Training Prop	Purchase of container (shipping) for use as training prop for simulated fire attack training.	\$8,138.90	\$6,000.00

Applicant	Project/Event Title	Brief description	Amount Requested	Amount Recommended
Flamingo Community Group Inc	Safe, engaging outdoor play area/learning space	Outdoor play sets, tables, trolley and sand play equipment.	\$6,782.19	\$6,782.19
Foothills Community Care Inc	Foothills Community Casseroles Recovery Response	Food costs for preparation of dinners delivered to individuals or households in Knox seeking support.	\$20,000.00	\$20,000.00
Friends of Glenfern Green Wedge Inc.	Gilmour Park Bird Nesting and Revegetation Project	Creating protected area for birdlife and revegetation along Ferny Creek in Gilmour Park.	\$6,998.00	\$6,998.00
Hands Off Foundation	New Start in Life – Care Packs	Basic household items and personal hygiene products for 100 'New Start in Life' packs for survivors of family violence.	\$20,000.00	\$10,000.00
Hindi Niketan	Indian Festival of Colours - Holi	Celebrating Indian values and culture and enhancing cultural tolerance and awareness.	\$5,500.00	\$3,500.00
iDareU Ltd	Keeping Connected	Updated office equipment (computer and printer) for disability and carer support service.	\$4,000.00	\$4,000.00
Knox Boronia Churches Cricket Club	Develop and Implement Club Website	Develop Club Website for online communications and location of key club documents.	\$4,000.00	\$3,250.00
Knox Environment Society (KES)	KES Mural: the Nature of Knox	Mural on work shed to celebrate flora and fauna and promote planting of indigenous plants.	\$12,000.00	\$12,000.00
Knox Gardens Cricket Club	Return to sport and participation increase	Purchase of a bowling machine.	\$5,649.00	\$4,000.00
Knox Gardens Tennis Club	Windbreaks and Squeegees for Drying Courts	Protection of courts and players with replacement of windbreaks and squeegees for drying puddles.	\$4,043.00	\$2,956.00
Knox Hockey Club	Summer of Fun Programs	Equipment for modifying pitches to run several small field games for maximum participation in events.	\$20,000.00	\$20,000.00
Knox Infolink	The Hope and Support Program	Food for breakfast program and non-food related material aid for people seeking support.	\$20,000.00	\$10,000.00

Applicant	Project/Event Title	Brief description	Amount Requested	Amount Recommended
Knox United Soccer Club	Benedikt Reserve equipment items	Training equipment for coaches at second training ground.	\$4,552.63	\$2,000.00
Knox Wind Symphony	New instruments	Expand available instruments to attract musicians who might not have access to an instrument and would not be able to participate.	\$11,000.00	\$11,000.00
Koorie Academy	Deadly Sports and Culture Camp	Basketball skills and drills, health and wellbeing advice, cultural education and activities in Knox for Aboriginal and Torres Strait Islander children and young people.	\$15,000.00	\$11,600.00
Melbourne Steam Traction Engine Club	Steam Engine Wood Provision	Equipment to cut and split wood for steam engine displays.	\$4,629.56	\$4,500.00
Mountain District Learning Centre	Teen Mental Health and Wellbeing	The Resilience Project teaches positive mental health strategies and build young people's capacity to deal with adversity.	\$10,000.00	\$8,800.00
Murrindal Playgroup Inc.	Equipment upgrade and enhancements	Replace old furniture and equipment (Couch, chairs, tables and change table) and enhance outdoor space with musical equipment.	\$19,513.89	\$6,675.00
Our Saviour's Lutheran Church	Installation of new electric radiant heaters	More energy efficient heating for spaces used for community seniors events.	\$5,000.00	\$5,000.00
Polish Community Council of Victoria	Seniors Diversity Picnic	Event for Polish, Croatian and Filipino seniors.	\$5,000.00	\$2,000.00
Rotary Club of Bayswater	50 <sup>th</sup> Annual Knox Art Exhibition	Art exhibition including online and outdoor display, with participation of local schools arts.	\$8,000.00	\$8,000.00
Rowville Men's Shed	Health and Wellbeing Seminar	Whole day event to improve awareness of mental and physical health issues.	\$7,154.00	\$3,500.00
St Paul's Anglican Church Boronia	Provide extended Free Meal Services to Knox	Improve storage capacity and tables and floor cleaning machine for community meals.	\$13,048.62	\$6,778.00
Scoresby Tennis Centre Inc	Scoresby Indigenous Academy	Set up new program for promotion of involvement and development of indigenous players.	\$10,000.00	\$2,000.00

Applicant	Project/Event Title	Brief description	Amount Requested	Amount Recommended
Southern Cross Kids Camps Knox	Southern Cross Kids Camps Knox	A five day early intervention camp for children that have experienced trauma of abuse or neglect.	\$15,000.00	\$15,000.00
Special Olympics Australia	Weekly sports events	A range of sport, recreation, social and health opportunities for people with intellectual disability.	\$10,000.00	\$10,000.00
St Johns Tecoma Cricket Club	Big Saint Little Saint Relaunch	An all club training session and dinner to build junior connection with club.	\$3,000.00	\$2,000.00
Templeton Tennis Club	Installation of sun umbrellas	Three portable sun umbrellas and installation of in-ground holes.	\$9,125.00	\$4,500.00
The Basin Food Is Free Project & Community Garden Inc.	Community Food Growing improvements	Greenhouse, marquee & sandbags, potting bench and folding chairs for community garden activities.	\$5,319.15	\$5,000.00
The Basin Music Festival	The Basin Music Festival	Community music event in March 2023.	\$15,000.00	\$15,000.00
The Onemda Association	Garden to Kitchen Program at The Basin	Creating an accessible edible garden for adults with intellectual disability.	\$14,971.12	\$10,000.00
The Water Well Project	Free health education for Refugee communities	Building partnerships to deliver locally relevant health education sessions with volunteer health professionals in culturally sensitive approach.	\$19,760.00	\$10,000.00
Upper Ferntree Gully Football Club	Kings Park Pavilion Clubroom heating/cooling	Purchase and installation of 4 reverse cycle air conditioning/heating units for pavilion.	\$19,000.00	\$15,000.00
Wantirna South Cricket Club	Junior Coaches Development Program	Cricket activities for local schools to promote club participation.	\$5,000.00	\$4,500.00
Waterford Valley Lakes Resident Committee	Community Vegetable Plots	Rebuild vegetable garden plots to improve manual handling.	\$12,485.65	\$9,600.00
		<b>Total</b>	<b>\$517,674.21</b>	<b>\$375,875.89</b>

**ATTACHMENT 2 – Community Development Fund 2022-23 - Projects **not recommended** for funding**

<b>Applicant</b>	<b>Project/Event</b>	<b>Rationale</b>	<b>Amount Requested</b>
Coonara Community House	Volunteering Expo 2023 – hosting a Volunteer for Knox event at Coonara to promote volunteer opportunities	Insufficient demonstration of community need relative to other applications	\$4,122.38
Ferntree Gully Village Traders	Ferntree Gully Village Food Trail – coordinate activities to increase visitors and patronage of businesses	Application did not provide adequate rationale for second year of funding	\$11,250.00
Knox Interfaith Network (KIN)	School-based faith conversations – excursions from local secondary schools to Jewish and Islamic museums	Application did not demonstrate sufficient need for this project	\$7,243.00
Planting Seeds Projects	B&B Highway – educational sessions and resources for local schools to create habitats and regenerative corridors	Application duplicates existing services and programs	\$15,000.00
Relationships Australia Victoria	Tuning into Kids (TIK) – online program focusing on emotional connection between parents and children	Insufficient demonstration that this program is not duplicating existing programs	\$16,828.00
Shakti Melbourne	Counselling Room Revitalisation – update/remodel counselling space for clients from migrant and refugee backgrounds	Not supported as organisation needs to build better connections with Knox services.	\$20,000.00
Tabulam and Templar Homes for the Aged Inc	Social Support Group Outings - monthly outings for 100 social support attendees to events and for a meal.	Insufficient clarity of project approach and/or outcomes relative to other applicants and for the amount requested.	\$20,000.00
Taylors Lane Kindergarten	Indigenous Artwork Wall – install indigenous artwork in outdoor play space.	Insufficient evidence of consultation with relevant stakeholders	\$4,450.00
Temple Society Australia	Community connections in COVID times – creative arts project to share community's experience and response to COVID isolation	Insufficient clarity of project approach and demonstration of financial need	\$11,695.95
The Haven Day Centre	Incursions at The Haven for the clients.	Insufficient detail of program proposal	\$7,000.00
The Links at Waterford Residents Association Inc	Provide Shelving and Workbenches to CPEC Project – materials to fit out a storage unit at the Cerebral Palsy Education Centre in Glen Waverley	Insufficient demonstration of benefit to Knox residents for a project outside Knox	\$9,149.00
Upper Ferntree Gully Junior Football club	Girls recruitment and wellbeing program post covid	Insufficient documentation provided to enable assessment	\$18,700.00
<b>Total requested</b>			<b>\$145,438.33</b>

## 8.4 Minor Grants Program 2022-23 Monthly Report

**SUMMARY:** Deb Robert – Community Partnerships Officer

This report summarises the grant applications recommended for approval in October 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 Framework Policy.

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

### RECOMMENDATION

That Council:

1. Approve eight applications for a total of \$19,194.20 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Australian Jazz Museum	Refurbish Museum Entrance Foyer and Shop	\$3,000.00	\$3,000.00
Different Journeys	Empowering autism community in relations with police	\$3,000.00	\$3,000.00
German Australian Learning Exchange Inc.	Kitchen Equipment	\$1,827.00	\$1,827.00
Golden Cobra Martial Arts Inc.	Competition Equipment	\$2,967.20	\$2,967.20
Knox Remembrance Day Committee	Knox Remembrance Day Service	\$2,000.00	\$2,000.00
Rajasthani Kutumb of Victoria	Diwali Milan	\$3,000.00	\$3,000.00
Rotary Club of Boronia	Anzac Service for Knox Primary School Children (Grades 5-6)	\$2,400.00	\$2,400.00
Uttar Pradesh Association of Australia	Celebrating Diwali	\$1,000.00	\$1,000.00
<b>TOTAL</b>		<b>\$19,194.20</b>	<b>\$19,194.20</b>

**2. Refuse one application requesting \$2,775.00 as detailed below:**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Reason for ineligibility</b>
<b>Boronia Community Fair</b>	<b>Boronia and The Basin Community Fete Relaunch</b>	<b>\$2,775.00</b>	<b>An outstanding CDF acquittal has not been submitted to date.</b>

**3. Note that inclusive of the above recommended grants, totalling \$19,194.20, a total of \$82,273.24 has been awarded to date under the 2022-2023 Minor Grants Program, supporting 39 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 and the Grants Framework Policy to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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

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

**2. DISCUSSION**

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

Nine complete grant applications were received since the Council Meeting on 26 September 2022, requesting grants totalling \$21,969.20. Eight of the applicants are eligible for the full amount requested.

One applicant, Boronia Community Fair, was not eligible due to an overdue Community Development Fund grant acquittal. The Group was advised of the outstanding acquittal and the implications for Minor Grant eligibility but have not yet met the acquittal requirement.

A summary of the recommended projects is as follows:

- The Australian Jazz Museum is seeking \$3,000.00 to assist improvements to the museum foyer and shop for a better working environment for museum volunteers;
- Different Journeys is seeking \$3,000.00 for a collaborative development of resource material for the autism community to facilitate positive interactions with Victoria Police;
- The German Australian Learning Exchange Inc. is seeking a grant of \$1,827.00 for a dishwasher to support their community events in Bayswater South Primary School;
- Golden Cobra Martial Arts Inc. is requesting \$2,967.20 to purchase some protective equipment for kids' competition events and training;
- The Knox Remembrance Day Committee is seeking \$2,000.00 to contribute to the cost of marquees, chairs and hiring sound equipment at the annual Remembrance Day service at the Tim Neville Arboretum;
- Rajasthani Kutumb of Victoria is hosting a Diwali event in Rowville and is seeking \$3,000.00 to assist with venue hire and catering;
- The Rotary Club of Boronia is seeking \$2,400.00 to assist with bus transport costs for Grade 5 and 6 students from 12 Knox schools to attend the ANZAC Day schools event at Tim Neville Arboretum in April 2023; and
- Uttar Pradesh Association of Australia is hosting a Diwali event in Rowville to bring the Uttar Pradesh community together, and is seeking \$1,000.00 to assist with catering.

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 \$193,385.00 for the Minor Grants Program (comprising the annual allocation of \$152,093.00 plus an additional \$41,292.00 carried forward from the 2021-22 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the October period total \$19,194,20. If approved as recommended, the remaining Minor Grants budget for 2022-23 will total \$142,377.27 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 4.4 - 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:** Community Partnerships Officer, Deb Robert

**Report Authorised By:** Director Connected Communities, Tanya Scicluna

### **Attachments**

1. ATTACHMENT 1 - Minor Grants Applications - Redacted - October - 2022-10-24 [8.4.1 - 64 pages]

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 29-MGP-2022-23 From Boronia Community Fair**  
 Form Submitted 11 Sep 2022, 1:22pm 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 29-MGP-2022-23 From Boronia Community Fair**  
 Form Submitted 11 Sep 2022, 1:22pm 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 Community Fair

**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 29-MGP-2022-23 From Boronia Community Fair**  
 Form Submitted 11 Sep 2022, 1:22pm AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]@ess.

**Please provide your ABN**

61 621 326 702

Information from the Australian Business Register	
<b>ABN</b>	61 621 326 702
<b>Entity name</b>	ST JOSEPHS AND ST BERNADETTES CATHOLIC CHURCH BORONIA THE BASIN
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3155 VIC

*Information retrieved at 2:26am 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, grants and more? \***

Yes  No  Already subscribed

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

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

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

**Auspice Details**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 29-MGP-2022-23 From Boronia Community Fair**  
 Form Submitted 11 Sep 2022, 1:22pm AEST

**Auspice Organisation Name \***

Boronia Catholic Parish

**Auspice ABN**

61 621 326 702

Information from the Australian Business Register	
<b>ABN</b>	61 621 326 702
<b>Entity name</b>	ST JOSEPHS AND ST BERNADETTE'S CATHOLIC CHURCH BORONIA THE BASIN
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3155 VIC
<i>Information retrieved at 2:26am yesterday</i>	

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

[REDACTED]

**Auspice Phone Number \***

[REDACTED]

Australian phone number.

**Auspice Email \***

[REDACTED]

ess.

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

**Signature of auspice representative - permission required \***

Filename: auspice-declaration-form.pdf

File size: 510.9 kB

Please upload signed declaration from auspice representative

**PROJECT DETAILS****\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 29-MGP-2022-23 From Boronia Community Fair**  
 Form Submitted 11 Sep 2022, 1:22pm AEST

## Request Details

**Project Title \***

Boronia & The Basin Community Fete Relaunch

**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 \***

05/11/2022

Must be a date.

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

Until 2020 the Boronia & The Basin Community Fete has been held annually for well over 50 years. Due to the Pandemic there was a need to cancel both the 2020 & 2021 events. Also with some level of uncertainty around the ability to hold the event this year in March decision plans for 2022 were put on hold. As we ease our way back into a new normal we must look at ways of not only encouraging the community back but making them feel COVID safe at the same time. We have therefore moved a number of activities usually held indoors to outdoors. As a result we have a need for larger and sturdy shelters to host these activities.

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

The Community Fete has long been a institution for much of the surround residents. The large number of attendees (outside of the School & Church communities) come back year after year no matter the weather. The focus on fostering involvement by local community groups to share their activities/contributions (at no cost) remains a priority for the Fete Committee.

**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? \***

4000

Must be a number

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

3000

Must be a number

## BUDGET

**\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 29-MGP-2022-23 From Boronia Community Fair**  
 Form Submitted 11 Sep 2022, 1:22pm AEST

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

\$2,775.00

Must be a dollar amount.

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

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

\$2,775.00

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	\$
Altegra Heavy Duty Marquee 4 x 8m	\$2,079.00
Marquee Walls (x4)	\$316.00
Steel Leg Weights (x4)	\$300.00
Shipping	\$80.00
	\$
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$2,775.00

This number/amount is calculated.

## Quotes For Planned Expenses

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

Filename: 2022 - Minor Grants - Marquee Walls.pdf  
 File size: 265.3 kB

Filename: 2022 - Minor Grants - Marquee Weights.pdf  
 File size: 250.3 kB

Filename: 2022 - Minor Grants - Marquee.pdf  
 File size: 254.4 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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 29-MGP-2022-23 From Boronia Community Fair**  
 Form Submitted 11 Sep 2022, 1:22pm AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

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

Filename: 2022 - Minor Grants - Cert of Currency.pdf  
 File size: 195.9 kB

**Public Liability Expiry Date \***

31/10/0022

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 \***

11/09/1922

Must be a date.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 29-MGP-2022-23 From Boronia Community Fair**  
Form Submitted 11 Sep 2022, 1:22pm AEST

**Privacy Statement**

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 39-MGP-2022-23 From German Australian Learning Exchange Incorporated**  
 Form Submitted 5 Oct 2022, 10:52am AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	No	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 39-MGP-2022-23 From German Australian Learning Exchange Incorporated**  
 Form Submitted 5 Oct 2022, 10:52am AEDT

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

**Application Category**

**Application Amount \***

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

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***

German Australian Learning Exchange Incorporated

**Organisation Address \***

[Redacted]

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

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

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

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 39-MGP-2022-23 From German Australian Learning Exchange Incorporated**  
 Form Submitted 5 Oct 2022, 10:52am AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

73 973 329 039

Information from the Australian Business Register	
<b>ABN</b>	73 973 329 039
<b>Entity name</b>	German Australian Learning Exchange Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3796 VIC

*Information retrieved at 1:10am yesterday*

Must be an ABN.

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

**Is your organisation Incorporated? \***

Yes  No

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

**Incorporation Details**

**Please provide your Incorporated number**

A0117170W

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 39-MGP-2022-23 From German Australian Learning Exchange Incorporated**  
 Form Submitted 5 Oct 2022, 10:52am AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Kitchen Equipment

**Project Start Date \***

28/10/2022

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 \***

12/10/2023

Must be a date.

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

We would like to purchase a dishwasher for the kitchen in the building where we hold our functions.

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

A dishwasher will provide hygienically clean utensils efficiently for the attendants of the functions we arrange for the Bayswater South Primary School and the wider community.

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

8

Must be a number

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

50 -60

Must be a number

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

60

Must be a number

## BUDGET

**\* indicates a required field**

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

\$1,827.00

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 (Version 2 of 2)**  
**Application 39-MGP-2022-23 From German Australian Learning Exchange Incorporated**  
 Form Submitted 5 Oct 2022, 10:52am AEDT

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

\$1,827.00

Must be a dollar amount.

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

**Minor Grant Expenses**

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

<b>Expenditure</b>	<b>\$</b>
Dishwasher	\$1,599.00
Installation costs	\$139.00
Delivery charge	\$89.00
	\$
	\$
	Must be a dollar amount.

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

\$1,827.00

This number/amount is calculated.

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

Filename: Good Guys Quote.PDF

File size: 67.0 kB

Filename: U0911274078.PDF

File size: 67.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding****(e) Have funds been sought / provided from other Council grants? \*** Yes  No**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field****Evidence of Public Liability**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 39-MGP-2022-23 From German Australian Learning Exchange Incorporated**  
 Form Submitted 5 Oct 2022, 10:52am AEDT

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

Filename: 2022-23 DET Combined Liability Certificate of Currency.pdf  
 File size: 167.5 kB

Filename: Morf Public Liability.docx  
 File size: 17.7 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:**

*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 \***

04/10/2022

Must be a date.

### Privacy Statement

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 39-MGP-2022-23 From German Australian Learning Exchange Incorporated**  
Form Submitted 5 Oct 2022, 10:52am AEDT

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application 45-MGP-2022-23 From Australian Jazz Museum**  
 Form Submitted 7 Oct 2022, 11:11am AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

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- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
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Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

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6 May 2022 23 May 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	No	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 3 of 3)**  
**Application 45-MGP-2022-23 From Australian Jazz Museum**  
 Form Submitted 7 Oct 2022, 11:11am AEDT

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

**Application Category**

**Application Amount \***

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

**APPLICANT DETAILS**

\* indicates a required field

**Applicant Details**

**Organisation Name \***

Australian Jazz Museum

**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 3 of 3)**  
**Application 45-MGP-2022-23 From Australian Jazz Museum**  
 Form Submitted 7 Oct 2022, 11:11am AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED] SS.

**Please provide your ABN**

53 531 132 426

Information from the Australian Business Register	
<b>ABN</b>	53 531 132 426
<b>Entity name</b>	VICTORIAN JAZZ ARCHIVE INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Items 1 & 4)
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3152 VIC

*Information retrieved at 1:36am 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, grants and more? \***

Yes  No  Already subscribed

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

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

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

## PROJECT DETAILS

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application 45-MGP-2022-23 From Australian Jazz Museum**  
 Form Submitted 7 Oct 2022, 11:11am AEDT

**\* indicates a required field**

## Request Details

**Project Title \***

Refurbish Museum Entrance Foyer and shop

**Project Start Date \***

03/12/2022

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

**Project End Date \***

01/04/2023

Must be a date.

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

Remove existing wall and floor fittings, repaint all walls and ceilings, supply and refit new floor tiles. Brighten and modernise the Foyer with new painting, lighting and carpet tiles and attractive posters illustrating the history of Jazz in Australia. Install new CD display shelving. See attached photos of the existing foyer and shop which is very dated and not been changed for 25 years.

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

The provision of a more modern and attractive entrance foyer will improve both the retention of the existing volunteers and the attraction of new volunteers. Coming out of 2 years of Covid 19 lockdowns and restrictions this is vital in keeping this local, state and National treasure going. The Museum is entirely run by volunteers.

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

40

Must be a number

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

40

Must be a number

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

20

Must be a number

## BUDGET

**\* indicates a required field**

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

\$3,373.00

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application 45-MGP-2022-23 From Australian Jazz Museum**  
 Form Submitted 7 Oct 2022, 11:11am AEDT

Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

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

\$3,000.00

Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

## Minor Grant Expenses

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

<b>Expenditure</b>	<b>\$</b>
Demolition and Prep. by Volunteers	\$0.00
Supply Carpet Tiles 24M2 (Quote)	\$1,100.00
Lay carpet tiles by volunteers	\$0.00
Prepare and repaint 2 rooms & Trim (Quote)	\$1,820.00
Supply new Lighting (Bunnings quote)	\$153.00
Fit new light fittings volunteer electrician	\$300.00
Supply & Frame posters by Volunteers	\$0.00
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$3,373.00

This number/amount is calculated.

## Quotes For Planned Expenses

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

Filename: AJM Painting Quote.jpeg  
 File size: 258.7 kB

Filename: Foyer Ceiling Light Quote.jpg  
 File size: 833.3 kB

Filename: Melb. Flooring Bayswater Quote Carpet Tiles.pdf  
 File size: 40.6 kB

Filename: Shop Ceiling Light Quote.jpg  
 File size: 900.8 kB

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

## Other Grant Funding

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application 45-MGP-2022-23 From Australian Jazz Museum**  
 Form Submitted 7 Oct 2022, 11:11am AEDT

**(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: 41U089378BPKCofC.pdf  
 File size: 63.2 kB

**Public Liability Expiry Date \***

17/04/2023

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: AJM Foyer.jpg  
 File size: 1014.6 kB

Filename: AJM Shop 2.jpg  
 File size: 998.9 kB

Filename: Certificate of Incorporation 001.pdf  
 File size: 411.7 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**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application 45-MGP-2022-23 From Australian Jazz Museum**  
Form Submitted 7 Oct 2022, 11:11am AEDT

**Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**organisation) \***

[REDACTED]

**Declaration Date \***

13/09/2022

Must be a date.

### **Privacy Statement**

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 47-MGP-2022-23 From Golden Cobra Martial Arts Inc**  
 Form Submitted 15 Sep 2022, 4:08pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

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- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
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Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

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11 November 2022 28 November 2022

2 December 2022 19 December 2022

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 47-MGP-2022-23 From Golden Cobra Martial Arts Inc**  
 Form Submitted 15 Sep 2022, 4:08pm 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 \***

Golden Cobra Martial Arts Inc

**Organisation Address \***

[Redacted Address]

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

**Contact Name**

[Redacted Name]

**Project Contact Address \***

[Redacted Address]

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

**Mobile Phone Number \***

[Redacted 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**  
**Application 47-MGP-2022-23 From Golden Cobra Martial Arts Inc**  
 Form Submitted 15 Sep 2022, 4:08pm AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

88 742 432 698

Information from the Australian Business Register	
<b>ABN</b>	88 742 432 698
<b>Entity name</b>	GOLDEN COBRA MARTIAL ARTS INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3159 VIC

*Information retrieved at 5:54am yesterday*

Must be an ABN.

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

**Is your organisation Incorporated? \***

Yes  No

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

**Incorporation Details**

**Please provide your Incorporated number**

A0090731W

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 47-MGP-2022-23 From Golden Cobra Martial Arts Inc**  
 Form Submitted 15 Sep 2022, 4:08pm AEST

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Competition equipment

**Project Start Date \***

01/11/2022

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 \***

16/12/2022

Must be a date.

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

Competitions offer an important opportunity for our kids to put what they have learnt in the dojo into practice, however improper protective equipment can be an impediment to this - it is expensive to purchase and kids grow out of it quickly, so they borrow equipment that fits poorly, which doesn't offer the correct protection and hinders their performance. We are seeking funds to purchase multiple sets of full protective equipment in a range of kids sizes that members can borrow when competing for the club to allow them to compete safely and perform to the best of their ability.

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

The entire ethos behind Golden Cobra Martial Arts is to build a sense of community, respect and confidence in our members, both adults and kids. Membership of the club supports connection, resilience and wellbeing, both physical and mental<sup>1 3</sup> (our student creed is : "I will develop myself in a positive manner and avoid anything that could reduce my mental health or physical health. I will develop self-discipline in order to bring out the best in myself and others. I will use what I learn in class constructively and defensively to help myself and my fellow human beings and never to be abusive or offensive"). We have a focus to support kids who are neuro-divergent, and karate can give them the tools they need to manage their conditions in the community<sup>2</sup>. Competing strengthens bonds with karate and the club, which allows us to positively represent the local area across the state - at the recent ISKA Victorian State Championships, our club was congratulated by the judges for our enthusiasm and support of all the other teams there. One of our young members was singled out for an impromptu sportsmanship award for cheering all of the other competitors (including his club-mate who knocked him out of the competition) and we are hoping to represent our club, our community and our state at the national championships in December.

<sup>1</sup> Fuller, C., & Lloyd, V. (2020). Martial arts and well-being : connecting communities and promoting health. Routledge.

<sup>2</sup>Bahrami, F., Movahedi, A., Marandi, S. M., & Sorensen, C. (2016). The effect of karate techniques training on communication deficit of children with autism spectrum disorders. Journal of Autism and Developmental Disorders, 46(3), 978-986. <https://doi.org/10.1007/s10803-015-2643-y>

<sup>3</sup> Pliske, G., Emmermacher, P., Weinbeer, V., & Witte, K. (2016). Changes in dual-task performance after 5 months of karate and fitness training for older adults to enhance fall

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 Form Submitted 15 Sep 2022, 4:08pm AEST

prevention. Aging Clinical and Experimental Research, 28(6), 1179-1186. <https://doi.org/10.1007/s40520-015-0508-z>

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

25

Must be a number

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

125

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? \***

\$2,967.20

Must be a dollar amount.

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

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

\$2,967.20

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	\$
Full face head guards (various sizes)	\$256.36
Reversible chest guards (various sizes)	\$184.95
Hand protectors (various sizes)	\$163.47
Foot protectors (various sizes)	\$112.08
Shin protectors (various sizes)	\$148.26
Shin and instep (various sizes)	\$176.40
Open face head guard (various sizes)	\$178.65
Abdo guard (various sizes)	\$151.40

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
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Storage bags	\$129.78
Forearm guards (various sizes)	\$141.18
Bokken	\$255.24
Focus pads	\$201.65
Hit shield	\$235.21
Punch paddles	\$183.34
Delivery	\$179.49
GST	\$269.74
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$2,967.20

This number/amount is calculated.

### Quotes For Planned Expenses

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

Filename: QUOTE\_MOR138233.PDF

File size: 1.7 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: CoC Golden Cobra Martial Arts Public Indemnity Insurance.pdf

File size: 269.5 kB

**Public Liability Expiry Date \***

15/09/2023

Expiry date must extend beyond your project start and finish date

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 47-MGP-2022-23 From Golden Cobra Martial Arts Inc**  
Form Submitted 15 Sep 2022, 4:08pm AEST

**Please attach relevant supporting documentation, including:**

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

**Attach relevant documentation:**

---

Filename: CERT-A0090731W.pdf  
File size: 71.8 kB

---

Filename: Golden Cobra Project Plan.docx  
File size: 57.9 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 \***

15/09/2022

Must be a date.

### Privacy Statement

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 49-MGP-2022-23 From Different Journeys**  
 Form Submitted 29 Sep 2022, 5:33pm 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 49-MGP-2022-23 From Different Journeys**  
 Form Submitted 29 Sep 2022, 5:33pm 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 \***

Different Journeys

**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 49-MGP-2022-23 From Different Journeys**  
 Form Submitted 29 Sep 2022, 5:33pm AEST

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

92 206 280 751

Information from the Australian Business Register	
<b>ABN</b>	92 206 280 751
<b>Entity name</b>	Different Journeys Incorporated
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3136 VIC

*Information retrieved at 7:57am yesterday*

Must be an ABN.

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

**Is your organisation Incorporated? \***

Yes  No

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

**Incorporation Details**

**Please provide your Incorporated number**

A0110626Y

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

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[Community Strengthening e-Bulletin subscription](#)

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 49-MGP-2022-23 From Different Journeys**  
 Form Submitted 29 Sep 2022, 5:33pm AEST

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Empowering our Autism community with interactions with police

**Project Start Date \***

01/11/2022

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 \***

31/01/2023

Must be a date.

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

Creating resources for the autism community to empower them with positive interactions with Victoria Police. Working with a collaborative partnership approach representing many factors - Victoria Police, Different Journeys, NDIS representative, LGBTQIA Autistic representative, Knox Council representative - planning and putting together effective resources to ensure that the neurodivergent community understand how, where, what

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

Many factors of who this will benefit. First and foremost the autistic community including autistic individuals, family members (carers), support workers, allied health, organisations with work within this space. It will benefit Victoria Police creating greater understanding and acknowledgement of the neurodivergent community

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

9

Must be a number

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

5000

Must be a number

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

2500

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 49-MGP-2022-23 From Different Journeys**  
 Form Submitted 29 Sep 2022, 5:33pm AEST

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

\$5,800.00

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	\$
Speech Therapist	\$2,909.85
Printing of resources	\$90.15
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

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

Filename: DiifJourneysVICPOLSEPT2022.pdf

File size: 192.3 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**

**Minor Grants Program - 2022 - 2023**  
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**Application 49-MGP-2022-23 From Different Journeys**  
 Form Submitted 29 Sep 2022, 5:33pm AEST

## Evidence of Public Liability

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

Filename: Certificate of currency-Different Journeys Incorporated-C00296 copy.pdf  
 File size: 152.9 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: 2022 knox police grant project plan.docx  
 File size: 22.4 kB

Filename: 2022 vic pol letter for funding.pdf  
 File size: 97.9 kB

Filename: certificate of incorporation copy.pdf  
 File size: 114.5 kB

## DECLARATION

\* indicates a required field

### Conflict of Interest

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

Yes  No

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

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

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 49-MGP-2022-23 From Different Journeys**  
Form Submitted 29 Sep 2022, 5:33pm AEST

**Declaration Date \***

28/09/2022

Must be a date.

**Privacy Statement**

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 52-MGP-2022-23 From Rajasthani Kutumb of Victoria**  
 Form Submitted 7 Oct 2022, 8:12pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

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- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- 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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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

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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 52-MGP-2022-23 From Rajasthani Kutumb of Victoria**  
 Form Submitted 7 Oct 2022, 8:12pm AEDT

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

**Application Category**

**Application Amount \***

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

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***

Rajasthani Kutumb of 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 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**  
**Application 52-MGP-2022-23 From Rajasthani Kutumb of Victoria**  
 Form Submitted 7 Oct 2022, 8:12pm AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED] email address.

**Please provide your ABN**

91 393 557 191

Information from the Australian Business Register	
<b>ABN</b>	91 393 557 191
<b>Entity name</b>	Rajasthani Kutumb of Victoria Inc
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3150 VIC

*Information retrieved at 7:33am yesterday*

Must be an ABN.

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

**Is your organisation Incorporated? \***

Yes  No

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

**Incorporation Details**

**Please provide your Incorporated number**

This can be found on the Consumer Affairs Victoria website

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Yes  No  Already subscribed

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

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 52-MGP-2022-23 From Rajasthani Kutumb of Victoria**  
 Form Submitted 7 Oct 2022, 8:12pm AEDT

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Diwali Milan

**Project Start Date \***

01/11/2022

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 \***

01/11/2022

Must be a date.

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

Diwali is one of the major festivals celebrated around India and other South Asian countries. Diwali symbolizes the spiritual victory of light over darkness, good over evil and knowledge over ignorance.

The event will involve celebration of the festival of Diwali with decorative lights symbolizing the "flame of knowledge" which will remove ignorance. There will be various activities where kids and adults can participate in making Diwali greeting cards, decorating Diwali clay lamps etc. We will use excerpts from Ramayana as example and spread the message how we can implement learnings in our lives. We will spread the message of equality, forgiveness, respect for all. We also pray to Goddess Laxmi on Diwali (Goddess of wealth). We will use this event to spread the anti-gambling message and its impact on our society. We will organise and stalls on traditional arts and crafts. Rajasthani and Indian food will be catered from local restaurants. RAJKOV have been celebrating for years to promote diversity, multiculturalism and share our culture while upholding rights and responsibilities of being Victorian.

Diwali helps promote the fact that a strong society is built on mutual respect, tolerance and understanding thereby addressing social issues of isolation. We as a community are trying to make sure unique Rajasthani traditions and values are nurtured. We are targeting to include wider Indian community in this event and include groups from other communities associated with Australian Indian Community Centre in Rowville.

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

The event will spread the below messages within the community;

- Embrace All - Irrespective of Caste, Creed or Colour
- Respect women and stop domestic violence, crimes against women
- Anti-gambling message
- Sustainability - We aim to organise this event without using "single use plastic".
- Adherence to truth
- Forgiveness Trumps Revenge

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 52-MGP-2022-23 From Rajasthani Kutumb of Victoria**  
 Form Submitted 7 Oct 2022, 8:12pm AEDT

6

Must be a number

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

150

Must be a number

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

30

Must be a number

## BUDGET

**\* indicates a required field**

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

\$9,000.00

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	\$
Venue Hire Expenses	\$1,843.00
Event management	\$2,216.00
General activity items	\$500.00
Event Catering	\$3,750.00
Prayer offerings	\$51.00
Other expenses	\$500.00
Venue cleaning	\$250.00
Cutlery (Bio-degradable)	\$140.00
Tissue box	\$50.00
	\$
	Must be a dollar amount.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 52-MGP-2022-23 From Rajasthani Kutumb of Victoria**  
 Form Submitted 7 Oct 2022, 8:12pm AEDT

## Minor Grant Budget Total

### Total Expenditure Amount

\$9,300.00

This number/amount is calculated.

## Quotes For Planned Expenses

### Attach quotes for expenses here. \*

Filename: 0066\_FY23\_Rajkov\_Large\_Hall\_4\_Nov\_2022.pdf

File size: 74.5 kB

Filename: 2022- Diwali Draft Invoice 1st Nov 2022 - Ajievents.pdf

File size: 47.2 kB

Filename: Quote - Rajasthan Kutumb of Victoria.docx

File size: 38.1 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: PersonalAccidentVolunteersCoC.pdf

File size: 146.8 kB

Filename: PublicLiabilityCoC.pdf

File size: 106.0 kB

### Public Liability Expiry Date \*

20/10/2022

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:

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 52-MGP-2022-23 From Rajsthani Kutumb of Victoria**  
Form Submitted 7 Oct 2022, 8:12pm AEDT

---

Filename: ABNCurrentDetails\_91393557191.pdf  
File size: 70.3 kB

---

Filename: Diwali Milan - Project Plan - RAJKOV.doc  
File size: 137.5 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

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

Yes  No

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

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

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Position (if organisation) \***

**Declaration Date \***

07/10/2022

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 53-MGP-2022-23 From Uttar Pradesh Association of Australia**  
 Form Submitted 7 Oct 2022, 6:42pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

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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 53-MGP-2022-23 From Uttar Pradesh Association of Australia**  
 Form Submitted 7 Oct 2022, 6:42pm AEDT

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

### Application Category

**Application Amount \***

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

### APPLICANT DETAILS

\* indicates a required field

#### Applicant Details

**Organisation Name \***

Uttar Pradesh Association of Australia

**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 53-MGP-2022-23 From Uttar Pradesh Association of Australia**  
 Form Submitted 7 Oct 2022, 6:42pm AEDT

██████████ Australian phone number.

**Secretary Email \***

**Please provide your ABN**

38 240 921 881

Information from the Australian Business Register	
<b>ABN</b>	38 240 921 881
<b>Entity name</b>	UTTAR PRADESH ASSOCIATION OF AUSTRALIA (UPAA) INCORPORATED.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3175 VIC

*Information retrieved at 7:38am yesterday*

Must be an ABN.

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

**Is your organisation Incorporated? \***

Yes  No

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

**Incorporation Details**

**Please provide your Incorporated number**

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 53-MGP-2022-23 From Uttar Pradesh Association of Australia**  
 Form Submitted 7 Oct 2022, 6:42pm AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

CELEBRATING of Diwali

**Project Start Date \***

30/10/2022

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 \***

30/10/2022

Must be a date.

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

Grant requirement for celebrating Indian festival Diwali which is auspicious in Hindu culture & promote the cultural diversity in Australia and India.

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

To bring the Uttar Pradesh community together and maintain the cultural and ethnic values of Uttar Pradesh.

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

210

Must be a number

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

100 to 150

Must be a number

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

25 to 30

Must be a number

## BUDGET

**\* indicates a required field**

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

\$6,000.00

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 53-MGP-2022-23 From Uttar Pradesh Association of Australia**  
 Form Submitted 7 Oct 2022, 6:42pm AEDT

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

\$1,000.00

Must be a dollar amount.

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

**Minor Grant Expenses**

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

<b>Expenditure</b>	<b>\$</b>
Food	\$1,000.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$1,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

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

Filename: 0068\_FY23\_Uttar\_Pradesh\_Association\_AU\_30\_Oct\_2022.pdf

File size: 76.5 kB

Filename: Fwd\_Quotation .pdf

File size: 247.3 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**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 53-MGP-2022-23 From Uttar Pradesh Association of Australia**  
Form Submitted 7 Oct 2022, 6:42pm AEDT

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

Filename: 0068\_FY23\_Uttar\_Pradesh\_Association\_AU\_30\_Oct\_2022.pdf  
File size: 76.5 kB

**Public Liability Expiry Date \***

31/10/2022

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 \***

07/10/2022

Must be a date.

### Privacy Statement

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Form Submitted 7 Oct 2022, 6:42pm AEDT

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 56-MGP-2022-23 From Rotary Club of Boronia**  
 Form Submitted 10 Oct 2022, 11:30am AEDT

## 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**  
**Application 56-MGP-2022-23 From Rotary Club of Boronia**  
 Form Submitted 10 Oct 2022, 11:30am AEDT

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

**Application Category**

**Application Amount \***

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

**APPLICANT DETAILS**

\* indicates a required field

**Applicant Details**

**Organisation Name \***

Rotary Club of Boronia

**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 56-MGP-2022-23 From Rotary Club of Boronia**  
 Form Submitted 10 Oct 2022, 11:30am AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED] S.

**Please provide your ABN**

48 952 056 345

Information from the Australian Business Register	
<b>ABN</b>	48 952 056 345
<b>Entity name</b>	ROTARY CLUB OF BORONIA INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3155 VIC

*Information retrieved at 1:57am yesterday*

Must be an ABN.

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

**Is your organisation Incorporated? \***

Yes  No

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

**Incorporation Details**

**Please provide your Incorporated number**

18626A

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 56-MGP-2022-23 From Rotary Club of Boronia**  
 Form Submitted 10 Oct 2022, 11:30am AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

ANZAC Service for KNOX Primary School Students - Yrs 5-6

**Project Start Date \***

01/02/2023

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

**Project End Date \***

07/04/2023

Must be a date.

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

The Rotary Club of Boronia has for the past 7 years organised a commemorative service close to the ANZAC day for primary school students in the KNOX council area at the Tim Neville Arboretum cenotaph . The Service has a guest speaker on a topic and music and choral items are presented by local schools. The Knox Mayor, and Councillors, are invited guests as are local Politicians, Rotary District Governor and Boronia RSL members who also take part in the service. The Mayor of KNOX is always invited to welcome the Students and all guests on behalf of the KNOX Community. The Students are bused to and from the Service and the Club.

Based on the successful running of past events was hoping that we could receive a minor grant to assist with movement of the students to the venue and back, see attached spreadsheet.The Club has funded the service every year since it beginning and has grown from an event of under 100 students to this years's number of 425 students plus teachers and parents. The Service is now used by the local Rotary District as an exemplar for these Servicesx

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

The Annual service aims to help the current Grade 5/6 students of primary schools in the KNOX aerate understand more about Australian History and especially our Country's involvement in World and other wars initially with a focus on World War 1 & 2 but nome covering more recent involvements in Korea, Vietnam, and Afganistan & Iraq. After attending the service, the Club hopes that those attending have a understanding of this important day in Australian historians also that men and women, some not much older than themselves, enlisted and attended these wars.

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

38

Must be a number

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 56-MGP-2022-23 From Rotary Club of Boronia**  
 Form Submitted 10 Oct 2022, 11:30am AEDT

500  
 Must be a number

**How many of the above are Knox residents? \***  
 approx 450  
 Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***  
 \$5,112.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***  
 \$2,400.00  
 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	\$
Ventura Bus transportation to Service and Return	\$2,400.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**  
 \$2,400.00  
 This number/amount is calculated.

**Quotes For Planned Expenses**

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

---

Filename: Ventura Quote2023 ANZAC.pdf  
 File size: 156.4 kB

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 56-MGP-2022-23 From Rotary Club of Boronia**  
 Form Submitted 10 Oct 2022, 11:30am AEDT

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: IMG\_1235.jpg  
 File size: 277.7 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:**

*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.**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
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Form Submitted 10 Oct 2022, 11:30am AEDT

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

10/10/2022

Must be a date.

### **Privacy Statement**

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 54-MGP-2022-23 From Knox Remembrance Day Committee**  
 Form Submitted 10 Oct 2022, 3:34pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
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Submission deadline Council meeting date

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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 54-MGP-2022-23 From Knox Remembrance Day Committee**  
 Form Submitted 10 Oct 2022, 3:34pm AEDT

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

**Application Category**

**Application Amount \***

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

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***

Knox Remembrance Day Committee

**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 54-MGP-2022-23 From Knox Remembrance Day Committee**  
 Form Submitted 10 Oct 2022, 3:34pm AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

51 966 020 926

Information from the Australian Business Register	
<b>ABN</b>	51 966 020 926
<b>Entity name</b>	KNOX REMEMBRANCE DAY COMMITTEE
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 VIC

*Information retrieved at 6:59am yesterday*

Must be an ABN.

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

**Is your organisation Incorporated? \***

Yes  No

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

**Incorporation Details**

**Please provide your Incorporated number**

A0038987M

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 54-MGP-2022-23 From Knox Remembrance Day Committee**  
 Form Submitted 10 Oct 2022, 3:34pm AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Knox Remembrance Day Service

**Project Start Date \***

06/11/2023

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

**Project End Date \***

06/11/2022

Must be a date.

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

We are requesting assistance of \$2000 to help pay for 2 X marquees, 200 chairs, & Hire of a sound technician for our Remembrance Day Service on the 6th November 2022.

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

The local community (in past years we have had up to 350 knox people attend) come to hear the local school choirs perform and also do most of the readings during the service. Many local people, schools, scouts, guides CFA Vietnam Veterans attend.

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

10

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? \***

350

Must be a number

## BUDGET

**\* indicates a required field**

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

\$2,800.00

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 54-MGP-2022-23 From Knox Remembrance Day Committee**  
 Form Submitted 10 Oct 2022, 3:34pm AEDT

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

\$2,000.00

Must be a dollar amount.

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

**Minor Grant Expenses**

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

<b>Expenditure</b>	<b>\$</b>
Vic Ambulance Pipes & Drums	\$350.00
Marquees & chair hire Marquee & chair hire	\$1,800.00
Sound system	\$355.00
St Johns Ambulance	\$300.00
	\$
	\$
	Must be a dollar amount.

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

\$2,805.00

This number/amount is calculated.

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

Filename: img20221010\_15280257.pdf

File size: 115.1 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 \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 54-MGP-2022-23 From Knox Remembrance Day Committee**  
Form Submitted 10 Oct 2022, 3:34pm AEDT

Filename: Boronia RSL Sub-Branch Inc..pdf  
File size: 209.7 kB

**Public Liability Expiry Date \***

01/08/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

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

**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 \***

07/10/2022

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
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Form Submitted 10 Oct 2022, 3:34pm AEDT

request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## 8.5 Knox Design and Development Excellence Awards - Evaluation

**SUMMARY:** Senior Project Manager, Justin Schreuder

**This report provides an overview of the process to deliver the Knox Design and Development Excellence Awards (the Awards) in 2019 and 2021, and an outline of the design industry and community response to the Awards. This report also provides an evaluation of the Awards and the recommendation that the Awards be discontinued due to low engagement from the design industry and community, significant human resources required to deliver the Awards and the difficulty of determining if the Awards are having a measurable impact on improving urban design outcomes in Knox.**

### RECOMMENDATION

**That Council:**

- 1. Consider the overview and evaluation of the Knox Design and Development Awards 2019 and 2021; and**
- 2. Discontinue the Knox Design and Development Awards.**

### 1. INTRODUCTION

At its Ordinary Council Meeting on 24 July 2017, Council in response to its concern at the time about poor design quality of development, endorsed the Knox Good Urban Design Framework (Refer Attachment 1). The Framework sought to guide improved urban design outcomes in Knox through a range of initiatives, one of which is an Awards program recognising good design within the built environment. Subsequently, Council allocated \$20,000 biennially to facilitate the Knox Design and Development Awards in 2019, 2021 and 2023. Initial planning and research into an awards program commenced in mid-2018 and the Awards project and communications plans were presented at Council's Confidential Issues Briefing meeting on 19 November 2019. The inaugural Awards presentation was held at Council's Ordinary Council Meeting of July 2019 and the Awards were facilitated a second time in 2021.

This report provides an evaluation of the Knox Design and Development Excellence Awards component of the Knox Good Urban Design Framework. The report is not an evaluation of the overall Knox Good Urban Design Framework.

### 2. DISCUSSION

#### Overview of the Award Process

##### *Planning and Research*

As the Awards were the first of its kind for Knox City Council, research was undertaken into Award programs celebrating design of the built environment run by other Local Government Authorities and professional associations. This included among other things:

- Discussions with the then Director City Development, Manager City Futures, Manager City Planning & Building and Council's Urban Design Advisor;
- Comparison of other Local Government awards websites to understand award categories entry procedures and conditions;
- Review of other council reports on Awards programs; and

- Conversations with other Local Government Officers responsible for the delivery of Built Environment Design Awards programs.

Key findings gained from the research included:

- Promotion of the Awards in both public and industry spheres was critical;
- The success of the Awards would rely on compiling a list of exemplar projects so the designers responsible could be contacted directly to be made aware of the Awards. This was reinforced in conversations with other Local Government Officers responsible for the facilitation of Design Award events. Obtaining entries is difficult and in some cases Council staff are encouraged to nominate projects;
- Awards are transactional, with the award giver and award receivers benefiting from association with each other. What would the recipient be gaining from an Award from Knox City Council? Does the Knox brand carry enough esteem with the award recipient when compared with other established design industry awards?
- A general view that suburban environments have low quality design with a level of uniformity to building developments; and
- A low level of engagement from the Design Industry in Local Government awards.

To compile a list of designers for promotion of the Awards, the following activities were undertaken:

- Council's Planning team were invited to identify quality projects and designers and indicate to those companies that submit a substantial proportion of the planning applications in Knox;
- An internet search was undertaken to compile a list of building designers, architects, landscape architects and building contractors in the eastern suburbs that might be active in Knox, with the list forming the basis for a mail out;
- Builders and designer names were also gained through advertising boards on hoardings;
- Tours of activity centres and surrounds to view new developments and obtain building company details for future follow up; and
- Building local knowledge of new developments in Knox.

These activities resulted in the formation of a list of approximately 140 architectural, building design and development businesses to be directly targeted during promotion of the Awards.

### *Project Plan*

A comprehensive project plan was developed to assist in the delivery of the Awards. Key steps within the Project Plan included:

- Confirmation of awards categories, terms and conditions, guidelines;
- Establishing judging panel and process;
- Promotion;
- Sponsorship;
- Presentation of the Awards; and
- Awards wrap up.

### *Communications Strategy*

A communications strategy was developed with the assistance of the Communications and Engagement team to provide a coordinated approach to promote the Awards. Objectives of the Communications Strategy included:

- Showcase and award design excellence; and
- Build alliances with business and increase Knox's profile, highlighting it as a destination for future good design and economic development.

The target audience for the Communications Strategy was as follows:

- Primary audience was industry including architects, building designers and builders, landscape architects and designers who have completed building projects within Knox in the three years prior to the Awards; and
- Secondary audience were residents who are smaller builders/owner builders and have completed building projects in the last two years, including renovations and new builds.

### *External Partnerships*

Council was successful in gaining Swinburne University support for the Awards, with Swinburne's Director of the Smart Cities Research Institute agreeing to be part of the judging panel.

The Office of the Victorian Government Architect (OVGA) also agreed to support the Awards, with an offer to be part of the judging panel.

Involvement of both Swinburne University and OVGA in the Awards was later deemed unnecessary due to the small number of entries and a change in format for the Awards presentations.

### *2019 Awards Launch and Nomination Period*

The Awards were launched on 31 January 2019, with promotion through a range of channels including Knox News, Knox Leader, Knox City Council webpage and Facebook. A letter, signed by the Mayor promoting the Awards and inviting nominations, was mailed out to approximately 150 designers and builders across the eastern suburbs. The Awards were also advertised on e-news pages of professional body websites.

One month into the period for nominations and with a small number of nominations received, the Awards Project Control Group analysed the Communications Strategy, concerned that there would not be enough nominations to run the Awards. To boost nominations, follow up phone calls and email reminders were sent to those known to have completed work in Knox. By the close of nominations on 31 March 2019, 16 nominations had been received (refer Table 1).

<b>Table 1. Knox Design and Development Excellence Awards 2019 - Award categories and nominations received.</b>	
<b>Category</b>	<b>Nominations</b>
Bush Suburban – residential	zero
Knox Neighbourhood – residential	zero
Local Living – residential	Nine entries. Six of the entries within this category originated from two designers submitting three entries each, with designs the same from each designer.
Activity areas – residential	Three entries. Two of the entries in this category were from designers that had also submitted three entries each in the Local Living category. Again the designs were similar.
Industrial, Commercial, and Institutional	One
Landscape	One apartment landscape / One park structure/ One commercial landscape

#### *2019 Assessment Panel and Process*

After an initial screening of the sixteen nominations, a judging panel comprising of the then Mayor, two Councillors, and the Manager City Futures, under the guidance of Knox's Urban Design Advisor, assessed the nominations against the assessment criteria.

The nominations underwent an initial review by the judging panel, resulting in a shortlist that was then visited as part of a bus tour. To assist the panel with assessment and for consistency, an evaluation sheet was provided with assessment criteria. Each shortlisted nomination was viewed and discussed among the panel onsite and further discussion was held at the conclusion of the site visits to confirm and agree on which nominations qualified for either Commendation or Award.

#### *2019 Awards Presentation and Ongoing Promotion*

Given the low level of interest in the Awards, as evidenced by the small number of nominations, it was decided to not proceed with a dedicated awards ceremony and networking event. Instead, recipients of Awards and Commendations were invited to receive a framed certificate and photograph with the Mayor and Deputy Mayor following an announcement of the Awards results made prior to the commencement of formal proceedings at the 22 July 2019 Council Meeting.

A dedicated Awards webpage, serving as a reference of the 2019 Awards was displayed on Council's website. This webpage has since been taken down following a review of Council's website.

#### *Knox Design and Development Excellence Awards 2021*

The preparation and delivery of the Knox Design and Development Excellence Awards 2021 followed a similar process as the previous Awards in 2019. It was anticipated that the interest and participation in the Awards would be overshadowed by the COVID-19 pandemic. The Communications Campaign report provides an overview of activities to promote the Awards. A summary of the results is provided below:

- Eight nominations were received in total. Compared to 2019, this is a 33% drop in nominations;
- All the nominations resulted from phone calls made to a targeted list of architecture and design practices;
- Seven of the eight nominations were Knox City Council commissioned projects;
- Nominations were received (in response to phone calls) in the last remaining days of the nomination period, between 24-28 February 2021;
- The Awards did not generate nominations from residents or the design firms that are responsible for the design of most recently constructed residential buildings in Knox even though it was promoted widely in the community;
- The webpage received a total of 338 page views during the nomination period, which is 26% higher compared to 2019 (monthly comparison);
- A promotional video was created, and it performed strongly on Facebook: 10,535 people reached, 1,983 engagements, 46 comments. Most comments did not relate to the Awards, though people did share strong viewpoints about new urban development in the community;
- Despite comprehensive promotion efforts for the 2021 Awards, not a single nomination had been received a week prior to the close of the period for nominations. Follow up phone calls to practices known to have completed projects in Knox during the previous twenty four months resulted in Council receiving eight nominations, seven of which were Knox City Council commissioned projects in the following categories (refer Table 2 below).

<b>Table 2. Knox Design and Development Excellence Awards 2021 - Award categories and nominations received.</b>	
<b>Category</b>	<b>Nominations</b>
Bush Suburban – residential	zero
Knox Neighbourhood – residential	zero
Local Living – residential	zero
Activity areas – residential	Apartment, 658 Mountain Highway, Bayswater
Industrial, Commercial, and Institutional	Knox City Council Operations Centre Knox Skate and BMX Park Pavilion Knox Children and Family Centre, Bayswater
Landscape	Knox Open Spaces Project. (Quarry Reserve, Marie Wallace Reserve, Templeton Reserve, Tormore Reserve) Knox Children and Family Centre, Bayswater Lewis Park Masterplan Marie Wallace Reserve play space refurbishment

The evaluation and judging of the nominations followed a similar process to that of 2019, however the Award announcements were made remotely due to COVID restrictions.

## Evaluation

The following discussion provides an evaluation of the Awards and considers the contribution of the Awards in driving better built environment outcomes in Knox.

Whilst there were worthy recipients of Awards in both 2019 and 2021, the Awards themselves have been difficult to stage given the low engagement of the design industry, resulting in few nominations. To encourage nominations, officers made direct approaches to design practices to draw attention to the Awards and projects that might be considered for nomination.

Several reasons might be attributed to the small number of entries, including:

### *Small number of completed projects*

- To be eligible for nomination in the inaugural Awards in 2019, projects needed to have been completed 3 years prior, between 1 January 2016 and 1 January 2019. In the case of 2021 Awards, 2 years prior to 11 January 2019 and 31 December 2020. This narrow window for eligibility excludes projects outside of this timeframe.

### *Building Design responds to local conditions and market expectations*

- In conversation with a designer, they reflected that their work is not intended as Award winning design. Their work in the outer eastern suburbs reflects budget constraints, local market/customer expectations and Planning Scheme requirements.
- Building and development typologies are often repeated once a model is seen to meet the path of least resistance in the planning permit application process.

### *Competing Design Awards*

- With limited time and demand on resources, it was clear that some designers with a higher profile than those operating in the outer eastern multi-unit and townhouse market focused on established Awards with more peer recognition such as those run by professional bodies or institutes rather than local council awards.

### *Low industry engagement*

- Discussion with Officers at other councils reveal that most nominations come from Planning staff.
- The entry requirements are based on those from other Local Government awards and are simple to submit.
- The COVID pandemic would have made the Awards less of a priority.

### *Issue of Good Design*

- The desire for better design outcomes is not exclusive to Knox, but also Melbourne metro, if not metro areas Australia wide, giving rise to, among other things OVGAs' Good Design Publications and in NSW, the Better Place integrated design policy.
- The negative feelings about poor design are not only about whether a development is 'good' or 'bad' design, but also reflects a concern about change in the suburbs - more people, more cars, less space, greater density.

- The appreciation and market for good design continues to mature in Knox and other outer eastern suburbs.
- With so few entries, it is difficult to make comparisons and make a judgement on the best design. For example, in the Landscape category – the judging panel may be asked to review the merits of a park structure against a corporate landscape project against a small scale apartment landscape project. It is not a level playing field.

### *Design Industry response*

To understand local design industry views on the Awards, phone questionnaires were offered to a sample of building designers that regularly prepare designs for residential planning applications at Knox City Council. The interviews found that:

- Despite being sent a letter promoting the Awards, some practices did not recall being aware of the Awards;
- Some were too busy to submit a nomination;
- Some would only consider a nomination if it put their business in a good light; and
- They may consider entering the Awards if they had a project worth submitting.

Of the 12 design firms that have received recognition in the two previous Awards, just six refer to the recognition from Knox City Council on their business websites.

### Conclusion

Following the staging of two Awards at Knox, it is difficult to know if the Awards have had a role in achieving the desired outcomes of better design in the built environment. Research suggests that the issues faced by Knox are consistent with other Local Government Awards including a lack of nominations, quality of nominations, particularly in the low scale residential categories and relevance of Local Government Awards when considered against major industry Awards. Another key issue is the resourcing required for direct engagement and encouragement of designers to consider nominating their projects.

Knox City Council has a comprehensive Municipal Strategic Statement, Knox Planning Scheme, Housing Strategy and Residential Design Guidelines that set the direction, policy, and regulation of development of the Built Environment in Knox. A review of the Housing Strategy is scheduled to commence in 2023/2024 financial year (as per Council Plan) and will provide an opportunity to amend any key directions to support desired outcomes for better design in the built environment. These documents coupled with the active engagement with the applicants by Council's Planning Officers will help deliver good built design outcomes in the community.

Given the discussion in this report, it is recommended that the Knox Design and Development Excellence Awards be discontinued. It is important to highlight that while the officer recommendation is to discontinue the Awards program, other activities such as workshops, urban design advisory service and other elements identified in the Knox Good Urban Design Framework will be retained and continue to support good design outcomes for the municipality.

Council might like to consider re-introducing a Design Awards program in the future when it can be demonstrated that there is sufficient demand and interest from the industry.

### **3. CONSULTATION**

An extensive consultation process has underpinned this evaluation and the recommendation to discontinue the Awards. Advice has been sought from Knox City Council colleagues and Senior Management. Discussions have been had with officers responsible for Design Awards at Boroondara and Whitehorse councils and phone interviews were held with several local design practices to gain an understanding of industry sentiment toward the Awards. Review of Design Award evaluations completed by other Local Councils was also undertaken.

### **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 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 the planning and staging of the City of Knox Built Environment Awards event.

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

A total of \$20,000 of operational funds has been allocated biannually in 2018-2019, 2020-2021 and 2022-23 financial years to facilitate the Knox Urban Design Awards.

In the months leading up to the inaugural Awards in 2018-2019, human resources required to deliver the Awards were intensive at two to three days per week for the Project Lead while the Communications Officer devoted a day per week. During the period for promotion and nominations, activity intensified requiring an almost full time focus by the Project Lead. The three Councillors and Manager on the judging panel spent approximately 2 days taking part in the assessment of nominations and the Awards presentation.

Human resourcing required for the 2020-2021 Awards was less intensive given previous planning and experience. The Awards Project Lead on average spent two to three days per week in the lead up to the Awards, while the Communications Officer resource was committed one half day per week on average for the duration of the Awards.

In addition to the staff time, the 2019 Awards cost approximately \$10,000 to deliver and the 2021 Awards cost just under \$4,000 to deliver.

Given the financial and human resources cost of delivering the Awards this effort might be better spent on other Council initiatives with greater engagement and impact.

## **7. SOCIAL IMPLICATIONS**

While the Awards recipients were pleased to receive recognition for their work, the Knox community did not appear to engage with the Awards as actively or positively. Much of the commentary on social media related to concerns about development and examples of poor amenity.

## **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.

### **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**

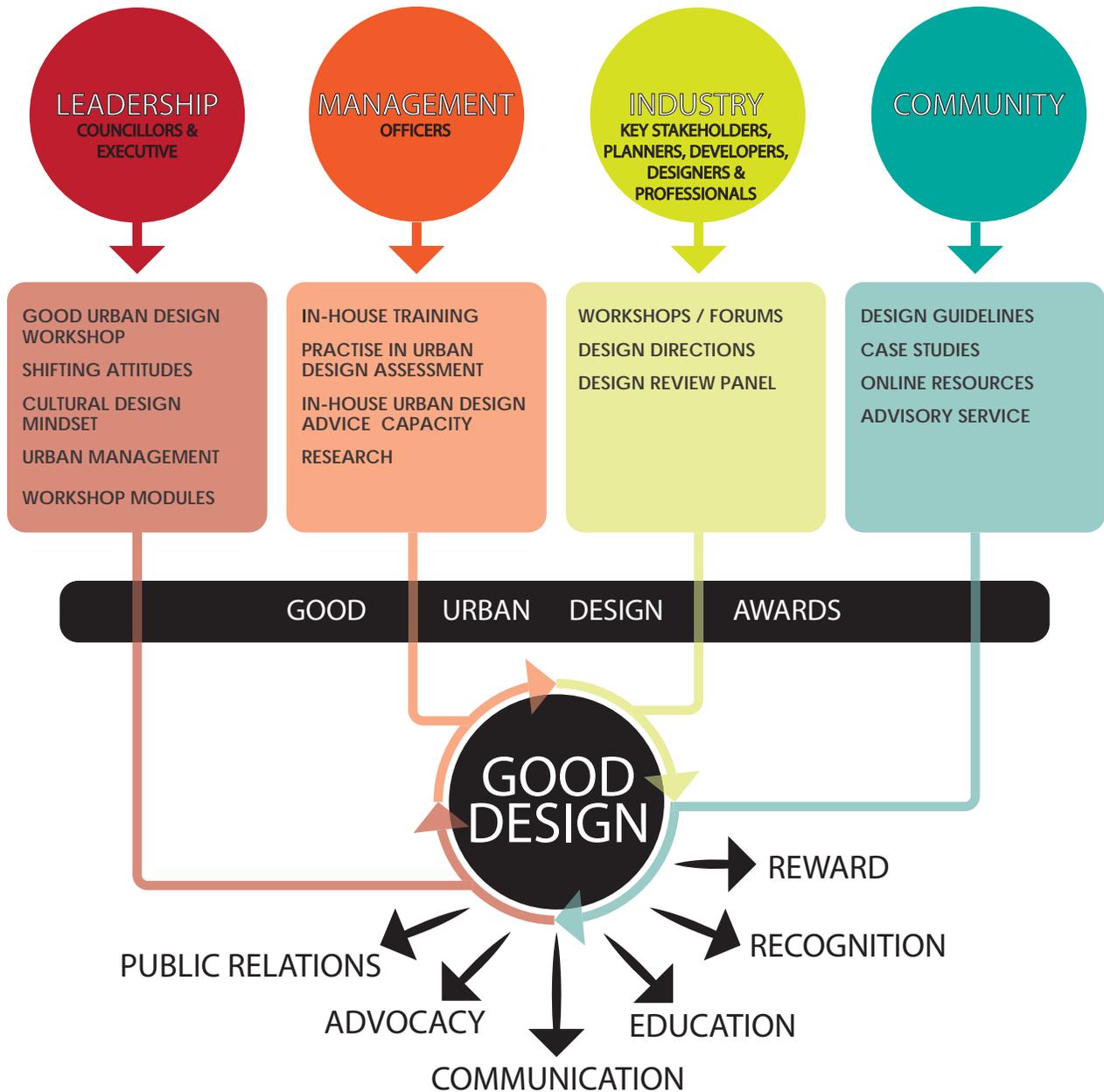
There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

**Report Prepared By:** Senior Project Manager - Sustainable Futures, Justin Schreuder  
**Report Authorised By:** Director, City Liveability, Matt Kelleher

### **Attachments**

1. Attachment 1 - Knox Good Urban Design Framework [8.5.1 - 1 page]

# KNOX GOOD URBAN DESIGN FRAMEWORK



## 8.6 Knox Emergency Food Relief Audit

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

**Knox City Council provided additional grant funding during the COVID-19 Pandemic to support the provision of hot meals and other forms of emergency food relief for vulnerable community members. Upon review of these programs, a need was identified to better understand the ongoing challenges experienced by food relief providers, particularly given the emerging pressure on household budgets associated with rising cost of living, inflation pressures and interest rate rises.**

**ASDF Research was engaged to undertake an audit of providers within Knox. A total of 21 services were engaged via a combination of both one-to-one interviews and an online survey to understand the type of services provided and how, as well as to capture emerging trends and challenges.**

**This report outlines the key findings of the audit process and identifies several opportunities for Council to support the sustainability of the food relief sector in Knox. This includes enhancing coordination and collaboration between services, as well as strengthening support and referral pathways for people in need.**

### **RECOMMENDATION**

**That Council:**

- 1. Note the findings of Knox Emergency Food Relief Audit report provided as Attachment 1.**
- 2. Will receive a progress update by November 2023 to report on the outcomes of the Knox Emergency Food Relief Taskforce in its first year.**

### **1. INTRODUCTION**

As part of the Knox COVID-19 Pandemic Community and Business Support Package, Council made an additional \$394,000 available to support the provision of emergency food relief programs. The initial Hot Meals Grants (totaling \$315,000) were made available in July 2020, with 13 grants awarded to 10 organisations. The Pandemic Recovery Food and Emergency Relief Grant Program (totaling \$79,000) was made available in May 2022, with a further 13 grants awarded to 12 organisations.

Whilst the focus of the Pandemic has shifted in 2022 to “living with COVID”, Council is aware that there are still significant impacts on community life. These include difficulties for many organisations in retaining and recruiting volunteers (upon whom many of these services rely), as well as for community members who are grappling with rising cost of living pressures and higher interest rates placing further strain on household budgets.

Consequently, ongoing requests for emergency relief funding continue to be received through Council’s regular grant programs, including the Community Development Fund and Minor Grants. Officers identified a need to better understand current levels of service provision and trends in demand.

ASDF Research were engaged to undertake an audit of emergency food relief providers operating in Knox. A summary report of the findings is supplied as Attachment 1, with key themes highlighted below.

## 2. DISCUSSION

A total of 21 providers were engaged in the Audit either through a one-to-one interview or an online survey. An additional seven providers did not respond to invitations to participate, however, information was sourced online or in a brief phone discussion.

Contact was established through Council's list of known emergency relief providers (including former grant recipients). An invitation was also sent to 48 Churches in Knox, as many smaller operations such as food pantries had not previously been identified.

The report captured seven eat-in meal services, 10 "take away" meal providers (e.g., frozen meals), eight services providing grocery packs (food hampers) and nine services operating a food pantry (refer to Table 1 below).

**Table 1: Emergency Food Relief Providers in Knox (July 2022)**

Provider	Eat-in Meals	Take-Away Meals	Grocery Packs	Pantry	Vouchers
<b>Shree Swaminarayan Temple Melbourne</b>	Y <sup>^</sup>	Y	Y		
<b>Foothills</b>	Y	Y	Y		
<b>Boronia and Bayswater Community Church of Christ</b>	Y	Y			
<b>St Paul's Anglican Boronia</b>	Y	Y			
<b>Knox Infolink</b>	Y*		Y	Y	
<b>One Hope Community Church</b>	Y				
<b>Glen Park Community Centre</b>	Y			Y	
<b>CityLife Community Care</b>		Y	Y		Y
<b>ADRA Ferntree Gully Emergency Relief Centre</b>		Y	Y		
<b>Hillsong Church</b>		Y	Y		
<b>The Basin Community House</b>		Y			
<b>Aussie Veterans Op Shop</b>		Y		Y	
<b>Rowville Adventist Church</b>		Y		Y	
<b>Breakthrough Christian Church</b>			Y		
<b>Restore Community Care</b>			Y	Y	
<b>Salvation Army Boronia</b>				Y	Y
<b>Temple Society</b>				Y	

Provider	Eat-in Meals	Take-Away Meals	Grocery Packs	Pantry	Vouchers
Australia/Champion					
Wellington Care Centre				Y	
Boronia Rd Uniting Church				Y	
St Vincent De Paul, Scoresby					Y
Knox Community Baptist Church					Y

\* For homeless people | ^ On demand

In addition, the Audit identified several Churches who provide assistance to emergency food relief providers, through transport and deliveries, volunteering, providing kitchen space and/or collecting donations.

## 2.1 Service Levels and Demands

At the time of the Audit, it was estimated that emergency food relief services in Knox are supplying over 1,200 meals per week, with a further 380 food hampers or pantry visits facilitated weekly. The size and scope of services ranges from 20 meals a day, through to 700 per week. It is worth noting that four service providers did not provide a response to this question, and so the figures provided are an underestimation of the total services provided.

Forty-five percent (45%) of service providers stated that they continue to experience higher demand than pre-COVID; only 25% of services felt that demand had returned to pre-Pandemic levels.

Unsurprisingly, the COVID-19 Pandemic has created further challenges for service providers, with 50% citing that they have experienced a reduction in volunteers whilst simultaneously managing increased workloads associated with providing a COVID-Safe service. For those services experiencing a volunteer shortage, the impact is significant. Prior to the Pandemic they may have people relying on an older volunteer base, who withdrew from volunteering due to facing higher-risks with contracting COVID-19.

For 30% of providers, the Pandemic had also impacted the people accessing emergency food relief with more families and people who were employed but on unstable incomes. People needing to isolate due to COVID-19 infection (and, therefore, unable to source their own food) was also a new need; one which providers continue to see in 2022.

Many providers indicated that they are seeing a growing number of people accessing food relief for the first time. One provider shared that they have recently changed their eligibility criteria and no longer require clients to have a Health Care Card. This change was made in recognition of the growing needs of people with a regular income stream who are not eligible for welfare payments but cannot afford the cost of living.

When asked about future demand for their services, more than half of providers stated that they expect demand to increase. Forty percent (40%) expect a “significant” increase, and 15% expect demand to increase “a little”. Analysis of the initial 2021 Census data for Knox appears to support this conclusion, with a growing population and an increasing number of very-low-income earners

(households with a weekly income of less than \$500) in suburbs including Wantirna South, Lysterfield, Scoresby and Rowville.

Causes of the anticipated growth in demand include increasing costs associated with housing, fuel, groceries, and utilities. Providers anticipate that in the coming years the primary users of emergency food relief services will be those with mental illnesses, people experiencing homelessness and those with long-term health conditions.

The high number of Church-based organisations providing emergency food relief may account for those services who do not expect to see an increase in demand. These services principally support members of their congregation, which are likely to be stable in number. They are also more likely to be providing short-term relief, due to illness, rather than the ongoing support available from larger service providers.

Declining participation in religion (as evidenced in the early release of 2021 Census data) is also likely to have a future impact through reducing overall capacity in the food relief system (due to less donations) whilst simultaneously increasing demand on secular services.

## **2.2 Funding**

Providers identified funding as the number one challenge for the future. All levels of government are currently providing funding for food relief services, however, there are limitations upon when and how this money is used.

Only three providers were identified as receiving funding from the Federal Government for emergency food relief. These services are Wellington Care Centre, Foothills and the Salvation Army Boronia.

A further five agencies receive funding from State Government: Knox Infolink, Foothills, Boronia and Bayswater Community Church of Christ, Temple Society Australia (CHAMPION) and Shree Swaminarayan Temple.

Providers advise that State Government funding is rare and often available only to support specific cohorts (e.g.: culturally and linguistically diverse, or place-based models such as the Boronia Revitalisation Fund) or special events (e.g.: Christmas meals).

For example, the State Government is currently offering grants to fund “pop-up” food relief markets, with either a small project grant of up to \$25,000 (to provide a minimum of four markets over two months) or a large project grant of up to \$85,000 (to provide a minimum of 10 markets over six months). Such programs are not a sustainable model of providing emergency food relief.

Fundraising continues to be an important income stream, with eight services indicating that they fundraise to purchase food items. Church-based services are principally funded through donations and tithing.

Food is sourced in a variety of ways: eight services use Foodbank, five use SecondBite, and three use OzHarvest. Local businesses also play a supporting role, including Baker’s Delight and Tasty Trucks providing leftover bread and food at the end of the day.

## **2.3 Risks**

Providers identified that the top challenges for providing services in the future are likely to be:

- Sourcing enough funding;
- Volunteer availability and capacity; and
- Sourcing food (shortages and process).

Services have further identified that fuel vouchers may be a future need for low-income earners in Knox, with rising prices making it increasingly difficult. It should also be noted that with a large

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proportion of services offering delivery (a result of the COVID-19 Pandemic), fuel costs are also increasingly burdensome for service providers.

Further risks identified in the report include:

- Analysis of the locations of food relief services has identified gaps in both Wantirna and Lysterfield;
- The ongoing impacts of disruption in the supply chain, making it a difficult and more time-consuming process to source essential food items;
- Many services (76%) are purchasing food at full supermarket prices to stock their shelves or provide meals. Rising costs mean that funds received through grants, donations and fundraising are not going as far as they have previously; and
- Up to 18% of meals provided are prepared by volunteers at home (this may also include school kitchens, where groups of students volunteer to cook meals which are later donated). Whilst food provided for no-fee is not subject to the usual health and food safety regulations (as those required by a commercial food premises), there is a safety risk involved. This needs to be balanced with the fact that at almost one-fifth of meals, private home kitchens are a significant source of supply for relief services. Council's Health Team advises that they are available to support organisations and volunteers with advice on safe food handling practices to minimise risk.

## **2.4 Next Steps**

Upon review of this report, there are significant opportunities for Knox City Council to strengthen its support of the emergency food relief sector. It is recognised that Council is also operating in a tightening fiscal environment and cannot continue to provide funding at the levels seen during the COVID-19 Pandemic, or at a level to meet anticipated future demand.

Community grants will likely continue to play a supplementary role to other funding sources: filling gaps, addressing short-term needs or funding the purchase and upgrade of equipment where required. A proposal is currently being considered to modify Council's Minor Grants Program procedure, to sequester a proportion of the Minor Grants budget for dedicated funding to support emergency food relief in the 2022/2023 year, to be distributed through a competitive process.

This would predominantly be funded through budget carry forwards from the 2021/2022 financial year, with little impact on the overall availability of Minor Grants Program funding for other community needs.

In addition, Council must draw on our roles as a partner, planner and advocate to facilitate a collective impact approach. Council Officers met with 14 of the participating services providers on 24 August, 2022, to discuss the findings of the audit and to seek their input and commitment for the next steps in working together to improve the sustainability of the food relief system.

As a result of this consultation, the Community Wellbeing Department will establish and facilitate an Emergency Food Relief Taskforce, for an initial period of two years (which may be extended upon review). This Taskforce would meet on a minimum of four occasions each year, with a focus on developing partnerships, improving collaboration and the sharing of resources, and advocating with one voice for investment from State and Federal Governments to address growing community need.

Based upon conversations with providers, immediate priorities for the Taskforce would include:

- Advocacy to the State Government, highlighting the critical need for funding to support emergency food relief providers;
- Training and support for staff and volunteers in managing difficult client behaviour, coping with vicarious trauma and identifying additional support and referral pathways for clients with complex needs;
- Engagement with the Knox business community (including food wholesalers and manufacturers, as well as the big supermarkets) to improve how food wastage can be diverted to local relief services; and
- Community education and awareness to increase knowledge of available services for people in need, as well as to attract new volunteers.

Whilst the Audit report captures a snapshot of services and demand at this point in time, the establishment of a Taskforce would also provide an avenue for Council Officers to continue to understand needs and challenges as they evolve. Considering the continued economic uncertainty that has been foreshadowed in national economic forecasts and by the Reserve Bank, this regular forum will provide timely and critical insight into how the Knox community is faring.

## 2.5 Further Opportunities

The following opportunities were identified in the recommendations section of the Audit report (Attachment 1, page 5-6):

Recommendation	Officer Comments/Response
<p>1. Council establish and facilitate a Taskforce with emergency relief providers to focus on improved collaboration, partnerships and sharing of resources to strengthen the sustainability of the food relief system in Knox. It is envisaged that the Taskforce would also engage with stakeholders such as the state government, Foodbank, OzHarvest and SecondBite.</p>	<p>As noted in Section 2.4 above, the establishment of a Taskforce is seen as essential next step in coordinating efforts and driving the remaining recommendations. This concept was supported by providers who attended a workshop with Council Officers on 24 August 2022. The next steps will involve establishing a terms of reference and collective workplan, as well as approaching other stakeholders to secure their involvement.</p>
<p>2. Through the Taskforce, strengthen collective advocacy efforts to State Government, seeking critical investment in supporting the growing numbers of people in need.</p>	<p>Advocacy will be a key focus for the Taskforce once established.</p>
<p>3. Explore opportunities to establish a local food distribution warehouse in the outer east, in partnership with relevant stakeholders and other EMR Councils.</p>	<p>Council has been approached by Outer East Food Share, to discuss the feasibility of establishing a distribution warehouse. This group currently support a number of providers in Knox, Maroondah and Yarra Ranges with deliveries and other logistical support.</p>

Recommendation	Officer Comments/Response
4. Council officers to explore geographical service gaps in Wantirna and Lysterfield, and whether or not these are addressed by the delivery services offered by some current providers.	Initial conversations indicate that both suburbs are well serviced by deliveries. This recommendation will be guided by Taskforce members, and include exploring efforts to “scale up” existing services.
5. Undertake a client experience survey in partnership with food relief providers, to better understand the lived experiences of people accessing support. This proposal was supported by three-quarters of providers who participated this audit and a proposed questionnaire is included as Appendix 1.	Given the strong support for this initiative, feedback will be sought by the Taskforce in regards to timing and methodology for this work to progress (likely to be in mid-2023).
6. Engage with local schools (primary and secondary) to better understand the role of school breakfast programs in providing food relief for families, as well as to explore capacity for furthering student volunteering and donations/campaigns.	This recommendation will be considered by the Taskforce, and if supported, will be included on the group’s collective workplan.
7. Engage with local businesses, food manufacturers and wholesalers in Knox to strengthen the support of the business community.	Council’s Community Wellbeing and Economic Development Officers will consider opportunities to engage with local businesses in Knox.
8. Facilitate capacity building for service providers in areas including: <ul style="list-style-type: none"> <li>• Volunteer recruitment and retention;</li> <li>• Managing challenging client behavior;</li> <li>• Information sharing and referrals; and</li> <li>• Logistics including transport and storage capacity.</li> </ul>	Community Wellbeing is well placed to offer this support through the Community Training calendar, with the Taskforce able to provide guidance on the training needs as they evolve.
9. Continue to promote information about the availability of food relief providers in the municipality and their availability (type of food relief and when it is available). Additional information about other related support services and referral options would also be valued by providers.	As part of the draft Knox CARES Strategy, Communications Department Officers will be preparing a strategic communications plan to help connect community members to the information and support they need.  The Taskforce will provide a critical platform for sharing information and updates from related services – including mental health, alcohol and other drugs, gambling harm, housing and more.
10. Explore opportunities to improve the availability of food options within the Australian recommended dietary	This is likely to be a longer-term project, and could involve looking at edible gardens, community gardens and models such as The

Recommendation	Officer Comments/Response
<p>guidelines, including the availability of fresh fruit and vegetables which have been impacted by supply shortages and price rises in recent months.</p>	<p>Basin Food is Free project for support. Building relationships directly with local businesses and wholesalers is also likely to have a positive impact, particularly for diverting fruit and vegetables from landfill to those in need.</p>

### 3. CONSULTATION

The findings outlined above are based on consultation with 21 emergency food relief providers. All known providers in Knox were invited to contribute to the project, and an invitation was also sent to 48 Churches, recognising the role that many Churches play in support vulnerable community members.

A further briefing was held with 14 participating service providers on Wednesday, 24 August, 2022, to provide feedback on the key themes arising from the audit, and to seek feedback on the next steps. As a result of this session, in principle support was obtained for moving forward with a new Emergency Food Relief Taskforce.

### 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 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 additional food waste which can be diverted from landfill to people in need would have a positive impact.

### 5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

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

### 6. FINANCIAL & ECONOMIC IMPLICATIONS

The proposed Emergency Food Relief Taskforce would be mobilised within the existing staffing and resources of the Community Wellbeing department. Any additional funding to expand emergency relief services would be sourced externally.

### 7. SOCIAL IMPLICATIONS

This research project was undertaken to explore the socio-economic impacts of the COVID-19 Pandemic and continuing economic uncertainty. Access to food is a necessity for all people but has become increasingly difficult for some. Many providers report that people are now accessing food relief for the first time. Additionally, community members presenting for support are often experiencing higher levels of needs. Where services once provided a "top up" to a client's weekly grocery shop, there is now a growing reliance on food relief to fulfil more and more of their weekly needs.

Service providers also are seeing community members with additional and complex needs for support, in mental health, financial counselling, housing or substance use. This highlights the interconnected relationships between different forms of marginalisation, and the need for improved connections between services to break the cycle of disadvantage.

## **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.

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

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

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:** Social Policy and Projects Lead, Kylie Wilmot

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

### **Attachments**

1. Attachment 1 - Final Report - Knox Emergency Food Relief Audit - 2022-10-07 [8.6.1 - 68 pages]



# EMERGENCY FOOD RELIEF AUDIT

July 2022

## CONTENTS

<b>Contents</b> .....	<b>2</b>
<b>Executive Summary</b> .....	<b>3</b>
<b>Introduction</b> .....	<b>7</b>
<b>Population Forecasting</b> .....	<b>11</b>
<b>Findings</b> .....	<b>14</b>
Emergency Food Relief Options .....	14
About the food provided.....	18
Service management .....	23
Funding and Food Sources.....	25
Service Delivery .....	27
Networking and Referrals.....	29
Future.....	33
<b>Appendices</b> .....	<b>39</b>
1. Revised population forecast.....	39
2. Proposed service user questions .....	40
3. Surveys .....	45
4. Resercher recommendations .....	<b>Error! Bookmark not defined.</b>



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July 2022

We acknowledge the Bunurong and Wurundjeri people of the Kulin Nation as the traditional Custodians of the Knox Council region, pay respect to their Elders, past, present, and future, and recognise that sovereignty was never ceded.

## EXECUTIVE SUMMARY

This project identified that Knox has a total of 21 providers of emergency food relief distributed as follows (most provide more than one form of food relief service model):

<b>7</b>	<b>10</b>	<b>8</b>	<b>9</b>	<b>4</b>
<b>Eat-in meal providers</b>	<b>Take-away meal providers</b>	<b>Services providing grocery packs</b>	<b>Services with a pantry</b>	<b>Who provide vouchers</b>

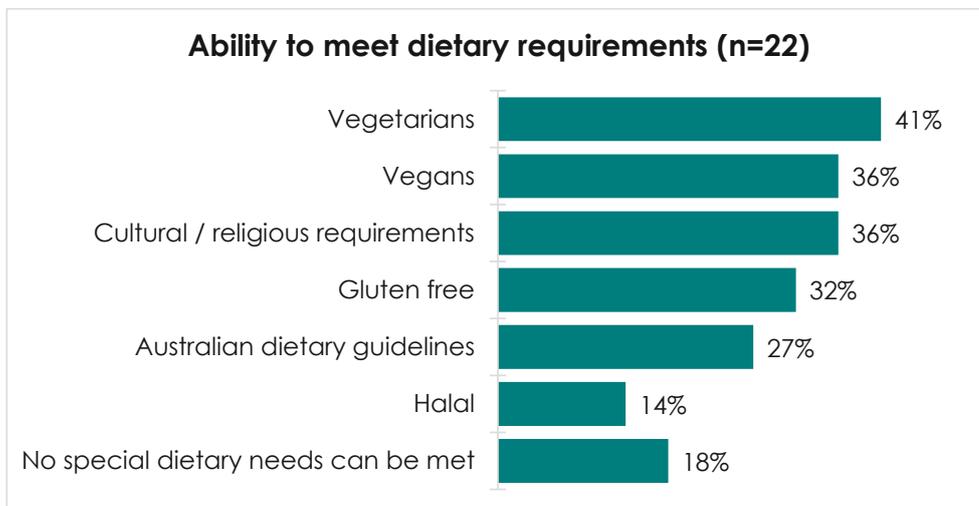
Amongst the eat-in meal providers, there is a dinner available every weekday and take-away meals most days, with approximately 1,200 meals served or distributed each week. Pantries are accessible across various business hours, mostly on weekdays and provide just under 400 grocery packs / pantry visits a week.

There are notable geographic gaps in services in the North West (Wantirna) and the South East (Lysterfield) of the municipality.

Most food pantries provide fresh fruit and vegetables, dairy milk, cereal and tinned food, but not all will provide meat or bread. Over half also provide non-food items such as baby items, sanitary products and household supplies.

Five of the services said they provide vouchers, mostly to Woolworths or Coles. These are typically purchased by the service to fill gaps in supply or help cater for special dietary needs.

The ability for a service to meet dietary needs of customers depends heavily on knowing those needs in advance, particularly with eat-in meals. One in five services surveyed said that they had turned someone away due to not being able to meet their dietary needs.



Not all services require a healthcare card for people to access their service; it is recognised that there are people in need who may not be on Centrelink due to the rising cost of living and the nature of emergency situations. However, most services will require Knox resident status, at least for repeat usage. Few will turn someone away on their first visit if they are not from Knox, but they will refer to other organisations for future need.

Services source their food from a range of places. Church groups will receive food donations from their congregation, and then fill the gaps in produce by purchasing items from the supermarket with tithing money. Many services also receive donations (produce and money) through local businesses, schools and through fundraising activities. Eight providers use Foodbank (Temple Society, ADRA, Wellington Care, Restore, CityLife, Salvation Army, Foothills and Infolink), 4 use SecondBite (Temple Society, ADRA, Foothills, Infolink) and 3 use Ozharvest (Restore, CityLife, Foothills).

Knox Infolink plays an important role within the sector to help fill the gaps in produce (when services have difficulty sourcing a product, such as sugar) and also to take in excess food to be distributed appropriately.

Volunteers play an important role in the sector, with all service providers indicating that volunteers make up the bulk of their staff.

COVID clearly had wide-ranging effects on the sector. The primary impacts were:

- Change in the way food was provided (contactless, switch to deliveries);
- Increase in demand;
- Change in the type of people accessing food (more families and COVID isolating people); and

- Difficulty sourcing volunteers.

For 45% of services, there are still more people using their service than pre-COVID, while 25% say they have gone back to how things were pre-COVID

Referrals are common within the sector, with the key organisations used for referrals being:

Organisation	Refer for
Infolink	Housing Winter shelter program (other municipalities)
EACH	Financial Counselling and breakfast
Feed One Feed All (FOFA)	Frozen meals

Over a third (36%) of services said they provide food to or receive food from other relief organisations. Knox Infolink was the most commonly mentioned, along with FOFA (Feed one Feed All) and Gayle's Share Space.

Just over half (55%) of emergency food relief service providers surveyed anticipate that demand for food relief is going to increase in the next 1-3 years, 40% said significantly. The perceived factors likely to drive this increase are primarily related to housing insecurity / cost of housing, increasing cost of fuel and increasing cost of groceries

The top challenges for the future are sourcing enough funding, volunteer availability / capacity and sourcing food (shortages and process).

In the coming years it is anticipated that the primary users of emergency food relief services will be those with mental illnesses, homeless and those with long-term health conditions.

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## RECOMMENDATIONS

The following recommendations have been developed by Council as a result of the findings of this project.

1. Council establish and facilitate a Taskforce with emergency relief providers to focus on improved collaboration, partnerships and sharing of resources to strengthen the sustainability of the food relief system in Knox. It is envisaged that the Taskforce would also engage with stakeholders such as the state government, Foodbank, OzHarvest and SecondBite.
2. Through the Taskforce, strengthen collective advocacy efforts to State Government, seeking critical investment in supporting the growing numbers of people in need.

3. Explore opportunities to establish a local food distribution warehouse in the outer east, in partnership with relevant stakeholders and other EMR Councils.
4. Council officers to explore geographical service gaps in Wantirna and Lysterfield, and whether or not these are addressed by the delivery services offered by some current providers.
5. Undertake a client experience survey in partnership with food relief providers, to better understand the lived experiences of people accessing support. This proposal was supported by three-quarters of providers who participated this audit and a proposed questionnaire is included as Appendix 2.
6. Engage with local schools (primary and secondary) to better understand the role of school breakfast programs in providing food relief for families, as well as to explore capacity for furthering student volunteering and donations/campaigns.
7. Engage with local businesses, food manufacturers and wholesalers in Knox to strengthen the support of the business community.
8. Facilitate capacity building for service providers in areas including:
  - Volunteer recruitment and retention
  - Managing challenging client behaviour
  - Information sharing and referrals
  - Logistics including transport and storage capacity
9. Continue to promote information about the availability of food relief providers in the municipality and their availability (type of food relief and when it is available). Additional information about other related support services and referral options would also be valued by providers.
10. Explore opportunities to improve the availability of food options within the Australian recommended dietary guidelines, including the availability of fresh fruit and vegetables which have been impacted by supply shortages and price rises in recent months.

## INTRODUCTION

Knox City Council provided additional grant streams during the COVID-19 pandemic to support the provision of hot meals and other forms of emergency food relief. Following this period of uncertainty and increased demand, Council identified the need to better understand the needs of food relief providers.

The aim for this research project was understand the challenges that food relief providers are consistently experiencing, and what their needs are likely to be in the short and long term. A further aim was to undertake an audit of the number of providers, what they are providing, and who they are providing this to. Analysis of this information will support Council to identify any gaps in service provision.

## BACKGROUND

Council has advised that there are approximately 18 food relief providers servicing the municipality.

There are also 48 Churches who may provide food relief services (unknown).

## METHODOLOGY

For this project there were 3 phases:

**Phase 1:** Facilitate a 60-90 minute Teams/zoom workshop with relevant Council staff to fine tune the questions to be asked of emergency food providers.

**Phase 2:** Conduct telephone/teleconference interviews with a sample of emergency food relief providers. These will be selected from the provided list based on availability, whilst ensuring coverage of provider types. These conversations will be used to better understand the sector, and fine tune the audit form.

**Phase 3:** Distribute the audit form to all providers and churches who didn't participate in phase 2.

**Phase 4:** Produce a summary and recommendations report (this document).

As part of this project, emergency food relief providers were also asked if they would be willing to survey their clients, to explore how they knew where to access help and whether COVID was the first time they entered the social services system.

Through the research we collated information about a total of 37 services.

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### **STAFF WORKSHOP**

The staff workshop was held on 17 March 2022 and was a hybrid format (meeting room and online through Teams). It was attended by members of the social policy, community partnerships, health planning, inclusive communities, pandemic response and research and mapping teams.

Information from this workshop was used to fine tune the discussion guide for the in-depth interviews.

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### **IN-DEPTH INTERVIEWS**

The average interview time was 45 minutes. Interviews were scheduled with each provider and undertaken over the telephone. Findings from these interviews were used to fine-tune the online audit form. Information collected during the interviews was entered into the online audit form for ease of analysis.

The following service providers were interviewed in the in-depth stage.

- Infolink
- Boronia and Bayswater Community Church of Christ
- Boronia Road Uniting Church
- Salvation Army Boronia
- City Life Community Care
- St Pauls Anglican Boronia
- Foothills

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### **ONLINE AUDIT FORM**

The online version of the form was sent to 15 other key providers and an additional 47 churches. Responses received were as follows:

Completed online form:

- One Hope Community Church of Christ
- Champion Temple Society
- ADRA (Adventist Development and Relief Agency)
- Wellington Care Centre
- Shree Swaminayan Temple
- Restore Community Care
- The Basin Community House
- Bright Church
- City Life Church
- St Jude's The Apostle Parish
- Church@1330
- Knox Community Baptist Church

- Hillsong Church - Melbourne East Campus
- Our Saviour's Lutheran Church

Screened out (don't provide emergency food relief):

- Fruitful Vine Melbourne Church
- Eastern Chinese Baptist Church (Rowville Baptist Church)
- New Covenant Fellowship
- Rowville Uniting Church
- Restore Community Church

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### ADDITIONAL FOLLOW-UPS

The following contacts from the primary list provided by Council didn't respond to the online audit form. A google search and quick phone chats were conducted so that they could be included in the summary of services:

- **Aussie Veterans Op Shop** – Provide two different emergency food relief services 1) frozen meals (fairshare) people show their Centrelink card and write it in a book (don't always have to have Centrelink – if they are in need they get it). They can choose what they would like from the freezers which have a range of small pastry items (sausage rolls) and larger meals (individual servings, were family size but fairshare recently switched to smaller which is better). 2 large freezers full and we order every couple of months. The amount distributed varies. Winter is more. 2) also have dry goods donated by people in the community. Try to help anyone who comes in.
- **Glen Park Community Centre** – Dinner 3<sup>rd</sup> Wednesday of the month, 30 places. Also has a pantry for those experiencing homelessness and food insecurity (fortnightly / on request).
- **Hope City Mission Croydon** – Drive-through food bank Thursday 9-4 (phone intake first). Food home delivery (10km radius). Financial literacy, advocacy, health and wellbeing support, housing support. Outside of Knox municipality and therefore not a focus for this audit.
- **Salvation Army Ferntree Gully** – No answer / answering machine
- **St Vincent De Paul Ferntree Gully** – People in need ring welfare line – someone from church visits with a bag of groceries and a voucher for IGA, Woolies or Coles.
- **St Vincent De Paul Boronia** - People in need ring welfare line – someone from church visits with a bag of groceries and a voucher for IGA, Woolies or Coles.
- **Uniting Church Ferntree Gully** – Collect groceries and take them to Boronia Rd Uniting Church to be distributed.

- **St Stephens Anglican Church** – Occasional breakfasts and buffet dinners on Sundays (not on a regular basis).

Additional research was conducted into the non-respondents from the church list (online search and phone calls), which found the following additional food relief services:

- **Breakthrough Christian Church** - Food hamper delivery service. They stopped their service during COVID because of the restrictions, but are just about to start up again. They provide food hampers of non-perishables (and will sometimes buy meat and milk to add to it, but that is risky as sometimes they drop things off – e.g. to a school – and they don't know how long it will sit there unrefrigerated). They do 2 deliveries a week and will deliver to people in need outside of their congregation.
- **Bayswater Christian Assembly** – Occasional “Kids Club” for parishioners (once or twice a year) where they provide Pizza.
- **Rowville Baptist Church** – Refer food relief to Wellington Care Centre.
- **Rowville Adventist Church** – Partner with local bakeries, grocers and Second Bite to provide free and fresh vegetables, fruits and breads. Also provide sweet treats, frozen foods and pantry items. Also potentially offer a home cooked vegetarian meal (unable to contact to confirm). Every Tuesday 5:30pm-6:30pm.

## POPULATION FORECASTING

Knox City Council subscribes to [forecast.id.com.au](https://forecast.id.com.au) which has, in the past, provided reasonably accurate forecasting of population change.

COVID-19 (in 2020-2021) had an impact on this forecasting, resulting in lower than anticipated numbers in outer growth areas (fewer overseas migrants who often make up much of this growth), and higher than anticipated numbers in some regional areas (people moving out of the city to avoid lockdowns and because of rising house prices).

In Knox the 2021 Census showed a population of 159,103, compared to an id forecast of 166,791; representing 7,688 fewer new residents than anticipated.

There are some clear demographic phenomenon happening in Knox as a result of COVID that deviate from established forecasts:

- Notably fewer 0-4 year olds than expected, particularly the case in Knoxfield, Rowville, Scoresby, The Basin, Wantirna, Wantirna South and Bayswater.
- Notably fewer 24-34 year olds than expected, particularly in Knoxfield, Rowville, Scoresby, Wantirna and Wantirna South.
- More 35-64 year olds than forecast in Ferntree Gully.
- More 75-84 year olds than forecast in Rowville and The Basin.
- Fewer 15-24 year olds than expected in Bayswater and Wantirna South.

Should population growth now return to levels forecast before COVID, the overall 2041 population would likely be 183,500 rather than 192,400.

For this project a revised forecast estimate has been applied (suburb level) based on 2021 Census data, combined with usage of the geographic mapping of demographics available at <https://atlas.id.com.au/knox>. A revised forecast is provided in Appendix 1.

Despite the population not increasing as fast as anticipated, there were some notable increases in certain population subsets that may indicate unique service needs:

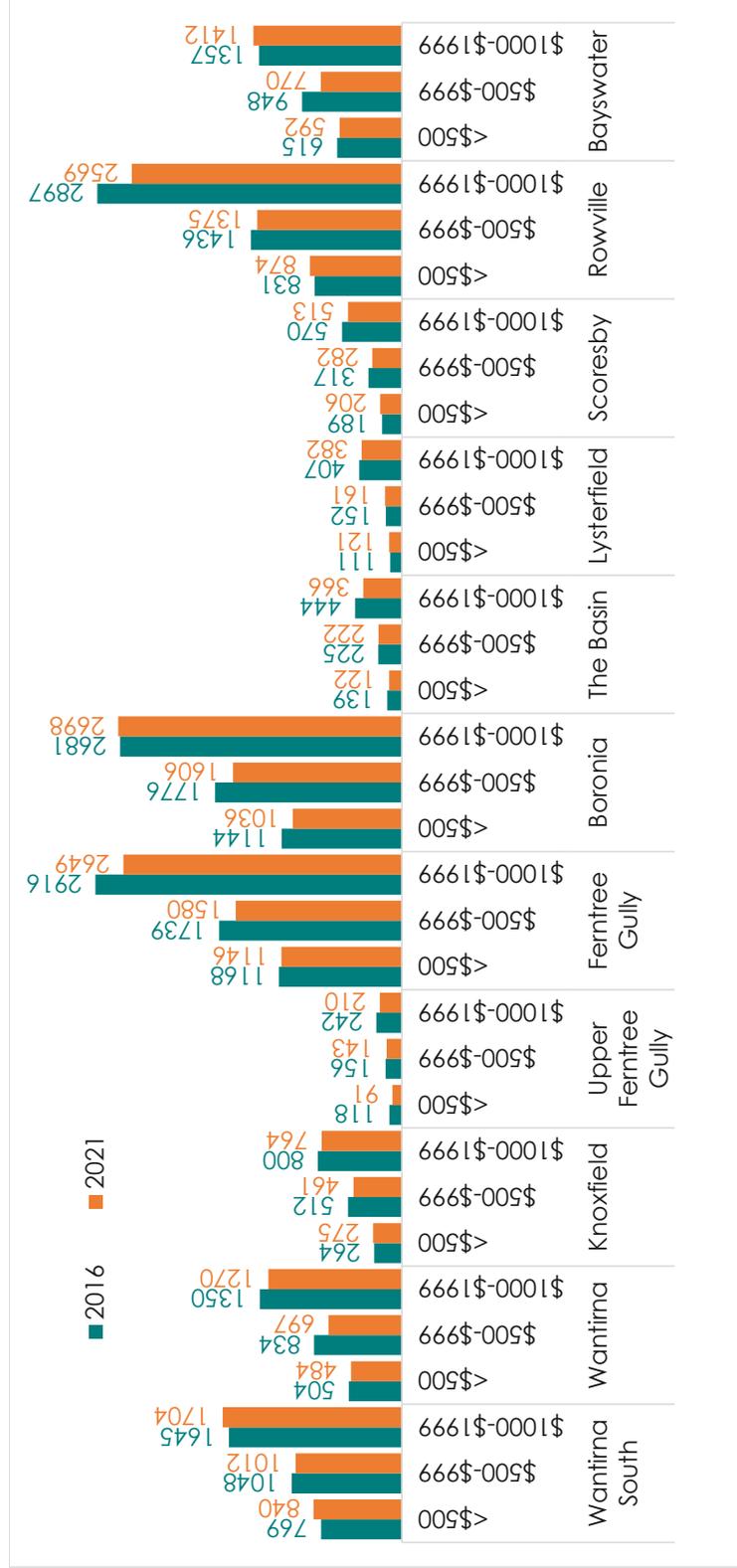
- There have been 12,700 new residents in Knox who arrived from overseas between 2016-2021. The most common countries of birth amongst these new arrivals were from China (3,628), India (1,848), Malaysia (1,016) and Sri Lanka (897).
- This increase in overseas arrivals contributed to an overall increase in overseas born residents (52,587 in 2021, up from 46,421 in 2016) and residents who speak a language other than English (45,727 in 2021 up from 38,715 in 2016).

- The number of residents identifying as Aboriginal and Torres Strait islander increased from 749 in 2016 to 1,025 in 2021. It is possible that this increase is due to people feeling more comfortable identifying as Aboriginal and Torres Strait islander, as much of the increase in numbers occurred amongst those aged 25-40 and 50-64.
- The number of residents reporting that they need assistance with a long-term disability increased from 7,420 in 2016 to 9,170 in 2021.

According to the 2021 Census, the number of households in Knox on an income of less than \$500 a week was 5,773, 63 fewer than in 2016. However, some suburbs showed increases in the number of households on lower weekly incomes, as can be seen Figure 1 on the following page.

Wantirna South, Lysterfield, Scoresby and Rowville all showed increases in the number of households on less than \$500 per week household income.

Figure 1: Number of households on low weekly incomes by suburb, 2016-2021



## FINDINGS

### EMERGENCY FOOD RELIEF OPTIONS

Based on the responses received, the following table presents a summary of the 21 Emergency Food Relief providers operating in Knox.

Provider	Eat-in meals	Take-away meals	Grocery packs	Pantry	Vouchers
Shree Swaminarayan Temple Melbourne	✓ <sup>^</sup>	✓	✓		
Foothills	✓	✓	✓		
Boronia and Bayswater Community Church of Christ	✓	✓			
St Pauls Anglican Boronia	✓	✓			
Knox Infolink	✓*		✓	✓	
One Hope Community Church	✓				
Glen Park Community Centre	✓			✓	
CityLife Community Care		✓	✓		✓
ADRA FTG Emergency Relief Centre		✓	✓		
Hillsong Church		✓	✓		
The Basin Community House		✓			
Aussie Veterans Op Shop		✓		✓	
Rowville Adventist Church		✓		✓	
Breakthrough Christian Church			✓		
Restore Community Care			✓	✓	
Salvation Army Boronia				✓	✓
Temple Society Australia/Champion				✓	
Wellington Care Centre				✓	
Boronia Rd Uniting Church				✓	
St Vincent De Paul, Scoresby					✓
Knox Community Baptist Church					✓

\* For homeless people | <sup>^</sup> On demand

Furthermore, there are a number of churches which provide meals or food items to other services:

- Bright Church - Delivering fresh bread products (gifted from Bakers delight) to community homes in need.
- Resound Church - We don't directly provide emergency food relief, but we have just partnered with 'Feed One Feed All' where they use our facilities to cook up meals that are delivered/distributed to third parties.
- Knox Community Baptist Church - We have a volunteer team that provide the food & serve for 1 week of the month at the St Paul's Boronia Thursday night meal program + a team of volunteers that serve at the Breakfast Club program at Fairhills High School and who collect surplus food from Tasty Trucks each week day to deliver to Fairhills & serve at recess a couple of days each week.
- Our Saviour's Lutheran Church Knox - We collect donations of non-perishable food, personal hygiene items and gift vouchers each week from members and donate them to Knox Infolink.

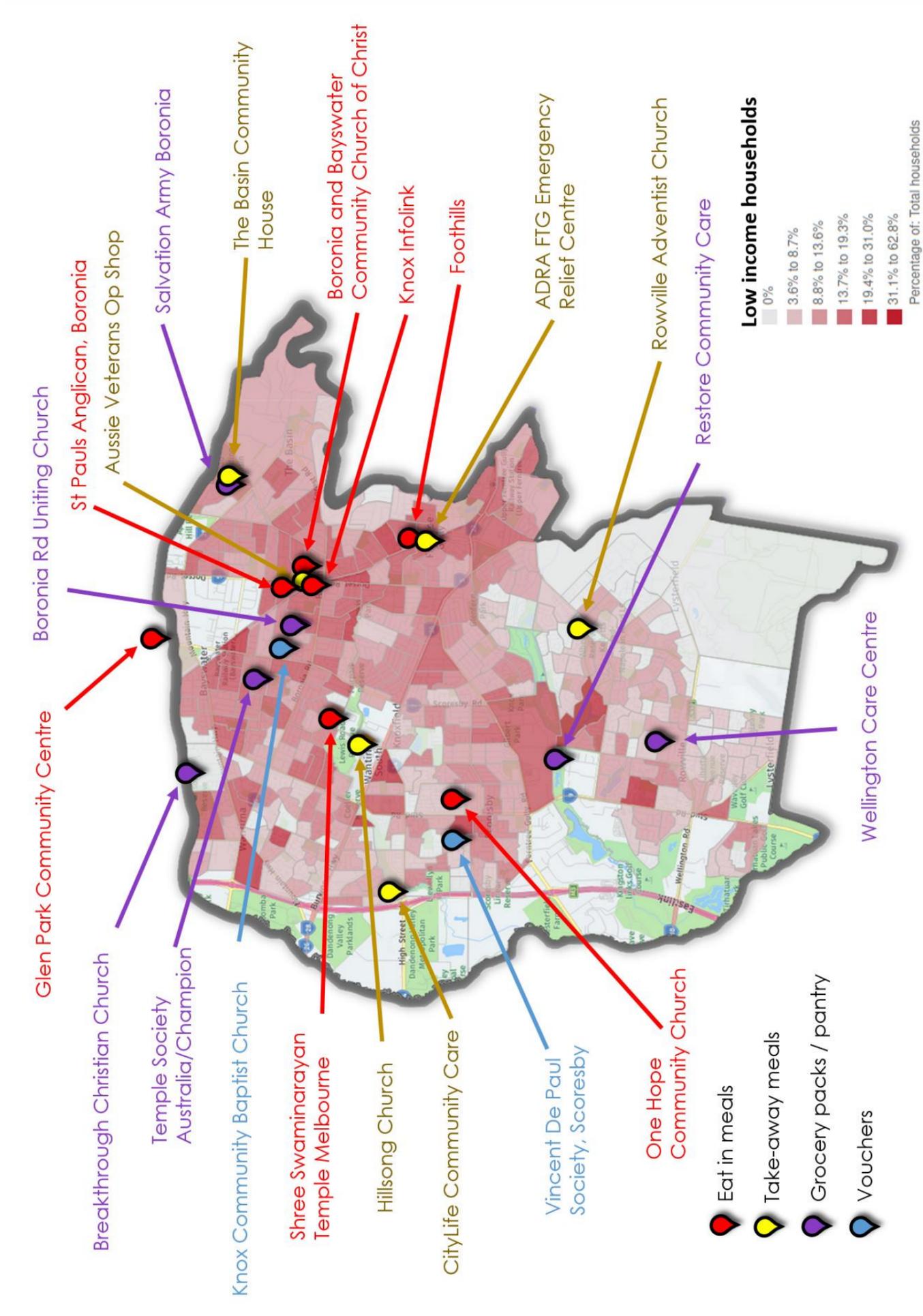
The following page presents a calendar of emergency food relief options each week.

**FULL CALENDAR**

	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sunday
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>• Infolink*</li> </ul>	<ul style="list-style-type: none"> <li>• Infolink*</li> <li>• One Hope Community Church of Christ</li> </ul>	<ul style="list-style-type: none"> <li>• Infolink*</li> </ul>	<ul style="list-style-type: none"> <li>• Infolink*</li> <li>• One Hope Community Church of Christ</li> </ul>	<ul style="list-style-type: none"> <li>• Infolink*</li> </ul>	
<b>Lunch</b>	<ul style="list-style-type: none"> <li>• Boronia and Bayswater Community Church of Christ (TA)</li> </ul>					
<b>Dinner</b>	<ul style="list-style-type: none"> <li>• Foothills (TA)</li> </ul>	<ul style="list-style-type: none"> <li>• One Hope Community Church of Christ</li> </ul>	<ul style="list-style-type: none"> <li>• Foothills (TA)</li> <li>• Glen Park Community Centre (3<sup>rd</sup> Wednesday, 30 places)</li> </ul>	<ul style="list-style-type: none"> <li>• St Pauls Anglican Boronia (TA)</li> </ul>	<ul style="list-style-type: none"> <li>• Boronia and Bayswater Community Church of Christ (TA)</li> </ul>	
<b>Meals on request</b>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple</li> </ul>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple</li> </ul>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple</li> </ul>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple</li> </ul>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple</li> </ul>	
<b>Pantry</b>	<ul style="list-style-type: none"> <li>• Champion Temple Society (10am-12:30pm)(D)</li> <li>• Restore Community Care (11am-2:30pm)</li> <li>• Infolink (10am-3pm)</li> <li>• Aussie Veterans Op Shop (10am-4pm)</li> </ul>	<ul style="list-style-type: none"> <li>• Wellington Care Centre (10:30am-midday)(D)</li> <li>• Restore Community Care (11am-2:30pm)</li> <li>• Salvation Army (9:30am-3pm)</li> <li>• Boronia Uniting (10am-midday)</li> <li>• CityLife Community Care (10am-3pm)</li> <li>• Infolink (10am-3pm)</li> <li>• Aussie Veterans Op Shop (10am-4pm)</li> <li>• Glen Park Community Centre (request)</li> <li>• Rowville Adventist Church (5:30-6:30pm)</li> </ul>	<ul style="list-style-type: none"> <li>• Champion Temple Society (12:30-3pm)(D)</li> <li>• Restore Community Care (11am-2:30pm)</li> <li>• CityLife Community Care (10am-2:30pm)</li> <li>• Infolink (10am-3pm)</li> <li>• Aussie Veterans Op Shop (10am-4pm)</li> <li>• Glen Park Community Centre (request)</li> </ul>	<ul style="list-style-type: none"> <li>• Restore Community Care (11am-2:30pm)</li> <li>• Salvation Army (9:30am-3pm)</li> <li>• Boronia Uniting (10am-midday)</li> <li>• CityLife Community Care (10am-2:30pm)</li> <li>• Infolink (10am-3pm)</li> <li>• Aussie Veterans Op Shop (10am-4pm)</li> <li>• Glen Park Community Centre (request)</li> </ul>	<ul style="list-style-type: none"> <li>• Boronia Uniting (10am-midday)</li> <li>• CityLife Community Care (10am-2:30pm)</li> <li>• Aussie Veterans Op Shop (10am-4pm)</li> <li>• Glen Park Community Centre (request)</li> </ul>	<ul style="list-style-type: none"> <li>• Aussie Veterans Op Shop (10am-2pm Saturday)</li> </ul>
<b>Food Parcel</b>	<ul style="list-style-type: none"> <li>• ADRA (12:30-3pm)(D)</li> <li>• Shree Swaminrayan Temple (on request)(D)</li> <li>• Restore Community Care (11am-2:30pm)</li> <li>• Foothills (4-6pm) (TA)</li> <li>• Infolink (10am-3pm)</li> <li>• CityLife Community Care (10am-4:30pm)(D) (TA)</li> </ul>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple (on request)(D)</li> <li>• Restore Community Care (11am-2:30pm)</li> <li>• Hillsong (9am-3pm)(D)</li> <li>• Infolink (10am-3pm)</li> <li>• CityLife Community Care (10am-9pm) (D) (TA)</li> </ul>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple (on request)(D)</li> <li>• Restore Community Care (11am-2:30pm)</li> <li>• Hillsong (9am-3pm)(D)</li> <li>• Foothills (4-6pm) (TA)</li> <li>• Infolink (10am-3pm)</li> <li>• CityLife Community Care (10am-4:30pm) (D) (TA)</li> </ul>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple (on request)(D)</li> <li>• Restore Community Care (11am-2:30pm)</li> <li>• Hillsong (9am-3pm)(D)</li> <li>• Infolink (10am-3pm)</li> <li>• Hope City Mission Croydon (9am-4pm)</li> <li>• CityLife Community Care (10am-9pm) (D) (TA)</li> </ul>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple (on request)(D)</li> <li>• Hillsong (9am-3pm)(D)</li> <li>• CityLife Community Care (10am-4:30pm) (D) (TA)</li> </ul>	<ul style="list-style-type: none"> <li>• Shree Swaminrayan Temple (on request)</li> <li>• Shree Swaminrayan Temple (D)(TA)</li> </ul>

(TA) = Takeaway cooked meals available (D) = Delivery available

The following map shows the locations of these services. Where a service provides multiple food relief types, colour coding is assigned in a hierarchical manner (Eat in > Take-away meals > Grocery packs / pantry > vouchers). This map can also be viewed in Google Maps here: <https://www.google.com/maps/d/edit?mid=1u3lKEKR--8qa8Lhub4bzw6FtZU2AGCGg&usp=sharing>



As can be seen in this map, Wantina South, Scoresby, Boronia and Bayswater are fairly well serviced, however there is a clear lack of eat-in food relief options in the south of the municipality. When comparing the distribution of emergency food relief services to the areas of the municipality with high instances of low income households (dark red areas in the map), it is clear that there is a need for services in the Eastern pocket of Wantina.

## ABOUT THE FOOD PROVIDED

### COOKED MEALS

There are six services providing eat-in cooked meals to the Knox community at set times each week and one providing an eat in meal on request. There is at least one service providing dinner each weekday, and Infolink provides breakfast for homeless people every weekday morning. The only lunch provided is on a Monday.

- Boronia and Bayswater Community Church of Christ;
- Foothills;
- Knox Infolink (for homeless people);
- One Hope Community Church;
- Glen Park Community Centre; and
- St Pauls Anglican Boronia.

There is also one provider who provides cooked meals on demand (Shree Swaminarayan Temple), and ten who provide take-away cooked meals:

- Boronia and Bayswater Community Church of Christ;
- Foothills;
- St Pauls Anglican Boronia;
- Shree Swaminarayan Temple;
- ADRA FTG Emergency Relief Centre;
- CityLife Community Care;
- Hillsong Church;
- Rowville Adventist Church;
- The Basin Community House; and
- Aussie Veterans Op Shop.

Most cook the meals on-site (88%). Other methods are at another organisation such as a school (30%) or at home by volunteers (20%).

We have a roster of who provides the meals each week. Everyone does it a different way – My group is pretty small and I do all cooking at the commercial on-site kitchen. Other groups send the recipe out members and individuals cook in their own kitchen. [Name of school redacted] prepare it at school.

The number of meals provided varies a great deal by service, from just 20 meals a week through to 700 a week (Foothills, mostly delivered). Across the service providers who responded, it is estimated that the total number of meals served to the Knox community is around 1,200 a week.

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### **FOOD PARCELS AND PANTRY**

Eight providers provide food parcels / grocery packs, and nine have a food pantry where community members can choose their own items.

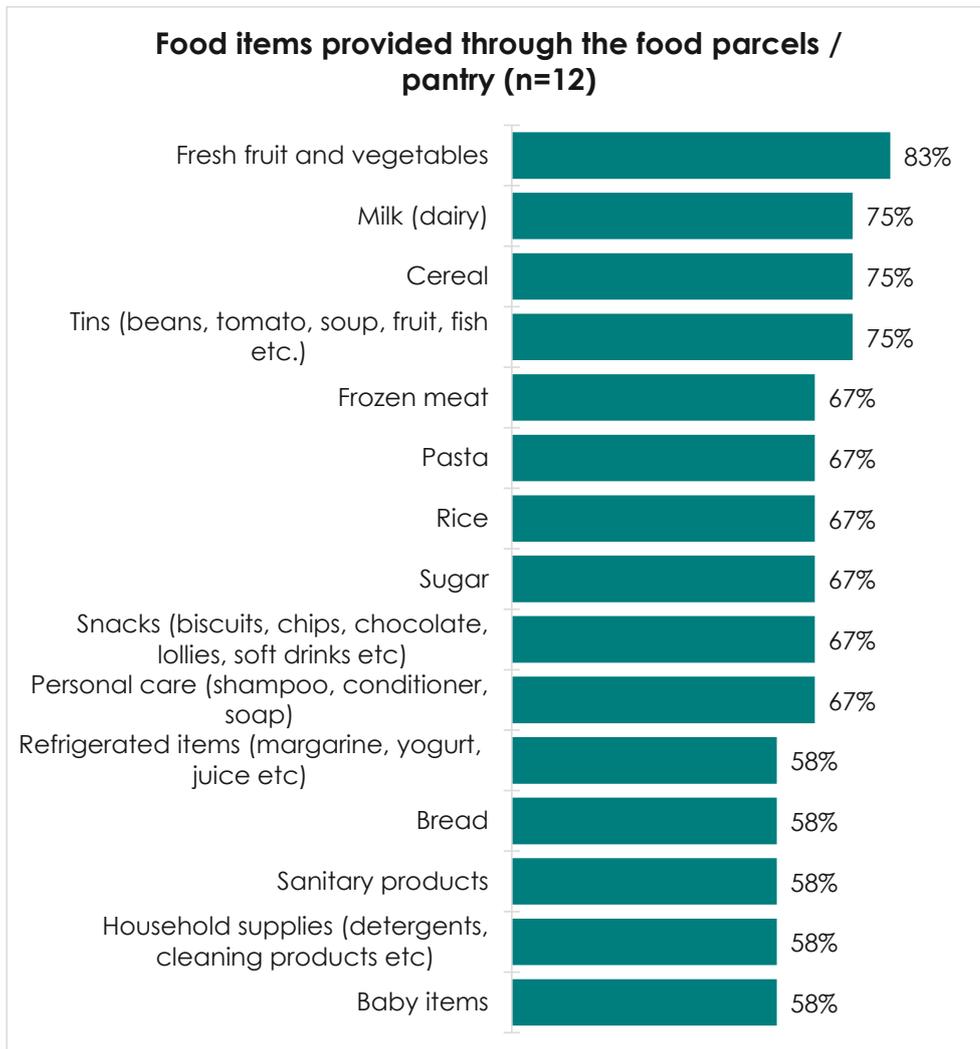
All but one (Breakthrough) provide this food through pick-up, and almost two thirds (60%) provide delivery. In the in-depth interviews it was found that COVID was a prompt for them to start providing food via delivery, as they could no longer grant the community access to the pantry due to COVID restrictions. Other changes in delivery method due to COVID included placing items outside the building in a tub. Some of those who switched to a delivery model during COVID are gradually switching back to in-person, with the option of delivery for those in unique situations of need (no vehicle, poor health, isolating with COVID etc.)

The type of food provided varies across providers, with some not having the facilities to provide frozen, chilled or perishable items.

As can be seen in the following chart, the most commonly provided items were fruit and vegetables, milk, cereal and tinned produce.

When combining the 10 services who specified an average number of customers, the total number of grocery packs / pantry visits per week was just under 400.

There were two providers on the initial list of potential food service providers for whom we couldn't ascertain any information about their service, and we don't have any information about 30 of the additional 47 churches. Furthermore, there were four services that we know provide pantry services but we have been unable to find out how many people they serve a week. Therefore, it could be that the number of packs / visits per week is underestimated.



In addition to food parcels, Infolink also provides snack packs.

Just under half of the services who provide food parcels / pantry said they have limits on how often the client can receive a food parcel / visit the pantry, usually weekly or fortnightly, although this is often flexible based on need.

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## VOUCHERS

Of the 4 services who said they provide vouchers, the most common vouchers were Woolworths (80%) and/or Coles (60%). Typically the service buys the vouchers themselves, however some receive them through their overseeing organisation (e.g. Uniting Church).

Other vouchers provided by one service provider each were:

- Aldi;
- IGA;
- Visa card;
- Homewares; and
- Fuel.

Vouchers were provided under a range of situations, however it was usually if the person was assessed as having a specialised need, or if the service didn't have the required food available.

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## DIETARY NEEDS

The ability for a service to meet dietary needs of customers depends heavily on knowing those needs in advance, particularly with eat-in meals. One in five services surveyed said that they had turned someone away due to not being able to meet their dietary needs.

Often with eat-in meals vegetarian or vegan diets can be catered for by substituting the meat for vegetables, or by re-heating frozen meals that are suitable

Overall, nine services said they can cater for vegetarians and eight said they can cater for vegans.

Grocery packs are generally quite rigid in terms of what they provide, although some services will seek out dietary needs up front and adapt the packs accordingly. One service even mentioned that their customers will return items they won't use, and that these can sometimes be substituted.

The ability for a pantry to meet dietary needs will often be heavily dependent on what is donated.

Eight services said they can meet cultural or religious dietary requirements, and seven said they can do gluten free.

Only six of the services said they can provide food that meets Australian dietary requirements.

*If we know ahead of time of a specific dietary requirement, then we try to cater for those specific people.*

*Sometimes people don't like what we have cooked. Usually have frozen left-overs from another night. Also have tinned food if would like to take those instead.*

*Link into agencies in the area. We had one of the Indian temples providing us with vegetarian curries that we could distribute to that community.*

*If person nominates a special dietary or cultural food we try and cater to that.*

*We do what is called a food brief with the client on the phone and go through a list and they say yes or no to each. Can also ask for things not mentioned. Then we put the parcel together based on responses.*

*If don't have enough for a reasonable parcel supplement with food voucher (Coles and Woolworths)*

## SERVICE MANAGEMENT

### ELIGIBILITY

Whilst some services require the customer to have a healthcare card (20%), many will assess based on an interview or informal discussion, and often people are determined to be in need without Centrelink or healthcare cards.

There are also services that provide eat-in food as a social experience, therefore there are no eligibility requirements.

There was one service where they recently stopped requiring a healthcare card as they found that cost of living has increased to such an extent that people are in need of food assistance even when they have a regular wage (and therefore don't qualify for Centrelink).

Most food parcel and food pantry services require the customer to be a Knox resident, however it was common for services to say that they will assist non Knox residents the first time they visit, and then refer them to other providers closer to home for future need. Sit-down community meal providers were sometimes more flexible, especially when their aim was to provide a social setting.

Six of the services covered by this research said that they have clientele from other Council areas as well, including Maroondah, Yarra Ranges and Dandenong.

Often eligibility is checked on the first visit only (42%), although half of those who have eligibility criteria will check for every single visit. For some of the smaller services, the volunteers tend to recognise customers who visit more than once, and therefore repeat eligibility checking isn't necessary.

Only 15% of services said they have had to turn someone away because they weren't eligible, and 15% said they have had to turn someone away for seeking food too often.

We interview to determine need initially. Then review for ongoing care.

Interview every time we see someone. If food is the need we look at barriers and why they need it. Take the opportunity whenever they come in to see what the barriers are and how we can refer them to reduce need.

Interview each person. When call comes in they get assessed. If need food they come to the hub, if need vouchers they go to 'doorways'

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## RECORD-KEEPING

There are a wide variety of record-keeping methods amongst respondents, with most keeping some form of records of the service users (name, demographics etc, 70%). Many will also keep records of the number of meals/food parcels distributed (40%).

Only 3 of the 20 services who answered this question said they keep no records, and 2 use a written note-book.

The most common software used was Excel, although some have specialised software provided by the organisation they work for (e.g. Church management system).

Findings suggest that there may be some services who are in a position to adapt to a recommended system (looking for something better than a spreadsheet), however there are some for whom that wouldn't be an option (required to use the system provided).

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## EVALUATION

Six in ten emergency food service providers surveyed said that they undertake some form of evaluation of their service with staff and 30% undertake an evaluation with their clients. Mostly this was through informal discussions.

Three quarters said that they would be willing to assist Council in distributing a survey to their clientele. It was felt that due to the limited technical aptitude and resources of many service users, the best way to do this would be through paper based surveys and postcards, although the few services that collect email address for their clientele did say that an email invite to an online survey would be feasible. Please see the **Error! Reference source not found.** section of this report for survey questions and methodology.

Clients became really good at receiving emails during COVID. Now the main way we communicate. Now used to it. Would need to be an incentive.

They would do things if it is really quick and easy and a raffle. If longer need to give them something.

Would need to be in person at our Centre or survey supplied at our Centre to get best results for your survey. Homeless or vulnerable people are hesitant at answering unknown phone calls/ emails.

## FUNDING AND FOOD SOURCES

Church based services commonly source their emergency food relief food through their congregation, through donation of food items or tithing. One service mentioned that they let their congregation know each week what items they need, and people then bring these in to the church.

It is common for services to buy the food they need from a supermarket (76% of those who provided an answer to this question), usually at full price, or through seeking out advertised specials (few are provided with a special discount by the supermarket). However, there are some local independent food businesses who will support emergency food relief providers, through donation of food (e.g. Bakers Delight, Dominos (vouchers), Tasty Trucks and butchers). This was cited as occurring when businesses were closing down due to COVID restrictions, or when they had products that were nearing their use by date.

In terms of specialised food relief providers, 8 providers use Foodbank (Temple Society, ADRA, Wellington Care, Restore, CityLife, Salvation Army, Foothills and Infolink), 4 use SecondBite (Temple Society, ADRA, Foothills, Infolink) and 3 use Ozharvest (Restore, CityLife, Foothills)

Fundraising is also quite common, with 8 service providers saying they raise their funds through community activities such as sausage sizzles.

A few also mentioned that their service was supported by a school, be it through school students donating food items or volunteering (cooking and serving meals).

Infolink was mentioned by two services as an important service to top up food items that they are having trouble sourcing.

Cash funding to support the purchase of food comes from:

- Tithing (donations);
- Church trusts;
- Independent organisations who provide grants (William Angliss, CityCare Storehouse, Probus, Rotary);
- State government grants (rare and subject-matter based, not related to food; e.g. CALD grants, Christmas, Boronia Revitalisation);
- Federal Government Grants (GER relief money); and
- Knox Council Grants (Pandemic Recovery, Hot Meals for Families, as well as ongoing programs including Minor Grants and Community Development Grants).



## SERVICE DELIVERY

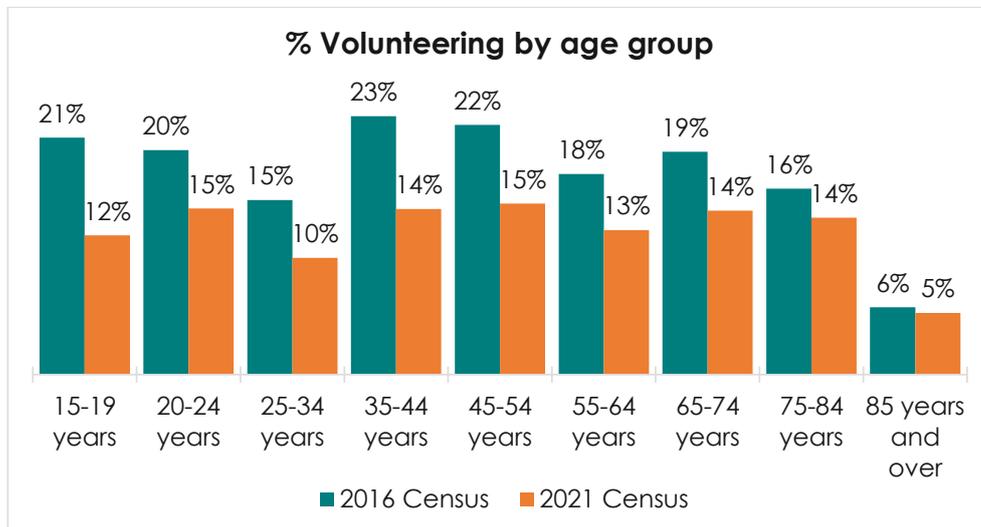
### SERVICE DELIVERY

Around half of the emergency food relief service providers surveyed said that they had paid staff. However there were usually only one or two paid staff (not necessarily full time) and the services all relied fairly heavily on volunteers, with volunteer numbers ranging from 3 to over 100. Volunteers are often sourced from church communities, school groups and other community minded individuals.

### IMPACTS OF COVID

All but two of the emergency food service providers covered by this research said that COVID resulted in changes to their service, with 70% saying they changed the way they provided food. This change in service delivery format was primarily because they couldn't allow any community members into their building due to lockdowns and restrictions (79%). Many switched to contactless pick-up (71%) and/or home delivery (50%).

COVID was also a challenge for some when their volunteer base consisted of vulnerable people who were advised to stay home (50%). Indeed, Census data shows that there has been a drop in the proportion of the population volunteering, from 19% in 2016 to 13% in 2021.



Lost 80% of workforce because they are high risk.

Six service providers also said that there was more work due to having to meet COVIDsafe requirements.

Almost half of service providers surveyed said that they experienced more people using their service during COVID, with increases ranging from 5% to 350%. One service provider reported that the number of people they fed halved due to having to change the way they provided food (switched from dine-in to pick-up – people originally attended to socialise, so without the socialising aspect the service wasn't used).

Just under a third (30%) of service providers surveyed said they had different people using their service during COVID. All of those who observed a change in clientele reported more families, and encountering people with COVID who were isolating. Other customer types showing increases in use were employed people on unstable incomes (83% of those who reported experiencing a change in clientele) and homeless people (50%).

Many continue to provide their food in a different way to pre-COVID, with a need to assist those isolating with COVID (deliveries) and those not comfortable eating-in (take-aways). For 45% there are still more people using their service than pre-COVID, while 25% say they have gone back to how things were pre-COVID.

Domestic violence situation and homeless has increased. These clients temporarily located in local hotels/Motels.

Seeing people who are unemployed for the first time, entering welfare. Some people too scared of COVID to come out.

During COVID didn't see job search people, majority on disability pensions. More individuals. Now we are back to people on disability and jobseeker.

Meals [...] became takeaways rather than dine in. [...] program stopped & started as COVID rules allowed volunteer presence onsite.

## NETWORKING AND REFERRALS

A few of the larger organisations provide in-house assistance for non-food related needs such as household goods, financial counselling, religious counselling, workshops and seminars with guest speakers, groups for specific demographics (youth, seniors, playgroups), family violence support, and mental health support.

Referrals to other organisations are common, to direct clientele towards specialist services for specific needs such as housing or health.

A few service providers mentioned the Knox Emergency Relief Network (KERN), but commented that they hadn't been as active in the network as they would have liked.

The primary organisations service providers refer to are:

Organisation	Refer for
EACH	Financial Counselling and breakfast
Infolink	Housing Winter shelter program (operates in other municipalities)
EDOVS	Domestic violence
Monash Legal	Legal aid
Eastern emergency relief network (EERN)	Household goods
St Kilda Mums	Kids/baby clothing, baby goods, toys
Feed One Feed All (FOFA)	Frozen meals
United Housing	Housing
Rowville community centre	Shower program
Orange sky	Laundry
Pets of the homeless	Assistance with pets
Rotary	Toiletry packs

Most of the networking that occurs is centred around Knox Infolink, or is within Church denominations.

Over a third (36%) of services said they ever provide food to or receive food from other relief organisations. Knox Infolink was the most commonly mentioned, along with:

- FOFA (Feed one Feed All);
- Gayle's Share Space;
- Champion Community Hub;
- Citylife Community care;
- Seventh Day Adventists Food Relief Program;
- Foothills Community Care; and
- Food Bank Victoria.

This sharing of resources was primarily receiving food from other providers when stocks were running low (including specific food items such as sugar), and sharing excess food with other providers when services have space meals or food items.

Some services have workers from other services visit during their community meals to assist people with specific issues such as housing, health (dental, flu shots etc.), counselling and legal.

Comments about Infolink connections and referrals:



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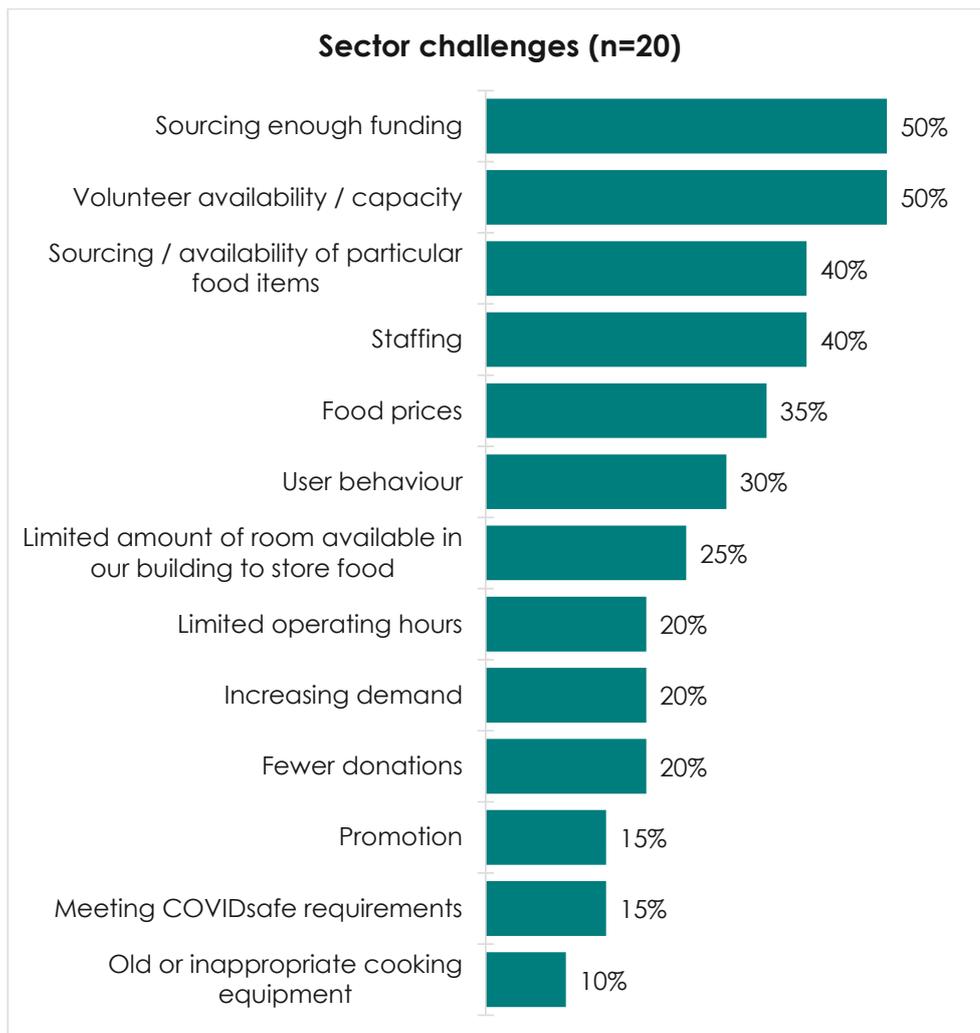
**FUTURE NEED**

When asked if there were any other partnerships or networks they would like to have or that could be beneficial to their organisation, seven services put forth suggestions:

- Organisations donating food for meals, shopping vouchers or household goods. Organisations providing maintenance assistance for the elderly and single parents.
- We would like to partner more with The Basin Community House to run afternoon workshops every week but haven't been able to secure funding.
- KERN network keeps us informed and provides helpful information and assistance.
- It will be beneficial if we could work with local other community services to share and support each other and to work together to raise funds.
- One of our issues is that we are paying \$150 for each session of meal services. We aren't big enough and don't have volunteers to tap into second byte. We don't have storage or capacity to go to Dandenong. Real need would be a central agency who collected from second byte that we could then order things from. We need a central food bank that can take food from second byte and distribute.
- Gaps in service is more around transport – Bridges who do transport for elderly to appointments. Gap in system for those who have medical appointments and can't afford taxis. Lockers for homeless. Washing programs.
- It's really difficult because we don't want to blow their trust. People come in after meals and we made suggestions where they could go. Would be good to have a list for referrals.

**FUTURE**

The two top challenges for the sector are sourcing enough funding and volunteer availability / capacity. Availability of food was also widely considered to be a risk, both from the perspective of sourcing the food itself, as well as food prices.



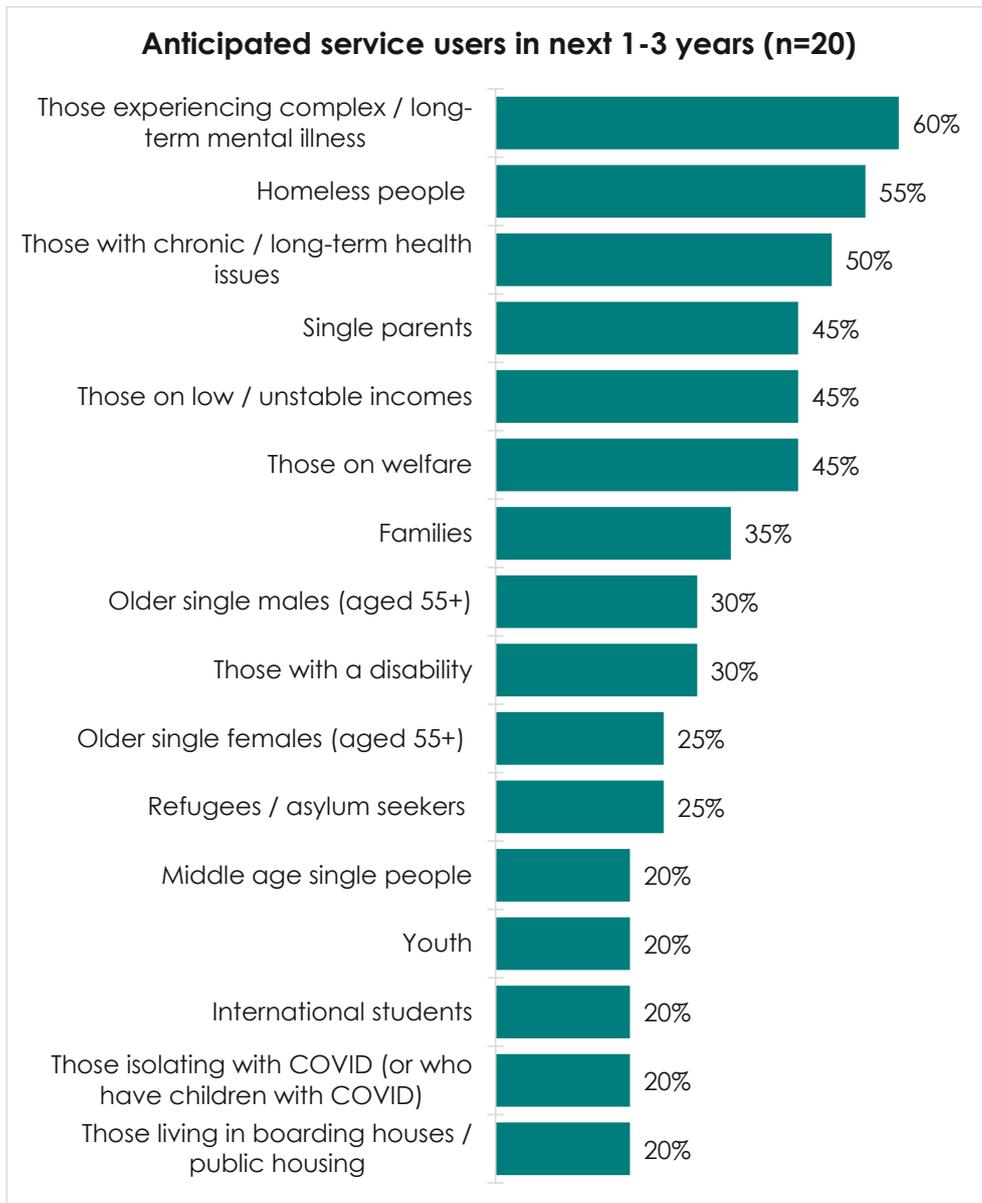
In the coming years it is anticipated that the primary users of emergency food relief services will continue to experience a number of intersecting and complex needs in addition to financial vulnerability. These may include mental illness, homelessness and those with long-term health conditions, amongst other factors.

This concern is supported by demographic and health data. The 2021 Census data shows that 9% of the Knox population self-reported having a mental health illness, and 33% self-reported a long-term health condition. Census data also shows an increase in the number of single parent families in Knox, from 6,129 in 2016 to 6,617 in 2021.

Furthermore:

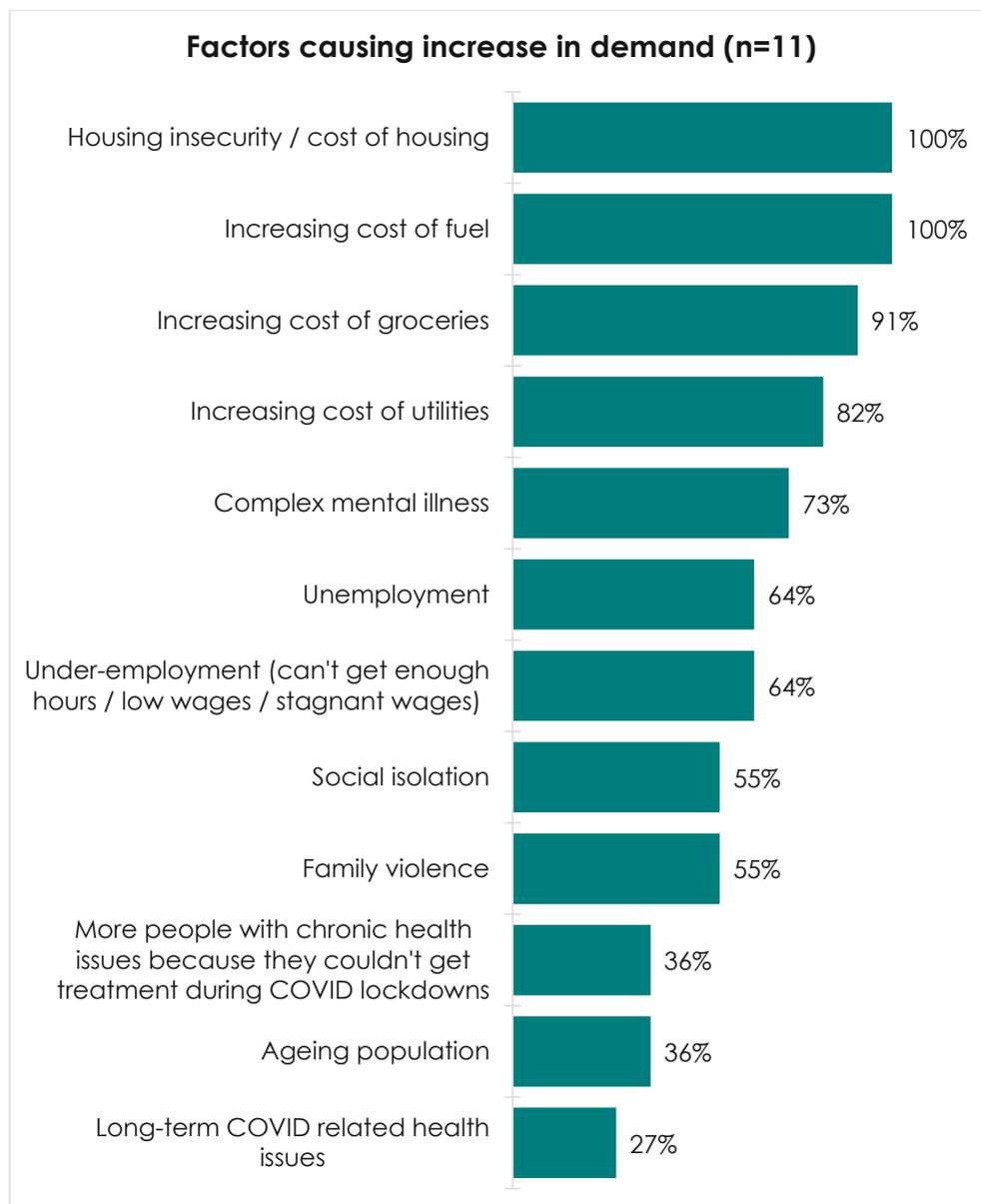
- The Victorian Population Health Survey shows an increase in Knox residents reporting a high level of psychological distress from 18% in 2017 to 28% in 2020;
- The 2021 Census shows 9% report a mental health condition (including depression or anxiety);
- In the 2021 Knox Covid-19 household survey 27% reported that Covid-19 had a big impact on their mental health (45% reported a slight impact); and
- The 2022 Knox Mental Health survey showed that 14% of respondents had been diagnosed with a mental illness and 32% had sought help from a GP and/or mental health professional in the 2 years prior to interview.





Just over half (55%) of emergency food relief service providers surveyed anticipate that demand for food relief is going to increase in the next 1-3 years, 40% (of all providers) said significantly. As can be seen in the chart on the following page, the perceived factors likely to drive this increase are primarily related to housing insecurity / cost of housing, increasing cost of fuel and increasing cost of groceries.

Other comments include cost of medicines increasing and cost of rates increasing.



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**ADDITIONAL COMMENTS**

- Knox area has a great network system with KERN meetings that keep Agencies informed about the happenings in Knox. Our Agency shares this information with our Clients to provide the best fit for their particular needs. Keep up the good work Knox Council.
- The development of the COVID Welfare Booklet has been a great resource to help refer people to local organisations.
- Vinnies would appreciate any grants from the local council to assist with our need to increase the availability of food items in our pantry. Also some assistance in finding accommodation for the homeless and for clients in DV [domestic violence] situation.
- Being a small church community we are not set up to provide the emergency relief services ourselves. Because we still want to provide some welfare contribution to the community we find that receiving donated food etc. and then giving to Infolink, we are able to contribute appropriately and know that the donations will be fairly distributed to needy families. Infolink are always very appreciative of our donations. We find this a very good relationship.
- The main thing is that all our staff (maybe not the ones in the kitchen) we are so pleased to see the community feel that happens. Some of them stay on beyond meal to stay and have a chat to each other or people from our church. For our service it is an emotional wellbeing thing.
- There are lots of providers doing a good thing. I know Council is big on forums and networks – Infolink do bring charities and others together to network.
- Expect the unexpected. We have upscaled dramatically and have no idea whether that will continue or go down. The pandemic is not winding down. People are still struggling with day to day eating. Working poor can't afford to put food on the table. More people coming to us for immediate relief because they are isolating with COVID.
- Not enough money – needs are 4x what we have. We got a big grant in 2020 and 2021 but that has run out now and community needs are still great.
- We are getting less donations from the congregation. Compound thing.
- Since we started going to the network meetings we have become more interested in how some of the other outlets work. At the moment if someone comes in and they have 2 children we try to give them

something suitable for a mum and 2 kids (ask what they prefer). We put in whatever we think. Some of the other outlets let the clients choose – e.g. 'you can have 10 items from the shelf'. We are working towards that but it would be good to better understand how that works from other providers. If you are choosing what you want you are more likely to use it. We would like to learn what works well and doesn't work well from other providers. In the future we might change way we provide food (let people choose their own).

- It used to be that people would drop in and chat about circumstances and choose their own items. During COVID that changed to all over the phone, and like a Maccas drive through (contactless). Now they can come inside the building, but not into the pantry any more.

## APPENDICES

### 1. REVISED POPULATION FORECAST

		Census			New forecast
		2011	2016	2021	2041
<b>Bayswater</b>	.id	10761	11746	13014	18681
	Projected new	10761	11746	12,262	17601
<b>Boronia</b>	.id	20878	22185	23989	27004
	Projected new	20878	22185	23607	26574
<b>Ferntree Gully</b>	.id	25982	26331	27903	31677
	Projected new	25982	26331	27398	31104
<b>Knoxfield</b>	.id	6848	7474	8183	9076
	Projected new	6848	7474	7645	8479
<b>Lysterfield</b>	.id	6502	6583	6903	6802
	Projected new	6502	6583	6681	6583
<b>Rowville</b>	.id	33998	33623	35333	38542
	Projected new	33998	33623	33571	36620
<b>Scoresby</b>	.id	5910	6032	6361	11036
	Projected new	5910	6032	6066	10524
<b>The Basin</b>	.id	4336	4405	4733	4787
	Projected new	4336	4405	4497	4548
<b>Upper Ferntree Gully</b>	.id	2488	2477	2873	3107
	Projected new	2488	2477	3417	3695
<b>Wantirna</b>	.id	13711	13812	14995	16494
	Projected new	13711	13812	14237	15660
<b>Wantirna South</b>	.id	17768	19285	22500	25203
	Projected new	17768	19285	20754	23247

Highlighted cells are over-stated due to 2021 Census data availability (suburb level only, can't filter for Knox Council. 74% of the Upper Ferntree Gully population is in Knox and 98% of the Lysterfield population is in Knox)

## 2. PROPOSED SERVICE USER QUESTIONS

Based on the findings of this project, and discussions with emergency food relief providers, we recommend the following questions be included in a service user survey.

[START]

**In this survey we refer to 'emergency food relief provider'. This is any service who provides free food to the community, either as cooked eat-in meals, take-away meals (fresh or frozen) or food parcels / grocery packs, or a food pantry.**

**Q1. How often do you access free food through an emergency food relief provider?** [SINGLE RESPONSE]

- 1 Daily or most days
- 2 2-3 times a week
- 3 Once a week
- 4 Once a fortnight
- 5 Once a month
- 6 Less often than once a month
- 7 Just once
- 95 Other (please specify) [TEXT BOX]

**Q2. Which emergency food relief providers do you use?** [OPEN ENDED]

**Q2a. How did you find out about these providers?** [MULTIPLE RESPONSE]

- 1 Social media (Facebook, Instagram, Wechat, Discord)
- 2 Local paper
- 3 Word of mouth (friend, family, colleague)
- 4 Sign in the street
- 5 Referral from another service provider
- 6 Internet search

95 Other (please specify) [TEXT BOX]

**Q3. When did you start using emergency food relief?** [SINGLE RESPONSE]

1 This is my first time

2 Within the last month

3 2-3 months ago

4 4-6 months ago

5 Earlier this year (2022)

6 In 2021

7 In 2020

8 In 2019

9 Before 2019

95 Other (please specify) [TEXT BOX]

**Q4. Why are you using this service?** *You can Choose more than one*  
[MULTIPLE RESPONSE]

1 My wage doesn't cover the cost of living

2 Centrelink money doesn't cover the cost of living

3 Homeless

4 To socialise / for social connection

5 Ran out of money to buy food due to unexpected expenses

95 Something else (please specify) [TEXT BOX]

If this question makes you feel uncomfortable or distressed please discontinue the survey and call beyond blue (<https://www.beyondblue.org.au> or 1300 22 4636) or HeadtoHealth (1800 595 212).

**Q5. Please tell us about anything that would make accessing emergency food relief better for you?** [OPEN ENDED]

Now some questions to help group your responses with other people for analysis. Remember, your responses are completely anonymous. This information helps us understand how experiences differ across different parts of the community.

**D1. What is your gender?**

- Male
- Female
- Non-binary
- Self-described [TEXT BOX]
- I'd prefer not to say

**D2. What is your age? [DROP-DOWN]**

- 18-24
- 25-29
- 30-34
- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60-64
- 65-69
- 70-74
- 75-79
- 80-84
- 85+
- I'd prefer not to say

**D3. Do you regularly speak a language other than English at home?**

- No, English only
- Yes – please specify language. [TEXT BOX]
- I'd prefer not to say

**D4. Do you have a disability where you need help with self-care, body movement or communication activities?**

- Yes
- No
- I'd prefer not to say

**D5. Which of the following best describes your household structure?**

- One person
- Couple with children living at home
- Couple without children living at home (2 person household)
- Single parent
- Group household
- Other
- I'd prefer not to say

**[IF D5 = CHILDREN] D6. How old are the children who live at home? [MULTIPLE RESPONSE]**

- 0-4 years
- 5-11 years
- 12-17 years
- 18 years or over
- I'd prefer not to say

**D7. Do you provide unpaid care to someone with a disability?**

- Yes
- No
- I'd prefer not to say

**D8. Is the place where you live...?**

- Owned outright
- Owned with a mortgage
- Rented
- Social / public housing
- Other
- Don't know
- I'd prefer not to say

---

## **METHODOLOGY**

It is recommended that this survey be distributed through a range of channels. The primary survey formats will be Online and Paper:

- QR code to online survey on a poster;
- QR code and shortened URL to online survey on a postcard;
- Postcard version with Q3, Q4, D1, D2 and D3 that people fill out when eating and then return into a box at the service;
- Email text provided to service providers so they can send around the online survey link to those in their database of service users; and
- Full survey in paper format with reply paid envelope that can be put into food parcels and grocery packs.

### 3. SURVEYS

#### IN-DEPTH INTERVIEW GUIDE

Thank you for taking the time to speak with me today. ASDF Research is undertaking a project for Knox City Council to help understand the range of food relief services provided to the Knox community. This information will be helpful to inform planning for community needs into the future.

For this project we are speaking to a range of food relief services to develop an understanding of the scope of services provided, and some of the important aspects of providing your service. This will then be used to develop a form to collect information from all service providers, which will be used to undertake a gap analysis, map the network, and model future need. Don't worry, you won't have to do complete the form as well as this interview, our chat today will cover your contribution to the project.

Our chat should take around 15-20 minutes.

**Name of service:**

--

**Contact name:**

--

**Contact title:**

--

**Contact number:**

--

**Q1. To start with, what term do you use for the emergency food relief you provide? I have been using 'emergency food relief', do you call it something else?**

--

**Q2. Can you please describe the type of emergency food relief you provide.**

		Terminology used:
<input type="checkbox"/>	Frozen meals	
<input type="checkbox"/>	Cooked meals served on site	
<input type="checkbox"/>	Grocery packs / food parcels	
<input type="checkbox"/>	Pantry	
<input type="checkbox"/>	Food vouchers	
	Other:	

--	--

**Q3. Is the food provided via....**

		Terminology used:
<input type="checkbox"/>	Pick-up	
<input type="checkbox"/>	Eat-in	
<input type="checkbox"/>	Delivery	
<input type="checkbox"/>	To other organisations	
	Other:	

**Q4. Please explain the food/meals you provide. What is in the packs/parcels/meals? [eg. cans, steak dinner, sanitary items, vegetables, uncooked meat, etc]**

--

**Q5. Do you provide food that is suitable for...?**

		Terminology used:
<input type="checkbox"/>	Vegetarians	
<input type="checkbox"/>	Vegans	
<input type="checkbox"/>	Halal	
<input type="checkbox"/>	Cultural / religious occasions	
<input type="checkbox"/>	Australian dietary guidelines (recommended serves of vegetables etc)	
<input type="checkbox"/>	Dietary requirements (e.g. gluten free, lactose free)	
	Other:	

**Q6. How do you provide emergency food relief?**

		Terminology used:
<input type="checkbox"/>	On request	
<input type="checkbox"/>	Once a week	
<input type="checkbox"/>	Every day	
<input type="checkbox"/>	Breakfast	
<input type="checkbox"/>	Lunch	
<input type="checkbox"/>	Dinner	
<input type="checkbox"/>	Provide food to other organisations (which ones?)	
<input type="checkbox"/>	Via booked appointments	
	Other:	

**Q7. Do you keep records on how many means / parcel you provide?**

<input type="checkbox"/>	Yes – What do you use for record keeping (software)?	
<input type="checkbox"/>	Not sure	
<input type="checkbox"/>	No	

**Q8. How many meals/parcels do you typically provide per...? [WRITE IN WHICHEVER MAKES MORE SENSE TO THEM, APPROXIMATE OK]**

	Day?	Week?	Month?
<b>Meals</b>			
<b>People served (adults)</b>			
<b>People served (children)</b>			

**Q9. Do you have any eligibility criteria?**

		Terminology used:
<input type="checkbox"/>	Health Care Card	
<input type="checkbox"/>	Membership etc.	
<input type="checkbox"/>	Residential location (which ones?)	
	Other:	
<input type="checkbox"/>	No, none	

**Q10. [IF Q9 NOT RESIDENTIAL LOCATION] To confirm, do you provide food relief to just Knox residents, or other Council areas as well?**

<input type="checkbox"/>	Other areas – Which ones? →	
<input type="checkbox"/>	Just Knox	
<input type="checkbox"/>	Don't know	

**Q11. [ID Q9=YES] Do you check whether each person is eligible?**

<input type="checkbox"/>	Always	
<input type="checkbox"/>	Most of the time	
<input type="checkbox"/>	Sometimes	
<input type="checkbox"/>	Rarely	
<input type="checkbox"/>	Never	

**Q12. [ID Q9=YES] Have you ever had to turn someone away because they weren't eligible?**

<input type="checkbox"/>	Yes	
<input type="checkbox"/>	Not sure	
<input type="checkbox"/>	No	

**Q13. How do you staff your emergency food relief service?**

		Further info / terminology
<input type="checkbox"/>	Paid employees	
<input type="checkbox"/>	Volunteers	
	Other:	

**Q14. Has the amount of emergency food relief you provide increased or decreased...? By how much?**

	Increase	Same	Decrease	% increase/decrease
During COVID lockdowns compared to pre-COVID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Now compared to during COVID lockdowns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Now compared to pre-COVID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Don't know				

**Q15. What are the characteristics of those using your food relief service? [INDICATE MOST COMMON WITH \*]**

		Terminology used:	Most common
<input type="checkbox"/>	Older single males (over 55)		
<input type="checkbox"/>	Single parents		
<input type="checkbox"/>	Families		
<input type="checkbox"/>	Young people		
<input type="checkbox"/>	Older single females (over 55)		
<input type="checkbox"/>	Middle age single people		
<input type="checkbox"/>	CALD		
<input type="checkbox"/>	Students		

<input type="checkbox"/>	International students		
	Other:		
<input type="checkbox"/>	Don't know		

**Q16. [IF SHARED CHARACTERISTICS IN Q15] Is this from your record keeping, or just observational?**

<input type="checkbox"/>	Records	
<input type="checkbox"/>	Observational	
	Other:	

**Q17. What sort of difficulties are those using your emergency food relief service generally experiencing? [INDICATE MOST COMMON WITH \*]**

	Terminology used:	Most common
<input type="checkbox"/>	Unemployment	
<input type="checkbox"/>	Homelessness or housing insecurity	
<input type="checkbox"/>	Family violence (including elder abuse)	
<input type="checkbox"/>	Under-employment	
<input type="checkbox"/>	Refugees	
<input type="checkbox"/>	Long-term/recurring financial difficulties	
<input type="checkbox"/>	Chronic ill-health or disability	
<input type="checkbox"/>	Social isolation/limited social supports	
<input type="checkbox"/>	Mental illness	
<input type="checkbox"/>	Drug and alcohol issues	

<input type="checkbox"/>	Cost of living pressures- fuel prices, utilities etc.		
<input type="checkbox"/>	Stagnant wages		
<input type="checkbox"/>	Cost of groceries		
	Other:		

**Q18. Do you provide any other relief / assistance services to the Knox community? [IF YES] What relief / services do you provide?**

		Terminology used:
<input type="checkbox"/>	Housing	
<input type="checkbox"/>	Financial	
<input type="checkbox"/>	Family violence including elder abuse	
<input type="checkbox"/>	Health	
<input type="checkbox"/>	Household goods	
<input type="checkbox"/>	Legal	
<input type="checkbox"/>	Counselling / mental health	
	Other:	
<input type="checkbox"/>	No, none	

**Q19. Do you work / network / partner with other service providers in the region? In what way?**

Name	Share resources	Referrals	Funding	Other / comments (formal?)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	No, none			

**Q20. Are there any other partnerships / networks you would like to have or could be beneficial?**

--

**Q21. Where do you get your funding to provide emergency food relief?**

		Terminology used:
<input type="checkbox"/>	Donations – food	
<input type="checkbox"/>	Donations – online / community	
<input type="checkbox"/>	Donations – tithe / congregation	
<input type="checkbox"/>	State Government funding / grants (which ones?)	
<input type="checkbox"/>	Local government grants (which ones?)	
<input type="checkbox"/>	Federal government grants (which ones?)	
<input type="checkbox"/>	Another organisation (which ones)	
<input type="checkbox"/>	Benefactor	
	Other:	

**Q22. Where do you get your food from? [FOR EACH] How is it provided?**

		Terminology used:	Donation	Discount	Pay for it
<input type="checkbox"/>	Supermarket (which ones?)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Local businesses (which ones?)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Another organisation (which ones?)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Food bank (which ones?)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Donations from the community		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Another organisation (which ones)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other:				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q23. What are the main challenges you currently face when running your emergency food relief service?**

		Further detail:
<input type="checkbox"/>	User behaviour	
<input type="checkbox"/>	Sourcing food / availability	
<input type="checkbox"/>	Adequate funding	
<input type="checkbox"/>	Staffing	
<input type="checkbox"/>	Volunteer availability / capacity	
<input type="checkbox"/>	Operating hours	
<input type="checkbox"/>	Facilities	
<input type="checkbox"/>	Food prices	
<input type="checkbox"/>	Promotion	
<input type="checkbox"/>	Demand	

	Other:	

**Q24. What sort of things would help you run your emergency food relief service?**  
 (Note: Council may not be able to provide)

		Further info / terminology
<input type="checkbox"/>	Local food bank (where?)	
<input type="checkbox"/>	Funding (type / who from / amount?)	
<input type="checkbox"/>	Facilities (what needed?)	
	Other:	

**Q25. What changes, if any, did you experience in users of your service and/or provision of your service during COVID lockdowns? Please think of positive changes as well as challenges. Are these likely to continue this year?**

		Further detail	Continue?
<input type="checkbox"/>	More users		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Different clientele		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Difficult to get food		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Fewer donations		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	More funding available		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	Volunteer numbers (more or less?)		<input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/>	More work (meeting COVIDsafe requirements)		<input type="checkbox"/> Y <input type="checkbox"/> N
	Other:		
			<input type="checkbox"/> Y <input type="checkbox"/> N

**Q26. What changes or trends, if any, do you expect to experience with your emergency food relief service in the next 2 years?**

		Further detail
<input type="checkbox"/>	Close down	
<input type="checkbox"/>	Decrease (by how much?)	
<input type="checkbox"/>	Increase (by how much? / what needed?)	
<input type="checkbox"/>	Change in clientele (how?)	
<input type="checkbox"/>	Change in food provider	
<input type="checkbox"/>	Start providing other services (which ones?)	
<input type="checkbox"/>	Stop providing other services (which ones?)	
<input type="checkbox"/>	Change in staff (how?)	
<input type="checkbox"/>	Change in funding (how?)	
	Other:	

**Q27. Do you currently undertake any evaluation surveys with staff or clients of your service?**

<input type="checkbox"/>	Yes (How often and in what way?)	
<input type="checkbox"/>	Not sure	
<input type="checkbox"/>	No	

**Q28. In the future, Council may wish to do a survey with those who use emergency food relief services. Would your organisation be willing to help distribute a survey to those who use your service? [IF YES] What would be the best way to do that?**

<input type="checkbox"/>	Not willing
<input type="checkbox"/>	In person by researcher
<input type="checkbox"/>	In person by staff

<input type="checkbox"/>	Online – promoted through posters
<input type="checkbox"/>	Online – promoted through postcards
<input type="checkbox"/>	Online – sent to list via email
<input type="checkbox"/>	Paper form distributed by service
<input type="checkbox"/>	Postcard with questions on it
<input type="checkbox"/>	Phone interviews (researcher)
	Other:

**Q29. CATEGORY (ask if needed)**

<input type="checkbox"/>	Religious or faith-based organisation	
<input type="checkbox"/>	Not religious	

**Q30. That is all the questions I have for you today. Do you have any other comments you would like to make about emergency food relief in Knox?**

Thank you for your time. If you think of anything else you would like to add later, please feel free to email me at [christy@asdfresearch.com.au](mailto:christy@asdfresearch.com.au).

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## ONLINE AUDIT FORM

Thank you for taking the time to complete this form.

ASDF Research is undertaking this project for Knox City Council to help understand the range of food relief services provided to the Knox community. This information will be helpful to inform planning for community needs into the future. Collected data will be used to undertake a gap analysis, map the network, and model future need. As such, it is important that we hear from all food relief providers in the region.

The form will take 15-20 minutes to complete and will be available until 27 June 2022.

Please provide information about your service.

Name:

Address:

Contact name:

Contact (email or phone):

We ask that you please provide your contact details so we can contact you if we need to clarify an answer. This information will not be used for any other purpose, in accordance with our privacy policy.

### Q1. What type(s) of emergency food relief does your organisation provide to the Knox community?

- Cooked meals on site (people eat in)
- Take-away / delivered cooked meals (fresh or frozen)
- Food parcels / grocery packs (pre-prepared)
- Pantry (where clients choose their own items)
- Food vouchers
- Something else (please specify)
- Used to provide food relief but don't any more
- None, never provided food relief

### Q2. Where do you source the food / money to buy the food that your service provides?

- Individual donations – food
- Individual donations – online monetary donations
- Individual donations – tithe / congregation
- Fundraising activities
- OzHarvest
- SecondBite

FoodBank  
 Supermarket (buy it)  
 Local businesses - donate food  
 Local businesses - donate money  
 State Government funding / grants  
 Local government grants  
 Federal government grant  
 Benefactor  
 Charitable group / organisation / philanthropic trust  
 School  
 Other (please specify)

**Q3. Please provide the names of these sources...**

Local businesses  
 State Government funding / grants  
 Local government grants  
 Federal government grant  
 Charitable group / organisation / philanthropic trust

**Cooked meals**

**Q4. When do you provide the cooked meals on site (people eat in)?**

Breakfast    Lunch Dinner    On request

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Special events

**Q5. Where are the meals cooked?**

- On-site
- At another organisation (e.g. school)
- At home by volunteers
- Somewhere else (please specify)

**Q6. Approximately how many cooked meals do you provide per...?**

You can pick the timeframe that works best for you - you only have to answer one. If the same person visits multiple times, please count them again for each visit (e.g. 3 visits by the same person record as 3)

- Day
- Week
- Month
- Year

**Q7. If you would like to share any further information about your cooked meals service please do so in the space below.****Groceries****Q8. How do you provide the food parcel / pantry items?**

- Pick-up from us
- Delivery
- Both pick-up and delivery
- Other (please specify)

**Q9. What times can clients pick up their food parcels / collect their pantry items?****Q10. Is there a limit to how often a household / individual can receive a food parcel / visit the pantry?**

- Yes (please specify limits)
- No

**Q11. What sorts of items are provided / available?**

- Frozen meat
- Deli meat
- Freezer items (icecream, frozen vegetables etc)
- Cheese
- Milk (dairy)

Milk (non dairy)  
Eggs  
Refrigerated items (margarine, yogurt, juice etc)  
Long life juice  
Bread  
Gluten free bread  
Pasta  
Gluten free pasta  
Rice  
Cereal  
Baking needs (flour etc)  
Sugar  
Tins (beans, tomato, soup, fruit, fish etc.)  
Stirfry / curry sauces  
Condiments  
Spices  
Oil  
Snacks (biscuits, chips, chocolate, lollies, soft drinks etc)  
Personal care (shampoo, conditioner, soap)  
Sanitary products  
Pet food  
Household supplies (detergents, cleaning products etc)  
Baby items  
Other (please specify)

**Q12. Approximately how many parcels / pantry visits do you provide per...?**

You can pick the timeframe that works best for you - you only have to answer one. If the same person visits multiple times, please count them again for each visit (e.g. 3 visits by the same person record as 3)

Day  
Week  
Month  
Year

**Q13. If you would like to share any further information about your food parcel / pantry service please do so in the space below.**

## **Vouchers**

**Q14. What type of food related vouchers do you provide?**

Coles

Woolworths

Aldi

IGA

Local cooked food businesses (cafe's, restaurants etc.)

Local fresh food businesses (greengrocers, butchers etc.)

Fast food businesses (pizza, burger etc.)

Visa card or similar (can be used anywhere)

Other (please specify)

Only provide vouchers for non-food businesses (e.g. fuel, homegoods etc)

Don't know

## **Special items and sharing**

**Q15. Do you provide meals / grocery items suitable for...?**

Vegetarians

Vegans

Halal

Cultural / religious requirements

Australian dietary guidelines (recommended serves of vegetables etc)

Gluten free

Other (please specify)

No special dietary needs can be met

**Q16. Do you ever provide food to other food relief organisations?**

Yes

No

Don't know

**Q17. Which organisations do you provide food to?**

**Q18. Do you ever receive food from other organisations?**

Yes

No

Don't know

**Q19. Which organisations do you receive food from?**

## **Eligibility and record keeping**

**Q20. Do you have any eligibility criteria?**

Health care card

Interview to determine need

Live in Knox municipality

On Centrelink

Proof of need (financial statements, payslips etc)

Other (please specify)

None

**Q21. Do you provide food relief to just Knox residents, or other Council areas as well?**

Just Knox residents

Other Council areas as well (please specify)

Will provide to those who are from outside of Knox the first time they contact, then refer them to other organisations in their area

**Q22. How often do you check eligibility?**

First visit only

Every time they visit

Some people use the food relief service without having eligibility checked

Something else (please specify)

**Q23. Have you ever had to turn someone away from your service because ...?**

Yes No Not applicable

they were not eligible

they were displaying undesirable behaviour

there wasn't enough food

there wasn't any food suitable to their dietary needs

they had been using the service too much / requesting food too frequently

**Q24. Do you use software to record details about who uses your service and amount of food distributed?**

Yes - record details about service users (name, demographics etc)

Yes - record number of meals / food parcels distributed

Yes - both

No, but record information in a notebook

No records kept

**Q25. What software do you use to record these details?**

## **COVID**

**Q26. During COVID lockdowns (2020-21) did the amount of food relief you provide change?**

Yes - changed the way we provided the food

Yes - more people using the service

Yes - fewer people using the service

Yes - different people using the service

Yes - some other change (please specify)

Not sure

No change

**Q27. In what way(s) did your service provision change?**

Started delivering food

No longer had clients allowed in the building

Contactless pick-up

Fewer volunteers available

Provided different types of food

More work to meet COVIDsafe requirements

Other (please specify)

**Q28. By approximately what percentage did the number of people using the food relief service increase during COVID lockdowns?**

**Q29. By approximately what percentage did the number of people using the food relief service decrease during COVID lockdowns?**

**Q30. In what way did the type of people using the service change during COVID lockdowns?**

More families

Fewer families

More employed people (on low or unstable incomes)

Fewer people on Centrelink (as they were receiving higher payments)

People with COVID who were isolating

More homeless people

More elderly people

Fewer elderly people

Other (please specify)

**Q31. When comparing now (2022) to before COVID (2019), are there any changes to your food relief service?**

Yes - changed the way we provided the food

Yes - more people using the service

Yes - fewer people using the service

Yes - different people using the service

Yes - some other change (please specify)

No change, it is similar now to 2019

## **FUTURE**

**Q32. What are the main challenges you currently face when running your emergency food relief service?**

User behaviour

Sourcing / availability of particular food items

Sourcing enough funding

Staffing

Volunteer availability / capacity

Limited operating hours

Limited amount of room available in our building to store food

Old or inappropriate cooking equipment

Food prices

Promotion

Increasing demand

Meeting COVIDsafe requirements

Fewer donations

Other (please specify)

None

**Q33. Thinking about the next 1-3 years, what types of people do you think are going to be using your food relief service?**

- Older single males (aged 55+)
- Older single females (aged 55+)
- Single parents
- Families
- Middle age single people
- Youth
- International students
- Local students
- Refugees / asylum seekers
- Those on low / unstable incomes
- Those on welfare
- Homeless people
- Those with a disability
- Those with chronic / long-term health issues
- Those isolating with COVID (or who have children with COVID)
- Those with mental illnesses
- Those living in boarding houses / public housing
- Those with drug and/or alcohol addiction
- Other (please specify)
- Don't know

**Q34. Thinking about the next 1-3 years, do you expect that the demand for food relief is going to...?**

- Increase significantly
- Increase a little
- Stay the same
- Decrease a little
- Decrease significantly
- Don't know

**Q35. What factors are you seeing that are driving this likely increase in demand?**

- Unemployment

Under-employment (can't get enough hours / low wages / stagnant wages)  
 Housing insecurity / cost of housing  
 Increasing cost of groceries  
 Increasing cost of utilities  
 Increasing cost of fuel  
 Long-term COVID related health issues  
 More people with chronic health issues because they couldn't get treatment during COVID lockdowns  
 Ageing population  
 Social isolation  
 Mental illness  
 Family violence  
 Other (please specify)  
 Don't know

## Service

### Q36. How many people work at your emergency food relief service?

Paid staff

Volunteers

### Q37. Does your organisation provide any other sort of emergency relief / support services to the Knox community?

Referrals to other organisations who specialise in particular types of assistance

Housing

Financial - vouchers, gift cards etc

Financial counselling (e.g. budgeting)

Family violence

Elder abuse

Physical health

Mental health

Household goods

Legal advise

Religious counselling

Workshops / seminars with guest speakers

Other (please specify)

None

**Q38. Does your organisation work/network/partner with any other organisations in the Knox region to...?**

Share resources (e.g. excess food, kitchen space)

Provide / receive referrals

Provide / receive funding

Other (please specify)

No, none

**Q39. With which organisations do you share resources, and what resources do you share?**

**Q40. Which organisations do you refer to, and for what purpose (e.g. housing, financial, family violence etc)?**

**Q41. Please tell us about any other partnerships or networks you would like to have or that could be beneficial to your organisation.**

## Survey

**Q42. Do you currently undertake any formal or informal evaluation with staff or clients of your service?**

Yes - staff

Yes - clients

Yes - both staff and clients

Not sure

No

**Q43. In the future, Council may wish to do a survey with those who use emergency food relief services. Would your organisation be willing to help distribute a survey to those who use your service?**

Yes

Maybe

No thanks

**Q44. What would be the best way(s) to distribute such a survey amongst users of your emergency food relief service?**

In person by researcher  
In person by service staff  
Online – promoted through posters  
Online – promoted through postcards  
Online – sent to list via email  
Paper form distributed by service  
Postcard with questions on it  
Phone interviews (researcher)  
Other (please specify)  
Don't know

**END**

Q45. Please use the space below to share any other comments you would like to make about emergency food relief in Knox.

Thank you for your time, your responses have now been recorded.

You can access your form at any time to check / update answers by clicking on the link in your email invite.

## 8.7 Proposed 2023 Council and Committee Meeting Schedule

**SUMMARY:** Senior Governance Officer, Joyleen Mathias

**This report outlines the proposed Council and Strategic Planning Committee (SPC) meeting schedule for the 2023 calendar year.**

**That Council resolve to approve the proposed 2023 Council and Committee meeting schedule as per Attachment 1.**

### 1. INTRODUCTION

The schedule for Council and SPC meeting meetings in 2023 set out in Attachment 1 has been prepared based on the traditional cycle set out in the Meeting Structures and Cycle Policy (Attachment 2) which provides for:

- Strategic Planning Committee Meetings on the second Monday of the month (7 pm start); and
- Council Meetings on the fourth Monday of the month (7 pm start)

Additional meetings may be scheduled throughout the year as and when required, and dates may be amended in accordance with Chapter 2, Part C of Council's Governance Rules.

### 2. DISCUSSION

#### Proposed Meeting Schedule 2023

The proposed schedule for 2023 is included in Attachment 1.

School holidays, public holidays, Audit Risk Committee meeting and Mayoral elections have been considered in the proposed Council and SPC meeting schedule 2023.

Departures from the cycle set out in the Meeting Structures and Cycle Policy are as follows:

- In January, it is customary to commence the year with a Council meeting, and the meeting has been scheduled for Monday, 30 January 2023.
- In March, the SPC meeting is scheduled for Tuesday, 14 March 2023 to accommodate the Labour Day holiday.
- In April:
  - Easter Monday is on 10 April 2023 and hence the SPC is scheduled for Tuesday, 11 April 2023.
  - As Anzac Day falls on Tuesday, 25 April 2023 it is proposed to conduct the Council Meeting on Wednesday, 26 April 2023, anticipating many staff and community members, and Councillors may seek to take advantage of an extra-long weekend.

- In June:
  - The SPC meeting is scheduled for Tuesday, 13 June 2023 to accommodate the King's Birthday holiday.
  - The week commencing 19 June 2020 is proposed to be a meeting free week as a number of Councillors customarily attending the ALGA National General Assembly (NGA) which is tentatively scheduled from Sunday, 18 to Wednesday, 21 June 2023. It is noted the Federal Government has recently announced it will be re-establishing the Australian Council of Local Government, which is expected to align with the ALGA NGA.
- In July:
  - The week commencing 3 July 2023 is proposed to be a meeting free week due to the school holidays.
- In September, the week commencing 18 September 2023 is proposed to be a meeting free week due to the school holidays.
- In November:
  - The week commencing 6 November is proposed to be a meeting free week due to the Melbourne Cup public holiday resulting in one less Issues Briefing for the month.
  - The Election of the Mayor and Deputy Mayor (and Committee appointments) is scheduled on Wednesday, 15 November after the SPC meeting on Monday, 13 November 2023.
- In December, the Council meeting is scheduled to commence early at 5pm, on the third Monday of the month, being 18 December 2023.

### **3. CONSULTATION**

The final adopted scheduled of public meetings will be communicated to the community via Council's website.

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

Nil.

### **5. ENVIRONMENTAL/AMENITY ISSUES**

Nil.

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

Nil.

### **7. SOCIAL IMPLICATIONS**

Nil

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

### **Civic Engagement & Integrity**

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By: Senior Governance Officer, Joyleen Mathias and  
Manager Governance, Andrew Dowling**

**Report Authorised By: Director Customer and Performance, Greg Curcio**

### **Attachments**

1. Attachment 1 - Proposed 2023 Council and Committee Meeting Dates [**8.7.1** - 2 pages]
2. Attachment 2 - Meeting Structures and Cycle - V 6 - 2021-09-27 [**8.7.2** - 5 pages]

## Proposed Council and Committee Meeting Schedule for 2023

Day	Date	Time	Meeting
<b>JANUARY</b>			
Thursday	26 January 2023	Australia Day	
School Starts Monday 30 January 2023			
Monday	30 January 2023	7.00pm	Council Meeting
<b>FEBRUARY</b>			
Monday	13 February 2023	7.00pm	Strategic Planning Committee
Monday	27 February 2023	7.00pm	Council Meeting
<b>MARCH</b>			
Monday	13 March 2023		
Tuesday	14 March 2023	7.00pm	Strategic Planning Committee
Monday	27 March 2023	7.00pm	Council Meeting
<b>APRIL</b>			
Friday	7 April 2023	Good Friday	
Monday	10 April 2023	Easter Monday	
Tuesday	11 April 2023	7.00pm	Strategic Planning Committee
Wednesday	26 April 2023	7.00pm	Council Meeting
<b>MAY</b>			
Monday	8 May 2023	7.00pm	Strategic Planning Committee
Monday	22 May 2023	7.00pm	Council Meeting
<b>JUNE</b>			
Monday	12 June 2023	King's Birthday	
Tuesday	13 June 2023	7.00pm	Strategic Planning Committee
Monday	26 June 2023	7.00pm	Council Meeting
<b>JULY</b>			
Monday	10 July 2023	7.00pm	Strategic Planning Committee
Monday	24 July 2023	7.00pm	Council Meeting
<b>AUGUST</b>			
Monday	14 August 2023	7.00pm	Strategic Planning Committee
Monday	28 August 2023	7.00pm	Council Meeting

Day	Date	Time	Meeting
<b>SEPTEMBER</b>			
Monday	11 September 2023	7.00pm	Strategic Planning Committee
Monday	25 September 2023	7.00pm	Council Meeting
<b>OCTOBER</b>			
Monday	9 October 2023	7.00pm	Strategic Planning Committee
Monday	23 October 2023	7.00pm	Council Meeting
<b>NOVEMBER</b>			
Tuesday	7 November 2023	Melbourne Cup Day	
Monday	13 November 2023	6.30pm	Strategic Planning Committee
Wednesday	15 November 2023	7.00pm	Council Meeting (for the Election of Mayor and Committee Appointments with no public question time)
Monday	27 November 2023	7.00pm	Council Meeting
<b>DECEMBER</b>			
Monday	11 December 2023	7.00pm	Strategic Planning Committee
Monday	18 December 2023	5.00pm	Council Meeting



## Meeting Structures and Cycle

Policy Number:	2003/26	Directorate:	City Strategy and Integrity
Approval by:	Council	Responsible Officer:	Manager Governance
Approval Date:	27 September 2021	Version Number:	6
Review Date:	September 2025		

### 1. PURPOSE

This purpose of this policy is to document the cycle of formal decision making forums and Issues Briefing meetings attended by Councillors

### 2. SCOPE

This Policy relates to Council's decision-making forums:

1. Council meetings,
2. Delegated Committee meetings

and to Issues Briefing meetings.

### 3. REFERENCES

#### 3.1 *Community & Council Plan 2017-2021*

- Goal 8 — We have confidence in decision making

#### 3.2 *Relevant Legislation*

- Local Government Act 2020

#### 3.3 *Charter of Human Rights*

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

#### 3.4 *Related Council Policies*

- Governance Rules

#### 3.5 *Related Council Procedures*

- Guidelines for Preparing Council Reports

#### 3.6 *Other References*

- Instrument of Delegation to the Strategic Planning Committee as amended from time to time



#### 4. DEFINITIONS

Council meeting	A Council meeting as defined by Section 61 of the LGA and convened according to Council's Governance Rules.
Delegated Committee Meeting	A meeting of a Delegated Committee meeting as defined by Section 63 of the LGA and convened according to Council's Governance Rules.
Issues Briefing	Regular, scheduled meetings for all Councillors held for the purposes as set out in this Policy
EMT	means the Executive Management Team.
LGA	Local Government Act 2020
Strategic Planning Committee	A Delegated Committee established by Council under Section 63 of the LGA



## 5. COUNCIL POLICY

Council will establish a schedule of Council meetings and Delegated Committee meetings annually in accordance with Council's Governance Rules.

Until such time as Council resolves otherwise:

- the schedule shall be prepared on the basis of the following cycle:

First Monday of the month	Issues Briefing Meeting
Second Monday of the month	Strategic Planning Committee Meeting
Third Monday of the month	Issues Briefing Meeting
Fourth Monday of the month	Council Meeting

with such alterations as Council considers necessary to accommodate public holidays and the other business of Council and Councillors:

- the annual schedule shall include a Council Meeting called in accordance with section 26 of the LGA and Council's Governance Rules for the election of the Mayor, and such meeting may also include (but is not limited to):
    - The election of a deputy Mayor
    - Appointment of Councillors to various Council and external Committees; and
    - Taking the Oath of Office

The form and content of reports to the above meetings shall, subject to any resolution of Council, be determined by the Chief Executive Officer in consultation with Councillors.

### 5.1 Council Meetings

Council Meetings are the pre-eminent decision-making forum of Council and can consider any matter under Council's jurisdiction, by or under any legislation or regulation.

Council Meetings:

- Will be scheduled in accordance with Council's Governance Rules as adopted from time to time.
- Will consider such business as determined in accordance with:
  - the Local Government Act 2020; and
  - Council's Governance Rules as adopted from time to time.



- 
- c) Will be conducted in a formal meeting environment and in accordance with:
  - the Local Government Act 2020; and
  - Council's Governance Rules as adopted from time to time.

### **5.3 Strategic Planning Committee Meetings**

The Strategic Planning Committee is a Delegated Committee under Section 63 of the Local Government Act 2020 comprised solely of Councillors. All Knox Councillors are members of the Committee. As a Committee, members exercise Council's powers, and performs Council's duties and functions in accordance with a formal instrument of delegation.

The Strategic Planning Committee:

- a) Has been established to provide a decision-making forum:
  - i. With less procedural formality, enabling more extensive discussion and debate, particularly for, but not limited to, strategic and policy related matters.
  - ii. That receives deputations and or presentations from external parties and Council staff.
- b) Will consider such business as determined in accordance with:
  - the Local Government Act 2020; and
  - Council's Governance Rules as adopted from time to time.
- c) Will conduct its meetings in a formal environment and in accordance with:
  - the Local Government Act 2020; and
  - Council's Governance Rules as adopted from time to time

### **5.4 Issues Briefing Meeting**

Issues Briefing Meetings provide an informal meeting forum for Councillors, EMT and other staff to facilitate an information exchange and communication.

Issues Briefing Meetings:

- a) Have no delegated authority to make decisions on Council's behalf, or direct officers in the exercise of their delegation powers, or discharge of their delegated functions and duties.
- b) Are intended to be a confidential forum and all papers prepared for and considered, and the content of discussions held should be treated as confidential.
- c) Are held for the purpose of:
  - Ensuring Councillors are well informed and in the best possible position to debate issues effectively once matters come into a decision-making forum.



- Enabling Councillors to ask questions about information given to them; to identify information shortfalls; to explore options; and to gain a more detailed understanding of matters presented or discussed.
  - Enabling officers to understand Councillors' perspectives on issues presented and receive feedback to inform decision-makers, and or reports prepared for decision-making forums.
  - Receiving informal deputations or presentations from external parties in exceptional circumstances that fulfil the purposes above.
- d) Will be held in an informal environment and not subject to the procedural formalities of Council's Governance Rules.
- e) Are subject to the conflict of interest provisions of the Local Government Act 2020.
- f) Will be chaired by the Mayor. Where the Mayor is unavailable or unable to chair the meeting, meetings will be chaired by the Deputy Mayor, or such other Councillor as nominated by the Mayor.
- g) Will generally be expected to commence at 6.30pm and be of a maximum 2-2.5 hours duration.

## 8.8 Capital Works Program Ranking Criteria Report

### **SUMMARY: Acting Coordinator – Capital Works, John Bixby**

**This report presents the ranking criteria proposed to be used to prioritise New/Upgrade projects within individual 2023-2027 Capital Works Programs. The criteria considers Council’s Community Facilities Planning Policy and Climate Change Response Plan where appropriate and are presented for Council’s consideration.**

### **RECOMMENDATION**

#### **That Council:**

- 1. Adopt the Capital Works Program ranking criteria for New/Upgrade Programs as shown in Attachment 1, and**
- 2. Note that the Capital Works Program ranking criteria will be utilised for the development of the Draft 2023-2027 Capital Works Program.**

### **1. INTRODUCTION**

In accordance with Council’s Funding Allocation Policy, all proposed New/Upgrade category capital works projects are to be ranked within their respective sub programs for presentation to Council. The proposed ranking criteria for each New/Upgrade sub program are submitted for Council’s consideration and endorsement.

The principle of this approach is to demonstrate transparently that Council is considering the allocation of funding to the highest priority needs within the municipality. This process also facilitates good governance and strategically drives the delivery of the Capital Works Program to improve services to the community.

### **2. DISCUSSION**

#### **2.1 Ranking Criteria**

Council’s New/Upgrade Program presently comprises 23 individual sub programs. The ranking criteria were presented to Council for the first time in this format at the November 2006 Strategic Planning Committee meeting. Of note, the criteria used to rank each sub program have been developed based on a multifaceted evaluation philosophy.

In accordance with the Funding Allocation Policy, ranking criteria for all individual sub programs are reviewed and adjusted as applicable and on an annual basis. The ranking criteria are now presented to Council following a review completed in September 2022.

All individual ranking criteria proposed to be used to develop the 2022-2026 Capital Works program for New/Upgrade projects are included as an attachment to this report (Attachment 1).

The programs and adjustments are noted as follows:

No	Program	Adjustments
4000	STRUCTURED SPORTING FACILITIES	Change
4000A	STRUCTURED SPORTING FACILITIES (CARPARKS)	Change
4001	CULTURAL FACILITIES	Change
4002	INDOOR LEISURE FACILITIES	Change
4003	FAMILY & CHILDREN SERVICES BUILDINGS & FACILITIES	No change
4004	AGED CARE BUILDINGS	No change
4005	COMMUNITY BUILDINGS, LIBRARIES AND FACILITIES FOR OTHERS	No change
4006	NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES	No change
4007	ROAD & BRIDGE CONSTRUCTION	No change
4008	LOCAL AREA TRAFFIC MANAGEMENT SCHEMES	No change
4009	NEW BICYCLE / SHARED PATHS	No change
4010	LOCAL ROAD SAFETY INITIATIVES	No change
4011	PUBLIC TRANSPORT INFRASTRUCTURE	No change
4012	NEW PLANT & MACHINERY	No change
4014	UNSTRUCTURED RECREATION	No change
4015	PLACE MANAGEMENT PROGRAM	No change
4016	STREETSCAPE UPGRADES	No change
4017	STORMWATER UPGRADES	No change
4018	SUSTAINABILITY INITIATIVES	No change
4019	CIVIC & CORPORATE BUILDINGS & FACILITY UPGRADES	No change
4021	SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES	No change
4022	INTEGRATED STORMWATER SOLUTIONS	No change
4023	COMMUNITY SAFETY INITIATIVES	No change

Following significant change in the 20/21 review affecting eleven programs and only three program changes in 21/22. This year's changes are principally non-material and relate primarily to changes in naming conventions particular around plan/policy names. The Cultural Facilities program have changed the program name to Arts and Cultural Facilities (Buildings) which is better reflective of projects under this program. Attachment 2 shows the changes of any adjustments made to the Structured Sporting Facilities program. All other programs have been reviewed for consistency of terminology to ensure compatibility when referencing key plans, strategies and policies.

## 2.2 Basis for Amendments

Minimal change has been made to the wording of the Ranking criteria to ensure we align with updated Council policy naming conventions, all changes are listed below:

### **Program 4000 – Structured Sporting Facilities program (Non-Buildings)**

- Change to wording of the ‘Council Plan’ to ‘Councils Community and Council Plan’ under the governance criteria.
- Add the Open Space / Leisure Plan instead of Leisure Plan.
- Update to the wording relevant leisure plans to relevant plans.
- Add ‘first nation’ to the Social/Community Engagement/Community Benefit criteria.

### **Program 4000a – Structured Sporting Facilities (Carparks)**

- Change to wording from ‘Community Plan’ to ‘Community and Council Plan’ under the Assessment Criteria for Structured Sporting Facilities (Carparks).
- Removal the ‘Leisure plan’ wording from Assessment Criteria for Structured Sporting Facilities (Carparks).

### **Program 4001 – Cultural Facilities**

- Change to program name from ‘Cultural Facilities’ to ‘Arts and Cultural Facilities (Buildings)’.
- Change to the introduction to include updated program name and removal of the word Library.
- Change from ‘Arts Plans’ to ‘Arts and Cultural Services Plans’ and removal of ‘Council’s review of its Library infrastructure delivery’ under the Governance section.
- Change of wording from ‘Will the project increase the visitation capacity at a local, municipal or regional level?’ to ‘Will the project increase support placemaking and cultural tourism through increased visitation at a local, municipal or regional level?’ under the Social/ Community Engagement/Community Benefit.
- Add ‘first nation’ to the Social/Community Engagement/Community Benefit criteria.

### **Program 4002 – Indoor Leisure Facilities (Non-Building)**

- Change to wording of the ‘Council Plan’ to ‘Councils Community and Council Plan’ under the governance criteria.
- Add ‘first nation’ to the Social/Community Engagement/Community Benefit criteria.

## 2.3 Utilisation of ranking criteria

The ranking criteria are now presented for Council’s endorsement following which, these criteria will be utilised to prepare the Draft 2023-2027 Capital Works Program for New/Upgrade projects for Council’s consideration.

During 2022/2023 budget deliberations, Councillors were presented with an indicative 5-year Capital Works program for new and upgraded works across all programs, which broadly aligned with the funding parameters of the Long-Term Financial Forecast.

The formally adopted Capital Program for 2022/2023 endorses a one-year program of works. This approach will continue to be used and present a five-year horizon of upcoming Capital Works Programs, giving focus to the first year of delivery. It’s to be noted that under the requirements of the new Local Government Act, Councils will be required to present a 10 year asset plan as part of

its development of a Long Term Financial Plan. Full details are yet to be made available, however this requirement may be set in place over the coming 12 months, at which point the budget review process for capital works will incorporate a longer horizon of projects.

The Draft Capital Works Program will be presented to Council as part of preparing the 2023/2024 budget, with the projects within programs ranked. It is to be noted that where changes to ranking criteria have been endorsed by Council, this may result in some re-ordering of projects relative to presentation of the previous year's program. This may impact on the timing of delivery across a five-year horizon.

### **3. CONSULTATION**

Consultation was undertaken with relevant staff (Program Managers and Coordinators) across a number of departments that are involved with the development of business cases for Capital Works projects.

### **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.

The need for investment in Council assets will be an ongoing component of service provision. Council's investment in its Capital Works programs can have direct impacts on achieving objectives outlined in the Climate Response Plan. Delivering outcomes, a range of programs can both directly align with climate response plan objectives (tree planting, stormwater management, sustainability initiatives, facilities enhancement) and potentially misalign with Council's climate aspirations (road surfacing, footpath and shared path construction). When delivering across all programs, Council officers are actively seeking to ensure circular economy principles through re-use of products, procurement of recycled materials and products and sustainable disposal techniques where possible.

### **5. ENVIRONMENTAL/AMENITY ISSUES**

The ranking criteria for New/Upgrade projects have been developed using a multifaceted evaluation philosophy, with programs structured in accordance with social, environmental, economic as well as governance categories. As noted, the criteria for New and Upgrade Capital Works sub programs have been reviewed, with only administrative adjustments proposed to inform the ongoing development and delivery of Council's overall Capital Works Program. This assessment process is important in ensuring that the Program delivers the greatest benefits to the Knox community.

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

The underpinning concept in the use of the ranking criteria is to ensure that projects are prioritised with substantiation so that the overall needs of the community are addressed in a strategic way with the highest priority projects taking precedence. This supports consistency and transparency in allocating funding to ongoing capital programs whereby, subject to practicality and Council endorsement, funding is directed to the highest ranked projects.

## **7. SOCIAL IMPLICATIONS**

The provision, upgrade and replacement of community assets and infrastructure are aligned to the needs of the community, so that they are enjoyed by current and future generations. As noted, the use of comprehensive and transparent ranking criteria is seen to be an important tool in the establishment of Council's Capital Works Program to ensure that those projects that have the greatest benefit or outcome are identified.

Importantly, members of the community or individuals who are advocating for projects can be confident that a transparent process, based on objective and agreed criteria, will form the basis of ranking and identify the top ranked projects. This also ensures equity whereby all community groups or individuals, whether large or small, can be confident that projects are transparently assessed based on merit. This also meets the objectives of the Local Government Act and best practice in terms of good governance and transparency and allows all groups and individuals to see where their projects sit based on these ranking criteria.

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

The Capital Works Program and its management are consistent with the 5 key directions of the Knox Community and Council Plan 2021-2025:

### **Opportunity and Innovation**

- 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.

### **Neighbourhoods, housing and infrastructure**

- Plan for and support diverse housing to meet changing community needs.
- Create, enhance and maintain places and spaces for people to live, work, play and connect.
- Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

### **Natural environment and sustainability**

- 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.

### **Connection, resilience and wellbeing**

- 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.

### **Civic engagement and integrity**

- 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.

## **9. CONFLICT OF INTEREST**

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

## **10. CONCLUSION**

Ranking criteria for New/Upgrade Capital sub programs have been developed to provide a transparent approach to prioritising capital projects for Council consideration. These criteria have been presented and endorsed by Council since November 2006 and provide the basis for prioritisation of Council's Capital Works Program. In accordance with the Funding Allocation Policy, these criteria are revised annually and are now presented for Council's consideration. It is recommended that Council endorse the ranking criteria for the respective sub programs as presented within this report.

## **11. CONFIDENTIALITY**

There are no items of a confidential nature in this report.

**Report Prepared By:                   Coordinator Capital Works, John Bixby**

**Report Authorised By:            Director - Infrastructure, Grant Thorne**

### **Attachments**

1. Attachment 1 Council Report 2022 2023 Capital Works Ranking Criteria New Upgrade (1)  
[8.8.1 - 50 pages]
2. Attachment 2 Council Report 2022 2023 Capital Works Ranking Criteria New Upgrade Prog  
[8.8.2 - 9 pages]

**ATTACHMENT 1**

**PROPOSED RANKING CRITERIA – 2023-2027**

**4000- 4023 NEW/UPGRADE**

## Article I. 4000 STRUCTURED SPORTING FACILITIES (Non - Buildings)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Structured Sporting Facilities	Rating		Score
<b>Governance</b>			
Is the project supported by Council's Community and Council Plan, Open Space / Leisure Plan or Planning Documents or other relevant plans or relevant State and Federal standards?	Yes		5
	No		0
Does this project meet Council's facility standards policy, and will it strengthen and/or enhance the ability for people to recreate? (If the project is not addressed by the Facility Standards Policy, the application will be assessed on a case by case basis, benchmarked against like infrastructure)	Yes		15
	No		0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium		15
	Low		5
	Not at all		0
<b>Social / Community Engagement / Community Benefit</b>			
Does the project encourage greater recreation participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors, first nations and socially isolated individuals and communities?	All 5		12
	4		8
	3		4
	1-2		2
	0		0
To what extent has planning for this project been undertaken?	Significantly (Detailed design/Costing and Stakeholder sign-off)		10
	Moderately (Concept design/Quantity Survey Costing/Extensive Consultation)		5
	Slightly (Initial scoping / initial discussion)		2
	Not at all		0
Increased utilisation of existing recreation infrastructure as a result of the project.	Significantly (> 20%)		10
	Moderately (10%-20%)		8
	Slightly (< 10%)		4
	Not at all		0
Rationale - Evidence to support current/future demands.	Extensively		12
	Somewhat		6
	Not at All		0
Number of club members or participants/week and residents that will benefit from the project.	Members > 500	Participants/wk > 1500	3
	100 - 500	1000 - 1500	2
	< 100	< 1000	1

<b>Environmental</b>		
How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively	3
	Moderately	2
	No	0
<b>Economic / Financial Impact</b>		
Confirmed financial commitment (e.g. Bank statement).	Yes	3
	No	0
To what extent is the community group/club financially contributing to this project?	Exceeds the Policy	12
	Meets the Policy	8
	Below the Policy	2
	Not at all	0
<b>Maximum Possible Score</b>		<b>100</b>

Article II.

## 4000 STRUCTURED SPORTING FACILITIES (Buildings)

The assessment process for Structured Sporting Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Structured Sporting Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation and Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

#### 4000A STRUCTURED SPORTING FACILITIES (carparks)

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>Assessment Criteria for Structured Sporting Facilities (Carparks)</b>	<b>Rating</b>	<b>Score</b>
Is the project consistent with Council's Sporting Reserve & Facility Development Guidelines Policy?	Yes No	10 0
Do the Community and Council Plan, or other relevant planning documents support the project?	Yes No	10 0
What is the level of risk exposure to Council and the community should the project not be undertaken?	High Medium Low None	20 15 5 0
To what extent has planning been undertaken for this project?	Significant Moderate Minimal None	20 15 10 0
Is there any external funding tied to this project? (i.e. election commitment)	Yes > 50% Yes < 50% No	10 5 0
Does the project improve accessibility for all users? (in particular people with a disability, seniors, etc.)	Yes No	10 0
To what extent are tenant community groups/users of the site contributing financially towards the project? (refer to Sporting Club Financial Contributions Towards Reserve Developments Policy)	Exceeds Policy Meets Policy / Nil	10 0
Number of club members and regular casual users per week that will benefit from the project?	500+ 250 to 499 100 to 249 < 100	10 7.5 5 0
<b>Maximum Possible Score</b>		<b>100</b>

## 4001 ARTS AND CULTURAL FACILITIES (Buildings)

The assessment process for Arts and Cultural Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Cultural Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

## 4001 ARTS AND CULTURAL FACILITIES (Non - Buildings)

Assessment Criteria for Cultural Facilities, not including Buildings	Rating	Score
<b>Governance</b>		
Is the project supported by Council's Community and Council Plan, current Arts and Cultural Service Plans, or other relevant Council plans or relevant State and Federal standards?	Significant Moderate Slightly Not at all	20 10 7 0
What risk would the community/Council be exposed to should the project not be undertaken? (rated against Council's Integrated Risk Management Process).	Medium Low None	12 5 0
<b>Social / Community Engagement / Community Benefit</b>		
To what extent has planning for this project been completed?	Significantly (Detailed design/Costing and relevant permits/Stakeholder sign-off) Moderately (Concept design/QS Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	7 3 1 0
Will the project increase support placemaking and cultural tourism through increased visitation at a local, municipal or regional level?	Regional Municipal Local	6 3 1
Does the project encourage greater arts participation/engagement from any of the following: women, people with disabilities, youth, seniors, First Nations and socially isolated individuals and communities?	All 5 4 3 1-2 0	7 5 3 1 0
Does the project assist in the support, development and advocacy of artists and/or the creative industries in Knox?	Significant Moderate Slightly Not at all	10 7 2 0
<b>Environmental</b>		
How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Significant Moderate Slightly Not at all	7 5 2 0
Can the project be completed through the use of sustainable materials?	Significant Moderate Slightly Not at all	6 3 1 0
<b>Economic / Financial Impact</b>		
Will the project have a positive impact on the economic development of Knox?	Significant Moderate Slightly Not at all	7 3 1 0
Will the impact on recurrent costs change?	Decrease Same Increase	6 3 0
Does the project have the potential of attracting external funding from grants, partners, investors, sponsors, developers, philanthropic givers, etc?	>50% <50% None	12 6 0
<b>Maximum Possible Score</b>		<b>100</b>

## 4002 INDOOR LEISURE FACILITIES

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Indoor Leisure Facilities	Rating	Score
<b>Governance</b>		
Is the project supported by Council's Community and Council Plan, Strategy or Planning documents or other relevant leisure plans or relevant State and Federal standards?	Yes	12
	No	0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium	15
	Low	5
	None	0
<b>Social / Community Engagement / Community Benefit</b>		
To what extent has planning for this project been undertaken?	Significantly (Detailed design/costing and Stakeholder sign-off)	10
	Moderately (Concept design/Quantity Survey Costing/Extensive Consultation)	5
	Slightly (Initial scoping/initial discussion)	2
	Not at all	0
Catchment visitation	Regional	10
	Municipal	2
Number of groups/individuals benefiting from the project?	4 or more	10
	2 or more	4
	1 or more	2
	0	0
Does the project encourage greater leisure participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors, first nation and socially isolated individuals and communities?	All 5	12
	4	8
	3	4
	1-2	2
	0	0
<b>Environmental</b>		
Does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively	6
	Moderately	3
	No	0

<b>Economic / Financial Impact</b>		
Impact of economic contribution to the Community.	Significantly	7
	Moderately	3
	Slightly	1
	Not at all	0
Impact on recurrent costs.	Decrease	6
	Same	3
	Increase	0
Extent of external funding partnership.	> 50%	12
	< 50%	6
	None	0
<b>Maximum Possible Score</b>		<b>100</b>

## 4002 INDOOR LEISURE FACILITIES (Buildings)

The assessment process for Indoor Leisure Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Indoor Leisure Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation and Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

## 4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (Non buildings)

All business cases are to demonstrate the methodology used to prioritise the program of works. The assessment process incorporates a triple bottom line evaluation which considers an assessment of the social, environmental and economic impacts of the project.

<b>Assessment Criteria for Buildings in Indoor Leisure Facilities</b>		
	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>		
<b>Governance</b>		
<b>1. Is the project required to ensure that the infrastructure meets the following requirements:</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Legislative requirements</li> <li>• Regulatory requirements</li> <li>• Australia's National Quality Framework for Early Childhood Education &amp; Care Services</li> <li>• Department of Education and Training (DET) compliance notice</li> <li>• Council endorsed response to a State or Federal reform or initiative</li> </ul>	If yes, refer to Program Area 2000 –Legal Requirements	N/A
<b>2. Is the project supported by:</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Community and Council Plan</li> <li>• Council Policies</li> <li>• Council Resolutions</li> <li>• Approved Service Plans</li> <li>• Service Level Agreements</li> <li>• Masterplans</li> <li>• Kindergarten Infrastructure Services Plan</li> </ul>	Not at all Slightly Fully Significantly	0 3 6 8
<b>3. What is the risk exposure to the Community/Council should the project not be undertaken:</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Use Council's Risk Management Framework to help identify and classify risks (Appendix A)</li> </ul>	Not at all Slightly Fully Significantly	0 5 10 15
<b>Rationale</b>		
<b>4. Is there evidence to support the current &amp; future demand for an early years service at the facility?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Based on the most recent demand/supply/ population data for the relevant service type in the municipality</li> </ul> The capacity of non-Council services to address the need	Not at all Slightly Fully Significantly	0 5 10 15

<p><b>5. Does the project strengthen and/or enhance the capacity for the facility to support early years integrated service delivery? To what extent does the project contribute to current and future requirements of the facility?</b>  <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• Accommodate integrated multi use purposes;</li> <li>• Community Facilities Planning Policy;</li> <li>• Increased capacity for multipurpose, co-location or integration of services and programs</li> <li>• Previous submissions regarding facility requirements</li> <li>• Improves range, quality, delivery and access to services.</li> <li>• Council endorsed response to a State or Federal reform or initiative</li> </ul>	<p>Not at all Slightly Fully Significantly</p>	<p>0 5 10 15</p>
<b>Social / Community Engagement / Community Benefit</b>		
<p><b>6. Extent of consultation that has occurred?</b>  <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• Community</li> <li>• Families that access the service</li> <li>• Council Staff</li> <li>• Non-Council staff and/or service providers</li> <li>• Council departments</li> <li>• Councillors</li> </ul>	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 8</p>
<p><b>7. Does this outdoor space fit with the recommended early years outdoor natural environment?</b>  <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• Is this non-conforming with children's services regulations</li> <li>• Potential hazards within the play environment</li> <li>• Australian Playground Standards</li> <li>• Features that enable children to explore and experience the natural environment</li> <li>• Children's learning and development in natural environments</li> </ul>	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 9</p>
<b>Environmental/Economic</b>		
<p><b>8. To what extent does the project impact Economic, Financial and Environmental Values?</b>  <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• Does the project address the Economic Development Strategy?</li> <li>• <b>Environmental</b></li> <li>• Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution) [Lower or no change is better]</li> <li>• Impact on Resource use (e.g. will the project increase electricity, gas or water use) [Lower or no change is better]</li> <li>• Sustainable Procurement and sustainable use of materials (e.g. reduction in waste to landfill, purchasing recycled material or reusing existing materials on the project) [Higher is better]</li> </ul>	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 5 9</p>

<p><b>Economic / Financial Impact</b></p> <ul style="list-style-type: none"> <li>• Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site). [Lower or no change is better]</li> <li>• Compliments existing investment/assets/capital works.</li> <li>• Components have achieved optimum replacement life.</li> <li>• Potential external funding contribution available or Project has a return on investment of under 10 years. [Higher is better]</li> <li>• Integrated transport options</li> <li>• Location of project in relation to activity centre</li> </ul>		
<b>Financial Impact</b>		
<p><b>9. To what extent has planning for this project been completed in line with Council's capital works program processes?</b>  <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• None</li> <li>• Scoping</li> <li>• Concept</li> <li>• Final</li> </ul>	<p>None  Scoping  Concept  Final</p>	<p>0  3  6  10</p>
<p><b>10. Has partnership funding already been identified?</b>  <b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• Other levels of government</li> <li>• Committee contributions</li> <li>• Philanthropic</li> </ul>	<p>Not at all  Slightly  Fully  Significantly</p>	<p>0  3  6  10</p>
<i>Total Score</i>		
<i>Maximum Possible Score</i>		<b>100</b>

### 4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (Buildings)

The assessment process for Family & Children Services Buildings and Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Family &amp; Children's Services</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

## 4004 AGED CARE BUILDINGS

The assessment process for Aged Care Buildings uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Aged Care</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

## 4005 COMMUNITY BUILDINGS, LIBRARIES & FACILITIES FOR OTHERS

The assessment process for Community Buildings & Facilities for Others uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Community Buildings, Libraries &amp; Facilities for others</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

## NEW FOOTPATH CONSTRUCTION PROGRAM &amp; PEDESTRIAN FACILITIES

Assessment Criteria for New Footpath Construction Program and Pedestrian Facilities	Rating	Score
<b>Governance</b>		
Is it part of the Principal Pedestrian Network?	Yes No	10 0
What is the Road Hierarchy?	Arterial Service Road Arterial Link Commercial Industrial Service Road Local Small Linear Reserve Access Unsealed	15 15 10 10 10 10 10 5 0
<b>Social / Community Engagement / Community/Health Benefit</b>		
Is there a pedestrian generator within 800m walk?	Education Activity Centre-Major Hospital Activity Centre-Minor Retirement Village Reserve Industrial None	20 20 15 10 10 5 5 0
Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train Principal Public Transport Network Bus Route Other Bus Route No Connectivity	20 10 5 0
Is there evidence of use?	Yes No	5 0
Is it a court or no through road? (Note: a court which has a reserve that can allow pedestrian access through to another street is not considered a no through road or court)	No Yes	10 0
Number of customer requests	3+ 1-2 0	5 2 0
Has there been a request from a mobility aid user?	Yes No	5 0
Does it link to an existing path?	Yes No	10 0
<b>Environmental</b>		
*Is it a site with biological significance?	Yes No	 *
<b>Maximum Possible Score</b>		<b>100</b>

\*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

**Major Activity Centre**

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

**Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

## 4007 ROAD AND BRIDGE CONSTRUCTION

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for New Roads & Upgrades	Rating	Score
<b>Governance</b>		
Is proposal a result of:		
Road Safety Audit.	Yes No	5 0
Response to customer complaints regarding a public safety issue.	Yes No	5 0
Project listed in Council's Integrated Transport Plan, Rowville-Lysterfield Integrated Local Plan or other strategic document.	Yes No	5 0
<b>Social / Community Engagement / Community Benefit</b>		
Does feasibility analysis suggest significant benefits?		
Improved linkage to existing road network & accessibility.	Yes No	2 0
Improved public transport or bicycle accessibility.	Yes No	4 0
Improved streetscape & environmental impacts minimised.	Yes No	2 0
Improved functionality of drainage network.	Yes No	2 0
Level of public support (for separate charge scheme)	>80% >60%<80% <60%	10 5 0
<b>OR</b>		
Level of community Interest (for Council funded roads)	High Medium Low	10 5 0
<b>Environmental</b>		
The project contributes towards Climate Change Adaptation and/or Mitigation	Addresses Both Addresses Either Addresses Neither	20 10 0

<b>Economic / Financial Impact</b>		
Has the road segment been identified as non compliant with the desirable features of its hierarchy classification?		
Surface Material & Pavement Composition.	Yes No	3 0
Pavement Width.	Yes No	3 0
Kerb Type.	Yes No	3 0
Traffic (% Commercial Vehicles or Volume).	Yes No	3 0
Is there a demonstrable lifecycle cost benefit of sealing the unsealed road or constructing a new road?	Yes No	9 0
Proportion of external funding (Special Charge Scheme or Grant) available for proposed works?	50 – 100 % 25 – 49 % < 25 %	9 5 0
Can proposed works be integrated with other Capital Works programs?	Yes No	6 0
Density Benefit Factor - Number of benefiting people/cost of asset.	High Benefit Low Benefit	9 0
<b>Maximum Possible Score</b>		<b>100</b>

## 4008 LOCAL AREA TRAFFIC MANAGEMENT SCHEMES (LATM's)

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Local Area Traffic Management Schemes	Rating	Score	
<b>Social / Community Engagement / Community Benefit</b>			
Accidents per kilometre of road. - Accident statistics as recorded in VicRoads crash stats database (Latest available over a full 5 Year period)	5+	20	
	4- 4.9	10	
	3 – 3.9	8	
	2 – 2.9	5	
	1 – 1.9	2	
	Less than 1	0	
Traffic Volume - The 12 hour two-way traffic volume (7am-7pm) For a collector road	6001 or more	20	
	4001-6000	10	
	3001-4000	8	
	2001-3000	5	
	1001-2000	2	
	0 – 1000	0	
	For a local access road	2501 or more	20
		2001-2500	10
		1501-2000	8
		1001-1500	5
Traffic Speed - The recorded 85 <sup>th</sup> %ile speed (within a 24 hour period) over 50km/hr.	501-1000	2	
	Less than 500	0	
	+15.1 km/h or more	20	
	+10.1-15km/h	10	
	+5.1-10 km/h	5	
Adjacent Land Use (if more than one, use the higher score)	+0.1-5km/h	2	
	Under 50km/hr	0	
	Activity Centre	10	
	Hospital	8	
	Education -Primary	8	
	Education -Secondary	5	
	Education-Children centre	5	
	Local shops	4	
	Retirement village	4	
	Community hall/church	4	
	Reserve (Active/play equipment, Passive)	2	
On-Road use (School crossing, bike path)	2		
How long has the site been on the list?	Industrial	1	
	None	0	
	5 years or more	5	
	4 years	4	
Road Geometry of the road being considered for installation of traffic devices.	3 years	3	
	Less than 2 years	0	
	Curvilinear	5	
	Straight	0	
<b>Maximum Possible Score</b>		<b>80</b>	

### Isolated Traffic Treatments

Assessment Criteria for Isolated Traffic Treatments (Hot Spot) Program	Rating	Score
<b>Social / Community Engagement / Community Benefit</b>		
For isolated intersection (2 or more treatable accidents at an intersection) OR For mid block site (2 or more treatable accidents between intersections)		
Accident Statistics as recorded in VicRoads Crash stats database (Latest available over a full 5 Year period)	For each Fatality. For each Serious Injury. For each Minor Injury.	10 8 6
Type of user injured	Pedestrian Cyclist Motorcyclist Car driver Other	15 10 8 5 0
Accident is related to the road environment	Yes No	10 0
Customer Request	More than 3 1 to 3 0	5 2 0
Adjacent Land Use within 200m of site (if more than one, use the higher score)	Activity Centre Hospital Education -Primary Education -Secondary Education-Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
Road geometry of the road being considered for installation of isolated traffic devices.	Curvilinear Straight	5 0
How long has the site been on the list?	5 years or more 4 years 3 years Less than 2 years	5 4 3 0
<b>Maximum Possible Score (Dependent on number of accidents)</b>		

## 4009 NEW BICYCLE/SHARED PATHS

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

### **SHARED PATHS:**

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
<b>Governance</b>		
Principal Bike Network	Yes No	10 0
Road Hierarchy	Arterial Service Road Arterial Link Industrial Collector Service Road-Local Reserve Access Unsealed	20 20 15 15 10 10 10 5 0
<b>Social / Community Engagement / Community Benefit</b>		
Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Education Activity Centre-Major Industrial Hospital Activity Centre-Minor Reserve None	20 20 15 10 10 5 0
Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5  
Number of customer requests	3+ 1-2 0	5 2 0
Does it link to an existing on-road/off-road facility?	Shared Path On-Road Facility None	10 8 0
<b>Environmental</b>		
*Is it a site with biological significance?	Yes No	 *
<b>Economic / Financial Impact</b>		
Available funding from an external body?	Yes No	15 0
<b>Maximum Possible Score</b>		<b>100</b>

\*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

### Major Activity Centre

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

### Minor Activity Centre

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

### ON-ROAD LANES:

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
<b>Governance</b>		
Path identified on the Principal Bicycle Network	Yes No	10 0
<b>Social / Community Engagement / Community Benefit</b>		
Crashes involving bicycles over a 5 year period	More than 5 3 to 4 1 to 2 0	20 10 5 0
Is there public transport connectivity? (i.e. a train station within 800m and a bus stop within 400m)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5
Width of the road (Note: If less than 9m wide, a shared path is recommended unless a very quiet street with low volume)	13m+ wide 9-13m wide Less than 9m wide	10 5 0
Speed Zone along the street	40km/hr and less 50km/hr 60km/hr >60km/hr	15 10 5 0
Customer requests for bike lane	More than 3 1 to 3 0	10 5 0
Links to existing bike lane/shared path	Yes No	15 0
<b>Maximum Possible Score</b>		<b>100</b>

**BICYCLE FACILITIES:**

Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
<b>Governance</b>		
Is the facility on an existing bike route	Shared Path	25
	On-road Bike Lane	15
	Gravel/Granitic	5
	No	0
Is the facility along the Principal Bike Network/identified route on the bike plan	Principal Bike Network	20
	Bike Plan	10
	None	0
<b>Social / Community Engagement / Community Benefit</b>		
Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Activity Centre-Major	25
	Education	20
	Industrial	15
	Activity Centre-Minor	10
	Hospital	10
	Reserve	5
	None	0
Does it improve safety?	Yes	10
	No	0
Does it improve accessibility/connectivity?	Yes	10
	No	0
Customer request for facility	3+	10
	1-2	5
	0	0
<b>Maximum Possible Score</b>		<b>100</b>

**Major Activity Centre**

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

**Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

## 4010 LOCAL ROAD SAFETY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Local Road Safety Initiatives	Rating	Score
<b>Social / Community Engagement / Community Benefit</b>		
Regulatory Requirement (eg. street light required over a traffic device or pedestrian numbers warrant school crossing)	Yes No	10 0
Treatment addresses property damage accidents (eg. Kerb installed to reduce run off road accidents)	Yes No	10 0
Accident reduction/prevention potential	Reduce conflict points Improve Sight distance Improve pedestrian visibility Improve driver awareness None	15 10 5 2 0
Customer requests	3 or more 1-3 None	5 2 0
Identified within the Integrated Transport Plan, Pedestrian Plan, Bike Plan or Community and Council Plan	Yes No	10 0
Adjacent Land Use within 100m of site (if more than one, use the higher score)	Activity Centre Hospital Education –Primary Education –Secondary Education – Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
Bus Route	Yes No	5 0
Road Hierarchy	Link Collector Local/access	10 5 0
<b>Environmental</b>		
Impacts on the environment e.g. excavation required, tree removal	No Yes	5 0
<b>Economic / Financial Impact</b>		
Possible external funding contribution from other source	Yes No	20 0
<b>Maximum Possible Score</b>		<b>100</b>

## 4011 PUBLIC TRANSPORT INFRASTRUCTURE

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Local Road Safety Initiatives	Rating	Score
<b>Social / Community Engagement / Community Benefit</b>		
Problem identified by bus company	Yes No	10 0
Works will improve reliability	Yes No	10 0
Works will improve road safety	Yes No	10 0
DDA need to improve access	Yes No	10 0
Customer requests	3 or more 1-3 None	10 5 0
Bus route/stop location (footpath hierarchy)	Commercial access Key access Local access	10 5 0
<b>Environmental</b>		
Negative impacts on environment	No Yes	10 0
<b>Economic / Financial Impact</b>		
Possible external funding contribution from other source	Yes No	15 0
Works can be done in partnership with other authorities	Yes No	15 0
<b>Maximum Possible Score</b>		<b>100</b>

Priority is based on:

- problem being experienced by bus company;
- frequency and type of bus service; and
- benefits the works will have on the operation of the bus service.

Prioritisation of bus stop works will also be based on:

- identified locations where people with disabilities are using the bus service;
- works that can be done in conjunction with other authorities (e.g. Dept of Infrastructure may undertake works to make a bus stop DDA compliant and Council may need to construct a short length of footpath; and
- the number of patrons using a bus stop.

## 4012 NEW PLANT & MACHINERY

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for New Plant & Machinery	Rating	Score
<b>Governance</b>		
Fit with Council Plan To what extent does the project reflect the current direction and vision of Council as outlined in the Knox Community and Council Plan?	Significant	25
	Moderate	20
	Slightly	10
	Not at all	0
<b>Social / Community Engagement/ Community Benefit</b>		
To what extent is the need and urgency for the delivery of this project to the community, taking into account: - support from the community - benefit to the community - risk to the community - alignment with existing Strategic Plans - how long the need has been apparent to Council?	Significant	20
	Moderate	18
	Slightly	10
	Not at all	0
To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services?	Significant	10
	Moderate	7
	Slightly	3
	Not at all	0
<b>Environmental</b>		
To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, water consumption, the use of recycled materials and minimising the use of resources? Are there positive environmental initiatives in the project?	Significant	15
	Moderate	7
	Slightly	3
	Not at all	0
<b>Economical / Financial Impact</b>		
What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment?	Significant	15
	Moderate	7
	Slightly	3
	Not at all	0
Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation?	Significant	15
	Moderate	10
	Slightly	5
	Not at all	0
<b>Maximum Possible Score</b>		<b>100</b>

## 4014 UNSTRUCTURED RECREATION

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

		<b>Current Score (C) (10 max)</b>	<b>Potential Score (P) (10 max)</b>
<b>Type of Open Space – either:</b>	<b>Municipal</b> <ul style="list-style-type: none"> <li>Physical relationships to an activity centre is essential</li> <li>Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary</li> <li>Cater for multiple groups of people</li> <li>Diverse user groups is desirable</li> <li>Unique qualities, character or special features is essential</li> <li>Is the space also located on a creek corridor?</li> <li>Is the space also a community hub?</li> <li>Accommodation of changing use</li> </ul>	1-10	1-10
<b>Or:</b>	<b>Neighbourhood</b> <ul style="list-style-type: none"> <li>Located in a prominent location within the neighbourhood</li> <li>Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary</li> <li>Cater for multiple groups of people</li> <li>Enable diverse activities</li> <li>Unique qualities, character or special features is essential</li> <li>Is the space also located on a creek corridor?</li> <li>Is the space also a community hub?</li> <li>Accommodation of changing use</li> </ul>	1-10	1-10
<b>Or:</b>	<b>Local</b> <ul style="list-style-type: none"> <li>Develop community engagement with the space in the immediate surroundings</li> <li>Spaces must be visually and physically accessible</li> <li>Develop place based character sympathetic to the neighbourhood and site</li> <li>Accommodation of changing use</li> </ul>	1-10	1-10
<b>Biodiversity appreciation</b>	<ul style="list-style-type: none"> <li>Priority/significant location</li> <li>Create new links</li> <li>Strong character and branding</li> </ul>	1-10	1-10
<b>Connections connectivity</b>	<ul style="list-style-type: none"> <li>Access to public transport, pedestrian and bike infrastructure</li> <li>Have excellent amenity and community infrastructure</li> <li>Comply with DDA and other standards</li> </ul>	1-10	1-10
<b>Cultural interpretation</b>	<ul style="list-style-type: none"> <li>Landmark</li> <li>Event opportunities</li> <li>Special character/significance</li> </ul>	1-10	1-10
<b>Economy local</b>	<ul style="list-style-type: none"> <li>Engaged interface with business and industry</li> <li>Connect with community infrastructure</li> <li>Opportunities for temporary business</li> <li>High level of amenity</li> </ul>	1-10	1-10
<b>Leisure healthy</b>	<ul style="list-style-type: none"> <li>Dynamic interface design</li> <li>Integrated design between active/passive spaces</li> <li>Ability to activate spaces through structured activities</li> </ul>	1-10	1-10

<b>People wellbeing</b>	<ul style="list-style-type: none"> <li>• Develop strong community links to the space</li> <li>• Develop a sense of community custodianship of site</li> <li>• Good provision of community infrastructure</li> </ul>	1-10	1-10
<b>Play exploration</b>	<ul style="list-style-type: none"> <li>• Provide diverse opportunities for play use of the site</li> <li>• Comply with equal access and compliance standards</li> <li>• Multi-generational use of spaces</li> <li>• Appropriate infrastructure for the type of space</li> <li>• Excellent visual amenity</li> </ul>	1-10	1-10
<b>Sustainable equilibrium</b>	<ul style="list-style-type: none"> <li>• Integrate opportunities for sustainable infrastructure</li> <li>• Design with sustainable materials and vegetation</li> </ul>	1-10	1-10
<b>Water - quality</b>	<ul style="list-style-type: none"> <li>• Increase water quality</li> <li>• Link and extend creek corridors by integrating drainage corridors</li> <li>• Improve community access to water</li> <li>• Integrate water systems between open spaces, streets and homes</li> </ul>	1-10	1-10
		<b>100 max (C)</b>	<b>100 max (P)</b>

<b>Strategic Priority- Level of Change</b>		<b>Change Score (CS)</b>	
<b>Limited Change or;</b>	A limited level of change for residential land located within the Dandenong Foothills or designated as a Site of Biological Significance.	<b>1 or;</b>	
<b>Incremental Change or;</b>	An incremental level of change for residential land which generally has limited access to public transport, services and facilities, low pedestrian permeability and a green and leafy character.	<b>2 or;</b>	
<b>Moderate Change or;</b>	A moderate level of change for mixed use and residential areas within and surrounding selected Activity Centres	<b>3 or;</b>	
<b>Substantial Change</b>	The highest rate of change for mixed use and residential land within selected Activity Centres and other strategic sites.	<b>4</b>	
<b>Total Score</b>			<b>(P-C) X (CS)</b>

## 4015 PLACE MANAGEMENT PROGRAM

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>Criteria</b> <b>Please select either column A, B or C.</b> <b>Then only highlight / score appropriate responses in that column.</b>	<b>A (40)</b> Is this initiative consistent with actions outlined in an existing/ endorsed structure plan or other strategic planning instrument?	<b>B (20)</b> Will this initiative precede any planned or proposed structure planning or other strategic planning exercise in the future?	<b>C (0)</b> Is this initiative a stand-alone project with no identified strategic basis?
How many Community and Council Plan Goals and Strategies does this initiative align with? List them: 1) 2) 3) 4) 5)	5 (15) 4 (12) 3 (9) 2 (6) 1 (3)	5 (15) 4 (12) 3 (9) 2 (6) 1 (3)	5 (15) 4 (12) 3 (9) 2 (6) 1 (3)
Will the initiative raise the profile of Knox?   How?	International (15) Metro (10) Local (5)	International (15) Metro (10) Local (5)	International (15) Metro (10) Local (5)
Does this initiative help implement other priorities, as articulated in the Knox Community and Council Plan and other Strategies/Plans? (eg flood management/ mitigation, healthy together, violence prevention)  List them: 1) 2) 3) 4)	More than 2 (10) Less than 2 (5)	More than 2 (10) Less than 2 (5)	More than 2 (10) Less than 2 (5)

Will this initiative respond to a significant community issue?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
Will the initiative address known safety hazards/ manage known risk?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
Will the initiative provide an opportunity for community capacity building?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
Will the initiative have a positive impact on access and inclusion?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
<b>Maximum Possible Score</b>	<b>(100)</b>	<b>(80)</b>	<b>(60)</b>

## 4016 STREETScape UPGRADES: ROAD RESERVE & NATURE STRIP PLANTING

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Streetscape Upgrades	Rating	Score
<b>Governance</b>		
Identified in Council's strategic documents or adopted Masterplan	Priority item	10
	Yes	5
	No	0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	High	5
	Medium	3
	None	0
Project adds to the body of knowledge or guides future works on the site / program. E.g. Biolinks Study, Masterplan, Energy Audit, assessments etc	Yes	10
	No	0
<b>Social / Community Engagement / Community Benefit</b>		
Extent of participation or consultation with the community/Council/external stakeholders	Significant participation or consultation	10
	Some awareness, but more consultation required	5
	No consultation	0
Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact	5
	Some benefit	2
	None	0
Catchment visitation	Municipal	10
	Neighbourhood catchment	5
<b>Environmental</b>		
Risk to environmental values reduced	None	10
	Moderate	5
	High risk	0
Values Improved	Major improvement	10
	Moderate	5
	None	0
Potential use of sustainable materials.	Major opportunity	5
	Moderate	3
	None	0
<b>Economic / Financial Impact</b>		
Impact on operations budget /maintenance cost.	Decrease	10
	Same	5
	Increase	0
Complements existing investment/ assets / capital works.	Major	5
	Moderate	2
	None	0
Components have achieved optimum replacement life.	Optimum	5
	Moderate	2
	No	0
External funding contribution available.	Yes	5
	No	0
<b>Maximum Possible Score</b>		<b>100</b>

## 4017 STORMWATER UPGRADES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Stormwater Upgrades	Rating	PTS
<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
Is the proposed project in line with Knox's strategic direction under:  1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	13
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
<b>Economic and Financial Benefits (25 points)</b>		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts Multiple Properties = 5 pts Single Property = 2 pts	15
<b>Environmental Benefits (25 points)</b>		
Is the project within a high value catchment (HVC)?  [ * = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt	7

<p>Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% &amp; Flow reductions)</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>6</b></p>
<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>6</b></p>
<p>Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p>Apply: (Catchment total DCI area – System's total disconnected DCI area) Catchment's total DCI area</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>6</b></p>
<p><b>Social and Community Benefits (25 points)</b></p>		
<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>5</b></p>
<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion &amp; connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts</p>	<p><b>5</b></p>
<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts</p>	<p><b>8</b></p>
<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc</p> <p>Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts No = 0 pts</p>	<p><b>5</b></p>
<p>Will this project provide habitat?</p>	<p>Yes = 2 pts No = 0 pts</p>	<p><b>2</b></p>
<p><b>Ranking Score (Total)</b></p>		<p><b>? / 100</b></p>

## 4018 SUSTAINABILITY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Sustainability Initiatives	Rating	Score
<b>Governance</b>		
Identified in Council's Strategic Documents or adopted Master Plan	Priority item	10
	Yes	5
	No	0
The project contributes towards Climate Change Adaptation and/or Mitigation	Addresses Both	15
	Addresses Either	10
	Addresses Neither	0
<b>Social / Community Engagement / Community Benefit</b>		
Extent of consultation with the community/Council/external stakeholders.	Significant consultation	10
	Some awareness, but more consultation required	5
	No consultation	0
Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact	5
	Some benefit	2
	None	0
Catchment visitation (e.g. the demographic that the project location or site typically caters for)	Municipal or wider Neighbourhood catchment	10
	Neighbourhood catchment	5
	Restricted Access	0
<b>Environmental</b>		
Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution)	Net improvement	10
	Neutral impact	5
	Net loss of value	0
Impact on Resource use (e.g. will the project increase electricity, gas or water use)	Significant Reduction	10
	Neutral impact	5
	Significant Increase	0
Sustainable Procurement and sustainable use of materials (e.g. reduction in waste to landfill, purchasing recycled material or reusing existing materials on the project)	Major opportunity	5
	Moderate	3
	None	0
<b>Economic / Financial Impact</b>		
Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site).	Decrease	10
	Same	5
	Increase	0
Compliments existing investment/assets/capital works.	Major	5
	Moderate	2
	None	0
Components have achieved optimum replacement life.	Optimum	5
	Moderate	2
	No	0
Potential external funding contribution available or Project has a return on investment of under 10 years.	Yes	5
	No	0
<b>Maximum Possible Score</b>		<b>100</b>

#### 4019 CIVIC & CORPORATE BUILDINGS AND FACILITY UPGRADES (Buildings)

The assessment process for Community Buildings & Facilities for Others uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Civic Corporate Buildings &amp; Facility Upgrades</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.		Project Aligns with a Council Plan Strategy	12
Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

## 4021 SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Stormwater Upgrades	Rating	PTS
<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
<p>Is the proposed project in line with Knox's strategic direction under:</p> <ol style="list-style-type: none"> <li>1) Knox Community and Council Plan</li> <li>2) WSUD &amp; Stormwater Management Strategy 2010</li> <li>3) Sustainable Water Use Plan</li> <li>4) Drainage Asset Management Plan 2010</li> <li>5) Revegetation Plan</li> <li>6) Stormwater Catchment # Master Plan (SC#MP)</li> <li>7) Open Space &amp; Landscape Master Plan</li> </ol>	<p>Project listed as priority action (in one or more strategies) = 8 pts            Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts            Project supports strategic objectives = 3 pts            No connection with strategic direction of council = 0 pts</p>	<b>8</b>
<p>If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?</p>	<p>Yes = 13 pts            No = 0 pts</p>	<b>13</b>
<p>What is the primary land use within the flood affected area?</p>	<p>Residential = 4 pts            Commercial/Industrial = 3 pts            Non Developed = 1pt</p>	<b>4</b>
<b>Economic and Financial Benefits (25 points)</b>		
<p>Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?</p>	<p>Yes = 5 pts            No = 0 pts</p>	<b>5</b>
<p>Is external funding available to cost share / deliver this project?</p>	<p>50% or more external funds = 5 pts            30-50% external funds = 3 pts            No external funds = 0 pts</p>	<b>5</b>
<p>Number of Properties suffering internal Above Floor level damage</p> <p>Number of Properties with Below Floor level damage</p>	<p>Multiple properties = 15 pts            Single property = 7 pts</p> <p>Multiple Properties = 5 pts            Single Property = 2 pts</p>	<b>15</b>
<b>Environmental Benefits (25 points)</b>		
<p>Is the project within a high value catchment (HVC)?</p> <p>[ * = section of Dandenong Creek north of Boronia Rd]            [# = section of Dandenong Creek south of Boronia Rd to confluence]</p>	<p>Dobsons /Upper Dandenong* = 7 pts            Monbulk/Ferny = 6 pts            Corhanwarrabal/Eumemmering = 5 pts            Middle Dandenong Creek# = 4 pts            Blind Creek = 3 pts            Old Joes Creek = 2 pts            Rowville Main Drain = 1 pt.</p>	<b>7</b>

Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?  (i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)	Yes = 6 pts No = 0 pts	6
Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies? [Note: Industry best practice is 80% substitution reliability or more]	Yes = 6 pts No = 0 pts	6
Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area  Apply: (Catchment total DCI area – System's total disconnected DCI area)  Catchment's total DCI area	Yes = 6 pts No = 0 pts	6
<b>Social and Community Benefits (25 points)</b>		
Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees? Note: Street Tree Policy target is 25% canopy cover across municipality.	Yes = 6 pts No = 0 pts	5
Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?	'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts	5
If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?	Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts	8
Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?  Sensitive Land Use = schools, hospitals, aged/disability services etc  Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.	Yes = 5 pts No = 0 pts	5
Will this project provide habitat?	Yes = 2 pts No = 0 pts	2
<b>Ranking Score (Total)</b>		<b>? / 100</b>

## 4022 INTEGRATED STORMWATER SOLUTIONS

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Stormwater Upgrades	Rating	PTS
<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
Is the proposed project in line with Knox's strategic direction under:  8) Knox Community and Council Plan 9) WSUD & Stormwater Management Strategy 2010 10) Sustainable Water Use Plan 11) Drainage Asset Management Plan 2010 12) Revegetation Plan 13) Stormwater Catchment # Master Plan (SC#MP) 14) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	13
What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
<b>Economic and Financial Benefits (25 points)</b>		
Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts  Multiple Properties = 5 pts Single Property = 2 pts	15
<b>Environmental Benefits (25 points)</b>		
Is the project within a high value catchment (HVC)?  [ * = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt.	7

<p>Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% &amp; Flow reductions)</p>	<p>Yes = 6 pts No = 0 pts</p>	<b>6</b>
<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>Yes = 6 pts No = 0 pts</p>	<b>6</b>
<p>Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p>Apply: (Catchment total DCI area – System's total disconnected DCI area) Catchment's total DCI area</p>	<p>Yes = 6 pts No = 0 pts</p>	<b>6</b>
<b>Social and Community Benefits (25 points)</b>		
<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>Yes = 6 pts No = 0 pts</p>	<b>5</b>
<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion &amp; connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts</p>	<b>5</b>
<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts</p>	<b>8</b>
<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc. Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts No = 0 pts</p>	<b>5</b>
<p>Will this project provide habitat?</p>	<p>Yes = 2 pts No = 0 pts</p>	<b>2</b>
<b>Ranking Score (Total)</b>		<b>? / 100</b>

## 4023 COMMUNITY SAFETY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

The table below can be used to score and rank each proposed initiative within the Plan. Initiatives with the highest scores will be assigned the highest priority.

Assessment Criteria for Community Safety Initiatives	Rating	Score
<b>Governance</b>		
<b>To what extent does the project create risk exposure to the community/Council should the project not be undertaken (rated against Council's integrated risk management process)</b>	Significantly Moderately Not at all	<b>15</b> 10 0
<b>Social / Community Engagement / Community Benefit</b>		
<b>To what extent does the project work towards delivering priorities from the Knox Community and Council Plan for a safe community?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>The project supports an integrated planning approach to place management.</li> <li>The project supports greater community participation in public places/spaces.</li> <li>The project works towards reducing inequities for particular groups including people with disabilities, young people, women, CALD communities, Aboriginal community to access public places/spaces.</li> </ul>	Significantly Moderately Not at all	<b>15</b> 10 0
<b>To what extent does the project work towards delivering community safety outcomes?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>The project increases the communities perceptions of safety – particularly at night</li> <li>The project incorporates crime prevention through environmental design principles</li> <li>The project incorporates other community safety programs to support sustainable community outcomes.</li> </ul>	Significantly Moderately Not at all	<b>25</b> 15 0
<b>Does the project provide the sufficient justification?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>Project has been identified by the Community Safety Health and Wellbeing Advisory Committee as a priority</li> <li>Project has been identified by community as a high priority community safety initiative</li> <li>Consultation has occurred with relevant Council staff and community user groups</li> </ul>	Significantly Moderately Not at all	<b>20</b> 10 5

<b>Sustainability</b>		
<p><b>Does the project benefit the environment:</b></p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> <li>• Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity)</li> <li>• Sustainable design principles –</li> <li>• Eco buy use of sustainable materials.</li> </ul>	Significantly Moderately Not at all	<b>10</b> 5 0
<b>Financial Impact</b>		
<p><b>Does the project address <u>economic</u> sustainability principles?</b></p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> <li>• Project has secured part funding from other sources</li> <li>• Capacity to improve financial return from building</li> <li>• Capacity to reduce maintenance costs</li> <li>• Potential to attract other funding sources</li> <li>• Extent of financial contribution from user group</li> <li>• Extent of in-kind contributions</li> </ul>	Significantly Moderately Not at all	<b>15</b> 10 0
<b>Maximum Possible Score Total</b>		<b>100</b>

**ATTACHMENT 2**

**PROPOSED RANKING CRITERIA – 2023-2027**

**4000 - 4023 NEW/UPGRADE**

## 4000 STRUCTURED SPORTING FACILITIES (Non - Buildings)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Structured Sporting Facilities	Rating		Score
<b>Governance</b>			
Is the project supported by <u>Council's Community Plan</u> , <u>and</u> Council Plan, <u>Open Space / Leisure Plan</u> or Planning Documents or other relevant <u>leisure</u> plans or relevant State and Federal standards?	Yes		5
	No		0
Does this project meet Council's facility standards policy, <u>support the Leisure Plan</u> and will it strengthen and/or enhance the ability for people to recreate? (If the project is not addressed by the Facility Standards Policy, the application will be assessed on a case by case basis, benchmarked against like infrastructure)	Yes		15
	No		0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium		15
	Low		5
	Not at all		0
<b>Social / Community Engagement / Community Benefit</b>			
Does the project encourage greater recreation participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors, <u>first nations</u> and socially isolated individuals and communities?	All 5		12
	4		8
	3		4
	1-2		2
	0		0
To what extent has planning for this project been undertaken?	Significantly (Detailed design/Costing and Stakeholder sign-off)		10
	Moderately (Concept design/Quantity Survey Costing/Extensive Consultation)		5
	Slightly (Initial scoping / initial discussion)		2
	Not at all		0
Increased utilisation of existing recreation infrastructure as a result of the project.	Significantly (> 20%)		10
	Moderately (10%-20%)		8
	Slightly (< 10%)		4
	Not at all		0
Rationale - Evidence to support current/future demands.	Extensively		12
	Somewhat		6
	Not at All		0
Number of club members or participants/week and residents that will benefit from the project.	Members > 500	Participants/wk > 1500	3
	100 - 500	1000 - 1500	2
	< 100	< 1000	1

<b>Environmental</b>		
How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively	3
	Moderately	2
	No	0
<b>Economic / Financial Impact</b>		
Confirmed financial commitment (e.g. Bank statement).	Yes	3
	No	0
To what extent is the community group/club financially contributing to this project?	Exceeds the Policy	12
	Meets the Policy	8
	Below the Policy	2
	Not at all	0
<b>Maximum Possible Score</b>		<b>100</b>

#### 4000A STRUCTURED SPORTING FACILITIES (carparks)

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>Assessment Criteria for Structured Sporting Facilities (Carparks)</b>	<b>Rating</b>	<b>Score</b>
Is the project consistent with Council's Sporting Reserve & Facility Development Guidelines Policy?	Yes No	10 0
Do the Community <del>and Council</del> Plan, <del>Leisure Plan</del> , or other relevant planning documents support the project?	Yes No	10 0
What is the level of risk exposure to Council and the community should the project not be undertaken?	High Medium Low None	20 15 5 0
To what extent has planning been undertaken for this project?	Significant Moderate Minimal None	20 15 10 0
Is there any external funding tied to this project? (i.e. election commitment)	Yes > 50% Yes < 50% No	10 5 0
Does the project improve accessibility for all users? (in particular people with a disability, seniors, etc.)	Yes No	10 0
To what extent are tenant community groups/users of the site contributing financially towards the project? (refer to Sporting Club Financial Contributions Towards Reserve Developments Policy)	Exceeds Policy Meets Policy / Nil	10 0
Number of club members and regular casual users per week that will benefit from the project?	500+ 250 to 499 100 to 249 < 100	10 7.5 5 0
<b>Maximum Possible Score</b>		<b>100</b>

#### 4001 **ARTS AND CULTURAL FACILITIES (Buildings)**

The assessment process for **Arts and Cultural and Library** Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>Assessment Criteria for Buildings in Cultural Facilities</b>			
	<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>Alignment with Strategic Plans</b>			
<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Initiative	15
Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
		Project Aligns with two or more Council Goals or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
		Project Aligns with 1 Council Goal	5
		Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
		The Project Addresses neither Mitigation nor Adaptation	0
<b>Risk</b>			
<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
		Project does not resolve regulatory issues or respond to specific industry guidelines	0
<b>Risk if project does not proceed</b>	15	High	15
Based on assessment from Corporate Risk Framework		Medium	10
		Low	5
		Negligible	0

<b>Financial</b>			
<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
		Project to be 10-50% funded by a grant, or external organisation	5
		Project <10% funded by grant or external organisation	2
		Project completely Council funded	0
<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>Asset Service Delivery Improvement</b>			
<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
		Project will improve asset performance, but current service delivery is acceptable	5
		Project does not improve asset performance	0
<b>Maximum Possible Score</b>			<b>100</b>

<b>Assessment Criteria for Cultural Facilities, not including Buildings</b>	<b>Rating</b>	<b>Score</b>
<b>Governance</b>		
Is the project supported by Council's Community and Council Plan, current Arts <a href="#">and Cultural Service Plans</a> , <a href="#">Council's review of its library infrastructure delivery</a> or other relevant Council plans or relevant State and Federal standards?	Significant Moderate Slightly Not at all	20 10 7 0
What risk would the community/Council be exposed to should the project not be undertaken? (rated against Council's Integrated Risk Management Process).	Medium Low None	12 5 0
<b>Social / Community Engagement / Community Benefit</b>		
To what extent has planning for this project been completed?	Significantly (Detailed design/Costing and relevant permits/Stakeholder sign-off) Moderately (Concept design/QS Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	7 3 1 0
Will the project increase <a href="#">support placemaking and cultural tourism through increased the visitation capacity</a> at a local, municipal or regional level?	Regional Municipal Local	6 3 1
Does the project encourage greater arts participation/engagement from any of the following: women, people with disabilities, youth, seniors, <a href="#">First Nations</a> and socially isolated individuals and communities?	All 5 4 3 1-2 0	7 5 3 1 0
Does the project assist in the support, development and advocacy of artists and/or the creative industries in Knox?	Significant Moderate Slightly Not at all	10 7 2 0
<b>Environmental</b>		
How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Significant Moderate Slightly Not at all	7 5 2 0
Can the project be completed through the use of sustainable materials?	Significant Moderate Slightly Not at all	6 3 1 0
<b>Economic / Financial Impact</b>		
Will the project have a positive impact on the economic development of Knox?	Significant Moderate Slightly Not at all	7 3 1 0
Will the impact on recurrent costs change?	Decrease Same Increase	6 3 0
Does the project have the potential of attracting external funding from grants, partners, investors, sponsors, developers, philanthropic givers, etc?	>50% <50% None	12 6 0
<b>Maximum Possible Score</b>		<b>100</b>

## 4002 INDOOR LEISURE FACILITIES (Non - Buildings)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

Assessment Criteria for Indoor Leisure Facilities	Rating	Score
<b>Governance</b>		
Is the project supported by <u>Council's Community and</u> Council Plan, Strategy or Planning documents or other relevant leisure plans or relevant State and Federal standards?	Yes No	12 0
Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium Low None	15 5 0
<b>Social / Community Engagement / Community Benefit</b>		
To what extent has planning for this project been undertaken?	Significantly (Detailed design/costing and Stakeholder sign-off) Moderately (Concept design/Quantity Survey Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	10 5 2 0
Catchment visitation	Regional Municipal	10 2
Number of groups/individuals benefiting from the project?	4 or more 2 or more 1 or more 0	10 4 2 0
Does the project encourage greater leisure participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors, <u>first nation</u> and socially isolated individuals and communities?	All 5 4 3 1-2 0	12 8 4 2 0
<b>Environmental</b>		
Does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively Moderately No	6 3 0

<b>Economic / Financial Impact</b>		
Impact of economic contribution to the Community.	Significantly	7
	Moderately	3
	Slightly	1
	Not at all	0
Impact on recurrent costs.	Decrease	6
	Same	3
	Increase	0
Extent of external funding partnership.	> 50%	12
	< 50%	6
	None	0
<b>Maximum Possible Score</b>		<b>100</b>

9 Supplementary Items

10 Notices of Motion

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items