

AGENDA

Mid Month Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 12 May 2025 at 7:00 PM

This meeting will be conducted as a hybrid meeting

Order of Business

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Bruce Dobson
Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Mid Month Meeting of Council on Monday 14 April 2025

4 Officer Reports

4.1 Minor Grants Program Monthly Report

Final Report Destination: Mid-Month Council
Paper Type: For Decision
Author: Community Partnerships Officer, Jade Mainwaring
Manager: Manager Community Wellbeing. Kerry Jansons
Executive: Director Connected Communities, Judy Chalkley

SUMMARY

This report summarises the grant applications recommended for approval in May 2025 for the 2024 - 2025 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure are limited to a maximum of \$3,000.00 within the current financial year.

RECOMMENDATION

That Council resolve to:

1. Approve five applications for a total of \$7,566.16 (excluding GST) as detailed below:

Applicant Name	Project Title	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Youth Connect Foundation	"Finding Your Tribe High School" Transition Bootcamp	\$2,368.00	\$2,368.00
Upper Ferntree Gully Cricket Club	Portable Gazebo	\$2,600.00	\$2,600.00
Rowville Eagles Football Club	Essential for participation equipment support to lower barriers to participation	\$239.98	\$239.98
One Hope Community Church (Community@Cavell)	Purchase of Outdoor Setting for Community@Cavell	\$570.00	\$518.18 (lesser amount due to GST)
Rowville Football Club	Update training equipment at our Junior Club	\$2,024.00	\$1,840.00 (lesser amount due to GST)
Total		\$7,801.98	\$7,566.16

Refuse one application requesting a total of \$1,827.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
All Stars Choir	Upgrade to wireless instrument technology	\$1,827.00	This project is ineligible under Clause 6.17 of the Minor Grant Procedure, which states the program cannot allocate more than \$3,000 to the same organisation within the current financial year, or a total of \$5,000 across the current and previous two financial years.
Total		\$1,827.00	

3. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2024 - 2025 will be \$13,052.29 after GST adjustments.

1. DISCUSSION

1.1 Background

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

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

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

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

Applications are assessed against criteria specified in the Minor Grants Program Procedure (approved in April 2024), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Procedure and Council's Grant Framework Policy set out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

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

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

1.2 Applications Recommended for Approval

Six applications have been assessed this month, requesting grants totaling \$9,628.98. Of the six applications, five are recommended for approval. A summary of the projects recommended is as follows:

- Youth Connect Foundation Would like to run a one-day program that supports students struggling with the transition to high school, based on the evidence-based UCLA PEERS® curriculum.
- Upper Ferntree Gully Cricket Club to purchase a new portable gazebo for use on game days and during cricket clinics. The gazebo will provide shade and shelter for scorers, coaches, volunteers, and players.
- Rowville Eagles Football Club is seeking funding for equipment so the Club can reduce financial barriers and lower participation fees.
- One Hope Community Church to purchase an outdoor setting to give them the ability to use the outdoor space more effectively for various community programs such as playgroup, community meals, community coffee mornings and youth evenings.
- Rowville Football Club is seeking funding to update their training equipment to help the coaches improve the quality of training provided and enhance player development.

Application details are provided in Attachment 1.

1.3 Applications Recommended for Deferral

One application was deferred at the April 2025 Meeting of Council. This group has since provided the requested additional information and are now recommended for funding as part of this report, namely Youth Connect Foundation.

1.4 Applications Recommended for Refusal

One application is recommended for refusal:

- All Stars Choir

The Choir has exhausted their \$5,000 limit per Clause 6.17 of the Minor Grant Procedure, which states the program cannot allocate more than \$3,000 to the same organisation within the current financial year, or a total of \$5,000 across the current and previous two financial years.

2. ENGAGEMENT

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

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

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

3. 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.

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 CONSIDERATIONS

There are no environmental considerations associated with this report.

6. FINANCIAL & RESOURCE IMPLICATIONS

The approval of Minor Grants is managed within Council's adopted budget. The 2024 - 2025 budget provides \$155,145.00 for the Minor Grants Program.

Funding commitments to date are summarised below:

Yearly Summary 2024-25	Total Amount Approved (Excluding GST)
July	\$14,554.41
August	\$27,099.60
September	\$22,656.59
October	-
November	\$41,391.17
December	\$12,704.58
January	\$-
February	\$10,357.83
March	\$11,862.54
April	\$15,668.83
May	\$
June	\$
Totals (Year to Date)	\$156,295.55

Recommended applications for the May 2025 period total \$7,566.16 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2024 - 2025 will total \$13,052.29 after GST adjustments. This includes an amount of \$9,602 of returned unspent grant funds returning during April through acquittal management.

7. RISKS

Any risks associated with administering the Minor Grant Program and Excellence Grants for Individuals Program are managed through the implementation of Council's Grant Framework Policy and the Minor Grants Program and Excellence Grants for Individuals Procedures. All Minor

Grants and Excellence Grants must be acquitted, and evidence of expenditure must be provided by the organisation.

The Procedures and Council's Grant Framework Policy set out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Procedures, applications for funding have been assessed by the Chief Executive Officer, or their delegate, for Council or delegate approval as appropriate.

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

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

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

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

9. CONFLICT OF INTEREST

Community Partnerships Team Leader, Jade Mainwaring, has declared a Conflict of Interest under Chapter 5 of the Governance Rules of Knox City Council for one application, and has not been involved in the assessment, eligibility check, or recommendations of this application outlined in this report.

10. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Minor Grants Program Application Extraction Report Attachment [4.1.1 - 7 pages]

Minor Grant Program Applications
May 2025

2425-MGP126

Attachment 1

Youth Connect Foundation Incorporated

Application ID	2425-MGP126
Organisation Name	Youth Connect Foundation Incorporated
Grant Program	Minor Grants Program

Project Title	"Finding Your Tribe High School" Transition Bootcamp
Project Start Date	20/09/2025
Project End Date	06/10/2025

Request Details	<p>The Youth Connect Foundation aims to:</p> <ul style="list-style-type: none"> - Provide accessible social skills education through the evidence-based PEERS® program - Reach 20 schools and 500 students by 2026 - Improve youth mental health outcomes through enhanced social connections - Make social skills support accessible to all students. <p>The Youth Connect Foundation proposes to bring the PEERS® Program to Knox council area students via a one-day bootcamp for young highschool students, called the Finding Your Tribe in Highschool program.</p> <p>The schools we intend to partner with for recruitment are: Wantirna South Primary, Knox Park Primary School, Templeton Primary, Knox Central Primary School. The aim would be for each primary school to select five Grade 6 students they think might benefit from the program before heading into secondary school.</p> <p>This program was piloted at Kallista Primary School in 2024.</p> <p>Strengths:</p> <ul style="list-style-type: none"> -Evidence-Based Credibility -Developed at UCLA by Dr. Elizabeth Laugeson -Used in over 70 countries -Translated into dozens of languages -The only evidence-based social skills programs worldwide <p>Proven Effectiveness for:</p> <ul style="list-style-type: none"> -Autism Spectrum Disorder (ASD) -ADHD -Social anxiety -Depression -General social skills challenges -School transitions <p>The "Finding Your Tribe in Highschool" bootcamp is a one-day intensive program supporting Knox students struggling with the transition to high school. Based on the evidence-based UCLA PEERS® curriculum and successfully piloted at Kallista Primary, this program addresses a critical need in our community: supporting young people during the</p>
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Minor Grant Program Applications
May 2025

	<p>challenging transition to high school. The program combines proven social skills strategies with practical transition support, delivered by a PEERS® certified facilitator in an engaging, youth-friendly format at Rowville Community Centre during the September school holidays.</p>		
Community Benefit	<p>Project Benefits to Knox Community:</p> <ul style="list-style-type: none"> -Research-Validated Outcomes -Multiple clinical trials in the US and internationally -Documented improvement in social skills -Enhanced friendship development -Better peer conflict management -Increased social confidence <p>Making and keeping friends Electronic communication Handling disagreements Managing peer rejection Social anxiety reduction</p> <p>For the Knox Council "Find Your Tribe" bootcamp specifically, PEERS® provides:</p> <ul style="list-style-type: none"> -Proven transition support strategies -Evidence-based social skills techniques -Clear outcome measurements -Professional credibility -Quality assurance framework <p>Direct Impact:</p> <ul style="list-style-type: none"> -20 Knox council area students receive evidence-based social skills training on making and keeping friends, minimising the risk of teasing and bullying, use of electronic media, reducing social anxiety. -Parents/caregivers gain practical support strategies -Local schools receive additional transition support resources. <p>Long-term Benefits:</p> <ul style="list-style-type: none"> -Reduced social anxiety in students -Increased school engagement -Stronger peer connections -Enhanced parent-child communication -Community support network development 		
Total Beneficiaries	20	Total Project Cost	\$ 2368.00
Knox Beneficiaries	20	Total Amount Requested	\$ 2368.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Grant	\$ 2368.00	Venue (33.50 per hour) -	\$ 268.00
		Catering (Morning Tea \$80, Lunch \$120)	\$ 180.00
		Professional Facilitation (Lead facilitator \$800, Support worker \$400)	\$ 1200.00
		Marketing Campaign (Google ads \$400, Facebook	\$ 720.00

Minor Grant Program Applications

May 2025

		Ads \$182, School Outreach materials \$120)	
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Minor Grant Program Applications
May 2025

2425-MGP130

Upper Ferntree Gully Cricket Club

Application ID	2425-MGP130
Organisation Name	Upper Ferntree Gully Cricket Club
Grant Program	Minor Grants Program

Project Title	Upper Ferntree Gully Cricket Club Minor Grant
Project Start Date	01/06/2025
Project End Date	30/06/2025

Request Details	<p>We are applying for funding to purchase a new portable gazebo for use on game days and during cricket clinics. Our club previously relied on an older gazebo that has since become unusable, leaving us without a vital piece of infrastructure. The gazebo will serve multiple practical purposes, including providing shade and shelter for scorers, coaches, volunteers, and players. This is particularly important on hot or wet days, where exposure to the elements can impact the health, safety, and comfort of those involved in managing games and training sessions.</p>		
Community Benefit	<p>Beyond its immediate function, the gazebo will offer broader benefits to the community. It will create a more welcoming and professional environment for spectators and families, encouraging greater community participation and engagement with the sport. For our junior and youth programs, the gazebo will act as a central hub during clinics and events—offering a safe space for sign-ins, first aid, hydration breaks, and coach-player interaction.</p> <p>Having reliable shade and shelter is a small but crucial improvement that enhances the experience for everyone involved, and supports our club's efforts to promote an inclusive, active, and community-minded sporting environment. This investment will contribute to the smooth and safe running of events and help our club continue to grow as a local hub for cricket and community connection.</p>		
Total Beneficiaries	200	Total Project Cost	\$ 2600.00
Knox Beneficiaries	200	Total Amount Requested	\$ 2600.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council grant	\$ 2600.00	Gazebo	\$ 2600.00

Minor Grant Program Applications
May 2025

2425-MGP141

Rowville Eagles FC

Application ID	2425-MGP141
Organisation Name	Rowville Eagles FC
Grant Program	Minor Grants Program

Project Title	Essential for participation equipment support to lower barriers to participation
Project Start Date	14/05/2025
Project End Date	14/06/2025

Request Details	We would like to request some funding assistance to go towards various essential for participation soccer equipment such as futsal goals, goal nets, and equipment storage shelves. The funding will allow us to lower participation fees especially for socio-economically disadvantaged participants.		
Community Benefit	This project will provide significant community benefits by improving access to soccer for players of all backgrounds, particularly those from socio-economically disadvantaged communities. By securing funding for essential participation equipment such as futsal goals, goal nets, and storage shelves, the club can reduce financial barriers and lower participation fees. This will enable more individuals, including young players and families facing financial hardship, to engage in the sport. Increased participation promotes physical activity, social inclusion, and community engagement, fostering a welcoming environment where individuals of all ages and skill levels can develop teamwork, confidence, and a sense of belonging. Additionally, having well-maintained equipment enhances the quality and safety of training and competition, ensuring a better sporting experience for all participants.		
Total Beneficiaries	233	Total Project Cost	\$ 239.98
Knox Beneficiaries	220	Total Amount Requested	\$ 239.98

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Grant	\$ 239.98	Goal net 6ft x 2	\$ 239.98

Minor Grant Program Applications
May 2025

2425-MGP144

One Hope Community Church (Community@Cavell)

Application ID	2425-MGP144
Organisation Name	One Hope Community Church (Community@Cavell)
Grant Program	Minor Grants Program

Project Title	Purchase of Outdoor Setting for Community@Cavell
Project Start Date	13/05/2025
Project End Date	31/07/2025

Request Details	We are requesting additional funding to purchase an outdoor setting for Community@Cavell which is a church-run community hub used for year-round community programs.		
Community Benefit	The ability to use our outdoor space more effectively for various community programs such as playgroup, community meals, community coffee mornings, youth evenings and shower & laundry facilities. These programs promote community wellbeing and serve all ages and abilities.		
Total Beneficiaries	95	Total Project Cost	\$ 869.99
Knox Beneficiaries	50	Total Amount Requested	\$ 570.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
One Hope Community Church	\$ 299.99	Outdoor Setting	\$ 299.99
Knox Council Minor Grant	\$ 570.00	Outdoor Setting	\$ 570.00

Minor Grant Program Applications
May 2025

2425-MGP145

Rowville Football Club

Application ID	2425-MGP145
Organisation Name	Rowville Football Club
Grant Program	Minor Grants Program

Project Title	Update training equipment at our Junior Club
Project Start Date	15/06/2025
Project End Date	31/07/2025

Request Details	Rowville Junior Football Club could benefit greatly from updated training equipment like agility kits, training vests, field markers and shields. We would like to purchase this new equipment with this grant.		
Community Benefit	This equipment would help our coaches improve the quality of training provided and enhance our player development. The field markers would help coaches design structured, organized training environments and ensure players know exactly where to be and what to do. It will also help increase motivation and engagement - having access to new, high-quality training tools can inspire both coaches and players. It shows that the club is invested in their development and fosters a professional, high-performance mindset. Overall it will ensure the club continues to foster a positive environment for its young athletes.		
Total Beneficiaries	480	Total Project Cost	\$ 2024.00
Knox Beneficiaries	400	Total Amount Requested	\$ 2024.00

Income Description	Income Amount	Expenditure Description	Expenditure Amount
Council Grant	\$ 2024.00	Equipment	\$ 2024.00

4.2 Proposed Sale of 58-60 Station Street Bayswater

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Manager Strategic Property & Procurement, Shelley Starrenburg
Manager:	Manager Strategic Property & Procurement, Shelley Starrenburg
Executive:	Chief Financial Officer, Navec Lorkin

SUMMARY

This report is to inform Council that the statutory procedures required for the sale of 58-60 Station Street, Bayswater, in accordance with Section 114 of the *Local Government Act 2020*, are now complete.

The site was identified as surplus to Council needs at the Council meeting on 20 December 2021. The significantly aged Hall previously located at this site was demolished in 2019 as it was no longer safe for community use; there are no plans for alternative uses of the site.

At its meeting of 9 September 2024, Council considered the officer proposal for divestment of the site at a subsidised rate to a Community Housing Organisation, following a 2-stage tender process that took nearly 3 years to undertake. The proposal was not supported. Council, however, did resolve to commence statutory processes to sell the property to the open market.

Community consultation to sell the site on open market has now been undertaken in accordance with Section 114 of the Local Government Act 2020. It is now recommended that Council proceed with the sale of the property at full market value.

RECOMMENDATION

That Council:

1. Note the feedback received during the community consultation for the proposed sale of 58-60 Station Street, Bayswater at full market rate.
2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to sell 58-60 Station Street, Bayswater.
3. Authorises the Chief Executive Officer (or such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to proceed with the sale of the property at 58-60 Station Street, Bayswater (Lot 17 on Title Plan LP3188 Certificate of Title Volume 08044 Folio 233),
 - a. Initially by public auction with the reserve price as set out in Confidential Attachment 1; and
 - b. If the land still remains unsold after auction, by negotiation to the highest bidder in accordance with Confidential Attachment 1; and/or
 - c. If the land still remains unsold, by private treaty until 31 October 2025 in accordance with Confidential Attachment 1.
4. Resolve to provide tree and habitat replacement planting within Councils Open Space areas within 1000 metres of this site to the value of the Tree Amenity Value in Confidential Attachment 1, in the event that high retention value trees are removed in the initial development of the site following its sale.

5. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to the resolution) to sign the Contract of Sale and all other necessary documents associated with the sale of 58-60 Station Street, Bayswater.
6. Pursuant to Section 125 of the Local Government Act 2020, to authorise the confidential information in the confidential attachments to be publicly available for the limited purpose of communicating the effect of this Resolution to the extent necessary to give effect to it.
7. To authorise the Chief Executive Officer (or such person the Chief Executive Officer selects) to communicate the content of the confidential attachments to the extent necessary at their discretion, including for the purpose of informing the community about the content of the report or Council's decision.

1. DISCUSSION

The subject site at 58-60 station Street, Bayswater, is about 981m² in size. It is a corner block located directly opposite the Pine Road car park and Mountain High Shopping Centre and has the Bayswater Train Station to the northeast (see Figure 1). The site is currently vacant of any buildings and has 15 mature trees along the fence boundary of Station Street and Pine Road (see Figure 2).



Figure 1 – Aerial image of Subject Site (yellow outline)



Figure 2 – View of Subject Site from Station Street, Bayswater (facing Southwest)

The site was rezoned to Residential Growth Zone Schedule 2 (RGZ2) prior to 1 July 2023; as such, it will not attract the windfall gains tax.

On 20 December 2021, Councillors approved the officer proposal to commence a 2-stage tender process: an Expression of Interest, followed by a Request for Proposal. The objective of the tender process was to identify an appropriate Community Housing Organisation (CHO) to develop social and affordable housing and suggest either to purchase or lease the land from Council.

The two-stage tender process was a comprehensive and resource-intensive endeavour, involving multiple resources across multiple departments such as Planning, Strategic Procurement, Strategic Planning, and Community Wellbeing. In addition, Council invested in the development of a bespoke contract, tailored to the specific needs of the project.

This tender identified a preferred proponent, and officers presented a report to the 9 September 2024 Council meeting, proposing to sell to a Community Housing Organisation at a subsidised price.

Council did not agree to the proposal, instead resolving the following (Figure 3):

That Council:

- 1. Note the feedback received during the recent community consultation and contained within the report for the proposed sale of 58-60 Station St, Bayswater.**
- 2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve not to proceed with the sale of 58-60 Station Street Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title Volume 08044 Folio 233) as outlined in the officers' report.**
- 3. Re-affirm that the property known as 58-60 Station Street, Bayswater (Lot 17 on Plan of Subdivision 003188, Certificate of Title volume 08044 Folio 233) is not required to be retained, and resolve to:**
 - a. Commence the statutory process to sell the property as per Section 114 of the Local Government Act 2020, on the open market;**
 - b. Give public notice of the proposed sale of the property on the Council internet site, as per Section 114 of the Local Government Act 2020; and**
 - c. Undertake community consultation in accordance with Section 114(2)(b) of the Local Government Act 2020; and**
- 4. Note a further report will be presented to a future Council meeting to enable consideration of any submissions and for Council to make a determination on the matter.**

Figure 3 - Extract of Council Report Minutes 9 September 2024

In accordance with Section 114 of the Local Government Act, Council is required to consult the community on the changed conditions for the proposed sale of the site.

Community consultation ran from 11 November 2024 to 2 December 2024. Officers advertised the proposal and attended the nearby local library on Saturday, 23 November 2024, to receive feedback and generate discussion. Feedback has been collated and provided in this report for Council consideration. Should Council resolve to sell the property, the process can commence immediately.

The proceeds from the sale are expected to form part of the funding allocated to the capital works program within the Budget. Proceeds form a component of the budgeted cash position. Should the proceeds not be substantially realised, this will require consideration of either additional borrowings, a reduction in the capital program or a combination of these.

When considering the site for divestment at its highest value, officers have had consideration for several competing objectives. These include:

- The Policy for the Sale of Council Land and Buildings, which mandates that Council land and buildings be sold at 'best and highest' value unless a lower value can be justified based on specific circumstances.
- Council's commitment to retaining and increasing tree canopy coverage within the municipality.
- Meeting the housing targets of 43,000 recently set by the State Government for 2051.

The recommendation has considered these competing objectives.

2. ENGAGEMENT

2.1 Community Consultation

Council officers conducted four weeks of community consultation from 11 November 2024 to 2 December 2024, providing an opportunity for residents and community stakeholders to comment on the proposed sale of the land at market value and noted that the site does not have protections in place for tree retention.

For this project, the community were engaged at the level of 'consult', in line with Councils Community Engagement Policy, providing Council the opportunity to consider the communities feedback in the final decision.

Neighbouring property owners and residents within a 200m radius of the site received a mailout advising of the consultation, the notification included a QR code to the 'Have Your Say' page of the website, Mailout totalled 242 letters.

Opportunities provided for the community to have their say included:

- Council's 'Have Your Say' website;
- in writing via post or email;
- via phone call;
- in person at the Civic Centre; or
- an in-person drop-in session at Bayswater Library.

At the conclusion of the consultation period, there were 65 online survey submissions from 61 contributors to the Have Your Say page and the page gained 10 project followers. The page was viewed 242 times, and 194 people visited the page.

Overall, the consultation collected 68 responses; more than double the 31 responses received during the previous engagement on selling the site for Social and Affordable Housing.

Below is a summary of the feedback channels and engagement from contributors:

- 60 page views, 48 active users, 19 seconds average engagement time
- 65 people completed the 'Have Your Say' survey;
- 2 people provided feedback at a from face-to face consultation; and
- 1 from direct email was received.

Refer to Table 1 for a summary of the feedback received.

Table 1: Community Consultation Summary

Supportive of Proposed Sale	22	32.35%
Supportive of Proposed Sale with conditions	10	14.71%
Opposed to Proposed Sale	35	51.47%
Neutral	1	1.47%
Total	68	100.00%

Based on the feedback received, 10 respondents conditionally supported the sale. These responses have been categorized as "Supportive of proposed sale with conditions," rather than simply "supportive" or "opposed." Full comments are available in Attachment 3.

Those supporting the sale with conditions emphasized retaining the existing trees was a common concern. The 'supportive with conditions' were categorised based on the feedback comments from the consultation process when asking the community their views on selling at full market value. While several respondents mention social housing, this is likely due to the previous engagement process which consulted on social and affordable housing, which Council determined not to pursue.

Respondents supporting the sale highlighted potential additional Council revenue and economic development as their primary reasons. They also supported the potential for additional housing (social or otherwise).

Opponents of the sale were worried about the removal of trees, the reduction of available open space, the potential impact on parking if the site is developed, utilising the space for social and affordable housing and noted a desire for further community facilities at the site.

The feedback on the proposed sale have been collated into themes within Table 2.

Community consultation is one factor in deliberations about selling surplus land. The community feedback needs to be weighed against competing policy goals - of which there are three in this instance.

Feedback from the consultation has helped shape the recommendation, particularly if high-retention trees are lost during development.

Table 2: Community Consultation Feedback

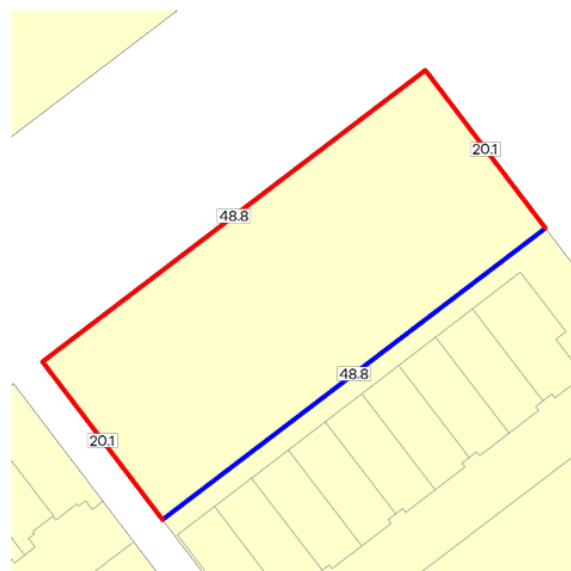
1. Environmental concerns regarding the trees on the site, including maximising the retention of trees through any development of the site.
<p>There are currently no protections available for these trees under the Knox Planning Scheme, and they do not require a permit for their removal.</p> <p>The site is in the Bayswater Activity Area and is zoned for high density development.</p>
<p><u>Further Information</u></p> <p>Planning Provisions</p> <p>Effective from 31 March 2025, the State Government’s recently implemented Townhouse and Low-rise Code requires sites under 1,000m² to achieve 10% canopy coverage. For this site of approximately 980m², this equates to 98m² of tree canopy area. This requirement can be met through a combination of new tree plantings and the retention of existing mature trees, provided they meet the definition of "canopy trees."</p> <p>A minimum of one canopy tree must be located in both the front and rear setbacks. Existing trees that have an appropriate canopy spread and meet the necessary size criteria may be counted toward fulfilling the canopy coverage requirement. However, these trees must also comply with setback and spacing provisions.</p> <p>The 6m setback from Station Street provides an area of 120.6m² (20.1m x 6m) within which the existing trees (8-15) reside. As long as these existing trees are at least 4 meters away from buildings, this assessment suggests the canopy tree requirements can be met, though final design details (building orientation, scale, and parking) remain unknown. Retention of some trees is possible.</p> <p>A landscaping plan must be submitted as part of the development application to demonstrate how the 98m² of canopy cover will be achieved. This plan should detail the location, type, and canopy spread of both proposed and retained trees, ensuring that all relevant provisions of the Knox Planning Scheme are met.</p>

Address: **58 STATION STREET BAYSWATER 3153**
 Lot and Plan Number: **Lot 17 LP3188**
 Standard Parcel Identifier (SPI): **17\LP3188**
 Local Government Area (Council): **KNOX**
 Council Property Number: **112481**
 Directory Reference: **Melway 64 G4**

www.knox.vic.gov.au

SITE DIMENSIONS

All dimensions and areas are approximate. They may not agree with those shown on a title or plan.



Area: 980 sq. m

Perimeter: 138 m

For this property:

— Site boundaries

— Road frontages

Dimensions for individual parcels require a separate search, but dimensions for individual units are generally not available.

Calculating the area from the dimensions shown may give a different value to the area shown above

For more accurate dimensions get copy of plan at [Title and Property Certificates](#)

Figure

4: Lot Dimensions for 58 -60 Station Street, Bayswater

Section 173 Agreement

A Section 173 agreement in Victoria is a legal contract under the *Planning and Environment Act 1987 (Vic)*. It allows local councils to set conditions or restrictions on land use or development, binding future owners and occupiers to these terms to achieve specific planning objectives.

It is possible to protect the trees through a Section 173 agreement, this is discussed in further detail within the body of this report, including the financial impacts and development limitations (refer section 2.4, 'Section 173 Agreement')

Arboriculture Assessment

The 15 trees on the site are all *Eucalyptus sideroxylon* [Red Ironbark], which is a Victorian native species, however, this species is not endemic to the Bayswater area. The trees are assessed as being in "Good" to "Fair" health and "Fair" to "Poor" structure and the report from Melbourne Tree Care Pty Ltd states that "no trees were found to warrant an exceptional retention value," while seven trees were found to warrant a "high" retention value.

Whilst the trees are assessed as being in a generally "Fair" condition, the retention value is established on multiple factors, including the location; these trees are in a high-density urban area, which assesses these trees at a higher retention value overall.

The report states:

"If the subject site is to be developed, it is strongly recommended that an arboriculture impact assessment is undertaken to determine which trees can be retained or removed. It is worth noting that while seven trees were found to warrant a high retention value, no trees were found to warrant a significant retention value, and there are currently no vegetation controls for the subject site."

2. Concerns regarding the availability of public open space in proximity of the subject site

The site is not required to be retained for open space, as there is open space of approximately 145,000 square meters is available within 10 minutes' walk (Marie Wallace Bayswater Reserve).

Further Information

Parks are typically classified into a hierarchy for planning and management purposes.

Three levels of classification are recommended for parks for the purpose of play and social/family recreation in suburban settings. The different classifications of parks (for play) in Knox include:

- Local Parks;
- Neighbourhood Parks; and
- Municipal Parks.

All residents should ideally have access to a park (of any category) within an approximate 10- minute walk or up to approximately 500m, whichever is the lesser distance.

The gardens at the Knox Cultural Arts Centre are a popular open space option, and approximately 8 minute walk North over Mountain Highway is the Marie Wallace Bayswater Reserve, consisting of approximately 145,000 square meters. Access to the park is designed for bicycles and pedestrians alike, particularly after the removal of the level crossing in 2017.

The reserve joins the Dandenong creek walking tracks and trails, comprising gardens, extensive playground, ovals, picnic areas and a bicycle education training area.

3. There is a need for social housing in the area, to support those who are struggling in the cost-of-living crisis.

Sale of the property on the open market does not preclude the purchase of this site for the development of social housing.

Further Information

Knox City Council is committed to advocating for safe, secure and affordable housing for people in need. Council's "Social and Affordable Housing Strategy" identifies the significant shortfall in the amount of social housing in the municipality. The intention of the Strategy is "to increase the supply of high-quality social and affordable housing in Knox", and the commitment "Council will consider the use of under-utilised Council-owned land in appropriate locations for the purpose of developing social and affordable housing".

This site was considered by Council at its meeting of 9 September 2024, and the Council determined to sell the site to the open market.

The site may be purchased with the intention of developing social housing; however, it will be at a market value through an open process, such as an auction.

4. Availability of community services in the area

The hall on this site was demolished in 2019, and significant unbudgeted investment would be required to reactivate this space to provide community service.

Further Information

Officers had not identified a suitable current community need that could be easily accommodated at this site.

Council owns another community facility at 790 Mountain Highway, Bayswater, approximately 400 meters from this site. This facility is licenced to two community groups, and available for casual hire to the public.

This council facility is opposite the Marie Wallace Bayswater Reserve.

5. Negative impacts of social housing in the area

Sale of the site on the open market does not preclude the purchase of this for the development of social housing.

Further Information

While it is common to be concerned about crime and personal safety when social housing is a possibility, there is minimal evidence supporting a link between social housing and increased crime.

Any future development on this site, whether it was social housing or not, would need to meet the planning scheme requirements.

Council is not aware of any empirical evidence that social housing negatively impacts local economic development or land prices.

6. Parking availability concerns; current developments have created existing parking issues in the area, concerns this will exacerbate existing issues.

Potential traffic impacts from any proposed site development, including parking, will be considered within the planning permit application and evaluation process.

Further Information

Feedback received noted traffic in the area has increased as the housing density has increased, and that development of the site is likely to increase traffic and street parking.

This site is located on a bus route and near the Bayswater train station and is a high activity precinct with shops, public transport, and high-density developments.

Any potential impact on traffic would be considered by Council's Traffic and Transport officers following the submission of a planning permit application with recommendations to be made accordingly at that time. Residents will have the opportunity to raise concerns about traffic impacts as part of the planning permit public consultation process.

2.2 Sale of Land and Buildings Policy Principles

Council's Sale of Land and Buildings Policy requires the decision to sell Council owned land is made carefully, considering the current and future needs of the municipality, and maximizing public value (both financial and non-financial).

One of Council's responsibilities is to manage its assets to optimise their value to the community. This responsibility includes evaluating any unused or redundant assets and releasing the funds tied

up in them to acquire, develop or improve other assets. The subject land is an example of resources tied up in an asset which Council can deploy in other areas of priority.

The subject site is zoned Residential Growth Zone (RGZ) – Schedule 2 with the Design and Development Overlay – Schedule 6 (applies to the Bayswater Major Activity Centre boundary).

The site is in the heart of the Bayswater Activity Centre; directly across from Pine Road car park. The site was considered as part of the proposed Bayswater Multi-Purpose Hub Project, which acknowledged that, whilst the site is too small for a Hub, it is appropriate for medium-density and multi-story housing. This housing typology currently surrounds the site.

The site has previously been considered for sale to a Community Housing Organisation (CHO) at a subsidised value, for the purpose of building social housing – including the provision of support services for the residents of the proposed development. This proposal was heard by Council in September 2024 and was not supported by Council. Instead, it was determined that the site should progress to sale on the open market.

Council officers have assessed the proposed sale against the Policy Principles as listed in Councils Sale of Land and Buildings Policy, refer to Table 3.

Table 3: Assessment of 58-60 Station Street Bayswater, against the Sale of Land and Buildings Policy Principles

1. Economic	<p>Council evaluation of surplus property will consider the value of the land as well as the cost of retaining the land, utilities, and any foregone revenue, as well as any potential return available from sale for alternative purposes.</p>
	<p>Council currently maintains the site (as mown grass and gravel) and pays water fees to the site. There are no other costs associated with this site.</p> <p>Before 2019, the site housed a Hall that was demolished due to safety concerns. Since then, alternative uses of the site have been considered but found to be unsuitable. No alternative uses of the site have been identified. The site was considered as part of the proposed Bayswater Multi-Purpose Hub Project, which acknowledged while the site is too small for a Hub it is appropriate for medium-density and multi- story housing, housing typology that surrounds the site.</p> <p>This site is not subject to windfall gains tax as it was re-zoned prior to 1 July 2023. This is one of the few sites Council owns which is zoned residential.</p> <p>Most Council land is zoned for public use, requiring rezoning prior to sale. Rezoning of land results in a requirement to pay windfall gains tax.</p>
2. Change to Service Needs (Use)	<p>Council will consider the sale of surplus land and buildings where it does not or will not support, facilitate or contribute to current or future service delivery outcomes as identified in the Council Plan.</p>
	<p>This site has not been identified specifically in the Council Plan 2021- 25 or the draft Council Plan 2025 – 2029 and has not been actively used since 2019.</p>
3. Building Condition	<p>Council will consider the building asset condition, maintenance, renewal and upgrade considerations.</p>
	<p>Not applicable – the subject site is vacant land. The building has been demolished.</p>
4. Environment	<p>Council will sell surplus land where retention will not enhance or protect its environmental value.</p>
	<p><u>Planning Overlays</u></p> <p>There are no vegetation protection overlays or provision for tree protection currently applicable to the site.</p> <p>The site is zoned RGZ2, which prioritises high density development. From 31 March 2025, the State Government’s recently implemented Townhouse and Low-rise Code requires sites under 1,000m² to achieve 10% canopy coverage which equates to 98m² for this site.</p>

Existing Trees on the Site

There are 15 *Eucalyptus sideroxylon* (Red Ironbark) trees on the site, which are mature or semi-mature, and located around the road boundary edges of the site. The majority of the Red Ironbark have 'fair' structure and health.

This species of tree, while native to Victoria, is not a species that is endemic to the Bayswater area.

The trees grow close together and to a certain extent are co-dependent on one another. For this reason, when considering retention and/or removal of the trees on this site, they should be considered relative to the trees around them (refer to the Arborist report at Attachment 4).

In the 2024 arboriculture report, these groups are T1-T7, T8-T13 and T14-T15:

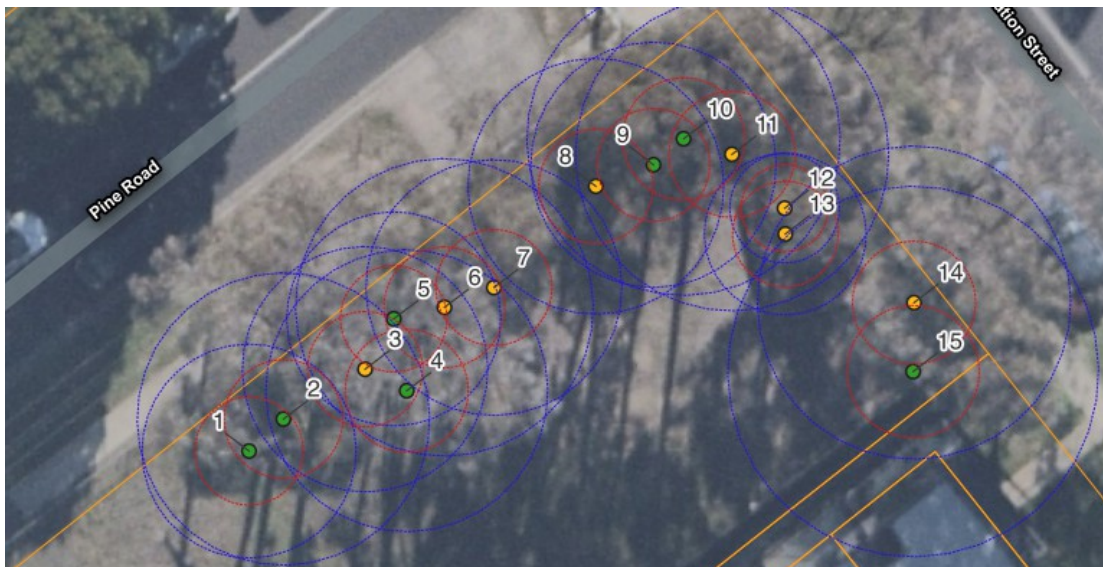


Figure 4: Image Showing the Tree Protection Zone for Existing Trees at 58 Station Street

The report from Melbourne Tree Care Pty Ltd states that "no trees were found to warrant an exceptional retention value", while seven trees were found to warrant a 'high' retention value.

Whilst the trees are assessed as being in a 'Fair' condition, the retention value is established on multiple factors, including the area. These trees are in a high-density urban landscape, the context of which assesses these trees at a higher retention value overall.

It is noted T14 has been assessed with fair health and fair structure with observations noting wounds and previous failures.

Site valuation impacts and scenarios to protect the trees through the application of a Section 173, are considered further in section 2.3, below.

Alternatively, Council could consider the provision of tree and habitat replacement planting within Council's Open Space areas around the site, to the value calculated (Tree Amenity Value), should these trees be removed because of site development.

The Tree Amenity Value is calculated using the City of Melbourne tree valuation method, which is commonly used throughout metropolitan Melbourne. (refer Confidential Attachment 1 for the tree amenity assessment of the 'high' retention value trees).

Planting would be prioritised within nearby road reserves and recreational reserves within

1000m of the subject site, as well as replacement planting for the area in the annual planting program. The nearby Marie Wallace Reserve contains areas of native revegetation.

Flora and Fauna Impact

A NatureKit assessment has been undertaken for this site and no endangered or critically endangered fauna have been recorded within the past 80 years in 1000m radius of the site (refer Attachment 5).

By focusing on endangered or critically endangered species, Council can address the most critical conservation concerns, ensuring the protection of biodiversity.

Council uses NatureKit to assess site flora and fauna because it is specifically developed for environmental planning and government use. Its validated, accurate data supports strategic decisions and compliance by government and public bodies with environmental regulations.

A search was also carried out on iNaturalist, an online platform where users share biodiversity information to support nature education. None of the flora or fauna listed in Attachment 5 have been recorded at this location.

5. Physical Works

Council will consider the sale of surplus land where it has not been identified in the Council Plan for the development of new assets or the improvement of existing assets.

This property has not been identified in the Council Plan 2021-2025 or the draft Council Plan 2025 – 2029 for the development of new assets, nor the improvement of existing assets. The site is currently vacant land and would require unbudgeted investment for the block to be anything more than its current state.

There is no known reason to retain this land for physical works.

6. Recreation

Council will sell surplus land where it is not required in the foreseeable future for recreational purposes.

The subject site has not been identified for recreational purposes, as there are a variety of alternative options nearby.

Ideally, residents should have access to a park (of any category) within an approximate 10-minute walk or up to approximately 500m, whichever is the lesser distance.

Approximately 400m north of the subject site is the Marie Wallace Bayswater Reserve, consisting of approximately 145,000 square metres.

The reserve joins the Dandenong creek walking tracks and trails, comprising gardens, extensive playground, ovals, picnic areas and a bicycle education training area. A map of the available open space is provided at Attachment 6.

7. Land Use Planning

Council will sell surplus land where there are not compelling land use planning grounds for retention.

There are no known land use planning reasons to retain the site. The subject site has not been considered in the Council Plan 2021-2025, the draft Council Plan 2025 - 2029, or in any future plans or strategies.

The subject site is zoned RGZ2 in the Bayswater Activity Centre, which is a target for investment and changes in housing provision for the Knox Community.

The subject site is close to core employment areas and public transport interchange including a train station and multiple bus routes.

The Knox Planning Schemes strategic directions for the Bayswater Activity Centre include increasing the building scale.

8. Social

Council will sell surplus land where alternative social uses have not been identified.

Council has previously considered the divestment of the site at a reduced purchase price to a not-for-profit Community Housing Organisation but ultimately resolved progress the site for sale on open market; this does not preclude that the site may be purchased for social housing purposes.

Internal consultation has not identified any major alternative social benefits of retaining this site.

9. Intergenerational Needs (Future Needs)

Council will consider social, environmental, and economic future needs of the asset by considering how the land sale today benefits current and future generations in the municipality

In considering the site for the Bayswater Multi-Purpose Hub Project, the site was identified as too small to be value to the Plan, and more appropriate for medium-density and multi-story housing; the same housing typology that surrounds the site.

As such, selling the land and allowing for the reinvestment of funds into Councils activities represents the best outcome for current and future generations.

Current and future needs will also be met by the variety of amenities within the Bayswater Activity Center.

10. Heritage and Cultural Value

Council will consider the sale of surplus land where it has not been identified in the Council Plan for the development of new assets or the improvement of existing assets.

The land has no heritage or cultural values requiring protection. The site is not in an area of cultural heritage sensitivity.

11. Risk

Council will identify and assess risks associated with holding and disposing of the asset.

If Council were to retain the asset, Council would need to consider the financial impacts.

The site is under-utilised and does not currently provide the best options for public use.

There has been no budget allowance made to invest in this site.

Failing to dispose of the asset risks increased borrowings or reducing the capital works program or deferring capital projects to invest in this land parcel.

Risks for disposal of the asset are considered within Section 7 of this report.

2.3 Competing policy objectives in considering site for divestment

There are competing objectives when considering the site for divestment at highest value:

- The Policy for the Sale of Council Land and Buildings which requires Council land and buildings be sold at 'best and highest' value, unless Council can justify a lower value based on the circumstances; and
- Council's commitment to retain and increase tree canopy coverage within the municipality.
- Meeting the housing targets of 43,000 by 2051 as recently set by the State Government.

The site at 58-60 Station Street Bayswater is surplus to Council requirements and is intended for divestment as per Council resolution to the open market for the highest value. An assessment against the Sale of Land and Buildings Policy Principles has not identified justification for disposing of this land at lower than market value.

Council's commitment to retain and increase tree canopy coverage within the municipality is an ongoing endeavor. The planning provisions, whilst allowing high density development, also consider the requirement for trees within the landscaping schedule. The development is required to achieve canopy coverage of 10%, or 98m² on the site.

The options available for Council to consider around the trees are:

1. No protection(s) for the 15 trees on the site, noting that based on the zoning there is no requirement for a permit to remove the trees and that the development of the site requires 4 canopy trees.
2. Placing a Section 173 Agreement on some or all trees, decreasing the expected market value that could be yielded for property. These scenarios are explored in section 2.4.
3. (Recommended option) Sell the site at full market value and if the high retention trees, according to Table 6, are lost during development, replacement planting should be carried out within 1000 meters of the site, to compensate for any vegetation loss.

The Victorian Government has set ambitious housing targets to address the growing demand for housing across the state. For Knox City Council, the target is to add 43,000 new homes by 2051.

This significant increase is proposed in anticipation of the expanding population and intends to provide affordable and accessible housing.

Table 4 illustrates the impact of each tree protection scenario on the developable area of the site and the resulting limitation on residential yield.

Prioritising residential development over tree protection can help meet these targets by maximizing the developable area, thus allowing for more homes to be built. This approach aligns with the state's broader objectives of improving housing affordability and providing diverse housing options in areas with existing infrastructure and services.

This site is zoned RGZ2 and is ideal for high-density housing due to its proximity to key amenities. Within walking distance is a key public transport hub consisting of both train and buses. Across the road is a shopping precinct, including a public library, and a short walk is the Knox Community Arts Centre (KCAC); altogether providing residents with convenient access to essential services, recreational activities, and educational resources.

2.4 Section 173 Agreement

A Section 173 agreement in Victorian planning law is a legal contract made under the *Planning and Environment Act 1987 (Vic)*. It allows a responsible authority, such as a local council, to enter into an agreement with a landowner to set conditions or restrictions on the use or development of the land. These agreements are recorded on the land title, ensuring that the obligations bind future owners and occupiers.

Section 173 agreements are used to achieve specific planning objectives that might not be possible through other statutory mechanisms. They can cover a range of issues, including land use, development, and even affordable housing. However, these can affect the value of the land when selling it; either because it limits the developable area, or because purchasers are wary to purchase encumbered assets.

Council can apply a Section 173 Agreement to retain some or all trees on the site.

Protecting the trees limits the developable area of the site. To protect the trees, developers are prohibited from impacting the Tree Protection Zone (TPZ). A TPZ is a designated area around a tree to safeguard its health and structural integrity during construction or other activities. The TPZ typically includes the tree's root zone and extends beyond it to ensure that the tree's roots, trunk, and canopy are protected from damage.

The arborist report noted that the trees are growing in groups. Removing part of a group can destabilise the remaining trees, increasing the risk of their failure. In other words, removing one tree within the group is likely to jeopardise the health and stability of the remaining trees.

Several scenarios have been considered for the protection of the trees to the site, and the value impact for each is included in the Independent Valuation. (refer to the Confidential Attachment 2)

These scenarios, outlined in Confidential Attachment 2, consider and compare the financial impact of protecting the tree groups against the site's valuation without a Section 173 agreement. Table 4 summarises the impact of the tree protections against the number of residences achievable for the site and Table 5 summaries the financial impacts for tree protections.

Table 4: Impact to the Site's Developable Area When Applying the Tree Protection Zone (TPZ)

Scenario	Trees protected		Total TPZ (m2)	Developable Area Remaining (approx)		Possible Lot Yield	
m2	%	Qty	Each (m2)				
1	T1 - T15		430	551	56%	5	196
2	None		Nil	981	100%	9	109
3	T1 - T7		230	751	77%	6	164
4	T8 - T13		150	831	85%	8	123
5	T14 - T15		110	871	89%	8	123
6	T1 - T11		350	631	64%	6	164
7	T8 – T15		200	781	80%	8	123

Table 5: Summary of the Financial Impacts of the Section 173 Tree Protection Scenarios

Scenario	Trees protected	Total TPZ (m2)	Developable Area Remaining (approx.)		Reduction in Site Value*
m2	%				
1	T1 - T15	430	551	56%	9%
2	None	Nil	981	100%	Nil
3	T1 - T7	230	751	77%	5%
4	T8 - T13	150	831	85%	2%
5	T14 - T15	110	871	89%	2%
6	T1 - T11	350	631	64%	7%
7	T8 – T15	200	781	80%	3%

*Compared to no Section 173 applied to the site for tree protections

Further information on the impacts to the TPZ and the assumptions from the valuation are included in the Independent Valuation report found at Confidential Attachment 2.

2.5 Assessment of Site Vegetation

In July 2024, an independent arborist, Melbourne Tree Care, was engaged to assess the trees on the site. This report is provided at Attachment 4. The independent report highlights that *“if the subject site is to be developed, it is strongly recommended that an arboricultural impact assessment is undertaken to determine which trees can be retained or removed.”* Potential impacts to the trees will be considered as part of planning permit application and evaluation process.

Table 6: Summary Arboricultural Report 2024:

Tree No.	Health	Structure	Retention
1	Good	Fair	High
2	Good	Fair	High
3	Good	Poor	Medium

Tree No.	Health	Structure	Retention
4	Fair	Fair	High
5	Good	Fair	High
6	Good	Poor	Medium
7	Fair	Fair	Medium
8	Fair	Fair	Medium
9	Good	Fair	High
10	Fair	Fair	High
11	Fair	Fair	Medium
12	Good	Fair	Medium
13	Good	Fair	Medium
14	Fair	Fair	Medium
15	Good	Fair	High

The 15 trees on the site are all *Eucalyptus sideroxylon* [Red Ironbark], which is a Victorian native species however this species is not endemic to the Bayswater area.

The Melbourne Tree Care report assessed the 15 trees on the site as:

- No trees were found to warrant an exceptional retention value;
- Seven trees were found to warrant a high retention value; and
- Eight trees were found to warrant a medium retention value.

As this is not a 'patch' of native vegetation as defined under the Biodiversity Assessment Guidelines, and there are no significant hollows in the trees, an ecological assessment prepared by a qualified Ecologist is not recommended in this instance.

NatureKit is an online tool developed by the Victorian Department of Environment, Land, Water and Planning (DELWP). It integrates various biodiversity datasets to support decision-making and investment in biodiversity conservation. Data utilised in NatureKit includes information from the Victorian Biodiversity Atlas (VBA), Ecological Vegetation Classes (EVCs), and bioregions. It provides recorded sightings of species, particularly vulnerable ones, along with the most recent date a species was observed. A NatureKit report has been prepared and is provided at Attachment 5.

Financial values attributed to the high retention trees have been calculated in accordance with the City of Melbourne tree valuation method, which is used commonly through metropolitan Melbourne, and is provided in Confidential Attachment 1. This calculation is based on several factors such as the tree health, size, species, life expectancy, and removal cost. This standard practice helps determine the replacement value of a tree proposed for removal.

The Melbourne Tree Care Pty Ltd report (Attachment 4) identifies seven of the trees as high retention. The amenity value of these trees is listed in Confidential Attachment 1.

If high retention trees (as identified in table 6) are removed for the initial site development, it is recommended to undertake replacement planting in Council's Open Space areas within 1000m of the site. The value of the planting should be equivalent to the Tree Amenity Value listed for the high retention tree removed, as listed in Confidential Attachment 1.

In summary, as these trees are co-dependent on one another, any assessment for retention should only be considered in three groups: T1 – T7, T8 – T13 and T14 - T15 (Attachment 4).

The retention value of the trees within these groups varies between medium and high.

3. SOCIAL IMPLICATIONS

3.1 Bayswater Renewal Strategy

Council endorsed the Bayswater Renewal Strategy in August 2024. A copy of the strategy is published on the Council website. The strategy states the following:

“The Bayswater MAC comprises a demographic that has lower incomes and a greater level of disadvantage than other areas in the City of Knox and Greater Melbourne (ABS 2021). The suburb is well placed as a location for affordable and social housing (and supported in the Knox Social and Affordable Housing Strategy and Action Plan 2023-2027) as it has good public transport access and there are a good range of community, retail and social services available within the centre. Key sites for this type of housing are Council and State Government owned land. State Planning Policy encourages additional housing to be supplied within activity centres such as Bayswater.”

This location is particularly ideal for high density housing due to the proximity to necessary amenities such as a public library, shops, and public transport.

The Renewal strategy and the appropriateness of this site for social or affordable housing was explored with the previous Council, an undertaking of approximately 3 years and considerable resources. As discussed in this report, the project was not supported and Council proposed selling this site on the open market. Please note, an open market sale does not preclude a Community Housing Organisation from purchasing this site for development, if desired.

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 Knox Climate Response Plan 2021-2031, action ‘Adapt and preserve our natural environment’ details investigating options to help retain tree canopy cover on private land as well as mechanisms that increase additional tree canopy cover. The proposed site is home to 15 trees of various maturity and retention value. Removing the trees with no consideration of replacement will have an unfavourable impact from a climate perspective.

5. ENVIRONMENTAL IMPLICATIONS

Application of the Design and Development Overlay – Schedule 6, will continue to be applied to protect the views to the Dandenong Ranges, whilst providing increased opportunities for higher density development in the heart of the Bayswater Major Activity Centre.

The subject site is zoned RGZ2. At least one canopy tree is required in both the front and rear setbacks. Existing trees with the appropriate canopy spread and size can count toward meeting the canopy coverage requirement, provided they comply with setback and spacing regulations.

The 6-meter setback from Station Street offers 120.6m² (20.1m x 6m) of space, where existing trees (8-15) are located. As long as these trees are at least 4 meters away from any buildings, it is possible to meet the canopy tree requirements, although the final design—including building orientation, scale, and parking—remains uncertain. Retention of some existing trees is feasible.

A landscaping plan must be included in the development application, showing how the 98m² canopy coverage will be achieved. This plan should specify the location, species, and canopy spread of both proposed and retained trees, ensuring compliance with the relevant provisions of the Knox Planning Scheme. Unless the Section 173 Agreement included the retention of specific trees as per the zoning, they could all be removed.

Any development proposals will be required to adhere to planning provisions and will be subject to community consultation through the planning permit process.

Habitat for Wildlife

Officers have examined the information available about endangered species recorded at the site and the surrounding area utilising the [NatureKit Victoria \(biodiversity.vic.gov.au\)](https://biodiversity.vic.gov.au) tool provided by the Victoria State Government.

The toolkit advises that within a 1000m radius of the subject site, there were sightings of endangered and critically endangered fauna – refer Attachment 6.

The search within a 500m radius of the subject site did not highlight any sightings of endangered or critically endangered fauna.

In a previous community consultation, residents alerted officers to the impact the trees would have on the Swift Parrot (*Lathamus discolor*). The list provided by NatureKit does not advise of any recorded sightings of the Swift Parrot in the 1000m radius of the subject site. A search of iNaturalist also did not identify any recorded sightings of the Swift Parrot near this location. Of the endangered and critically endangered fauna sighted and recorded in the radius reported, none of these sightings are within the past 80 years. The last sighting recorded of a Regent Honeyeater was in 1924.

The NatureKit report does not support recent sightings of any endangered or critically endangered fauna.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The site known as 58-60 Station Street, Bayswater, has been assessed as surplus to Council's needs, in accordance with Council's Sale of Land and Buildings Policy.

The proceeds from the sale are expected to form part of the funding allocated to the capital works program within the Budget.

6.1 Land Valuation

A confidential valuation was completed in February 2025 (refer Confidential Attachment 2). The Certified Practising Valuer from Westlink Consulting has assessed the current market value of the subject property considering several Section 173 scenarios.

Table 8: Budget Impact Analysis for Trees Protection Scenarios under Section 173:

Scenario	Trees protected	Total TPZ (m2)	Developable Area Remaining (approx.)		Reduction in Site Value*
m2	%				
1	T1 - T15	430	551	56%	9%
2	None	Nil	981	100%	Nil
3	T1 - T7	230	751	77%	5%
4	T8 - T13	150	831	85%	2%
5	T14 - T15	110	871	89%	2%
6	T1 - T11	350	631	64%	7%
7	T9 – T15	200	781	80%	3%

*Compared to no Section 173 applied to the site for tree protections

6.2 Land Sales – 2025/26 Draft Budget

As part of the draft 2025/26 Budget discussions the sale of this property has been added to the proceeds. Proceeds form a component of the budgeted cash position. Should the proceeds not be substantially realised, this will require consideration of either additional borrowings, a reduction in the capital program or a combination of these.

6.3 Windfall Gains Tax Implications

Windfall Gains Tax applies to all land rezoned by the same planning scheme amendment resulting in a value uplift to the land of more than \$100,000. The taxable value uplift is the difference in the capital improved value (CIV) of the land before and after the rezoning takes effect. The Valuer-General Victoria is responsible for determining the value of the land before and after a rezoning.

The site at 58-60 Station Street, Bayswater was rezoned prior to the Windfall Gains Tax, which came into effect 1 July 2023. This is one of Councils few sites where Windfall Gains Tax does not apply. Most Council land is zoned for public use and requires rezoning prior to sale.

7. RISKS

If the land fails to sell, it could result in insufficient funds for the capital program.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

Neighbourhoods, Housing & Infrastructure

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

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. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

Attachments 1 and 2 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position when negotiating a settlement price for the sale of 58-60 Station Street, Bayswater if prematurely released.

ATTACHMENTS

1. Attachment 3 - Community engagement [**4.2.1** - 5 pages]
2. Attachment 4 - Arborist Report Melbourne Tree Care [**4.2.2** - 22 pages]
3. Attachment 5 - NatureKit Assessment [**4.2.3** - 2 pages]
4. Attachment 6 - Open Space Map [**4.2.4** - 1 page]

Proposal To Sell 58-60 Station St Bayswater - Community Consultation Responses

		Do you support the proposal to sell 58-60 Station St, Bayswater at market value?			Council Officer Analysis				Share why you provided that answer
Date Submitted		Yes	No	Neutral	Yes	No	Neutral	Yes, Conditional	
1	Nov 30, 2024, 02:32 PM		1			1			
2	Nov 29, 2024, 04:50 PM		1			1			I think we will need more parking soon. It needs to look better.
3	Nov 29, 2024, 02:00 PM	1			1				The money can be used to reinvest into the Knox community
4	Nov 29, 2024, 11:45 AM	1			1				
5	Nov 28, 2024, 01:51 PM	1			1				
6	Nov 28, 2024, 09:29 AM		1			1			<p>The land is in a prime position to provide essential local community support services. It is located in very close proximity to essential community, public health, transport, retail and education services. These include the Bayswater library, the Scout hall, Maroondah Urgent Care Clinic, Bayswater, several pharmacies, Disability services, Bayswater Train Station, several supermarkets and a significant number of private medical and dental practices. This land provides a vital opportunity to build something like a community mental health service. Again, the land is perfectly situated to house a community service that is co-located with other important local services.</p> <p>In the past the land housed an important youth community support service. I understand that many years ago the land was actually privately donated to the people of the City of Knox for just that purpose. It should therefore be utilised, for the long term future, to provide much needed social support services. There is so much need for mental health support services in our community today, for example, particularly for young people. The long term impact of the Covid years on our mental and physical health and wellbeing cannot be understated. Many young people are still struggling today as a result.</p> <p>Why on earth would you want to sell this prime piece of land privately, knowing that it is going to be bought by developers and eventually become just more residential apartments or a commercial development?</p> <p>One of the problems with the way Melbourne in general is heading is this constant push by all tiers of government to build and build and build more residential apartments. This large scale residential development becomes unmanageably top heavy in comparison to the infrastructure and number of community support services needed to sustain and support the growing population that naturally occurs when you build so many multi-storey apartments.</p> <p>In Melbourne we are already rapidly heading towards a future where most people, and especially families with young children, will live all their lives in large multi-storey apartment blocks with little direct access to gardens, neighbours, nature, trees, birds...all the sorts of things that are so under-rated by local and state governments and not seen as terribly important to our wellbeing and mental health.</p> <p>I write with a sense of gloom, and with more than a little cynicism, knowing that this prime piece of land is probably already earmarked by Knox Council to be sold off for a prime monetary profit. Why must the dollar always be the main driver in government decision making, especially local governments? Where is the sense of responsibility to meeting our future local community needs?</p> <p>There already exists, within the City of Knox, plans and approvals for future large scale residential developments around all of the local train stations and in other areas such as on the corner of Burwood Highway and Scoresby Road. The increase to the local population will be significant and with that will naturally come a need for more social support services.</p> <p>The land was originally donated to the council by someone who clearly had a strong social conscience and wanted to help the local community and I hope Knox Council keeps that uppermost in mind in its final decision making about the future of this land.</p>
7	Nov 28, 2024, 08:40 AM		1			1			The council should keep the land and try to create small garden that public would enjoy.
8	Nov 28, 2024, 08:09 AM		1			1			The housing crisis is so bad, that I think council should sell the land below market value as long as the buyer will build more affordable rental housing for as many people as possible. And there should be adequate parking included too. Thank you.
9	Nov 28, 2024, 01:28 AM		1			1			With the amount of property being developed into apartments/ town houses it would be a great place for the people in those areas to have space in a community garden and park

10	Nov 27, 2024, 11:59 PM		1			1		Because there is no vegetation protection. Ferntree Gully has been denuded of large trees systematically since we arrived here to live 50 years ago. It saddens me to see the plant life disappearing as rapidly as it has. We had up to 55 different variety of birds in our garden back then and everything I planted was to encourage the birds and now 50 years later with the shrubs and trees disappearing fast we have only magpies and crows left and the odd Butcher Bird. We also have noisy miners which originally were only town birds living in Ferntree Gully at the Station, now in our garden because the area we live in has lost it's overlay and we are just suburbia. Ferntree Gully has been neglected so poorly, The further you get away from the Council heading towards the Hills...The Gateway to the Dandenongs the less trees are there are to be seen. The Burwood Highway from Mountain Gate onwards is just a concrete jungle and you should be ashamed of yourselves for allowing this to happen. We have recently lost 4 major Eucalypts. It's not possums, it's not CLIMATE change, it's the loss of the small insect eating birds that helped protect the trees that's caused this problem. Do something. Stop stuffing around. You are getting plenty of money each year from our increased Rates.....stop spending on rubbish, put Trees on this block and be proud that you have done something to protect our environment. ooops I can see there are specific areas where there has been planting but you are planting shrubs.....crappy shrubs.....we need trees. I come originally from "dirty old" Footscray.....well, they are running rings around you guys. They have no fear of trees and are planting them everywhere.....I used to be proud to come home to Ferntree Gully, but not now.....I grieve. I'm not leaving, I'm grieving.
11	Nov 27, 2024, 10:19 PM		1			1		Council should either turn it into a space the local community can use and enjoy, or use the proceeds to purchase a more appropriate piece of land to do that. Council shouldn't just be offloading assets to cover short term funding gaps in the budget.
12	Nov 27, 2024, 09:38 PM	1				1		You could sell the land to a developer for more housing.
13	Nov 27, 2024, 09:26 PM		1			1		The land is an asset of the people of the municipality. Its original use with its building was a community hall, with multiple functions but principally for youth of the area. The building was demolished despite being in serviceable condition thereby removing its many uses for the community and the youth of Knox. I propose to restore a building to the site which can be used by a range of clubs societies and community groups with a focus on youth, on a non profit basis. In the process all trees on the site should be retained, and a small garden be established with permanent circular seating for community reflection.
14	Nov 27, 2024, 08:20 PM	1				1		Knox councillors have been putting Knox in more debt, and selling off too many properties. Would be better to sack half the councillors.
15	Nov 27, 2024, 05:47 PM	1				1		I support it, but would hope its development will provide some badly needed social housing. Please make sure that any development of this site provides enough parking off street. Too many of the existing townhouse and apartment complexes add to parking congestion in the streets. Examples of this are Elm Street and Alwyn Street.
16	Nov 27, 2024, 03:39 PM	1				1		Rate payers are finding the financial area tough at this time. Any extra income the Council may gain is great for all.
17	Nov 27, 2024, 03:36 PM		1			1		It is about time we had a large Theatre for musical theatre / plays, School theatre and bands/ single shows etc. Like Bungil in Berwick and "The Round" in Nunawadding. We have a pokey little puppy community place at present that is useless.
18	Nov 27, 2024, 03:29 PM		1			1		If sold at market value, the land will be used for more high rise units. The parking in the area around the station is already difficult without the increase caused by the development of the land. It would be nice if a philanthropist purchased the land and created a small park/rest area there instead.
19	Nov 27, 2024, 03:28 PM	1				1		Use the land for smaller dwellings ...great need for housing.
20	Nov 27, 2024, 12:57 PM		1			1		Selling public assets to subsidise operational expenses is short sighted. I, as a resident, want this sale to be postponed and a better community use considered. I also found it strange and concerning that my submission in favour of the subsidised sale wasn't represented in the community feedback of the decision to reject it
21	Nov 26, 2024, 02:24 PM		1			1		It would like to see the land used as a mini-park, a place for people on foot to sit and relax. There is not enough of that in central Bayswater. This space is surrounded by buildings and car parks.
22	Nov 26, 2024, 11:41 AM	1					1	Selling the land is fine but it sounds like the purchaser is not obligated to keep the trees? This is the only concern. Mature trees provide shade, cool the environment and lock away carbon. High density new developments often have very little green space, just a little paved alfresco spot out back that bakes all summer. I would support the sale provided there is a provision to keep as many trees as possible (or replace with extra trees to compensate), and to add additional native planting wherever possible (rather than patches of lawn). New developments with dark roofs and tiny outdoor spaces are mini heat islands. We desperately need more housing but also need to be aware that this comes with a cost for all of us so we need to mitigate this wherever possible.
23	Nov 26, 2024, 10:10 AM		1			1		Put the hall back you knocked down lots of people where use the hall
24	Nov 25, 2024, 06:30 AM	1				1		To develop the site a planning permit will be required so Council will still have a degree of control over how it is developed.

25	Nov 24, 2024, 10:22 PM		1			1			The Knox Community will be better served by its elected representatives committing to redeveloping or renegotiating proposals for 58-60 Station St. Bayswater that deliver a direct and sustainable community benefit through a collaboration with a Community housing organisation(s). The returns to the community from a Council reduced sale price (at similar rate previously suggested) to a Community organisation can be both socially and economically advantageous in the longer term in comparison to a full priced, open market sale which may, at best, deliver a simple short term revenue spike and a minimum of social equity.
26	Nov 24, 2024, 09:37 PM	1						1	I firmly support selling this land at full market price. Council is not a charity, it has no obligation to provide social housing, it's the state government's job. The money obtained from selling this land can then be invested in improving council services to further benefit Knox residents. I'd also like to raise the issue regarding the native trees on site. There should be an effort made to retain as many trees as possible.
27	Nov 24, 2024, 05:47 PM		1			1			Sale of this land for development into housing is not appropriate especially considering there is already a stalled high density housing development in Bayswater on Mountain Hwy which is a similar distance to Bayswater train station from 58-60 Station St. Clearly there is not an urgent economic need for more high density housing in this area otherwise the Mountain Hwy development would not have stalled. The land should be retained for community benefit.
28	Nov 24, 2024, 11:58 AM		1			1			The reduction of treescape which provides habitat and shelter is unjust and deplorable - further, the justification is not in line with standards upheld for the constituents of Knox Shire and reeks of blatant hypocrisy and beurocratic manipulation.
29	Nov 23, 2024, 10:54 PM	1				1			no issues with selling the land at market value. Not support if use the land for social housing
30	Nov 23, 2024, 10:29 PM	1				1			
31	Nov 23, 2024, 07:52 PM	1				1			If there is a market for the property, it is not used and appears to serve no useful purpose THEN sell it and use the funds for a better purpose
32	Nov 23, 2024, 07:52 PM	1				1			The area is otherwise of no value to the community and would be great as local housing which is in which need, particularly being so close to the station and shops which will be highly sort after.
33	Nov 23, 2024, 09:14 AM	1						1	If the council will not receive the benefit of subsidised housing, public amenity etc then the developer should bear the market value.
34	Nov 22, 2024, 10:52 AM		1			1			It is however appalling that the council has decided against protecting the trees that are located on the property. Canopy coverage doesn't magically appear because you mandate it. To cut down such beautiful and advanced trees for no reason other than potential financial gain is disgusting. The double standards alone are astounding, let alone the idiocy in this climate crisis.
35	Nov 22, 2024, 10:35 AM		1			1			Should be turned into a park and playground. Don't chop down the trees.
									I don't believe this land should be sold at all.
									Instead it should be turned into a park and playground for the local community.
									There are beautiful trees there already which provide good shade coverage too and shouldn't be cut down.
									There isn't a local playground for young kids in the area.
36	Nov 20, 2024, 08:48 AM	1			1				There is already an abundance of Public Housing in Bayswater, far above the average in Knox LGA and the surrounding areas. Having full market priced properties on this site would be good for the other residential property values around this area, and would hopefully encourage more retailers / food outlets to open in the strip of shops across the road from the train station, on Station street. This block of land is ideally situated to influence (good or bad) the look and feel of this important area so close to the train station. If this property could not be sold at full market price, I would prefer that Council develop it into a small public green space, but not use it for more low cost housing.
37	Nov 16, 2024, 11:12 PM		1					1	Not unless 173 agreements are in place to protect all existing canopy trees.
38	Nov 16, 2024, 01:08 PM		1			1			It's the only open space in this area and it contains some old trees.
39	Nov 16, 2024, 11:36 AM		1			1			I support the land being made available for community housing. This might mean further consultation and negotiation with the groups behind the submissions made. Why were none of the submissions deemed unsuitable?
40	Nov 14, 2024, 05:16 PM	1			1				Yes, as long as there are height restrictions because turning from Pine Road to Station Street is not a clear intersection especially when cars are parked in Station Street near the intersection of Pine Road.

		1			1				I think if council are unable to sell to a community group (and it's a pity the local Scout group weren't interested as the nearby parking for evening pickups and drop offs would be safer and have superior parking access), then full market value is reasonable. I would encourage council to not only consider this arborist site report in isolation, which looks very thorough, but also consider the wider area which has had many trees removed over the last decade or more with the increased housing density and train station upgrade, and strongly consider applying a new vegetation protection control over the site prior to sale. Given the current housing shortages but also the overall economic climate, I would also encourage council to carefully consider a buyer/developer's plan before agreeing to sale, and perhaps put criteria in for a high (say 70%+) social/affordable housing if it is purchased as a residential development site. Ideally with 100% tree retention for the residents and community to enjoy.
41	Nov 14, 2024, 11:38 AM		1					1	I do not support the selling of 58-60 Station Street if trees are removed. All trees are important and should be retained. Do we have a planet emergency or not?!!!!!!
42	Nov 14, 2024, 11:25 AM		1						Stick to proposal o building housing for community. This way you provid housing for elderly
43	Nov 14, 2024, 12:53 AM		1			1			
44	Nov 13, 2024, 07:30 PM		1			1			I do think if this land is sold it should be at market value, however I would prefer Council retain it and donate use or rent it at a discounted rate to a community or volunteer group. For example, a not-for-profit organisation that cares for wildlife. Or given proximity to the station, an RSL or seniors venue or similar. It is Council land, so it makes sense it is used for ratepayers' purposes. It would be good to see it used for a charitable cause. I would support my rate money being used in this way. It would also provide the opportunity to retain the trees. There is enough high-density housing in the area. Not only is it unattractive, but adds further congestion to already strained roads, transport, and services in Knox. Better it be used for a purpose that adds value for existing residents.
45	Nov 13, 2024, 04:37 PM		1			1			There is no parkland/playgrounds in that area of Bayswater. Sellig the land will most likely go to a developer who will remove all the trees and remove any potential large canopy plot of land near the center of Bayswater.
46	Nov 13, 2024, 04:05 PM		1					1	Any development would mean cutting down the established trees. Council can make extra parking facility instead. Thanks
47	Nov 13, 2024, 03:24 PM		1			1			
48	Nov 13, 2024, 03:23 PM		1			1			I feel that the land should have bee sold for under market value to a community house organisation as that is what is really needed at the moment.
49	Nov 13, 2024, 08:56 AM	1			1				Land has been vacant and not put to good use that benefits anyone. Community housing group can put this to good use that will benefit the community
50	Nov 12, 2024, 01:21 PM		1			1			Trees will be removed and the land will be used for development. We need to save our green open spaces and provide a space for the community.
51	Nov 12, 2024, 09:17 AM		1			1			why because there is never enough parking for units
52	Nov 12, 2024, 08:28 AM		1			1			Turn it into a park. The trees should not be cut down whether replanted or not. Keep it public rather than in council employees overfilled pockets.
53	Nov 11, 2024, 10:07 PM		1			1			If there is any possibility to remain as green space and usable for the community then that would be ideal.
54	Nov 11, 2024, 09:47 PM		1			1			Like everywhere else in Bayswater and Boronia, Council is facilitating the overdevelopment of town houses that only meet the housing needs of some people with little attention being paid to parking issues and how the increasing number of cars parked overnight and on weekends in local streets is impacting on the amenity of neighbourhoods and the community. The character of both suburbs is being destroyed systematically and in twenty years time will be like slums. Why do I say this? Because the majority of building projects owe little to good design and quality builds. They do not enhance the liveability of the area and recent councils have been a grand disappointment in this regard. I say the land should be retained by Council and turned into a public space for those existing in nearby townhouses and units as a place for recreation and leisure. Plant trees on the space. Knox Council used to boast it was the custodian of the gateway to the Dandenongs and its vistas. This kind of proposal is further proof Council has lost its soul.
55	Nov 11, 2024, 09:23 PM		1			1			Lack of transparency on what the land would be used for
56	Nov 11, 2024, 08:58 PM		1					1	Crime rate is already too high in this area. Community housing increases crime rate and prevalence of drugs and drug dealers (we previously lived in New St. Ringwood, and the high density of community housing at that location is notorious for housing low socio-economic individuals including drug users and drug dealers which led to major property damage for adjacent properties). We have recently purchased in this area and strongly reject the idea of decreasing the socio-economic makeup of the area by introducing community housing. We would be okay with this land being sold to a developer who will build and sell normal 2-3 bedroom townhouses.

57	Nov 11, 2024, 08:03 PM	1			1				Selling the land creates an opportunity for more housing therefore adding more customers to Bayswater's struggling shopping district but more importantly giving people the opportunity to enter the housing market.
58	Nov 11, 2024, 05:49 PM	1			1				Where Council property is sold, this should be at market rate, through a competitive open process and money from the sale be used to improve infrastructure.
59	Nov 11, 2024, 04:44 PM	1			1				For commercial and private use
60	Nov 11, 2024, 04:33 PM	1			1				For privatisation and commercial use..
61	Nov 11, 2024, 04:05 PM		1			1			I would like public or social housing built on that land instead.
62	Nov 11, 2024, 03:17 PM	1			1				This seems okay but I think the income from the sale should be donated to community projects and to towards planting a further 15 trees
63	Nov 11, 2024, 03:15 PM	1			1				Sell at an auction to a developer who'd build at least 8 units.
64	Nov 11, 2024, 03:08 PM		1					1	I do not support the sale of this land unless the 15 mature trees are protected and cannot be removed. It doesn't matter if they're not heritage or of rare value. They are mature trees, home to many birds and creatures, add shade and are part of the landscape of that area of Bayswater and have been for many many years. What is the use of having Greening Knox and KES, promoting the protection of the environment and all who inhabit it if we cannot save existing mature trees. It would take about 20 years for new trees to grow to this height and, probably, these trees would not be replaced anyway. That would be disgraceful!! If they were replaced, it would be with low lying shrubs and grasses - we need these trees to add to the "green" corridor and pathways to and from the Dandenong Creek trail. Please, City of Knox, do not allow these trees to be removed.
65	Nov 11, 2024, 02:52 PM		1			1			If this land is no longer to be considered for a community housing development, I would still like it to be used to build cheap social housing for those who are unable to purchase housing at the current rate. If the land could still be sold at 61% of its value to a builder who would construct inexpensive homes this would be fantastic for Bayswater.
66	email 10/11/2024	1						1	We believe the area would benefit from a small community park or additional retail spaces, which could enhance the vibrancy and accessibility of the neighborhood. Alternatively, if the decision is made to sell to a developer, we would support plans for residential apartment units that align with the character of the community. However, we would have concerns about any plans for commission housing on the site, as we feel it may impact the safety and security of the immediate area. Thank you again for engaging the community in this process. We look forward to seeing how this project develops and are hopeful for an outcome that positively contributes to the Bayswater
67	Drop in session	1						1	Development to the site should protect the trees, suggested a s173 would be great and doesnt want aspirations to protect the trees. Noted heat islands and north facing trees, life of the trees is 15-40 years. Doesnt want a net loss to Council, Council needs to think about it and engage planning to think through some creative options for development e.g. air rights, pine road easement cantilever, suggested looking at the setback - is there a possibility that on the western side (where there are no trees) that a development can be closer to the title boundary and possibly move the footpath (noted that there are powerpoles and infrastructure to adjust the setback into the council naturestrip/road reserve area Wanted to officers to pass on feedback that Council mowing is fantastic - short, neat, really great.
68	Drop in session			1			1		Considering moving to the area and looking to understand the proposal- neutral response

Preliminary Arboricultural Assessment



Site Address:
58-60 Station Street, Bayswater

Prepared for:
Knox City Council

Prepared by:
Lachlan J Egan
Melbourne Tree Care

DipArb
melbourne
T R E E C A R E
Submitted
25/07/2024



Melbourne Tree Care Pty.Ltd

For life and limb



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Introduction

Melbourne Tree Care was contracted by Knox City Council to undertake a preliminary arboricultural assessment for trees located within the boundaries of 58-60 Station Street, Bayswater.

Aim of report

The intention of this report is to:

- Assess trees located within the subject site.
- State the permit requirements for tree removal.
- State the retention value for each tree.
- State the Tree Protection Zones (TPZ) and Structural Root Zones (SRZ) of all trees.

Methodology

- Lachlan J Egan of Melbourne Tree Care attended site on the 23rd of July 2024.
- Data acquired is based on a Visual Tree Inspection (VTA) from the ground (Mattheck and Breloer, 1994).
- All trees with a mature height greater than five meters within the subject site were assessed.
- Data collected for each tree was their current size (DBH, DaB, crown spread, height), condition (health and structure), ULE (useful life expectancy), retention value, TPZ, and SRZ.
- DBH (Diameter at Breast Height) was measured at 1.4 metres using a diameter tape.
- DaB (Diameter at Base) was measure above the root flare using a diameter tape.
- Tree height and canopy spread were estimated.
- Tree locations are estimates based on aerial imagery.
- Data was recorded using Tree Plotter.
- TPZ's and SRZ's were calculated in accordance with Australian Standard 4970-2009 Protection of trees on development sites.



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Planning Controls

The subject site is located in the Knox City Council Residential Growth Zone 2 (RGZ1). One planning overlays is present:

- Design and Development Overlay – Schedule 6 (DDO6)

Vegetation Controls

There are currently no vegetation controls for the subject site (Table 1).

Table 1. Tree Permit Status

Location	Tree Id	Botanical Name	Permit Required
Onsite	1	<i>Eucalyptus sideroxylon</i>	No
Onsite	2	<i>Eucalyptus sideroxylon</i>	No
Onsite	3	<i>Eucalyptus sideroxylon</i>	No
Onsite	4	<i>Eucalyptus sideroxylon</i>	No
Onsite	5	<i>Eucalyptus sideroxylon</i>	No
Onsite	6	<i>Eucalyptus sideroxylon</i>	No
Onsite	7	<i>Eucalyptus sideroxylon</i>	No
Onsite	8	<i>Eucalyptus sideroxylon</i>	No
Onsite	9	<i>Eucalyptus sideroxylon</i>	No
Onsite	10	<i>Eucalyptus sideroxylon</i>	No
Onsite	11	<i>Eucalyptus sideroxylon</i>	No
Onsite	12	<i>Eucalyptus sideroxylon</i>	No
Onsite	13	<i>Eucalyptus sideroxylon</i>	No
Onsite	14	<i>Eucalyptus sideroxylon</i>	No
Onsite	15	<i>Eucalyptus sideroxylon</i>	No

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Observations

A total of 15 individual trees were assessed for this report. Detailed observations for individual trees are listed in **Appendix B** and see **Appendix C** for glossary of terms.



Figure 1. Site Overview and tree locations

Tree Population Overview

The trees assessed are mature (87% of the tree population) and semi mature (13%) in age. All of the trees are *Eucalyptus sideroxylon* (Red Ironbark), a Victorian native species. See **Appendix A** for individual tree locations and **Appendix B** for individual tree data.



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Health

The health of the trees is assessed as good (60%) and fair (40%). Most trees are presenting with good leaf size and colour, crown density, and branch elongation; all of which are indicators of fair vigour and vitality.

Structure

The structure of the trees is assessed as fair (87%) and poor (13%). Most trees present with strong branch and stem attachments and are generally free of any above-ground defects.

Tree Retention Value

No trees were found to have a exceptional retention value, seven trees were found with attributes that warrant a high retention value, while eight trees have a medium retention value (Table 2).

Table 2. Tree Retention Values

Retention Value	Tree Id
Exceptional	N/A
High	1, 2, 4, 5, 9, 10, 15
Medium	3, 6, 7, 8, 11, 12, 13, 14,
Low	N/A

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Tree Protection Zones

A Tree Protection Zone (TPZ), as stated by the Australian Standard AS4970-2009, Protection of trees on development sites, is the principal means of protection of trees on development site. The TPZ is a combination of the root area and crown area requiring protection. It is an area isolated from construction disturbance, so that the tree remains viable.

The Australian Standard AS4970-2009 is being used in assessing the protection areas for each tree as it describes the best practices for the planning and protection of trees on development sites.

Table 3. Individual TPZ's and SRZ's

Tree Id	Botanical Name	TPZ Radius (m)	SRZ Radius (m)	Retention Value
1	<i>Eucalyptus sideroxylon</i>	4.92	2.49	High
2	<i>Eucalyptus sideroxylon</i>	6.72	2.73	High
3	<i>Eucalyptus sideroxylon</i>	5.64	2.65	Medium
4	<i>Eucalyptus sideroxylon</i>	6.48	2.83	High
5	<i>Eucalyptus sideroxylon</i>	4.92	2.45	High
6	<i>Eucalyptus sideroxylon</i>	6.84	2.78	Medium
7	<i>Eucalyptus sideroxylon</i>	5.88	2.67	Medium
8	<i>Eucalyptus sideroxylon</i>	5.88	2.63	Medium
9	<i>Eucalyptus sideroxylon</i>	5.64	2.59	High
10	<i>Eucalyptus sideroxylon</i>	7.2	2.81	High
11	<i>Eucalyptus sideroxylon</i>	7.2	2.9	Medium
12	<i>Eucalyptus sideroxylon</i>	2.52	2	Medium
13	<i>Eucalyptus sideroxylon</i>	3.72	2.43	Medium
14	<i>Eucalyptus sideroxylon</i>	7.2	2.83	Medium
15	<i>Eucalyptus sideroxylon</i>	8.52	3.04	High

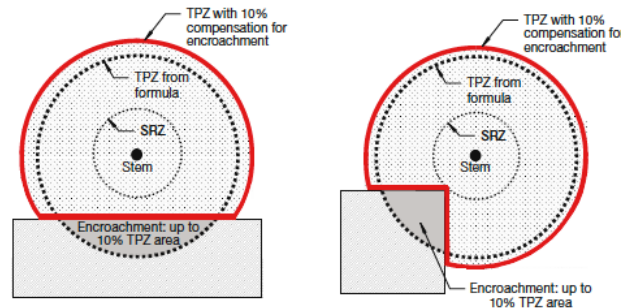
In calculating the radius for the Tree Protection Zones (TPZ), the DBH, measured at 1.4m from the ground, is multiplied by 12. The TPZ requirements are as follows:

- If the TPZ is encroached by less than 10%, the Australian Standard AS4970-2009 states: *detailed root investigations should not be required.*
- If the TPZ is encroached by more than 10%, the Australian Standard AS4970-2009 states: *the project Arborist must demonstrate that the tree(s) would remain viable. The area lost to this encroachment should be compensated for elsewhere and contiguous with the TPZ.*



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The Structural Root Zone (SRZ) is the area around the base of the tree required for stability in the ground. These roots are fundamental for the trees structure and health. The standard states:

"The area around the base of a tree required for the tree's stability in the ground. The woody root growth and soil cohesion in this area are necessary to hold the tree upright. The SRZ is nominally circular with the trunk at its centre and is expressed by its radius in metres. This zone considers a tree's structural stability only, not the root zone required for a tree's vigour and long-term viability, which will usually be a much larger area." (AS4970)

To calculate the SRZ, the equation is $(D \times 50)^{0.42} \times 0.64$, where D is the Diameter at Base (DAB).

The effects of root loss or damage by any means could include:

- Loss of stability if structural woody roots or even lower order woody roots are cut
- Reduction in water and nutrient uptake
- An eventual loss of leaves, reduced photosynthesis and thus sugar production
- Decay as a result of wounding
- Predisposition to soil borne pathogens

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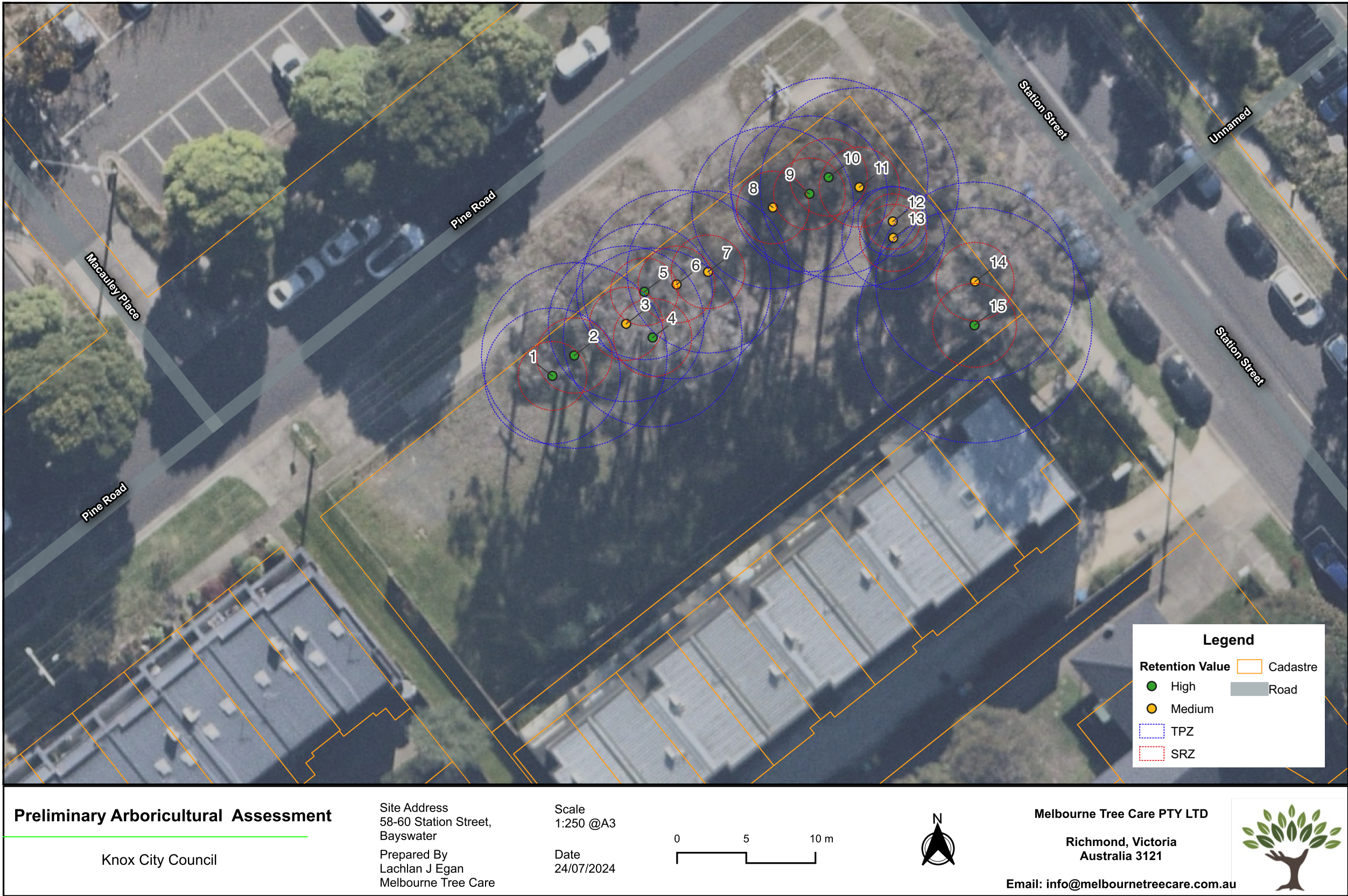
Conclusion and Recommendations

A total of 15 individual trees were assessed for this report. The main findings of the assessment were:

- The trees generally present with good to fair health.
- No trees were found to warrant a exceptional retention value.
- Seven trees were found to warrant a high retention value.
- Eight trees were found to warrant a medium retention value.

If the subject site is to be developed, it is strongly recommended that an arboricultural impact assessment is undertaken to determine which trees can be retained or removed. It is worth noting that while seven trees were found to warrant a high retention value, no trees were found to warrant a significant retention value, and there are currently no vegetation controls for the subject site.







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Appendix B: Individual Tree Data

Tree ID	1	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	41
Tree Height (m)	15	Canopy Spread (m)	8
Health	Good	Structure	Fair
ULE	Medium	Remove/Retain	Retain
Observations			

Retention Value	High	TPZ (m)	4.92
------------------------	------	----------------	------

Tree ID	2	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	56
Tree Height (m)	16	Canopy Spread (m)	11
Health	Good	Structure	Fair
ULE	Medium	Remove/Retain	Retain
Observations			

Retention Value	High	TPZ (m)	6.72
------------------------	------	----------------	------

Tree ID	3	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	47
Tree Height (m)	16	Canopy Spread (m)	12
Health	Good	Structure	Poor
ULE	Short	Remove/Retain	Retain
Observations	Included codominant stems		

Retention Value	Medium	TPZ (m)	5.64
------------------------	--------	----------------	------





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Tree ID	4	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	54
Tree Height (m)	20	Canopy Spread (m)	13
Health	Fair	Structure	Fair
ULE	Medium	Remove/Retain	Retain Onsite
Observations			

Retention Value	High	TPZ (m)	6.48
------------------------	------	----------------	------

Tree ID	5	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	41
Tree Height (m)	16	Canopy Spread (m)	9
Health	Good	Structure	Fair
ULE	Medium	Remove/Retain	Retain
Observations			

Retention Value	High	TPZ (m)	4.92
------------------------	------	----------------	------

Tree ID	6	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	57
Tree Height (m)	16	Canopy Spread (m)	10
Health	Good	Structure	Poor
ULE	Short	Remove/Retain	Retain
Observations	Included codominant stems		

Retention Value	Medium	TPZ (m)	6.84
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Tree ID	7	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	49
Tree Height (m)	16	Canopy Spread (m)	12
Health	Fair	Structure	Fair
ULE	Medium	Remove/Retain	Retain Onsite
Observations	Suppressed		

Retention Value	Medium	TPZ (m)	5.88
------------------------	--------	----------------	------

Tree ID	8	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	49
Tree Height (m)	15	Canopy Spread (m)	10
Health	Fair	Structure	Fair
ULE	Medium	Remove/Retain	Retain
Observations	Suppressed. Acute codominant stems		

Retention Value	Medium	TPZ (m)	5.88
------------------------	--------	----------------	------

Tree ID	9	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	47
Tree Height (m)	20	Canopy Spread (m)	13
Health	Good	Structure	Fair
ULE	Medium	Remove/Retain	Retain
Observations			

Retention Value	High	TPZ (m)	5.64
------------------------	------	----------------	------





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Tree ID	10	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	60
Tree Height (m)	20	Canopy Spread (m)	12
Health	Fair	Structure	Fair
ULE	Medium	Remove/Retain	Retain Onsite
Observations			

Retention Value	High	TPZ (m)	7.2
------------------------	------	----------------	-----



Tree ID	11	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	60
Tree Height (m)	12	Canopy Spread (m)	14
Health	Fair	Structure	Fair
ULE	Medium	Remove/Retain	Retain
Observations	Suppressed		

Retention Value	Medium	TPZ (m)	7.2
------------------------	--------	----------------	-----



Tree ID	12	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Semi mature
Common Name	Red Ironbark	DBH (cm)	21
Tree Height (m)	9	Canopy Spread (m)	4
Health	Good	Structure	Fair
ULE	Medium	Remove/Retain	Retain
Observations			

Retention Value	Medium	TPZ (m)	2.52
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Tree ID	13	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Semi mature
Common Name	Red Ironbark	DBH (cm)	31
Tree Height (m)	13	Canopy Spread (m)	4
Health	Good	Structure	Fair
ULE	Medium	Remove/Retain	Retain Onsite
Observations			

Retention Value	Medium	TPZ (m)	3.72
------------------------	--------	----------------	------



Tree ID	14	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	60
Tree Height (m)	17	Canopy Spread (m)	15
Health	Fair	Structure	Fair
ULE	Medium	Remove/Retain	Retain
Observations	Wounds. Previous failures. Exudates.		

Retention Value	Medium	TPZ (m)	7.2
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Tree ID	15	Origin	Vic. Native
Botanical Name	<i>Eucalyptus sideroxylon</i>	Age	Mature
Common Name	Red Ironbark	DBH (cm)	71
Tree Height (m)	16	Canopy Spread (m)	12
Health	Good	Structure	Fair
ULE	Medium	Remove/Retain	Retain
Observations			

Retention Value	High	TPZ (m)	8.52
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Appendix C: Glossary of Terms

Age

Juvenile	Juvenile or recently planted approximately 1-7 years.
Semi Mature	Tree actively growing.
Mature	Tree has reached expected size in situation.
Senescent	Tree is over mature and has started to decline.

Origin

Victorian native	Trees that are naturally occurring within Victoria
Australian native	Trees that are naturally occurring within Australia
Exotic	Trees that are not naturally occurring to any part of Australia

USEFUL LIFE EXPECTANCY – ULE

The useful life of a tree is an estimate of how long a tree is likely to remain in the landscape based on health, amenity and risk.

Long ULE Trees that appear to be retainable with an acceptable level of risk for more than 40 years.

1. Structurally sound trees located in positions that can accommodate future growth.
2. Storm damaged or defective trees that could be made suitable for retention in the long term by remedial tree surgery.
3. Trees of special significance for historical, commemorative or rarity reasons that would warrant extraordinary efforts to secure their long-term retention.

Medium ULE Trees that appear to be retainable with an acceptable level of risk for 15 to 40 years.

1. Trees that may only live between 15 and 40 years.
2. Trees that may live for more than 40 years but would be removed to allow the safe development of more suitable individuals.
3. Trees that may live for more than 40 years but would be removed during the course of normal management for safety and nuisance reasons.
4. Storm damage or defective trees that can be made suitable for retention in the medium term by remedial work.

Short ULE Trees that appear to be retainable with an acceptable level of risk for 5 to 15 years.

1. Trees that may live for 5 to 15 years.
2. Trees that may live for more than 15 years but would be removed to allow the safe development of more suitable individuals.



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3. Trees that may live for more than 15 years but would be removed during the course of normal management for safety and nuisance reasons.
4. Storm damaged or defective trees that require substantial remedial work to make safe and are only suitable for retention in the short term.

0-5 Years Trees with a high level of risk that would need removal within the next 5 years.

1. Dead trees.
2. Dying or suppressed and declining trees through disease or inhospitable conditions.
3. Dangerous trees through instability or recent loss of adjacent trees.
4. Dangerous trees through structural defects including cavities, decay, included bark, wounds or poor form.
5. Damaged trees that are considered unsafe to retain.
6. Trees that will become dangerous after removal of other trees for the above reasons.

Condition

This is a combined indicator of 'health' and 'structure' based on the following descriptors:

Health

Good Foliage of tree is entire, with good colour, very little sign of pathogens and of good density. Growth indicators are good ie. Extension growth of twigs and wound wood development. Minimal or no canopy die back (deadwood).

Fair Tree is showing one or more of the following symptoms; < 25% dead wood, minor canopy die back, foliage generally with good colour though some imperfections may be present. Minor pathogen damage present, with growth indicators such as leaf size, canopy density and twig extension growth typical for the species in this location.

Poor Tree is showing one or more of the following symptoms of tree decline; > 25% deadwood, canopy die back is observable, discoloured or distorted leaves. Pathogens present, stress symptoms are observable as reduced leaf size, extension growth and canopy density.

Dead Structure No vascular function.



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Good Trunk and scaffold branches show good taper and attachment with minor or no structural defects. Tree is a good example of the species with a well-developed form showing no obvious root problems or pests and diseases.

Fair Tree shows some minor structural defects or minor damage to trunk eg. bark missing, there could be cavities present. Minimal damage to structural roots. Tree could be seen as typical for this species.

Poor There are major structural defects, damage to trunk or bark missing. Co-dominant stems could be present or poor structure with likely points of failure. Girdling or damaged roots obvious. Tree is structurally problematic.

Retention Value

- **Exceptional** - trees must be retained at all costs
 - A tree has horticultural, social, historical or cultural value.
 - A tree that has outstanding habitat value.
 - A tree that is an outstanding size for the species.
 - A tree that is remnant.
 - A tree species that is endangered.
- **High** - trees should be considered for retention wherever possible
 - A tree that is in good-fair health and structure with a long ULE.
 - A tree that is in good health, with good structure, is semi mature or mature, and with a medium ULE.
 - A tree that has cultural, botanical, or landscape significance.
- **Medium** - trees should be considered for retention wherever possible but should not pose a material constraint to site development
 - A tree that is in fair health and structure, is semi mature, and with a medium ULE.
 - A tree that is in poor health or poor structure, is mature, and with a medium or short ULE.
- **Low** - trees should be removed
 - A tree that is in poor health and structure with a short ULE.
 - Weed species.
- **Third Party** – trees are third party assets and must be retained at all costs.
 - A tree that is located on adjoining properties.



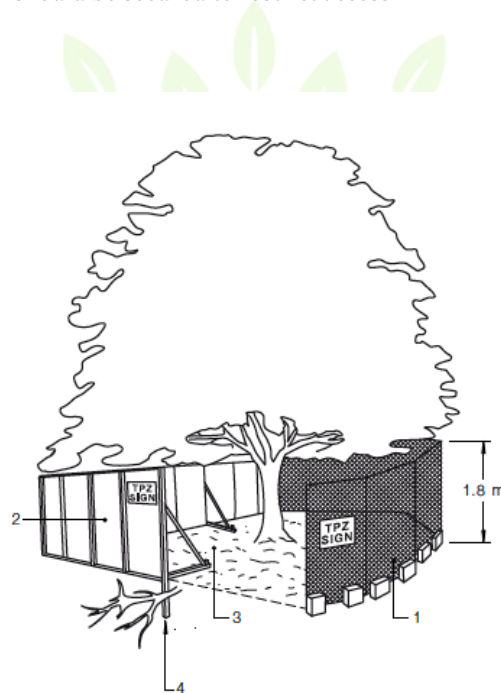
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- A tree that is located on a nature strip.

Appendix D: Tree Protection Measures

- Signs identifying the TPZ should be placed around the edge of the TPZ and be visible from within the development site.
- Fencing should be erected before any machinery or materials are brought onto the site and before the commencement of works including demolition. Once erected, protective fencing must not be removed or altered without approval by the project arborist. The TPZ should be secured to restrict access.



LEGEND:

- 1 Chain wire mesh panels with shade cloth (if required) attached, held in place with concrete feet.
- 2 Alternative plywood or wooden paling fence panels. This fencing material also prevents building materials or soil entering the TPZ.
- 3 Mulch installation across surface of TPZ (at the discretion of the project arborist). No excavation, construction activity, grade changes, surface treatment or storage of materials of any kind is permitted within the TPZ.
- 4 Bracing is permissible within the TPZ. Installation of supports should avoid damaging roots.

Example of fencing (AS4970-2009)

- If the TPZ is to be encroached by construction, manual excavation of the roots is to be carried out under the supervision of the project arborist to identify roots critical to tree stability.
- No roots greater than 25mm are to be cut unless supervised by the project arborist.
- Roots should be pruned with sharp tools such as secateurs, handsaws or chainsaws.

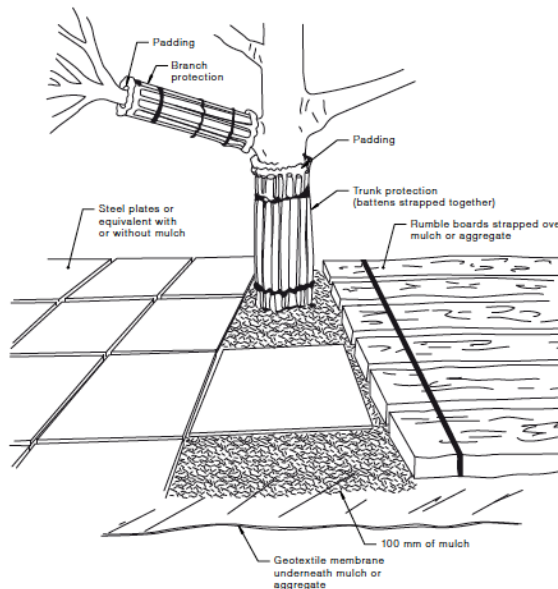


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- No roots within the TPZ are to be cut with machinery such as backhoes or excavators.
- Where roots are exposed, temporary root protection should be installed to prevent them drying out. Hessian sheeting as multiple layers on exposed roots would reduce the loss of moisture.
- All services should be routed outside the TPZ. If underground services are to be routed through the TPZ, they should be installed by directional drilling or manually excavated trenches. Directional boring should be at least 600mm deep.
- If temporary access for machinery is required within the TPZ ground protection measures will be required. The purpose of ground protection is to prevent root damage and soil compaction within the TPZ. Measures may include a permeable membrane such as geotextile fabric beneath a layer of mulch or crushed rock below rumble board.



Ground Protection (AS4970-2009)

- Activities generally excluded from the TPZ include but are not limited to:
 - Machine excavation including trenching
 - Excavation for silt fencing
 - Storage
 - Preparation of chemicals, including preparation of cement products
 - Parking of vehicles and plant
 - Refueling
 - Dumping of waste
 - Wash down and cleaning of equipment



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Appendix E: References

- Mattheck, C. and Breleor, H., 1994, *The body language of trees*, The Stationery Office, London, UK.
- Standards Australia 2009 SAI Global - *AS4970 Protection of Trees on Development Sites*

Appendix F: Qualifications and Experience

Lachlan J Egan has the following qualifications and experience:

Diploma of Arboriculture

QTRA (Quantified Risk Assessment) registered user

10+ Years industry experience





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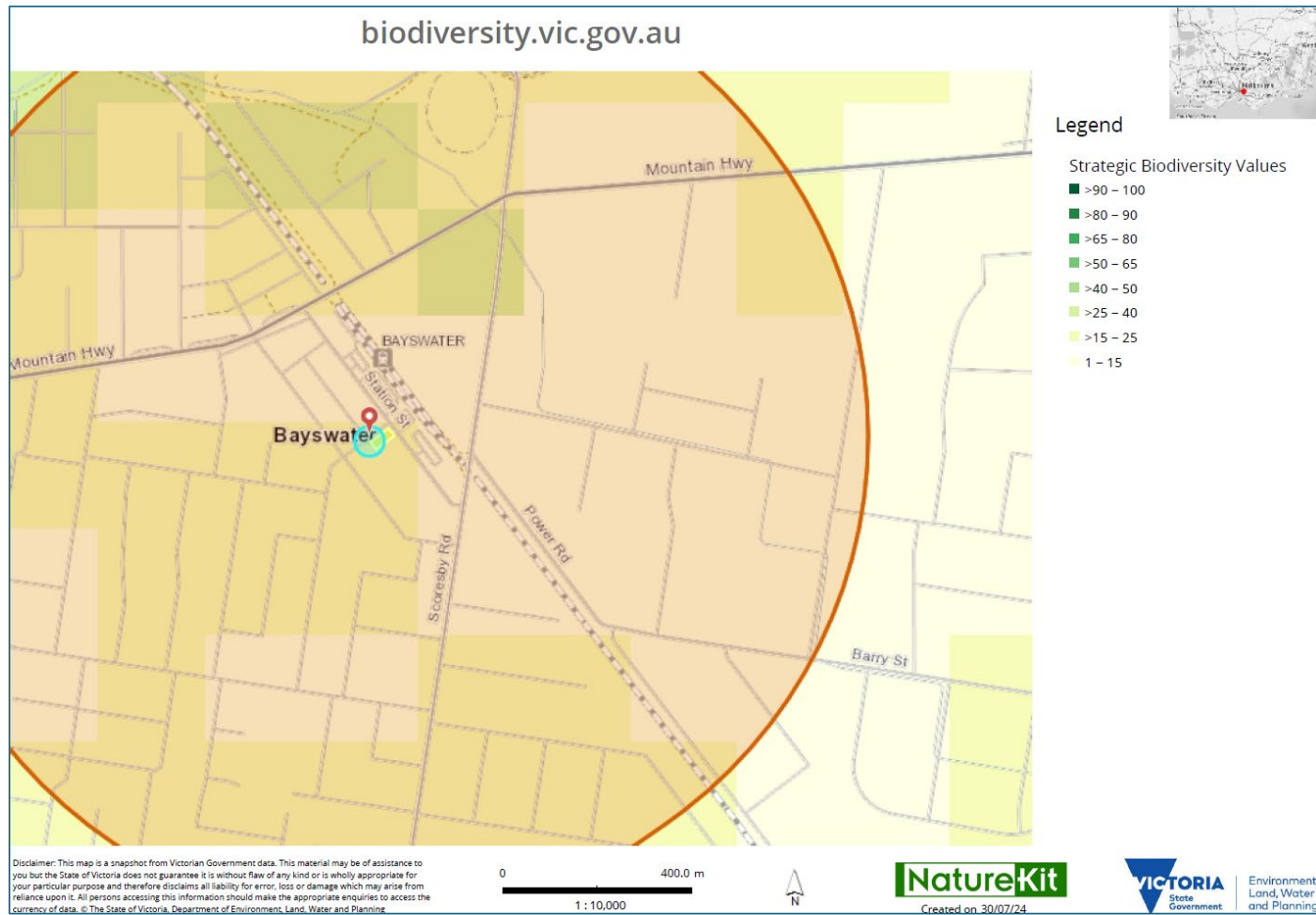
Appendix G: Report Limitations and Constraints

- The report is limited to the time of inspection.
- The report reflects the trees as found on the days of inspection. Any changes to site conditions or surroundings, such as construction works or landscape works may alter the findings of the report subject to conditions and recommendations as set out within the report.
- The report is based on the inspection and the material available at the time of inspection or that information further to the inspection found within the report.
- No soil samples were taken for laboratory analysis.
- Tree roots were not inspected below ground except where previously exposed and/or where otherwise stated within the report.
- Measurements may be approximates only and generally not to scale.
- All images supplied are interpretations only and should not be taken as true at time of inspection or indicative of tree condition or status at time of inspection or time of report release, inclusive of Google images if applicable

Appendix H: Disclaimer

Although MELBOURNRE TREE CARE P.L. uses all due care and skill in providing you the information made available in this report, to the extent permitted by law MELBOURNE TREE CARE P.L. otherwise excludes all warranties of any kind, either expressed or implied. To the extent permitted by law, you agree that MELBOURNE TREE CARE P.L. is not liable to you or any other person or entity for any loss or damage caused or alleged to have been caused (including loss or damage resulting from negligence), either directly or indirectly, by your use of the information (including by way of example, Arboricultural advice) made available to you in this report. Without limiting this disclaimer, in no event will MELBOURNE TREE CARE P.L. be liable to you for any lost revenue or profits, or for special, indirect, consequential or incidental damage (however caused and regardless of the theory of liability) arising out of or related to your use of that information, even if MELBOURNE TREE CARE P.L. has been advised of the possibility of such loss or damage.

NatureKit Assessment of the subject site, 58-60 Station Street, Bayswater – Image of area for data extract:



Fauna: List of Endangered and Critically Endangered Fauna within 1km of the subject site, 58-60 Station Street, Bayswater and the year they were last observed:

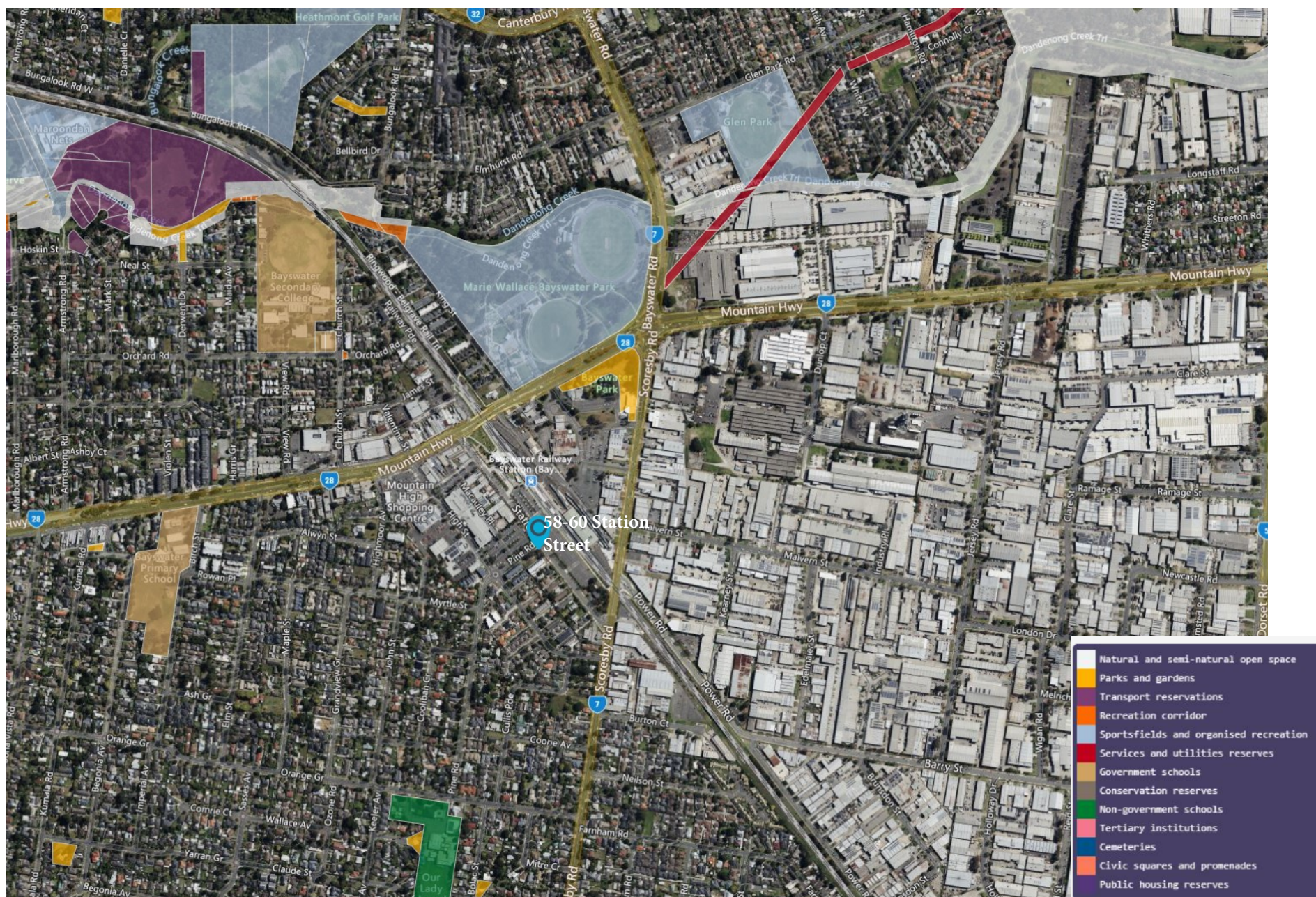
Scientific Name	Common Name	Origin	FFG Act	First Year Observed	Last Year Observed	Record Number	EPBC Act Status
<i>Acrodipsas myrmecophila</i>	Small Ant Blue Butterfly		Endangered	1942	1942	1	
<i>Anthochaera phrygia</i>	Regent Honeyeater		Critically Endangered	1924	1924	1	Critically Endangered
<i>Pyrholaemus sagittatus</i>	Speckled Warbler		Endangered	1901	1901	1	

Flora: List of Endangered and Critically Endangered Flora within 1km of the subject site, 58-60 Station Street, Bayswater and the year they were last observed:

Scientific Name	Common Name	Origin	FFG Act	First Year Observed	Last Year Observed	Record Number	EPBC Act Status
<i>Diuris behrii</i>	Golden Cowslips		Endangered	1943	1943	1	
<i>Caladenia oenochila</i>	Wine-lipped Spider-orchid		Critically Endangered	1943	1943	1	
<i>Prasophyllum lindleyanum</i>	Green Leek-orchid		Endangered	1906	1926	3	
<i>Billardiera scandens</i> s.s.	Velvet Apple-berry		Endangered	1906	1906	1	
<i>Eucalyptus yarraensis</i>	Yarra Gum		Critically Endangered	2001	2001	1	
<i>Pterostylis X ingens</i>	Sharp Greenhood		Vulnerable	1927	1927	1	

Please note, none of these were identified within 500m of the subject site, so the search was expanded to 1000m (1km).

Open Space Map - Bayswater



4.3 Deed of Variation to Lease Between Knox City Council and Athletics Knox Board of Management

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Rhonda Snijders, Leisure Minor Contracts and Projects Officer
Manager:	Manager Active and Creative Communities, Nicole Columbine
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY

The current Lease Agreement between Knox City Council and the Athletics Knox Board of Management requires Council delegation to enter the first lease extension option of this agreement. The report also seeks to authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute any future extension options.

RECOMMENDATION

That Council resolve to:

1. Enter a first lease extension option (1 May 2025 – for 5 years) for Athletics Knox Board of Management Inc. at the Knox Athletics Centre, through a Deed of Variation.
2. Authorise the Chief Executive Officer (or such a person as the Chief Executive Officer delegates) to negotiate and execute the first 5-year option and then the final additional 5-year option should all conditions of the Lease be met.
3. Authorise the Chief Executive Officer (or such a person as the Chief Executive Officer selects) to communicate the effect of these resolutions, for the purpose of informing the Board of Management and/or the community about the content of the report.

1. DISCUSSION

Council at its meeting held 30 March 2020 resolved:

“That Council, having completed the statutory process in accordance with Section 190 and 223 of the Local Government Act 1989:

1. Lease the Knox Athletics Centre, 1672 Ferntree Gully Road, Knoxfield to the Athletics Knox Board of Management Inc (AKBOM) with the lease to include the following terms:
 - a) Rental of \$6,280 (plus GST) per annum increasing annually by CPI.
 - b) Term of five years with two further terms of five years each.
 - c) AKBOM to contribute \$100,000 (plus GST) towards the synthetic track replacement.
2. Authorise the Chief Executive Officer to finalise all documentation in relation to the lease of the Knox Athletics Centre at 1672 Ferntree Gully Road, Knoxfield.”

The Lease was finalised and executed by the Chief Executive Officer and commenced on 1 May 2020. The first term of the agreement expires 30 April 2025 with two x five-year lease options available. The Athletics Board of Management have advised that they wish to exercise the first further option and have provided the notice required within the timeframe of the agreement. A copy of Schedule 1 of the Lease Agreement can be found at Attachment 1.

The Council resolution of the 30 March 2020 meeting was not expressly clear that the CEO had delegation to execute the future extension options of the agreement. To execute the initial further term a Council resolution is required to provide the CEO delegation to execute a Deed of Variation, to extend the first term option of five (5) years, as well as any future extensions.

2. ENGAGEMENT

As this is an extension to the existing lease, the requirements under Section 115 of the LGA Act were met ahead of the execution of the original agreement in 2020.

No further community engagement is required.

3. SOCIAL IMPLICATIONS

The Knox Athletics Centre provides access for the community to lead a healthy and active lifestyle for all ages and abilities.

The Knox Athletics Centre is managed by the Athletics Knox Board of Management (AKBOM). The Board is made up of the members of the user groups Knox Little Athletics, Knox Senior Athletics, Knox Masters and Knox Triathlon Club.

There are approximately 60,000 primary and secondary school students using the facilities each year in addition to the 540 club members of the various user groups utilizing the facility.

The Knox CFA and DECCA also use the facility to assess their members' fitness and provide relevant training.

The facility is open to the public from 5 am to 9 pm and can be used outside of the club's training and event hours.

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 IMPLICATIONS

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

6. FINANCIAL AND RESOURCE IMPLICATIONS

AKBOM commenced leasing the Knox Athletics Facility in 1998 with an initial 20-year lease which expired 31 August 2018. An additional 15 Year Lease (including options) was entered into in 2020.

AKBOM have met all Council's requirements during the period of tenure and have been excellent tenants with no breaches.

The annual lease fee for this lease was set at \$6,280 (plus GST) increasing annually by CPI. Based on the calculations the 2024 invoice was \$6338.35. This fee is in accordance with Council's Leasing and Licensing Policy and reflects the contribution AKBOM has and will continue to make to the local community and the investment it has and will make to the facility through the ongoing operation, maintenance and capital upgrades to this facility.

AKBOM are required to contribute \$100,000 (plus GST) of the total project cost of replacement of the synthetic track. The track replacement was completed in February 2025, of which AKBOM contributed the required \$100,000 (plus GST) and a further \$7,800 (plus GST) contribution for additional works.

As per the maintenance schedule AKBOM will be required to continue to set aside \$10,000 annually for track renewal. These funds are to be paid into an investment account and drawn upon by Council request.

Although the track is new, annual maintenance is required to be undertaken as per the maintenance schedule provided by the contractor – Polytan. Table 1 below provides an extract of this information. AKBOM are responsible for most of the maintenance through the lease agreement and as such, have been provided with a copy of the maintenance requirements. They will continue the program as set out by Polytan.

The track re-coat and new line marking or track replacement should again be co-funded by AKBOM accumulating the \$10k contribution over the next 10 years.

Table 1: Extract of Polytan Maintenance Schedule

As a one stop provider, Polytan can assist with a range of cost-effective maintenance services to keep the track in great condition. Below we have identified reasonably conservative periodic maintenance and refurbishment costs to be considered:

MAINTENANCE TASKS	PROVIDER	ESTIMATED COSTS
Regular Maintenance and Cleaning	Client	\$10,000 p/a
Pressure Cleaning and Professional Service	Polytan	\$25-30,000 every 2 years Indicative Costs
Patching to High Wear Areas (Start areas, throw areas, other)	Polytan	\$50-\$60,000 4-6 years Indicative Cost
World Athletics Certification Extension Note: initial WA Certification expires after 5 years	Polytan	\$7,500 5 years & 9 years
Re-linemarking (In addition to year 6 pressure clean)	Polytan	\$55-\$60,000 6-7 years Indicative Cost
Recoat and new linemarking (Entire track area)	Polytan	\$900,000 from 8-10 years
Track Replacement including new linemarking* (if recoat not completed at year 8)	Polytan	\$1,500,000 from 12+ years

7. RISKS

Risks have been considered utilising the Council Risk Management Policy and Frameworks evaluation checklist as outlined below.

Categories	Risk Identified	How Treated
People	With a change of board members, the lease agreement and track contribution could be challenged or avoided.	Management of Lease Agreement.
Safety	Risk to the public if the track or facility is not maintained.	Management of Lease Agreement.
Environment	Noise pollution from PA system.	Management of Lease Agreement.
Asset Management	Ongoing maintenance costs required by Council and AKBOM. Maintenance Schedule updated.	Management of Lease Agreement. Inclusion of maintenance expenses in CW Program.
Regulatory	Regulatory and Insurance requirements to be maintained.	Management of Lease Agreement.
Technology	No risk identified	
Financial	Failure of club allocating funds for maintenance. Failure of council allocating funds for maintenance.	Management of Lease Agreement.
Operational Performance	The failure of AKBOM to manage the site will lead to negative community experiences. Failure of Council to maintain centre will lead to negative community experiences and costly repairs.	Management of Lease Agreement. Inclusion of maintenance expenses in CW Program.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

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

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

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. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Schedule 1 - Lease Agreement - Athletics Knox Board of Management Inc - 2020-09-29 [**4.3.1** - 6 pages]

SCHEDULE 1

Item		
1	TENANT: (Clause 1.27)	Athletics Knox Board of Management, Inc., A0036972H of PO Box 4444 Knox City VIC 3152
2	COMMENCEMENT DATE: (Clause 1.2)	1 May 2020
3	EXPIRY DATE: (Clause 1.7)	30 April 2025
4	TERM: (Clause 1.31)	5 years
5	PERMITTED USE: (Clause 1.15)	Athletic and athletics related activities, community meetings and other activities as approved by Council.
6	BUILDING AND LAND: (Clause 1.2)	<div data-bbox="805 1008 1401 1064">6.1 Building: Knox Park Athletics Centre, 1672 Ferntree Gully Road, Knoxfield 3180</div> <div data-bbox="805 1095 1401 1205">6.2 Land: Part of the land described in Certificate of Title Volume 10478 Folio 212, and known as Knox Park Athletics Centre, 1672 Ferntree Gully Road, Knoxfield 3180</div>
7	PREMISES: (Clause 1.18)	<div data-bbox="805 1236 1401 1292">Knox Park Athletics Centre, 1672 Ferntree Gully Road, Knoxfield 3180</div> <div data-bbox="805 1323 1401 1496">Part of the land described in Certificate of Title Volume 10478 Folio 212, and known as Knox Park Athletics Centre, 1672 Ferntree Gully Road, Knoxfield 3180 including pavilion located at 47 Bunjil Way and Grandstand located at 57 Bunjil Way as identified on the plan attached as Schedule 2.</div>
8	RENT: (Clause 1.21)	\$ 6,280 per annum plus GST
9	FREQUENCY OF PAYMENT OF RENT: (Clause 4.1.1(b))	The Rent is payable annually in advance on or before the Commencement Date and thereafter on each anniversary of the Commencement Date.

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Item			
10	RENT REVIEW: (Clauses 1.22 and 5 and clause 26.2.2)	Rent Review Date	Method of Review
		On each anniversary of the Commencement Date	CPI adjustment
		On the commencement date of each further term (if any)	CPI adjustment
11	TENANT'S PROPORTION OF RATES AND TAXES: (Clause 1.30)	11.1	In relation to Rates and Taxes relating to the Premises only and capable of separate assessment: 100%
		11.2	In relation to all other Rates and Taxes not referred to in 11.1 the proportion that the Lettable Area of the Premises bears to the Lettable Area of the land or the building upon which the Rates and Taxes are assessed.
12	AMOUNT OF PUBLIC LIABILITY INSURANCE: (Clause 12.1.1)	\$20 million	
13	OPTIONS: (Clause 26.1)	2 option(s) for a further term of 5 years	
14	LAST DATE FOR EXERCISE OF OPTION: (Clause 26.1.3)	*3 months prior to the Expiry Date	
15	ADDRESSES OF FAX NOS. AND PARTIES: (Clause 40.1)	Landlord's address:	
		511 Burwood Highway Wantirna South 3152	
		Landlord's fax no:	
		(03) 9800 3096	
		Email address for Landlord:	
		knoxcc@knox.vic.gov.au	
		Tenant's address:	
		PO Box 4444 Knox City 3152	
		Email address for Tenant:	

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Item

athleticsknoxbom@gmail.com

16 SPECIAL CONDITIONS:
(Clause 2.1.3)

1. Retail Leases Act

The parties acknowledge and agree that the Retail Leases Act 2003 does not apply to this lease for the following reason:

- 1) the Rent is less than \$10,000 per annum (including GST); and
- 2) the Premises is to be used wholly or predominantly by a body or association that exists for the purposes of, and uses the Premises for, providing or promoting community, cultural, sporting, recreational or similar facilities or activities or objectives; and
- 3) the Tenant applies its profits in promoting its objects and prohibits the payment of any dividend or amount to its member,

pursuant to the Ministerial Determination No. S 362 dated 6 October 2014 and published in the Victoria Government Gazette on 13 October 2014.

2. Annual Reporting Guidelines

The Tenant must give to the Landlord, within 4 weeks of the Tenant's annual general meeting, a report containing such information as the Landlord may require, including but not limited to the information set out in Schedule 5.

3. Smoke Free Festival, Events and Council Facilities Policy

The Tenant must comply with, and ensure the Tenant's Agents comply with and uphold the Smoke Free Festival, Events and Council Facilities Policy of Knox City Council, attached to this lease in Schedule 6, as amended from time to time. The Tenant must also comply with the directions of the Landlord with regard to compliance with that policy.

4. Community Signage on Council Open Space Policy

The Tenant comply with, and ensure the Tenant's Agents comply with the Community Signage on

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Council Open Space Policy of Knox City Council, attached to this lease in Schedule 7, as amended from time to time. The Tenant must also comply with the directions of the Landlord with regard to compliance with that policy.

5. Good Neighbour Guidelines

The Tenant must comply with, and ensure the Tenant's Agents comply with, the Good Neighbour Guidelines attached to this lease in Schedule 8, as amended from time to time. The Tenant must also comply with the directions of the Landlord with regard to compliance with those guidelines.

6. Working with Children

(a) Without limiting clause 9.18, if the Tenant's activities at the Premises involve persons engaged in "child related work" within the meaning of the *Working with Children Act 2005 (WWC Act)*:

(i) The Tenant must, and must ensure that all of the Tenant's employees and volunteers, hold a current and valid "Working with Children Check" as referred to in the WWC Act (or any such certificate or check which replaces the Working with Children check in the future) (**WCC**), before working with children at the Premises.

(ii) The Tenant must ensure that no employee nor volunteer with a negative notice under the WWC Act works with children at the Premises.

(iii) A copy of the WCC of each of the Tenant's employees and volunteers must be provided to the Landlord upon request.

(b) Without limiting clause 9.18, the Tenant must, and must ensure that the Tenant's Agents, comply with and implement the Victorian State Government Child Safe Standards, as amended from time to time. Upon request, the Tenant must provide the Landlord with information regarding how the Tenant has adopted and applied the Child Safe Standards in the form requested by the Landlord.

7. Track Renewal

The Tenant must provide Council a funding contribution of \$10k annually to renew the surface of

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the 400m athletics track and the long and triple jump run-ups, javelin run-ups, high jump areas and pole vault run-up areas (**Tracks**).

The Annual Contribution will be adjusted on each anniversary of the Commencement Date during the Term and Further Term to an amount equal to the Annual Contribution payable immediately prior to 1 January multiplied by the Current CPI and divided by the Previous CPI or as otherwise agreed between the parties.

The Tenant must provide Council with an annual condition assessment of the synthetic track surface by a management expert along with recommendations of reactive and programmed maintenance.

The timing to renew the surface of the Tracks will be determined by Council in consultation with the Tenant.

4.4 Response to Notice of Motion 168 - Relating to Park Crescent Child and Family Centre

Final Report Destination:	Council
Paper Type:	For Noting
Author:	Manager Early Years, Sarah Kleine
Manager:	Manager Early Years, Sarah Kleine
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY

At its Meeting of Council on 24 February 2025, Council endorsed Notice of Motion No. 168 – Condition of Park Crescent Children and Family Centre. The Notice of Motion requested a report to Council by the May 2025 Council Meeting in relation to the condition of the Centre and any future plans for works or improvements at this facility in relation to safety of staff and users. This report responds to that Notice of Motion.

RECOMMENDATION

That Council receives and notes this report in response to 24 February 2025 Council Meeting Notice of Motion No. 168 relating to Park Crescent Children and Family Centre.

1. DISCUSSION

Park Crescent Children and Family Centre is located in Park Crescent, Boronia. This facility is also referred to as Marie Chandler Family Centre as the Maternal Child Health (MCH) section of the building bears this name, built in 1993, one of two early years buildings built in the 1990's. These last two (excluding the Early Years Hubs) are the most recent buildings making up the early years suite of buildings available to the community for early years services. Park Crescent Children and Family Centre has been supporting children and families within the community from this facility for over 20 years. The Centre continues to be a well utilised facility for the community.

Background

This facility became the new hub for Maternal Child Health (MCH) and Family Services (also referred to as the Knox Early Parenting Centre (KEPC) in August 2019, which was previously located in Wantirna Road, Wantirna.

Previous to this move, the Park Crescent Children and Family Centre was a purpose-built space housing two MCH consulting rooms, a playgroup room with an outdoor play space and a 55 place long day care centre, incorporating sessional kindergarten and long day care programs.

Following the opening of the Early Years Hubs in Bayswater and Wantirna South, the long day care and kindergarten programs were no longer needed for this facility. At this time, a report was tabled at a Council Meeting with plans outlining a major refurbishment to facilitate the relocation of Enhanced Maternal Child Health (EMCH) and various other parenting support services from the Knox Early Parenting Centre Wantirna to Park Crescent Children and Family Centre.

Council did not support the officer recommendations for these refurbishment plans at the time due to other considerations in relation to the Boronia area and the Boronia Renewal Project. Instead, a smaller refurbishment was undertaken to retrofit the long day care section of the

building to accommodate the EMCH and parenting services. The refurbishment cost approximately \$60K and included the addition of office spaces and outfitting a large meeting space to complement the existing MCH consultation rooms and playgroup area. These refurbishment works provided the additional office space required for MCH Nurses to undertake private consultations with clients.

Current Building Condition

An updated building condition audit was undertaken at this facility in 2024 as part of Council's condition audit review of all Council's buildings. The data provided in the report shows that the building overall is sound with no immediate works identified; and indicated that overall, renewal works may not be needed for some time. The majority of the building components are identified as being Condition 3 – where renewal of these aspects of the building would be completed as part of a major project. This includes components such as doors, flooring, cabinetry, major appliances, bathroom fixtures and the roof. There are also some aspects of the building that have been identified as Condition 2 – where they are being inspected by the Facilities team, inclusive of some areas of guttering, windows and lighting, to assess when these renewal works may need to take place.

An additional audit is currently being undertaken of the windows at all Council owned Early Years facilities. Park Crescent Children and Family Centre was audited by contractors in March 2025 and remediation works will now be scheduled. An asbestos audit has also been scheduled in coming weeks.

There have been no safety issues identified in relation to this facility, the only capital works scheduled for this site is to update the signage located at the front of the building. The condition of the building will continue to be monitored for maintenance and renewal requirements.

All Early Years facilities are included in Council's rolling program of renewal works. Through this program this facility will have minor works and cosmetic upgrades as needs as building priorities arise.

Upcoming renewal works across multiple Early Years facilities include replacement of blinds, interior painting and carpet and vinyl flooring replacement.

Current Maintenance Activities

There are well established and clear systems and processes in place for all building users (staff and tenants) in Council owned Early Years facilities to report maintenance issues directly that require attention. Due to minor changes to the process following the kindergarten transition, instructions for how to raise a maintenance request were reissued to all Early Years staff in late January 2025.

Council officers from both the Early Years and Facilities teams have visited the site in both late January and early February 2025 and identified that some maintenance issues had not been raised, therefore, parts of the building are looking tired.

Any maintenance issues that have been raised by staff have been attended to. In 2025 this has included graffiti removal, rectification following a break-in, inclusive of updated window frames and a beeping smoke alarm. All maintenance issues reported were rectified well within the expected timelines.

The following additional maintenance issues were noted by facilities staff whilst on site:

- Vents in the kitchen need replacing (currently cracked and falling out from the wall); and
- Door jambs on the front door are split and need replacing.

These issues are now scheduled for maintenance.

This site also has the following scheduled routine and regulatory activities:

Testing and Tagging	Annual
Exit Sign and Emergency Lighting Inspection and Testing	Annual
Solar System Maintenance	Annually
Guttering Cleaning	Quarterly
Thermostatic Mixing Valve Servicing	Annually
Residual Current Devices	Six Monthly
Roof Access	Annually

Cleaning and Garden Maintenance

Council officers acknowledge there were some inconsistencies that were identified in January 2025 impacting the cleaning and garden maintenance at this facility.

Scheduled cleaning takes place at this facility across every week of the year. Council officers have scheduled monthly meetings with the contractor to monitor the ongoing efficacy and administration of the cleaning contract and address any issues that may have been raised by onsite staff.

Both the playgroup and previous long day care outdoor play spaces were on a six-week garden maintenance cycle in 2024 due to inactivity. Due to the high use of the playgroup space this has been updated to a three-week maintenance cycle in 2025. As the previous long day care outdoor space is not utilised by staff or community members it remains on a six-week cycle to ensure basic management of the area.

The scheduled garden maintenance for December 2024 was missed as the gardeners were unable to access the site due to the demolition fences that were erected on the previous Basketball Stadium site which this facility is adjacent to. This resulted in the outdoor spaces becoming overgrown in this period and was rectified in late January 2025.

Ongoing Monitoring of the Site

A system is in place with the Early Years Department to support ongoing monitoring of all Early Years facilities utilised by Council staff in relation to Occupational Health and Safety (OHS). A three monthly OHS checklist is sent to Early Years Council staff located at facilities to complete and any maintenance or OHS issues that are raised via the completion of the checklist are attended to. This forms an additional path for issues and concerns to be raised outside of the normal reporting processes for maintenance issues.

Reporting Occupational Health and Safety (OHS) Concerns

All Early Years staff are aware of their obligations to report any OHS concerns to their people leader and via Council's online platform, Elumina. Reports received via the online platform are then investigated and addressed in consultation with the Wellbeing and Safety team.

In the past 12 months, six hazards were raised via Elumina that related to low/flickering lights, heating/cooling, mosquitos, privacy concerns when weighing children in front of windows and an external door being left open which were all attended to. No customer feedback has been received directly in relation to the condition of the facility.

Future Plans for the Site

This site is included in the current Boronia Renewal Plan, formally the Boronia Park Masterplan which was not endorsed by Council. Currently there is planning work for the immediate flooding issues in this area, the Boronia Retardation Basin at the bottom of this block of land that needs to be addressed as a priority.

Planning work has begun on the three Precincts of Boronia, including:

- The Train Station Precinct.
- The Shopping Centre Precinct.
- The Library, Marie Chandler Precinct inclusive of the Retardation Basin.

This work will be coming to Council in due course.

2. ENGAGEMENT

There has been no specific community engagement undertaken in relation to this facility. Opportunities for providing feedback and complaints are made available for all community members accessing Early Years sites.

The Community Satisfaction ratings from 2024 saw the Early Years service receive a satisfaction rating of 8.2 which is considered excellent.

No customer feedback has been received directly in relation to the condition of the facility.

3. SOCIAL IMPLICATIONS

Ongoing monitoring and maintenance of this facility will ensure the community are able to access the highly regarded and supportive services that are offered from this site.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendations of this report 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 IMPLICATIONS

There are no identified environmental implications identified as part of this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Any minor works or renewals for this site will be funded through Council's existing capital works budget. Any works identified as required beyond this would need to be considered in future budget planning processes.

7. RISKS

Any risks associated with the management of Council facilities are addressed as per Council's Risk Management Framework and monitored via Council's Register

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

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

ATTACHMENTS

Nil

4.5 Knox Community Grants Review

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Community Partnerships Team Leader, Jade Mainwaring
Manager:	Manager Community Strengthening, Kerry Jansons
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY

Across the organisation there are six grant streams with an annual budget allocation in 2024 - 2025 financial year of \$1,433,163. The Community Strengthening team administer the Minor Grant Program, Community Development Fund and Community Partnership Fund:

Grant Stream	2024-25 Budget Allocation
Community Development Fund	\$370,658
Community Partnership Fund	\$787,360
Minor Grant Program	\$155,145
Leisure Minor Capital Works	\$100,000
Biodiversity Buddies	\$10,000
Individual Excellence Grants	\$10,000
Total	\$1,433,163

Knox grants are currently administered in accordance with Council's overarching Grant Framework Policy, implemented in 2022 upon recommendation of the Victorian Auditor General's Office (VAGO), with underlying procedures and/or guidelines for each individual grant program.

Council's Community Partnerships Team has undertaken a review of the following Community Grants Programs:

- Minor Grant Program; and
- Community Development Fund.

The Minor Grant Program and Community Development Fund Grant Programs were due for review March 2025. Administering these grant programs over the last 12 months highlighted opportunities for overall improvements, enhancing the grant programs integrity and effectiveness, and improving the overall quality moving forward.

The Review has also considered the relevance of the current grant programs and their respective strategic objectives. The overall objectives of the review were to ensure that:

- Funding areas are aligned to the Council and Health and Wellbeing Plan and address community need;
- Grant programs are accessible and equitable;
- Best practice principles are utilised throughout Council's grant programs;
- Internal processes and guidelines are consistent; and
- Grant programs are flexible in responding to community need and /or emerging issues or trends.

RECOMMENDATION

That Council:

1. Notes the Knox Community Grants Review.
2. Endorses the updated Knox Community Grants Framework Policy.
3. Endorses the Knox Community Grants Guidelines 2025-2026.

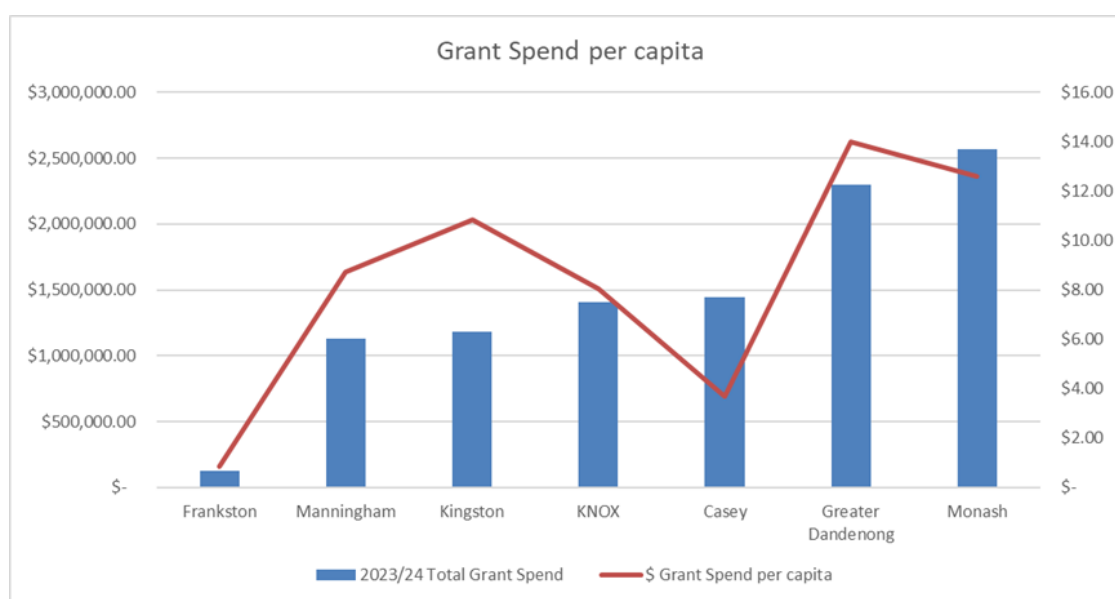
1. DISCUSSION

1.1 Benchmarking

Council's Community Partnerships Team participated in two benchmarking exercises during 2024, with Maroondah City Council (community grants only) and the City of Kingston (all grants). Maroondah's benchmarking focused on all aspects of community grants, whilst Kingston's focus was on budget allocation. Benchmarking from these exercises has been included in this review where relevant.

1.2 Grants Budget Allocation

Council's annual grant budget allocation is approximately \$1,433,163. Benchmarking data across six Local Government Areas (LGAs) indicates that Knox's grant budget sits within the median range of the benchmarked LGAs. The chart below shows this comparison, including grant spend per capita.



The 2024-25 budget allocation for the Minor Grant Program, Community Development Fund and Community Partnership Fund is shown below.

Grant Stream	2024/25 (Current) Budget Allocation
Community Development Fund	\$370,658
Community Partnership Fund	\$787,360
Minor Grant Program	\$155,145
TOTAL	\$1,313,163

Looking ahead at the 2025 - 2026 budget allocation (effective 1 July 2025) and the Councillor budget proposal to take into consideration ongoing community needs and the increasing demand for support services, it is proposed to reallocate a portion of the Minor Grants and Community

Development Fund budgets to create a new grant stream specifically towards addressing short term, essential support for the Knox Community. Council can better support local organisations providing essential services, ensuring vulnerable Knox residents can access essential support whilst still providing organisations access to the Community Development Fund for broader projects relating to community wellbeing.

It is proposed that if this change is approved, it will be implemented as the “Community Response Fund” effective from 1 July 2025. The Community Response Fund will highlight Council’s commitment to responding to residents in Knox experiencing the need for essential support. The Community Response Fund will be open until the budget allocation is exhausted, with applications presented to Council each month for consideration. A review of the program would be presented to Councillors after 12mths if the new grant stream is implemented.

Criteria and eligibility of the new grant stream is outlined in Attachment 2.

The proposed budget breakdown for 2025 - 2026 would be:

Grant Stream	2024-2025 (Current) Budget Allocation	2025-2026 Proposed Budget Allocation
Community Development Fund	\$370,658	\$309,365
Community Partnership Fund	\$787,360	\$791,523
Minor Grant Program	\$155,145	\$121,696
Community Response Fund	0	\$100,000
Total	\$1,313,163	\$1,322,584

1.3 Council’s Grant Framework Policy

Council’s Grant Framework Policy was implemented in 2022 upon recommendation of the Victorian Auditor General's Office (VAGO) to provide a consistent guide in the allocation, management and review of all Council’s grant programs for the Knox community. The Grant Framework Policy (Attachment 1) is the overarching Policy that outlines how all of Knox’s grant programs are administered. The Policy has been reviewed as part of the Grants Review to ensure it is updated to reflect any changes in regulations, and to incorporate any additional items that are consistent across each of the grant programs at Knox.

The Grant Framework Policy was due for review in April 2026, however in order to meet the Child Safety regulations, the review has been brought forward in line with this grant review.

The Grant Framework Policy currently outlines that each grant program will have underlying Grant Procedures. Procedures are a formal, step-by-step process of how each grant program is managed, operational workflows and administrative requirements. It is recommended these more formal Procedures be transitioned into Guidelines for the Minor Grants Program, Community Response Fund and Community Development Fund. Guidelines are more flexible, user centric documents intended for public use. They define objectives, eligibility criteria and the overall framework for the grant program and importantly are easier to understand for applicants. Other Knox grant streams that do not form part of this Grant Review Project will look to transition into Guidelines when they are up for review.

Benchmarking against neighbouring LGAs has shown that many Councils have adopted a more user-friendly approach by implementing comprehensive grant guidelines rather than procedures.

A summary of the recommended changes to the Grant Framework Policy is outlined in the Table below.

Section	Update
Section 2 – Context	Inclusion of Child Safety Requirements.
Section 4.3 – Relevant Legislation	Add - Child Wellbeing & Safety Act 2005.
Section 4.6 – Related Council Procedures	Minor adjustment to language used.
Section 5 – Definitions	Add the following defined words: <ul style="list-style-type: none"> – Acquittal – Assessment Panel. Minor adjustment to language used.
Section 6.1 – Grant Procedures	Amend Guidelines for Minor Grants, Community Partnership Fund and Community Development Fund.
Section 6.3 – Applications	Amend “Procedure” to “Guidelines.”
Section 6.5 – Assessment Process	Amend “Procedure” to “Guidelines.” Amend “weighted” criteria to “assessment criteria” as not all grants have weighted criteria, however all grants have assessment criteria.
Section 6.10 – Funding Agreement	Include a statement that all funding conditions outlined in the Funding Agreement must be met prior to a grant payment being released as Child Safety Requirements now form part of Funding Agreements for some grant streams.
Section 6.15 – Financial Acquittal	Remove 5% condition on unspent grant funds and maintain the dollar amount of \$150 for unspent grant funds due to the administration costs outweighing the value of the returned funds. Organisations will be encouraged to utilise funds under \$150 towards other project costs.
Section 6.15 – Financial Acquittal	Include an item stating that groups may not be eligible for future Knox grants if the acquittal is outstanding.
Section 6.19 added – Grant Recipients behavior	Include the requirement that funded organisations must behave in a manner aligned to Knox Council’s values. “Grant recipients must demonstrate behavior that aligns with and supports the core values of Knox City Council. This

Section	Update
	includes, but is not limited to, conducting activities in a manner that promotes respect, integrity, inclusivity, accountability, and responsibility. Organisations that do not adhere to these values may be required to return grant funds to Council and may not be eligible for future grant funding.”

1.4 Insights and Recommendations

This section outlines the insights and recommendations of the Minor Grants Program and Community Development Fund analysis, including recommendations for potential adjustments or reallocation of funding to better meet the needs of the community.

1.4.1 Minor Grant Program Overview and Insights

The Minor Grant Program has a current budget allocation of \$155,145 for the 2024 - 2025 financial year and is a responsive funding source to assist a wide range of community led activities across Knox that support volunteer effort and civic participation. Applications are received monthly and presented to Council for consideration.

The Program responds to the needs of the community, contributing to an estimated project value of \$2.2M over the past five years, as detailed by community groups within their applications. The Program is popular amongst community groups, with the 2024 - 2025 annual budget expected to be fully utilised by April 2025.

The Minor Grant Program was last reviewed, and recommendations approved by Council in April 2024, with minor changes to eligible projects implemented. This current Review aims to enhance the spread of funding and budget allocation and has considered benchmarking and funding history of the Program.

The Program receives an average of 101 applications a year, with an average grant amount provided of \$1,751. The highest volume of funded applications is for equipment, making up 31% of all funded Minor Grants. The top 3 organisation seeking funding for equipment are Sport and Leisure, Early Years and Active Ageing seeking various equipment including iPad's, training equipment and play equipment.

The Table below demonstrates benchmarking of Minor Grant equivalents regarding limits and frequency:

LGA	Grant Name	Grant Amount	Frequency
Knox	Minor Grant Program	\$3,000	Monthly
Maroondah	Small Equipment Grants	\$750	Monthly
Yarra Ranges	Monthly Grants	\$1,500	Monthly
Manningham	Community Strengthening	\$3,000	Assessed quarterly
	Equipment	\$1,500 (50% co contribution requirement)	

1.4.2 Minor Grant Program Recommendations

The most significant recommendations to the Minor Grants Program are outlined below:

- **Application Limits** - Currently, organisations can apply for up to \$3,000 per financial year, with a maximum of \$5,000 over three consecutive financial years. However, this financial cap has proven to be a barrier for some groups, limiting their ability to fully access funding. As a result, it is recommended that the \$5,000 limit over three consecutive financial years be removed in future rounds.

Additionally, it is proposed that the maximum amount an organisation can apply for in a single financial year be reduced to \$2,000. It is anticipated that this adjustment will not significantly impact the majority of applicants, whilst still ensuring the sustainability and equitable distribution of available funds.

The Table below outlines the recommended changes for the Minor Grant Program for the 2025 - 2026 Financial Year, effective 1 July 2025. Full recommendations are shown in Attachment 3 – DRAFT – Community Grants Guidelines.

Minor Grant Program Procedure Recommendations		
Section	Recommendation	Expected Outcome
Minor Grant Program Annual Application Limit	Reduce the annual application limit from \$3,000 to \$2,000.	With the implementation of a \$2,000 limit, it is anticipated that a greater number of applications will be able to be funded across the Minor Grants Program and enable fairer access across organisations in Knox. The average grant amount funded across the program is \$1,751, and it is envisaged that this will have minimal impact on funded projects.
Minor Grant Program three-year funding \$5,000 cap.	Remove the three-year funding cap of \$5,000.	This will ensure organisations can continue to access Minor Grant funding each financial year, up to \$2,000, and contribute to supporting smaller annual events. The three-year funding cap is often misleading and amending this will simplify the process and work in with the reduction of the annual limit.
Amusement rides	Exclusion update: Use of amusement rides is updated to include “use and hire” of amusement rides.	To provide clarification on the intent of the exclusion. The intent is - Costs associated with the hire of the amusement rides and inflatables are excluded.
Equipment co-contribution requirement	Include a Clause where applications for, or including, items of equipment will not be supported without a	To align with Community Development Fund recommendations

Minor Grant Program Procedure Recommendations		
Section	Recommendation	Expected Outcome
	<p>minimum of a 10% co-contribution by the applicant towards the equipment costs.</p> <p>Note: maximum co-contribution would be \$200 under the Minor Grant Program.</p>	

1.4.3 Community Development Fund Program Overview and Insights

The Community Development Fund (CDF) is a grants program that aims to develop, enhance and support the involvement of not-for-profit community groups with projects, programs or equipment which respond to identified needs in the Knox community. It has an annual budget allocation of approximately \$385,000 (Financial Year 2024 - 2025) and grants are assessed and allocated annually.

The CDF Program is currently offered over four general categories including:

- Category 1 – General projects, programs, activities, or equipment (\$3,000 - \$20,000);
- Category 2 – Equipment only (\$3,000 - \$20,000);
- Category 3 – Community festivals and events (\$15,000); and
- Category 4 – Community functions (\$5,000).

The CDF Program has provided approximately \$1,967,367 worth of grant funding in support of 257 projects in the Knox community over the past five years, contributing to an estimated value of these projects of \$2,741,259 as described by community groups in their applications.

The Table below details Knox's approval rate in comparison to neighbouring LGAs in the 2024 - 2025 funding round:

LGA	Total Applications Received 2024-2025	Number of Successful Applications in 2024-2025	Success Rate
Maroondah	109	81	75%
Banyule	95	43	45%
Knox	72	35	49%
Manningham	67	53	79%
Whitehorse	120	89	74%
Yarra Ranges	204	146	72%

When benchmarked against neighbouring LGAs, the Knox CDF Program approval/success rate is relatively low. Analysis of past applications indicates a number of factors that could have contributed to this, including available grant categories and eligibility within CDF.

The Table below demonstrates each of the current CDF Program categories, total applications received, approval rates and the total allocation provided over the past five years:

CDF Application Category	Total Applications 2020-2025	Total Approved Applications 2020-2025	Approval Rate 2020-2025	Total \$ Provided 2020-2025	Average Grant Awarded 2020-2025
Category 1 - General Projects, programs, activities, or equipment (\$3,000 - \$20,000)	264	166	62%	\$1,381,948	\$8,325
Category 2 - Equipment only (\$3,000 - \$20,000)	83	64	77%	\$398,744	\$6,230
Category 3 - Community Festivals & Events (\$15,000)	41	27	66%	\$178,227	\$6,601
Category 4 - Community Function (\$5,000)	7	3	43%	\$8,447	\$2,816
Total	395	260	65%	\$1,967,367	\$7,655

Category 1 – General Projects, Programs, Activities or Equipment – is a broad category and receives the highest volume of applications. The types of projects falling into this category range from food relief to major equipment purchases.

The top three organisation types seeking funding under the CDF Program are sport and leisure, multicultural organisations and community service organisations. Collectively, these make up 45% of all applications received.

Approval rates, however, vary significantly between these organisation types, with multicultural organisations receiving the second lowest approval rate across the CDF Program. This may indicate that the application and assessment process need adjustments to ensure that grant information and application processes are accessible for all applicants. The Community Partnerships Team will work with multicultural groups in Knox, together with the Multicultural Partnerships Officer, to develop and provide specific training and resources via our Community Training Program and Grants Information Sessions that will help build capacity of our multicultural groups for future grant applications.

Organisations with the lowest volume of applications are from organisations working specifically in the categories of animal aid, First Nations, and gender equity.

The highest volume of applications received under the CDF Program relates to equipment purchases, with the 2024-25 Program providing \$109,461 worth of equipment funding over 12 applications, making up just under 30% of the total 2024 - 2025 CDF Program budget.

The current equipment funding limit is \$20,000, with the five-year average equipment grant awarded being \$6,320. Benchmarking against other LGAs, as shown in the table below, reveals that this limit is notably higher at Knox. Based on this comparison and the five-year average, it is recommended to reduce the equipment funding cap to \$5,000, with a co-contribution of at least 10% required from the applicant.

This adjustment is expected to promote a more equitable distribution of funds, making it accessible to a wider range of community organisations for community strengthening activities. It will also have minimal impact on future equipment applications, considering the five-year average of \$6,320.

Requiring a co-contribution from the applicant helps to encourage a sense of ownership and responsibility, making the funding more sustainable and impactful.

LGA	Current Equipment Limit
Maroondah	\$750
Banyule	\$10,000
Knox	\$20,000
Manningham	\$1,500 (50% co-contribution requirement)
Whitehorse	\$1,000
Yarra Ranges	\$750

1.4.4 Community Development Fund Program Recommendations

Given the complexity of this review, the recommendations have been split into two sections:

- Community Development Fund administrative changes; and
- Community Development Fund Funding Category Changes.

As outlined in Section 1.3 - Grant Framework Policy, the main administrative change for the CDF Program is the consolidation of the grant guidelines and grant procedure documentation. This will ensure processes are easier for applicants to understand and enable flexibility for the programs to respond to community need.

The equipment limit is also recommended to be reduced in the CDF Program to enable a greater spread of funding in the program, and minor administrative updates in relation to event permits and minor capital facility upgrades.

The Table below outlines the recommended changes for the CDF Program for the 2025 - 2026 Financial Year, effective 1 July 2025. Full recommendations are shown in the newly developed Grant Guidelines shown in Attachment 2.

Community Development Fund Program Recommendations		
Section	Recommendation	Expected Outcome
Equipment Limit	Reduce the limit on equipment (either stand-alone applications or part of bigger grants) to \$5,000 and introduce a co-contribution from the applicant of at least 10% (minimum contribution would be \$500).	Encourage greater spread of applications from more diverse communities and ensure funding is spread equitably amongst community organisations. Ensure the CDF Program can respond to community needs beyond equipment.
Event Permits	Include a Clause that requires applications for events/functions	Highlights the importance of compliance where permits are

Community Development Fund Program Recommendations		
Section	Recommendation	Expected Outcome
	to ensure appropriate permits have been obtained.	required.
Capital or Facility Upgrades	Project & Event eligibility “Capital or Facility Maintenance” to be updated to “Capital or Facility Upgrades”.	Provide clarity on the original exclusion's intent, which is to exclude major capital works projects.

1.4.5 Proposed CDF Program Categories

As part of the review and benchmarking process, the current CDF Program categories have been assessed, and the generic nature of these categories has been found to be too broad.

New grant categories have been developed to better align with community needs and to provide clearer guidance for the allocation of CDF Program funds. This process involved a comprehensive review of current community priorities, emerging trends and feedback from stakeholders.

The new categories are designed to be more specific, addressing distinct areas of need within the community, such as cultural celebrations and events, mental health support, social inclusion, active ageing, or environmental sustainability. By narrowing the focus of each category, the funding allocation process becomes more targeted, ensuring that resources are directed where they are most needed and can have the greatest impact. These new categories provide a structured approach that supports both immediate community needs and long-term strategic goals.

The Table below shows the 2025 – 2026 Proposed CDF Program Categories:

Proposed 2025 - 2026 Community Development Fund Program Categories		
Category	Example Projects	Limit
Active Ageing For activities, programs or projects that promote social connection, health and wellbeing, volunteer engagement for positive ageing in Knox.	<ul style="list-style-type: none"> Digital Literacy Community Lunches Exercise/walking groups <p>Applications should support senior's groups to provide participation outcomes and encourage intergenerational connections that value the contribution of older people in Knox.</p>	\$5,000
Community Strengthening Projects or programs that strengthen the Knox community through a diverse range of activities, services and programs that are responsive to community need and provide benefit to the Knox community.	<ul style="list-style-type: none"> Community Food programs and food literacy Mental health and wellbeing Social connection, inclusion, and diversity Volunteer coordination <p>Applications will need to demonstrate significant benefit to Knox residents and include strategies for sustainable delivery of programs beyond the CDF Program. Applications are encouraged to show inclusion for diverse communities such as LGBTIQ+, First Nations, Culturally and Linguistically Diverse</p>	\$15,000

Proposed 2025 - 2026 Community Development Fund Program Categories		
Category	Example Projects	Limit
	(CALD).	
Cultural Celebrations and Community Events For projects, programs or events that increase awareness and understanding of diverse cultures within the community and enhance social inclusion and participation for all residents of Knox.	<ul style="list-style-type: none"> Contribution towards Cultural celebrations, community events and educational programs/projects <p>It is encouraged that projects, programs or events are open to the general public, and where possible, joint partnerships from various community groups in Knox.</p> <p>A community event usually attracts less than 500 people.</p>	\$3,000
Active Communities To assist with capacity building of sport and leisure clubs to deliver programs/projects that promote club wellbeing, diversity, inclusion, gender equity, volunteer engagement and retention.	<ul style="list-style-type: none"> Indigenous round Mentoring and leadership training for women and girls and gender diverse people Training programs to upskill club members on cultural competency, governance, volunteer engagement, harm prevention, gender equity, mental health, etc. <p>Applications will need to show consideration of diverse communities such as LGBTIQ+, First Nations, CALD, Gender Equity and contribute to the Club's sustainability.</p>	\$5,000
Arts & Events To assist Not-For-Profit community organisations with the delivery of community festivals, events and creative activities	<ul style="list-style-type: none"> Music Festival showcasing local artists Local annual art shows Art murals <p>Proven experience in holding an event previously. Engaging and using local artists.</p> <p>To qualify as an eligible event in this category, the event must be open to the wider community and attract more than 500 people.</p>	\$15,000
Small Equipment Grants To assist Not-For-Profit organisations with small, essential equipment purchases that enhance the sustainability of the organisation.	<ul style="list-style-type: none"> Soccer goal, goal post padding, new netting, court rollers, blowers, gardening equipment & tools, fridges, etc. <p>Applications will need to show a level of co-contribution for equipment only grants, with a minimum of 10% of equipment costs to be funded by the applicant.</p>	\$5,000
Environment and Sustainability To assist Not-For-Profit community organisations	<ul style="list-style-type: none"> Revegetation and weed control programs, habitat restoration projects, recycling programs, environmental education, or skill development 	\$5,000

Proposed 2025 - 2026 Community Development Fund Program Categories		
Category	Example Projects	Limit
with projects or purchases that support the natural environment and sustainability or supports capacity building or participation numbers of an environmental group.	Applications will need to demonstrate positive biodiversity and / or sustainability outcomes in alignment with Council strategies.	

1.4.6 Community Partnership Fund Program Overview and Insights

The Community Partnership Fund (CPF) Program is the most substantial of Council's various grant streams with a total allocation in 2024 - 2025 of \$787,367 allocated amongst 21 locally based not-for-profit organisations, with an anticipated total investment over the 2022 – 2026 four-year funding period of \$3,126,789.

The purpose of the CPF Program is to support the provision of free and low-cost services that are accessible to any resident in Knox and strengthens Council's commitment to effective partnerships with key service providers. The Partnership Fund is a four-year agreement that expires in June 2026.

In the final year of the Community Partnership Fund, a review will be conducted to ensure that the future priorities of this funding program align with the Council and Health and Wellbeing Plan 2025 - 2029. The proposed framework for the 2026 - 2030 Partnership Fund Program will be presented to a future Meeting of Council.

1.4.7 Community Response Fund Recommendations

In response to the Councillors' budget proposal, which highlights the ongoing community need and the growing demand for immediate support services, the Community Partnerships Team has responded with the introduction of a new grant stream. This initiative, aimed at providing short-term, essential support and relief for the Knox Community, is set to be implemented as the "Community Response Fund" if approved, with an effective start date of 1 July 2025.

The Community Response Fund will highlight Council's commitment to responding to residents in Knox experiencing the need for immediate, short-term relief. The Community Response Fund will be open until the budget allocation is exhausted, with applications presented to Council each month for consideration.

The purpose of the fund is to provide an accessible and responsive funding source for local service providers based in Knox, or servicing Knox residents, to develop and deliver essential relief such as food, clothing, bedding, vouchers, medication and other vital services that support individuals in need within the Knox community.

The Community Response Fund will operate under two tiers, based on the amount requested as follows:

Application Amount	Assessment and Determination	Grant Accountability and Acquittal
Up to and including \$500	Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council.	Acquittal showing proof of expenditure/purchase (i.e. receipt, paid invoice, bank statement).
\$501 to \$10,000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Acquittal showing proof of expenditure/purchase (i.e. receipt, paid invoice, bank statement).

The Community Response Fund, as with all Councils grant programs, will be underpinned by Council's Grant Framework Policy which outlines all grant programs require published assessment criteria. As such, it is proposed that applications will be assessed and reviewed by the officers on the following criteria:

- Clear organisational need or opportunity – the project addresses a specific, evidence-based need or opportunity within Knox (30%).
- Consultation and Partnership – The application demonstrates consultation or collaboration with other organisations (20%).
- Organisational Capacity – the organisation has the capacity to effectively deliver the project (25%).
- Project Budget – the project budget is well structured and reasonable.

An assessment matrix will be developed by Officers, and applications will be presented to Council each month for consideration and decision.

Full guidelines and program details can be found in Attachment 2.

2. ENGAGEMENT

Consultation and engagement with other LGAs and subject matter experts from the following Council Teams were sought during this review:

- Active Communities
- Governance
- First Nations Lead
- Multicultural Partnerships Officer
- Gender Equity & Health Promotion Officer
- Biodiversity
- Community Access & Support
- Events

3. SOCIAL IMPLICATIONS

Council's Community Grant Programs have a broad reach in the number of Knox community services and organisations accessing them. The Grant Programs are continuing to address the increasing needs of support for Knox residents. The collaborative partnerships that have been

established through these grant programs continue to address issues and opportunities that reflect the Council and Health and Wellbeing Plan priorities and help maintain a strong network of resources for the Knox community.

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 IMPLICATIONS

There are no environmental issues directly associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The projected costs associated with the administration and implementation of the Minor Grant, Community Development Fund and Community Partnership Fund Programs have been accounted for in Council's budget projections. There are no recommendations as part of this report that will impact budget projections.

7. RISKS

Any risks associated with administering the Minor Grant, Community Development Fund and Community Partnership Fund Programs are managed through the Council Grant Framework Policy's relevant grant Procedures/Guidelines. Acquittal documents are produced for each grant allocated by Council and evidence of expenditure must be provided by the funded organisation.

The Procedures/Guidelines and Council's Grant 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.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021 - 2025

Opportunity & Innovation

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

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

Neighbourhoods, Housing & Infrastructure

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

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

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Policy DRAFT Final Council Grant Framework Policy Clean Copy (1) [4.5.1 - 10 pages]
2. Attachment 2 - Community Grant Guidelines [4.5.2 - 20 pages]



Council Grant Framework

Policy Number:	2022/1	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Community Strengthening
Approval Date:	TBC	Version Number:	03
Review Date:	26 April 2026		

1. Purpose

The purpose of this Policy is to provide a consistent guide for the allocation, management and review of all of Council's grant programs to the Knox community.

2. Context

Council provides an annual budget for a suite of grants which support and encourage community, business and individual activity and service delivery in Knox, for the benefit of the Knox community. Council will also, from time to time, allocate budget for special or specific purpose grants to respond to emerging community need.

All of Council's grant programs are underpinned by the following principles:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Responsiveness to current and changing needs;
- Encouragement of collaboration and partnerships;
- Consistency, equity and transparency; and
- Accountability for public funds.

Council is also committed to addressing the following:

Best-practice grant-making

Council is committed to best practices and continuous improvement in its grant programs. Council will monitor the grant-making environment, as well as respond to feedback about its grant making processes to improve programs and procedures on an ongoing basis.

Access and Equity

Council is committed to access and equity through all facets of its operations including through its grant programs. To identify people from diverse backgrounds, staff will ensure they collect all relevant data. Wherever possible, sex- disaggregated data will be collected to inform planning, monitoring and evaluation of projects, programs and services in order to support Council's gender and equity goals.



Climate and Sustainability

Council is committed to tackling climate change and to support the community to adapt to climate change impacts. Council adopted the Climate Response Plan in 2021, which identifies actions to achieve zero greenhouse emissions for Council by 2030 and for the community by 2040. Council grants programs will provide opportunities to increase community impact and improve understanding of how climate change intersects with Council-funded program and service outcomes.

Electronic Gaming Machines

Council recognises that electronic gaming machines can pose a threat to public health and wellbeing due to the harm this activity can cause for individuals, families and the community. Council is committed to mitigating the negative impacts of electronic gaming in the municipality by adopting a harm minimisation approach in relation to the use of electronic gaming machines. As such, Council grant funds cannot be used to support applications from electronic gaming machine operators or for events that rely on venues with electronic gaming machines.

Alcohol

Council recognises that alcohol misuse can result in harmful impacts to our local community and as such, Council grant funds cannot be used for the purchase of alcohol in any circumstances.

Child Safety

Under the Child Wellbeing and Safety Act 2005, all organisations in Victoria that provide services or facilities for children and young people under 18 years of age are required by law to comply with the Victorian Child Safe Standards.

Grants recipients of Knox City Council who provide services, programs or activities that include children and young people must be aware of their legislative obligations and may be required to demonstrate these to Council in the grants application and funding agreement stages. Council's child safety requirements cover the following:

1. Council requires grant recipients to ensure their compliance with all relevant child safety legislation, and with their responsibilities and requirements as a 'contractor' as outlined in Council's Child Safety and Wellbeing Policy (available at [Child Safe Policy | Knox](#)). If the Standards apply to community funded programs, activities or services, the Provider must:
 - a. implement and comply with the Standards at all times; and
 - b. supply Council with a copy of their child safety policy at any time upon reasonable request.

Information on the Child Safe Standards is available at <https://ccyp.vic.gov.au/child-safe-standards/>.

2. Under the Worker Screening Act 2020 (Vic), people engaging in child-related work must obtain a Working with Children (WWC) Check. Grant recipients must:
 - a. ensure that all their relevant employees, contractors and volunteers who are providing the services or facilities in any Council-funded program hold a valid and current WWC Check (or for interstate visitors, an equivalent Check from their home State/Territory) as per the requirements outlined in Council's Child Safety and Wellbeing Policy;
 - b. maintain an up-to-date register of WWC Checks;
 - c. provide evidence of a valid and current WWC Check for each of their employees, contractors and volunteers providing the services or facilities to Council at any time upon reasonable request; and



- d. notify Council immediately if any of their employees, contractors or volunteers who are providing the services or facilities to Council have their WWC Check suspended or revoked, or are issued with a WWC Check Exclusion.

Information about the WWC Check is available at <https://www.workingwithchildren.vic.gov.au/>.

3. Scope

This Policy applies to all grants allocated via the following ongoing Council grant programs including:

- Individual Excellence Grants;
- Biodiversity Buddies Grants;
- Minor Grants Program;
- Leisure Minor Capital Works Program;
- Community Development Fund Program; and
- Community Partnership Fund Program.

The Policy also applies to any one-off or ongoing grants that Council creates to respond to community need at the time.

This Policy will prevail over all other policies relevant to the above Council grant programs where inconsistencies are found.

4. References

4.1 Community Plan 2021-2031

4.2 Council Plan 2021-2025

- **Key Direction 1: Opportunity and innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive. We value our natural and built environment.
- **Key Direction 2: Neighbourhoods, housing and infrastructure** - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
- **Key Direction 3: Natural environment and sustainability** - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
- **Key Direction 4: Connection, resilience and wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
- **Key Direction 5: Civic engagement and integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

4.3 Relevant Legislation

- Local Government Act 2020 (Vic)
- Child Wellbeing and Safety Act 2005

4.4 Charter of Human Rights

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



4.5 Related Council Policies

- Election Period Policy.
- Electronic Gaming Machines Policy.
- Complaint Handling Policy and Procedure.
- Knox City Council Governance Rules (Chapter 5 – Conflicts of Interest).
- Fraud and Corruption Control Framework.

4.6 Related Council Documents

- Individual Excellence Grants Procedure.
- Biodiversity Buddies Grants Procedure.
- Minor Grants Program Guidelines
- Community Development Fund Program Guidelines.
- Community Partnership Fund Program Guidelines.
- Community Development Fund Assessment Panel Terms of Reference.
- Leisure Minor Capital Works Grant Scheme Procedure.
- Leisure Minor Capital Works Grant Scheme Assessment Panel Terms of Reference.
- Knox Council Integrated Risk Management Process.
- Knox City Council Fraud & Corruption Control Procedure.

5. Definitions

Acquittal	Means the information provided by the grant recipient that proves funds have been spent responsibly and in line with the guidelines of each grant program.
Auspice	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
Assessment Panel	A specific purpose committee to provide recommendations to Council on grant allocations.
CEO	Means the Chief Executive Officer of Knox City Council.
Community Group(s)	A legal entity who provide services, support or activities to the Knox community.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
Delegate	Means a Council officer(s) selected by the CEO to administer a grant process.
Funding agreement	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
Grant	Means a sum of money given to an individual or organisation with the expectation that the money will be used for an agreed and specific purpose.
GST	Goods and Services Tax.
Individual(s)	Means a resident(s) of the Knox Municipality.



Legal Entity	An incorporated association, a co-operative, a company limited by guarantee, share or a trust or other organisation established under an Act passed by the State or Commonwealth.
Not-for-profit	Means a group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.

6. Council Policy

6.1 Grant Procedures/Guidelines

All Council grant programs will have accompanying procedures/ guidelines (with some to be developed or updated after the commencement of this Policy) that outline the eligibility and other specific information for each Council grant. Any amendments that materially change the intent of each procedure/guideline, must be considered and approved by the CEO.

From time to time minor administrative changes may need to occur to grant procedures/guidelines. Where an update does not materially alter procedures/guidelines, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, the grant management software that Council uses, changes to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact.

6.2 Promotion

All Council grant programs will be promoted widely within Knox to the targeted audience using the following approaches, where appropriate:

- Council's website and social media channels; and/or
- Media release; and/or
- Paid advertisement in community newspapers; and/or
- Opt-in email subscription lists via Smarty Grants; and/or
- Council newsletters and other Council publications; and/or
- Community information sessions; and/or
- Phone contact.

Additional assistance such as interpreters will be provided where required to ensure an equitable process for all applicants

6.3 Applications

- 6.3.1 All applicants must be able to demonstrate a positive benefit to the Knox community.
- 6.3.2 Council grant procedure/ guidelines will specify the application process.

6.4 Record keeping

All Council grant program records will be managed through Council's Smarty Grants portal. This system aims to track interactions between Council and each unique grant applicant.

Applications and funding agreements will also be stored in Council's central record keeping system, Knox Explorer.



6.5 Assessment Process

Assessment will be carried out in the following manner:

- 6.5.1 Applications will first be assessed for eligibility outlined in this Policy and the relevant grant procedure/guidelines.
- 6.5.2 Applications that are deemed ineligible at this first point will not be included in the following parts of the assessment process.
- 6.5.3 Grant procedures/guidelines will clearly specify the assessment criteria. These criteria will be made available to all applicants and assessors. Applications will be assessed against the program's criteria.
- 6.5.4 Where practicable, an assessment report summarising all relevant assessor comments, will be developed for presentation to the Assessment Panel as a tool to assist with assessment.
- 6.5.5 The assessment report will include details of the application and the assessors will be given Assessor access to Smarty Grants (where applicable) to view the full application and supporting documents where possible.
- 6.5.6 Where applicable, each assessor will undertake an individual assessment of each application prior to the Assessment Panel process.

6.6 Assessment Panels

- 6.6.1 Where practicable and subject to the individual grant program procedure, an Assessment Panel will be appointed and may comprise:
 - 6.6.1.1 a mix of community representatives and Council officers,
 - 6.6.1.2 Council officers only,
 - 6.6.1.3 community representatives only.
- 6.6.2 Assessment Panels that comprise Council officers only should include officers who are subject matter experts as well as at least one officer representative from an unrelated department.
- 6.6.3 Council officers that assist applicants with information or support to complete their applications, or with the administration of a particular grant program, will not become members of relevant grant assessment panel they help to administer or support as part of their role.
- 6.6.4 Community representatives can only be appointed to one grant Assessment Panel at any time.
- 6.6.5 The Assessment Panel will be led by a Chair (a Council officer) and the Chair will be supported by an officer responsible for administrative oversight of the particular program. This officer will provide the Chair with the following support:
 - Confirmation that the grant application and evaluation process were completed in accordance with the Grant Framework Policy and individual grant procedure.
 - Confirmation that all queries were resolved, to the extent possible, before initial assessments were made.
 - Any conflicts of interest that were identified among assessment panel members or applicants were managed in accordance with Council's Governance rules.



- A Panel Assessment report that outlines all matters relevant to the application and the assessor's initial assessment.
- Any other issues of relevance to the individual grant.
- The Chair will then lead the Assessment Panel through a consensus decision making process.
- Where the collective Assessment Panel decision differs from any prior individual assessment, a collective agreement will be reached. These recommendations will be noted in the Minutes.
- Written assessment will be recorded for each application including the reason for approval or decline and where relevant, the reason why an application did not receive the full allocation.
- Panel Assessment meetings will be minuted and saved in Council's central record system, Knox Explorer.
- A report containing the Assessment Panel's recommendations will be prepared by the Council officer responsible for administrative oversight of the particular grant program. All recommendations of Grant Assessment Panels will go to Council for approval, except those made under delegation of the CEO.

6.7 Decision-making

The final decision regarding successful applications will be made by Council or by CEO delegation. The decision will be recorded in Smarty Grants and reasons for the decision will be given to applicants.

6.8 Conflicts of Interest

- 6.8.1 All members of assessment panels and Council officers must identify any conflicts of interest they may have in relation to grant programs they are involved in as assessors or administrators, declare all conflicts of interest and exclude themselves from any decision making processes in relation to a matter in which they have a conflict of interest; this includes any discussions that occur as a precursor to the decision being made.
- 6.8.2 Council officers who are involved in the administration or support of a particular grant program will not become a member of a related grant assessment panel. This does not preclude Council officers from participating in other grant assessment panels for other grant programs. They must still declare any conflicts of interest.
- 6.8.3 Council's Governance Rules (Chapter 5) will be followed in relation to conflict of interest procedures and a Conflict of Interest Disclosure form must be completed for members of grant assessment panels (including community / industry / business representatives; Council officers; and by the officers involved in grant administration of that particular program).
- 6.8.4 Grant applicants must disclose conflicts of interest at the time of application, particularly where they work or volunteer for Knox City Council. Disclosures will be managed in accordance with Council's Governance Rules (Chapter 5).
- 6.8.5 All members of grant assessment panels and Council officers, including those involved in the administration of grants, must not make improper use of information acquired because of their position, or release information that they know of, or should reasonably know, is confidential information.

**6.9 Notification process**

Notification of successful and unsuccessful applications will take place as soon as practicable after the decision is made.

Successful applicants will be informed by:

- Email; and
- An announcement on Council's website.

Unsuccessful applicant will be informed via email with an offer of feedback and contact details of the officer to provide feedback. Council's decision in relation to funding applications is final.

6.10 Funding Agreements

All successful grant recipients will be required to enter into a funding agreement with Council. The funding agreement will set out the terms of the grant based on the applicant's application. Council will use a standard funding agreement relevant to each grant program. Any contract negotiations, within the ambit of the approved grant, will be carried out between the relevant Council representative and the successful recipient's appointed representative.

The funding agreement must be signed and returned to Council with all funding conditions outlined in the funding agreement met prior to the grant payment being released.

Funded organisations have three months from the date of the Council meeting to complete and return their signed funding agreement. Every effort will be made to secure a signed funding agreement before the money is returned to the grants pool. For community groups and not-for-profit organisations, a copy of the signed funding agreement will also be forwarded to the Committee of Management to ensure transparency and to provide more information on acquittal requirements and outcome reporting.

6.11 Payment arrangements

Payment will be made by Knox City Council to the nominated bank account by electronic funds transfer. The bank account must be in the name of the successful applicant entity or nominated auspice (except in the case of the Individual Excellence Grants). The individual grant procedures will provide more information about grant payment arrangements.

6.12 GST Treatment

- Where an applicant is registered for GST, GST will not be paid for any part of a grant for salary or project management costs.
- Where an applicant is registered for GST, GST will be paid for grants for equipment and other items that attract GST.
- GST will not be included as part of a grant to entities not registered for GST (though non-GST registered entities may still apply for Council grants depending on the individual grant guidelines).

6.13 Reporting and Monitoring

The reporting arrangements for each individual grant program are specified in each individual grant procedure and within the standard funding agreement. Any project specific items or conditions to be reported on will be identified in the contract.



All reporting is to be completed via Council's Smarty Grants portal. Monitoring may be undertaken via telephone, meeting or network meeting.

6.14 Performance

Whilst every effort is made to ensure that projects go smoothly, grant recipients may fail to deliver on aspects of their contract for a range of reasons. For applicants with the following:

- 6.14.1 **Variation requests** – any requests for variation to the approved project must be made in writing. A written response to such requests will be provided by Council. Variations to project details are expected to deliver similar outcomes as initially approved by Council.
- 6.14.2 **Extension requests** - any requests for an extension of a funding agreement must be made in writing. A written response to such requests will be provided by Council. Extensions will not be accepted beyond a twelve-month period from the original acquittal date in the Funding Agreement, unless extenuating circumstances can be demonstrated.
- 6.14.3 **Unspent Grant Funds** - In the event that an applicant can no longer complete any or all of the approved project, unspent grant funds will be returned to Council and any partial expenditure must be acquitted on the relevant forms.

6.15 Financial acquittal

Financial acquittal is required for all Council grants. A financial acquittal report must be submitted:

- Via Council's Smarty Grants portal on the form provided by Council;
- By the date agreed in the funding agreement;
- With supporting documents including receipts or other supporting documentation that shows expenditure of Council grant funds. Further information about the types of supporting documentation will be outlined in the individual grant procedures.

Any unspent Council grant money in excess of \$150 must be returned to Council.

Failure to meet the above criteria may result in an applicant being:

- Required to return allocated funding to Council; and/or
- Becoming ineligible for future Council grants.

Applicants who have not provided adequate grant acquittal documentation within two years of the original grant approval date will be referred to Council's Finance Department for debt retrieval, and may not be eligible for future Knox grant funding.

6.16 Project Outcomes

The success of the funded activity will be assessed through a final report via Council's Smarty Grants portal (along with the financial acquittal). The specific grant procedures and/or funding agreement will outline Council's expectations around outcome reporting.

As with the financial acquittal, failure to meet the requirement to report on project outcomes may result in an applicant being:

- Required to return allocated funding to Council; and/or



- Becoming ineligible for future Council grants.

6.17 Complaints and dispute resolution

Council is committed to sound decision-making processes to ensure fair and reasonable outcomes for the Knox community. Council values complaints and encourages people to contact us when they have a problem with our services, actions, decisions, and policies. If a complaint or dispute arises through Council's grant making processes, Council's Complaint Handling Policy and Procedure will be followed.

Where there is a complaint or dispute between assessment panel members, the Terms of Reference for that Panel will provide guidance.

6.18 Fraud and corruption control

Council recognises that there are specific fraud and corruption risks related to the administration of public funds through grant making. Council maintains a Fraud and Corruption Control Framework and Risk Register which provides guidance to all parties around fraud or corruption risk in the grant making process.

6.19 Grant recipients

Grant recipients must demonstrate behavior that aligns with and supports the core values of Knox City Council. This includes, but is not limited to, conducting activities in a manner that promotes respect, integrity, inclusivity, accountability, and responsibility. Organisations that don't adhere to these values may be required to return grant funds to Council and may not be eligible for future grant funding.

7 Administrative Updates

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

Knox City Council

Community Grants Guidelines 2025-2026

April 2025



Image Credit: Outer East Food Share Pop Up Market

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Introduction

Knox Council provides an annual budget to a range of grant programs designed to capture the priorities of the community and enable or community to thrive. All our grant programs are underpinned by the following principles:

- Funded projects/activities will provide benefit to the Knox community and help meet Council's objectives.
- Co-operation and collaboration between groups is encouraged.
- Grants processes will be consistent, equitable and transparent; and
- Grants processes will support and strengthen community groups in developing local solutions to local needs.

The community grants outlined in these guidelines are:



We welcome and encourage applications from a wide range of groups, including but not limited to:

First Peoples, LGBTQI+, Seniors, Organisations representing or supporting diverse cultural communities and people with a disability.

We also encourage partnership and collaboration between organisations.

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Who can apply?

Organisations who meet the following criteria are eligible to apply for the Minor Grant Program, Community Response Fund or Community Development Fund:

- **Operational location:** the organisation must operate within the boundaries of Knox or provide services to Knox residents.
- **Not-for-profit status:** The organisation must be a not-for-profit legal entity that provides services, support, or activities to the Knox community.
- **Australian Business Number:** The organisation must have an Australian Business Number (ABN) or complete a Statement by Supplier form.
- **Public liability insurance:** The organisation must hold adequate public liability insurance appropriate for the activity outlined in the application.
- **Governing body:** The organisation must have a Committee of Management or similar governing body that accepts responsibility for administering the grant.
- **Required permits and plans:** The organisation must have obtained any necessary permits or plans required by law specific to the activity.
- **Working With Children:** Employees, contractors, and volunteers (aged 18 and over) involved in the organisation must hold a valid and current Working with Children Check if the organisation provides services, facilities, or activities for children or young people under 18 years old. A signed statutory declaration is required as part of the application.
- **Electronic Gaming Machines policy:** The organisation must not operate Electronic Gaming Machines, in accordance with Council's Electronic Gaming Machine Policy.
- **Previous grant expenditure:** The organisation must have provided evidence to Council's satisfaction regarding the expenditure of any previous grants received from Council.
- **No outstanding debts:** The organisation must have no outstanding debts to Knox City Council.

The Knox logo, featuring the word "knox" in a bold, lowercase, sans-serif font.

Application Process

How to apply

All our grant programs are accessed through the Smartygrants online platform where you can read more about the grant and view the application form. Once you begin your application, you can upload documents and save and return to your application as often as you like before submitting to us.

When will I know the outcome of my application?

All applicants will be notified of the outcome of their application by email. If approval is required at a Council meeting, you will be notified of the outcome in the days following the meeting.

What happens if my application is successful?

Successful applicants will be required to enter into a formal funding agreement which sets out the details of the grant. The agreement will clearly define what the grant is for and specify the terms and conditions to foster effective project delivery and the protection of public funds.

What happens if my application is unsuccessful?

If you are not successful, we encourage you to talk to us and seek feedback on your application and make further applications in the future.

Your Privacy

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

Administrative Updates

Occasionally, circumstances may require minor administrative updates to this document. If the change doesn't significantly affect the guidelines, it can be made administratively and approved by the CEO. Examples include changes to department or position names, government department names, or minor legislative amendments with no major impact. Any change that could materially alter the intent of the procedure must be considered by Council.

I need help!

If you are having difficulty applying online, we are here to help. Contact the Community Partnerships Team on 03 9298 8000 or email cdf@knox.vic.gov.au.

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What can't grant funds be used for?

- **Organisations, projects or programs outside Knox** unless they offer clear benefits to Knox residents.
- **Projects run by political or religious groups** to promote core beliefs.
- **Retrospective payments or expenses** for activities or expenses undertaken before Council approval.
- **General fundraising or funding** for prizes sponsorships, donations, trophies, or gifts.
- **Electronic Gaming Machines** – for events or activities at venues with electronic gaming machines.
- **State or Federal government responsibilities** – projects may not be an event or activity that is the core funding responsibility of another level of government.
- **Alcohol** – grant funds cannot be used for the purchase of alcohol in any circumstances. This includes items that support the consumption and/or storage of alcohol.
- **Operating Expenses** – items that usually form part of your reasonable operating budget such as wages, rent, maintenance, utilities, cleaning, insurance etc) unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration. For sporting clubs, this includes routine or everyday equipment required for playing sport (i.e., balls).
- The use or hire of **Inflatables, amusement rides, or fireworks.**
- **Camps for Children or young people under 18** that include overnight stays.
- **Transport costs** unless transport is a significant barrier that can only be addressed with grant funding.
- **Printed merchandise or branded materials** primarily used to promote another organisation.
- **Expenditure contributing to carbon emissions** when more sustainable options are available, such as single use plastics or excessive printing.
- **Recurring applications** – for the same or substantially same project, event, activity or equipment purchase that has been approved for two previous consecutive financial years unless significant community need can be demonstrated.
- **Catering expenses** that exceed 20% of the total grant amount being requested.
- For any **items of equipment** without a co-contribution of at least 10%.
- **Educational institutions and State or Federal Government departments** and agencies are excluded from Knox Grant programs.

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Funding Conditions

Funding Agreements

All successful applicants are required to enter into a funding agreement. Funding agreements detail the terms and conditions of the grant, the relevant accountability requirements relating to the delivery of the project and financial reporting expectations.

Use of Grant funds

Funding may only be used for the purpose stated in the grant application and funding agreement, unless exceptional circumstances prevent delivery of agreed projects. In which case, grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.

What happens if circumstances change impacting the delivery of our project?

We understand from time to time, circumstances may change. Please contact the Community Partnerships Team on 03 9298 8000 to discuss your project and any foreseeable impacts to the delivery of your project.

Child Safe Standards

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children. Obligations are detailed on the Commission for Children and Young People (CCYP) website. Council will request information and evidence from your organisation in support of these obligations as part of the Funding Agreement.

The role of an Auspice

An auspice arrangement occurs when a larger organisation helps a smaller group apply for and manage a grant. The larger organisation, known as the auspice, manages the grant funds and provides public liability insurance for the event or activity.

To use an auspice, you'll need to provide proof of their agreement, typically in the form of a letter, which should be uploaded with your grant application on SmartyGrants. The auspice must meet the Eligibility Criteria in the "Who Can Apply" section of the guidelines.

Events or Artwork on Council owned sites

If your event or project is being planned on Council land or installed in/on a Council owned building, you will need to ensure that all relevant permits and/or event applications are submitted prior to submitting your grant application.

Alignment with the values of Knox City Council

Grant recipients must demonstrate behaviour that aligns with and supports the core values of Knox City Council. This includes, but is not limited to, conducting activities in a manner that promotes respect, integrity, inclusivity, accountability, and responsibility. Organisations that don't adhere to these values may be required to return grant funds to Council and may not be eligible for future grant funding.

Alignment with Knox Council and Health and Wellbeing Plan

All applications for funding must demonstrate benefit to the Knox community and will be considered in relation to the objectives and directions of Knox City Council and Health and Wellbeing Plan.

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Definitions

Acquittal	Means the information provided by the grant recipient that proves that funds have been spent responsibly and in line with the guidelines of each grant program.
Assessment Panel	A specific purpose committee to provide recommendations to Council on the Community Development Fund grant allocations.
Auspice	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
Chief Executive Officer	Means the Chief Executive Officer of Knox City Council.
Community Group/Organisation	Means a legal entity which provides services, support or activities to the Knox community.
Community Representative	A member of the community appointed by Council to participate in the Panel Assessments.
Council	Means Knox City Council, whether constituted before or after the commencement of these Guidelines.
Delegate(s)	Means a Council Officer selected by the Chief Executive Officer to administer the Grant Programs.
Event	Means an event, celebration, conference, performance or exhibition open to the community and held within the boundaries of Knox City.
Funding Agreement	Means an agreement between the grant recipient and Council that documents the agreed objectives of the grant and the accountability requirements of the grant.
Grant	Means a sum of money given to an organisation with the expectation that the money will be used for an agreed and specific purpose.
GST	Goods and Services Tax.
Individual	Means a resident of the Knox Municipality.
Legal Entity	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
Not-for-Profit Group	A group or organisation that is not operating for the profit or gain of its individual members and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.

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Minor Grants Program

The Minor Grants Program provides accessible funding to support community-led activities in Knox that promote volunteer effort, civic participation, and align with the Knox Council and Health and Wellbeing Plan.

Grants are available for small, short-term projects, equipment purchases, or repairs, with a maximum grant of \$2,000. Applications are assessed and allocated monthly.

Minor Grants operate under three tiers based on the amount requested as follows:

Application Amount	Assessment and Determination	Grant Accountability and Acquittal
Up to and including \$500	Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council.	Electronic Funds Transfer consent for payment and Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement).
\$501 to \$1,000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement and Acquittal required that show proof of expenditure / purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant.
\$1,001 to \$2,000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement and Acquittal required that show proof of expenditure / purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant.

Minor Grant Applications that may be supported

- Small, incidental (secondary or miscellaneous) amounts for one-off projects, activities or equipment purchases or repairs that will benefit Knox residents.
- Applications that support groups to minimise waste or adapt to climate change are encouraged.
- Be for funds that will be expended within 12 months from receipt of the grant.
- Be for an amount of no more than \$2,000.

Minor Grant Applications that won't be supported

- Applications that are more appropriately funded under another Council grant program.
- For the same, or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year unless significant community need can be demonstrated.
- Items typically included in an organisation's operating budget (e.g., salaries, rent, maintenance, utilities, insurance) will not be funded unless exceptional circumstances are demonstrated to the Council's satisfaction.
- For Sporting clubs, grant funding will not support the purchase of routine or everyday sports equipment required for playing sport (i.e.: balls)
- Requests for catering costs of more than 20% of the total grant amount being requested.




Crisis Response Provision for Minor Grants

In the event of a declared emergency or exceptional circumstance, such as a natural disaster or pandemic impacting the municipality, Council or it's delegate may waive specific clauses in this document to enable appropriate support to community organisations.

Budget Allocation

If the Minor Grants Program budget allocation is exhausted before May, the Program will be suspended immediately. New applications will not be accepted until the beginning of the new financial year.

Application Submission Deadlines

Applications must be submitted at least 15 working days before the Council meeting to allow time for assessment. Late applications for the May Council meeting will be carried over to the new financial year. No Minor Grants will be awarded in June due to end-of-year processes. Applicants will be notified if their application is delayed until the new financial year.

Minor Grants Program Oversight

The Minor Grant Program and any allocation and payment of Minor Grants will be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.

Minor Grant Program Application Process

All applications must be completed through the Smartygrants Online Portal, which can be found here: <https://knoxminorgrantsapplication.com>

Dates to Remember	
21 July 2025	July submission cut off
11 August 2025	Council Meeting
18 August 2025	August submission cut off
8 September 2025	Council Meeting
22 September 2025	September submission cut off
13 October 2025	Council Meeting
20 October 2025	October submission deadline
10 November 2025	Council Meeting
17 November 2025	November submission deadline
8 December 2025	Council Meeting

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Community Response Fund

The Community Response Fund is a new grant program at Knox Council that offers accessible funding to local service providers in Knox or those servicing Knox residents, enabling them to deliver **immediate and essential support** to individuals in need within the Knox community.

Immediate and essential support may include the provision of food, bedding, clothing, vouchers, medication and other vital services, along with community meals and new initiatives aimed at addressing immediate and essential needs of individuals requiring support in Knox.

All Community Response Fund Applications are assessed and allocated monthly with applications completed through the Smartygrants Online Portal, which can be found here: **XXXX TBD**

The Community Response Fund operates under two tiers based on the amount requested as follows:

Application Amount	Assessment and Determination	Grant Accountability and Acquittal
Up to and including \$500	Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council.	Electronic Funds Transfer consent and Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement).
\$501 to \$10,000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement and Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement).

Community Response Fund Applications that can be supported:

- Projects that focus on assisting people in Knox with an immediate crisis or those with unmet essential needs.
- Initiatives focussing on acquiring and distributing food and other emergency supplies such as bedding and clothing.
- Projects that involve purchasing items to store rescued food.
- Capacity building of services in Knox to enable and expand continued support of people in Knox.

Community Response Fund Applications that won't be supported:

- Multiple applications from the same applicant.
- Funding requests for individuals.
- Projects that don't demonstrate community wellbeing or enhance access and inclusion.
- Projects from applicants whose primary mission does not align with the purpose of this fund, which is enabling the delivery of **immediate and essential relief and support** to individuals in need Knox.
- Applications for costs relating to core business activities, such as wages, salaries, rent, utilities etc.
- Fundraising activities.

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Community Response Fund Application Process

All Community Response Fund Applications will first be reviewed by Council Officers for eligibility outlined in these guidelines and the Grant Framework Policy and recommended to Council based on the following criteria.

- ✓ **Clear Organisational Need or Opportunity** – the project addresses a specific, evidence-based need or opportunity within Knox – 30%.
- ✓ **Consultation and Partnership** – The application demonstrates consultation and collaboration with other organisations – 20%.
- ✓ **Organisational Capacity** – The organisation has the capacity to effectively deliver the project 25%.
- ✓ **Project Budget** – The project budget is well structured and reasonable – 25%.

Applications will be presented to Council each month for consideration and decision.

Dates to Remember	
21 July 2025	July submission cut off
11 August 2025	Council Meeting
18 August 2025	August submission cut off
8 September 2025	Council Meeting
22 September 2025	September submission cut off
13 October 2025	Council Meeting
20 October 2025	October submission deadline
10 November 2025	Council Meeting
17 November 2025	November submission deadline
8 December 2025	Council Meeting

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Community Response Fund Application Submission Deadlines

For applications to be considered at a Council meeting, they must be received at least 15 working days prior to the meeting date to provide enough time to assess and report the application to Council.

Applications received after the closing date for presentation to the May Council meeting, will be held over until the new financial year. No Community Response Fund applications will be awarded in June to allow for end of financial year processes.

Community Response Fund Funding Requirements

Recipients of the Community Response Fund grants are strongly encouraged to participate in Knox Emergency Relief Network.

Community Response Fund Program Oversight

The Community Response Fund and any allocation and payment of Community Response Fund Grants will be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.

Community Response Fund Budget Allocation

If the Community Response Fund budget allocation is exhausted before May, the Program will be suspended immediately. Applicants will be advised if their applications cannot be processed.

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Community Development Fund

The Community Development Fund is an annual grant program designed to capture the priorities of the Community and enable our community to thrive. It provides grants to develop, enhance and support the sustainability of not-for-profit organisations in the delivery of projects or programs that benefit the Knox community. The funding period is November 2025 to November 2026. Council will provide an allocation in each annual budget to fund the Community Development Fund program. The 2025-2026 Funding Categories are outlined below:

Community Development Fund Category	Objectives	Requirements
Active Ageing Up to \$5,000	For activities, projects or programs that promote social connection, health and wellbeing, volunteer engagement for positive ageing in Knox.	Applications should provide participation outcomes and encourage intergenerational connections that value the contribution of older people in Knox.
Community Strengthening Up to \$15,000	For projects or programs that strengthen the Knox community through the support of a diverse range of activities, services and programs that are responsive to community needs and significantly benefit the Knox community.	Applications will need to demonstrate significant benefit to Knox residents and include strategies for sustainable delivery (if required) of the project beyond the grant program.
Cultural Celebrations and Community Events Up to \$3,000	To support projects, programs or events that increase awareness and understanding of diverse cultures within the community and enhance social inclusion and participation for all residents of Knox.	Applications should demonstrate collaboration and partnership where possible. A community event usually attracts less than 500 people.
Arts and Events Up to \$15,000	To assist community organisations with the delivery of Community Festivals, Events and Creative Activities	Applications should demonstrate engaging with and showcasing local artists, musicians, theatre performers etc. To qualify as an eligible event in this category, the event must be open to the wider community and attract more than 500 people.
Environment and Sustainability Up to \$5,000	To assist community organisations with projects or purchases that support the natural environment and sustainability or supports capacity building or participation numbers of an environmental group.	Applications will need to demonstrate positive biodiversity and/or sustainability outcomes in alignment with Council strategies.
Active Communities Up to \$5,000	To assist with capacity building of sport and leisure clubs to deliver programs and projects that promote club wellbeing, diversity, inclusion, gender equity, volunteer engagement and retention.	Applications will need to show consideration of diverse communities and contribute to the sustainability of the club.
Small Equipment Grants Up to \$5,000	For small, essential equipment purchases that enhance the sustainability of the organisation.	Applications will need to show a minimum co-contribution of 10% of the cost of the equipment contributed by the applicant.




Community Development Fund Applications that may be supported

- Applications demonstrating clear project goals, defined outcomes, and a detailed plan and budget.
- Applications that clearly support Council's strategic objectives and priorities captured in the Council Plan and Health and Wellbeing Plan 2025-2029.
- Community need is demonstrated and addressed within the application.
- Projects and events that demonstrate collaboration with other local organisations and services, share resources within the community, and involve volunteers will be favourably considered.

Community Development Fund Applications that won't be supported

- Applications that are submitted after the submission period closes will not be eligible.
- Projects that are more appropriately funded under another Council grant program.
- Applications for the same or similar project funded by CDF for three consecutive years (except for annual community events) will only be considered if significant community need is demonstrated.
- Projects relating to capital or facility upgrades or maintenance. For example, projects that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities.
- Operating Expenses relating to the day-to-day costs incurred in carrying out your usual business. This includes expenses such as salaries for existing positions, insurance, utilities, cleaning and general maintenance.
- Applications for equipment must include a co-contribution from the applicant of at least 10%.




Community Development Fund Application and Assessment Process

All Community Development Fund Applications must first be discussed with the Community Partnerships team for eligibility outlined in these guidelines. You can contact the team on 03 9298 8000.

The 2025-2026 Community Development Fund information sessions, opening and closing dates are shown below, and we encourage you to attend the Grant Information Sessions.

Dates to Remember	
7th May 2025	Knox City Council Grant Program Information Session
14th May 2025	Grant Writing Training Session
26th May 2025	Applications open (9am)
29th May 2025	Knox City Council Grant Program Information Session
30th June 2025	Applications close (5pm)
27th October 2025	Council meeting (endorsement of Panel recommendations)

Community Development Fund Assessment Criteria

All Community Development Fund applications are assessed on the following weighted criteria:

- Clear demonstration of community need and proposed project objectives – 30%
- The capacity of the organisation applying for the grant to deliver the project and manage the grant – 25%.
- The degree to which the project is shown to have a clear financial need, is feasible and financially viable – 20%.
- The level of benefit to Knox residents – 15%
- Demonstration of consultation and partnership with others – 10%

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Community Development Fund Application Process

The annual Community Development Fund submission round will be widely publicised and promoted to the Knox community.

All applications are to be submitted via the Knox City Council Smartygrants Portal, and must include:

- ✓ Your current Public Liability Insurance Certificate of Currency
- ✓ Your most recent full year financials
- ✓ Quotes to support the proposed expenses/budget.
- ✓ Evidence of your organisation's legal status
- ✓ Project Plan

How are Community Development Fund applications assessed?

Applications are evaluated by the Community Development Fund Assessment Panel, which consists of approved Community Representatives, with support from Council Officers.

The assessment is conducted in accordance with the Community Development Fund Assessment Panel Terms of Reference.

In addition, expert advice is gathered from relevant Council Officers who provide subject matter expertise on specific submissions. This officer advice is presented to the Assessment Panel as an additional resource to assist in their thorough review and consideration of each application.

How are Community Development Fund applications decided?

After the funding round, a report is presented to Council, summarising the recommendations from the Community Development Fund Assessment Panel. Council will then consider and endorse these recommendations.

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Acquittals

What is an acquittal?

An acquittal is a report that the successful grant applicant submits, showing how the grant was spent and the outcomes of the funded activity. This report helps confirm that the funding was used as intended. Submitting an acquittal is required. If you don't complete it or provide the necessary documentation, it may affect your ability to apply for future grants.

Why is an acquittal important?

An acquittal is important to ensure public funds are used responsibly, according to the Funding Agreement and grant program guidelines. Applicants must provide evidence of purchases and confirm the funds were spent on approved items.

If the acquittal report is incomplete or missing, your organisation may not be eligible for future Knox City Council grants. Additionally, any unreported funds will need to be returned to the Council.

Tips for a successful acquittal

- ✓ Complete and submit the acquittal online using the Smartygrants Portal
- ✓ Submit the acquittal as soon as possible at the completion of your project/event.
- ✓ Upload evidence of acknowledgement of council funding
- ✓ Include your receipts or other evidence of payment to the value of the grant. Remember – these need to show payment or a zero balance!
- ✓ Attach photos or videos of your project/event.
- ✓ Provide a summary of the benefit to the community. We love to hear your stories!
- ✓ If required – return any unspent grant funds to Council.

Top Tips for a successful acquittal!



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References

Knox City Council Plans

- Knox Council and Health and Wellbeing Plan 2025-2029

Relevant Legislation

- Local Government Act 2020
- Child Wellbeing and Safety (Child Safe Standards Compliance and Enforcement) Amendment Bill 2021

Charter of Human Rights

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

Related Council Policy

- Council Grant Framework Policy (April 2025)
- Election Period Policy
- Electronic Gaming Machine Policy
- Complaint Handling Policy and Procedure
- Knox City Council Governance Rule (Chapter 5 Conflicts of Interest)
- Fraud and Corruption Control Framework
- Child Safe Policy

Related Council Documents

- Knox City Council Fraud and Corruption Control Procedure
- Community Development Fund Assessment Panel Terms of Reference
- Community Events in Knox – Information Pack

5 Notices Of Motion

6 Supplementary Items
Nil.

7 Urgent Business

8 Confidential Items